



Board of Governors

An Annual General Meeting of the Association is held before the end of June to elect officers for the next twelve months. Members are elected for three-year terms.

The present Board of Governors:

Barbara Stubbings

Steffen Wirth

Sundar Ramamurthy

Warwick Vele

Godfrey Seeto

Richard Gordon

Principal: Suzanne Savage

Teachers Representative: Marge Yukil

IEA Representative: IEA Executive Director

Deputy Principals: Kerry Honey, Sally Hughes, Andrew Levey



School Administration and Teaching Staff

Principal	Suzanne Savage
Deputy Principal Administration	Andrew Levey
Deputy Principal Learning	Sally Hughes
Deputy Principal Early Learning Centre	Kerry Honey

Early Learning Centre Teachers

Toddlers

Teacher in Charge	Margaret Kuiaha
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Classroom assistants (Toddlers)

Thomas Jingan	Thora James	Immo Akeari	Idau Havea	Emi Loi
Rita Orovea	Shirley Tolaget	Jenny Ogi	Vasiri Tau	

Preschool Teachers

Helen Tiran	Scholastica Moabi	Eunice Kuiaha	Leonie Wyatt
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Classroom assistants (Preschool)

Beckie David	Idau Havea	Anna Embo	Salome Tom	Merilyn Gotaha	Emi Loi
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Teaching staff

Specialist teachers

Physical Education	Marge Yukil, Rebecca Maniako, Eunice Lei (ELC)
Language Other Than English (French)	Teresa West
Music Co-ordinator	Buruka Tau
Music Teacher	Amos Kafare, Eunice Lei (ELC)
Relief Teachers	Eunice Lei (ELC), Rolland Isaiah, Yvonne Bacca



Classroom teachers (Murray Site)

Andrew Levey

Jeff Aimano

Greg Bassett

Narelle Levey

Tidman Ikosi

Sally Hughes

Esther Williams

Caroline Moeder

Jennie Kaupa

Nicole Vele

Jenny Ramamurthy

Norma Walaun

Carolyn Stennard

Christine Carey

Caroline Terz

Helen Julius

Susie Jaensch

Yvonne Richardson

Rosie Kariha

Rebecca Maniako

Classroom assistants (Murray Site)

Vera Akung

Oveti Meaporo

Wendy Peter

Annette Vele

Justine Murphy

Alison Agiru

Ruth Owadeba

Farsheena Kila

Wape Zilling

Maggie Amani

Madonna Peter

Taita Kaisi

Sharon Tiripu

Tegana Kulu

Matilda Lai

John Balaia

Daniel Aitan

Serah Moripi

Florence Kuludai

Leah Kauri

Ernest Willie

Jennifer Aeha

Mary Putubu

Gabriela Martin

Beverly Maia

Miria Mabi

Joseph Mea



SECTION 1 WELCOME THE ELA MURRAY INTERNATIONAL SCHOOL EARLY LEARNING CENTRE

The Ela Murray International Early Learning Centre is part of The Ela Murray International School, situated on a split campus in the suburbs of Ela Beach and Boroko, here in Port Moresby, the capital city of Papua New Guinea.

As part of this 'community of learners', The Ela Murray International School ELC, builds on children's learning in their families and communities to provide a foundation for their learning in later life.

ELC Programs

The ELC offers quality care and education in the Toddler and Pre-school areas before they move on to the Preparatory through to Upper Primary in The Ela Murray International School.

Children may attend on a full-time or part-time basis.

The centre opens at 7:30am and all sessions conclude at 2:30pm.

ELC Toddlers

For children 18 months to 3 years

ELC Preschool Reception

For children 3 years to 4 years

ELC Preschool Transition

For children 4 years to 5 years

**(Please see Section 7 - Enrolment Fees and Administration
for more information on enrolment)**



SECTION 2 CHILDREN'S LEARNING

The ELC community has a common, shared set of agreed core values and beliefs about learning in early childhood.

These values and beliefs include:

- The foundation skills of lifelong learning are acquired in the early years.
- Children feel secure, supported and valued in cooperative and collaborative learning environments.
- Optimal learning occurs when learning experiences cater to individual learning styles, are developmentally appropriate and authentically child-centered.
- Confidence, competence and a positive self-identity come from valuing, including and supporting children's diverse knowledge, skills and cultural understandings.
- Children learn best in environments that are responsive to their needs and strengths that allow them to feel safe, secure and nurtured.
- Play is an essential method of learning for young children that optimises the use of natural curiosity and inquiry.
- Effective learning for children promotes the use of all their senses.
- Higher order thinking and language skills require explicit teaching and modelling in the early years.
- Quality environments provide flexible and secure organisation of time and space to accommodate the needs and natural flow of child-centered activities.

We offer a quality program that is varied, fun and educational, run by committed staff who receive ongoing professional support and training.

All staff members are involved in program planning, observation, and assessment of children's development and the appropriateness of the program provided.

