



FAMILY HANDBOOK





TELL ME AND I
FORGET



TEACH ME AND I
REMEMBER



INVOLVE ME AND I
LEARN

- Benjamin Franklin -



Always
**LEARNING
THROUGH PLAY**

- 2** WELCOME
- 4** WHY OUR FAMILIES CHOOSE US
- 6** OUR EDUCATORS
- 8** OUR CURRICULUM
- 10** SCHOOL READINESS
- 12** NUTRITION
- 14** FEE INFORMATION

CONTENTS





WELCOME!

Welcome to Naremburn Early Learning Centre. We are a boutique, family owned business caring for children aged 0-6 years.

Our centre is open from 7:00am-6:00pm, Monday to Friday, 52 weeks per year (closed public holidays)

Our aim is to provide a safe, secure and happy learning environment, where our educators foster a sense of wonder, fun and excitement in an atmosphere of community, connectedness and care.

We are excited to begin this journey with you and be part of your child's growth and see them flourish within our care.

OUR PHILOSOPHY

Naremburn Early Learning Centre will ensure children's social and educational needs are enhanced using a variety of experiences.

Our centre will offer a safe, secure environment where your child's happiness is paramount.

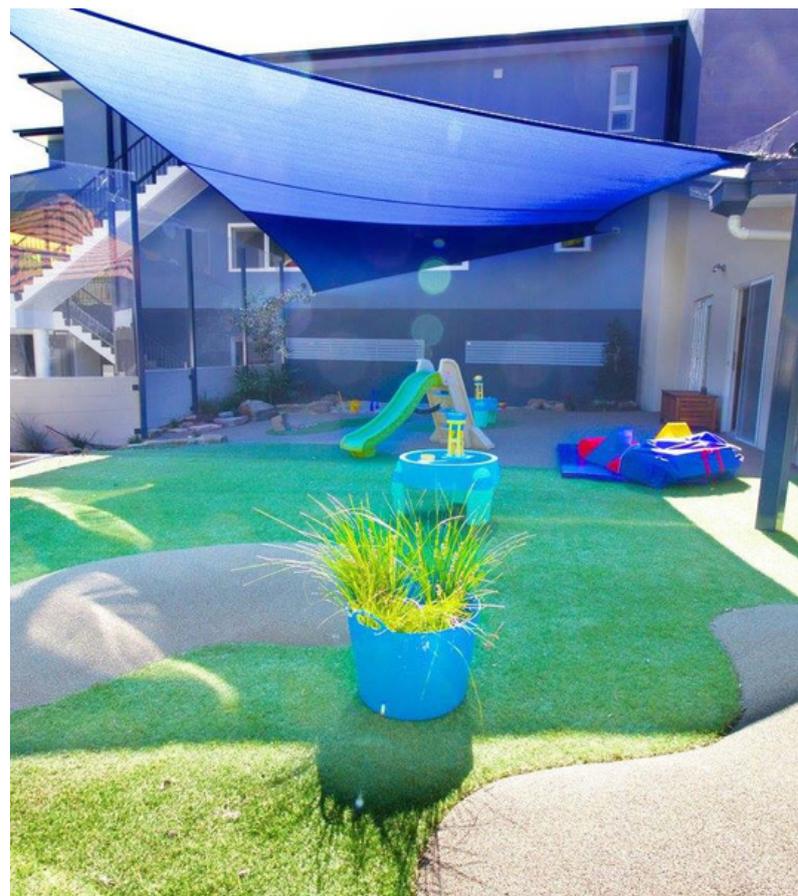
Naremburn Early Learning Centre will provide an environment where your family's needs are valued. This includes encouraging social development, cultural development, communication and security.

The centre will provide quality trained educators who are continually participating in professional development.

Educators will provide open feedback on your child's development, encouraging a trusting relationship for both children and parents.

Educators will provide open feedback on your child's development, encouraging a trusting relationship for both children and parents.

Our centre strives to integrate with the community through building positive relationships and meeting the needs of our local community.



WHY OUR FAMILIES CHOOSE US...

Rather than us telling you why you should choose our centre, let our current families tell you the top 5 reasons they choose us.

