

EARLY LEARNING

Family Handbook



At IGS, we acknowledge the First Nations Peoples of Australia

como los guardianes fuertes, resilientes e ingeniosos

as the strong resilient, and resourceful custodians

qui transmettent leurs cultures, leurs histoires et leurs
chansons depuis des générations,

who have passed on their cultures, stories, and songs for generations,

一直和国家相连，养育着土地，水和天空。

always connected to Country and nurturing the land, waters, and skies.

わたしたちは、ガディガルにけいをひょうします。

We pay our respects to the Gadigal

auf wessen Land sich IGS befindet und wo wir
uns bemühen, die Perspektiven zu würdigen

on whose lands IGS stands and where we strive to value the perspectives

delle culture più antiche ancor oggi esistenti nel mondo.

of the oldest surviving cultures in the world.

Baranyin yagu barribu Aboriginal bimalgu.

Yesterday, today, and tomorrow, this is Aboriginal Land.



WELCOME



The International Grammar School (IGS) community warmly welcomes you and your family. IGS recognises the importance of learning and development in the early years. We value the relationship we share with our families. We want to ensure that we communicate easily and support each other in our roles nurturing your child's growth and development.

The Early Learning years provide an opportunity for children to view the world with their enthusiastic and open minds, to formulate theories and refine their thinking, and to prepare firm foundations for their years of future schooling.

Our aim is to ensure that your child has a happy, positive and stimulating early childhood education and that you are comfortable and confident entrusting us with their care and development. We trust that your journey with IGS will be long and rewarding.



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IGS EARLY LEARNING PHILOSOPHY

With the motto **Unity Through Diversity**, IGS values authenticity, vibrancy, connectedness, diversity and personal achievement.

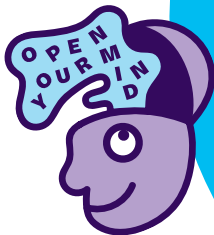
Authenticity

Children's unique experiences and special traits help them to connect, create and grow in meaningful ways.

Honesty and mutual respect

Child-inspired programs

Each individual nurtured



Vibrancy

Our qualified, dedicated and passionate educators love what they do, nurturing each child.

Spaces alive with wonder and activity

Wholehearted sharing of ideas

Multiple language partial immersion

An ever-changing chorus of English, Mandarin, French, German, Italian, Japanese and music

Diversity

Secular, co-educational and non-selective, IGS welcomes families from all backgrounds, including Indigenous, rainbow and diverse cultures, in a safe space that respects and reflects our differences.

Acknowledgement of Country

International Day and other whole-school celebrations

Tea ceremonies

Cultural songs and dances

Connectedness

Every child, family and staff member is connected to and part of the team, as together we navigate our learning journey.

Buddies

Community and cultural celebrations

Learning and sharing

A sense of belonging to a whole community of learners



Personal Achievement

At IGS, we offer a guiding hand to hold as together we build the foundations of children's learning and we embrace a sense of pride and satisfaction at key moments.

Celebrating the ordinary and the extraordinary

Supporting key steps

Respecting individual milestones

Child choice and ownership of their learning

Deeper learning



CONTACT & OPERATIONS

Contact Details	IGS Early Learning Centre: 9219 6700 (extension 6) early.learning@igssyd.nsw.edu.au
	IGS School Reception: 9219 6700
Service Approval Information	Approved Provider: International Grammar School Approved Service: IGS Early Learning Centre Nominated Supervisor: Victoria Kirkwood Educational Leader: Angelina Fossano Service Rating: Exceeding National Quality Standard
Daily Operations	IGS Early Learning Centre is open from 7.30am to 6pm, Monday to Friday. The Centre opens 50 weeks of the year with a closure period during December and January, and pupil free days on the first day of each IGS school term as advertised in the IGS Term Dates. Term Time Hours: 8.35am to 3pm Monday to Friday during IGS school terms Extended Hours: 7.30am to 6pm Monday to Friday, including term time breaks, 50 weeks of each year
Responsible Persons in Charge	Director of Early Learning, Deputy Director of Early Learning, Teacher – Extended Hours and other qualified staff as delegated by the Director of Early Learning.
First Aid Training	All permanent staff (Educators and Teachers) at the IGS Early Learning Centre are qualified to provide first aid including CPR, asthma and anaphylaxis management.
Feedback	Compliments, concerns and feedback can be received by contacting IGS via our website: igssyd.nsw.edu.au/contact Or contact Victoria Kirkwood, Director of Early Learning: 9219 6700 (extension 6) or early.learning@igssyd.nsw.edu.au Department of Education, Early Childhood Education Directorate (regulatory authority): 1800 619 113 (toll free) or ececd@det.nsw.edu.au

ABOUT US

IGS Early Learning Centre is proudly part of International Grammar School and caters for children aged three to five years. Our Centre is licensed by the Department of Education to operate from 7.30am to 6pm, Monday to Friday, for 50 weeks of the year.



