

- Parent Handbook - 2019



**IPSWICH JUNIOR
GRAMMAR SCHOOL**

EARLY EDUCATION CENTRE

Vision, Mission, Values and Pledge

Vision

Ipswich Junior Grammar School nurtures young learners to become future leaders.

Mission

Shaped by our proud history and traditions and focused on academic excellence, our school provides a personalised, holistic education by expert staff in engaging learning environments.

Junior School Vision Statement

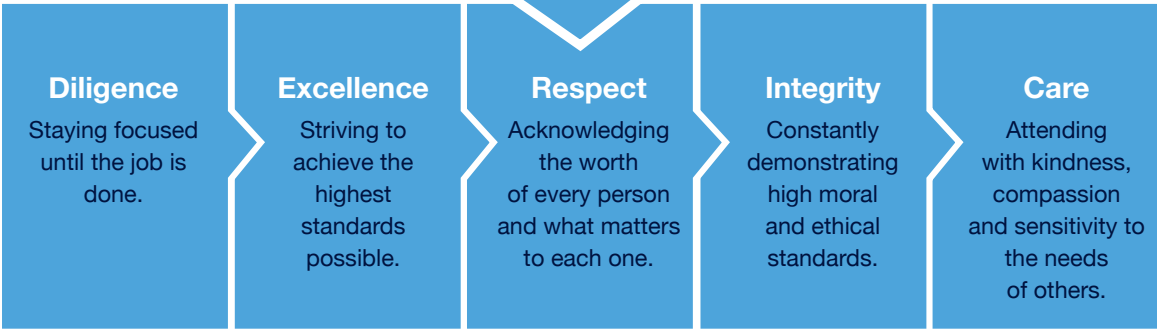
At Junior Grammar, our caring and professional staff foster a positive environment and culture for our boys and girls. Our students are actively encouraged to explore and question their world with curiosity while nurturing their sense of awe and wonder. We nurture our young learners to become future leaders by inspiring them to take risks, innovate and create, and acquire skills to adapt to their changing world.

Our children play together, learn together, and grow together.

At Junior Grammar, your child is at the heart of everything we do.

Values

We fulfil this intent in our everyday activities through exercising:



Our Inspiration

Omnia Superat Diligentia - Diligence Overcomes All

Junior School Pledge

As a student of Ipswich Junior Grammar School, I pledge that I will strive to do my best at school, in both study and play. I will respect the rights of others and treat all people and the School environment in the same caring way I would like to be treated. I promise to abide by the School rules, wear my uniform with pride and uphold the values and traditions of the School. I believe *Omnia Superat Diligentia* - Diligence Overcomes All.

2019 Term Dates

Term 1 (10 weeks): 28 January - 5 April	
Monday 7 to Friday 11 January	Orientation for new EEC Students (various times)
Monday 14 January	First day for Full-Time and Part-Time A EEC Students
Thursday 17 January	First day for Part-Time B EEC Students
Monday 28 January	Australia Day holiday (public holiday)
Tuesday 29 January	Term 1 commences - First day for Years 1 to 6
	Prep Student Teacher Interviews
Wednesday 30 January	Prep Students commence
Friday 5 April	Term 1 concludes
Term 2 (9 weeks): 22 April - 21 June	
Monday 22 April	Easter Monday
Tuesday 23 April	Term 2 commences
Thursday 25 April	ANZAC Day (public holiday)
Monday 6 May	Labour Day (public holiday)
Friday 17 May	Ipswich Show (public holiday)
Friday 21 June	Term 2 concludes
Term 3 (10 weeks): 15 July - 20 September	
Monday 15 July	Term 3 commences
Wednesday 14 August	Brisbane Exhibition (public holiday)
Friday 20 September	Term 3 concludes
Term 4 (8 weeks): 7 October - 29 November	
Monday 7 October	Queen's Birthday
Tuesday 8 October	Term 4 commences
Monday 21 October	Student Free Day
Friday 29 November	Term 4 concludes
Friday 20 December	Term 4 concludes for EEC Students

Part-Time Rotational Calendar

JANUARY						
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			Part Time A days
			Part Time B days
			Free Dress - School Holidays

	Public holiday
	EEC closed
	Orientation days for new students

2019 Holiday Program Dates

The Early Education Centre is open during school vacation periods throughout the year, only closing on public holidays and for a short time over the Christmas/New Year period. During school vacation periods, the EEC runs a holiday program for the children during which they are not required to wear their uniforms.

Holiday Program 2019

- Monday 7 January - Friday 11 January
- Monday 8 April - Thursday 18 April
- Monday 24 June - Friday 12 July
- Monday 23 September - Friday 4 October
- Monday 9 December - Friday 20 December

2019 Public Holidays

1 January	New Year's Day
28 January	Australia Day holiday
19 April	Good Friday
22 April	Easter Monday
25 April	ANZAC Day
6 May	Labour Day
17 May	Ipswich Show
14 August	Brisbane Exhibition
7 October	Queen's Birthday
25 December	Christmas Day
26 December	Boxing Day

Directory

Early Education Centre

Telephone	07 3454 4426
Facsimile	07 3454 4450
General enquiries	eec@juniorgrammar.com.au
Website	www.juniorgrammar.com.au

Junior Grammar

Telephone	07 3454 4547
Facsimile	07 3454 4486
Absentee Line	07 3454 4415

Girls' Grammar

Telephone	07 3454 4447
Facsimile	07 3454 4480
Absentee Line	07 3454 4415

Key Staff

Principal & CEO, Dr Peter Britton	principal@juniorgrammar.com.au
Early Education Centre Director, Mrs Kirsten Edols	kedols@juniorgrammar.com.au
Head of Junior School, Mrs Nicolee Eiby	neiby@juniorgrammar.com.au
Deputy Head of Junior School, Mrs Lezah Semple	lsemple@juniorgrammar.com.au
Chief Financial Officer & Secretary to the Board, Mr David Lonergan	dlonergan@juniorgrammar.com.au
Head of Junior School HPE & Sports, Mr Mike Duce	mduce@juniorgrammar.com.au
Nurse, Ms Carla Crethar	nurse@juniorgrammar.com.au
Community Relations & Marketing Team	marketing@juniorgrammar.com.au
Enrolments Team	enrolment@juniorgrammar.com.au

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Welcome to the Early Education Centre

The educators at the Ipswich Junior Grammar School Early Education Centre (EEC) welcome you and your children to our family. We hope you find the EEC an extension of your home. Our Centre provides a safe, warm, stimulating and natural environment where exceptional education and care is our highest priority.

The EEC was established to provide high quality educational opportunities for the families of our school and community.

As part of Ipswich Junior Grammar School, the Centre believes, promotes and practices the mission, vision and values of the School.

Mrs Kirsten Edols
EEC Director

The Three Centres of Junior Grammar

Early Education Centre (EEC) - Kindy and Pre-Prep

The Early Education Centre (EEC) provides an educational curriculum for children in the years before Prep, being Kindy (three and four years of age) and Pre-Prep (four and five years of age). The curriculum provides opportunities for play-based investigations and teacher directed discoveries. The EEC has highly-qualified staff delivering programs in the Kindy classes and teachers taking Pre-Prep classes.



Foundation Centre - Prep and Year 1

Prep and Year 1 classes are located in the Foundation Centre. This Centre, although separate from the Mavis Parkinson Centre, offers a secure facility where boys and girls can play and learn together and settle into their first years of formal schooling. The Centre is well resourced, and has its own play spaces for the enjoyment of the Foundation Centre children.



Mavis Parkinson Junior School Centre - Years 2 to 6

The Mavis Parkinson Centre is a state-of-the-art facility that accommodates children from Years 2 to 6, Junior Grammar's administration and the Junior School Library. The classrooms are spacious and designed for flexibility, encouraging activities that cater to the learning needs of the students. Each double classroom space also has its own large wet area and mini computer laboratory for classroom use. All rooms are air-conditioned and fitted with interactive whiteboards.



Management of the Early Education Centre

EEC Director Mrs Kirsten Edols is responsible for the day-to-day running of the Centre. In her absence, the Assistant Director will assume responsibility.

Input from parents, educators and students is encouraged to ensure expectations are met and values of the community are embedded in our curriculum and philosophy.

Philosophy

At the Early Education Centre (EEC) we believe children are capable learners and essential members of our community. The curriculum we follow is a combination of the Queensland Kindergarten Learning Guidelines and the Early Years Learning Framework. These include aspects of different pedagogies, including the Reggio Emilia philosophy. By following the curriculum and the Reggio Emilia approach to learning, we encourage children to grow and develop by providing experiences, opportunities and learning environments that challenge and engage their bodies and minds.

