



PARENT HANDBOOK

Welcome to Evolve Early Learning Long Day care and Preschool. We acknowledge that by entrusting us with your child you are entrusting us with someone who is very precious to you. We feel privileged and honoured that you have chosen us with this responsibility. We look forward to a wonderful and rewarding partnership with you and your family as we support your child's learning as they grow and evolve in the world around them.

Our Centre: 83 Alexander Street, Blich Park 2756 | **Hours:** 7AM - 6PM Mon to Fri

(02) 4572 5903 | www.evolveelc.com.au



HOURS OF OPERATION

The centres operating hours are between 7:00AM and 6:00PM. Monday to Friday, 50 weeks a year closing over the Christmas holiday period. We are closed all weekends and all public holidays. The service charges families on public holidays, however not through our closure period (Christmas scheduled closure)

Our Vision

A family run business, where relationships are the centre of everything we do. A place where children can evolve into their own individual selves.

A community where everyone's voices and values are listened to and parents can have peace of mind and confident that their child is safe, secure and supported.

Our Mission

A community that values relationships, connection and creativity.

Our Educator's

Evolve ELC employees are qualified educators that are passionate about children's education. We have a University qualified Early Childhood Teacher as our Educational Leader.

The qualifications of all educators are on display at our service in the foyer. Our educator's place a strong emphasis on the continuity of learning and development of their professional skills and knowledge which Evolve fosters through training and opportunities for strength-based positions.

Our Leadership Team

Evolve Early Learning Centre is privately family owned and operated. The service Director and Operator holds a diploma in Children's services and has been working in the industry for fifteen years. Our Assistant Director and Educational Leader holds a bachelor's degree in early childhood education and care and has been actively working in long day care setting for ten years.

OUR PHILOSOPHY



Regarding educators

We believe in an intentional and professional approach to teaching. We facilitate professional goals and strengths to be used at our services. We advocate for ongoing professional learning to create an integrated and cohesive environment. We are inspired by the Reggio Emilia approach and see ourselves as partners and guides when teaching children in our care. Educators apply attachment theories such as the Circle of Security to assist children and educators in forming bonds and creating meaningful relationships that are unique. We embed these theories into our practice to ensure we acknowledge and respect the needs of each child, this strengthens our relationships within the service.

Regarding children

At Evolve, we believe in a play-based learning approach. Play-based learning provides children with opportunities to explore and make sense of their world as they discover, create, imagine and interact with nature while developing a passion for learning. Evolve recognises the teachings of Reggio Emilia with educators and children being partners in learning and consider the environment as the third teacher. Children participate in the planning process with an emphasis on real life experiences as they build key interpersonal skills, imperative to building relationships. We believe that children are capable and competent individuals and advocate for children's voices, rights, and needs supporting the children's right to direct their learning and empower them to make their own choices.

OUR PHILOSOPHY

Regarding families

We recognise a child's family as their first and most influential teacher and believe that collaborative partnerships and connections with families are imperative for children's development and learning. We feel that every child is entitled to a quality education that fosters their needs and facilitates opportunities to grow in an environment where they are supported and attain a sense of belonging. At Evolve we promote each child and their family's diverse background and culture by embedding them into our everyday practices and classroom setting to create a culturally safe environment.

Regarding community

Evolve acknowledges that the foundation of connection and belonging is formed through greater connection to the land and community. We value the heritage of our service and acknowledge the community of which we belong, the Dharug people. We advocate for the ongoing and continuous development of our community relationships, especially during times of need in our community. Through our community children are introduced to 'real life' experiences which assists them to make sense of their world and provide real world context for them. Children are encouraged to develop a sense of social responsibility for the land and our broader community.

“ PARENT TESTIMONIAL

We wouldn't have our children anywhere else. Our eldest daughter started at Evolve in the baby room 6 years ago and we have had all 3 children attend Evolve. All the staff spoil the children, and my children are always happy. Our son is only 1 and he is painting, drawing, and participating in so many activities. The outdoor play area is amazing. The pre-school real program is also very good and our 4 year old daughter is writing her name, spelling and counting very confidently.

- Tanya F.



“

Children learn more quickly during the early years than any other time of their life. They need love and nurturing to develop a sense of trust and security that turns into confidence, and they grow and evolve.”



Evolve Early Learning Centre has developed policies and procedures aligned with the National Quality Standards. The National Quality Standards (NQS) is a key aspect of the National Quality Framework and sets a national benchmark for early education and care services. Parents are encouraged to read our policies and procedures which are in the foyer. Parents are welcome to contribute any suggestions around these policies via our communications box or via email. These policies are reviewed regularly. If you would like a copy of a policy, please ask the service managers.

