



Early Learning Centre



HANDBOOK



Welcome!

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We warmly welcome you and your child to Guthrie Early Learning Centre located at 25 Shirley Road, Wollstonecraft. We are small community based Centre that prides itself on innovative learning in a beautiful, natural setting.

Guthrie Early Learning is unique in that it's operated by Australia's largest early parenting organisation, Tresillian Family Care Centres. There is cross

discipline learning and development between educators, nurses and allied health.

At Guthrie we foster an environment that nurtures each child's individual strengths and interests. Our educators aim to provide a safe 'home away from home' experience where your child can explore and make new and exciting discoveries every day.





Who We Are

Guthrie Early Learning Centre

Guthrie Child Care Centre as it was originally known, was established in 1982 as an extension of the services offered to parents at Tresillian Wollstonecraft. The Centre was named after the former President of the Tresillian Council, Mr Frank Guthrie MBE, a passionate advocate for mothers returning to the paid workforce.

The Tresillian Story

The Tresillian story began in 1918 with the formation of the Royal Society for the Welfare of Mothers and Babies at the Sydney Town Hall. Back then its primary aim was to make a difference to the high mortality rate of children under the age of five.

Our Patron

Her Majesty, Queen Elizabeth II is Patron of Tresillian.

Where did 'Tresillian' get its name?

The Society's first baby clinic in Petersham was named 'Tresillian' by the previous owners, who originated from the village of the same name in Cornwall, England. From then on, the Royal Society for the Welfare of Mothers and Babies was affectionately referred to as 'Tresillian'.

Tresillian's Clinical Services


While becoming a parent is incredibly rewarding, it can also be challenging! Tresillian provides a range of day and in-patient services with Centres located in Sydney at Wollstonecraft and Willoughby, Belmore and Nepean as well as in regional NSW and the ACT. Our Nurses offer gentle advice and guidance around settling baby, feeding, toddler behaviour and the parents' emotional wellbeing including postnatal depression.

For parenting advice

Call the Tresillian Parent's Help Line on 1300 272 736.

For trusted parenting resources visit tresillian.org.au.


Follow us on Social Media

 TresillianEarlyParenting and GuthrieEarlyLearningCentre

 @tresillianbaby

 Tresillian Family Care Centres

 @TresillianBaby

 TresillianFamilyCareCentres



Settling into Care

When your child starts at Guthrie, there may be some tearful goodbyes in the early days but there are lots of things that may help your child to settle in such as:

- We invite you to attend Guthrie with your child for an hour or two, twice in the week before your child begins. This gives them the opportunity to get to know the environment and educators with the security of a parent present before they start care.
- Get to know the educators and Centre Director and speak about them with your child.
- Read the “My Day at Guthrie” storybook (available at the Centre) with your child to help with “getting to know Guthrie.”
- Talk about some of the fun things your child will do at Guthrie such as painting, gardening, climbing, etc.

Understanding your child’s needs and being able to meet those needs is important. During your child’s orientation visits to Guthrie the educators will ask about your child and your family to help us help your child make a smooth transition into the Guthrie environment.

Educators will talk with you daily about your child’s needs and learning to be sure we stay connected to their changing needs and interests. We value parent input and feedback. We encourage families to spend time at Guthrie and share in special moments. You are welcome to ‘phone throughout the day to check on your child.



Operating Hours

Our Centre is open Monday to Friday, 49 weeks per year from 7.30am to 5.30pm.

Guthrie is closed on public holidays and for three weeks over the Christmas period.

Guthrie has 42 children enrolled at any one time.

If parents are flexible (not at work or studying) it is suggested that your child attends between 9:30am and 3:30pm because that's when we run the core programs.





What to Bring?

Please make sure you clearly label your child's name on all clothing including shoes, sheets, nappies, drink bottles, their backpack and any special toys. Your child will need to bring the following items when they come to Guthrie each day:

Numbats (0-1 years) & Bilbies (1-2 years) Classes

- Hat to be left at Guthrie and taken home for washing
- If your child is bottle feeding, please supply bottles and formula; a labelled tin can be left at the Centre or you can provide the daily portions
- Cot sheets x 2 (Numbats Class), *stretcher sheets (Bilbies Class) to be left at Guthrie for your child's week which will then be sent home for washing
- One soft comfort toy for sleep time (if required) bigger than an adult's hand
- At least one set of spare clothes (please check that clothes in your child's locker still fit and are suitable for the season)
- A packet of nappies labelled with your child's name to be left at Guthrie
- A drink bottle to be left at Guthrie; Guthrie will wash your child's drink bottle in the dishwasher daily
- A wet bag for wet or soiled clothes

Lyrebirds (2-3 years) & Geckos (3-5 years) Classes

- Hat to be left at Guthrie and taken home for washing
- Set of *stretcher sheets to be left at Guthrie for your child's week which will then be sent home for washing
- At least one set of spare clothes (please check that clothes in your child's locker still fit and are suitable for the season)
- One soft comfort toy for sleep time (if required) bigger than an adult's hand
- At least one set of spare clothes (please check regularly that clothes in your child's locker still fit and are suitable for the season and unexpected changes in temperature)
- A packet of nappies/training pants (if appropriate) labelled with your child's name to be left at Guthrie
- A drink bottle to be left at Guthrie; Guthrie will wash your child's drink bottle in the dishwasher daily
- A wet bag for wet or soiled clothes

*Stretcher sheets can be bought from Guthrie if you wish.



