

## HANDBOOK

Cherubs Early Learning and Kindergarten provides a fun and stimulating environment for children to explore and learn from 6 weeks of age through to school-age. Our bright and bubbly team of qualified educators is dedicated to giving every child the best start to life. Providing the foundations for your child's learning journey gives them the confidence to reach their full potential. We have a wonderful team of long-standing educators, all qualified in early childhood education and carefully selected for their caring nature, experience, and passion for education. This includes bachelor qualified Early Childhood Teachers for our Kindergarten Program. Each of our educators hold a current senior first aid and CPR certificate and undertake regular asthma and anaphylaxis training.

We provide spacious and inspiring learning environments including large, natural outside play areas complete with a bike track and vegetable gardens. Our beautiful new purpose-designed kindergarten provides a unique space for our kindergarten children to grow and explore. We are passionate about providing children with the opportunity to explore and discover the world around them through engaging, play-based learning experiences.

Along with our regular extra-curricular programs, our experienced educators are continually exploring fun and stimulating experiences designed around the children's individual interests and needs, inspiring creativity and independence.

### Service Information

Our early learning centre caters for children aged 6 weeks to 12 years. We are open from 6:30am to 6.00pm, Monday to Friday, (52 weeks of the year) and closed public holidays.

### Contact Information

Approved Provider: David Bilbrough  
Centre Manager: Jo Eiby  
Phone: (07) 4632 0575  
Mobile: 0419 463 900  
Email: [cherubs@iinet.net.au](mailto:cherubs@iinet.net.au)  
Website: [www.cherubsearlylearning.com.au](http://www.cherubsearlylearning.com.au)

## Cherubs Early Learning and Kindergarten Philosophy

Cherubs Early Learning and Kindergarten embraces diversity of cultures. We encourage educators, families, children and members of the community to share their backgrounds, talents and traditions, forming a sense of belonging amongst individuals. We cultivate a sense of inclusion for all children, families and staff.

### Groups

At Cherubs Early Learning and Kindergarten, we believe that children thrive on well-established relationships with both educators and peers. Accordingly, we try to give children consistency in their room environments by having familiar educators in the same rooms and only moving children to another room when they are confident and happy to transition. Age groups are as follows:

Nursery	6 weeks to 15 months
Toddlers	15 months to 2 years
Junior Kindergarten	2 to 3 years
Pre -Kindergarten	3 to 4 years
Kindergarten	4 to 5 years
Vacation Care	5 years to 12 years

### Nursery: 6 weeks to 15 months

Our nursery is a welcoming, safe and nurturing environment where you can leave, knowing your babies will be cared for by experienced staff. At Cherubs, our educators work closely with our nursery families to maintain your home routine for feeding, sleeping and play. A wide range of engaging experiences are introduced each day to support your baby's growth and development. The nursery is designed with safety and fun in mind, featuring stimulating age-appropriate resources and furnishings to encourage sensory exploration.

### Included in your daily fee:

- Nappies and wipes
- Sunscreen
- Hats
- Nutritious meals prepared for each stage of development by our chef

### Toddlers and Junior Kindergarten :15 months to 3 years

Cherubs Early Learning and Kindergarten provides a fun and engaging environment where your child is supported to explore and grow, building confidence and independent thinking. Using a play-based learning approach, we provide an exciting and varied range of experiences designed around each child's individual interests and developmental stage. We maintain a strong focus on developing literacy in the early years along with introducing mathematics and science concepts in an interesting and enjoyable way.

Our stimulating and spacious indoor and outdoor learning areas allow children to explore their environment, promoting imagination and creativity while developing essential fine and gross motor skills. Our educators aim to create a balance between structured and spontaneous experiences introducing everyday life skills such as good manners, basic daily routines and hygiene into the daily curriculum as well as social and emotional skills. We model positive relationships with others and encourage the children to care for their environment.

#### Included in your daily fee:

- Nappies
- Wipes
- Hats
- Sunscreen
- Nutritious meals prepared by our chef
- Stimulating and fun learning experiences planned around the Early Years Learning Framework

### Pre-Kindergarten and Kindergarten: 3 years to 5 years

Our government approved Kindergarten Program builds the foundations for a smooth and exciting transition to school. The curriculum is based on the Queensland Kindergarten Learning Guidelines which provides opportunities for children to learn through both structured and spontaneous, play-based experiences. Run by a Bachelor qualified Early Childhood Teacher, our programs are flexible, providing a balance between intentional teaching and spontaneous learning and exploration. Our educators design experiences around the children's individual interests and needs, providing engaging learning opportunities that extend their knowledge and understanding of the world. We aim to challenge each child's thinking, encouraging curiosity and creativity, setting them up for a lifelong love of learning. We strive to prepare each child

socially and emotionally for the transition to primary school, building independence and self-help skills.