Play-Based Learning

The foundation of our learning and program is that children learn through play and through exploring their environment. All stakeholders believe that play provides the best context for learning. Our inquiry-based approach is guided through the 'Reggio Emilia approach' and the 'circle of security'. All our interactions are supportive, warm, and responsive. Educators work to build a circle of security to all children in their care. Our environment provides a space for learning, teaching, living, being and creating. We support children's thinking skills, inspire creativity, imagination, solve problems, to explore, experiment and ask questions. Educators use intentional teaching strategies with careful guidance and encouragement that are designed for each child's individual learning disposition and goal. Our aim is to ignite creativity and connection, with the goal for children to evolve into happy, confident, and enthusiastic learners who are ready to continue their learning journey through primary school using an effective curriculum based on the Early Years Learning Framework which guides our program and planning.

Enrolling your Child

Parents are encouraged to book a tour prior to starting to ensure Evolve ELC is the right fit for your family. To enrol, you will need to pay a bond to secure your position, you will then receive the online enrolment form. Please ensure all information and documentation is attached before submitting the application

Orientation

All families will have the opportunity to arrange an orientation, we recommend allowing one hour. These are an opportunity for families to meet the educators, discuss individual learning goals, observe the curriculum and discuss routines for their children.

Settling into care

Introducing your child to care can be an emotional time. We suggest spending some time at the service the week or two prior, for your child to familiarise themselves with their new environment and spend time with their educators. Understanding your child's needs and providing an environment that meets these needs is crucial, educators actively work with families at gathering information to create a smooth transition from home into the educational environment.

Behaviour

Please be aware Evolve ELC will not tolerate children with behaviours that interfere with the rights of other children, this includes the daily routine and other children's learning. All efforts will be made to create cup filling plans to ensure each child's unique needs are cared for in our program and practices, however any behaviour that is consistently affecting the rights of other children will be asked to leave the service.

This is inclusive of

- Aggressive behaviour towards educators
- Aggressive behaviour towards peers
- Continuous swearing
- Spitting
- Damaging of school resources



“ Separation anxiety is a normal stage in a child's life ”



Documenting Children's Learning

Observations of children are documented on our service app, playground. This information is reflected upon the children's individual goal plans and their progress aligned with The Early Years Learning Framework.

Nursery

The first two years of a child's life is a time of rapid growth and development. Our program applies a holistic approach and support for children establishing a strong foundation for future learning. Our room

has been designed to create a safe, challenging and stimulating environment for children 0-2 years. We focus on creating a circle of security with your child and this is an integral part of the nursery curriculum as educators connect, nurture, and support your babies to grow and develop.

Toddler

Toddlers need to explore and are curious, however still need a strong, secure base. Educators provide a supportive environment that invites active, play based learning with open ended material so toddlers can discover their world. Educators support children to reach their full potential in all areas of development. We foster creativity, imagination and encourage exploring through creative expression in a calm and welcoming atmosphere. We encourage children to explore, solve problems, create, construct, and interact with educators and peers

Preschool

Pre-school assists to prepare children for Primary school through a holistic program designed by a teacher with a Bachelor of education, focussed on key developmental areas informed by our national framework. Our preschool program focuses on a holistic approach enhancing social, emotional, physical and independence skills as they prepare for school. Evidence based research shows that pre-schoolers learn best through play, so this strategy is embedded in all structured and spontaneous learning.

Transition to School/ School Readiness Program

The children enter our transition to school program as they enter into their final year of Preschool before starting primary school. We aim to develop a high level of self confidence in starting school, develop effective social skills to interact with teachers and peers, enhance self-help skills such as toileting, dressing, opening lunch boxes and looking after belongings, listening and following instructions, hand eye coordination skills, regulating their emotions as well as acquiring basic numeracy and literacy concepts. Our educators plan and implement age - appropriate learning with a focus on literacy, numeracy, writing skills, PDHPE, history, geography, and science along with social, emotional and self-help skills that are essential for school.

Grouping of Children

At Evolve Early Learning Centre the children are grouped according to their age.

- Nursery (6wks-2 Years)
- Toddler (2 Year's -3 Years)
- Pre School (3-5 Years)

Please note that in the mornings and afternoons as the children go home, the children and educator's will start family grouping. Our family grouping is usually in the outdoor environment or in the nursery or toddler room.

What to bring

It is recommended that you provide your child with a sun safe hat and a spare change of clothes. Children bring their own water bottle and will need to supply their own bed sheets or an age appropriate sleep sack. Parents will need to provide infants Formula/bottles and bring these prepared as we do not sterilise bottles for re-use, (we provide Huggies Nappies - wipes, pawpaw ointment and sudo nappy cream.) Parents with children in cots are required to provide a sleeping bag as opposed to a blanket to ensure safe sleeping practices as children in cots will not be put to sleep with a top sheet. Please note children may bring a comforter to fall asleep with however to ensure the safety of the child it will be removed from the cot once asleep. We also provide SPS 50+ sunscreen

What to wear

Parents are encouraged to dress their children in appropriate clothing, sun safe and fit for the weather. In winter please ensure your child always has a jumper or a coat as we will still be providing outdoor learning opportunities. Children are encouraged to keep their shoes on while they are awake and should wear closed in footwear.