The ELC day allows for a variety of learning experiences including the following:

- Cooperative and independent play
- A variety of planned learning experiences as well as the provision for unplanned and spontaneous activities
- A balance of indoor, outdoor, quiet, active, large and small group, individual, child-initiated and adult-led activities
- Structured group activity and explicit teaching opportunities



- Opportunities for the development of personal, social and emotional skills
- Flexibility within the planned program to accommodate for interests of children, unforeseen circumstances and changing needs
- Use of a variety of developmentally appropriate resources, materials and equipment
- Activities that are non-biased, non-sexist, avoid stereotypes and reflect a multicultural perspective
- Consideration given to environment issues such as recycling and care of our natural environment
- Specialist areas offered are P.E, Music, Library, Cooking and Water Safety

Learning through Play

Children learn in many ways, including through observation, interaction, play and real-life experiences. Play, however, is the fundamental medium for young children's learning and is central to an effective early childhood education.

Play is a natural activity through which children learn and understand the world around them. It is essential for brain development and allows children to grow; socially, emotionally, physically and intellectually.

For the child, play involves pleasure, enjoyment, free choices, spontaneity and active engagement. It enables children to determine their own course of events and focuses on the process rather than on a product.

The processes children develop through play include;

- Creating
- Collaborating
- Making choices
- Decision-making
- Organising
- Problem-solving
- Taking and sharing responsibility
- Interpreting
- Predicting
- Recalling



- Reflecting
- Communicating

These processes fall in line with the 5 key outcomes of the International Education Agency

- **Be self-directing**
- **Communicate effectively**
- **Behave ethically**
- **Work collaboratively**
- **Analyse and solve problems**

Early Childhood Curriculum

Children's learning is not divided up into sections. One experience will provide opportunities to develop a number of skills, concepts and competencies across several areas of learning.

However, the following six areas have been set as a designated early childhood curriculum,

Personal, Social and Emotional Development

This area of learning is about developing emotional well-being, respect for others, social competence and a positive disposition to learn.

Effective learning involves;

- Feeling safe and secure
- Forming positive relationships
- Developing anti-discriminatory attitudes
- Developing a sense of belonging
- Enhancing a strong self-image and self-esteem
- Exploring one's own culture and appreciating the culture of others
- Developing sensitivity towards the needs of others
- Developing the values of trust, responsibility, reliability and honesty
- Building confidence



Communication, Language and Literacy

This area of learning includes communication, speaking and listening in different situations and for different purposes, exposure to a wide variety of literature and developing early reading and writing skills.

Effective learning involves;

- Communicating with others
- Building up relationships
- Incorporating language and literacy development in all learning areas
- Sharing and enjoying a wide range of rhymes, music, songs, poetry, stories and non-fiction books
- Becoming aware of written and symbolic language in our environment
- Experimenting with making marks, personal writing symbols and conventional text
- Developing spoken language

Mathematical Development

This area of learning includes counting, sorting, matching, seeking patterns, making connections, recognising relationships and working with numbers, shapes space and measures.

Effective learning involves;

- Practical activities underpinned by children's developing communication skills
- Imaginative and enjoyable activities
- Awareness of counting and the number system in our environment
- Combining, sharing, grouping and comparing numbers of objects
- Experiencing the properties of shapes
- Awareness of familiar shapes in our environment
- Awareness of space and pattern
- Comparing sizes and quantities
- Using a unit to measure
- Awareness of marking time and the passage of time



Knowledge and Understanding of our World

This area of learning includes the development of crucial knowledge, skills and understanding that help them make sense of our world.

Effective learning involves;

- First-hand experiences that encourage exploration, observation, problem-solving, prediction, critical thinking, decision-making and discussion
- Stimulating children's curiosity and interest
- Using a range of tools
- Working with a range of materials
- Using a variety of joining methods
- Interaction with adults and with each other
- Gathering information
- Opportunities to design, make, evaluate and adjust

Creative Development

This area of learning includes music, art, dance, role play and imaginative play. Creativity is fundamental to successful learning. Being creative allows children to extend their understanding by making connections between one area of learning and another.

Effective learning involves;

- Having time to explore and experiment with ideas, materials and activities
- Trying new experiences and ways of doing things
- Learning through all of the senses
- Using imagination
- Opportunities to work alongside artists and other creative adults
- Opportunities to respond, explore, experiment and communicate

Physical Development

This area of learning includes improving skills of coordination, control, manipulation and movement. Physical development helps children gain confidence in what they can do and enables them to feel the positive benefits of being healthy and active.



Effective learning involves;

- Having the time to explore, experiment and refine movements and actions
- Learning and improving skills
- Opportunities to develop social skills
- Improving understanding of speed and strength
- Expressing feelings and practising different emotional responses
- Using the senses to perceive things from different perspectives
- Developing confidence and responsibility



SECTION 3 QUALITY CARE AND EDUCATION

The staff of The Ela Murray International School Early Learning Centre does everything within its power to provide a safe, healthy and happy learning environment.

Arrival at the Early Learning Centre

The Ela Murray International School and Early Learning Centre opens at 7:30am with sessions beginning at 8:00am. All sessions conclude at 2:30pm.

Staff members are not required to be at the ELC until 7:30am.