The new kindergarten building features the latest learning resources including a library where children can borrow and take home reading books, encouraging a desire to read with their family.

#### Included in your daily fee:

- Nutritious meals prepared by our chef
- Jolly Phonics Program & Numeracy Program
- Science and mathematics investigation
- Library
- Cooking
- Bike Safety
- Sunscreen & Hats Provided

Our Kindergarten Program runs from 8:30am to 4:00pm Monday to Friday, with the option for long daycare hours from 6:30am to 6:00pm at no additional cost. Our kindergarten is open all year round, including school holidays.

#### Vacation Care: 5 years to 12 years

We offer Vacation Care for school-aged children during school holiday periods and After-School Care for families that can deliver their child to the Centre. We provide a program that caters for each child's interests, needs and capabilities. We encourage school-aged children to help the younger ones with many experiences, including; painting, building, craft, washing hands, tidying etc. We find both age groups really thrive from these opportunities. We would love to have the opportunity to meet you and show you around our facility.

#### Fees

Our full fee is dependent on the age of your child. The following amounts are per day and before the Child Care Subsidy has been applied.

Nursery - \$105.00

Toddlers - \$105

Juniors - \$95

Pre Kindy and Kindergarten - \$90

Vacation Care - \$80



For us to work out your exact daily fee, please call us with your CCS percentage and number of eligible hours per fortnight. If you need to register for the child care subsidy, you can either do this through Centrelink online services (via MyGov) or you will need to call the Family Assistance Office (FAO) on 13 61 50.

On enrolment we will need your customer reference numbers (CRN), including the primary guardian and each child that you are enrolling so that we can connect you to CCS through our Qikkids software system.

### Child Care Subsidy

Once you have registered for the Child Care Subsidy (CCS), Centrelink will assess your household income and your activity hours and will let you know your entitlement based on this information. You will be given a certain percentage and a number of hours per fortnight that you will be entitled to access within a child care setting. If you require any assistance or further information regarding this process, please don't hesitate to ask or contact the family assistance office directly.

### Allowable Absences

You will continue to receive your CCS entitlement for up to 42 absent days per financial year. Beyond 42 days these are classed as "Additional Absences". Centrelink will pay your subsidies if you have provided the required documentation. This may include a doctor certificate. If you are going to reach the 42 days, please speak with the Centre Manager. Public holidays will be counted as an absence if the child would normally have attended the service on that week day. You can access your child's absence record on your online statement by selecting 'View Child Care Details and Payments' on your [Centrelink online account](#). You can also view this at the bottom of your statement that you will receive via email each week.

### Regulatory Authorities

Our governing body is the Australian Children's Education and Care Quality Authority (ACECQA). We must comply with the National Quality Framework (NQF) including the National Quality Standards (NQS), the Early Years Learning Framework, My Time, Our Place and the National Regulations and Law.

To contact our regional Regulatory Authority, please refer to the contact details below:

Office of Early Childhood, Darling Downs/South West Queensland, Toowoomba Regional Office  
PO Box 38

Toowoomba Qld 4350. Telephone: (07) 4616 3791. Fax: (07) 4616 3700

Email: [toowoomba.ecec@dete.qld.gov.au](mailto:toowoomba.ecec@dete.qld.gov.au) (mail to: [toowoomba.ecec@dete.qld.gov.au](mailto:toowoomba.ecec@dete.qld.gov.au))

### Make-up days

Every effort is made to ensure that we can provide a make-up-day for any missed days. This is dependent on the availability in your child's room. To assist this process, we ask that families let us know as soon as possible if your child is going to be absent. Make-up days can only be used within the same week, or if it is a Friday it can be used in the next week.

### Closing Time and Late Fees

Please be aware that our centre closes at 6:00pm. In accordance with National Regulations and licensing, we are not permitted to have children in the service after 6:00pm. A late fee is incurred for children collected after this time.

The fee is \$15 per child for every 15 minutes or part thereof and will be added to your next account. If we are unable to contact either yourself or the nominated emergency contacts within an hour of the service closing, then we will contact Child Safety After-hours.

