

Early Learning Centre Collaborative Partnerships

COMMUNICATION

At MCC Early Learning Centre, we believe that communication needs to take place between Parents/Carers and staff with Parent/Carer conversation, interaction, email and/or phone conversations. We aim to develop trusting relationships with all families to enable us to work in partnership with you.

Meeting with Staff

Formal Parent Teacher meetings are scheduled twice yearly, and a report communicating your child's progress will be distributed at the end of each semester. Should you wish to meet with your child's teacher please email them directly to arrange a time outside of the kindy program hours.

Communication with Parents

Our main communication is by email. You will receive regular emails about events for the Early Learning Centre, and the Primary School. The noticeboard in each foyer will also have up-to-date information. Communication pockets with your child's name are located near the classroom entrance for communication and artwork collection with Parents/Carers. Regular checking of the contents of the pockets will ensure messages are received. Communication pockets will only be used by Early Learning Centre, however, can be utilised for children's birthday invitations from families.

Open Door Policy

The MCC Early Learning Centre has an Open Door Policy and welcomes Parents/Carers into our space. When children see a connection between their Parents/Carers and Early Childhood teachers, it assists in making them feel safe and secure. If you have any skills, interests or knowledge that you would be willing to share with the Early Learning Centre, including things that may enhance the children's program, please let us know. Parents/Carers who wish to take advantage of the Open Door Policy need to be actively involved with their child.



We value your participation and involvement in any of the following ways:

- Sharing languages from Parents/Carers unique cultural background
- Sharing information and/or experiences from Parents/Carers unique cultural background
- Sharing skills and interests in the education program
- Spending time reading stories and playing with your child
- Participating in special activities, excursions and celebrations
- Assisting the staff with educational programs.

Process for any concerns of Early Learning Parents/Carers

If you have any concerns, please follow the process below:

- Firstly, raise your concerns with your child's teacher
- If unresolved or of a serious nature, then make an appointment with the Head of Early Learning
- If still unresolved, make an appointment with the Head of Primary.

MCC Early Learning Centre staff reserve the right NOT to hold an interview with a Parent/Carer who is emotionally distressed. At all times during the interview, respect for one another is to be shown or the interview will be ended by staff. The MCC Early Learning Centre also reserves the right to have another staff member, who has some knowledge of the incident or who is involved in the subject of discussion, present at the interview.

Sharing Home Life

Events in the family life such as major illnesses, visits of Grandparents and relatives, accident or death of relatives or pets, or moving house may be a cause of major concern or excitement for children and markedly affect their behaviour. It is important for the home and the MCC Early Learning Centre to share this information, and we would appreciate Parents/Carers informing Early Childhood teachers of any unusual happenings of this nature for the benefit and well-being of the children.



Younger Siblings

Younger siblings are welcome visitors at Early Learning Centre however always remain the Parent's/Carer's responsibility. To avoid accidents please monitor your younger child's whereabouts and behaviour whilst in the centre. Please do not allow babies to place toys, puzzles and books in their mouth.

BEHAVIOUR EDUCATION

The Bible reminds us that the purpose of discipline is to help each of us to grow in a loving, Christlike manner. This is an important part of our understanding of Christ. Discipline also protects and safeguards us physically, spiritually and emotionally so that we may grow into responsible servants of Christ, always acting in a God-honouring and upright manner (Hebrews 12:11 & Proverbs 12:28).

Rationale

Effective behaviour education is evident when there are positive relationships between teachers, children and Parents/Carers. All staff recognise and respect the rights and responsibilities of others. The growth and development of a child is the prime responsibility of Parents/Carers. At MCC Early Learning Centre we encourage accountability for behaviour in all children. Staff strive to work in partnership with Parents/Carers to help children develop into mature, responsible, well-adjusted young people.

The Mackay Christian College Behaviour Education Policy is devoted to providing a unified and cohesive code of behaviour for the Early Childhood environment.

Goal

Staff aim to provide a positive, fair and consistent behaviour education system and to assist all by documenting clear guidelines for children, Parents/Carers and teachers to follow. The goal of our behaviour education process is to develop a safe, caring and secure environment where children accept responsibility for their own behaviour and respect the rights of others.

Parent/Carer Adult Behaviour

The MCC Early Learning Centre expects all adults to behave in a reasonable and mature manner when in and around the MCC Early Learning Centre and on Mackay Christian College premises. The MCC Parents and Visitors Code of Conduct outlines behavioural expectations for all visitors to the College and the consequences if those expectations are ignored.

What if my child is not ready for Prep after a year in the Early Learning Centre Kindy?

If your child's kindy teacher is concerned about your child's readiness for Prep a time will be arranged to discuss their observations, to assist you in making an informed judgement as their Parent. The Early Learning Centre supports delayed entry into Prep whereby a child can undertake a 2nd year at kindy to support their developmental needs. We also invite Parents to initiate this conversation if they feel their child may not be ready.

Will my child automatically be enrolled to commence at MCC?

Placement at MCC Early Learning Centre does not guarantee enrolment in Mackay Christian College. Families wishing to enrol their child into Mackay Christian College in Prep - Year 12 should make a separate application for enrolment. Enrolment policies and procedures are outlined on the College website www.mcc.qld.edu.au.

Termination of Enrolment

In the event a child's behaviour is having a detrimental effect on other children, staff or Parents/Carers, the MCC Early Learning Centre reserves the right to limit the child's hours in care, suspend or terminate the child's enrolment at the Head of Early Learning's and/or the College Principal's discretion.

Our service supports the

Statement of Shared Commitment

Every interaction counts.

Every child in our service has the right to feel safe - culturally, emotionally and physically.

We recognise the critical role of early childhood educators, including teachers, in creating inclusive, culturally safe and nurturing environments filled with positive interactions that support children's social and emotional development, stimulate learning, and allow children a sense of belonging.

By working together, we can ensure that every child attending a Queensland early childhood education and care service, including school age care, feels safe, secure and self-confident.

We commit to



creating a culture that promotes wellbeing and self-regulation



putting children, their voice, rights and dignity, at the centre of everything we do



supporting inclusive and culturally safe and nurturing environments, rich with quality relationships and interactions



embracing a safeguarding culture through the way we speak and act, at every level of our organisation



having zero tolerance for any form of inappropriate interaction with children or use of inappropriate discipline

