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FAMILY ENROLMENT INFORMATION



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Discover and Learn Academy



7:00am – 6:00pm





Welcome to Discover and Learn Academy

We look forward to a happy and rewarding partnership with you and your child as we assist in guiding your child's venture into early education.

At Discover and Learn Academy we offer extended hours of care and cater for children 0 - 6 years. We also offer OOSHC for primary school children.

The centre operates from 7:00 am – 6:00 pm Monday to Friday, to cater for the needs of working parents. We prepare children for school offering a preschool environment for the child's early education and care.

The centre also offers nutritional meals for the children including breakfast, morning tea, lunch, afternoon tea and a light evening meal, prepared and delivered by KGF (Kids Gourmet Food).

Discover and Learn Academy is much more than just a childcare centre. We are an extended family where your child will be valued, respected, and nurtured. Our qualified team encourages every child to grow, learn, develop, and leave our centre reaching milestones. Each child will learn to spread their wings and leave us to continue their journey into their schooling life feeling confident and prepared.

From the minute, you visit our centre you will be welcomed and feel a sense of confidence in the care your family will receive.

Our service has an open-door policy, which means that you and your family are welcome to visit the service at any time.

All our policies and procedures are available in the foyer near the sign in area. Please feel free to look and comment on our policies at any time.





Who We Are

Discover and Learn Academy

The way we teach in the early years must always be done with an eye to the future learning and wellbeing of our children as they travel through their schooling. We want children to develop skills that will last a lifetime, upon which a life will grow and thrive.

Discover and Learn Academy provides a vibrant and stimulating world of education and care. Our focus is on developing each child's self-discovery, social awareness, and interest in learning.

The nurturing environment of Discover and Learn Academy provides children with an effortless transition to our School Readiness Program, which commences the year before children leave for kindergarten. Our experienced educators aim to provide children with access to learning about their health and wellbeing, lay the foundations for early literacy and numeracy skills, provides access to technology, and facilitate opportunities for community and social interactions.

At Discover and Learn Academy, children will participate in investigations as co-creators of understanding. They will develop a sense of wonder about the world and an ability to contribute to the generation of knowledge.

The focus at our Centre is on harnessing the unique spirit of each child to ensure that they come to see learning as a worthwhile activity with its own rewards. Children will engage in a wide range of activities designed to promote inquisitiveness, creativity, imagination, and self-reflection.

Our Opening Hours

Discover and Learn Academy operates between the hours of 7:00am – 6:00pm.

We operate Monday – Friday excluding public holidays.





Our Fees

Fees are payable for every day of your child's reserved days including sick days, holidays, and **All** public holidays (including PH that are over the Christmas and New Year closure).

Fees are not charged during Christmas/New Year period when the service is closed. But all public holidays during this period is charged for.

Discover and Learn Academy fees are:

- | | | | |
|-------------------|----------------------|------------------|------|
| - Bond: | \$250 upon enrolment | | |
| • Ages 0-2 Years: | \$139 Per day | - BSC: | \$37 |
| • Ages 2-3 Years: | \$137 Per day | - ASC: | \$39 |
| • Ages 3-6 Years: | \$134 Per day | - Vacation Care: | \$99 |

Bond

A \$250 bond is required upon acceptance of offer of enrolment, securing your child's position at the service. The bond will be credited towards your family's account and will come off the fees owing when ending your child's enrolment.

A family will forfeit the bond if they choose not to proceed with their child's enrolment.

Daily Fees

Daily fees can only be paid by direct debit. Fees must be paid 2 weeks in advance. Families are to ensure that their fees are always paid in full.

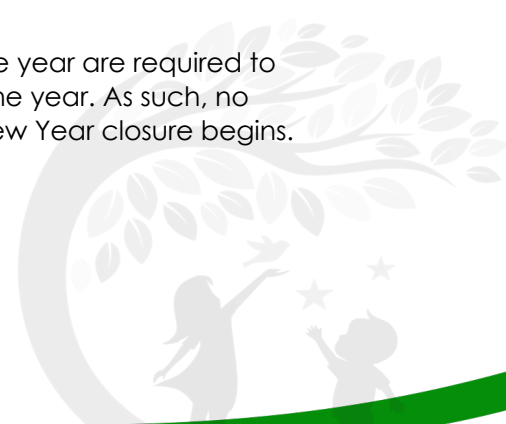
Accounts in more than \$500 in arrears may result in your child's place being deemed vacant. Parents having difficulties meeting fee commitments are encouraged to discuss this with the Director or Nominated Supervisor.

