



Parent Handbook

Early Learning Centre
St Peters Campus
2024

extraordinary

Welcome



We welcome your family to the Concordia College Early Learning Centre (ELC) at St Peters campus.

At the ELC we aspire to create a warm and comforting educational environment for children to learn and grow. Together with families, educators take pride in establishing connections with children to find a way of learning that best suits each child.

Your child is a special gift from God and we feel privileged that you have chosen our ELC and school to care and contribute to your child's education.

The ELC offers a natural, authentic and stimulating environment in which children are encouraged to be in control of their own learning and seek out possibilities and challenges that interest them.

I am honoured to work with a team of incredibly hard working and passionate educators who are committed to implementing a rich and extensive programme for every child.

We can't wait for you to join us.

Sarah Midson

Early Learning Centre Director

Contents

Contents

Key Contacts	2	Emergency Contact	9	Play	14
ELC – Primary School	2	Equal Opportunity	9	Policies and Procedures	14
Early Learning Centre	2	Exclusion	9	Privacy / Confidentiality	15
Term Dates for 2024	3	Excursions and Incursions	9	Public Holidays / Student Free Days	15
About our Early Learning Centre	5	Extended Care	10	Recycled Materials	15
Our Program	5	Fees / Accounts	10	Resource Centre Borrowing	15
Pre-kindy programme	5	Grievance Procedures	10	Responsibility for unenrolled children	15
Kindy programme	5	Health	10	Rest Time	15
Early Learning Centre: A-Z	6	Immunisation	11	Safe Environment	15
Absences	6	Inclusion	11	Sickness	15
Arrival and Collection	6	Inclusive Learning	11	Single Subject Lessons	17
Assessment and Reporting	6	Indigenous Connections	11	Social Development	17
Banking	6	Languages Other Than English	11	Student Teacher and Professional Involvement	17
Behaviour Management	6	Little Saints Transition Programme	12	SunSmart	17
Birthday Celebrations	7	Mealtimes and Nutrition	12	Sustainability	17
Buddies	7	Medication, Illness and Accidents	12	Technology	17
Bushfire Management Plan	7	Nature Play	13	Toys	17
Chaplain	7	Parent Contact Details	13	Transition	17
Child Care Subsidy	7	Parent Communications	13	Uniform	18
Child Protection Educators	8	Parent Groups	14	Universal Access	18
Christian Education	8	Parent Involvement	14	Volunteers and Visitors	18
Code of Ethics	8	Pets Within the Centre	14	What to Bring	18
Custody and Access	8	Photography	14	Year Level Coordinators	18
Daily Routine	8				
Emergencies	8				

Key Contacts

ELC – Primary School

Principal – ELC – Primary School

Bronwyn Wilson

bwilson@concordia.sa.edu.au

Primary School Learning Leader

Nicolle Jakube

njakube@concordia.sa.edu.au

Chaplain

Denby Tamms

dtamms@concordia.sa.edu.au

Early Learning Centre

ELC Director

Sarah Midson

smidson@concordia.sa.edu.au

ELC Teacher

Megan Thomas

ELC Co-Educators

Lina Hutchinson

Michelle McDermott

Ros Green

Early Learning Centre

Hours

7.30am-6.00pm

Contact

71 Cumming Street

Blackwood SA 5051

8278 0826

Primary School Office

8278 0800

spsmail@concordia.sa.edu.au

Term Dates for 2024

Term 1

Tuesday 30 January - Friday 12 April

Term 2

Wednesday 1 May - Friday 28 June

Term 3

Monday 22 July - Friday 27 September

Term 4

Monday 14 October - Thursday 12 December





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

About our Early Learning Centre

Our Program

The educational philosophies integrated within our learning programme are based on:

- + the internationally acclaimed Primary Years Programme International Baccalaureate, covering all learning areas through an inquiry based approach to learning;
- + the Christian Studies Framework (Lutheran Education Australia), giving a Christian foundation to all learning experiences; and
- + the Early Years Learning Framework.

Children experience some specialist programmes during their pre-school years, including Physical Education, The Arts, Japanese and Library visits. Our aim is to integrate specialist skills within our classroom learning.

Children at our ELC become familiar with St Peters Lutheran School and progress seamlessly into Reception.

Our ELC complies with the National Quality Framework (NQF) including the National Quality Standards (NQS), the Early Years Framework and the National Regulations (Education and Care Services National Regulations).

Our ELC is regulated by the national body for early education and care – the Australian Education and Care Quality Authority (ACECQA) as well as the state licensing department in South Australia.

