

# ELC PARENT HANDBOOK 2024



## BELGRAVE HEIGHTS CHRISTIAN SCHOOL EARLY LEARNING CENTRE

### ADDRESS

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20 Wattle Valley Road  
Belgrave Heights VIC 3160

### CONTACT

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Ph: (03) 9754 6435  
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### WEBSITE

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[www.bhcs.vic.edu.au](http://www.bhcs.vic.edu.au)



**PRINCIPAL**

**MR PETER CLIFFE**

**ELC DIRECTOR**

**KIRSTY MEESE**

**ELC TEACHER**

**JANE BARTHOLOMEUSZ**

**ELC CO-EDUCATORS**

**LEESA ESMORE**

**EILEEN LUBBERS**

**REGISTRAR**

**JODIE DAVIS**

*THE INFORMATION CONTAINED IN THIS BOOKLET WAS CORRECT AT THE TIME OF PUBLISHING. POLICIES AND PROCEDURES MAY CHANGE FROM TIME TO TIME. FAMILIES WILL BE ADVISED OF ANY MAJOR CHANGES.*

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# ABOUT US

We are so glad you can join us and look forward to spending time together watching your child grow and develop at the BHCS Early Learning Centre (ELC).

## OUR VISION

*Knowing Christ | Inspiring Learners | Transforming Lives*

Our vision is to facilitate excellent education in a Christ-centred environment where the lives of our children are transformed. Our desire is to create a warm, nurturing and inviting environment where children and adults support and encourage each other, while exploring through play, investigation and interaction and learning about God, themselves, their families and the world around them.

## OUR MISSION

*To encourage the development of Christian faith in children, while they learn about God's creation.*

Our mission is to encourage the development of Christian faith in children, where they are given the opportunity to explore the Christian story, experience Christian community, and embody Christian character. We want children to learn about the world that God created, and that they are valued and loved.



## OUR PHILOSOPHY

**We believe each child to be a unique individual, made in the image of God, actively learning from every experience, and capable of initiating and directing their own learning.** We provide an environment which encourages and supports each child to follow their interests.

**We believe that children should not only be connected to God's creation, but know how to care for the environment as well.** We provide opportunities for children to be involved in activities that promote environmental sustainability.

**We believe that there is no such thing as bad weather, simply inappropriate clothing.** We play outside in all types of weather in suitable clothing.

**We believe each child was created by God for relationship, and so they are an important member of their family, community, culture and society.** We welcome and seek out partnerships with children, their families and the wider community. We provide experiences that are a part of everyday life in these communities, both inside and outside the classroom.

**We believe children learn through trusting relationships with others.** We respect each child as an important member and contributor to the learning community, capable of both teaching and learning. We seek out and encourage their contribution.

**We believe that God gifted parents with their child, they should therefore be the most important people in a child's life, partnering with the ELC in the education of their child.** We respect and listen carefully to the child's parents, and encourage and welcome their involvement, contribution and presence in the learning environment.

**We believe the educator to be an important person in the life of a child.** We model passionate learning, respectful relationships, and always seek to learn more about the child, children and learning.

**We believe in acting justly, loving mercy, and walking humbly (Micah 6:8).** We model these values as Jesus did and see them as important to be cultivated in partnership between the student, the family, and the school. We see our role in Christian education as working with families to provide the best possible environment for students to learn, grow, and develop.



## OUR TEAM



### **DIRECTOR & ELC TEACHER**

Mrs Kirsty Meese [kmeese@bhcs.vic.edu.au](mailto:kmeese@bhcs.vic.edu.au)  
*M.Teach (Early Childhood), B.Ed. and B.Teach (0-5 years), Level II First Aid, Asthma Management, Anaphylaxis Awareness, CPR*



### **EDUCATIONAL LEADER & ELC TEACHER**

Mrs Jane Bartholomeusz [jbart@bhcs.vic.edu.au](mailto:jbart@bhcs.vic.edu.au)  
*Dip. Teaching (Early Childhood), Grad. Dip. Special Education, Level II First Aid, Anaphylaxis Awareness, Asthma Management, CPR*

### **ELC CO-EDUCATORS**

Mrs Leesa Esmore [lesmore@bhcs.vic.edu.au](mailto:lesmore@bhcs.vic.edu.au)  
*Diploma of Early Childhood Education & Care, Level II First Aid, Anaphylaxis Awareness, Asthma Management, CPR*

Mrs Eileen Lubbers [elubbers@bhcs.vic.edu.au](mailto:elubbers@bhcs.vic.edu.au)  
*Diploma of Community Services (Child Care), Diploma of Early Childhood Education and Care, Level II First Aid, Anaphylaxis Awareness, Asthma Management, CPR*

## HOURS OF OPERATION

The School's Reception is open Mondays to Fridays from 8.15am until 4.30pm during school terms.

