

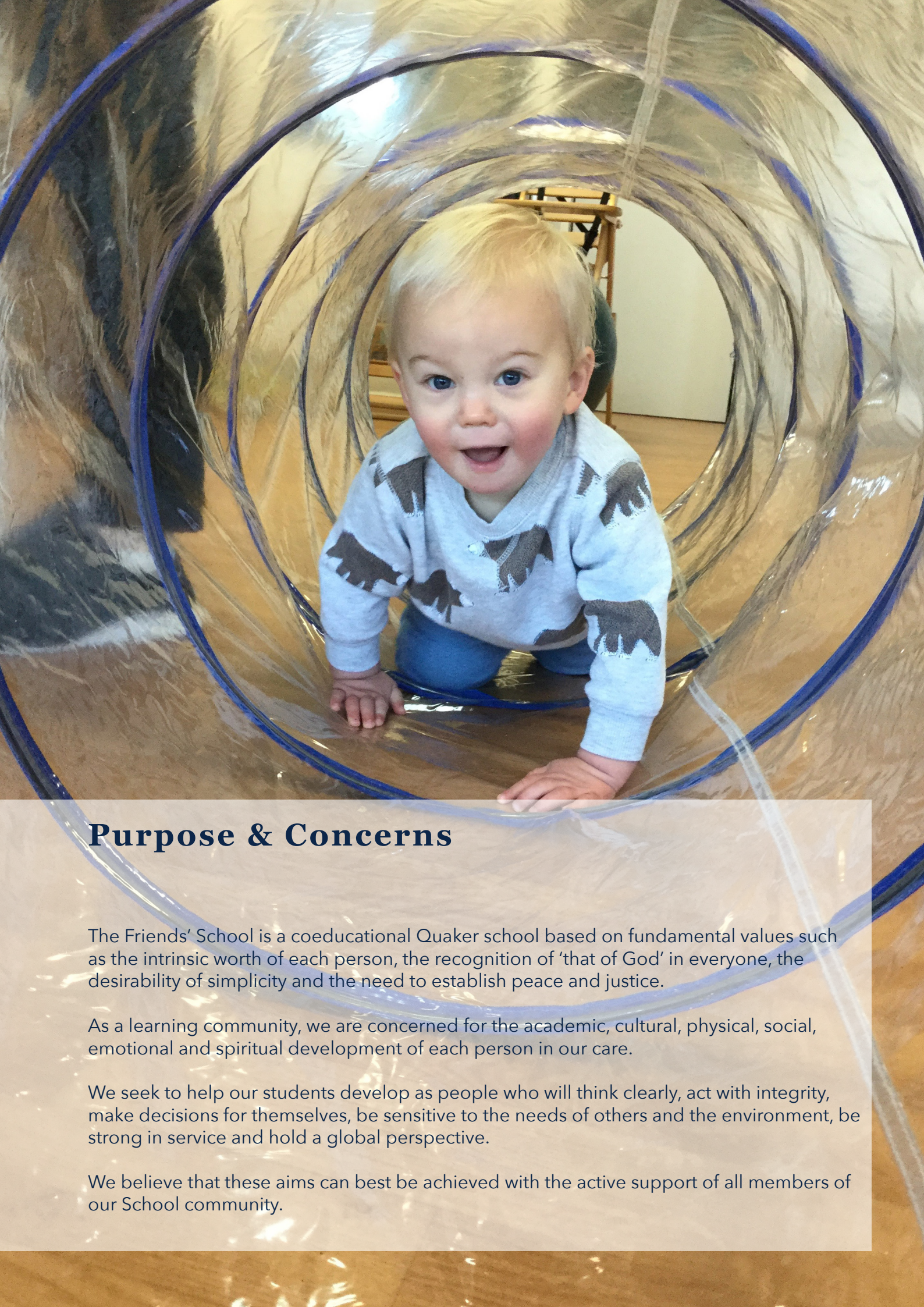


THE FRIENDS' SCHOOL

Early Learning Handbook



The Friends' School is an IB World School



Purpose & Concerns

The Friends' School is a coeducational Quaker school based on fundamental values such as the intrinsic worth of each person, the recognition of 'that of God' in everyone, the desirability of simplicity and the need to establish peace and justice.