LOCATION & ACCESSIBILITY

"NELC are located at 7 Donnelly Road (corner Brook Street) Naremburn. a hop skip and a jump from St Leonards and 6 minutes drive to the city centre. They have a vast undercover car park for families to conveniently drop off and pick up we don't have to worry about the rain or fighting for a car spot" - Louise Corne'ge

PURPOSE BUILT CENTRE

"Naremburn Early Learning Centre really understands what our children need, the facilities are top notch boasting 5 separate indoor play rooms catering to each age, 2 separate spacious outdoor play spaces designed to allow all children with open opportunities to explore and develop in open and natural environments" - Sridhar Balakrishna

EDUCATIONAL PROGRAM

"Since attending NELC my child's development has accelerated and she has enjoyed being exposed to new foods, lots of crafts, lovely peers and the kindest of educators. My children love that they get to experience so many play based activities and are learning so much setting my children up for life" - Sophia Browning & Sophie Aspley Davis

TEACHERS

"The staff are upmost professionals that genuinely care for the wellbeing, happiness and development of each child at their centre. The staff are absolutely wonderful and being a first time mum the team have supported me through this transition and I have full confidence he is in the best hands" - Anna Waugh & Angela Halls

COMMUNICATION

"The updates on Storypark are great and I'm always eagerly awaiting the next update about what the bubs have been up to. The constant communication and updates as to what is happening is wonderful. I love getting stories with photos and updates of what they are up to each day. Highly recommend!" - Jo Loke & Sophie Aspley Davis



OUR EDUCATORS



At Naremburn Early Learning Centre each team member brings with them their unique skills and expertise. All team members undergo a Child Protection Screening process prior to commencing their work at Naremburn Early Learning Centre.

Our selection criteria for new team members focuses on targeting experience, expertise and passion that will promote the highest quality learning and developmental outcomes for children with compassion and philosophy of education and early childhood development.

We know our team is what makes our centre great, therefore we value and support further training and development of our team members to ensure our centre is exceeding all current regulations and practices within the Early Childhood Industry.

For further details on our team, please see our centre director.

Our Team at Naremburn Early Learning Centre look forward to working in partnership and getting to know you and your family.

**It takes big hearts
to help shape little
minds.**



OUR CURRICULUM

Our Learning and developmental program is based on the National Early Years Learning Framework for Australia. This framework is based on current research of early childhood development, and the aim of the framework is to extend and enrich children's learning from birth to five years and through to the transition to formal schooling.

The framework sees relationships as the basis for learning. Relationships with family (the child's first and most important teachers), community, culture and land, are all important for learning. When they play and wonder, explore the world and come up with new ideas they are actively learning.

Belonging:

Knowing where and with whom you belong – is an integral part to human existence. Children belong first to family, a cultural group, a neighbourhood and a wider community. In early childhood, and throughout life, relationships are crucial to a sense of belonging. Belonging is centre to being and becoming in that it shapes who the children are and who they can become.

Being:

Childhood is the time to be, to seek and make meaning of the world. It is about the present and then knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life. The early childhood years are not solely preparation for the future but also about the present.

Becoming:

Children's identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects this process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

**Childhood is a time
of belonging, being
and becoming.**

SCHOOL READINESS

At Naremburn Early Learning Centre children who succeed in school and in life know how to find solutions to problems. Our children can communicate and work well with others. They are curious, creative thinkers, and they continue to learn and adapt. Our high-quality preschool program helps your child build and utilise these skills every day.

These are common recounts of our preschoolers having fun and learning a lot through their play;

"Samuel and Travis build a ramp for their toy cars and test how fast the cars go when the ramp is at different angles."

"On a class nature walk, William notices that the leaves, which were once green, are now red, orange and yellow. He asks his teacher why the leaves are changing colour."

"At the dramatic play centre, Sophia, Jacob and Hannah set up a pretend doctor's office. They take turns role-playing as the doctor, receptionist and patient. "

"Whilst Miss Jess is sitting with a small group of children making play dough, exploring colour, following the directions of the recipe and taking turns to pour and stir the ingredients."

Preschool age children are changing so rapidly, one minute your child is begging you to play lego with him, the next they are drawing a robot he and his friend want to build.

Our carefully trained teachers think carefully about when, how, and where to help your child's overall growth and development. We utilise every opportunity to help children learn - including meal times, clean up, and outdoor play time.

No two pre-schoolers are the same, and we use what we know about your child and set individual goals for them. We keep track of their learning, so we know what they are ready to learn next to encourage children to continue to thrive and challenge themselves.

At Naremburn Early Learning we believe in

"Making Every Moment Count".



NUTRITION

At Naremburn Early Learning Centre we have a four week rotating seasonal menu, providing children with a variety of nutritious foods for Morning Tea, Lunch, Afternoon and Late Snack.

There is a daily menu board located near in the foyer, 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 employ a qualified cook who serves all meals on-site daily, the children participate in daily cooking experiences and enjoy meal times in our community café inspired dining area.

We also happily cater for children with allergies, religious needs and special dietary requirements and are more than happy to discuss how we can cater for your child's needs in more detail.



No one is born a
GREAT COOK, one
learns by **DOING**.