At IGS, we have a rich history of providing high quality early education and care to children whose families seek a **bilingual education** for their child. We provide a dynamic program encouraging children to explore and discover their world. Central to this is the learning of languages and music – the **unique IGS offering**.

Our program is underpinned by the **Early Years Learning Framework**, the national curriculum of early education and care services. We are rated as exceeding all seven quality areas of the **National Quality Standard** pertaining to the education and care of children in early education settings.

Our professional staff work in **partnership** with families to develop individualised programs to enhance every child's participation and learning in our inclusive and multilingual early education environment.

In addition, children and families have access to a wide **range of resources, facilities and staff** including native speaking Language Educators, an Early Learning Music Specialist Teacher, IGS Counsellors, School Nurse and Bibliothèque (school library).

IGS Early Learning Centre is a registered SunSmart Centre.

EARLY LEARNING CENTRE STAFF

At IGS, children and staff enjoy **high staff to child ratios** with highly experienced, passionate and many long-serving teachers and educators.

Each of our four Early Learning class groups of up to 30 children is supported by four staff who work together to implement the early learning curriculum inclusive of the language and music programs.

Each class group is led by a **university qualified Early Childhood Teacher** who works together with **three Educators** qualified in early education and care certificate and diploma courses. Many of our Educators are native speakers of the languages taught within Early Learning including French, German, Italian, Japanese and Chinese.

Language Educators are part of the core classroom staff team. Children engage with their native speaking Language Educator throughout the day in Early Learning and are intentionally immersed in the language at every opportunity.

In addition to the four core staff in each classroom, the Centre employs an **Early Learning Music Specialist**, implementing the music program across all class groups each day.

We can't wait to meet you!



ATTENDANCE



Children enrolled to IGS Early Learning Centre attend the program according to **Term Time attendance** or **Extended Hours attendance**.

All children are grouped together in our four classrooms to participate in the same early learning program underpinned by the Early Years Learning Framework, as well as the IGS unique language and music programs.

Term Time attendance

Children attending Term Time:

- Access the IGS Early Learning program on two, three or five days according to the confirmed enrolment pattern of your child
- Attend the Centre on enrolled days from 8.35am to 3pm during IGS school terms
- Participate in the unique language and music programs, as part of our early education program.

Extended Hours attendance

Children attending Extended Hours:

- Access the IGS Early Learning program on two, three or five days according to the confirmed enrolment pattern of your child
- Attend the Centre on enrolled days anytime from 7.30am to 6pm inclusive of term breaks
- Participate in the unique language and music programs, as part of our early education program
- Are provided with a catered afternoon tea.

Arrival time at the Centre

Children attending **Extended Hours** can arrive at the Centre from **7.30am**. Please do not arrive earlier than 7.30am as the staff use this time to set up activities and complete important safety checks of the Centre.

Children attending **Term Time** can be welcomed into the Centre from **8.35am**. On arrival, please help your child greet their teachers and support your child to settle in for the day.

Key learning times including the language program commence from **9am** in the Centre each day. Where possible, please arrive at the Centre with your child by 9am.

Please note, we do not offer casual days of attendance at the Centre. Children attend on their scheduled days of attendance.

CLASS GROUPS

The Centre has four class groups across ground floor and Level 1 of the campus with the playground adjoining Early Learning classrooms on the ground floor. Each of our four classrooms has up to 30 children in the group, of mixed age between three to five years.

Children in Early Learning are enrolled in a class group based on their language enrolment. All children attending IGS Early Learning attend a class group with other children enrolled to learn the same language, together with their language educator. There is more than one language stream in the same class group.

Currently, children enrolled to learn Chinese or Italian are combined and grouped into either **Bundaluk** (Crimson Rosella) or **Burruga** (Koala) class groups, situated on the ground floor. Children enrolled to learn French, German or Japanese are combined and grouped into either **Jungaa** (Octopus) or **Garrawan** (Currawong) class groups, situated on Level 1.

Burruga - Koala



Bundaluk - Crimson Rosella



Ngurang - Meeting Place



Jungaa - Octopus



Garrawan - Currawong



LEARNING AND DEVELOPMENT

Early education is about learning how to learn. Lifelong skills such as listening, communicating, sharing, interactions with others, independence and opportunities to experience a variety of activities are all part of the daily curriculum at IGS.





