

PARENT HANDBOOK



HOWRAH SUNRISE EARLY LEARNING CENTRE

Address: 10 Ploughmans Rd Howrah 7018

Email: info@howrahsunriseelc.com.au

Website: www.howrahsunriseelc.com.au

Phone: 6240 6980

WELCOME TO HOWRAH SUNRISE EARLY LEARNING CENTRE

Welcome to Howrah Sunrise Early Learning Centre,

We are a government-approved long day early childhood education and care service. On behalf of our educators and management, we warmly welcome you and your child to our centre. We hope your time with us is rewarding and filled with happy memories.

Children are our future, and we are honoured to support their growth, learning, and development in a nurturing environment.

Our centre follows a comprehensive set of policies and procedures in line with government regulations. These are accessible via the attached QR code.

This booklet provides a brief overview of our policies and all the key information to help you feel confident in choosing our service for your child's early learning journey.

Confidentiality

Confidentiality is of paramount importance in our centre. All information provided to us by you, such as addresses, phone numbers, and custody information, is seen and recorded only by management and the educators directly responsible for the care of your child.

Our Management Team

Centre Director- Nicole Fawkner

Assistant Director- Allanah Kirkwood

Educational Leader- Karthika Babu

About us

Our commitment is to:

- Children
- Families
- Educators
- Community
- Environment

Howrah Sunrise Early Learning Centre is owned by Tazzy Early Learning Pty Ltd, a privately owned company. It is management's objective to provide an extremely high standard of professional early childhood education and care at our services. The company and educators respect and work closely with relevant Government departments and the community to ensure we achieve this mission.

All members of our management team have accumulated a large wealth of experience. Importantly, they are 'hands-on' operators who take personal responsibility for the operations of the centre and the care of children entrusted to them.

We see ourselves as community service operators who enjoy a privileged role in helping families and their children to grow and develop.

Management's strong view is that, as professional providers of services in the early childhood education and care sector, we should involve and utilise the vast experience in care and education offered by the respective sector authorities. These authorities are informative and helpful, and we encourage families to contact these authorities, should they have concerns or require assistance.

Our mission

Our mission is to provide a safe and nurturing environment, which allows children to explore and discover new possibilities while acquiring knowledge. We aim to provide learning programs that emphasise wellbeing and meet the needs, interests, and abilities of the children in a controlled but challenging environment. We will enhance children's learning by developing partnerships with families through communication, involvement, and engagement. Through our learning programs, which embrace the principles and practices of the Early Years Learning Framework (EYLF), we will provide a foundation for children's future success by providing opportunities to maximise their potential.

Our centre philosophy

Here at Howrah Sunrise Early Learning Centre, our philosophy guides our practice and its implementation. It is underpinned by our vision, mission, and values.

We value children as active learners with the right to be heard, as they are our community of the future. We are informed by children's voices, interests, and needs when creating our educational programs and learning environments and guided by the Early Years Learning Framework.

Relationships are the foundation of our practice, and we value and respect the uniqueness and diversity of each individual child, family, and educator. We believe strong partnerships can create positive outcomes, and continuity across the service is paramount to the success of these relationships.

To ensure enriching experiences for children, a collaborative and holistic approach is vital, along with constant reflection for improvement in all that we do. Consistent growth and development are an integral part of providing a service which is responsive to children, families, educators, and community.

We value the richness that comes from sharing personal experiences, talents, strengths, and culture. We believe that all children, families, and educators have the right to be included and supported, and as such, we are an all-inclusive centre.

We acknowledge and value the traditional and original owners of this land, the muwinina people, and today's Tasmanian Aboriginal people, who are the custodians of this land on which we care, educate and work. We will endeavour to be proactive in being culturally competent, demonstrating this in our everyday practice and striving to create an environment of safety and equity.

Centre-wide goals

All children

We aim to:

- Encourage all children to participate in experiences and environments that cater to all areas of development and promote the outcomes in the **Early Years Learning Framework (EYLF)**:
- Having a strong sense of identity
- Being connected with and contributing to their world
- Having a strong sense of wellbeing
- Being confident and involved learners
- Being effective communicators

All families

We aim to:

- Encourage all families to participate in our program and share their knowledge and experience.
- Encourage supportive relations between educators and families to build mutual understandings and provide consistency in children's care.

