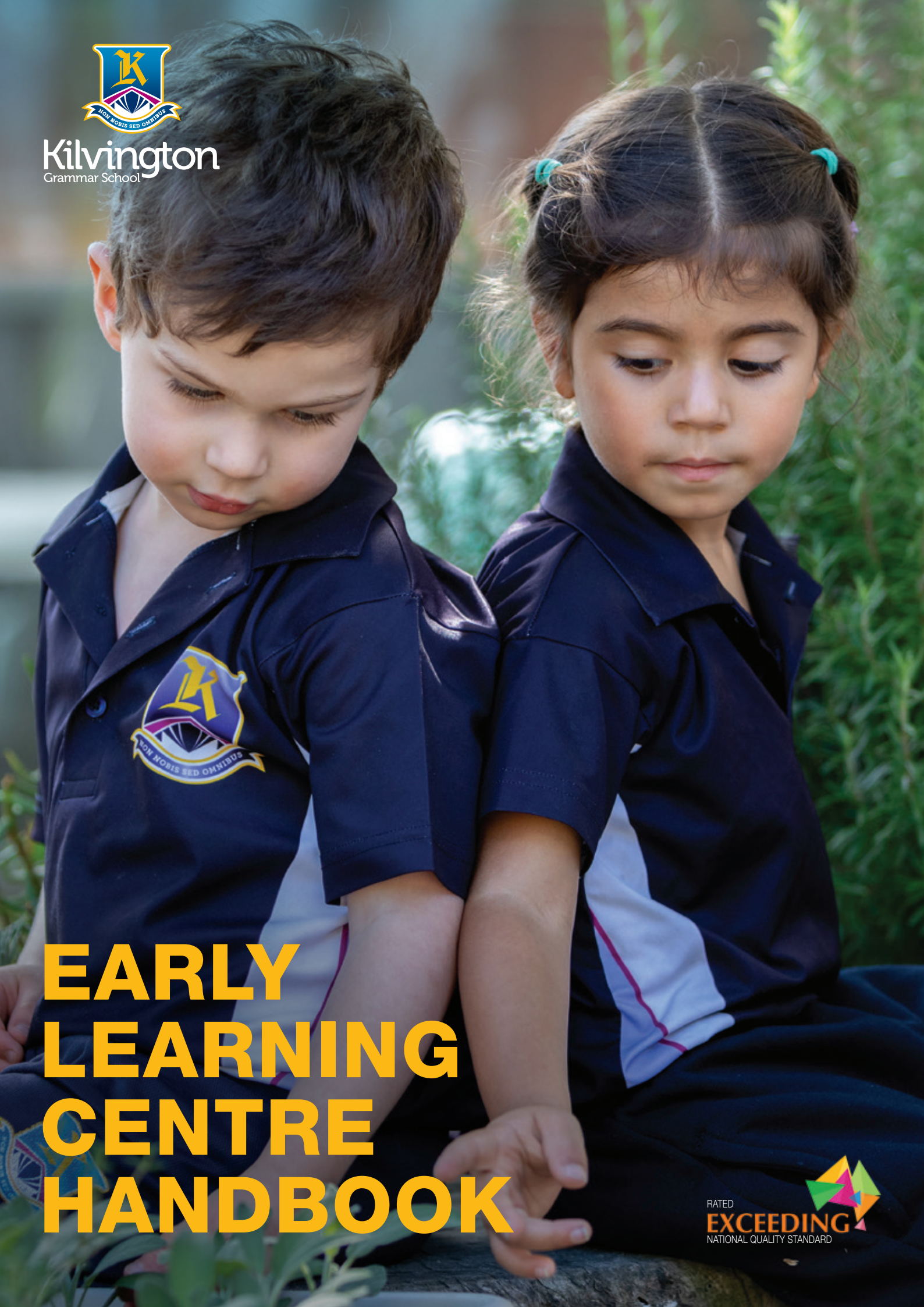




Kilvington
Grammar School



EARLY LEARNING CENTRE HANDBOOK

RATED
EXCEEDING
NATIONAL QUALITY STANDARD





HUNDRED LANGUAGES OF CHILDREN

The child is made of one hundred.
The child has a hundred languages
a hundred hands
a hundred thoughts
a hundred ways of thinking
of playing, of speaking.
A hundred.
Always a hundred ways of listening,
 of marvelling, of loving
a hundred joys for singing and understanding
a hundred worlds to discover
a hundred worlds to invent
a hundred worlds to dream.
The child has a hundred languages
(and a hundred hundred hundred more)
but they steal ninety-nine.
The school and the culture separate
 the head from the body.
They tell the child:
to think without hands
to do without head
to listen and not to speak
to understand without joy
to love and to marvel only at
 Easter and at Christmas.
They tell the child:
to discover the world already there
and of the hundred they steal ninety-nine.
They tell the child:
that work and play
reality and fantasy
science and imagination
sky and earth
reason and dream
are things that do not belong together.
And thus they tell the child
that the hundred is not there.
The child says:
No way. The hundred is there.