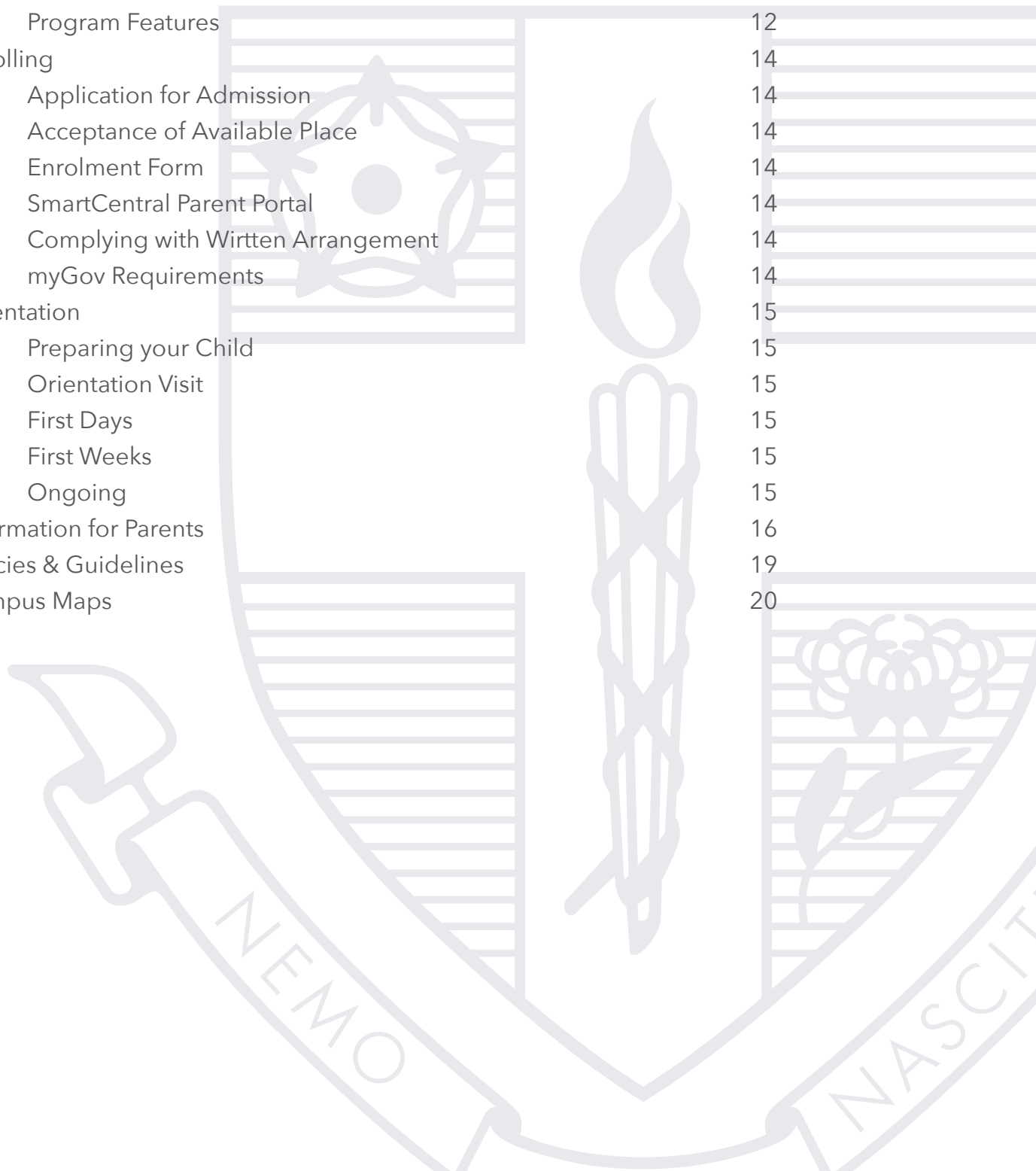
As a learning community, we are concerned for the academic, cultural, physical, social, emotional and spiritual development of each person in our care.

We seek to help our students develop as people who will think clearly, act with integrity, make decisions for themselves, be sensitive to the needs of others and the environment, be strong in service and hold a global perspective.

We believe that these aims can best be achieved with the active support of all members of our School community.

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Welcome to The Friends' School

Quakerism and The Friends' School

Central to Quakerism is the commitment to connect with the good in each person. To quote George Fox, the founder of Quakerism:

Be patterns, be examples in all countries, places, islands, nations, wherever you come; that your carriage and life may preach among all sorts of people, and to them. Then you will come to walk cheerfully over the world, answering that of God in everyone.

