



# ELC

Family Induction | Adelaide Hills





# King's Baptist Grammar School

## **Visio Fidei**

Our Vision of Faith provides excellence in teaching and learning that empowers individuals to partner with families. We believe we are uniquely positioned to partner with families to enhance our students' growth and wellbeing, equipping students for a diverse range of pathways in life. Our unique strength and quality comes from the way we unearth passions in our students lives, creating opportunity for people and families to do life better, together.

## **Our Purpose**

To live out our Vision of Faith, providing excellence in teaching and learning that empower individuals in partnership with families.

## **Our Mission**

To steward the time given to us to champion resilience, opportunity and an enduring sense of hope, delivering child-centred learning through innovative programs in partnership with the King's Community.

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### From the Director

## Nurturing Creativity, Curiosity and Lifelong Learning

At King's, we embrace the Reggio Emilia approach to learning—an educational philosophy that values the innate creativity, curiosity, and capability of every child. We believe children are natural learners who construct their own knowledge through active exploration and meaningful experiences. Our goal is to create an environment that fosters inquiry, collaboration, and self-expression, nurturing confident, engaged, and compassionate young learners.

In our Reggio Emilia-inspired classrooms, your child will discover a rich array of materials carefully chosen to stimulate their senses and ignite their imagination. From natural elements such as clay, stones, and plants, to art materials, mirrors, and light panels—each space is intentionally designed to inspire creativity and evoke a sense of wonder.

Our passionate educators act as facilitators, collaborators, and co-learners alongside your child. We listen attentively to children's ideas, questions, and thinking—guiding them on a path of discovery as they explore the world around them. Through inquiry-based learning, your child is encouraged to investigate, problem-solve, and reflect, building a strong foundation for lifelong learning.

Families are an integral part of our Reggio Emilia-inspired community. We warmly invite you to take an active role in your child's learning journey. Your insights and perspectives are invaluable, and through open communication and collaboration, we can form a strong partnership that supports your child's growth, development, and wellbeing.

It is a joy and a privilege to witness the growth and transformation that unfolds within our learning environment. Together, we will celebrate the joy of learning, embrace diversity, and nurture a deep respect and empathy for others.

Let's begin this remarkable journey together—unlocking the endless possibilities that lie within each of our King's Early Learners.

### **Belinda Coombs**

Director of Early Learning | Adelaide Hills & Wynn Vale

# Belonging, Being, Becoming: The Early Years Framework

Alongside the founding Vision of Faith upon which King's Baptist Grammar School was established, King's Early Learners is deeply aligned with the school's FISHER Principles. This acronym stands for Fairness, Integrity, Service, Humility, Excellence, and Respect and Responsibility. These values underpin everything we do. We intentionally encourage and model these principles with our children by aligning our practices to:

## **The National Quality Framework (NQF)**

The National Quality Framework (NQF) was introduced by the Australian Government to raise the standard of education and care across all early childhood services in Australia. It provides a national approach to regulation, assessment, and quality improvement in early learning environments.

The NQF includes the following key components:

- **The National Quality Standard (NQS):** Sets the national benchmark for the quality of education and care services.
- **Assessment and Rating Process:** Evaluates services against the NQS to ensure continuous improvement.
- **Regulations:** The Education and Care Services National Law and National Regulations set legal requirements for service providers.
- **ACECQA:** The Australian Children's Education and Care Quality Authority guides implementation of the NQF and supports services in achieving high-quality outcomes for children.

## **The National Quality Standard (NQS)**

The NQS has 7 quality areas and within these there are 18 standards and 58 elements. Early Childhood Centres are assessed against this standard.

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and Leadership

The program will be developed from the children's interests and the intentional teaching of staff.

## **Early Years Learning Framework**

The Early Years Learning Framework (EYLF) is the Australian Government Framework. This document was developed to acknowledge the importance of the early years of life. This is not a prescriptive curriculum but some principles, practices and outcomes that are used to guide the development of programming and planning cycles. These programs are connected to the children's individual and group interests, strengths, needs, and are also specific to our particular context. Children's neurological pathways multiply and develop faster in the first five years than at any other time. The framework will be used to assist educators to develop quality educational programs.



