



FIRBANK
GRAMMAR

20

THE YEAR OF COMPASSION

23

**ELC PARENT
OPERATIONAL
HANDBOOK
2023**



CENTRE OPERATIONS

TYPES OF CARE

Long Day

7.00 a.m. to 6.00 p.m. 48 weeks per year

Standard Day

8.45 a.m. to 3.00 p.m. 38 weeks per year

Occasional Care

Before Care: 7.00 a.m. to 8.45 a.m.

After Care: 3.00 p.m. to 6.00 p.m.

School Holidays

7.00 a.m. to 6.00 p.m.

We open our doors to welcome our Long Day families at 7.00 a.m. Standard Day families are welcomed from 8.45 a.m. for a 9.00 a.m. program start.

Our Standard Day program finishes at 3.00 p.m. with children being collected by their families/carers from the classrooms.

We kindly request for the safety of our Long Day children, that all Standard Day families/carers have exited the ELC classrooms and garden before 3.15 p.m.

All children enrolled in the Long Day and Occasional Care program must be collected from the ELC by 6.00 p.m. or **penalties will apply.**

Signing In and Out

Each child must be signed in and out of the Early Learning Centre every day they attend. This is a legal requirement and is in the interest of your child's safety. These records are used in case of emergencies and for the calculation of the Child Care Subsidy (CCS).

The Sign In/Out tablet is located at the entrance of the classroom. For the safety of your child, please ensure the educators are updated in writing of any changes to your nominated authorised contacts as stated on the ELC Enrolment Authority Contract.

For unforeseen circumstances, please inform Junior School Reception of the change to pick-up arrangements prior to 2.45 p.m.

Brighton	9591 5141
Sandringham	9533 5711

To contact the Long Day Care Person in Charge or to book Occasional Care, please call.

Brighton	0429 511 203
Sandringham	0490 784 588

Only adults who are authorised by you, in writing, will be permitted to collect your child from the premises.

Arrivals and Departures

On arrival at the Early Learning Centre, parents/carers are asked to:

- Sign your child into the Centre using the Qikkids i-Pad and the daily register
- Apply sunscreen to your child
Present your child to the Educator in charge
- Request your child washes their hands

When you collect your child, we ask that you:

- Come to the classroom entrance and wait for your teacher to dismiss your child
- With your child, say goodbye to the Educator in charge of the group
- Support your child to collect their belongings
- Sign your child out of the Centre using the Qikkids i-Pad and the register

PARTNERSHIPS WITH FAMILIES

Parents and families are always welcome at the Early Learning Centre. We believe that a welcoming environment, where all children and families are respected and actively encouraged to collaborate with educators, ensures the best possible learning outcomes for children.

A mutually supportive relationship between the home and the Early Learning Centre involves families and early childhood educators:

- valuing each other's knowledge of the child - sharing insights and perspectives
- valuing each other's contributions and roles in the child's life
- trusting each other and communicating respectfully
- engaging in shared decision making

Parent Support and Participation

As families play such a vital role in their child's school life, we encourage you to support the ELC program by:

- Reading school communication and staying informed
- Participating in school events, functions, excursions, programs, etc
- Discussing any problems or concerns with the educators
- Talking to your child about their day, discussing things they have been learning and connecting or extending this learning at home
- Sharing a personal skill, interest or passion with the children in the ELC

It is a requirement that those who help at the School have a current Working With Children Check. Cards must be presented to Reception and your details loaded into the School database.

Applications for a Working With Children Check can be completed online – <http://www.workingwithchildren.vic.gov.au/>

Parents Association of Turner House (PATH)

PATH is an active and valued parent group that plays an integral role in our school community. PATH supports the School in a variety of ways. All Turner House parents are members of PATH.

Sandringham House Parents Association (SHPA)

The Sandringham House Parent Association (SHPA) supports the Sandringham Campus by organising fundraising and friend-raising activities throughout the year.