A fee statement is issued to families every two weeks. Statements are available on OWNA to all families on a fortnightly basis.

Decreasing Days/Notice of Withdrawal

Two weeks written notice is required if you wish to decrease the days your child is enrolled at the service or withdraw your child from the service. Fees must be paid in full during this period, regardless of whether your child attends the service or not.

Families who intend on ending their child's enrolment at the end of the year are required to continue with their child's enrolment until the service's final week for the year. As such, no December end dates are permitted before the service's Christmas/New Year closure begins.





Late Collection of Child/Late Fees

Parent's/Carers who arrive after 6:00pm will be charged a late fee of \$10.00 for every 5 minutes, or part thereof. This is payable direct to staff on pick up. Alternatively, will be debited on the following day from the attached account.

If you know that you will be unable to reach the service by 6:00pm due to unforeseen circumstances, please ring and notify educators and arrange for your child to be collected by one of your emergency contacts.

Casual Days

If families would like an additional ad hoc day, you must contact the service prior to ensure a position is available. Casual days are not guaranteed, they are subject to ratio and staffing compliance.

Child Care Subsidy

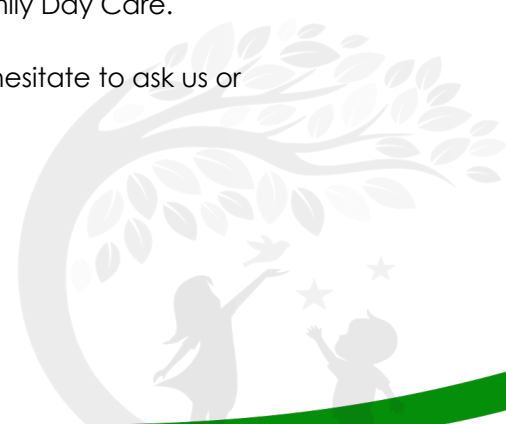
To register for the Child Care Subsidy (CCS) you will need to do one of the following:

- Families who have not registered for the CCS with Centrelink: Contact Centrelink on 13 20 11 or log on MyGov and tell them you would like to register for CCS. You will need to tell them your child is attending an approved service.

You will receive an assessment notice with a customer reference number (CRN). This will need to be provided to us to allow you to claim CCS.

- Families that have previously used care, but your child has not attended care for some time:
You will need to contact Centrelink to notify them that your child is again attending an approved service and ask for them to be reactivated in the system.
- Families that are currently registered for CCS:
You will need to supply the service with your CRN and your child's CRN along with your date of birth details. You are not required to contact Centrelink.
- Siblings using other approved services:
Please let us know if you have any other children that are being cared for at an alternate service, such as Before and After School Care or Family Day Care.

If you have any questions or require further assistance, please do not hesitate to ask us or contact the Centrelink on 13 20 11.



How We Operate

Our Philosophy

At Discover and Learn Academy, we believe that the early years of a child's life are the most influential.

It is the first years of life that young children develop a sense of themselves and their place within the community of learners. It is within these years that a child develops the foundation skills and abilities that will carry them through life. Our role is crucial in fostering and facilitating the child's development in these years.

We believe in the importance of providing a play-based program, because through play, children learn. Our program is based on the Early Years Learning Framework. It is developed using the Principles, Practices and Learning Outcomes of the EYLF Curriculum. It has a strong focus on providing learning experiences which are based on children's individual interests, developmental levels and cultural background.

We believe in developing a partnership with our families that will foster and facilitate a child's development.

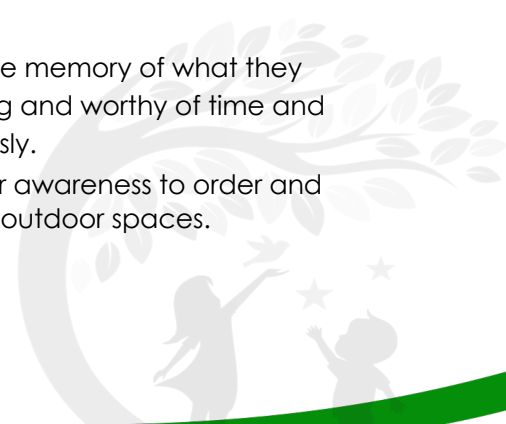
We will be guided by the following principles:

Encourage each child's curiosity and interest in the world around them and develop positive attitudes to learning:

- By promoting a thought-provoking environment with powerful provocations that allow children to be curious, active learners.
- By observing children carefully and using children's interests as well as their emerging skills and strengths to influence programming directions.
- By striking a balance between children's interests and an educator's awareness of what knowledge, skills and dispositions a child is ready to learn. As follows, investigations are mutually chosen by educators and children.

