

# *ELC*

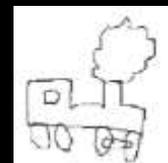
# *Handbook*

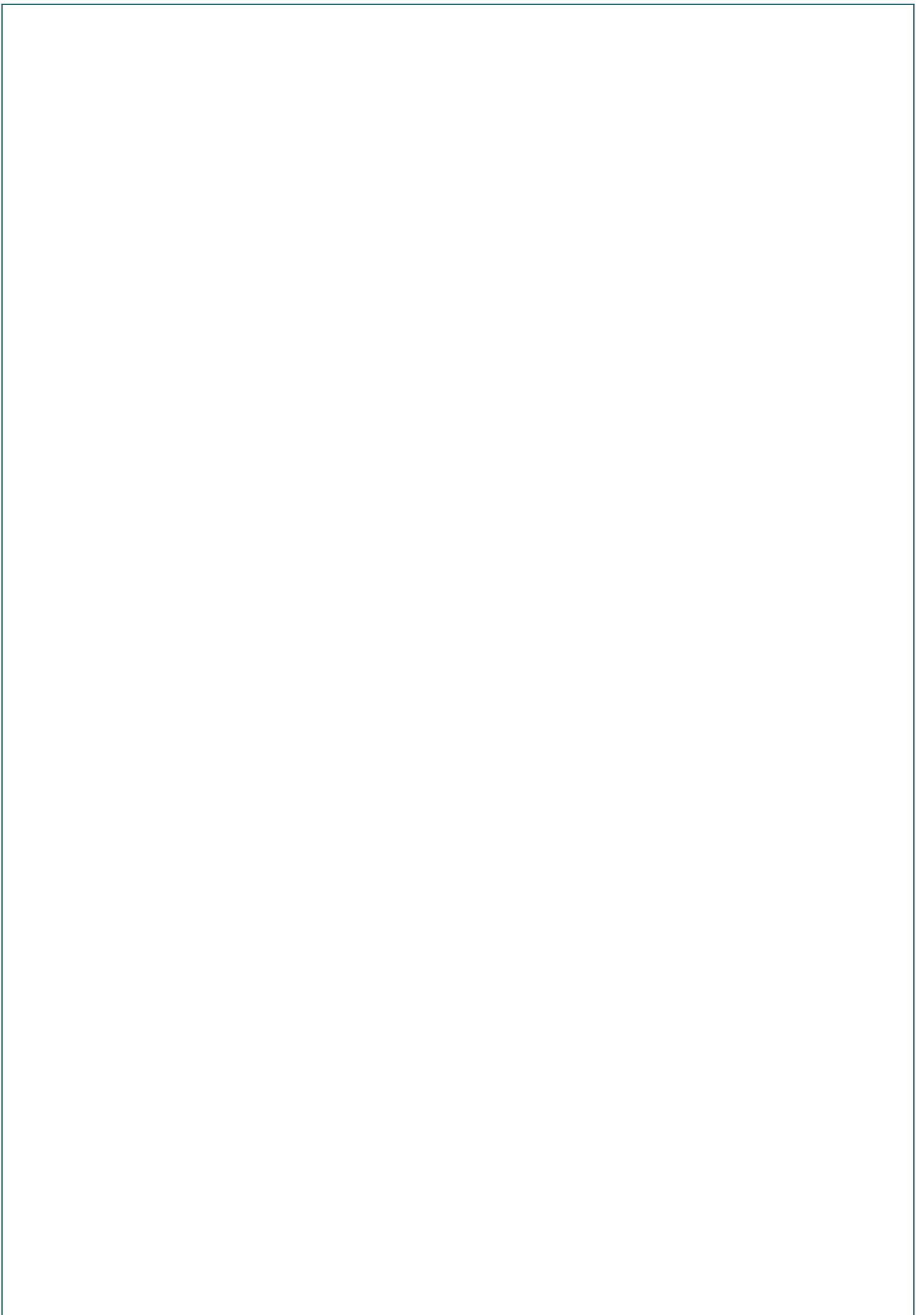
# *2023*

**Yarragon Primary School  
and Early Learning Centre**

**65 Loch Street Yarragon**

**Ph: 5634 2375**





***Welcome to all the families of Yarragon Early Learning Centre.***

***We feel privileged that you have chosen to send your child to our centre and we look forward to joining with you on this journey of learning.***

