

# Family Handbook

*emali*  
early learning centre

**“All great people  
were once  
children”**

## **Welcome to Emali Early Learning Centres**

Thank you for joining Emali Early Learning Centres.

The staff and management of Emali Early Learning Centres are committed to providing a high-quality service and standard of care for every child and their family. Our job is not only one of the most challenging, but also one of the most rewarding. Together with you, we are involved in developing the future generation of Australia, and we can never take that for granted.

Please read this information carefully to assist you in answering any questions you may have about the operation of our centres. If you have any further enquiries please do not hesitate to contact our staff or management.

We look forward to getting to know you and your family, and to building positive and supportive relationships. We hope that your time spent at Emali Early Learning Centres is a treasured memory in your child's formative years.

### **Our Philosophy**

Emali Early Learning is devoted to empowering children to live, love and learn whilst discovering their place in the world. At Emali, we believe that children are valuable members of society. We respect and acknowledge each child as an individual learner and value their uniqueness without exception.

Emali Early Learning is privately owned and operated. We are committed to providing a high-quality education and care service within a welcoming, inclusive, engaging and safe environment for children, families and educators.

We value open and honest communication and recognise its importance when working as a team. Educators will work together with families to support each child's learning.

We view our educators and management team as positive role models for each other and the children.

At Emali our core Company Values and Behaviours are:

#### **Respect**

**Our Team Commitment:** To have a harmonious environment where opinions and individuals are appreciated, even if not all in agreement, acting in an ethical, polite, professional and courteous manner at all times.

**Our Family Commitment:** We believe respect for each child and their family is paramount. We recognise that the family is the child's first and most important teacher. Families are viewed as partners, collaborators, and advocates for their children. We embrace, involve and invite families into every aspect of our service. We aim to provide a harmonious environment where opinions and individuals are appreciated. We encourage children, families and educators to act in an ethical, polite, professional and courteous manner at our service.

## **Reliable**

Our Team Commitment: To accept responsibility for your actions by taking ownership of tasks and following through with promises, consistently. Be consistently dependable for others.

Our Family Commitment: We believe that best outcomes happen for our children, families and educators when a reliable and predictable environment is provided.

We recognise the responsibility in ensuring and maintaining current workplace policies and procedures.

## **Professionalism**

Our Team Commitment: To remain polite, effective and respectful in practice and method, demonstrating best practice, good judgement and providing the highest quality service. Be consistently professional and helpful towards families, employees and children.

Our Family Commitment: Our educators are trained dedicated early childhood professionals, who contribute their own abilities and interests to the program and centre environment. They are polite, effective and respectful in practice and method, demonstrating best practice, good judgement and providing the highest quality service.

We recognise that to improve our services, we must reflect upon our past and current practices. We endeavour towards a continuous improvement approach, involving management, educators, families and children to engage in our successes, and in developing goals for the future.

## **Engaging**

Our Team Commitment: To be actively involved, interested, excited and passionate. By creating enthusiasm for the task at hand, which allows you to produce magical work.

Our Family Commitment lies: We provide a learning environment where children learn and develop by exploring their world through stimulating and challenging play. We provide experiences for children to play, explore, imagine, experiment, enquire, research, investigate, and make decisions in a resource-rich, fun, natural, sustainable, play-based learning environment.

We promote relationships and interactions that are responsive, meaningful, sensitive, supportive and positive. We plan for children's learning around their interests and their own specific needs, guided by the National Quality Standards and the Early Years Learning Framework.

## **Supportive**

Our Team Commitment: To be inviting, welcoming and effective listeners to employees, families and children allowing them to feel comfortable and creating a sense of belonging. Giving them the tools and resources to succeed.

Our Family Commitment: At Emali Early Learning we provide a safe and supportive environment where all children, families and staff feel socially, emotionally and physically safe and valued.

## **Teamwork**

Our Team Commitment: Working collaboratively to produce the best results as a team, understanding that everyone's perspective and contribution adds to the strength of Emali as a whole.

