



**St Paul's
School**

& EARLY LEARNING CENTRE

**HANDBOOK
2025**



create your own story!

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Please note: Information in this handbook is subject to change

WELCOME

Welcome,

The Early Learning Centre reflects the philosophy of St Paul's School through high quality care, meaningful learning and excellent resources.

The centre facilitates lifelong learning skills and is committed to working with children through our engaging, challenging and enjoyable program.

Communication is highly valued, and we encourage education as a partnership between home and school. The children will quickly establish a sense of belonging, love and pride in St Paul's School.

We look forward to working together with you and your child to ensure they have every opportunity to find success in the Early Learning Centre.

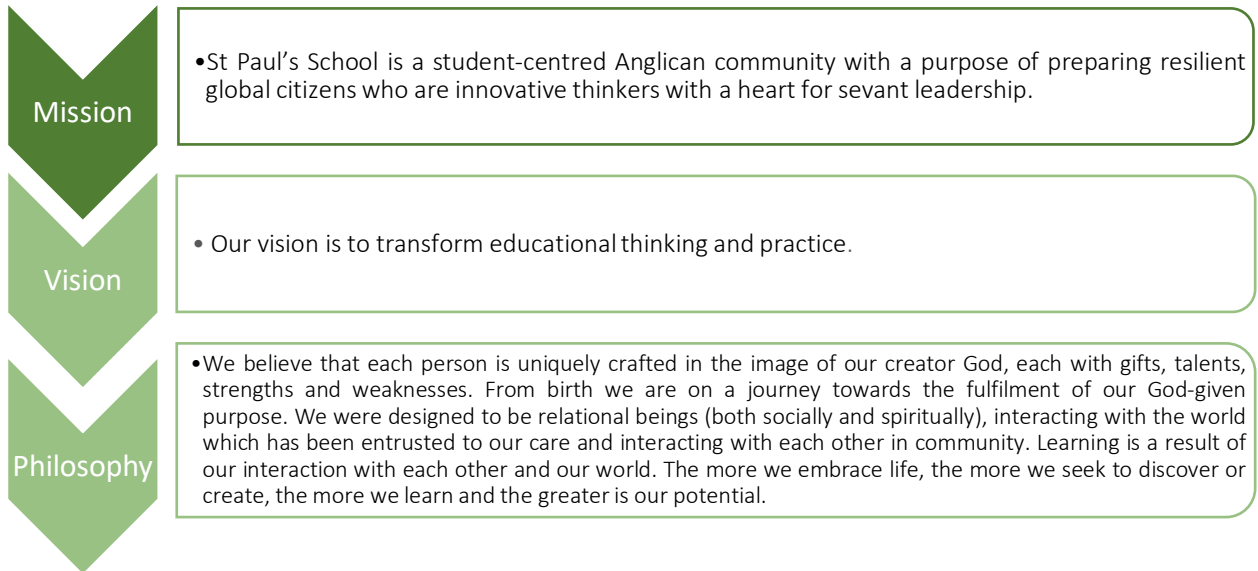


Director of Junior School
Marianne Connolly



Head of Studies Junior School
Cheryl Wegener

EARLY LEARNING CENTRE



Our Values and Mission Statement

St Paul's Junior School seeks to create a challenging learning environment that encourages high expectations for success through a program that allows for individual differences and learning styles. Our School promotes a safe nurturing environment that develops each student's self-esteem by fostering relationships with students and staff. We strive to have our parents and teachers actively involved in our students learning.

Our School motto

The School motto is "fide et literis" which translates as "by faith and by learning".

Our School colours

School colours are cardinal red and bottle green: red - action, green - growth.

Philosophy

The Early Learning Centre at St Paul's embraces an inquiry approach to learning. The program is inspired by the Reggio Emilia approach which is "child originated and teacher framed".

The children are viewed as curious, competent learners and families are considered a vital part of their learning. Strong partnerships with families are essential in connecting students to their community.

The St Paul's Early Learning Centre is a place where children and their potential are at the centre of each day.

Safeguarding our Students

The safety and protection of our students is of paramount importance. St Paul's School and Early Learning Centre is committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

You can read more about our commitment to safeguarding at <https://www.stpauls.qld.edu.au/student-protection>

GOALS

CONTINUITY

Providing continuity for our community from Pre-Prep to Year 12.

CONSTRUCTIVIST

Our approach is founded on the work of Piaget, Vygotsky and Bruner and is underpinned by the Reggio approach.

CURRICULUM

Is shared and negotiated. It is constantly evolving and aimed at engaging children in activities.

COLLABORATIVE

We strive to create collaborative partnerships between children, staff and families.

CARING

Children embrace diversity and develop a strong sense of identity and wellbeing.

COMMUNICATION

Children become effective communicators as they make meaning of their world.

CREATIVE

Children are encouraged to be creative, critical and divergent thinkers who develop a sense of wonder.

CONNECTED

Children are invited to create, innovate and imagine as they build inclusive partnerships with the School, community and environment.

CREATE YOUR OWN STORY

Children create their own story as they are all given equal opportunity to transform and reorganise their knowledge.

CURRICULUM

Our curriculum is an emergent learning framework that recognises children as competent individuals and gives credit for the things they can do while supporting them in areas where they are still developing.

Our framework is inspired by the work of Loris Malaguzzi and his Reggio approach to learning. The Reggio Emilia philosophy is child originated, requiring the teacher to co-explore the learning experience with the children. The teachers and children work in partnership as researchers seeking out answers to questions and supporting investigation. The child becomes the architect or designer of their own learning while the teacher is their recorder of information and aide in choosing which path to take.

