

**St Jude's**  
**Early Learning Centre**  
“Growth in Truth and Love”



Parent Information Book  
2020



# The Early Years Learning Framework

Educators use the Early Years Learning Framework to guide the children's learning through play and hands on experiences. This framework has three main areas:

## Becoming

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood.

They are shaped by many different events and circumstances. *Becoming* reflects this process of rapid and significant change that occurs in the early years as young children grow and learn. It emphasises learning to participate fully and actively in society.



## Belonging

Experiencing *belonging* – knowing where and with whom you belong is integral to human existence.

Children first belong to a family, a cultural group, a neighborhood and a wider community. *Belonging* acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood and throughout life, relationships are crucial to a sense of belonging.

*Belonging* is central to *being* and *becoming* in that it shapes who children are and who they can become.

## Being

Childhood is a time to be, to seek and make meaning of the world.

*Being* recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging in life's joys and complexities and meeting challenges in everyday life.

The early childhood years are not solely preparation for the future but also about the present.



# Welcome to St Jude's Early Learning Centre

Address: 49 Mulley Street, Holder ACT, 2611

Phone Number: (02) 6287 5520

Email: [elc.stjudes@cg.catholic.edu.au](mailto:elc.stjudes@cg.catholic.edu.au)

Website: [www.stjudesps.act.edu.au](http://www.stjudesps.act.edu.au)

ELC Office hours: 8:30am - 3:30pm

Before School Care hours: 7:30am - 9:00am

Preschool Hours: 9:00am - 3:00pm

After School Care hours: 3:00pm - 6:00pm

Vacation Care hours 8:00am – 5:30pm

Director: Gabrielle Adams

Principal St Jude's: Peter Galvin

Principal St John Vianney's: Peter Rodda

Office Manager: Belinda Charles



## **Our Vision**

We create an innovative and collaborative community where all children are encouraged to grow to their full potential. We offer a quality education in a nurturing and supportive environment, where truth and love are valued.

## **St Jude's Early Learning Centre Philosophy**

We aim to foster children's wellbeing through developing their independence, their social and their emotional skills through nurturing, wondering, interacting, playing, reflecting and praying.

We value the importance of recognising that each child is a unique individual and realise the value of self-expression and celebrating differences.

We believe all children need to be supported in an engaging environment where they feel safe, valued and inspired.

We achieve this by fostering strong relationships with the children, their families and the community through open and ongoing communication.

We recognise that each staff member brings unique qualities, individual strengths, knowledge and ideas to the team.

We strive to be a community of learners in which children, their families and community members feel valued and can express their thoughts and ideas.

## **Introduction**

Thank you for considering our Early Learning Centre as an option for your child's preschool education. St Jude's Early Learning Centre is located in Holder and provides preschool education for the families within the Catholic Parish of St Jude and St John Vianney, Weston Creek and the new region of Molonglo.

The Early Learning Centre accepts children who turn 4 years of age by 30 April of the year of enrolment. The Catholic Education office of the Archdiocese of Canberra and Goulburn oversees the centre and the Director is supported by the principals of the two parish schools in Weston Creek.

Catholic Early Learning Centres are not for profit organisations.

### **As a Catholic Early Learning Centre we:**

- Model Catholic tradition and faith
- Demonstrate respect for people of other faiths
- Celebrate the joy of discovery and the excitement of learning
- Value the uniqueness of each person
- Work in partnership with parents/carers, the parish and wider community.

At St Jude's Early Learning Centre, our Religious Education Curriculum is guided by the Treasures New and Old Supplement. We work with four units written specifically for preschool aged children across the year.

The units are:

Term One: *Gathering in Prayer*

Term Two: *Welcoming Church*

Term Three: *Sensing God*

Term Four: *Celebrating Jesus' birth*

We include Godly Play in the preschool units. Godly Play is distinctly about children discovering who God is, not what God did. It invites children to connect faith stories with personal experiences through play, wondering questions and open-ended responses.

We implement Belonging, Being and Becoming: The Early Years Learning Framework for Australia (2009). This supports the development of a program, recognising the importance of communication and language (including literacy and numeracy), and social and emotional development.



## **Preschool Program**

The preschool program is organised into three classes.