Our Family Commitment: We are committed to teamwork, and ongoing professional development to extend our skills and abilities. This ensures our staff are responsive and adaptive to the constantly changing, dynamic field of early childhood education. All staff value and respect one another and the contributions they make to create a cohesive team.

## **Fun (Love/Play)**

Our Team Commitment: Be upbeat, positive, cheerful, playful and loving to all those in our environment with the intent to genuinely make everyone feel welcome and enjoy themselves.

Our Family Commitment: Children in our care learn, grow and develop by playing, interacting and having fun. Early childhood is a time for play, fun, discovery, adventure, imagination and at Emali Early Learning we believe that learning is most beneficial through play and from a collaborative approach to teaching that follows the children's interests.

We believe that play based learning enables the children to develop a sense of belonging, being and becoming through relationships and social interactions which will in turn help them to achieve key learning outcomes.

## **Our Program**

The curriculum provided for all children attending our centre is based from the Early Years Learning Framework (EYLF).

At Emali we provide the environment and experiences which enable children to grow physically, emotionally, intellectually and socially. Our program is derived to strongly enhance the interests of the children, as well as further developing strengths of each individual child.

Children's home language, culture and religious differences will be included within the program. Using this programming method allows staff to observe, monitor, assess and report on your child's developmental progress.

Our program consists of small groups which foster interest based themes or activities. Through our program the children will experience the following:

- Guided group experiences which develop a sense of care and respect for others,
- Active play and exercises which enhance physical development and gross motor skills.
- Story time, drama, poetry, music and movement to stimulate the imagination.
- A range of experiences which encourage curiosity, experimentation and language development.
- Activities to strengthen perceptual skills, necessary for eventual academic success.
- Events that promote multiculturalism.
- Involvement in the community.

## **Languages**

At each Early Learning Centre, a language is taught during the week.

We offer:

- Indonesian at Salisbury
- Italian at Hectorville and Findon
- Spanish at Broadview
- AUSLAN at Brighton
- Chinese at Athol Park

These languages were specially picked to reflect the community they are in, and the languages that are taught at the surrounding schools. Our children will be able to have that extra knowledge about the languages before starting school.

We also believe that it is vital for languages to be taught at a young age. Knowing more than one language has great benefits for the development of children. Learning additional languages can increase critical thinking skills, creativity and flexibility in young children in the future.

## **Yoga lessons**

At each Emali Early Learning Centre our yoga teachers engage with the children on a weekly basis

Yoga for Early Learning is an innovative and fun way to teach children about the importance of being in tune with their bodies. This form of Yoga is specially designed to suit the body and mentality of children. It includes poses to increase strength, flexibility and coordination.

Physically, it enhances their flexibility, strength, coordination, and body awareness. In addition, their concentration and sense of calmness and relaxation improves. Through yoga, children exercise, play, connect with the inner self, and develop a deeper relationship with the natural world that surrounds them.

## **Music lessons**

At each Emali Early Learning Centre a music program is taught by our music teacher on a weekly basis. We offer weekly fun, interactive and energetic music lessons with that are varied through each room to reflect the age and developmental stages of the children.

Learning music at a young age can accelerate a child's brain development, particularly in the areas of language requisition and reading skills.

Listening to varying music styles and participating in musical activities has also been shown to improve a child's social skills and their understanding of their own emotions as well as being able to more accurately communicate these to others.

## **Policies and Procedures**

Policies and procedures are formulated to ensure a high quality of care for our children. It is imperative that we meet all requirements and regulations of the Department of Education and Australian Children's Education and Care Quality Authority (ACECQA).

Our centre policies are reviewed on a regular basis and we encourage family feedback regarding our policies and procedures.

Please find a copy of our policy folder in the reception area for you to read. If you have any questions or concerns regarding them please make a time to speak to the Director.

## **Enrolment Procedures**

Before your child starts at the centre, it is very important that we meet with your family. Upon entering our centre, you will have the opportunity to see all the facilities including the classrooms, play areas and rest areas. You will also see examples of the program and meet the staff who will care for your child.

