



STELLA MUNDI
BRIGHT KIDS BRIGHT FUTURE



Family Handbook 2016-2017

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Welcome to Stella Mundi Early Learning Centre.

Thank you for allowing us to spend our days with your children. We want our children to learn that school can be a wonderful and fun experience. By providing opportunities for the children to experience meaningful learning, we are setting the stage for future success.

This handbook is an informational resource that is intended to guide you through your child's educational journey at Stella Mundi. Please read this handbook thoroughly and feel free to ask us about anything that you do not fully understand.

Please sign and date the accompanying documents with this booklet that specify that you have read and understood the Parent Handbook and Enrolment Form.

We have an open door policy. You and your family are welcome to visit the school at any time. Please feel free to look and comment on our policies at any time.

We hope you and your child enjoy your time with us.

Warmest regards,



Sabrina Tumewu

Ketua Yayasan Stella Mundi Indonesia

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Introduction

Stella Mundi Early Learning Centre aim to provide your children with a safe, nurturing environment that supports them in their intellectual, emotional, social, physical and creative development. Equally, we also want you as parents/guardians to feel safe in the knowledge that your child is being given the best possible care and education. We believe the best way to work with your child is by building a mutually trusting and caring partnership with your child and family. We aim to do this by ensuring you and your child are:

- Welcomed, respected, and recognised as part of our community
- Given plenty of information about the workings of the Centre
- Received and greeted upon arrival each day
- Happy, secure and engaged with our service
- Not just looked after, but really cared for

Our Mission

Our mission is to nurture and develop curiosity and wonder in the modern child for lifelong learning and creative thinking.

To support our mission, our work here will be guided by these principles:

- Acknowledge and treat children as unique individuals;
- Create a safe, welcoming and stimulating learning environment to encourage thoughtful play;
- Promote secure attachments and warm trusting relationships and interactions;
- Seek to strengthen resilience, critical thinking and informed risk taking;
- Promote communication and problem solving skills, together with social learning and awareness, and a capacity to express and acknowledge feelings.

Working in partnership with parents and families we will:

- Acknowledge the extensive and varied growth and development that has occurred in the home;
- Share knowledge and promote confident parenting;
- Seek to develop and maintain positive relationships based on trust and mutual respect, two-way communication and participation in service decision-making;
- Respect and value the individual backgrounds and unique culture and customs of families;
- Building genuine reciprocal relationships between children, families, staff and educators that are strengthened and sustained over time.

As a community of learners we:

- Develop a caring, trusting and sharing climate that supports and stimulates self initiated learning;
- Document children’s experiences, and share these with children, parents and colleagues;
- Value and promote sharing of information and expertise between parents, staff and educators;
- Reflect on our practice, commit to continuous quality improvement, and support each other’s ongoing professional and personal development.

With regard to our wider community we:

- Connect children and families with each other and local child and family support services;
- Be an advocate for high quality early childhood education and share our expertise with the field;
- Welcome members from the community as valuable co-contributors to a rich and vibrant shared experience;
- Seek to inform and influence government decision-making;
- Promote the value and contribution of our services within the community.

Our Values

We believe that Early Childhood is a period of momentous significance; to be valued and enjoyed in it’s own right.

We believe we share in the responsibility for helping children develop into young learners who will be caring about people and the environment, to be socially responsible, inventive and who will best be equipped to cope with change.

By the time this period is over, our children will have formed conceptions of themselves as social beings, as thinkers and as language users and they will have reached certain important decisions about their own abilities and their own worth.

Within the environment of care, we will promote the development of fine and gross motor skills, exercise, good nutrition and sleep and rest periods. We will ensure each child feels love, security and a sense-of-belonging. We will provide cognitive stimulation and education through a variety of experiences, stimulation of the senses and we will promote the importance of play.

We will endeavour to build upon the child's self-image, independence, belief in oneself and confidence in their well-being by fostering in each child a positive approach to themselves, to learning along with a sense of responsibility, self-discipline and self-esteem.

We will scaffold the development of each child as an individual who can grow his/her separate identity and quality, yet still work and contribute constructively within a large group.