For each child to develop respect for themselves, others, and the environment:

- By carefully and respectfully documenting children's work as a way of valuing their ideas and learning, as well as showing children how closely we have listened and observed them throughout their investigation.
- By documenting a child's learning to provide them with a visible memory of what they said and did. Children recognise that their learning is interesting and worthy of time and attention. They learn to treat their own and other's ideas seriously.
- By presenting aesthetic environments to children, we raise their awareness to order and care, therefore encouraging them to respect their indoor and outdoor spaces.





To promote acceptance of cultural diversity and appreciation of the many groups which make up the wider community:

- By providing a program and environment that reflects and embraces this.
- By recognising that early childhood settings provide an excellent environment for children to experience and enjoy the diverse miracle of Australian society and to respect and embrace difference.

To build and foster each child's developing independence:

- By safely facilitating the natural drive-in children to be independent through consistent and reasonable limits;
- By actively planning for the development of each child's emerging independence through consistent and effective observation

To cater for learning and exploration in the following areas - science and discovery, literacy, numeracy, creative arts, geography and our world, manipulation, physically active play and sensorial exploration:

- By recognising that learning is an active process and children learn most easily through repeated exposure, consistent role-modelling and from repeated opportunities to apply and practice. Children learn by doing, not seeing or listening.
- By allowing children opportunities to actively engage with materials and resources for them to make their own meaning and become active learners.

To provide a happy and secure environment where children feel loved and respected and can develop to their fullest potential:

- By recognising and valuing that each child possesses feelings, experiences, attitudes and beliefs as valuable and complex as their own.
- By recognising the importance of building and nurturing secure attachments with each individual child with the intention that they feel accepted, secure and free to explore different aspects of their world through their play and their relationships. When children feel safe, secure and supported they grow in confidence to explore and learn.
- By effectively enforcing rules and limits through fairness and consistency.





Centre Goals

Learning through the Head, Heart, and Hands

"Our highest endeavour must be to develop free human beings who are able of themselves to impart purpose and direction in their lives" *Dr Rudolf Steiner.*

- To give each child the opportunity to develop their "will sense" and imagination in a natural nurturing and creative environment.
- To create a clear harmonious and peaceful sanctuary, where each child's safety is of paramount importance.
- To provide a space that is soft, warm and home-like, showing reverence to the heavenly world, this allows children to feel comfortable and nurtured.
- To provide a structured rhythm of breathing in a breathing out experiences that provides moments for devotion and room for curiosity within protective boundaries and freedom for creativity.
- To identify the children's needs and strengths by implementing group and individual programs to improve their skills, enhance their abilities, whilst respecting their confidence, self-esteem and differences.
- To give time and support to families and welcome their input into our program.

The program reflects many opportunities for the children to acquire skills, which enhance their social, emotional, cognitive, physical and spiritual growth.

To create a feeling of community and connectedness by encouraging families' part take in our seasonal celebrations and by having our doors always open.





Our Curriculum

EYLF Curriculum: Belonging, Being, Becoming

A diverse range of learning experiences are provided for all the children on a daily basis, these are incorporated into our daily and weekly program. The content of these programs will reflect the individual needs and interests of each child attending the Centre, together with the shared needs of parents and families, and the valuable input from our local school community. Children will have the opportunity to engage in a curriculum which offers a wide range of stimulating and educationally challenging experiences which will encourage each child to think as an individual, and to become more curious about the world around them, in a secure and nurturing environment.

Our programs offer activities which will allow children to participate at their own developmental level and to further enhance their skills by way of opportunities to practice and reinforce existing skills and to further challenge themselves through participation in new and exciting projects. Learning experiences will be developed after careful observation of each child on an ongoing basis, communication with parents and evaluation of the child's participation in the learning environment.

Each learning experience is aimed at enhancing growth and incorporates nine key curriculum areas:

CREATE

CREATE provides children with the opportunity to express themselves, their ideas, and their world, through a variety of different artistic mediums. The CREATE component of the curriculum includes art, music, movement, and appreciation of the arts.