All educators

We aim to:

- Provide a developmentally appropriate, enjoyable, and educational program for all children that promotes a sense of belonging, being and becoming and contributes to achieving the learning outcomes as outlined in the EYLF.
- Professionally promote the centre while actively participating in community happenings or industry events and show a strong united team.

Daily operations

We aim to:

- Continue to comply with the Education and Care Unit guidelines, National Quality Framework, and apply the National Quality Standards and those incorporated in the Early Years Learning Framework, My Time, Our Place Framework, and learning through fun and play.

Community

We aim to:

- Develop and implement programs to meet the changing educational needs of all children in the community.
- Positively promote the service that our centre provides to the families in the community and offer many opportunities for input and participation from family and community members.

Industry

We aim:

- For Howrah Sunrise to have professional teams of Early Childhood Educators who provide quality care and will continually and consistently consult / work with other educational agencies to achieve the most effective outcomes for children's learning.

Service approval

Howrah Sunrise Early Learning Centre has approval for one hundred and twenty-nine (129) children per day, aged from 6 weeks to 5 years.

Assessment and rating

Quality Area 1: Working Towards NQS

Quality Area 2: Working Towards NQS

Quality Area 3: Working Towards NQS

Quality Area 4: Meeting NQS

Quality Area 5: Working Towards NQS

Quality Area 6: Meeting NQS

Quality Area 7: Working Towards NQS

Hours of operation

Monday to Friday between the hours of 6:30am and 6:30pm each week, excluding public holidays.

About the rooms

Room Names	Ages	Room Capacity	Fee per day
<i>Sugar Gliders</i>	6 weeks - 12 months	12	\$159
<i>Bilbies</i>	6 weeks - 12 months	12	\$159
<i>Wombats</i>	1 year - 2 years	20	\$159
<i>Possums</i>	2 years – 2.5 years	25	\$159
<i>Koalas</i>	2.5 years - 4 years	30	\$159
<i>Wallabies</i>	4 years - 5 years	30	\$159

(Fee from March 2025)

Our educators

Our educators are carefully selected for their qualifications, experience, and genuine passion for early childhood education and care. Each educator is approved by the relevant government departments and committed to providing high-quality learning experiences for children and strong support for families.

While we encourage long-term commitment, changes in room placements may occur to allow the unique strengths, talents, and interests of each educator to be shared across the centre. This diversity enriches our programs and benefits all children.

We are dedicated to supporting our educators through ongoing training and professional development. Educator names and roles are displayed throughout the centre. To ensure proper supervision and give families the opportunity to connect with all educators, staff work in rotating shifts.

Students

As we are a centre who embraces our community, visitors and students play an important part in our centre. They are still required to follow centre policies and procedures, dress codes, and behaviour code when attending the centre. Management will ensure this information is given to all visitors and students. Visitors and students cannot be left alone with the children, nor are they to administer medication. They also do not count as part of staff ratios.

Policy compliance

It is through strong governance of the centre, application of the National Quality Framework and Early Years Learning Framework, consistency of service, and compliance with regulatory and policy requirements that our centre will be able to provide 'excellence' in program and administration. This will be achieved by having a written framework of policies and expectations; developing educators' knowledge, skills, and awareness of policies and expectations related to their position; having written information for families and a formal orientation to the centre; monitoring educators' and the centre's compliance to regulations and policies; and counselling, training, and advising educators on improvements if non-compliance is found.

Orientation

Once a family has accepted a position at our centre, we will arrange an orientation to help ease the transition. This includes a guided tour of the centre and an introductory visit to the child's room.

During this time, families can discuss their child's individual needs and developmental stage with the room educators. Educators will also introduce the room's routine, educational program, and communication methods.

Our settling-in process consists of three gradual visits:

- **First visit:** 1 hour, with a parent or guardian present.
- **Second visit:** 2 hours, without a parent or guardian.
- **Third visit:** Half-day, without a parent or guardian.

This approach helps children feel safe, supported, and familiar with their new environment before starting with us here at Howrah Sunrise.

