



**Bayside Christian College**

*“Unity and Maturity in Christ”*



# **ELC Handbook 2018**

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## **Welcome to Bayside Christian College Early Learning Centre**

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Welcome to Bayside Christian College Early Learning Centre.

The early years are a significant time of growth and development where foundations for life and learning are formed. In partnership with families, we aim to support the growth and development of each child's unique God-given gifts and talents.

Inside this handbook you will find a selection of practical information to help you and your child transition smoothly into the Early Learning Centre. Please take the time to read the information below on the purposes of the College.

One of the core values of Bayside Christian College is partnership between home and school. In order to build connection, it is our desire to maintain continuous communication between home and school. There are countless opportunities for parents to participate in College life, from helping in the ELC, through to joining the Association.

Community is a critical component of what it means to be Christian. There are real benefits for children in seeing their parents involved in their school and its community.

We look forward to getting to know you better as we partner in the education of your child.

## **About Bayside Christian College**

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### ***Our Purposes***

Bayside Christian College is a welcoming and thriving Kindergarten to Year 12 Christian school community set amongst the backdrop of beautiful natural flora. Established in 1982 by the Association for Christian Education of Frankston Inc., the College exists to help parents equip their children for effective, God-glorifying lives as Christians in the world by –

- i. leading students into the service of God and of others as a thankful response to the work of God in Christ;
- ii. nurturing in students the development of a Biblical understanding of the world and of life;
- iii. establishing an educational environment that is characterised by faith, hope, love, joy, peace and service;
- iv. helping students to discover and develop their own God-given abilities and to recognise and respect those of others;
- v. showing students that knowing their strengths and limitations, is part of achieving a realistic, positive self-image;
- vi. promoting a striving for excellence in their lives.

### **Vision**

To nurture and prepare young people for a life of responsible discipleship in God's Kingdom.

### **Motto**

"Unity and Maturity in Christ" – taken from Ephesians 4:13.

### ***Bayside's Christian Distinctive***

Bayside Christian College is Christian in its ethos, its curriculum and its character. Its attitudes and actions are shaped by an ongoing commitment to the vision of its founders of 'providing education which is honouring to God'.

Bayside teaching and administration staff are Christians who are active in their local churches. They are dedicated to Biblically-based education that seeks to encourage children to understand what it means to follow Christ across the whole of life.

This shared vision is demonstrated practically in the classroom by the application of a Christian worldview perspective, where students are encouraged in their ability to understand and respond to the world and its various challenges through a Biblical lens.

This perspective means that when it comes to schooling, and this includes all programs and activities, consideration is given to whether it encourages growth in understanding what it means to follow Christ.

Christian schooling also means Christian community. One significant way that Christians visibly demonstrate their distinctive understanding of the world is through genuine care and devotion to the wellbeing of others.

Concern for community is a real strength of Bayside Christian College. As such, there is an expectation of all members of the College community – staff, parents and students – that we view and act towards others in a Biblical way.

### ***Christian Education for Christian Families***

Bayside Christian College is governed by the Association for Christian Education of Frankston Inc., whose membership is made up of parents and like-minded individuals willing to accept the Biblical foundations of the College and its curriculum.

The Association was formed in 1980 by a group of dedicated parents with the desire to have their children educated in a formal environment supportive of their own Christian beliefs.

Parents of current and former Bayside students, who are committed to the College's founding purposes and who wish to share in moral ownership over its future direction, are invited to become members of the Association.

See [www.baysidecc.vic.edu.au/association](http://www.baysidecc.vic.edu.au/association) or contact the Bayside Community Development Officer Ben Williams for more information about Association membership.

### ***Bayside Christian College ELC Philosophy***

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We believe that the College and the Early Learning Centre are a reflection and support of the family unit. They are based on the same Godly principle, of assisting the family in laying and preparing a solid foundation for life in our children in relationship with our Heavenly Father and other people. Children are prepared to meet and deal confidently with every situation that our society thrusts upon them, relying on God for their strength.

We believe that care and education should assist in the discovery and development of the full spectrum of life: physically, spiritually, mentally, emotionally, socially and family-wise to release in full the God-given potential within us all. This develops the whole person, to be effective and productive in society. Care and education should

therefore be Bible-integrated and life-related, accountable to God, to the community and to its designated authorities.

## **The Reggio Emilia Approach to Education**

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The Bayside Christian College Early Learning Centre learning environment is primarily influenced through a Christian worldview, and by the Reggio Emilia approach to education.