All Sandringham Campus parents are members of SHPA

WHAT YOU NEED TO PROVIDE FOR YOUR CHILD

What to Pack in Your Child's Bag

- A bag tag or object that clearly identifies the child's bag is a helpful accessory to the outside of the bag
- Spare clothes appropriate to the season
- -underwear, socks, shirt, shorts/pants
- Sun hat
- Coat or rain jacket, rain boots (when appropriate)
- Sun cream (if sensitive skin requires)
- **All items must be clearly named**

What to Pack in Your Child's Lunch Box

- Please avoid packing foods containing high sugar or salt content as well as over-packaged foods. For ideas on what to include in your child's lunch you may like to visit. <http://heas.health.vic.gov.au/schools/healthy-lunchboxes>
- Please ensure your child's lunch box includes a cooler. Lunch boxes are kept indoors and the cooler pack ensures food is maintained at a healthy temperature range. It is helpful to your child if their morning tea is packed in a separate box to their lunch
- Please be mindful that the ELC is a NUT FREE area of the School, this includes Nutella and peanut butter
- Children only drink water whilst at ELC –please ensure they have a refillable drink bottle with them each day
- Lunches can be ordered from the School Tuckshop (Sandringham Campus) or Canteen (Turner House) through Flexischools; <https://www.flexischools.com.au/> (Snacks are not available through the School Tuckshop / Canteen)

If your child is attending Long Day Care or Occasional Care, light breakfast and afternoon tea will be provided by the School and will include nutritious choices for your child.

What to pack for rest time

A small comfort toy or item may be included for your child to access during rest time. We kindly request all other personal toys and items remain at home.

What will children need to wear

Summer uniform during Terms 1 and 4. Winter uniform during Terms 2 and 3.

Please ensure that there is a spare set of clothing in your child's bag at all times in case of accidents.

SUMMER	WINTER	ADDITIONAL
<ul style="list-style-type: none">• New Firbank uniform• Yellow sports top• Rugby top• Bucket sun hat• Runners - predominantly white	<ul style="list-style-type: none">• Firbank navy tracksuit• Long sleeve polo top• Navy polar fleece vest• Runners - predominantly white	<ul style="list-style-type: none">• Firbank school bag - Medium• Library bag• Gumboots• Waterproof jacket
Please ensure all your child's clothing and belongings are CLEARLY LABELLED with their name.		

ELC Uniform List

Uniform Shop

All students are required to wear the School uniform. The School uniform helps to promote a strong sense of unity and instils in our students a sense of pride in themselves and the School.

Visit firbank.vic.edu.au for Uniform Shop opening hours and the latest uniform list

- All items must be clearly marked with owner's name. Name tapes should be sewn to each garment
- Uniform items must be in good repair at all times – damaged items will need to be replaced
- Second hand uniforms can be purchased at the Sandringham Campus Second Hand Uniform Shop, 45 Royal Avenue, Sandringham 3191, 9533 5711
- Second Hand Uniform Shop - www.firbank.vic.edu.au/current-students-parents/parent-resources/second-hand-uniforms
- Dobsons Uniform Shop - www.dobsons.com.au

Toys and Personal Belongings

Parents are requested NOT to allow children to bring personal items to school. However, we do encourage children (if needed) to bring a toy that serves as an emotional comfort such as a soft toy for rest/relaxation time. Children are also welcome to bring in a book or artefact etc, if it is relevant to the unit of inquiry or a current area of interest to the class.

Birthdays

We enjoy helping your child celebrate their birthday. Children who would like to do so with their friends in the ELC are welcome to bring something small to share with the group - a fruit platter, a big watermelon, individual biscuits, are all ideas which you might like to try. For inclusivity and to mitigate any risks for children with allergies, fruit juice and icy poles are recommended.

Please advise us prior to the event so we can be prepared for those children who have allergies.

If you are hosting a birthday party for all students, please feel free to ask educators to distribute invitations for you. If only a select few are invited, please distribute your invitations directly.

COMMENCING THE ELC JOURNEY

Upon enrolment, families and children will have a variety of opportunities to familiarise themselves with the ELC environment and meet the educators prior to commencement. This may include attending 'Stay & Play' Playgroup sessions, Parent Information workshops, orientation sessions, etc.

Children and their families are supported in their commencement at either of the Firbank Grammar Early Learning Centres.

If parent working commitments allow, we recommend a shorter time for children to stay during their first few days so they can become familiar with their new environment, children and adults. Our staff will be guided by families as to the best way to support this transition.

Children enrolled in the Long Day Care program may commence their 7.00 a.m. to 6.00 p.m. program from the first day.