### Confidentiality

We are committed to protecting your privacy. We support and are bound by privacy laws and strict confidentiality is maintained at all times. To implement a meaningful program for your child, we need to collect as much information from you as possible. Please feel comfortable in knowing that we do not disclose any personal information about you or your child to other people or organisations without your consent, unless we are required to do so by law. You can look at the information in your child's file at any time or request a copy of information from the file.

### Service Policies and Procedures

You will find a copy of our service policies and procedures in the front office. We expect our staff and families to adhere to our policies and procedures to ensure we maintain compliance with the National Law and Regulations. Educators cannot make exceptions for individuals unless the Nominated Supervisor or Management do so because of serious and / or unusual circumstances. We are constantly reviewing our policies and procedures and ask for staff and family participation to ensure high quality education and care.

## Enrolment Information

Prior to commencing at our service, you will be required to complete all enrolment documentation and make payment of the enrolment fee. Please understand that it is essential we have up-to-date information in case of an emergency. It is important that you notify the centre manager of any changes, 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 copies of any court orders relating to the child.

## Goals for your child at our Service

Children thrive when families and educators work together in partnership to support young children's learning. Well-being and a strong sense of connection, optimism and engagement enable children to develop a positive attitude to learning.

In consultation with you, we will create a range of short and long-term goals for your child. We will base your child's program around these goals as well as the outcomes outlined in the Early Years Learning Framework. Focusing on:

- Mutual respect and empathy
- Concern and responsibility for self and others
- A sense of self worth
- Social awareness
- Importance of sustainability
- Creative intelligence and imagination
- Self-confidence as an independent learner
- A love of learning

## Educational Program

We program using the Early Years Learning Framework. Following this framework helps to extend and enrich each child's learning from birth to five years. At Cherubs Early Learning and Kindergarten, we are committed to providing a developmental and educational program which caters for each child's individual needs, abilities and interests.

We encourage children to be responsible for their own learning and provide many opportunities throughout the day for them to make individual choices. Educators encourage children to express their ideas through conversations, actions and play. Through this process we will work collaboratively with children, families and colleagues to identify the best extension experiences needed to enhance each child's knowledge and understanding. We value family input and encourage family involvement to gather a comprehensive and holistic view of your child.

We know that children learn effectively through play and this is supported by educators who are diligent in their responsiveness to each child. Implementing effective intentional teaching practices will provide children with an authentic and meaningful learning environment that challenges, supports and nurtures each child.

Senior Educators will always inform you if they should have any concerns regarding the development of your child. Educators will only offer suggestions if they feel that a child is having difficulty but the decision to seek professional advice is at the discretion of parents.

## Early Years Learning Framework

Before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly with 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.

### 1. Belonging

Experiencing belonging – knowing where and with whom you belong – is integral to human existence. Belonging acknowledges children's interdependence with others and the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging.

### 2. Being

Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the here and now in children's lives. It is about the present and them knowing themselves, building and maintaining relationships with others, engaging with life's joys and complexities, and meeting challenges in everyday life.

### 3. 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. Becoming emphasises learning to participate fully and actively in society.

## Parent Participation

We welcome and encourage the involvement of all parents/families. Your ideas, experiences and skills are greatly valued and will enable us to enrich the program we offer to children. There are many ways for your family to be involved. We understand that you can't always afford the time, however any contribution no matter how big or small is much appreciated. Here are just a few ideas.

## Reading

Children love being read to. If you or your parents have the time, please contact us to organise a day for reading.

## Your Occupation or Hobby

We welcome all parents to the centre to talk about their occupation or hobby (eg music, craft, cooking). After these discussions, we may use observations to extend and enhance learning opportunities for children. If children show interest in the talk, we may implement further resources, equipment and experiences to extend knowledge and understanding.

## Your Home Culture

We encourage families to share a snapshot of their home culture. In order to create a sense of belonging at our service, we strongly encourage you to share your culture and family life. This would assist us to enrich the lives of all our families and children.

## Recyclable Items

We are always on the lookout for recyclable items for the rooms. Empty food containers, ribbons, wrapping paper, towel tubes (not toilet rolls, egg cartons or milk containers because of hygiene and allergy issues) paper or anything interesting from your work is much appreciated.

## Communication

Everybody has a different communication style and time for communication. We understand that mornings and afternoons can be a little rushed, and not the best time to discuss your child's day. The types of communication we use with families, include:

- Newsletters
- Phone calls / text messages

- Emails
- Letters
- Face-to-face
- Daily reports which are uploaded to our Cherubs App
- Formal meetings

### Court Orders

It is the responsibility of the parents to notify us about any court orders affecting their children. By law, we are required to obtain a copy of this documentation. Without a copy, we cannot stop a parent from collecting their child.

