



Hillbrook Early Learning Centre

PROSPECTUS

Acknowledgement of Country

On behalf of our community, we would like to acknowledge the traditional custodians of the land where we now assemble, the Turrbal people. We pay our respects to those who have come before us and express our hope for a positive shared future. We endeavour to make connections with the local and national Aborigine and Torres Strait Island community to enhance and guide our practices.

Child and Youth Risk Management Strategy - Statement of Commitment

Hillbrook Early Learning Centre supports the rights of children and is committed to providing an environment where children and young people receive the highest standard of care and have the opportunity to thrive. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child by placing them at the centre of thought, values and actions. Working and serving the best interest of children and young people is a shared goal for our community. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating.

Specifically, we:

- Place emphasis on genuine engagement with children and our families to create honest and transparent relationships.
- Create conditions and standards that reduce the likelihood of harm to children.
- Create conditions and standards that increase the likelihood of identifying harm where it exists
- Respond swiftly and appropriately to any concerns, disclosures, allegations and suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviours of all persons within the service, who are guided by effective governance, policies, practices and tools



Hillbrook Early Learning Centre

About the Centre

Hillbrook Early Learning Centre, which opened in April 1994, is licensed as a Long Day Care Centre. It is a workplace childcare centre for Hillbrook Anglican School, subsidised by Hillbrook Foundation and priority for permanent childcare places is given to the children of the school staff (teaching & support staff).

We offer 25 places for children from six (6) weeks to school age, across two rooms:

- Our *Tadpole* room has a maximum of 8 children, aged between 6 weeks and 2.5 years with two educators.
- The *Tree Frog* room consists of 16 children aged 2 – 5 years with two educators.

Our Tree Frog room offers a Queensland Government Approved Kindergarten Program for all children who are eligible, that is, those children who turn 4 years of age before 30th June in the year they attend..

Opening Hours

The Centre is open from 7.30am to 4.30pm Monday- Friday during school term times, 41 weeks each year except for public holidays. The school holidays for which the centre will be closed consist of a two-week vacation at Easter, 2 weeks in June/July, 2 weeks in September/October and 5 weeks in the December/January period.

Centre Management

The Approved Provider for the Centre is Hillbrook Foundation Pty Ltd which is responsible for the overall management of the Centre. The day to day running of the Centre is the responsibility of the Nominated Supervisor, Responsible Person in Charge and Director: Maria Russell who has a Diploma of Children's Services. Maria is also the Lead Educator in the Tadpole room.

Staffing

The Centre currently has nine staff members employed. Our Qualified Early Childhood Teacher delivers a Queensland Government Approved Kindergarten Program each day in the Tree Frog Room.

All our staff members have the required qualifications (or above) for their positions. Hillbrook ELC, in its pursuit for high quality care, recognises that the training and the skills of its staff are crucial factors to achieving that quality care for all the children in the Centre.



Hillbrook Early Learning Centre

Fees

Our fees for the 2022 / 2023 financial year are \$113 for children under three and \$108.50 for children over 3 years. Our Fees are reviewed annually at the end of each financial year.

Features included in your Fee

Storypark– Hillbrook Early Learning Centre uses this cloud based software program to document children’s learning journeys and communicate with families. They can invite friends and family to join and when a family leaves they take the account with them for the next stage of their child’s journey.

Government Approved Kindergarten Program Provider – Hillbrook is an approved kindergarten program provider and as such delivers a kindergarten program daily to all children in the Treefrog Room at no extra cost. Your child doesn’t have to be 4 years to access this program.

Educational Experience – each year Hillbrook children have access to a number of educational programs such as Ocean Life Education, AVA PetPEP and Dental visits all included in the daily fee.

Various Incursions – As we are part of the Hillbrook Anglican School community, there is the opportunity to take the children on various outings within the school grounds, which provide exciting educational experiences for them.



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Child Care Regulations

Hillbrook Early Learning Centre is a licenced 25 place Long Day Care for children from six (6) weeks to school age. The minimum national educator-to-child ratios are:

Age	Educator-to-Child Ratio
6 weeks to 24 months	1:4
25 months to 35 months	1:5
36 months to school age	1:11

Hillbrook Early Learning Centre is licensed under the Act and must comply with the Education and Care Services National Law (Queensland) Act and National Regulations 2011 including:

- The requirements about activities, experiences and programs
- The number of staff members and children
- Staff qualifications

We are governed by the National Body ACECQA.

