



Early learning  
centre

PARENT HANDBOOK

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## **A MESSAGE FROM THE PRINCIPAL**

### **Welcome and Introduction**

Welcome to Lighthouse Christian College.

Lighthouse Christian College is a co-educational College which offers Christian education from Early Learning to VCE. We recognize that each child is a unique and special creation of a loving God and is to be treated with loving care. We desire to complement the very important role of parents by providing a learning environment that is safe, caring and inspiring. The College offers modern and well-resourced facilities creating optimal conditions for learning.

### **Excellence**

At Lighthouse we value excellence in education and foster Christian faith and character. Our curriculum is based on Victorian and national guidelines and is strongly underpinned by a core set of Christian values which encourage self-responsibility and high aspiration.

Our Christian staff are dedicated to the call of empowering students to discover their God-given destiny. Teachers design and deliver innovative and challenging academic and co-curricular programs which engage students in their educational journey. They keep abreast of best educational practice and embed digital technologies in teaching and learning applications.

### **Character**

Our College is a dynamic, future-orientated, learning community built on strong academic and biblical foundations. Our effective Pastoral Care program facilitates character development through our core values:

Friendship; Compassion; Courage; Excellence; Responsibility; Community; Integrity; Humility; Respect and Love.

Our health and well-being team functions to provide high quality services to support the developmental needs of all students.

### **Education for life**

This Christian educational model offers an ideal environment for each of our students to develop their God-given potential academically, socially, physical and spiritually. Our high quality of Christian education will not only prepare students for life at College but sustain them for life.

It is so exciting to be a part of a College which aims to shape a generation in a powerful and positive way to influence the world for Jesus Christ in every key vocational domain of the community.

## **Statement of Faith**

At Lighthouse Christian College we believe:

- in the one true perfect and triune God: Father, Son and Holy Spirit
- God created the world and set man upon it to be in relationship with Him
- that man's sin separated him from God and a way had to be made back to God through his Son Jesus Christ
- That Jesus Christ came to Earth as the Son of God to save humanity from its sin. Through Jesus' death, burial and resurrection we can find salvation, redemption, hope, purpose and an "abundant life".
- in the infallibility of God's Word the Bible
- in the empowerment of the Holy Spirit whom He sent
- in making disciples as He commanded and seeing His Kingdom established on the Earth
- in the soon coming return of Jesus Christ to the Earth who will bring judgement to the lost and salvation to the believers, and usher in God's eternal kingdom

## **Protocols of Faith**

- in raising a generation of young people devoted to Jesus and empowered by the Holy Spirit, with hearts ablaze for him and lives surrendered to Him; young people will then be agents of influence, change and transformation on the Earth
- in not using language that is blasphemous or unwholesome
- in being honest, just and fair in our dealings with all people
- in respecting the sanctity of marriage as a lifelong and exclusive commitment
- in living by the principle that sex occurs only with a monogamous marriage, between a man and a woman as God has designed
- in abstaining from gossip, speaking truthfully and not lying or spreading false or distorted information about others
- in abstaining from greed, lust, pornography, gluttony, gambling, drunkenness and illegal and/or addictive substances
- in not adhering to the teaching or promoting any beliefs contrary to the Bible, the Word of God

## **ABOUT LIGHTHOUSE EARLY LEARNING CENTRE**

Operating since 1998, Lighthouse Early Centre is a part of the Lighthouse Christian College.

However its time-tables and term dates may vary from the College due to Department of Education guidelines and regulations which are different for both sectors.

We are privileged that you have chosen our Early Learning Centre as the starting point for your student's education. We trust your time with us will be a rewarding and happy experience for both you and your child. The Early Learning Centre can provide many opportunities in which both parents and students can learn, have lots of fun and meet new friends.

The following pages contain the information you will need to ensure a smooth transition into the Early Learning Centre. Please take the time to read the information and do not hesitate to ask should you have any further questions.

The ELC runs two programs per week. A three day program is conducted for the students turning 4 years of age by April 30<sup>th</sup> of the year attending (Light Group), and a two day program is run for those who have turned 3 years of age before commencement (Shine Group).

