



Early*Learning*Centre®

Parent Handbook



Contents

Artarmon centre



IMAGINE QUALITY DISCOVER
LOVE FUTURE EXPERIENCE
FEEL CHILDREN
EDUCATION
LEARN TRUST READ
GROW VISION

Welcome	6	The Explorers (0 - 2 years)	20
Why Choose Us?	8	The Adventurers (2 - 3 years)	22
Our Educators	10	The Pioneers (3 - 5 years)	24
Curriculum and Learning Programs	14	Nutrition	28
Literacy and Readiness	18	Settling In	30



Welcome!

Thank you for taking the first step towards joining us at Little Learning School. This is a great introduction to us and our centres, but for more detailed information on enrolments please contact us on 1300 255 555 or email Support@LittleLearningSchool.com.au

We're also on Facebook and Instagram with daily updates of our activities!

About Us

Little Learning School is a family run business, operating since 2004, that takes pride in the high quality of care and learning we offer, as well as the spectacular playgrounds and state of the art resources and programs we run. Our priority is to offer you and your child the best education and care with a high focus on fun!

Our Vision

Our vision is to provide the foundation for children to experience care and development by a combination of expert staff, leading facilities and educational programs to stimulate self-esteem and creativity.

We always aim to be at the forefront of the industry by providing unsurpassed education and resources for children and being an employer of choice.

Our Philosophy

Our philosophy is that children should be provided with a warm, nurturing and safe environment with a strong emphasis on learning, that caters to each individual child and the needs of their families.

Little Learning School endeavors to provide a 'family-like' atmosphere and, as educators, we recognise the importance of creating a link between your home and our centres, where both families and educators work in partnership. Children and families are welcomed into the centres regardless of cultural, religious or family beliefs.

We believe that our innovative child care centres are the best facilities in Australia. Your child will gain early social development and educational skills, in a safe and caring environment, ensuring they have the best head start in life.

We'd love to welcome your family into our centres soon!



Why Choose Little Learning School?

- ✓ Exceeding the National Standards in child care
- ✓ Spectacular and amazing playground designs
- ✓ Outstanding curriculum, incorporating the EYLF
- ✓ Healthy meals approved by Nutrition Australia
- ✓ Comprehensive Food Safety Program in place
- ✓ Leading educational programs
- ✓ Daily updates about your child via our interactive app
- ✓ Highly Experienced and caring educators and Early Childhood Teachers
- ✓ Comprehensive school readiness program
- ✓ Multi-sensory activities catering for each child's learning style
- ✓ Focus on improving social and communication skills
- ✓ Foreign language classes
- ✓ Sports classes

- ✓ Screenings for hearing and eyesight
- ✓ Asthma and Anaphylaxis friendly service
- ✓ Fun & interactive play zones to support key learning areas
- ✓ Classes that boost motivation and concentration
- ✓ Personalised online portfolios documenting learning journeys
- ✓ Dance classes - teaching movement, music and drama
- ✓ Technology computer classes
- ✓ Ready to Read literacy program (exclusive to Little Learning School)
- ✓ Life skills such as empathy and reliance
- ✓ Promote friendships and social skills
- ✓ United against child abuse
- ✓ Abundance of fun, toys and resources
- ✓ Celebrate individual achievements
- ✓ Graduation ceremonies that improve confidence for starting school



Our Educators

Our commitment to quality child care has the industry's best educators aspiring to be part of our team. We take pride in the quality of educators that we personally choose for our centres, as well as the way we look after, support and appreciate them to ensure their work is constantly of the highest standard.

Little Learning School staff are selected for their knowledge, qualifications, experience, professionalism and love for teaching. They are diverse and interesting people whose backgrounds are reflective of the increasingly multicultural nature of Australia.

Little Learning School educators are supported to develop and obtain further professional qualifications in the field of child care services. A full list of educators' qualifications and their registration status is posted in the foyer of each centre for your information.





Curriculum and Learning Programs

Little Learning School offers a nurturing and educational environment that welcomes all children and families unconditionally.

We are proud to follow the Early Years Learning Framework (EYLF) the national framework for early learning education and a key component of the Australian Government's National Quality Framework (NQF) for early childhood education and care.

The framework is designed to extend and enrich children's learning from birth to five as well as their transition to school.