You can call Reception on (03) 9754 6435 or email [office@bhcs.vic.edu.au](mailto:office@bhcs.vic.edu.au) or [earlychildhood@bhcs.vic.edu.au](mailto:earlychildhood@bhcs.vic.edu.au)

## LOCATION

The BHCS Early Learning Centre is located on-site at Belgrave Heights Christian School  
20 Wattle Valley Road, Belgrave Heights VIC 3160

## ADDITIONAL CONTACTS

### **REGISTRAR**

Ms Jodie Davis  
[registrar@bhcs.vic.edu.au](mailto:registrar@bhcs.vic.edu.au)

### **GOVERNMENT DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT**

North-Eastern Region (03) 9265 2400

# IMPORTANT DATES

## FOR KINDER 2024

Please see the calendar on the School's website for additional dates relating to Kinder.

<b>KINDER INDUCTION</b>	Friday, 24 November, 2023; Tuesday, 12 December, 2023
<b>KINDER ORIENTATION</b>	3yo: 9am – 10.30am   Wednesday, 24 January, 2024 4yo: 9am – 10.30am   Tuesday, 23 January, 2024
<b>SLOW START SESSIONS</b>	Monday, 29 January – Friday, 9 February, 2024
<b>FULL KINDER SESSIONS COMMENCE</b>	Monday, 12 February, 2024
<b>KINDER PICNIC</b>	Wednesday, 7 February from 5.00pm until 6.30pm

## TERM DATES 2024

Please note: On the last day of each term, all ELC students will finish at 12.45pm

<b>TERM 1</b>	Monday, 29 January – Thursday, 28 March
<b>TERM 2</b>	Tuesday, 16 April – Friday, 28 June
<b>TERM 3</b>	Wednesday, 17 July – Friday, 20 September
<b>TERM 4</b>	Tuesday, 8 October – Friday, 5 December



## SLOW START CALENDAR

# January 2024

February 2024

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 4 Year Old Kinder Orientation 9.00am to 10.30am	24 3 Year Old Kinder Orientation 9.00am to 10.30am	25	26 Australia Day Public Holiday	27
28	29 4 Year Old Group 1 9.15am to 2.45pm	30 4 Year Old Group 2 9.15am to 2.45pm	31 3 Year Old Group 1 9.15am to 11.30am 3 Year Old Group 2 12.30pm to 2.45pm	1	2	3

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# February 2024

March 2024

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1 4 Year Old Group 3 9.15am to 2.45pm	2 3 Year Old Group 2 9.15am to 11.30am 3 Year Old Group 1 12.30pm to 2.45pm	3
4	5 4 Year Old Group 1 and 2 9.00am to 3.00pm	6 4 Year Old Group 2 and 3 9.00am to 3.00pm	7 3 Year Old Group 1 9.15am to 2.45pm Kinder Picnic	8 4 Year Old Group 1 and 3 9.00am to 3.00pm	9 3 Year Old Group 2 9.15am to 2.45pm	10
11	12 4 Year Old All students 9.00am to 3.00pm	13 4 Year Old All students 9.00am to 3.00pm	14 3 Year Old All Students 9.00am to 3.00pm	15 4 Year Old All students 9.00am to 3.00pm	16 3 Year Old All Students 9.00am to 3.00pm	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

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# THE ELC PROGRAM

## AN OVERVIEW

We use the *Early Years Learning and Development Framework (EYLF)* Australian National Curriculum, which has three aims:

- Belonging, Being and Becoming

**Belonging** – Knowing where and with whom you belong. Children have a sense of belonging, first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children’s interdependence with others and the basis of relationships in defining identities. In early childhood and throughout life, relationships are crucial to a sense of belonging. Belonging is central to being and becoming, in that it shapes who children are and who they can become.

**Being** – Childhood is a time to be, to seek and to make meaning of the world. Being recognises the significance of the here and now in children’s lives. It is about the present and children knowing themselves, building and maintaining relationships with others, engaging with life’s joys and complexities, and meeting challenges in everyday life.