### **Full time class (Turtles)**

Monday – Friday

### **Part time class, start of week (Stingrays)**

Mondays

Tuesdays

Wednesdays (weeks 1,3,5,7 and 9)

### **Part time class, end of week (Lobsters)**

Wednesdays (weeks 2,4,6,8 and 10)

Thursdays

Fridays



## 2020 Term Dates

|               | TERM BEGINS       | TERM ENDS            |
|---------------|-------------------|----------------------|
| <b>Term 1</b> | Monday 3 February | Friday 9 April       |
| <b>Term 2</b> | Monday 28 April   | Friday 3 July        |
| <b>Term 3</b> | Monday 20 July    | Friday 25 September  |
| <b>Term 4</b> | Monday 12 October | Thursday 18 December |

## 2020 Fees

(Fees for 2021 will be available in December 2020)

| Session            | Hours         | Cost per day |
|--------------------|---------------|--------------|
| Before School Care | 7.30am-9.00am | \$22.00      |
| Preschool          | 9.00am-3.00pm | \$75.00      |
| After School Care  | 3.00pm-6.00pm | \$33.00      |
| Vacation Care      | 8.30am-5.30pm | \$81.00      |

Resource Fee - \$63.00 per term per child

Excursions/ incursions are at an additional cost and are added to your statement.



## 2020 Fees Continued

Please note that families may be entitled to Child Care Subsidy. For more information contact Centrelink or Department of Human Services at <https://www.humanservices.gov.au>.

Each fortnight your fee statement will be emailed to you. Fees are payable by direct deposit into the ELC account, the BSB and account number appear on your fee statement. Fees are payable in advance and it is essential that all fees are paid by the due date. Non-payment of fees may result your child's enrollment being cancelled.

Families are required to give 14 days written notice of their intention to withdraw their child from the centre. Fees will apply during this period.

Fees must be paid for every day your child is enrolled, including public holidays, regardless of attendance.

On enrolment all families are required to pay a non-fundable enrolment fee of \$50 per child. To accept a place at the ELC a bond of \$100 is required which will be credited to your account in term one.

A Resource Fee of \$63 per term is charged to cover consumables.

If your child has not been collected by 3.10pm, they will be booked into the After School Care and this charge will be added to your account. A late pick up fee of \$10 per 5 minutes may be charged from 6pm (5:30pm in the holiday period).



## General Information

St Jude's Early Learning Centre Uniform:

- Navy blue polo shirt with ELC crest
- Blue polar fleece with ELC crest
- Wide brim style hat – navy blue with ELC crest
- No specific pants are required, as long as they are not restrictive.



Please refer to the St Jude's website for the current newsletter for uniform shop opening times.

**ABSENTEEISM:** If your child is absent please inform the ELC by email.

**ALLERGIES/ASTHMA:** If your child has an allergy or asthma, you are required to complete an Allergy/Asthma Action Plan and a Risk Minimisation and Communication plan. Please remember we are NUT AWARE. Please DO NOT include any foods that contain these ingredients.

**MEDICATION:** If your child requires medication while at preschool, please inform the class teacher and ensure it is labelled with the name of your child. You are required to complete a medication form. No medication will be administered unless written authority is provided.

### **ARRIVALS AND DEPARTURES:**

You are required to sign your child in and out of the centre upon drop off and pick up using the Kiosk app on provided iPads. Before and After School Care is located in the preschool classrooms and rotate between the two classrooms weekly. Please contact the ELC office to make bookings.

**BIRTHDAYS:** We enjoy celebrating birthdays and other occasions that are special to families. If you would like to supply your child's class with something to help celebrate an occasion, please ensure that you provide 22 so that each child is included. If your child has an allergy or if you would not like your child to receive celebratory treats, please supply the centre with a substitute for your child. We are happy to store substitutes in our freezer/cupboard.

**COMMUNICATION:** Please contact us with any questions, concerns or feedback. Your child's teacher will provide class updates weekly via email which will contain information about the program as well as important dates and happenings. Please also refer the school website and both St Jude's and St John Vianney's school newsletters. Notes are distributed via email, the SZapp app and notes pockets.