Our Curriculum

Our curriculum is adapted from the Australian Early Years Learning Framework. This framework has been divided into three key components to suit the specific needs in Bali: the child, the community and the environment. The following are the main objectives:

Children have a strong sense of identity

Children are connected with and contribute to their world

Children have a strong sense of wellbeing

Children are confident and involved learners

Children are effective communicators

If your child's educator feels there is an area of concern, they will inform you and advise where help may be sought, e.g. speech therapist. It is always your decision to follow this up. Educators are willing to discuss any aspect of development with parents.

Our Teaching Philosophy

Stella Mundi Early Learning Centre embraces the teaching philosophies of Walker Learning. It is an Australian-designed teaching and learning approach (pedagogy) that authentically personalises learning and is developmentally and culturally appropriate. Learning is real, relevant, and meaningful for all children regardless of their age, culture, family context, socioeconomic background, or geographical position.

Walker Learning has been developed over twenty years using an action research model. Walker Learning is the first pedagogy to be designed for schools, successfully providing teaching and learning that:

- personalises and engages learners in active learning alongside explicit and formalised instruction
- is culturally and developmentally appropriate across all demographic regions of the country from remote indigenous communities to elite independent schools

The pedagogical platform places the child at the centre and uses developmental psychology, biology, and neurology alongside cultural and environmental influences as the basis for practical application across the local and global settings.

Our Staff

All of the educators are equipped and trained in areas of early childhood education. Due to our high standard and commitment to our educators, we are able to provide developmental and educational programs for each group of children. Staff members are committed to providing age-appropriate experiences in an accepting, warm environment. Our low child-to-educator ratio enhances the learning environment while providing opportunity for individualised curriculum and teaching. The educators develop a daily program, observe the children in their care and plan their programs around the needs and interests of the children, in child-free time.

Grievances, Complaints and Feedback

If for any reason you are not happy with the level of care or care environment, we would like to know immediately. We request, however, that a phone call or conference be scheduled to address serious concerns or complaints. The classroom environment does not lend itself to discussion of sensitive matters. Efforts will be made to schedule needed conferences within a 24-hour period. You can write an email to contact@stellamundi.net.

Alternatively, you can file anonymously by filling out a Family Feedback form and drop it in our Communications Box outside of the office. You can also use the same form to share positive feedback and comments on our Centre.

Security pin code

A security pin code will be provided to families to obtain entry to Stella Mundi. Security pin codes are unique and are not to be shared with anyone else.

For the safety of your child and other children in our care, please let us know immediately should there be a change in care arrangement for your child especially with employed carers and/or nannies.

The Daily Routine

Although the routines of each room and age group may vary, the same aspects are contained in each. We endeavour to provide a home and family environment at the centre where the children feel comfortable and secure at all times and our daily routines reflect this.

Throughout the day, children will be experiencing a number of different activities that are part of the educational and developmental programs operated by all of our educators.

Each room will display their routine outside the rooms, which are available for parents to read and discuss with our educators. Our room routines are flexible and we adapt them to suit the weather conditions.

Programs offered

The centre has four rooms, which promote a spacious, warm and inviting environment for all our children at the centre. The rooms are offered as:

Program	Age Range	Days of operation
Nursery	6 months - 30 months	Monday - Wednesday
Playgroup	2.5 years - 4 years	Monday - Thursday
Kinder A	4 years	Monday - Friday
Kinder B	5 years	Monday - Friday

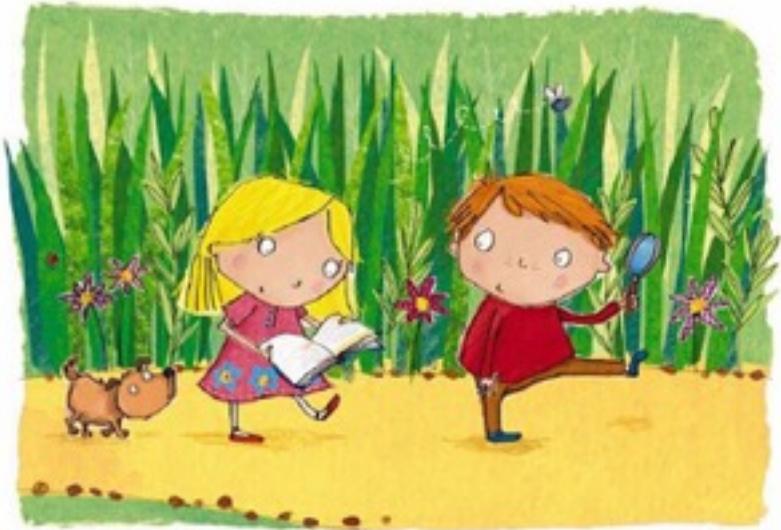
Hours of Operation

Stella Mundi Early Learning Centre is open Monday through Friday from 8:30 A.M. to 4:00 P.M. If a child is absent, parents are asked to notify the school of plans or other pertinent information.

