



2025 EARLY LEARNING HANDBOOK

*Northern Bay College
Early Learning Centre*



Northern Bay P-12 College

Growth | Collaboration | Persistence | Kindness





Acknowledgement of Country

We would like to acknowledge the traditional custodians of this land, the Wadawurrung People, and pay respect to their Elders past, present and emerging.



May we continue to work together to strengthen our relationship within our school community and respectfully recognise all cultures that make up our diverse community and share our values.

Growth

Collaboration

Persistence

Kindness



CONTENTS

Welcome.....	Page 8
Values.....	Page 8
Philosophy.....	Page 9

Important Information

• Hours of Operation.....	Page 10
• Centre Closure.....	Page 10
• Fees.....	Page 10
• Child Care Subsidy (CCS).....	Page 10
• Public Holidays.....	Page 11
• Absences.....	Page 11
• Notice of Withdrawal.....	Page 11
• What to Bring.....	Page 11
• Allergies.....	Page 12
• What to Wear.....	Page 12
• Toys.....	Page 12

Parent Involvement & Communication

• Playground.....	Page 13
• Verbally.....	Page 13
• Email.....	Page 13
• Notice Board.....	Page 13
• Translation Services.....	Page 13

CONTENTS

Continued

- Rest and Sleep.....Page 15
- Change of Circumstances.....Page 15
- Birthdays.....Page 15
- Nutrition and Mealtime.....Page 15
- Recording of Information.....Page 16
- Excursions, Special Events and Emergency
Evacuation Drills.....Page 16
- Inclusion.....Page 16

Safety & Wellbeing.

- Immunisation.....Page 17
- Medical Conditions.....Page 17
- Illness.....Page 17
- Court Orders.....Page 18
- Arrival and Departure.....Page 18
- Sun Safety.....Page 18

Contact Information.....Page 19

WELCOME

We are excited to welcome you and your child to our Centre.

Our goal is to provide a nurturing, play-based learning environment where your child can grow and thrive.

We value the partnership between families, educators and the community and together, we will support your child's development and love of learning.

This Parent Handbook provides essential information about our Centre's philosophy, policies, and procedures. We look forward to being part of your child's journey and are here to support you every step of the way.



Our Values

Connection

Our connection to ourselves, others, our community, our place and the land in which we learn, play and connect, strengthens our bonds and nurtures a deep sense of belonging.

Curiosity

Our curiosity ignites our desire to play, learn and grow, enriching understanding of the world for lifelong learning.

Kindness

Our kindness fosters meaningful and inclusive relationships, whilst demonstrating respect and care for the environment.

The values of Connection, Curiosity and Kindness resonates with the college's commitment to fostering a Collaborative, Persistent, Kind and Growth oriented educational community.

PHILOSOPHY

At Northern Bay College Early Learning Centre, we celebrate each child as a unique individual with a natural curiosity and an innate desire to learn. Our mission is to foster a nurturing, inclusive, and stimulating environment where children can explore, create, and grow at their own pace. Embracing a play-based approach, we understand that play is a crucial way for children to connect with and make sense of their world.

Our dedicated educators act as facilitators, guiding and supporting each child's journey of discovery with kindness, respect, and care. We are committed to building strong connections—between children, their families, and the broader community—while also fostering a deep respect and connection to the land. We believe in the importance of teaching children to care for and respect the environment, integrating these principles into our daily practices.

By embedding the values of connection, kindness and curiosity into our approach, we aim to create a supportive and empathetic environment that reflects the broader values of Northern Bay College. Through this commitment, we strive to instil a lifelong love of learning in each child, preparing them for future success while ensuring they feel valued and supported. We celebrate each child's individuality and potential, nurturing their growth in harmony with the world around them.

Important Information

Hours of Operation

Our Early Learning Programs operate 7:30am – 5:30pm, Monday to Friday. If children are not collected by 5:30pm, a late fee will be added to your account.

Centre Closure

Our centre is closed over the Christmas and new year period and on public holidays. Therefore, daycare is not available. These dates differ slightly each year so you will be made aware of these dates in Term 4 each year.