To secure a position for your child at the centre there is an enrolment fee of \$40 (which includes an Emali hat and drink bottle. This fee to be paid in full prior to commencement and is non-refundable. This fee covers administration setup and development folders for your children.

## **Orientation**

Emali provides an orientation process for new children to familiarise the child with the daily routine and activities. This enables both the parent and child to gain a better understanding of the environment at the centre.

Once your child has been offered a position in our centre we recommend that you and your child attend orientation days. The number of orientation days will vary from family to family, so please make sure you make management aware of any particular needs we need to take into consideration.

## **Settling In**

Each child reacts differently to being away from their parents. On the first few days that your child attends, parents are encouraged to stay for a short time to aid the child with the settling process.

It is imperative that as a parent you are comfortable and ready for childcare, as your child will know if you're not. Parents are always advised of how their child's day has been and meetings will always be if you need some assistance with the settling-in process. Please feel free to speak to your child's educator or the Director if you have any questions about this process.

Please feel free to call the centre during the day to make sure your child has settled into care.

## **Emali App**

At Emali Early Learning Centres we have a specialised Emali App that allows our families to receive live updates of their child's daily activity while they are at the centre. With this App, you will have access to see daily updates including Food and detailed Menu updates, Bottle, Toilet, Education and Photo updates.

The Emali App also provides a platform for parents to send absentee and routine updates for their child directly to the centre. Any upcoming Centre based celebrations will be available to view under upcoming celebrations. This can include Birthday Parties, Family Day's, Fundraising Celebrations, Cultural events, Pyjama Day and much more!

## **What to bring with you to Emali**

We ask parents to ensure all children's belongings are clearly labelled. We encourage parents to send their children with comforters that will assist them with settling in and during transitions.

We kindly ask parents not to send their children in with toys as they may become broken or misplaced. Children get opportunities to bring in their favourite toys during show and tell.

On each day that your child attends Emali Early Learning they will need to bring the following:

- Bag
- Spare clothes (please be aware of changing temperatures and a few extra pants that your child can manage independently if toilet training)
- Sunhat – (Provided by Emali on Enrolment)
- Piece of fruit to share
- Drink Bottle with water only – (Provided by Emali on Enrolment)
- Milk bottles, if required
- Comfort items such as dummies, soft toys, blankets etc.

Please make sure that there are no items smaller than a 50cent piece, plastic bags or medicine left in children's bags.

Please do not send your child in good clothes and ensure your child is dressed appropriately for the weather. Children need play clothes that can become a little dirty, and that enables your child to play with ease. No thongs or strapless shoes. Shoulders need to be covered from the sun.

Unfortunately, at times parents forget to label their children's belongings. You will find a box in the foyer for lost property. Please check this regularly as the amounts may build up. All items that are collected at the end of each month will be donated into our spare clothes for the children or the local charity. The centre will not be liable for any lost or damaged items.

## **Operating Hours**

Our centre is open between the hours of 6.30am and 6:30pm, Monday through to Friday. Emali Early Learning operates for 52 weeks per year, only closing for Public Holidays. The centre operates throughout school holidays. Dates of closure will be advised through newsletters and notices.

Children can be picked up and dropped off at parental convenience; however, a late fee will be applied after the scheduled closing time. If you are going to be late then you are required to make other arrangements for another authorised person to collect your child. If this is not possible, the late fee of \$2.00 per minute, per child will apply. The late fee is not subject to Childcare Benefit (CCB) and will be added to your weekly account.

## **Arrivals and Departures**

To ensure children's safety, only the main entrance will be used during arrival and departure by a responsible adult. For further safety each parent will have a code required to enter the centre. If you forget the code please ring the doorbell.

