



Early Learning Centre

Parent Handbook 2017



Term Dates

Term 1	Tuesday, January 31– Thursday April 13
Term 2	Wednesday, May 4 – Friday July 1
Term 3	Tuesday, July 26 – Friday September 30
Term 4	Monday, October 17 – Wednesday December 14

Early Learning Centre Hours

Day Session:	8.30am – 3.00pm
Extended Care:	3.00pm – 6.00pm

Contact details

Address:	20 Highgate Street Highgate 5063
Phone (Direct):	8273 0412
Phone (School):	8271 4299
Fax:	8373 4504
Email:	elc@concordia.sa.edu.au
Website:	www.concordia.sa.edu.au

Concordia College, St Johns Campus Staff

Principal:	Mr. Michael Paech
Deputy Principal:	Mrs. Sue Drogemuller
Business Manager:	Mrs. Sally Staggs
Pastor:	TBA
Community Carer:	Rachelle Fairlie rfairlie@concordia.sa.edu.au

ELC Staff

ELC Director:	Mrs. Kate	kwood@concordia.sa.edu.au
ELC Teachers:	Mrs. Deborah Waters	dwaters@concordia.sa.edu.au
	Mrs. Sarah Neill	sneill@concordia.sa.edu.au
ELC Educators	Mrs. Mary Marker	mmarker@concordia.sa.edu.au
	Mrs. Catherine Critchley	ccritchley@concordia.sa.edu.au

Extended Care (Stay and Play)/Finance Coordinator - Mrs. Sarah Neill

Parent Contact – Bek Tierney 0488 018 306 bek_tierney@yahoo.com.au

Absences

Please notify educators by phone or email if your child is going to be absent from the ELC. **Phone- (ELC) 8273 0412** **Email- ELC elc@concordia.sa.edu.au**

Arrival and Collection

The Educators at the ELC will act 'in-loco parentis' to the children in our care. Each child will be welcomed into the care of the staff and collected from them to ensure appropriate responsibility is taken for their care and safety.

It is important that parents/guardians enter/exit through the main door near the ELC garden. An adult must record the child's arrival and departure times on the sign in/out sheet. The sign in/out sheets are an important record of your child's attendance for Child Care Benefit purposes and for emergency evacuation roll calls. Families must inform staff in writing if there is to be any deviation from their normal collection arrangements. Children will only be released to authorised adults (over 18 years of age).

Parents must telephone the ELC to advise staff if they are unable to collect their child at the usual departure time. Children still in the ELC after 3.15pm will be cared for in our extended care programme Stay and Play. Parents will be charged for a casual Stay and Play session.

Assessment and Reporting

Learning outcomes for children are assessed continuously during the year in the ELC. Informal reporting on children's progress can happen as regularly as parents wish. Educators are available after school for an informal chat, or by appointment.

Educators will maintain comprehensive developmental records for each child, which will include documentation of child observations, and assessments. Teachers provide feedback on children's progress during Parent/Teacher interviews, which are held early in Term One and mid-year. Photographs and documentation of children's learning are collated in a progress folder, which is available for viewing at all times and sent home throughout the year. A written report and a USB stick with photographs of your child at ELC are sent home at the end of Term Four.

Banking

The school supports and encourages families to consider banking with the Lutheran Laypersons League. Passbooks are collected from the ELC weekly.

Behaviour management

At the ELC we aim to provide an environment based on caring and respectful behaviour. We help children to learn the skills to communicate effectively and show respect for each other. Appropriate and respectful ways of behaving are negotiated with the children and the agreements are displayed and referred to. Incidents of inappropriate behaviour are seen as an indicator that a child is experiencing frustration or distress. We will acknowledge the child's feelings and attempt to assess the reasons for the problem behaviour. This is done in a loving and caring environment that promotes faith, hope, justice and reconciliation. Educators will employ positive teaching and caring techniques. We acknowledge, encourage and praise caring and responsible behaviour. Effective management of student behaviour occurs in partnership between the ELC and families. Where a child's behaviour is problematic parent/guardians will be consulted. We will collaborate with families to ensure behaviour guidance techniques are positive and consistent.