Children may not be left unattended by parents at the Early Learning Centre before 7:30am as the ELC staff is not available for supervision at this time.

From 7:30am until 8:00am, when sessions begin, general supervision is offered while the ELC staff prepare for the day.

Parents should ensure that all children are ready to begin their busy day at the ELC. Children are to arrive dressed, breakfasted and fully provided with changes of clothes and enough food to meet their needs.

It is the responsibility of parents to ensure that children are not sent in sleepwear and night time nappies.

Collection of Children

Sessions at The Ela Murray International School and Early Learning Centre conclude at 2:30pm.

Parents are asked to collect their children promptly. All staff members have duties and obligations after this time, some of which involve travel to the Murray Site in Boroko. Consequently, supervision of children is not available after 3:00pm.

Unfortunately, situations do arise where punctuality may not be possible. In the event of such an occasion, please contact the Early Learning Centre as soon as possible so that suitable arrangements can be made for the care of your child.

If persistent late collection of children without reasonable excuse or notification becomes a concern, placement of children at the ELC may be reviewed by the Deputy Principal and Principal.

Children must be signed out of the centre by an adult. At the time of enrolment, please provide names, contact numbers and addresses of persons authorised to collect your child. It is your responsibility to notify the ELC of any changes in this authorisation. Children will only be released to the authorised persons nominated in your child's file.

If you require someone other than an authorised person to collect your child, please notify the Deputy Principal or person in charge as soon as possible.



Parents who wish to restrict another parent or family member from collecting their child must provide a certified copy of any court order (stamped with an official seal) to the ELC upon enrolment or immediately following issue by a law enforcement agency.

In the event of a restricted person attempting to collect a child, the safety of all children, staff and visitors will be secured and parents or emergency contact persons will be notified as soon as possible.

Behaviour Guidance

The Ela Murray International School and Early Learning Centre uphold 4 basic principles.

Be Safe
Be Fair
Be Kind
Be Respectful

The ELC staff analyses children's behaviour in an attempt to understand their needs. The staff uses strategies such as directional language, guidance and behaviour teaching processes to encourage children to understand and choose appropriate behaviour.

The goal of the guidance process is for the adult to interact with the child in a caring and understanding way, empowering and enabling the child to develop self-respect, self-responsibility and self-control.

Staff members try to establish reasons for a particular behaviour and plan experiences and activities which will assist the child to;

- Meet their needs in other ways
- Learn the appropriate behaviour

Families are consulted about any issues or problem's regarding children's behaviour. Family input is sought, wherever possible, for a solution in guiding the child.

If very challenging behaviours continue to put others at risk, and staff members have demonstrated that all possible steps have been taken to assist this child with their behaviour, then the child's placement at the ELC may be reviewed by the Deputy Principal and the Principal.

Rest and Relaxation

A balance of experiences and activities are planned within the ELC each day. These experiences include opportunities for rest and relaxation.

There are many ways for a child to rest and relax throughout the day. These may include resting on a mattress or cushion or quiet activities such as puzzles, drawing or reading.

In the Toddlers section, a sleep time is scheduled as part of the daily routine. Consideration is given to creating a restful atmosphere which is flexible and responsive to the child's needs.

You are encouraged to discuss your child's needs for rest and relaxation with the ELC staff.



Excursions

From time to time, excursions into the community may be held. These may include visits to the Murray Site in Boroko, the Botanical Gardens or other destinations. While permission for children to attend excursions is given on the enrolment form, the ELC will give families advance warning of any such excursion. Permission slips will need to be signed and any fees paid before the due date.

Adult family members are encouraged to join us on these excursions. The children will only leave the site if there is an appropriate child/adult ratio.

Children are required to wear a hat and footwear that provide adequate protection. Security is carefully considered prior to any departure.

Bus Travel

The Ela Murray International School runs three buses for school use. Children may be required to use this bus service to access facilities at the Murray Site in Boroko.

When on an excursion, children are always accompanied by staff members in an appropriate ratio of adults to children.

Children may also travel to and from the ELC on the school bus. Staff members are in attendance on the trip home.

The school bus service is on a 'user-pays' basis and is determined by availability of places. Please see the staff at the head office at The Ela Murray International School, Gabaka Street, Boroko.

Students using the school buses are expected to behave in a manner that ensures a safe and pleasant journey for all concerned.

- Passengers must not enter the bus until the driver is seated
- Passengers must sit straight away and remain in their seats for the whole journey
- When necessary to stand, passengers must stand quietly and wait. Find your seat and sit down as soon as possible
- Passengers must not eat or drink on the bus at any time
- Passengers must use socially acceptable language at all times
- Passengers must speak at an acceptable volume so as not to distract the driver
- Passengers must not throw any object out of the bus at any time
- Passengers must not have any body part out of the bus at any time
- Passengers must behave in a socially acceptable manner in accordance with school rules
- Passengers must listen to, and follow, the instructions of the bus driver and adult in charge at all times



- Passengers must not engage in any behaviour that could put other passengers, the driver, or themselves at risk
- Passengers must respect the school's property at all times by keeping their feet off the seats and by not vandalising the bus in any way

Students who choose to behave in an unsafe and/or unacceptable manner risk losing their place on the school bus and will be asked to make other transport arrangements to and from school.

