



# Gilson College

## Early Learning Centre

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# Parent Information Handbook

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# Important contact information



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# Welcome

At Gilson College Early Learning Centre, we acknowledge the Traditional Owners of Country throughout Australia. We pay our respects to Elders past and present.

We would like to extend a warm welcome to your child and family. We hope that you have an enjoyable year with us, and

we are looking forward to the opportunity to work in partnership with you to help your child to learn and grow.

This handbook has been prepared to assist you with the transition to our centre for your child and family, and to explain how our centre operates. Please refer to this document for future reference.

Early Years Education is sometimes a child's first experience with the world outside the family network. We work towards ensuring a smooth transition, and welcome parent involvement in all aspects of the day-to-day functioning of the kindergarten.

We look forward to meeting and working closely with you in the best interest of your child, and invite you to take an active role at your centre.

Please take the time to read the information in this handbook. This will provide you with a range of basic information, and including a summary of some of the policies and procedures. Should you have any questions please do not hesitate to ask the staff.

*We wish your child and family a happy successful year!*





# Our philosophy

At Gilson College Early Learning Centre we focus on social and emotional development to support the children to be confident, involved opportunists.

We know we are all different, unique and individual, just the way Jesus made us to be. We celebrate and respect all people.

We are unique. We do many unique things like socialising with our peers, engineering and construction, music and movement, literacy, numeracy and exploring science and nature.

At Gilson College Early Learning Centre, we encourage children to take calculated risks led by curiosity. Our community connection with the College is an integral part of our programming for children as we support their transition to school and familiarity with the wider campus. We value family connections, collaboration and input into our program as we aim for Gilson College Early Learning Centre to be an extension of the family home.

At Gilson College Early Learning Centre, we believe the outdoor classroom holds large opportunity to allow children to explore various elements and environments, we believe all children learn different therefor we offer different learning environments to allow children to connect and contribute to their world.

At Gilson College Early Learning Centre, we believe in advocating a positive sense of self and community amongst children, families and staff. Holistic learning occurs as children and adults work in partnership respecting each other's values and beliefs.

We believe that an understanding of the world and ourselves is enhanced by an acceptance of the Holy Scriptures as a measure of reality and truth.





# Priority of Access

All enrolments received by Gilson College Early Learning Centre will be accepted in accordance with the Commonwealth 'Priority of Access Guidelines'. Any applications for enrolments received after all places are taken will go onto a waiting list. As vacancies arise, the priority of access guidelines will be applied to place children into the centre.

If day/s requested are not available, then Gilson College Early Learning Centre will contact parents/guardians and discuss the following options:

- Change of days (subject to availability)
- The child's place on the waiting list
- Cancellation of a booking enabling the child to enter care

Parents will be notified by phone if their place is to be given to a higher priority child. This notification will be given with a minimum of 14 days notice.

## Priority for allocating places:

First Priority - A child at risk of serious abuse or neglect

Second Priority - A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under Section 14 of the Family Assistance Act.

Third Priority - Working parents requiring 5 days of care.

Fourth Priority - Children or family attending Gilson College

Fifth Priority - Any other child

Within these main Categories priority should also be given to:

- Children in Aboriginal and Torres Strait Islander families
- Children in families which include a disabled person
- Children in families from a non-English speaking background
- Children in socially isolated families
- Children of single parents



# Confidentiality and Privacy

Gilson College Early Learning Centre protects the privacy and confidentiality of the individuals by ensuring that all records and information about individual children, families, staff and school are kept in a secure place.

CCS assessment notices, enrolment forms, attendance sheets, attendance amendments, payment sheets and medical certificates will be kept in the Centres office. This information is only accessed by, or disclosed to, those people who need the information to fulfil their responsibilities at the centre or have a legal right to know.

All photography and/or filming of children will only be allowed with written permission from the parent/guardian/approved person and remain the property of the centre.

## Places and Hours of Operation

Gilson College Early Learning Centre is registered for 60 places.  
The centre is unable to accept any children over this approved number of places.

The Centre Operating hours are from 7:00am- 6:00pm 49 weeks of the year.

Opening and closing dates will be advertised on the school website: [www.gilson.vic.edu.au](http://www.gilson.vic.edu.au)

## Child Care Subsidy (CCS)

Gilson College Early Learning Centre supports a fee system that is affordable and accessible to all families. Clients of the centre are eligible to receive reduced fees when they register with the Centrelink for Child Care Subsidy (CCS).

CCS for all eligible families will be paid directly to the centre and a reduced statement will be received by those eligible families.

### **Common reasons why the government would stop your CCS payments:**

- You have not completed in full your assessment for the current financial year.
- Your prior year tax return has not been completed.
- Your child's immunisations are not up to date.