Enrolment procedure

An electronic enrolment form will be provided to you via our online platform Kidsoft, this needs to be completed by the primary carer. We will make every effort to fulfil your required days as soon as a position becomes available. We realise that situations change, and we simply ask that you keep us informed, and the enrolment details updated if there are any changes in your requirements.

Steps to complete for Enrolment:

- Childcare Subsidy (CCS) Application through Centrelink if eligible. (This may take a couple of weeks to be processed, so if you haven't done this yet we recommend getting this sorted ASAP. As you will need to pay full fees until it is approved).
- Complete all details of the online enrolment form this is best done via a desktop computer so that no details are missing, if the enrolment form is not completed it cannot be imported. Include ALL relevant documents.
- Sign CWA
- Set up payment details, also ensure that a payment schedule is created, do this via the Kidsoft App, go to payments, payment methods, payment schedule.

Signing in and out

All children must be signed in and signed out each attending day.

Arrival

Each child must be signed in daily by an adult via Kidsoft, using the Kiosk located in the reception area. This is a government regulation.

Please ensure you notify an educator of your arrival.

Departure

Each child must be signed in daily by an adult via Kidsoft, using the Kiosk located in the reception area. Please ensure you notify an educator that you are taking your child home.

Regulations require an authorised person (as indicated on the enrolment form) to collect your child each day. Only when prior arrangements have been made with management will children be allowed to go home with unauthorised persons. The unauthorised person will need to present photo identification.

In the unlikely event that a child has not been collected by an authorised person by 6:30pm, the centre will adopt the following procedure:

- Parents or guardians will be called.
- If parents or guardians cannot be contacted, the first emergency contact person on the enrolment form will be called and requested to collect the child.
- Appropriate government authorities will be called as a last resort.

Firstly, should there be an emergency at the centre, the Sign in and out register will provide a quick overview of all children present at that time.

Secondly, it is a requirement from the Department of Education, Employment and Workplace Relations, and Centrelink that we have this information on file.

Thirdly, you will not receive the Child Care Subsidy (CCS), as this will not be paid to the centre for some time when the child's attendance or absence (on booked days) is not signed for by the appropriate family member. This means that full fees will be payable for those days that CCS is not paid.

Alterations and withdrawals

You are required to give two weeks' notice via email if you are withdrawing your child from the centre or altering their booked days. Government regulations require children to attend their last booked day at the centre to obtain government benefits.

If children are absent for their last day, full fees will be charged from their last signed in day.

Absence and illness

Centre fees are charged, and government subsidies are paid for all booked days. This includes sick days, casual absences, holidays, and public holidays.

Please be aware that:

The Child Care Subsidy (CCS) carries restrictions on how many absences can be had before the entitlement to the Subsidy for absences ceases. Each child is allowed 42 days of allowable absences per year (1 July to 30 June). Every absence must be verified by a parent to enable CCS to be paid for that absence.

Once you have reached these 42 allowable absent days, any further illnesses that are verified by a doctor's certificate will not count towards another absent day, and CCS will be paid as normal for this day. Any other absent days (including public holidays) where you have reached the 42 allowable absent days will not receive any CCS.

Fees and payment of accounts

You will be advised what your fee amount is after considering any application of the Government Child Care Subsidy at your child's initial enrolment, at the commencement of each year, at any change of enrolment, whenever fees are amended at the centre, and whenever your CCS changes.

The Government Child Care Subsidy is paid directly to the centre and will be offset against the centre's fees.

You will be provided with a weekly statement on a Tuesday which will indicate the fees you have been charged for care, and the payment amount to be direct debited from your nominated bank account or credit card on the Thursday of that week. Statements are available for families to view on Kidsoft.

Procedure for payment of fees

All fees are to be paid weekly or fortnightly via Direct Debit unless alternative arrangements have been approved by management.

Holidays

Two weeks' notice via email is required prior to your child taking holidays. Notified holidays are charged at a discounted rate to hold the booking, on the condition that all fees are paid up to date. This holiday rate will be applied for 10 working days. All public holidays are charged as a normal booking.

Communicating with us

Families are the most important influence in young children's lives. Educators and families need to work together to share information to achieve the best outcome for children's education and care.

Families need both formal and informal ways of communicating the areas where the centre and educators excel, as well as those areas that need improvement. Families are encouraged to speak to the centre director or management about any concerns they may have before they escalate.