Reggio Emilia is a municipality in Northern Italy dedicated to quality early childhood education and is recognised today as a leader in early childhood education philosophy and practice. The work of educators in Reggio Emilia serves as an inspiration and provides principles to aspire to, rather than a framework that can be copied and followed by others.

There are 12 key principles followed by educators in Reggio Emilia:

1. Children are active protagonists of their growth and development processes
2. The Hundred Languages (of children)
3. Participation
4. Listening
5. Learning as a process of individual and group construction
6. Educational research
7. Educational documentation
8. Progettazione (project work)
9. Organisation
10. Environment, spaces and relations
11. Professional development
12. Assessment

## **ELC Educational Program**

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The educational program of both the 3 and 4 year old groups is informed by the five outcomes of the Victorian Early Years Learning and Development Framework: identity, community, wellbeing, learning and communication. The educational program is also informed by the children's interests and needs, and any other interests or needs of the wider College community.

As a Christian College, Christ-centered values of faith, love, service, forgiveness, community and integrity are fostered and encouraged through the program. Children are supported to develop in their understanding of scripture through daily devotion times, and pray together for their own needs, family and the community.

Being part of a wider College community, we have the privilege to connect with educators and students to enhance our program through VCAL student helpers, Primary buddies, visits to the library and other College facilities.

## Hours of Operation

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**ELC 4 Monday-Thursday 9:15am-3:00pm**

### Groups (ELC 4)

Joy (A)	Monday, Tuesday, Wednesday
Love (B)	Monday, Wednesday, Thursday
Peace (C)	Monday, Tuesday, Thursday
Kindness (D)	Tuesday, Wednesday, Thursday

**ELC 3 Friday 9:15am-3:00pm**

## Meet our Staff

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### Alicia McCann

- Early Learning Centre Director
- 3 and 4 year old group teacher
- Bachelor of Early Childhood Education
- Registered Early Childhood Teacher (Victorian Institute of Teaching)
- First Aid Level 2
- Asthma training
- Anaphylaxis training



### Nickie Turner

- 4 year old group teaching assistant Monday/Tuesday/Wednesday
- 4 year old group planning cover teacher Thursday
- Bachelor of Education (Birth to Five Years)
- Registered Early Childhood Teacher (Victorian Institute of Teaching)
- First Aid Level 2
- Asthma training
- Anaphylaxis training



### Melissa Scott

- 3 and 4 year old group teaching assistant Thursday/Friday
- Diploma of Early Childhood Education and Care
- First Aid Level 2
- Asthma training
- Anaphylaxis training



### Anna Stephenson

- 3 and 4 year old group lunch reliever
- Bachelor of Education
- Certificate III in Early Childhood Education and Care
- First Aid Level 2
- Asthma training
- Anaphylaxis training





## Settling in/Transitions

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When making the transition from home to the Early Learning Centre, it is essential to provide children with a positive experience. The year prior to commencement children attend the ELC with their parents/guardians for an orientation session. Being able to see their environment and the people they will be going to kinder with gives them a sense of confidence and familiarity before they even begin.

At the start of Term 1, there is an orientation process for both the 3 and 4 year old kinder groups catering for their specific needs.

The 3 year old program is staggered over approximately a two week period, with two groups rotating attendance before the full program commences.

The 4 year old orientation allows parents to nominate a day or afternoon(s) within the first two weeks of the year if they feel their child needs a break from attendance.

## Communication & Contact Details

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Bayside Christian College values partnership between home and school. If you have any concerns or questions, please make an appointment with the Early Learning Centre Director before or after Centre hours.

You can also direct concerns to the College Head of Primary, Glenys Bailey (5971 6704). We value your comments and enjoy hearing positive feedback also!

ELC (direct line)	(Absences)	5971 6736	
ELC Director	Alicia McCann	5971 6703	<a href="mailto:alicia.mccann@baysidecc.vic.edu.au">alicia.mccann@baysidecc.vic.edu.au</a>
College Office		5971 6700	<a href="mailto:info@baysidecc.vic.edu.au">info@baysidecc.vic.edu.au</a>
Principal	Chris Prior	5971 6700	<a href="mailto:chris.prior@baysidecc.vic.edu.au">chris.prior@baysidecc.vic.edu.au</a>
Head of Primary School	Glenys Bailey	5971 6704	<a href="mailto:glenys.bailey@baysidecc.vic.edu.au">glenys.bailey@baysidecc.vic.edu.au</a>
Prep-Year 2 Coordinator	Donna Martin	5971 6768	<a href="mailto:donna.martin@baysidecc.vic.edu.au">donna.martin@baysidecc.vic.edu.au</a>
Community Dev't Officer	Ben Williams	5971 6718	<a href="mailto:ben.williams@baysidecc.vic.edu.au">ben.williams@baysidecc.vic.edu.au</a>

For further details please see Bayside Christian College Early Learning Centre Policies and Procedures Manual – 'Communication Policy' and 'Complaints Policy'.