Within this framework **the role of the teacher is:**

- To provoke ideas, problem solving and conflict;
- To take ideas from the children and return them for further exploration;
- To organise the classroom and material to be aesthetically pleasing;
- To document children's progress;
- To help children see the connections in learning and experiences;
- To foster the connection between home, School and community.

Our program has been carefully developed to align with the Early Year's Learning Framework, National Childcare Act of 2010 and the Queensland Kindergarten Learning Outline and so encompasses a skilful balance of spontaneous and intentional learning opportunities.

Imaginative and physical play assist in multiple skill development, including oral language, early mathematical understanding, communication, social and emotional wellbeing as well as the active learning processes. Our program aims to assist children in building their confidence and self-esteem through team work, challenges and a sense of belonging.

Our children are exposed to an emergent Japanese program, as well as Visual Art and Music.

Singing, dancing, inventing and discovering are all very much a part of everyday life at St Paul's Early Learning Centre.

Students participate in a Bush Kindy program in Term 2 & 3.

THE ROLE OF THE PARENT

Our parents are an important part of the curriculum and also partner in the learning process. Parents can offer valuable information on real life experiences they have had with their child that can then be integrated into the program. This creates strong bonds within the Early Learning Centre and acts as a further resource for exploring ideas and interests. Parent participation is considered essential and takes many forms.

Parent Code of Conduct

The staff of St Paul's School have a Code of Conduct, as do the students, that articulates the expectations of those two parties in the partnership triangle. To ensure such cooperation and support, this Code of Conduct outlines the School's expectations for a student's parents, step-parents, guardians, grandparents, extended family members and carers (collectively, parents).

For further details please visit our website; <https://www.stpauls.qld.edu.au/policies/>

THE ROLE OF THE ENVIRONMENT

In every situation there are three elements, **the teacher, the child** and **the environment**. They act together to support constructing, learning and developing theory.

- Environment is a tool for children to explore, to provoke, and to learn from. It is a place for supporting children and their ideas through documentation.
- The classroom environment acts as a place to have conversations, understand ideas and theories.
- Within the classrooms teachers utilise many different materials, space and situations to provoke the children's interest in constructing their learning.

PRE-PREP UNIFORM

Uniforms for St Paul's School Pre-Prep are compulsory and can only be purchased from the St Paul's School Uniform Shop.

The uniform gives the Pre-Prep child a sense of belonging to the program. For security reasons, a uniform identifies a student immediately. The uniform is sun-safe and eliminates the 'clothing competition' between children. The Pre-Prep uniform complements our existing uniform.

Children are to wear:

- St Paul's School Pre-Prep shorts with logo
- St Paul's School Pre-Prep polo shirt with logo
- Black Velcro fastened shoes or black Velcro fastened joggers
- St Paul's School Pre-Prep hat
- St Paul's School green socks
- St Paul's School Pre-Prep track top with logo
- St Paul's School track pants
- Gumboots and raincoat for Bush Kindy

Hair

Boys' hair must be kept clean, tidy, of a conservative cut and length, of their natural colour and no longer than the top of the collar.

Girls' hair must be kept clean, tidy and of their natural colour. Girls with long hair below the collar are to tie it back using ribbons or fasteners in the School colours.

Staff noticing students with hair that does not meet the requirements are required to report the matter to the Director of Junior School who will direct that hair be altered. Students with hair that does not meet the School requirements may, at the discretion of the Director of Sub-School, be isolated (either at School or away from School) until their hair meets the School's standards.

Jewellery

The only visible jewellery permitted at School without special permission is a set of plain metal stud or sleeper earring for girls and a metal wristwatch and medical bracelet for both boys and girls.

WHAT TO BRING EACH DAY

All children will need:

- St Paul's School backpack (named with identifiable tag)
- A lunch box (named) that your child can open by themselves
- Spare changes of clothes including underwear (named and in a zip lock bag)
- A water bottle (named)
- Small light blanket for winter

Named sheets contained in a child's own named sheet bag will need to stay at the Early Learning Centre for the days of attendance and placed in the storage facility until rest time.

Sheets should be taken home each week for laundering and then returned to the Early Learning Centre the following week. These will be available the first day of school.

Please Note: the ELC has a no shoes policy for all students whilst they are in the centre.

ARRIVALS & DEPARTURES

Punctuality is important in delivering and collecting your child. It is important that parents and their children arrive together and promptly for Pre-Prep sessions. The Early Learning Centre doors open at 8.30am. If your child is late, they are missing out on group time, and will not know what will be happening during the sessions.

Please do not leave your child unattended while waiting for the doors to open. At the end of the day, we ask that you wait outside until the doors are opened. The students will be seated, waiting in a group before adults arrive. This creates a much safer exit strategy for the children. If you are late to collect your child in the afternoon, they may worry that they have been forgotten. No child likes to be the last collected every day. Pick up time is strictly by 3.10pm.

Signing in and out

Late arrivals are required to sign their child in at the reception area in the Junior School. The child must also be signed out if leaving early, giving the actual time collected. Staff must also be informed of the child's departure. These records are used for attendance checks and it is a legal requirement that they are completed correctly and on a daily basis. These attendance sheets are used during emergency evacuation to ensure all children are accounted for.

Persons authorised to collect children

Legal requirements dictate that children can only be collected by an adult (over 18 years of age, unless they are the parent). No child will be allowed to leave the Early Learning Centre without parental permission or without an authorised adult of 18+ years. For this purpose, we request parents to authorise persons who may collect their child in the event they are unable to do this themselves. Parents are expected to keep the collection permissions list up-to-date at all times. Only the persons nominated by parents will be authorised to collect a child. Current photo identification will be required.

