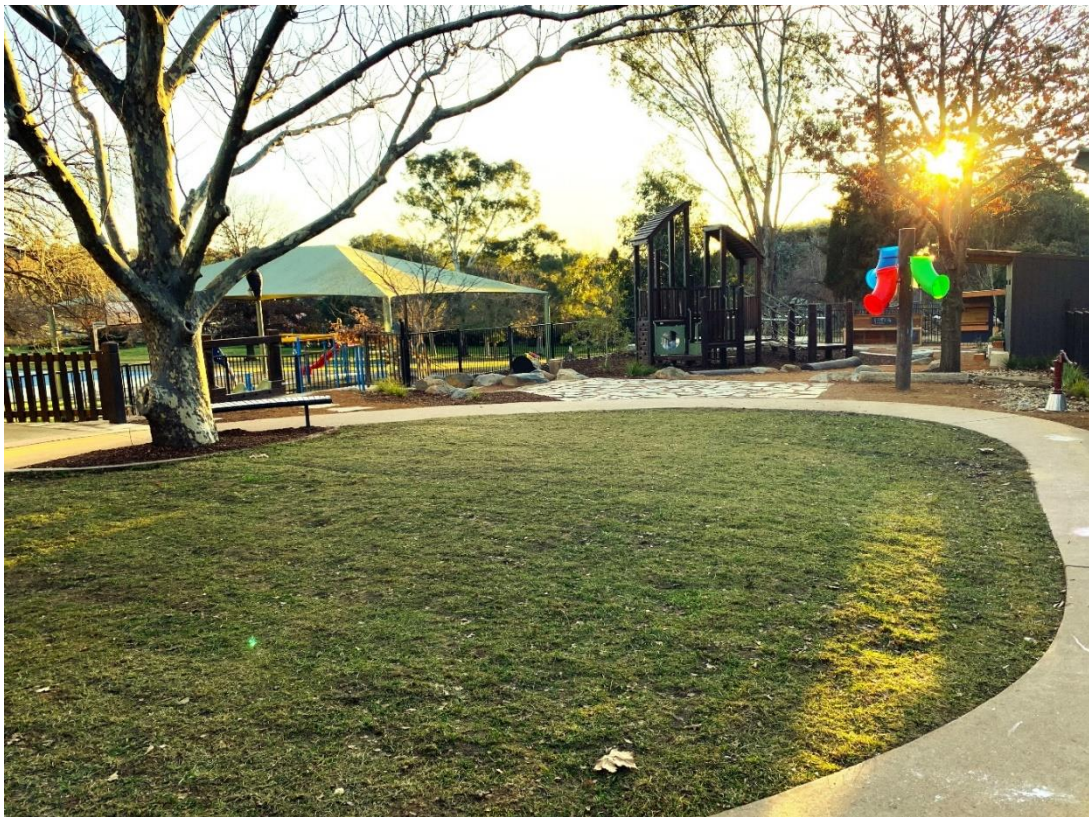


HOLY TRINITY EARLY LEARNING CENTRE

FAMILY HANDBOOK

2025



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We acknowledge the Ngunnawal People, the Traditional Owners of the land where we live, play and learn. We pay our respects to Elders past and present, and their deep connection with country. We celebrate the stories, culture and traditions of Aboriginal and Torres Strait Islander peoples of all communities who also work and live on this land.

WELCOME

We warmly welcome you to Holy Trinity Early Learning Centre and to our wider Holy Trinity school community.

We are delighted that you have chosen our ELC for your child's preschool year and hope that you take the time to get to know our school better, so that together, we can maximise the opportunities for your child. I trust that we will be able to develop a positive partnership between home and school that will support your child, as they take their next step in their educational journey.

Together, we are on a mission to build safe, secure and respectful relationships in order to foster the learning experience of the young children in our school community.

We view ourselves as a community of life-long learners, each with our own uniqueness and our aim as an ELC, is to provide all children with a learning environment that is play based, engaging, respectful and developmentally appropriate. As an International Baccalaureate school, we are committed to fostering each child's journey of being responsible and compassionate members of our local community, as well as global citizens.

Starting at a new school can be overwhelming, so we have developed this handbook to outline our expectations and procedures. Our intention is to provide you with a clear understanding of the expectations of families and staff at Holy Trinity ELC. We encourage you to read this handbook thoroughly and keep it handy as an ongoing reference.