## Documentation

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Documentation is any record educators take of children's involvement in the kinder program, learning and development. Documentation can include photographs, written transcripts of conversations, children's artwork and creations, collaborative group projects, artwork and video recordings.

Educators are able to use documentation to reflect on children's learning and development and use this to inform the Centre's program. Documentation allows

educators, families and students to witness learning journeys and development. Documentation allows celebration of children's strengths and interests.

One form of documentation we use to highlight group interests and learning is our Daily Learning Journal. Daily Learning Journals are emailed home at the end of every week, allowing families to remain connected with the interests, learning and development of their children.

## **Behaviour Management Policy**

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Bayside Christian College is committed to:

- Helping children develop a relationship with God.
- Providing children with a safe and secure environment and the opportunity for positive and respectful interactions with adults and children.
- Recognising that children's behaviour reflects their level of development and is influenced by a range of factors, including family and culture.
- Providing a learning environment that supports the growth and development of each child's self-concept, self-esteem and spirituality.
- Providing a physical and learning environment that aims to prevent behavioural difficulties.
- Helping children learn the consequences of their behaviour and thus develop an understanding of how their actions affect others.
- Working in partnership with parents/guardians and other professionals in issues relating to the guidance of a child's behaviour.
- Helping children to learn to interact effectively, and in doing so to learn to balance their own rights, needs and feelings with those of others.
- Engaging only in practices which are respectful of, and provide security for, children and in no way degrade, endanger, exploit, intimidate or harm them psychologically.
- Complying with regulatory and legislative requirements.

Bayside Christian College will ensure that no child being educated and cared for by the Centre is subjected to:

- any form of corporal punishment; or
- any discipline which is unreasonable in the circumstances.

ELC staff will work constructively with parents to address any unacceptable behaviour in accordance with the Bayside Christian College Early Learning Centre Policies and Procedures Manual – 'Behaviour Management Policy' and procedures. This process involves collaborative problem solving with staff and parents, and a behavior management guidance plan and a structured evaluation process, if required.

## **Gate Codes**

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At the beginning of each academic year, new gate codes will be set for both the 3 and 4 year old groups. It is essential these codes are recorded in a secure place and only provided to individuals you have documented in your child's enrolment forms as approved to drop off or pick up your child from the ELC. Please ensure gate codes are not given to your child as a security measure. You will be provided with the relevant code at the start of Term 1.



## **Signing in/Sleep Sheet**

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Please ensure you sign your child in and out of the Centre in our sign in book each time your child attends. If another family member is picking up or dropping off your child please ensure they are aware of where the sign in book is and that it must be completed.

Any absence should be reported to the direct ELC line, 5971 6736.

A sleep sheet is provided next to the sign in book allowing you to indicate your child's need for sleep or rest on any given day. Educators will then make note of how long your child slept or rested for.

## **Quiet/Rest Time**

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There is an opportunity each day for all children to engage in rest and quiet time. After lunch we move into our 'quiet room', where children can develop their literacy skills through engaging with books and puzzles, listening to story CDs and engaging with quiet dramatic play materials. Children are able to rest on cushions and are also able to have a sleep on a cot bed if needed. Rest supports children to focus and develop to their potential.

## **Food & Drink**

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Each family is to provide their child with a named drink bottle filled with water and placed on the drink trolley each. We ask that only water is placed in drink bottles as we desire to promote the children's health and wellbeing.

A healthy morning tea snack is to be placed in a small individual container and placed in the large morning tea basket located in the children's locker room.

Lunches packed in a lunchbox remain in the children's locker until lunch time. We would ask that healthy choices are selected such as salad sandwiches, salads, wraps, fruits and vegetables. Food should be unpackaged where possible.

## **Weather/Clothing**

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As we are concerned for the health and safety of the children, we encourage parents to provide weather-appropriate clothes for their children. All students must wear their ELC hat during Terms 1 and 4. Children will need to remain in the shade undercover if they do not have their hat. We would also encourage hats to be brought in shoulder months when the sun is still strong.