Loris Malaguzzi
1920 – 1994



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We are proud that we can offer your child a nurturing, safe and inspiring learning environment.

A MESSAGE FROM THE PRINCIPAL

I am delighted to welcome you and your family to Kilvington's Early Learning Centre (ELC).

Our focus at Kilvington is to provide your child with opportunities to explore their curiosity and to help them think creatively, as well to develop the skills that will help them interact and communicate with a diverse range of children and adults, and learn how to care about the world around them.

We are proud that we can offer your child a nurturing, safe and inspiring learning environment. Our students are taught by warm, caring and highly qualified early years' teachers who carefully develop each individual child's knowledge, skills and attitude by guiding their development through intentional teaching practice, along with active inquiry and discovery learning opportunities.

Children's ideas are realised by providing an inquiry and play-based learning program that enables ongoing projects, stimulation of thinking and enrichment in learning.

Within the nurturing and inspiring environment of our ELC, a focus on the development of the whole child equips them for future learning.

Rob French

PRINCIPAL



We acknowledge each child's identity and culture by providing opportunities, support and engagement with families.



WELCOME TO KILVINGTON GRAMMAR'S ELC

Our Centre belongs to the greater community of Kilvington Grammar School. Kilvington is an independent school which educates students from three-year-old kindergarten through to Year 12.

We acknowledge the importance of choosing your child's first school. Here at Kilvington, you join a caring community which recognises the value of character development and teaching excellence.

The Kilvington ELC offers quality coeducational programs in engaging learning spaces that reflect the dedication and care of highly qualified teachers. Their experience in delivering an exceptional program is recognised by the Australian Children's Education and Care Quality Authority (ACECQA), which has awarded us a rating of 'Exceeding' in all Quality Areas of the National Quality Framework (NQF).

We acknowledge each child's identity and culture by providing opportunities, support and engagement with families, in partnership with early childhood professionals. The practice principles for learning and development are based on the understanding that when professionals establish respectful and caring relationships with children and their families, they are able to collaborate and teach engaging learning experiences. We welcome you to our Centre.

Lyn Pewtress

DIRECTOR OF THE EARLY LEARNING CENTRE



'I love playing with my friends and making things on the making table. I made a catapult when I first started — it was great! I like everything about coming here.' LIAM, AGED 5



HOUSEKEEPING

ELC Hours of Operations

8.45am – 3.00pm

Three-Year-Old Kindergarten

Marine Group
Daintree Group

Monday, Tuesday and Wednesday
Thursday and Friday **OR**
Wednesday, Thursday and Friday

Pre-Prep

Magnolia Group
Magenta Group

Monday, Tuesday, Thursday and Friday
Monday, Tuesday, Thursday and Friday
OR Monday, Tuesday, Wednesday,
Thursday and Friday

Out of School Hours Care

Extend
Before School Care
After School Care
Term School Holidays
and Student-Free Days

