

# earlybird

educare@proteaglen



## Family Handbook - 2026

# Welcome Message!

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Dear Parent or Guardian,

We are delighted that you are considering becoming part of the Earlybird family. Our program is built on the foundation of nurturing young minds and fostering a love for learning from the very beginning. We understand how crucial the early years are in a child's development, and we are committed to providing a warm, supportive environment where your child can thrive.

Enclosed in this introductory pack is essential information to help guide you through what to expect at Earlybird. It covers our educational philosophy, daily routines, and how we collaborate with families to ensure your child receives the best start on their learning journey. We believe that education is a partnership, and we look forward to working together to create enriching experiences for your child.

If you have any questions or need further clarification, please don't hesitate to contact us at [proteaglen@earlybirdeducare.co.za](mailto:proteaglen@earlybirdeducare.co.za) or give us a call at 076 338 8289. Our dedicated team is here to support you every step of the way and ensure your child is ready for the exciting adventures ahead!



Meg and The Earlybird Team



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# Key Dates: (Google calendar link)

- 12 January - 2 April Block 1: All about me
- 26 - 30 January "I can" Observational Assessment Week
- 2-6 February Parent Information and Introduction Evenings
- 30 March - 7 April Parent-Teacher Conferences
- 07 April – 26 June Block 2: My Home and Community
- 5 - 9 May "I can" Observational Assessment Week
- 23-27 June Mid-Year Report Handout.
- 29 June - 25 September Block 3: Our Big Wide World
- 20 – 24 July "I can" Observational Assessment Week
- 03 - 07 August Parent-teacher Conferences
- 28 September- 12 December Block 4: Animals and Their Homes
- 12 - 16 October "I can" Observational Assessment Week
- 8 - 12 December End of Year Reports

Earlybird Educare Centres are intended to serve working parents, and as such, they are open throughout the year and do not close during standard school holidays. We only close on public holidays and over the December Builders' Break. We kindly ask that you ensure your child attends school as regularly as possible.

This year, Earlybird Educare will close for the annual break at 17:00 on the afternoon of **Friday, the 11th of December 2026**, and will reopen on **Monday the 11th of January 2027 (TBC)**

## PLEASE NOTE:

*Public holidays and closures in the year:*

**21 March:** Human Rights Day (Friday)

**18 - 21 April:** Easter weekend (Friday to Monday)

**28 April:** Freedom Day Observed

**1 May:** Workers' Day

**2 May:** Special school holiday

**16 June:** Youth Day (Monday)

**24 September:** Heritage Day (Wednesday)

*Please look at our online calendar for more event information.*



# 2026 Fees

## Our fees are structured as follows:

- **Registration Fee** - is once-off payment that includes one Earlybird t-shirt, a backpack, and a set of personal Earlybird bedding for use at nap time. After the first child in a family has registered, the subsequent siblings will not be required to pay the standard registration fee. The registration fee and the first month's school fee must be paid in advance of the child's first day starting at the educare centre.
- **Yearly Levy** - this covers all stationary, cutlery, and educational resources your child will need for the year.
- **Monthly Fee** – This covers our full-day educare offering (from 07:00- 17:00), five-days a week, including a nutritious breakfast and lunch meal prepared fresh in our on-site kitchen daily.
- Fees are subject to **annual increases** in line with any increases in our cost of provision.
- **Up-front payment discounts** are available at roughly -8% for annual and -4% for bi-annual lump-sum fee payments.
- A **half-day attendance option** is available at 75% of the standard monthly fee. Half-day pick-up times vary by age group as follows: Blue Group - 12:00 ;Green Group - 12:15 ;Yellow Group - 12:30 ;Red Group - 12:45 ; Orange Group - 13:00.
- **Paused enrolment:** families may pause enrolment for their child for up to a maximum of 3-months. A space-retainer fee of 75% of the standard monthly fee is required to hold the child's spot open over the paused enrolment period.
- **One calendar month's notice is required for dis-enrolment** and families who wish to re-enrol their child after a period of disenrollment will need to pay the registration fee again in order to re-enrol.



# Earlybird's Enrolment Process



- **STEP 1:**

Book an appointment to talk to us using the ["schedule a tour" button on our website.](#)

- **STEP 2:**

[Complete our online enrolment form](#) (you need to fill out and submit one full form for each child you wish to enrol). Doing so constitutes an 'expression of interest' and does not entail any kind of binding commitment on your part.

- **STEP 3:**

You will be invited to schedule an appointment/tour: If you are satisfied after you have had a chance to talk with the centre's principal and your child's prospective teacher, you can sign our enrolment contract and upload the required documents for your child (birth certificate and clinic / vaccination card).