Parents can register by calling Centrelink or by completing your assessment online through MyGov.

# Free Kinder in Long Day Care



<https://gilsoncollege.vic.edu.au/learning/early-learning/free-kinder>

## Statement and Collection of Fees

Family statements are available to the primary carer only (CRN holder) through their Xplor Home app. Payments must be made by the due date advertised fortnightly to parents.

For an up-to-date schedule of fees, please visit:

<https://gilsoncollege.vic.edu.au/learning/early-learning/elc-enrolment-and-fees>

Fees are reviewed at the beginning and middle of each year; any increases will be advertised 4 weeks before being applied.

### Payment options:

The payment options available to parents/guardians are:

1. Xplor Debit Success- automatically processed every Thursday (set-up through your Xplor Home app)
2. Manual payment process through the Xplor Home app, PAY NOW under finance
3. Eftpos or credit card payments can be made at the ELC office.
4. Payments can be made by direct deposit into Gilson College ELC bank account, by electronic funds transfer (EFT).

**Please ensure you use your child's name as your reference in the description if paying by EFT.**

### Account Details for Bank Transfer

Account Name: Gilson College Childrens

BSB: 033092

A/C Number: 557770

Reference: Child's name

## Fees

An Enrolment Fee of \$100 is payable at the time of enrolment along with a \$500 refundable bond.

2026 fees are \$135 per day and may be adjusted annually.

Casual fees are \$140 per day may be adjusted annually.

Families may be eligible to receive the Child Care subsidy which is based on the combined annual family income. The childcare subsidy is generally paid directly to service providers to be passed on to families as fee reduction. Families make a co- contribution to their child care fees to pay to the provider the difference between the fee charged and the subsidy amount.



# Non-Payment of Fees

Gilson College Early Learning Centre encourages parent/guardian/approved persons to contact the centre if there is a problem with paying their account. Any difficulties encountered in paying the account should be discussed with the Bursar or the Centre Manager. Continuous non-payment of fees may jeopardise your child's place at the Centre.

## Late Pick Up Fees

Collection of children between 6:01-6:15 pm- **Fee is \$15.00 for the first 15 minutes**  
Collection of children after 6:16 pm until collected- **Fee: \$10.00 per minute per child**  
**Please be aware that this fee is not claimable through your Child Care Subsidy.**

Staff will endeavour to contact the families/caregivers or emergency person nominated. If late fees are incurred on three occasions within a term, the family's ongoing enrolment will be reviewed.

## Bookings, Cancellations and Absent Days

Bookings and cancellations are essential. Casual bookings will only be accepted where and when vacancies are available. Casual bookings must be cancelled by 9am the day prior to avoid the casual fee being charged. Casual bookings can be requested through the Xplor Home app.

Fees are payable for all permanent booked days including absent days. Absent days **MUST** be recorded in the Xplor Home app by the parent/guardian as soon as you know your child will not be attending their booked day.

Change of a permanent booking or discontinued enrolment requires two weeks' notice. If no cancellation is received or cancellation is made after the specified time, the session fees will be invoiced.

For booking or cancellation queries, please contact the Early Learning Centre on:  
(03) 9365 9375 or email: [elc@gilson.vic.edu.au](mailto:elc@gilson.vic.edu.au)

## Public Holidays

Public holidays are charged at 50% of the daily rate.



# Signing In and Out

Accurate attendance records need to be kept, as this is a legal requirement of the Department of Education and Training. Only parents/guardians, or their authorised representatives are permitted to sign children in or out of the centre.

## **IMPORTANT NOTE:**

Only parents/guardians will be able to use contactless sign in/out using the Xplor Home app. All other authorised persons must be set up by the parents/guardians in the Xplor Home app as a 'Contact'. A Contact will use their own details to sign in/out on the iPad. This is a very important step in our process of ensuring ALL children are leaving our centre with a safe and authorised person.

## **IT IS A BREACH OF OUR SECURITY POLICY IF YOU SHARE YOUR LOG IN DETAILS WITH ANY OTHER PERSON.**

If you require someone other than an already authorised person to collect your child, please add them as a 'Contact' on the Xplor Home App, or call the office – 9365 9375 and follow the steps in the next section, Alternate Pick-Up Arrangements. Authorised person/s must be 18 years or over.

No children will be permitted to leave the Centre/school grounds alone.

# Alternative Pick Up Arrangements

If a parent is aware that they are unable to pick up their child by closing time, they need to organise another authorised person to collect their children.

If an existing authorised person is unable to collect a child, then the parent can give verbal or written consent (email) for another person to come and pick up their child. They must give the staff member the unauthorised person's name, their relationship to the child, address, date of birth, and phone number.