HANDS-ON, EXPERIENTIAL AND ACTIVE LEARNING



Research demonstrates that young **children learn best through play** – hands on, experiential and active teaching and learning experiences.

The Early Learning program provides children with a **variety** of creative, open ended and vibrant learning experiences including construction, arts and crafts, reading, writing, drawing, puzzles, sensory experiences and dramatic play.

The daily routine includes blocks of time for children to move freely and make **choices and decisions** about what and how they would like to play. Within these experiences, children are supported by their teachers to learn **social skills, fine and gross motor skills, maths, science, literacy** and **creativity**.

Educators work alongside children to observe what they are learning, provide assistance and extend and challenge children's development. Children are supported to build on their **individual interests, skills and strengths** and this often involves deep and meaningful project work on a range of topics.

The developmental play experiences provided support the Early Years Learning Framework outcomes, promoting children's developing **sense of identity**, their **connection and contribution** to their world, their sense of **well-being** and their development as confident and involved learners and effective communicators.

HOW DO CHILDREN LEARN A SECOND LANGUAGE?

IGS places the learning of languages at the heart of its curriculum and its inclusive culture.



From their first day, your child will be immersed in the joy of learning another language. **This is our school's unique offering!** Upon enrolment, families elect one of five languages which their child will learn during their time at IGS. Currently, we offer French, German, Italian, Japanese and Chinese.

Children continuing into IGS primary school continue to learn the language commenced in Early Learning.

IGS takes an **immersive approach** to teaching children languages. Children from a very early age are exposed to rich language input from their language educators during a daily language experience. Through activities such as rhymes, songs, poetry, stories, dance, action games, play, visual gestures and movement, children explore the language with their educator.

Our **native speaking Language Educators** form part of our classroom staff, allowing children to engage with them throughout the day. Children are surrounded at every opportunity by the language they are learning, for example at meal times, during activities, routines or play. This immersion process mirrors the way 'native language' is acquired through immersion and modelling from adults. Immersion allows children to form a deeper bond with their Language Educators, enrich their vocabulary and enhance their familiarity with everyday language.

The languages program fits within the Early Years Learning Framework for Australia and aligns with its outcomes.





HOW IS MUSIC TAUGHT?

The learning of music as a language is intrinsically linked to the Early Years Learning Framework and is interconnected to the importance of language and culture at IGS.



As a sensory learning experience, children come to understand this symbolic language through singing, playing, listening and moving. The curriculum is designed around Orff-Schulwerk, Dalcroze and Kodály Music Education methodologies which is connected to the musical offerings in the Kindergarten to Year 6 Music Program.

Music experiences are **child-centred**, using play-based teaching techniques and founded in experiential learning. For each child, this **inquiry mode** within the classroom, has been designed to promote curiosity, extend interests and build a love of learning.

Through a variety of musical experiences, Musical Educators provide children

with opportunities that **foster creation, expression and exploration** in extending their innate musical ability. Learning experiences include singing, dancing, chanting rhymes and making rhythms using their hands and a variety of instruments. These opportunities help foster an awareness and understanding of music, guiding children to value and find meaning in their own lives and those of others.

The inquiry-based Music Curriculum is developed with a blend of intentional teaching and child-led investigation. Within the context of Early Learning at IGS, the Music Program offers a purposeful education that establishes a love of learning and a **strong sense of self** in each child.

SUPPORTING CHILDREN'S TRANSITION TO SCHOOL



The Centre's curriculum is guided by Australia's national Early Years Learning Framework for early education and care programs. The framework, its principles, practices and learning outcomes are the foundation of our program and provide a structure to provide children a springboard for future success and learning.

In addition, IGS Early Learning implements a unique language and music program. The language and music curriculum in Early Learning is based upon the NESA Early Stage 1 learning outcomes that are continued into Kindergarten.

IGS Early Learners are involved in a broad range of curriculum areas to support their ongoing preparation for school including:

You Can Do It! — an evidence based program developed by psychologists in collaboration with teachers to promote children's learning of social and emotional skills including resilience.

Storytime and language sessions in the Biblioth que.

Children transitioning to IGS Kindergarten take part in the **Beginning to Belonging** bespoke transition to school program inclusive of a series of familiarisation visits to Kindergarten and involvement in the buddy program.



