

Evergreen

EARLY EDUCATION CENTRES



'It is our mission to provide a place which allows every child to discover who they are, in a safe and happy environment where everyone belongs.'

We are committed to delivering the highest level of quality Education and Care with a true passion and difference which is everlasting'

Welcome

Welcome to Evergreen Early Education Centre. Finding a new Education and Care service for your child can be a daunting task.

At Evergreen it is our mission to provide a place which allows every child to discover who they are, in a safe and happy environment where everyone belongs. We are committed to delivering the highest level of quality Education and Care with a true passion and difference which is everlasting.

We believe the best way to work with you and your child is by building a partnership of care. To do this we want you to feel:

- ✓ Welcomed, recognised, acknowledged and respected by all Educators
- ✓ Your child is really known by, and really knows, the people who care for him or her
- ✓ You are given lots of information about what is occurring and are asked for your views
- ✓ You are involved in making decisions about your child's experiences
- ✓ You and your child are received and greeted upon arrival
- ✓ Your child is happy, secure and engaged
- ✓ Your child is not just looked after but really cared for

About Us...

Evergreen Early Education Centre is your child's home away from home. We place the children, families and community first, embracing a collaborative approach, working in partnership to guarantee every child succeeds. We provide a place where childhood is a time to be, to seek and make meaning of the world, where everyone belongs.

We offer a nurturing, supportive environment which provides your child with the stepping stones they need to achieve their dreams...

Evergreen Early Education Centre is a newly formed organisation which is led by an industry professional who has spent many years working directly on the floor, managing Centres and being in an operational role for a multisite organisation. Having worn so many different hats within this industry it has given the Evergreen team the advantage of experience, knowledge and an understanding of what it takes to deliver a service which stands out from the rest.

The Directors of Evergreen are parents themselves who understand the importance of providing the highest level of Education and Care to the children and families enrolled within our Centre. It is our passion and we are committed to making a positive difference within this industry as we recognise the importance of working as one with our Educators, Children, Families and Community

...where everyone belongs

This is the heart of Evergreen and everything we stand for!

Evergreen is an inclusive, timeless environment that caters for all children from diverse backgrounds with needs and wants that are as unique as they are...

As families, the support you give your child is vital because you are your child's first and most important educator and we value that.

Our Values

At Evergreen Early Education Centre we deliver what we promise! Our core outcomes are linked directly to the Evergreen Values:

Unique

To offer an experience that is unlike anything else. At Evergreen we believe that every child is one of a kind. We will endeavour to provide a service that meets the individual needs and expectations of every child and their family, whilst ensuring everyone's equal rights and values are respected.

Knowledge

To provide an environment and experiences that are challenging, stimulating and full of discovery. Our curriculum is a stepping stone for lifelong skills acquired through investigation and understanding whilst having fun. Evergreen is a branch of learning, striving to empower every child with the skills to become a resilient and confident young person.

Openness

We are receptive to new ideas, cultures, traditions and experiences. We welcome and embrace the suggestions and opinions of our children, families, educators and community. We are committed to providing a service that is transparent and inclusive in a setting that is comfortable, where everyone belongs.



The Evergreen Curriculum

A branch of learning, striving to empower every child...

The first five years of a child's life are key for development. Our curriculum embraces 'The Early Years Learning Framework' as we recognise each child's uniqueness in a positive way. The curriculum has been designed to adapt to each child as we acknowledge that children learn in a variety of ways and will develop skills and reach key milestones at their own pace.

Our Curriculum is aimed to recognise, respond, to all children's strengths, abilities and interests. We value and build upon every child's strengths, skills and knowledge to ensure their motivation and engagement in learning.

At Evergreen we provide specialised programs that will deliver experiences which are challenging, stimulating and full of discovery, where all children experience learning that is engaging and builds success for life. The programs we have designed work in partnership with our 'Learning Centre approach' in collaboration with the feedback and contribution received from our children, families and community.

Our learning programs focus on the following key areas:

- ✓ Identity
- ✓ Our World
- ✓ Wellbeing
- ✓ Confident learners
- ✓ Communicators

...a stepping stone for developing lifelong skills



*For more information about our Curriculum please visit www.evergreeneec.com.au

Our Centre

The Evergreen Centre is a purpose built, state of the art Centre that educates and nurtures children from 0 to 6 years old. The Centre is open Monday to Friday, 7.00am to 6.00pm and only closes on Public Holidays. Our Centre is located on **68 Sydney Street, St Marys** and is close to public transport, primary schools and the local shopping centre.

The Centre is equipped with the latest CCTV security and a swipe tag access system for peace of mind. There is onsite parent parking as well as pram parking available at the Centre. A Baby Care room is also available for visiting parents. As a part of our 'Open Door' policy we encourage parents to come and visit their child throughout the day and spend some time at the centre if possible.

All meals are prepared onsite in our commercial grade kitchen by our amazing chef. This includes Breakfast, Morning Tea, Lunch, Afternoon Tea and Late Snack.