Calendar

We are open throughout the calendar year. Closures include any officially declared closure or holiday and staff professional days as notified in advance by the director.

Twenty-five hours of Professional Development (PD) are a minimum requirement for each staff member per year. Our facility will close for specific PD days, which usually coincide with national/school holidays, and parents will be notified in advance.



Children

Those First Weeks

The introduction into all day Early Learning Centre can be difficult for children and parents. Children's welfare and happiness are the priority for educators when welcoming new children to Stella Mundi and when assisting the family to settle into the school environment. It is recognised that families' needs vary greatly in the orientation process and individual needs will be met as best as possible.

The following outlines some helpful hints for parents on settling their child into the Centre:

- Make sure you familiarise your child with the environment and the people in the environment (children and adults) by coming in for visits before commencing care;
- Ease your child into care with an introduction procedure and short parental stays to begin with;

- If your child is able to walk, encourage him/her to walk through the doors, don't carry them into school;
- Provide a favourite toy, blanket or comforter to support your child when they are separating from you or settling to sleep (particularly for Nursery class). This can help your child feel more secure;
- If your child is unsettled, short visits with you will help your child to gain trust with an unfamiliar environment. These visits can be made on a day when your child is not booked to attend;
- Interactions between educators and parents or educators and other children can produce positive role models and be reassuring. This experience can help to establish trust in an unfamiliar setting;
- Try to talk at home about the Centre. Mention the names of the educators and other children. Talk about the things the child will be able to do at the Centre that are fun and enjoyable;
- Talk to the educators about your child, for example, what they like to do; successful ways of settling them to sleep; foods they like and dislike and so on. This helps the educators to get to know your child;
- When leaving your child, it is best to make sure you say goodbye and then leave. Hesitating and not leaving after you have said your goodbyes, if a child is upset, only confuses them. Reassure your child that everything is alright and you will return later, this can help them to settle;
- It sometimes helps to establish a routine when leaving. For example, giving your child a cuddle or a quick story and handing them to an educator, then leaving;
- At first, some children protest strongly, while others may take a day or two to realise that you are leaving them, and begin to protest after several days. Children soon learn that you do return and in the meantime, they are well cared for;
- Some children may become distressed when their parent/s leave them at the Centre at drop-off time. This is quite normal at first. Upset and

crying usually stops as soon as the parent leaves and therefore a swift departure is recommended as it helps avoid prolonged stress. Please make sure you say goodbye and reassure your child that you will be back soon;

- Separation anxiety disappears as the child becomes familiar with the surroundings and trusting relationships are established with others;
- Please feel free to ring the centre at any time to reassure yourself that your child has settled.

What to Bring

- A change of clothing that is weather appropriate (younger children – especially those toilet training – will need extra changes)
- A full-brimmed wide hat
- A raincoat during the monsoon season
- A security item for rest time (if needed)
- Four Nappies per day for Nursery and Playgroup children - if they are still in nappies
- Healthy snacks and little nibbles (*We encourage healthy eating in our children, so please bear in mind when packing their snack that sugary and savoury processed foods will not be served to your children at our Centre.*)

Birthdays

Your child's birthday is a special event in his/her life. To celebrate your child's birthday, we will organise a special afternoon tea.

Due to food allergies, we request parents to supply nut-free birthday cake (and healthy goodie bag). We advise parents to consult the school before purchasing goodie bags.

Stella Mundi reserves the right to inspect and reject goodie bags that contain sugary and savoury processed foods.

Clothing

Stella Mundi provides three sets of uniform including one hat. However, accidents happen.