All feedback assists the centre's growth and facilitates continual improvement.

Family grievance procedure

We aim to provide a service where families can feel comfortable and happy in dealing with any issues that may arise, know that they will be dealt with efficiently, and that outcomes will be mutually agreeable to both families and the centre.

A record of any major concerns will be kept in writing to be followed up on and referred to in future, if necessary. All investigations will be handled with consideration to privacy and confidentiality.

Families are able and encouraged to contact the director or the Approved Provider if they feel their issues have not been resolved appropriately at the centre level. Families can also contact the Education and Care Unit if they feel an adequate resolution has not been reached by the centre.

Safety

Your child's safety is of paramount importance to us. Our centre has strict policies regarding children's safety. All external gates have safety latches, and it is requested that these are kept closed when not being used. We ask that you assist us by keeping all doors and gates firmly shut after you when arriving at or departing from the centre. A detailed indoor and outdoor hazard safety checklist is completed daily before children arrive.

Poisons and chemicals are kept out of reach of children. They are stored in childproof cupboards labelled with warning signs. Medications are locked in special containers in each room's fridge. Medication not requiring refrigeration is stored in a sealed container well out of reach of children.

We would appreciate families' assistance in ensuring children's clothing and footwear is chosen with safety and function in mind. For example, jewellery can be a danger to young children, and thongs may present a tripping hazard.

Children are taught and encouraged to follow basic safety rules in and around the centre.

Children's nutrition

At Howrah Sunrise, we encourage healthy eating and nutritious food and drinks. Healthy eating has a major influence on children's health and wellbeing and is important as eating habits are developed in the early years and are carried through to adulthood.

The centre will provide a variety of nutritional and balanced selection of food for the day, as recommended by the Australian Dietary Guidelines (2013), Get Up and Grow: Healthy Eating and Physical Activity for Early Childhood (2013), and Start Them Right (2015). The centre is a Move Well, Eat Well centre. For more information, please see lead educators or the centre director, or displays in the centre.

Weekly menus will be on display for families and can also be accessed online via the StoryPark App. If your child has specific dietary requirements, allergies or anaphylaxis, please ensure you have stated this on their enrolment form and consulted the director and lead educator in your child's room.

Water will always be available, and children are encouraged to drink water, particularly during hot weather. Water bottles will be refilled when necessary. We ask that all drinks provided by families contain plain milk or water only.

We understand that celebrations such as birthdays are a joyful and meaningful occasion in a child's life, and we truly value the opportunity to share these moments, this us helps build a sense of community and belonging among the children.

However, to ensure the health and safety of all children in our care, we kindly ask that families **do not bring in any food items from home**, including cakes, cupcakes, lolly bags, or other treats. Across all our rooms, we have children with a range of specific dietary requirements, including severe allergies and anaphylaxis, we must prioritise the wellbeing of every child.

Instead, we celebrate birthdays in inclusive and creative ways that make every child feel special—whether it's singing songs, making party hats, or engaging in fun activities chosen by the birthday child. If you would like to contribute to your child's celebration, please speak with the team about safe, non-food alternatives such as stickers, bubbles, books, or a favourite group game.

We appreciate your understanding and cooperation in creating a safe, inclusive environment for all. Please feel free to speak with our centre director for any further discussion or clarification.

Please note that we are an allergy aware centre, we ask that no Egg and Peanut products are brought into the centre.

Breastfeeding

Returning to work is recognised as a barrier to breastfeeding and often coincides with the commencement of care. Early childhood education and care services therefore play an important role in supporting the continuation of breastfeeding during the first six months and beyond. Our service is guided by the recommendations of the Infant Feeding Guidelines (2012) and Get Up and Grow: Healthy Eating and Physical Activity for Early Childhood (2013).

- Our service and its staff have a welcoming attitude towards breastfeeding, and we display and provide information that shows this support.
- Breastfeeding is promoted and encouraged within the centre for families. The service has an appropriate comfortable space for mothers to express milk or breastfeed.
- The service has relevant safe-handling practices for breastmilk labelling, storage, and use. Please refer to our Infant Feeding Policies if you require further information.