**Becoming** – Children’s identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different events and circumstances. Becoming reflects the process of rapid and significant change that occurs in the early years, as young children learn and grow. It emphasises learning to participate fully and actively in society.

In addition to this, we use *The Victorian Early Years Learning and Development Framework* Victorian Curriculum, which works towards five learning outcomes for each child:

- Children have a strong sense of identity
- Children are connected with and contribute to the world
- Children have a strong sense of well-being
- Children are confident and involved learners
- Children are effective communicators

To achieve this, educators use the eight interrelated practice principles:

- Reflective practice
- Partnership with families
- High expectations for every child
- Respectful relationships and responsive engagement
- Equity and diversity
- Assessment for learning and development
- Integrated teaching and learning approaches
- Partnerships with professionals

## WHAT TO BRING

Please name all personal items.

\*We kindly request that you choose unbranded products and personal items for the ELC Program, as it reduces competition and comparison between the children.

- Easy to open bag\* with one wide opening.
- Draw string library bag\*.
- Complete, named, change of clothes, suitable for the season - in a small, reusable bag in the bottom of your child's bag.
- Named drink bottle\* filled with water (clear if possible). No juice or cordial please.
- Easy to open, named lunch box\* containing a healthy lunch and one small snack, such as vegetables, fruit or yoghurt.
- One piece of fruit to share once a week.
- Child-sized blanket\* in a bag with a wide opening that is easy to open. This is for resting on and will remain at the centre. **No pillows please.**

We also request that children please do not bring toys from home, as these can impact the dynamics of children's play. This *does not* include a treasured comfort toy which a child may use during settling periods.



## WHAT TO WEAR

There is no inappropriate weather, only inappropriate clothing. Clothes need to protect children and foster independence.

### Please name all clothing items.

- BHCS ELC T-shirt\*.
- BHCS wide brimmed sunhat\* in summer. This will remain at the centre.
- Clothes to get dirty in. (Clothes may get paint, clay, sand or mud on them.)
- Clothes and shoes for running, crawling, climbing and hanging upside down in.
- Closed shoes that your child can put on independently. No thongs, Crocs or dress up shoes.
- Easy to remove jackets or jumpers.
- Warm and waterproof coat, gumboots (to remain at the ELC).
- Named, waterproof over-pants (to remain at the ELC).
- BHCS sports uniform is optional.

*No skinny jeans, or skirts without leggings please. Skirts may need to be removed for climbing.*

\*Available for purchase from Alinta

See [page 16 \(clothing\)](#) for more information regarding uniform.



## WHAT TO EAT

We have a healthy eating policy. No packaged food, fruit juices or cordial please.

**Please name all containers.**

- A healthy lunch including fruits/vegetables, and one other snack.
- Nude food, please. No gladwrap or packets.

Please be aware that there may be children attending with allergies and/or risk of anaphylactic reaction.

Some ideal snacks include: fruit, sultanas, crackers, cheese, vegetables, tuna, boiled egg, popcorn, dip, small round container of yoghurt. No lollies or chocolates please.

See [page 19 \(food\)](#) for more information regarding food.



# GENERAL INFORMATION

## SIGNING IN AND OUT

On arrival, please sign next to your child's number in the sign-in book, along with the name of the person who will collect your child. This person needs to be listed on your enrolment form as authorised to collect your child. **(You will be required to see a staff member if you need to add someone to your list.)**

At the conclusion of the day, or if leaving early, all ELC Program students **MUST be signed out by an authorised person** before leaving.

## A DAY AT THE ELC

When you arrive, please complete the sign in book, and wait for the door to be opened. Stay for a play, listen to our story, or say goodbye with a kiss and hug.

**Please note: Children are not to be left unattended in the foyer, and are not under the supervision of the BHCS Staff until the doors are opened and your child has been signed in.**

You are welcome to sit with your child (and their siblings) during story time. You are also welcome to chat with other families in our foyer or you could consider going for a coffee at a nearby café.

During group time, we sing, dance, or talk about things we have discovered that morning. The children are then free to explore the materials inside or out, and to spend time developing play or projects of their choice.

Children can help themselves to fruit, vegetables or water as they wish throughout the morning.

