



SACRED HEART CHILD CARE SERVICES

Issue 1 : March 2017

"Play is the answer to how anything new comes about." Jean Piaget

Please be kind to the environment



Think before you print this out.

Sacred Heart Primary School Child Care Centre

ID Number 1-5DJC03
CECWA Provider Number PR-00007613
Service ID Number SE-00013082

CONTACT US

Phone: 9251 3014
Email: elc@shthorn.wa.edu.au
Mob: 0477 385 104

SERVICE HOURS (Mon-Fri)

6.30am-6.30pm

SESSIONS

Morning Session 6.30am—12.30pm
Afternoon Session 12.30pm-6.30pm

STAFF

Director/Nominated Supervisor

Amanda McCorkill

Assistant Directors

Megan Rowland
Margaret Ahmed

Certified Supervisor

Lauren Goodhew
Brianna Jones
Amee Coles

Educational Leader

Amanda McCorkill

Early Childhood Teacher

Sheena Shroff

Educators

Jennifer Elvines
Tahlia Brown
Paige Weyell

DIRECTOR'S NOTE

ELC

We are now half way through Term One and all of our children are settling well which is great to see.

A few reminders for families regarding bookings;

- Two weeks written notice is required to cancel or change a booking. Any changes or cancellations not observing the required notice will be charged for.
- Please ensure you are signing your children in and out each day as this is a legal requirement.
- Our morning session finishes at 12.30pm. Children booked for the morning session only must be collected by 12.30pm. If you are going to be late, please phone the centre so we can organise staffing.
- Please phone the centre in the morning if your child is going to be absent so we can offer the place to families that may be on the wait list.

Over the next month the staff will be reflecting on our health and safety procedures and in particular Quality Area 2 of the National Quality Standards. The outcomes of these reflections inform our Quality Improvement Plan. A questionnaire will be emailed to all families in the coming weeks and we would love any feedback or suggestions you may have.

Thank you for your ongoing support.

Amanda McCorkill

OSHC

Term One is well under way and I am sure everyone has settled into the New Year.

The April Vacation Care Program will be available to families on 13 March 2017. Please ensure all booking forms have been returned to OSHC by 24 March 2017 to secure your child's place. Bookings after this date may not be able to be accommodated.

I also take this opportunity to announce that I will be leaving Sacred Heart Children's Services. It has been a pleasure. I will take with me some wonderful memories. I sincerely appreciate all the support and wonderful relationships that have been made throughout the year.

Warm Regards

Sheila Lawrence

Public Holidays:

Monday 6 March 2017
Friday 14 April 2017
Monday 17 April 2017
Tuesday 25 April 2017

School Holidays:

10—21 April 2017

Pupil Free Day:

Monday 24 April 2017

Sacred Heart Primary School OSHC

ASC:1-6PX-2096
BSC:1-6PX-2097
VAC:1-6PX-2098
CECWA Provider Number PR-00007613
Service ID Number SE-00013082

CONTACT US

Phone: 9251 3015
Email: oshc@shthorn.wa.edu.au
Mob: 0417 091 296

SERVICE HOURS (Mon-Fri)

Before School 6.30am—8.30am
After School 2.30pm-6.30pm
Vacation Care and Pupil Free days 6.30am - 6.30pm

STAFF

Director/Nominated Supervisor

Sheila Lawrence

Assistant Director

Chloe Bennett

Educational Leader

Sheila Lawrence

Certified Supervisors

Shannon Major
Margaret Johnstone
Nikki Silvestri

Educators

Jamie— Lee Beynon

CHANGE OF DETAILS

If you have changed any relevant details, such as address, phone numbers or contact details could you please remember to inform one of our educators.

Education and Care Regulatory Unit

Level 1, 111 Wellington Street
EAST PERTH WA 6004

Telephone: (08) 6551 8333 Free call 1800 199 383.

Fax: (08) 6552 1555

Email: ecru@dlgc.wa.gov.au

Web: www.communities.wa.gov.au

IMPORTANT REMINDER

Please remember to contact the Dept. of Human Services whenever your circumstances change.

Phone: 13 61 50
or
13 12 02 for languages other than English

SAFETY REMINDERS FOR FAMILIES ACCESSING THE EARLY LEARNING CENTRE AND OSHC

Recently both services have been reflecting on safety procedures regarding both children, staff and families. Families play a vital role in ensuring children are safe in the environment and we ask you to assist us in the following areas;

- Please ensure that you sign your child/ren in and out of the centre on the attendance roll. This is a legal requirement.
- Please ensure an educator is aware that your child is at the service on arrival and that they are aware you are collecting them at the end of the day. Please do not leave your child in an area that is unattended by staff.
- Please ensure any gates/ doors you enter through are securely closed behind you.
- If someone is collecting your child in your absence, please ensure you notify a staff member prior. You will need to ensure this person is listed on your authorised collection list and brings photo identification with them.
- If your child requires medication such as an epipen or asthma inhaler, they are required to have it each time they attend. Children without the correct medication unfortunately can not be accepted into care.
- If you have other children with you when dropping off/ picking up, please do not leave them unattended in the playground areas or rooms. They must stay with you and be supervised at all times.

