

We seek to provide a caring and safe environment, where children are respected, challenged and stimulated to achieve their potential

The Early Learning Centre

The Early Learning Centre is comprised of the Toddlers and Pre-school sections and is part of The Ela Murray International School.

Both the Toddlers section and the Pre-school operate during the school year.

There are four terms in the school year with holidays occurring at the end of each term.

Term dates are announced by the IEA at the beginning of each school year.

Operating Hours

**Monday to Friday
7:30am to 2:30pm**

Staff arrive at the ELC at 7:30am each morning.

Sessions begin at 8:00am and conclude at 2:30pm.

Parents are requested to collect their children on time as a late pick-up can be distressful. Please call and let us know if you are delayed.

Enrolment

Enrolment forms are lodged with the Principal of The Ela Murray International School at the Murray Site.

Children may commence at the ELC when a place has been confirmed and school fees are paid.

Parents may place their child on a waiting list if placement is unavailable.

Fees and Attendance

Children enrolled in the Early Learning Centre are invoiced on their placement and not on their attendance.

School fees are payable in advance.

Children's attendance is determined by the days of enrolment nominated by the parents.

If a child misses a day, 'make-up' days are not possible.

Arrival and Departure

Parents, or others specified, are asked to sign for their child on arrival at 7:30am and departure at 2:30pm.

Parents are requested to collect their child by no later than 3:00pm as a late pick-up can be very distressful.

All staff have duties and obligations beyond this time and supervision is unavailable.

If you are delayed, please call to let us know.

If you need to make arrangements for others to collect your child, please ensure that ELC staff are aware of this, as children will only be handed over to parents or authorised persons.

Communication

You will be kept informed of items of interest and upcoming events.

Each child has an information pocket. Please check this, and your child's bag, daily for any notices.

Newsletters are sent home each week and special notices will be sent out as required.

The Early Learning Centre staff are always ready to discuss your child at a mutually convenient time.

A communication book is available at the front desk for parent messages or comments.

Essential Items

All children require;

- A hat for outdoor play
- A healthy morning tea
- A healthy lunch
- Comfortable 'play' clothes
- A change of clothing and underwear
- Footwear that can be easily removed

Toddlers children **may** require;

- A bottle
- Nappies
- Nappy wipes
- A comforter (such as a security blanket)
- Two changes of clothing and underwear

Pre-school children require;

- A bag for home reading
- Sports shoes
- Swimming gear

Labelling

Please assist us by clearly labelling **everything** that your child brings to the ELC.

Health and Absence

For the health and safety of other children, please keep your child at home if they are unwell.

You will be contacted if your child becomes unwell while at the ELC.

If your child contracts an infectious disease, please let us know so that we can inform other parents.

Where medication is necessary, we request that this be given at home wherever possible.

Prescribed medicines will only be administered at the ELC under doctor's instructions.

Please advise the ELC if your child will be absent.

Meal Times

Meal times are an enjoyable and relaxing part of the daily program.

They provide for a child's nutritional needs as well as offer opportunities for the development of social skills, language development and acceptable eating habits.

The children are required to bring enough food, in clearly labelled containers, to cater for lunch and snack sessions.

Suggestions for a healthy snack could be;

- Fruit
- Carrot sticks
- Cheese
- Sultanas
- Yoghurt

Cold, filtered water is always readily available.

Boxed juice, milk or a labelled drink bottle may be sent along if you so desire.

If your child requires nursing bottles, please prepare these at home and send in sufficient to meet your child's needs.

Please Note

All nuts and nut products, including peanut butter, are banned from the ELC.

This is due to the high incidence of nut allergies within the centre.

Thank you for your understanding

General Information

- It is important for all articles brought to the ELC to be clearly named.
- If you change your home address or workplace, please ensure that we have your current numbers.
- Birthdays are important events! You may like to bring a cake for your child to celebrate with his/her friends.
- Toys and treasures from home can easily be lost or broken. It is much safer to leave them at home.
- Other items of interest such as shells, small creatures and natural objects are welcome for discussion and display.

Parent Information

Please complete the Information Card provided by the ELC on your commencement in the centre.

All information is treated as strictly confidential.

It is important that we have a contact number for you or for a designated person in the event of ill health or an emergency.

You can assist by informing the ELC if this information changes at any time.

If you have any queries, please speak to your child's teacher, call the Early Learning Centre or contact the main school office at the Murray Site

The Ela Murray International School
P O Box 1137, Boroko
ELC Ela Beach Site Ph: 321 4304
Murray Site Ph: 325 7991
Fax: 325 7925

**The Ela Murray
International School**

**Early Learning
Centre**

**Parent
Information**



We Play · We Learn · We Lead