Nappies

Nappies and wipes are provided each day for all children who are not toilet trained as part of the daily fee. If your child requires different wipes due to sensitivity, allergy, or other reasons, we kindly ask that you provide these.

Toys from home

We discourage children bringing their own toys from home as this may cause disagreements with other children, and toys may get lost or broken. We understand that some children use toys or comforters to feel safe and secure in their environment here, and in these cases, we will of course make exceptions to this; however, we accept no responsibility if they are misplaced or damaged.

Accidents and emergencies

The centre aims to provide a safe and secure environment for all. In the unlikely event of an accident or emergency involving a child, the centre will immediately attempt to contact the family. Failing this, persons recorded as emergency contacts will be notified. In the event that none of these people are available, the centre reserves the right to call an ambulance for treatment; however, please rest assured we will make every effort to contact you or an emergency contact.

Any costs incurred for emergency medical treatment will be the family's responsibility.

Clothing

We encourage you to dress your child sensibly for prevailing weather conditions and the centre's programs. Please remember your child may be involved in activities that could mark or stain clothes. Please ensure that your child has appropriate shoes (not thongs), and at least one change of clothes each day.

Hats are provided by the centre.

ALL ITEMS MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME.

The centre keeps a lost property box inside each room.

Behaviour management

The centre aims to foster an environment of cooperation and consideration of others in order to enhance children's self-esteem and interactions with other people. Our educators use a positive and caring approach to managing children's behaviour. Behaviours which may not be appropriate are often characteristics of certain

stages in children's development. We recognise that children need help and guidance to take increasing responsibility for managing their own behaviour and responding to others.

Behaviour management techniques used at the centre includes:

- Modelling good behaviour
- Being firm and consistent
- Avoiding conflict by being observant of children
- Praising acceptable behaviour
- Ensuring children are actively involved with interesting and challenging activities
- Being positive and encouraging children to co-operate
- Providing choice
- Communicating clearly
- Diverting children's attention

The technique chosen will depend on the child's developmental stage and the details of the individual situation.

Children's transition to school

Educators in the 4-to-5-year-old age group will actively observe, plan, and evaluate the children for skills and knowledge necessary for a smooth transition to formal schooling. Educators will liaise with parents/guardians about the child's development and readiness for transition to school throughout the year.

Upon request, educators can prepare a transition to school report to be sent to the school that the child will be attending the following year.

Excursions

Children will not be taken outside of the centre without written consent of a parent or guardian.

On some occasions, the centre may plan to take children for an excursion. This may be to the local park, shops, or to an event. In these instances, parents will be informed, and written consent will be sought well in advance. Unless otherwise advised, parents will incur costs for excursions.

Expulsion and exclusion

The centre reserves the right to expel or exclude children. This may be necessary when fees are in arrears or when a child is seen to be consistently endangering others. We need to ensure that all children, regardless of their abilities, are safe and well cared for. Duty of care to all involved at the centre is of paramount importance.

Children at risk (child abuse)

Child abuse is any act of omission or commission that endangers or impairs a child's physical and emotional health and development. Child abuse can occur across all cultural, ethnic, occupational, and socio-economic groups.

Our educators have a duty of care to monitor the health and wellbeing of all children in their care. Educators are mandated to report their suspicions and supporting evidence or grounds, firstly to the director, and then the relevant state department for further investigation.

Regarding custody issues, parents must inform the centre when there is a custody issue. Educators will maintain a non-judgmental approach with both parents. If there is a custody or protective order in place, you must provide the centre with a copy of this. Educators are legally required to follow these orders and inform the police if any violations occur. Educators cannot follow any other family instructions unless these are supported with copies of the above legal documents.

Fire and evacuation procedures

An emergency evacuation plan is displayed in each room. Drills are held monthly to ensure that evacuation and lockdowns, in the unlikely event of an emergency, is both prompt and safe.

In the event of an outdoor threat, children and educators will gather inside in a safe place. External doors will be locked, and authorities will be contacted.

Immunisation

For the health and safety of all children at the centre, we ask that you present your child's immunisation record at enrolment and keep these updated accordingly. The Federal Government has introduced the *No Jab, No Pay* policy.

Most common childhood diseases are contagious. Should an outbreak of an illness should occur, children who are not immunised will be excluded from the centre until the outbreak has passed.