Fees

- Full day = \$125.00
- Half day = \$70.00 (7:30am – 12:30pm or 12:30pm–5:30pm)
- 5-day discount = \$550.00
- Childcare before Kinder = \$20 (7:30am–9:10am)
- Childcare after Kinder (picked up before 4:10pm) = \$30.00 (2:10pm–4:10pm)
- Childcare after Kinder = \$50.00 (2:10pm–5:30pm)
- Late fee (after 5:30pm) = \$15.00 per child, every 15 minutes (no CCS applied)

Child Care Subsidy (CCS)

Child Care Subsidy (CCS) is a payment paid directly to Northern Bay College Early Learning Centre from the government, to provide financial assistance to those families who are eligible. CCS will then reduce the daily fee accordingly. Families need to submit their CCS claim before enrolling their child. If your child attends the centre without approved CCS, full fees will apply.

Public Holidays

Our Centre is closed on most Victorian public holidays. Fees apply for all public holiday closures that fall on your child's usual day of attendance. CCS will not be paid for Public Holidays if 42 absences have already been used.



Absences

Your child's place is reserved for them, even if they are unwell so the day must be paid for. You are eligible for a holiday discount if you notify management (written notice) of your child's planned leave one month in advance.

Notice of Withdrawal

You should provide two weeks written notice for the cancellation of care or reduction in days. If written notice is not provided, the booked days and hours will be added to your account. Children must attend their first and last day of bookings in order to receive CCS entitlements. If the child is absent for their last day full fees will be applied.

What to bring

A named bag that contains –

- 1-2 changes of clothing that are weather appropriate
- A SunSmart hat for Terms 1 and 4
- Gumboots, beanie and a coat for the cooler weather
- A drink bottle that will remain at the Early Learning Centre
- Nappies (if your child requires them)
- Babies' bottles will need to be brought to the centre. Cow's milk is supplied, all formula and breast milk will need to be in labelled containers.
- A security item for rest time (if needed). Eg: a comforter, sleeping bag etc.
- Should your child need to use a specific sunscreen, you must provide this.

Allergies

Your child's meals are provided; therefore, you do not need to pack any food for your child.

Please note that Northern Bay College Early Learning Centre is an allergy aware centre and nuts are not permitted.



What to Wear

Play is an important aspect of the Kindergarten Program.

- Children must wear weather appropriate clothing
- Clothes must be easily washable. Though the children wear art smocks when engaging in messy play, we cannot guarantee that they will stay clean.
- Sandals or runners that are secure around the ankle should be worn. Your child will do lots of running, jumping and climbing and it is important that we prevent your child's shoes from coming off.
- Sun Smart clothing that covers your child's shoulders.



Toys

Children's personal toys need to remain at home unless asked otherwise by your child's Educators.



Parent Involvement & Communication

Playground

Your child's learning is documented on the app, Playground (Xplor). Management will support you to set this up on your device when you enrol your child. You can use this platform to share your comments about your child's learning and interests with us.

Verbally

Please share any information your child's educators when you are picking up or dropping off your child. Please see below if you require a translator.

Email

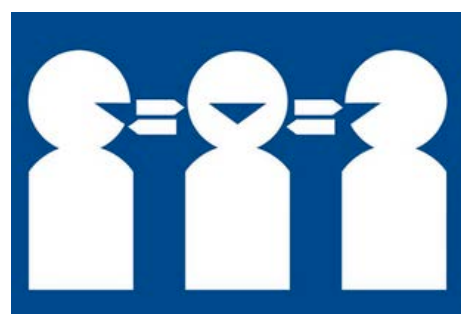
Our preferred method of communication about the Centre's operations is over email. Please check your email regularly.

Notice Board

The Early Learning Centre's Notice Board is in the Family Centre. Please check this regularly for any important information or upcoming events.

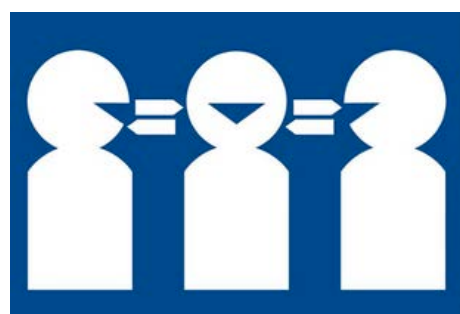


Please cut out and hand to your educator if you require Translation Services





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Rest and Sleep

Children are given opportunities to rest throughout the day. Cots and mattresses are available for children to sleep on, and they are invited to use a comforter and/or sleeping bag during rest time.



Change of Circumstances

If any important information regarding your child changes, please inform your child's Educators or management. It is important that we have up to date information about your child.