We always play outside, regardless of the weather, experiencing the changing seasons. Children are free to use any of the materials in the outdoor learning space to develop their own or group games or projects.

At lunch time we thank God for our food and friends. We sit together to eat and socialise.

After a rest and relaxation time, uninterrupted playtime is provided. We finish the day with singing our goodbye blessing.

All ELC students have an opportunity to visit the School's Discovery Centre (Library) on a regular basis, as well as Music and Movement classes. Additionally, the 4 Year Old students also participate in French and Science.

At home time, parents/carers will wait in the foyer until the door is opened. Please sign your child out of the sign-in book, and come in to collect your child. They will then be called to say goodbye to the teachers and come to greet you.



## ART, CRAFT AND PLAY

Children will spend most of their time learning through self-directed play. As such, children may not be bringing a lot of 'craft' home, unless it is of their own design and choosing.

Staff will be guided by the children's interests in developing the program. Staff may respond immediately to develop and extend a child's interest, or develop the interest in a variety of ways over a number of days or weeks.

We try to allow the children lots of time to explore and develop their play. Natural materials, recycled items and items from the home are used. In this way, children use their imagination to create play items, and problem solve to find the materials they need to suit their purpose.

We will provide specific art material (e.g. clay) over several weeks to allow the children time to fully explore the material, finding different ways to use the materials over time. Other materials, such as paint are always available.

Adults are welcome to play or work around the room or yard, cooking, gardening, cleaning, crafting. Children are always welcome to help and contribute to their group in this way.



## BEHAVIOUR GUIDANCE POLICY

We strive to build a co-operative community in the ELC, where everyone is able to learn, be cared for and contribute to the well-being of others. For young children this means learning to flow along with activities and learning how to get along together. Children will be encouraged to participate in the group to the best of their ability, taking into consideration their age, interest and skills.

Rhythms, routines and consistent rules help children to feel secure and know what is expected of them. Teachers will plan ahead to develop routines, teach rules, and prevent problems by providing appropriate activities for both social and individual play. Children will be reminded of routines and rules, when necessary, in a positive way. Older children, teachers and adults will model good behaviour and enable younger children to follow and learn.

Children are encouraged to be responsible for their own actions, with assistance from the teacher or helper if necessary. Children are encouraged to help themselves and others and to seek assistance when necessary.

If a child interrupts play or hurts another child, the teacher or helper will model the appropriate behaviour, and redirect the child to another play activity or to spend some time on a quiet activity with the teacher or helper.

Behaviour that is out of character or causes ongoing concern will be discussed with the child's parents/carers. If behaviour causes ongoing concern, professional consultation may be suggested or sought to assist a child, parents/carers and teacher. Referral will only occur after discussion and agreement between the parents/carers and teacher.

## BIRTHDAYS

Birthdays are a special celebration. Please arrange with the teacher a day to bring in a watermelon wedge, or watermelon cake to share\*. No lollies or chocolates please. Birthday celebrations are a good day to stay and be an ELC Helper. Other family members are welcome to attend too. You might like to tell us a story about your child. Please speak to your child's teacher to arrange your child's birthday celebration.

Please note: There may be children with severe allergies attending the ELC Program who are at risk of anaphylaxis.



*\*Unless health advice or restrictions from the Department of Health and/or the Department of Education prevent us from doing so*

## CHILD SAFETY

- Belgrave Heights Christian School is committed to child safety. Our School wants children to be safe, feel happy and empowered.
- We support and respect all children, as well as our staff and our volunteers.
- We are committed to the safety, participation and empowerment of all children.
- BHCS has a zero tolerance for child abuse. All allegations and safety concerns will be treated very seriously and consistently in line with our child safety policies and procedures.
- BHCS has legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.
- We are committed to preventing child abuse and identifying risks early, and removing and reducing these risks.
- BHCS has in place screening procedures and recruitment practices for all staff and volunteers
- BHCS is committed to regularly training and educating our staff and volunteers on child abuse risks.
- We support and respect all children as well as our staff and volunteers. We are committed to the cultural safety of children from a culturally and/or linguistically diverse background, and to providing a safe environment for children with a disability.
- We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

A number of the School's policies including the Statement of Commitment to Child Safety, Child Safe Standards, and the Community Code of Conduct can be found on the [School's website](#).

For any concerns related to child safety or assistance with reporting a case of child abuse, please ask to speak to one of our Child Safety Officers.