Signing your child in and out is a legal requirement every time your child attends Emali. You will sign your child in and out through the iPads at the reception desk. If any other person is collecting your child other than the legal guardians, you must notify the centre. Even if that person is nominated on the enrolment as *authorised to collect* we are unable to let them collect your child without your verbal or written consent. ID will need to be collected at the time of enrolment for all people authorised to collect your child to ensure we are releasing your child to the correct person. Only people over 18 years of age will be allowed to collect your child.

## **Our Team**

Our centre employs professional and dedicated staff that understands the needs of the children and their families. Our team members are approved by the Department of Education and each staff member has a Department for Communities and Social Inclusions (DCIS) screening.

Our qualified staff members hold either of the following qualifications:

- Bachelor in Early Childhood
- Diploma in Children's Services –or equivalent

You can recognize the staff at Emali as they are all required to wear a pink embroidered shirt. Photos of all our staff members are located in the foyer of each of our centres. Centre Management encourages and supports staff to further develop their knowledge and skills, so that they can give your children the best of care and education.

## **Family Participation**

Family is the most important influence on the way that children grow, therefore it is important to encourage family involvement. Working together will allow caregivers to work effectively with your child, to have a better understanding of your child and to respect them as unique individuals.

Parent participation is vital for each child's education. Parents may gain valuable insights and techniques from the expertise of the staff, share their own talents and interests, to maintain and enhance the quality of education offered to our children.

Meetings can be held for staff and parents to discuss any developmental questions, issues or concerns. This is also a great opportunity for families to assist staff in making the child's time at our centre valuable.

## **Parent Feedback**

At Emali we endeavour to provide the ideal environment to care for your child. In the event you need to raise a concern relating to your child's care, we ask that you speak to the staff member you feel most comfortable with.

If you do not feel satisfied with the outcome you should make your concerns known to the centre Director who will take the appropriate steps to remedy the situation. All concerns are treated in the strictest of confidence.

## **Communication**

Emali's main form of communication is via email. Emails may include such things as your statement, newsletters and general centre information. You will also require an email address to access your child's information via our Emali App. You can also find us on Facebook by searching "Emali Early Learning Centres" and on Instagram as *emalielc*.

A full printed copy of the Emali policies are accessible to all families in the reception area. In addition to these, the Family Handbook is available to view on our website. To continually provide a high quality of care policies are reviewed regularly. We welcome your input in this process.

## **Fees, Sessions and Bookings**

Fees are payable two weeks in advance and can be paid using our Ezidebit system. Fees are to be paid to the administration staff and once payment is finalised a receipt will be issued out to you in person or can be found in your child's pocket located in their foyer.

The centre offers permanent or casual sessions. Casual sessions are only subject to availability.

A bond is required at commencement of care. We require two weeks fee (minus your CCB contribution) to be paid either in advance or paid over a short period of time. This will be allocated as a bond payment and will be refunded when care is cancelled with two weeks written notice. However, in the event of 2 weeks written notice not being received in writing by the Management, the deposit will not be refunded.

## **Child Care Subsidy (CCS)**

In July 2018, the Australian Government introduced a new child care fee assistance package, which includes a payment known as the Child Care Subsidy.

[www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy](http://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy)

The Child Care Subsidy (CCS) replaced previous child care fee payments known as the Child Care Benefit (CCB) and the Child Care Rebate (CCR).

The CCS provides financial support to families using Emali Early Learning Centres.

You are required to complete an online Child Care Subsidy assessment using your Centrelink online account through myGov. You should do this as soon as possible.

You will be asked to provide some new information and confirm your current details, including:

- Combined family income
- Activity level of parents
- Type of child care service

CCS is based on each family's income and activity level. The onus is on each family to ensure that they have a current assessment notice in order to receive subsidies. It is also up to the family to notify the department of any income changes.

CCS is applied to your fees once notification of your activity test is received, therefore it is important to lodge these application forms prior to your child's commencement of care. For a full explanation of Child Care Subsidy, please refer to the Department of Human Services (DHS) Website:

<https://www.humanservices.gov.au/individuals/online-help/centrelink/complete-your-child-care-subsidy-assessment>

The CCS will be paid directly to the service provider. Families will pay the amount owed after the CCS has been applied to the service fee – this is often referred to as the “out of pocket” or “gap” fee.