1300 366 437
7.00 – 8.45am
3.00 – 6.00pm
8.00am – 6.00pm

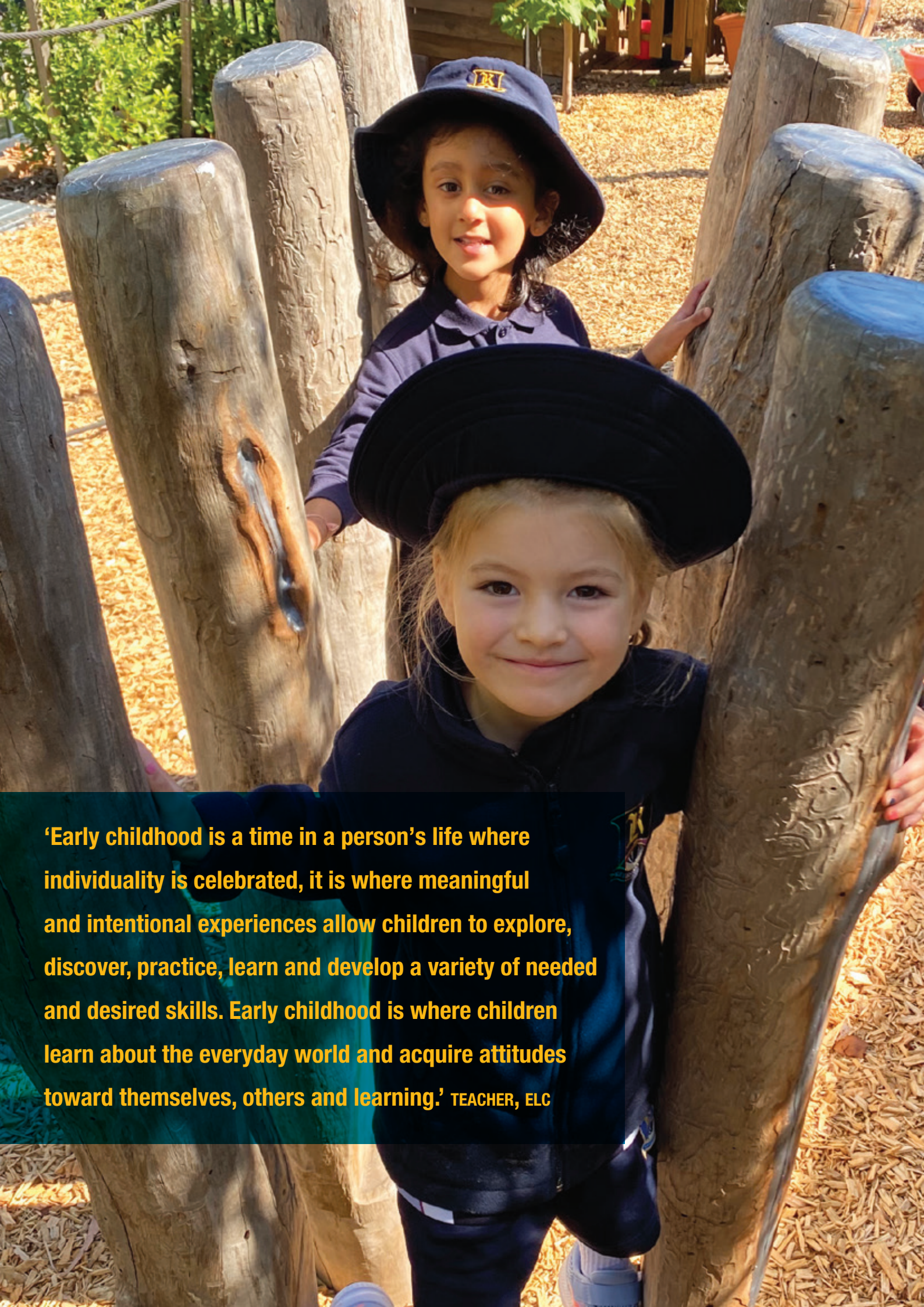
CONTACTS

Principal
Head of Junior School
Director of the Early Learning Centre

Mr Rob French
Mr Lucas Collins
Ms Lyn Pewtress

Early Learning Centre
Main Reception
Junior School Reception

8574 7638
9578 6231
8574 7624



‘Early childhood is a time in a person’s life where individuality is celebrated, it is where meaningful and intentional experiences allow children to explore, discover, practice, learn and develop a variety of needed and desired skills. Early childhood is where children learn about the everyday world and acquire attitudes toward themselves, others and learning.’ TEACHER, ELC



OUR LEARNING PHILOSOPHY

The Kilvington ELC offers a vibrant and exceptional environment for learning. The image of the child is viewed as capable, intuitive and intrinsically motivated to explore and discover their world. Through self-initiated and guided inquiry, children develop naturally as we acknowledge and support their individual preferred learning styles and progress.

We believe the aim of children's education is to help nurture their curiosity, creative thinking, problem solving, communication and socialisation abilities, and to respect their natural world through sustainable practice.

We strive to create innovative and aesthetically pleasing environments to stimulate each child's sense of wonder, designed to scaffold exploration, thinking and connections.

Within our daily programs, we incorporate play-based and intentional teaching experiences that cater to our students' needs, ideas and interests. Our aim is to develop children's understanding

of the world in which they live. Through the enhancement of knowledge, skills and attitudes, our ELC students receive the prerequisite skills for a life of learning.

We design, implement and evaluate innovative and challenging programs that draw from contemporary theory and research, including the *Reggio Emilia* approach. Our teachings are also underpinned by the national guidelines *Belonging, Being, and Becoming* — *The Early Years Learning Framework* and *The Victorian Early Years Learning and Development Framework*. These frameworks recognise the importance of communication and language, STEM (Science, Technology, Engineering and Mathematics), motor development, and social and emotional skills. Our programs are designed by early childhood teachers working in partnership with families, who are children's first and most influential educators.

