

2025 Parent Information Handbook Long Day Care and Kindergarten



Welcome to the Seawinds Early Learning Centre

Our Centre is an integrated service, housed within the Seawinds Community Hub; a community centre with strong ties to local schools, local organisations and services.

Seawinds Early Learning Centre (ELC) offers community-based early childhood services:

- Long Day Care for children from 6 months, open 7am till 5.45pm Monday to Friday
- 3 year old sessional Kindergarten (15hours per week) - Victorian Government-funded
- 4 year old sessional Kindergarten (15 hours per week) - Victorian Government-funded
- Before & After Kindergarten care, outside of sessional Kindergarten program

Find Us

Seawinds Community Hub (next to Eastbourne Primary School)

11a Allambi Avenue

Capel Sound 3940

03 5982 2204

www.seawindscommunityhub.com.au

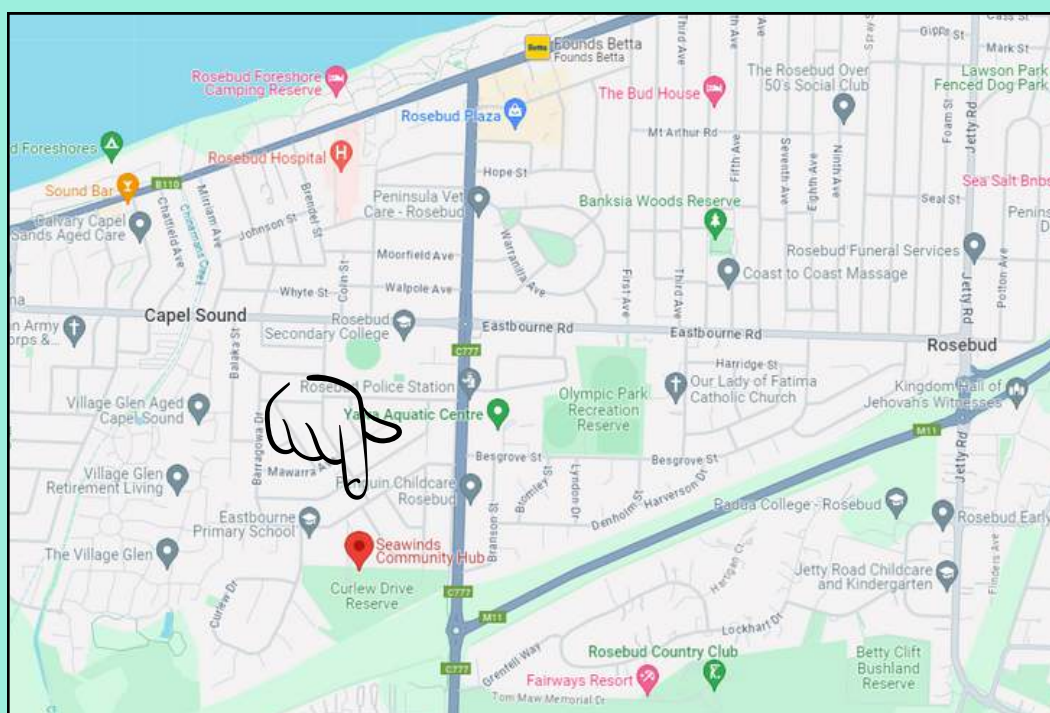


SeawindsCommunityHub

Seawindselc



SeawindsCommunityHub



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Session Times

Long Day Care - Minnows (6mths to 3yo) & Sea Stars (3yo to 5yo)				
Monday 7am - 5.45pm	Tuesday 7am - 5.45pm	Wednesday 7am - 5.45pm	Thursday 7am - 5.45pm	Friday 7am - 5.45pm
3 year old Kindergarten - Jellyfish				
Monday 8.30am-4.00pm	Tuesday 8.30am-4.00pm			
4 year old Kindergarten - Leafy Sea Dragons				
Wednesday 8.45am - 2.45pm	Thursday 8.45am - 2.45pm	Friday 8.45am - 11.45pm		

Seawinds Early Learning Centre: “where your child comes first”

Our Commitment to You

At Seawinds, your child comes first. We provide a nurturing, safe and secure environment. Our caring, experienced and highly trained team of teachers and educators offer a relaxed, fun and enriching atmosphere for you and your child. Through a thoughtfully-designed learning program based on sound early-learning theories and practice, your child will receive a high quality head start to their education.

