Our Program
The ELC program is beginning the process, along with the College, to offer the highly regarded International Baccalaureate (IB) Primary Years Program (PYP). Within the ELC program, children are challenged to investigate ideas and develop understandings under the umbrella of a minimum of four broad based themes which are addressed at each year level of the PYP and considered ‘essential in the context of a program of international education’. The principles, practices, pedagogy and learning outcomes of the Early Years Learning Framework for Australia are beautifully interwoven with our IB framework resulting in an exciting and vibrant child-centred, play-based inquiry curriculum.

Session Times / Days
Encounter Lutheran ELC operates Monday to Friday each day during School terms. The Centre operates from 8:30am - 3:00pm. After School Care is available between 3:00pm - 5:00pm each day. In the school holidays a “Holiday Care Program” is available, this program operates in the ELC from 8:30am to 5:00pm daily.

The service is open 48 weeks of the year and is licensed for a maximum of 29 children per session.

Our School Connection
Along with the convenience of being connected with the College, the ELC also offers:
- Visits to the College Library for story time and an opportunity to borrow books
- Use of College play space/gym facilities
- College big buddy time
- Specialist teacher access and expertise
- After School Care program

Reception Transition
- An additional benefit for your child will be the seamless flow on to College entry. Being ‘next door’ to the reception classes will enable frequent interaction and sharing.
- The initial friendships children form will be maintained throughout the child’s education.
- Your child will be acquainted with the reception classrooms and staff. College entry will be a natural continuum of the nurturing Christian care that is experienced at the Early Learning Centre.

Eligibility
Encounter Lutheran College ELC offers a program in Christian Education to all applicants provided that:
- Parents/Carers support the stated aims of Encounter Lutheran College.
- Adequate vacancies and resources are available.

Preference may be given to children who are enrolled to commence schooling at Encounter Lutheran College or currently have a sibling at the College, children whose family are practising Lutherans and children who are 4 years of age. It is expected that all children attending the centre are fully toilet trained.
Priority of Access
To ensure that the centre adheres to the guidelines issued by the Australian Government, priority of access will be given according to children falling in the following categories:

Priority 1: A child at risk of abuse or neglect
Priority 2: A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the New Tax System (Family Assistance) Act 1999
Priority 3: Any other child. As stated previously children already enrolled in the College will have priority.

Within the main categories, priority is also given to children in:
- Families with low income
- Aboriginal or Torrens Strait Islander Families
- Parents or children with disabilities
- Families from non-English speaking background
- Single parent families
- Socially isolated families

Enrolment Procedure
- Applications for enrolment are received at any time.
- A non-refundable enrolment fee of $30 (including GST) is payable on application. The payment of this fee does not guarantee enrolment.
- It is suggested that parents send application forms to the school well before the date of admission, as places are limited.
- An interview with the Coordinator or Principal is arranged.
- Parents are informed as to the acceptance and session times during the term before their child is due to commence at the ELC.
- We strongly recommend an enrolment of two to three days per week. This provides continuity and is in the best interests of the child’s wellbeing.

Bond

Fee Structure

<table>
<thead>
<tr>
<th>Service</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day</td>
<td>8:30am - 3:00pm</td>
<td>$73.50</td>
</tr>
<tr>
<td>Day + After School Care</td>
<td>8:30am - 5:00pm</td>
<td>$89.50</td>
</tr>
<tr>
<td>School Holiday Care Program</td>
<td>8:30am - 5:00pm</td>
<td>$48.00</td>
</tr>
<tr>
<td>School Holiday Care Program</td>
<td></td>
<td>$63.00</td>
</tr>
<tr>
<td>Excursion/Incursion</td>
<td>8:30am - 5:00pm</td>
<td></td>
</tr>
</tbody>
</table>

Fees for the first week’s attendance is due and payable prior to the first day of attendance at the centre and thereafter your account should be kept in advance. This payment forms your bond. The bond is credited to your final account when you conclude care.
Child Care Benefit
The Early Learning Centre is an approved long day care service. Contact the Family Assistance Office on 136 150 to apply for the Childcare Benefit and/or Childcare Rebate.

Paying Accounts
Accounts will be emailed out weekly. Payments can be made by cash or cheque and paid at the College Office. All cheques are to be made payable to “Encounter Lutheran College”. Payment plans can also be made by direct debit, credit card or directly depositing funds into the college bank account by arrangement with the Early Learning Accounts Officer.

Arrival and Departures
On arrival, sign the attendance sheet, including the time of arrival. If someone other than a parent is collecting your child, please let a staff member know and fill in the appropriate section of the attendance sheet. When collecting your child please sign the Attendance sheet, including the time of departure. Children will not be released into the care of anyone unknown to the staff without prior notice from parents.

Remember
- Please collect your child promptly after a session as children can become upset when parents are late.
- If your child has not been collected by 3:00pm they will be signed into After School Care and the appropriate fees will apply.

Starting at the ELC
Your child may feel somewhat anxious about beginning in a new environment. Some children take longer than others to settle, and however much your child may be looking forward to attending the ELC, it will be a new experience. Your child may even begin happily but have anxious moments a few days later or even after several weeks. This separation/change of routine is a major step in your child’s life. Rest assured that the ELC staff are committed to making your child’s transition as smooth as possible. Each session begins with free play so that you may remain with your child and help them settle on a chosen activity. Please speak to a staff member if you have any concerns about your child and his/her needs.
A few important points…

- Never leave without telling your child you are going; your child needs to know that he/she can trust you.
- Please inform us of any significant events that may affect your child’s behaviour or emotional well-being.
- You are welcome to enter the Centre at any time to observe your child and view the program in operation.