We acknowledge and value the principal importance of the early

childhood years and provide environments and programs which nurture children and promote positive emotional wellbeing. At Kilvington, each and every child is recognised and celebrated for their uniqueness; we encourage every child to be the best they can be now and in preparation for their future.

Kilvington recognises that relationships are integral to creating a sense of belonging and identity within our School. We endeavour to establish and foster a collaborative union with our children, families and wider community through responsiveness, inclusion and celebration of diversity. We value our connection with Aboriginal and Torres Strait Islanders which is acknowledged within our program.

We work in partnership with children and advocate for them becoming engaged participants and decision-makers in their world. We believe children are competent and active citizens, and join with them and their families to share and celebrate their lifelong learning journey.



‘I really like doing gardening at School, like growing sunflowers outside in our garden. I collect the sunflower seeds in a bag and watch them grow!’ NATHAN, AGED 4

AN ENGAGING LEARNING AND DEVELOPMENT PROGRAM

Kilvington ELC is influenced by the principles and practices of the *Reggio Emilia* pedagogy, which draws on conclusive international evidence that all children are competent, capable and sophisticated thinkers, with a multitude of ways to express themselves and their knowledge. Using this approach, our educators believe that guiding children to explore their curiosities and interests heightens their understanding and desire for learning. Our teachers are experienced in careful observation and questioning, and facilitate learning explorations and project work based on the children’s thinking and discussions.

The learning spaces within our ELC are rich in provocation. They are thoughtfully arranged to foster creative exploration, while encouraging interaction and communication. Our classrooms display project work and documentation that serves to communicate each child’s learning and development, as well as their ideas and interests. This documentation process helps to facilitate the child’s educational journey.

Our trained teachers are skilled in collecting data to inform their understanding of each child and in building personalised goals and objectives in collaboration with parents.

BUILDING CHARACTER

Kilvington believes in the importance of character development and wellbeing and in promoting a positive and strong self-image for individuals within our community. We value strong relationships with each other and our families, embracing diversity and culture. Our programs encourage children to take responsibility for their community and the natural environment.

KEY LEARNING OUTCOMES

Kilvington’s qualified early childhood educators create an educational program drawing from the national *Early Years’ Learning Framework* and the *Victorian Early Years Learning Development Framework*. These frameworks form the foundation of quality teaching and learning

for all early childhood education nationally and communicate these expectations through guiding principles and practices. Through careful planning and evaluation, there are five key learning outcomes on which a child's progress can be documented:

1. Children have a strong sense of identity.
 2. Children are connected with and contribute to their world.
 3. Children have a strong sense of wellbeing.
 4. Children are confident and involved learners.
 5. Children are effective communicators.
- These learning outcomes guide our curriculum and form the basis of our early childhood philosophy and practice.

BENEFITS OF BEING PART OF A SCHOOL

A great benefit of Kilvington's ELC is being part of the School community. This gives our ELC children access to a range of opportunities, including visits to the Science Labs, Library, Art and Music classrooms.

This connection with the Junior and Senior School also allows our students to connect with older students in an enjoyable way, which helps ease the transition to their formal schooling.

THE CURRICULUM

The Arts

With the influences of the Learning Frameworks and the Reggio Emilia approach, our teachers value creativity and empower the children to express their ideas through a range of media. Our students are encouraged to document their work as a form of self-expression and trajectory of learning. Experiences such as painting, sculpture, dance, storytelling and drama all provide valuable modes of expression.

Literacy

We recognise the importance of developing literacy skills during early childhood and embed these experiences within the program.

We provide environments rich in print, encouraging children to recognise symbols and words while expressing their 'voice' through documentation. Sharing of stories through books and storytelling facilitate a love of literature. Small and large group meetings occur regularly over the day, developing children's language and listening skills. Prewriting and manipulative experiences are offered to assist with strengthening fine motor skills in preparation for writing.

STEM (Science, Technology, Engineering and Mathematics)

Leading in this field, our students participate in hands-on experiences — exploring all dimensions of STEM through the ELSA program. Through inquiry, our children are active constructors of their learning. They are encouraged to research, hypothesise and collaborate with others as they explore ideas and the world around them. Technology is a familiar tool, with the use of iPads and cameras to research concepts and record learning. Sustainability is embedded in our Centre, where children are taught practices to actively care for and conserve the environment.

Indigenous Education

The ELC has developed a close partnership with a local Indigenous teacher. Our educator visits each group every term, sharing her knowledge about Country, language and customs, while we embed these practices into our program.