At Seawinds every moment spent with your child is meaningful. Through daily play-based programs, your child is supported to gain confidence, make friendships and develop a love of learning in a enjoyable, fun environment. This will assist your child to not only be school ready, but ready for life! Learning is an ongoing and individual experience, and, through their early years program at Seawinds, your child will learn, make progress and be successful. Our experienced teachers and educators are keen observers of children and know how to support their learning as well as identifying when additional support could be helpful.

Our close connections with community support agencies means that we have the knowledge and experience to guide you through the maze of services available and help get your child and family the best support possible.

Seawinds learning programs are guided by the Victorian Early Years Learning and Development Framework (VEYLDF).

Family Focused

Families are their child's first teachers and have the greatest influence in their children's lives. We work in partnership with you to ensure that the needs of your child and family are met. We encourage your input and ideas into your child's learning and development program and invite you and your family to be active participants in the Seawinds community.

You can:

- Participate in the classroom and working bees
- Share knowledge and skills with the Centre
- Join our Parents and Friends Committee
- Participate in Parent/Teacher meetings
- Join in activities with the wider community within Seawinds Community Hub

Enriching children's lives through warm, nurturing relationships

Children learn best in a nurturing and supportive environment, and we believe that it is through positive relationships that the greatest learning occurs. Getting to know your child, your family and your hopes and dreams for the future, are part of this process.

By building warm, nurturing relationships we will provide you with not only a high quality care experience for your child, but also a sense of belonging and community.



We will work together with you and your family to ensure the best possible outcomes for your child.

We offer you and your family an opportunity to belong, to be valued and respected members of the Seawinds community.

Seawinds Early Learning Centre Philosophy

As Educators we value

- a rich learning environment underpinned by play-based learning and informed by the philosophy and learning outcomes of the Victorian Early Years Learning and Development Framework and informed by the Abecedarian Approach.
- Building children's sense of security and safety through predictable, flexible routines and permanent staff teams in each room. Strong relationships help keep children safe through enhanced individual knowledge of each child which greatly assists the Child Safe Standards to be upheld
- Teamwork and flexibility within teams to support each staff member's wellbeing
- Connection to the natural world with natural, outdoor playspace, all-weather outdoor program and resources, Beach Kinder and mini-bush kinder
- Community connections to the school, nearby ECEC services, Family Life, Yooralla, Brotherhood of St Laurence, Mornington Peninsula Foundation and all our families

As families we value

- Social connection and interaction for our children
- Aboriginal and Torres Strait Islander perspectives embedded within the programs
- Appreciation for all cultures
- Lifelong learning
- Children being prepared well for school

As children we value

- Being outside, our creek, our sandpit, our bike yard and all the mini-beasts in the garden
- Spending time with our teachers
- Playing with friends
- Telling stories with our teachers and friends

As a Board we value

- Connection with schools to provide continuity of educational experience
- Intergenerational learning
- Quality early childhood environments addressing social inequity through education
- ELC benefiting the community as a whole by creating a hub of connection and support for families and educators

"Creativity is contagious — pass it on" - Albert Einstein



Seawinds Team and Programs

Our Centre

Nestled amongst the trees and away from the noise and pollution of busy roads, Seawinds Early Learning Centre provides a relaxed, natural and nurturing environment for all children.

Our character-filled classrooms are well resourced and offer the perfect environment for children to play, develop and thrive.

By being a part of an integrated Community Hub and close to Eastbourne Primary School, Seawinds is proud to be able to support your child in developing a strong sense of belonging to both the centre and the broader community.

Our Teachers and Educators

At Seawinds, our team is highly trained, enthusiastic and passionate. With experience built up over 60+ years, team members offer a wide range of knowledge and expertise.