Parents are advised to pack extra comfortable, inexpensive clothing. The children need to be able to move around during their play period and should not be restricted by clothing. While paints and the like will come out in the wash, accidents do happen, so it is best to send the children along in everyday casual clothing.

Please label your child's clothing and replace name tags if they fade in the wash. Ensure clothing is weather appropriate. Please ensure that toddlers have about three complete changes of clothing and plenty of training pants.

Clothing safety

Please do not dress your child in clothing with cords, e.g. shorts, hats etc., as these have the potential to become caught on equipment and may cause serious harm to your child.

Shoes

We encourage lots of outdoor play at Stella Mundi and we require comfortable footwear for safety. Please use anti-slip sports shoes, preferably with no strings.

Belongings and possessions

Please ensure all belongings are clearly labelled, such as dummies, clothes etc. Lost property will be displayed for parent collection in your child's room. Parent cooperation in labelling assists the centre in keeping your child's belongings together.

It is appreciated if personal possessions (toys etc.) are not brought in to the centre. However, a soft toy or security item is acceptable for rest time.

Any possessions brought in must come entirely at the parent's own risk, with regards to breakage or loss.

Allotted Bag Space

Each child is allocated a hanging hook. Please place bags etc. on the hook. If your child attends less than five days per week, they may share this hook with another child.

Behaviour Guidance Management

Stella Mundi Educators follow a Behaviour Guidance Management Policy, which extends across the whole centre, providing consistency of expectation in all rooms. This policy allows children to develop self-discipline, a respect for others and for property and respect for one's self.

The policy aims are:

- To give all children the opportunity to expand their experiences of life in a productive, safe environment that allows individuals the right to safety, tolerance, self-expression, cultural identity, dignity and the worth of the individual, along with honesty in dealing with peers and caregivers;
- To be taught to respect the rights and needs of others by foreseeing the outcome of their behaviour and the consequences of their behaviour;
- To encourage the individual social development of each child.
- Modelling behaviour among staff and parents are crucial for the children to adopt. If you require further information on this policy please ask the Director.

Discipline and Guidance

Discipline practices are designed to encourage appropriate child behaviour. Positive guidance techniques are used which provides a foundation for appropriate social interaction, positive self-esteem, and successful academic performance. Parents are provided with a copy of the classroom rules each school year at the first parent meeting.

Intervention includes:

- Discussing the misbehaviour with the child.
- Encouraging the child to think of alternative ways to behave.
- Suggesting alternative behaviour, if needed.

If the behaviour persists:

- The child is redirected to another station to play with an explanation of why they cannot remain in the current play area.
- Continued misbehaviour results in loss of play time from a specific play area.

In the event that a discipline-related behaviour cannot be resolved by the educators, parents will be contacted. A Discipline Report will be completed and a conference may be requested to develop a behavioural management plan appropriate for your child.

Prohibited Behaviour

The following behaviours are prohibited by anyone (i.e., parent, caregiver, or child) in all school settings:

- Corporal punishment, including hitting, spanking, beating, shaking, pinching, biting, and other measures that produce physical pain;
- Withdrawal or the threat of withdrawal of food, rest, or bathroom opportunities;
- Abusive or profane language;
- Any form of public or private humiliation, including threats of physical punishment;
- Any form of emotional abuse, including rejecting, terrorising, ignoring, isolating (out of view of a caregiver), or corrupting a child;
- Use of any food product or medication in any manner or for any purpose other than that for which it was intended;
- Inappropriate disciplinary behaviour including, but not limited to, putting soap or pepper in a child's mouth; or

- Any acceptable disciplinary action that is not age-appropriate for the child or is excessive in time or duration.

Restraint of a Child

Children shall not be physically restrained except as necessary to ensure their own safety or that of others and then for only as long as is necessary for control of the situation.

Children will not be given medicines or drugs that will affect their behaviour.

Children shall not discipline other children.

Rest and Sleep

Rest time routines vary according to individual needs. We aim to make rest time a relaxed, pleasant time for all children. We provide mattresses and sleeping equipment for children 0-6 years. Please feel free to discuss your child's rest needs with the educators.

Rest time is a quiet time to think, plan and relive experiences. Sleep is not compulsory but the opportunity for children to sleep is available.