### **Allowable Absences**

It is a requirement that our centre keep detailed records of all absences of Child Care Subsidy recipients as determined by the Department of Education, Employment and Workplace Relations. Each child is limited to 42 days per year of absence. Once the child has reached this limit of absences CCS is not paid and will be charged at FULL FEE rates.

If you wish to take holidays, two weeks written notice must be handed to administration staff or a Leave Notification form can be filled out. Allowable holiday absence is up to 20 days and is included in the 42 allowable absence days. These days will be charged at \$10 less than the normal rate. Withdrawing from the Centre Two weeks written notice is required if you wish to cancel your child's booking. Parents should be aware that non-attendance will result ineligibility of CCS as it is not payable if the child is not attending. This will result in full fees being charged.

## **Withdrawing from the Centre**

Two weeks written notice is required if you wish to cancel your child's booking. Parents should be aware that non-attendance will result in ineligibility of CCB as it is not payable if the child is not attending. This will result in full fees being charged.

## **Health and Hygiene**

Maintaining a healthy environment is the responsibility of the staff and families. The strict practices of hygiene that we adhere to allow us to minimise the risk of cross infection. Daily, as well as weekly, health and hygiene routine checks are conducted by staff which includes the cleaning of the centre and sterilisation of toys.

Any children suffering from an infectious illness must not attend the centre. Parents are requested to telephone the centre as soon as possible if their child has a communicable infection and will be absent from the centre. A clearance letter from a medical practitioner is required if your child is to return to care within the minimum exclusion period.

Children who are unwell and are not able to participate in the day to day routine are better cared for at home. In any instance where a child becomes ill at the centre, parents or the nominated emergency contact will be notified.

Further information can be found in the Centre Policy Manual situated in the foyer.

## **Health requirements**

Due to the high number of allergies & intolerances, some life threatening, we do not allow food to be brought into the centre. The only exception is fruit and vegetables used at morning tea time.

Families are required to provide information about their child's health care needs, allergies, modified diet needs, medical conditions and medication on the Enrolment Form and at any time during their enrolment should a health need arise. Families are responsible for updating the service regarding their child's health needs, including any new medication, concluding medication, or changes to their child's medical management plan.

At Emali we require our families to update their child's medical management plan on a six-monthly basis to ensure that we have current information regarding each child's health needs. Families will be communicated with regarding updating documentation relating to their child's health needs and the supporting documentation we require to ensure your child's health needs are supported during their time at Emali.

## **Administering of Medication**

The staff at Emali are all trained to administer medication to the children and to ensure suitable procedures are undertaken during the administration process. All medication must be prescribed by a doctor and hence have a prescription label with clear instructions and details. A letter from your medical practitioner outlining the medication requirements is also required.

Parents are to ensure that medication is given to an educator, which will be stored out of the children's reach, and an authorisation form must be completed. This form must detail the name of medication, the recommended dosage, the date and the time of dosage.

Children are monitored closely for signs of a temperature. If a child's temperature reaches 38°C or above, the parent will be notified and asked to collect the child. As recommended by the Department of Education Children's Services, Paracetamol and Ibrufen WILL NOT be administered by any staff member at the centre.

Paracetamol and Ibrufen can mask signs and symptoms of serious illness or injury. Due to this, providers must not give Paracetamol or Ibrufen as a standard first aid strategy or as a standard response to fever. If a child is in need of Paracetamol or Ibrufen then this suggests they are not well enough to participate in the centre's program and therefore, not well enough to be in care.

Sudocream Healing Cream is supplied by Emali to help soothe sore skin and treat nappy rash should the need arise. If Sudocream is not suitable for your child you can provide your preferred nappy cream which will be individually labelled from the pharmacy with your child's name and instructions for use (in accordance with the Emali medication policy).