***The following handbook has been created to help explain some of the underlying principles and regular practises of our service. While this book covers many areas, it is not exhaustive so please feel free to contact us with clarification or queries that you may have.***

***We look forward to working with you soon,***

***The Yarragon ELC educators.***

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**Contact Details:**

**Yarragon Primary School and Early Learning Centre**

- **65 Loch Street, Yarragon 3823**
  - **03 5634 2375**
  - **[Yarragon.ps@education.vic.gov.au](mailto:Yarragon.ps@education.vic.gov.au)**
  - **[www.yarragonps.com](http://www.yarragonps.com)**
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## **Centre Philosophy**

The Yarragon Early Learning Centre strives to provide a friendly and open environment where families feel welcomed and valued. We are inclusive of all children and families including the Aboriginal and Torres Strait Island Community.

We acknowledge the importance of forming successful relationships with children, families and the community which optimizes positive outcomes for each child enabling them to reach their full potential. Promoting the implementation of the child safe standards so that each child feels safe and connected is embedded in our services everyday practice.

We endeavour to provide a play based learning environment that reflects the children's interests and ideas, provides open ended and creative experiences and caters for children's individual needs. An environment that is child centred, rich in a range of materials, resources and opportunities in which children can engage and excel as confident learners and become valuable members of the wider school community.

## **What We Offer**

### **4 year old group**

Our program offers a rotational group model over 3 days, Monday, Tuesday and Wednesday from 8.30am to 4.00pm. Children will attend 2 sessions per week.

### **3 year old group**

Our 3 year old group runs 2 groups for 5 hrs each attending once a week.

Thursday        8.30 am – 1.30 pm – Orange group

Friday            8.30 am – 1.30 pm – Yellow group

## **Enrolments**

Your child must be 4 years old by the 30th April in the year they attend to be eligible for the 4 year old program.

A child is not permitted to attend the 3 year old program until after their third birthday. If a child is unable to begin Term 1 because they have not turned 3 years of age, it is required that full term fees are paid in advance to hold a place.

## **Term Dates for 2023**

Term 1:            27<sup>th</sup> January to 6<sup>th</sup> April \*

Term 2:            24<sup>th</sup> April to 23<sup>rd</sup> June

Term 3:            10<sup>th</sup> July to 15<sup>th</sup> September

Term 4:            2<sup>nd</sup> October to 20<sup>th</sup> December

*\* The first session of the year is designated as a 'set up day' (which means there are no kinder sessions). Individual letters regarding arrangements for the start of the year are included in your Parent Information Packs.*

## **Centre Program**

We aim for kindergarten to be a time of growth and learning for all children. With this in mind we have designed our learning spaces to encourage development in social, physical, emotional and cognitive skills.

Please note that if your child is in the year before attending school they are enrolled in a funded kindergarten program through Yarragon ELC. The fifteen hours of funded kindergarten will be available over 2 days. Each child is eligible to attend a state funded kindergarten at one service.

The educators at Yarragon ELC strongly believe that children learn through personally experiencing the world around them. Therefore, our Centre is equipped to allow children first-hand experiences with a variety of situations, helping them to develop confidence, problem-solving abilities, independence, analytical thinking skills and greater overall understanding. We believe that the most appropriate way to achieve this is through providing children with open-ended activities that encourage them to investigate at their own pace and pursue subjects which they are personally intrigued with. While some areas in the room (such as the book corner and box construction table) will remain constant throughout the year to help create reassuring stability, many spaces will be regularly adapted to suit the interests of the children. In this way, the program of the room can continue to remain relevant and appealing to the children as it reflects their own areas of interest and engagement level.