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What you do when you arrive

Help your Pre-Prep child to become independent by asking them to perform these routine tasks. Always encourage your child's little steps of success:

- Place lunchbox in large plastic storage box;
- Remove shoes and place them on the shelf;
- Place backpack in their port rack;
- Greet their teacher and select an activity;
- Remember to say goodbye – this is an important aspect of a successful transition.

Open Door Policy

The Early Learning Centre has an 'Open Door' Policy and welcomes parents and guardians to visit. When children see a connection between their parents and teachers, it assists in making them feel safe and secure. If you have any skills, interests or knowledge that you would be willing to share with the Early Learning Centre, including things that may enhance the children's program, please let us know.

Parents are most welcome to be part of the Pre-Prep settling-in period. When you bring your child to the Early Learning Centre, please feel free to stay and spend some time with them.

Attendance

Absences can be recorded online through the St Paul's School website or phone the Junior School reception. No child will be allowed to leave the Early Learning Centre grounds without the parent's written permission.

HEALTH & MEDICAL

When your child is ill

In the event of a child becoming ill at the Early Learning Centre, an authorised member of staff will contact parents to request that the child be collected and taken home as soon as possible.

Policies and procedures are developed based on the recommendations of the Staying Healthy in Childcare publication distributed by The National Health and Medical Research Council (NHMRC).

No child can attend the Pre-Prep Learning Centre until vomiting and diarrhoea has ceased for 24 hours.

When antibiotics have been prescribed, children need to have been taking them for 24 hours before returning to the Early Learning Centre.

Please notify the Early Learning Centre immediately if your child has been exposed to any communicable diseases e.g. German Measles, so that we can notify other parents. The Early Learning Centre will post notices of illness in the rooms where cases have been reported

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Contagious conditions/diseases

The Early Learning Centre appreciates the value of a safe and healthy environment for children. We ask parents to immediately take their child home from the Early Learning Centre when it is known they have a contagious condition. These conditions include:

- Hand, foot and mouth disease
- Parvovirus B19 (slapped cheek syndrome)
- Conjunctivitis
- Chicken pox
- Cough and cold viruses
- Diarrhoea
- German Measles
- Measles
- Mumps
- Nausea
- Ringworm
- School sores
- Head lice

Please ensure that you do not send your child back to the Early Learning Centre prematurely and that they have made a full recovery before returning. If your child has a temperature (38°C or above) they are to be kept home for a minimum of 24 hours without fever. If in doubt, the family doctor should be contacted.

Please refer to the National Health & Medical Research Council website:

<http://www.nhmrc.gov.au/publications/synopses/ch43syn.htm> for access to the publication Staying Healthy in Child Care – Preventing infectious diseases in child care, Fourth Edition – for details on childhood illnesses, compulsory and recommended exclusion periods.

The Early Learning Centre reserves the right to insist on a doctor's letter stating a child is well enough to attend and is no longer contagious to other children.

Head Lice

Please do not send your child to the Early Learning Centre if they have head lice or head lice eggs. Head lice must be treated, and children are not to return until after the treatment has occurred and all lice and eggs are removed from their hair.

Head lice is an issue that requires a proactive approach and all families are encouraged to check their children often, treat quickly and notify the Early Learning Centre of an outbreak. Communication with the Early Learning Centre is very important so the appropriate action of alerting others to check their own children can be carried out. The presence of head lice is not a sign of dirty hair or bad hygiene. In fact, head lice prefer a clean environment. If a child is found to have head lice, the parents will be contacted and asked to collect their child from the Early Learning Centre.

Impetigo (School sores)

Impetigo is characterised by collections of small, crusting blisters that usually form on the face or limbs. The condition looks unsightly, but it isn't dangerous and doesn't cause any lasting damage to the skin. However, it is highly contagious. A child with a case of impetigo should be kept home from care until the sores are fully healed. The child may return earlier if appropriate treatment has begun, the exposed sores are fully covered with a waterproof dressing, and the child has a doctor's certificate/clearance letter. Impetigo is more common during warmer months.

Immunisation

Upon enrolment parents must supply a record of their child's immunisation. Children must be fully immunised to attend the Early Learning centre. Children who are not immunised can be enrolled by the Early Learning Centre but must be withdrawn for the exclusion period if a vaccine-preventable disease is confirmed within the Early Learning Centre e.g. a case of measles.

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The exclusion table adopted by the Early Learning centre is that recommended by the National Health and Medical Research Council and is displayed in the Early Learning Centre also on pages 10 to 12.

Medical Information

All children must have up-to-date medical information lodged at the Early Learning Centre. Please let the Early Learning Centre know when new situations arise so that records can be kept up-to-date at all times. Current telephone contact numbers and emergency contacts are vitally important.

Medication

State and Territorial Governments protect the health and safety of the community from the injurious effects of medicinal drugs by a range of acts and regulations which include lists of drugs and poisons.

These are categorised as follows:

- Schedule 2 (S2) Pharmacy Medicine (Pharmacy only sale)
- Schedule 3 (S3) Pharmacist Only Medicine (Supervision of sale by pharmacist)
- Schedule 4 (S4) Restricted Drugs (Prescription Only Medicine)
- Schedule 8 (S8) Controlled Drugs (Prescription Only Medicine)

Paracetamol and other analgesics are S2 medications. These and all other medications, both prescription and over-the-counter drugs, cannot be administered to children by staff without authorisation. The parent must make a written request to the Teacher on a Medication Request Form obtainable from the Early Learning Centre. All prescription medication must be in a container labelled by a health care professional or pharmacist filling a medical prescription.