We also have an exclusion period of 24hours for all children after having an immunisation.

Infectious disease

Families must inform the centre director if their child has been exposed to any infectious diseases for the safety of children, educators, and expectant mothers. Children who are ill will be excluded from the centre. Centre fees must be paid while children are sick to hold a child's position. A doctor's certificate is required for re-admittance if the child has been suffering from an infectious disease.

If a child suddenly becomes ill while in attendance at the centre, they will be isolated from the group, and family members or other contact persons will be notified to collect the child immediately.

Please note that our centre's Infectious Disease Policy is very strict in order to prevent the spread of disease. The centre director reserves the right to exclude children from care should they present with an illness or contagious condition upon arrival at the centre.

Parents should be alert to the following:

- infected skin patches
- spots or rashes

- conjunctivitis
- thick, green/ yellow nasal discharge
- diarrhoea
- severe, prolonged cough
- irritable, lethargic behaviour

Please be aware of your responsibility to your own child, other children, and educators at the centre. We ask for your consideration and understanding that infection spreads quickly when children come together in groups.

Information sharing

We aim to develop two-way communication between the centre and families for the benefit of children by sharing information, both formally and informally. Families will be kept informed of their child's day and progress at the centre through daily reports and posts on StoryPark.

Family members are invited to discuss the activities and experiences provided as part of our learning programs and the goals achieved through our programs. Please ask your child's educators for more detailed information about their development and our underpinning philosophy of learning that informs our programs.

We encourage families to keep educators informed of their child's behaviour and progress at home. It is important, for instance, for educators to know if your child has had a bad night, is beginning toilet training, or if family circumstances and/or patterns have changed. With this information, educators will be able to anticipate your child's behaviour and provide quality care. All personal details will remain confidential to educators.

Photography of children

Educators will photograph of children's work and achievements throughout the day to display within the centre, and share this with families via our online system.

Unless otherwise advised by families when their child is enrolled, the photographs may be used on the centre's online system, website, and Facebook page to share with families and friends.

Students on placement at the centre **cannot** photograph the children unless separate consent has been obtained from the family first.

Incidents and accidents at the centre

Children are naturally inquisitive and curious. They learn by touching, mouthing (copying), and participating in learning activities and outside play activities. Educators will balance the need for challenge and supervised risk taking with support and consideration for safety and wellbeing.

Educators will supervise children, redirect play that could cause harm to a child, remove any items/equipment that could cause harm, and report any problems with equipment/fixtures/building immediately to the centre director.

Families will be notified of any injury to a child, either by phone during the day for serious incidents, or at the end of the day if it is more minor. First aid will be administered if needed, and medical assistance will be

obtained if necessary. Families are asked to give permission for emergency medical aid during the enrolment process. An Incident and Accident Form will be completed, and family asked to sign this report at the end of the day to verify that they have been notified of the incident.

Medication

Our policy on administering medication to children while at the centre not only considers the wellbeing of children, but also the legal protection of our educators. Although educators have First Aid Certificates, they are not trained nurses and therefore do not have formal qualifications to determine the appropriate administration of medication.

Whenever possible, medication should be administered at home; however, where this is not possible:

- Families must complete the relevant medication paperwork.
- Medication must be given to the appropriate educator to be stored safely away from children.
- Educators will only give prescribed medication where they are able to follow the pharmacist's dispensing label. This must show the patient (child's) name, medication name, dosage, frequency, dispensing instructions, and expiry dates.
- If a child requires a dosage of these medications that varies from the label, educators will not be able to administer the medication.

SunSmart

Australia has a high occurrence of skin cancer, as the ultraviolet rays of the sun can cause skin cancer and damage to the eyes. The centre's SunSmart policy will always be followed. The amount of time that children and educators spend outside will be monitored, and activities will be set up in shaded areas. All children, educators, and visitors are to wear hats and sunscreen (SPF 50+) when in the centre's outside area. Sunscreen will be applied 20 minutes before going outside, and reapplied as needed. It is recommended that children wear long-sleeved clothing.

'SLIP, SLOP, SLAP, SEEK AND SLIDE'

Rest times for children

During enrolment and orientation, educators will consult with the family to find out the child's normal pattern for sleep and rest to provide continuity in care. Educators will follow individual sleeping and rest patterns for babies and toddlers, and sit with infants and toddlers to settle them for sleep. Sleeping times will be recorded for families.