Birthdays

Birthdays are events of enormous significance for children. Should you wish to celebrate this special occasion in the ELC, please provide a large, suitable cake or enough cupcakes for all children in your child's group to share. Please remember our strict **NO NUTS** policy which includes any nut products.

Families are most welcome to join us. Unfortunately, staging a full birthday party is not a practical option for our centre.

Clothing and Shoes

Your child should wear comfortable clothes suitable for the weather and the activities of a busy Early Learning Centre day. Clothing should be sun safe wherever possible (e.g. sleeves to cover shoulders) and should be manageable for children to develop the skills of dressing and undressing.

Early Learning Centre t-shirts, in a variety of colours, are available for purchase from Woo Textile, Kennedy Road, Gordons, Port Moresby.

A change of clothes and underwear must be kept in your child's bag in case of mishap.

For children in the Toddlers section, two changes of clothes are required. Enough disposable nappies, nappy wipes, lotions and/or creams must be supplied where necessary.

As spare clothes at the ELC are limited, parents may be called to supply a change of clothing if needed.

Children are encouraged to have bare feet when at the ELC, however, they will be required to wear shoes outside of the ELC grounds.

Staff will try to ensure that your child is dressed appropriately for the weather at all times. Children are encouraged to wear protective clothing for potentially messy activities such as painting.

**Please label each item of clothing or footwear
with your child's full name.**



Sun Safety

The Ela Murray International Early Learning Centre Staff work towards protecting children from the damaging effects of the sun.

To achieve this;

- All children are required to wear a hat that provides good coverage of the face and neck during any outdoor activity.
- With support, all children will have access to a broad spectrum water-resistant sunscreen lotion rating not less than 30+.
- Discussions about sun safety will be included in the program.
- Children will be encouraged to be independent in managing sun safe behaviour.
- All staff will model appropriate sun safe behaviour.

We ask you to;

- Provide appropriate protective clothing for your child's use (including hats).
- Sign permission on the enrolment form for sunscreen to be applied.
- Provide a suitable sunscreen lotion if your child is unable to tolerate the lotion provided by the ELC.
- Apply sunscreen before you arrive at the centre.
- Model appropriate sun safe behaviour.

Mosquitoes

Mosquitoes are a fact of life in tropical countries. While precautions are taken to minimise risk, malaria is endemic to Papua New Guinea.

The grounds of The Ela Murray International School and Early Learning Centre are regularly fogged for mosquitoes out of school hours.

The ELC encourages children to use insect repellants. Written permission from parents to apply this repellant is required.

If your child is unable to tolerate the repellant provided, parents may supply their own personal repellant. This will need to be left with the ELC staff and may not remain in children's bags.



Emergency Evacuation and Fire Procedures

In case of a fire or other emergency evacuation, fire and other emergency procedures are practised regularly at the ELC. The evacuation procedure is posted in each section of the ELC. Parents are encouraged to familiarise themselves with this information. If parents are in the centre at the time of an emergency situation, for the safety of all, it is essential that parents cooperate with the staff and follow the necessary directions.

First Aid

First aid equipment is provided in both sections of the Early Learning Centre. This equipment is maintained for the treatment of minor injuries or accidents which may occur whilst children are engaged in the normal activities of a busy day.

Authority for Care

In the unlikely event of an accident or serious illness, parents are asked on the enrolment form to authorise the ELC to seek emergency medical support.

If the Deputy Principal, or person in charge of the ELC at that time, authorises medical attention, the parent will be notified as soon as possible.

Parents are asked to supply emergency contact numbers in the event that they cannot be contacted.

Injuries

If a child sustains a serious injury at the ELC, first aid is delivered immediately and the Deputy Principal is informed. Parents or emergency contacts are notified as soon as possible.

In the case of an injury requiring medical support, the Deputy Principal, or person in charge at that time, will authorise such help.

In the event of a child requiring transportation in an ambulance (or private car if an ambulance is unavailable), a staff member will accompany the child in the absence of a parent.

First aid will be administered to small bumps and scrapes incurred as part of an active day. These will be reported to parents when they collect their child.

Illness

For the well-being of the children and staff, any child entering the ELC must be well enough to participate in all activities. As well as the risk of spreading sickness, it is difficult to provide attention to children who are ill while still giving attention to the rest of the group.

Children with nausea, diarrhoea and bad colds are considered 'sick'. It is the responsibility of parents to ensure that sick children do not attend the ELC.

Parents will be asked to take their children home if they need a doctor, have a contagious illness or require prolonged individual staff attention related to illness.

If, in the opinion of the staff, a child is not well enough to be at the ELC, the Deputy Principal, or person in charge at that time, will notify the parents or emergency contact persons.



Illness can spread quickly through a group. For this reason, and for the comfort of your child, we ask that you or your nominee comes as quickly as possible to collect your child.

In cases of serious illness, a doctor's certificate may be required stating the child is fit to return to school.