INVESTIGATE

INVESTIGATE provides children with the opportunity to observe, classify, predict, experiment, draw conclusions, communicate ideas, as well as gather knowledge about the natural and physical world, by utilising specialized tools and technology. The INVESTIGATE component of the curriculum includes science and technology.

IMAGINE

IMAGINE provides children with the opportunity to express themselves and their feelings and ideas, represent their observations and make sense of their everyday experience, and explore different roles and responsibilities through pretend play experiences. The IMAGINE component of the curriculum includes dramatic play.





CONSTRUCT

CONSTRUCT provides children with the opportunity to design, assemble and disassemble, and problem solve. Children can engage in creative and divergent thinking as they design and build construction masterpieces. The CONSTRUCT component of the curriculum includes block construction, box construction, Mobilo and Lego Construction.

LANGUAGE AND LITERACY

LANGUAGE AND LITERACY provides children with the opportunity to acquire early language and literacy skills, such as letter identification, phonics, comprehension, vocabulary, writing skills and pre-reading skills.

NUMERACY AND MATHEMATICAL CONCEPTS

NUMERACY AND MATHEMATICAL CONCEPTS provides children with the opportunity to acquire numeracy skills and learn mathematical concepts, such as identifying numbers, counting with one-to-one correspondence, sorting, matching and classifying different objects, patterning and sequencing.

MINDFULNESS

MINDFULNESS provides children with the opportunity to develop a positive self-identity and confidence in themselves as a unique and able individual, equips children with the knowledge and skills to recognise, label and regulate their feelings, emotions and develop, demonstrate empathy towards others. Children are encouraged to form positive and respectful relationships with their peers, educators and other familiar people at the preschool, and are guided by educators to acquire the skills to play cooperatively and interact with others in appropriate and meaningful ways.

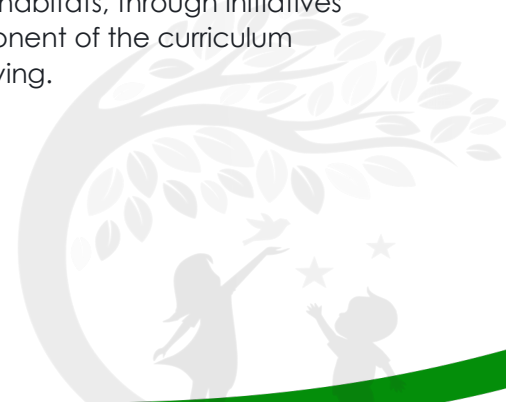
The MINDFULNESS component of the curriculum includes planned and spontaneous experiences that support each child's social and emotional development.

ACTIVE

ACTIVE provides children with the opportunity to acquire skills such as hand-eye coordination, strength, flexibility and balance. The ACTIVE component of the curriculum includes fine motor and gross motor skills, physical activity, body awareness, healthy living and personal care.

SUSTAIN

SUSTAIN provides children with the opportunity to learn about the world and the important role and responsibility they have to care for the environment, both for themselves and future generations. Children learn about environmentally sustainable practices to reduce waste, minimize consumption and protect and conserve wildlife and natural habitats, through initiatives such as recycling, worm farming and composting. The SUSTAIN component of the curriculum focuses on geography, environmental sustainability and sustainable living.





Our Daily Routine

Our daily routine aims to provide predictability for children but is also flexible enough to cater for children's changing interests, emerging skills, strengths, and needs.

Children have opportunity to interact with their peers in both same-aged and mixed-aged grouping throughout the day.

Each room in the Centre has a set routine which covers approximate times for activities such as meals, nappy changes, sleep and so on. Routines will vary from time to time according to the needs of the group and individual children.

Orientation

Upon enrolment, families will be invited to attend an orientation visit during the services morning free play session:

- Ages 0-3 Years: Monday or Friday 9.30-10.30 or 2.30-3.30
- Ages 3-6 Years: Monday or Friday 9.30-10.30 or 2.30-3.30

The purpose of the orientation is to help make a family's transition to the service as smooth and positive as possible.

During the orientation visit, your child will have the opportunity to meet their educators, meet other children who attend the service, participate in the daily routine, and familiarize themselves with the environment.

Online Child Portfolio

Discover and Learn Academy has invested in an online software program called OWNA childcare app.