Nappy changes occur regularly throughout the day and staff will only apply cream if they feel it is required. You may be required to seek medical advice if the rash does not clear or appears to worsen.

## **First Aid and Accidents**

All staff at Emali have a current First Aid certificate. A fully equipped first aid box is kept at all centres. Despite having adequate supervision and monitoring equipment, accidents do happen. If your child has an incident, injury, illness or trauma at the centre, staff and management will take every necessary action to provide appropriate first aid measures and record the event leading up to the incident. If the incident is relatively minor, then you will be advised and shown the incident, injury, trauma form upon arrival to pick up your child. The form will need to be read and signed by yourself and kept in your child's files.

If an ambulance is required for any reason such as injury or illness, we will not hesitate in calling one, and you will be contacted. If the parent cannot be present to accompany the child, then a staff member will accompany the child. The Centre will not be liable for any medical fees or other cost which may arise due to these emergencies.

## **Emergency and Evacuation**

Evacuation procedures are displayed in each room and explained to the children on a regular basis. Our centre is fitted with appropriate safety devices. These are all maintained on a regular basis.

Emergency evacuation drills will be practiced, and anyone in the building is required to participate by law. If the evacuation of the building is necessary three blows to a whistle will happen. In case of an unforeseen emergency situation, all efforts will be made to contact parents to collect their children.

## **Sun Protection**

Children at Emali must wear a hat during outdoor play. Sunscreen is provided by the centre and is reapplied at regular intervals throughout the day. Children not wearing a hat will have their play directed to a covered area or indoors. During daylight saving hours and summer we will avoid being outside in the hottest part of the day, 11am to 3pm.

If you know of any allergies your child may have towards sunscreen, please note this on your enrolment form and advise staff. Alternative sunscreen for your child will need to be supplied by yourself. It should be clearly labelled from the pharmacy with your child's name and instructions for use (in accordance with the Emali medication policy).

## **Immunisation and Infectious Disease**

Upon enrolment, records of immunisation must be presented. These records can include either, a Child's Health Record (Blue Book), a certificate of immunisation, or a letter from your doctor.

A Child with the following infections must be excluded from care, until medical clearance in the form of a doctor's certificate is received if returning within the minimum exclusion period:

- Chicken Pox
- German measles
- Hepatitis A
- Measles Mumps
- Vomiting
- Impetigo
- Cold Sores Hand
- Foot and Mouth

Parents of children in the centre will be notified via email and by a notice displayed within the centre if a contagious infection has been detected. Children that have not been immunised will be excluded from care if an immunisation preventable illness has been reported. Exclusion will occur until the centre has been cleared of the infection. The centre will contact individual families to advise when it is clear to return to care.

Parents of other children in the centre will be notified via the Notice Board and Parent Communication Book if a contagious infection has been detected.

## Meal Times

Meal times are an important part of your child's day at Emali Early Learning. Besides learning about nutrition these times foster a learning opportunity for the children's social and language development.

Our daily menu is displayed on the Menu Board in the centre and also on our Emali app we provide the children with a delicious variety of nutritious meals and snacks throughout the day. The menu is varied on a four-weekly basis and accommodates multiculturalism and the likes and dislikes of the children. We include fresh fruit, vegetables, whole grain bread, meat, poultry, and dairy. Water is provided at each meal.

Children are always encouraged to try new foods but never forced. The children are encouraged to serve and feed themselves to support the development of self-help skills and independence, educators will assist if required.

Due to the high number of allergies & intolerances, some life threatening, we do not allow food to be brought into the centre. The only exception is fruit and vegetables used at morning tea time.

Families are required to provide information about their child's health care needs, allergies, modified diet needs, medical conditions and medication on the Enrolment Form and at any time during their enrolment should a health need arise. Families are responsible for updating the service regarding their child's health needs, including any new medication, concluding medication, or changes to their child's medical management plan.