Toileting
It is a pre-requisite of commencement at the Centre that a child is fully toilet trained. (Pull ups are not able to be used at the Centre). Parents should indicate if their child has a medical condition which makes this requirement difficult or impossible.

What will my child need to bring to a session?

- Fresh or dried fruit for their morning and afternoon snack. ELC staff will be more than happy to cut/peel fresh fruit for your child (no cakes, biscuits, sweets or nut products).
- A drink bottle with your child’s name on it filled with water only
- An Encounter Lutheran College bucket hat with your child’s name on it for outside play (see uniform). Hats must be worn everyday throughout Term 1 and 4 when outside. Our Policy is “No hat, no outside play/activities Term 1 and 4”. We ask that you help your child to remember to bring their hat each session.
- A set of spare clothes in a case of accidents. Preferably the uniform or navy pants and a red top to correspond with the uniform.
- Sunscreen should be applied before coming to the ELC. Sunscreen will be reapplied by the ELC staff for the afternoon session. If your child has sensitive skin, you will need to supply named sunscreen.
- For those children requiring a rest time during the afternoon sessions, bedding (including a set of sheets, small pillow & blanket) will need to be provided.

Please remember to clearly label all of your child’s belongings, even socks! Toys from home should not be brought to the ELC, as they can become lost or broken.

An important aspect of the program is the development of gross motor skills. This is enhanced with clothing that suits the physical activities of jumping, climbing, crawling, hopping, skipping and running in the daily program and free play time. The uniform complements the existing Encounter Lutheran College uniform while maintaining a sense of uniqueness within the school. The children practise their sports skills daily in the Kondole Centre each afternoon.
The Early Learning Centre uniform is **compulsory** and consists of:

**Boys and Girls:**

**Summer** – College or navy blue sports shorts and red short sleeved polo shirt with ‘Encounter Lutheran Early Learning Centre’ logo and sandshoes with white socks or navy sandals.  
**Winter** – College or navy blue track pants and navy blue polo fleece with ‘Encounter Lutheran College’ logo and sandshoes with white socks.  
**Navy ‘Encounter Lutheran College’ bucket hat is mandatory.**

The Early Learning Centre uniform is based on the College Sports Uniform.

The **Uniform Shop** opening hours are:
Tuesdays and Thursdays 8:15am - 9:30am and 2:30pm - 3:30pm.

**Encouraging Healthy Eating (snacks and lunch boxes)**
The ELC has a Healthy Eating policy. Please make sure the food you supply is nutritious and healthy. The ELC is a nut free Centre. Some children at the Centre may have severe allergic reaction to nuts/nut products. It is vitally important that no products containing nuts are brought into the Centre e.g. peanut butter, Nutella, muesli bars, sesame seed rolls, etc.

Children are only permitted grated carrot at the Centre as carrots can pose a choking hazard to children.

Please inform the staff if your child has a special dietary requirement or a food allergy. Please make sure your child has a piece of fruit for each session.

Parents will need to supply lunch for the day. Again we ask that a healthy, nutritious lunch is packed (no sugary foods please). Please note that all religious and cultural dietary needs will be respected.

Please ensure your child has a clearly named **water** bottle each day.

**Medication/Illness**

Parents whose child needs oral medication administered throughout the day need to deliver the medication accompanied by written and signed instructions from a medical practitioner to an ELC staff member on arrival. Please note that analgesics, including painkillers such as Panadol or aspirin products, will not be provided by the Centre. If your child develops headaches or other pains, you will be contacted as soon as possible. Please do not send a sick child to the Centre. If a child vomits in the morning before a session or the previous night, please keep them home for the day even if they want to come! Thank you for your understanding.
Absences
Please inform the ELC when your child will be absent. You may ring or text the ELC mobile phone on 0419 414 298. It may also be important that we know why your child is absent. We also need to record the reason for your child’s absence for the child care benefit as it can affect your rebate.

Parent Participation / Volunteer
Parents are welcome and encouraged to be involved at the ELC. Helping at the Centre is a great way to get to know the staff and find out just what your child is doing! You may like to help out in one of the following ways:
- Work with the children (e.g. Share your special interest, occupation or hobby)
- Help with small group projects
- Help prepare teaching materials

All people working and volunteering in the Centre are required to have a Police Check and attend a volunteer training workshop with the College Principal. This is free of cost for all volunteers. Please check at the College office for current procedures.

Behaviour Development Policy
At Encounter Lutheran, behaviour management is based on four guiding principles:
- We care for each other
- We work well together
- We act safety
- We look after property and equipment

Where a child’s behaviour falls outside of these principles, a gentle reminder will be given and logical consequences will follow where necessary. We may also let you know when this happens so that you are able to follow up and talk about this with your child if/when necessary.

Remember
Please come and talk to us if you have any concerns about your child’s behaviour/interactions with others. A full copy of our Behaviour Development Policy is available for your perusal in the Centre’s policy folder.

Please feel free to ring the Centre to ask any questions, at any time!

ELC Mobile Phone number : 0419 414 298
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