**NEW WORDS
REVEAL
NEW WORLDS
DE NOUVEAUX MOTS
RÉVÉLENT
DE NOUVEAUX
MONDES**





FIND PLACE THE W



YOUR PLACE IN THE WORLD



SOCIAL INTERACTIONS

At IGS Early Learning we promote relationships with and amongst children that are **responsive, respectful** and encourage children's sense of **security and belonging**. Relationships of this kind free children to explore the environment and engage in play and learning.

For more information
please refer to the **Early
Learning Interactions
with Children Policy**.

When supporting interactions, we value children as individuals with unique personalities, interests, strengths, and needs and encourage their independence and sense of agency. We recognise that all children's behaviour is a form of communication. Children have the opportunity to practice communicating, negotiating, resolving conflict, problem-solving, expressing emotions, and responding to others at the Centre.

Through everyday interactions and experiences, children are supported and coached by teachers and educators to have positive interactions with one another using a variety of strategies drawn from evidence-based approaches linked to emotion coaching and the Conscious Discipline A.C.T. approach:

A: Acknowledge the child's deepest desire and intent

"You wanted _____"

or

"You were hoping _____"

C: Clarify what skills to use.

"When you want _____,
then say/do _____"

T: Take time to practise.

"Say/do it now for practice"

INCLUSION

All children have the **right to be included** at IGS Early Learning. All children benefit from **belonging** to, and **participating** in our quality inclusive early education and care programs. Early Learning provides the opportunity for all children to play, develop and learn together with children of their own age. These relationships are the foundations for learning and provide a powerful way of belonging to a group and developing a sense of who they are.

Through inclusion, all children are:

supported to feel safe and valued, encouraged to do things on their own

supported to contribute

encouraged to make their own choices

encouraged to play with their friends

given opportunities to learn new things

encouraged to participate in the program alongside their same age typically developing peers

IGS Early Learning is actively engaged with the Inclusion Support Program (ISP). This program assists services to include children with additional needs by providing tailored inclusion advice and support from the NSW/ACT Inclusion Agency. The ISP also provides specialist equipment and funding options to address inclusion barriers where required, so that all children are able to participate meaningfully and experience a true sense of belonging within the program.

If you have any questions, queries, concerns or would like any assistance with understanding your child's development, progress or behaviour, please contact your child's teacher.



Belonging, Being, Becoming



ROUTINES



Routines in Early Learning help us provide the consistency that is important for children to feel **safe and secure**.

Routines give children order, stability and the reassurance that comes from reliable, consistent patterns of activity. Children develop **confidence and independence** through routines, from knowing what will happen now and next.

IGS Early Learning structures routines to promote teaching and learning, often prime times for extending thinking and connection. Routines are well planned, as well as flexible to the **needs of children** throughout the day.

A DAY IN THE LIFE AT IGS EARLY LEARNING:

7.30am to 8am	Extended Hours children arrive to ground floor for indoor developmental play session
8am to 8.35am	Garrawan and Jungaa: Extended Hours children move to Level 1 to continue indoor developmental play Bundaluk and Burraga: Extended Hours children continue developmental play on ground floor
8.35am	Term Time children arrive to the Centre
8.45am to 10.30am	Garrawan and Jungaa: Morning circle, indoor developmental play session and music group time Bundaluk and Burraga: Outdoor play and language group times
10.30am	Morning tea for children
11am to 12.30pm	Garrawan and Jungaa: Outdoor developmental play session and language group times Bundaluk and Burraga: Morning circle, indoor developmental play session and music group time
11am to 12.30pm	Garrawan and Jungaa: Outdoor developmental play session and language group times Bundaluk and Burraga: Morning circle, indoor developmental play session and music group time
12.30pm	Lunch for children
1pm to 2.15pm	Rest and relaxation: Children's individual sleep and rest requirements are catered for. Whilst some children sleep others may read books, practice yoga and listen to stories or guided meditation
2.15pm	Garrawan and Jungaa: Outdoor developmental play session Bundaluk and Burraga: Indoor developmental play session
2.45 to 3pm	Term Time children collected by parents and carers by 3pm
3.15pm	Afternoon tea for Extended Hours children on the ground floor
3.30pm to 6pm	Indoor and outdoor developmental play session for all Extended Hours children on the ground floor of the Centre

WHAT TO BRING

Please ensure your child always has:

- A large water bottle with lid covering the mouthpiece
- Healthy morning tea and lunch – in separate containers
- Sheets for rest and relaxation time (cot size fitted and flat sheet in a fabric bag)
- Spare change of clothing (underwear and clothing for the appropriate season)

HATS

IGS supplies each of our Early Learners with an IGS **bucket hat** in a colour to match their new friends in their class group (red, green, blue and gold).