Established patterns of rest and relaxation, like good eating habits, are benefits a child can carry into later life. After a busy time of physical and mental stimulation, rest time gives a growing child the opportunity to relax and recapture vitality.

Cultural Diversity

When children enter an Early Childhood setting, they bring with them a rich variety of cultural and social backgrounds and experiences. We recognise the individuality of each child and family. We aim to create an environment and curriculum that incorporates acceptance towards all people.

Upon enrolment please discuss with the Director any cultural or religious practices that may need consideration. We endeavour to be sensitive and responsive to these requests.

Gender equity

Stella Mundi is committed to helping children realise their full potential regardless of their sex. We firmly believe that experiences in the early childhood period have a significant impact on later childhood and adult life. In order to improve education and later life choices, we encourage children to participate in a range of activities, which will promote their optimal development. For example, if children choose to play with dolls, their play will be reinforced and encouraged, as they may be parents one day.

Non-Discrimination

Stella Mundi will not discriminate against any person or family on the basis of gender, race, impairment, age, religion, trade union activity, marital status, parental status, pregnancy, political belief/activity, lawful sexual activity or any other determinant which contravenes statutory requirements.

This policy also prohibits discrimination against a child on the basis of attributes of the child's parents or anyone associated with the child (for example, the parents' marital status). Exemptions that are particularly relevant to early childhood environments include:

- a) Unjustifiable hardship (this exemption might operate where a child with severe physical disabilities seeks to enrol in an early childhood service and the cost of making structural adjustments to accommodate the needs of that child is prohibitive), and
- b) Public health.

Nutrition

Daily meals are provided and served family style. Adults sit with the children at meal times. Meal schedules are:

- Morning Tea 10:00 A.M
- Lunch 11:30 A.M

Outdoor Play

Fresh air, sunshine, and exercise are good for children. Stella Mundi children play outdoors each day. Children well enough to attend school will be considered well enough to participate in outdoor activities unless a doctor's excuse is provided.



Parents

We believe the best way to work with you and your child is by building a mutually trusting and caring partnership. To do this we want you to feel you are given plenty of information about what is happening and you are asked for your views.

Code of Conduct

We aim to stimulate and develop the learning abilities of young children as well as support their physical, emotional and social development, so they can reach their full potential.

Our core values are **respect, caring, collaboration and support**. The following standards of conduct are expected of staff, children, families and any others who contribute in any way to the educational program at Stella Mundi.

To show **respect**, we will:

- Respect the dignity and rights of each child, family member and member of staff;
- Encourage respect for the environment through our own behaviour and our education program;
- Model and encourage acceptance of the individuality of each child and family and their cultural and social backgrounds and beliefs.

To demonstrate **caring**, we will:

- Build an environment where children, families and staff know and care about each other;
- Utilise a guidance approach to behaviour teaching and management, with consistent expectations and consequences supporting the behaviour choices children make;
- Use language that demonstrates friendliness, kindness and courtesy.

To engage in **collaboration**, we will:

- Facilitate open and honest communication and trust between staff, children and families;
- Encourage families to participate in all aspects of children's learning;
- Involve the child in planning activities and other decisions that involve them.

To provide **support**, we will:

- Endeavour to foster high self-esteem in each individual child by understanding and valuing their thoughts and achievements;
- Facilitate relationships between staff and families based on trust and cooperation;
- Ensure that staff and families engage constructively and supportively for the child's benefit if a problem is suspected or identified.

Communication

What is the best way to communicate with you? Everybody has a different communication style and different availability times for communication. We understand that mornings and afternoons can be a little rushed, and not always the best time to discuss your child. We have many types of communication we use for families in the centre.

Ways we will be communicating the events of the centre:

- Face to face verbal interactions at arrival and departure times;
- Daily notifications via school App;
- Regular newsletters which will be sent via email and available to read in the centre;
- A message section on the daily communication sheets, where brief notes can be left between the educators and parents;
- Notice board where various messages and notices are displayed presenting current issues and upcoming events;
- Parent meetings can be held where parents can raise any issues or topics they feel relevant and contribute to decision making;
- A communication box is located in the centre. Parents are able to leave more detailed written messages, for the purpose of expressing concerns, positive or evaluative input that they feel they need to let educators know about. These can be anonymous;
- Occasionally, the educators will ask parents to complete short surveys in order to maintain up to date records and seek parent feedback on various topics;
- Policies will be regularly reviewed and kept up to date.