We encourage each family to apply sunscreen to their child before coming to the ELC, and educators will assist children to reapply sunscreen throughout the day. We value the importance of children developing safe practices, and support children to develop skills to apply sunscreen independently. We encourage families to support children to learn this skill in the home also.

During the colder months, we still encourage children to connect with the outside world. Long sleeve tops can be worn underneath the ELC polo shirt. Scarves, beanies, raincoats, umbrellas and gumboots are also recommended.

Parents are requested to leave a spare set of clothes at the ELC in case a child needs to change during the day.

## **Uniform**

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The ELC uniform consists of a polo shirt, bomber jacket and bucket hat, each containing an embroidered ELC logo. Parents may dress children in appropriate shorts, trousers or track pants of their choosing.

All uniform items can be purchased through the College's uniform supplier:

Hip Pocket Mornington, <http://hippocketmornington.com.au>  
2/14 Progress Street Mornington, 5976 3257

Second hand uniform items may be purchased from the College Second Hand Uniform Shop. The shop is located in room ELC12 (near Primary playground). Contact the shop for opening hours during school term: 5971 6746, [uniformshop@baysidecc.vic.edu.au](mailto:uniformshop@baysidecc.vic.edu.au).

## **Show & Tell/Toys**

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We encourage children to bring along cuddly toys and blankets to provide comfort during our quiet time, but would ask that other toys be left at home. Toys are very precious to children and can become easily lost at the ELC as well as causing conflict between children.

A show and tell roster will be created during Term 1, allowing all children the opportunity to bring in special items from home to share with the wider group.

## **Birthdays**

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We acknowledge the importance of birthdays in a young child's life and enjoy celebrating this special time with students at the ELC. When it is your child's birthday, they may bring in one or two presents they have received and talk about these during 'birthday show and tell'. As a class we sing 'Happy Birthday' to the birthday boy or girl.

If you would like to send something along to share with the other students on your child's birthday we would ask you to select something **non-edible**. As many students have allergies, it can be upsetting to miss out on special treats. Stationery items such as stickers, erasers, pencils or small toys, are great alternatives.

If your child is having a birthday party and every child in the ELC is *not* invited, we would ask you to hand out invitations discreetly, perhaps directly to a parent, to avoid children from being hurt when not included.

## **Excursions/Incursions**

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Bayside Christian College recognises that excursions and incursions can provide opportunities for children to explore areas of interest as a group and extend the educational program provided at the Centre. Every effort will be made to extend the educational program through incursions and on-site activities.

Where the Director establishes the need to go off site, the ELC is committed to excursions which ensure that the health, safety and wellbeing of the children are met,

and any relevant sections of applicable legislation are complied with, including (but not limited to):

- Notifying and seeking permission from parents,
- Student-staff ratios,
- Safe transportation, and
- First aid.

For further details please see Bayside Christian College Early Learning Centre Policies and Procedures Manual – 'Excursion Policy'.

## **How can Families be Involved?**

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Families are invited to spend time at the Centre throughout the year through whole group celebrations and events, as well as through adding your name to our family helpers' roster.

If you have a special interest or skill this will provide an opportunity to extend the children's learning and is a lovely way for you to be involved in the program. We have had families share their love and care for the environment through developing gardens, recycling paper, spinning wool into yarn, sharing animal specimens and more. Perhaps you love reading or writing stories, music, art, cooking, building, playing sport – anything you can think of. We love having families involved!

In order to comply with the College Child Safety Policy, parents who wish to assist in the classroom or attend excursions are required to obtain a Working with Children Check. The process takes several weeks, so it is worth applying in advance of the school year. See [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) for application information.

Bayside Christian College is committed to the safety and wellbeing of all children and young people. All volunteers at Bayside Christian College are required to abide by the College Child Safety Code of Conduct.

Please ensure you sign in at the main office before spending a session at the ELC.

Families can support the Centre and students by joining our ELC Committee. More information is provided to families about this at the beginning of every year. Families can also support the ELC through collecting interesting items you no longer want at home such as PVC piping, wood, tiles, paper, cards, fabric, buttons, dried flowers, ribbon, seed pods, pine cones, stones, wool, nuts, bolts, baskets and more!

## **Health Matters**

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### ***Illnesses***

Please keep your unwell children at home as they usually find it quite difficult to engage with their learning and illnesses can spread quickly within a kindergarten setting.