The EEC strives to promote:

- A warm, home-like environment that values secure, safe and reciprocal relationships, encouraging a sense of belonging for children, families and educators.
- An environment that encourages exploration, investigation, enquiry and artistry through rich learning experiences and open-ended materials and resources, in our natural surrounds.
- An environment that recognises each child is unique and will grow and develop in many different ways. These include: collaborative projects, exploring new possibilities and ways of thinking through hypothesising, developing children's interests and/or family interests, and community or educator planned experiences. These concepts are further developed by working to identify ways of learning and understanding through sustained shared thinking and actions.
- Respect for diversity through acknowledging the cultural backgrounds of all our EEC families and the wider community, including Aboriginal and Torres Strait Islander people.
- A belief that every child has the right to be nurtured and cherished, and supporting all children to become confident learners as they grow and develop.
- A partnership with families in all aspects of their child's development, as we believe this is essential to their learning outcomes.
- Opportunities for families and the surrounding community to contribute, collaborate, evaluate and give feedback to the learning program, in partnership with educators.
- Opportunities for educators to gain further knowledge, skill and competence in the Early Childhood field through regular staff training and ongoing professional development.

Early Education Centre Goals

The EEC will strive to:

- Provide high quality programs and service to children and their families at all times.
- Fulfil the School Philosophy.
- Provide learning environments and programs that engage children and provide exceptional enquiry-based learning opportunities.
- Make learning visible to children, families, community and educators through well thought out and aesthetically pedagogical documentation.
- Provide a curriculum and program of care that meets all aspects of the Early Years Learning Framework, Queensland Kindergarten Learning Guidelines and reflects a variety of pedagogy philosophies including Reggio Emilia.
- Meet with families twice per year to evaluate the progress of their child (Pre-Prep only) and set goals. These goals will reflect the learning outcomes from the Early Years Learning Framework, Queensland Kindergarten Learning frameworks and the Centre philosophy.
- Ensure all children receive nutritionally balanced, fresh, healthy food and provide children with choices, as appropriate.
- Encourage independence and self-help skills through positive interactions and role modelling.
- Provide positive interactions and encouragement to promote positive self-esteem and self-awareness.
- Maintain a portfolio for each child and keep records of each child's care and development, including regular observations and reflections via Kindy Portal and manual portfolios.
- Regularly communicate with families through discussions, phone contact, written weekly communication, diary entries, and monthly newsletters and emails via Kindy Portal.
- Promote and encourage both family and community involvement within the Centre.
- Provide families with up-to-date information about health, hygiene, child care, Centre practices, policy development and decision making.
- Encourage educators to regularly reflect on all aspects of care, program and practices, identify areas for improvement and take action as necessary.
- Provide opportunities for educators to attend regular training and professional development courses, and keep up-to-date with child care information.
- Understand and implement the National Regulations and the National Quality Standards.
- Exceed the requirements of the National Quality Standards.
- Provide a 'Transitioning to School' program in consultation with Junior Grammar Prep teachers.
- Employ qualified, experienced and passionate staff to meet the individual needs of children, families and our community.
- Create a natural, rich environment with a focus on sustainability.

Operation Information and Procedures

Staff

Director:	Mrs Kirsten Edols	
Teachers:	Mrs Jessica Houwen	
	Mrs Ashleigh Parker	
	Mrs Errin Attard	
Educators:	Mrs Robyn Hertrick	Mrs Benetta Tenteye
	Miss Sara Hass	Miss Tayla White
	Mrs Lynda Kramer	Miss Sally Murphy
	Mrs Alison VanWalsum	Mrs Christine Trimmer
	Ms Kayla Hertrick	Mrs Annette McDonald
	Mrs Lisa Bock	Miss Racheal Bultitude

Hours of Operation

6.30am – 6.00pm	50 weeks per year (except for designated public holidays)
6.30am – 8.30am	Morning Program
8.30am – 2.30pm	Individual Classroom Program
2.30pm – 6.00pm	Afternoon Program

Centre Fees

A non-refundable application fee of \$110 is payable on lodgement of application. Centre fees are set by the Board of Trustees and are comparable to other quality registered early education centres.

Fees are charged at \$95 per day (current as at July 2019, subject to review) and include morning tea, lunch and afternoon tea. Parents are required to provide the Centre with registered Child Care Subsidy details.

Vacation Care activities that may incur an additional cost, e.g. candle-making materials, etc., will be added to your Fees Statement. Any additional costs are advised before each Vacation Care period.

The Australian Government is committed to ensuring that Australian families are able to access affordable, flexible and high quality child care. The Government provides a number of subsidies and programs to help with the cost of child care, with the Child Care Subsidy being the main type of assistance that most families will use.

It is the parents' responsibility to register their child's enrolment with the Family Assistance Office (Centrelink) to be eligible for the Child Care Subsidy*.

** To receive the Child Care Subsidy you must meet Australian Government residency and immunisation requirements and have responsibility for the payment of your child care costs.*

To find out what financial assistance may be available to you:

- visit online services at www.familyassist.gov.au;
- call the Family Assistance office on 136 150 from 8.00am and 8.00pm, Monday to Friday;
- email through www.familyassist.gov.au; or
- visit a Family Assistance office (in Medicare offices or Centrelink Customer Service Centres).

Parents may be asked to quote the following number in relation to the EEC as a provider of eligible Child Care services: **Organisation Identification Number 1-FHQTDC**

Parents will receive an account every two (2) weeks, in accordance with the pattern of enrolment as indicated on the EEC Enrolment Form.

Payment applies to 50 weeks of the year including public holidays, with the exception of the two weeks over the Christmas/New Year period when the Centre will be closed.

Methods of Payment

Early Education Centre accounts will be payable by direct debit from your credit card or bank accounts.

Ipswich Girls' and Junior Grammar School has partnered with DebitSuccess Pty Ltd ABN 095 551 581, a leading provider of payment services in Australia, to provide you with this service.

Direct debit is one of the safest ways to pay your bills and offers you the convenience of ensuring that your account is paid on time without the hassle of having to manually process the payment yourself.

Attendance based payments will be collected weekly or fortnightly in arrears to keep in line with your Government Child Care Subsidy.

Please note, for those paying by credit card, 'DebitSuccess' will now appear on your statement. 'IJGS EEC' will appear on bank statements for those paying from their bank accounts.

How to Pay

Forms are available from the Accounts Office. Contact Mrs Suzanne Mack on 07 3454 4416 or email accounts@juniorgrammar.com.au.

Late Fee

Staff have commitments outside of work hours and appreciate parents being punctual. Late fees apply to parents who are late picking up their child. In the event a parent is late and has not notified the Centre or listed emergency contacts cannot be reached, police will be contacted.

A late fee will apply if your child is left at the Centre after closing time. The late fee is \$10.00 for the first 10 minutes or part thereof and \$1.00 per minute thereafter.

The late fee is NOT subject to either the Child Care Subsidy Scheme and is payable in cash directly to the Accounts Office.

The late fee is charged to the parent account when children are collected late.

Approved Absence Fee Reduction

Parents can nominate up to four weeks throughout the school year when they will be on vacation and their children will not be present at the EEC. During these weeks, parents will pay the reduced rate of 50% of their usual rate as determined by their enrolment schedule i.e. ten days per fortnight or five days per fortnight. This reduction cannot be used for part days. The EEC must receive written notification, four weeks in advance, when requesting approved absence fee reduction.

Parents may use this fee reduction for reasons other than annual leave e.g. travel for business or long term illness of a carer.

Notice of Withdrawal

The withdrawal of a student from enrolment in the EEC requires the School to fill the vacancy created. This takes approximately two weeks. Accordingly, parents must ensure two weeks' notice of withdrawal is given in writing to the School. If two weeks written notice is not received, two weeks' fees will be charged in lieu of notice. Where a child changes from full-time to part-time, unless the School can find a replacement enrolment, two full-time weeks' fees will be payable. Parents are requested to return all outstanding books and school property to obtain a final clearance from the School on the final day of attendance.



A-Z

Absences

Occasionally absences occur and parents are asked to phone the EEC direct on 07 3454 4426 and/or email eec@juniorgrammar.com.au.

Rules Regarding Number of Absence Days

Under the Child Care Subsidy System (CCSS) your child is eligible to receive CCS for an initial 42 days of absences, per financial year, which can be used for any reason and without the need to produce supporting documentation (includes public holidays). Once the initial 42 absence days have been exhausted, additional absences may be claimed in certain circumstances.

The Family Assistance Office (FAO) will maintain a count of absences used by your child across all services for the financial year.

You can obtain details of your absences claimed by the EEC, including a count of absence days used, via the online statement available to you through the online services section of the Family Assistance Office website.

Medical Certificate

You must provide a medical certificate or parent statement if absence occurs for six (6) and up to 15 consecutive care days.