The overall learning outcomes we work towards are:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

The National Quality Framework is governed by the Australian Children's Education and Care Quality Authority (ACECQA), who also assess our centres regularly and provide ratings which are available for you to check at <http://acecqa.gov.au/national-registers>

At Little Learning School, we also offer one or more of these additional programs:

- Weekly language classes including Mandarin, Japanese, French, Spanish and Italian

Benefits associated with learning a language as a child include:

- Enhanced brain development
 - Improved memory
 - Faster decision making
 - Improved knowledge of their mother tongue
 - Better communication skills
 - Improved confidence
- Music programs
 - Sport programs including Tae Kwon Do, Grow Fit and Sports Fundamental classes
 - Munch and Groove classes, combining music and movement
 - Yoga Classes for a mind, body and health experience that children enjoy.
 - Tech Computer Skills, for developing general computer skills, offered to children aged 3 years and above to further developing computer skills, whether it is controlling the mouse or activating programs.





Literacy & School Readiness

Ready to Read

Little Learning School is the only child care centre to exclusively offer Australia's leading pre-school literacy program 'Ready to Read'. The program is held for 45 weeks of the year and is taught by our University Trained Early Childhood Educators.

The program introduces children to rich language experiences where they'll learn single sounds and the letters of the alphabet. They begin to shape letter like forms and do creative 'pretend writing' to express their ideas.

The pre-school program (for our 4 – 5 year olds) focuses on the following literacy predictors of success.

- **Concepts About Print:** awareness of the functions, forms, conventions and uses of print and an understanding about words, letters, sentences, paragraphs, punctuation and grammar
- **Rhyme:** recognition of rhyme to assist children to develop the ability to break words into smaller parts and recognise the smaller parts in words
- **Phonics:** the relationships between letters and sounds is taught and reinforced. If a child has a good knowledge of the sounds of the alphabet it is much easier to learn to read
- **Blending Sounds:** building on children's knowledge and understanding about blending different sounds together
- **Sight Words:** new sight words in all activity books
- **Comprehension:** identifying familiar words quickly and automatically and understand their meaning
- **Handwriting Skills:** pencil grip and handwriting script used in schools



School Readiness Program

We believe that children should be transitioned into school settings by giving them the opportunity to experience a school atmosphere prior to attending a school setting. We believe that introducing children to a pre-kindy program will assist them when they begin school. Our School Readiness Program commences when your child enrolls, regardless of their age, and represents a systematic and continuous approach to preparing each child for primary school

The specific school-related goals and objectives our program consist of are emphasised in the 6-12 month period prior to commencing school.

- ✓ Can recognise own name in written format
- ✓ Can write own name
- ✓ Begins to recognise letters of the alphabet
- ✓ Begins to print a few letters from the alphabet
- ✓ Begins to recognise and print a few numbers
- ✓ Draws pictures with detail
- ✓ Sorts objects according to category
- ✓ Demonstrates the concept of opposites
- ✓ Hold writing implements using correct grip
- ✓ Uses scissors with safety and control
- ✓ Recognises shapes and colours
- ✓ Can finish a task and tidy up afterwards
- ✓ Participates in imaginative play
- ✓ Understands sequence of events
- ✓ An awareness of road safety and stranger danger.
- ✓ Packing their own bag
- ✓ Following through on instructions without constant supervision
- ✓ Eating out of a lunch box (unwrapping food, eating whole pieces of fruit etc)
- ✓ Forming letters on a line going from left to right
- ✓ Putting shoes and socks on without help
- ✓ Health, hygiene and safety, including road safety, car safety, stranger danger, sun-protective behaviours, dental and oral hygiene, etc
- ✓ Interacting positively and politely with adults
- ✓ Working in small and large group situations

Note, the following are not essential criteria in determining if a child is ready for school, as every child is different



The Explorers - Nursery Room designed with care

Pymont Centre



Our Nursery rooms are designed to facilitate interactions between children and staff, as well as between the children themselves. All routines that are kept at home, such as feeding, bottles and sleeping times, are carried through in your child's day at the centre in order to promote regularity.