The Early Learning Centre aims to provide a Christian environment in which the students work at their own pace, under the guidance of the teachers. Our program is responsive to the needs, interests, strengths and weaknesses of each student in the group, and maintains a flexible approach to meeting objectives for each student developing along with the group.

We anticipate that your child's time in the Early Learning Centre will be one of encouragement and development in all areas. Based upon knowledge of student development, the ELC recognizes that:

- . all students are different and develop at different rates
- . all students have different God-given individual characteristics from birth which help form unique personalities
- . play is the way a young child learns. Children learn through their ability to touch, manipulate and experiment with materials, and through their interaction with others. It is the preparation students need before they learn "formally" in school
- . children are active learners who learn best when they are totally involved and they have a myriad of opportunities to initiate, discover, dismantle and re-assemble, discuss, grapple with challenges, solve problems, plan and collaborate, so a "hands on" approach to education is clearly evident at our Early Learning Centre.

Parents can view details of the program displayed on the noticeboard, and discuss any aspect of the program with the ELC teachers. We are looking forward to a happy time teaching and working alongside you and your child. We need a combined effort for your student to gain the most from his/her year so please feel free to come and discuss any matter or query with us and we will work it out together.

## **MANAGEMENT**

Lighthouse Early Learning Centre holds a Standard License described in the Students' Services Regulations 2009 (revised 2011).

The governing body and the proprietor of Lighthouse Early Learning Centre is Lighthouse Christian College.

## **EARLY LEARNING CENTRE PRINCIPLES AND VALUES**

We believe that the church, school and ELC are an extension of the family unit. Our goals are based on the Godly principle of assisting the family in laying and preparing a solid foundation for life in our students in relationship with our heavenly Father and with others. **As Proverbs 22:6 says, “Train up a child in the way he should go and when he is old he will not depart from it”.**

We believe that care and education should assist in the discovery and development of the full spectrum of life: physically, spiritually, mentally, emotionally, socially and family-wise to realise the full God-given potential within each child. This develops the “TOTAL” person, to be effective and productive in society. Care and education should therefore be Bible-integrated and life-related, accountable to God, to the community and to its designated authorities.

We accept the guidance and direction of government departments and agencies, as they provide assistance in meeting this community’s objectives. We do not believe that our objectives conflict with, or constrain the principles of a democratic society.

## **NEWSLETTER**

The weekly College newsletter is available on the College website. It gives College community news and shows highlights of events from all sectors of the school, including the ELC. Please check it out every Thursday as your child’s photo may appear that week.

## **STAFFING**

Staffing is determined according to the Student Services Regulations 2009, specifically Part 5 Staffing, Regulations 50 and 53 (revised 2011).

In accordance with the Department of Education funding requirements, the persons employed to implement the program hold an Early Childhood teaching qualification. Also in attendance at all times is a qualified assistant. In addition to this, parent’s voluntary participation is encouraged. Please indicate to the teacher if you can assist on a roster or one off basis.

## **ACCESS**

Parents will be given a CONFIDENTIAL CODE, which will allow entry into the Centre only during Kindergarten hours, 9:00 am – 3:00 pm. This code should not be given to the other people who do not regularly pick up or drop off your child. Please refrain from giving this code to kindergarten student’s siblings. There is no need for them to know it, as persons under the age of 18 are not legally allowed to sign an ELC student in and out.

For security reasons and the safety of the students, irregular visitors will need to report to the College Reception and receive a Visitor’s Pass. On arrival at the ELC the Visitor’s Pass and a photo ID, such as a driver’s licence will need to be shown.

## **TRAFFIC AND CAR PARKING**

Traffic is at its heaviest at the start and finish of school. Please exercise extreme caution while driving within the College grounds.

There is limited car parking in the College ground. For the safety of all students, please follow the car park rules, which are:

- 10km speed limit
- Please follow the attendant's directions to ensure a smooth flow of traffic.
- Train your child to walk on the paths where possible, not on the driveway.
- Please pick up your child and move out quickly to allow for more traffic to park.