- George Fox, 1624 - 1691

A common saying amongst Quakers, which also finds its place within the School's curriculum, is 'Let Your Life Speak'. Many Quakers find ways to meet this call to principled action through service to the wider community, social activism and ethical business practice. The stories of historical Quakers whose lives were an example of letting their lives speak are included in the School's curriculum and in the naming of student house and teaching groups. A culture of service to others is strongly emphasised in the School, including the principle of student leadership as service.

Quakers look to their Testimonies of Simplicity, Peace, Integrity, Community, Equity and Earthcare to find values to live by. These values are the underlying principles that guide the processes, inform the relationships and are reflected in the decisions of the community. Together with the School's Purpose and Concerns, and the Attributes and Attitudes of the International Baccalaureate (IB) Curriculum, the Testimonies articulate values that the School identifies as worth upholding.

Quakers are open to wisdom from varied and sometimes unexpected sources, but the writings offered by Quakers over many years, such as in the book, 'this we can say', and the pamphlet 'Advices and Queries' are a valued source. An example of an advice is:

Take heed, dear Friends, to the promptings of love and truth in your hearts.

At The Friends' School students regularly attend Gatherings modelled on the Quaker Meeting for Worship, but which include guidance on ways of developing a reflective stillness of mind. The Gatherings often have themes for consideration, based on sources such as the Quaker Testimonies, the School's Purpose and Concerns, or topics introduced by staff and students.

Parents who would like to experience a Meeting for Worship may like to join other members of the School community from 7.45am - 8.20am at the Meeting House on Thursday mornings during term time.

History of the School

The Quaker movement in Tasmania dates from 1833. The foundation of The Friends' School was first proposed in 1884 when a conference of parents requested assistance of English Friends in starting a school in Tasmania.

Samuel and Margaret Clemes and their three children arrived in Hobart in August 1886. Clemes had been asked to become the first Principal of the School and brought with him books, slides and other equipment contributed by English Friends. Suitable rooms were rented in Warwick Street and the first Friends' School scholars assembled there early in 1887.

It soon became evident that the School would need larger premises. The School Committee considered the estate of 'Hobartville' on the northern boundary of the city. Despite worries about distance from the city and the difficulty of financing, the Hobart Committee purchased 'Hobartville'. Non-Quakers in Hobart and Quakers in all parts of Australia and England gave the means for purchasing the property and effecting necessary alterations. Clemes was an educator ahead of his times. He set about with 'great assiduity and thoroughness' to make the School one where education was concerned with every child, not just the few gifted.

Clemes saw education as a preparation for life. He aimed for the School to be conducted in the spirit of the family with high academic endeavour taking its place with the development of practical skills and leisure time interests. He did not encourage competition, preferring 'the pursuit of learning for its own sake.'

In 1900 Samuel and Margaret Clemes left Friends' and established their own school close by. It was first called Leslie House School and later Clemes College and in 1945 that school amalgamated with The Friends' School.

In 1923 the management of The Friends' School passed from English Friends to an Australian Friends' Committee. That year too, Ernest Unwin arrived in Hobart with his wife Ursula, their son and daughter to take up the School's Headmastership. Unwin was anxious to broaden the subjects available to scholars especially in areas such as Art and Science. Script handwriting was introduced as well as speech competitions. Unwin initiated a huge building program and the School's resources were enhanced. School colours of scarlet, grey and junior navy were introduced as was the motto, *Nemo sibi nascitur* - 'No person is born for self alone.' He remained Principal until 1944.

William N. Oats was appointed in 1945 as Headmaster of The Friends' School. Soon after his arrival, Friends' and Clemes College amalgamated. This meant an enrolment of an extra 220 scholars and a shortage of teaching space. It was decided to work towards teaching older scholars on the Commercial Road site and younger ones at the Boa Vista Argyle Street site. The curriculum was widened and general studies classes initiated to complement strongly academic studies. Roderic Grosvenor was appointed Principal in 1973. Margaret Bailey and Michael Bailey became the first Joint Principals in 1980. During these years the School's Pastoral Care program was widened as were the experiences offered to students. New subjects offered included Outdoor Education, Peace Studies and Japanese. Clemes, the senior secondary section of the School was established and the School began its Sister School relationships.