0 - 12 Months

Developmental Goals and Milestones

- ✓ Be comfortable and relaxed within the centre
- ✓ Encourage interactions with peers and educators
- ✓ Encourage development of muscles
- ✓ Encourage self-feeding and self-help skills
- ✓ Encourage babbling and communication with eye contact and language
- ✓ Encourage exploration of their own surroundings
- ✓ Develop tastes for solids
- ✓ Develop communication and language skills

12 - 24 Months

Developmental Goals and Milestones

- ✓ Encourage self-help skills (e.g. feeding and playing alongside others)
- ✓ Encourage washing hands and face
- ✓ Develop listening skills
- ✓ Follow basic instructions
- ✓ Encourage language development (e.g. naming common objects such as animals)
- ✓ Follow a positive routine
- ✓ Explore music, art and craft
- ✓ Respond and interact positively with peers
- ✓ Begin to label colours and shapes
- ✓ Use manners
- ✓ Develop a strong bond with educators

The Adventurers – Toddler Room designed with adventure

Warriewood Centre



The Toddlers' day is designed with each child's growing knowledge and competencies in mind, with a balance of experiences provided which are both educator and child initiated.

2 - 2.5 Years

Developmental Goals and Milestones

- ✓ Encourage positive social interactions
- ✓ Gross motor confidence
- ✓ Recognise shapes and colours
- ✓ Concentration skills (15 minutes)
- ✓ Count one to five
- ✓ Work alongside others
- ✓ Use manners and interact in small groups
- ✓ Follow instructions
- ✓ Use language to communicate their needs and wants
- ✓ Name common objects
- ✓ Self-help skills

2.5 - 3 Years

Developmental Goals and Milestones

- ✓ Name colours and shapes
- ✓ Self-help skills
- ✓ Count one to ten
- ✓ Use scissors correctly
- ✓ Understand and follow routines
- ✓ Work on correct pencil grip
- ✓ Encourage questions about the world around them
- ✓ Answer questions during small group times
- ✓ Speak in small group situations
- ✓ Identify their name
- ✓ Begin problem-solving skills
- ✓ Encourage and support conflict resolution skills

The Pioneers - Pre-school rooms designed for interaction

Warriewood Centre



The Pre-school rooms are designed with the children's age and experiences in mind. As your child recognises more at this age and are usually curious about different subjects, the rooms cater for this inquisitive phase.

3 - 4 Years

Developmental Goals and Milestones

- ✓ Encourage positive social interactions
- ✓ Begin to understand the greater world including looking at countries, cultures and languages
- ✓ Recognise shapes and colours
- ✓ Control with scissors and pencil grip
- ✓ Count one to ten with preliminary mathematical concepts
- ✓ Learn skills to show empathy towards others
- ✓ Support self-awareness and identifying own emotions
- ✓ Hygienically self-toileting
- ✓ Concentration skills for 15 minute activities
- ✓ Encourage critical thinking
- ✓ Recognise numbers and letters

4 - 5 Years

Developmental Goals and Milestones

- ✓ Ready To Read literacy program
- ✓ Recognise numbers and letters and know the difference
- ✓ Name the letters of the alphabet
- ✓ Recognise and write numbers one to ten
- ✓ Form the lower-case letters of the alphabet
- ✓ Match the number of objects to the written number
- ✓ Know the phonic sounds of at least the letters in their name
- ✓ Confidently speak in front of a group of their peers
- ✓ Be able to accurately form their name without assistance
- ✓ Develop problem-solving skills
- ✓ Play games with rules, turn taking and following group instructions
- ✓ Interact positively with their peers and educators when giving and receiving information



Nutrition

Little Learning School's menu is developed in partnership with a leading Australian Paediatric Nutritionist to ensure all meals served are healthy and exciting for growing children.

All our centres employ a qualified cook who prepares all meals on-site using fresh, seasonal ingredients. We serve breakfast, morning tea, lunch, afternoon tea and a late snack for those who stay past 5pm.

There is a four week rotatating seasonal menu, providing children with a variety of nutritious foods. There is a daily menu board located near the kitchen at each centre, and menu suggestion forms are also available. We put a huge amount of love and effort into providing quality nutritious meals, and welcome all your feedback and suggestions.

We also happily cater for children with allergies, religious needs and special dietary requirements.

Little Learning School has a voluntary Food Safety Program in place that is approved by Local Councils. A Food Safety Program identifies and controls food safety hazards to ensure the food we serve is safe.