Beliefs

- When children feel safe, secure and supported they grow in confidence to explore and learn.
- Children's social and emotional development in the early years is critical to their future learning and well-being.
- Children's physical health and wellbeing contributes to children's ability to concentrate, cooperate and learn.
- Young children learn best through play and supported inquiries.
- Children learn best when there is a positive and supportive relationship between educators and families.
- Children are capable and competent learners. They learn in a variety of ways and vary in their capabilities and pace of learning.
- Children should be supported in their transition to the Early Learning Centre and to school.
- Children's sense of well-being is enhanced by a knowledge and understanding of God's love.
- Early Childhood educators have a responsibility to be ongoing learners and practice critical reflection.

Our full [Statement of Philosophy](#) can be viewed on the school website.

Birthday Celebrations

We celebrate special events at the ELC including children's birthdays. We ask that families refrain from bringing cake or other food treats to share as we have many children with allergies. Birthday invitations should be posted to children directly and not placed in pigeonholes. Some children become distressed if they see that they have not received an invitation. Names and addresses of families are printed in the Family Directory.

Child Care Benefit

Families are able to claim the Child Care Benefit and Rebate for Long Day Care from Centrelink and the Family Assistance Office of the Australian Government. Please notify staff of the [Customer Reference Number](#) and date of birth of your child and the enrolling parent.

Child Protection

The ELC has a responsibility to all children attending the Centre to defend their right to care and protection. To support this right the Centre will follow the procedures set down by the Department of Family and Community Services under the Children's Protection Act 1993 Section 11 (1) & (2) when dealing with any allegations of abuse or neglect of children, to ensure the child's and other children's protection. All educators are trained to support the rights of children to be safe.

Please see the section on Police Checks and Valuing Safe Communities for information about parental responsibilities for safe practices.

Christian Education

Christian Education in the ELC is an introduction to faith, devotion, worship and experiencing God's love and grace. It allows children to witness faith in action throughout the day and form trusting relationships with people who communicate their faith. Christian Education provides the opportunity for children to experience a sense of belonging to a caring Christian community. In our Early Learning Centre Christian Education includes the opportunity to participate in devotion, worship, service to others and pastoral care.

Christian Studies is a key learning area that provides children with the opportunity to engage in a curriculum that allows students to hear, explore and reflect on the Gospel message. It is a discipline of learning that introduces children to the world of religion and spirituality. Christian Studies is an essential part of the whole Christian Education program of the school.

Class Coordinators

Each class in the school has Parent Coordinators to organise social functions for the families. Their role is also to be a point of contact when parents are unsure about school related events.

Code of Ethics

The staff of Concordia College ELC are committed to adhering to the Early Childhood Australia [Code of Ethics](#) and to acting in the best interests of all children to ensure they thrive and learn.

Communication

The provision of high quality education and care is based on mutual responsibility. Therefore, the ELC educators will seek regular information and feedback from families and undertake to provide regular information to families.

We will make ourselves available for informal chats as much as possible. You are also welcome to ask for an appointment to discuss your child. Information with regards to family issues and personal lives will be handled confidentially.

Please feel free to call or email the ELC educators with any queries. Messages may be left on the ELC answering machine. Messages will be responded to as soon as possible. The ELC may also be contacted through the school office.

Phone- (ELC) 8273 0412

Phone-(School) 8271 4299

Email- ELC elc@concordia.sa.edu.au

Pigeon holes are provided for the purpose of staff to communicate with parents. Parents should seek the permission of a staff member before placing an item in another child's pigeon hole.

The ELC Blog is updated fortnightly and the school produces a weekly newsletter. A link to the ELC blog and the school newsletters are emailed to families and can also be found on the school website (Password protected).

Families can keep informed of the daily learning experiences at ELC by reading the journal written on the whiteboard outside the door.

The [Concordia College website](#) has information and photographs on a wide range of school activities and events. Please see the school office or staff for information to access the parent portal.

