



# ***A Guide for New and Prospective Families***

## **Banora Point Early Learning Centre**

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*Banora Point Early Learning Centre acknowledges all the generations of the local Aboriginal people of the Bundjalung Nation, the Traditional Custodians of the beautiful land on which we live and work.*

*We acknowledge Elders past, present, and emerging.  
We acknowledge the children because they are our future.*

*This land was and always will be Aboriginal land.*



# Table of Contents

WELCOME	02
OUR PHILOSOPHY	02
ABOUT US	03
OUR STUDIOS	04
OUR CURRICULUM	05
FEES AND CHILD CARE SUBSIDY	06
ENROLMENT	08
GETTING INVOLVED	08
YOUR CHILD'S FIRST DAY	09
WHAT TO PACK?	10
WHAT TO WEAR?	11
PHYSICAL PLAY	11
REST AND SLEEP	11
SHOULD MY CHILD STAY AT HOME?	12
HEALTH, MEDICATION, AND SAFETY	12



# Welcome

***"Banora Point Early Learning Centre is proud to provide a happy, healthy, safe and stimulating environment which individually caters for every child in our care."***

Thank you for taking the time to consider Banora Point Early Learning Centre for your family. Ensuring your child receives the very best education is without doubt the most important decision any parent or guardian will make, and we strive to offer that at all times. This Info Pack provides you with key information about our education and care service. Please also feel free to see me at reception at any time. We have an open door policy and you are welcome to visit at any time.

We greatly look forward to embarking on this learning adventure with you and your child.

Sincerely,



Jerrylene Hillman  
Director

## Our Philosophy

At Banora Point Early Learning Centre, we believe that

wonder

is the beginning of learning.

Our philosophy revolves around our belief that **all children are capable, confident, creative, curious and active leaders, with an innate wonder and desire to learn.**

We are deeply inspired by the Reggio Emilia approach which embraces the image of a child with wonderfully **endless potential for learning** through the 'hundred languages', which are the "infinite ways that children can express, explore, and connect their thoughts, feelings, and imaginings" (Loris Malaguzzi). We strive to offer a curriculum of innovative play and inquiry pedagogies, which is designed to begin with the theories and wonderings of the children themselves, leading to experiential and open-ended learning and exploration.

**We believe that our role as educators is to guide**, support, empower, inspire, and listen to children on their learning journey in a safe, secure, and stimulating environment, where their sense of wonder and curiosity can thrive, their ideas are tested and explored, and their learning is celebrated.

**We believe that the environment is the third teacher.** Our studios are filled with nature and stimulating materials that spark imagination, encourage curiosity, support collaboration, nurture relationships, and support the development of a strong sense of self and wellbeing.

**We believe in a community of participation and inclusion**, and we consider children, families, and the community to all be essential parts of a child's education. We believe in fostering a partnership between parents and guardians and a child's educator, with a high degree of participation and communication, **to support and encourage children's sense of wonder and love of learning.**



# About Us

**Name of Education & Care Service: Banora Point Early Learning Centre**

Service Approval Number: SE-00006551  
Hours of Operation: 7:00am to 7:00pm Monday to Friday (closed on Public Holidays)  
Approved Provider: Lecaja Pty Ltd  
Provider Approval Number: PR-00004201  
Nominated Supervisor: Jerrylene Gonzales Hillman

**Our Contact Details and Address:**

Address: 38 Woodlands Drive, Banora Point, NSW, 2486

Email: [banoraelc@gmail.com](mailto:banoraelc@gmail.com)

Phone: 07 5524 9959

Website: [www.banoraelc.com.au](http://www.banoraelc.com.au)



Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework (or other Approved Framework) and the National Regulations (Education and Care Services National Regulations). We are regulated by the Australian Children's Education and Care Quality Authority (ACECQA) as well as the NSW Regulatory Authority.