The design of our Centre has had the input of Early Childhood professionals to ensure the daily operations of the Centre runs smoothly. The Centre features large rooms, with smaller numbers of children enrolled in each room ensuring a better quality of care is provided to each individual child. The Children's Indoor environment overlooks two beautiful natural outdoor play areas, encouraging simultaneous indoor and outdoor play which is embedded within the Evergreen Curriculum.

The children's Indoor rooms feature learning centres rich in age appropriate resources to stimulate learning based on the developmental needs and current interests of the children. This is a place where the children can begin to explore language, music and movement, science and the arts, to help them make sense of their world. The Early Learner's (2 to 3 years) and Preschool (3 to 5 years) rooms have a dedicated IT station featuring desktop computers and iPads with Early Literacy and Early Numeracy programs.

The natural outdoor environment is an area where the children can be close to nature and learn how to respect, look after and protect their environment. Our Outdoor play areas feature sandpits, open forts, climbing and balance beam obstacle course, vegetable and herb gardens, natural shading protecting the children from the sun, and each room has an outdoor deck which provides the children with an area to enjoy meals as well as a retreat area for quieter activities such as reading, puzzles and much more.

Our Indoor and Outdoor learning environments are designed to encourage the children to interact, take on roles and develop relationships with others through play, whilst encouraging each child to value and respect each other's differences and embracing everything new.

"We provide a place where childhood is a time to be, to seek and make meaning of the world, where everyone belongs"

Centre Details

- ✓ We are open 5 days a week, 52 weeks a year (excluding Public Holidays)
- ✓ Operating Hours: Open 7.00am and Close at 6.00pm (Monday to Friday)
- ✓ Education and Care for children aged 0 to 6 years old
- ✓ We are licensed for a total of 76 children per day
- ✓ The Centre's Provider Approval Number: PR-40005044

What we offer...

- ✓ Educational Curriculum
- ✓ Children's hats, sunscreen and bed linen
- ✓ Nappies and wipes. We also assist with toilet training when your child is ready
- ✓ All meals are prepared onsite in our commercial grade kitchen by our amazing chef. This includes Breakfast, Morning Tea, Lunch, Afternoon Tea and Late Snack (Refreshments provided throughout the day: Milk and Water).
- ✓ Evergreen is an approved Centre under the Department of Human Services (DHS) to provide families Childcare benefit (CCB) and Childcare Rebate (CCR)
- ✓ Cost of all incursions, excursions or extracurricular activities that may occur during your child's time at the centre is paid for by the Evergreen management.
- ✓ An inclusive environment that values the feedback and input from every child and family
- ✓ An orientation process before your child commences at the centre to ensure every child transitions successfully and are ready for their big day at Evergreen Early Education Centre
- ✓ CCTV security
- ✓ Security swipe tag access system
- ✓ Onsite parent car park and pram parking available at the centre

The Daily Routine

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

Throughout the day the children will be experiencing a number of different activities which are part of the educational and developmental programs delivered by all of our Educators.

Each room has their routine on display and are available for families to read and ask questions if required. In place are both summer and winter routines, which adapt to weather conditions.

Age Groups

The Centre boasts three rooms which promote a spacious, warm and inviting environment for all our children at the Centre. All rooms have sliding doors to create smaller group sizes, which are appropriately programmed for.

The rooms offered are as follows:

- ✓ Nursery (0 to 2 years)
- ✓ Early Learners (2 to 3 years)
- ✓ Preschool (3 to 5 years)

The first weeks at the Centre

The introduction into long day care can be difficult for children and families. Children's welfare and happiness are the priority for Educators when welcoming new children to the Service and when assisting the family to settle into the Service environment. It is recognised that families needs will 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 care:

- ✓ Attend three orientation visits prior to your child's official start. There is a guideline that Educators will follow to ensure we have covered everything with your child and yourself.
- ✓ Ease your child into care with short stays to begin with
- ✓ Provide a favourite toy, blanket or comforter to support your child when they are separating from you or settling to sleep. 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 children can produce a positive role models and be reassuring. This experience can help to establish trust in an unfamiliar setting.
- ✓ Try to talk at home about child care. Mention the names of the Educators and other children. Talk about the things the child will be able to do at child care 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 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 going 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 settle.
- ✓ It sometimes helps to establish a routine when leaving. For example, giving your child a cuddle and giving them to an Educator or sitting with them for a short play or reading a book together 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 mean time they are well cared for.



What do I have to bring on the days my child attends the Evergreen Centre?