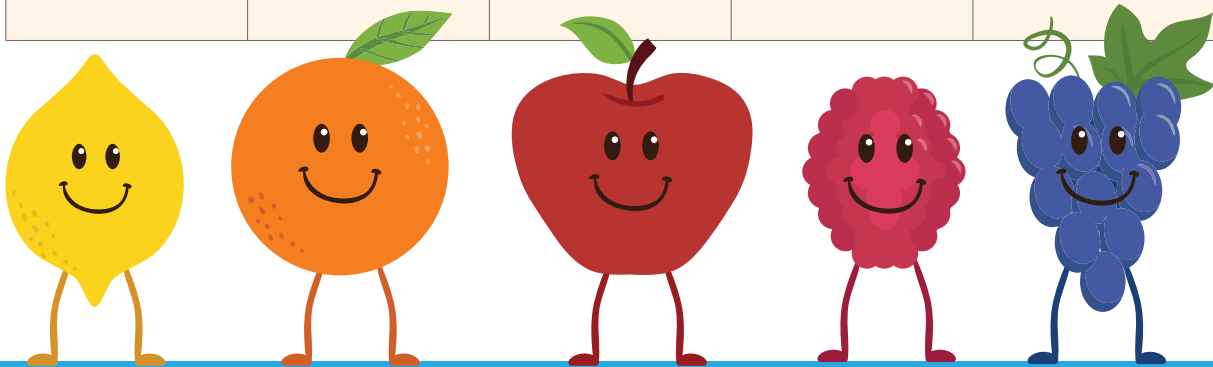
We are also an Asthma Friendly service approved by the Asthma Foundation, Australia.



Pymont Centre

Sample Menu Plan

Breakfast				
Toast & Assorted Cereal				
Morning Tea				
Wholemeal Toast Fingers with Spreads. Fresh Fruit Platter	Rice Rounds with Spreads. Fresh Fruit Platter	English Muffins with Spreads. Fresh Fruit Platter	Pear & Apple Bread. Fresh Fruit Platter	Pikelets with Spreads. Fresh Fruit Platter
Beverages - Milk & Water				
Lunch				
Rice with Peas, Carrot, Capsicum, Egg & Soy	Chicken & Corn Noodle Soup	Cottage Pie with Carrot, Celery, Peas & Mashed Potato. Topped With Cheese	Cheesy Ham Mornay Pasta with Broccoli, Peas & Corn	Beef Nachos with Lettuce, Carrots & Cheese
Vegeterian Option				
	Vegetable Noodle Soup	Mixed Vegetable & Cannellini Bean Pie With Mashed Potato. Topped With Cheese	Cheesy Mornay Pasta With Broccoli, Peas & Corn	Kidney Bean Nachos with Lettuce, Carrots & Cheese
Afternoon Tea				
Blueberry Muffin Fresh Fruit Platter	Vegetable Sticks with Cheese, Sultanas & Crackers Fresh Fruit Platter	Crisp Bread with Spreads Fresh Fruit Platter	Vegetable Sticks with Sushi Rolls Fresh Fruit Platter	Banana Custard Fresh Fruit Platter
Beverages - Milk & Water				
Supper				
Wholemeal Sandwiches	Wholemeal Pita Bread & Melted Cheese	Wholemeal Sandwiches	Raisin Bread	Wholemeal Sandwiches



Settling In

At Little Learning School we appreciate the significance of your decision to leave your child in someone else's care. Our educators are very experienced in supporting children (and families) when settling in to centre life. We encourage all families to visit with your child for at least two orientation visits before enrolment commences. For many children, Little Learning School will be the first experience of significant separation from parents and families and most will be anxious about the change, at least initially. Please feel free to call us at any time to find out about your child's day or to discuss your concerns. Most of our centres also have separate parent lounges for discussions with our staff to help you during orientation visits.

We look forward to working closely with you to make this important step as smooth as possible.

You can assist by:

- ✓ Initially leaving your child for shorter periods
- ✓ Being prepared to spend extra time at the centre on the first few days when dropping off and picking up
- ✓ Being confident and positive about educators and the environment
- ✓ Ensuring that your child has their special security item
- ✓ Involving your child in an activity and then having a educator take your place
- ✓ Always saying goodbye and telling your child when you will return
- ✓ Not prolonging the farewell
- ✓ Always letting educators know that you are leaving so that they can provide extra support if it is needed

Transitions

At Little Learning School children will also make a series of transitions between classrooms. These moves encourage the mastery of skills needed for the more significant changes that lie ahead. Room transitions are organised well in advance and preceded by reciprocal visits. This enables children to develop bonds with their new educators and familiarity with the routines and rhythm of their new classroom. Additional room visits can be organised at this time if required.