Community Carer

Rachelle Fairlie is the Community Carer for the St John's campus of Concordia College. Her role is to support the wellbeing of the children and families within the ELC and school community. She organises teacher and parent education to help with the needs of young people and encourages community engagement.

Direct phone contact- 8273 0428 **Email-** rfairlie@concordia.sa.edu.au

Curriculum

Concordia College Early Learning Centre's vision is to provide excellence in education and care in a nurturing Christian environment. Our curriculum is based on the Australian Early Years Learning Framework, the International Baccalaureate Primary Years Programme and the Lutheran Education Australia Christian Studies Framework. Our programme incorporates; children's interests; outcomes specific to individual children; opportunities for single subject teaching; nurturing spiritual, emotional and social development; developing knowledge, skills and attitudes through inquiry learning; and provides for student wellbeing. The fortnightly plan is displayed on the notice board outside the ELC.

The programme will reflect and respond to the developmental stages of each child, providing for the child's needs, interests and education, while respecting and acknowledging the role of parents and family and cultural diversity. Educators plan for children to learn through play. The ELC is inspired by the Reggio Emilia philosophy. A carefully planned environment, both inside and out, is seen as extremely important in creating wonder and curiosity. Teachers and educators are seen as facilitators, encouraging children to listen to each other, take risks with their learning, think creatively, construct their knowledge and understandings of the world and go beyond what they thought was possible. Programmes will be explicit in teaching equity and diversity.

Custody and Access

The Family Law Act (1975) states that both parents have rights and responsibilities as joint guardians of children. Concordia College ELC must comply with a court order issued by the Family Court or Supreme Court determining guardianship, custody and access.

Daily routine

8.30 am	Doors open
9.00 am	Group Time
9.10 am	Play/Fitness
10.30 am	Fruit snack
10.45 am	Play
11.25 am	Single Subject Learning
12.00 am	Play/Playground
12. 25 am	Group Time
12. 30 am	Lunch
1.00 pm	Rest
1.30 pm	Play
2.30 pm	Snack (optional)
2.40 pm	Group Time
2.50 pm	Devotion
3.00 pm	Home or 'Stay and Play'
6.00 pm	Closure of ELC

Digital Photos and Cameras

The use of digital cameras and photos is integral to making children's learning visible. The educators are aware of the need for privacy and sensitivity when using children's images. Parents will be asked to sign an authorisation for their child's photograph to be used in the ELC blog, school newsletter or website. A link to the newsletter/blog is emailed to families and placed on the school's password protected website.

Emergencies

Appropriate resources, procedures and routines are in place to deal with emergencies. Evacuation/Lockdown drills are held regularly. Appropriate fire precautions are in place to reduce the risk of fire.

Emergency Contact

In the case of an emergency where a child's parents cannot be contacted, the person stipulated on the enrolment form as an emergency contact will be contacted. It is expected that all persons recorded on this form have the authority to collect the child from the centre in the case of an emergency, illness and late collection.

Equal Opportunity

Concordia College ELC has a firm commitment to Equal Opportunity principles and will ensure that no discriminatory policies or practices exist: when providing services to children and families, and in any aspect of employment.

Exclusion

The ELC reserves the right to exclude enrolled children in specific circumstances, which include risk to the child, other children and/or staff. Exclusion from the ELC would only occur after all other avenues of communication and support have been exhausted. Short term exclusion may occur when: a child is unwell on arrival, symptoms suggest the child may be contagious, the child becomes unwell at the ELC, the staff suspect that the child has a fever, the child is very distressed, or the child is not immunised ([Link to National Immunisation Schedule](#)) against a disease which has affected other families at the centre.

Excursions and Incursions

Excursions and incursions are an integral part of the children's curriculum, offering interest, challenge and discovery within and about the wider community. Excursions and incursions will be planned to provide a range of learning experiences for children. Parents will be informed in advance about when incursions and excursions take place. Parental permission will be obtained for all excursions outside of the Concordia College grounds.

Parent volunteers assisting on excursions will require a current police check and need to have attended a Valuing Safe Communities session. More information about this is outlined under the Police Checks and Valuing Safe Communities section.