# The Five Outcomes

## 1. Children have a strong sense of identity

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

## 2. Children are connected with and contribute to their world

- Children develop a sense of connectedness to groups and communities, and an understanding of their reciprocal rights and responsibilities as active and informed citizens
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

## 3. Children have a strong sense of wellbeing

- Children become strong in their social, emotional and mental wellbeing
- Children become strong in their physical learning and wellbeing
- Children are aware of, and develop strategies, to support their own mental and physical health and personal safety

## 4. Children are confident and involved learners

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

## 5. Children are effective communicators

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



# Other Pedagogical Influences

A major influence will be the documented work of the educators from the city of Reggio Emilia in Italy.

## The Reggio Emilia-inspired Approach

Reggio Emilia has worldwide acclaim and has influenced the work of thousands of teachers, educators, and researchers on all continents. Its influence is more than the Early Years (birth to 8) of life and has had far-reaching impact in all areas of education.

Due to the Reggio Emilia-inspired approach, we will:

- Promote a strong and positive image of children, advocating for their rights both as citizens and to realise their own potential
- Assist children to accept their responsibilities as members of the community
- Value relationships that promote collaboration and communication with and between children, parents and staff
- Provide an environment, the third teacher, which will stimulate, challenge and provoke children's thinking
- Reflect the children's interests and provide opportunities for different learning strengths to be developed and areas requiring support to be given appropriate attention
- Encourage children to participate in research projects which will provoke them to theorise, analyse, reflect, revisit, and interpret
- Provide fun, joyful and enriching learning experiences
- Value children as individuals and group members and be inclusive of differences

- Provide small and large group experiences that will provide complex cognitive problems for children to solve, enabling persistence and motivation to develop
- Encourage the active participation and involvement of parents
- Document the children's learning experiences in order to make their learning visible
- Encourage reflection and research for staff, children and parents



Scan here to discover more about Carla Rinaldi who is the President of Reggio Children.



Scan here for further information on the Reggio Emilia-inspired Approach

King's Baptist Early Learners will include elements of the Nature Play movement from Scandinavia, Forest Schools of Scotland, and Bush Kindy from Australia. We also use the inquiry project-based learning approach to guide children's learning.



# Important Information Prior to Your Child Commencing



# Policies, Procedures & Required Forms

There are a number of policies and procedures that have been developed. These are reviewed and updated regularly to comply with the National Law and Regulations concerning Early Childhood Education.

A hard copy of these policies is available in the King's Baptist Early Learners foyer. Please familiarise yourself with these policies and procedures and if you have questions please ask the ELC Director for clarification or to make suggestions for consideration.

A few of these policies include such wide-ranging areas as:

- Child Safe Environments
- Continuity of Education and Care
- Bush Kindy
- Health, Hygiene and Safe Food
- Food, Nutrition, and Beverage
- Education, Curriculum, and Learning
- Emergency Management and Evacuation
- Environmental Sustainability
- Excursions
- Grievances
- Incident, Injury, Trauma and Illness
- Infectious Diseases
- Medical conditions
- Privacy and Confidentiality
- Work Health and Safety

## ELC Attendance

Your child will be enrolled in the King's ELC on your chosen days for 50 weeks of the year, from 8:30am-3:30pm. If you require long day care, the Centre is open from 7:00am-6:00pm, Monday-Friday.

The ELC will close for two weeks over the Christmas and New Year period. Fees only apply to your allocated days in the school holidays (whether your child attends on those days or not), but are not charged for the two weeks the centre is closed over the Christmas break or for any public holidays.

## Enrolment Withdrawal Policy

One full term's notice is required in writing to conclude/withdraw my child/ren's enrolment. A failure to satisfy this requirement will result in the liability for one term's fees. Parents will also be responsible to pay all costs associated with the collection of overdue accounts.



# Health & Medical

## Medical, Support & Allergy Information

If your child has a medical condition that requires a Medical Action Plan, has additional needs supported by an NDIS plan, or has food allergies or intolerances, you will need to provide this information before your child commences at the Centre. Please also ensure any updates to these plans or conditions are shared with us as they become available.

