

Holy Family (Corpus Christi Parish) Early Learning & Care Centre

“Learning for Life”



2015 Parent Information Book

(Updated April 2014)



IMPORTANT DATES 2014/2015

Preschool Information Evenings: (Attendance required at one only)

Monday 5th May, 6-7pm

Tuesday 6th May, 6-7pm

Wednesday 14th May, 6-7pm

Term 1

2 February (Monday) Students Return for Term 1

9 March (Monday) Canberra Day Public Holiday

3 April (Friday) Good Friday

6 April (Monday) Easter Monday Public Holiday

10 April (Friday) Term 1 Ends

13 (Mon) – 24 (Thurs) April Term Break

25 April (Friday) Anzac Day Public Holiday

Term 2

27 April (Monday) Term 2 Starts – Staff and Students return

8 June (Monday) Queen's Birthday Public Holiday

3 July (Friday) Term 2 Ends

6 (Mon) – 17 (Fri) July Term Break

Term 3

20 July (Monday) Term 3 Starts – Staff and Students return

25 September (Friday) Term 3 Ends

28 September (Monday) Family and Community Day Public Holiday

29 Sept (Tues) – 9 Oct (Fri) Term Break

5 October (Monday) Labour Day Public Holiday

Term 4

12 October (Monday) Term 4 Starts – Staff and Students return

16 December (Wednesday) Term 4 Ends for Primary Students and All Staff

CONTACT DETAILS.....	0
IMPORTANT DATES 2013/2014.....	1
CONTENTS	Error! Bookmark not defined.
WELCOME.....	3
ABOUT THE ELCC.....	4
History.....	4
Governance Structure	4
HOLY FAMILY EARLY LEARNING AND CENTRE TEAM	5
OUR MISSION	6
OUR PHILOSOPHY	6
OUR PRESCHOOL PROGRAMS.....	7
GENERAL INFORMATION FOR PARENTS.....	7
Fee Policy & Structure	7
Preschool Fees	7
Child Care Benefit (CCB)	7
Child Care Rebate (CCR)	8
Junior COOSH (Preschool to Year 2).....	8
Absence	8
Allergies	8
Arrivals and Departures.....	8
Behavior Management	9
Birthdays.....	9
Buddy Program	9
Communicable Diseases.....	9
Emergencies and Accidents.....	9
Food	10
Hair.....	10
Illness Policy & Procedure	10
Incursions and Excursions	10
Library Borrowing	11
Medication	11
Parent & Teacher Interviews/Meetings	11
Parent Helper Roster	11
Party Invitations.....	11
Spare Clothes	12
Sun Policy.....	12
Toys and Personal Items.....	12
Uniforms	12
Winter Uniform (Term 2 & 3).....	12
Visitors to the Centre.....	12
DAILY PRESCHOOL ROUTINE	13
PRESCHOOL ESSENTIALS.....	13
CLASSROOM COLLECTABLES	14

WELCOME

Hello parents and caregivers and welcome to Holy Family Early Learning and Care Centre (ELCC). Thank you for considering our Early Learning Centre as an option for your child's preschool education.

At Holy Family ELCC we endeavour to provide a warm, friendly environment designed to nurture the development of each child entrusted into our care. Ours is generally an informal, flexible program planned around experiences and environmental influences that are of interest and relevance to the young child. We aim to foster your child's natural curiosity, creativity and spirituality. The preschool year will see your child develop skills across social, emotional, physical, conceptual, language and spiritual domains. Above all, our program is interactive and encourages children to talk and play together, make choices, overcome difficulties, experience success and manipulate materials with increasing skill and confidence.

We are proud of our vibrant and welcoming community and believe in developing strong partnerships with our preschool families. We encourage families to be involved in their child's education in various ways – *assisting in the classroom, at sports days and at gardening bees; planning and participating in targeted fundraising drives; developing and reviewing policies; and joining in various optional social events such as the Preschool Welcome Barbecue, Mothers' Day Breakfast, Preschool Coast Weekend, Fathers' Day Picnic, various excursions and our annual Preschool Family Campout.*

The following pages contain further information about our Centre and practical suggestions and information to ensure that your child has the best start to preschool possible.