For periods of more than 15 consecutive days, a medical certificate must be provided on your child's return to the Centre.

Public Holidays

It is the policy of the EEC that fees are payable for the days your child is booked into the Centre.

If a public holiday falls on one of the days your child is booked in, fees are still payable even though the Centre is not open.

Anti-Bias Policy

The EEC program is committed to multicultural education. This means we share a commitment to human rights, dignity of the individual and social justice. We strive to create a program that reflects the diverse lives of our children, families, staff and community. We seek to recognise, appreciate and respect the uniqueness of each child.

The EEC aims to provide opportunities for boys and girls to play freely regardless of the stereotype of the roles they choose.

Please refer to the *Anti-Bias Policy* located in the EEC foyer.

Art and Craft Materials

To extend each child's imagination, creativity and abilities, much material is needed. What you usually discard could be useful to educators and programs. Please collect items for the EEC. Regular lists of items needed will be emailed home or included in diary notes.

Attendance

Signing In and Out

A parent or responsible adult must accompany all children. Please sign children into the Centre on the iPads in the foyer as follows:

- Step 1:** Click **Begin**.
- Step 2:** Enter your phone number. If your phone number does not work, please see the Director.
- Step 3:** Select your name.
- Step 4:** Enter your **PIN**. The default starting PIN is **0000**. Enter this and create and confirm a new PIN (on first use only).
- Step 5:** Click on **Pick up/Drop off**.
- Step 6:** Your booked in child/ren will now appear. If dropping off your child, press **Drop off** and click **Done**. If picking up your child, press **Pick up** and click **Done**.

You are now finished!

Arrivals

On arrival at the Centre please:

Log in each child on the iPads in the foyer (as per above instructions). If you are not going to be at your usual place of work, please leave an alternative emergency contact number with the Director.

Notices and advice about excursions will be kept in the foyer. Please read daily and sign where indicated, if applicable.

Take each child to the playroom or playground and transfer them to the care of the person in charge.

Sometimes saying goodbye is more difficult for the parent than the child. We recommend that you tell your child clearly and definitely you are leaving and that you will return to pick them up. A big hug and goodbye before leaving will let the child know there is no negotiation. Educators will settle the child after you leave and ensure that he/she joins in activities and becomes engaged in the play space.

If you would like to check on your child's progress throughout the day, you are welcome to telephone the Centre.

Departures

At departure time, please:

Come in and greet your child.

Together, say farewell to the educator in charge of the group. Please feel free to stay and discuss your child's day.

Sign out on the iPads in the foyer (as per above instructions).

Please ensure your child and his/her siblings remain in your sight during this period.

Please note that school-age siblings may not collect your child from the Centre.

Authorised Persons

A responsible adult known to the Centre Director/teacher and/or the group leader/assistant must bring children into the Centre. Only authorised persons (as indicated on the enrolment form and over the age of 18) will be allowed to collect children from the Centre. Please notify the Centre Director with a written

note of any changes regarding the adult who is collecting your child. This adult must provide photographic identification.

On no account will a child be allowed to go home with a parent/guardian in contravention of a custody/court order held at the Centre. Such custody/court order should be brought to the Centre Director's attention on enrolment, and a copy of the order supplied. If both parents party to the court order have jointly agreed in writing for a deviation to the orders, then this must be supplied to the Director in advance of the change.

Behaviour Policy

The EEC *Child Behaviour Management Policy* is centered on the importance of respect and dignity for each child, acknowledging and accepting children's feelings and encouraging these feelings to be expressed.

Steps taken by staff towards establishing good behaviour management include:

- Establishing and maintaining appropriate limits for behaviour.
- Explaining the appropriate use of materials and equipment.
- Reinforcing positive behaviour with praise.
- Explaining why certain behaviour is inappropriate or unacceptable, and providing acceptable options.
- Offering children choices and encouraging decision-making.
- Setting realistic expectations which are age and stage appropriate.
- Breathing technique to assist with self-regulation.

Biting

Biting is not uncommon in young children. Children who bite usually do so because they are frustrated or angry. They often act impulsively and quickly, too young and immature to think of other choices or the consequences. They usually bite because their language skills are not good enough to express their needs. Biting is most frequent in the 13 to 30-month old age bracket.

When biting occurs, it is often very distressing to parents. If your child is bitten, you will probably feel angry. If, on the other hand your child is the biter, you may feel uncomfortable. Please remember that this is a natural phase of development for some children.

Staff also find biting very distressing and often feel guilty that they have been unable to prevent it. Be assured they will be actively seeking ways to eliminate the problem whilst maintaining the self-esteem of all parties involved.

Swearing

Children tend to use swear words because it gets an exciting response and makes them feel powerful. The secret is to remove this power by ignoring it and to make the child feel powerful in more acceptable ways. Some parents are concerned that their children will learn unacceptable language from children at the Centre. The reality is that most children hear these words outside the Centre from older children, adults in the community and the media. They are now at an age when they are interested in trying them out.

Aggression

A certain amount of aggression is normal in young children. Many children cannot control their strong feelings and act impulsively. They are not able to understand the consequences of their actions. We try to empower children with skills in dealing with aggression by talking about it.

Please refer to the *Behaviour Management Policy* located in the foyer of the Centre.

Birthdays

Birthdays are special times for children and the EEC enjoys sharing the occasion. The EEC will celebrate your child's birthday by baking or cooking on the day with their friends.

Remember, staff can always arrange celebration times to coincide with your availability to attend. As children get older, they often have birthday parties at home with their friends from the Centre. In order not to hurt feelings, the issuing of invitations is best handled quietly between parents outside of the Centre.

Child Care and Developmental Concepts

The EEC provides child-centered developmental programs. The programs are based on children engaging in purposeful, relevant, shared decision-making in a co-constructed program. This is conducted through observing children, listening to children, identifying the children's interests, brainstorming with the children about what they know, what they would like to know and adding 'what if?' questions. Intentional teaching opportunities support the children's desire to learn more and assist in achieving goals developed through observations. We aim to develop programs to meet all children's needs and therefore enhance individual development. Each child will be guided to develop at an individual pace according to his or her unique interests, abilities and styles of learning. Programs are critically reflected upon, using a collaborative approach with all educators in the classrooms, the children and families.

The skills that programs are based on are:

- Fine Motor - small muscle development such as manipulation.
- Gross Motor - large muscle development such as running and jumping.
- Social learning to work cohesively with others.
- Emotional self-esteem, self-worth.
- Cognitive thinking, problem solving.
- Language speaking, communicating.

The curriculum is viewed not simply as a series of activities for children, but rather as an opportunity to hypothesise, conceptualise, question and experiment with the world around them while forming a base and a thirst for learning.

Routines and programs are displayed in each room. They are available for you to peruse and we invite your contribution. Please speak to your child's teacher/educator, who can give you more information.

Child Protection Policy

The EEC strives to protect all children from physical, emotional or sexual abuse and neglect. The rights and wellbeing of the child remain our number one concern at all times. The Centre will:

1. Protect the child first and foremost.
2. Consider information from all available sources.
3. Maintain open lines of communication while respecting and adhering to confidentiality.
4. Work with referral agencies and professionals in the child protection area.

In response to suspected cases of abuse the EEC will:

1. Take into account what children and parents tell us.
2. Record all observations and evidence.
3. Report to the EEC Director/Head of Junior School including all documentation.
4. Assess the immediate safety of staff.
5. Report to the Department of Child Safety Services and the Department of Early Childhood Education and Care.

Please refer to the *Child Protection Policy* located in the foyer of the Centre.

Confidentiality and Children's Records

The EEC is committed to protecting your privacy and abides by the National Privacy Principles contained within the Privacy Act. Privacy of your personal information is important to the School, and we conduct our business with respect and integrity. It is important for the Centre to collect relevant personal information

from parents for enrolment purposes and for staff to maintain records of each child's individual development. Because much of this information is of a personal nature and some of it may be considered sensitive, we understand you may not wish to have this information unnecessarily disclosed to others. Please refer to the Centre's *Confidentiality and Children's Record Policy* located in the foyer of the Centre.

Emergency Procedures

Regular fire drills are necessary for regulation purposes. If you are present at a fire drill you are required by law to participate. Emergency evacuation plans are displayed in the Centre. Staff are familiar with evacuation procedures and policies. At all times, the children in our care receive our first consideration. Parents and visitors to the Centre are to respect this.

Every effort will be made to make evacuation drills enjoyable rather than stressful events for the children. Please refer to the *Fire Exits Plans and Procedures* located in the foyer of the Centre and in all children's rooms.