Personalised App

We have an online app that allows you to access real-time information, stories and photos of your child's activities while in our care. The app allows you (and any additional family members you authorise) to follow their learning and progress with personalised stories and updates throughout the day. The app is always accessible and families are also encouraged to contribute ideas and comments as well as revisit stories and write their own stories to share. When leaving Little Learning School, all the stories and images are available for you to download and take with you.

Progress meetings are held at least once during your child's time in each room, usually in the weeks before or after transition.

Involvement and Participation

Parents and caregivers are always welcome to spend time at the centre working alongside children or sharing a special skill, there are many ways you can be involved in centre life.

Concerns and Complaints

At Little Learning School we recognise that constructive feedback from parents and families helps to ensure we continue to provide the best possible service at all times. If you have a concern or complaint (no matter how small), please address it with the educator or nominated supervisor concerned, or a member of the management team as soon as possible.

All complaints are treated confidentially and are managed in a positive and respectful way.

Parent Memos and Newsletters

You will receive parent memos through our online app or via email. This will have interesting facts on various topics throughout the year and also include some housekeeping information in regards to the centre. Further, you will receive a centre newsletter monthly that will detail what your child/ren have been learning within Little Learning School for that month.

Celebrations

At Little Learning School we encourage families and children to share their special celebrations with us. Please discuss arrangements with your educators.

Social Events

Little Learning School has a number of social events for children and families each year. These are advertised on noticeboards and in newsletters and are an important part of centre life. We look forward to your participation.

Immunisation

Little Learning School is required to maintain up-to-date immunisation records for all children attending the centre. Please supply a copy of your child's immunisation record at enrolment and keep us informed when any new immunisations occur.

Sleep and Rest Times

Little Learning School is like a home away from home, so it's important we try to have the same routine and rest times that you have at home. Each room has detailed information on your child's daily sleep patterns. If you need more information please speak to one of our educators.

Sun Safety

At Little Learning School we aim to promote a positive attitude toward skin protection and take effective measures to ensure children's safety in the sun. Sunscreen is applied before children venture outdoors and a suitable hat is required outside throughout the year. We are a Sun Smart Centre and our policies and procedures are regularly updated to ensure we meet the national standards.

Clothing and Footwear

At Little Learning School children are actively encouraged to experiment and explore. They will participate in a wide range of activities and engage with a variety of materials. Please ensure your child is dressed comfortably in practical clothes that will support their play and learning. Footwear needs to be comfortable, well-fitted and suitable for outdoor play and climbing. Please avoid thongs or sandals. It is also helpful when all clothes are labeled and if there is always a spare change of clothing in your child's bag. There are lost property boxes in the centre should your child's belongings go astray.

Wet, soiled or dirty clothes will be put in a plastic bag and placed in your child's bag or locker to be taken home.



Sustainability

Little Learning School is proud to have a strong sustainability program that is embedded in our centres' daily routines including:

- ✓ Recycling
- ✓ Gardening
- ✓ Energy conservation including many centres adopting a daily Earth Hour program
- ✓ Water conservation including water tanks in centres and using play water to water the plants
- ✓ Natural resources in all indoor spaces (sands, dirt, shells, logs, leaves, rocks etc)

The toys and resources in our centres are chosen from manufacturers using materials derived from sustainable sources. We also ensure that our plastic toys, while limited, are derived from recycled products.

To learn more about our ongoing Sustainability Management Plan, speak to your Centre Director.

Social Responsibility

We support a number of local charities including The Smith Family and The Children's Hospital at a brand level and a lot of our centres also support local charities and programs with fundraisers and events.

Meals

Meals at Little Learning School are important social occasions and an integral part of centre life. They also provide learning opportunities where children can develop independence and self-help skills. Good nutrition, hygiene habits and an understanding about etiquette are learned when involved in sharing food as a group. All meals at Little Learning School are prepared on a daily basis by our cooks, and the menu is carefully planned in advance by a Paediatric Nutritionist and rotated regularly (see page 28 for additional details). If your child has special dietary needs, please discuss these with your educators or Nominated Supervisor.