### Arrival and Departure

For safety and security reasons ALL children must be signed in on arrival and signed out on departure. The times must be noted. No child will be allowed to leave our centre with a person who is not stated on the enrolment form, unless prior arrangements are made with the Centre Manger.

### Preparing your child for early learning and kindergarten

Orientation is an important start for your child and family to connect to our service. We encourage each child to attend the centre in the company of a family member several times before they start with us. This gives you and your child the opportunity to gain an understanding of our program, the lay out of the room, where to find things and provides educators with additional information about your child so we can best support their transition and settling in period.

If your child is reluctant to attend, please discuss this with their assigned educator so that they can develop strategies with you to support the transition from home to the centre.

Communication between home and the service must be open to best support your child during this time. There may be tears when saying goodbye for the first few weeks but there are always cuddles, reassurances and genuine care from our educators to support your child.

### Saying goodbye

Ideally, we would love for your child to be settled at an activity before you leave, however some children find it hard to settle until their parents have gone. What works best is a set routine. Being well organised and avoiding a rush usually results in a calm start to the day.

Most children will want to have a look around to see who else has arrived and to look at what activities are available. Please tell your child when you are leaving as they may become upset if they haven't had the opportunity to say goodbye. This builds trust for the child. Please know that we will ring you if your child is distressed.

### Nutrition

We follow Nutrition Australia's guidelines to ensure your child receives healthy balanced meals. We also cater for children who have medically diagnosed food allergies.

**Reference:** Nutrition Australia

<http://www.nutritionaustralia.org/national/resource/australian-dietary-guidelines-recommended-daily-intakes>

### Breastfeeding

Cherubs Early Learning and Kindergarten supports breastfeeding. If the child, you are enrolling at the service is currently breast fed could you please speak to the nominated or certified supervisor so that you are aware of our policies on storing and serving breast milk.

## What to bring to the Service

### Backpack

At Cherubs Early Learning and Kindergarten, we encourage independence. We work towards all children being able to recognise and open their own bag. Please ensure their bag is large enough to hold all their belongings and is clearly labelled.

### Clothing

It is helpful to your child if they are dressed in non-restrictive clothes so that they can engage easily in all activities. Shoes need to allow children freedom to run, climb, hop and jump. We also recommend that shoes are easy for the child to take off and on themselves. Clothing such as long dresses, overalls, braces, belts and stiff buttons can prove a problem for children who need to go to the toilet. It is preferable that children do not wear thongs or similar footwear.

### Spare clothes

Every now and then accidents occur, and it may be necessary for your child to get changed into a fresh set. Please include a complete change of clothes every day which can stay in your child's bag.

### Toys

We ask that children do not bring toys from home. This eliminates toys becoming lost and broken. However, if it comforts the child they may have it with them during rest time.

### Rest and Sleep

Rest and sleep routines vary for each child. We aim to make rest time a relaxed and pleasant time for all children. We provide beds for children and play soft music in the background. Your child may wish to bring a security item to have at rest time. Please feel free to discuss your child's rest or sleep needs with any of our senior educators.

### Birthdays

It is very exciting for a child to be having a birthday. If a cake is required for a child's birthday, please be aware that there are children in the centre with severe allergies. If you intend to bring a

cake could you let the staff know several days prior to the day so that we can be sure to have something alternate prepared for the children who may have food allergies. Thank you

#### Family Photo

We encourage you to bring a photo of your family. This is displayed at the height that your child can see. We find that this is a strong and valuable tool that your child can refer to throughout the day. If you would like to bring in a photo, or a couple of photos that represent your family, we would love to add them to our room.

#### Sun Safety

Children and educators will wear hats and appropriate clothing when outside. Staff will encourage children, by way of modelling behaviour, such as wearing suitable clothing and sunscreen which is reapplied according to the manufacturers recommendations. We ask that children come to the centre with sunscreen already applied so they can participate in outdoor play immediately and not have to wait the 20 minutes after application.

#### Sun Hat

A sun protective hat is supplied to each child on commencement at the service. These hats are kept in their individual pockets and are sent to the wash at the end of each week and returned ready for the following week.