Equipment List

Parents of children in the Centre need to bring the following items in a bag:

1. Sheet in a named material bag, e.g. pillowcase. No spare sheets are available.
2. Change of clothes including underwear. Uniform only with the exception of tracksuit pants (spare tracksuit pants without the logo are acceptable but must be plain navy in colour).
3. Blanket (in cooler months).
4. Water bottle (named).
5. The regulated EEC sun hat (named).
6. Stationery list items.

Excursions and Incursions

Throughout the year we invite guest performers to come and perform for the children on a variety of topics. These can be in the form of a presentation or hands-on experience. These opportunities enhance the children's understanding of concepts and encourages questions and follow-up investigations.

Excursions (Pre-Prep only) may be arranged from time to time as part of your child's experience at the Centre. Parents are encouraged to attend at any time. Excursion slips will be on display for parents to complete when the need arises. Any costs for excursions/performances are inclusive.

Grievance Procedure for Parents

The EEC encourages open communication with parents and welcomes any suggestions or comments you may have.

Parents are requested to raise any concerns they may have regarding their child's care with their child's teacher in the first instance. If the concern has not been satisfactorily resolved this should be followed by speaking to the Centre Director. If parents would like to contact the Licensee about unresolved or sensitive issues, please do so in writing to the Centre:

Junior Grammar Early Education Centre
PO Box 16
Ipswich QLD 4305

Should you, at any time, have a complaint about staff at the Centre, please see the Centre Director in the first instance and then the Head of Junior School. If the problem can still not be resolved, you have the right to contact the local Department of Children Services.

Please refer to the *Grievance Policy and Procedures* located in the foyer of the Centre where you can also find a grievance form if needed. Please place the completed form in the Director's mailbox to be addressed.

Health

Child Immunisation

Epidemics of infectious illnesses such as Whooping Cough, Diphtheria, Poliomyelitis, Measles, Mumps and Rubella (German Measles) have been rare in Australia in recent years, because most people in the community have been immunised against them. It is therefore easy to become complacent about the need to have children immunised. These diseases continue to exist in our communities. All children in the Centre should be immunised to reduce the risk of infection.

Parents of children who are not able to meet this condition are requested to discuss their child's situation with the Director prior to starting at the EEC. As a result, conditions may be placed on your child's enrolment with the EEC.

The National Immunisation Program Schedule from November 2016 is available below. The most up to date Schedule can be found at <http://www.immunise.health.gov.au/internet/immunise/publishing.nsf/Content/national-immunisation-program-schedule>.

Child programs	
Age	Vaccine
Birth	<ul style="list-style-type: none">Hepatitis B (hepB)^a
2 months	<ul style="list-style-type: none">Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV)Pneumococcal conjugate (13vPCV)Rotavirus
4 months	<ul style="list-style-type: none">Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV)Pneumococcal conjugate (13vPCV)Rotavirus
6 months	<ul style="list-style-type: none">Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV)Pneumococcal conjugate (13vPCV)Rotavirus b
12 months	<ul style="list-style-type: none"><i>Haemophilus influenzae</i> type b and meningococcal C (Hib-MenC)Measles, mumps and rubella (MMR)
18 months	<ul style="list-style-type: none">Diphtheria, tetanus, acellular pertussis (whooping cough)Measles, mumps, rubella and varicella (chickenpox) (MMRV)
4 years	<ul style="list-style-type: none">Diphtheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio) (DTPa-IPV)

School programs	
Age	Vaccine
10–15 years (contact your State or Territory Health Department for details)	<ul style="list-style-type: none">Varicella (chickenpox)^cHuman papillomavirus (HPV)^dDiphtheria, tetanus and acellular pertussis (whooping cough) (dTpa)

At-risk groups - Aboriginal and Torres Strait Islanders	
Age	Vaccine
12–18 months (In high risk areas) ^e	<ul style="list-style-type: none"> Pneumococcal conjugate (13vPCV)
12–24 months (In high risk areas) ^f	<ul style="list-style-type: none"> Hepatitis A
6 months to less than 5 years	<ul style="list-style-type: none"> Influenza (flu)
15 years and over	<ul style="list-style-type: none"> Influenza (flu) Pneumococcal polysaccharide (23vPPV) (medically at risk)
50 years and over	<ul style="list-style-type: none"> Pneumococcal polysaccharide (23vPPV)

Other at-risk groups	
Age	Vaccine
6 months and over (people with medical conditions placing them at risk of serious complications of influenza)	<ul style="list-style-type: none"> Influenza (flu)
12 months (medically at risk) ^e	<ul style="list-style-type: none"> Pneumococcal conjugate (13vPCV)
4 years (medically at risk) ^e	<ul style="list-style-type: none"> Pneumococcal polysaccharide (23vPPV)
Pregnant women (at any stage of pregnancy)	<ul style="list-style-type: none"> Influenza (flu)
65 years and over	<ul style="list-style-type: none"> Influenza (flu) Pneumococcal polysaccharide (23vPPV)
70 years (a free single catch-up dose is available for adults aged 71–79 years until 31 October 2021)	<ul style="list-style-type: none"> Herpes Zoster (Shingles)

Footnotes to the National Immunisation Program (NIP) Schedule

- a. Hepatitis B: vaccine should be given to all infants as soon as practicable after birth. The greatest benefit is if given within 24 hours, and must be given within seven days
- b. Rotavirus vaccine: third dose of vaccine is dependent on vaccine brand used. Contact your State or Territory Health Department for details.
- c. Varicella vaccine: contact your State or Territory Health Department for details on the school grade eligible for vaccination.
- d. HPV vaccine: is for all adolescents aged between 12 and 13 years. Contact your State or Territory Health Department for details on the school grade eligible for vaccination.
- e. Pneumococcal vaccine:
 - vi. Medically at risk children require a fourth dose of 13vPCV at 12 months of age and a booster dose of 23vPPV at 4 years of age.
 - vii. Aboriginal and Torres Strait Islander children require a fourth dose of pneumococcal vaccine (13vPCV) at 12–18 months of age for children living in high risk areas (Queensland, Northern Territory, Western Australia and South Australia). Contact your State or Territory Health Department for details.
- f. Hepatitis A vaccine: two doses of Hepatitis A vaccine for Aboriginal and Torres Strait Islander children living in high risk areas (Queensland, Northern Territory, Western Australia and South Australia). Contact your State or Territory Health Department for details.

Further Information

Further information and immunisation resources are available from the Immunise Australia Program website at www.immunise.health.gov.au or by contacting the Infoline on 1800 671 811.

Children who are ill

It is extremely difficult for EEC staff to provide the appropriate care for children who are ill, and still give attention to the rest of the group. When children are sick, they need more attention, as well as quiet, warmth and rest. It is impossible to give a child, who is placed in a group situation, this type of care as it requires staff members to lessen their involvement with the remainder of the group.

We therefore request that children who are sick are not brought to the Centre.

Please do not feel the EEC staff are going to phone you at every sign of a 'sniffle', however, if the staff feel your child is in need of medical attention or would benefit from being home or somewhere quiet, we will contact you to inform you of your child's condition.

Staff at the Centre are not qualified to diagnose your child's condition; they can only voice their concern and suggest what the problem may be, based on their knowledge and experience from working with children.

We do appreciate you may need to be at work and will therefore not be able to collect your child. Should this occur, please arrange for your approved nominee to come and collect your child.

The Centre staff are responsible for the equipment children use, both indoors and outdoors, and for maintaining a hygienic, safe environment for all children to play in.

Please refer to our *Sick Children Policy* located in the foyer of the Centre.

Contagious Illnesses

The following guidelines provide parents with information about exclusion periods. As in all medical situations, a doctor's advice on when a child is safe to return to school is always accepted.

Immunisation against contagious diseases is strongly recommended. Parents whose children are not immunised place their children at risk of infection, as many diseases are most contagious prior to symptoms becoming obvious.