We extend a generous welcome to your family and we can't wait to see what we accomplish together!

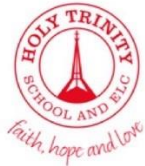
Damien Montesin

ELC Director



OUR EARLY LEARNING CENTRE PHILOSOPHY

We aim to provide all children with a learning environment that is play based, engaging, respectful and developmentally appropriate and one that will enable each child to continue their journey in being lifelong learners and responsible, compassionate local and global citizens.



Our Vision



We strive to build safe, secure and respectful relationships with ourselves, our families, each other, our world and God.



Our Philosophy



- We see ourselves as a community of life-long learners
- We value learning through play, exploration and inquiry
- We work in partnership with the children, families and community
- We design rich learning environments that are inclusive, engaging and developmentally appropriate
- We respect individual cultures and ways of being
- We value agency and view children as capable decision makers
- We value being in nature and make connections between our learning and our world
- We embed current evidence based practice and holistic approaches to learning and well-being into our curriculum design
- We believe each child is unique and that we all belong to God's family



ABOUT THE EARLY LEARNING CENTRE

Contact details and address

Phone: (02) 6281 7428

Email: elc.holytrinity@cg.catholic.edu.au

Website: www.holytrinity.act.edu.au

Address: 18-20 Theodore Street, CURTIN ACT 2605

Operating hours

Preschool Plus 8:00am - 9:00am

Preschool 9:00am – 3:00pm

Preschool Plus 3:00pm - 5.30pm

Office hours-8.30am-3.30pm (school term only)

2025 Term Dates

48 Week Preschool Plus

Monday 20 January 2025 – Thursday 18 December 2025

| Week beginning Monday 20 January 2025... | | | | |
|--|----------------|----------------|--------------|--------------|
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Ground Parrots | | | | |
| Black Cockatoo | Black Cockatoo | Black Cockatoo | Rock Wallaby | Rock Wallaby |

40 Week Preschool/Preschool Plus

Term One

Tuesday 4 February – Friday 11 April 2025

| Week beginning Monday 3 February 2025... | | | | |
|--|----------------|----------------|--------------|--------------|
| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
| Pupil Free | Ground Parrots | | | |
| | Black Cockatoo | Black Cockatoo | Rock Wallaby | Rock Wallaby |

Term Two

Monday 28 April – Friday 4 July 2025

Term Three

Monday 21 July – Friday 26 September 2025

Term Four

Monday 13 October – Friday 18 December 2025

Meet the team

ELC Director
ELC Office Manager

Mr Damien Montesi
Mrs Nancy Konidaris

Ground Parrots Class (full-time)

Teacher
Educators

Mrs Justine Angus
Miss Lucy Washington and Mrs Jess Boag

Black Cockatoo Class (part-time Monday, Tuesday and odd Wednesdays)

Teacher
Educators

Ms Jarrah Chapman
Mrs Catherine Cusack and Mrs Lin Fu

Rock Wallaby Class (even Wednesdays, Thursday and Friday)

Teacher
Educator

Mrs Mary-Anne Winchester
Mrs Natalie Fletcher and Mrs Lin Fu



EDUCATIONAL PROGRAM

Assessment and Reporting

There are several – formal and informal - opportunities throughout the year for families to discuss their child's learning with the class teacher. Formal reporting and communication consist of:

| | |
|---------------|----------------------------|
| Term 1 | Parent Partnership Meeting |
| Term 2 | Parent Partnership Meeting |
| Term 3 | Learning Journey |
| Term 4 | Written Report |

In addition to these formal opportunities, teachers and educators capture, document and share children's learning experiences and development via:

- **Toddle Family** – is an app used to communicate children's learning with families and as a platform for families to provide feedback.
- **Learning Journals** – identify the children's learning, interests and strengths. They are used in the ELC as a way of documenting the children's learning while at preschool. Learning Journals contain individual and group documentation, the children's artwork or pictures of special projects. They are a collaborative project, which is added to by children, staff and families.
- **Classroom displays**

These are available to read and explore, so please take the time to regularly take a look. Further information of your child's learning and progress is available to parents on request.

