



**Edugarden**  
EARLY LEARNING ADVENTURE CARE CENTRE

WELCOME  
TO THE  
FAMILY



# MEET THE TEAM



***Aunty Jolene  
Centre Manager***



***Aunty Esther  
Teaching Assistant***



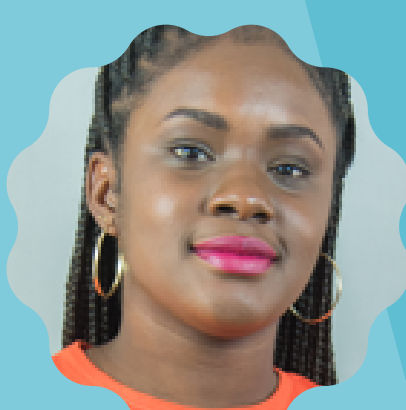
***Aunty Myrtle  
Key Teacher***



***Aunty Tia  
Root Teacher***



***Aunty Gezanna  
Sprout Teacher***



***Aunty Shannique  
Seedling Teacher***



***Aunty Kirby  
Sapling Teacher***



***Aunty Petal  
Curriculum Advisor***

# DAILY LOGISTICS

## **LOCATION & CONTACT INFORMATION**

Eduarden Early Learning Adventure Care Centre  
13 Havelock Street, St Clair

### **Contacts:**

We have a full time centre manager, Aunty Jolene, who will be on call for all queries as well as our founder Aunty Suzy on site. Although we know parents like to have direct contact with your class teacher, which is advisable, they may not be able to answer questions immediately, therefore we encourage you to Wats App or call Aunty Suzy on +1 868 793 8684 or Aunty Jolene on +1 868 764 7623, especially with any emergency information. The WhatsApp groups are used to send and receive school information that is not child specific, if your child will be off school, or requires a lunch order please contact us directly. If you have not been added to the private Facebook group or WhatsApp groups please let Aunty Suzy know, to rectify.

# HEALTH POLICY

“To keep the body in good health is a duty... otherwise we shall not be able to keep our mind strong and clear.” Buddha

The health of our children and team is very important; to provide the best experience for your child, your child and we must be healthy. At Edugarden we implement practices to minimize the spreading of illness and we ask that you assist us in our efforts to maintain a healthy environment.

## Home Care Policy

If your child is showing signs of a communicable illness we will request that you care for your child at home for at least one full day, until the symptoms have cleared, or until a doctor provides a bill of health. If your child returns to school on the second day and is still showing symptoms of illness we will require a doctor's note before your child can return to school again. We understand that this may cause inconvenience to you but we strongly believe that:

- The best place for your child to recover is at home
- Your child requires one on one care
- The health of all children and staff in the school must be protected

If you believe that your child is becoming ill we ask that you take a proactive approach, let us know if your child should avoid water play, keep your child home for the day, make arrangements so that in the case your child is required to stay home someone will be available to provide care. The second last thing we want is to send your child home; the first is that your child becomes ill because we didn't send a child home that was showing symptoms. We expect your cooperation in the event that Edugarden deems it necessary for your child to remain home. If you feel that our request is unwarranted we invite you make an appointment with us to discuss the matter.

## **Illness**

The following symptoms will be brought to your attention if displayed by your child:

*Mucus:* You will be informed if your child has clear mucus running from his or her nose. This may be allergies or a sign that your child is becoming ill. If the mucus is opaque and/or discolored we ask that you care for your child at home.

*Coughing:* You will be informed if your child is coughing. If your child has a persistent cough we will recommend that you care for your child at home and visit your pediatrician.

*Sneezing:* You will be informed if your child is sneezing. Particularly if accompanied by opaque and/or discolored mucus, this may indicate an illness, and you will be asked to care for your child at home.

*Fever:* You will be informed if your child has a fever. If your child's temperature reaches 100 degrees Fahrenheit you will be asked to care for him or her at home.

