



# Parent Handbook

Early Learning Centre  
2025

**extraordinary**

## Welcome



We welcome your family to the Concordia College Early Learning Centre (ELC) community. The ELC is the first step into education at Concordia College and provides a safe and nurturing environment for children to develop a sense of belonging.

Each child in the ELC is viewed as a capable, competent and successful learner and will be supported to explore, build confidence and be challenged.

I am privileged to work alongside an experienced and qualified team of educators who are dedicated to supporting the wellbeing and development of each child.

We are honoured to partner with you in your child's journey of learning and discovery.

**Sarah Davis**

Early Learning Centre Director

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## Key Contacts

### ELC – Primary School

#### Principal – St John’s Campus

Paul Banister  
[pbanister@concordia.sa.edu.au](mailto:pbanister@concordia.sa.edu.au)

#### Primary School Leader

Yoon-ah Lee  
[ylee@concordia.sa.edu.au](mailto:ylee@concordia.sa.edu.au)

#### College Chaplain

Mark Rathjen  
[mrathjen@concordia.sa.edu.au](mailto:mrathjen@concordia.sa.edu.au)

#### Counsellor

Trenna Albrecht  
[talbrecht@concordia.sa.edu.au](mailto:talbrecht@concordia.sa.edu.au)  
Tamara Martin  
[tmartin@concordia.sa.edu.au](mailto:tmartin@concordia.sa.edu.au)  
8273 0428

### Early Learning Centre

#### ELC Director

Sarah Davis  
[sadavis@concordia.sa.edu.au](mailto:sadavis@concordia.sa.edu.au)

#### ELC Coordinator

Sarah Neill  
[sneill@concordia.sa.edu.au](mailto:sneill@concordia.sa.edu.au)

#### ELC Receptionist/Admin

Lucy Jones  
[ljones@concordia.sa.edu.au](mailto:ljones@concordia.sa.edu.au)

#### ELC Learning Mentor

Deborah Waters  
[dwaters@concordia.sa.edu.au](mailto:dwaters@concordia.sa.edu.au)

#### Teachers

Jacqui Downes  
Cassie Goodrich  
Sarah Neill  
Claire Oakley  
Alice Pridham  
Deborah Waters

#### ELC Educators

Cate Bailes  
Gabrielle Carline  
Cameron Fraser  
Lijun Gao  
Danielle Green  
Casey Li  
Eloise Mackie  
Chloe Smith  
Nadia Reuter  
Megan Wilson  
Liv Yan

#### Early Learning Centre

##### Hours

7.30am – 6.00pm

##### Contact

20 Highgate Street,  
Highgate SA 5063  
8273 0412  
[elc@concordia.sa.edu.au](mailto:elc@concordia.sa.edu.au)

#### Primary School Office

8271 4299  
[sjmail@concordia.sa.edu.au](mailto:sjmail@concordia.sa.edu.au)

## Key Dates for 2025

### Term 1

Thursday 30 January - Friday 11 April

### Term 2

Wednesday 30 April - Friday 27 June

### Term 3

Monday 21 July - Friday 26 September

### Term 4

Monday 13 October - Wednesday 10 December

### January 2024 Pre-term Care

Monday 13 January – Wednesday 29 January

### Transition Visit

Tuesday 28 January

### Parent Information Night

Tuesday 11 February

### Child-Led Conference

Wednesday 18 June - Tuesday 24 June

### Christmas Carols

Tuesday 25 November





Children in the  
ELC are viewed as  
capable, competent  
and successful  
learners

## About our Early Learning Centre

**Concordia College Early Learning Centre's (ELC) vision is to provide excellence in education and care in a nurturing Christian environment. Our inquiry-based curriculum follows the International Baccalaureate Primary Years Programme and the Early Years Learning Framework.**

Our program 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 the children's wellbeing. The weekly plan is displayed on the noticeboard 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, as well as cultural diversity.