## **DROP OFF & PICK UP PROCEDURES**

The student services legislation requires the Early Learning Centre to accurately complete the "DAILY ATTENDANCE BOOK". It is important that you familiarise yourself with your responsibilities regarding this book. It contains mandatory information that must be entered daily such as:

1. Time of arrival
2. Person signing student in
3. Emergency contact number – if different from normal
4. Name of person responsible to collect the student at the end of the session
5. Time of departure
6. Signature of person picking up
7. Relationship to student

All of these procedures have been put into place with the sole aim of ensuring the safety of your child and therefore **MUST** be adhered to.

## **MORNING DROP OFF REQUIREMENTS**

### **Please note that there is no before school care**

It is a legal requirement that:

- a) All students are signed in by an adult/guardian who is over 18 years of age
- b) A staff member is made aware of their arrival
- c) 2 staff members are in attendance prior to students being dropped off

Therefore:

The Early Learning Centre opens at 9:00 am. No student is to be left unsupervised before the centre opens.

Parents needing to leave their child earlier must make private arrangements with another adult to act as guardian.

Families with students at Lighthouse Christian College must ensure they have delivered those students to school **before** entering Lighthouse Early Learning Centre.

## **CHILD/PARENT SEPARATION**

Parents are welcome to stay during the initial sessions however, please discuss with the teachers, as they will be able to advise you of what would be the best approach for your child. During this initial period especially, it is not advisable for parents to leave without saying good-bye to their child. This may mean there will be a few tears, however it will make a big difference to the child, knowing that “mum/dad has gone but will come back later” rather than the feeling of abandonment that can often come from leaving while the student is unaware. Should your child become distressed, you will be contacted immediately. Parents are also welcome to phone the College during the session, should they wish to inquire whether their child has settled.

## **PARENT SHARING INFORMATION WITH TEACHERS**

Please advise staff, verbally or by note, of any information or instructions relating to your child that you feel may be important or helpful for the staff to know. e.g. “John is a bit sad today because his dog died” or “We had a late night and Jane may be tired”. This information no matter how major or minor is very helpful to staff as it helps them to understand your child’s feelings and needs at that time. They are then better able to adapt to your child’s happenings and activities throughout the day specifically to meet his/her needs. All students will handle their Kindergarten experience in a different manner and the staff will be flexible to allow and encourage them to settle in their own time.

## **PICK UP REQUIREMENTS OTHER THAN PARENTS OR GUARDIAN**

It is a legal requirement that, other than the custodial parent or guardian, no person will be permitted to collect your child from the Lighthouse Early Learning Centre unless they have been designated prior to pick up, and are over 18 years of age. Details required for such person are:

- a) Name
- b) Address
- c) Phone Number
- d) Relationship to student

These details should be included in your child’s enrolment form or given at the time of nomination as a designated person. In the case of emergency, the custodial parent or guardian must phone through specific instructions during the session.

Proof of identification will be requested from all persons nominated to collect a student if not known by staff at the Early Learning Centre.

The session finishes officially at 3.00pm and pick-up is between 2:45 to 3:00pm. Please ensure a staff member aware of the departure of your child. Parents will be contacted if the child is late being picked up.

## **LATE FEE POLICY**

The College understands that parents value the professional team who lead their children in the ELC. Their time, like yours, is a premium item. They start on time, and keep to timetables all through the day so there is a predictable environment and order. The staff cannot pack up furniture or resources as long as a student has not been signed out. Delay in picking up your child delays the whole pack up procedure of the staff. They have a busy schedule of meetings and preparation for the next day before they can leave, and a delay in picking up your child delays the duties of the staff. Parents are advised to be in the ELC precincts five minutes before the close of the session. Pick up is between 2:45 pm and 3:00 pm, and grace will be extended only in extenuating circumstances.

The late fee levied is \$1.00 per minute into overtime. We encourage you to respect and protect the clean-up, pack away, appointment and planning time of the ELC staff by keeping to the agreed pick up times.