We thank you for your assistance in these important matters.

CODE OF CONDUCT

CEWA has recently introduced a new Code of Conduct that is applicable to all staff, visitors and families accessing the school including the child care services. The purpose of the new code is to ensure children's safety is paramount at all times. It also highlights the importance and relevance of protective behaviours and ensures this is embedded into our program and practice.

The new code will mean some changes in the children's services regarding interactions with children and discussion with families surrounding this will happen in the services. It is important to remember that children's best interests and safety will always be considered first and foremost and, as always, we welcome any feedback or concerns you may have.

Sacred Heart Primary School, Thornlie Code of Conduct

Purpose

The purpose of the Code of Conduct is to describe minimum standards of conduct in all behaviour and decision making to ensure the safety and well-being of students.

Application

The Code applies to staff, students, volunteers, parents and guardians as applicable. The term 'parents' includes guardians.

Introduction

We acknowledge the inherent vulnerability of the students in our care.

We recognise that the safety and well-being of students depends upon our vigilance and diligence and the vigilance and diligence of all adults.

The Code does not give you detailed professional advice on specific behaviour. Rather, it describes the minimum requirements expected of us.

The Guidelines are illustrative and not an exhaustive list of the behaviours covered by the Code.

If our behaviour varies from the standards described in this Code and Guidelines, we should be prepared to explain and justify our decisions and actions.

While mandatory language such as 'must', 'shall' and 'will' is not used throughout the Code, there is a presumption the conduct described is mandatory and therefore not discretionary.

The Principal expects us to conduct yourself personally and professionally in a way that maintains public trust and confidence in our school and the Church.

We have a responsibility to students and their family, other members of the school community and the wider community to provide and support safe and competent education and care of students.

We will do our best to support other members of the school community to comply with the Code.

In cases of conflict between parts of the Code, between the Code and other school policies, or in any decision making choices, we give priority to the outcome that will be in the best interests of the safety and well-being of the child.

Breaches

Breaches of the Code must be notified to the Principal and it is a breach of the Code not to do so.

A breach of the Code may constitute a failure to follow a lawful direction from the Principal and therefore the Principal will have the discretion as to what action to take, which may include counselling, professional development or sanctions under any agreement between you and the Principal. If you are a parent, volunteer or visitor, the Principal may take such action as is appropriate in your circumstances to maintain the safety and well-being of students.

The Principal must notify the appropriate authorities of any breach of the Code that was grooming behaviour: i.e. deliberately undertaken with the aim of befriending and establishing an emotional connection with a student, to lower the student's inhibitions in preparation for engaging in sexual activity with the student. Examples include:

- developing relationships that could be seen as favouritism (for example, the offering of gifts or special treatment for specific students)
- being alone with a student in circumstances where you are unseen or unlikely to be randomly interrupted
- initiating unnecessary physical contact with students or doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes
- engaging in personal disclosures (including personal contact details), or exchanges containing sexual content with or in the presence of a student
- organising contact with a student or their family outside of school without the Principal's knowledge and/or consent (e.g. tutoring, sport coaching).
- having any non-curriculum related online contact with a student (including via digital media) or their family
- using any personal digital media account to contact students or their family
- photographing or videoing a student without the consent of the parent
- being in the presence of a student whilst under the influence of alcohol or non-medically prescribed drugs or offering either to a student

The Principal must notify the appropriate authorities of any breach of the Code that was sexual abuse of a child: ie sexual behaviour in circumstances where:

- the student is the subject of bribery, coercion, a threat, exploitation or violence;
- the student has less power than another person involved in the behaviour; or
- there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

AMENDMENT TO POLICIES

Children who are Unwell—wording changed inline with the Code of Conduct

POLICY REVIEWS

Excursion and Transport

First Aid

Food, Beverages and Dietary Requirements

Health and Hygiene

Incident, Injury and Trauma

Infectious Diseases

SUSTAINABILITY NEWS

Here at Sacred Heart Early Learning Centre we are continuously looking at ways we can be more sustainable in our day to day practices. This month we are looking at how environmentally friendly our cleaning products are as well as conducting a sustainability checklist around the service.

Do you have any ideas or suggestions on ways we could further incorporate sustainable practices into our program? If so, please feel free to add your ideas to the sheet on the program wall.

You too could help the environment by conducting a similar sustainability checklist around your own home. What small changes could you make to contribute to a sustainable future? Follow the links below for more information.

<http://www.switchyourthinking.com/ways-to-switch/>

<http://sustainability.canning.wa.gov.au/house/diy-environmental-home-checklist>

COMMUNITY NEWS

PARENT AND TEACHER SHARING CAFÉ

This year we will holding regular parent and teacher sharing opportunities. There will be many topics throughout the year and we hope through parent feedback we can ensure these are beneficial for parents. These will be held in the meeting room in the Brennan Hall from 8.45am – 9.45am.