**Contact Details for the NSW Regulatory Authority:**

NSW Early Childhood Education, Department of Education

Email: [ececd@det.nsw.edu.au](mailto:ececd@det.nsw.edu.au)

Phone: 1800 619 113

Website: [www.dec.nsw.gov.au/ecec](http://www.dec.nsw.gov.au/ecec)

**Other Important Contact Details:**

Department of Human Services: [www.humanservices.gov.au](http://www.humanservices.gov.au)

Services Australia (Centrelink): Phone: 13 61 50 (Multilingual Service Phone: 13 12 02)

Starting Blocks: [www.startingblocks.gov.au](http://www.startingblocks.gov.au)

Early Childhood Australia: [www.earlychildhoodaustralia.org.au](http://www.earlychildhoodaustralia.org.au)

Phone: 1800 356 900

NSW Family and Community Services: [www.facs.nsw.gov.au/families](http://www.facs.nsw.gov.au/families)



# Our Studios

We have developed studios with the specific needs for all age groups between 6 weeks and school age in mind. We provide a safe, stimulating, and education environment for your child to explore and learn in, led by our team of qualified, experienced, and passionate educators and teachers.

## Infants Studio

6 weeks to 2 years (1:4 Educator to Child ratio)



The **Infants Studio** is a warm, homely space for up to 8 children under the supervision of two qualified educators, with its own outdoor space and garden, and rest area with 8 cots. In creating a home-like environment and following the routines of each individual child, we are able to provide stability and consistency for young child, which is important in helping children develop their confidence and sense of security.

## Toddlers Studio

2 to 3 years (1:5 Educator to Child ratio)



The **Toddlers Studio** is a wonderful learning environment with its own large outdoor space, garden, sandpit, and rock exploration for up to 15 toddlers and 3 qualified educators. Children are encouraged to engage in a wide range of activities such as art, dramatic play, reading, construction, and gardening, and to develop their imagination and problem-solving skills by utilising the many different open-ended resources.

## Junior Preschool Studio

3 to 4 years (1:10 Educator to Child ratio)



The **Junior Preschool Studio** is a large space that shares an outdoor area with the Senior Preschool that includes a sandpit, gardens, and safe water play. In their indoor space, there are a wide range of thought-provoking learning and exploration activities.

## Senior Preschool Studio

4 to 5 years (1:10 Educator to Child ratio)



The **Senior Preschool Studio** is a light-filled space that shares an exciting and spacious outdoor area with the Junior Preschool, and is thoughtfully designed to prepare children to transition to primary school. Led by a qualified Early Childhood Teacher, Senior Preschoolers gain confidence in their pre-literacy and pre-numeracy skills. Our teachers deeply value exploring children's ideas, theories, questions, and opinions.

## School Studio

Before and After School Care for School-Aged Children (1:15 Educator to Child ratio)

The **School Studio** is our Before and After School and Vacation Care program where educators implement the 'My Time, Our Place' framework.

# Our Curriculum

### Reggio Emilia Approach

We are inspired by the Reggio Emilia approach. We strive to offer a curriculum of innovative play and inquiry pedagogies, where play begins with the children's own theories and wonderings, leading to open-ended learning. As such, our learning spaces are stimulating and full of opportunities for children to encounter many different open-ended materials that spark imagination and curiosity. This allows the children to work creatively with their hands, minds, and emotions in an environment that values and supports the infinite ways in which children express themselves.

### Early Years Learning Framework (EYLF)

The EYLF was set by the Australian Department of Education to help support and develop the skills of young children. The central premise of the framework is a view of children's lives being characterised by belonging, being, and becoming. From birth, children are connected to their family, community, culture, and place. Their earliest developmental learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

### Early Learning STEM Australia (ELSA) Program

We are proud to be **1 of only 100** Australia preschools selected to pilot the ELSA program, and are the only provider of ELSA on the NSW Far North Coast. This program utilises hands-on and digital activities, including an online ELSA app, and encourages children to question how and why things happen in the world they live in.