Early Years Learning Framework

Our educational program is guided by the Early Years Learning Framework (EYLF), which seeks to guide teachers and educators to make educational decisions that support all children to engage in learning that promotes confident, creative, life-long learners. For our young learners, the EYLF recognises the importance of:

- **Belonging** – *Experiencing belonging – knowing where and with whom you belong – is integral to human existence.*
- **Being** – *Childhood is a time to be, to seek and make meaning of the world.*
- **Becoming** – *Children's identities, knowledge, understandings, dispositions, capabilities, skills, and relationships change during childhood.*

The EYLF comprises of four interdependent elements which are fundamental to early childhood pedagogy and effective curriculum decision-making: Vision, Principles, Practices and Learning Outcomes.

| VISION | | |
|---|---|--|
| BELONGING, BEING AND BECOMING | | |
| PRINCIPLES | PRACTICES | LEARNING OUTCOMES |
| <ul style="list-style-type: none"> • Secure, respectful and reciprocal relationships • Partnerships • Respect for diversity • Aboriginal and Torres Strait Islander perspectives • Equity, inclusion and high expectations • Sustainability • Critical reflection and ongoing professional learning • Collaborative leadership and teamwork | <ul style="list-style-type: none"> • Holistic, integrated and interconnected approaches • Responsiveness to children • Play-based learning and intentionality • Learning environments • Cultural responsiveness • Continuity of learning and transitions • Assessment and evaluation for learning, development and wellbeing | <ul style="list-style-type: none"> • Children have a strong sense of identity • Children are connected with and contribute to their world • Children have a strong sense of wellbeing • Children are confident and involved learners • Children are effective communicators |

Australian Government Department of Education. (2022). *Belonging, being and becoming: The early years learning framework for Australia V2.0*. Australian Children's Education & Care Quality Authority.

Excursions and Events

Our team plan a variety of additional experiences that complement and enhance the educational program. Excursions require children and educators to travel (usually by bus or walking) to a location away from the school, whereas events occur within the school premises.

In consultation with the class teacher, parents are welcome to join our excursions. The cost for excursions and events (program, bus travel, etc) will be added to the fee statement and it is expected that the cost may add up to \$30 per term. Any person accompanying us on an excursion must have a current Working with Vulnerable People card.

Local Walks

As part of our educational program, we regularly explore the suburb of Curtin. We value the opportunities that 'going beyond the gate' provides to the children, their context building and their sense of community connectedness. Local walks may be planned learning experiences or just as often, are spontaneous experiences that are led by the children's current interests and needs. Immersion in our own community presents endless possibilities to explore and is reflective of our view of children as active citizens. We discover different areas of our local community, visit the shops and surrounding parklands. Families are required to complete a Local Walks Permission form at the beginning of the year.

Managing Risks

It is important for children to understand their capabilities and to learn to make informed decisions about themselves and their bodies. At Holy Trinity ELC we support the children as they learn to make these decisions. We monitor the children and their play, allowing a degree of 'risk' that the children can manage. Staff will have discussions with the children about the potential risks and consequences but often leave the final decision to the children to participate or not. Staff will always step in if the potential risks outweigh the benefits. We use tools hammers and nails, hot glue guns, we play with sticks, rocks and climb trees, we allow rough and tumble play. We always maintain the required adult to child ratios and supervise children according to national regulations.

Play

Play is an important part of our philosophy and underpins our educational program. It is our belief that play reflects a key synchronicity between the Early Years Learning Framework and the IB Primary Years Programme.

In our context, educators are intentional in their decision-making and act deliberately, thoughtfully and purposefully to create a learning environment that supports children's learning through play. We value learning through play and exploration, as this provides a context for learning that allows children to inquire into concepts that have significance and are relevant to them. Play holds a vital role, where children are supported to act with agency – making decisions about the materials they play with and who they engage with.

Positive Behaviour Guidance

In keeping with the values and ethos of the school, respectful behaviours and attitudes are expected in the ELC. Positive behaviours are encouraged through the development of positive relationships, providing consistent expectations, role modelling, positive reinforcement, and collaboratively agreeing to how we want our ELC to be (which we call our Essential Agreement). Our behaviour expectations are consistent across the day in Preschool and Preschool Plus.