*Rash:* You will be notified if your child has any rash. Diaper rash is common and not a reason to stay home, however we will notify you so that we can work together to clear it up quickly. Other rashes that present themselves will need to be proven non-communicable.

*Vomiting:* You will be notified if your child vomits. Sometimes children vomit because they have eaten too quickly, or have placed their hand in their mouth while crying. We will let you know if this happens. If your child vomits for an unknown reason we will ask that you care for your child at home.

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*Diarrhea:* You will be notified if your child has loose bowels. If your child has more than one loose bowel in one day we will ask that you care for your child at home.

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*Allergies:* We understand that your child may suffer from allergies. If this is the case please inform us and provide a note from your pediatrician. We will facilitate the comfort of your child in every way we can.

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## **Medication**

*Edugarden will not administer medication to your child that has not been requested and approved by you. This information should be provided at registration and requested as necessary. This applies to diaper rash cream, acetaminophen (Panadol), puffers, insulin, Epi-pen, and any other medication that your child may require while at Edugarden. In the case that your child receives a scratch or scrape, unless otherwise notified we will apply antiseptic and a bandage. Please make requirements clear as medication will not be administered without your expressed permission.*

## **Bruises, Marks, Irregular Behavior**

*If your child has an injury please bring it to our attention. We are vigilant in maintaining the health and safety of our children and will bring any unknown bruises and marks to your attention. Children get bumps often as they play; we take measures to ensure that no preventable harm comes to your child in or away from Edugarden. If we notice a change in your child's behavior we will bring it to your attention. Often this can be caused by reasons such a parent traveling, a family illness, or an addition to the home. Children are very perceptive, and so are we at Edugarden. We will work with you to assist your child in any transitioning that he or she is going through.*



## **First Aid**

There is always a First Aid and CPR trained member of Edugarden on site. Should your child need emergency care for any reason, you will be notified, and ambulance will be called, and a trained and qualified person will care for your child until they are no longer in any immediate danger.

## **StudentMed**

All children aged two years and older are added on to our StudentMed Accident and Emergency Insurance Policy. Should any incident that requires more care than first aid care occur, you will be notified and your child will be taken to St. Clair Medical to see a doctor.

## **Nutrition**

We know that your child's nutrition is very important to you. Because of the many personal preferences that families have regarding dietary choices we require that you send in food for your child. We ask that you do not send peanuts and that you alert us to any food allergies or intolerances that your child has. We encourage our children to eat only their own food, unless we are having a picnic, or other event that involves food sharing. It is helpful that you send in nutritional snacks and lunches, both for giving your child the nutrition that he or she requires, and in preventing unwanted sharing or disputes over food.

## **Routine**

We maintain a routine at Edugarden to provide consistency within our programs. Arriving on time for programs is an important part of maintaining this routine; making sure nap and quiet times fit with your child's needs to facilitate learning. Over tired children are more susceptible to illness.

## **Hand Washing**

Edugarden has hand sanitization units that we ask all parents, staff and guests to use. The children's and teams' hands are washed or sanitized between activities, before and after eating, after toilet training, and any other time it is deemed necessary.

## **Cleaning Products**

We use only the best cleaning products at Edugarden. Our product line is approved for use in restaurants and hospitals and is guaranteed to eliminate biological threats. To avoid chemical contact, we clean and sanitize with these products in the evening and use natural products throughout the day so that your children receive the best of both worlds. Surfaces and materials are cleaned after each use to ensure that your child is always working in a clean environment.

Edugarden takes pride in providing an environment that is healthy and safe for your children. We maintain this standard at all times, and promote healthy habits as one of the fundamental values of Edugarden.