Nutrition

Children will be provided with healthy nutritious meals with our menu following the Australian Food Standards Dietary guidelines. The centre provides breakfast morning tea, lunch, afternoon tea and late snack and water. Please ask what is included in your chosen session prior to enrolling. This menu is fortnightly rotational and does change seasonally, we welcome families input when designing and planning our menu. Evolve is a nut free centre.



Expectations and Parent Involvement

Educators and parents work together in partnership as we strongly believe learning for children improves when parents are involved in their child's education. You are encouraged to be as involved with your Centre as you wish to be, we encourage active participation in the care of your child through involvement in decision making in regard to your child's care and education and the daily routine of the service. We also encourage parents to actively be involved in philosophy, policy and procedure reviews. Evolve ELC recognise children's family lives and values. We ask for parents to share information regarding children's family and culture so we are able to embed it into the curriculum such as songs, recipes, home languages and special events. It is important that educators and parents develop trust and respect as children succeed when there is open communication that links the home with the centre. Regular opportunities are provided for you and your families to attend special events as well as parent evenings. Additionally, we would like to extend an open invitation to the whole family to be involved in the program and implementation of the curriculum by sharing your interests, passions, skills and talents with us, please do not hesitate to approach your children's educators with your thoughts and ideas! Evolve ELC regularly has family day events and asks for parents to provide us with any sustainable resources you may be able too!

Priority of Access

Priority of Access Guidelines must be used by approved services to allocate available childcare places where there are more families requiring care than places available.

When filling vacant places, a service must fill them according to the following priorities: They are as follows:

- 1st priority - A Child at risk of serious abuse or neglect.
- 2nd priority - A Child of a single parent who satisfies, or of parents who both satisfy the work, training, study test.
- 3rd priority - Any other child

Our Centre keeps a waiting list - however priority of enrolment will be given to children of parents falling within the above categories. Every effort will be made to accommodate everyone who requires care.

“

Keeping in touch and working together is the best way to ensure high quality education for children and success not only while at the service, but also in life





Arrival and departures

We are unable to claim any childcare benefits on your behalf if you don't sign your child "in" and "out" You must do so on both arrival and departure. Please ensure if you opt for a session that is offered that you are not dropping off before your session begins and picking up prior to the chosen session end time, failure to do so will result in our standard 'late fee' being applied (please see late fee policy).

Picking up of Children

- Only Persons you authorise on your Enrolment form to pick up your child/children may do so. Any other person attempting to pick up your child/ children will be refused.
- Should you wish to change the persons authorised to collect your child, you will need to do so in writing before a new person attempts to collect your child; This can be done so via the APP, email or hand-written letter.
- Anyone other than the Childs parent/ guardian will be asked to present identification when coming to collect the child.

Late collection of Children

- When you are unable to collect your child at the usual time for any reason please phone the centre.
- Parents will be charged a late fee for collecting children after 6.00PM or after the selected session fee end time.
- Educators will remain in the centre for a maximum of one hour after closing time. In this hour all effort will be made to contact the various people that are listed on the enrolment form; such as parents/guardians/emergency contact person.
- In the event that the person on the enrolment form can't be contacted, the family and children's services and the police will be contacted.

Fees are reduced by claiming Childcare Benefit if applicable. The percentage of assistance that a family may claim depends upon their assessed family income, which is determined by Centrelink.

Please remember that we are privately owned and as such we do not receive any grants or donations. It is therefore very important that you pay your fees on time. By not doing so jeopardises the good running of your centre. Please note our only approved payment method is X-pay.

- Failure to make payment of fees will result in cancellation of care.
- In order to maintain fees at a figure as low as possible and provide quality care for your children, fees must be paid for all public holidays, sick days, holidays and any period that your child is booked in the centre but is also absent

Notice of Withdrawal four weeks paid notice is required for termination of your child's enrolment. No absence or CCS can be claimed if your child is not in attendance for this period. Failure to attend will result in full fees being charged to your account and no CCS received.

“

PARENT TESTIMONIAL

Evolve is amazing! We have had nothing but positive experiences. The facilities are wonderful including a large outdoor area. All the staff are friendly, yet professional. Both my kids have/still do attend and they have always been happy and excited to attend. The staff make it so warm and inviting for the kids and their family members. Our family highly recommends Evolve.”

- Courtney B.



Our Educators

Evolve Early Learning Centre employs educators to meet our ratio requirements as required by the department of community services. Staff will work under a suitable code of conduct and suitable behaviours will always be maintained. At least one staff member on the premises at all times will hold a current first aid certificate. All staff will have a current working with children check before the commencement of their employment.