Such as:

- Emergency Contact Phone Numbers
- Change of home address
- New medical condition
- Change of email address

Birthdays

Your child's birthday will always be celebrated by singing happy birthday, allowing them to share special aspects of the occasion and by learning alongside their friends.



Educators do not hand out birthday invitations, so if you would like to do so, please do this before and after the Daycare session.

Nutrition and Mealtimes

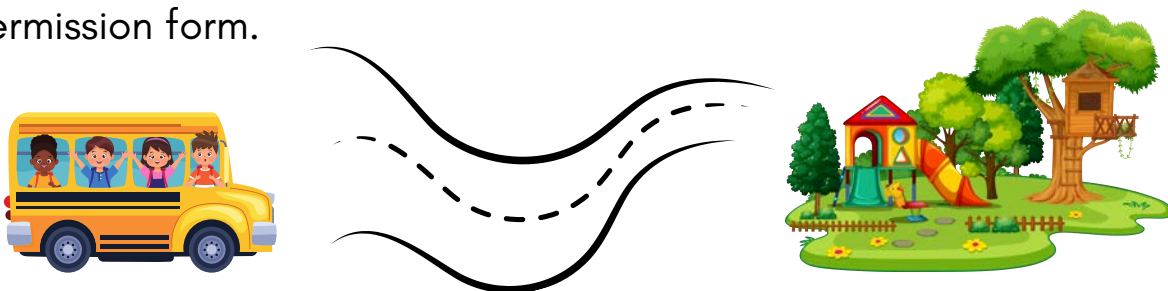
In addition to any bottles provided by you, all your child's food and drink is provided by the centre. All children are provided with nutritious balanced meals, breakfast (before 8:30am), Morning Tea, Lunch, Afternoon Tea and late snack (approximately 4:30pm).

Recording of Information

Details of your child's day is recorded on Playground (Xplor). On this app, you can find details about your child's nappy changes, their food and beverage intake, their sleep times, their sunscreen application times and if required, any medication that was provided (with your instructions) or medical/injury incident.

Excursions, Special Events and Emergency Evacuation Drills

When completing your child's enrolment form, you would have acknowledged 'local excursions' and 'Emergency Evacuation procedures'. This means that your child's educators can go on excursions within the local community (you will always be notified of these excursions prior to them taking place) and engage in Emergency Evacuation Drills. If the group is attending excursions outside of the local community, you will be required to complete a permission form.



Incursions are exciting opportunities for organisations and members of the community to come into our centre and engage with the children. You will be notified of these events prior to them taking place.

Inclusion

Northern Bay College Early Learning Centre provides an inclusive service for all children, including those with additional needs. Our goal is to create a supportive environment where every child can fully engage in the program. Educators work positively and collaboratively with families, caregivers, and external professionals to meet each child's needs.

Safety & Wellbeing

Immunisation

No jab No Play Legislation.

Prior to enrolment, you must provide us with your child's current immunisation history. This statement must show that your child is up to date with all the vaccinations that are due/able to have.

Medical Conditions



If your child has a medical condition, please inform management as soon as possible. A doctor must complete the relevant medical documentation and management plan, ensuring all information is accurate and up to date.

Only medication prescribed by a doctor can be administered by staff. This medication must be in its original container with the child's full name, a prescription label, and clear instructions for use. Parents or caregivers must complete and sign a Medication Form, confirming the accuracy of the information provided.

Parents and caregivers are responsible for providing updated medication before the current supply expires.

Illness

Should your child become unwell while at kindergarten, a member of staff will call to inform you. In some instances, this may be a courtesy call, however in others, you may be required to collect your child. Some illnesses have an exclusion period and your child may not be able to attend the service until the end of this period.



Court Orders

Parents and caregivers must notify the centre if there is any court orders effecting your child and the centre requires a copy of this document. Without a court order, we cannot stop a parent collecting your child.

Arrival and Departure

You must sign your child in and out of their Early Learning Centre daily. Your child can only leave the centre with an adult elected by the child's parents/caregivers. People on the collection list who are unfamiliar to educators will be required to present photo identification before the child is released into their care.

Sun Safety

Northern Bay College Early Learning Centre follows SunSmart procedures. It is compulsory that your child brings a bucket hat, broad brimmed hat or a legionnaire hat to every session in Terms 1 and 4. The centre provides sunscreen, and your child will be required to wear it in terms 1 and 4 when UV readings are 3 or above. Should your child need to wear a specific sunscreen, you must provide this.

Please note that caps are not a SunSmart hat.





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