- **STEP 4:**

Activate the debit order mandate for the monthly fee and settle the registration and first month's fee invoices which you will receive via email (these payments can be made via EFT).

- **STEP 5:**

Join the family WhatsApp group for your child's class and find a time to talk to your child's teacher or the centre principal about preparing your little one for their first day.

*Please note that no child may start until all the required steps of enrolment have been completed.*



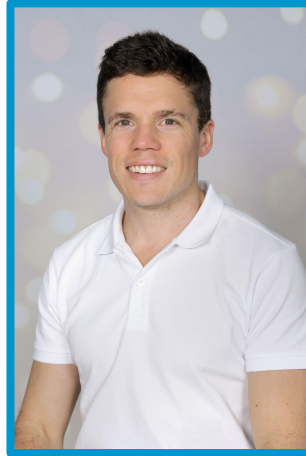
# Our Central Support Team

We're here for you!

**Megan Blair**  
CEO



**James Munnik,**  
*Head of Finance and  
Operations*



**Michelle Dos  
Santos,**  
*Development  
consultant*



**Bernice McKee**  
*Education Manager*



**Tshego Mokgobo**  
*Finance Manager*



**Mpho Mlanegni**  
*Human Resource  
Manager*



**Hlaka Zungu**  
*Customer Accounts  
Manager*



# Teacher and Classroom Information

- **Class capacity**

Each class can accommodate up to 16 children.

- **Teacher/child ratios**

**Blue Group:** 1 teacher per 3 children.

**Green Group:** 1 teacher per 8 children.

**Yellow Group:** 1 teacher per 8 children.

**Red Group:** 1 teacher per 8 children.

**Orange Group:** 1 teacher per 8 children.

- **Teacher leave**

Teachers may take annual, study, maternity, or sick leave throughout the year.

Substitute teachers are provided as needed.

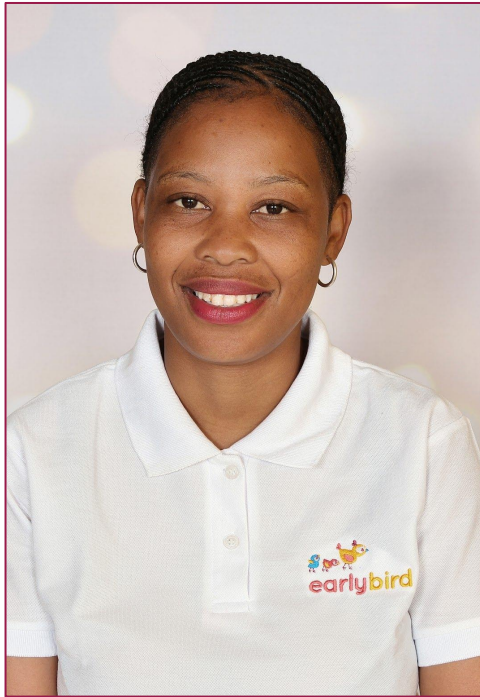
- **Working shifts**

Our Teaching staff work on rotating shifts. Each class has one teacher covering either the 7:00 AM to 4:00 PM shift or the 8:00 AM to 5:00 PM shift, depending on the rotation schedule.

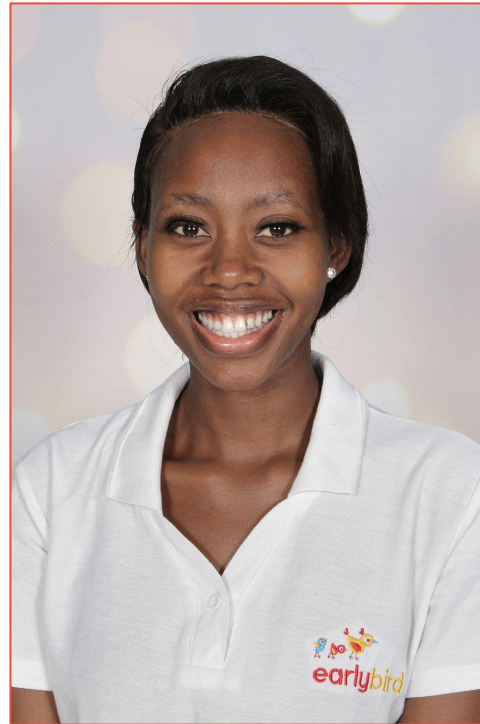


# Centre staff

## Let's Meet the Team



Custodian  
Nthabiseng  
Moseki



Principal  
Zamaswazi  
Nkosi



Maintenance  
Rodney  
Makushu



# Blue Group

Let's meet the team!