Below please find a list of the most common infectious diseases and their exclusion periods:

Condition	Exclusion of person with infection
Chicken Pox (varicella)	Exclude until all blisters have dried. For non-immunised children, this is usually at least five days after the rash first appears.
Cold sores (herpes simplex)	Not excluded if person can cover sores with a dressing to restrict direct contact by others and maintain hygiene practices to minimise risk of transmission. Otherwise, exclude until sores are dry.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.
Diarrhoea and/or vomiting including: <ul style="list-style-type: none">– amoebiasis– campylobacter– cryptosporidium– giardia– rotavirus– salmonella– viral gastroenteritis but not norovirus or shigella - see separate section	<p>Exclude until there has not been a loose bowel motion for 24 hours.</p> <p>Exclude staff who handle food until they have not had any diarrhoea or vomiting for 48 hours.</p> <p>If there are more than two cases with loose bowel motions in the same location, or a single case in a food handler, notify your nearest public health unit.</p>

Diphtheria	Exclude according to public health unit requirements
Enterovirus 71 (EV71) neurological disease	Exclude until written medical clearance confirming the virus is no longer present in the child's bowel motions is received.
Haemophilus influenza type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least four days.
Hand, foot and mouth disease	Exclude until all blisters have dried.
Head Lice	Exclude until treatment has been applied and eggs and lice removed.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.
Hepatitis B	Exclusion is not necessary.
Human Immune Deficiency Virus (HIV AIDS Virus)	Exclusion is not necessary, unless the child has a secondary infection.
Influenza and influenza-like illness	Exclude until well.
Measles	Exclude for four days after the onset of the rash.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.
Meningitis (viral)	Exclude until well.
Meningococcal Infection	Exclude until appropriate treatment has been completed.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Norovirus	Exclude until the person has not had any diarrhoea or vomiting for 48 hours.
Pertussis (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.
Poliomyelitis	Exclude for at least 14 days from onset of symptoms. Written medical clearance confirming child is not infectious from doctor or public health unit is required to return to child care/school.
Ringworm, Tinea, Scabies, Pediculosis (lice), Trachoma	Re-admit the day after appropriate treatment has commenced.
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of rash.
School sores (Impetigo)	Exclude until person has received appropriate antibiotics for at least 24 hours. Cover weeping or crusted sores on exposed areas with a watertight dressing until at least 24 hours after commencing antibiotics and for as long as practical. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours.
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.
Streptococcal Infection (including Scarlet Fever)	Exclude until well and child has received antibiotic treatment for at least 24 hours.
Tuberculosis	Exclude until written medical clearance confirming child is not infectious is received from Queensland Tuberculosis Control Centre.
Whooping Cough	Exclude the child for five days after starting antibiotic treatment.
Worms	Exclude if loose bowel motions present.

Clearance Letter

A clearance letter from your child's doctor may be required if we have any doubt about your child's suitability to return to the Centre.

Diarrhoea and Vomiting

Diarrhoea and vomiting are contagious and it is the EEC policy that if your child is suffering from either of these, regardless of the cause, they must be kept away from the Centre. This means if your child has a loose motion or vomits before leaving home in the morning, the child is NOT to be brought to the Centre for 24 hours after the last motion. The EEC staff can appreciate that it may be caused by something your child has eaten; however, the staff must consider the welfare of all children.

Please refer to our *Sick Children Policy* located in the foyer of the Centre.

Symptoms of Illness

The following symptoms will alert you to the fact that your child could be unwell:

- Unusual spots or rashes
- Unusual behaviour (your child is cranky or less active than usual, cries more than usual, feels general discomfort or just seems unwell)
- Feverish
- Conjunctivitis (tears, redness of eyelid lining, irritation, followed by swelling and discharge)
- Breathing difficulties
- Mucus discharge from the nose (thick, green or bloody)
- Diarrhoea
- Vomiting
- Loss of appetite
- Sore throat or trouble swallowing
- Infected skin patches
- Severe persistent or prolonged coughing
- Frequent scratching of the scalp or skin
- Headache, stiff neck
- Yellowish skin on whites of eyes
- Unusually dark, tea-coloured urine

What to do when a child has symptoms

- Consult your doctor.
- Keep your child away from the Centre so that others are not infected.
- Contact an appropriate staff member and enquire if other children are suffering from similar symptoms.
- Consult the Centre Handbook for exclusion times and procedures in relation to giving medication at the Centre.

It is important that you report any illness to appropriate staff, as this allows them to:

- Watch for signs of illness in other children.
- Alert other parents, particularly those who may be at risk themselves or who may have children who are at risk.

Please refer to our *Sick Children Policy* located in the foyer of the Centre.

What will staff do if your child develops symptoms?

As soon as staff are aware that your child is unwell, they will contact you.

As staff do not have the facilities to take care of sick children adequately for any length of time, and as infection can move swiftly through a group, the EEC staff will ask you or your nominee to come and collect your child as quickly as possible.

Infectious Diseases

In the case of an infectious disease the following procedure applies:

- Parents must immediately notify the Centre if their child has a contagious disease.
- Parents will be notified when a contagious disease is diagnosed in any room. Information will be made available about the outbreak and necessary precautions.
- If a contagious disease outbreak should occur and a child does not have the appropriate vaccination, he/she will be excluded until the outbreak is contained.
- Should a child contract an infectious disease, the exclusion period must be adhered to.

- If a child has a mild case of a contagious disease and wishes to return to the Centre earlier than the recommended exclusion period, a medical certificate is required.

Medication

All medication must be clearly marked with the child's name, and the dosage must be clear on the pharmacist's dispensing label. Do not leave medication of any nature in your child's bag. Medication will be stored in the refrigerator in the staff kitchen.

Please refer to our *Medication Policy* located in the foyer of the Centre.

Prescribed Medication

Prescribed medication will only be administered if the pharmaceutical label is current and intact. Medication will only be administered to the person specified on the label and doctor's directions will be strictly adhered to.

Non-Prescribed Medication

Non-prescribed medication will only be administered following directions on the pharmacist's label, which clearly states the child's name, and when parents have signed an authorisation form, e.g. Dimetapp, Demazin and Panadol.

Nebulisers/Volumatics

Nebulisers and volumatics will only be administered with your doctor's written consent. Medication will not be administered more often than four (4) hourly.

Parents are asked to demonstrate to staff, with the child, the procedure before the initial dose. Parents are required to provide the Centre with a Medical Plan of Action to follow in the event of an attack.

In the case of a child susceptible to an acute asthma attack, medication must be permanently left at the Centre.

Authorisation of Medication Forms

Medication forms are located in the EEC foyer and must be completed and signed before medication can be administered.

In cases of children's temperature rising above 38°C, parents will always be contacted. Should you wish staff to administer Panadol in circumstances other than these, written authorisation is required.

In the event of a minor incident, first aid will be administered by staff and recorded. If a more serious incident occurs, parents will be contacted immediately. Please ensure the Centre has an emergency contact number in this unlikely event.

In an emergency situation, should the person in charge determine the injuries are serious enough, an ambulance will be called immediately.

Serious Injury/Death

The following procedure will be conducted by staff in the event of a serious injury or death:

- Commence resuscitation immediately
- Administer life-saving medication (e.g. EpiPen or Ventolin)
- Notify ambulance to get professional help
- Notify senior staff to organise further help and control situation
- Supervise children in the Centre
- Guide ambulance officer to appropriate area so that no time is wasted
- At no time leave the child unattended
- Remove other children from the situation
- Contact parents
- Contact police, senior management and the relevant Government department
- Contact School Nurse

Dental Hygiene

Your child's teeth are important. They are used not only for eating but for speaking, too. They also help keep spaces for permanent teeth.

Children do not have the skill to use a toothbrush properly until they are about eight years old. Until they reach this age, the teeth should be brushed by an adult at least once a day (as well as once by the child).

Please refer to the *Dental Policy* located in the foyer of the Centre.

Prevention of Infection and Hygiene

a. Personal Hygiene

Educators will maintain a high standard of personal cleanliness. This includes clean clothing, appropriate footwear and hair care.

Lesions on staff and children must be covered.

All children's sheets must be contained in a cloth bag and taken home for laundering weekly.

b. Food Preparation and Handling

All hands must be washed with soap prior to handling food.

Dairy and meat products must be refrigerated.

All uneaten foods need to be disposed of immediately.

All utensils and equipment must be washed in detergent and stored appropriately.

Aprons are to be worn by educators serving and preparing food.

At times the EEC consults the School Nurse. Most often, the School Nurse comes to the EEC. If the child is required to go to the Health Centre (a short walk within the School campus), correct child : staff ratios are implemented.

Toileting

Hands must be washed after using the toilet. This includes staff who take children to the toilets.

Staff will ensure the children flush the toilets after use.

When children are at the toilet, staff maintain a high level of supervision. If a staff member is not at the toilets, only one child at a time is permitted to visit. Students are not permitted to supervise children visiting the toilet. A staff member must be in attendance at all times.

Toileting Procedure

- Children wait quietly for a toilet
- Remember to encourage children to wipe themselves after toileting
- Flush toilet
- Wash hands with soap
- Dry hands
- Walk quietly back to the room

When to Wash Hands

- On arrival at the Centre (to limit the introduction of germs)
- Before and after eating
- Before and after handling food
- Before and after using the toilet
- After handling body fluids (faeces, vomit, blood, etc.)

- After wiping a nose
- On departure from Centre

Hand sanitiser is provided in the foyer for parents and visitors, however we do encourage children to wash their hands with soap and water.