## **CHANGE OF ADDRESS/PHONE NUMBERS/CIRCUMSTANCES**

If you change your address, contact telephone number/s or any circumstances throughout the year, please inform the Centre immediately so that we can update our records accordingly. It is imperative that we are able to contact you or a person designated by you, in the case of an emergency. This also applies to emergency contacts.

## **PROGRAM PLANNING FOR STUDENTS**

The teachers spend a great deal of time in planning high quality program for the students. These may take into account children's interest, intentional teaching, a particular unit of learning e.g. Wild Animals, Seasons or perhaps an upcoming event. The program is guided by the Early Years Learning Framework; aims to enrich children in their Belonging, Being and Becoming and for each student to achieve the five outcomes of Identity, Community, Wellbeing, Learning and Communication. The activities consist of structured activities, group time and free explorative play.

The program outline will be displayed in the parent reception area. Please speak to the teachers if you have any questions regarding its plan and purpose. Families are welcomed to contribute their ideas and suggestions to their children's early learning and development.

## **UNIFORM**

All ELC students are required to be in full school uniform.

**All items must be clearly named.**

**SUMMER:** Light blue polo shirt with logo  
Navy blue shorts with logo  
An ELC hat for outdoor play

**WINTER:** Light blue polo shirt with logo  
Navy blue tracksuit top with logo  
Navy blue tracksuit pants with logo

## **HAIR STYLES**

Boys: Hair must be of the students' natural colour and worn off the collar and above the eyebrows. Hair must be kept neat and clean and not be outlandish or attention seeking. No excessively short haircuts e.g. Shaved head etc.

Girls: Hair should be neat, clean and off the face. Hair should be of the students' natural colour. Hair longer than shoulder length should be tied back.

## **JEWELLERY**

Boys: Only wrist watches or medical identification bracelets may be worn.

Girls: Only plain ear studs, wrist watches and medical identification bracelets may be worn.

## **OTHER ITEMS**

Shoes - closed, no sandals or thongs, no laces.

Socks - white

Small back pack large enough to hold food and water bottle

Please supply a coat on cold days.

The shirt, shorts and tracksuit are compatible with the Lighthouse Christian College sports uniform and therefore can be used the following year.

**Uniforms are available for purchase from BuxWear, shop 9/169 Cheltenham Road, Dandenong.**

**Phone: 9792 3187**

**Hours: Mon-Fri 9.00am-5.00pm & Sat 9.30am-2.00pm.**

## **SPARE CLOTHING**

Please supply a full set of clothing including underwear and socks in your child's bag for accidents/emergencies, labelled with their name. Spare socks in Winter are a good idea.

## **ELC SPARE CLOTHING**

The ELC has a limited supply of spare students' clothing that will be used in emergencies if needed. These are to be washed and returned as soon as possible.

## **PROHIBITED ITEMS**

Students are permitted to bring personal items from time to time- please check with the teacher if unsure if the item is appropriate. Although every effort will be taken to ensure they are looked after, no responsibility will be taken by the ELC for any damage that may occur.

Whilst we encourage "show and tell", guns, swords, knives and toys that could hurt another student are not allowed at the centre.

If the students bring prohibited toys/items to the centre, they will be kept by staff and returned at the end of the day.

Cartoon inspired toys detract students away from the activities and equipment we provide within our program. Please encourage your child to leave these at home.

## **NUTRITIONAL AND PHYSICAL ACTIVITY POLICY**

All nutritional recommendations are in accordance with NHMRC Dietary Guidelines for Australia Adults and Dietary Guidelines for Students and Adolescents in Australia.

In accordance with the Nutritional and Physical Activity Policy, it is unacceptable to bring the following to The Early Learning Centre:

- chips, lollies, chocolates, nuts and nut products, juice, cordial or sweet fizzy drinks and flavoured milk.

The College recognizes the impact of physical health to our students. Two major influences on our health status are nutrition and physical activity. These areas, particularly the balance of one in relation to the other, impact us in areas related to body weight, self- esteem, concentration and learning, and general health and well-being. A child's body is the "temple of the Holy Spirit" so they are taught responsible management of their body

Appropriate nutrition improves cognitive development, attention span, work capacity, classroom behaviour, and attendance at school. Establishing healthy eating patterns at a young age provides an important foundation for good eating patterns in adult life with health, social and financial benefits to individuals, families and society. Every child has the right to an optimal learning environment. Some food choices affect a student's "ability to learn." Food choices causing irritability, restlessness, poor self-control, lethargy and inability to concentrate are those high in sugar, high GI and those containing certain food additives. Poor hydration is also a factor that needs to be addressed, and the students should be encouraged to drink adequate water.