### Early Learning Languages Australia (ELLA) Program

This program helps children learn languages other than English through play-based digital activities via the app, Polyglots. Children are exposed to languages like Arabic, Chinese (Mandarin), French, Indonesian, Italian, Japanese, Spanish, Hindi, and Modern Greek.



**My Time, Our Place**

This program is a framework developed by the Australian Department of Education to help create better services for school-aged children. As a provider of before and after school care and vacation care, we use this framework to provide school-aged children with stimulating, fun, and engaging activities.

**Each child will have a personal and confidential portfolio.**

In their portfolio, you can find their profile, goals (developed with families and educators), observations, objectives for further development, and samples of their work. Children's portfolios are carefully maintained and used as a direct tool for evaluation and future programming planning. This means that our educational program reflects and values each child's individuality and interests. Portfolios are given to the children and their family at the end of Senior Preschool, or when they leave. Portfolios will be used during parent/educator meetings during the year but are always available for you to view whenever you like.



# Fees and CCS

**Fee Structure**

Before Child Care Subsidy (CCS) is applied, our fees are based on 9 hour days, 10 hour days, or 12 hour days:

Infants Studio	\$108 (9 hours), \$120 (12 hours)
Toddlers Studio	\$108 (9 hours), \$120 (12 hours)
Junior Preschool Studio	\$108 (9 hours), \$120 (12 hours)
Senior Preschool Studio	\$108 (9 hours), \$120 (12 hours)
School Studio (Before School Care)	\$25 (hours?)
School Studio (After School Care)	\$35 (hours?)
School Studio (Vacation Care)	\$108 (12 hours)

A discount is applied to children who attend full-time.

**Child Care Subsidy (CCS)**

Child Care Subsidy is a means-tested subsidy where, if you are eligible, the subsidy is paid directly to the Service and results in a reduction to your fees.

Three factors determine your family's level of CCS entitlement, which include:

- 1. Combined family income
- 2. Activity test for both parents
- 3. Type of childcare service

Families are required to complete the online CCS assessment via your Centrelink online account through myGov prior to starting at the Service to determine your eligibility and level of CCS entitlement. In the assessment, you will be asked to provide your combined family income (estimate) for the financial year, hours of recognised activity (which includes work, training, study, and volunteering), and the type of childcare service your family uses (in our case, we are a long day care centre).

On enrolment, we will need us with the customer reference number (CRN) of the applicant linked to the child, as well as your child's CRN, so that we can confirm and register attendance and ensure that you are receiving the appropriate subsidy.



## Payment Information

- On enrolment, there is a \$50 non-refundable, one-off Administration Fee.
- Fees are charged on a per day basis, and invoices are issued on Tuesdays weekly via email.
- Fees must be paid regularly to maintain credit balance. Balances are not permitted to accumulate in excess of your weekly amount. Where fees are not paid in full each week, we will discuss your situation and options, which may include your child's place being withdrawn until your account is up to date. Please talk to us as soon as possible if you are having difficulties.
- Fees should be paid by direct debit (using Bill Buddy services) unless other arrangements have been organised with the Director.
- Fees are payable for sick days and public holidays (see 'Allowable Absences' for more information). However, if your bookings do fall on a public holiday, we offer makeup days.
- You can request half gap fees for annual holiday leave (for a maximum 4 weeks' attendance pattern per financial year, subject to pro-rata conditions and account nil fees outstanding). We require two weeks' notice for holiday leave (form available on the Parent Information shelf in reception).
- At the end of your child's enrolment, please ensure that your child attends on their last day. If they are absent on this day, you will be charged with full fees as per Child Care Subsidy rules.
- For any changes to your child's enrolment (including reducing their booked days or unenrolment), we require two weeks' notice in writing (forms are available on the Parent Information shelf in reception).

## Allowable Absences

- CCS can only be applied to up to 42 absences per child per year. Additional absences beyond 42 days may be approved with evidence of the circumstances during your child's absence.
- Public holidays will be counted as an absence if the child would have normally attended the Service on that day, and fees will be charged for that day for your child. You can access your child's absence record or your online statement by selecting 'View Child Care Details and Payments' on your Centrelink online account. You can also do this using the Express Plus Families mobile app.