Lead Teacher  
Mirriam Moorosi  
8 Years Experience in ECD





Lead Teacher Keke  
ECD Level 4  
5 years experience in ECD

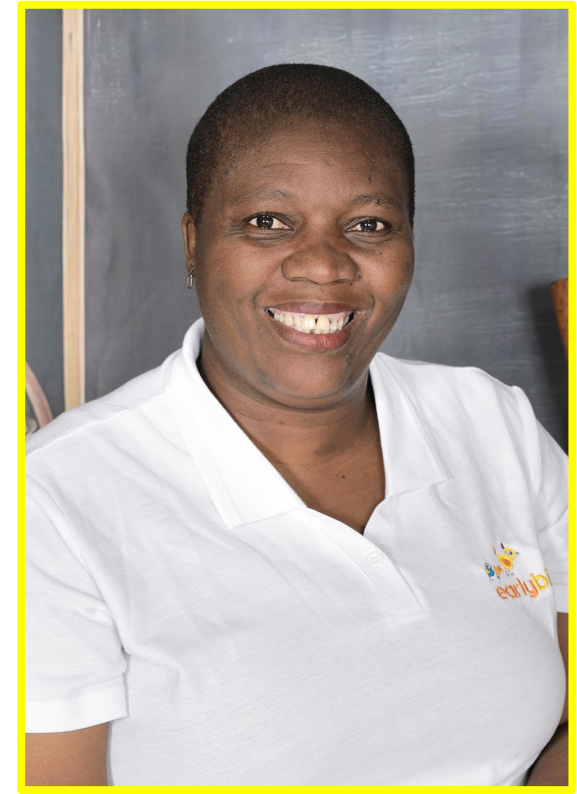
# Green Group

Let's meet the team!





Lead Teacher  
Lebogang Kwele  
ECD Level 5  
11 Years experience in ECD



Assistant Teacher  
Nombulelo Zikhali ECD  
Level 4  
7 Years experience in ECD

# Yellow Group

## Let's meet the team!





Lead Teacher  
Buyisiwe Yika  
ECD Level 4  
3 Years experience in  
ECD



Assistant Teacher  
Simangele  
Ntshangase  
Diploma in Human  
resources  
2 year experience in  
ECD

# Red Group

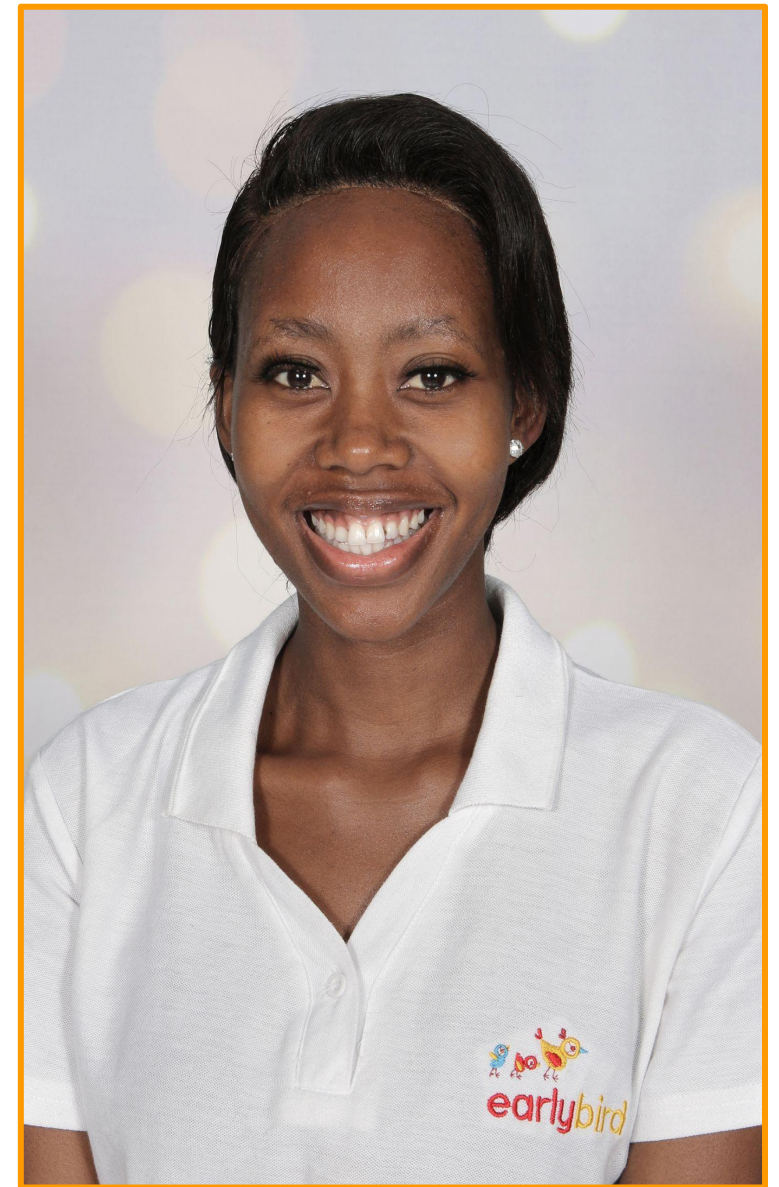
Let's meet the team!