Educators will work together with children in order to help co-construct their expanding knowledge and to prompt children to think about the learning that is occurring within their play experiences. These learning moments will

frequently be documented to help capture the many purposeful and productive outcomes of the children's work at the Centre.

As professionals, we seek to relate children's observed learning back to the Victorian standards for early childhood education, the VEYLDF (Victorian Early Years Learning and Development Framework). This document lists five areas in which the growth of children should be fostered.

These areas are as follows:

**Outcome 1: Identity**

- Children feel safe, secure and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

**Outcome 2: Community**

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal right and responsibilities necessary for active civic participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

**Outcome 3: Wellbeing**

- Children become strong in their social, emotional and spiritual wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

**Outcome 4: Learning**

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, inquiry, experimentation, hypothesizing, researching and investigating
- Children transfer and adapt what they have learnt from one context to another
- Children resource their own learning through connecting with people, places, technologies and natural and processed materials

**Outcome 5: Communication**

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and get meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

Throughout the year we will be referring to this document to verify the learning that children are participating in.

Our programs do contain formalized times when children come together for group activities. Formal group times may be with small or large groups of children and educators, they will involve; music, movement, drama, games, and stories.

## **What to expect in the first few weeks**

The first term at kindergarten is an important time for each child.

For some children it might be their first time away from home and their immediate family, a time when they

- Venture into a new environment
- Meet new people and learn to trust
- Mix socially and share with other children
- Work in a group situation

We want to make sure that kinder is a welcoming, safe and happy place because your child's self confidence is an important part of their development.

You can help support this by

- Talking about the positive experiences they have at kinder
- Sending your child to kinder regularly and punctually
- Showing an interest in what your child does at kinder
- Praising their efforts and positive behaviour
- Discussing with us anything which will help us to understand your child

## **Separation Anxiety in children**

Separation from family, especially parents, is normal during early childhood. It reflects your child's attempt to hold on to what is safe in what to them, is a scary world. This will settle as your child grows older and more confident and learns to trust the people that they are being left with. While this can be worrying for parents and carers, it is normal for children to find the transition to early learning upsetting and it is important to remember the distress is often short-lived.

Please be aware that the best way to handle separation anxiety is to remain positive and encouraging and to alert the staff that your child may need some support. Some helpful tips to survive this period

- Create quick good-bye rituals – If you linger, the transition time does too. So will the anxiety
- Be consistent – try to do the same drop-off with the same ritual each day – a routine can diminish the anxiety and help your child build trust and their independence in themselves and you
- Attention – when separating, give your child your full attention, be loving and provide attention. Say a quick goodbye despite their antics for you to stay

## **Attending Kindergarten**

For every day that your child attends Kindergarten, they will need to be signed in and out of the centre. Sign in books are located by the entrance to the room. Families need to provide contact details for every person who will be dropping off or picking up children. If it has been organised for another person to pick up your child, please add their name as an authorised person in the enrolment form to collect your child. In an emergency this can be given verbally over the phone and then added. Under DET regulations, we cannot release your child to an unauthorised person.

Please make sure you close gates and doors when arriving and departing.

## **When not to attend Kindergarten**

In the interest of ensuring the health of all children at Yarragon ELC we request that ill children be given time to recover at home, preventing the spread of illness to other children and educators. We ask that families comply

with the public health and wellbeing regulations in their recommended exclusion periods for illnesses. For a full summary of this please refer to appendix A.