The following details need to be provided:

- Name of the medication
- Name of the doctor prescribing the medication
- Name of the student
- Dosage
- Time medication needs to be administered
- Commencement and conclusion dates
- Any special arrangements
- Signed letter from doctor or the completed St Pauls School Early Learning Centre medical form.

The same procedures apply to over-the-counter medications. The Early Learning Centre will not accept any medication that is not labelled in this way.

The medication must be delivered to the Pre-Prep teacher before the start of each day. The teacher will record that they have received the medication that will be placed in the kitchen fridge. A copy of the Medication Request Form will be sent to the child's room stating the time that the child is to be administered their medication. The teacher will record that the medication has been administered to the student by the authorised member of staff as per the Medication Request Form. Parent helpers, children and visitors are not permitted to administer any prescribed medication.

Non-authorised medication authorisation

Staff are not able to administer a dose of Paracetamol if children have a high fever. When a child has a fever and they are showing signs of being unwell the child should be collected from the Early Learning Centre as soon as possible. If parents are requesting staff to administer Paracetamol throughout the day, we believe the child is not well enough to attend.

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Emergency Medication

If a child has a serious medical condition that requires emergency treatment, e.g. EpiPen, it is the parent's responsibility to supply this medication so we can provide adequate care for their child.

Recommended minimum exclusion periods for infectious conditions for Pre-schools, schools and childcare centres. (NHMRC – 5th edition 2013).

Table 1.1 Recommended minimum exclusion periods

Condition	Exclusion of case	Exclusion of contacts ^a
<i>Campylobacter</i> infection	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Candidiasis (thrush)	Not excluded	Not excluded
Cytomegalovirus (CMV) infection	Not excluded	Not excluded
Conjunctivitis	Exclude until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis	Not excluded
<i>Cryptosporidium</i>	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Diarrhoea (no organism identified)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Fungal infections of the skin or nails (e.g. ringworm, tinea)	Exclude until the day after starting appropriate antifungal treatment	Not excluded
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Glandular fever (mononucleosis, Epstein–Barr virus [EBV] infection)	Not excluded	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days	Not excluded Contact a public health unit for specialist advice
Head lice (pediculosis)	Not excluded if effective treatment begins before the next day at the education and care service The child does not need to be sent home immediately if head lice are detected	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice	Not excluded Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Not excluded	Not excluded
Hepatitis C	Not excluded	Not excluded
Herpes simplex (cold sores, fever blisters)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry Sores should be covered with a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV)	Not excluded If the person is severely immune compromised, they will be vulnerable to other people's illnesses	Not excluded
Human parvovirus B19 (fifth disease, erythema infectiosum, slapped cheek syndrome)	Not excluded	Not excluded

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Condition	Exclusion of case	Exclusion of contacts^a
Hydatid disease	Not excluded	Not excluded
Impetigo	Exclude until appropriate antibiotic treatment has started Any sores on exposed skin should be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until person is well	Not excluded
Listeriosis	Not excluded	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded For non-immunised contacts, contact a public health unit for specialist advice All immunocompromised children should be excluded until 14 days after the appearance of the rash in the last case
Meningitis (viral)	Exclude until person is well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case
Molluscum contagiosum	Not excluded	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Pertussis (whooping cough)	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of coughing	Contact a public health unit for specialist advice about excluding non-vaccinated contacts, or antibiotics
Pneumococcal disease	Exclude until person is well	Not excluded
Roseola	Not excluded	Not excluded
Ross River virus	Not excluded	Not excluded
Rotavirus infection	Exclude until there has not been a loose bowel motion or vomiting for 24 hours ^b	Not excluded
Rubella (German measles)	Exclude until the person has fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Scabies	Exclude until the day after starting appropriate treatment	Not excluded
Shigellosis	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Toxoplasmosis	Not excluded	Not excluded

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Tuberculosis (TB)	Exclude until medical certificate is produced from the appropriate health authority	Not excluded Contact a public health unit for specialist advice about screening, antibiotics or specialist TB clinics
Varicella (chickenpox)	Exclude until all blisters have dried—this is usually at least 5 days after the rash first appeared in non-immunised children, and less in immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection as they are at high risk of developing severe disease Otherwise, not excluded
Viral gastroenteritis (viral diarrhoea)	Exclude until there has not been a loose bowel motion for 24 hours ^b	Not excluded
Worms	Exclude if loose bowel motions are occurring Exclusion is not necessary if treatment has occurred	Not excluded

HYGIENE

Hand washing

To minimise cross infection at the Early Learning Centre, several procedures are followed including regular hand washing. Staff members wear disposable gloves when attending a sick child or changing soiled clothing. Toys and equipment are disinfected regularly.

To reduce the spread of infection and germs, staff and children wash their hands:

- Before handling food
- Before eating
- After removing gloves
- After going to the toilet
- After cleaning up blood, faeces or vomit
- After wiping a nose, either a child's or their own
- Before giving medication
- After handling garbage
- After coming in from outside play
- Before going home

Toileting

All students attending the Early Learning Centre are required to be fully toilet trained and not wearing nappies or pull-up pants. They must be able to also carry out all personal hygiene associated with toileting. The staff recognise that students may have 'accidents' so having a full change of uniform and underwear in their School bag is suggested. Students who are found to not be fully toilet trained will not be able to commence and parents will be contacted to collect their child from the Centre.

Food safety

We are committed to keeping our staff up to date on all current Food Safety practices.

The prevention of food-borne illness involves attention to hygiene, proper handling and preparation of food and care during food storage and distribution.

FOOD & NUTRITION

At St Paul's School Early Learning Centre, we want to ensure that all children who attend have food and drink that is safe, nutritious and culturally diverse.