The unauthorised person's photo identification must be verified by an ELC staff member and will be photocopied and kept on file before they can sign the child out.

**All authorised person/s must be 18 years or over.**



## Custody

The centre will abide by any existing court orders issued by the Australian Family Court where a child attending the centre is not living with both parents. A copy of the court order must be attached to the enrolment form or supplied to Administration. Families need to provide legal documentation for any changes to a court order, as soon as possible.

## Protective Care of Children

Gilson College Early Learning Centre has a responsibility to all children attending the centre to defend their right to care and protection against abuse and neglect. Procedures are in place to record and report any cases of suspected abuse. The Centre Manager will be notified and will report the claim further. All matters will be kept confidential.

## First Aid

All permanent staff will receive training to 'Provide First Aid in an Education and Care Setting', which meets the Children's Services National Regulations.

The Centre will ensure that a First Aid kit is maintained in effective order at all times on the premises in a position readily accessible to staff in an emergency.

## Immunisation Requirements

**No Jab, No Play** legislation requires parents/carers to provide evidence that their child has received all the vaccines they need and can confirm enrolment in a service. Following enrolment parents are required to keep this evidence up to date with the service.

An up-to-date immunisation statement must be provided before a child's starting date; you are also required to provide an updated statement when changes have been made to your child's statement.

If you do not keep your child's immunisations up to date, the government will stop your rebate payments to the centre (CCS).



# Medical Details

Gilson College Early Learning Centre aims to provide a safe environment in which children may play free from harm. In the event of an accident, trained staff will apply appropriate First Aid.

Parents/guardians are required to provide written authority (included in the enrolment form) for staff of the centre to seek medical attention for their child if required. All children's medical records will be kept readily available for all staff.

Parents/guardians will be asked to check and update children's medical details annually. However, it is the parent/guardian's responsibility to notify the centre of any changes throughout the year.

Parents/guardians must provide the centre with up to date medical action plans if these apply annually.

Parents/guardians need to provide the school with any required medication, and complete the relevant Medication Authorisation Form.

Children with inaccurate medical forms or no medication provided will not be allowed to attend the centre.

# Toilet Training

All children are to be toilet trained or close to trained prior to starting at Gilson College Early Learning Centre unless there is a developmental reason for delay.

If this is the case, please make time to discuss this with the Centre Manager prior to accepting your place at Gilson College Early Learning Centre.

This ensures all children are able to fully engage in our very busy program which includes large periods of time away from the classroom for experiences such as Excursions and school visits where nappy changing facilities and staff ratios do not allow for nappies to be changed.

Sleep training pants are acceptable for rest time but must be supplied by the family.

# Encouraging Healthy Eating



At our centre we are committed to promoting healthy eating and educating children to develop nutritional habits that are essential for good oral health and overall health and wellbeing. We believe that helping children to learn about good nutrition is important for their future health. Studies show that eating habits children learn in the first five years will significantly affect their future health. Nutrition in childhood influences growth, activity, intellectual and emotional development.

Snack and lunch times provide an excellent opportunity for socialising, learning self-help skills and language development. It is also a time to learn about foods from different cultures as well as healthy eating choices.

We encourage families to send healthy snacks and lunches and we will communicate with families and provide information and advice on appropriate food and drink to be included in children's lunchboxes, information will be provided during orientation and throughout the year through newsletters, information sheets and informal discussions.

Snacks can consist of items such as fruit, vegetables, cheese and biscuits or yoghurt. Lunch can consist of items such as a sandwich roll or wrap.

You may wish to include an ice block to ensure food stays cold during warmer weather.

Please also consider the packaging of your child's food. We endeavour to educate the children about sustainability and waste minimisation; therefore, we encourage families to use reusable containers as much as possible.

Children also need to bring a drink bottle each session filled with water. These can be refilled throughout the day as required. Cordial and fruit juices are not recommended as they can contribute to tooth decay due to the sugar content.

Our centre promotes a nut free environment and therefore we request that you do not send any nut products (including peanut butter, Nutella, muesli bars, peanuts and any other items containing nuts) due to possible children with allergic reactions.

There may be planned cooking and food experiences for children to participate in during the year. These experiences will be supervised closely by staff and planned in conjunction with the parents/carer of any children with food allergies, dietary restrictions or sensitivities.





# Sun Smart

Gilson College Early Learning Centre has a responsibility to keep the children safe and protected at all times. This is especially important when children are outside and need protection from harmful ultraviolet radiation (UVR) of the sun.

The centre will ensure that all children and staff attending are aware of the UV / Sun Safe policy and procedures.