## Service Closing Time and Late Pick Up Fees

- Please be aware that the Centre closes at 7:00pm. In accordance with National Regulations and licensing, we are not permitted to have children in the Service after 7:00pm.
- A late fee will be incurred for children collected after 7:00pm of \$15 per child for every 15 minutes or part thereof, and will be added to your next invoice. The late fee is strictly adhered to as two staff members are required to remain at the Service until all children have been collected.
- If we are unable to contact either the parent or a person nominated by the parent on the enrolment form to arrange collection of children within an hour of the Service closing, our next steps are to contact the Department of Education, as well as the NSW Police who will assume responsibility of the child.



# Enrolment

Prior to commencing at our Service, you will be required to complete all enrolment documentation and pay the bond and administration fee. Please understand that it is essential that we have up-to-date information in case of an emergency. It is important that you notify the Nominated Supervisor (or Responsible Person) of any changes to enrolment information including:

- Address
- Health
- Telephone/mobile numbers
- Contact details
- Family changes
- Emergency contact information details, etc.

It is essential that we have copies of your child's birth certificate and immunisation status. We are also required to have certified copies of any court orders relating to the child.

## Getting Involved

### Parent Participation, Feedback, and Communication

The Service has an open door policy and actively seeks and encourages families to be involved in the Service. This can range from evaluating and adding input to your child's program and observations, volunteering within the Service and sharing skills & experiences that the children and the program will benefit from.

If you or someone you know has a skill, hobby, interest, talent, occupation, cultural background or activity, or experience that you would like to share with the children, please let us know. Your diverse range of experiences greatly enrich the lives of all our families and children and provide valuable learning.

Everybody has a different style and preferred time for communication. We understand that mornings and afternoons can be very busy times; therefore, we endeavour to communicate with families in multiple ways including: newsletters, phone calls, emails, face to face, and daily journals. Please let us know if you have a preference.

We also greatly value your feedback on our everyday practice and it forms an important part of our quality improvement planning. We also have a grievance procedure if you wish to formally raise any concerns.

### Recyclable Items and Loose Parts Collection

As part of our Reggio Emilia approach and sustainability goals, we gather "loose parts" to use as open-ended resources for children. Loose parts are materials in every day life, including from the natural world, that can be moved, carried, combined, redesigned, lined up, and taken apart and put back together in multiple ways. When children interact with these types of resources, they enter a world of "what if" that promotes problem solving and theoretical reasoning, encourages children to think imaginatively and creatively, and encourages gross motor play, fine motor skills, and the development of spatial awareness through construction and deconstruction. They allow the learning environment to evolve and follow the children's interests and theories.

*If you have any "loose parts" you would like to donate, please let us know.*



# Your Child's First Day

## Orientation and Preparing For Your Child's First Day

We encourage each child to attend the Service in the company of a family member three times before they begin their attendance. This gives you and your child the opportunity to gain an understanding of our program, the layout of the studios, where to find things, and provide educators with additional information about your child's unique qualities and how we can best support their transition and settling in.

If your child is reluctant to attend a new service, please discuss this with their studio educator(s) so that we can develop strategies with you to support the transition from home to our Service. An example of helpful strategies is that you are welcome to take photos of our child at our Centre to display and talk about at home. Another is that some children like to borrow a book from our library to read at home and return the next day.

We also recommend reading any of the following books with your child prior to attending a new service: *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.

During this transition period, we encourage open and frequent communication so that we can best support your child and you. There may be tears and extra tight hugs when saying goodbye in the mornings for the first few weeks. Please rest assured that there are always cuddles, reassurances, and genuine care from the educators and teachers for both the children and families. Sometimes this new and unfamiliar experience of starting at a new service can be upsetting not only for the child, but more so for the family. We understand this and offer support such as phone calls during the day, photos, daily journals, and open communication.