The 3 and 4 year old Kindergarten programs are led and developed by Bachelor Qualified teachers and are supported by Diploma Qualified educators. Team members participate in ongoing professional learning, ensuring that they are up to date with current best practice in Early Childhood.

Our Programs

At Seawinds, programs are designed around the Victorian Early Years Learning and Development Framework (VEYLDF). Programs support the learning and development of all children, and are designed to ensure best possible outcomes for all.

Our teachers and educators develop high quality, play based, investigative programs that support the learning for the individual child, as well as the group. These programs are holistic, and recognise every child's individual skill, talents and interests. They support the social, emotional and physical health and wellbeing of each child. The curriculum often incorporates external early childhood professionals visits into the educational program as a way of enriching your child's learning and experience. These incursions may include areas such as music and drama.

Children also participate in activities outside the Centre, such as library and playground experiences at Eastbourne Primary School (across the driveway from Seawinds), Beach Kinder, Bush Kinder and visits to two Regis Aged Care facilities. The team embraces and respects families and their individual structures, backgrounds and cultures.

We honour the child's request to share celebrations with us at Seawinds, learn from each other, and celebrate a variety of important days of cultural significance.



One of many spaces
within our
four play yards



Children painting on different mediums at Seawinds



Please note these “Hints and How To’s”

Sign your Child In and Out of the Centre

At Seawinds, we value the safety and security of all children. Dropping off and collecting your child provides an ideal opportunity to communicate with you and your family, exchange news and information. It is also a requirement under the National Regulations and part of Centrelink CCS entitlements.

When dropping off or collecting your child, you (or the person responsible) ***will need to sign the child in and out, using the Electronic Tablet AND sign the paper form in each room. This is to ensure we have a full list in case of an emergency situation where the wifi and ipads stop working.***

When you enrolled your child, you will have set up your Xplor account. To add an authorised person, see Administration for help.

Please note, that children can only be collected by people who are:

- Registered with us as an ‘authorised’ person*
- Aged 18 years and over.

Unless there is a Court Order in place which limits access of parent/s to their child, both parents have lawful authority to collect their children. ***It is your responsibility to notify us if a Court Order is in place;*** you will need to supply us with a copy of the Order which is currently in place and supply updated Orders as they come to hand.

When dropping off your child, please leave them in the direct care of a staff member.

Late or Absent?

Please ring the Centre if you will be late, or if your child will be absent for the day. You can also mark them absent on Xplor.

Families will be charged a late fee of \$5 per minute in in both long day care and kindergarten programs if children are not collected by the end of session (kinder) or by closing time (daycare, 5.45).

Keeping your Personal and Contact Details updated

It is vitally important to ensure the safety and security of your child. Please advise the Centre Office of any changes to your circumstances throughout the year.

**For the security and safety of your child, it is important to note that only authorised adults will be permitted to collect your child. Please indicate the adults authorised to collect your children by completing the Emergency Contacts and Authorisations section of your Enrolment Form.*

Healthy Eating

We are committed to developing healthy food attitudes and habits through role modelling and gentle discussion. Our approach is informed by the Food and Bodies project at Peninsula Health and the Embrace Collective, an organisation working towards healthy attitudes to food and body image in young children.

Early Learning Centre

Fresh, house-made, and nutritious morning tea, afternoon tea and lunches are prepared daily by our qualified chef and provided as part of our daily fees.. For those arriving **before 8am**, breakfast is also available.

The menu has been developed to cater for children’s dietary needs, including allergies and religious requirements using the Healthy Eating and Activity Guidelines for Early Childhood Settings as a guide. You can view each week’s menu on the display board at the entrance to the ELC rooms.

Our educators sit with the children to eat, ensuring meal times are pleasant times with an opportunity for social interaction and extending learning through conversation and exploration of food.

3 year old Sessional Kindergarten

For every session, please provide a water bottle for your child, with a lunchbox containing a few healthy snacks and a suitable “lunch” option.

4 year old Sessional Kindergarten

It is important that all children bring with them a lunch box, filled with sufficient lunch, snacks and a water bottle to sustain them during their Kindergarten Session.