Common Concerns

Some illnesses are deemed as being not as serious as others. However, for the comfort and well-being of the child concerned as well as the comfort and well-being of others, the following guidelines will apply.

Vomiting

If your child is suffering from vomiting, regardless of the cause, they must be kept away from the ELC for 24 hours from the last vomiting bout.

Diarrhoea

If your child is suffering from diarrhoea, regardless of the cause, they must be kept away from the ELC for 24 hours from the last attack and have a normal bowel movement before they return.

Conjunctivitis

Children must be kept away from the ELC from the time medical treatment has started until the discharge has stopped.

Head Colds

If children are still able to cope with and enjoy a normal day, they will be able to remain at the ELC.

In the event of more severe symptoms developing, such as;

- Thick green discharge from the nose
- Persistent or deep cough
- Wheezing
- Fever
- Listlessness or lack of appetite

the child must be kept away from the ELC for a minimum of 24 hours or until they are well enough to cope with a normal day.

**For all other excludable diseases,
please see the table of exclusions.**

Head Lice

While head lice are not an illness, they are highly contagious. There will be regular head lice checks conducted at the ELC.

Parents will be notified to collect their child if head lice are noticed.



Children with head lice, be they live animals or eggs (nits), must be kept away from the ELC until medication has been applied. They are then able to return to the centre. It is advisable to repeat the medication after 7 days.

Medication

Prescribed medication

Prescribed medication will only be administered by the Deputy Principal or person in charge as directed by the child's doctor or as set out by the doctor on the original medication bottle label issued by the pharmacist. The label must include the following information: name of the child, name of the drug, dosage to be taken, frequency of dosage, prescribing doctor's name, and date issued. If this information is not on the label medication will not be administered.

The dosage and time to be given must be entered into the medication register by the parent. Staff will not administer medication unless specific time/dosage is indicated by the parent.

Non-prescribed medication (i.e. over the counter medications and alternative therapies) will not be given to any child unless prior written permission and instructions from your child's doctor have been received by the Deputy Principal or the person in charge.

Paracetamol

Prior written consent is required for **one** initial dose of liquid paracetamol to be administered by the Deputy Principal or person in charge when the temperature of a child has exceeded 38°C.

Following the administration of one only dose of paracetamol, the parents/contact person of the child will be notified as soon as possible to collect the child.

**No further doses will be administered
without a doctor's written instruction.**

Authorisation for the initial dose will need to be signed by parents when children commence at the ELC.

All medication must be entered into the medication register and left in the designated areas for medication storage and a staff member informed. For the safety of children, under no circumstances is medication to be left in the child's bag, on top of lockers or any other unsecured location.

Asthma

All asthma medication must be accompanied by a letter or instructions from a doctor or pharmacist.

Parents are asked to provide an asthma management plan which has been developed in consultation with the child's doctor. This management plan should advise staff of the child's triggers, symptoms and appropriate management techniques.

Puffers, spacers and nebulisers must be provided by the parents. Nebulisers will only be administered every four hours. If the child requires more frequent use of the nebulisers, they should not be in attendance at the centre.



In the case of a child having an acute asthma attack, or showing no improvement after the administration of asthma medication, parents will be notified as soon as possible.

Allergies

In the case of children attending The Ela Murray International School and Early Learning Centre who suffer from allergies, parents must provide an allergy management plan which has been developed in consultation with the child's doctor. This management plan should advise staff of the child's triggers, symptoms and appropriate management techniques.

Parents are required to show staff members the procedures for administering medication such as an Epi-pen.

An Epi-pen should be supplied to the ELC and kept in the Deputy Principal's office for the duration of the child's attendance.

It may also be necessary to keep an Epi-pen secured in the child's bag for quick access.

To provide a safe environment for all children, The Ela Murray International School, including the Early Learning Centre has a strict **NO NUTS** policy. This includes spreads such as peanut paste and Nutella. Parents are also asked to be diligent in not sending along muesli bars, cakes, biscuits and the like that may contain nut products as even the fumes from such items can cause a reaction which can be life-threatening.

It is essential that parents of children with allergies ensure that the ELC staff is conversant with their child's needs. It is also important that the child is aware of their condition and can manage their allergy as much as is practicable.

Parents with children who suffer allergies that preclude them from sharing in special occasion foods such as birthday cakes, may like to keep a selection of suitable treats at the ELC so that their child does not feel excluded.

Immunisation

Information regarding the current status of your child's immunisation history is required upon enrolment. A copy of your child's immunisation records or vaccination certificates is necessary for your child's file.

It is then the parents' responsibility to update this record after each subsequent immunisation.

A non-immunised child will be withdrawn from the Early Learning Centre in the event of an outbreak of a vaccine preventable disease.