## Morning Arrivals

We encourage each child to attend the Service in the company of a family member three times before they begin their attendance. This gives you and your child the opportunity to gain an understanding of our program, the layout of the studios, where to find things, and provide educators with additional information about your child's unique qualities and how we can best support their transition and settling in.



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## Saying Goodbye To Your Child

Some children like to have a look around first to see who else has arrived and what activities interest them that morning, and ideally your child will be settled at an activity before you leave. Please let your child know when you are leaving as children love to have an opportunity to say goodbye, which in turns builds trust in the child

Mornings at early learning centres can sometimes feel chaotic, busy, and emotional. However, some children find it hard to settle until their parent has left. It is important to note that, whilst very upsetting, children crying during drop off can be normal behaviour for children to display. Separation anxiety, which can heighten as children reach toddlers' age due to their increasing self-awareness and awareness of separation from loved ones, is a normal part of child development and is a sign of healthy attachment. Usually children will calm sometimes even mere moments after the parent leaves, and that is what we usually see with the children at the Centre. Their feelings of anxiety will also slowly but gradually lessen the more familiar they become with their new environment.

We carefully observe all the children in our care to see if their separation anxiety is more severe and getting in the way of their enjoyment, learning, health and wellbeing.

# What To Pack?

## A Backpack

To encourage a sense of independence, we work towards all children being able to recognise and open their own bag. Please let your child be involved in selecting their backpack and taking ownership of it. Please also ensure that it is large enough to hold all of their belongings and that it is clearly labelled with your child's name.

## Healthy Lunches

Please pack a healthy lunch for your child in a plastic lunch box with a lid that your child is able to open and with your child's name clearly on both the lunch box and its lid. Otherwise, you may also pack them in snap-lock bags or small containers. As all lunches are placed in the fridge during the day, please do not send lunches in a cooler bag without being in their own container as the cooler bags are not as effective inside fridges and are large. In the mornings, please place your child's lunch in the fridge, including any pre-cut fruit and dairy products.

Some healthy options include sandwiches, wraps, leftover dinners, salads, celery and carrot sticks with dips like hummus and tzatziki, yoghurt, and fruits! Healthy foods are very important for your child and ensures they have the energy to play, concentrate, and learn all day. **Nuts are strictly not allowed.**

Please note that you only need to pack a lunch as we provide both morning and afternoon teas everyday for all children.

## A Water Bottle

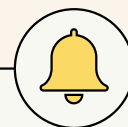
It is very important that your child has a drink bottle (clearly labelled with their name). Water in cups is constantly available to all children but having their own drink bottle is important to ensure they are drinking enough water and for their school readiness.

## Bed sheets/linen for rest and relaxation

We request that you please take all linen home (which should be clearly labelled) with you to be washed on Fridays or the last day of the week that your child attends.

## If Relevant: Nappies (minimum of 5), Milk, and/or Formula

## Complete Set of Spare Clothes (Just in case!)



**Please do not bring in toys from home so that children can focus on their learning and to avoid heartache in the event toys get lost or broken, or cause conflict with other children.**



# What To Wear?

It is essential to your child that they are dressed in non-restrictive, weather appropriate, comfortable, and easy-to-wash clothes so that they feel independent and totally free to move however they like, and at ease.

Clothing such as long dresses, overalls, and accessories such as braces, belts, and stiff buttons can prove to be a problem for children, such as when they need to go to the toilet. We also require that all children wear shirts with sleeves for sun safety.

Children are provided their own BPELC broad-brimmed hat that they will wear every day for effective sun safety.

Your child's shoes also need to allow your child the freedom to run, climb, hop, and jump, as well as being easy for them to take off and put back on again.

## Sun Safety

Please help your child apply sunscreen every morning when you arrive at the Centre. SPF 50+ is available at reception.

**Thank you for ensuring your child is dressed comfortably, relaxed, and ready to fully participate in all activities at BPELC, such as...**

# Physical Play

Physical play includes activities that use physical movements to allow children to use their energy, enhance their concentration, motivation, learning, and wellbeing. Physical play is a vital part of everyday life. We believe in providing children with a range of physical activities and experiences to challenge their large and small muscles, allowing them to gain increasing control over their bodies.