This will allow you to see your child's daily stats and activities at any time. Educators share photos, videos, stories, and reflections in real time. Parents can read and respond to posts, upload their own photos, and stay updated on announcements. The app is available via an IOS (Apple) or Android enabled device.

The app provides a secure environment to improve communication.



Preparing for your Child's First Day

What to Bring

We ask that you please bring the following items each day your child attends the service:

- A bag for your child to store all their belongings (please ensure this is labelled clearly with your child's name)
- A sun safe hat (no caps please)
- Spare clothing (in case of a toileting accident, messy and water play experiences and changing weather conditions), labelled with name.
- Water bottle. Please ensure your child's water bottle is clearly labelled and is taken home each day to be washed and refilled.

0-3 Years Specifics:

- Nappies x6 each day (If your child attends 3 or more days we encourage families to provide a full packet and we will notify when they need to be refilled)
- Any nappy related creams or lotions (if necessary)
- Dummy, labelled, if required
- Infant bottles (if applicable) clearly labelled with your child's name. If your child requires formula milk, please ensure you provide this for your child (If your child attends 3 or more days we encourage families to provide a full tin and we will notify when they need to be refilled)
- Expressed milk (if applicable) either frozen or refrigerated clearly labelled with your child's name on it.
- Fitted sheet and blanket for sleep time, labelled. These are taken home daily.
- Sunscreen (if sensitive skin cream is required)
- A comforter (e.g., special blanket, stuffed toy, book), if your child has one, for rest.

3-6 Years Specifics:

- Extra change of clothes including socks (2 changes), for messy/wet play
- Underpants x3
- Nappies x4 (if needed)
- News item (e.g., Book, Photo, movie ticket. Please avoid toys as these tend to promote less communication during news time). A designated day will be given to your child upon commencement.

We take as much care as possible in ensuring that personal belongings are returned to the correct family.

Labelling of all items is compulsory so that educators can correctly identify your child's belongings and ensure they are returned.





Items That Should Be Left at Home

We ask that children leave the following items at home:

- Toys (so that they do not get lost, broken or create conflict between children)
- Small items or special treasures that could get lost or broken (such as jewelry or sunglasses)

Suitable Clothing

When considering what your child should wear, please ensure:

- Your child's clothing is clearly labelled.
- Your child is dressed in comfortable non-restrictive clothing. We encourage self-help during bathroom routines so recommend elasticized pants instead of pants with buttons, zips and belts.
- Your child is dressed in clothing that can get wet and dirty as they will be engaging in messy play experience, such as painting, clay, sandpit, and mud pit play.
- Your child is dressed in clothing that covers their shoulders, as per the service's Sun Protection Policy.
- Your child is wearing supportive shoes, rather than thongs or 'dress up' shoes. To ensure they can actively engage in gross motor play experiences, such as walking, running, balancing, crawling, and skipping. Please refer to the service's Clothing and Footwear for more information.

Toileting

Educators will work with families using a consistent approach and strategies between home and the service to support children to develop toileting skills. Toileting facilities are available to encourage all children to develop independence and confidence with toilet learning and training.

During the toilet training transition families will be advised by educators to provide several changes of clothing each day that your child attends the service. If your child has just begun wearing underpants, we encourage families to include a 'pull up' nappy in their bag in case of several accidents. 'Accidents' are very common and need to be managed in a positive and caring way to support the child's attempts at learning a new skill.

It is highly recommended that your child is fully toilet trained prior to moving up into the preschool room.





Your Child's First Day

Commencing at an education and care service can be a challenging experience for your child as well as for you. Feelings of anxiety can be minimised by talking with your child about the service so that they know what to expect. We suggest that you emphasise that it will be an exciting experience, a place to meet new friends, play games, sing songs, and make things. We understand that for the first few weeks, leaving your child for the first time can be difficult both for you and your child. However, if you are confident and happy, it will help your child settle in more quickly and happily. Ensuring your child knows when you will return to collect them will help their confidence. Give them a time that they can relate to a concrete experience, such as "I will come and pick you up after afternoon tea".

You are welcome to call throughout the day, but please be assured that we will contact you if your child is unsettled for an extended period. We do suggest having shorter days in the beginning to allow for this transition.

By becoming familiar with the educational program, the environment, and educators, you will be able to engage in conversations with your child about their experiences, which will assist your child to settle and help create a link between the child's home and preschool.