Pre-kindy programme

To help children thrive in our ELC we provide a daily pre-kindy programme. During this time we offer intellectual challenges for the children that stretch their thinking and imaginations. This programme is tailored to meet the attention span, interests, physical development and social development of three to four-year olds.

Kindy programme

Children aged four to five years will be included in our kindy programme, designed to help children in their readiness for Reception as all experiences are more closely aligned with the requirement of their first year of schooling. There will also be daily shared learning experiences with Reception teachers and students.

Combined, these two programmes will facilitate a smooth and seamless transition into Reception (see more information under Little Saints Transition Programme).

Absences

Please notify educators by phone or using the absentee form on the Concordia app if your child is going to be absent from the Early Learning Centre (ELC).

Phone: **8278 0826**

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 entrance from the St Peters carpark. 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. Families must inform staff 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).

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.

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 provide feedback and seek parent's perspective on children's progress during a Learning Conversation in Term 1.

Educators are available after school for an informal chat, by email or by appointment. Photographs and documentation of children's learning are shared with families regularly through Toddle. Children's learning is shared with families through a Child-led Conference in Term 3 and a summative report is sent home at the end of Term 2 and 4.

Banking

The College encourages families to consider student banking with the Lutheran Laypersons League (LLL). Information is distributed at the beginning of the year.

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.

The school's Behaviour Management strategy is based on Restorative Practices. Restorative Practices promote values and principles that use inclusive,

collaborative approaches for being in a community. At ELC we address conflict or wrong doing by focussing on repairing the harm. The goal is not to penalise or punish, but to restore. It makes those affected by harm (eg victims) central and empowers them to have a role in the justice process.

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.

Buddies

Buddy time operates across all classes throughout the school. It is a treasured time in our week as it enables our children to meet and play/learn from older school children, the majority of whom have attended our ELC as youngsters.

Our buddy programme consists of regular shared activities, peer teaching and sharing of achievements. The children are often found reading, helping, playing, mentoring and completing activities or projects together.

There are many benefits of having buddies within the school. The younger children feel safe and cared for while the older children feel valued and respected. The buddy programme promotes social and support networks for all children. For the children in ELC it supports the smooth transition for children starting school for the first time through promoting a sense of community and belonging.

Bushfire Management Plan

In accordance with St Peters Lutheran School's Bushfire Management Plan, the School and ELC will be closed in the event of catastrophic bushfire conditions in the Mount Lofty Ranges as predicted by

the Bureau of Meteorology. Parents are advised to monitor ABC Adelaide local radio 891, ABC television news and the CFS website on days of high fire danger. A confirmation of closure will also be sent by the School as an SMS to parents and educators the day BEFORE the School is to close (after 4pm following CFS advice).

The ELC also has a Bushfire Kit should a bushfire threaten when the ELC is open. The Bushfire Kit contains a hand-towel for each child, together with 20 litres of cask water and a mask for everyone in the ELC. In the very unlikely event that a bushfire should occur during School hours, the School and ELC will go into lockdown until the danger has passed. This may be outside normal session times. In the event of a bushfire in the district or impacting our school we ask that parents do not ring the school or ELC. We understand that in such circumstances parental anxiety will be high. However phone lines need to be clear for emergency service contact in and out of the school. Parents are advised that information regarding the fire can be accessed by tuning into ABC Radio 891 or logging onto the CFS website www.cfs.sa.gov.au. If our phone lines are not impacted by electrical downage, an SMS will be sent to the mobile phone numbers listed on our database, with a short message providing information on our situation during the fire and student pick up after the event.

Chaplain

The role of the Chaplain 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.

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

Child Protection Educators

The ELC staff have a legal responsibility to defend the rights of children 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. Educators are trained to support children's wellbeing and safety and are trained in the Keeping Children Safe Child Protection Curriculum.

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.

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

7.30am	Centre opens
8.00am	Welcome & settling in
8.30am	Indoor/outdoor learning
9.00am	Single subject lessons
9.30am	Grouptime
9.45am	Morning tea
10.15am	Indoor/outdoor learning
10.45am	Kindy programmed lessons
12.15pm	Christian Studies
12.30pm	Lunch
1.00pm	Rest and quiet activities
1.30pm	Inside and outside activities
2.00pm	Pre-kindy programmed lessons
2.30pm	Afternoon tea (optional)
3.00pm	Pack up time
3.30pm	Daily reflection / music and movement
4.00pm	Bag snack
4.30pm	After care
6.00pm	Centre 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
- + the child is very distressed
- + in date medication has not been provided for a diagnosed health need.

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 the beginning of the year.