Age	Disease Immunised Against
Birth	Hepatitis B



2 months	Diphtheria Tetanus Pertussis (Whooping Cough) Polio Hepatitis B Pneumococcal
4 months	Diphtheria Tetanus Pertussis (Whooping Cough) Polio Hepatitis B Pneumococcal
6 months	Diphtheria Tetanus Pertussis (Whooping Cough) Polio Hepatitis B Pneumococcal
12 months	Diphtheria Tetanus Pertussis (Whooping Cough) Polio Hepatitis B Pneumococcal
18 months	Varicella
4 years	Diphtheria Tetanus Pertussis (Whooping Cough)
4 years (continued)	Polio Measles Mumps Rubella

If you have any queries, please contact your GP or local immunisation clinic. More information can be found on www.immunise.health.gov.au

Communicable Diseases

The Australian National Health and Medical Research Council, the Queensland Department of Health, the South Australian Health Commission and the New South Wales Health Department



guidelines have been used as the authority for the following exclusion table for communicable diseases.

Condition	Exclusion
Chicken Pox	Exclude for at least 5 days AND until blisters have dried
Conjunctivitis	Exclude until medical treatment has started and the discharge has stopped
Diarrhoea	Exclude until all diarrhoea has ceased for a 24 hour period and the child has had a normal bowel movement
Glandular Fever	Exclusion is not necessary
Hand Foot and Mouth Disease	Exclude until all blisters have dried
Hepatitis A	Exclude until a medical certificate or recovery is received, but not before 7 days after the onset of jaundice or illness
Hepatitis B	Exclusion is not necessary
Hepatitis C	Exclusion is not necessary
Herpes (cold sores)	Young children unable to comply with good health practices should be excluded while the lesion is weeping Lesions should be covered with a dressing where possible
Human Immunodeficiency Virus (HIV AIDS Virus)	Exclusion is not necessary unless the child has a secondary infection
Impetigo	Exclude until appropriate treatment has commenced Sores on exposed surfaces must be covered with a watertight dressing
Influenza and influenza like illnesses	Exclude until appropriate treatment has commenced Sores on exposed surfaces must be covered with a watertight dressing



Measles	Exclude for at least 4 days after the onset of the rash *Immunised contacts do not require exclusion Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case If non-immunised contacts are immunised within 72 hours of their first contact with the first case, they may return
Meningitis (bacterial)	Exclude until well
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed *Contacts are not excluded if receiving rifampicin
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)
Parvovirus	Exclusion is not necessary
Ringworm, scabies, pediculosis (head lice), trachoma	Re-admit the day after appropriate treatment has commenced
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash
Streptococcal Infection (including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received
Typhoid Fever	Exclude until approval has been given by an appropriate health authority
Pertussis (Whooping Cough)	Exclude the child for 5 days after starting antibiotic treatment *Exclude non-immunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken 5 days of a 14-day course of antibiotics Exclude close contact with children until they have commenced antibiotics
Worms (intestinal)	Exclude if diarrhoea is present, and conditions meet the guidelines for the exclusion of diarrhoea



Hygiene Practices

The Ela Murray International School and Early Learning Centre maintains an overall high standard of general hygiene and cleanliness which contributes to a healthy environment for children.

Children are encouraged to wash their hands regularly throughout the day. Younger children will be assisted by staff members to learn sound hand washing techniques.

All staff and visitors, including parents who may visit during the day, will minimise the risk of cross-infection by washing hands thoroughly at the appropriate times.

Toileting

Safe and appropriately supervised toilet, nappy and potty procedures are carried out by the ELC staff. Older children are encouraged to develop independence in self-help skills and hygiene practices.

Parents are asked to consult with the appropriate ELC staff concerning procedures for their child's toilet training or toileting.

For their health and well-being, children are required to be fully toilet trained before proceeding from the Early Learning Centre Toddlers Section to the Reception Program.

Food and Nutrition

We encourage children to eat healthy foods. Fruit, yoghurt, cracker biscuits, cheese and sandwiches are preferred as morning tea snacks. We suggest a healthy lunch of sandwiches, salads, fresh or dried fruit, pasta rice or yoghurt. No lollies or soft drink please.

As there are children with severe, life threatening allergies, The Ela Murray International School and Early Learning Centre has a strict **NO NUTS** policy, including nut products such as peanut paste, Nutella, biscuits and muesli bars. We appreciate your compliance with this policy in the interests of the safety and well-being of all children.

All food containers and drink bottles need to be clearly labelled with the child's full name.

Food is kept refrigerated and filtered water is available for children to drink during the day.

Centre Maintenance

The centre is cleaned daily by school cleaners. In addition, major cleaning of internal and external walls, ceilings, floors, carpets, fans, etc is conducted regularly throughout the year.

Our playgrounds are kept mowed and watered.

The centre is sprayed for cockroaches every three months or as often as needed in both the playground and building.



Most repairs and ongoing maintenance of equipment are carried out by school maintenance staff upon request by the Deputy Principal. Sand and soft fall material is replaced or topped up regularly, or as needed.

Workplace Health and Safety

The safety of all children in our care is of paramount importance to the Early Learning Centre.

Staff members carry out routine procedures to ensure an optimal level of safety on a daily basis. An intensive Health and Safety Audit is carried out regularly.