Medication

If your child requires medication while at Little Learning School, you must complete a Medication Administration Form each day that medication is required. This form will ask you for the following information — the name of the medication, the dosage, the time the medication is to be administered, and the time of the last dose. There is also a space for a parent or caregiver signature authorising the administration. Two educators will sign the form to indicate that the medication has been administered. Medication must remain in its original named container, and be clearly labeled with the doctor's original instructions. Medications that are not prescribed by a doctor cannot be given to your child unless there is a doctor's note explaining why the child needs to have this type of medication and what dosage is recommended. All medications must be given directly to an educator on arrival, and collected at the end of each day. No medications or creams of any kind may be left in children's bags.

Hygiene

At Little Learning School, all children are encouraged to wipe their noses and to wash and dry their hands before and after meals, after using the toilet, when coming from outside play and after messy activities.

Illness and Communicable Diseases

Little Learning School is committed to providing and maintaining a healthy environment for

everyone. We appreciate that keeping a child at home is often difficult for busy families, but your child must remain at home if they are unwell. If your child becomes ill at Little Learning School or shows signs of a contagious or infectious illness, we will contact you immediately and ask you to collect them.

Children who have had communicable illnesses must stay at home until they are no longer infectious. Please notify us immediately if your child has, or has been exposed to, a communicable illness. Further details about our wellbeing policies are contained in the policy folder at reception. Please be aware we reserve the right to deny entry to any child who is clearly not well or who is unable to cope with the demands of a busy Little Learning School day. We advise that you do not bring your child/ren back to the centre for at least 24 hours or if it is an infectious illness to get a clearance from your doctor stating they are well enough to come back to the centre and mix with other children.

Evacuation

Emergency evacuation procedures are displayed throughout the centre and once a month we conduct evacuation drills. These drills aim to ensure that in the event of a real emergency, children can be evacuated quickly and easily. If you are on-site during a drill you are required to participate in this procedure.

Accidents and Injuries

Accidents and injuries occur even in the safest environment. Any accidents that occur at the centre are recorded in an Incident Report. If your child has been injured during the day you will be required to sign the Incident Report, indicating you have been made aware of the incident. If necessary, you will be contacted to collect your child. If you cannot be contacted and your child requires medical attention, we will take the necessary required steps. Any medical expenses incurred will be your responsibility.

Dropping Off and Collecting Children

Please ensure you accompany your child into the classroom on arrival, acknowledge your arrival and departure with educators, and use the 'sign in and out' register. Please also check room noticeboards and the foyer whiteboard for messages and important information. Little Learning School will only allow persons authorised by you on the enrolment form to collect your child.

Custody Arrangements

If you have a legal agreement outlining custody or restraining arrangements, please provide us with a copy for our records. Please also notify us immediately if these circumstances change.

Fee Structure and Payment

A schedule of current fees is available at reception. Fees are payable (strictly) two weeks in advance and the only form of payment is via Ezi-Debit (our chosen payment processing system). Overdue accounts risk the cancellation of your child's place at Little Learning School. We do not accept any cash payments.

Bond

All families who have secured a position with Little Learning School are required to pay a full two week bond fee that will be non refundable if you choose not to continue with the enrolment. Once your child commences, your bond will be transfered into your bonds account. When your child has ended care, we will refund your bond to your nominated bank account.

Public Holidays Fees

All public holidays are now FREE at Little Learning School.

Change of Days

If you would like to change your child's enrolled days please complete the Change of Days Request Form available from reception. Your request will be given top priority when any vacancies occur.

Make Up Days and Casual Days

Little Learning School does not offer make up days when children are sick or absent. Bookings for casual days in addition to your child's regular enrolment can be made at reception seven days in advance, space permitting. Casual days are charged at the normal daily rate.

Attendance Records

Please ensure you sign your child in and out each time they attend the centre.

Late Fee

A late fee of \$3 per minute will be charged to families who have not collected their child from the centre by closing time.

Canceling your Enrolment

If you wish to reduce or cancel your enrolment we require four weeks' notice in writing. All fees are due prior to departure and any outstanding balance may incur collection costs.







Early*Learning*Centre®

Thank You

1300 255 555



www.LittleLearningSchool.com.au



info@LittleLearningSchool.com.au



facebook.com/LittleLearningSchool



instagram.com/LittleLearningSchool



If you have any questions about our centres, or our procedures and policies, please speak to one of our friendly staff and they will assist you with your enquiry.



Trusted • Loved • Preferred
1300 255 555
LittleLearningSchool.com.au