Good nutrition is vital to growth and development of young children and the foods we provide them often become the basis for lifelong food choices. The Dietary Guidelines for Children and Adolescents recommend that children eat a wide variety of nutritious foods each day and that care is taken with children's food so that it is served to young children safely and hygienically. No cans or glass containers must be sent to School.

During the summer months it is important to pack lunch with an ice brick. This will keep the food cool.

TUCKSHOP IS NOT AVAILABLE TO PRE-PREP STUDENTS

Nutritional tips

Children eat different amounts of food according to their growth patterns. For smaller appetites, pack smaller serves - cut sandwiches into quarters and chop up fruit so that there is still time to play.

- Calcium is lacking in many children's diets - provide a calcium-rich food like cheese or yoghurt every day in their lunch box
- Fruit has more fibre and fewer calories than fruit juice. Make fruit a regular lunch box item
- Use only small amounts of oil, margarine and butter
- Offer water to drink instead of juice
- Have plenty of fruit and vegetables available
- Choose snack foods based on breads, fruit, vegetables and dairy foods that are filling and nutritious.

Great ideas for the Lunch box:

- | | |
|---|--|
| <input type="checkbox"/> All kinds of fresh fruit (bananas, apples, strawberries etc) | <input type="checkbox"/> Sultanas or dried fruit |
| <input type="checkbox"/> Crackers with spreads | <input type="checkbox"/> Meat and chicken |
| <input type="checkbox"/> Fruit muffins or fruit loaf | <input type="checkbox"/> White fish with salad |
| <input type="checkbox"/> Small tub of yoghurt | <input type="checkbox"/> Rice pudding |
| <input type="checkbox"/> Cherry tomatoes, carrot and celery sticks | <input type="checkbox"/> Spaghetti or baked beans (not in a tin) |
| <input type="checkbox"/> Cheese | <input type="checkbox"/> Rice salad |
| <input type="checkbox"/> Sandwiches made from wholemeal or whole grain bread | <input type="checkbox"/> Tuna and salmon |
| <input type="checkbox"/> Cold meat with salad | <input type="checkbox"/> Chicken drumstick |
| <input type="checkbox"/> Boiled eggs with salad | <input type="checkbox"/> Wraps with meat and salad |
| <input type="checkbox"/> Rice cakes and rice biscuits | <input type="checkbox"/> Quiche |
| <input type="checkbox"/> Tuna with salad dressing: add chopped celery or lettuce | <input type="checkbox"/> Homemade pizzas |
| | <input type="checkbox"/> Rissoles, meatballs or kebabs |
| | <input type="checkbox"/> Homemade savoury muffins |
| | <input type="checkbox"/> Sushi rice roll |
| | <input type="checkbox"/> Soup |

Parents are to provide children with a variety of nutritional foods from the five food groups. This consists of breads, cereal, rice, pasta, grains, vegetables, legumes, fruit, yoghurt, cheese, milk and/or alternatives, lean meat, fish, poultry.

The exception applies only to birthdays or special cooking activities within the Early Learning Centre. Parents are free to provide patty cakes or similar for their child's birthday.

'Sometimes Foods' are to be kept for consumption at home. We are dedicated to the promotion of healthy eating and physical activity, therefore strictly no 'sometimes foods' will be given to children whilst in our care.

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Examples of 'Sometimes Foods' include:

- Chocolate and confectionary
- Artificially flavoured and coloured fruit snacks
- Sweet biscuits, cakes, cream buns, donuts, chips and high-fat savoury biscuits
- Fried foods
- High sugar-content, artificially coloured and flavoured puddings – these are often sold in the guise of yoghurt. Please check labels to ensure yoghurt is in fact yoghurt
- Pastry-based foods such as pies, sausage rolls, pasties
- Fast food and take-away food
- Soft drinks, cordial, sports drinks, flavoured milk and flavoured mineral water
- Highly processed fruit snacks (resembling lollies)

The following are links to web sites that have great lunch box ideas:

- www.taste.com.au/recipes
- www.chw.edu.au/parents/factsheets

SAFETY

Emergency Contact Persons

In the event of illness or emergency, initial contact will always be made to a parent/guardian. Only the persons nominated by parents and over the age of 18 years old will be authorised to collect a child and will be required to provide photo identification to staff on arrival at the Early Learning Centre.

Changes to contact details

Please notify the Early Learning Centre and School Registrar immediately if there are any changes in your address, phone numbers, or emergency contact persons. A Database Update Form is available from the Early Learning Centre Reception or the Junior School Office. Registry contact details are: enrolments@stpauls.qld.edu.au or telephone 3261 1388.

Minor accident reports

Any accident or injury which occurs to a child during care at St Paul's School Early Learning Centre (no matter how minor) will be documented on an Accident/Incident Report Form. Staff will inform parents/guardians of any accident/injury either by phone or at collection time and parents/guardians will be required to sign the form to acknowledge that they have been informed of an accident or injury to their child. In the event of a child's injury involving a bump to the head or teeth the parent will be contacted by telephone immediately to allow the parent/ guardian to assess the situation in consultation with staff.

Court orders and shared custody arrangements

If there are Family Law Court orders, restraining orders, shared custody arrangements or parenting plans pertaining to the child, the Early Learning Centre must be supplied with current copies of such orders and parents are expected to keep the Early Learning Centre informed of any changes to orders or agreements. Failure to provide current orders may result in cancellation of care.

EARLY LEARNING CENTRE

Child protection policy

St Paul's School Early Learning Centre recognises that protecting children from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason, the welfare and best interests of the children within the Early Learning Centre will always be of primary consideration.