Centre Hygiene

- It is the responsibility of all educators to ensure the Centre is clean and tidy.
- All sleeping mats and mattresses must be disinfected weekly.
- Toys are to be washed with detergent and warm water.
- Floors are to be kept swept and free of debris.
- Food and paint spills are to be wiped up immediately.
- Tables are to be cleaned after activities and meals.
- Toilet areas are to be cleaned with detergent and warm water and disinfected at regular intervals during the day.
- Kitchen areas are to be kept clean and tidy at all times.
- Towels, tea towels and aprons are to be washed daily.
- An infectious diseases bucket is located in the laundry for soaking of contaminated items before laundering.

Hygiene Procedures

- Gloves are to be worn by staff in cases of accidents involving bodily wastes or bleeding, cleaning bedding and toilets.
- Staff must dispose of gloves and cleaning materials in a closed bin.

Lost Property

Lost property is located on the top of your child's class lockers. It would be appreciated if parents could check this regularly as the amount frequently builds up. Items that are not named will be placed in the box until claimed.

Meals

Morning tea, lunch and afternoon tea will be provided by the Centre. All meals will be prepared in the Ipswich Girls' and Junior Grammar School kitchen and transported to the EEC.

There is now clear evidence that childhood nutrition has a lasting effect on many aspects of health. We will provide fresh, nutritional food and well-balanced meals. The School Catering Manager has designed a nutritious menu for your child. The menu is displayed in the EEC eating area. Please advise the Centre Director of any specific dietary requirements.

Unless a child has a specific, medically diagnosed condition/illness or allergy, it is unnecessary to bring meals or lunchboxes from home. It is the EEC policy to provide a strictly safe environment for all children, including those with anaphylactic allergies or other similarly diagnosed conditions.

Media and Marketing Consent

Information for Parents and Students

The consent form, provided as part of your orientation forms, will authorise the Early Education Centre staff or their approved agent(s) to take and coordinate photographs, comments and film/video footage for educational and promotional purposes. These may be used for:

- Media stories about student achievements.
- Printed publications (including magazines, advertising, brochures, display materials).
- Electronic communication (such as Facebook, our website, PowerPoint presentations etc.).

Please note: While the Junior Grammar newsletter is produced primarily for the School community, it is not a confidential or private document and may be accessed by the general public.

What happens to the consent form once it is completed and signed?

The consent form will be placed on the student's file and retained by the EEC. If requested, a photocopy of the form will be made available to the student's parent or guardian.

For how long is the consent valid?

Consent is valid from receipt of the signed form and will remain valid until it is withdrawn in writing by the parent or guardian. To allow the Centre to contain the costs of new photography and marketing materials, consent is sought to continue using the images and comments after the student has left the EEC.

How does this form relate to the School's Privacy Policy?

The School's *Privacy Policy* acknowledges the need for personal information to be disclosed for marketing purposes. The School's *Child Protection Policy* acknowledge the rights of students to decline to participate in media and marketing activities.

Noticeboards

Important information will be displayed on noticeboards throughout the Centre. Email is our preferred method of communication. The EEC Director will send out information on activities and family events happening in our community and much more.

Orientation Forms

A set of mandatory orientation forms will be provided to you as part of the enrolment process and are also available on request from the Enrolments Office. Forms should be returned via email to forms@juniorgrammar.com.au or in person to the Early Education Centre. A separate set of forms is required for each Junior Grammar child in the family.

Please note: It is a legislative requirement pursuant to Sections 100 & 101 of the *Child Care Regulation 2003* and *Child Care Act 2002* that all mandatory forms be received prior to your child's commencement at the Early Education Centre. It is the parent/guardian's responsibility to inform the Early Education Centre of any changes to health and contact details (addresses, telephone numbers, name of doctor and dentist, medication, illnesses/allergies etc.), and Court Orders (if applicable) as soon as they occur. The Centre needs to know how to contact parents easily and quickly if necessary.

Parent Involvement

The EEC has an *Open Door Policy*, which means you are most welcome to come and be with your child at any time of the day.

Parents are encouraged and invited to share their talents and time with the Centre by participating in whatever way they feel most comfortable. It may vary from assisting on an excursion or simply helping with fundraising.

Parent participation is not only important because it helps the Centre but, more importantly, it sends strong positive messages to your child that you support them and are part of their child care world.

The EEC team sincerely wishes that you and your child feel happy and welcome at our Centre. Be aware that a three-way relationship between parents, the caregiver and the child exists in a child care setting and communication is a vital ingredient to the success of this relationship.

How can you be involved?

The EEC actively seeks and encourages families to be as involved as they wish. This can range from evaluating and adding input to your child's program and observations, volunteering within the EEC, involvement in the EEC's Family Committee, and sharing skills and experiences that the children and the program will benefit from. Your involvement can be as formal or active as you like and as your time permits.

We respect that time is limited for most families and we ask that you inform us as to your preferred method of communication. We can arrange meetings with your child's educator at a time that suits you throughout the year and offer email, Facebook, Newsletters, weekly school diary entries and pride ourselves on strong verbal communication on a daily basis. We seek input from families on all aspects of the EEC but in particular, your child's goals, observations and program.

If, for any reason you question or do not understand any aspect of the EEC or your child's experience, we have a *Grievance Policy* that supports all stakeholders in our community and like all policies, is available for families to consult and implement at any time. Copies of our policies are available in the parent library. You are welcome to take a copy home and review at your leisure.

How to prepare your child for our environment

Orientation is an important start for your child and family to connect to our service. We encourage each child to attend the EEC in the company of a family member on their orientation morning. This gives you and your child the opportunity to gain an understanding of our program, the layout of the room, where to find things and provide educators with additional information about your child and how we can best support their transition and settling period.

If your child is reluctant to attend, please discuss this with their assigned educator so they can develop strategies with you to support the transition from home to the Centre. You are welcome to take photos of your child in our environment to show and discuss at home. Some children like to take a book from our library to read at home and return on the next visit.

Preschool Day Hooray by Linda Leopold Strauss, *Maisy goes to Preschool* by Lucy Cousins, *What to Expect at Preschool* by Heidi Murkoff and *I Love You All Day Long* by Francesca Rusackas are some great books to read to your child leading up to their first day.

Communication between home and the Centre must be open and happen often to best support your child during this time. There may be some tears and extra tight hugs when saying goodbye for the first few weeks but there are always cuddles, reassurance and genuine care from our educators for both the children and their families. Sometimes this experience is upsetting more so for the parent/guardian, not the child. We understand this and offer support through phone calls during the day, photos and open communication.

Saying goodbye

Ideally, your child will be settled at an activity before you leave, however some children find it hard to settle until their parents have gone. What works best is a set routine so try to establish the Kindy/Pre-Prep day routine from the orientation process. Being well organised and avoiding a rush usually results in a calm start to the day.

Most children will want to have a look around first to see who else has arrived and to look at what activities are available. Please tell your child when you are leaving as they may become upset if they haven't had the opportunity to say goodbye. This gains trust from the child, not only in you but also in the educator who is reassuring your child about their day and when you will return. Rest assured we will ring you if your child is distressed.

Parking at the EEC

During orientation you will receive a pack with an 'EEC Parking Permit' enclosed. This permit is to be displayed on your windscreen at all times when using the EEC carparks.

There are two EEC carparks. One on the left as you enter the Ipswich Junior Grammar School campus via Torch Street (Pre-Prep families are encouraged to park here). The second carpark is located closer to the EEC building and the entrance is on the right (Kindy families are encouraged to park here). All staff park in the second carpark.

Programs/Curriculum

Our aim is to provide experiences that reflect a high-quality early childhood program in a safe and nurturing environment that meets the individual needs of each child and promotes the physical, social, emotional and cognitive development of the children involved in the program.

- Experiences are to be provided in both structured and a play-based learning style that caters for children's individual needs, interests and are age appropriate.
- Information will be gathered from families upon enrolment regarding the child's needs, interests and family backgrounds including culture. This information is treated as confidential and allows educators to provide experiences that interest and extend the children's current development. We feel it is important to develop a partnership between parents and educators to ensure consistency between home and the EEC occurs and the best possible care is provided.

- The EEC implements the Early Years Learning Framework (EYLF) – Being, Belonging, Becoming and Queensland Kindergarten Learning Guidelines (QKLG) as a basis for curriculum planning.
- The EEC has a focus on play-based/inquiry learning. This is developed through the interest of the children in the environment. Educators extend interests through ‘intentional teaching’ opportunities through investigations, exploration, open-ended questioning, ‘what if?’ scenarios and provocations.
- Children, parents and educators will be encouraged to work together in the development of the program being offered within the Centre.
- All educators will work as a team in preparing and/or implementing the curriculum. The curriculum will be planned to reflect the EEC philosophy and goals of children.
- All educators in each room reflect daily in a collaboration scrap book. This document is the basis of further planning in the curriculum. Children are involved in the process and their voices are evident in the planning.
- Educators will plan realistic curriculum goals for children based on observation and assessment of individual needs and interests.
- Educators submit learning stories, observations and curriculum information into Kindy Portal. Each parent has access to their child’s learning through an access code. Each child will receive a Yearbook which will include all projects & documentation collected over the year.
- Each room will maintain and display daily journals that provide snapshots of the program for the parents’ information and feedback.
- Modifications will be made in the environment for children with special needs. Staff will make appropriate, professional referrals where necessary with parental permission.
- Materials and equipment will reflect the cultural diversity that exists in our society and will avoid cultural and gender stereotyping of any group.
- A conscious balance between indoor and outdoor experiences will be planned for with large blocks of unstructured time.