# Orange Group

Let's meet the team!

Lead Teacher  
Zamaswazi Nkosi  
ECD N6  
Bachelor in Education  
6 years experience in Education



# Parent Communication

Strong relationships require effective communication. A positive, trusting collaboration that benefits your child requires open, respectful communication between home and the centre. It prevents misunderstandings, fosters respect, and clarifies expectations. This eases the transition between home and care, gives your child confidence and belonging, and teaches them respect. Communication styles at our centres:

- **Face-to-face communication (Open door policy)**
  - The teachers are available for daily verbal interactions in the morning during drop-off or in the afternoon during collection.
- **Blue Group Communication Books**
  - Parents provide evening updates, and teachers will share details about the child's day. This exchange is critical for monitoring developments and needs. ***This plays a vital role in tracking a child's mood, health, and daily interactions.***
- **WhatsApp Class Group (Broadcast Only)**
  - Used for activity updates and photo collages.
  - Unit Introduction Message: Sent every two weeks to outline the unit, key concepts, and vocabulary introduced to your child.
  - Important reminders.
  - Please note and respect others privacy when sharing photos on social media. (other children in the background) Refer to your enrolment contract for more.
- Teachers are only available to communicate on their tablets from **12:00 PM to 2:00 PM** during nap time. For urgent matters, please contact the principal.
- Tablets are not taken home; kindly **avoid messaging outside work hours. (Centre Hours)**
- The Central Line is available after hours for **EMERGENCIES ONLY**.

For regular updates on happenings at our educare centres, follow us on Facebook: <https://www.facebook.com/EarlybirdEducare/>



# Contact details

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The parents first point of contact will most likely be the class teacher. It is the responsibility of the teacher to report all concerns and queries to the Principal. By reporting each incident, the Principal has more background knowledge should the incident need escalation. If a teacher is unable to handle a situation, the Principal will be involved in order for there to be a resolution as soon as possible. In cases where the Principal cannot handle the incident, Earlybird management must be informed in order for a resolution to be found.

- In Centre:

- Principal Table: 076338 8289 t or Proteaglen [proteaglen@earlybirdeducare.co.za](mailto:proteaglen@earlybirdeducare.co.za)
- Blue Group Tablet Number: 084 604 7619 or [bluegrouppg@gmail.com](mailto:bluegrouppg@gmail.com)
- Green Group Tablet Number: 074 572 5132 or [greengrouppg@gmail.com](mailto:greengrouppg@gmail.com)
- Yellow Group Tablet Number: 061 899 5771 or [yellowgrouppg@gmail.com](mailto:yellowgrouppg@gmail.com)
- Red Group Tablet Number: 0 74 572 5132 or [redgrouppg@gmail.com](mailto:redgrouppg@gmail.com)
- Orange Group Tablet Number: 076338 8289 or [orangegrouppg@gmail.com](mailto:orangegrouppg@gmail.com)

- Central Support:

- Michelle (Head of Training): [shell@earlybirdeducare.co.za](mailto:shell@earlybirdeducare.co.za)
- Bernice (Education Manager): [bernice@earlybirdeducare.co.za](mailto:bernice@earlybirdeducare.co.za)
- Hlaka (Customer Accounts Manager): [hlaka@earlybirdeducare.co.za](mailto:hlaka@earlybirdeducare.co.za)

**After Hours and  
Emergency  
Situations:  
071 539 0839**



# Our Educational Programme

## Learning Experience

Each element of our carefully developed and tested model draws on rigorous evidence about the drivers of quality in early childhood development programmes. Our world-class early learning programme serves children aged 3-months to 5-years.

## Learning Environment

We manage the process of opening a new centre from the identification and construction/renovation of the site to handling the interior design and fitting out, application for fire and food safety certifications, registration with the department of social development, and ongoing site management.

## Teacher Recruitment Screening

Our educate centres are staffed with committed, caring, and qualified teachers. We use a rigorous three-stage teacher recruitment process, concluded by two weeks of training in which final round candidates' skills are observed in-situ.

## Teacher Training & Ongoing Support

Once a teacher reaches the classroom, they receive ongoing support in the form of our custom activity guide, Bird Seed, as well as monthly mentoring from experienced instructional coaches.

