**Welcome**
Welcome to CELC 2015. We are very excited to welcome new and returning families and children to our community.

**Name change**
CELC St Michael’s Parish is undergoing a name change. At the end of last year the Parishes of St Patrick’s and St Michael’s were joined to make one united Parish named Mary, Queen of the Family Parish. As we are named under the former Parish we have applied for a change of name. From this point forward we will be known as Catholic Early Learning Centre Mary, Queen of the Family Parish. Over the coming weeks the major change you will notice will be the CELC signage and stationary.

**Hours of Operation**
Reminding families were are open between 8:30am and 3:30pm Monday to Friday, school terms only.

The access control system will permit your entry to CELC once the time is 8:30am. All children and families must be off the premises by 3:30pm. At the end of the day the system will block parent access. Should you need to get inside the CELC after this time you will need to use the intercom.

When exiting CELC please DO NOT press the red button. This is an emergency exit button only.

**Sun Smart Centre / Hats**
At CELC we pride ourselves on being a sun smart centre. We have been recognised as a sun smart service by the NSW Cancer Council. This means we promote and implement the SunSafe Guidelines. In effect, this means EVERY person (child AND educator) should wear a broad brimmed hat when out in the sun. This style maximises sun protection and is NOT about fashion. A baseball style cap does not cover the ears or back of the neck making it an unsuitable hat choice.

**CELC Policies and Procedures**
CELC policies guide the practices implemented by the educators and staff. It is important that parents and caregivers are aware of the contents of these policies, so that you can understand what is guiding the service and how it affects your family. Some of the policies of particular interest to families include:– Section 3 Curriculum, Section 4 Food and Nutrition and Section 5 Health & Safety Policies and Procedures.
A copy of the full CELC Policies and Procedures are available in the parent library, administration area and also available on our website www.celcblacktownsth.catholic.edu.au

*Introducing your CELC Educators*

**Miss Donna**  Director/Teacher  
University Qualified Educator  

**Miss Lyndall**  - Teacher  
University Qualified Educator  

**Miss Catherine**  - Teacher  
University Qualified Educator  

**Miss Frances**  
Diploma Qualified Educator  

**Miss Candice**  
Certificate III Educator  

**Miss Raelene**  
Administration

*CELC Outdoor Learning Environment*

CELC put in an application with the community building partnership at the end of 2014. Unfortunately we were unsuccessful in securing funding to complete our outdoor environment.

What’s next: We will be making an application under the NSW Club Grants scheme which opens in April of this year.

While it would have been wonderful to secure the grant and begin the next phases of construction we must be patient. Good things come to those who wait.

In the mean time, we have received a donation of timber slabs to use as stepping stones. The tree had great sentimental value to the family, and they are excited that we are able to reuse the wood and continue a legacy for their deceased family member who planted the tree 45 years ago.

*CELC Prayers*

We thought you might be interested in the CELC prayers.

*Morning Prayer*  Dear God, Thank you for the night and for the mornings happy light.  
For sleep and food and loving care and all that makes the day so fair.  
Help us to do the things we should, to speak to each other kind and good.  
At CELC, at home and at play, to grow more loving every day.  Amen
**Lunch prayer**

Thank you for the world so sweet,
Thank you for the food we eat.
Thank you for the birds that sing.
Thank you God for everything. Amen

**Afternoon Prayer**

Good our Father, we come to say
Thank you for your love today
Thank you for my family and all the
friends you give to me.
Guard me in the dark of night, and in
the morning send your light. Amen

**Children’s Medical Conditions**

Families who have identified their child as having a diagnosed medical condition have been meeting with CELC to develop a risk minimisation plan. The risk minimisation plan is in addition to medical management plans written by Doctors. The risk minimisation plan ensures that we as educators are fully aware of your child’s medical condition, triggers and ways to minimise the risk of exposure to triggers in our environment.

Please speak to Miss Donna if you have not had an opportunity to develop a risk minimisation plan with CELC.

**What’s for lunch**

We understand that preparing a healthy nutritious snack that children will eat can be difficult. So why do we insist that you pack healthy food and drink choices? Early years educators have a responsibility for the nutrition of children in their care. This is reinforced under the NSW Department of Community Services regulations and the National Quality Framework for Early Education and Care.

These regulations and compliance matters influenced our decision to be a nut aware service. We ask that families do not bring foods that contain nuts to CELC. This includes Peanut butter, Nutella or Hazelnut sandwiches. Anything that contains the word nut is a good indication we can’t have it at CELC.