Such procedures include;

- Raking sandpits to remove foreign objects
- Salting sandpits regularly to act as a disinfectant
- Emptying water troughs when not in use
- Checking equipment and the environment for general wear and tear
- Ensuring cleaning substances and other dangerous substances are kept locked away

Should you have a concern about any safety issue, please see the Deputy Principal or person in charge at that time.

Security

Twenty-four hour security is provided at the both Ela and Murray Sites of The Ela Murray International School. Security guards are visible and actively patrol the school grounds.

Unauthorised persons are not permitted in the school grounds.

The front gates to the Early Learning Centre are closed from 9:00am until 1:30pm daily.

**Due to workplace health and safety reasons, the facilities of
The Early Learning Centre are not available for family use
after school hours.**

Parking

Parking is available within the grounds of the IEA Office at Ela Beach.

Access to the Early Learning Centre is made through a secure gate leading from the car park

At the Murray Site, there are two entrances that provide access to the school from Gabaka Street. A large parents' car park has been developed in Gabaka Street. This car park enables parents to leave and pick up children without danger from main road traffic.

Care and consideration in all parking areas is expected.



At the Murray Site, the Staff Entrance and Car Park is located at the rear of the school on Boroko Drive.

This entrance is for delivery and staff cars only. In the interests of child safety, parents and children are not to use this entrance.



SECTION 4 PARENTAL INVOLVEMENT

(The term 'parent' will be used to encompass all primary caregivers)

The Ela Murray International ELC has an 'open-door' policy which means that, in consultation with ELC staff, you are welcome to visit and spend time with your child throughout the day.

Before your child begins at the ELC, you are invited to visit and observe the programs in action and speak with the teaching staff about any concerns or queries that you may have.

Once your child starts at the ELC, please feel free to take the time settling your child in and becoming familiar with staff and the program. However, separation anxiety can occur when you are ready to leave. (Please see the section below.)

Any relevant information you can share about your child enables the ELC staff to better understand your child's needs.

Initial Separation

Some children become quite distressed when their parent leaves. This is quite a normal occurrence and can be more stressful for the parent than the child.

Separation anxiety usually disappears as the child becomes more familiar with the surroundings and the staff.

Frequently, the child's distress ceases as soon as the parent leaves. Consequently, a swift departure after settling in your child can avoid a prolonged upset.

To assist your child with this adjustment period, staff will always offer extra support. Please feel free to ring the ELC at any time to reassure yourself that your child has settled comfortably.

Ways to Become Involved

There are numerous ways in which parents may become involved in the education of their child at The Ela Murray International Early Learning Centre.

Becoming involved, in whatever capacity, can be a rewarding experience. Support and effort from all families is valued and essential to the running of the ELC in providing children with quality care and education.

The ELC Parent Group offers opportunities for parents to take on roles by serving as active members.

Additional ways to be involved include sharing your skills, (cooking, ICT, music, art, woodwork, storytelling), assisting with excursions, participating in fundraising activities or attending social functions.

While we welcome and value your involvement to the ELC, regretfully, we are unable to offer a program and supervision for children who are not officially enrolled.



Consequently, children who are not enrolled at The Ela Murray International School Early Learning Centre may not join in with, or disrupt, set lessons.

Parent Responsibilities

It is the responsibility of the parent to;

- Notify the Deputy Principal or teaching staff of any change regarding information recorded about a child
- Read all information relating to the ELC
- Comply with health and hygiene policies of the ELC
- Sign all enrolment forms and return these to the head office at The Ela Murray International School, Gabaka Street, Boroko
- Update the immunisation status of your child regularly

Parent Group

The Ela Murray International School Parent Group has been established to create links between the school staff, the wider school community and parents who wish to be involved in the school and assist with fundraising.

The ELC has representatives on the Parent Group Committee as do other sections of the school.

The Parent Group meets regularly and holds frequent social events for new members. Details of Parent Group activities will be found in the school newsletter.



SECTION 5 INCLUSION

The Ela Murray International School and Early Learning Centre respect and encourage individuality and interdependence of all children.

This includes those from culturally and linguistically diverse backgrounds and those with additional needs.

However, the school reserves the right to, regrettably, refuse placement to a child where there is a negative impact on the education, health and safety of others or where the school is unable to meet the needs of the child.

In some cases, enrolment may need to be reviewed on a regular basis.

Children with Additional Needs

The Ela Murray International School and Early Learning Centre provide inclusive environments and programs to meet the diverse needs of all children where possible.

- Following a parent and child interview with the Principal of The Ela Murray International School, the parents and Deputy Principal of the ELC will collaborate to plan and modify programs where necessary.
- The ELC will arrange appropriate additional support and training for the staff as the need arises. If additional support is required, the cost is met by the parents.
- The sharing of information between the family, the teaching team and the child's medical and support services is encouraged to support the child's total inclusion

Cultural Diversity

The Ela Murray International School and Early Learning Centre welcome, recognise, respect and celebrate the multicultural diversity of our community. We value each child's culture and beliefs.

Equity

The Ela Murray International School and Early Learning Centre firmly believe that experiences in the early childhood period have a significant impact on later childhood and adult life. In order to facilitate equitable opportunities, all children are encouraged to participate in a range of activities and experiences which will promote their optimal development.