SPECIALIST PROGRAMS

Music

Our specialist Music Program is offered weekly, with the aim of developing our students' musical literacy and expression. The use of music, song, dance, movement and storytelling are defining features of our *First Steps in Music* Curriculum, and assist in teaching children musical concepts such as beat, melody, pitch and rhythm.

Library

Each week, the children participate in a Library session, where they enjoy listening to a selected story, and possibly scan research books for a project. Our librarians ably assist our children to select a book to take home from our extensive library.

'I like reading books from the Library. Ms Vanessa reads to us — I like the 'crayon book' the best and I also like dinosaur books. It's fun to scan and borrow books.' RANA, AGED 4

French Immersion Program (Pre-Prep only)

The French Immersion Program is offered weekly as an introduction to the French language before the children commence school.

The teaching program is delivered by a skilled French educator who engages with the children during their play and supports the teachers in integrating French activities within the program.

Perceptual Motor Program (Pre-Prep only)

The PMP program promotes the children's perception and understanding of their body and movement. Each child will refine skills in eye-hand coordination, balance and coordination to aid in readiness for school. Led by our PMP Coordinator, the program is coordinated with 'activity stations'. Parents are welcome to participate and assist with these activities.



'I especially like PMP (Perceptual Motor Program) because I love to do exercises like handball. I like my teachers because they always help me.' EDDIE, AGED 4



NAVIGATING YOUR ELC

ARRIVAL

Our door opens at 8.45am. Please try to be at the Centre no later than 9.00am to facilitate a smooth beginning to the day for your child.

If your child is feeling nervous or anxious, please take them to an educator and we will engage them with an experience. If your child continues to be upset during separation, your teacher will discuss and establish a routine best suited for your child's individual needs.

DEPARTING

Please be punctual when collecting your child. Understandably, some delays are unavoidable, so please contact us if this situation arises.

If staff are unfamiliar with the person(s) collecting your child, they will be asked to produce identification to ensure your child is leaving with an authorised person. Please understand this procedure is solely for the safety of your child. Parents should advise staff in advance of any variation to the usual collection routine.

ATTENDANCE RECORD

The attendance record is located on a table in the entry foyer or just inside the ELC room.

It is a mandatory requirement under the Education and Care Service National Regulations 2011, and critical in the event of an emergency, that each child's attendance is recorded.

Record your arrival time, signature and name of the person collecting your child. If your child is attending After School Care, please write 'ASC' in this column.

If someone other than yourself is collecting your child, and they are not listed on your ELC Child Confidential Enrolment Form, please let your teacher know and they will discuss with you how to document this arrangement.

SEPARATING FROM YOUR CHILD

Some children are not concerned about their parents leaving while others may become distressed. The educators will support and assist your child to settle into their new group and overcome any anxiety. An important objective in our program is for the children to enter their environment happily and with ease.

BEFORE AND AFTER SCHOOL AND HOLIDAY CARE

As a service to its parent community, Kilvington is committed to offering before school, after school, and holiday care for the ELC and Junior School students. The program is run by Extend and located within the Junior School.

The Extend program is available for working parents and those who need care for their children. Extend employs committed and responsible educators who provide a daily program in a safe and secure environment. Care is available on a permanent, casual or emergency basis. Child care subsidy is available. Extend Before and After School Care Program is available for:

- **Before School Care** 7.00 – 8.45am
- **After School Care** 3.00 – 6.00pm
- **Term School Holidays and Student Free Days** 8.00am – 6.00pm

For enrolment forms and bookings, please contact Extend on 1300 366 437 or email enquiries@extend.com.au.

MORNING SNACK AND LUNCH

Each day, your child will need to bring a water bottle and two separate food containers. Please name your child's snack, lunchbox and drink bottle. Please choose easy to open snack and lunchboxes.

In an effort to move towards a packaging free environment, we encourage families to pack nude foods and foods free from packaging and wraps.

We strongly encourage healthy food and water. We are committed to reinforcing healthy eating habits to assist in each child's wellbeing and understanding of a balanced diet. Water bottles are accessible throughout the day.

Daily lunch orders are available from the canteen. An ELC menu and price list will be distributed and available to order on the Flexischools app.

UNIFORM

All children are required to wear the Kilvington Early Learning Centre uniform. Please see KCEE (Kilvington Community Engaging in Education) Parent Information System for further details and information. Items are as follows:

- Polar fleece jacket
- Short sleeve polo
- Long sleeve polo
- Shorts
- Track pants
- ELC hat and beanie

- Runners or closed fitted shoes
- Kilvington school bag

Please remember to NAME all belongings clearly.