Sample Day for a Child in ELC

7.00 – 8.45 a.m.	Long Day Care Morning Program Light breakfast provided
8.45 – 9.00 a.m.	Community welcome and transition into Standard Day Program
9.00 – 9.30 a.m.	Class meeting, songs and stories
9.30 – 11.30 a.m.	Exploring our Inquiries - Indoor/outdoor learning experiences. May include: individual, small or large group projects; interactions in the studio spaces; opportunities to work with Junior School Specialist teachers* Morning tea
11.30 a.m. – 12.30 p.m.	Exploring our Inquiries - Indoor/outdoor learning experiences
12.30 p.m.	Lunch
1.00 – 1.45 p.m.	Mindfulness/Quiet time and relaxation - A time for individual relaxation and rest. May include an opportunity to sleep if needed by the child
1.45 – 3.00 p.m.	Afternoon Program. May include: individual, small or large group projects; class meeting; end of day preparation
3.00 p.m.	Community farewell and transition into Long Day Care Afternoon Program
3.00 – 6.00 p.m.	Long Day Care Afternoon Program. Light afternoon snack provided

* Throughout the week, scheduled Specialist Classes occur and may include: Chinese and Visual Arts (Brighton), Music, Library, PE or Perceptual Motor Program (PMP) and Bush Kinder (Sandringham).

RESPECTFUL RELATIONSHIPS

The ELC program is designed to enable children to become effective and contributing members of a group and to positively communicate their emotions. We encourage children to interact with other children, adults and the environment in a positive, socially acceptable manner. We will work with parents to seek alternative strategies if a child is experiencing challenges in their interactions in the program. We are also supported by the School Psychologist.

FOOD AND NUTRITION

We encourage healthy eating with the children. During snack and lunch times the children and educators engage in informal learning opportunities to promote nutritious eating habits and sustainable lifestyles. Children are involved in planting and caring for fruit and vegetables and harvesting the produce. Our Garden to Kitchen Program extends this learning as the children take what they have grown from the garden to the kitchen to create nutritious food.

HEALTH AND SAFETY

Children and educators are actively encouraged to practise good personal hygiene to minimise illness. If your child is unwell, it is recommended that your child remains at home to ensure they can rest and recover quickly, and to help minimise the spread of infection.

A list of common infectious illnesses and their exclusion periods are available from the Department's link. <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion>

Firbank Early Learning Centre reserves the right to request a child be collected from the Centre if they appear unwell and/or are not coping with the activities of the day because of illness.

Please ensure all Anaphylaxis, Asthma, and/or other medical conditions action and management plans are updated on Consent2Go and given to the teachers, if applicable, for your child.

Washing Hands

As part of our commitment to ensuring a safe environment for children and staff, we ask that all children wash their hands on arrival at the ELC. This will be of particular benefit for minimising the risk of possible triggers for those children with allergies.

Medication

Should your child require medication while in care, it is a requirement of the Department of Education & Early Childhood Development (DEECD) that a medication record must be filled in

and signed by a parent. The medication must be in the original packaging and accompanied by a prescription label/doctor's letter which states who the medication is for and the dosage. Medication must be handed to a staff member and will be stored in a locked cupboard. Under no circumstances is any type of medication to be left in children's bags.

Please refer to the Medication Policy for further information.

Immunisation

The 'No Jab No Play' law applies to all early childhood education and care services.

All parents/guardians planning to enrol their child at childcare or kindergarten in Victoria must provide the centre with:

- a current Immunisation History Statement from the Australian Immunisation Register (AIR); AND
- the statement must show that the child is up to date with all vaccinations that are due, or that they are able to receive, for their age

The Immunisation History Statement from the AIR lists the vaccines the child has received and, if applicable, which vaccines are due in the future and when. Medical exemption may also be listed, where applicable.

An Immunisation History Statement from the AIR is the only type of immunisation record accepted by early childhood and

care services for the purposes of confirming enrolment and must be provided within the two months prior to the child starting at the service.

Once enrolled, you will need to provide your child's service with a new Immunisation History Statement whenever your child receives or was due to receive immunisation/s.

The service will regularly remind you of the need to keep this information up to date with them throughout the time your child is attending.

You can print a copy of your child's Immunisation History Statement from your myGov account or the Express Plus Medicare mobile app.

You can contact the AIR by calling 1800 653 809 or by visiting a Medicare or Centrelink office.

Families who are not eligible to hold a Medicare card can ask their immunisation provider to print an Immunisation History Statement or they must call the AIR to request an Immunisation History Statement to be posted (up to 2 weeks for delivery).

A Translating and Interpreting Service is available by calling 131 450, Monday to Friday from 8.30 a.m. to 4.45 p.m.

Source: <https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play>

Sun Protection

All children are required to wear bucket sun hats from January to April and August to December, or whenever the UV rating is above 3. Factor 50+ sunscreen is provided by the School, please apply this to your child upon arrival. The staff will reapply it later in the day if required. Should you not wish to use the ELC sunscreen please provide your child with a Factor 50+ alternative.