Parent volunteers assisting on excursions will require a current Working with Children check and Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) certificate.



More information about this is outlined under 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 are made through Fully Booked. The ELC is closed for four weeks over Christmas.

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.

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 Director. If grievances are unresolved parents are invited to contact the Principal.

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.

+ **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.

+ **Action Plan**

It is essential children have a current Action Plan and appropriate medication for their health condition.

Immunisation

The ELC promotes the protection of children from infectious diseases. From August 2020 changes to the South Australian Public Health Act 2011 (the Act) prohibit 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 which is current within one month of the child's 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 each other in the Kurna language or another language other than English. The children learn to speak Japanese in the ELC.

Little Saints Transition Programme

Little Saints is our transition programme for all children starting in Reception at our school whether from our ELC or local kindergartens or Day Care Centres.

Our Little Saints Transition Programme ensures our pre-schoolers become familiar with all that Primary School has to offer even before they start. Little Saints runs for the term prior to the children starting in Reception, each Wednesday from 1.00pm - 2.45pm. During this time, the children will be involved in many activities that help them to feel at home in our Reception classroom. Parents are most welcome to come and stay with their child for the whole session, but also have the opportunity, if they feel their child is ready, to leave them to it.

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 two snacks. Fruit and vegetables are encouraged for the morning snack. Morning tea is placed in the large picnic bowl in the ELC kitchen. Lunch and afternoon tea is separated into the fridge. Please pack children's food in separate, clearly labelled containers.

Drink bottles should contain water and Educators will refill drink containers with water as necessary. Drink bottles are placed in a trolley 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 very serious nut allergies.

At times there will be other foods that are not permitted into the ELC due to the serious risk they may present to particular children. These allergies will be communicated to you at the time of enrolment.

Nude Food: As a part of our Centre's 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. 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 preventative medication should be kept at the ELC.

A child must not 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. An accident report form will be completed for any first aid administered. These forms are to be 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 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. 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, St Peter’s scrub & nature play area.

Parent 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.

Parent 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 regards to family issues and personal lives will be handled confidentially. Please feel free to call or email the ELC educators with any queries. The ELC may also be contacted through the School Office.

Phone (ELC): **8278 0826**

Email (ELC): smidson@concordia.sa.edu.au

Phone (School Office): **8278 0800**

Email (School Office): spsmail@concordia.sa.edu.au

+ Online Newsletter

The fortnightly College newsletter, Concordia CONNECT, is published on Thursdays of even weeks during term time. An email alert and notification via the Audiri app lets families know when the latest edition is available. The newsletter can be accessed on the College website at anytime.

+ **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 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:

- Facebook @ConcordiaCollegeAdelaide
- Instagram concordiacollegeadelaide

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.

Parents assisting regularly in the Centre will require

a Working with Children Check and a Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) certificate. More information about this can be found on the College website.

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.

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.

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)

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 each week. Children will need to provide a named (material) library bag.

Responsibility for unenrolled children

On occasion, children who are not enrolled in the ELC may be present at the centre.

An example of this is when families come to pick up an enrolled child and they bring other children with them.

The educators and the centre are only responsible for children who are enrolled, ensuring we meet our legal requirements and child/staff ratios. Therefore, children who are not enrolled at the ELC are the responsibility of the adult who brought them to the centre. We ask that adults keep unenrolled children off any equipment (inside and outside) and discourage them from using activities set up for the following day.

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.

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.

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



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.

Single Subject Lessons

Children in the ELC will have the opportunity to experience the single subjects of Art, Physical Education, Library, Japanese, Music and STEM. Through these specialist subjects we endeavour to give children a wide variety of learning experiences each week.

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. Please ensure your child comes to ELC with sunscreen applied – alternatively sunscreen is available at the ELC for families to use.

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.

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 the term prior to children starting at the ELC a meeting with the Director and two orientation visits to the ELC will be arranged for all children who will be starting.

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

Non-government 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.

An additional sessional fee will apply for any child who is attending Concordia Collage ELC and another preschool/kindergarten in the year before full time schooling.

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 \(RRHAN-EC\)](#).

What to Bring

- + Backpack
- + Drink bottle (water only)
- + Morning tea, lunch and afternoon tea (no nuts). A 'bag snack' may be left in your child's bag if they will be staying past 4 o'clock. This needs to be foods that do not require refrigeration and won't spoil if not eaten.
- + Chips, lollies and chocolate are not permitted
- + Hat
- + A complete change of 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.



71 Cumming Street, Blackwood, SA 5051

(08) 8278 0826

smailto:concordia.sa.edu.au

concordia.sa.edu.au

extraordinary