SPARE CLOTHING

All children are required to have a complete change of clothes in their bag. We do keep spare clothing at the Centre, however we would appreciate it being returned promptly for future use. We would also greatly appreciate any uniform items that your child may have outgrown and that you're happy to donate to the ELC.

SIESTA REST TIME

Each day, we offer children some quiet time to rest their bodies and minds. This is important for a child's wellbeing and a break from an organised and busy day. Teaching children to use this time effectively takes patience. During this time, the children may sit or lie down on their 'siesta bag', listen to relaxation music or an audio story, or practise mindfulness. Some children may prefer to participate in quieter, less stimulating play experiences such as looking at books or participating in massage.

The bags are purchased by the School. The children will be responsible for their bags, and will be encouraged to independently roll it up at the end of the session. All labelled bags are taken home at the end of term to be washed for the new term.





PARTNERSHIPS WITH PARENTS

We invite parents to share their skills and interests, such as cooking, giving demonstrations, or playing musical instruments.

Parents who assist in the room, volunteer in the Perceptual Motor Program (PMP), or attend an excursion, are required to obtain a Working with Children Check (WWCC). These can be obtained online or through Australia Post for free. Please see your teacher if you should require further information.

Parent-teacher meetings are held twice a year, but parent-initiated meetings can be arranged at any time upon request.

COMMUNICATION

Communication between the ELC and home is crucial for ensuring a successful experience at Kilvington for both you and your child. We use several methods to keep you informed and engaged:

- KCEE: Once enrolled, you will receive login details to access the School's community information system. On this platform, you can find all relevant information about the School, including your child's group page. This page offers a detailed account of your child's program and activities, featuring blogs,

image slideshows and videos.

- Emails: Teachers will send emails to families with important updates.
- Parent Notice Board: Located in our classroom foyer, this board contains key information for families.
- ELC Director's Letters: Regular letters from the ELC Director to keep you informed.
- School Newsletter — The newsletter *In the Know* provides updates and important School information.

If you wish to discuss something with a teacher formally, please schedule an appointment.

CHANGING INFORMATION DETAILS

Please notify the Director of Admissions and the Director of the ELC of any changes to the information recorded on your child's enrolment form. This includes updates to:

- Parent contact details (address and telephone number)
- Emergency contact numbers
- Access and custody arrangements for your child
- Court orders concerning your child
- Relevant medical conditions or updates to existing conditions.

YOUR CHILD'S DEVELOPMENT

As qualified early childhood teachers, we carefully observe your child's development. If we have any concerns about your child's progress, we will inform you. In some cases, teachers may recommend a referral to a specific professional, as early intervention is often beneficial.

We believe it is in your child's best interest to address these issues promptly. If you have questions about any matter regarding your child's development, please feel free to contact your teacher to arrange an appointment to discuss their progress further.

MEDICAL

Allergic and Anaphylaxis

We often have students who develop allergic responses after exposure to allergens, such as those found in certain foods, or from insect bites or medications.

The most severe form of allergic reaction is called anaphylaxis, which is potentially life threatening. Treatment for anaphylaxis includes administration of an injectable adrenaline. All ELC staff are updated annually in training and administration of the adrenaline.

We have strict policies in place for the management of allergies, including Risk Minimisation and Communication Plans for affected children, as well as the proper storage of medication. The School Nurse is notified and provided with the necessary documentation. Medication is reviewed by the Nurse each term to ensure its accuracy and effectiveness.

Children with allergies or anaphylaxis must only be given food provided from home or food explicitly approved by their parents or guardians. To support this, we ask that you discuss with your child the importance of not sharing food or food containers with others. Educators will make every effort to ensure that reactive foods are not accessible to the child while they are attending the Centre.

Asthma

For children with asthma, relevant Asthma Action Plans are to be completed by your doctor and forwarded to the ELC to ensure vital care and understanding of your child's condition. The information contained in the report remains confidential. It is the parents responsibility to ensure this information is kept up to date. Your child's Risk Minimisation and Communication Plan is required to be updated annually or when changes occur. The School Nurse will be notified of your child's asthma condition and check medication each term.

Medication

If your child requires medication, parents must inform an educator and record the following details confidentially in the medication book:

- Your child's name
- Medication prescribed
- Dosage and time of administration

When collecting your child, the medication book must be signed. Please do not leave medication in your child's school bag, but instead forward it to a staff member who will store it safely.

Accidents and Incidents

All our staff members are trained in First Aid. In the unlikely event of an accident of a more serious nature, staff will contact parents and/or an ambulance.