You can also view our Covid-19 Booklet at

**<https://www.flipsnack.com/eelacc/back-to-school-after-covid-19.html>**

# TOILET TRAINING

“Edugarden does not require that your child be toilet trained prior to enrolment. We understand that this is a priority for you as it is for us; so, it is an achievement we can accomplish together! Children using nappies will be a part of our potty-training program with regular visits to the toilet at ninety to one hundred and twenty minute interval in addition to necessity and request. Our programs are scheduled to facilitate toilet training. At set intervals though out the day, your child will be encouraged to use the toilet. To build the habit children are placed on the toilet at the time of every nappy change from eighteen months. If the nappy is soiled your child will sit for a short time to develop a connection between bodily waste functions and the toilet, then be changed; if the nappy is dry your child will be encouraged to stay seated on the toilet for as long as reasonably possible until he or she urinates or has a bowel movement. Scheduled toilet training takes place after every snack and meal break as well as after nap/quiet time. These are times when children are likely to need to use the toilet and this reinforces the habit even before they begin to recognise the sensation. In addition to learning to use the toilet this time serves to teach dressing and undressing, hand washing and general grooming. Children are encouraged to look at their reflections and make observations about themselves.

“We positively reinforce toilet use with praise and foster pride for your child when he or she uses the toilet, flushes, washes hands, pulls up his or her own pants, and displays other appropriate behavior. Accidents happen. This is an expectation and a normal part of toilet training. It is not a ‘bad’ behavior. Focus is always placed on achieving the goal and picking up at any stage to continue the toilet routine. For example: if your child has an accident we will 'hurry' to the toilet and sit down to see if there is ‘anymore’ to come out. While we wait we will talk about the feeling of going to the toilet and that we might reach the toilet sooner next time. We will change and wash up as usual, reminding your child tell us next time he or she needs to use the toilet.

Toilet use is documented to mark progress and you will be invited to send your child in underwear when use becomes regular. We encourage you to continue a similar practice of toilet training at home to facilitate consistency.

# BEHAVIOUR MANAGEMENT

Education encompasses much more than academics especially in the early years when children are learning fundamental values and expectations that they will carry with them throughout their lives.

“The best investment we can make is in early childhood as what happens to us in the first six years basically sets our coping skills and competence for life...” (J. Fraser Mustard, 1997)

Children learn the moral basis of right and wrong, how they are expected to treat others, and how they should expect others to treat them. At Edugarden we nurture the values of kindness, understanding, and respect by demonstrating through our actions and leading by example.

## **Polite Words**

Words are one of the most important tools that we use at Edugarden. Children are spoken to using correct grammar, etiquette, and tone. We encourage children to use their words appropriately to express themselves and their needs.

## **Sharing**

Edugarden encourages children to share with each other while respecting personal boundaries. We enjoy activities that are enhanced by sharing and provide equal turns for all of our children. Children are not obligated to share personal belongings and are encouraged to eat their own food without sharing. Where conflicts arise between children over an object, the object will be removed and equal emphasis will be placed on sharing and respecting the belongings of others.

## **Respect**

“We worry about what a child will become tomorrow, yet we forget that he is someone today.” (Stacia Tauscher) Mutual respect is paramount at Edugarden. All children, parents, guardians, teachers, and caregivers are treated respectfully and their contributions to Edugarden are noted and appreciated. By ensuring that each individual feels respected and cared for we cultivate a healthy community where children are comfortable to blossom and adults can take pride in their positive contributions.

## **Time Out**

We have a time out zone where children may be asked to spend time or may go voluntarily to relax and think about their actions or a situation that has been upsetting to them. The opportunity to speak with a teacher or care giver is provided to any child who chooses to make use of ‘time out’. It is not treated as a punishment but as a tool for learning a lesson and learning to control impulsive behaviour.

## **Discipline**

There are no 'naughty children' at Edugarden. Our time out zone is used to separate a child who causes a disturbance from classmates and/or the source that has provoked that child. Part of 'time out' includes discussing the preceding situation or events. The child is expected to understand the reason for being in 'time out' from this discussion as a condition for returning to class activities. The discussion also provides an opportunity for the child to express the feelings that caused the conflict or disruption. For serious conflicts where a child may or does cause injury, or displays recurring conflict, parents will be notified and reports will be filed. All conflicts will be treated with confidentiality to ensure that all children are kept physically and emotionally safe.