### When should I not send my child to the Service?

Our centre is busy and demanding. We are not equipped to care for sick children however, we will do everything we can to comfort a child who has become sick whilst in our care. To try and prevent the spread of disease, please monitor your child's health and watch for:

- A runny nose
- High temperature
- Diarrhoea
- Red, swollen or discharging eyes
- Vomiting
- Rashes
- Irritability, unusually tired or lethargic

Please do not bring your child to the centre if they display any of the above symptoms. If a child becomes ill whilst at the centre, the child's family will be contacted to organise collection. If the child is unable to be collected, educators will contact the child's emergency contact for collection. When the child is collected, the family will have the following information made

available to them to present to their doctor: symptoms, date of onset, general behaviour of the child leading up to the illness and any action taken.

Your child should not attend the centre if they have had Panadol or Neurofen within 24 hours. It is extremely important that staff members are made aware that your child has had medication. We do not re-administer and potentially overdose.

The other consideration is that medication of any type should not be added to a child's bottle. Children who are on antibiotics are to be kept away from the centre for the first 24 hours to allow the child to rest. This reduces the risk of spreading the illness to others that attend the centre.

### Emergency Drills

Throughout the year, the service will hold emergency drills which occur at any given time throughout the day. These are carried out in a well-organised manner. Educators will be trained in using the fire extinguishers that are in the service. An emergency escape plan will be displayed in every room.

### Workplace Health and Safety

We welcome all feedback regarding the safety of our service. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general Work health and Safety, please contact the Centre Manager immediately.

### Infectious Diseases

The following information has been supplied by the National Health and Medical Research Council re: exclusion from the service of a child suffering with the following diseases / ailments.

Please inform staff if your child has any of the following so that we can let families and the Queensland Health Department know and avoid a possible epidemic. (Confidentiality is always maintained). If your child is not immunised, then they will be excluded until the threat has passed.

Condition	Exclusion
Hand, foot and mouth Disease	Until all blisters have dried.
Hib	Exclude until medical certificate of recovery is received.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.
Herpes – cold sores	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Influenza and flu-like Illnesses	Exclude until well.
Measles	Exclude for at least 4 days after onset of rash.
Meningitis (bacterial)	Exclude until well.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).
Poliomyelitis	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.
Rubella (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.
Salmonella, Shigella	Exclude until diarrhoea ceases.
Streptococcal infection (Inc. Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment.
Worms (intestinal)	Exclude if diarrhoea present.

### Immunisation

From 1 January 2016, only parents of children (less than 20 years of age) who are fully immunised or are on a recognised catch-up schedule can receive the Child Care Subsidy.

The relevant vaccinations are those under the National Immunisation Program (NIP), which covers the vaccines usually administered before age five. These vaccinations must be recorded on the Australian Childhood Immunisation Register (ACIR). Children with medical contraindications or natural immunity for certain diseases will continue to be exempt from the requirements. Conscientious objection and vaccination objection on non-medical grounds will no longer be a valid exemption from immunisation requirements. Families eligible to receive family assistance payments and have children less than 20 years of age, who may not meet the new immunisation requirements, will be notified by Centrelink. For an up to date immunisation schedule, please refer to your enrolment pack.

### Medication

Educators can only administer medication prescribed by a doctor. They cannot administer non-prescription drugs or dietary supplements unless the service is provided with written authorisation by a doctor. Medication can only be administered to a child by educators from its original packaging with a pharmacy label. On arrival, families must give medication to an educator for safe storage. You will be instructed by our educators to complete a medication authority form. Under no circumstances should medication be left in a child's bag.

### Allergies or Asthma

It is vital that we are aware of any allergies or asthma. Families are required to explain any allergy or asthma on the enrolment form as well as provide us with the diagnosis from the doctor. An Action Plan will need to be filled in by your doctor to assist in managing your child's needs. The Action Plan is to be updated every 6 months.

### Accidents

The nominated supervisor will contact parents immediately if a child is involved in a serious accident at the service. As a matter of extreme importance, parents must ensure that the service has up to date emergency contact numbers. An incident report will be filled out for all accidents, injuries and illnesses. This will contain details of the accident /injury/illness, any first aid that was administered, and be signed by an educator, the Nominated Supervisor and by the parent.

### Parent Acknowledgement

I/We have read this handbook carefully. I/We understand the commitment that you are undertaking and your responsibilities to the service.



EARLY LEARNING  
AND KINDERGARTEN

I/we have completed the enrolment form for the service. I/we have read and agree to comply with the requirements set out in this handbook and in the service' s policies.

Family Name	
Parent Name	
Child/ren' s Name	
Parent Signature	

Please list any skills, talents and interests that you and your family would be happy to share with the Service.