## Learning & Development Progress Tracking

We use a three-pronged approach for tracking children's progress, enabling us to meet each child's needs and support their individual learning and development journey.

## Health & Safety

Keeping children safe and healthy is our highest priority at all times. Our staff are first-aid and child-protection trained and we carry out regular risk checks and drills to prevent harm and ensure effective reaction in the event of an emergency.

## Management Support Systems

Our custom centre management application makes it easy for principals and teachers to manage enrolment, learner profiles, attendance, supply ordering, fees, parent communication and more. Our multi-disciplinary team includes expertise in assessment, linguistics and speech, occupational therapy, social work, and behavioural psychology.

## Family Engagement

We engage with families as partners in the shared mission of optimally supporting each child's individual learning and development journey, making the most of proximity to workplaces to reduce the career-family tradeoff.

Watch videos of our teachers describing our [age group specific supports here](#).



Read more here:

<https://earlybirdeducare.co.za/our-educational-approach/>



# Our Educational Programme

## Language, Literacy and Creative Expression

### - Creative Expression -

1. Engages in music, art, and dramatic play

### - Oral Language Development -

2. Receptive and expressive vocabulary development
3. Coherent expression of personal ideas, thoughts, and feelings

### - Emergent Literacy -

4. Response to text
5. Phonological Awareness
6. Phoneme-grapheme correspondence

### - Emergent Writing -

7. Print awareness / concepts
8. Tracing, transcription and writing

## Early Maths and Scientific Reasoning

### - Quantitative Concepts -

9. Estimation
10. Verbal and object counting
11. Numeral recognition, depiction and quantity correspondence
12. Relative magnitude and Measurement

### - Geometry and Spatial Relationships -

13. Shape recognition and manipulation
14. Position, Directions and Time

### - Reasoning -

15. Classification
16. Planning
17. Hypothesis Formation

## Physical and Social Emotional Wellbeing

### - Social Emotional Development -

18. Self regulation
19. Response to expectations
20. Positive sense of self and cultural identity
21. Persistence in the face of challenges

### - Physical Development -

22. Gross motor coordination
23. Fine motor coordination



## Getting ready for 'big school'....

Our curriculum is underpinned by 23 Objectives for Development and Learning (ODLs) which are mapped to the National Curriculum Framework (NCF). All of our 23 ODLs have been demonstrated by research as foundational to children's successful transition to and functioning in primary school and beyond.

Each ODL has been broken down into a series of 'steps' which a child is expected to progress through on their way to mastering that particular Objective. All activities and games on our teaching guide, Bird Seed, which take place during the three structured learning periods in the day (Hands-on STEM, Expression Session, and Story Fun) are mapped to a particular learning and development 'step'.

We conduct regular observational assessments to track children's development and learning and keep open lines of communication with families regarding each child's progress and achievements. We are available to discuss your child's individual needs at any stage.

Read more at:

<https://earlybirdeducare.co.za/learning-programmes/>



# I cans, PBL, ODLs and Reports

## Observations

We use an ongoing formative assessment to meet each child where they are at. This means that our teachers continuously observe and update their records.

We do not evaluate a child's ability based on a single situation or activity.

We set aside time every three months to collect targeted observations during our "I can" week in order to provide feedback and reports.

## "I can" weeks

We assemble information into a student/child portfolio of proof that showcases your child's skills in painting, colouring, drawing, matching, identifying shapes and colours, and cutting, to name a few. These are critical weeks; otherwise, your child will miss out on the skill revision. This takes place four times per year.

## ODLs

We have 23 Outcomes for Development and Learning.

These map the developmental milestones of your children in our care.

### Reports

Twice per year (June/July and November/December)

### Teacher feedback

Meetings in March and September.

## PBL

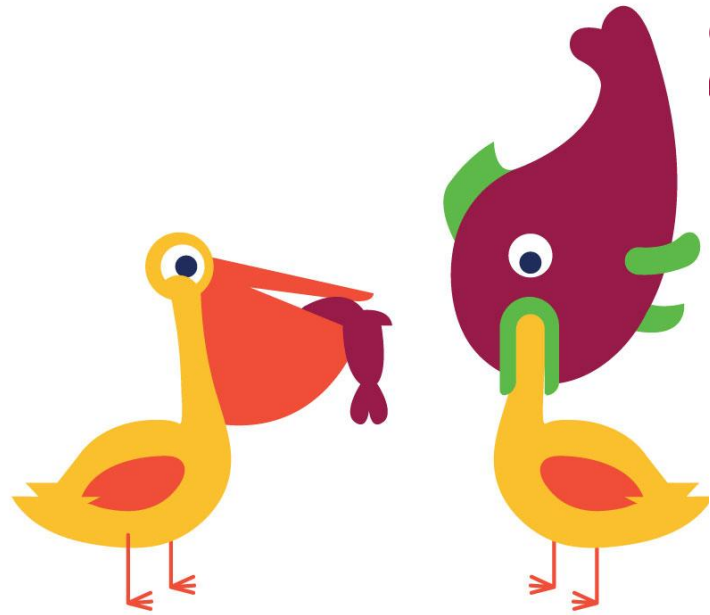
Project Based Learning

The value of PBL is that it builds children's creative capacity to collaboratively work through problems and projects.