## CLOTHING

Clothing needs to protect children from injury and foster a feeling of independence.

We enjoy outdoor play every day, climbing, running, digging, painting, sand play, mud play and other active and 'messy' activities. Please help your child wear clothes and shoes suitable for these activities. Closed toed shoes, no thongs or Crocs please.

Please help your child look after themselves independently by providing clothes and shoes that are easy to get on and off by themselves. Layers, such as a shirt and a jacket are a good choice, as your child can warm up or cool down as necessary.

All clothes, bags, lunchboxes and drink bottles should be named. Please refrain from sending your child to the ELC with TV or game characters on their clothes, and lunchbox. E.g. Lego, Thomas the Tank Engine, Bluey, etc. as we find that this can reduce children's dialogue and play as they tend to focus on the characters depicted.



### HAIR

We strongly encourage all children with medium to long hair to have their hair tied up (in a ponytail, bun, plait, etc.) during ELC sessions. This helps to reduce the spread of nits and lice, as well as allowing the children to freely play without their hair falling in their face and obstructing their vision.

### SUMMER

From September 1 to May 1 please make sure your child has a black BHCS wide brimmed sunhat. SunSmart clothing that covers the shoulders is also required. School hats with a BHCS logo can be purchased at Alinta.

### ALINTA UNIFORMS

The Alinta Uniform supplier is located on School premises. Opening hours are as follows:

- Tuesday: 8:00am - 12:00pm
- Thursday: 12:00pm - 4:00pm
- Saturday: 9:00am - 12:00pm (First Saturday of each month only, if this is a long weekend the store will be open the following Saturday)

All information is available on the Alinta website at [www.alintaapparel.com.au](http://www.alintaapparel.com.au)

Once you register, you will be able to book a fitting, see the uniform pricing and even shop online.

### SUSTAINABLE CLOTHING

From time to time, pre-loved ELC uniform items may be available for purchase from [BHCS Uniform Buy Sell Swap](#) Facebook page, which is facilitated by the School's Parent's Association, Pulse.



### **WATERPROOF AND WINTER CLOTHING**

Waterproof clothing is compulsory. Please ensure your child has the necessary items by the start of the year.

On cold days, children need a warm winter hat and a warm coat. Gumboots are good for keeping feet dry.

Whilst we do not require you to buy a particular brand of waterproof clothing, the following company is one that we recommend and previous families have had success with.

- Mudlarks - [www.muddlarks.com.au](http://www.muddlarks.com.au)

Mudlarks has kindly offered all BHCS families a 20% discount and free shipping to the school if you purchase online. Simply type "BHCS24" in the coupon code space and apply the code at checkout in order to receive the discount and free shipping.

### **SPARE CLOTHES**

Please send a full set of named spare clothes, seasonally appropriate, in a small, reusable bag in the bottom of your child's bag. Please ensure that you include socks and underwear in your child's spare clothes bag. Although they may no longer have any toileting accidents, socks and undies still get wet during water play and may require changing throughout the day.



## **COMMUNICATION**

We endeavour to communicate with families in a number of ways. This includes the following:

- The foyer window
- The calendar on our website at [www.bhcs.vic.edu.au](http://www.bhcs.vic.edu.au)
- School Newsletter
- Emails
- The Hub
- Flexischools
- Operoo

Should you have any questions or are at all concerned, please speak to your child's teacher. We love to hear from you! Your feedback allows us to tailor our program to best suit the class.

Feel free to speak to the teacher at any time. If the matter is more involved, please try to make an appointment, so the matter can be discussed privately.



## COMPLAINTS POLICY

Should you have a concern, please speak to your child's teacher in the first instance. To ensure the matter remains confidential and is not discussed in front of your child or other members of the ELC Community, please make an appointment. Should you feel uncomfortable discussing the matter you may choose to email your child's teacher. To arrange an interview, either speak directly to the teacher or phone 9754 6435. Having discussed the matter, please allow a day or two for staff to make a considered response.

If the matter concerns the day to day running of the ELC Program, and the teacher feels it is appropriate, the matter will be discussed with senior staff. An appropriate staff member will then contact you to talk about the results of the discussion.

If an agreement cannot be reached, the matter can then be taken to the Principal. To bring a matter to the Principal, please write a letter and leave it with Reception. Please ensure your contact details are included so the issue can be discussed with you.