I look forward to meeting you in the near future.

Kind regards,

Nicole Doherty

Director
Holy Family Early Learning and Care Centre

ABOUT THE ELCC

History

Holy Family ELCC began with a pilot program in 2009. The ELCC was born out of a desire to provide the option of a Catholic Preschool Education to families within the Parish and surrounds. The program was a joint initiative between the Corpus Christi Parish Priest; the then Holy Family School Principal, and the Catholic Education Office of Canberra and Goulburn (CEO CG)

The 2009 pilot program operated out of the Holy Family Before and After School Care building. During this year, a new 2-classroom building was built using funding from the Federal Government's Building the Education Revolution fund. This was completed in January 2010.

In 2010, the ELCC Preschool program doubled. Having two brand new classrooms enabled the ELCC to provide 1 full-time class and 3 part-time classes. The ELCC staff also provided before and after school care and holiday programs to the Preschool children.

In 2011, with the strength of a quality early childhood team, we expanded the Before and After School Care and Holiday programs to the Kindergarten, Year 1 and Year 2 children at Holy Family Primary School.

In 2012, we had one 5 day per week preschool class and two 3 day per week preschool classes. In 2013, we expanded to meet overwhelming demand, providing three x three day per week preschool classes, along with one 5 day per week preschool class. Our two classes of 20 students are staffed by a qualified teacher and qualified assistant, while our two classes of 25 students are staffed by a qualified teacher and two qualified assistants. We anticipate having four preschool classes in for a third year in 2015.

Governance Structure

Holy Family ELCC falls under the auspices of the Catholic Education Office of Canberra and Goulburn (CEO CG) and is now one of 6 Regional Early Learning Centres owned and run by the CEO CG. The CEO CG has appointed several key personnel to oversee and assist with the running and operation of the ELC's.

It was the Corpus Christi parish priest's vision that Holy Family ELCC operates as a Parish Based Early Learning Centre. As such, the principals of the three parish primary schools provide support and guidance to the Holy Family ELCC Director. The three Principals are; Mr Brad Gaynor (St Clare of Assisi), Mr David Austin (St Francis of Assisi) and Mrs Anne-Marie Marek (Holy Family). Mrs Anne-Marie Marek and the Holy Family Assistant Principal, also provides day-to-day support and management to the ELCC Director and staff.

ELCC policies and short-term planning is governed and supported by the ELCC Parent Management Committee. This committee of parent volunteers meets twice a term to discuss and plan the future directions of the ELCC, as well as organising social or fundraising events. These parents provide a much-welcomed perspective of the needs and wants of our families.

HOLY FAMILY EARLY LEARNING AND CARE CENTRE TEAM

(At April 2014)

**Holy Family (Corpus Christi Parish)
Early Learning and Care Centre Director**
Mrs Nicole Doherty

Office and Accounts Manager
Mrs Wendy Hodgson

Preschool Educators
*Mrs Kim Ehlers,
Miss Bec McNally, Mrs Monica Murray,
Mrs Zuzana Harris, Mrs Karen Leighton,
Mr James Wardle & Ms Sally Ryan*

Preschool Teachers
*Mrs Val Duignan, Mrs Carmela Smith
Mrs Alex Knight and Miss Julie Freak*

Junior COOSH Co-ordinator
Mrs Emma Young

COOSH Operation Manager
Miss Olivia Gerstenberg

Saint Clare of Assisi Principal
Mr Brad Gaynor

Saint Francis of Assisi Principal
Mr David Austin

Holy Family Primary Principal
Mrs Anne-Marie Marek

OUR MISSION

In a nurturing environment where a sense of belonging to God's loving family is both implicit and explicit, the mission of Holy Family Early Learning and Care Centre is to foster the spirit, mind and body of each child. Grounded in an understanding of children's natural sense of wonder, our Centre aims to equip each child to make sense of their world by wondering, questioning, interacting, reflecting and praying.