A balance of structured programs and play-based experiences help build a firm foundation for future learning. We take inspiration from the Reggio Emilia philosophy and recognise children as strong, competent and resourceful learners. Nature play is also a strong influence in our ELC. A carefully planned environment, both inside and out, is extremely important in creating wonder and curiosity. Teachers and educators are facilitators, encouraging children to listen to each other, take risks with their learning, think creatively, construct their knowledge and understanding of the world, and to go beyond what they thought was possible. Programs will be explicit in teaching equity and diversity.

The Concordia College ELC is part of the St John's Campus, providing access to whole-school

facilities, specialist teachers and resources. Close collaboration with the Primary School also allows for smooth transitions.

### Our 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 wellbeing.
- + 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 ELC and to Primary School.
- + Children's sense of wellbeing 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 College website [concordia.sa.edu.au](http://concordia.sa.edu.au)

### Absences

Please notify Educators by phone, email or through the Concordia College App if your child is going to be absent from the Early Learning Centre (ELC).

Phone: **8273 0412**

Email: [elc@concordia.sa.edu.au](mailto: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 and exit through the main doors on Winchester Street. An adult must record the child's arrival and departure times on the Fully Booked app on the iPad near the entrance. The Fully Booked app is an important record of your child's attendance for Child Care Subsidy purposes and for emergency evacuation roll calls.

To minimise child distress and ensure appropriate staff ratios, please communicate in advance or telephone the ELC if there will be a change to your child's usual departure time. Children will only be released to authorised adults.

### Assessment and Reporting

Learning outcomes for children are assessed continuously in the ELC. Educators maintain comprehensive developmental records for each child which include documentation of child observations and assessments. Teachers and Educators provide feedback and seek parent's perspective on children's progress during a Settling-in Chat in Term 1 and a Learning Conversation mid year. Educators are

usually available after school for an informal chat or can be contacted by email or by appointment. Photographs and documentation of children's learning are shared with families regularly through the e-portfolio. Children's learning is also shared with families through a Child-Led Conference. A summative report is sent home at the end of Term 4 for children graduating to Reception.

Photographs and documentation of children's learning are shared with families regularly through the e-portfolio; Toddle.



### Behaviour Guidance

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 modelled and discussed with the children and agreements are displayed and referred to. All behaviour is communication. 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 guidance of children's behaviour occurs in partnership between the ELC and families. Where a child's behaviour is problematic, parents/guardians will be consulted.

We will collaborate with families to ensure behaviour guidance techniques are positive and consistent.

## 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.

## Child Care Subsidy

Families are able to claim the Child Care subsidy for ELC fees. The Fully Booked system is linked to Centrelink and will calculate and deduct the subsidy prior to your fees being debited.

[humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim](https://humanservices.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim)

Queries about childcare subsidy can be directed to Sarah Neill [sneill@concordia.sa.edu.au](mailto:sneill@concordia.sa.edu.au).

## Child Protection

The ELC staff have a legal responsibility to defend the rights of children to care and protection. To support this right staff 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. Educators are trained to support children's wellbeing and safety.

Please see the section on Volunteers and Visitors for information about parent/caregiver 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 to 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 ELC, 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.

## 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.

## Communications

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 regard 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 and will be responded to as soon as possible. The ELC may also be contacted through the School Office.

Phone (ELC): **8273 0412**

Phone (School Office): **8271 4299**

Email (ELC): [elc@concordia.sa.edu.au](mailto:elc@concordia.sa.edu.au)

### + Online Newsletter

The fortnightly College newsletter, Concordia CONNECT, is published during term time. An email alert and notification via the College app lets families know when the latest edition is available. Newsletter can be accessed on the College app or Website at anytime.



#### + ELC Updates

The ELC Update is shared with families through the Concordia College app. This is the primary source of communication for informing families of ELC information and upcoming events. Families can keep informed of the planned and spontaneous learning experiences in the ELC by reading the Learning Journal displayed outside each ELC room, or by accessing their child's e-portfolio, on the Toddler app.

#### + Concordia Community

Concordia Community is the College's biannual magazine, featuring articles from the ELC through to the Senior School. It also features event wrap-ups, student achievements and news from the Concordia Old Collegians Association (COCA). It is distributed to all families in hard copy in autumn and spring.