Stephanie Farrall and Lyndsay Farrall were appointed Friends' School Co-Principals in 1989. Following Stephanie Farrall's resignation in 2000 due to ill health, Lyndsay Farrall took on the role of Principal. During the Farrall years the School's enrolment grew to over 1000 students and weekly Gatherings were reintroduced. A building and refurbishment program was undertaken and new facilities including a Before and After School Care Centre, a Health and Fitness Centre, and Robey and Walker House residential accommodations were established. Curricular developments included the introduction of Chinese classes, the International Baccalaureate Diploma and Vocational Studies for Years 11 - 12.

John Green took up the position of Principal of The Friends' School in mid 2002. During his tenure the School continued to grow and maintain its position as a fine academic institution. The International Baccalaureate Diploma and Primary Years Programmes were consolidated and the School saw large improvements in its technology and infrastructure, including the purchase of Far South, an outdoor education centre near Dover, the building of an Early Years Centre and an Assembly Hall known as The Farrall Centre.

John Green completed his appointment at The Friends' School at the end of 2012 and Nelson File took up the role in January 2013. Nelson File continues the line of Quaker Principals of The Friends' School.

Welcome to Friends' Early Learning

Nestled within the Morris Primary Years Campus, Friends' Early Learning is an Education and Care Centre that is guided by the Purpose and Concern's Statement of The Friends' School. We provide Early Learning for children from three months old, a Pre-Kindergarten classroom for children transitioning to Kindergarten in the following school year, Outside Kindergarten Care and Outside School Hours Care.

An Exceeding National Quality Standard centre, our curriculum is guided by the principles, practices and learning outcomes of the Early Years Learning Framework, the Framework for School Age Care and the International Baccalaureate Primary Years Programme (IB PYP) and is inspired by the Reggio Emilia Approach to early learning. We aim to provide a caring, safe and secure environment where our educators respond to the thinking, interests, needs, strengths and abilities of each child to create meaningful learning experiences.

Mark Febey, Head of Morris

Nelson File, Principal of The Friends' School

School Locations

- The School covers five sites:
- 395 Argyle Street, North Hobart
- 23 Commercial Road, North Hobart
- Bell Street / Queens Walk, New Town
- Lallaby Road, New Town Bay
- Spring Beach (near Orford)

The Argyle Street Campus

Friends' Early Learning

Friends' Early Learning operates from 7.30am - 6pm on school days and provides before and after school care, long day care, a pre-kindergarten educational program and vacation care.

Morris - Friends' Primary Years

Morris - Friends' Primary Years is made up of Kindergarten, housed in Swarthmore, Prep to Year 2 classes, located in the Wells building, and the Years 3 to Year 6 classes in the Walpole building. There are specialist art and music classrooms, a library, a student support centre and various other teaching and office areas. Morris has approximately 450 students.

Clemes

Years 11 - 12 occupy Clemes, Palfreyman and Meredith buildings. There are approximately 300 students enrolled in Clemes.

The Farrall Centre

This purpose-built assembly hall allows up to 800 people to gather for a range of activities.

Quaker Meeting House

The Hobart Meeting House of the Religious Society of Friends (Quakers) is on the Boa Vista Road site.

Walker House

Student accommodation is provided for boarders in Walker House with vehicular entry from Lewis Street. Mathew Dixon is the Director of Residence.

The Commercial Road Campus

The Commercial Road site is linked to the Argyle Street site by a short walk (5 minutes) across the overpass from Wilson and Carr Streets. Commercial Road is used for access to the main Administration Office for the whole School.

High School

The High School caters for students in Years 7 - 10 and occupies most of this site, although some Year 11 and 12 classes such as Design in Wood, Art and Music are conducted here as well. The High School has approximately 560 students enrolled. The High School has four Co-Heads (Joe Cairns, Paul Goodluck, Louise Giudici, Kim Rowlands) who are also Heads of House (Mather, Hodgkin, Ransome and Unwin respectively).

Friends Health & Fitness

This complex, which opened in 1998, contains an indoor heated swimming pool, spa, steam-room, gym, tennis courts, juice bar and physiotherapist's rooms. The School uses the centre for Physical Education classes and for co-curricular activities. Membership of Friends Health & Fitness is available to school families at very attractive rates.

Robey House

The building on the corner of Wilson and Elizabeth Streets houses The Friends' School Shop and "Gappies" accommodation.

Other School Sites

Sports Facilities

Extensive sports grounds for the whole School are situated about 2km north of the School between Bell Street and Queens Walk, New Town. The Friends' School Boat Club is situated in Lallaby Road on New Town Bay.