IGS hats are broad brimmed and meet NSW Cancer Council's sun safe specifications. Hats are **kept at IGS and laundered** by the Centre.

IGS Early Learning uses a combination of sun protection measures whenever UV levels reach three and above to ensure children and staff are well protected from too much UV exposure.

Play experiences are provided in the shade and children are supported to apply **SPF50+ sunscreen** prior to outdoor play when the UV is three or above.



MEALTIMES

At IGS, mealtimes are **positive, relaxed and social**. Children sit together in small groups, enabling close support, supervision and interactions between children and staff.



On arrival at the Centre children's morning tea and lunch boxes are unpacked into the labelled baskets in large fridges on ground floor and Level 1 of the Centre. Early Learning programs are required by the Department of Education to refrigerate perishable food.

Children's drink bottles are unpacked into the classroom drink caddy. **Children have access to their drink all day.**

Just before mealtimes, a staff member unpacks the basket of lunch boxes from the fridge.

Please **clearly label** all of your child's belongings including lunch boxes and drink bottles. We encourage families to use consistent containers and drink bottles where possible. This will assist your child to recognise their belongings, avoid confusion and increase independence.

Please note, there are no heating facilities for lunches in Early Learning.

What food do I pack for my child at the Centre?

Early Learning recognises the importance of healthy eating to the **growth and development** of young children and is committed to supporting the healthy food and drink choices of children in our care. Families are required to follow the **IGS Nutrition, Food, Beverages and Dietary Requirements Policy and Procedure** during their child's enrolment in the Centre.

Families are asked to ensure fruit, vegetables and other nutritious food are packed for morning tea and lunch at the Centre.

Suggestions for healthy morning tea and lunch foods include:

- Chopped fruit and vegetables with hummus dip
- Dairy foods including cheese
- Sandwiches with wholemeal bread.

Please save less nutritious foods for home, such as sweet biscuits, chips, cakes, cordial, chocolate and lollies. Children are not permitted to eat these foods in the Centre.

Choose water as a drink

Drinking water is the best way to quench thirst. Water doesn't come with all the sugar and energy (kilojoules) found in fruit juice drinks, soft drinks, sports drinks and flavoured mineral waters. Drinking water instead of sweetened drinks may also prevent dental problems, while the fluoride found in tap water can help strengthen teeth and bones. Please **only pack water** in your child's drink bottle at Early Learning.

IGS Canteen

Children attending the Early Learning Centre can receive morning tea and lunch orders from the IGS School Canteen. Orders can be arranged online via **Flexischools** or direct at the canteen.

Please note, food ordered from the canteen must meet the requirements of the Nutrition, Beverages and Dietary Requirements Policy.



Visit **healthykids.nsw.gov.au** for more ideas about healthy mealtimes for young children.

CHILDREN WITH ALLERGIES

The safety and well-being of all children is paramount at IGS. Our Centre is an allergy aware centre. Staff have training in severe allergy management and we implement strategies to help keep children at risk of anaphylaxis **safe**.

NUT FREE

To support the health and wellbeing of children with anaphylaxis at IGS we request that foods containing nuts are not brought to the Centre.

The Centre enrolls children who live with the risk of anaphylaxis to a range of specific foods. Whilst these children are being taught to care for themselves at an age appropriate level, we ask that you help us to educate your child regarding the following:

.....
The importance of **not sharing food** with others (only eating food from their own lunchbox).

.....
The need to **wash hands** before and after eating at the Centre.

.....
Washing hands thoroughly with **warm soapy water**.

.....
Putting rubbish and food scraps from mealtimes straight into the bin or back into their lunch box.

.....
Calling out to an adult if they think their friend with allergies is sick.

.....
Staff will support all children not to share food and wash their hands before and after eating.

BIRTHDAYS



We recognise the significance of acknowledging much anticipated birthdays during this period of early childhood.

Increasingly, we celebrate birthdays with non-food items. This includes: singing (Happy Birthday!); playing games, for example pass the parcel; or a special activity, for example making party hats.

We promote nutritious food at gatherings and celebrations in the Centre.

Please contact the Centre in advance if you would like us to acknowledge your child's birthday with their class group. Discuss with your child's teacher your intention to bring in a party game or activity to acknowledge your child's birthday.



HEALTH AND SAFETY

Signing in and out

It is a legal requirement for children to be signed in and out of the Centre on the days they attend. These records must be accurate as they are used for emergency lockdown and evacuation procedures and as proof for claiming Child Care Subsidy.