The items that are required to be provided when your child attends care are:

- ✓ A clearly labelled bag that is large enough to hold your child's belongings
- ✓ Sterilised bottles, clearly labelled and formula (Evergreen does provide milk)
- ✓ Dummy which is placed in a labelled container
- ✓ Change of clothing – each item of clothing to be clearly labelled
- ✓ Any comforters that your child might like to have whilst in care e.g. blanky, teddy etc.
- ✓ Evergreen has dedicated water stations in each room and outdoor play areas – if you prefer to send your child to care with a water bottle please ensure the water bottle is clearly labelled.
- ✓ If your child has an allergy you are required to bring the medication indicated on your child's Health Management Plan e.g. asthma puffer, epipen, medication etc.
(Health Management Plans are to be discussed with the Centre Manager during the enrolment process. All medications brought into the centre must have a pharmacy label with your child's name and directions in order to be accepted by the Educators)

(Please note: items required for your child may differ depending on your child's age and needs)

Can I visit my child throughout the day?

Evergreen EEC has an Open Door Policy which means parents, family and community members are welcome to participate at our centre and in our programs at any time. An Open Door Policy means exactly that – our doors are open at all times for others to participate in and enrich our programs.

Rest and Sleep

Rest time routines vary according to individual routines. We aim to make rest time a relaxed, pleasant time for all children. We provide cots and stretcher beds for children. Your child may wish to bring a security item to have at rest time. Please feel free to discuss your child's rest needs with Educators.



Our Team

We understand the importance of having a great team of Educators to support the Mission, Values and Philosophy that the Evergreen foundation is built upon.

The Evergreen family is made up of a team of qualified, diverse, nurturing and experienced Educators with years of industry experience.

'We are an organisation that connects with our families and builds a foundation for positive and successful partnerships.'

We are proud that many of our key team members have already been assessed and have a firm understanding of the new National Quality Framework and have received an 'Exceeding Rating' for Centres they have managed or worked in. The Early Years Learning Framework and National Quality Standards are embedded within our team members and embodies all of our daily practices within our Centre.

We pride ourselves on offering a working environment that is supportive and attuned to the needs of our team members, intern that means the Educators are happy and enjoying what they are doing, which is an extension onto the service that is delivered to our children and families.

Our team is committed and passionate! Wanting to make a difference which is everlasting to all the children they have the privilege to provide the best care and education for!

'When families entrust their children into our care they want to know, first of all, that we are caring and trustworthy – that their children are going to be okay while they are with us'

'Bringing the EYLF to life in your community'



Our Menu

We at Evergreen are aware that food provided within our Centre has an important role to play in the growth and development of our children. We understand that choices made now can influence their future eating habits.

Our menu meets the daily nutritional requirements as specified for Early Education Centres. The children are served a variety of foods including a range of textures and taste appropriate to the development stages of each age group. The children are also encouraged to drink milk and water throughout the day. Apple slices are served after lunch as a dental recommendation.

Produce harvested from our very own vegetable and herb garden is used in our cooking classes as well as our weekly menu.

All our meals are prepared onsite in our commercial grade kitchen by our amazing chef. Evergreen had developed a four week rotating menu for all the children to enjoy!

Evergreen also provides facilities and offers opportunities and support to families to continue to provide breastmilk or breastfeed their child in care.

Evergreen Early Education Centre is a 'Nut Free' Centre. We cater for all children and their dietary requirements whether based on an allergy, vegetarian, cultural or religious beliefs



Sun Protection

Is Evergreen a SunSmart Centre?

- ✓ Yes, Evergreen is a SunSmart centre, we will provide sunscreen for your child which will be applied before any outdoor activities take place.
- ✓ Children's sun safe hats are also provided by the centre
- ✓ Educators access the Cancer Council SunSmart UV App to ensure children are participating in outdoor play during the appropriate times of the day. The SunSmart App features: Sun protection times, Sunscreen calculator and a 7 day weather forecast to assist educators when planning outdoor activities.
- ✓ Parents are welcome to provide their own sunscreen if their child has a known allergy to certain creams.

First Day Checklist

There are some important things you need to make sure you have completed before and for the first day your child commences at Evergreen Early Education Centre

Please use this checklist to make sure that nothing has been missed

The Paperwork	Tick ✓
Completed Enrolment form	
Immunisation (Blue Book)	
Birth Certificate	
Direct Debt form	
Completed 'All About Me' form (Child Profile)	
Any additional information e.g. Allergy Action Plans, Dietary requirements, special comfort items etc.	

For your child	Tick ✓
A clearly labelled bag that is large enough to hold your child's belongings	
Sterilised bottles, clearly labelled and formula (Evergreen does provide milk)	
Dummy which is placed in a labelled container	
Change of clothing – each item of clothing to be clearly labelled	
Any comforters that your child might like to have whilst in care e.g. blanky, teddy etc.	
Evergreen has dedicated water stations in each room and outdoor play areas – if you prefer to send your child to care with a water bottle please ensure the water bottle is clearly labelled.	
Family Photo	

(Please note: items required for your child may differ depending on your child's age and needs)

Get to know Evergreen....

- ✓ We are now taking enrolments for children aged 0 to 6 years old!
- ✓ For more information, call us on 1300 EVRGRN (1300 387 476) or email us at info@evergreeneec.com.au

'Learning that lasts a lifetime'



www.evergreeneec.com.au

1300 EVRGRN (1300 387 476)

...where *ev*eryone belongs