Children's Rights

The Ela Murray International Early Learning Centre believes that all children should be treated with dignity and respect. We believe that children are entitled to their rights and should be supported by an experienced staff in making healthy choices within safe and clear boundaries as they explore and investigate their world.



UN Declaration on the Rights of the Child

- **The right to affection, love and understanding**
- **The right to adequate nutrition and medical care**
- **The right to free education and full opportunity for play and recreation**
- **The right to protection from all forms of neglect, cruelty and exploitation**
- **The right to name and nationality**
- **The right to special care, if disabled**
- **The right to be among the first to receive relief in times of disaster**
- **The right to learn to be a useful member of society and to develop individual abilities**
- **The right to be brought up in a spirit of peace and universal brotherhood**
- **The right to enjoy these entitlements, regardless of race, colour, sex, religion, national or social origin**



SECTION 6 COMMUNICATION

Newsletters

The Ela Murray International School sends out newsletters to each family on the Thursday of each school week.

These newsletters may include messages from the Principal and Deputy Principals, information from the Parent Group, reminders of upcoming events and other items of interest.

Parents are welcome to contribute to the weekly newsletter. All items must be lodged with the Office Manager at the Murray Site before midday on the Tuesday of that week.

Noticeboards

Noticeboards at the Early Learning Centre display information about ELC programs, upcoming events and other relevant items. Please take the time to familiarise yourself notices regularly.

Concerns

If a parent has a concern, they should first speak respectfully with the staff member directly involved with the issue.

This concern may then be brought to the attention of the Deputy Principal or person in charge at that time.

The rights of all in the ELC are respected and no parent or visitor may reprimand a staff member or other children.

We hope that all concerns and issues can be met satisfactorily, however, if you are unhappy with the result of the handling of the grievance, please contact the Principal or Deputy Principals at The Ela Murray International School, Gabaka Street, Boroko.



SECTION 7 ENROLMENT, FEES AND ADMINISTRATION

Student Enrolment and Re-enrolment

All parents of children attending The Ela Murray International School and Early Learning Centre are required to complete and submit an enrolment form to the head office at the Murray Site at the end of each year.

Signing this enrolment form indicates that you have read and accepted the guidelines contained within.

Parents who wish to extend their child's attendance from part-time to full-time or vice versa, are required to complete and submit a new enrolment form to the head office at the Murray Site.

The acceptance of an extension of attendance is dependent on positions available at the Early Learning Centre at that time.

Payment of Fees

The Ela Murray International School is funded completely by school fees.

All payments are to be made at the Finance Office at the Murray Site. For security reasons, the school does not accept cash. Payment of school fees is to be made by personal, company or bank cheque. Direct deposit to the school account is also an option.

The Ela Murray International School is happy to accept cheques in payment of school fees from your employer. However, at all times, it is the responsibility of parents to ensure that the fees are paid before the child commences.

Fees due are to be paid before the child begins class. The head office at the Murray Site is open during the holidays and staff is available to provide any information you may require in relation to this fee policy.

In the case of outstanding fees, the child will be unable to attend The Ela Murray International School or Early Learning Centre until all fees are paid.

Notification of Sick Days

If your child is going to be away from the Early Learning Centre due to illness, please notify the centre of this absence and the reason for the absence.

This helps with awareness of infection risks.

**Fees are payable on all sick days, holidays
and public holidays.**

Make-up days or swap days are not offered to replace absences for any reasons.



Insurance

Insurance cover is provided for all children at The Ela Murray International School and Early Learning Centre. This cover applies to injuries or accidents which occur whilst children are in school or attending school functions. Claims, including a full report and receipts, should be submitted to the head office at the Murray Site after treatment.

Student and TIPS Placements

At times, teachers-in-training and TAFE students may be placed in the Early Learning Centre for practical professional development and work experience.

Teacher Induction Program

Each year, the IEA recruits up to 20 newly qualified Papua New Guinean teachers and enrolls them in a one year induction program.

During this year, these TIPS teachers (as they are called) are attached to experienced teachers in IEA schools who act as mentors and demonstrate the approaches used in IEA schools.

At the end of the year, those TIPS teachers who complete the course successfully, are employed as probationary teachers in IEA schools.

Placement for TIPS teachers in their induction year is available in the Early Learning Centre,

TAFE Students

The IEA College of TAFE offers Certificate III in Children's Services. As part of The Ela Murray International School's commitment to education in Papua New Guinea, students enrolled in this course may be placed at the ELC for practical work experience.

Queries

If you have any queries, please don't hesitate to speak to your child's teachers, the Deputy Principals or Principal.

The Ela Murray International School
Murray Site
Gabaka St
Boroko Port Moresby Papua New Guinea
Phone) 325 7991 325 2833

The Ela Murray International School
Early Learning Centre
Ela Site
Ela Beach Rd
Town Port Moresby Papua New Guinea
Phone) 321 4304
Mobile) 7685 2346



**We look forward
to you becoming part of**

The Ela Murray International School