Orford

The School owns approximately 19 hectares of bushland at Orford.

Centre Details

Street Address	395 Argyle Street, North Hobart, Tasmania, 7000
Postal Address	PO Box 42, North Hobart, Tasmania, 7002
Telephone	(03) 6210 2276
E-Mail Address	feyadmin@friends.tas.edu.au
Internet Address	http://www.friends.tas.edu.au
Opening Hours	7.30am to 6.00pm
Office Hours	8.30am to 5.00pm
Periods of Closure	Friends' Early Learning (including Outside Kindergarten Care and Outside School Hours Care) closes on weekends and public holidays. During the Christmas period we close on 25 December (Christmas Day) and reopen on the second Monday of the New Year.

Term Dates for 2020

Term 1	Monday 3 February - Thursday 9 April
Term 2	Monday 27 April - Friday 3 July
Term 3	Tuesday 21 July - Friday 25 September
Term 4	Monday 12 October - Thursday 10 December

Management & Staffing

Senior Personnel

Position	Name
Principal	Nelson File
Head of Morris	Mark Febey
Deputy Head of Morris	Fiona Zinn (Early Learning - Year 1)
Deputy Head of Morris	Wendy Crow (Year 2 - 6, Outside School Hours Care)
Melanie Neville	Educational Leader
Roslyn Moulton	Business Coordinator



Curriculum

Learning Frameworks

International Baccalaureate (IB PYP)

The Primary Years Program (PYP) is part of the International Baccalaureate and is the overarching framework for the learning program. It is an international program that connects children to the world in which we live.

The PYP aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Fostering attributes and approaches to learning that support children to become effective learners is an integral part of the PYP. We encourage children to be curious about the world in which they live and actively encourage them to wonder about the extraordinary things in every day life.

Belonging, Being & Becoming

Friends' Early Learning uses The Early Years Learning Framework for Australia, Belonging, Being & Becoming, from birth to five years and through the transition to school.

My Time, Our Place

In the Outside School Hours program we use the Framework for School Age Care in Australia, My Time, Our Place.

Planning & Assessment

Planning Cycle Books

The planning and assessment of children's learning is an ongoing process, which we document in Planning Cycle Books. These books are located near the sign-in I-Pods in each of our rooms and are available for families to peruse at any time. The books include our insights into children's learning, our evaluations of our learning programs, our planning for what will come next and our ongoing 'wonderings' and learning enquiries.

Learning Summaries

At the end of each planning cycle, our Educators complete a summary of each child's learning, which is then provided to that child's family. This summary serves to illustrate the ways in which each child has progressed towards the learning outcome or outcomes that formed the focus for that particular

planning cycle.

At the end of the year, each family receives an end of year learning summary that highlights their child's progress across each of the five outcomes detailed in the Learning Frameworks.

Program Features

Primary Care Giving System - Green Room & Orange Room

For the younger children, Friends' Early Learning operates a Primary Care Giving System for each child during their initial orientation period. The system aims to ensure that each child is allocated one or two educators who take personal responsibility for that child's overall wellbeing while the child orientates into their new surroundings. The Primary Care Giving System helps to reduce stress for both the child and their parents and promotes the establishment of trusting and secure relationships from the start of each child's early learning journey. The Primary Care Giving System is progressively 'relaxed' as the child becomes more confident, ensuring that each child develops strong attachments with all of the educators in their room.

Learning Landscapes

At Friends' Early Learning we create an engaging 'learning landscape', utilising all areas of our centre and broader school community to inspire children to engage in play and learning. Children are free to play and explore inside and outside throughout the day. Our educators encourage periods of physical activity and provide opportunities for quieter moments. Our outdoor environment features a dedicated physical education area, allowing children to develop important physical skills, including balance, spatial awareness and hand-eye co-ordination. Sand and water play activities are provided and a large sustainability area provides children with the opportunity to plant, grow and eat their own fruit and vegetables.

Pre-Kindergarten

Lead by qualified early childhood teachers, our Pre-Kindergarten Classroom provides a high-quality preschool program that prepares children for their Kindergarten year.

Guided by The Purpose and Concerns Statement of The Friends' School, the IB PYP and The Early Years Learning Framework for Australia, our Pre-Kindergarten helps children to 'learn how to learn' by

immersing them in an exciting, inspiring and thought provoking learning environment, rich in playful exploration, guided investigations and group project work.