Primary Years Programme

Holy Trinity Primary School became a candidate for the International Baccalaureate (IB) Primary Years Programme (PYP) in 2013. As outlined on the [PYP website](#):

The PYP offers an inquiry-based, transdisciplinary curriculum framework that builds conceptual understanding. It is a student-centered approach to education for children aged 3-12. It reflects the best of educational research, thought leadership and experience derived from IB World Schools.

The PYP has evolved to become a world leader in future-focused education. The PYP is an example of best educational practice globally, responding to the challenges and opportunities facing young students in our rapidly changing world.

We strive to nurture students who are internationally minded, with an understanding of their responsibility to themselves and to our world. This is achieved through delivering an educational program that is engaging, relevant, challenging and significant.

Religious Education Curriculum

Spirituality is central to young children's holistic development, learning and wellbeing. The way in which children experience connectedness – with self, others, nature and for some, the Divine – is pivotal in the promotion of their spirituality. Other key characteristics of children's spirituality include their sense of self, compassion, imagination, creativity, sense of mystery, wonder and awe, and transcendence. The aim of our Religious Education Curriculum is to intentionally nurture, support and promote our children's innate spirituality, religious literacy and religious faith or formation. Through exploration of faith, the children are invited to explore, to learn and to wonder.



Technology

We use digital technology to enhance the learning experience and promote a love of learning. Children today are born into a digital world. At Holy Trinity, we develop student's digital technology skills to assist them learn in an ever-changing digital world. Technology is used as part of a well-balanced educational program. Collaboration with the children in their learning gives students hands-on use of iPads and other digital tools, allowing student autonomy. The applications and programs are engaging, developmentally appropriate and promote interactive qualities. Guidelines are set to manage screen time and develop appropriate handling and use.

COMMENCING IN THE EARLY LEARNING CENTRE

Transition into our ELC

Developing a deep sense of belonging is a critical component of a successful transition into the preschool program for all children. We place value on the relationship building process that children experience; that is, with other children, our staff, the environments and routines.

Some children settle into a new space quickly and happily, where others may experience other feelings. We are committed to making sure that your child feels safe, secure and happy through their first day and beyond.

The First Day

In supporting children through the morning transition period, we have found the following to be helpful.

- Be bright, cheerful and honest about leaving your child. They sense your feelings and may become distressed if you are emotional or anxious.
- Support your child to place their bag on a hook on the bag trolley. Drink bottles should be placed in the drink bottle holders and snack/lunch boxes in the labelled tubs.
- Assist your child to apply sunscreen, before washing their hands in the bathroom.
- You are welcome to engage with your child in the classroom to help them settle in. At an appropriate time, we will encourage the children to pack away and come together on the carpet area. This is also a cue for parents to say goodbye and leave.
- Always say 'goodbye' to your child, even if they are upset, as this maintains a sense of trust and begins to establish a drop-off routine.

Occasionally some children will get upset and it may feel like staying is the right thing to do... however, we ask that you avoid prolonging the goodbye process. Our staff have many strategies to help support your child during this time and in our experience, most children settle within a couple of minutes. We are happy to arrange a courtesy call mid-morning to provide an update on how your child has settled.

Arrivals and Departures

For safety and security reasons, parents are required to sign their child in and out of the ELC every day they attend. This is done using Xplor, on an ELC iPad.



During our afternoon pick-up time, our intention is to create a transition period that is calm, predictable and safe. Families are asked to remain outside of the ELC until 3:00pm. This allows our Preschool Plus children to ready themselves, with support from our team, for their afternoon program. For our Preschool children, parents are welcome to enter the ELC at 3:00pm and collect their child from the classroom. Once collected, children and families are asked to move out of the ELC to allow the Preschool Plus program to use the space.

Authorisation to Collect

Only people listed on the enrolment form, or given prior authorisation, are authorised to collect a child. If you need another person to collect your child, authorisation for the collection of children is managed in Xplor.

What to Bring

Your child will need to bring the following items each day they attend:

- School bag. Children are welcome to use any appropriate bag, however are encouraged to use the school bag of the primary school they will attend.



- Holy Trinity school hat
- Complete change of clothes (in case of toileting accidents, as well as messy play, paint or water play)
- Lunch box
- Morning tea in a separate container (fruit, vegetables and a small snack)
- Water bottle
- Library bag (with their name on the outside of the bag), which children will bring on their Library days.