## First Aid

If your child experiences an incident, injury, trauma or illness while at the Centre, a record will be completed as required. As a courtesy, we will contact you by phone or message if your child sustains any kind of head injury during the day.

## Illness

If your child is showing any signs of illness before coming to the Centre, we ask that you please keep them at home for the day and notify the Centre of their absence. Children who have experienced vomiting or diarrhoea must remain at home for at least 24 hours after the last episode to help prevent the spread of illness. If your child contracts an infectious disease, please inform the Centre as soon as possible and consult your GP regarding the recommended exclusion period.

If your child becomes unwell while at the Centre, you or your nominated emergency contacts will be called. To ensure the health and wellbeing of all children and staff, unwell children must be collected within one hour of contact.

## Immunisation Requirements

The Immunisation Act states:

- An early childhood service must not enrol a child if all immunisation requirements are not met
- A child cannot attend an early childhood service if all immunisation requirements are not met
- Early childhood services must keep a current copy of an approved immunisation record for each child enrolled in, or attending that service
- Approved immunisation records must be supplied by parents/guardians to the early childhood service at specified times

Therefore, parents are required to provide up-to-date Medicare Immunisation History Statements as they become available. These can be easily accessed via

your myGov account or directly through Medicare. Copies should be emailed to the ELC as needed.

Please note that in accordance with the Immunisation Act, if current immunisation records are not provided in a timely manner, your child may not be able to attend the ELC until the required documentation has been received.

## Over the Counter (Non-Prescription) Medications

King's Baptist Early Learners does not administer over-the-counter medication unless it has been prescribed by a medical practitioner. This is because such medications can mask symptoms of more serious conditions, and our educators are not qualified medical professionals.

Paracetamol will only be given to a child if we have written authorisation from a parent or authorised nominee. We are unable to administer paracetamol based on verbal permission over the phone. If your child has a high temperature or you're concerned about their health, we recommend contacting your medical practitioner or, if necessary, calling emergency services for advice.

All medication must be handed directly to an educator upon arrival and must not be left in your child's bag. Auto-injection devices (such as EpiPens) and asthma puffers will be stored securely and out of reach of children in their learning spaces. All other medication will be stored according to the instructions provided, including refrigeration if required.

## Sunscreen

When the UV rating is above 3, sunscreen will be applied 20 minutes before outdoor play, and reapplied every two hours as needed. Children will be encouraged to apply sunscreen independently, with the support of staff.

If your child has sensitive skin and you would prefer a specific sunscreen, please provide it when your child begins at the Centre. This sunscreen must be unopened and clearly labelled with a pharmacy label, including your child's name.

Children are also required to wear clothing that covers their shoulders - singlet tops or vests are not suitable - and must wear the uniform hat when playing outside.

# Child Care Subsidy



To apply for the CCS please register online via Centrelink through MyGov.



Please ensure you are registered with Centrelink and issued with a Customer Reference Number (CRN) for yourself and each child attending the ELC.

If eligible, the Child Care Subsidy will be paid directly to King’s Baptist Early Learners, as your approved child care provider, to reduce the fees you pay. Information about the Child Care Subsidy for new families is available from the Department of Human Services.

**Important:** Please ensure the correct parent or guardian is listed as the Primary Carer on your Child Care Subsidy claim. This should match the Primary Carer recorded with Centrelink, as this person will receive the subsidy. If the details are incorrect, your family may be ineligible for the Child Care Subsidy or may receive a reduced amount.

### Xplor Enrolment

You will receive a link to complete your child’s enrolment through Xplor.

It’s important that all sections of the form are filled out in full and that the information provided is completely accurate.

Inaccurate or incomplete details may affect your Child Care Subsidy. Please also ensure the correct parent or guardian is listed as the primary carer, as this can also impact your subsidy.



## Daily Life at ELC



## A Day in ELC

Your child's Learning Community will work with them to support developing organisational skills to help them prepare for the day ahead.

King's Baptist Early Learners children are seen as competent and capable; therefore, please allow your child to carry and unpack their own bags and complete routine tasks independently.