We recognize that education is a partnership between home and the school. As such, it is the responsibility first and foremost of the home to establish sound practices regarding food choices and the use of leisure time. However, we are aware of the impact of learning in the school setting. We therefore believe that the College's role in respect to the nutrition and physical activity is pivotal, and we aim to work in partnership with families to educate and facilitate appropriate eating and exercise patterns in the students.

## **MEALS**

**Soft drinks, chips, lollies, chocolate and all nut products are prohibited from daily food, except for parties, when only nut products will be prohibited.**

Morning tea and lunch are to be brought from home.

Morning tea is to be a snack such as a fruit or muesli bar.

Lunch should be nutritious and supplied from home. This could include a sandwich, fruit, muesli bar or a piece of homemade cake and a non-carbonated drink. It should NOT include lollies or excess sugar. Food from your culture may also be brought, e.g. rice or noodles.

**Please note: We do not heat up food for the students at the Centre.**

All students should have a water bottle.

All lunch boxes, food containers and water bottles must be clearly named.

Please let your child know which food is for morning tea and lunch. To avoid confusion please place food in separate containers and clearly labelled.

The Early Learning Centre tea/lunches are a good opportunity for preparing your child how to handle a school lunch in Prep. Please include types of food in containers/wrappings that they will need to manage by themselves. Whilst the teachers are there to assist, they will be encouraging the students to be self-sufficient with their lunches i.e. opening their water bottles and packets as necessary.

Please provide a spoon and a fork in your child's lunch box if they need them.

**PLEASE NOTE:** as lunch times differ to those of the College, it is not possible for ELC students to use the College Canteen.

Please speak to the teacher before sending in "party food" to celebrate your student's birthday at least one week ahead. We may not be able to cater for last minute party celebration, due to our already planned curriculum.

## **HEALTH AND HYGIENE**

Staff and students are required to practice basic hygiene at the Centre and at home. The daily routines include regular toilet time, however no student will be refused permission to go to the toilet at other times.

If a student has a messy toileting accident the staff will do their best to clean the child. However, if a wash is needed, staff members are not allowed to do this, and will call the parents/guardians to come and wash their child.

## **NAILS**

Please ensure that your child's nails are always kept short with sharp edges filed to avoid potentially harmful scratches to students.

## **SLEEP/REST TIME**

Each student will be supplied with a "rest mattress". Parents are to supply a small size pillow and blanket at the start of the term, and take them home for laundering at least twice a term or when necessary. After lunch the students will be encouraged to rest/sleep as needed. A soft toy may be brought for your child's comfort if necessary and at any time ELC staff will not pat a child to sleep.

## **ILLNESS/INFECTIOUS DISEASES**

Any student arriving at the centre who is obviously unwell will not be permitted to stay. Students who become ill whilst at the centre will be cared for until they are collected, depending on the condition of the student.

Staff will use their discretion as to whether a student should be collected earlier, due to ill health, and if so a parent/guardian will be contacted immediately and asked to come and collect their child.

Students who show symptoms of an infectious disease will be separated from the main group of students and a parent/guardian contacted immediately. Students with a known infectious disease must not be brought into the centre. The centre must be notified about any student with an infectious disease. In the case of an infectious disease, parents/guardians will be notified by a way of a notice.

**If your child has been unwell and have temperature during the day and night before, then do not bring him/her to kindergarten, after administering Panadol in the morning.**

**To avoid any further infection and to comply with our Centre Policy, an unwell child needs to stay at home and can only return to Kindergarten after 24 hours from the last temperature or sickness.**

## **FIRST AID & ACCIDENT PROCEDURE**

It is recognised that occasionally accidents happen at The Early Learning Centre that will require first aid or medical attention. In the event of a serious injury, attempts will be made to contact parents by phone, either at home, work or at the emergency numbers given to the Centre. In the event that the parents are unable to be contacted, the Director will arrange and authorise appropriate medical attention that is considered to be in the best interests of the student. The costs involved in this action will be borne by the parent.