As a Catholic Early Learning Centre we aim to:

- Model the Catholic traditions and faith
- Demonstrate respect for people of other faiths
- Celebrate the joy of discovery and the excitement of learning
- Value the uniqueness of each person
- Work in partnerships with parents/carers, parishes and the wider community

OUR PHILOSOPHY

1. RELATIONSHIPS

PH 1.1: Working together with parents in a respectful and supportive manner we ensure that communication is open and effective and based on the life and teachings of Jesus.

PH 1.2: As professional Educators we commit to establishing and maintaining a positive relationship with each child.

PH 1.3: We work cooperatively, sharing ideas and skills to build professional and Christ-centred relationships and interactions between staff.

2. CHILD CENTREDNESS

PH 2.1: We value and build on children's interests, knowledge, strengths and abilities.

PH 2.2: We respect the uniqueness of each family and ensure equal access to the preschool program for every child.

PH 2.3: We value learning through play.

3. ENVIRONMENT

PH 3.1: Catholic values, rituals and traditions are practised daily.

PH 3.2: We provide a safe and fun learning environment that enriches physically, emotionally, academically and spiritually

PH 3.3: Cultural diversity is celebrated and evident in all aspects of the preschool program.

OUR PRESCHOOL PROGRAMS *(as at April 2014)*

- Time:
- Room 1: 9.00am to 3.00pm – Monday to Friday (school terms).
 - Room 2: 9.00am to 3.00pm – Monday to Friday (school terms).
 - Room 3: 9.00am to 3.00pm – Monday to Wednesday (school terms).
 - Room 4: 9.00am to 3.00pm – Wednesday to Friday (school terms).
- Venue:
- Holy Family ELCC – Rooms 1 to 4, ELCC playground.
 - HF School oval and playgrounds.
 - Local environs e.g. Fadden Pines, Gowrie Oval.
- Available to:
- Children who turn 4 by 30 April 2015 and who live within the Southern Tuggeranong region in Canberra, ACT.

GENERAL INFORMATION

Fee Policy & Structure

Holy Family Early Learning Centre is a privately funded centre. We do not draw on any government funding for student places. Attendance at our Centre is based on parents' capacity to pay the Catholic Education Office assigned fees. We are unable to offer fee remission.

Preschool Fees are payable two weeks in advance unless the Director has authorised an alternate payment structure (i.e. weekly payments for low income families). **The first account will be emailed to families in mid-January. This account (the first two weeks of preschool) will need to be paid before school commences on 4 February 2013. Accounts will be emailed on a fortnightly basis.**

Fees for the Before and After School Program and Preschool Program will be charged during School Terms only (i.e. for 40 weeks). Fees will be charged on Public Holidays and during periods of absence i.e. illness or family holidays during school terms. Fees can be paid either by Cash, Cheque, EFTPOS, and Direct Deposit or by Credit Card Authorisation. If an account becomes more than one billing cycle in arrears (2 weeks), the family will be contacted by the Centre Director. If the account becomes more than \$1200 in arrears, the child's place at the Centre will be suspended until the account is cleared. Debt collection services will subsequently be employed to undertake the recovery of unpaid fees.

Preschool Fees – *(as at April 2014)*

Preschool (3 Days – Mon to Wed OR Wed to Fri):	\$159 per week (CCB & CCR are applicable)
Preschool (5 Days – Mon to Fri):	\$265 per week (CCB & CCR are applicable)
Resource Levy:	\$50 per child per term
Excursion Levy:	\$20 per child per term

Child Care Benefit (CCB)

Child Care Benefit is a payment from the Australian Government that helps families with the cost of childcare. The CCB is a direct reduction off the weekly fees. This is applied to the account so parents that are eligible for CCB will only pay the gap. Parents receiving the Child Care Benefit can

have up to 42 allowable absences each financial year. If a child has more than 42 absent days without a Doctor's Certificate they may lose their Child Care Benefit.