A hug and kiss (or whatever your child's preferred affections are) are a lovely way to farewell your child. Whilst transition times can sometimes be challenging, establishing familiar and brief routines will help your child's day begin smoothly.



# Our Daily Schedule

While routines provide security and predictability, our program remains flexible to respond to children's interests, weather and special events.

7-8:30am	<p><b>Early Care</b> Centre opens for early arrivals Children and parents check in and enter the ELC Children are greeted by educators</p>
8:30-9am	<p><b>Classroom Entry</b> Classrooms open Children join their Early Learning Communities and greet their teachers</p>
9am-onwards	<p><b>Home Room Morning Meetings</b> Prayer and reflection Stories, songs, and discussions about ongoing investigations Transition into inside and/or outside learning opportunities</p>
Mid-morning Multi-purpose Room	<p><b>Healthy snack provided by the ELC</b> Learning continues and may include: Visits to the Library, Adventures to Bush Kindy, Bonfire (Chapel) Project work and explorations</p>
12:30pm	<p><b>Lunch</b> Children enjoy healthy lunches brought from home</p>
After Lunch	<p><b>Rest and Relaxation</b> Rest time suited to each child's needs: Some children sleep Others engage in quiet rest, individual activities, or small group experiences Sheets and blankets are provided and washed daily</p>
Learning Continues	<p><b>Learning Continues</b> Play-based and inquiry learning indoors and outdoors</p>
2:30pm	<p><b>Afternoon Tea</b> Nutritious afternoon snack provided by the ELC May include cooking experiences</p>
3:00pm-3:30pm	<p><b>Pack-Up and Farewell</b> Children participate in re-setting the environment and packing away materials Learning Communities meet to: Read stories Reflect on and share the day's learning Sing and say goodbye to those going home</p>
3:30pm-6pm	<p><b>Late Care</b> Children remaining later gather Inside and outside activities A late snack is provided for those staying until close</p>
6pm	<p><b>Centre Closes</b></p>

# Facilities

## Facilities

The ELC has an entrance foyer, a central learning place which includes the eating area, kitchen, art studio and gathering place, two Learning Community spaces, and toilets specifically designed for the children.

The outdoor learning environment is a space for exploration, where gardening and caring for the environment are encouraged. It features a creek with

a hand pump, a shaded sandpit, and opportunities for children to climb, swing and create. There are loose parts for construction, space for cubby building, and a variety of activities to explore.

Students visit the soccer oval beside the ELC, and go on excursions to Bush Kindy sites.

We also access the King's Baptist Grammar School Library, Multi-Purpose Room for Bonfire (Chapel), and other facilities as necessary.



# Opening Hours, Access & Sign In/Out

## Hours of Operation

The ELC is open from 7am until 6pm, Monday to Friday, for 50 weeks a year. Our staff will finish their duties and we ask for your cooperation in ensuring your child is picked up prior to this time.

## Booking Times

The Kindy Program runs from 8:30am-3:30pm. Any time prior to or after these hours will be considered early care (from 7am) or late care (until 6pm) and charged accordingly. Bookings for early and late care are required to ensure appropriate staffing

## Booking Changes

All changes to your child's booked days, including early and late care, must be submitted in writing via email and are subject to availability. If your requested changes are not immediately available, your child will be placed on a waitlist and we will contact you if a place on your requested day(s) becomes available. If you choose to reduce your child's days or bookings, fees will continue to apply for those bookings until the end of the term.

## Late Collection

Staff will remain with your child for a maximum of 30 minutes after closing. During this time every effort will be made to contact you and other authorised people on your enrolment form. In the event that this is unsuccessful, the Department for Child Protection will be contacted for advice and then the Police will be called. A late collection fee of \$50 will apply, which may be waived at the Director's discretion.

## School and Public Holidays

King's Baptist Early Learners is open throughout the school holidays, with the exception of an approximate two-week closure over the Christmas and New Year period. The centre also closes for one day during the Term 2 school holidays (typically in early-July) for staff professional development. Fees apply to your child's allocated days during the school holidays, regardless of attendance, but are not charged for the two-week Christmas/New Year closure or the one-day July closure. King's Early Learners does not charge for public holidays.

