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The Peter Toms Early Learning Centre was rated as Exceeding the National Quality Standard in all 7 Quality Areas by the Australian Children's Education & Care Quality Authority

Grosvenor Street
Brighton, Victoria 3186

Director, Nominated Supervisor and Educational Leader: Amelia Barrow
Email:



Introduction



Operating hours

The Peter Toms Early Learning Centre offers Long Day Care for 48 weeks, and Long Day Care for 38 weeks which the boys can access care from 7.30am – 6.00pm. Our Program Only enrolment is based on the Brighton Grammar School term dates as follows for 2024:



Program Evaluation

Individual child evaluations will take place in the allocated planning sessions. Group plans will be evaluated by staff on a daily/weekly basis and will be displayed in the reflection journal. As we are incorporating an emergent curriculum, modifications and extensions can be made at any time during the fortnightly plan. The effectiveness of the programs will be continually evaluated on the following criteria:

- x achievement of goals – individual and group
- x suitability of resources
- x desired outcomes
- x review of goals
- x recording and evaluation of all experiences
- x children's responses to experiences
- x adults' responses to experiences
- x parent feedback

The planning process is a continual cycle and is a combined effort of staff, children and parents.

Specialist Classes

As part of our learning experiences, we offerd[ph .361 Td8 36 BDC7 Td-0.002 Tc 0.001)-6.4 (t)-1.,s()Tj-0.002 Tc 0.002 T-183

**Routines and procedures**

Routines are an integral part of daily programs and provide boys with a secure structure in which to learn. When formulating routines, consideration will be given to the child's developmental age/stage, and the needs of the child.

Rest time

This is a required component in our daily program which provides each boy with the opportunity to learn relaxation techniques that transform stress into vitality. It is not essential that your son goes to sleep, and they can

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Birthdays

Birthdays are a very exciting time for children, and the staff enjoy sharing these events with the boys. Due to our nut-free policy, we require that cupcakes or other cakes **do not** contain traces of nuts or sesame seed products. If your son is allergic to nuts, dairy or any other food allergy, we suggest you might like to bring along a 'treat' to be given to your son if he cannot eat the food provided.

Parent/Guardian involvement

The ELC recognises the time limits of parents and guardians but we do encourage a partnership between yourself and the staff members caring for your child. Your involvement in your child's life at the ELC creates wonderful benefits for you, your son and the Centre. Parents/guardians are most welcome to participate in parent activities, but please note you will require a current Working with Children Check – volunteer basis. Please let your son's teacher know if you are interested in participating in an activity.

Every year, the ELC hosts exciting events in which we invite you to join your son. These dates will be given to you at the beginning of each term. Other opportunities for involvement include assisting with excursions, attending parent meetings and information evenings, and becoming involved in the JPG events.

We also ask for continual feedback on your and your son's experience, in writing or verbally. We will email policy updates, procedural changes, health alerts, DEECD parent information and QIP progress to you and ask for your feedback.

At the beginning of the year, staff will host a parent information evening and discuss ways in which you can be involved in your son's learning.

Parent / Teacher communication

We strongly encourage you to make an appointment with the teacher, if there are any concerns or matters to discuss regarding your son. We are always happy to chat, but please understand that **drop off and pick up times do not provide you with a professional and**



Diversity and Inclusion Policy

We aim to have an Early Learning Centre where children can realise their full potential regardless of race, colour, or religion. To achieve this, the Centre will endeavour to ensure that:

- x Children recognise and appreciate the diversity of cultures within Australia by providing access to information about these cultures.
- x We plan programs that will actively attempt to counter much of the misinformation that can lead to racism and sexism.
- x We provide experiences that develop an awareness of Aboriginal and Torres Strait Islander heritage.
- x We encourage all persons to communicate respectfully with each other.
- x We ensure equality and a sense of belonging amongst all persons at the centre.
- x We develop guidelines
- x We recognise the values and differences of all persons.

Multicultural policy

Multicultural education will be introduced, where possible, through books, music and song, cooking, arts and crafts, clothing and play equipment. Parents from non-English speaking backgrounds will be encouraged to contribute knowledge of their culture to enhance the program. No activities at BGS ELC will contain negative or discriminating images of other cultures. We will:

- x Ensure that employees understand bilingual and multicultural issues.
- x Enlist the active support and participation of the School's ESL Department.
- x Encourage parent participation in the areas of language development and cultural awareness.
- x Encourage the maintenance and development of the primary language spoken at home.
- x Provide appropriate resources for staff, parents and children.
- x Advocate on behalf of bilingual families.
- x Encourage parents to contribute knowledge of their own culture, either through discussions, resources or materials.
- x Provide a variety of cultural choices of books, pictures, puzzles, stories, music, dancing, cooking experiences, singing, play equipment, and posters.
- x Celebrate festivals within the centre.
- x Encourage informal discussions with children about valuing and respecting differences in others.

Anti-bias and Non-sexist policy

Programs will be developed by staff that allow for positive experiences for all children, ensuring programs are not based on sexual stereotypes. The promotion of the equality of both men and women in traditional and non-traditional roles will take place. Children will be encouraged to express emotions and display affection.

At BGS we will:

- x Ensure that all children have equal opportunities to participate in all aspects of the program
- x Encourage all children to actively participate in a wide range of learning experiences and activities that are physically challenging and that encourage nurturing and caring roles.
- x Provide resources and materials (songs, books, posters, tapes, puzzles, etc.) that portray women, men, girls and boys in diverse roles.
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Illness

Where staff have a reasonable suspicion that a child is suffering from an illness or disease, BGS ELC reserves the right to require certification from a medical practitioner that a child is safe to attend the centre. In the case where a child has a condition or common infectious disease, as per the exclusion list from the Department of Education & Early Childhood Education, the child shall not be permitted to attend the centre.

Notwithstanding the above, children will not be allowed to attend the centre if, due to illness, they:

- x are unable to cope in a group situation or the childcare environment
- x require an unmanageable level of staff time
- x are, in the opinion of the First Aid Coordinator or Director, too unwell to attend the program

Management of illness

To ensure the best possible management in case of illness and to minimise the risk of cross-infection, parents are asked to advise the staff if their child is unwell. If parents notice any of the following they should take their child to a medical practitioner, to be advised whether there is any risk of infecting others. If any of the following symptoms are noticed by staff at the centre, they will contact parents or nominated contacts to collect the child:

- x Inflammation or sticky eyes i.e. conjunctivitis
- x Persistent green /yellow nasal discharge
- x Severe diarrhoea or vomiting
- x Unusual skin rashes
- x

**SunSmart practice**

From September through to the end of April, SPF30+, broad spectrum, water-resistant sunscreen will be provided