Confidentiality and Discretion

Information received through written and spoken communication with families will be treated with discretion. At any time if you require a private

discussion with any member of our team, please inform us. This can happen face-to-face or by phone.

What can you expect from the educators?

- Educators will make efforts to communicate effectively with families
- Educators will inform families promptly and sensitively of any out-of-the-ordinary incidents affecting their child
- Educators will share with children's families some of the specific interactions they had with the children during the day
- Educators will provide information on children's eating and sleeping patterns at the centre through verbal communication and through the daily communication sheets
- A record will be kept of any family/educator joint decisions that affect your child's progress, interest and experience. These may include new events such as toilet training

Please feel free to contact us at any time to discuss your child's progress, relationship, interest and experiences.

Court Orders

Parents must notify the centre of any Court Orders affecting residency of their children and provide copies to the centre. Without a Court Order we cannot stop a parent collecting your child.

Arrival and Departure

Stella Mundi Early Learning Centre opens at 8:30 a.m. and closes at 4:00 p.m., Monday through Friday except on holidays. All programs start promptly at 9:00 a.m. and finish at 2:00 p.m.

For safety and security reasons, **ALL children must be signed in on arrival, and signed out on departure.** The times must be noted. No child will be allowed to leave our centre with a person who is not stated on the enrolment form, unless prior arrangements are made with the Director.

Parents are to notify the teacher of the child's arrival and communicate any special needs for the day. It is the parent's responsibility to protect children from traffic and other hazards during arrival and departure. Stella Mundi is not responsible for any accidents or mishaps during these times.

Children will be released only to a parent or other persons designated as either guardian or emergency contact on the enrolment form and/or school App. Parents must provide permission in writing for any additional pick-up designees.

Late Fees

Parents are asked to be respectful of the staff's need to close the programs at 2:15 p.m.

If your child is collected from the Centre after 2.15 pm, you will be charged a late fee of Rp 50.000 for the first 15 minutes or part of and a further Rp 1.000 per minute after 2.30 pm. This will be added onto your account.

Consideration will be given to emergency circumstances. Excessive tardiness will result in dismissal from the program.

Parent Involvement

We highly encourage parent involvement to ensure we maintain the quality of our service. Your contribution of ideas, experiences and skills are welcomed and greatly valued. You may be able to share your skills and experiences in music, craft, cooking, storytelling etc. to enhance your child's experience at the Centre. We invite parents to share their special interests or talents with their child's classroom throughout the school year. Arrangements may be made with the staff or director for these types of activities. All visitors and volunteers are asked to sign in.

Parents are welcome to visit or call the Centre at any time. If you have any concerns, please see your child's educator or the Director. We have a grievance policy and procedure if you would like to formally raise any concerns.

Attendance and Absence/Holidays

Once a child is enrolled at the Centre, payment of fees must be continued during the child's absence for illness, public holidays, holidays, etc. When a child is absent for any reason we must be notified. Please note, we do not offer replacement days when your child has been away due to illness or holiday. Dates will be advised.

Notice of Withdrawal

Four weeks' written notice is required when withdrawing your child from Stella Mundi. Shorter notice may be arranged after consultation with Stella Mundi Director.



Health and Safety

Stella Mundi provides a healthy and safe environment for children, staff and families to grow and develop in. We have a health, safety and hygiene policy regarding illnesses and medications. Children with contagious illnesses are required to be kept at home and a medical certificate must be presented to prove that the infection cannot be passed to others when the child returns to school.

Food Allergies

We are an allergy-aware, nut-free kinder. Please inform us if your child has any allergies.

Anaphylaxis

Stella Mundi aims to provide a safe environment for children who have allergies. It is our policy that an *Anaphylaxis Record Plan* be completed by parents/guardians in consultation with the family doctor and that the

parent provides a current Epipen in case of a reaction. It is also a requirement that your family doctor review the record plan annually or as circumstances change. **Anaphylaxis Record Plan must be completed and returned before enrolment commences.** These will be available at the time of enrolment.