## Commencement in the ELC

New children will begin at the ELC at the start of either Term 1 or Term 3, depending on their intake point. Children may commence if they have turned three years of age before the start of the term, or within the first three weeks of the term's commencement.

Children continuing in the ELC have the option to attend during the January school holidays, once the Centre reopens after the Christmas/New Year break. Please note that fees for continuing enrolments apply from the date the ELC opens, regardless of whether your child attends during this holiday period.

## Parking

Parking is available in front of the main entrance to the ELC. You will need to use your FOB to gain entry to the building outside. FOBs allow access to the centre until 6pm; if late, the doorbell will need to be used.

## Arrival and Departure

On arrival, please enter through the entrance foyer and sign your child in at the iPads located near the entrance desk *before* walking them into the Centre. At the end of the day, please enter the Centre, collect your child, and then sign out using the iPads *after* your child has been collected.

It is a legal requirement that these records are kept to ensure your child's safety. If there is an unexpected change to these arrangements, please phone or email the ELC. These records also help us ensure that all children who should be present are safely accounted for.

## FOB Access for ELC Families

To ensure the safety and security of our Early Learning Centre, all new families are required to purchase a security FOB for access. Each FOB is \$20, and they are issued to parents or caregivers only. Prior to your child's commencement, you will be asked how many FOBs you would like to purchase - typically one for each parent or regular caregiver. If a FOB is lost, please notify the ELC immediately. Replacement FOBs can be purchased for \$20 each.

## Keeping our ELC Safe

It's important that the entry doors are always securely closed behind you when entering or exiting the Centre. While the doors are fitted with automatic closers, we kindly ask that you check to ensure they have fully shut. This is a key part of keeping all children safe throughout the day.

For the safety of all children, we ask that only adults press the green button to exit the ELC and that the door is not held open for others when entering or exiting the building. This helps ensure that no child exits the ELC unsupervised.

# Who May Collect My Child?

Children will only be released into the care of a person who is authorised by the parents.

Parents need to register the details of authorised persons on Xplor. Proof of identity will be sought if this person is not familiar to ELC staff. Children will not be released into the care of an older sibling who is under the age of 18.

# What Do I Bring?

Packed into a small backpack that your child is able to carry would be:

- Set of spare clothes, particularly spare underwear, socks, pants, skirts or leggings (this does not need to be a spare uniform)
- Water bottle
- Lunch box or lunch bag (stored in the fridge and distributed at lunchtime)

Please ensure that ALL items are clearly labelled and that the water bottle and lunch box/bag are the type that your child can easily open.



# Food & Uniforms

## Food

Morning and afternoon tea will be provided each day, and children will need to bring their own packed lunch with as much fresh and unprocessed food as possible. “Nude” food (unwrapped, waste-free) is encouraged for both health and environmental reasons. Please keep “sometimes foods” to a minimum.

Children will not be forced to eat their food, but will be encouraged to do so. All leftover lunches will be sent home so that you are aware of how much lunch was eaten. Due to the prevalence of specific food allergies amongst the children, sharing of lunches will not be permitted.

Morning and afternoon snacks will include items such as fruit, vegetables, yoghurt, cheese and biscuits, and some cooking. Children with food allergies will be catered for by having particular recipes that meet the needs of those children. This way they can be actively included.

We are a “nut aware” Centre. This means that while we do not explicitly ban foods containing nuts or other allergens, we take active steps to reduce the risk of exposure for children with allergies. Families are asked to be mindful when packing food for their child. If a child in your child’s Learning Community has a diagnosed allergy, particularly one that is life-threatening, we may request that certain foods not be brought into that space to help keep everyone safe.

## Uniforms

Due to stock availability and appointment scheduling, we recommend waiting until Term 4 in the year prior to your child’s ELC commencement to visit the uniform shop. Uniforms availability cannot be guaranteed before this time.



# Transition & Family Support



# How Can My Child Prepare?

Before it is time to commence at the ELC, there are a few possibilities for you to consider: Attend scheduled transition visits.