#### + Concordia College Website and Parent Portal

The Concordia College website has information on a wide range of school activities and events. Please see the School Office or staff for information on how to access the parent portal.

#### + Concordia Annual Review Yearbook

A copy of the Concordia College Yearbook **Review**, will be supplied in Term 1 of the following year.

#### + Get Social

Connect with us for the latest news and events from around the College:

- College App download the 'Concordia College, Adelaide' app on app store
- Facebook @ConcordiaCollegeAdelaide
- Instagram concordiacollegeadelaide

### Contact Details

Please notify the Primary School Office and update your Fully Booked account if any of your contact details change. It is essential that we have your correct details in case of an emergency.

### Counsellor

The role of the Counsellor is to support the wellbeing of the children and families within the ELC and the campus community. They organise teacher and parent education to help with the needs of young people.

### 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

Routines are flexible and educators are responsive to the needs of individual children and groups.

#### 7.30am ELC Open

- Indoor/Outdoor Learning
- Group Time
- Fruit Snack
- Indoor/Outdoor Learning
- Group Time
- Lunch
- Rest
- Indoor/Outdoor Learning
- Snack (optional)
- Group Time/Devotion
- Indoor/Outdoor Learning
- Afternoon snack (provided)

#### 6.00pm ELC Closes

### Emergencies

Appropriate resources, procedures and routines are in place to deal with emergencies. Evacuation/ Lockdown drills are held every term. 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 people identified as Contacts on the Fully Booked account will be contacted.



## 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
- + in date medication has not been provided for a diagnosed health need
- + the child is very distressed.

## 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 excursions. General permission covering short walks in the vicinity of the College will be sought at enrolment.

Parent volunteers assisting on excursions will require a current Working with Children Check, Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) certificate and Valuing Safe Communities. More information about this is outlined on the Concordia College App, website and in the Volunteers and Visitors section of this Handbook.



### **Extended Care**

To allow flexibility for families the ELC provides extended care between 7.30am and 6.00pm. The cost for this care is inclusive in the daily fee. After 6pm, late fees of \$1 per minute for the first ten minutes and then \$5 per minute thereafter will apply. The Centre is open for 48 weeks a year and optional care between terms is available. Bookings for Term Break Care are made through Fully Booked. The ELC is closed for four weeks over Christmas, 4-year-old students moving to St Johns Reception in the follow year can access the Primary School Out of School Hours Care (OSHC).

### **Fees / Accounts**

Payment of fees is managed through Fully Booked who use a debit system called Ezidebit. Signing up for Ezidebit will occur during the process of setting up your Fully Booked account. Your nominated bank account/ credit card will be automatically debited fortnightly.

Fees are paid for every day that your child is enrolled at the centre. This includes pupil free days, sick days, family holidays and public holidays but excluded periods over the Christmas and New Year break period, it is not possible to swap days or arrange days in lieu of sessions missed. Term Break Care is optional and is booked separately. Term bookings do not continue during the Term Break Care. If you require care during Term Break, you will need to book these sessions through Fully Booked.

### **Grievance Procedures**

Our ELC fosters positive relations between all parents/guardians 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, positive and confidential manner.

Families are encouraged to discuss concerns with the staff member most directly involved. If concerns remain, parents are always welcome to provide

feedback or seek assistance from the Co-ordinator or Director. If grievances are unresolved parents are invited to contact the ELC or Primary Principal. The Concordia College Grievance Policy is available via the school website/Governance ([concordia.sa.edu.au](http://concordia.sa.edu.au)).

## Health

### + Hygiene and Safety

The ELC will maintain an environment which supports the health, safety and wellbeing of children. Physical health is promoted with a focus on healthy eating, active play and daily fitness experiences. Children are given time for a rest each day and educators are responsive to the individual rest, sleep and relaxation requirements of each child. The value of water play for young children is recognised, however water for play will be provided within strict safety guidelines. The facilities and equipment are cleaned, checked and maintained daily to ensure hygiene and safety. Families are encouraged to report any resources or facilities requiring maintenance. Educator to child ratios are intentionally high to ensure adequate supervision and protect children from harm and hazard.