The SunSmart program will be followed throughout the year and the UV levels are checked every day to determine the use of sun protection.

All children attending the centre must have a hat that covers their ears and neck. A hat can be purchased at the school uniform shop or a hat can be brought from home.



**Slip**



**Slop**



**Slap**



**Seek**



**Slide**

## Staff

Gilson College Early Learning Centre acknowledges that professional staff results in a high-quality centre. It is important that each family feels comfortable with the staff members supervising their children.

Gilson College Early Learning Centre staff members are offered opportunities for appropriate training to provide high quality education & care for all children. Gilson College Early Learning Centre requires all staff members to be suitably qualified, experienced and meet the requirements of the regulatory authority.



# Our Commitment to Child Safety

Gilson College Early Learning Centre is committed to the safety and wellbeing of all children and young people. We understand our responsibilities and statutory duty of care to comply with both the Victorian Child Safe Standards and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Gilson College Early Learning Centre is committed to implementing and abiding by our Child Safety and Wellbeing Policy based on Child Safe Standards in Victoria (2022), which accentuates our zero tolerance for child abuse and raising awareness about the importance of child safety in our Service and the Community.

We are dedicated to protecting children from abuse and neglect and promote a child-safe environment, maintaining children's wellbeing. We adhere to our comprehensive Child protection Policy, standing by our mandatory reporting responsibilities to protect children from physical, sexual, emotional and psychological abuse and neglect.

We work to ensure there is clear awareness between appropriate and inappropriate behaviour concerning adults and children. We require clear precincts between children and employees, volunteers and the community in maintain children's safety.

We are dedicated to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/ or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We value diversity and do not tolerate any discriminatory practices.

We are committed to ongoing professional development for employees to maintain their ability to distinguish and respond to situations of abuse and neglect, ensuring employees are responsive to their responsibilities in keeping children safe.

We work in collaboration with the United Nations Convention on the Rights of the Child and have confidence in educating children about their right to be safe. We believe in teaching children what to do if they feel unsafe and encouraging them to express their views and thoughts on matters that directly affect them.

As educators we listen and empower children to act on any concerns, they or others may raise which is reflected in our policies and procedures in keeping children safe.

[Commission for children and young people](#)



# Report a Child Safe Incident/ Concern

If you believe a child is at immediate risk of abuse, phone 000.

The Child Safe Standards require organisations providing services for children to have processes in place to respond to and report suspected child abuse. This reporting tool can be completed online by children, their families, and employees.

This tool is to be used for reporting breaches of the Child Safe Adult\* Code of Conduct and/or the Professional boundaries of staff. Information collected will be assessed, and a decision made regarding whether it is Reportable Conduct and/or Professional Misconduct.

Adults/Staff of the college community include the Principal and the Leadership Team, all staff members, including non-teaching staff and temporary or casual staff, all contractors, external education providers, teaching students on placement at the college, parents/carers and other adult family members of students and visitors.

*When completing this form, you can choose to remain anonymous.*

[Report A Child Safe Incident/Concern](#)

## Positive Guidance of Children

Gilson College Early Learning Centre provides a safe, positive and stimulating environment. Our centre encourages responsible and constructive behaviour in all children. We firmly believe the management and guidance of children's behaviour is a critical part of providing a quality service.

Behaviour management strategies will always respect the child's rights, whilst at the same time being appropriate to the individual child's stage of development.

Staff will provide a consistent approach to the guidance of children's behaviour and will intervene to prevent inappropriate behaviour.

Rules will be clear, child focused and easy to understand. Staff will endeavour to communicate and work with the children displaying inappropriate behaviour to understand and discuss the issues. When appropriate, child/ren will be redirected into a positive experience.



# Emergency Procedures

Fire extinguishers and First Aid kits are located at our service and are regularly maintained. Emergency evacuation procedures are clearly displayed at each service. Staff are required to practice emergency procedures (including lock-down, evacuation etc), with the children each term. In the event of an emergency evacuation, the procedures outlined in the displayed information will be followed. Parents will be notified as soon as feasible to collect their child.

# Grievance Procedures

Gilson College Early Learning Centre will seek to foster positive relations between all families and staff. Every parent has the right to a positive and sympathetic response to his or her concerns.

Solutions will be sought to resolve all disputes, issues and concerns that affect the day-to-day wellbeing of the service in a fair, prompt and positive manner. If parents/guardians / approved persons have a concern about the service, they can discuss the issue with the centre manager or put any concerns in writing.

Any grievance received will be acknowledged within one working day of receipt. All grievances will be handled in a confidential manner. If required, please ask to see our Grievances Policy.

Complaints and grievances received from children will be resolved in the same manner as parents' complaints and grievances.



Enrol today with the QR code below