A complaint can be withdrawn at any stage. If a complaint has been withdrawn, the matter will be deemed to be closed.

You may contact the Department of Education and Early Childhood Development, Eastern Region on 9265 2400.

All complaints will be treated with respect to privacy.

## EMERGENCY PROCEDURES

In an emergency, we will seek treatment by a medical practitioner, hospital or ambulance service, or other emergency personnel, as authorised on your child's enrolment form. This may involve your child leaving the premises with emergency personnel or staff. Ambulances will be at your cost. You or one of your emergency contacts as listed on your child's enrolment form will be contacted as soon as practical.

## ENROLMENT PROCEDURES

All enquiries regarding enrolments of siblings are to be directed to the Registrar, Jodie Davis on 9754 6435 or [registrar@bhcs.vic.edu.au](mailto:registrar@bhcs.vic.edu.au).

With the new funded 3-year-old program, students are no longer able to repeat 3-year-old Kinder. Families with children born between January and April can choose which year to start 3-year-old Kinder. These children can start in the same year they turn three, or in the year they turn four years of age. Due to staffing regulations, we ask that children start attending Kinder only after their third birthday. This may mean that some children may not start attending their Kinder Program until partway through Term 1. When your child starts Kinder directly relates to the age they will start at Primary School. We encourage families to plan ahead when enrolling in 3-year-old Kinder, and consider the age they would like their child to start school

To apply for the 4-year-old program, children must be 4 years old prior to 30<sup>th</sup> April in the year of entry.

Please speak to staff if you have any questions regarding enrolments for Kinder.

## EXCURSIONS AND EVENTS

Excursions provide an opportunity for children to experience new places, and learn in a different environment. Excursions are provided to extend the children's current interests, or allow children to explore the world. Parents/carers are always welcome on excursions.

You will be notified in writing of any excursions off the school premises. You will be required to give permission in writing for your child to attend each excursion off school premises.

Whilst it is not possible for every child to experience every event that we offer throughout the year, events are balanced to ensure that all children receive a variety of experiences; even if they are not all the same. The combination of experiences offered in both the 3 year old program and the 4 year old program result in a high quality experience.

Throughout the year, special events will be held each to which all families are invited.

## FEE PAYMENT

An annual account will be sent out to each family in mid to late February. There are a number of options for you to choose from regarding payment instalments and methods. These will be explained in a letter with your account. Please contact the Finance Department on 9754 6435 for more information.

## FOOD

We have a healthy eating policy; therefore, food provided to children should be healthy food.

Children need to bring a fruit or vegetable to share once per week\*. They will also need to bring their own wholesome, low sugar, simple and easy to manage lunch. No sweets or packaged food please. Please use named reusable containers to store food. Water will always be available for children to drink.

Sometimes we will cook together\*. Each child's needs are considered and catered for, so please speak to the teacher if your child has allergies or special food requirements.



*\*Unless health advice or restrictions from the Department of Health and/or the Department of Education prevent us from doing so.*

## HEAD LICE

We strongly encourage children to have their hair tied up during ELC sessions to help reduce the spread of head lice.

If your child has head lice, please inform the teacher as soon as possible. Other parents/carers will be notified (but not of your or your child's name) to check their child's hair for head lice. A child with head lice cannot attend the program until treatment has begun. As a precaution, please check your child's hair for head lice each school holidays.

How to check for head lice

- Apply conditioner to dry hair aiming to cover each hair from root to tip.
- Detangle the hair using an ordinary comb.
- Immediately comb the hair with a fine tooth lice comb.
- Wipe the conditioner off the fine tooth comb onto a paper tissue and look for lice. They are small and brownish in colour, with six legs.
- Repeat the combing for every part of the head at least 5 times.
- Also, examine the comb for lice.

This method can be used to treat head lice if continued every second day for 8 – 10 days.

## HOW TO HELP

We believe that family involvement in the ELC Program is important to a child's development and education. It also assists in a child's future success. All families are required to assist in the program a minimum of once per term, but more often is most welcome!

Being an ELC Helper offers opportunities to watch your child at play and participate in the program. Children always take great pride in having a family member at the program. Family members can play an invaluable part during the session, helping children with their activities and keeping the ELC clean and tidy. To nominate yourself to be an ELC Helper, simply add your name to the duty roster and the washing roster. ELC Helpers can stay and help in the mornings from 9am-12pm, or in the afternoon from 12pm-3pm. Please note that although siblings are always welcome while you are on duty, they do remain the responsibility of the parent/carer.