### + Specific Health Conditions

The individual health needs of all children are supported. A Risk Minimisation Plan or Student Support Plan is developed in consultation with families to manage and support the child. A Communication Plan ensures all educators are aware of the management strategies in place to support the specific health needs of children.

- + It is a condition of enrolment that families provide a current **Action Plan** and appropriate medication for their child's health condition before their first day.

## Immunisation

The ELC promotes the protection of children from infectious diseases. The South Australian Public Health Act 2011 (the Act) prohibits early childhood services from enrolling a child in that

service if all immunisation requirements are not met. Families are required to provide a copy of their child's Immunisation History Statement before commencement at the ELC.

Exclusion of non-vaccinated children applies to all early learning centres, kindergartens and childcare centres but not to schools.

## Inclusion

The ELC aims to provide an environment which is free from bias and prejudice, an environment 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 to 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.

## Inclusive Learning

Our inclusive practices work to overcome any barriers that might exist to ensure that every child is able to participate in the ELC program and experience success. We access additional support from the Australian Government's Inclusion Development Fund.

## Indigenous Connections

ELC educators respect all Aboriginal and Torres Strait Islander people and recognise they are the First People of Australia. Educators acknowledge the Kurna people as the traditional custodians of the land on which the ELC sits. The ELC educators support children to become more knowledgeable about Aboriginal Australia and embed meaningful and respectful experiences and practices in the Centre.

"Kurna miyurna, Kurna yarta, ngadlu tampinhi"  
(We recognise Kurna people and their land). The College has an active Reconciliation Action Plan.

## 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 Kuarna language or another language other than English.

## Mealtimes and Nutrition

Mealtimes at the 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 snack. Fruit and vegetables are encouraged for the morning snack. Lunch boxes remain in children's lockers so please add an ice pack to lunch boxes if chilling is required. Drink bottles should contain water and Educators will refill drink containers with water as necessary. Drink bottles are placed in a caddy to ensure accessibility.

Please do not send in lollies or any food items containing nuts (e.g. peanut butter, nut spreads like Nutella, nut muesli bars etc.) as we have children with life threatening nut allergies.

Nude Food: As a part of our Centre's sustainability practice we encourage families to participate in the 'nude food' lunchbox initiative, 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.

## 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 on a pharmacy label. 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 but will call parents to collect their child. Families of children with diagnosed asthma or serious allergies must present an Action Plan from their doctor and medication must be kept at the ELC. **A child cannot attend the ELC without their prescribed medication.**

A Risk Minimisation and Communication Plan will be developed in consultation with families of children with allergies or other health care needs.

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. The log is signed by staff and parents. Families will be notified 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 head injury or any injury 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. Interacting with and in nature helps children to develop their understanding 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 and visiting parks.

## Parent Groups

The College has a very friendly and active group of Parents and Friends. All families are welcome to join the P&F to meet new friends and to help organise social functions and fundraising events.



### Parent Involvement

The 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 and to participate in the daily life of the Centre. The ELC values parent expertise and encourages 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 providing 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.

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 which outlines appropriate ways of dealing with children while at the ELC. This can be found in the ELC Policies and Procedures.

Parents assisting regularly in the Centre will require a Working with children Check and a Responding to

Risk of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) and Valuing Safe Communities Certificate. More information about this can be found on the College website and is also outlined under the Volunteers and Visitors section of this Handbook.

### Pets Within the Centre

The ELC acknowledges the role animals have in contributing to the program through the children's environment and social education. To ensure children's safety and the wellbeing of children and animals, any animals/pets visiting the Centre must be approved prior to the visit.

### Photography

The use of photographs is integral to making children's learning visible. Educators are aware of the need for privacy and sensitivity when using children's images. Parents will be asked to state on their Fully Booked account if they do not wish their child's image to be used in College materials or social media. Children's names are not published.

## Play

Through play children construct every aspect of their knowledge and develop dispositions/attitudes for learning. 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 and poetry, sing songs and learn rhymes. Make-believe and role play is fundamental in the development of language. We believe young children learn best through play. For this reason, play experiences are planned and evolve through the creativity and inquiries of the children.