Child Care Rebate (CCR)

Child Care Rebate assists parents or guardians with out-of-pocket expenses for approved childcare. This is not means tested. Out of pocket expenses are total childcare fees less Child Care Benefit. Child Care Rebate covers 50% of out of pocket childcare expenses. As of 6 July 2011, the CCR will be paid to families (or the centre) either weekly, fortnightly, quarterly or annually. This will mean that families will only have to pay the gap fee.

For the centre to reduce a family's fee, parents must provide the Centrelink Customer Reference Number (CRN) for both their child and themselves. For more information or to apply for CCB and CCR parents need to contact the Family Assistance Office at 136 150.

Junior COOSH (Preschool to Year 2)

Holy Family Care Out of School Hours – (COOSH) offers Before School Care, After School Care and Holiday Care to children at Holy Family Primary School and Holy Family Early Learning and Care Centre (ELCC). Further information about COOSH is outlined in the COOSH Handbook available from Olivia at the COOSH Office in A Block or from Wendy at the ELCC Office or online via the Holy Family School website at; <http://holyfamily.act.edu.au/services/coosh>.

Absences

Short absences require an email or written note to the Centre director or class the teacher. This is a requirement for the Child Care Management System in managing your child's number of absent days. We appreciate advance notice of planned holidays or extended time away from Preschool. Fees will be incurred during such absences.

Allergies

Holy Family ELCC is a **Nut Free** centre – please do not send anything containing nuts. If your child has a severe food allergy we suggest that you bring in individually wrapped cakes for them which can be kept in the freezer and be given to them during celebrations. IT IS VITAL that if your child has an allergy that you please speak with your child's class teacher before he/she commences at the ELCC. A GP certified medical action plan is required prior to commencement. Please speak to the Director or Office Manager to obtain specific proforma prior to going to the GP.

Arrivals and Departures

ALL parents, children and visitors are encouraged to clean their hands with the instant sanitiser (located in the front foyer) on entry in Holy Family ELCC. This is to reduce the spread of disease and illness throughout the Centre.

The Preschool sessions start at 9.00am and finish at 3.00pm. The black gate will be unlocked at approximately **8.50** to allow parents to move to their child's class and unpack their bags. Classroom doors will open at **9.00am**. If your child has not been collected by **3.15pm**, he/she will be taken to the After School Care room and you will be charged for this service.

Only Parents or Guardians may collect their child from Preschool. If another person is to collect your child please write their name on the sign-in register. If they are unknown to Centre staff they

will be asked for identification. Older siblings may not collect a Preschool child unless they are 18 years or older.

Behavior Management

Learning new rules and routines is challenging for all young children and we recognise that most children behave and act outside of set boundaries at one stage or another. Appropriate behaviour at our ELCC is encouraged through purposeful, positive reinforcement, teacher modelling and developing rapport between staff and children. These strategies are applied consistently across the day with dedicated communication between ELCC and COOSH staff.

If inappropriate or unsafe behaviour occurs, the child will be removed from the situation and encouraged to discuss the incident with an adult. The child will be assisted to reflect on their behaviour and determine how to act appropriately in the future. **If the behaviour is serious (i.e. the child has caused injury to another child or repeated damage to school property), the incident will be documented on a Behaviour Incident form. The child's parent will be contacted and at pick up will be asked to read the report and sign it.** This form will be kept on his/her Student File at the ELCC. The cost of replacement or repair of damaged property may be billed to parents in this situation. Please see the *Holy Family ELCC Behaviour Guidance Policy & Procedures* for further information on behaviour guidance at the ELCC. Our policies and procedures are displayed in the preschool foyer.

