



TRINITY

ANGLICAN COLLEGE

*Albury • Wodonga*



Little Tackers  
EARLY LEARNING CENTRE

## INFORMATION FOR FAMILIES

**34 Ellen McDonald Drive  
BARANDUDA  
Victoria 3691**

Enrolment Enquiries:  
(02) 6049 3400

Centre: (02) 6049 3485

**3 Year Old Pre-School Program  
4 Year Old Funded Pre-School  
Program**



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## Why choose Little Tackers Early Learning Centre?

Our goal at Trinity is to provide holistic educational opportunities and programmes which will enable our students to fully develop their skills and talents academically, spiritually, socially, physically and culturally. We want our students to be responsible and valued members of the community who will have the skills and confidence to use what they have learnt to make positive contributions towards others and society.

The children at Little Tackers will be a part of the Trinity community; they will wear a uniform similar to the College's sports uniform, will regularly visit and use College facilities, will sometimes attend Chapel Services and Assemblies and will interact with students and staff from the Junior School from a variety of year levels.

Our backdrops are picturesque with the peaceful surroundings of paddocks, horses, kangaroos, birdlife and plenty of wildlife. Little Tackers Early Learning Centre understands the importance of children making the connection between themselves and the world in which they live. We educate children about our beautiful world in which we live and the importance of sustaining it for a better future.

## Staff

Early Learning Centre Director  
Early Childhood Teacher  
(Nominated Supervisor)  
Assistants

Head of Wodonga Campus

Mrs Tracy Iliff  
(02) 6049 3485  
[Tracy.Iliff@trinityac.nsw.edu.au](mailto:Tracy.Iliff@trinityac.nsw.edu.au)  
Mrs Louise McLellan  
Miss Kerrie Hill  
Mr Chris O'Loan

## Management

Acting Principal

Deputy Principal

Business Manager

Ms Susan Shaw

Mr Peter O'Neill

Mr Greg Davis

## Session Times

3 Year old programme session times:

Monday	9am – 1pm
Thursday	9am – 1pm

4 Year old funded programme session times:

Tuesday:	9am – 3pm
Wednesday:	9am – 3pm
Friday:	9am – 3pm

## Trinity College Mission and Values

Trinity is a co-educational Anglican Independent school for students from early years to Year 12. We are an outstanding school which provides an enjoyable learning environment, the delivery of holistic education offering opportunities for all and catering for individual student's needs, skill and aspirations. The Colleges educational programmes and approaches are founded in Christianity and are well supported by strong pastoral care, highly qualified and committed staff and an optimistic outlook for the future and the role that students from Trinity will play in this.



'The Very Hungry Caterpillar' is displayed in our Junior School Library.

## Fees

3 Year Old Programme - \$35.00 per day

4 Year old Programme - \$41.00 per day

- \* Discounts will apply to holders of a health care card, pension card or Veterans affair card on presentation of the card to the service. This **ONLY** applies to the 4 year old funded kindergarten programme. No discounts are applied to the 3 year old programme.

Families will be issued with Registered Care receipts during the year. These receipts can be given to Centrelink for claiming a small percentage of your fees. Please note: Little Tackers is currently not an approved care service so families are unable to claim the 50% rebate on fees that may be available to families in long daycare services.

## Enrolments

Enrolments for Little Tackers Early Learning Centre and both Trinity Campuses are directed to the School Registrar, Mrs Rowena Newcomen.

Rowena can be contacted on (02) 60493400 or via email at [rowena.newcomen@trinityac.nsw.edu.au](mailto:rowena.newcomen@trinityac.nsw.edu.au). Enrolment forms for Little Tackers and both Trinity Campuses are available at the centre and online. Requirements for our preschool programmes are as follows:

- Children attending the 4 year old programme **MUST** be turning 4 years of age before 31<sup>st</sup> March on the year they are attending the programme;
- Children attending the 3 year old programme **MUST** be 3 years of age before beginning at the centre; and

- Attending Little Tackers Early Learning Centre does not give your child automatic entry into Trinity College campuses. Families will need to go through the normal enrolment process for school entry. If your child has attended Little Tackers, your application fee and acceptance fee are automatically rolled over to your school application for enrolment form.

## Our Programme

Little Tackers Early Learning Centre is a part of the Junior School of Trinity College and offers a superb, safe and stimulating environment for your child to commence their educational journey. The Little Tackers Preschool programme is committed to providing a high quality programme based on individual needs, interests and abilities. The programme will provide opportunities for children to engage in play based curriculum which gives children both quiet and active experiences as well as teacher directed experiences where children will focus on areas of development in preparation for 'big school'.