Head Lice

Outbreaks of head lice happen from time to time. If lice are found, parents will be contacted and asked to treat the condition. All parents will be notified if outbreaks occur. No product is available to prevent head lice, however, tying long hair back and checking regularly for lice can help to minimise the spread.

Accidents

Our educators take a proactive approach to safety and conduct thorough Risk Assessments and Daily Hazard Checks of all our facilities so that each child can feel safe and free to explore their environment.

A First Aid qualified staff member is present at all times and this qualification includes management of Asthma and Anaphylaxis. Should an accident or sudden illness occur, Educators will immediately commence first aid and you will be contacted to collect your child. In emergency situations you will be advised of the plan of action regarding further medical treatment.

If a child has an accident while in the ELC, this will be written up by the supervising staff member and communicated with parents. You will be asked to sign the form acknowledging that staff have communicated the circumstances of the event and treatment of any injury.

During an emergency, if you or your authorised nominee cannot be contacted, we will provide the ambulance officers with information regarding your child and a team member known to the child will accompany them to the hospital and stay until you arrive. Full documentation of the incident will be made available.

Emergency and evacuation procedures

Each term the staff and students practise their emergency evacuation procedures including evacuation and lockdown. In the event of a genuine emergency the staff will follow the emergency evacuation procedures outlined in the Emergency Evacuation Policy.

COMMUNICATION TO FAMILIES

It is important for the child, their family and the school to work in a co-operative and supportive partnership. Parents are a vital and continuing influence and are their child's first teachers. By sharing in the knowledge of the child's background and past experiences, we can provide a program that is meaningful and respectful of each child's individuality.

Events in family life, such as illness, new babies, family members on holidays and visitors coming to stay can be a prime source of excitement or concern for young children and can affect their behaviour at home and/or school. It is important for home and school to share information that may affect the child and their behaviour and wellbeing.

During the year, there will be scheduled Parent/Teacher interviews. We encourage you to talk with your child's teacher regularly and you are welcome to make an appointment to meet with them to discuss issues at any time. The Head of Campus and/or Director of Early Learning is also available should you wish to discuss your child's progress or any concerns.

At the end of the year, you will receive a Written Report and/or Transition Statement celebrating your child's progress. This is in addition to the Student Portfolio, which is a visual representation of the learning during the year.

ELC Communication

Through our Learning Management System, Firefly, our Class Blog will be updated regularly by the ELC Educators. It is a visible tool for families to connect with their child's ELC experience and be informed of upcoming dates and events.

School Communication

The Firbank Grammar School App is available to download from the App Store or you can get it on Google Play.

Please ensure that when you first download the App, you manage your subscriptions by selecting only the information that is relevant to you, by default you will be subscribed to everything and receive all Firbank communication if you do not define your subscriptions. You can, of course, change your subscriptions at any time. You will receive alerts and push notifications. In order to ensure the safety of our students, our App requires you to use your OneLogin School sign in to access any data.

The App will combine most of our key School communications including – latest updates and information will be distributed as Notices, the eNews will be distributed via the App.

Consent2Go

When you enrol your child at Firbank ELC you will receive an email with a link to update your child's Consent2Go health record and contact information. Consent2Go is used by the School to enable fast and accurate updating of information as well as obtaining consent

for events and excursions your child may be involved in. If you have any queries on the process of getting started with Consent2Go, please contact the school via email Consent2Go@firbank.vic.edu.au or contact the Junior School Reception for support.

REGULATORY INFORMATION

Policies and Procedures

Our Centre has a number of policies and procedures pertaining to the care of your child. Our policies are located in the Centre's administration area and are available to review at any time. The policies and procedures in the Early Learning Centre (ELC), are aligned with the requirements of the Education and Care Services National Regulations and the Department of Education & Early Childhood Development (DEECD). For more information on our Centre policies, please speak to the Director of Early Learning.

Complaints - Procedure

- In the first instance families are encouraged to discuss their concerns with the classroom educator and/or the Director of Early Learning
- If complaints cannot be resolved to the family's satisfaction they will be encouraged to put their complaints in writing, in order to make the terms or basis of any complaint as clear as possible
- Complaints to the Early Learning Centre will be investigated as soon as practicable after being received
- All complaints will be treated seriously and investigated, regardless of whether they are being investigated by an external organisation such as the DEECD

For further information about the ELC complaints procedures please refer to the Centre's Complaints Policy.

Privacy and Confidentiality

The Head of Campus and Director of Early Learning are responsible for ensuring confidential records are kept and appropriate provision is made for the storage of this information.