Anaphylactic reactions to nut allergens are severe and life threatening. Educators are trained and certified in recognising allergic reactions and administering adrenaline (Epipen) in treating a reaction.

Please keep cupcakes and sweets at home. Chocolate and sweet foods such as cakes are reserved for special occasions such as birthdays.

The following websites give some advise and suggestions regarding healthy lunch box snacks. The parent library also has resources to borrow to assist you in preparing morning tea and lunch.

http://www.healthykids.nsw.gov.au
http://raisingchildren.net.au/articles/packing_healthy_lunches.html

**CELC Parking and Road Safety**

Please note parking in the CELC parking is restricted to CELC PARENTS ONLY. ON DAYS YOUR CHILD ATTENDS. A maximum PARKING LIMIT OF 5 MINUTES will be enforced during peak times. New signage will be displayed stating this change. The CELC parking area is NOT reserved parking to collect children from multiple locations. To collect children from St Michael’s you will need to join the Kiss and Drop line. To collect students from Nagle you will need to go to the appropriate Nagle collection area.

Please DO NOT BLOCK residential driveways and bus entry/exit points.

If there is no parking available in the CELC parking bays we ask that you DO NOT BLOCK the buses. Please continue around the bus terminal and re-enter the driveway.

CELC families are requested to display a CELC parking permit in their window. Please see Miss Raelene or Miss Donna if you do not have one.

For your information Blacktown City Council has created a fact sheet outlining penalties that apply in school zones.

http://www.blacktown.nsw.gov.au/People_and_Community/Community_and_Road_Safety/Road_Safety_Safer_Travel/Fact_Sheet
What to Pack

At Preschool, your child will engage in a lot of wonderful and at times messy play so it is best if they are dressed in old clothes or clothes that it won’t matter if they get dirty.

Make sure everything is clearly labelled with your child’s name.

- Morning tea in a small container or labelled paper bag
- Lunch in a small lunch bag/box
- Water bottle
- A protective sun hat (base ball caps are not appropriate)
- At least one change of clothes, including socks and two pairs of underwear
- If your child still sleeps during the day, please pack a fitted sheet and blanket cover
- A warm jumper or coat in cooler weather as the children will still play outside
- If your child has special requirements e.g. Epipen, special sunscreen etc. please remember to pack these.
  (Any medication needs to be handed to a teacher upon arrival).
- A raincoat and gumboots for outdoor exploration during wet weather.

Unlabelled lost property will be placed in the basket at the foyer entrance. Any unclaimed lost property will be given to charity at the end of each term. Please check the basket regularly.

Please note that NO TOYS are to come to Preschool as they can get lost or broken and can cause sharing issues.

Travelling Friends &/or Little Explorers Bag

These literacy experiences are a twist on the traditional show and tell. Our intention at CELC is to make children’s learning meaningful and connected to their world. What will happen is the travelling friends or little explores will come home with your child throughout the term, we ask that children and families write down or draw pictures of the games and experiences they have with the toys. Then return the bags to CELC in 1 week and your child can share these adventures with their friends

CELC Parent Library

CELC St Michael’s has created a parent library to assist you in your parental role, and to connect you to the local community. You will find resources on Asthma, Allergies and Anaphylaxis, Blacktown community support networks, Catholic Care Services, behaviour management and food and nutrition. You are able to borrow these resources from the CELC. Please see a team member to assist you.

Children’s Library

Mrs Buhagiar St Michael’s Primary librarian has kindly set aside some time each day for CELC to visit the school library. This term children will visit the library at 10am Monday to Friday. Weather permitting. Please ensure the children have arrived at CELC by 9:30am to take part in this valuable experience.

Each school term, our library visits will have to be negotiated with the school community. Parents will be informed of changes to the library arrangements.

Entry/Exit Gates

PLEASE STOP HOLDING THE GATES OPEN  I know it’s polite but only one gate should be open at a time.
OUR GATES ARE NOT SWINGS. If your child is riding on the gates or leaping onto them like Tarzan, they will no longer close to a latched position. Gates that close are essential in keeping the children safe at CELC. CELC educators have supervision and strategic plans in place to monitor the safe entry and exit of children and families.

School Aged Siblings

We have many school aged siblings entering the preschool with their parents. While we love the connection between CELC, families and school communities, we do have to ensure the safety for all.
School children MUST remain with their parent/carer while on the premises. Alternatively they may sit in the “Watch n Wait” zone on the CELC verandah. They are not permitted on play equipment. Educators will enforce this requirement in the interest of minimising risk to our community.