Birthdays

You are welcome to bring in cupcakes or individual treats, to celebrate your child's birthday. If your child has their birthday during the holidays you may wish to make a special Preschool birthday treat and celebrate his/her birthday before or after the school holidays.

Buddy Program

To promote a smooth transition from preschool to school our pre-schoolers, are paired with a Year 5 buddy from Holy Family Primary School. The children meet regularly with their buddies and engage in a variety of shared activities designed to develop confidence, persistence, organisation and resilience. Activities may include; shared reading, playground games, parachute games, puppetry, craft, board games, computer support/mentoring, excursions, gardening, shared lunches and celebrations such as Harmony Day or school masses.

Communicable Diseases

Parents and families will be advised at all times in the event of an outbreak or case of a communicable disease. This information will be displayed in the front foyer and also on the pin board of each classroom. Please check this notice board every day and observe exclusion restrictions as advised by the Department of Health, particularly in the case of pregnant women.

Emergencies and Accidents

In the event of an emergency or serious accident, the Centre Director will contact the child's parents. If the parents are unable to be contacted, then the persons nominated as the Emergency Contacts will be called. **Please advise via email of any changes to your contact details.**

All incidents that require first aid (including ice packs) will be documented in the Accident Report file. An Accident Report will be completed and parents will be asked to read and sign it when they collect their child. Please note that in cases of head injuries parents will be contacted immediately.

Food

Parents are responsible for providing adequate and nutritious food for their children during the Preschool program (9.00am to 3.00pm). The food must be kept in an insulated lunch box (or similar). It is strongly recommended that one or more ice bricks are used in the lunch box if yoghurts, cheese or other similar food items are provided.

Each day children are required to bring;

- **Crunch n Sip:** one piece of fruit or a small container of chopped up fruit or vegetables e.g., apples, bananas, carrot / celery sticks etc.
- **Morning Tea:** mainly fruit, vegetables, cheese or plain crackers or yoghurt
- **Lunch:** sandwiches, rice crackers, pita bread wraps etc.
- **Water Bottle:** containing water only – no cordials, milk or soft drinks please

In accordance with the *HF ELCC Healthy Eating and Nutrition Policy & Procedures* all non-nutritious foods are **strongly discouraged** at Holy Family ELCC. The following are examples of discouraged foods; packet chips, high sugar lollies, chocolates, soft drinks, fast foods or highly processed foods.

If these foods come to preschool, children will be permitted to consume them once all other provided food has been consumed. The *HF ELCC Healthy Eating and Nutrition Policy & Procedures* can be accessed in the Policy file in the foyer of the Centre.

In keeping with our Sustainability Policy, please consider minimising packaging/waste in lunch boxes – avoid cling wrap for sandwiches please.

Hair

Children with hair below shoulder length must have their hair tied up at all times. If your child has head lice please notify your child's class teacher as soon as possible as notes need to be sent home. Your child must stay at home until the head lice have been treated to prevent further outbreaks.

Illness Policy & Procedure

If your child has any of the following symptoms he/she is required to be kept at home:

- Eye discharge or yellow / green nasal discharge
- Infectious sores or a rash
- Diarrhoea / Vomiting - within the last 24 hours
- High fever / Flu – within the last 24 hours

If your child becomes ill during the course of the day, parents will be contacted and required to collect the sick child. Emergency contacts will be called if parents are unable to be contacted. Please refer to the "Staying Healthy in Childcare" booklet for more information. An electronic copy of the booklet can be emailed to families on request.

Incursions and Excursions

The preschool program will incorporate a number of incursions and excursions throughout the year. In the case of excursions, a signed permission slip will be required for attendance. Parents/Carers will be invited to assist on these incursions. In order to do so, they must provide a copy of their Working with Vulnerable People Card to be kept on file at preschool. Trips to Fadden

Pines, Gowrie Oval and the local surrounds are not considered excursions. Our children will access these public spaces regularly throughout the year.

Library Borrowing

Each class visits the Holy Family School library one a week and can borrow a book to take home. They will need a large, labeled library bag to bring to school that day. Please avoid bags with long cords as they present a choking hazard.