Any accidents occurring in the ELC must be recorded in the Accident, Injury and Illness Book, as required by the Education and Care Services National Regulations. The following details will be recorded:

- Date, time and location of accident
- Staff member who observed and recorded the event
- First aid procedure taken

At Collection time, parents will be notified of the event and be asked to read the report and sign and date the Accident, Injury and Illness Book. Staff will call parents if a serious accident occurs as they may need to collect their child from our Centre to take home for observation, or if necessary, to seek medical assistance.

Illness

In consideration of the health and wellbeing of all children and educators, please do not send your child to the ELC if they are unwell. It is in their best interest to remain at home to rest, recuperate, and re-energise. Please let staff know if your child will be absent.

If your child falls ill at the Centre, we will adhere to the following policy:

- Parents will be notified immediately at home or at work.
- If parents cannot be contacted, we will contact the emergency person(s) you have authorised and listed on your child's enrolment details.
- Arrangements will be made for your child to be collected from the Centre as soon as possible.
- The Accident, Injury and Illness Book will be completed when they are collected.
- Your child will be made to feel as comfortable as possible, and the educators will observe them until you or an emergency contact person arrives.





EXCURSIONS AND INCURSIONS

Excursions and incursions are wonderful opportunities to engage in meaningful learning experiences connected to the children's learning.

For all excursions, parents are required to give permission authorising educators to take their child out of the ELC and Kilvington premises. This is completed online through the School's information system 'Consent2Go'.

Prior to the excursion, parents will receive relevant information, including:

- The reason for the excursion.
- Proposed activities on the excursion.
- The date and time of the excursion.
- Destination.
- Mode of transport and proposed travel route.
- Number of staff and number of persons accompanying the children on the excursion.

SUN SMART

The children will be required to wear a hat and sunscreen between September and the end of April. Please apply sun screen on your child prior to coming to the Centre. We will encourage children to reapply sun screen during the day. Our policy is, 'No hat, no outdoor play'. This policy will be adhered to in the interests of your child.

LIBRARY

An appreciation and love of books will be developed during library lessons. The children will be able to borrow a book on a weekly basis upon returning their borrowed book. To keep our books protected and in good condition, your child will need a library bag.

BIRTHDAYS

Birthdays are a very important part of a young child's life and we enjoy celebrating this with your child. Your teacher will discuss with you how they will celebrate this day.

If your child is having a private birthday party, we ask parents to please place invitations directly into the child's bag or hand them out to parents discreetly.

RECYCLED TREASURES

As we will be engaged in many art and craft experiences throughout the year, we would appreciate donations of recycled goods collected from home. These may include: containers / cardboard rolls / boxes / foam trays / wrapping paper / cards / corks / wool / cotton reels / buttons / waxed bags / ribbons / scrap paper / old shoes / ties / old stockings / cardboard / clothes for dress-ups.

EMERGENCY EVACUATION PROCEDURE

Details of emergency evacuation procedures are displayed in the ELC. All staff are well informed on procedures. Fire drills and evacuations are practised during the year.

You will be required to provide permission authorising us to remove your child from the premises on fire drill and evacuation days.

CUSTODY AND ACCESS ARRANGEMENTS

If there are any special custody or access arrangement regarding your child, please discuss them with their teacher. A copy of any custody/access orders must be provided when enrolling your child or when new orders are issued. This will enable educators to ensure that your child leaves only with authorised persons.

All information is treated with utmost confidentiality.

POSITIVE BEHAVIOURAL MANAGEMENT TECHNIQUES

Positive reinforcement is the major strategy for managing children's behaviour in the ELC. If this is not satisfactory, we will communicate with families to establish appropriate strategies. A school psychologist is also available for advice.

BUSINESS REGULATIONS AND TUITION FEES

A schedule of fees is available for viewing on the Kilvington website.

The Victorian Government provides a subsidy to enable children to access a Pre-Prep and three-year-old kindergarten program before they start school. Your child will be registered as eligible when we submit our data to the Department of Education. Each child can only be registered at one location and can attend only one funded program at any one time. Please inform the Director of Admissions if your child is attending another children's service that offers a kindergarten program.

Where leave is granted to a student for absence of varying periods and for which a place is reserved on the return of the

student, a charge of one fee instalment, payable in advance, will be made. **A full term's written notice to the Principal is required if you wish to withdraw your child.** For further information, please refer to the School's Business Regulations available on the Kilvington website.

Various payment methods are available for all fees or other amounts payable under the Agreement. Details can be found on the reverse side of the account.