At Emali we require our families to update their child's medical management plan on a six-monthly basis to ensure that we have current information regarding each child's health needs. Families will be communicated with regarding updating documentation relating to their child's health needs and the supporting documentation we require to ensure your child's health needs are supported during their time at Emali.

Emali Early Learning Centres are Nut Free.

## **Toileting**

Parents are asked to dress their child in clothing which they are able to manage by themselves, or with minimal assistance. This promotes self-help skills, develops their confidence and prevents accidents. Self-toileting is always encouraged with supervision and assistance is happily given when required.

Toileting accidents are a common occurrence at any centre and your child need never feel embarrassed or uncomfortable if this does occur. Please reassure your child that staff are here to help and they should ask for help if needed.

The centre has specific times throughout the day when children are encouraged to use the bathroom, such as before mealtimes or rest. However, children are free to use the bathroom at all times during the day. Please inform staff if your child needs reminding to use the bathroom.

Children who are in nappies are changed at frequent times during the day, with a changing record kept for each child on our Emaili app.

## **Behaviour Guidance**

Our Behaviour Guidance policy is centred on the importance that children should be treated with respect for themselves, others and the environment. This encourages the individuality and confidence of children to never diminish their self-esteem.

Limits are set and kept clear, simple and consistent. Staff use positive approaches to behaviour management, and are encouraged to use them at all times. Staff members will appropriately supervise children, and act to divert and direct problems before they occur. Children are given positive directions, clear alternatives, praise and encouragement for their strengths. Acceptable behaviour is reinforced and promoted positively.

Staff will involve children in discussions about dealing with conflict and will encourage children to show empathy and healthy assertiveness.

## **Excursions**

The centre will conduct excursions as an alternative to the in-house learning. Parents will receive a written itinerary as well as a permission form for any activity which requires the children to leave the centre. Reasons for the excursion will also be given. Parents will be required to send the form back signed and with payment (if required) for their child to attend. Parents are invited to attend excursions if available. Staff ratios on excursions will comply with regulations and be sufficient to ensure the safety of the children during the excursion.

If a parent does not give permission for their child to go on the excursion then the centre will provide appropriate care at the centre on that day.

Prior to any excursion the site will be accessed and reviewed and a risk assessment created for safety and facilities by a staff member.

## **Birthdays and Celebrations**

At times there are special celebrations for your child, birthdays, going to school, or just moving on from the centre, and we enjoy sharing these occasions with your children.

Due to children's allergies and health and hygiene reasons, it is not possible for families to supply a cake. The centre has developed a process where you can place an order to purchase a cake for \$10 and the cook will make a special cake for the child to share with their friends.

If you do not want your child to be involved in birthday celebrations then please let the Director know.

Our program incorporates numerous cultural and religious events celebrated by children attending our centres and in the wider community. The kinds of activities that are incorporated into the program are: stories, rhymes, music, clothes and foods these are the things that will help children acknowledge different cultures and religions.

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## Contacts

### **Athol Park**

13 Gateshead Street,  
Athol Park SA 5012  
**P (08) 8447 6333**

### **Brighton**

397 Brighton Road,  
Brighton SA 5048  
**P (08) 8358 5384**

### **Broadview**

611 Regency Road,  
Broadview SA 5083  
**P (08) 8266 6895**

### **Findon**

127 Findon Road,  
Findon SA 5023  
**P (08) 8244 4404**

### **Hectorville**

38 Montacute Road,  
Hectorville SA 5073  
**P (08) 8365 7571**

### **Littlehampton**

80 Princes Highway,  
Littlehampton SA 5250  
**P 0419 990 688**

### **Morphett Vale**

215-219 Main South Road,  
Morphett Vale SA 5162  
**P (08) 8186 6166**

### **Prospect**

96 Gladstone Road,  
Prospect SA 5082  
**P 0499 844 991**

### **Salisbury**

60 Winzor Street,  
Salisbury SA 5108  
**P (08) 8258 5880**

**[info@emali.com.au](mailto:info@emali.com.au)**  
**[www.emali.com.au](http://www.emali.com.au)**