## After School Care Programme

We are fortunate enough to have access to the Little Tackers Out of School Care Programme. The programme runs from the Early Learning Centre and is open until 6pm. For information regarding the Little Tackers Out of School Care Programme, please contact the Co-ordinator Louise McLellan on (02) 6049 3400. Enrolment forms for Little Tackers Out of School Care Programme are available online and at the centre.

## Play Based Experiences

Children learn through play by providing them with a range of small and large group experiences which may include:

- Social Emotional – dramatic play, dress-ups, role playing, pretending.
- Manipulative - Construction sets and blocks;
- Sensory – water play, sand play, play dough, clay, finger painting.
- Art – Painting and printing, collage, box construction, drawing.
- Cognitive – Computer play, science experiments, puzzles, table games.
- Physical – Climbing, ball games, cutting, drawing, sticking, threading.
- Language – Stories, picture talks, singing, puppetry, news – sharing.
- Music/Movement – singing, dancing, playing instruments, expressive movement.



## Teacher Directed Experiences

Children will participate in regular school assembly and Chapel Services, visit the library and computer room, have opportunities to cook in the campus kitchen, use the gym/PE equipment and visit the garden and classrooms for buddy sessions. Specifically tailored table activities, based on children's interests and observations, will be provided during the day with specific skills in mind such as cutting, matching, sorting, drawing and writing with teacher guidance.

## Goals of our Programme

1. For children to feel safe, happy and secure, and think of themselves as capable and important individuals.
2. For children to play productively and undertake a range of activities/experiences which allow them to practice and extend the skills and knowledge they have.
3. For children to extend their fine and gross motor skills, social skills, language skills, creativity, cognitive skills and scientific and mathematical understanding.
4. For children to develop confidence socially, and use literacy and language skills to communicate with peers and adults.
5. For children to feel comfortable in the Early Learning centre routine and competent in their interactions with others from a range of age groups.
6. For children to develop their sense of responsibility towards themselves, their peers and the Early Learning Centre environment.
7. For children and their families to feel welcome and a part of the school through using and visiting the College's facilities.
8. The programme will consist of the five learning outcomes of the Victorian/National framework and follow the guidelines of the Practice Principles for learning and Development from the framework.

Information for parents about the framework is available at:

<http://education.vic.gov/au>

Information for families about the National Quality Standard is available at:

<http://acecqa.gov.au>

## Uniforms

Children are required to wear a Little Tackers T-shirt, Little Tackers hat and have a Trinity College Library Bag which needs to be brought to each session.

Little Tackers Jumpers are available for the cooler months.

All items need to be purchased from the uniform shop at Trinity College, Thurgoona Campus.

Trinity College school bags are encouraged as they are the perfect size for Preschool items and helps children recognise they are part of the school community. These bags are available from the Uniform shop.

Order forms are available at Little Tackers Early Learning Centre.

## What to Bring

Each day your child will need:

- Little Tackers hat or broad rimmed Trinity College hat
- A water bottle (labelled) filled with water
- A spare set of clothes (appropriate for the season)
- Morning tea in a labelled brown paper bag with a piece of fruit and another healthy option
- A lunchbox full of healthy choices for lunch (please refer to food section below)
- Trinity Little Tackers jumper for the cooler months
- Trinity Little Tackers T-shirt
- Trinity College School Backpack
- Trinity College Reader Bag



## Food/Nutrition

Please pack your child's lunch and morning tea separately each day.

**MORNING TEA:** We ask that parents provide their child with morning tea in a brown paper bag with their name written on it. It needs to contain a piece of fruit and one other healthy option. Children have been very busy in the morning and by morning tea they need something a little more than just the piece of fruit. Some suggestions may be; Cheese and Crackers, Yoghurt, Healthy Muffins, Cheese sticks, Celery and Cheese just to name a few.

Children will be encouraged to eat their fruit first at morning tea time followed by their other food option.

**LUNCH:** As we have limited fridge space for lunchboxes, we encourage children to bring their lunch in plastic lunchboxes. Not only does this provide fresh food to stay fresh for longer but also helps reduce waste such as gladwrap and packaging. These smaller plastic lunchboxes fit perfectly into our fridge. If you choose to send your child with a larger insulated lunchbox you will need to pack an ice block to keep it cool as it may not be able to be refrigerated.

It is important to ensure both morning tea and lunch are separated, so children can feel a sense of belonging. It can also be very time consuming for staff to go through lunchboxes to separate food.

Due to increasing occurrence of anaphylaxis in children **Little Tackers has a NO NUT and NO EGG policy.** Please refrain from sending your child with peanut butter and Nutella, AND any kinds of nuts or egg products. Children's lunches which contain nuts or eggs will not be able to be consumed at the centre. An alternative will be offered.