Extended Care

Our extended care service is called Stay and Play. ([Link to online booking form](#)). This service is available from 3.00pm until 6.00pm. Children remaining in the ELC after 3.00pm will be booked into Stay and Play and fees will apply. Permanent and casual bookings are available. See fee schedule on the College website for further details. Child Care Benefits apply for eligible families. After 6.00pm, late fees of \$1 per minute for the first ten minutes and then \$10 per minute will apply.

The Centre is open through the holidays but is closed for four weeks over Christmas.

Fees/Accounts

Accounts are emailed at the beginning of each term and payable within fourteen days. Accounts will include sessions booked and permanent Stay and Play bookings. Fortnightly invoices are generated from Canberra recording Child Care Benefit or Child Care Rebate deductions. [Details of fees](#) can be found on the published fee schedule.

Grievance Procedures

Concordia College Early Learning Centre fosters positive relations between all parents and educators. Every parent has the right to a positive and sympathetic response to their concerns. Solutions are sought to resolve all disputes, issues or concerns in a fair, prompt and positive manner.

Parents are always welcome to provide feedback and comments either in writing or in person to the Director. The procedure for dealing with grievances is- (Each step assumes that agreement has not been reached.)

1. Talk to the staff member directly concerned/involved with the problem, (teacher, educator, Director, Principal)
2. If unresolved, you may wish to discuss the issue with the Director or Principal. (You may, if feeling uncomfortable, nominate an advocate to mediate on your behalf.)
3. If unresolved, you may wish to contact the Chairperson of the School Council.
4. If unresolved, write a letter to the School Council expressing any areas of difficulty/disagreement. The Council will discuss the matter at its next meeting and communicate by letter to the concerned party(ies).
5. Should the matter remain unresolved, contact to be made with the Director of Lutheran Education.

Health, Hygiene and Safety

The ELC will maintain an environment, which ensures the health of children, parents and educators. Within the broader community the ELC educators will maintain practices, which promote a clean and healthy world.

On arrival please place children's lunch boxes in the baskets provided. Lunch boxes are kept in the refrigerator to ensure safe storage. Drink bottles are placed in a caddy to ensure accessibility at all times.

The value of water play for young children is recognized, however water play will be provided within strict safety guidelines.

Health-Specific Health Conditions

Concordia College ELC supports the mainstreaming of children with specific health conditions and/or diet restrictions where it is able to provide appropriate support and where it is in the best interests of the child.

IB PYP- International Baccalaureate Primary Years Programme (PYP)

The [International Baccalaureate](#) aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

The IB [Primary Years Programme](#) (PYP) is a curriculum framework designed for students aged 3 to 12. It focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside. It is defined by six trans-disciplinary themes of global significance, explored using knowledge and skills derived from six subject areas, with a powerful emphasis on inquiry-based learning.

Immunisation

The ELC promotes the protection of children from infectious diseases and strongly advocates that children and educators are immunised. Children who are not immunised will be excluded from the ELC during outbreaks of infectious diseases for which [immunisation](#) is available.

Inclusion

Concordia College ELC aims to provide an environment which is free from bias and prejudice, in which children learn the principles of fairness and respect for the uniqueness of each person. The ELC involves the community to assist educators and children understand and accept a range of cultures and abilities. The diversity of the community, families and educators at our Centre is valued and families are actively encouraged to share their experiences with educators, children and other families.

Indigenous Connections

The Concordia College ELC educators respect all Aboriginal and Torres Strait Islander people and recognise they are the first people of Australia. Educators acknowledge the Kaurna people as the traditional custodians of the land on which the ELC sits. The ELC educators endeavour to become more knowledgeable about Aboriginal Australia and embed meaningful and respectful experiences and practices in the centre.

“Kaurna miyurna, Kaurna yarta, ngadlu tampintha” “We recognize Kaurna people and their land”.

Languages Other than English

The ELC educators make every effort to communicate effectively with all families. Please notify a staff member if English is not your first language and we will endeavour to provide you with material in your language of choice.