# Earlybird's PeliCAN'T (yet) Process

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*Our Pelican't (yet) process is an educational support program that assists our young learners that need a little more time or encouragement in meeting their developmental milestones.*

A PeliCAN'T (yet) is a developmental milestone (or milestones) that a child has not mastered YET. We use these PeliCAN'T (yet) statements to describe a concerning, unusual or uncommon, recurring set or series of behaviours that we, as teachers, will need to identify and observe in order to implement support, as we aim to create an Inclusive Education environment.

These PeliCAN'T (yet) statements are a guideline of behaviour, skills, and developmental milestones that we feel children should have developed by a certain age. These milestones are at the late end of the scale and are not set in stone, as we recognise all children have a unique pace in which they meet their milestones. We understand that some children take longer to do so or might need more support than their classmates.

Our responsibility as Teachers is to ensure we are aware of the unique needs of our little ones and to meet them where they are in order for them to fulfil their full potential while in our care.

We do this through bi weekly, targeted classroom observations, regular check in meetings with Central Support and parents, purposeful classroom and at-home interventions, and, when needed, the use of specialised therapists.



# Daily Routines

Earlybird@proteaglen will operate from 7 a.m. to 5:00 p.m.

Our daily routine varies by age group, but the graphic below gives you a sense of the general flow of each day:



## Unstructured learning experiences each day:

- **Free Choice** the “Plan, Do, Review” technique is used to build children’s autonomy and executive functions during this play-based learning period in the day.
- **Outdoor Play** is a time for gross motor development, exploration and boisterous, messy fun.

## Semi-structured learning experiences each day:

- **Morning Circle** provides a time for social-emotional check-in.
- **Sensory / Imaginary Play** is an opportunity for fantasy and role play, drama games, open-ended scenarios.
- **Wrap-up and Home Time** is a window for reflection on today’s events and preparation for tomorrow.

## Structured learning experiences each day:

- **Story Fun** is our main vehicle for language and emergent literacy development.
- **Hands-on STEM** is an opportunity to encourage curiosity, building, reasoning and foundational mathematical skills through carefully designed activities and games.
- **Expression Session** is all about creativity and getting kids to express themselves in lots of different ways.



# Our learning approach

- **Child-Centred Learning**

We begin with the child, focusing on where they belong, and gradually expand to explore the world around them.

- **Core Fundamentals**

Our main focus areas include:

- **Shapes**
- **Numbers**
- **Colours**
- **Sounds**

- **Activity Design: Scaffolding & Extension**

Every activity is thoughtfully designed with two components:

- **Scaffolding:** supporting the development of specific skills, concepts, or knowledge.
- **Extension:** deepening and refining skills or concepts for further learning.

- **Daily Activities**

On average, we complete 3 activities per day plus class discussions.

**Morning rings** (class discussions) are a vital part of our routine, while reinforcement at home helps consolidate learning.

- **Group Focus Areas**

- **Blue & Green Groups:** Creative Sensory & Movement Activities.
- **Yellow, Red, & Orange Groups:** STEAM (Science, Technology, Engineering, Art, Mathematics) alongside Creative Expression, Drama, Movement and Music.

- **Sustainability in Action**

We prioritise recycling in our activities, using materials such as egg cartons, yoghurt tubs, ice cream tubs, boxes, lids, tins, bottles, and newspapers.



# The Importance of Sensory Play

Sensory play isn't just messy fun—it's a crucial part of your child's early development! Activities like playing with sand, water, playdough, or finger paint stimulate your child's senses (touch, sight, sound, smell, and even taste). Here's why it matters:

1. **Supports Brain Development:** Sensory play helps build nerve connections in your child's brain, improving their ability to learn and solve problems.
2. **Enhances Motor Skills:** Activities like squishing, scooping, or pouring develop fine motor skills and hand-eye coordination.
3. **Boosts Language and Social Skills:** describing what they feel, see, or do during play encourages vocabulary growth, and sharing materials helps them practice social interaction.
4. **Encourages Emotional Regulation:** Sensory experiences can calm children who feel overwhelmed and teach them how to manage their emotions better.