Inclusive practices

Evolve is committed to ensure that every child gains a sense of belonging in our care with opportunities that are individualised to their particular needs. Evolve has an ongoing service inclusion plan utilised to evaluate and reflect on the additional needs and unique learning profiles of our students, we also pride ourselves on our reconciliation action plan which ensures the Aboriginal and Torres Strait Islander community is represented meaningfully in our curriculums. Our educators and service leaders are available to you to discuss and make referrals to additional support services in the community should we in collaboration with you feel it may be beneficial to your child's learning development, we encourage open communication with educators should you need assistance to access these.

At Evolve we celebrate the diversity of our families and community, ensuring that your culture and language is present and implemented respectfully and purposefully, to enhance the children's respect and celebration of our unique community we have appointed an inclusion agent to lead the service in ensuring all children feel valued in their identity.

Sick Children

Parents are asked to keep their child at home if they are unwell. We aim to maintain the health of all children, staff and their families, ensuring a healthy environment and minimising cross contamination and the spread of infectious illnesses. When a child has a temperature of over 38 degrees parents will be called to collect their child, **The expectation is that families will be able to collect within 30-45 Minutes.**

A 24-hour exclusion period then applies. (refer to Sick Children policy) Our Educators and Staff are not medical practitioners and are not able to diagnose whether a child has an infectious illness. If an illness is suspected, our Service will ask the family to collect their child from care as soon as possible or not bring the child to care. A clearance certificate is required before the child can resume attendance.



Emergencies

If during the day your child becomes ill or is injured at the centre, every effort will be made to contact you. However, if you are not available, we will contact the person (s) listed on your enrolment form as an emergency contact. Please list as many contacts as you can. If we are unable to contact both you and or the emergency contact the centre staff may take your child to the closest doctor or by ambulance to hospital. Upon enrolment at your child's Centre you are required to sign a form declaring ambulance coverage, as this is your responsibility. It is essential that you inform us about any changes of your address, telephone number and/or emergency contacts. The Centre Manager will have the final say as to whether a child will be excluded from the Centre taking into consideration the sick child, other children and staff.

Immunisation

- All children attending the service must be up to date with their immunisations
- A child's immunisation record (immunisation history statement), a Medical Contraindication Form or Conscientious Objection Form should be produced at enrolment.

Medication

You are required to complete and sign a medication form supplied by the Centre. All details need to be filled out in full and then the form needs to be given to a caregiver. Medication cannot be given without this authorisation (unless in an emergency), nor can medication prescribed for someone else be given to another child.



“

*Keeping your child safe is
our biggest priority*

Consent will be obtained for use of these items in your enrolment form.

- 50 X ADHESIVE DRESSING STRIP 1X SAFETY PINS PACKET(W)
- 1 PKT OF 10 ANTASEPTIC SWABS 4X DISPOSABLE GLOVES(w)
- 1X ADHESIVE DRESSING TAPE (25X50MM) 3X PLASTIC BAGS (SML/MED/LGE) (W)
- 4X TRIANGULAR BANDAGES 1X EYE BATH(*)
- 3X WOUND DRESSING (LGE/STERILE/NON MED) 2X EYE PADS (W)
- CONFORMING BANDAGE 50MM CONFORMING BANDAGE 100MM
- 2X DRESSING (STERILE NON-ADHERENT 7.5X7.5) 1X RESCUE BLANKET, SILVER SPACE(W)
- 1X SCISSORS 1 X SPLINTER FORCEPS(W)
- 6X STERILE EYE WASH -10 AMPULE/SACHET 1X COTTON BALLS BAG (*)
- 1X 5CM GAUZE BANDAGE 1X CPR CHART(W)
- 1X FIRST AID BOOK 1X CHILDRENS PANADOL (C/FREE)(*)
- 1X BOX COTTON BUDS 1X CHILDRENS PANADOL (0-2)(*)
- 1X RESUSCITATION FACE MASK (DISP) CANCER COUNCIL AUST SPF 30+
- LUCAS' PAWPAW OINTMENT 1X INSTANT ICE PACK(*) (CONTAINS POTASSIUM SORBATE 0.1MG/G AS PERSERVATIVE)(*) SUDOCREAM(15.25 ZINC OXIDE)(*)
- 1 X THERMOMETER (*) BEPANTHAN CREAM
- 10 X BUTTERFLY CLOSURES (*)
- 1X GAUZE BANDAGE (10CM) (W) ANAPHALAXIS KIT: EPI-PEN JUNIOR/CLARATYNE(EMERGENCY ONLY) ASTHMA KIT: VENTOLIN RELEIVER/SPACER(EMERGENCY ONLY)





THANK YOU



CONTACT US FOR MORE
INFORMATION

(02) 4572 5903
www.evolveelc.com.au