## **Violence**

Conflict is inevitable; while in most cases it is not serious, we at Edugarden take a serious approach to preventing the negative escalation of situations and being prepared to deal with all levels of conflict. Biting, Hitting, Kicking, Shoving, Hair Pulling, Spitting, Name Calling, Yelling, Object Projecting, Tantrums, violent behavior is not tolerated at Edugarden. For all of the above behaviors the child who is acting out will be placed in time out so as not to cause injury to themselves or others and said child's parent/guardian will be notified verbally and via written report. In cases where the behavior is recurring Edugarden will work with the child's parent/guardian to discover the cause and achieve a solution.

## **Confidentiality**

It is important that children do not learn to expect naughty behavior from themselves or from others. For this reason, personal details will be kept confidential and children will not be used as examples of negative behavior. Edugarden works with children, parent/guardians, and within the classrooms to recognise behavioral issues, their root cause, and the best solutions while ensuring that children do not develop negative expectations.

## **Empathy**

In all of Edugarden's relationships, empathy plays an important role. We believe that everyone who enters Edugarden should feel safe, respected, and appreciated. With this foundation we can solve any issue in an appropriate manner and we set the example of who to interact with the people in our lives. We encourage our children to communicate with us all of the things they find important and impactful, and we appreciate for our parents, guardians, and staff to do the same.

"Listen earnestly to anything your children want to tell you, no matter what. If you don't listen eagerly to the little stuff when they are little, they won't tell you the big stuff when they are big, because to them all of it has always been big stuff." (Catherine M. Wallace)



# SECURITY

“Perhaps home is not a place but simply an irrevocable condition.” James Baldwin

Your child’s security and the security of your child’s belongings are very important to us. We ask that you assist us in maintaining certain practices to maintain this security at all times. We aspire to provide an environment where your child feels safe, comfortable, and loved; an extension of home.

## **Personal Security**

### **Our Team**

We are looking forward to getting to know your child, and you! Until you know each one of us at Edugarden by name we will make every effort to make ourselves known to you. Developing familiarity is a priority because it enables us to provide the personal service we are capable of providing. It also facilitates our transactions with you. Edugarden team members are required to provide a favorable police report as well as demonstrate positive personal qualities. We want you to feel comfortable knowing that your child is in the care of capable and caring people.

## **Pick Up**

We expect that your child will be picked up from Edugarden by one of the people listed on his or her registration form. If you make other arrangements for your child's pick up we require that you inform us in advance and provide the following information:

- The person's name
- A copy of government issued identification
- The license plate number of the vehicle

We will confirm with you if someone other than you comes to pick up your child and we have not been notified, even if that person is on the list for pick up. Please remember to let us know in advance or call as soon as you know there will be a change in routine so that we can prevent any unnecessary waiting. Keep in mind that our team takes the responsibility of your child's security very seriously and will not release your child to an unknown person.

## **Visits**

Appointments are required for all guests entering Edugarden. This includes interested parents as well as guest speakers and performers. It is important that Edugarden keep a record of all visitors and makes the appropriate accommodations so that your child's programs are not interrupted.

## **Property Security**

### **Labelling**

Please clearly label all of your child's belongings. We do our best to ensure that your child's containers, clothes, and toiletries do not get mixed up or misplaced, and with so many similar items, it is of great assistance to us when everything is clearly labelled.

### **Special Items**

We understand that there may be times when your child desires to bring a special personal item to Edugarden. Please be sure to notify one of our team members and identify the item to us so that we are aware that the item has accompanied your child and can therefore make sure that it is accounted for at the end of the day.

# PRIVACY

“Respect for your child’s privacy is a priority of Edugarden. We share in your pride and desire to share the achievements of your child, and we require personal information to provide the best care we can. At the same time, we understand the importance of knowing that your child, child’s information, and child’s image are secure. Please read this policy so that you are aware of the levels of confidentiality provided by Edugarden and may make any necessary requests known to us to enable Edugarden to accommodate you, your child, and your family.