### **Dressing for Kindergarten**

Yarragon ELC has an optional T-shirt for children. These are available from the School Office and are \$15 each. They come in sizes 4, 6 and 8. Children are permitted to wear casual clothes provided that they conform to the following guidelines:

- children should be dressed in clothes that are seasonally appropriate, well-fitting and comfortable, allowing children to run, climb and play. We encourage children to wear clothes that are able to get dirty, muddy or wet as we will frequently be working outside. We also ask for families to send a spare change of seasonally appropriate clothes along with their child to allow for them to change out of soiled clothes.
- During the warmer months (until the end of April and again after September), to comply with our SunSmart Policy, every child will need to wear a sun hat with a wide brim to protect their ears and neck. Yarragon Primary School sells bucket hats for \$10.00 each. The centre will provide sunscreen for children but we also encourage you to put this on before coming to kinder.
- During the cooler months, every child should bring a warm coat as outdoor activities will still be encouraged during this time.
- All clothing which comes to kinder should be **CLEARLY LABELLED**.
- We strongly urge all children to wear closed-toed shoes that are suitable for running and climbing. Sandals and thongs do not provide adequate protection for feet and make it hard for children to participate in activities.



### **Lunch and Snacks**

**4 year old group** - Please provide a healthy and substantial lunch and snack for your child each day, along with a full water bottle.

**3 year old group** - Please provide healthy snack, enough for two breaks, along with a full water bottle.

We encourage the children to be independent at meal times, so your child needs to be able to open their lunch box and snack containers as well as drink bottles. Please check the suitability of the containers and lunch box you send.

Please provide only nutritious foods, avoiding foods high in sugar and low in nutrient content; please no lollies or chocolate, or cordial in drink bottles.

Children will also need a clearly labelled drink bottle and snack and lunch containers.

The Nutrition Department of the Royal Children's Hospital, Melbourne, has the following suggestions:

#### **BEST CHOICES**

- Fruit – fresh, tinned or dried
- Try vegetable sticks with dips or a small container with mixed vegetables such as cherry tomatoes, carrot sticks, peas, cucumber.
- Fruit yoghurts, cheese stick or slice (don't forget to include a cold pack to keep cool)
- Sandwiches. Try a variety of breads and fillings. Some different breads include: rolls, pita bread, flat bread, fruit loaf or buns, foccacias, scones, pikelets, muffins, crumpets, crisp breads, rice cakes, corn thins to name a few
- Dry biscuits

### **BEST LEFT OUT**

- Dried fruit bars and 'straps' or 'wraps' and lollies are very high in sugar, low in fibre and stick to children's teeth causing tooth decay
- Chips and packets of crisps
- 'Dairy desserts' are high in sugar
- Sweet dips such as chocolate spreads
- Donuts and creamy cakes
- lollies and chocolate bars
- Cordial/juice/soft drink/flavoured milk

We have also enclosed a "Pick and Mix" flyer from Nutrition Australia that has some valuable healthy lunch box ideas.

### **Celebrations**

We love to celebrate special occasions at the ELC and we aim to incorporate a range of cultural festivals and events that our families value most. If you are interested in participating or teaching us about your celebrations then please contact one of our educators.

We enjoy celebrating Easter, Mothers Day, Fathers Day and Christmas.

### **Birthdays**

Children enjoy celebrating their birthdays at kinder. Parents are welcome to bring along some individually packed items to share with the group. Please check for any allergies first and provide a list of ingredients of the cakes or celebration food.

### **Artwork**

Please remember to collect your child's artwork each week. Artwork and notices are placed in each child's locker or take home file which is placed out for collection each afternoon. Don't despair if your child doesn't bring home much (or in some cases, any!) artwork. Some children are much more into being creative with block buildings or sand creations.

### **Fees and Payment Plan**

The Department of Education and Training (DET) provides funding for children's services as a contribution towards the cost of operating education and care programs. Fees are necessary because there is a shortfall between the level of government funding and the cost of operating a viable children's program. 15 hours funding is provided for 4 year old kindergarten and 5 hours for 3 year old kindergarten.

There are a number of options for payment of fees throughout the year.