## Why Old Clothes Are Perfect for Playtime

Sensory play can get messy, which is why dressing your child in old clothes is a smart move. Here's why:

1. **Freedom to Explore:** When you don't have to worry about staining or ruining nice outfits, your child can fully engage in messy activities like painting or playing outdoors.
2. **Encourages Creativity:** Without worrying about staying clean, children feel freer to try new things, like mixing colours or jumping into muddy puddles.
3. **Reduces Stress for Parents:** You'll be more relaxed knowing their clothes are already "play-proof."

By embracing sensory play and letting your child explore in old clothes, you're setting the stage for joyful, hands-on learning experiences that will benefit them for years to come!



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# The importance of Punctuality in Preschool



- **Establishes Routine and Consistency**
  - Arriving on time helps children understand the value of routines.
  - This creates a sense of security, making them feel more confident and comfortable in their environment.
- **Supports Learning and Participation**
  - Key activities like morning circle time happen at the start of the day.
  - Punctuality ensures children can fully engage in these activities, promoting social, emotional, and cognitive development.
- **Promotes Responsibility and Discipline**
  - Being on time fosters responsibility and self-discipline.
  - Children learn the importance of valuing time, schedules, and commitments.
- **Minimises Classroom Disruption**
  - Late arrivals can interrupt the learning experience for others.
  - Punctuality helps maintain a smooth, focused classroom environment.
- **Enhances Social Connections**
  - Being on time allows children to start the day with their peers, helping them build friendships and feel included.
  - This promotes social development and a sense of belonging.

## Late Drop-off and Collections

All late drop-offs and collections will require signing a roster. If this occurs three times, the principal or CEO will contact you to arrange a counselling session. It could also result in termination of contract (disenrollment)



# Morning Ring: The foundation of our day

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Please arrive by 8:00 AM

Morning Ring is our gathering time, where we focus on:

- Greetings
- Calendar Time
- Sharing news and thoughts
- Introduction to the Unit
- Group activities, new songs and rhymes

## How Morning Ring Benefits Children:

- **Routine & Predictability**
  - Establishes a consistent routine, offering security and predictability, which supports emotional well-being.
- **Community Building**
  - Encourages interaction with peers, fostering a sense of belonging and developing social skills.
- **Language Development**
  - Songs, rhymes, and discussions promote vocabulary growth, communication, and listening skills.
- **Introduction to Concepts**
  - Engages children in fun and interactive ways to introduce educational concepts through calendar time and group activities.
- **Smooth Transition**
  - Helps ease the transition from home to school, setting a positive tone for the day.



# Nap Times and Routine as a whole

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Napping is a necessary part of the preschool day, and we work hard to ensure sleep routines are kept consistent.

For children under 12-months, Earlybird supplies cots with slotted panels to ensure no visual impediments to baby monitoring. Custom-fit, covered mattresses are also provided. Any external bedding or sleep toys provided by families will be vetted by teachers to ensure it does not pose a SIDS risk.

Age-determined day naps are dictated by a baby's ultradian rhythms, which are experienced roughly every few hours. Once night feeds are no longer required (around 6 months of age), a baby's natural rhythm is typically to sleep for about 10-12 hours at night in addition to regular day naps. Babies are more sensitive to sensory input because they have an immature nervous system. Strategies to soothe babies and help them get to sleep include rocking, walking in a pram, soft white noise, and swaddling.. Establishing a daytime sleep routine is key; between 6 and 9 months, most babies are having two to three short naps. We are sure to wake babies by 16:30 so that bedtime can be kept.

- **NAP TIMES for Blue Group: 09:00 – 09:45 (optional) ; 12:00 – 14:00 ; 15:15 – 16:00 (optional)**
- **NAP TIME for Green Group: 12:00 – 14:00**
- **NAP TIME for Yellow Group: 12:00 – 14:00**
- **NAP TIME for Red Group: 12:00 – 14:00**
- **NAP TIME for Orange Group: 12:30 – 14:00**

For children over 9 months old, Earlybird supplies stretchers that comply with health and safety regulations (elevated above the floor) and ensure children can nap comfortably during the school day.

We provide individually labelled bedding for each child (which is issued upon payment of the registration fee) and are very strict about the weekly washing of bedding on-site.



# What to pack

Please Label EVERYTHING!