If the student has incurred a minor injury, you will be notified at the time of collection and asked to sign the accident/injury notification sent home with the student or at pick up time, to verify that you have been informed.

Please keep the Centre informed of changes to your child's health so that we can update our medical records accordingly.

## **IMMUNISATION**

Upon enrolment, you will be required to show your child's immunisation progress and these records will be kept by us and updated as required. The best way to avoid sickness and infectious disease is to have your child immunised. If a child's immunisation is not up to date, parents must understand that their child will be excluded from the Centre during outbreaks of some infectious disease (such as measles, whooping cough, etc.) even though the child is not ill. If the child is not immunised at all, parents need to provide an Immunisation Exemption Medical Contraindication Form signed by a doctor prior to enrolment.

It is the government regulation now, that children's immunisation records have to be printed or obtained from the Medicare Service Centre or website and a copy given to the Centre to be updated in their enrolment.

## **MEDICATION**

Written permission is required for the administration of medication and this is done via the medication book stating correct dosage, time/s to be given and manner in which the medication needs to be administered. Medication must be supplied in the original container. If parent's instructions differ from what is on the container, a doctor's letter will be required, otherwise the instructions on the container will be followed.

In case of an emergency, authorization by the parent/guardian for the administration of medication such as Panadol may be given verbally or over the phone, but must be followed up with written confirmation as soon as possible.

## **SMOKING**

Lighthouse Christian College is a smoke free environment.

## **SUNSCREEN**

Sunscreen (30+) needs to be applied on your child before coming to the ELC on a daily basis in Terms 1 and 4. Your child will be given another application before going outside with sunscreen supplied by the Centre. However, if your child has a sensitive skin type, you may supply your own and it will be kept at the ELC. Please make sure it is clearly marked with your child's name and inform staff of its presence. Written authorisation for staff to apply sunscreen on your child will be required.

## **EXCURSIONS/INCURSIONS**

One of the advantages of being a part of the Lighthouse Christian College is that from time to time activities are happening that are suitable for the students of the Lighthouse Early Learning Centre to attend. These may range from building projects on the property that can be incorporated into the ELC Program, the visit of a travelling farm or concert. In order to take advantage of these events, you will be asked to sign a permission form that will cover events on the property for the entire year. Such activities will only happen under the following understanding:

- a) The students will not leave the grounds of Lighthouse Christian College, 927 Springvale Road, Keysborough
- b) Appropriate student/staff ratios will apply at all times.
- c) Should any cost be involved, prior notice will be given.

For any excursion that leaves the property, a notice will be sent home to parents approximately 2 weeks prior and will include details of the date, proposed destination, method of transport, activities and number of staff to accompany and supervise the students. Parents are required to sign a consent form to authorise their child to attend. Students will not be allowed to participate in the excursion unless written consent has been given by a parent/guardian. If there is no consent, the child is not to attend the ELC that day as there will be no staff on the premises.

## **DISCIPLINE POLICY**

The ELC will endeavour to prevent possible situations occurring by directing students to a variety of activities to deter them from potentially inappropriate behaviour, and reinforcing appropriate behaviour by words of encouragement i.e. "well done".

Discipline will differ according to a student's age and level of understanding. However, under no circumstances will a student be subject to any form of punishment which is humiliating, degrading or frightening.

Every student is valuable and students who are corrected will be made to feel loved and valued. We believe that inappropriate behaviour should be corrected in such a way that the process will not crush a student's identity. Inappropriate behaviour must be separated from the student's identity hence, the student perceives that it is the inappropriate behaviour that is unacceptable, but the student him/herself is valued, loved and accepted. Under no circumstances will a student be told that he/she is naughty or not good.