Asthma

Stella Mundi aims to provide a safe environment for children who have asthma. It is our policy that an *Asthma Record Plan* be completed by parents/guardians in consultation with the family doctor. It is also a requirement that your family doctor review the record plan annually or as circumstances change. **Asthma Record Plan must be completed and returned before enrolment commences.** These will be available at the time of enrolment.

Hand Washing

Hand washing is part of the daily routine for both children and staff. Hands are washed throughout the day after handling bodily fluids, before meals and snacks, after playing in water that is shared by two or more people, re-entry from the playground and after messy activities.

Health Policies

In the event that a child is ill, parents are to call the preschool office and report the nature of the illness. When an illness is due to a contagious disease, a doctor's note is required upon the child's re-entry to school.

Child Health

One of the most difficult decisions for the childcare staff is determining when to send a child home from daily activities due to illness. A primary goal is to provide a healthy environment by controlling the spread of disease in order to provide the best care, while being sensitive to family needs.

Exclusion Criteria include the following:

- Fever of 37.5 degrees or above
- Diarrhoea
- Vomiting
- Body rash with a fever
- Sore throat with fever
- Severe coughing (whooping sound after coughing)
- Eye discharge

When caring for children in a group setting, staff members need to take these precautions in order to protect the health and well-being of all children. Please notify the office if your child contracts a contagious disease so that parents may be notified of their child's exposure. Upon returning to school following illness, children should be symptom-free for 24 hours without preventative medication (Panadol, Paracetamol, Imodium, etc.).

“Time Out” for Infectious Diseases

Recommended minimum periods of exclusion from the Centre for Infectious Diseases

Condition	Child with the infection	Persons exposed to the child with the infection
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Hepatitis A	Exclude until 7 days after the onset of the illness or jaundice. Readmit with a medical certificate of recovery	Not excluded
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while sores are weeping	Not excluded
Impetigo (school sores)	Exclude until treatment has started. Sores on exposed skin should be covered	Not excluded

Condition	Child with the infection	Persons exposed to the child with the infection
Bacterial meningitis and Meningococcal infection	Exclude until well and approval to return must be provided by a doctor	Not excluded
Measles	Exclude for at least 4 days after the rash first appears	Immunised children not excluded. Non immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person. Excluded children or staff may return to the school of centre if immunised within 72 hours of contact with the first infected person.
Mumps	Exclude for 9 days or until the sweeping goes down	Not excluded

Condition	Child with the infection	Persons exposed to the child with the infection
Parvovirus (erythema infectious slapped cheek or Fifth disease)	Exclusion not necessary	Not excluded
Ringworm, scabies, head lice	Exclusion not necessary	Not excluded
Rubella (German measles)	Exclude for at least 4 days after the rash first appears	Not excluded. (Female staff of childbearing age should check their immunity to Rubella with their GP)
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours	Not excluded
Tuberculosis	Exclude until well and approval to return has been given by a doctor	Not excluded

Condition	Child with the infection	Persons exposed to the child with the infection
Typhoid fever (including paratyphoid fever)	Exclude until well and approval to return has been given by a doctor	Not excluded unless advised by public health authority
Whooping cough (pertussis)	Exclude for 14 days from onset of coughing or until child has taken 5 days of a 7 day course of antibiotics (erythromycin)	Household contacts who have received < 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days of their last exposure to the infection

Medication

No medication will be given to children at the Centre. Any child who requires ongoing medication for a condition must have a parent/guardian or appointed person (after discussion with the Director) administer it to them.

NOTE: The only time staff will be able to administer medication is if a parent provides an EpiPen and the child is having an anaphylactic shock.

Illness

No child will be admitted with obvious signs of any highly contagious infection or illness. Our policy states the incubation period, symptoms and

exclusion periods of such diseases. Children who are not immunised will be required to be exempt from the centre.

Sun Protection

We are a sun-smart centre. Our centre's policy is "no hat, no play". This policy will be enforced. Parents are asked to provide a wide brim hat to wear during outside activities. These must be named.

Accidents

In case of an accident or illness occurring at the centre, the Principal or appointed person will contact parents, if necessary. As a matter of extreme importance, parents must ensure that the centre has up-to-date emergency contact numbers. An Accident/Incident Report will be completed, outlining the accident and signed by the educator who observed and administered first aid, as well as any witnesses. Signatures of the educator and parents will also be required.