Families need to be mindful that all children are unique individuals and will therefore settle into a new environment at their own pace. Please always feel welcome to talk with the educators about your child, and any concerns you may have.

Arrival

When arriving at Discover and Learn Academy, please ensure that you sign your child in using the kiosk in the main entry foyer.

Please check for any notices/reminders at the front noticeboard.

Please remain in the foyer until an educator is able to come and greet you and your child.

At this point, please inform the educator of any specific needs for the day and if there is any important information we may need to know about your child. You are also able to add information on the OWNA app.

Once the information has been shared this is the time to say your goodbyes, reassure your child of your return later and the fun that they will have. The educator will then take your child to their designated room.

Under no circumstances will we receive children from the car park, the outdoor play areas or while they are asleep. This is not only unsafe, but also a bewildering experience for your child.

Late Arrival

If you require a late arrival time (after 10:30am), please inform staff beforehand. We are required to maintain ratios throughout the day and if a child is not in attendance by 10:30am, without prior notice, we mark them absent and may send staff home thus not having the ability to accept your child for the day.





Departure

When collecting your child from Discover and Learn Academy, please first ensure that you **sign your child out upon entering the service**, using the kiosk in the main entry foyer.

Please remain in the foyer and an educator will bring your child with their belongings to you.

If your child is being collected by another adult, they must be named on your child's enrolment form as having authorization to do so. If they are not mentioned on this form, we require you to email an authorization to admin@discoverandlearnacademy.com.au. Without this, we are by law, not allowed to release your child. The authorized person will need to provide photo identification on arrival and have a copy of this taken for the child's file.

We are not permitted to allow your child to leave the center with anyone under the age of 18, nor with someone who is unknown to us.

Parking

Discover and Learn Academy has onsite parking spaces and three spots allocated for staff at the side of the carpark. There is also on the street parking if the car park is full.

Please never leave children unattended in cars while collecting children from the service. Car parks can be dangerous places for children so please always hold children's hands when arriving and leaving the service.

Birthday Cakes

Families have the option of celebrating their child's birthday at the service.

We encourage families to bring along a cake for your child to share with the other children in his/her group. Please provide an ingredient list if the cake/s are homemade, alternatively ensure the bought cake has the list attached.

We also welcome parents and family members to come in and help celebrate their child's birthday.

Please let room staff know if you will be coming in so they can let you know what time children will be having the cake. If you wish to bring along balloons, hats, chips etc., you are asked to discuss this with your child's educator.



Health and Safety

Illness / Infectious Diseases

Discover and Learn Academy has a duty of care to ensure the health and safety of children, families, educators, and visitors who attend the service. An important aspect of this is ensuring that anyone who is sick or has an infectious disease does not attend the preschool. As such, if your child is suffering from any of the following illnesses, they should not attend the preschool:

• High Temperature – above 38 degrees • Diarrhea • Excessive discharge from nose, eyes, ears • Green discharge from the nose • Contagious cough • Tonsillitis • Chicken Pox • Ear Infection • Hand, Foot and Mouth	• Vomiting • Conjunctivitis • Mumps • Measles • Scabies • Rubella (German Measles) • Whooping Cough • Impetigo (School Sores) • Influenza • Parvovirus (slapped cheek) • Coronavirus (COVID-19)
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Please understand that if the service calls you to request that your child be picked up due to any of the above illnesses, you must make every attempt to do so as soon as possible. If your child has a fever, diarrhea or is vomiting, you must wait 24 hours from the last episode before your child returns to the service.

Discover and Learn Academy adheres to the guidelines written by the National Health and Medical Research Council in relation to Minimum Exclusion Periods. You can find these exclusion periods or more information at www.nhmrc.gov.au

While we appreciate that life is busy and families are often trying to juggle competing demands, particularly work commitments, if your child is sick the best place for them to rest and recover is in the comfort of their own home and in the care of their parents/carers. If your child arrives at the service and appears unwell, educators will request that your child does not attend the service until they have recovered.

In addition to this, children are not permitted to attend the service if they have been given Panadol or Nurofen prior to their arrival at the service that day. This is because they mask the symptoms of illness, and results in children becoming incredibly sick in a short period of time as their pain relief wears off.