We aim to provide a comfortable and safe environment where a student is not made to feel embarrassed or afraid when they are corrected for inappropriate behaviour. When appropriate and depending on the student's age and level of understanding, a student may be separated from the group and corrected accordingly, thus avoiding any embarrassment for the student by being corrected in front of his/her peers.

If the situation of disciplining a student becomes a problem, then the student's parent/guardian will be notified.

If, as a parent/guardian, you have any suggestions or concerns about the way your student is disciplined in this centre, please don't hesitate to speak to the teachers.

## **EMERGENCY DRILL**

In the event of an emergency requiring evacuation or lock down, e.g. fire, students will be directed by the staff through the appropriate emergency procedures. Staff will ensure that all students are accounted for and are kept safe.

Both students and staff need to be aware of the correct evacuation procedure in the event of an emergency. Evacuation and lock down drills are held to reinforce this and to be better prepared should a real emergency arise. Copies of evacuation procedures and plans are pinned up in the class room.

## **READINESS FOR SCHOOL**

The ELC teachers are constantly observing each student in all areas of development and make assessments with parents of their 4year old's readiness for school the following year. If you have any queries relating to your child's readiness for school, please feel free to make a time to talk to the ELC teachers.

## **TRANSITION TO PREP**

During Term 4, schools run transition programs to orientate the incoming Prep students for the following year. Parents of those moving to other schools for Prep are asked to inform us of their relevant transition programs in order to assist and support your child in any way possible. Parents wishing their child to go on to the Lighthouse Prep class will need to first complete an Enrolment Application form, be interviewed and accepted. Parents will then be informed of the date for the Prep orientation visit. **Please note that our ELC students do not automatically move on to Lighthouse Prep, but must go through the application process.** In November each year our new Prep students for the following year are invited to attend a morning or afternoon session in one of the Prep classrooms. They are able to meet the Prep teachers, spend time with other new Preps, and participate in some typical Prep activities. Prep orientation helps the child to look forward to attending school with positive anticipation, and makes the transition smoother and more enjoyable.

## **PARENT HELP/VOLUNTEER IN ELC**

Teaching team welcome parents help in any way; such as reading, art and craft, preparing learning materials, gardening, excursion, knitting, etc. It is the government requirement that all parent helpers/volunteers need to obtain working with children check so that they are able to help out in classroom activities or during excursion with the children.

**LIGHTHOUSE EARLY LEARNING CENTRE  
2018 TERM DATES**

**Light Group (4 years old)**

	<b>START DATE</b>	<b>END DATE</b>
<b>TERM 1</b>	WED 31 <sup>st</sup> JAN 2018 (1/2 day)	WED 28 <sup>th</sup> MAR
<b>TERM 2</b>	WED 18 <sup>th</sup> APR	WED 28 <sup>th</sup> JUNE
<b>TERM 3</b>	WED 18 <sup>th</sup> JULY	WED 20 <sup>th</sup> SEPT
<b>TERM 4</b>	MON 9 <sup>th</sup> OCT	WED 6 <sup>th</sup> DEC

**Shine Group (3 years old)**

	<b>START DATE</b>	<b>END DATE</b>
<b>TERM 1</b>	THURS 1 <sup>st</sup> February 2018 (1/2) Day	THURS 29 <sup>th</sup> MAR
<b>TERM 2</b>	THURS 19 <sup>th</sup> APR	FRI 28 <sup>th</sup> JUNE
<b>TERM 3</b>	THURS 19 <sup>th</sup> JULY	FRI 20 <sup>th</sup> SEPT
<b>TERM 4</b>	THURS 11 <sup>th</sup> OCT	FRI 6 <sup>th</sup> DEC

**PROGRAM TIMES**

**LIGHT GROUP 1** - Monday, Tuesday, Wednesday – 9:00 am to 3:00 pm

**LIGHT GROUP 2** - Wednesday, Thursday, Friday – 9:00 am to 3:00 pm

**SHINE GROUP 1** - Thursday & Friday – 9:00 am to 3:00 pm

For the first week in Term 1; students will be attending for half day Kindergarten only. This is for the students to gradually get used to the change in their daily routines and familiarise with the new environment, adults and peers.



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