Parents and carers are required to download the app **Xplor Home** onto their device and create a profile in order to sign in and out. This app is linked to our Centre's online interface that records all children's enrolment details including the administration of Child Care Subsidy payments. Your profile will have details and bookings of your child/children who are enrolled in our Centre.

To sign your child in and out of the Centre, parents/carers will need to access Xplor Home dashboard and scan the QR code available at the entrance to the Centre, located on the ground floor. The dashboard will take you through a series of steps until the sign in is confirmed. The process is the same for signing out your child.

More information on Xplor Home, how to set up a profile and its many functions will be made available to families prior to your child's first day at our Centre.

Authority to collect

Safety is a priority for all children at IGS. We allow authorised people to drop off and collect your child. Please ensure you include at least one alternate person in case of an emergency. When you complete your child's enrolment form, you'll be asked to nominate all the people who are authorised to drop off and collect your child.

To change or add the persons authorised to drop off or collect your child at the Centre, please complete an 'Authorisation to Collect' form available on the IGS Parent Lounge.

If you're running late

We require all children to be collected at the end of their session by 3pm for Term Time attenders, and no later than 6pm for Extended Hours attenders. Ideally, please arrive at least 10 minutes beforehand, so your child's educators have a chance to pass on any important information about your child's day. Due to our licensing requirements, children cannot remain on the premises after closing time. For this reason, we charge a late collection fee of \$5 for every minute after closing time.

We understand unexpected events might occur, for example, traffic jams. Please contact the Centre as early as possible if you think you might arrive after your child's finish time. We suggest you save the Centre contact number **9219 6700 (extension 6)** on your mobile for these circumstances.



What if your child is unwell?

If your child is developing an illness, for example, they are feverish or lethargic, please keep your child at home to allow them to recover and to prevent illness from spreading. Email the Centre or use the Xplor absence notification feature to notify us of your child's absence and illness.

Sometimes children become unwell whilst attending the Centre, if this occurs, we will contact you to collect your child. Please ensure a parent or carer is contactable at all times whilst your child attends the Centre. Where parents cannot be contacted, staff will then call emergency contact persons as nominated on your child's Enrolment Form. Examples of when you or the authorised person will be contacted:

- Temperature of 38°C and above
- Diarrhoea
- Vomiting
- Unidentified or previously undiagnosed rash
- Conjunctivitis

In instances where a child is unwell, our Early Learning staff may consult with the IGS School Nurse on campus.

Infectious diseases

Parents and carers are required to notify the Centre immediately of any case of an infectious disease including influenza, vomiting, diarrhoea, COVID-19 and conjunctivitis.

Your child must remain isolated until symptoms have stopped for at least 24 hours in accordance with the exclusion period table published by the Department of Health or until your child's medical practitioner authorises their return to the Centre. IGS Early Learning Centre follows the recommended minimum exclusion periods by the National Health and Medical Research Council.

Immunisation

Under the NSW Public Health Act 2010, immunisation procedures apply to early childhood settings, including Long Day Care and Preschools.

Parents and carers must provide an approved immunisation certificate in advance of their child's commencement at IGS Early Learning Centre as follows:

1. A current AIR Immunisation History Statement which shows that the child is up to date with their scheduled immunisation.
2. A current AIR Immunisation History Form on which the immunisation provider has certified that the child is on a recognised catch-up schedule and submitted this status with the AIR.
3. A current AIR Exemption – Medical Contraindication which outlines the medical contraindication/natural immunity.

AIR statements indicating that your child is up to date with their immunisation schedule can be accepted. Parents and Carers can request a copy of the child's immunisation history statement by calling the Australian Immunisation Register (AIR) on 1800 653 809 or by visiting Medicare online account through myGov at <https://my.gov.au/> Only approved Australian

Immunisation Register (AIR) forms can be accepted. As children approach their fourth birthday, parents and carers are required to update the Centre with their child's Immunisation History Record. If your family needs any assistance regarding immunisation, please contact the Centre on early.learning@igssyd.nsw.edu.au.

Medication

If your child is well, but still taking prescribed medication (such as antibiotics), the Centre is able to administer this to your child. Prescribed medication and off the shelf products can only be administered when written parental approval is given and there is written medical advice from your child's treating registered health professional, including clear written instructions for the administration of the medication or product. Our procedures are designed to ensure that Centre staff act in accordance with the directions of the child's parent/carer and medical practitioner at all times, ensuring maximum care and caution are exercised when administering medication to children.

Off the shelf medication, products and herbal preparations will not be administered unless a registered health professional has provided written instructions about dosage and advice about possible side effects.