Medication

All medication must be accompanied with written instruction from the parent or guardian on the ELCC Medication Form. These are available from the Centre director on request. **Children may not self-administer medication or store medication in their bags.** Medication is to be given to COOSH/ELCC staff with a completed medication form and will be stored in the classroom medicine cabinet.

Children will ongoing medical conditions such as asthma; allergies, epilepsy, and diabetes require a detailed medical action plan from their GP. This must be completed prior to commencement. ELCC preferred Medical Action Plan proformas are available at the ELCC office on request.

Parent & Teacher Interviews/Meetings

Teachers, COOSH staff and our Director are always available to speak with parents and caregivers before or after preschool. Please make an appointment if you would like to speak to your child's teacher about a specific issue or incident. Emails and phone calls are also welcome.

Parent Helper Roster

Parent helper roster at Preschool is a unique opportunity for you to observe and interact with your child in their learning environment. It also provides the staff with much appreciated assistance in the preparation of materials and activities, which will support your child's learning program.

This is a special time for you and your child, so we ask that families make arrangements for younger siblings. We appreciate all the assistance you can give, as we are partners in your child's education. Welcoming you into our learning centre is the best way to reinforce and encourage the strong bond that exists between family, home and school. We hope that this bond will continue to grow and develop through your child's time here at Holy Family ELCC.

The classroom rosters will be found on the classroom pin board from the start of Term 2. Please write your name on a day that is suitable for you, as you will be required to be present for the duration of your allotted time. You are welcome to stay longer if you like.

Please Note: Under no circumstances is it appropriate to make subjective comments about or to/ students or other parents during or after assisting in the classroom. Please immediately refer any incidents or concerns to the classroom teacher and avoid directly reprimanding students or parents within the preschool setting.

Party Invitations

Please place party invitations in the student files or hand them directly to parents, as can be distressing for students who do not receive an invitation.

Spare Clothes

Please ensure that your child has a set of spare clothes in their bag and that they are appropriate to the season. This is very important as it makes it more comfortable for your child if an accident does occur. ***Please make sure that your child's name is on all clothing including socks and underwear.***

Sun Policy

The Cancer Council of Australia recommends that all children wear appropriate sun protection clothing all year round. HF ELCC has a "No Hat – No Play" policy in line with these recommendations. Sunscreen is required to be applied to all children when they are outside and the **UV Index is above 3**. The UV Index will be displayed daily outside the front office.

Toys and Personal Items

We would like to remind all parents that children are not to bring toys and personal items from home. This is important as it can cause distress if they are lost or broken. If your child does bring a toy for their news, they will not be allowed to play with these in the centre. All items will be stored on the teacher's desk or in the Director's office.

Uniforms

New uniforms can be purchased from Savvy's School Wear in Tuggeranong or second hand from the Holy Family School clothing pool (see the front office). Please label all clothes.

Summer Uniform (Term 1 & 4)

- Red polo shirt (short sleeves) with navy blue Holy Family ELCC logo.
- Navy shorts, skirts, skorts (Denim is acceptable).
- Red hat with no logo. Preferred style is a full brimmed hat ***(please cut all cords off hats as they become a choking hazard)***.
- Joggers (preferably white with Velcro). No crocs, open toed sandals, thongs or slip on shoes.
- White or navy blue socks.

Winter Uniform (Term 2 & 3)

- Red polo shirt (long sleeves) with navy blue Holy Family logo, or short sleeve polo shirt with red, white or navy blue skivvy underneath.
- Red polar fleece jumper (¼ zip or full length zip) with Navy Blue Holy Family ELCC logo.
- Navy track pants, bootleg pants (Denim is acceptable).
- Red hat with no logo. Preferred style is a full brimmed hat ***(please cut all cords off hats as they become a choking hazard)***.
- Joggers (preferably white with Velcro). No Crocs, thongs or slip on shoes.
- White or navy blue socks.