When a child is accepted into care at the Centre, families are entitled to information about the following:

- A general description of the program and experience given by the Centre
- Centre Philosophy about learning and child development outcomes and how they will be achieved
- How the development of knowledge and skills will be achieved through activities and experiences
- A Compliance History Log Book containing all formal notices issued after 1 July 2010 to the Licensee for any contraventions to the Act and regulations for the Service which may be viewed by current or prospective families and copies provided where required.

For further information please telephone the Office of Early Childhood Education and Care Information Service 1800 737711 or Nundah Regional Office (07) 3634 0532



Hillbrook Early Learning Centre

Early Years Learning Framework

Hillbrook Early Learning Centre provides developmental and educational Early Childhood programs for children (babies to school age) in a warm, safe, nurturing play-based environment, which promotes self-understanding, self-esteem and independence. Our aim is to foster the development of the whole child – physically, socially, cognitively, emotionally and spiritually while fulfilling the motto *"In Balance We Grow"*.

Early Childhood Education focuses on individual child development within a group and recognises the importance of the seven Quality Areas that underpin the National Quality Framework and the importance of play in learning. Appropriate learning experiences are scaffolded from observations of children's interests and skills using the **Early Years Learning Framework (EYLF) Learning Outcomes**:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Enrolment Information

To be considered for enrolment, all families are required to complete a Waiting List application and pay a non-refundable \$30.00 processing fee.

The Waiting List Application allows for details of your child care requirements including requested start date at the centre. Once this application has been completed, it can be emailed to elc@hillbrook.qld.edu.au this then places your child on the Hillbrook ELC Waiting List. Acceptance of a completed application form and receipt of the related fee does not guarantee your child a place at the centre.

A formal letter of offer will be emailed if we have vacancies to suit your requirements. Once an offer of enrolment has been accepted you will be provided with an enrolment package in order to finalise your child's enrolment.

New families are required to pay an enrolment acceptance fee equal to 2 weeks full fees for each day the child is booked to attend. This will be payable by direct debit on receipt of the completed enrolment forms. The acceptance fee will be credited to the families' first fee statement, but will be non-refundable if the child does not commence with the Centre or leaves with a credit balance remaining on the account. Due to the high number of applications, failure to return enrolment forms and pay the acceptance fee by the agreed date will forfeit your place at Hillbrook ELC and places will be offered to next in line on the waiting list.

In term 4 each year, permanent childcare places are offered from the Waiting List and 'Continuing enrolment request forms' in accordance with Hillbrook's Enrolment Policy. This policy gives preference to the children of staff at Hillbrook Anglican School, continuing permanent bookings and siblings of children already in attendance. Should a vacancy occur during the year, places are offered in chronological and category order. Our policy for allocating places is one of non-discrimination in accordance with Hillbrook's Philosophy and government licensing requirements.



Hillbrook Early Learning Centre

Fees

Childcare fees are set each financial year and are payable fortnightly one week in advance. Fees are charged for all days the child is booked including absences for sickness, annual leave holidays, public holidays or when the centre is advised to close due to local weather or health emergency. There is no charge for the centre closure during school holiday periods.

Vacancies

Vacancies at the centre may occur at any time throughout the year. As vacancies arise, those families who may have requests for change of bookings and those on the waiting list may be contacted.

Requests for casual days for children with permanent booking patterns may be taken and filled where possible however alternating or swap days are not available.

Centre Visits: Stay and Play

You are more than welcome to come and visit us here at the centre to see our facilities and speak with the Educators and Kindergarten Teachers. The ideal time to do this is in the morning between 10.00am and 11.00am or in the afternoon between 2:00pm and 3:00pm, however, other times can be arranged on request.

Should your child be offered a place at the centre, you can bring your child in for 'Stay and Play' sessions. These sessions allow your child to commence the settling in period. At the same time, the Educators will be able to observe your child in order to ensure the room they have been enrolled in best meets their educational, physiological and emotional needs.

Hillbrook Early Learning Centre Contact Details

Should you have any further questions or need to update your enrolment requirements, please contact the ELC Administration Officer:

Phone: 3354 6424 or
Email: elc@hillbrook.qld.edu.au

Thank you for your interest in the Hillbrook Early Learning Centre.