Physical play provides children with the opportunity to:

- Develop strong bones and muscles
- Improve strength and balance
- Develop flexibility and coordination
- Develop fundamental movement skills
- Develop spatial awareness
- Develop mathematical concepts
- Be confident as they learn to control their bodies and understand their limits
- Learn to cooperate and share with others
- Promote healthy growth and development.

# Rest and Relaxation

Equally important as physical play is age-appropriate and individualised rest and relaxation. This will look different for each child. Some feel the need to nap, while others will quietly read or do another quiet activity. We aim to make this time a relaxed and pleasant time for all children. We provide stretcher beds for them and play gentle, calming music in the background. Your child may also wish to bring a security item with them during this time - please discuss your child's individual needs with their educators.

# Should My Child Stay Home?

If your child is unwell, they will need to stay at home and cannot come to the Centre. A day at the Centre is busy and demanding for the bodies and minds of young children, and they will have the best chance of a speedy and comfortable recovery at home.

To try and prevent the spread of infectious diseases at the Centre, please monitor your child's health and watch for:

- A runny nose
- High temperature
- Diarrhoea
- Red, swollen, and/or discharging eyes
- Vomiting
- Rashes
- Irritability, or unusual tiredness or lethargy

If your child displays any of the above symptoms, please do not bring your child to the Centre. Additionally, if your child has had to take Panadol, Neurofen, or antibiotics within the last 24 hours, your child should also stay at home. Please advise the Centre if your child has had any medication recently.

If your child becomes unwell at the Centre, you or the emergency contact will be contacted to organise their pick up.

# Health, Medication, & Safety

## **Medication**

You can authorise the Centre to administer medication that has been prescribed for your child by a doctor. The Centre cannot administer non-prescription medication or dietary supplements unless a doctor provides the Centre with written authorisation. Educators can only administer medication to a child from its original packaging with the pharmacy instruction sticker.

On arrival, please complete a medical authorisation form and give the medication to an educator for safe storage. Under no circumstances should medication be left in children's bags.

## **Allergies or Asthma**

It is vital that we are aware if your child has any allergies or asthma. Families are required to provide this information in the enrolment form as well as provide us with a diagnosis from a doctor. We have procedures that staff follow to minimise allergy reactions. We require an Action Plan to be completed by your child's doctor to assist us in managing your child's needs. The Action Plan should be updated and reviewed every 6 months.

## **Accidents and Injuries**

The Nominated Supervisor will contact parents and/or emergency contacts immediately if a child is involved in a serious accident at the Centre. Please ensure that we have the most up to date emergency contact information.

An incident report will be completed by us for all accidents, injuries, and illnesses. This will contain details of the accident/injury/illness, any first aid that was administered, and will be verified and signed by an educator and the Nominated Supervisor.

## **Emergency Drills**

Throughout the year, we hold multiple emergency evacuation drills, which can occur at any given time throughout the day. These are carried out in an organised and calm manner. Educators are trained in using the fire extinguishers and blankets at the Centre. An emergency evacuation plan is also displayed in every room.

## **Carpark Safety**

- Never leave children unattended in cars while collecting children from the Centre.
- Please always hold your child's hand when walking to and from the Centre and your car.
- Never leave a door or gate open.

## **Educator Ratio and Qualifications**

We meet all legal requirements in relation to child to educator ratios and the qualifications of our educators. All educators also hold first aid qualifications, have Working With Children Checks, and attend regular team meetings and professional development. Our educators are passionate about continually evaluating how our curriculum meets the education needs of all the children, and constantly reflect on ways to improve children's learning and development.

**"Thank you for considering Banora Point Early Learning Centre as the education and care service for your child and we look forward to getting to know you and your child at the start of their wonderful learning journey."**

**BANORA POINT**



**EARLY LEARNING  
CENTRE**