- As per the Children's Services Regulations these records can only be accessible:
 - To the extent necessary for the education and care or medical treatment of the child to whom the information relates
 - To a parent of the child to whom the information relates, except in the case of information kept in a staff record
 - To the Regulatory Authority or an authorised officer
 - As expressly authorised, permitted or required to be given by or under any Act

Ensuring that families' privacy is respected and that:

- Information will only be used by staff in order to deliver the best possible educational program
- Each child has an individual file where all information is stored. This will include a fully completed enrolment form
- Parental consent is required before personal information is given to anyone not directly involved in the education of the students. Parents will be given access to all records kept, including copies. They must apply to the Director or Head of Campus in writing to do so

- Records will be up-to-date
- Records will be stored safely

Standard Day ELC Enrolment 2023

A non-refundable Application Fee of \$200.00 per child is required together with the completion of an enrolment form and birth certificate. A non-refundable, non-transferable Enrolment Fee of \$2,000.00 is payable upon acceptance of an offer of a place. (Additional Interest-free Deposit is required for International Student only).

Standard Day Education

- 9.00 a.m. to 3.00 p.m. during School Terms
- Drop off time 8.45 am – 9.00am and pick up time 3.00pm – 3.15pm
- Standard Day Program runs from Tuesday, 31 January to Friday, 8 December 2023
- Holiday Program options available at additional cost. All programs billed on a 2-week cycle

ELC 3

<u>Attendance</u>	<u>Daily Fee</u>
5 days / week	\$124
2 or 3 days / week	\$138

ELC 4

<u>Attendance</u>	<u>Daily Fee</u>
5 days / week	\$124

Occasional/Casual Care Sessions

- Morning session: 7.00 a.m. to 9.00 a.m. – \$31 (breakfast included)
- Afternoon session: 3.15 p.m. to 6.00 p.m. – \$35 (afternoon snack included)
- Late pick-up fee: \$25 first 10 minutes, \$5 every minute thereafter
- Holiday Program 7.00 a.m.-6.00 p.m. - \$162/day
-

Families must consent to Firbank Grammar School Direct Debiting from a nominated bank account or credit card (Visa/Master Card only) for all fees that are incurred

by using an ELC Service. A Direct Debit form must be submitted to the Admissions Office before your child commences at a Firbank Early Learning Centre.

Families with no CCS entitlements can opt to be invoiced and fees are paid before commencement of each Term (January, April, July and October).

No sibling or employee discounts are applied to the ELC education program fees.

Where any fees are not paid by the due date specified on the invoice, a late fee of 15% p.a. of the outstanding amount will be charge to the account.

The School reserves the right to engage legal services and claim associated costs of debt recovery in case of fee default.

Please note that students in ELC4 must provide **6 months' notice** of withdrawal. Last day of withdrawal notice is **16 June 2023**. ELC 3 must provide **8 weeks' notice** of withdraw. 4 weeks of full fees will be charged if insufficient notice is given.

Long Day ELC Enrolment 2023

A non-refundable Application Fee of \$200.00 per child is required together with the completion of an enrolment form and birth certificate. A non-refundable, non-transferable Enrolment Fee of \$2,000.00 is payable upon acceptance of an offer of a place. (Additional Interest-free Deposit is required for International Students only).

Long Day Education

- 7.00 a.m. to 6.00 p.m.
- Long Day Program runs from Wednesday, 11 January to Tuesday, 19 December 2023
- Late Pick up fee: \$25 first 10 minutes, \$5 every minute thereafter. All programs billed on a 2-week cycle

ELC 3

<u>Attendance</u>	<u>Daily Fee</u>
5 days / week	\$154
2 or 3 days / week	\$162

ELC 4

<u>Attendance</u>	<u>Daily Fee</u>
5 days / week	\$154

Late pick-up fee

\$25 first 10 minutes, \$5 every minute thereafter

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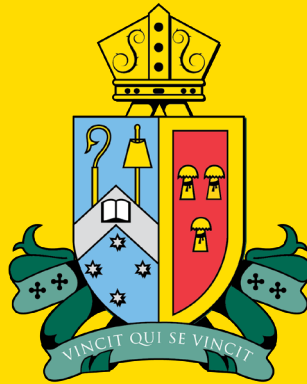
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FIRBANK GRAMMAR

51 Outer Crescent, Brighton Vic 3186 • ELC - Year 12 • Girls Campus
45 Royal Avenue, Sandringham Vic 3191 • ELC - Year 6 • Co-educational Campus
firbank.vic.edu.au