**Each family is to provide a box of tissues for the use of their child in the ELC.**

### ***Medications, Medical Conditions & Anaphylaxis***

Any child with a medical condition, such as asthma, allergies, anaphylaxis or diabetes is required to have an action plan completed by their GP. This plan will enable educators to be aware of your child's needs and how to best support them when unwell.

Families with children at risk of anaphylaxis will be supported by educators through developing a risk minimisation plan for their time at the ELC.

A medication record will need to be completed if your child requires medicine during a session. Records are available under the sign in book. Medicine is to be stored in a named plastic container in the ELC fridge.

### **Accident/Injury Forms**

If your child is injured or involved in an accident while at the Early Learning Centre, educators will attend to your child's needs and make note of this in the accident/injury book. Educators will highlight your child's name and make a note in the sign in book if an injury has occurred, and an accident/injury form needs to be sighted and signed.

### **Infectious Diseases**

Principals are required to exclude students according to the School Exclusion Table under the Health (Infectious Diseases) Regulations 2001 (VIC). Some of the diseases and exclusion times are listed in the following table.

<b>Disease</b>	<b>Exclusion time</b>
Chicken pox	Exclude until all blisters have dried. This is usually at least five days after the rash appears in unimmunised children, but may be less in previously immunised children.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
German measles	Until fully recovered, or for at least four days from the onset of rash.
Hand, foot and mouth disease	Exclude until all blisters have dried.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.
Impetigo (school sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Measles	Exclude for at least four days after onset of rash.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Ringworm	Exclude until the day after appropriate treatment has commenced.
Whooping cough	Exclude the child for 21 days after the onset of cough or until they have completed five days of a course of antibiotic treatment.

For further details please see Bayside Christian College Early Learning Centre Policies and Procedures Manual – ‘Infectious Diseases Policy’ (especially Appendix 1).

### **Car Park/Traffic Safety**

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The car parking area of the College is a major risk to children, parents/carers and staff, and strict guidelines are in place to minimise risk.

Parents/carers are asked to observe the following rules when dropping off and picking up their children:

- Restrict driving speed to 5km/h through the car park
- Use the crossings at all times to cross the road
- Wait for the crossing duty staff to direct you across the road (8:35-8:55am & 3:15-3:35pm only)
- Be aware of pedestrians
- Show courtesy and consideration for other drivers; be cautious and alert
- Do not allow children to play/bounce balls when near and/or crossing the road
- Wait for the crossing supervisor’s safety whistle before crossing the road
- Only drop off or collect children from the kerb in the designated zones, or park in a marked space.

When waiting at the ‘drop off zone’, please adhere to the time restriction to allow all parents/carers to use this area. Drivers must remain in vehicles and continue moving forward as able.

Please remember that children follow our lead, so if parents/carers and staff are consistent in their road/car parking habits, then children also will develop good road habits.

The staff car park is for staff car parking only.

### **Emergency Procedures**

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The College and ELC maintain current Emergency Management Plans (EMP) that contains the four components of preparedness, prevention, response and recovery. Emergency arrangements are tested at least twice yearly to ensure that procedures work and that everyone learns emergency protocols.

Staff receive specific training in emergency bushfire procedures, and bushfire drills are conducted each year. Please note that in a bushfire emergency the gates will be locked and no person will be permitted into or out of the College, unless the decision to evacuate is made. It is important for parents/carers to trust the emergency plans that the College/ELC has in place, and not drive to the College, as the road outside the College must be kept clear for emergency vehicles.

Children at the ELC will be involved in emergency drills every three months, as per the Education and Care Services National Regulations. ELC staff are well-trained and equipped to handle these drills to cause minimal disruption to students. Please inform the ELC Director if you believe an emergency drill may be stressful to your child so that this can be appropriately managed.

## **Student Teachers, VCAL Students & Work Experience Students**

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Throughout the year, student teachers approach the Early Learning Centre to complete their placement hours with us. We usually support one student teacher to complete placement with us per term. Student teachers provide a wonderful opportunity to extend children's interests and ideas further, as well as extend educator's knowledge on current practice.

We are also committed to supporting our College VCAL students to grow and learn in their understanding of education and care services through completing Tuesday morning volunteer time with us. The ELC students love developing special bonds with these older students.

During Term 3, we also support one or two work experience students to grow in their understanding of education and care services for a week.

## **Out of School Hours Care**

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Camp Australia provides After School Care at Bayside Christian College from 3:00-6:00pm. For more information see [www.baysidecc.vic.edu.au/parents/after-school-care](http://www.baysidecc.vic.edu.au/parents/after-school-care).