Policies & Procedures



Family Involvement

Parents, family members and community members play a valued role in creating quality care for children and families at Guthrie. Guthrie encourages input and feedback from families, and respects how and when you would like to participate.

Here are some ways you might like to be involved at Guthrie:

- Sharing skills, interests, experiences or resources (computing, building, cooking, gardening, sewing, arts, language skills)

- Becoming a member of Guthrie's parent and community group
- Assisting with excursions or Guthrie events
- Participating in fundraising activities
- Sharing your child's home activities with their educators



Communication

Communication plays an important role at Guthrie Early Learning. If everyone knows what is going on, educators and families enjoy trusting relationships based on shared knowledge and respect.

Families may contact us by telephone, email and face to face when dropping or picking up their child or during the day. Guthrie will also communicate through our communication app, newsletters, emails, notices, open nights and in children's individual trays.

We welcome feedback in the form of compliments, enquiries, concerns or complaints. Guthrie is committed to a fair and effective resolution of all complaints in a timely manner. The Director and educators will make every effort to resolve all concerns and complaints through informal

discussions. If that doesn't work to your satisfaction, you may contact the CEO of Tresillian (Contact details located in the addendum).

'Like' Guthrie's Facebook Page for updates.

Our App

Throughout the day, photos of your child's experiences and their routine care needs (meals, nappy changes and sleep) will be shared via our App. The App is private and secure and cannot be viewed by anyone other than you. Your child's learning journey and observations can all be accessed with your log in.

Speak to a staff member for more information.



Cultural Diversity

Guthrie recognises and respects the diversity of all cultures accessing our Centre. All children will have opportunities to develop an understanding of a range of cultures through the multicultural programs offered at Guthrie.

Cultural awareness is included in the classroom programs on a daily basis through offering a range of books, music, cooking crafts, singing, clothing, play equipment, celebrations and other means.

We welcome your input and if you would like to share any information or cultural celebration with the children at Guthrie please speak with your child's educator or the Centre Director.

Where possible, parent information can be translated into required languages. Guthrie can also provide families with interpreter services if required.

Please feel free to discuss any cultural dietary needs with the Centre Director.



Mealtime

Guthrie is committed to providing nutritious food and drink as well as promoting healthy eating habits. Children will have access to safe drinking water at all times and be offered snacks and meals throughout the day.

Please speak to the Centre Director if your child has specific dietary requirements. Substitute alternative food will be prepared for children where possible.

Allergies and medical conditions

Please speak to the Centre Director if your child has allergies or a medical condition. The Centre Director will work with you to develop a health management plan to ensure your child's health care needs are met.



Reconciliation

At Guthrie we recognise and acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of Australia.

Our educators recognise the important role they play in promoting and celebrating the culture, history and traditions of Aboriginal and Torres Strait Islander peoples. We invest in resources and learning programs that are inclusive, equitable and culturally respectful.

Our national identity is embedded in early education at Guthrie by teaching understanding and appreciation from non-Indigenous Australians while honouring and strengthening awareness of Aboriginal and Torres Strait Islander peoples.



Your Child's Health



Infectious Diseases

For the health and well-being of all children, families and educators at Guthrie, we ask that your child does not attend the Centre if they are suffering from an infectious disease or condition that limits their ability to cope with daily activities. This means that your child must not attend the Centre if he or she has or has had a fever 24 hours before. This also applies to vomiting.

If your child gets sick during the day while at Guthrie, the Director will inform you as the parents or the

authorised emergency contact as soon as possible. You may be asked to pick up your child from Guthrie and see a doctor. We also ask that families inform Guthrie as soon as possible, if their child is suffering an infectious disease.

In the Director's office there is a list of common infectious diseases, and their exclusion periods. Families will be given the relevant fact sheet if there is an outbreak to help them reduce the spread.



Immunisation

Children must be immunised (or on a recognised catch up schedule) to attend child care.

As part of your child's enrolment, you will be asked to provide your child's immunisation history statement. This will need to be updated when your child has his or her scheduled immunisation vaccines. If there is an outbreak of a vaccine preventable disease, Guthrie will advise you. During an outbreak, children who are not immunised (with a medical exemption)

will not be able to attend Guthrie for the duration of the contagious period. Families are asked to immediately inform Guthrie if a vaccine preventable disease has been discovered in their family.

If you do not continue with your child's immunisation schedule this will affect your Child Care Subsidy and your child's enrolment at the Centre. Please contact Centrelink for more information about this.



Incidents and Trauma

If your child needs urgent medical attention we will contact you (or emergency contacts) as soon as possible. If contact is not successful, the Centre Director or an educator will accompany your child in an ambulance to the nearest hospital.

If a minor accident occurs and your child is given first aid treatment at Guthrie, we will contact you as soon as possible.

