



FAMILY HANDBOOK

Leading Kids Early Learning Centre



Welcome to LKELC ...

We are thrilled to have you as part of our family. This handbook is designed to guide you through everything you need to know to ensure your child's experience with us is joyful, safe, and enriching. We encourage you to read through carefully, ask questions, and keep this as a handy reference. Please sign and return the acknowledgment form at the end to confirm your understanding.

We believe that when families and educators work hand-in-hand, magical things happen for children. Our doors (and hearts!) are always open, and we welcome you to visit, stay, and play anytime.





our philosophy ...

We don't just care for children — we champion their voices, celebrate their uniqueness, and lead them into a world of opportunity.

We believe childhood is a time of endless possibilities — a time to explore, question, create, and connect. Every child is unique, capable, and full of potential. We are here to nurture that potential by creating a safe, inclusive, and inspiring environment where children feel a deep sense of belonging.

Our play-based programs are guided by the voices of children, enriched by the cultures and knowledge of families, and strengthened by meaningful connections with our community. We foster a love of learning through curiosity, creativity, and respectful relationships.

At Leading Kids, we value nature as a teacher, the environment as a partner in learning, and every moment as an opportunity to grow. We celebrate diversity and embed cultural awareness into everything we do — honouring First Nations perspectives and embracing every child's identity, language, and heritage.

Our educators are passionate, reflective, and empowered to lead high-quality practice. We are committed to continuous learning, innovation, and collaboration — shaping not just the early years, but the future.



Ages Catered For:
6 weeks to 5 years



Operating Hours:
7:00am – 6:00pm
Mon to Fri



Service Type:
Family owned



02 9603 7324
99 Brenan Street
Smithfeild 2164

our commitment to child safety ...

At Leading Kids ELC, child safety is our highest priority. We are a child-safe organisation committed to safeguarding all children from harm, abuse, and neglect.

Our staff uphold their responsibilities under the National Principles of Child Safe Organisations and maintain up-to-date child protection training. Any concerns can be directed to our Nominated Supervisor at [02 96037324](tel:0296037324).

We enforce a strict no-smoking, no-vaping, and no-alcohol policy on the premises.



our team ...

Our team comprises qualified, passionate educators who are dedicated to providing high-quality education and care. All educators hold a valid Working with Children Check and maintain First Aid, CPR, Asthma, and Anaphylaxis qualifications. Our team values respectful relationships, cultural inclusion, and collaborative partnerships with families.



our program ...

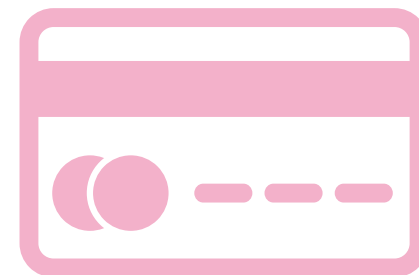
We deliver a play-based, intentional learning program guided by the Early Years Learning Framework (EYLF) v2.0. Through meaningful interactions and partnerships, we support your child's learning, wellbeing, and identity development. Our curriculum embeds sustainability, promotes a sense of belonging, and reflects children's interests, culture, and family values.

ENROLMENT & FEES

Before starting, families must complete an enrolment form, provide necessary documentation, and pay the bond/administration fee.



Daily Fee:
\$150



Payment:
Direct Debit,
fortnightly payments



Notice for Withdrawal:
2 weeks written
notice required



family involvement ...

We encourage families to actively participate in our centre through:

- Sharing cultural traditions, skills, and stories
- Volunteering at special events
- Providing feedback and suggestions

Your contributions enrich our program and help build a strong sense of belonging for your child.

policies & procedures ...

Our policies are accessible in the office and on request. We expect families to follow these guidelines to ensure safety, wellbeing, and compliance with regulations.

communication ...

We use StoryPark to keep families updated with real-time photos, learning stories, and announcements. We also communicate through newsletters, emails, and face-to-face meetings.



our code of conduct ...

We uphold values of respect, inclusivity, empathy, integrity, and responsibility, guided by the Early Childhood Australia Code of Ethics. We model kindness and fairness so children learn from our example.

about the NQF ...

We proudly follow the National Quality Framework (NQF) to deliver the highest standard of education and care, with continuous improvement guided by our Quality Improvement Plan.

about the EYLF ...

At Leading Kids, we live and breathe Belonging, Being, and Becoming. We support children to:

- Build their identity
- Connect with their world
- Develop confidence and wellbeing
- Become active, informed learners and communicators

We use the EYLF's 5 Learning Outcomes as our compass, while ensuring each child's journey is unique.

what to bring daily ...



A labelled bag

2 sets of spare clothes

A labelled water bottle

Broad-brimmed sunhat

goals for your child ...

01

A strong
sense of
identity

02

Respect for
diversity

03

Empathy
and
kindness

04

Resilience
and self
help skills

06

A lifelong
love of
learning

food & nutrition ...

We promote healthy eating habits in line with the Australian Dietary Guidelines. Please pack nutritious foods. No chocolates, chips, lollies, or sugary treats. We are a nut-free centre. If meals are provided, a balanced menu is prepared onsite, catering for allergies and dietary needs.

breastfeeding ...

Breastfeeding parents are welcome anytime. We offer a comfy, private feeding space and safe milk storage.

clothing ...

Please dress your child in sun-safe, comfy, easy-to-manage clothes that allow free movement and independence.

behaviour guidance ...

We use positive, strength-based approaches to guide behaviour, nurturing empathy, cooperation, and problem-solving.





wellbeing & physical play ...

We embed mindfulness, yoga, music, and relaxation into our program to support emotional wellbeing. We offer daily physical play to develop gross motor skills and healthy bodies.

rest & sleep ...

We provide cots, beds, and a soothing rest environment. Children who don't sleep can enjoy quiet activities.

sustainability ...

We empower children as earth warriors! We recycle, compost, conserve water, garden, and talk about caring for the planet every day.

sun safety ...

We follow SunSmart guidelines, wear hats, apply SPF50+ sunscreen, and play in shaded areas when UV is high.

health & hygiene ...

We follow Staying Healthy 6th Edition guidelines. Please keep children home if unwell and notify us of infectious diseases. Medication, illness, and incident policies are in place.

Emergency drills are practised regularly. Parents must supervise children closely in the carpark and entry points.



privacy & confidentiality ...

We protect all personal information in accordance with the Privacy Act 1988. Photos or data are only shared with written consent.

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“Every child deserves a champion - an adult who will never give up on them, who understands the power of connection, and insists they become the best they can possibly be.”





thank you

for choosing Leading Kids Early Learning Centre. We are excited to be on this learning journey with your child and family – let's make beautiful memories together!