Our Pre-Kindergarten routinely uses the resources, networks and infrastructure of the broader Friends' School community; including the daily use of the primary school grounds and play equipment, weekly visits from the grade 6 Leaders who assist with our learning programs and a weekly visit to the primary school library.

Our Pre-Kindergarten includes:

- A play-based approach to the introduction to the symbolic learning of early literacy and numeracy
- Developmental play activities
- Learning experiences based upon the interests of the pre-kindergarten children who attend the program
- Library
- News time
- creative / making time
- Introduction to Information Technology as a means of expressing ideas and accessing information.
- Group project work

Pre-Kindergarten operates throughout the year from our Pre-Kindergarten Classroom in the Friends' Early Learning building. The core program operates from 9:00am to 3:00pm but children may attend anytime from 7:30am through to 6:00pm.



Enrolling

Application for Admission

To apply for admission to Friends' Early Learning you need to complete and return the Friends' Early Learning Application for Admission form (please contact the centre for more information). Completion of this form will place you on the Friends' Early Learning waiting list, allowing us to call you when a suitable place becomes available.

To manage vacancies, Friends' Early Learning has a regularly updated and comprehensive waiting list. Families are placed on this waiting list in accordance with their eligibility and the date we receive their Waitlist Application. The waiting list also identifies required days, desired start date and any other relevant information. Parents are notified when a place that suits their needs becomes available. Special consideration is also given to families in need of additional days for already enrolled children or families requiring days for siblings of already enrolled children.

Families are welcome to visit Friends' Early Learning during the application process by contacting the Centre Administrator on (03) 62102276. Visits are arranged by appointment between 10.00am and 11.00am each day.

Acceptance of Available Place

Enrolment is confirmed upon the verbal acceptance of an available place, at which time Friends' Early Learning will reserve the place, forward you an enrolment package and commence the charging of fees.

Enrolment Form

The Enrolment Form includes Friends' Early Learning Conditions of Enrolment. This document must be read, completed, signed and returned with all required attachments prior to your child's commencement.

SmartCentral Parent Portal

Once we receive your completed enrolment documents, you will be sent an invitation to the SmartCentral Parent Portal. You need to access the portal in order to obtain individual pin numbers for yourself and your authorised nominees. These pin numbers are required in order to sign your child in and out of Friends' Early Learning via our Digital

Attendance Register.

Complying Written Arrangement

A Complying Written Arrangement is also emailed to parents to acknowledge your child's booking and applicable fees.

myGov Requirements

Parents are required to confirm new bookings via their myGov account.



Orientation

Preparing Your Child

Prior to your child's first visit it can be helpful to do the following:

- Engage in conversations with your child about where they will be going, why they will be attending, what they will be doing and whom they will meet.
- Answer all of your child's questions openly and honestly and reassure them that they will be okay.
- Drive or walk past the centre to show your child where they will be attending.

Orientation Visit

Our educators will be aware that your child is commencing early learning and will settle your family into the program in a friendly and relaxed manner. The first visit provides an opportunity for parents and educators to exchange information about routines and to start to build trusting relationships:

- Your first visit is by appointment and will be of 30 minutes duration.
- You will be asked to stay in the room with your child, exchange information with the room staff and assist your child to become familiar with the room.
- You will be shown how to complete the attendance register.
- You will have the opportunity to book subsequent orientation visits as and if required.

All orientation visit(s) are charged at half fee.

First Days

Start with shorter visits before commencing a full day:

- Try not to rush out of the room in the morning and instead take some time to sign your child in, assist them to put their belongings away and settle them into an activity. Once your child is involved in an activity, this is your chance for a hug, a kiss good-bye and an exit. Younger children can be encouraged to go to an educator for a cuddle.
- Always say 'good-bye' to your child and reassure them that you will be returning to pick them up. You may like to specify a time such as after a sleep or before afternoon tea.
- If your child is upset when you leave, please feel free to give us a call. Don't worry - we will always call you if your child continues to be upset.

- When collecting your child please take the time to talk to educators about how your child's day has gone, what they enjoyed and if there were any concerns. More importantly engage your child in positive conversations about their day.

First Weeks

During the first few weeks continue conversations with the educators and your child:

- Find out what your child is enjoying and also if there are any times when your child may feel sad or unsettled.
- Be aware that your child may settle easier on some days than others, depending on what has been happening during the week.
- Talk to the educators about important events in your child's life or changes in routines, such as what they did on the weekend, how well they slept the night before or if you have noticed any indications of illness.
- Always talk to your child about what they have been doing during the day.