We expect children to show respect to staff and volunteers and to comply with safe practices. We expect all employees to ensure that their behaviour towards, and relationships with children reflect proper Christian moral and lawful standards of care for children. The Early Learning Centre will respond diligently to a report of suspected or actual harm or risk of harm to a child.

Queensland legislation defines harm as: Any detrimental effect of a significant nature on the child's physical, psychological or emotional well-being. It is immaterial how the harm is caused.

Harm can be caused by:

- Physical, psychological or emotional abuse or neglect
- Sexual abuse or exploitation
- Domestic or family violence

St Paul's School Early Learning Centre have a comprehensive Child Protection Policy which covers the actions to be taken if a member of staff or a parent of the Early Learning Centre becomes aware or reasonably suspects that harm has been done to a child of the Early Learning Centre by other staff, people outside the Early Learning Centre or by other children.

A copy of the St Paul's School Early Learning Centre Child Protection Policy is available in the Early Learning Centre and on Parent Lounge.

Students with Disabilities

The Early Learning Centre provides an inclusive environment and program to meet the different and diverse needs of all children and their families. Following an interview with the parent and child, the Director of Junior School and the relevant Early Learning Centre staff, together with the parents, will collaborate to discuss reasonable adjustments and possible program plans and modifications where appropriate.

Security

To enable the Early Learning Centre to maintain the highest standards of security we ask parents to ensure gates and doors are closed behind them and not to allow children to push any button releases in the Early Learning Centre. We would ask that parents encourage their children to walk and not run in the Early Learning Centre rooms, and to stay with parents while walking to and from their classrooms.

Emergency procedures

Lock Down and Fire Drills are held regularly, and we ask all people in the Early Learning Centre at these times to join in the drills with the children and staff members. Evacuation procedures are outlined in all rooms with diagrams and steps to follow. In the case of an emergency, the Early Learning Centre will follow the evacuation procedures and relocate the children to a safe place. If needed, parents will be notified as soon as possible to collect their children.

There are two types of emergency procedures –

- Evacuation Drill
- Move To/Remain Indoors (Lock Down) Drill.

In the event of an evacuation or lockdown, a flash message will override and appear on all School network computers.

FEES & FINANCES

Fees and Payments

(Australian Residents)

St Paul's School is an Anglican Independent School with a vision to be a leader in educational thinking and practice. The School charges fees to recover costs associated with providing educational opportunities to students and to generate sufficient surpluses to fund future developments. Timely payment of these fees is a condition of parents enrolling their children at the School.

St Paul's School Early Learning Centre is proud to be a part of the Queensland Government's Free Kindy Program. From January 2024, eligible children will receive a total of 600 hours of free Kindergarten over the year.

Fee increases will occur on a regular (usually annual) basis. The School will ensure that all increases are communicated to families in writing at least 30 days prior to the increase becoming effective. The tuition fee will be inclusive of most curriculum related costs such as books, stationery, excursions and camps for that year. This does not include extra-curricular activities or other costs such as uniforms.

School Fees

Tuition Fees

The Tuition Fee is divided into four equal amounts and is charged at the beginning of each term. The fees for next year are available from our website: <https://www.stpauls.qld.edu.au/enrolments/fees-australian-residents/>

If you hold a Health Care Card, please contact the Registrar on enrolments@stpauls.qld.edu.au

Other Fees

The Tuition Fees include Student Accident Insurance which applies worldwide while students are engaged in School activities, including work experience, field activities, sports and excursions.

Separate charges are made for these individual items:

- purchases from the School book room
- individual and group lessons in Music and Speech & Drama
- musical instrument hire
- breakages and damage caused
- voluntary tax-deductible contributions to the Building, Library and/or Scholarship Funds

Timing of payments of fees

Fees may be paid annually in advance, by term or by monthly/ fortnightly/weekly direct debit.

Annual Advance Payments

Fees paid for the full year in advance will attract a discount on tuition fees. To qualify for the discount, payment must be made within one week of the commencement of Term 1. It is expected that statements will be issued one week prior to the commencement of the term.

Payment of fees for future years is possible, subject to negotiation with the School.

Payment per Term

Parents electing to pay per term must pay fees for the term by the first day of each term. It is expected that statements will be issued one week prior to the commencement of the term.

Payment Monthly or Fortnightly

Payments can be made monthly, fortnightly or weekly by direct debit from a bank account or credit card. When paying by direct debit the full year's fees must be included in the calculation, each term's fees should be cleared by the end of that term and all fees for the year must be full cleared by 31 October annually.

EARLY LEARNING CENTRE

Extra-curricular charges must be paid separately and cannot be included in the direct debit arrangements.

Payment Options

You can also pay your fees by cash, cheque, debit card or credit card at the School's Accounts Office. Please note that you will need to use the BPAY Biller Code and reference number for your BPAY payments.

Family Discounts

Family discounts will apply to siblings (not stepbrother or sister) enrolled in **Prep to Year 12** at St Paul's School on the tuition fee component of the School fees. Children must be concurrently attending St Paul's School.

The discounts will be:

- 10% of the tuition fees of the second child attending the School
- 15% of the tuition fees of the third and additional children attending

The eldest child concurrently attending will always be levied 100% of the standard fees. For the purpose of family discounts, a student in receipt of a scholarship shall be excluded in the application of the discount (for example, if there were four children in the family, and one in receipt of a scholarship, the other three children would be treated the same as a three-child family).

The sibling discount does not apply to children enrolled in the Early Learning Centre (Pre-Prep).