**HAIR:** Children with hair below shoulder length must have their hair tied up at all times to help prevent head lice.

**ILLNESS:** Parents will be notified if a child becomes ill during the day. Please ensure that your contact and emergency details are kept up to date by notifying the Early Learning Centre if these details change. If your child is ill in the morning, we ask that you keep them at home as illness can spread quickly among young children. Please refer to the department of health link for exclusion periods: <http://www.education.act.gov.au/>

**Unwell children should not be sent to preschool!**

**INCURSIONS AND EXCURSIONS:** These will happen throughout the year. In the case of excursions, a permission slip will need to be signed and completed and returned to the preschool prior to the excursion. Fees for excursions and incursions are added to your account.

**LABEL EVERYTHING:** Please ensure that everything is labelled (sheet, hat, socks, shoes, polar fleece, bag, lunch boxes, containers and drink bottles). We encourage you to add a ribbon or button onto your child's hat so that they can easily identify it.

**LIBRARY BORROWING:** Each class will visit the St Jude's school library once a week/fortnight and children can borrow a book to take home. Please ensure that your child has a library bag.

**PARKING:** Parents' parking is available at the entrance to the preschool and school. Parents are to exercise caution when parking and driving on and around the preschool and school grounds.

**PARENT HELPERS:** We welcome parent involvement in the preschool. All parent helpers are required to have a Working with Vulnerable People card (WWVP). As a volunteer, no costs are involved with registration. To register or renew WWVPC, refer to <https://www.accesscanberra.act.gov.au/app/answers>.

**SUN POLICY:** The Cancer Council of Australia recommends that all children wear appropriate sun protection all year round. Hats and sunscreen are required to be applied to all children when they are outside and the UV index is above 3.

**TOYS AND PERSONAL ITEMS:** We have plenty of resources here and prefer that home toys stay at home. If your child does bring a home toy to school, it will be stored for collection by the parent/carer at the end of the day.

## **Start preparing your child a month before the BIG day!**

We encourage independence at preschool. Prior to starting we ask that you encourage independence at home. For example:

- Help your child learn to manage and take care of the things they will use on a daily basis at preschool.
- It is important that your child is able to use the toilet independently. Discuss with your child how they will use the bathrooms (toilets) at preschool. It is important that you explain to them that they will be allowed to go to the toilet whenever they need to. They also need to flush the toilet and wash their hands.
- Encourage your child to carry their own bag. Allowing your child to take ownership and responsibility of carrying their own bag will create independence.
- Encourage your child to independently get dressed each morning. These skills will assist your child when they need to get changed at preschool. When choosing clothes, please consider how easy they are for children to pull up and down when they need to use the toilet. Please ensure that your child wears shoes to preschool that they can put on and take off without assistance.



## FIRST DAY OF PRESCHOOL

The first day is a very exciting event, but it can also be a little confusing. On your first day:

- At preschool you MUST sign your child in and out every day. Sign in iPads are located at the front counter.
- Please help your child to find their name tag and locker to put their belongings away.
- You are welcome to stay with your child and participate in the activities for 20 minutes to help settle them in. When the educators call the children to the floor, at about 9.20am, please say goodbye to your child with a smile and leave the classroom.
- We will be sure to call you at any stage throughout the day if your child does not settle or becomes upset. We have your child's best interests at heart.



## WHAT TO BRING

**Lunch box-** At preschool we have our lunch around 11am. We also have our fruit/vegetable snack around 9:30 and 1pm. We suggest you pack your child's lunchbox with them so they know what is in it and what is for lunch and fruit/vegetable snack. Please use reusable containers whenever possible. We strongly encourage healthy eating and sustainability.

**Drink bottle-** Each child is required to have a water bottle containing ONLY water with them daily. Please show your child how to open and close the lid.

**Library bag-** This can be any type of cloth bag big enough to fit a picture book.

**Sheet** – Cot size sheet for rest time.

**Change of clothes-** Please ensure that your child has a spare pair of clothes in their school bag. We enjoy messy play and it is always great to have spares in case of toileting accidents.

**Hat-** Please ensure that your child has their preschool hat with them each day.

**School bag–** Please ensure that your child's school bag fits their lunch box, spare clothes, library bag and cot sheet.

**PLEASE LABEL EVERYTHING** 😊

# **Notes**