## Blue and Green Groups

- Enough nappies for the week (if your little one isn't potty trained yet)
- Preferred wet wipes and baby bum cream
- 2-3 extra sets of clothes
- Sun hat
- Sunscreen
- Bottles with pre-measured formula (if needed)
- 2 healthy snacks (one morning and one afternoon)
- Water bottle or sippy cup
- Plastic packets for dirty clothes (nappy bags are ideal)
- A painting shirt (An old oversized T-shirt)
- A3 flip file for their beautiful art

## Yellow, Red and Orange Groups

### Yellow Group

- Enough nappies for the week (if your little one isn't potty trained yet)
- Preferred wet wipes and baby bum cream

### Yellow, Red and Orange Group

- 2-3 extra sets of clothes
- Sun hat
- Sunscreen
- 2 healthy snacks (one morning and one afternoon)
- Water bottle or sippy cup
- Plastic packets for dirty clothes (nappy bags are ideal)
- A painting shirt (An old oversized T-shirt)
- A3 flip file for their beautiful art



# Meals

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Breakfast and Lunch are included as part of our monthly school fees.

We have partnered with a registered dietician to design seasonal, nutritious weekly meal plans which are age-appropriate and delicious!

- You can view an example of our summer menu on our website or ask your teacher to share.
- Families of enrolled children are expected to supply two healthy snacks for their children to eat during the morning and afternoon snack-time sessions
- Families of enrolled children in Blue Group will receive detailed updates on their child's feeding, nappy-changing, and sleep patterns from their class teacher on a daily basis via a dedicated "message book."
- Families of enrolled children in Green, Yellow, Red, and Orange Groups will receive daily updates via the class WhatsApp groups.

## Snacks and how to pack

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- Please pack healthy and easy-to-eat foods.
- Make sure it is accessible for children to eat independently.
- Please cut grapes in half choking hazard.
- Rather pack more than less; add a small variety and lots of texture.

## Eating Habits we need help with

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- Manners: saying please and thank you.
- Sitting at the table with both feet in front. Try eat as a family and set the example.
- Talking with their mouths full, please reiterate that we need to swallow before talking.
- Exposure to different textures; this will assist your child with their speech development.



# Health and Safety @Earlybird

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The health and safety of children is of paramount importance at all Earlybird Educare Centres. We work hard every day to ensure that our Educare Centres are safe and healthy places for children, their families, our staff, visitors, and volunteers. We take a 'prevention-first' approach by identifying key-concern risks and making everyone at our Educare Centres aware of the associated health and safety issues and prevention measures.

We ask that all families of enrolled children partner with us in our health and safety efforts by:

- Meeting with your child's Principal and Teachers to *provide details of any allergies, sensitivities, or medical conditions* your child may have.
- Ensuring all health insurance, GP, and other *medical information relating to your child is up-to-date* in the educare centre's records.
- Ensuring strict adherence to the educare centre's *child drop-off and pick-up procedures*.
- Engaging with all communications shared by the educare centre staff and Earlybird central team.
- Reading through Earlybird's [Health and Safety Policy Document](#)
- Logging any medication brought to the centre for your child with your child's teacher. Please request the link from your principal. Medication must be sealed, labelled, and handed to the teacher or principal on duty.
- Talking to your child about road safety, water safety, and fire safety.
- Encouraging the development of [A strong sense of bodily autonomy](#) in your child.
- Reading through Earlybird's [Child Protection Policy Document](#)
- Responding rapidly to any emergency evacuation (SMS-based) notification sent to you by the educare centre.



# If your child is sick:

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Please keep your child home if they have any of the following symptoms:

- Fever of 38 degrees and above.
- Fever is accompanied by sore throat, rash, vomiting, diarrhoea, earache, irritability, or confusion.
- Diarrhoea: two or more loose stools within a 4 hour period.
- Vomiting: two or more times within a 24 hour period.
- Breathing trouble, sore throat, swollen glands, loss of voice, continuous coughing.
- Thick yellow or green discharge from the nose. Allergies are generally clear.
- Headaches.
- Frequent scratching of the body or scalp due to lice, rash, ringworm, or any suspicious spots.
- Any form of eye irritation.

When may your child return to school:

- When they are not contagious.
- Medical certificate for serious infectious disease.
- 48 hours after last known symptoms.
- If your child needs general medication, please ensure you fill out the medication form available from the principal or the class teacher.
- This provides us with the necessary information and permission to administer. When sending medication to school, please ensure it is in a sealed and labelled ziplock bag and handed to the teacher on duty in the morning.



# Earlybird Educare

At Earlybird, we are more than just an educational centre—we are a community built on love, care, and a shared commitment to nurturing young minds. Our mission is to provide an accessible, high-quality early education where every child feels safe, valued, and inspired to grow. We believe in creating an environment where children not only learn but also experience the joy of discovery, the warmth of care, and the confidence to take their first steps into the world.

Together, we prepare your child for life's adventures, ensuring they feel loved, supported, and ready to soar.

## Laying the foundation of a lifetime!