The program will provide a variety of developmentally appropriate experiences and materials that are selected to achieve the following goals:

- Foster positive self-concept
- Develop social skills
- Encourage children to think, reason, question and experiment (STEM)
- Encourage language development
- Enhance physical development and skills
- Encourage and demonstrate sound health, safety and nutritional practices
- Encourage creative expression
- Respect cultural diversity of staff and children
- Respect gender diversity

The program will be guided by observations on children that have been reflected on and followed up as per our programming procedure:

- Lead educators for each room are to receive at least two hours (spread throughout the week) of non-contact time per week to plan their program and complete observations.
- Educators from each group work together to produce an interest based, co-constructed program. This program will be evaluated and extended upon daily, then weekly.
- Through interacting with children during unstructured learning times, educators are able to discover the child’s interests and extend upon these in a relaxed, spontaneous atmosphere. Educators will interact with children in a way that encourages and challenges them to extend their thinking and interests.

- Educators will respect the child's rights to choose not to participate at times.
- The rooms are set up with designated areas, which remain the same for consistency, only changing to support children's interests or safety. The children are provided with a large range of activity choices and are responsible for packing away these activities when they are finished with a particular project. We wish to instil in children a sense of care and respect for their equipment.
- Educators will conduct smooth, unregimented transitions between activities. Transitions are to be integrated into the program as learning opportunities.
- The environment and program will be engaging and supportive of each child's interests and needs.
- The environment and program will encourage free choice and open-ended materials in selection of experiences.
- Routine tasks will be incorporated into the program as a means of furthering self-help and social skills.
- Appropriate staff/child ratios, according to the licensing regulations will be maintained at the EEC at all times.
- Portfolios will be given to families at the end of the year to review and discuss. It is hoped the portfolios provide an accurate and precise record of each child's development and time spent at the EEC.

Publications

Junior Grammar Newsletter

The Junior Grammar Newsletter is emailed to families each fortnight. It includes a calendar of upcoming events, School news, excursion details and articles from the Head of Junior School, staff and our School community. It also covers sporting and co-curricular activities.

@Grammar Magazine

This magazine is published twice per year and provides an insight into our unique School community and highlights excellence achieved by our School, students and staff.

EEC Yearbook

This is a magazine-style keepsake of the highlights across the year. Each copy becomes a wonderful memento of a student's time at the EEC. One copy per child is provided.

Rest

All children are required to have time to relax or rest during the day. It is the policy of the EEC that if a child falls asleep they are in need of rest. Some children may not need sleep and are provided with quiet activities. Children will rest in their classrooms on vinyl mattresses supplied by the Centre. Two staff members will care for the children in rest periods. Parents are asked to provide sheets for their child. Yoga and meditation are offered during these times.

Please refer to the *Rest Policy* located in the foyer of the Centre.

Special Needs

Before enrolling your child at the Early Education Centre, it is important to discuss with staff any special needs your child might have and how staff can meet them.

Planning for children with special needs requires careful thought and often the assistance of specialists. It is important to know how the specific needs may or may not affect the child's learning and activities. This information will help staff to meet the needs of the child and seek assistance from specialist and support workers.

Please help staff provide excellent care for your child by bringing to their attention any special needs or problems your child may have.

Stationery Requirements

Students' stationery may be ordered online by following the instructions on the order form available on the School's website (www.juniogrammar.com.au/uniforms#stationery).

Any enquiries about a student's stationery requirements should be directed to the Cottage Shop on 07 3454 4432 or email cottageshop@juniogrammar.com.au.

For new students enrolling during the year, stationery packs may be ordered online and delivered to the School for the student to collect.

Student Diary

These are distributed to families at the beginning of the year. We use the diary to record reminders and details on weekly activities and events. We also insert important communications in them as required. These need to be checked each day your child attends.

Sun Protection and Hats

The Centre encourages the use of sun protective clothing and SPF 30+ broad-spectrum sunscreen. There is a sun protection station as you enter the Centre. Mirrors are provided to assist the children to apply sunscreen independently. The Centre maximises the use of available shade for outdoor activities to reduce time spent in the sun. Hats need to be worn throughout the year. **A NO HAT, SHADE PLAY** policy will be enforced and children not wearing a hat could miss out on some outdoor playing activities.

Please refer to the *Sun Smart Policy* located in the foyer of the Centre.

Please ensure all items brought to the Centre are **CLEARLY LABELLED AND MARKED**. While all care is taken, we will not accept liability for loss or damage.

Toys and Other Treasures from Home

The EEC discourages children bringing toys from home as it creates difficulty in case they are lost. No responsibility will be taken for these items if brought into the Centre. The Centre does not allow children to bring aggressive toys to the Centre, as these can encourage aggressive and violent behaviour.

We have chosen a wide range of developmentally appropriate equipment and toys for the Centre, and it would be appreciated if parents explain to their children the toys at the Centre are for everyone to share and they cannot be taken home.

Cuddly or security toys are welcome, but need to be clearly named and will only be given to children at rest times.

Uniform Details

Children in the EEC have some of the same clothing items as for Junior Grammar Prep. This makes the children easily distinguishable within the School. It is also economical for parents when sending their children onto Prep.

In summer, our uniform consists of the EEC polo shirt, shorts, Junior Grammar issued sun hat and navy or brown sandals, with the addition in winter of the School navy tracksuit, white socks and predominantly white track shoes with Velcro fastenings.

During designated vacation periods, the children are not required to wear their uniform and 'free dress' is permitted. However, please ensure clothes are appropriate for sun protection.

New Uniforms

The Uniform Shop is open during the term-term, Monday to Friday from 12.00pm - 3.30pm.

Location: Cottage at end of main drive

Staff: Mrs Karen Ferrett, Mrs Amanda Thomson

Telephone: 07 3454 4429

Email: uniformshop@juniogrammar.com.au

Second-Hand Uniforms

The Cottage Shop sells a range of second-hand uniform items in good condition and is open during the term-term, Monday to Friday from 12.00pm - 3.30pm.

Location: Cottage behind the Uniform Shop

Staff: Mrs Deborah Moore

Telephone: 07 3454 4432

Email: cottageshop@juniorgrammar.com.au

Hair

Girls who have hair touching the collar must have it neatly tied back. Long fringes should be pinned back.

Boys should have a school boys' haircut style, their hair should not be cut shorter than Blade 3 length and no longer than collar length. Haircuts such as undercuts and tracks are not allowed.

Jewellery

The only jewellery allowed is a single pair of plain, small gold or silver studs or sleepers (girls only) and a plain watch. Brightly coloured watches are not permitted to be worn.

A religious necklace may be worn, but must be under the uniform and out of sight.

Visitors

Occasionally you will see new faces at the Centre. Relief staff and volunteers are screened before participating in daily activities and must adhere to the EEC Philosophy whilst at the Centre.

At no stage will a voluntary worker be left in charge of a group of children. The teacher or other staff will always be available; however, they will interact with the children, giving help and attention as needed.

What Else to Bring

We have a Family Wall in all rooms. This is a strong and valuable tool in our environment for your child to connect to and help a child feel that they, and their family, are valued and part of the EEC, even if they are not always there. If you would like to bring in a photo, or a couple of photos that represent your family, we would love to add it to our wall.

Accounts Office

Opening Hours

The Accounts Office is located on the ground floor of the Peter Phillips Senior School Complex. School business hours are Monday to Friday from 8.00am - 4.00pm (excluding public and Christmas holidays).

Accounts Office Telephone: 07 3454 4474.

Services to Parents

- Payment of school fees
- All other student-related payments
- Fee account enquiries
- Enrolment payments (i.e. application and confirmation fees)

EEC Fee Payment Policy 2019/2020

Our Fee Schedule is available on our website.

Cheques are to be made payable to: Ipswich Girls' Grammar School.

Payments made by credit card incur a merchant surcharge of 0.5%.