Food Suggestions:

- Fresh fruit salad
- Vege sticks
- Sandwiches - try different types of breads such as pita, mountain bread or rice cakes, as well as healthy spreads, dips and vegetables
- Yoghurt or cheese
- Crackers
- Dried fruit

Please no nuts.

"Hints and How To's" continued...

Illness and Injury. How sick is too sick to attend?

Regular attendance is important. However, if children are not well, they should stay at home for extra rest and cuddles until they feel better. This is both for your child's sake and to eliminate the risk of infecting other children and staff.

Please keep your child at home if they:

- Have a temperature above 37.5° C and for 48 hours after the temperature has dropped to normal
- are suffering from a condition which is contagious to other children - signs of conjunctivitis, respiratory infection (more than just a cold), impetigo (or school sores), hand, foot and mouth disease (where weeping blisters are present), slap face syndrome
- Has been recommended by a doctor/specialist not to attend ELC, or seems unwell
- Has had gastro (vomiting or diarrhoea), they are strictly excluded for 48 hours after their last symptom. **Children will be required to be picked up if they have two or more diarrhoea nappies/events in a session.**
- Requires four hourly paracetamol.
- Has any rash or irritation you cannot identify.
- Is within the first 24 hours of starting a course of antibiotics.
- Is within the first 24 hours after an immunisation
- Has been hospitalised or been under a general anaesthetic in the last 48 hours.

Please use your own judgment, however if you are not sure, please phone Seawinds on 5982 2204 for advice.

Rest Assured Your Child Is In Good Hands

All our staff hold a current Level 2 First Aid Certificate (including CPR) with additional qualifications in Anaphylaxis and Asthma management.



Smoke Free

Smoking is not allowed within the Centre, or within 4 meters of the building perimeter.



Medication

When your child requires medication during the day you will need to:

- Complete and sign the appropriate Medication Permission Form. Permission to administer medication can only be given by the parent/legal guardian.
- Bring medication in the original container with your child's name on the label. Authorisation must be consistent with the prescription label and directions as advised.

Please note:

- We are unable to give a child any medication without a doctor's prescription.
- Medication must be within its expiry date.
- On pick-up, parents must sign the Medication Authority to acknowledge the child has received the medication and collect medication to take home.
- Medications will be placed in the medication cupboard or in the 'fridge'. (Medication must never be left in children's bags).

Staff are not permitted to give medication using their own discretion. We cannot be responsible for any allergic reaction or injury caused to the child by the administration of the medication in accordance with the parents written authority.

Asthma / Allergies Action Plan

To ensure your child's needs are met, please inform the ELC Leadership Team at the time of enrolment (or at any other time, should circumstances change), of any medical conditions, asthma or any allergies.

If your child suffers from asthma / allergies, you will need to provide:

- An Action Plan signed by your doctor. Your child will not be able to start at Seawinds until a signed plan is provided.
- Ventolin, Spacer, Epipen and/or Antihistamines if required are to be kept on the premises. Please ensure these items have valid expiry dates.
- A risk assessment form and a medical communication form prior to starting.

Clothing

When dressing for the day, it is important to remember that children tend to throw themselves wholeheartedly into activities and often get quite dirty. This is all part of experimenting and learning and is considered an essential part of the program. Therefore, children need to be dressed in clothes that wash easily. Please remember to dress your child in clothes he or she can manage by themselves (for example, trousers that pull down easily when children go to the toilet).

So that your child can be ready for all opportunities and does not miss out on 'messy play', please provide at least one (and possibly two) changes of clothes and a pair of gumboots.

In summer a wide-brimmed sunhat is essential. In winter a warm coat is necessary.

Art Smocks are provided - fun is guaranteed!

As children are very active, they need closed-toe footwear that is sturdy and non-slip. Thongs and slip-on shoes without a heel strap are not suitable for safe play.

As children often take off clothing, it is strongly recommended that all items of clothing be labelled, especially hats, coats, and other spare clothes.

Although not compulsory, you may choose to purchase a Seawinds branded t-shirt, windcheater or hat. Please order these via Reception.