Some of the ways you can help out include: reading to children, joining in/supervising activities, helping clean the ELC, chopping fruit, putting completed art in pigeon holes, running an activity, doing the ELC Program washing, attending excursions or events, bringing recycled supplies, offering skills/talents/interests, attending Bush Kinder and so on.



When you are being an ELC Helper:

- Please sign in at Reception before heading down to Kinder.
- Please help the children where necessary, but allow the children to try something before offering help.
- Always ask if a child would like help, before assisting them.
- Please join us for our songs and story.
- At other times, there may be dishes to do, or paint to clean up.
- Play with the children or enjoy a chat.
- Please feel free to bring whatever skills you have into the group; gardening, woodwork, cooking, singing, sewing, reading stories, sitting quietly, being noisy, running around, etc.
- There is no need to arrange a special teaching time or activity with the children (although you can if you like), just allow the children to see you doing something that you enjoy.



## ILLNESSES

If your child is unwell, please keep them at home. A busy day with others is not the best place for anyone when they are unwell. It is a good idea to give your child another 24 hours\* at home to recover after feeling unwell.

For Gastroenteritis (vomiting and/or diarrhoea), please allow 48 hours after the last episode before returning to the ELC.

If your child becomes unwell whilst at the program, you or your emergency contact will be asked to come and collect your child. Your child will be cared for and offered a quiet place to lie down in the ELC until your arrival.

*\*Please refer to the infectious diseases below for illnesses that may require a longer exclusion period. This information may be superseded by instructions from the Department of Health and/or the Department of Education.*

## INFECTIOUS DISEASES

Please notify the teacher as soon as possible if your child contracts an infectious disease. Parents/carers will be notified of the illness (but not of your child's name) so they can keep an eye out for similar symptoms in their child.

For a list of infectious diseases and exclusion periods, please see [Appendix 1](#).

## IMMUNISATIONS

<https://avn.org.au/no-jab-no-play-vic/>

Under the new 'No Jab, No Play' legislation, BHCS is unable to accept an application unless evidence of the following for your child is provided:

- fully immunised for their age OR
- on a vaccination catch-up program OR
- unable to be fully immunised for medical reasons

'Conscientious objection' is not considered an exemption under the 'No Jab No Play' legislation.

Parents and carers should obtain documentation from Medicare. This will meet the requirements for enrolment. The documentation should show:

- what vaccines the child has had
- what date the next vaccine is due, if applicable
- any medical contraindications

Parents/Carers who think their child may require a medical exemption to one or more vaccines should consult their GP.

## MEDICATION

Please see staff if your child requires medication while they are at the program. Parents/Carers are asked to liaise with their doctors to allow them to administer any necessary medication outside of program hours. Should the administration of medication be required during ELC hours, all medication to be administered must be written in the medication book and signed by parents/carers, authorising staff to administer it. Medication must be in its original packaging displaying a pharmacy label clearly detailing the child's name, the expiry date and dosage instructions. Medicine cups and plastic syringes for administering oral medications should also be supplied. Staff will sign the medication book when any medication is administered.

Medications with invalid use-by dates will not be administered. Similarly, medications will not be administered outside of the dosage instructions, unless it is accompanied by the written advice of a doctor to do so.

### **MEDICATION FOR ALLERGIES**

If your child requires medication on standby in case of an allergic reaction, a letter of permission signed by a doctor and a copy of the Allergy Plan should also be supplied.

### **SUNSCREENS, INSECT REPELLENTS, TOPICAL CREAMS AND OINTMENTS**

To prevent the risk of mix-ups and to ensure that all items are clearly identifiable, any sunscreens, insect repellents or creams and ointments brought in for a child should be purchased at a pharmacy and must carry a pharmacy label with your child's details. This can be requested from the pharmacist to be placed on the item.



## SAFETY AND PROTECTION FROM HAZARDS

### EMERGENCIES

Please alert the teachers and Reception of any emergency.

### FENCES, GATES AND DOORS, PLAYGROUND

Please ensure you always shut gates and doors, watching out for children's fingers. Children may not play with gates and doors. Please ensure that only children you have signed out and are responsible for leave with you.

### FIRST AID

If your child is injured, staff will apply first aid and note it in the Accident and Incident Form. All BHCS teaching and ELC staff are trained in first aid. Staff will notify you, and ask you to also sign the Accident and Incident Form.