CONCERNS

If you have any aspects of the educational program you would like to discuss, please first approach your child's teacher. You may also wish to speak with Ms Lyn Pewtress, Director of the Early Learning Centre, or Mr Lucas Collins, Head of Junior School.

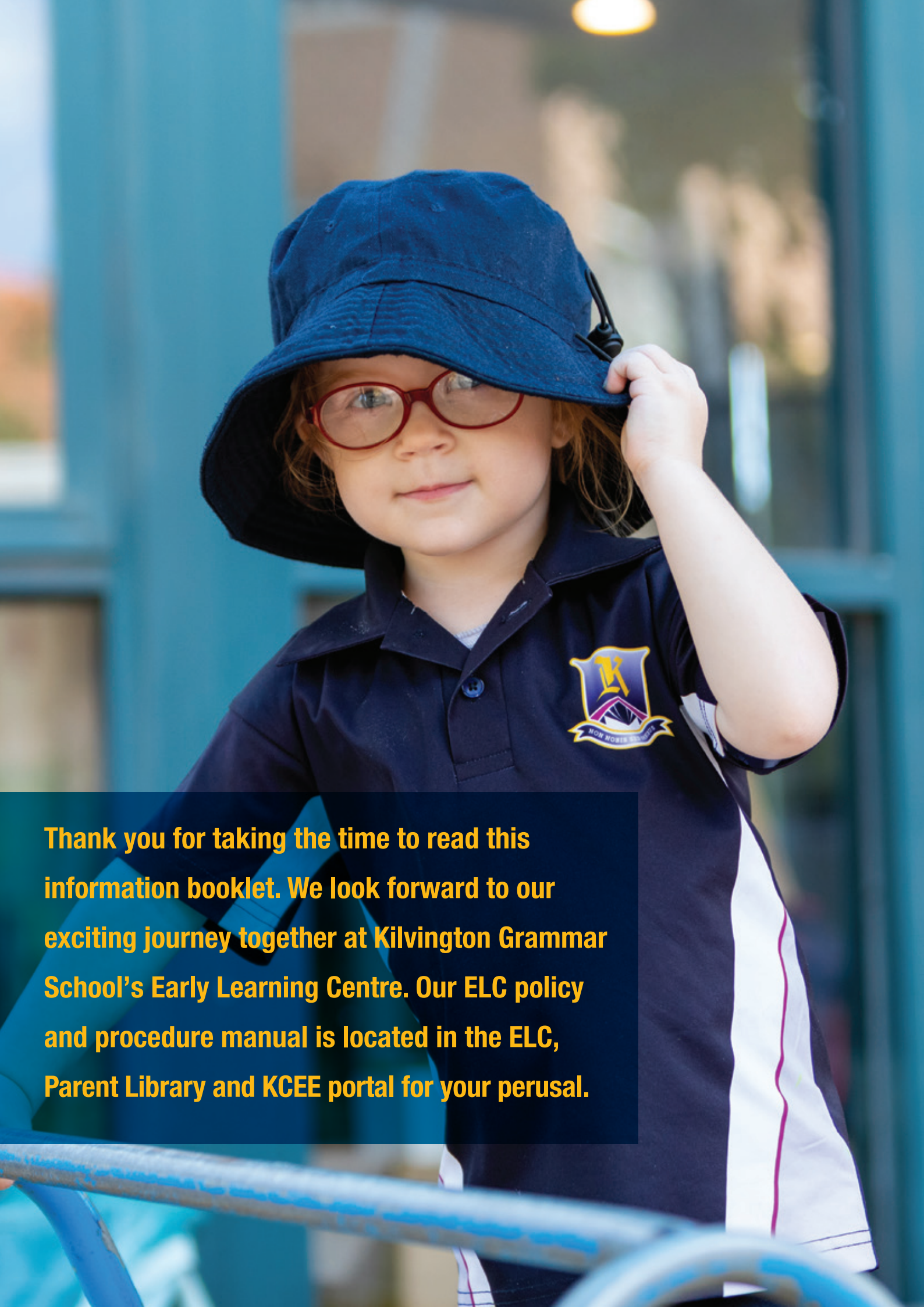
If your concerns remain unresolved after speaking with ELC staff, the Director, and/or the Head of Junior School, you may contact the Department of Education directly to discuss the issue.

Department of Education

Phone: 1300 338 738

Email: sevr@education.vic.gov.au





Thank you for taking the time to read this information booklet. We look forward to our exciting journey together at Kilvington Grammar School's Early Learning Centre. Our ELC policy and procedure manual is located in the ELC, Parent Library and KCEE portal for your perusal.



Kilvington
Grammar School

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