Other Charges

Dishonour Fees – If a payment to the School is not honoured and the bank charges the School for the dishonour, the School will pass the charge to the family. If any family has more than two fee dishonours in a year, they will be charged an administrative fee of \$15 per instance for the third and subsequent dishonour/s.

Late Payment Fees - Fees that are not paid by the due date each term will attract a charge of \$50.

Withdrawal of Students

One term's notice in writing is required in the event of a student's withdrawal, for example, if a student is not returning in Term 1 then the School must be advised in writing before the commencement of Term 4 in the preceding year. This correspondence should be addressed to the Principal. In the absence of such notice, one additional term's tuition fee will be charged in lieu of notice. This provision will not apply if the Principal is advised within 14 days of notification of a prospective fee increase. Calculation of the grace period will commence from the date of notice of the fee increase.

Health Care Card

Families that hold a current Health Care Card or Pension Card with Health Benefits may be eligible for a Kindergarten rebate. A copy of your current concession must be provided to the School.

COMMUNICATION

At St Paul's School Early Learning Centre, we believe that constant communication needs to take place between parents and staff. We aim to develop trusting relationships with all families to enable us to work in partnership with you.

Sharing home life

Events in the family life such as major illnesses, visits of grandparents and relatives, accident or death of relatives or pets may be a cause of major concern or excitement for children and markedly affect their behaviour. It is important for the home and the Early Learning Centre to share this information and we would appreciate parents informing teachers of any unusual happenings of this nature for the benefit and well-being of the children.

Meeting with Staff

An opportunity for our Staff to share information with parents is valued and from time to time the Early Learning Centre may request an interview with parents for that purpose. Staff on duty are responsible for the safety and well-being of the children in their charge. Therefore, they are not available for lengthy consultations while overseeing their children. If you wish to speak at length, please advise the teacher who will arrange supervision for the children and a quiet place for you to talk.

Younger siblings

Younger siblings are welcome visitors at the Early Learning Centre but remain the parent's responsibility. To avoid accidents, please monitor your younger child's whereabouts and behavior at all times.

Communication with Parents

The School SPS-news, notes and other communication with parents via Storypark. Parents are encouraged to regularly check their emails and the Storypark App.

Our website is one of the main methods for communicating with parents. News updates are posted here as well as important announcements such as school closures due to weather extremes, etc.

Process for dealing with any concerns of parents, staff members or carers

If you have any concerns about Pre-Prep please make an appointment with the Pre-Prep teachers indicating the topic you wish to discuss.

If your concern is about:

- Your child's progress or room activities, you should see the Pre-Prep teacher
- Concerns which are outside the child's room but affect your child, you should see the teacher first and then as appropriate, the Director of Junior School
- Fees, you should speak to the St Paul's School fees department located in the Tooth Centre
- Other matters including the staff, you should see the Director of Junior School or the Executive Principal

The Early Learning Centre Staff reserve the right NOT to hold an interview with a parent or guardian who is emotionally distressed. At all times during the interview respect for one another is to be shown, or the interview will be terminated by staff. The Early Learning Centre also reserves the right to have another staff member, who has some knowledge of the incident or who is involved in the subject of discussion, present at the interview.

The Complaints Policy is located on our School website;

<https://www.stpauls.qld.edu.au/policies/complaints-policies-and-procedures/>

BEHAVIOUR GUIDANCE

Effective behaviour guidance is evident when there are positive relationships between teachers, children and parents. All staff recognise and respect the rights and responsibilities of others.

The growth and development of a child is the prime responsibility of parents. At St Paul's School Early Learning Centre we encourage accountability for behaviour in all children. Staff strive to work in partnership with parents to help children develop into mature, responsible, well-adjusted young people.

Parent/Adult Behaviour

The Early Learning Centre expects all adults to behave in a reasonable and mature manner when in and around the Early Learning Centre and on St Paul's School property.

All adults need to be appropriately dressed i.e. men should not enter the Early Learning Centre without a shirt, women should be modestly dressed and footwear should be worn by all adults. Adults are expected to use non-offensive language at all times.

Termination of enrolment

In the event that a child's behaviour is having a detrimental effect on other children, staff or parents, the Early Learning Centre reserves the right to limit the child's hours in care, terminate or suspend the child's enrolment at the Director's and/or Principal's discretion.

Notice of one term must be given in writing by parents if students are leaving.

GENERAL INFORMATION

Birthday cakes

If your child has a birthday during the school year and they would like to share this with their Pre-Prep friends, your child may bring along enough patty cakes for each child in their Pre-Prep group either on their birthday or on a day close to their birthday.

Please ensure all cakes do not contain nuts, and please provide a list of ingredients to your child's teacher. Party invitations should be distributed by the teacher.

No smoking environment

A no smoking policy is strictly applied in all areas of St Paul's School Early Learning Centre and the St Paul's School campuses and car parks.

No toys

Children are not permitted to bring toys to the Early Learning Centre as they could become lost or broken. The Early Learning Centre staff will not be responsible for lost toys that are brought to the Early Learning Centre. Items from nature/special events or of interest are encouraged.

Photographs

The Early Learning Centre staff will take photographs as a pictorial record of the educational programs and of children's participation in them. These photographs may be displayed for parents to view. Photos may also be used in media presentations, and on the School's website.

All parents are required to see the appropriate permission section in the student information booklet – Pre-Prep.

Sleep & Rest

The program must incorporate a balance of activities for children including opportunities for rest and relaxation. A rest time provides your child with an opportunity to sleep/unwind, a time to help them to learn to relax and a time of uninterrupted quiet. It is important to establish patterns of rest and relaxation. The children may spend an average of one hour on their beds. Quiet activities are provided for some children. If your child falls asleep, we will not wake them unless you specify that you would like them to sleep only a short time.