Week 4— Wednesday 22 February 2017 NSW Foundation Font This year Sacred Heart will introduce a new handwriting font for children in Kindy to Year 1. Come and learn the correct formation of the letters using this font. You will also take home a great game you can enjoy with your child that will assist them to recognise the shape and formation of each letter.

Week 6— Wednesday 8 March 2017 Everyday Maths – from the basics This topic will cover the five principles of counting and how they are the foundation of our understanding of numeracy. It will as also focus on the role of adults with helping children to understand early mathematics.

Week 8—Wednesday 22 March 2017 Maths Games During this chat session we will share wonderful maths game to play at home using cards and dice. You will leave with some great resources for you to share with your family. Please register your expression of interest at the office. Should you have any questions regarding these sharing cafes or any topics you would like to suggest please email or contact Mrs Annie Gerhardy at gerhardy.annie@cathednet.wa.edu.au.

HEALTH AND SAFETY

A reminder that Sacred heart ELC is a SUN SAFE service. Please ensure your child has a bucket or legionnaire style hat for outdoor play as well as clothing that covers their shoulders. School hats can be purchased from the uniform shop for \$10. Please ensure that if your child requires their own sun cream that it is supplied to be kept at the centre. Sun cream and other products can not be kept in children's bags for safety reasons.



Hi everyone! My name is Sheena and I come from a background of primary school teaching and also childcare. I am the Early Childhood Teacher at the service this year.

I would first like to welcome all families back from their holidays; we are now in March and half way through our first term in 2017!

For the last few weeks we have been focusing on settling the children back into our routine while welcoming our new children into our centre. There are a few strategies which can assist your child to settle in well and we ask families to speak with us if you need some extra support in settling your child:

- ⇒ Asking your child to make you something special for when you come back to pick them up
- ⇒ Giving them a spare (or fake) house key so they know you will be returning as you cannot get back into the house without that key
- ⇒ Giving them something small and special (as simple as a keychain that you always have with you or is a favourite of yours) to keep in their bag and look after for you for the day (again so they are aware that you will be coming back to collect them at the end of your day)
- ⇒ A favourite blanket/small teddy bear / comforter
- ⇒ A picture of your family for them to look at throughout the day

This month we encourage parents and families to assist us in working together to help our children to walk themselves into our centre, put their own lunch boxes onto the shelf and water bottles onto the drinks trolley. We are also encouraging our children to have a go at dressing themselves, putting their hats away, having a go at putting their shoes on or taking them off and so on. We are also working on building our children's vocabularies to include basic manners and for our younger ones; we are giving them basic language structures to use.

Our program runs on a fortnightly basis, and is displayed on the inside window at the front of the centre. Please spend some time reading through this. We encourage you to write your comments on the program so we can include your thoughts and feedback into our programming cycle.

Harmony Day is coming up on the 21 March and this year we are joining the school in celebrating this special day by completing activities which will be displayed alongside the work of the children from all classrooms at the church.

Please ensure you are signed up to StoryPark and you are receiving your child's observations and snippets of their time at the centre. It is great to read the feedback families are providing already! Your input into our program is very valuable and I encourage you to use the planning notes tab to let us know of any goals you may have for your time during their time at the centre.

I also encourage families to come and have a chat with me if you have any questions or concerns regarding your child's development and participation in the program. It is important that if your child is visiting a therapist (speech, OT etc) that we incorporate any strategies into our program and interactions also. It is a good idea to make an appointment if you require a lengthy conversation. I can be contacted via email at shroff.sheena@cathednte.wa.edu.au.

Miss Sheena Shroff



OSHC NEWS

PURPOSEFUL LEARNING THROUGH PLAY

“Play is the highest form of research.” Albert Einstein

KIDS
HELPLINE

1800 551 800

HEALTH AND SAFETY

A reminder to families that if your child has a medical action plan and requires medication such as an epipen and/or asthma inhaler please ensure you bring it with them each time they attend. We are unable to accept children into care without the correct medication or Action Plans.

Thank you

COMMUNITY NEWS

A big Welcome to all of our new families and children, and welcome back to our returning families. All of the children have settled in well and are enjoying their time at OSHC.

This Term we will be looking at ways to embed sustainable practices into our OSHC service.

Children’s awareness of the environment will be promoted through daily practices, resources and interactions. Sustainable practices will be encouraged within the service. Educators, children and families will be encouraged to become advocates for a sustainable future.

Educators will make sustainable practices part of the daily routine through recycling, gardening, Energy conservation and water conservation.



OUR WORLD - OUR RESPONSIBILITY

This term we will be looking at ways to re-use house hold recyclables. We are looking for cardboard boxes, milk and juice cartons and cardboard tubes. If you have can collect any of the above mentioned materials please place them in the box provided.



March Birthdays

Zac, Samantha, Bianca, Felix, Logan and Riley

“Play is often talked about as if it were a relief from serious learning. But for children play is serious learning. Play is really the work of childhood”
- Fred Rogers