As an International Baccalaureate school we encourage the children to view themselves as global citizens. One of our daily routines is to greet and farewell each other in the Kaurna language or another language other than English.

Learning Support

The ELC has access to the Learning Support staff of the school. The Learning Support teacher works in conjunction with the ELC educators to identify and assist staff to work with children with additional needs and rights.

LINKS

At Concordia College we have a very friendly and active group of parents called Links. All families are welcome to join the Links group and help organise school social functions and fund raising events.

Medication, Illness and Accidents

All ELC educators have current First Aid qualifications plus relevant training in Asthma and Anaphylaxis Emergency.

ELC educators undertake to administer medication only within strict guidelines. Medication must come to the ELC in its original container with the child's name, dosage and expiry date clearly visible. Families will be asked to fill out and sign an authorisation form, giving details of the medication and dosage required. Educators will not administer Panadol or other pain relieving medication. Families of children with diagnosed asthma or serious allergies must present an Action Plan from their doctor and preventative medication should be kept at ELC at all times.

ELC educators are trained in First Aid and will tend to any minor accidents as they occur. A daily log is kept recording any first aid administered and signed by staff and parents. Families will be notified by a note in the pigeon hole if their child has received First Aid. All reasonable precautions will be taken to prevent accidents and to protect children's safety. Parents will be notified by telephone of any serious accident requiring medical treatment. An ambulance will be called in the event of an emergency. Educators will keep records of any illness, accidents and medication administered.

Nature Play

[Nature play](#) benefits children's health, learning and overall wellbeing. Children interacting with and in nature, helps to develop understandings of the world around them. It builds awareness for the need to care for the natural resources we all depend upon. At Concordia College children's development and learning are enhanced through planned and unstructured nature play experiences such as involvement in the ELC garden, visiting local surrounding parks and Belair National Park.

Nutrition

Meal times at ELC provide a calm, social, positive learning experience for children who are encouraged to develop healthy eating habits. Families are asked to provide a nutritious lunch and two snacks. Fruit and vegetables are encouraged for the morning snack. Drink bottles should contain water. Educators will refill drink containers with water as necessary. Please do not send in lollies or any food items containing nuts, ie peanut butter, Nutella, nut muesli bars etc as we have children with very serious nut allergies.

Out of School Hours Care

ELC children have access to [Before School Care](#) at Concordia College Out of School Hours Care (OSHC) service between 7.30am and 8.30am.

Phone - 8273 0425

Parent contact details

Please notify educators if any of your contact details change. It is essential that we have your correct details in case of an emergency.

The contact details for school families can be found in the Family Directory.

Parent Involvement

Concordia College ELC acknowledges the central role of parents in the programme and seeks to work in partnership with families. Parents are encouraged to be actively involved in the Centre, to participate in the daily life of the Centre including activities with children. The ELC value parent expertise and encourage parents to be involved in learning experiences with the children. We are also appreciative of any offers of help in working with the children or support on excursions. Families are welcome to come in to the ELC at any time to observe their child and/or to view the ELC in operation.

In order to protect the rights and interests of all children in the Centre, adults (parents, grandparents, guardians) are required to behave within certain guidelines. A set of guidelines has been developed to help parents to establish appropriate ways of dealing with children other than their own while at the ELC. Parents assisting regularly in the Centre will require a current police check and need to have attended a Valuing Safe Communities session. More information about this is outlined under the Police Checks and Valuing Safe Communities section.

Pets within the Centre

Concordia College ELC acknowledges the role animals have in contributing to the programme through the children's environment and social education. In order to ensure children's safety and wellbeing, any animals/pets in the centre must be approved prior to the visit.

Play

Through play children construct every aspect of their knowledge. Social development occurs as children interact with their peers and adults. Intellectual development is promoted as children actively manipulate and explore objects in their environment. Children gain physical skills as they climb, swing, run, dig and manipulate equipment. Language skills are developed as children hear and use language, listen to stories, poetry, sing songs and rhymes. Make believe and role play is fundamental in the development of language. We believe young children learn best through play. Play experiences are planned and evolve through the creativity and inquiries of the children.