Volunteers/Students

Occasionally, there will be new faces in the Early Learning Centre when volunteers and students visit to gain experience in the early education field. These new faces will also include relief staff who will sometimes be present at the Early Learning Centre. All visitors will be under the supervision of permanent staff members at all times. All parent helpers and volunteers are required to officially register in the Visitors sign-in book at the Early Learning Centre where they will be issued with a temporary visitor's pass that must be visible on them at all times.

A Working with Children 'Blue Card' is required by all volunteers and students where applicable.

EARLY LEARNING CENTRE

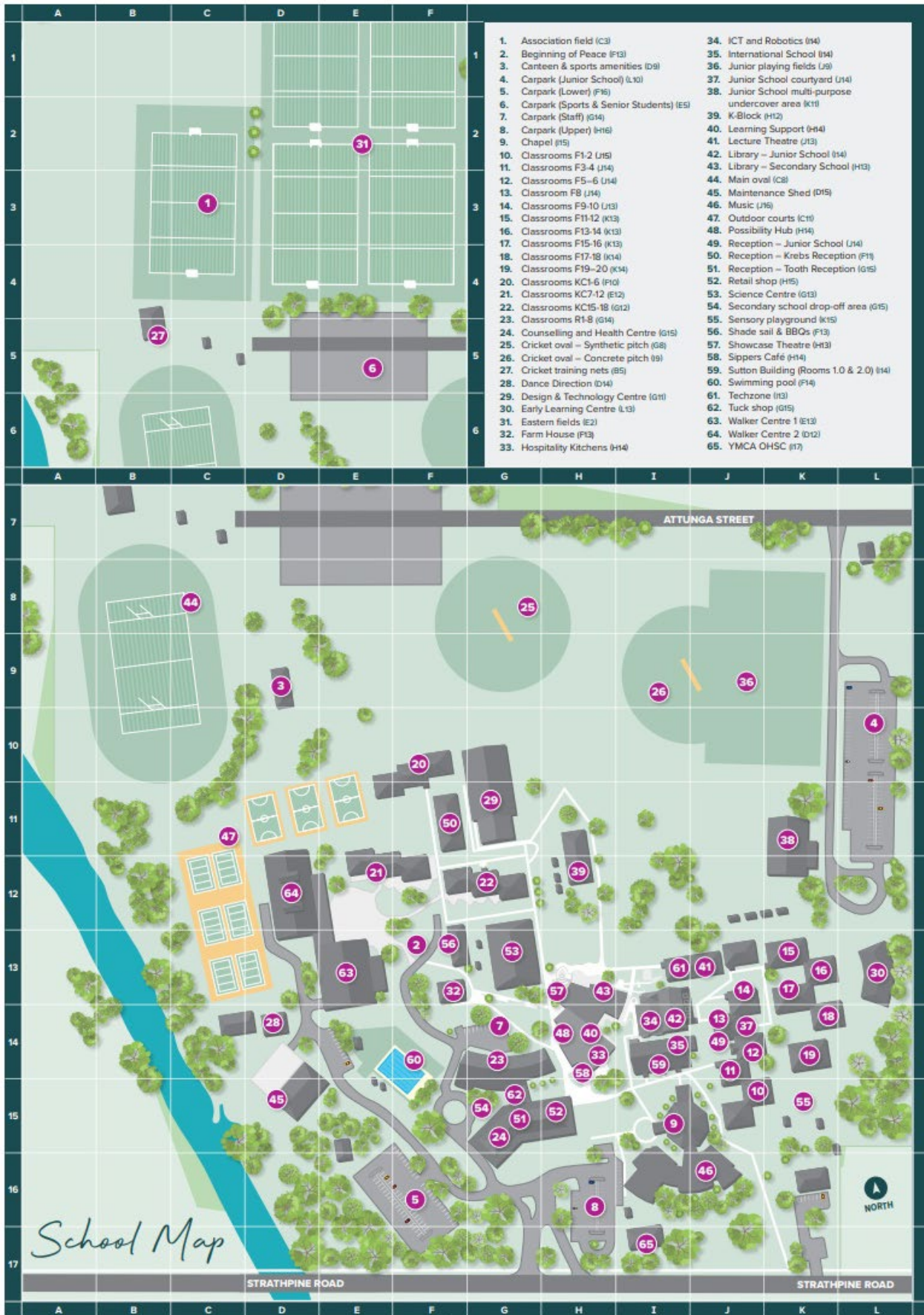
Sun protection

The outdoor program is an important part of the Early Learning Centre and consideration of sun safety is paramount. Despite avoiding exposure to the sun in the hottest part of the day, children and staff are still required to wear sunscreen and a hat when outside.

To assist in the skin care of our Pre-Prep children, it is compulsory for every child to wear a hat. Children are required to wear the St Paul's School Pre-Prep hat as listed in the uniform requirements section. Please ensure all hats are clearly named and are washed on a regular basis. This is to assist in maintaining hygiene and to help prevent head lice.

A “no hat no play” rule applies at our School.

Parents are asked to please apply sunscreen to their child every morning. The Early Learning Centre provides Cancer Council sunscreen (30+) with and without insect repellent.





St Paul's School

CONNECT WITH US

Visit 34 Strathpine Road, Bald Hills, Qld, 4036, Australia

Phone +61 7 3261 1388

Email enquiries@stpauls.qld.edu.au



An Anglican co-educational school from Pre-Prep to Year 12.

The Corporation of the Synod of the Diocese of Brisbane Trading as St Paul's School. CRICOS: 00515F