Emergency Drills

Throughout the year, the centre will hold emergency drills, which occur at any given time throughout the day. These are carried out in a well-organised and orderly manner.

Using the Centre Safely

- Never leave children unattended in cars while collecting children from the centre
- Carparks are dangerous places for children, always hold children's hands when arriving and leaving the centre
- Never leave a door or gate open
- Never leave your children unattended in a room
- Children are not permitted into the kitchen and laundry areas without adult supervision

Occupational Health and Safety Feedback

We welcome all feedback regarding the safety of our centre. If you see something that concerns you regarding safe work practices, the safety of building and equipment or general OHS, please contact the Director immediately.

No Smoking

Our centre is a smoke-free zone. Staff, parents and other adults are asked NOT to smoke within the school grounds.

Mental Well-Being

Children may go through life-events that may lead to an abnormal behavioural change. Stella Mundi is dedicated to caring for the whole child. We have an in-house play therapist that will work with educators and parents for the best therapy course possible should therapy are needed.

Child Safeguarding & Protection

Stella Mundi is responsible to activate our safeguarding and protection policy should a child disclose an abuse in class and/or during therapy after mounting evidence. Abuse includes physical, physiological, sexual and neglect. Our first step is to report the incident to the Designated Child Protection Coordinator at Stella Mundi to talk to parents and/or guardians about the disclosure and, if deemed necessary, report to the police and contact KPAI (Komisi Perlindungan Anak Indonesia).



Frequently Asked Questions

How can I help my child learn?

You may help your child by:

- Talking regularly with the teacher and sharing relevant information about your child's interests and home experiences;
- Reading with your child everyday and talking about ideas in books;
- Involving your child in everyday activities and experiences, so they may learn about their world, use counting or see you writing for a real purpose (e.g. shopping list).

Does an Early Learning Centre prepare my child for school?

By working together parents and educators can enhance a child's learning and wellbeing. Our Centre's program builds strong foundations for your child's future learning.

Throughout the kindergarten year, kindergarten educators build up a comprehensive understanding of your child's development, learning and abilities. A summary of this learning, known as the Individual Observation Planning Record and Observational Checklist are created every month and semesterly and will help parents to better support their child's move into elementary school.

Why is play important?

Play builds skills for later learning. Through play children learn about themselves and their world. They also learn ways to:

Communicate - to be more independent;

Co-operate - imagine and create;

Persevere – keep trying if unsuccessful at first;

Think and wonder – explore, investigate and enjoy learning.

What will children learn at Stella Mundi ELC?

- Sense of identity: learn about themselves, secure with others, build confidence, independence and perseverance.
- Sense of community: learn ways to relate to others, be responsible and respect diverse people and the environment.
- Social responsibility and wellbeing: learn to understand feelings, manage challenges, stay healthy, safe and develop movement skills
- Love learning: develop a desire to learn, ways to learn, and ways to get involved in learning.
- Ability to communicate: develop listening skills, language skills, confidence and interest in early literacy and good numeracy skills.

How will my child learn at Stella Mundi ELC?

- Indoor and outdoor play based on their developmental needs, interests and ideas
- Real-life experiences such as gardening and investigating the world
- Every-day routines and transitions such as meal times, rest periods and group sessions

What about Literacy and Numeracy?

The kindergarten program focuses on building children's confidence and interest in early literacy and numeracy. This can include:

- Drawing, tracing, writing and playing with ideas about writing;
- Talking about letters that interest them; watching and listening as adults and friends write and talk about what they are doing;
- Listening to stories and talking about ideas in books;
- Counting and measuring for real purposes, e.g. during gardening, sharing toys or playing games;
- Exploring patterns in the environment.

Educators

Suitable qualified educators are employed in all age groups and the child/educator ratios are adhered to according to licensing requirements. All educators are required to have their Surat Kelakuan Baik completed yearly, and attend weekly staff meetings. Our team members are regularly involved and encouraged to attend further development and training.

Conclusion

We assure your child will have a happy, safe and secure relationship with Stella Mundi and its team members and that the time he or she is in our care will be a positive and fulfilling educational journey.



Family Handbook 2016-2017



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