Ongoing

Once your child has settled:

- Be kind to yourself. Take one day at a time. This is your centre too, so please feel at home.
- Talk to the educators and ask for help or advice if you are concerned about something.
- Meet other parents/guardians to share ideas and support.



Information for Parents

A-Z

Allergy Aware

As there are a number of foods that children may be allergic to, Friends' Early Years promotes an allergy aware environment in which we implement practical, age appropriate strategies to minimise exposure to known allergens.

Due to the frequency and severity of nut allergies amongst children, Friends' Early Years seeks to exclude the presence of nuts within our Centre and therefore asks parents to avoid packing nut-based products in their child's lunch box. Food items, which state that they "may contain traces of nut," are acceptable.

Attendance Register

Parents (and other authorised nominees) are required to sign their children in and out of Friends' Early Learning (including The Friends' School Vacation Care Program) by entering their SmartCentral pin number into the digital attendance register on the I-Pad in their child's room.

If your child is attending Before Kinder Care and Before School Care, they only need to be signed in and if they are attending After Kinder Care and After School Care, they only need to be signed out.

In all instances it is important to ensure that you have directly spoken with a staff member, so that we are aware of your child's arrival or departure.

If your child is going to be collected by someone other than those noted in your enrolment form, Friends' Early Learning needs to be informed in writing. In an emergency situation, please ring and let Friends' Early Years know of the change in arrangements. In such instances the person collecting your child will be required to show identification.

Be Contactable

Friends' Early Learning requires parents to remain contactable via telephone while their child is at the centre.

Booking Alterations

If you need to alter your booking at any stage during the year, please contact the Centre Administrator by email on feyadmin@friends.tas.edu.au. If and when booking changes are made, they will need to be confirmed via your myGov account.

Centre Events

Friends' Early Learning conducts a variety of special events throughout the year, including visits from children's entertainers, parent evenings and a family Christmas event.

Child Health Details

It is important that we are aware of any health conditions affecting your child. For example: Allergic reactions, anaphylaxis, asthma, autism, cerebral palsy, cystic fibrosis, diabetes, dietary restrictions and epilepsy. We also need to know of any requirements your child may have for additional assistance in relation to areas such as anxiety, communication, learning, mobility or self care.

This information is initially collected through our Enrolment Form but we are reliant on families to ensure that the details remain current and correct. Consequently, we ask that you advise Friends' Early Learning immediately of any changes to you or your child's health details by emailing feyadmin@friends.tas.edu.au

Communication

We strongly encourage you to talk with our staff whenever you drop off or pick up your child from our Centre. Alternatively, you can arrange to talk with your child's Lead Educator away from the room by contacting our Centre Administrator.

Family Participation

Friends' Early Learning welcomes parent involvement in a variety of ways. In past years parents have grown vegetable gardens, played musical instruments, come in with their pets, dressed in their fireman's uniform, attended excursions, painted children's faces, etc. If you have a skill or special interest we encourage you to share it with us. Alternatively, if you have an idea that might enhance our centre, please let us know by emailing us directly at feyadmin@friends.tas.edu.au

Fees, Accounts and Subsidies

A copy of our Fees, Accounts and Subsidies document can be found online at www.friends.tas.edu.au This document provides information on our Fee Schedule, absences procedures, late collection of child fee, payment of accounts and Child Care Subsidy.

Food

Friends' Early Learning encourages the consumption of nutritionally balanced food and seeks parent support in this endeavour. Families are responsible for providing their child's own meals and are encouraged

to pack healthy food in their child's lunch box. For example, sandwiches with assorted fillings, fresh and dried fruit, raw vegetables, cheese and yoghurt, etc. Friends' Early Learning educators undertake food handling and food hygiene training and the Centre has a comprehensive food safety program that is externally audited.

Meal Times

We aim to create a happy and social mealtime atmosphere that encourages the development of healthy eating practices and self-help skills. Each of our room's undertakes meal times in a developmentally appropriate manner, guiding the children towards greater autonomy and ownership of the process as they progress through each room. The aim is to have children take responsibility for setting the meal tables, including the placement of flowers and glasses, selecting their lunch box from the fridge, deciding where on the table they would like to sit, deciding what to eat first and assisting to clean up at the table at the conclusion of the meal. All mealtimes are undertaken under the guidance of an Educator, who sits down with the children, engages with them and encourages healthy eating patterns and positive attitudes towards food.