SAMPLE MENU

WEEK TWO MENU 12 MONTHS TO 5 YEARS

MONDAY

- MORNING TEA** Corn Thins with Sliced Cheddar Cheese
Fresh Fruit
- LUNCH** Chicken, Tomato & Zucchini Pasta Bake.
- AFTERNOON TEA** Sweet potato dip with Tortilla Flat Bread
Fresh Fruit

TUESDAY

- MORNING TEA** Spiced chickpea, Sweet Corn & Cheese Pinwheels with Fresh Fruit
- LUNCH** Butter Chicken with Natural Yoghurt & Rice
- AFTERNOON TEA** Herb & Garlic Wholemeal Baguette
Fresh Fruit

WEDNESDAY

- MORNING TEA** Spinach & Ricotta Scones
Fresh Fruit
- LUNCH** Mini Beef Burgers with Cheese & Salad
- AFTERNOON TEA** Corn Flake, Coconut & Sunflower Seed Muesli Rounds
Fresh Fruit

THURSDAY

- MORNING TEA** Wholemeal Bread Cheese Sandwich
Fresh Fruit
- LUNCH** Tuna Mornay Bake with Cheesy Bread Crust
- AFTERNOON TEA** Citrus Polenta & Ricotta Slice
Fresh Fruit

FRIDAY

- MORNING TEA** Fruit & Spice English Bread
fresh Fruit
- LUNCH** Beef, Quinoa & Tomato Meatballs with Creamy Potato Bake
- AFTERNOON TEA** Cocoa and Coconut Muffins
Fresh Fruit



FEE INFORMATION

Naremburn Early Learning Centre is open from 7:00am-6:00pm, Monday to Friday, 52 weeks per year (closed public holidays). Once a child is enrolled at our centre, fees are payable for all booked days of care including; absence for illness, public holidays, vacations etc.

At NELC we have a two-day minimum enrolment policy; with one of these days being either a Monday or Friday.

HOW TO PAY

All fees are paid on a fortnightly basis through our direct debit system, families can choose to have these come out of a preferred bank account or credit card.

Fees are to be paid on commencement 2 weeks in advance as well as payment for the current week.

Families will receive a statement each week detailing the amount due and all fees will be deducted on a Thursday.

FEES

Nursery Rooms - 0-2years - \$160

Toddler Rooms - 2-3years - \$160

Preschool Rooms - 3-5years - \$145

BOND

To secure your child's place at NELC we require a \$400 fully refundable bond.

LATE FEE

If your child is collected from our centre after 6:00pm, you will be charged a late fee of \$5.00 per minute. This will be added to your account to allow for remuneration to our team for their over time.

NOTICE OF WITHDRAWAL

It is the policy of our centre that four weeks (28 days) written notice be given before you withdraw your child from our centre. Any fees owing during this period will be deducted from your bond payment or passed onto a debt collector.

Under family assistance law, it is requirement that a child must attend on the last day of attendance; if attendance does not occur, the government benefits is NOT payable, therefore, fees will be charged at **FULL** fees up until the last day of attendance.

ENROLMENT INFORMATION

It is a legal requirement that families ensure they sign in and out of the centre each day they attend. These records are used in case of emergencies and for the calculation of CCR.

HEALTH

To minimise the spread of infection at our centre, as per the NSW Health guidelines children with certain infections are excluded from attending. If your child displays any symptoms at the centre we will contact you to collect your child as soon as possible.

IMMUNISATION

The government has implemented a no job no play legislation that requires all children to be fully vaccinated unless they have a medical exemption to be enrolled in childcare. Please ensure that we have your child's up to date immunisation at all times or this could affect your child's subsidy.

MEDICATION

If your child requires medication whilst at the centre, a medication form must be filled out by a parent/carer. The medication must be accompanied by a prescription label or a doctor's letter which states who the medication is for, frequency and the dosage to be given.

MEDICAL CONDITION

If your child has a medical condition we must receive a medical management plan for a registered practitioner, and your child's medication must be on site at all times your child is in attendance. It is a requirement that these plans be reviewed by your doctor at least annually.

WHAT TO BRING

0-2years;

- A hat
- Comfort items eg; dummies, bottles
- Water Bottle
- Two labelled set of weather appropriate clothing

2-5 years;

- A change of weather appropriate clothing
- A hat
- Any comfort items
- Water Bottle



THANK YOU!

We look forward to you and your family becoming part of our community at Naremburn Early Learning Centre. We are excited to become an important extension to your family and become part of your child's journey.

If you would like more information on our centre including the policies and procedures please contact our centre director.

7-9 Donnelly Road Naremburn NSW 2065
director@nareburnelc.com.au
02 9460 6385

www.nareburnelc.com.au
facebook.com/nareburnelc