Sun Smart

Seawinds is committed to meeting the Cancer Council's SunSmart practices for educating and protecting children from the harmful effects of the sun and the sun's ultraviolet (UV) radiation. Childhood is a critical period during which exposure to UV radiation is more likely to contribute to skin cancer in later life.

During the warmer months (from September until May) when UV levels are above 3, we encourage all parents and guardians to help their child to learn sensible sun protection habits whilst at Seawinds.

- **SLIP!** Wear long-sleeve tops. Tank tops and singlet tops are discouraged.
- **SLOP!** Apply sunscreen either before or upon arrival at the Centre.
- **SLAP!** Wear a wide-brimmed hat that shades the face and neck (legionnaire, broad-brimmed or bucket style, but not peak caps or visors).
- **SEEK!** Encourage children to play in the shaded areas.

When necessary the outdoor program layout will make full use of the shading provided.

An SPF 30+ broad-spectrum, water resistant sunscreen is available at the Centre. Families are welcome to use the sunscreen and children are encouraged to re-apply sunscreen during the day. Please let us know if your child has a sensitivity to sunscreen.



Our newly installed outdoor play spaces allow creative minds to grow



General continued...

Toys From Home

'Soft' toys and books associated with comfort and security will help children to more successfully manage separation and settle into the Centre.

Otherwise, please refrain from bringing toys and games from home, as they can easily get broken or pieces lost, causing your child great distress.

Becoming Involved

Families are warmly welcomed to become involved. By interacting with your child's teacher on a regular basis, you'll gain a first-hand understanding of your child's learning.

You may choose to join in the Classroom, join in social Get-Togethers, events, working bees and special days.

Your involvement shows your child the importance of belonging to the larger community and provides opportunities to make lasting friendships.



Birthdays

On your child's birthday we invite you to bring along a cake from a commercial kitchen (i.e. Coles) showing the complete list of ingredients.

For children who have allergies or need gluten free food, we ask parents to provide a treat to keep on the shelf or in the freezer for these occasions.

Party Invitations are discretely distributed by staff.

Photographs

We understand that keeping a memento of your child's time at Child Care and Kinder is important.

A photographer visits, usually in the first half of the year to take natural, individual and group photos. Photos can be selected for purchase.

Sleep and Rest

Our Service has a prime duty of care to ensure children are provided with a high level of safety when sleeping and resting, and every reasonable precaution is taken to protect children from harm and hazard.

We consult with parents about their child's particular needs (e.g. sleep patterns and habits, need for a comforter).

Infants sleep on demand. Toddlers and older children have a scheduled sleep/rest period shortly after lunch.

Comforters from home will be given to children who need them to settle. However, toys with ribbons, removable parts or parts that can be looped over a child's head, cannot be used because of the Service's adherence to the Red Nose guidelines.

Amber 'teething' necklaces are not permitted at Seawinds due to their strangulation risk. Parents will be asked to remove these at drop off.

Children are left to wake of their own accord, and educators attend to soothe them when they do wake. In instances where families request their children remain awake, that child will not be encouraged to sleep (e.g. patted). However, if the child should fall asleep on their own, educators will not wake the child.

All children rest with faces uncovered. Hooded tops, bibs, shoes and amber necklaces/bracelets are removed before children are put to rest.

If parents ask for their infant to be 'wrapped' as a means of settling for sleep, educators ensure that a lightweight wrap is used, the baby is not wrapped too tightly, and that the wrap is kept away from the face.

Traditional objects such as comforters, snugly rugs and soft toys are not given to children under 7 months.