Nappy Changing (as applicable)

Your child's nappy is checked regularly. Please ensure you pack enough nappies for the duration of your child's day.

Sleep Time / Rest Time

The children in our Green room sleep in cots or on a mattress as developmentally appropriate. The children in our Orange and Red rooms sleep on mattresses. Each child is provided with their own cot or mattress and bedding. Cot rooms are monitored and our educators check all children every 15 minutes. When your child wakes, their educator will check their nappy (if applicable) and help them dress. Your child will be offered quiet experiences until they are fully awake and ready to join their friends.

Older children who do not wish to sleep (or whose parents do not wish them to sleep) rest on mattresses in a quiet area of the room.

In our Pre-Kindergarten classroom children have quiet time on large floor mats.

Structure of the Day

Each room at Friends' Early Learning follows a similar 'structure' that is adjusted to suit the age range of the children concerned. This structure provides an important level of consistency for your child that will help them to develop their self-confidence and

independence. The Lead Educator in each room can provide further information concerning their room's daily structure.

SunSmart Centre

Friends' Early Years is an accredited SunSmart Centre. When the UV level is 3 and above, children require the following provisions for outside play:

- Sun protective clothing.
- SPF50+ broad-spectrum water resistant sunscreen.
- During terms 1 and 4, families are asked to apply sunscreen to their children prior to arrival.
- Our educators also apply sunscreen 20 minutes before outside play.
- If your child has an allergy to some sunscreens then we ask that you please provide your own.
- A hat that protects the face, head, neck and ears.

Things to Bring

Please bring the following clearly named items each day:

- A bag for your child's belongings.
- A drink bottle filled with water.
- A lunch box with a healthy morning tea, lunch and afternoon tea.
- Clothing appropriate to each days expected weather and our Sunsmart guideline.
- For the Orange, Red and Pre-Kindergarten rooms, a piece of fruit or a vegetable to share.
- Shoes with 'good grip' soles.
- Spare clothing, including shoes.
- Waterproof bag for soiled or wet clothing items.
- A hat that protects their face, head, neck and ears.

Toilet Training

If you would like Friends' Early Learning to support your family as and when your child starts toilet training then please discuss the signs of readiness to toilet train with our educators.

Toys

Friends' Early Learning asks families not to bring toys from home into the Centre, unless the toy is a 'comforter' for your child. Toys brought from home can cause disputes between children and it can be upsetting if the toy becomes lost or broken.

Friends' Early Learning does not use or permit the use of war toys or toys that promote aggressive or violent play.

Transfer of School Age Children To and From Morris

Outside Kinder Hours Care:

Kindergarten students are escorted to and from the Frank Wells Hall and Kindergarten buildings.

Outside School Hours Care:

Primary school students must make their own way directly to and from the Frank Wells Hall and their classroom.

Transportation of Soiled or Wet Clothing and Cloth Nappies

To store and transport wet and soiled clothing and cloth nappies, Friends' Early Learning requires families to purchase a reusable, machine washable, eco-friendly, waterproof bag called a 'Smelly Bag'. These bags (which are purposely designed for carrying cloth nappies and soiled or wet clothing items) come with a carry strap, zip and name tag. They also greatly reduce odour.

Families are asked to purchase the bag as part of the enrolment process. The bag costs Friends' Early Learning \$10 and new families will be charged this amount for the bag in order to cover our costs.

Up To Date Details

Please advise Friends' Early Learning immediately of any changes to you or your child's details by completing a Change of Details form at reception or by emailing feyadmin@friends.tas.edu.au. This is particularly important with regard to your child's health details.



Policies & Guidelines

Accessing Information

A folder containing the policies and procedures that relate to Friends' Early Learning is available at reception.

Policies & Procedures Review Process

Friends' Early Learning policies and procedures are reviewed on a cyclic, ongoing basis. Where applicable, we strongly encourage and appreciate parent input with this process.

Privacy Policy

The school has developed a Privacy Policy in accordance with the National privacy Principles, to explain how we manage personal information.

You can access the policy on our website (www.friends.tas.edu.au) or by contacting the school's Privacy Officer on (03) 6210 2200.



ARGYLE STREET CAMPUS



COMMERCIAL ROAD CAMPUS