## **Forms and Files**

### **Registration**

The registration and information forms that you have filled out are filed by Edugarden and accessible to our team to facilitate providing care. We expect all of our team members to know your child and any important information about your child, not just your child’s primary teacher/caregiver. This information is not accessible to other parents or guests of Edugarden unless there is a medically relevant reason in which case only an Edugarden team member will give that information. No other person will have direct access to the files. In the case that a parent requests information about another child, the request will be passed on to you for approval. An example of when this might happen is a birthday party where a parent may request contact or dietary information for children they wish to invite.

## **Incidents**

If and when incidents occur, an incident report is filled out by the teacher/caregiver present at the time of the incident. The parents of the child or children involved will be informed of the incident and are entitled to a copy of the report, which is kept by Edugarden. Please refer to Edugarden's Behavioral Management Policy for more information on incidents.

## **Media and Marketing**

### **Internet**

The internet provides a forum for fast and easy information sharing. It is important that you understand when and where information about your child will be posted.

Edugarden has a *private Facebook group*:

<https://www.facebook.com/groups/396368350475717/>.

The only members in this group are Edugarden team members and parents of enrolled children. This group is not visible to non-members and membership must be requested and approved by Edugarden. If and when a team member or child leaves Edugarden their membership to said group may be revoked. The information shared in this group includes schedules, newsletters, notices, policies, and photographs. Its purpose is to provide parents with access to information that is also available in print, and to share the activities and lessons provided by Edugarden. If you do not wish your child to appear in this private group you must make a request, which Edugarden will honor.

Edugarden has a Facebook Page: [www.facebook.com/eelacc](http://www.facebook.com/eelacc), which is public. This page has general information about Edugarden used for promotion. Information about guest appearances and themed activities may be posted on the page in a general fashion to share with the community. Pictures of your child will not be posted to the public Facebook Page without you expressed permission. Should Edugarden wish to post a picture your child appears in to this page, your permission will be requested, the picture will be made available for you to review, and your decision will be respected.

## **Print**

Within Edugarden pictures of your child may be displayed as well as artwork and projects your child has completed. Outside of Edugarden any projects that require print or presence of children enrolled in Edugarden, will be presented in advance to parents and the presence of parents may also be requested. If a parent wishes to be present when not requested, that wish will be accommodated.

## **Individuals**

Children will not be individually presented as a means of promotion based on their social connections. Edugarden does not look to advertise itself by drawing attention to the families of children who are enrolled. Your child's accomplishments will be recognized as their own and her or she will not be subject either pressure or press based on any position or publicity of the parents.

# FEEES

- Fees are due to secure your child's place, and at the beginning of each payment period. We do not pro-rate fees. The fees are inclusive. This means there are no additional fees such as a building fee, library fee, capital fee, etc. Book list is also included.
- Fees are due and payable on the first day of each new term or month for those who pay monthly.
- After a two-week period, a letter will be sent to all parents who have not paid fees, requesting that they remit the fees within 2 days of the date of the letter.
- All fees paid after the two-week period will attract an interest charge of 5% on the outstanding balance. The affected child may be excluded from class until the outstanding fees plus the interest charges are paid. Should a child be excluded from class for non-payment of fees for more than one (1) week, the Principal reserves the right to remove that child from the register.
- The school budget is based on students' ANNUAL fees. In an effort to assist parents, the school has kindly agreed for fees to be paid in instalments (three terms or by the month). Therefore, even if students are withdrawn during the academic year fees must still be remitted for the entire school year.
- Late fees are \$40 after 2:00pm and \$100 after 5:00pm - per hour or part thereof. An extra hour can be paid upfront with term or monthly fees at a discounted rate if necessary

# PRESCHOOL EXPERIENCE

## **What to Send**

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- Pampers (if required)
- Wipes
- Change of clothes
- Water
- Food (2 snacks and lunch)
- Small blanket and pillow
- A comfort item

## **Should I Stay or Should I Go?**

Drop off can be stressful at first! In our experience we have found the best thing is to have a consistent routine. Lingering causes more stress for your child who will continue to look for ways to get you to stay, or take him/her with you. By consistently keeping drop off short and sweet your child will learn what to expect and transition more easily.