Please note, products administered at the Centre must be free of allergens for example, Bepanthen cream contains almond oil.

Medication and off the shelf products must be provided in the original packaging, with a prescription label included. Medication and other products e.g. sunscreen or sanitiser, must not be kept in children's bags. Medication authorisation forms must be completed in advance by the child's parent/carer. Please email early.learning@igssyd.nsw.edu.au for a copy of the forms or refer to the IGS Parent Lounge.

Medical conditions

If your child has a medical condition, such as asthma, anaphylaxis, allergies, eczema or diabetes, we require a current health management plan completed and signed by your child's treating medical practitioner. Please request that the health management plan is typed so it is easy to read. If the condition is ongoing, your child's educator will meet with you to complete a risk minimisation plan. The plan will be completed prior to your child's commencement at IGS Early Learning and will be updated at regular intervals.

Incidents, illness and injuries at the Centre

IGS Early Learning is committed to providing a safe and healthy environment for children, staff, families and visitors. All our educators and teachers are qualified in First Aid including the management of asthma and anaphylaxis. The Centre and School has several first aid kits including ventolin and EpiPen for use in an emergency.

Parents and carers will be advised in writing and asked to sign a record of any injury, incident, trauma or illness experienced by their child whilst in attendance. This record will include details of first aid where given.

For minor incidents such as bumps and grazes, staff will help your child feel comfortable and administer simple first aid. In the event of an emergency, the staff member who is most experienced in first aid will take charge and parents will be notified as soon as possible. In the case we are unable to contact parents or carers, an ambulance will be called. IGS also employs a School Nurse on campus, adjacent to the Early Learning Centre.

WELLBEING



Student wellbeing is an important focus area within the Early Learning program at IGS. Children learn best when they feel **safe, secure and happy**, not only in themselves, but also in their relationship with others around them and also in their environment.

Our wellbeing program is informed by **best practice principles** and **evidence based** approaches.

The Early Learning Centre is supported by our School Counsellors who are registered psychologists.

Our school counselling team is available to our children and parents and provides support when there are concerns around development, big emotions, troubling behaviour, parenting ideas, changes in the family environment and so on. If you would like to speak with our counselling team, please contact:

IGS Counselling Services

counsellors@igssyd.nsw.edu.au
(02) 9219 6976

The counselling rooms are conveniently located adjacent to the Early Learning centre on Level 1, just past student reception.

KEEPING IN TOUCH

At IGS we strive to establish **partnerships with families**. This may be your child's first learning experience away from home. We understand families know their child best. We encourage families to **share their insights** and perspectives about what works well for your child and family so we can provide the best program for your child.



Communicating with your child's teacher

If you have a query, question or comment about your child's learning, development or experience at the Centre, please contact your child's class teacher. Drop off and pick up times can get very busy at the Centre, so if you require a longer discussion please contact us to arrange a meeting with your child's teacher. Teachers will aim to respond to emails within 24 to 48 hours.

Parent and Teacher Conferences

Conferences are held each semester offering families the opportunity to meet with their child's teacher, share information about your child's progress, development, interests and strengths and to collaboratively plan the next steps in your child's personal learning plan.

Communicating with the Centre

In the case you have a more general question about the Centre or IGS, please contact by phoning **9219 6700 (extension 6)** or **early.learning@igssyd.nsw.edu.au** and our friendly Centre Administrator or Head of School will provide you with assistance.

Storypark

Storypark is an online documentation tool that allows us to privately share with you photos, videos and learning stories of your child participating in the program and highlighting progress, development and staff observations. Storypark also enables us to keep you up to date with the class group program, events, notices and activities. Parents and carers can also share updates about your child's experiences at home.

Chatterbox newsletter

Chatterbox is the Centre newsletter, shared by email with families regularly. Newsletters include a broad range of information and updates from the Head of School Early Learning.

InFocus

InFocus is an IGS whole school newsletter shared with families by email on Friday afternoons. InFocus highlights whole school events, and teaching and learning experiences from across our school community, including Early Learning.

IGS Parent Lounge

The IGS Parent Lounge is a resource and information hub for parents and carers at International Grammar School: **<https://parents.igssyd.nsw.edu.au>** Parents can access the IGS calendar, and a range of Early Learning information, including policies and forms.

Raising concerns

If you have any concerns about IGS Early Learning, you are encouraged to raise them directly with your child's class teacher in person, via email at **early.learning@igssyd.nsw.edu.au** or calling the Centre on **9219 6700 (extension 6)** in the first instance. The Deputy and Head of School Early Learning are also available to support families with any concerns and to provide support.