As part of the services duty of care for the health and safety of children, families, educators, and visitors at the preschool, we are required to notify the Discover and Learn Academy community if someone who attends the service is found to be suffering from an infectious disease. As such, we require that families are forthcoming with information if they have any suspicious regarding their child's health or if they discover that their child is suffering from an infectious disease. These conversations will remain confidential, and the identity of your child will not be disclosed before, during or after the notification process.

Please refer to the Discover and Learn Academy Infectious Diseases Policy for more information.



Administration of Medication

Discover and Learn Academy recognises that sometimes your child may be well enough to attend the preschool but may still require medication for an ongoing medical condition or for a medical condition from which they are recovering.

In these situations, you are required to fill out an Administration of Medication Form to authorize educators to administer your child's medication. When administering medication to your child, one educator will administer the medication and another educator will witness the administration of the medication. The educators will then complete the section on the Administration of Medication Form, acknowledging that they have either administered medications or witnessed the administration of medication.

It is important to note that medication can only be administered to a child if the medication is in its original packaging and is clearly labelled with the child's name, the prescribed dosage, and the use-by-date, and the Administration of Medication Form has been signed by a parent/guardian who is able to authorise educators to administer medication.

Please refer to Discover and Learn Academy Administration of Medication Policy for more information.

Medical Conditions

If your child has asthma, diabetes, allergies, is at risk of anaphylaxis or has any other medical condition, you are required to inform and provide relevant documentation during the enrolment process and/or when your child receives an official diagnosis.

Discover and Learn Academy has a duty of care to ensure the health and safety of your child while they attend the preschool. This includes a legal requirement to have a Medical Management Plan, Risk Minimisation Plan and Communication Plan and associated medications for every child at the service who has been diagnosed as having asthma, diabetes, allergies or as being at risk of anaphylaxis.

Families are required to provide the relevant documentation and associated medications prior to their child's commencement at the service and/or when their child receives a formal diagnosis from a medical practitioner. Families are also responsible for informing the service if there are any changes to their child's medical condition or the treatment of their condition.

Please refer to the Discover and Learn Academy Medical Conditions Policy for more information.





Incident, Injury, Trauma, and Illness

Educators continually monitor children for any symptoms of an incident, injury, trauma, or illness. Educators will respond to your child in a timely manner if they demonstrate any signs of distress, or other indicators that they may have experienced an incident, injury, trauma, or illness. Educators will provide reassurance and ensure your child's emotional and physical wellbeing is always paramount.

If your child has an accident at the service, educators will follow first aid procedures. If necessary, educators will, under the direction of the approved provider or Responsible Person in Charge, seek further medical attention for your child.

If your child becomes ill while they are at the preschool, educators will contact you to inform you of the signs of illness and to request that you collect your child from the service. If you are unable to be contacted, we will then contact the emergency contact noted on the enrolment form. All children must be picked up within 1 hour of being notified of an illness.

Educators will inform families of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident. Families will be provided with a copy of the report if they would like one.

Please refer to Discover and Learn Academy Incident, Injury, Trauma, and Illness Policy.

Allergy

Discover and Learn Academy is an allergy aware service. In the interest of the health and safety of children, families and educators who have been diagnosed as at risk of anaphylaxis, please ensure that nuts and/or products containing nuts are not brought onto the premises for any reason.

Discover and Learn Academy will ensure that all meals and snacks are nut free and alternative meals and snacks will be provided for children with allergies, intolerances, medical conditions or for cultural, religious or lifestyle reasons.

Please refer to Discover and Learn Academy Nutrition Policy for more information.





Food, Beverage, and Nutrition

Discover and Learn Academy provides nutritionally based meals and snacks, which are prepared and supplied by Kids Gourmet Foods Pty Ltd.

This includes breakfast, morning tea, lunch, afternoon tea and a late snack. Families are required to provide educators with a current routine related to your child's feeding schedule and dietary/nutritional requirements appropriate for their age and developmental stage. Parents and carers are required to discuss and update educators whenever there are any changes to their child's feeding schedules and needs. Please provide staff with your child's bottles and formula (if applicable) (clearly labelled with their name).

The service supports and encourages mothers to continue breastfeeding their child while they are in our care. Breastfeeding mothers are welcome to breastfeed their child at the service or they may bring expressed breast milk with bottles. All bottles must be clearly labelled with your child's name and expressed milk must be stored appropriately with your child's name and the use by date clearly labelled on it. Educators will heat up the expressed milk using appropriate safety and hygiene methods when required.