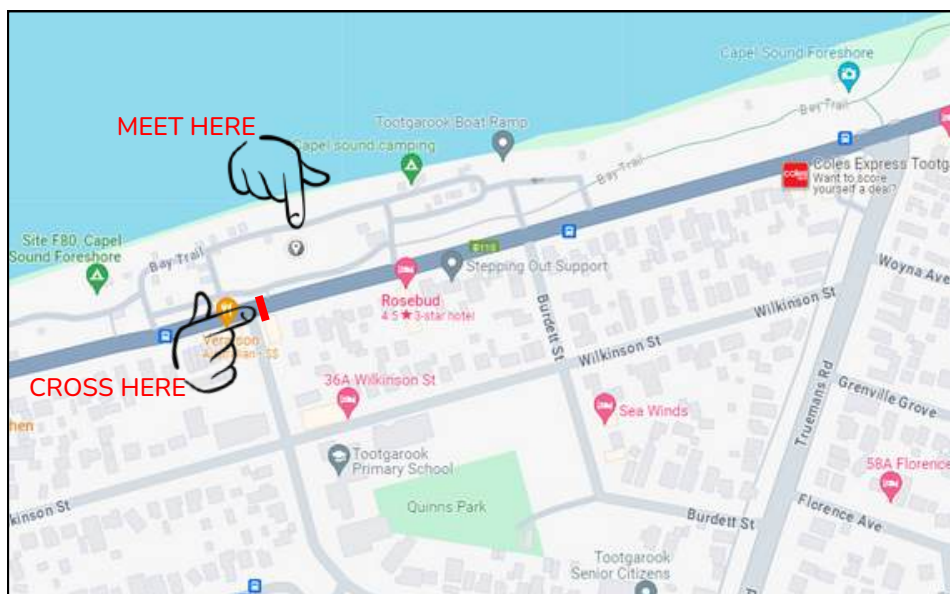
Sleeping bags should not constrict the legs and should not be too loose.

Beach Kinder Program

The Seawinds Early Learning Centre offers a Beach Kinder program for all children in our 4 year old sessional kindergarten. This runs on a Friday during terms 2, 3 & 4 of the school terms (weather permitting) and is free to all families.

LOCATION – Tootgarook Beach

Please Note – there is no car parking available on Point Nepean Road, Tootgarook. We suggest that you park your cars in Carmichael Street, Tootgarook (same street as Tootgarook Primary School) and then walk across at the lights in front of Seaside Marine (boat repair & bait shop) at 1885 Point Nepean Road. From the pedestrian crossing – walk towards the beach. The educators will meet you at the 'Boat Shed on Capel Sound' approx. 100m in front of the pedestrian crossing.



For children's safety, we kindly ask that no one park their cars in front of or near the boat shed.

Drop off & Pick Up

Meet your child's teachers at the 'Boat Shed on Capel Sound.' Children must be signed in and out by an authorised adult.

As part of our risk assessment and as a child safety measure we ask that:

1. Please do not leave your child until a teacher has said you can leave.
2. Please do not leave your child in the care of another parent or family.

Weather & Emergency Contact

Please note that beach kinder is an all-weather program. However, in the event of extreme weather or an emergency, your child's kinder session will take place onsite at Seawinds Community Hub. In the unlikely event of our beach kinder session being moved onsite, this will be communicated via Xplor playground or text message by 8am on Friday morning.

Should something unforeseen eventuate during a beach kinder session that impacts on the whole kindergarten group, you will be contacted via SMS (from 0477 222 565) – a message will be sent to your child's first/primary emergency contact.



Beach Kinder Program continued...

Toilet facilities

There is one toilet in the boatshed. There is also a toilet block nearby.
A teacher will always remain with children when using these spaces.

Clothing

Please dress your child according to the weather forecasted for that day – your child will be outdoors for 3 hours.

When we move into the warmer months (from September), it is very important your child is dressed in sun safe clothing and wearing a broad brimmed hat. Clothing should cover shoulders and knees and be loosely fitted. Singlet and spaghetti straps are not suitable.

Please find attached a copy of Seawinds UV/SunSAFE policy and some SunSmart clothing information.

Please apply your child's sunscreen at home. Teachers will reapply sunscreen regularly throughout the day and ensure shade is available on days of high UV.



Lots of variety to the day when attending Beach Kinder



What to pack in your child's backpack

1. A complete change of clothes – please ensure clothes are appropriate for the weather.
 2. A drink bottle - water only please.
 3. Lunchbox - A substantial snack is recommended as outdoor play makes us hungry! We suggest a sandwich, piece of fruit and a yoghurt as a minimum.
- Due to limited garbage disposal options, all packaging will be sent home in your child's lunchbox.