Policies and Procedures

A copy of the Early Learning Centre Policies and Procedures document is available for viewing inside the ELC.

Police Checks and Valuing Safe Communities

It is part of Concordia College Early Learning Centre/School policy for all volunteers working with children to have a valid police check on file.

A police check is a free service for volunteers. If you already have a valid police check and wish to assist, please present a copy to the school Office for our records.

To complete a new police check you may access the forms online via the [SAPOL website](#).

- * * Head to the "Fast Find" heading at the top right hand corner
- * Click on "Police Checks"
- * Go to the "National Police Certificate application form" halfway down the page
- * Complete the form online. If you are unable to complete the form online you can request a hard copy by contacting the SA Police Records Unit on 7322 3347.
- * Print it out.

* Take it to the most convenient police station for you along with 100 point ID. (Malvern is the closest to the school)

* Bring the form back to the Early Learning Centre /School to complete the VOAN section

* Concordia College Early Learning Centre /School will then lodge it with SAPOL on your behalf.

* The police check is valid for three years.

* In addition to a police check all volunteers in Lutheran schools **must** complete a short session called, [Valuing Safe Communities](#). Sessions are held regularly at the school. Details on the session dates will be communicated through newsletters/ blog.

Thank you with your assistance in adhering to our policy.

Privacy/Confidentiality

Concordia College Early Learning Centre protects the privacy and confidentiality of individuals. All records and information about individual children, families, staff, management and others are: appropriate to providing quality care, sensitively and accurately collected and recorded, kept in a protected filing system, accessed by or disclosed to only those people who need the information to fulfill their responsibilities at the Centre or have a legal right to know.

Public Holidays/Pupil Free Days

If your child's booked days fall on a public holiday or whole school pupil free day normal fees apply. The ELC is open on pupil free days and children are welcome to attend if they are enrolled on that day.

Recycled materials

Donations of recycled materials for construction experiences are always welcome. We would appreciate empty boxes, ribbon, wool, wood off-cuts, buttons, magazines or any other clean materials suitable for creative activities. Please do not send in toilet roll cylinders and check medicine boxes/containers carefully to ensure they are empty.

Resource Centre borrowing

ELC children have the opportunity to borrow from the school resource centre twice a week. Children are provided with a calico bag.

Parent Library- Families are welcome to borrow resources from our ELC parent library.

Literacy Packs- Children are welcome to borrow packs with a book and learning experience. Literacy packs are stored on a hanging file inside the ELC.

Rest Time

The educators at the ELC consider rest time an important respite for the children from the stimulating and challenging experiences children engage in each day. Rest times are regarded as a positive, pleasant experience within the Centre and educators will make every effort to provide a relaxing and comfortable environment for all children. Mats are provided. Pillows will be sent home each term for cleaning.

Safe Environment

Concordia College ELC aims to provide a safe environment for children and educators through maintaining high standards of safety for equipment, building and grounds and maintaining safe practices.

Sickness

Parents are asked to keep children home for a period of 24 hours after vomiting or diarrhoea has stopped, to safeguard the health of other children and educators. Children with a runny nose or a heavy cold should be kept at home to minimise the spread of disease. Parents will be contacted to collect their child from ELC if they present as being unwell. Please inform us if your child has a communicable disease so that we can look for similar symptoms in the other children.

The School Directory has details of any [contagious diseases](#), which will necessitate an exclusion from the ELC.

Single Subject lessons

Children in the ELC will have the opportunity to experience the single subjects of Art, Physical Education, Library, German and Music. We endeavour to give children a variety of experiences.

Social Development

Concordia College ELC will provide an early childhood programme that facilitates the development of personal and interpersonal skills enabling children to engage in effective interaction and participate in a variety of group settings. Social skills are critical life skills, which are learned. Adults play a significant role in modelling and teaching social skills. Educator and parent interaction with children builds a basis for those children's relationships with peers and adults in the future.