Children always have access to drinking water, using the sippy cups or their water bottles.

Please refer to Discover and Learn Academy Nutrition Policy for more information.

Sun Protection

The service adheres to the Cancer Council's guidelines for education and care services, to ensure children are protected from skin damage caused by harmful ultraviolet rays.

Children must wear a sun safe hat whenever they are in the outdoor environment. Hats are stored appropriately throughout the day and families are responsible for taking the hat home at the end of each day. We request that hats are washed each week so ensure good hygiene is maintained.

Children must wear sunscreen when they are in the outdoor environment. Families are asked to apply sunscreen before school, but the service will assist children to apply sunscreen if required and will continue to reapply throughout the day.

Children are required to wear clothing that covers their shoulders when they are in the outdoor environment. We ask that families avoid items of clothing such as singlets or shoestring strapped dresses. These do not meet the Cancer Council recommendation for sun safe clothing and can add more risk of sunburn.

Please refer to Discover and Learn Academy Sun Protection Policy for more information.





Rest Time/Guided Meditation

(0 – 3 Years): Children are encouraged to sleep or rest according to their individual routines provided by their families. This may range from one to three rest periods per day. The children in the Turtle room utilize both mat beds and cots for safe sleep routines. The staff maintain safe sleep practices that are recommended by SIDS & kids and support each child to rest/sleep in a safe environment.

Families are responsible for providing sheets to be used during rest time i.e., 1 fitted sheet & a flat sheet/blanket. Families are responsible for taking these sheets home at the end of each day and washing them weekly/as required.

(3-6 Years): Children are provided with the opportunity to relax and 'unwind' after a busy morning, where children may choose to sleep or rest their bodies. During this period, children will participate in guided meditation where they will be lead through an awareness of their bodies and emotions and build on their own self-awareness and emotional regulation.

Please refer to Discover and Learn Academy Safe Sleep and Rest Time Policy on OWNA for more information.

Emergency Evacuation and Lockdown

Discover and Learn Academy has emergency evacuation and lockdown procedures, which will be implemented by educators if an emergency arises at the service. Families are encouraged to familiarize themselves with the evacuation and lockdown procedures if they are on the premises during an emergency.

Emergency evacuation and lockdown procedures are located on the wall next to every exit door at the service. Educators will practice emergency evacuation drills every three months. This provides children, educators, and visitors, with the opportunity to practice the service's evacuation and lockdown procedures so that they are adequately prepared if an emergency arises. If you are on the premises when educators carry out an evacuation or lockdown procedure, please ensure you follow the instructions of educators and participate in the evacuation or lockdown procedure.

If an emergency arises at the service, which the Approved Provider or Responsible Person in Charge deems necessary to contact families, educators will contact parents/carers using an up-to-date contact register located in the emergency evacuation bag. We ask that if educators request that families collect their child early, parents/carers are proactive in ensuring their child is collected promptly.

Please refer to Discover and Learn Academy Emergency Evacuation and Lockdown Policy for more information.





Complaints

We always welcome your feedback and comments. Should you have any complaints please do not hesitate to contact our Nominated Supervisor who will investigate your complaint and take the appropriate action needed to rectify.

Should you feel that your complaint has not been handled appropriately, please contact the Nominated Supervisor (Amanda Gibbs) or Director (Caroline Gawargy) by calling the Centre on 02 4983 1012 or via email caroline@discoverandlearnacademy.com.au.

Contact Information for Regulatory Authority

NSW Early Childhood Education and Care Directorate

Level /117 Bull Street, Newcastle NSW 2300

Phone: (02) 4924 9895 or 1800 619 113 (toll free)

Fax: (02) 9716 2162

Website: www.det.nsw.edu.au

Email: ECEC_HCCC.region@det.nsw.edu.au

A Special Note to Families

It is our hope that you and your child will enjoy your time with us at Discover and Learn Academy. We are all dedicated to extending and enriching your child's development and learning, and to offer opportunities whereby your child has access to experiences that will maximise their potential and develop a foundation for future success in learning.

Most of all, our aim is to create a welcoming environment where all children and families are respected and actively encouraged to collaborate with educators. Partnerships are based on the foundations of understanding each other's expectations and attitudes and build on the strength of each other's knowledge.

We look forward to welcoming you and your child to our Discover and Learn Academy community and if you have any questions, please do not hesitate to contact any of our educators should you have questions, concerns, or feedback.