## Policies and Procedures

A copy of the ELC Policies and Procedures is available for viewing in a folder in the ELC foyer. College policies are on the Concordia College App

## Privacy / Confidentiality

The ELC 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.

The Concordia College Privacy Policy is available via the school website ([concordia.sa.edu.au/privacy](http://concordia.sa.edu.au/privacy))

## Public Holidays / Student Free Days

If your child's booked days fall on a public holiday or College student free day, normal fees apply. The ELC is open on student 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 offcuts, buttons, magazines or any other clean materials suitable for creative activities. Please do not send in egg cartons or toilet roll cylinders and please check medicine boxes/ containers carefully to ensure they are empty.

## Resource Centre Borrowing

ELC Children have the opportunity to borrow from the Primary school resource Centre. Children may also provide their own named bag.

## Rest Time

The educators at the ELC consider rest time an important respite for the children from the stimulating and challenging experiences they engage in each day. Each child's comfort will be provided for and there will be appropriate opportunities to meet each child's sleep, rest and relaxation needs. Mats are provided for children to rest on.

## Safe Environment

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

**Please do not allow your child to use the exit button or key pad.**

## 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 the 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. Please inform us when your child has an infectious disease or skin infection e.g

- + chicken pox
- + measles
- + mumps
- + school sores
- + head lice
- + conjunctivitis.

## Social Development

The 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

Our ELC supports the development of professional educators and therefore provides regular placements for university and higher education students in Early Childhood fields.

## SunSmart

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. Sunscreen will be applied to children's skin when the UV rating is forecast to be above 3. 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 to wear. Educators will wear hats to model sun smart practices.

## Sustainability

We value sustainability and endeavour to model sustainable practices. We encourage children to be responsible citizens and to care for our environment. We recycle, re-use and conserve wherever possible. Children are involved in growing fruit and vegetables, composting and reducing waste through 'nude food'.

## 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. Educators are mindful of ensuring children have minimal screen-time at the ELC.

The use of technology will be balanced by other natural experiences, including accessing the outdoor areas, manipulating creative materials, construction etc. Children in the ELC have access to an iPad, and the use is closely monitored. These will be provided by and kept at the ELC.

## Toys

Children are discouraged from bringing toys from home to the ELC. A soft cuddle item for emotional support is acceptable.

## 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 3 or 4, a meeting with the Director and 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 4 we have a series of visits to the classrooms for all

Children in the ELC  
will be supported  
to explore, build  
confidence and be  
challenged



children who will be entering Reception in the following year. The ELC teachers place an emphasis on supporting positive friendships when deciding class placements. An information evening is held each year in Term 4 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 and a navy polo shirt
- + Navy/yellow rugby jumper
- + White socks
- + Sandshoes – velcro rather than laces (to encourage independence)
- + Blue sandals – velcro if possible
- + Navy College bucket hat
- + Water resistant jacket (optional)
- + College backpack (highly recommended).

The uniform is available from the Concordia College School Shop at 23 Winchester Street, Highgate.

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

Play is children's work and parents should be aware that children's clothing may become soiled by paint, mud, sand and so on 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

Preschools such as Concordia College ELC 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, will not be used to replace staff and will always be supervised.

All volunteers in the ELC are required to have a [Working with Children Check](#) and complete a short online course [Responding to Risks of Harm, Abuse and Neglect – Education and Care \(RRHAN-EC\)](#) and [Valuing Safe Communities](#).

## What to Bring

- + Backpack
- + Drink bottle (water only)
- + Fruit, lunch and a healthy snack (no nuts). Chips, lollies and chocolate are discouraged
- + Hat
- + Nappies (if applicable)
- + Spare Clothes

**Everything your child brings to the ELC must be named.**

## Year Level Coordinators

Each year level at the Primary School has Parent Coordinators to organise social functions for the families. In the ELC the Parent Coordinators also provide additional opportunities for communication between staff and parents and give a voice to parental ideas and opinions. We would be delighted to hear from parents willing to volunteer for this important role.

**We hope your child enjoys their time spent in the ELC and if you have any further questions, please don't hesitate to contact our friendly staff.**



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**extraordinary**