## **I think my child may be ill...**

Unfortunately, now is a time when your child is likely to become ill. If you are unsure it's best to keep your child home. Children displaying symptoms of contagious illnesses need to be collected and kept home the following day, until the symptoms have subsided, or until a doctor can confirm they are not contagious.

## **I'm concerned, but I don't want to seem overbearing.**

Don't hesitate to contact us with any questions or concerns that you have! It might seem small or simple, but if it's on your mind we are happy to listen. We want to make your child's experience as comfortable and meaningful as possible, and having open communication helps us with our day to day and long term development! Even if you just miss your baby, we are happy to provide updates and pictures to put you at ease. Likewise, don't be alarmed if we call you – most times it will be so that we can work together to provide an environment that complements your home routine.

# DAILY SCHEDULE

Our daily schedule offers a guideline to our parents and staff, but specific needs must be taken into consideration and therefore it is easily adaptable to meet each child's requirements

Time	Activity	Description
7:00 – 8:00	Welcome	This is a time for breakfast, brushing teeth and free play
8:00- 8:10	Stories & Songs	Story time and singing to wake up our minds
8:10 – 8:30	Sensory & Motor Skills	This may include, play-doh, coloring, puzzles lacing and music
11:8:30 – 8:55	Circle Time	Calendar counting, days of the week, seasons, singing songs, talking about the day's weather or theme related books and stories.
8:55 – 9:00	Personal Care	Toilet training, pamper changing, washing hands & faces
9:00 – 9:30	Morning Snack	Children will be offered the healthiest snacks in their lunch kit and water
9:30 – 10:00	Class Lesson	Curriculum
10:00 – 10:30	Calendar Activities	Craft, activity or guest corresponding with the calendar
10:30 – 11:00	Class Lessons	Curriculum
11:00 – 11:10	Outdoor Recess	If weather permits the children will go outside in one of our 3 garden spaces
11:10 – 11:30	Lunch	Lunch & Water
11:30 – 11:45	Personal Care	Toilet training, pamper changing, washing hands & faces
11:45 – 13:00	Quiet Time	Children will either sleep or complete quiet activities
13:00 – 13:15	Personal Care	Toilet training, pamper changing, washing hands & faces
13:15 – 13:30	Snack	Offer of remaining items in the child lunch kit
13:30 – 13:50	Review	Review of class and calendar activities
13:50 – 14:30	Games	This may include puzzles, Bingo, Letter & number games, dress up, Memory Games.
14:30 – 14:45	Personal Care	Toilet training, pamper changing, washing hands & faces
15:00 – 15:50	Snack	Offer of remaining items in the child lunch kit
15:15 – 16:15	Second Mouse	This program offers activities that are structured and educational fitting for individual children needs.
16:15 – 16:30	Personal Care	Toilet training, pamper changing, washing hands & faces
16:30 – 17:00	Quiet Activities	This is a calming period before each child is collected.

# REPORTS & EVALUATIONS

We will perform an end of the term evaluation on your child. Our evaluations are aligned to our curriculum and are utilized by teachers to guide them in their lesson planning. We will share these evaluations with you so that you know how your child is performing in school. Teachers may contact you to set up a time to discuss your child's evaluation, giving you opportunities to ask questions and better understand your child's learning and growth.

Every Friday you will receive a report via email detailing your child's week. The majority of information in each report will have already been communicated to you but we provide these reports for your files.

# EXTRA CURRICULAR

We offer the following extra - curricular activities:

Spanish - \$350/term

Physical Literacy -

\$350/term

Gymnastics - \$450/term

Music - \$300/term

Dance- \$400/term

Please let us know at the beginning of term if you wish your child to be registered in any of these activities.