Infants will be placed to sleep on their back, with their feet at the end of the cot and no pillows, doonas, or bumpers in the cot. If an infant is at risk of SIDS, the family can provide a specific sleep monitor (checked and tagged by an electrician) to be used at the centre. Our centre follows the SIDS and Kids safe sleeping policy.

Educators will set a quiet and comfortable atmosphere for children at relaxation, rest, and sleep time - quiet music, dim lighting, a favourite blanket, or soft toy to help them settle into sleep within a temperature-controlled environment. Cot rooms will be physically checked every 10 minutes by an educator, and this will be recorded on the Safe Sleep Record.

Older children may choose to stay resting or move on to quiet activities, such as books, puzzles, drawing, meditation, and mindfulness, away from resting or sleeping children.

Physical activity for children

Howrah Sunrise Early Learning Centre is committed to developing children's fundamental movement skills and creating positive physical activity experiences for children, to encourage participation in regular physical activity throughout life. We recognise the significant role of families and the community in promoting children's physical activity and limiting children's sedentary and small screen recreation time.

Howrah Sunrise Early Learning Centre aims to use a whole centre approach to promote physical activity and assist children to develop fundamental movement skills, while discouraging sedentary small screen recreation.

We follow the recommendations of the *National Physical Activity Recommendations for Children 0-5 Years* (2012), which state that:

- For healthy development in infants (birth to one year), physical activity – particularly supervised floor-based play in safe environments – should be encouraged from birth.
- Toddlers (1 to 3 years) and pre-schoolers (3 to 5 years) should be physically active every day for at least three hours, spread throughout the day.
- Infants, toddlers, and pre-schoolers should not be kept sedentary, restrained, or inactive for more than one hour at a time, except when sleeping.

Toileting and toilet training

Educators will consult with families about a child's readiness to commence toilet training.

Educators will observe the child for signs of readiness, including having a dry nappy for long periods of time, a growing awareness of the need to pass urine, and imitating other children who are toileting.

Educators and families should have a relaxed, sensitive attitude to toilet training.

Families may be asked to supply 'pull up' nappy pants to encourage independence when toilet training has commenced. Educators will assist children to wash hands after toileting.

Older children will be encouraged to use the toilet as needed and follow hygiene practices of flushing the toilet and washing their hands. Educators will remain close by to supervise.

Disclaimer

Whilst every care has been taken in the preparation of this booklet Howrah Sunrise Early Learning Centre and all employees thereof, accept no liability for any inaccuracy or omission. The information contained in this Parent Information Booklet is given in good faith. The centre owner reserves the right to make alterations to the information contained in this booklet from time to time when deemed appropriate.

Links with local health and family services

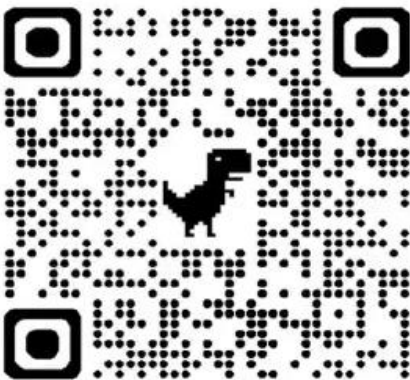
If you have any concerns about your child's health or development, please talk with our educators and follow up with your local health and family services.

Policies and Procedures

STAY INFORMED AND UP-TO-DATE!

All of our policies and procedures are just a scan away. Use the QR code to access a comprehensive guide to everything you need to know. Whether you're looking for specific details, important updates, or simply want to stay in the loop, we've got you covered.

Scan now for quick, easy, and convenient access to the latest information!



SCAN HERE

LOG IN INFORMATION:

Username:

families@howardsunriseelc.com.au

Password:

Welcome123

Please note that if you are using iSO (Apple) please follow the following instructions:

1. Go into your **Settings > Safari**.
2. Under **Privacy & Security**, turn off the **Prevent Cross Tracking** option.
3. Go to **Settings > Safari > Advanced**.
4. Under **Privacy**, turn off the **Block All Cookies** option.