Clothing

Children wear a simple, comfortable and smart uniform which will make them easily identifiable within the school and which they should feel proud to wear. The uniform is as follows:

- Royal blue hat
- Royal blue polo shirt with ELC crest
- Royal blue polar fleece with ELC crest



All uniform items are available from the Holy Trinity Uniform Shop which is volunteer run. Uniforms can be ordered through the Qkr! app and are delivered directly to the ELC Office.

The children are free to wear pants/skirts and shoes of their (parents) choice. Please ensure these are comfortable and suitable for a school environment (no thongs, crocs or loose-fitting shoes). Families should dress their children in play clothes and expect clothes to become messy. Outdoor experiences and play are an important part of our program and we will still attempt to participate in outside activities even if the weather is cold or wet.

School hat – to support the children in identifying their own hat, it can be helpful to attach a unique button, badge or ribbon.

Please ensure that your child's belongings are clearly labelled with their name.

Sun Protection Policy

It is our policy that children wear appropriate sun protection – shirts with sleeves, bucket hat and sunscreen each day with the exception of the months of June and July. We apply sunscreen before outdoor play, but parents are asked to apply sunscreen on their child each morning before arriving.

Toys at School

We understand that children naturally want to carry familiar toys with them and to show their friends items that they consider precious. It has been our experience however, that bringing toys from home to school can create unnecessary and difficult situations. We request that children do not bring toys from home into the ELC.

IMPORTANT INFORMATION

Allergies and Medical Conditions

If your child has allergies or medical considerations (for example, anaphylaxis, allergies, or asthma) you are required to provide:

- *Action Plan*, which can be done with your GP or specialist.
- *Medical Management Plan* form

If your child experiences mild allergies please provide all relevant information in writing – what your child is allergic to, what their reactions may be, any treatments that may be required. If your child is unable to use regular soap or sunscreen please discuss this with your child's teacher and provide an alternative.

Apps to Download

We use the following platforms at Holy Trinity ELC and welcome families to download the apps.



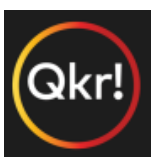
Toddler Family – used to communicate children's learning with families and as a platform for families to provide feedback about their child's learning and development.



Xplor Home - used for families to view account and bookings details, statements, manage attendance and provide authorisation for others to collect.



Facebook - follow us at *Holy Trinity Early Learning Centre, Curtin*.



Qkr! - used for ordering and making payments: school uniforms and canteen.

Birthdays

We recognise that birthdays are a special time for children and families. You may like to bring in a treat for your child to share with their class on (or near) their birthday. Birthday treats must be easy to share and not require any preparation – this means cakes are not a suitable option. Cupcakes, biscuits, small chocolates or ice blocks are some suitable ideas.

A list of ingredients must accompany the birthday treat and it is important to remember that nuts are not to be included in the baking or decorations.

Carpark

When parking in the school carpark, it is important that you park in a designated car park, and not in the 'pencil zone', which is a drive through zone only. If needed, there is additional parking available in the Curtin shops carpark.

Child Care Subsidy (CCS)

Holy Trinity ELC is a registered Long Day Care for Child Care Subsidy (CCS) purposes. The Australian Government assists eligible families with the costs of childcare through CCS. The subsidy is paid directly to the ELC to reduce the fortnightly fees. Please contact Centrelink to find out if you are eligible and how to apply.

You will need to update your details on my.gov.au just prior to starting at the ELC for the subsidy to be paid directly to the ELC.

Community Council

Holy Trinity School and ELC recently (during 2024) adopted a Community Council model, amalgamating the School Board and P&F Association. We have a very active parent and family community, which the new Community Council model will continue to strengthen.

The Community Council serves a supportive and collaborative role between the school leaders (and staff) and families. It has an advisory role and is an important forum for consultation. Our Community Council is formed of the Community Council Executive and Community Council Working Groups.

Emergencies Management Procedures

In the event of a school-wide emergency that requires children to be collected or one that extends beyond normal school hours, the Principal or designated Serious Incident Coordinator will notify parents via local media and with the assistance of Police.

It is the responsibility of parents to ensure that your contact information, and the contact information of all emergency contacts, is up to date.



Fees

ELC fees that families pay cover the entirety of the running costs of the service.