Where to put your child's backpack

Children will place their backpacks in the boat shed. We ask that adults and siblings not come into the boatshed as it is a small space.

We are incredibly grateful to have the use of it, however it is not designed for a crowd.

Bush Kinder program

Bush Kinder

3-year-old kindergarten children participate in a Bush Kinder program in Curlew Reserve around Seawinds ELC. Children attend in groups of 6-7 with two educators each kinder session, meaning that each child attends once per fortnight.

Clothing

Please dress your child according to the weather forecasted for that day – sturdy covered shoes that are good for running are a must! We find Crocs fall off easily and are not ideal.

When we move into the warmer months (from September), it is very important your child is dressed in sun safe clothing and wearing a broad brimmed hat. Clothing should cover shoulders and knees and be loosely fitted. Singlet and spaghetti straps are not suitable.

Please find attached a copy of Seawinds UV/SunSAFE policy and some SunSmart clothing information.

Please apply your child's sunscreen at home. Teachers will reapply sunscreen regularly throughout the day and ensure shade is available on days of high UV.



"Bush kinder is my favourite kinder!" - Finley, aged 4



Acknowledgement of Country

Bush Kinder is an important part of learning on Country and we acknowledge the Boonwurrung and Bunarong people as the custodians of the land where we learn and play. We promise to look after it every day!

As part of our role in looking after the land, we always take a rubbish bucket with tongs and clear away any litter we see. We also make sure to be gentle with plants, animals and insects and never take all of a plant away, leaving none for the birds and insects.

Connecting with the natural world is a foundational principle at Seawinds and we believe we are contributing to long-term sustainability by helping children develop a love for the plants, animals, rocks, weather, clouds and sky they experience during Bush Kinder.

Intergenerational Program

Our Regis Grand-Friends

Seawinds has an ongoing relationship with two Regis Aged Care facilities in Rosebud. Our 4-y-o kindergarten children enjoy reciprocal fortnightly visits with Regis Rosebud and our long day care children look forward to their monthly Hey Dee Ho music session at Regis The Village Glen

Benefits of Intergenerational Learning

- Makes life better for both age groups
- Strengthens the bonds of our communities
- Acts as a bridge between generations
- Improves thinking and social skills
- Promotes emotional well-being

At the same time, they give older adults a renewed sense of purpose and connection ([Generations Working Together](#), [AAIP, 2021](#)).



"Are our Regis friends coming today?" - Rae, aged 5



Child Care Rates

Full Day Long Day Care - Minnows (6mths - 3yo)		\$155 per day
Full Day Long Day Care - Sea Stars (3yo - 5yo)		\$150 per day
3 yr old Before Kinder Care	Monday & Tuesday 7.00am - 8.30am	\$41.50
3 yr old After Kinder Care	Monday & Tuesday 4.00pm - 5.45pm	\$36.50
4 yr old Before Kinder Care	Wednesday, Thursday & Friday 7.00am - 8.45am	\$47
4 yr old After Kinder Care	Wednesday & Thursday 2.45pm - 5.45pm	\$62.50
4 yr old After Kinder Care	Friday 11.45am - 5.45pm	\$104

Parent & Guardian Responsibilities:

- To ensure that all fee payments are kept up-to-date.
- To keep the Centre informed of any changes in attendance (e.g. family holidays, other absences).
- To communicate in writing and requested changes to care requirements. 2 weeks notice is required for cto reduce days or cease enrolment.
- To respond promptly to communications from Centrelink to maintain CCS eligibility.
- To keep the Centre informed about your child's care, contact and other details including up-to-date immunisations.
- To adhere to all Centre policies, particularly Managing Infectious Diseases, Medical Conditions and Head Lice

Financial Assistance available for Long Day Care Families

Child Care Subsidy (CCS)

The Child Care Subsidy is the main way the Government assists families with their child care fees.

Three things will determine a family's level of childcare:

1. Combined family income
2. Activity Level of Parents per fortnight
3. Type of Child Care Service (hourly rate cap applies)

We strongly recommend all families to log in to their MyGov account to complete their activity test to find out the hours and percentage they may be entitled to.