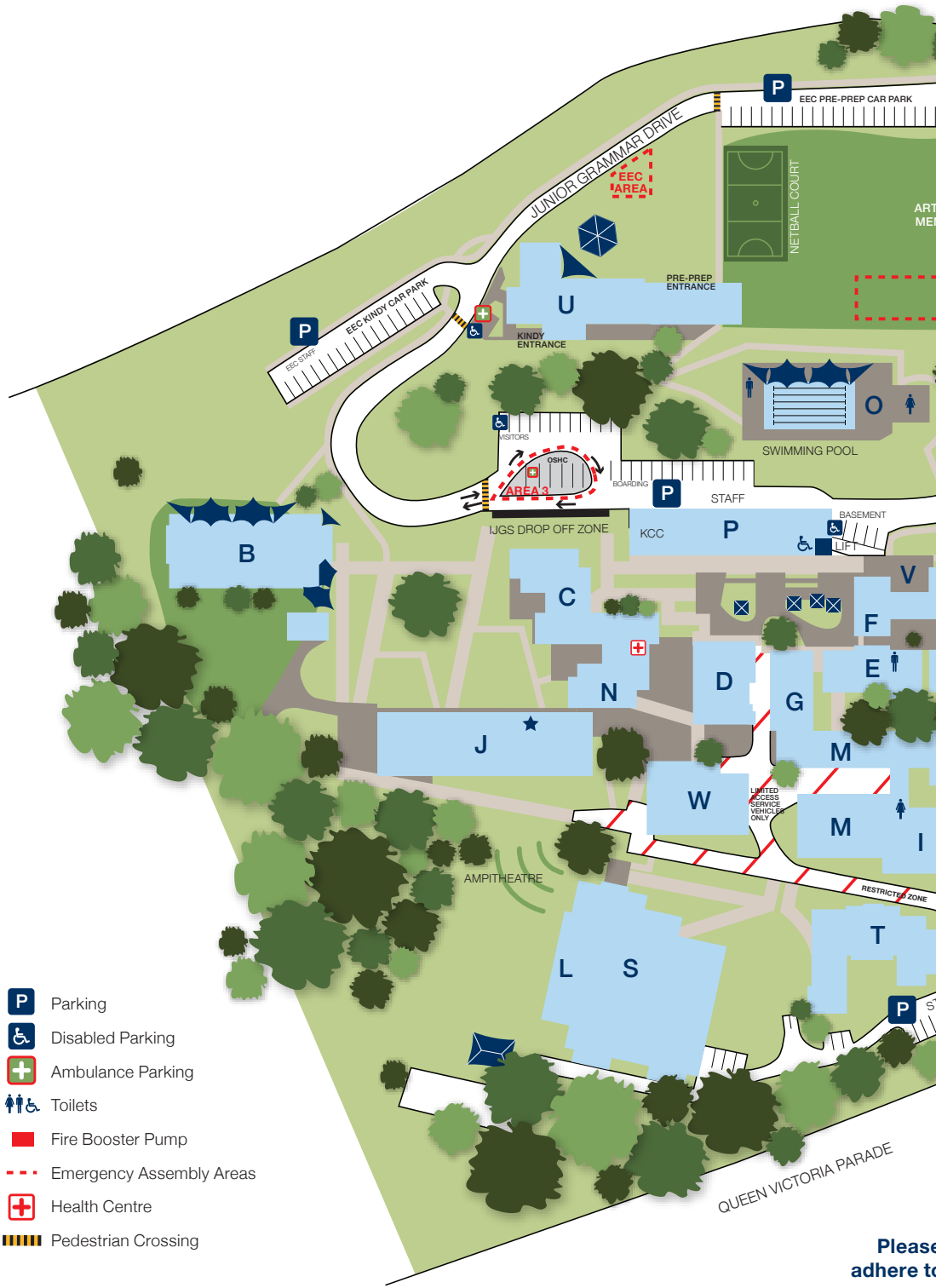
Please note that credit card payments made via Parent Lounge no longer incur a merchant surcharge.

Thank you

**Thank you for choosing Ipswich Junior Grammar School's
Early Education Centre to care for and educate your child.**

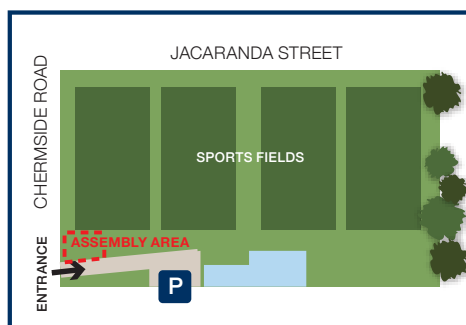
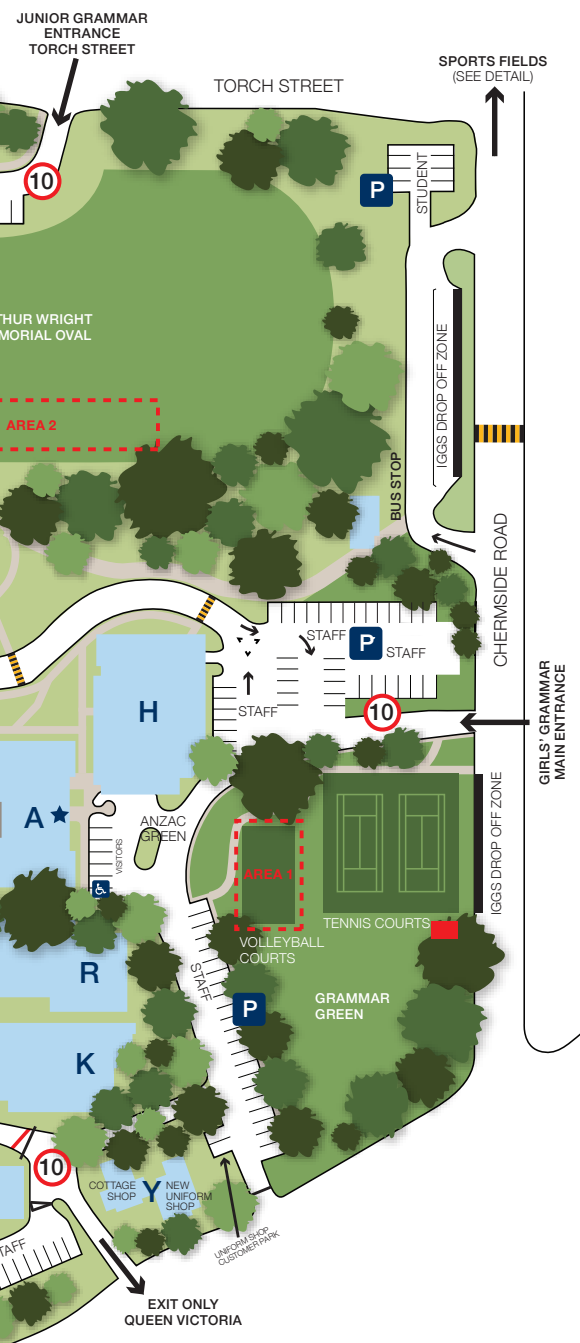
We look forward to a long and happy association with your family.

Campus Map



- Parking
- Disabled Parking
- Ambulance Parking
- Toilets
- Fire Booster Pump
- Emergency Assembly Areas
- Health Centre
- Pedestrian Crossing

Please
adhere to



- A Administration/Main Reception★
- B Brockwell Gill Foundation Centre
- C Cribb House Boarding
- D Dining Room, Tuckshop
- E Staff Rooms
- F Centre for Young Women's Health and Wellbeing
- G Middle School - Computer, Language & Maths Labs
- H Mervyn S. Patterson Assembly Hall
- I Graphics Studio
- J Mavis Parkinson Junior School Centre
Angela Geertsma Junior Library
Bright Sparks Workshop
Junior School Breezeway
Junior Grammar Reception★
- K Thalia Kennedy Art Studios
- L Outside School Hours Care
- M Classrooms (Middle School Precinct)
- N Health Centre (basement level)
- O Swimming Pool
- P Peter Phillips Senior School Complex
Katherine C. Carter Theatre (KCC)
Phoenix Room (Level 3)
Senior School Breezeway
- R Eleanor Greenham Resource Centre
IGGS Library
- S Marian Walker Sports Complex (Gymnasium)
John Hancock Centre (Lower Level)
- T Visual & Performing Arts
- U Early Education Centre
- V Old Girls Courtyard
- W Walker Building
Hospitality, Home Economics & Business Education
- Y New Uniform Shop, Cottage Shop

sign in at reception when arriving and
to the signed speed limit **10** at all times.

Phone 07 3454 4547
www.juniogrammar.com.au



Cnr Queen Victoria Pde and Chermshire Rd
East Ipswich QLD 4305
T: +61 (07) 3454 4426
E: eec@juniorgrammar.com.au
W: juniorgrammar.com.au/eec