Fees are payable two weeks in advance and fee statements are emailed to families each fortnight. Families are required to sign up to Xplor so that accounts are paid in full each fortnight. Fees will be charged on Public Holidays and during periods of absences (for example, illness or family holidays). Families whose payments fall in arrears will be contacted by the ELC Director or Office Manager. If arrears continue, then the child may be withdrawn from the program.

Fee Schedule

| Program | Time | Fee |
|-------------------------|------------------|---------------|
| Preschool 40 weeks | 9:00am to 3:00pm | \$109 per day |
| Preschool Plus 40 weeks | 8:00am to 5:30pm | \$153 per day |
| Preschool Plus 48 weeks | 8:00am to 5:30pm | \$153 per day |

Additional Fees

Resource Fee - \$85 per term
 Late Collection Fee - \$20 per 10 minutes

Parents are expected to be punctual when dropping off and picking up their child. Children who are not collected by 5:30pm will be charged a late collection fee.



Food and Nutrition

A healthy breakfast and lunch will assist your child to cope with the demands of the school day. It is our expectation that families provide food for their children from the green category in the [Traffic Light System](#) and avoid foods from the red category. We know from experience and research that food can have a direct impact on our wellbeing and capacity as a learner.

As some children may have life threatening allergies to nuts, we ask for your cooperation in keeping our ELC a safe for all. Raw nuts or nut spreads pose a high risk for children with allergies and we ask that you do not include them in your child's lunch box.

It is also a requirement that children do not share their food with other children.

Children are required to bring a water bottle each day (other drinks such as milk or juice, are not required).

Grievances and Complaints

If you have any questions, concerns or complaints please:

1. Talk to your child's teacher.
2. Talk to the ELC Director.
3. Talk to the School Principal.
4. If you are not satisfied with the outcome of these discussions, or felt your rights were not respected, then please place your complaint in writing and send it to School Principal.
5. Contact Catholic Education.

If you are still not satisfied, after following the steps above, contact the Commissioner of Children and Young People by email: OCYFS@act.gov.au or phone: 6207 5294. Remember the best way to deal with an issue is to tackle it straight away, so always talk to your child's teacher as soon as possible.

Health and Attendance

Regular attendance is important, however children who are unwell should not be at school. Please be considerate of others in our school community and keep your child at home if they are displaying symptoms of illness. Parents will be notified if their child becomes ill during the day.

Parents are required to notify the ELC by phone ((02) 6281 7428) or email (elc.holytrinity@cg.catholic.edu.au) if their child is not attending.

If your child acquires a communicable disease, you are required to notify the ELC immediately so that measures can be taken to prevent the spread of the disease.

Immunisation

In accordance with ACT Public Health Regulations, Holy Trinity ELC does not exclude any child based on immunisation status, however CCS eligibility is impacted if your child is not immunised. Parents will need to provide the ELC office with a copy of their child's current immunisation record.

Medication

If your child requires medication during the day, parents are required to complete an ELC Medication Record form.

All medication must be in the original packaging and must display the child's name, dosage, date of expiry and Doctor's name. Medication will only be given as per the label instructions. All medication must be handed directly to a member of staff, to ensure that it is stored appropriately.



Parent Contributions

We recognise the important role that families play in the educational journey of our young children. Families are always welcome in our ELC and there are many opportunities for parents to join in and assist in the Centre, including:

- Working Bee's and gardening.
- Excursions and sporting activities.
- Sharing skills (hobbies, reading books to the children, sewing etc.)
- Odd jobs (special projects or repairing equipment)

Please come and discuss with staff if you would like to be involved in any way.

It is part of national law that anyone volunteering in a school on a regular basis has a current Working with Vulnerable People card. The card is free for volunteers and applications can be completed online or in person, at an Access Canberra Service Centre.

Parent Library

We welcome parents and families to explore our parent library, which is located on the shelving inside the front ELC door. You will find information and books about parenting, as well as parent support on topics such as child development, friendships, fostering faith formation, healthy eating and staying healthy.

Policies

Our ELC policies are available to families online (on the Holy Trinity School website) or by request.

Quality Improvement Plan

Holy Trinity ELC has a Quality Improvement Plan (QIP) which helps drive continuous improvement in the 7 National Quality Standards. We seek family input through surveys and informal conversations. A copy of the QIP is available on request. Please speak to the ELC Director if you would like to learn more about how you can be involved in this process.