Student Teacher and Professional Involvement

Concordia College ELC supports the development of professional educators and therefore provides regular placements for University students in Early Childhood fields.

Sun smart

The ELC adopts the Sunsmart Policy as recommended by the Cancer Council to ensure that all children attending the centre are protected from skin damage caused by the harmful ultraviolet rays of the sun. From 1 September until 30 April, when the UV rating is Level 3 and above, educators will apply sunscreen to the children. Sunscreen is available at the ELC for families to use. Please notify staff if your child has an allergy to sunscreen and provide a suitable alternative. Children will need to bring a clearly named hat. An ELC spare hat is available in case a hat is left at home.

Sustainability

We value sustainability and endeavour to model sustainable practices. We encourage children to be responsible citizens and care for our environment. We recycle, re-use and conserve wherever possible. As a part of our centre's practice we encourage children to participate in the '[nude food](#)' lunchbox, minimising packaging that contributes to 'land fill'. Plastic containers and washable material packaging have been popular re-usable alternatives to cling film, zip lock bags or pre-packaged foods. Wrappers packed in lunch boxes will be sent back for disposal at home.

Technology

The ELC recognises the increasing prevalence of technology in children's lives. The use of iPads, computers, media and music will be used to enhance children's learning. It will be balanced by other natural experiences, including accessing the outdoor areas, manipulating creative materials, construction etc. Children in the ELC will have access to an individualised iPad. These will be provided by and stored at the ELC and taken home for sharing on occasions.

Transition

Concordia College educators recognise that a child's transition from home to the ELC is an important time and work to ease that transition so the child can be helped to settle quickly. Educators recognise the importance of both the parents and children's feelings at this time and will make themselves available to listen and respond. In Term Four an orientation visit to the ELC is arranged for all children who will be entering the ELC the following year. A transition visit is also scheduled in the beginning of the year that the children commence.

The ELC transition to Reception is ongoing throughout the year as children interact informally with the Reception teachers and the wider school community. In Term Four we have a series of three visits to the classrooms for all children who will be entering Reception the following year. The ELC teachers consult with the Reception teachers on the most appropriate class placements, with an emphasis on supporting positive friendships.

An Information evening is held each year in Term Four for parents with children starting in the ELC and Reception the following year.

Uniform

ELC children wear the school sports uniform. This consists of;

Navy shorts or track pants

Navy/yellow polo shirt

Navy/yellow rugby jumper

White socks

Sandshoes - Velcro rather than laces (To encourage independence)

Blue sandals - Velcro if possible

Navy school bucket hat

Water resistant jacket (Optional)

School Back Pack (Highly Recommended)

The uniform is available from the Concordia College Uniform Shop in Winchester Street, Highgate.

We request that **all** items of clothing, shoes and bags be clearly named.

Play is children's work and parents should be aware that children's clothing may become soiled by paint, mud, sand etc during the normal experiences at the centre. Educators make all possible attempts to cover children's clothing with a protective apron during messy play.

Universal Access

Non-government preschools such as Concordia College Early Learning Centre are eligible for funding subsidies from the Australian Government for each four-year-old child accessing care. To ensure two preschool providers are not claiming funding for the same child we ask parents to disclose if their child is attending more than one service.

Volunteers and Visitors

Volunteers may be invited to the ELC to contribute to the diversity of experiences for the children. Volunteers are supplementary to educator requirements and will not be used to replace staff. Volunteers will be supervised at all times.

Regular volunteers will require a current police check and to attend a [Valuing Safe Communities](#) session.

What to bring

Back pack

Drink bottle (Water only)

Fruit, lunch and a healthy snack (No nuts. Chips, lollies or chocolate discouraged)

Hat

Small cushion for rest time (To stay at school during term)

Everything your child brings to the ELC must be named.

Dates

2016

ELC Orientation Visit- Friday 2 December 9.30am-10.00am OR 10.45-11.15am

2017

Play date- TBC

Transition Visit- Tuesday 24th January 10.00-10.45am OR 11.15-12pm

Term One- Tuesday January 31 – Friday April 15

ELC Year Level Information Evening- February TBA