Visitors to the Centre

All parents, grandparents or other family members are welcome to visit the ELCC. All visitors to the Centre must complete the Visitors Register book located on the front sign in bench in the foyer of the Centre. A Visitors badge must be worn at all times while at the Centre. If a family member is new to the Centre (i.e. first time visit) please introduce them to the Centre director. Visitors that are not known to Centre staff will be asked for ID before entry and all contractors visiting the centre will be required to cite their Working with Vulnerable People Card on arrival.

DAILY PRESCHOOL ROUTINE

9.00 am	The classroom door opens. Children participate in quiet activities. Prayer circle
9.30	Crunch n’ Sip fruit and veggie break
9.45	Indoor / Outdoor activity time - Including both teacher-facilitated and student-selected tasks.
11.00	Morning Tea
11.30	Indoor / Outdoor activity time - Including both teacher-facilitated and student-selected tasks.
12.45 pm	Lunch time & Outdoor play
1.45	Relaxation/Rest time
2.00 pm	Indoor / Outdoor activity time - Including both teacher-facilitated and student-selected tasks.
2.30 pm	Clean-up - Pack-up - Stack-up!
2.40 pm	Pack bags. Mat session – story time, discuss day’s activities, what children enjoyed and what they would like to explore tomorrow.
2.50	Goodbye prayer. Children attending Afterschool Care are walked to Room 4 for afternoon tea.
3.00 pm	Preschool gate opened and children are dismissed one by one at preschool door by class teacher/educator

Please note that this is a guide only. Teachers will use their discretion to modify or change the daily routine dependant on the needs and interests of the children.

PRESCHOOL ESSENTIALS

(Please label EVERYTHING with your child’s full name)

- A large, sturdy back pack with BIG zips which is able to hold the following items;
- A spare change of clothes (underwear, socks, pants, top & jumper all in a plastic bag)
- Red Preschool Hat - No Hat, No Play!!
- A water bottle (easy to open)
- A large lunch box (containing morning tea & lunch)
- A small separate container for Crunch ‘n’ Sip (fruit snack at 9.30am)
- Sunscreen applied by parents before school (Except when UV Index is below 3)
- Library bag

CLASSROOM COLLECTABLES

We are always looking for odds and ends to fill our collage trolley and to enhance painting and writing experiences. Please help us by collecting the following;

- ✓ Artificial or dried flowers
- ✓ Baby food jars
- ✓ Beads
- ✓ Buttons
- ✓ Camera film plastic containers
- ✓ Cardboard rolls
- ✓ Cardboard food cartons
- ✓ Cellophane
- ✓ Ceramic tiles
- ✓ Chinese food take-away containers (plastic)
- ✓ Coloured wrapping paper
- ✓ Corks
- ✓ Envelopes
- ✓ Felt pieces
- ✓ Foam trays
- ✓ Ice cream containers
- ✓ Interesting stones
- ✓ Lace
- ✓ Margarine containers
- ✓ Material scraps
- ✓ magazines
- ✓ Painting/drawing paper
- ✓ Thick sturdy card
- ✓ Patty pans
- ✓ Pipe cleaners
- ✓ Rope
- ✓ Ribbon
- ✓ Shells
- ✓ Small cardboard boxes
- ✓ String
- ✓ Wishing stones
- ✓ Wood scraps
- ✓ Wooden dolly pegs
- ✓ Wool
- ✓ Yoghurt containers

CONTACT DETAILS

ELCC Director

Mrs Nicole Doherty

Office and Accounts Manager

Wendy Hodgson

ELCC Office hours

Monday to Thursday: 8.30am to 4.00pm

Address

Cnr Castleton Crescent and Bugden Ave,
Gowrie ACT 2904

Email

elcc.holyfamily@cg.catholic.edu.au

Website

www.holyfamily.act.edu.au

ELCC Phone

02 6292 7932

Out of hours emergency

0417 228 656