### HAZARDS

Broken or damaged equipment should be reported to staff immediately. If you see a hazard to children, please notify staff.

### KITCHEN AND HOT DRINKS

Please do not allow children into the kitchen. When having a hot drink, please keep your drink out of reach of children.

### SMOKING

BHCS is a smoking free environment.



## SCHOOL READINESS

We take a holistic approach to preparing your child for their first year of school. This includes a range of fun and explorative activities for the ELC students, including, but not limited to: excursions around the school grounds, trips to the School Discovery Centre (Library), visits from BHCS staff members to read books and teach us about tools that they use in their jobs and even time spent with buddies, reading, playing, tinkering and learning. ELC buddies are students who visit regularly from other year levels, which could be anyone from Prep, to the VCE VM students. These activities create a combined experience for the ELC students to familiarise themselves with the school grounds, and the BHCS staff and students. This allows the ELC students who continue into Prep at BHCS to enter school with confidence and understanding of their surroundings. Even those who don't continue on to Prep at BHCS can enter their first year of School with greater confidence developed from these activities.

## SUNSMART GUIDELINES

**1ST OF MAY - HATS OFF DAY**

**1ST OF SEPTEMBER - 5 THINGS TO REMEMBER**

1. **Shade** - Try to use shade whenever possible.
2. **Sun protective clothing** - SunSmart recommends loose fitting, close weave clothing that covers as much skin as possible during outside activities. Tops with elbow length sleeves, and if possible, collars and knee length or longer style shorts and skirts are best.
3. **Hats** –
  - a) Broad brimmed hats should have a brim of at least 7.5 cm (6 cm for very young children)
  - b) A legionnaire hat should have a front peak and the long, back flap should meet at the sides of the peak.
  - c) bucket hats should have a deep crown and a brim of at least 5 cm for young children
4. **Sunglasses** - Eyes, like skin, can be damaged by exposure to UV radiation. SunSmart suggests, where practical, wearing close fitting, wraparound sunglasses that cover as much of the eye area as possible. The sunglasses should meet Australian Standard 1067 (Sunglasses: Category 2, 3 or 4) and preferably be marked EPF (eye protection factor) 10.
5. **Sunscreen** - Sunscreen screens out UV radiation but does not completely block it out, so some UV radiation still reaches our skin. Sunscreen should never be the only method of sun protection nor should it be used to stay out in the sun longer. Always check the expiry date. If you are providing an alternative sunscreen for your child, please ensure this is purchased at a pharmacy and it contains a pharmacy label with your child's details. A pharmacist is able to provide you with this upon request.

**Children learn by example. Parents/Carers, please wear a hat when you stay to play.**

## TOYS FROM HOME

Please leave all personal toys at home. If your child would like to bring something to show, we do love to receive special nature treasures: flowers, seedpods, stones, feathers, fleece, or small cardboard boxes and cardboard tubes.

## WITHDRAWING FROM THE PROGRAM

We understand that for various reasons you may wish to withdraw your child from the program. In this instance, it is imperative to notify the school in writing. One school term's notice is required, or one term's fees will be charged in lieu of notice. Children do miss a child when he or she leaves. Please inform the teacher of your child's last day so that with your agreement we can arrange a time to say goodbye, and pray for God's blessing for your child in any new endeavours.



# APPENDIX 1

## EXCLUSION GUIDELINES FOR INFECTIOUS DISEASES

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts as prescribed under Public Health and Wellbeing Regulations 2019, Schedule 7. In this schedule 'medical certificate' means a certificate of a registered medical practitioner.

CONDITIONS	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
Diarrhoeal illness	In an outbreak of gastroenteritis, exclude until there has not been vomiting or a loose bowel motion for 48 hours, and for all other diarrhoeal illnesses exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
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	Exclude family/household contacts until cleared to return by the Chief Health Officer
Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B & C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded

CONDITIONS	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
Meningitis (bacterial other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
Molluscum contagiosum	Exclusion is not necessary	Not excluded
Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliovirus infection	Exclude for at least 14 days from onset. Re admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer



**BELGRAVE HEIGHTS CHRISTIAN SCHOOL**  
OF THE PRESBYTERIAN CHURCH OF VICTORIA INC. (A0016947K)  
**EARLY LEARNING CENTRE**