All fee enquiries should be directed to Julie Demczuk (Business Manager), Yarragon Primary School.

**4 Year Old Program** - \$2200 for 4 year old (2022 Fees, 2023 Fees will be confirmed later in the year) (payment options are: a one off payment at start of year or 4 x term payments)

*(Families with a current Pension or Health Care Card are eligible for a State Government subsidy which covers all fees in the 4 year old program. **A copy of your current concession card must be taken by a staff member to be eligible for the subsidy.***

**3 Year Old Program** – \$1000 for 3 year old (2022 Fees, 2023 Fees will be confirmed later in the year) (payment options are: a one off payment at start of year or 4 x term payments)

***Invoices will be issued by Yarragon Primary School. All payments can be made by BPay, Cash, Cheque or Eftpos at the office of Yarragon Primary School and are due within 7 days of date of issue.***

### **Fee Payment Contract**

- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management/Board will implement the late payment of fees procedures, as outlined in the *Fee Information for Families*, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Yarragon Early Learning Centre Business Manager to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.

Early Start funding is available for children who are Aboriginal/Torres Strait Islanders or who are known to Child Protection. Please contact Lee Sheehan if you would like further information .

*Please refer to the Fees Policy for more information regarding fee payment options.*

### **Facebook**

We have a Facebook page <https://www.facebook.com/Yarragon-Primary-School-Early-Learning-Centre-153596291382208/>. Please go on and "Like" if you have not already.

### **Interacting with the School**

Yarragon ELC is a part of Yarragon Primary School. At the discretion of the educators, children will be taken over to the school to enjoy the wonderful facilities and to build relationships with the other students. Our aim in building this connectedness with Yarragon Primary School is to make transition to school a richer experience for the children going into Foundation next year.

Parents will also have the opportunity to register their child as part of our "Ready Set Go" transition program. Information will follow in term 3 regarding this.

### **Rosters**

The ELC relies on parents help and involvement to run smoothly. We do have the need for parents to help out with 'parent duty' during the kinder sessions. You don't have to stay for the whole morning or afternoon if you don't have that much time, a couple of hours will also be greatly appreciated.

You may be asked to help with cleaning up, wiping tables, sweeping the floor after lunch, cleaning up paint brushes or supervising an activity. You may also be asked to help with other duties at different times throughout the year so please keep an eye out for notices from the ELC staff.

Under COVID-19 regulations, could you please provide a copy of your COVID-19 vaccination certificate to [yarragon.ps@education.vic.gov.au](mailto:yarragon.ps@education.vic.gov.au). All certificates are kept in a confidential file on accessible to the Principal, Business Manager and Administration staff.

*Remember, dads, grandparents, aunts, uncles or special friends can do duty too!*

## **Recycling**

We try to encourage an awareness of the environment and the need to recycle where possible. For this and other reasons we ask for donations of any wrapping paper, greeting/Christmas cards, polystyrene meat trays, corks, bottle tops, material, boxes, wood off cuts, yoghurt containers and any other items you think may be useful to us. Special requests may be made at different times of the year. Also please think of us before discarding any kitchenware, old clothes or things that we might be able to use for dramatic play.

We are always after spare clothes (sizes 3-6), dolls clothes, old towels or face washers, gumboots (sizes 3-6), plants (child-safe) and fresh flowers to brighten up the room.

## **Your child's progress**

We encourage parents to talk regularly to the educator. It's important to note the progress of your child. If you have any issues you would like us to work on with your child, please just come and have a chat or arrange a time to meet with the educator privately.

Half year reports are completed and sent home towards the end of Term 2 and parent/teacher interviews are offered at this time also.