If your child requires medical attention for an injury or illness that occurs at Guthrie, we must notify the Department of Education. We will tell you if this happens. A representative from the Department of Education may contact you to follow up on this incident.

Please refer to our Policy Documents for more information.





Emergency Evacuation

The Centre has procedures for potential emergencies such as fire, flood and lockdown. Emergency evacuations and lockdown procedures are regularly practiced at Guthrie. We will contact you or emergency contacts should an emergency occur.



Child Protection & Safety

Educators have completed training and are mandated to recognise, respond to and report child abuse, neglect and children at risk of harm to the NSW Department of Communities and Justice.



Sun Safety

Guthrie takes care to protect children and educators from direct exposure to the sun. Guthrie is compliant with the state regulations and child care building code with regards to the amount of manufactured and natural shade available in the playground. Shade structures are regularly maintained and safety checks are regularly conducted.

Please dress your child in clothing that will protect them from the sun. On your child's enrolment, we will ask for your written permission to apply sunscreen to your child. Once approved, sunscreen will be applied before going outside and then re-applied as required.



Attendance



Pick Ups & Drop Offs

It is important that children are signed in on arrival and signed out on departure each day. This can be done through our App when you are at the Centre. Guthrie is required to maintain a record of the children in our care at all times. This is also important in the case of emergencies and for the calculation of the Child Care Subsidy.

Please plan to arrive at Guthrie before 10.30am as a later arrival may unsettle your child for the day.

It is important you let an educator know your child has arrived for the day after signing them in.

If your child is going to be absent or late please phone their classroom or the Director by 9.00am and let us know.

Please make sure you're at Guthrie to pick up your child no later than 5.25pm so that all children and families have vacated Guthrie by 5.30pm.

Once you have signed your child out, supervision and safety of your child becomes your responsibility. Please watch your child carefully as you leave Guthrie, particularly close to the road. For your child's safety please leave Guthrie through the main gates only, not the Tresillian carpark. Children will not be released without written permission.



Collecting Children

Children may be signed out by their parents, guardians or those approved by the child's parents. If you want friends or relatives to collect your child, please provide their details in writing on the child's admission form or by completing an 'Authorised to Collect' form.

If an approved person picks up the child (and their name is on the admission form or Authorised to Collect form), they must show photo identification to the educator.

Families should let educators know in advance of any changes to the established routine for collecting your child. Written permission to approve a new person to collect your child may also be emailed to the Centre Director on the day if necessary.

All court orders and authorisations to collect children are kept in children's files.



“The amazing teachers, administration and cook at Guthrie make it such a beautiful and welcoming place for all our little ones. Don’t change anything!”

– Guthrie Parent



Late Pick Ups

Guthrie closes at 5.30pm. A late fee will be charged if you pick up your child after 5.30pm. Late fees are added to your child’s weekly fee.

If you are going to be late picking up your child for any reason, please telephone Guthrie before closing time. Unfortunately, a phone call does not mean you won’t receive a late fee.

If at closing time, no one has collected your child and educators have not heard from you, educators will attempt to contact your child’s emergency contacts to locate someone authorised to pick up your child. If they are unsuccessful, they are required to contact the Police and Department of Communities and Justice.



Absences

Families who receive the Child Care Subsidy can be absent from Guthrie for 42 days each financial year, for each child. These absent days can be taken for any reason. Once your child reaches 42 absent days, the Child Care Subsidy will not be paid for any future absent days.

Please contact Centrelink for more information.



Fees

Fees for Guthrie Early Learning Centre are reviewed annually. When enrolling at Guthrie Early Learning Centre a booking fee is required when lodging your child's enrolment pack. This is non-refundable.

All fees must be paid via our App and you will need to complete the App application in your child's enrolment. In consultation with the Centre Director, Centrepay through Centrelink may be available.

You are responsible for following the procedures set by the Commonwealth Family Assistance Office for applying and/or varying the Child Care Subsidy.

Statements are available at any time in our App, and are updated weekly.

“Chloe told me today that you showed her some new fairy craft pieces and she was so happy with them. You are so fantastic how you stimulate the kids' interests.”

– Guthrie Parent



Additional Information

The following policies are available on request at the Centre office.

1. Child Protection
2. Code of Ethics and Code of Conduct
3. Class program
4. Child Inclusion
5. Educators Interaction with Children
6. Complaints
7. Excursions
8. Confidentiality
9. Child Health
10. Work Health & Safety
11. Medication
12. Infectious Diseases
13. Food & Nutrition
14. Water Safety
15. Storage of Dangerous Substances
16. Transition to School
17. Road Safety
18. Supervision



Welcome to Guthrie Early Learning Centre.

We hope your time with us will be a fun, happy and educational experience for your whole family.

“We feel so lucky to have had all of you in our boys lives. Thank you for all your care and support over the past 7 years.”

– Guthrie Parent

“Thank you for all the brilliant ways you supported and encouraged our son as he prepared to become a big brother”

– Guthrie Parent



(02) 9432 4040
25 Shirley Road, Wollstonecraft 2065
tresillian.org.au/guthrie