



ARNHEM EARLY  
LEARNING CENTRE



NEWSLETTER



Monday 16th January 2017

Dear Parents,  
Please find the following  
notices for your  
information.



## WELCOME TO 2017

*AELC would like to welcome all of our children, families and friends back to 2017, we hope you all had a wonderful Christmas and a Happy New Year.*



Welcome back let's begin a new exciting and challenging learning adventure together in 2017!

## BACK TO SCHOOL .....ARE YOU ORGANISED FOR IT?

Children head back to school for 2017 in approximately a weeks' time we ask that in particular **parents of pre-schoolers and Transition students** please consider your childcare needs and inform us so that bookings can be altered accordingly. If we receive no notification we will assume that there is no alteration to your booking (if permanent) and so it will continue as usual.

Thank you



### **MOZZIE ALERT = INDOOR PLAY**

You will notice that we have had large amounts of rain over the holidays and the back yard is a little wet at the moment, therefore we will spend some mornings inside out of the weather and the mosquitoes where necessary. We also request that like sunscreen you apply mozzie spray to your children in the morning before they come to care, as this will help to deter the mozzies.



### **TEACHING RECYCLING TO CHILDREN**

As teaching recycling to children is one of our many lessons we like to encourage at the Centre, we would ask that families who have any spare cardboard boxes or plastic containers that might be used for construction in the room please drop them off a the front counter. This shows children that we don't always have to have new things to create with, some of the most useful and beautiful things are created with recycled materials.



### **SURVELLIANCE CAMERAS IN OUR CENTRE**

As you may be aware our Centre is in the process of having CCTV installed in the play rooms of the Centre to help with security and child supervision. The draft policy below has now been finalised. If you haven't already taken a look please take the time to do so.

### **SECURITY POLICY**

### **STATEMENT**

To provide an environment for children that ensures safety and security of the outdoor and indoor play environments, through the use of an overt security system.

To ensure staff are aware of and follow all service practices and policies necessary to create a safe environment.

To ensure that our premises is secure during and after hours from intruders, damage and theft.

To ensure that all persons entering our facility are identifiable and have appropriate reason for being on premises.

### **RATIONALE**

Management and staff at the Arnhem Early Learning Centre have a responsibility to ensure buildings, grounds and equipment are safe and secure. We aim to protect and promote the safety and wellbeing of children in our care, their families and staff.

### **PRACTICES & PROCEDURES**

< >Management will monitor the premises through the use of an overt security system, using a closed circuit television system, this does not record sound. The cameras associated with the system will be placed in clear view in play areas only (no bathrooms, change areas or staff room). The system will re-record after an amount of time which will be specific in the final draft of this policy. Only persons cleared by Management will have access to the recorded footage, primarily this will be the Director and Assistant Director. The monitors will be placed in the Director Office and the general public will not have access to them. Parents and or staff that may seek to view footage, must submit an application in writing with a valid request. The application will be considered by Management and a written response given within 48 hours. Upon approval of an application for footage viewing parents and or staff will be requested to attend the Director's Private office where the footage will be made available to them. Not at any time will footage be replicated, made public or placed on the internet. Staff will report signs of hardware being faulty and this will be followed up by Management and repairs carried out by designated contractors, in a timely manner. Staff will ensure that all children are encouraged to get changed and or change their clothing in the designated change areas/bathrooms (where there will be NO camera access) Upon enrolment parents will sign to give permission for their children to be monitored via the overt security system. Upon employment and again during the induction process, staff will be informed that the Centre operates an overt security system and that they will be monitored via this system while working in the children's play areas. Signs will be placed at all entrances to the building to make persons aware that there is a surveillance system in operation in the building.

<b>Review Schedule:</b>	Annually from January 2017
<b>Compiled:</b>	December 2016
<b>Reviewed:</b>	
<b>Next Review:</b>	As per Policy Review Schedule

## **SPARE CLOTHES**

Parent's please remember to pack or remind your child/ren to pack a spare set of clothes for water/messy play, some children have been coming without these recently and although we have some spare clothes in our store, children can be sensitive about wearing them.

## **PARENT INPUT FOR PROGRAMS**

Now is the time to have a say on what you would like your child to be learning, the Lead Educators in each room will be looking at what your children are interested in and what they think some important points of education are for each individual child. If you would like to

help them by sharing with them any information that may assist on this learning journey with your child please do so, we welcome any and all ideas and feedback from our parents and families.

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*learning through discovery!*



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