***If your child has an allergy to any foods please fill in the enrolment form thoroughly and notify staff.***

## Arrival and Departure

- Little Tackers have legislative requirements that do not permit children to be dropped off at the centre before licensed operating hours. We ask that you do not arrive any earlier than the start of the session times. The front door will be locked until the operating hours are open.
- Parents/Guardians are asked to be as punctual as possible when collecting your child, late fees may be incurred.
- People on pick up lists are the ONLY people permitted to collect your child. Identification will be asked for people other than parents collecting children for the first time.
- It is mandatory to sign the daily attendance book when both dropping off and collecting your child. You will need to add the name of the person collecting the child and the estimated collection time.

## Medication

If your child requires medication throughout the day, a parent or legal guardian is required to fill out an 'Authorisation to Administer Medication' form. The medication requires a pharmacist label that states the child's name, dosage and times to be administered. Children who need regular medication are required to bring their management plan developed with their doctor. This will be placed with their medication.

## Immunisation

The Public Health Act requires parents of all enrolled children to provide evidence of a child's immunisation status.

Immunisation records need to be submitted with enrolment applications; we also need a copy of your child's Birth Certificate and 3½ or 4 year old health nurse or doctor check. Please give staff your child's updated immunisation information as it changes.

Immunisation records can now be accessed from the Medicare website.

## Parental Involvement

Studies have shown that involvement of families in Education helps to improve children's educational outcomes. Please feel free to come into the ELC and share time with your child. Children are proud to show their parents the things that they can do, the things they make and the friends they have made.

Please see staff if you have an interest or talent that you would like to share, or have time to help out in the classroom with activities or computers.

All visitors to the centre must sign the visitor's book upon arrival and departure.



## Excursions

Excursions will be planned as part of the 4 year old programme if it is considered beneficial to the child's development and interests.

You will be notified in writing prior to an excursion which will include the following:

- Excursion information
- Date and time
- Staff/child ratio
- Risk assessment

Parents/Guardians will be asked to complete an Internal Excursion permission form which will cover visits around the Wodonga Campus to events such as assembly, chapel, library, playground and the kitchen.

## Parent Concerns

Parents are requested to raise any concerns they may have regarding their child's care with a staff member. Your next step would be to speak with the Director/Nominated Supervisor Tracy Iliff if the concern is not satisfactorily resolved to your expectation. Tracy will be pleased to discuss any aspect of your child's care and education. You have the right to contact your local Department of Education in the event you have a complaint about staff or the centre. Contact details in regards to complaints is;

Department of Education and Training (DEECD) 03 8392 9500

## National Quality Standard

The National Quality Standard, Australian Children's Education and Care Quality Authority (ACECQA) helps ensure services provide the best possible level of early childhood education and care by providing clear guidelines that best support a child's development. These guidelines provide services and families an understanding as to what distinguishes high quality or excellent services.

The National Quality Standard is divided into seven areas that contribute to the quality of early childhood education and care. These areas have been identified by research and are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

Under each of these areas more details are provided about what a service can do to provide the highest quality early childhood education and care for a child.

We invite parents and families to become involved in our continuing improvement process by completing questionnaires on your children and our policies, completing surveys and add to our suggestions and comments box at the front desk.

## Newsletters/Noticeboard

Important information will be displayed on the front notice board at the front of the centre. Newsletters printed regularly provide current news on the centre, activities and progress with our Quality Improvement Plan.

## Sick Children

It is our policy that sick children will not attend the program. We have an obligation to the other families who utilise the program not to expose their children to infectious disease.

Children who display symptoms of the following complaints are requested not to attend the program:

High Temperature	Vomiting	Diarrhoea
Severe Skin Rashes/Infection	Productive Cough (mucus)	Chicken Pox
Conjunctivitis	Diphtheria	Tonsillitis
Infection Hepatitis	Measles	Mumps
Rubella (German Measles)	Whooping Cough	Cold Sores
Head Lice	Ring Worm	Scabies
Impetigo	Hand & Foot Infection	Excessive discharge from eyes/nose/ears

There are varying isolation and exclusion periods for the above illnesses. Please do not hesitate to speak to staff if you would like more information. Information brochures are available.

## Photographs

Photographs of children and staff involved in random LITTLE TACKERS activities will be taken from time to time. These photographs will be used for display purposes and advertising within the school environment. Occasionally filming and photographs may be taken by local media representatives and used in television or newspaper stories. Parents/guardians will sign a permission form at the time of enrolment and at the start of each new school year if they are happy to have their children photographed and/or filmed.

## Lost and Found Policy

Please ensure that all clothing and individual items are properly labeled. A lost and found box will be provided for any unclaimed items and is located in the front foyer. If these items are not claimed in a reasonable time they will be donated to charity. To assist in the recovery of lost items, we request that parents notify us promptly when an item is missing.

## Further Information

Please refer to our policy folder for more details on any of the above information. Please feel free to approach staff at any stage if you have any questions or concerns.