## **Illness and Emergency Care**

A child's parent/guardian will be notified immediately any medical emergency occurs concerning their child and arrangements made for the child to be taken from the centre as soon as possible. Parents must give authorisation on enrolment for an ambulance and or medical/hospital service to be sought in the case of a medical emergency. Parents must provide emergency contact numbers which will be used in case a parent/guardian is unable to be contacted. Staff have the authority to take a child from the centre without the consent of the parent/guardian in a medical emergency. If an ambulance is called, a staff member will accompany the child.

## **Immunisation**

From 1 January 2016, all new enrolments are required to be immunised as per the "No Jab, No Play" Policy introduced by the Victorian government. **An up to date immunisation certificate for your child must be provided before they can start at the Yarragon ELC.**

## **Medication**

**Must not be left in your child's bag.** Give any medication required by your child during the session to an educator. You will need to fill in a medication permission form, noting the name of the medication, dosage to be given and the time required to be administered. The medication needs to be in its original container, and prescription medication needs to have the pharmacy label attached; clearly citing the child's name, name of the medication, dosage, and not be past its expiry date.

If your child experiences asthma/anaphylaxis:

- You will need to fill in a relevant management plan, and provide asthma medications and epipen to the staff each session, or alternatively medications can be kept at kinder for the year. A doctor must have signed this form.
- Please ensure you inform staff of any changes to asthma/anaphylaxis plans immediately.

## **Communication with Families**

The educators at Yarragon ELC have a strong focus on partnering with families in the education of their child and we believe that one vital aspect of this is communication.

Program plans will be regularly displayed and our educators invite feedback from families about their experience of the program and any suggestions that they might have for the future.

There is information and communication about the program and forthcoming events and meetings in the foyer area. Please take the time to read this information regularly. Newsletters and other relevant notices can be found in your child's locker. We use Compass as our platform to communicate electronically with the families and we may also, on occasions, send emails from the Yarragon Primary School email address. For those children that will go onto Yarragon Primary School, this is the platform that they also use so it will be beneficial in using it this year.

A Parent Guide is available online and your passwords will be distributed early in the new year. Compass is also used to record kindergarten absences in case of illness, medical or appointments. Please sign in and log your child's absence by 8.30 am.



## **Positive Interactions**

At Yarragon ELC we believe in encouraging all children by praising appropriate behaviours. It is our aim to build strong trusting relationships between educators and children and we intend to achieve this through positive interactions. Educators will not withhold anything from or exclude children as a method of discipline. Our approach is for educators to redirect children to a more acceptable behaviour and reinforce this through positive responses.

## **Emergency Evacuation Procedures**

Please refer to Emergency Evacuation Procedures located in the ELC. During the course of the year the children will undertake evacuation training at the ELC.

This program will be gently introduced with much discussion and drill practice.

## **Code Red Fire Alert Days**

At the direction of the Department of Education and Training (DET), School and Children's Services in high risk areas will be closed on days declared as Code Red Fire Danger Rating Day. This may affect our ELC.

Where possible up to 3 days' notice will be given but in some instances less notice may be provided. You will be notified by the kinder if we are closing, but you can also check the DEECD website for details [www.education.gov.au](http://www.education.gov.au)

## **Concerns or Queries**

Should you have any concerns or queries we encourage you to contact the ELC Educational Leader and Nominated Supervisor, Lee Sheehan or Principal, Melissa Rock on 56342375.

## **Appendix A**

### **Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2019)**

**In this Schedule, medical certificate means a certificate of a registered medical practitioner.**

<b>Column 1</b>	<b>Column 2</b>	<b>Column 3</b>	<b>Column 4</b>
<b>Number</b>	<b>Conditions</b>	<b>Exclusion of cases</b>	<b>Exclusion of Contacts</b>
1	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
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	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
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	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
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is	Not excluded

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
		weeping. Lesions to be covered by dressing, where possible	
13	Human immuno-deficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	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
18	Meningitis (bacterial —other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	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

Column 1	Column 2	Column 3	Column 4
Number	Conditions	Exclusion of cases	Exclusion of Contacts
			the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	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
28	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
29	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
30	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