To calculate an estimate, please visit -

<https://www.humanservices.gov.au/individuals/families>

Enrolment Steps:

- The individual makes a claim for CSS with Centrelink, then Seawinds and the individual agree on the arrangement of care for the child.
- The individual enrolls online with Xplor* and signs the CWA*.
- The provider submits an enrolment notice to Centrelink, then the individual confirms the enrolment via MyGov.
- The Child Care Subsidy is generally paid directly to service providers and automatically passed on to families as a fee reduction.
- Families make a co-contribution to their child care fees and pay to the provider the difference between the fee charged and the subsidy amount.
- There is also targeted additional fee assistance for vulnerable families through the Child Care Safety Net.

***CWA** stands for 'Complying Written Arrangement'. The CWA is part of the Child Care Subsidy (CCS). It is an agreement between the care provider and parent/guardian which establishes the basis on which care will be provided to a child.

***Xplor** is our centre's child care software that is directly linked with Centrelink. Parents/guardians must sign children in and out at the electronic tablets outside their respective rooms.

Absences

If your child is absent, please ensure to notify the Centre either by email, via Xplor or by calling 5982 2204.

For children receiving CCS there is a requirement to attend every scheduled session. However, the Government allows families to have 42 absences per year (this includes Public Holidays). Once you have exceeded 42 absences you will lose your Child Care Subsidy (CCS) and be required to pay full fees.

Exceptions to this ruling of max. 42 absences per year (including Public Holidays) are:

- Illness of a child where a medical certificate is provided to the Centre
- Absences by approved exempt non-immunisation children during an outbreak of infectious disease - written parent statement required
- Periods of local emergency (e.g. bushfire)

Please Note: If your child has not attended child care for 8 continuous weeks, Centrelink automatically cancels your enrolment and stops paying the subsidy. It is the Parent's responsibility to keep track of absences.

Childcare Assistance (CCS) will NOT be paid if your child does not attend Childcare on their first or last day of care (leaving families with an unexpected debt).



Lifelong friends for children and parents can be made at Seawinds

Parent / Guardian Code of Conduct

Seawinds Early Learning Centre & Kindergarten

This Code of Conduct applies to all children, parents/carers and volunteers who enter the Service.



Code of conduct for children and young people

As children and young people who are part of Seawinds Kindergarten and Early Learning Centre we agree that:

- We will be supported to respect other children, young people and adults
- We will be supported to cooperate and help one another
- We will be supported to listen and receive instructions
- We will be supported to control our behaviour
- We will be supported to have a say about what we are involved in
- We will be supported to speak up if we are worried or concerned about something
- We will be supported to not be bullies or accept any bullying that we see

Code of conduct for parents and guardians

As a parent/carer of a child involved in the service provided by Seawinds Kindergarten and Early Learning Centre, I agree that:

- I will respect the rights, dignity and worth of every person, regardless of their abilities, gender, religion or cultural background
- I will respect the decisions of the Service's staff and teach children to do likewise
- I will focus on and encourage children's efforts and performance
- I will support all efforts to remove any form of abuse in this organisation and encourage a safe and supportive service environment
- I will remember that every child participates in activities for their own enjoyment, not mine
- I will raise any issues or concerns with educators, teachers or the Nominated Supervisor
- I will not treat any child or young person in an unfair, unjust, or discriminatory manner
- I will not treat any staff, volunteer or visitor in an unfair, unjust or discriminatory manner

Full Name:

Signed:

Date:

Witnessed By - Full Name:

Signed:

Date:

Seawinds Etiquette

Here at Seawinds, everyone has the right to feel safe.
Everyone has the right to be treated with respect.
Everyone has the right to learn without being disrupted.

When you enter our Early Learning Centre,
please make sure you are authentic, purposeful
and deliberate in your interactions and actions.



Where your child comes first



Eastbourne Primary School
Celebrates Success



ABN 29 153 546 368



*Seawinds Community Hub acknowledges and pays respect to the Boon Wurrung/Bunurong,
the traditional custodians of these lands and waters.*