If we can't resolve the issue for you, or you would like to seek further advice and information you can contact the Department of Education Early Childhood Education Directorate (regulatory authority): 1800 619 113 (toll free) or **ececd@det.nsw.edu.au**.



PARENTS, TEACHERS AND FRIENDS ASSOCIATION

The Parents, Teachers and Friends Association (PTF) is an engaged, friendly and innovative organisation actively involved in the School community.

The International Grammar School PTF goes deep into supporting our school by ensuring everything they do **adds value** to the lives of children, teachers and parents/carers, promoting connection and support right across IGS from Early Learning to Year 12.

The PTF is represented by a Committee of parents, grandparents and staff. The PTF meets twice each term, with nominations for the committee at the beginning of each year prior to the AGM in Term 1. Families make an annual contribution of \$20 to the PTF. The PTF actively fundraises throughout the year. **Membership is open to all.** The PTF welcomes and encourages all parents and carers of students, members of staff, alumni, parents and carers of alumni and friends of staff, parents or carers to join.

The PTF works hard to support the IGS community. The PTF ask that you come to the table with a **generous spirit, kind heart and open mind.**

In the coming year, your children and family may join in many fun activities run by the PTF including the welcome party at the start of the year, Early Learning and Primary Disco, International Film Festivals, First Nation experiences, social gatherings, Easter Egg hunts, commemorative class tea towels and much more.

To volunteer as a member of the PTF Committee and/or to become a PTF Class Rep, contact the PTF Committee at any time: ptf@igssyd.nsw.edu.au.



FEES AND PAYMENTS

IGS Early Learning operates with a daily fee charge for each of the two attendance options. Daily fees for the Term Time Program and Extended Hours Program will be confirmed before the commencement of Term 1, and will be communicated to families. Fees are deducted from a nominated account fortnightly in advance.

Child Care Subsidy

Families may be eligible for Child Care Subsidy (CCS), which covers a percentage of your child's daily fees. This percentage is paid directly to IGS and then passed on as a credit on your fee account. You will pay the gap fee between the daily fees and the subsidised amount.

You may be eligible if you or your partner:

- care for a child 13 or younger
- use an approved child care service
- be responsible for paying the child care fees
- meet residency and immunisation requirements.

You can check your eligibility by visiting the Service NSW website for further information or creating a MyGov account (if you do not have one already) and linking this to Centrelink.

If you are entitled to CCS, please provide us with the following information in your enrolment forms, to ensure that your CCS Enrolment is correctly set up and activated:

.....
Your child's Customer Reference Number (CRN)

.....
Your child's date of birth

.....
Your / person claiming CCS' Customer Reference Number (CRN)

.....
Your / person claiming CCS' date of birth.

.....
Start Strong Fee Subsidy

Absences and fees

If your child is absent or will be absent, please notify the Early Learning Centre on 9219 6700 (extension 6), or email us on early.learning@igssyd.nsw.edu.au or lodge an absence notification on Xplor.

If your child is absent on their scheduled attendance day, fees remain payable. This includes absences due to illness and personal vacation days.

Fees are not payable on public holidays, staff professional development days or during the Christmas and New Year holiday period whereby IGS will be closed for a period of two to three weeks.

If you are entitled to CCS and your child does not attend his/her scheduled day of attendance, CCS will still be paid to you, up to a total of 42 days per financial year. These absences can be taken for any reason, without the need for evidence. For absences beyond 42 days, please contact us for more details.

If you are not entitled to CCS, fees for any absent days remain payable in full.

Withdrawal from IGS Early Learning

There is no fee charge for withdrawal from the program where one full term notice of withdrawal is given (or equivalent to 10 weeks). Notice of withdrawal must be made in writing to the Head of School Early Learning at early.learning@igssyd.nsw.edu.au.

Please note that if you are entitled to CCS, your child must physically attend his/her last scheduled day of attendance in order to receive subsidy up until the end of his/her enrolment. If your child is absent on their last day of attendance with preceding absent days, you could still receive a subsidy (for up to seven days after the child's last physical attendance) provided that supporting documentation (medical certificate) has been submitted to us.

Policies

A variety of IGS policies are available on the school website: igssyd.nsw.edu.au.

Early Learning specific policies, procedures, and forms are available at the IGS Parent Lounge.

CONTACT US

International Grammar School
Early Learning Centre
Gadigal Land
4–8 Kelly St
Ultimo NSW 2007

Phone (02) 9219 6700

Email early.learning@igssyd.nsw.edu.au

Web www.igssyd.nsw.edu.au