- Relate everyday experiences to life at ELC.
- Practise skills at home such as opening their lunch box and drink bottle.
- Speak positively about all of the wonderful things they are able to explore at the ELC.
- Introduce them to other children. Coming along to the Playgroup might be one way to meet others who are joining the ELC.
- Talk about your goodbye routine in preparation for starting at the ELC. Encourage a quick kiss or hug goodbye.
- Read stories about children starting at school or pre-school. Try your local library to find some helpful ones.
- Chat about any worries or anxieties that your child may have.

## Toileting

Children are expected to be toilet trained prior to commencing at the ELC. We understand that some children may have additional needs or developmental delays that impact this process. If your child is not yet toilet trained due to a medical or developmental condition, an incontinence plan must be completed with your doctor before starting. You will also need to provide unopened packets of pull-ups and spare clothes.

If your child has more than three wet accidents in a day, or soils themselves and requires bathing, staff will put them in a pull-up for the hygiene and wellbeing of all staff and children, and you will be contacted and asked to collect them within one hour. An incident report will be available for you to sign at pick-up.

While staff will support your child as appropriate during their toilet learning journey, please note that we are unable to implement toilet training strategies such as reward charts or scheduled toilet times. The ELC does not have the facilities for regular nappy changes or bathing. Staff will always do their best to clean your child after an accident, but your support, preparation and cooperation are essential.

# How Do I Gain Feedback on My Child?

There are formal and informal procedures designed to keep you informed on your child's learning and development. These include:

- Informal conversations and discussions
- Children's and teachers' work observations are available in the Learning Communities' floor books.
- Parent-Teacher interviews
- Formal reports that follow the School reporting cycle via SEQTA, sent at the end of each semester
- Communication updates through email and the Xplor app
- School updates through the King's App
- Weekly King's Community eNewsletter
- Centre floor books are available on-site with weekly updates and can be found near the entry door

# Connection to Wider King's Community

## Buddy Program

ELC and Big School Buddies will partner together to learn, play and grow.

ELC children will join the school for Bonfire (Chapel) services on Friday mornings during the School term. We may also join them, or share, an incursion such as a performance or visiting animals.

## Yearbook

The King's Baptist Grammar School yearbook is not included in ELC fees. In your pre-commencement induction form, you will be asked if you would like to purchase a yearbook at a cost of \$25 each. Families who wish to purchase the yearbook will then be asked to make an online purchase.

## Playgroup

Playgroup is a creative and gentle environment created for you and your special little people, aged 0 to school age. It is a time where parents, carers, babies and young children come together in a relaxed environment to socialise and engage in stimulating play.

Both adults and children love attending regular playgroup sessions (some say it's the highlight of their week)! It's a great time to make friends and share experiences of caring for your little ones while your kids play in a safe and fun environment.

The play space, activities and toys are set out to allow children to choose, experience and learn at their own pace with you present to lend a helping hand. The Playgroup program is organised and planned by the ministry team at Hills Baptist Church

Playgroup is run throughout the school term on **Thursdays** from **9:30am-11:00am** in the **Junior School Multi-Purpose Room**.

The cost is \$2 per family. Please bring a piece of fruit to share at fruit time.

Bookings are not essential and we would love to see you. For more information please visit [hillsbaptist.com/hobbies](http://hillsbaptist.com/hobbies) or contact Marion on 8339 1243.



# Sharing Your Contact Details

Throughout the year, children often enjoy celebrating birthdays with their friends, and it's common for families to share party invitations within the ELC community. To help make this process easier, you may choose to have your contact details shared with other ELC families. This enables parents to connect directly when planning celebrations or organising invitations.

As part of your pre-commencement induction form, you'll be asked whether you consent to having your details shared with the ELC parent community. This information will only be provided at the request and discretion of ELC staff, and always with the intention of supporting positive connections between families.



## King's Baptist Grammar School



### **Adelaide Hills Campus**

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### **Wynn Vale Campus**

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Wynn Vale SA 5127

8289 0222  
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**better,  
together**