



Parent Handbook

Early Learning Centre
2024



Welcome

We welcome your family to the Concordia College Early Learning Centre (ELC) community. The ELC is a place where children learn and grow through play and exploration. We provide a safe and nurturing environment where children can develop their social, emotional, and cognitive skills. Our staff are dedicated to providing high-quality care and education for every child. We look forward to meeting you and your child, and to being part of your child's early learning journey.

For more information, please contact us at 310-553-3100 or visit our website at www.concordia.edu/early-learning.

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ELC – Primary School

Principal – St John’s Campus

Paul Banister

pbanister@stjohns.school.nz

Primary School Leader

Yoon-ah Lee

yoonah.lee@stjohns.school.nz

College Chaplain

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9 > @ @ : / ; : / ; > 05 ? - 10A - A

Counsellor

& > 1 : : - ~ 8 > 1 / 4 @

@8 > 1 / 4 @ / ; : / ; > 05 ? - 10A - A

& 9 - > Ž - > @

@ - > @ / ; : / ; > 05 ? - 10A - A

8273 0428

Early Learning Centre

ELC Director

Kate Wood

kate.wood@stjohns.school.nz

ELC Coordinator

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Eini3677@gp3-169qH61Auu) ir) 78.u Ou0

Key Dates for 2024

Term 1

Monday 15 January to Friday 19 February

Term 2

Monday 20 February to Friday 19 March

Term 3

Monday 20 March to Friday 19 April

Term 4

Monday 20 April to Friday 19 May

January 2024 Pre-term Care

Monday 15 January to Friday 19 January

Transition Visit

29 January 2024

Parent Information Night

Monday 15 January

Child-Led Conference

TBC

Christmas Carols

Monday 15 December to Friday 19 December





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Concordia College Early Learning Centre's (ELC) vision is to provide excellence in education and care in a nurturing Christian environment. Our inquiry-based curriculum follows the International Baccalaureate Primary Years Programme and the Early Years Learning Framework.

! A><> 3>9 5 /; <; >@? /450>1: ?5 @>1?@
; A@; 9 1??<1/5 /@ 5 050A-8/450>1:
; <<; >A: 55?2 >?5 38 ?A. 6/@@- /45 3 : A>A>5 3
?<55A-819; 6: -8: 0?; /5801B18 <9 1: @
01B18 <5 3 7; ; C8 031 ?758 -: 0 - @5A01? @> A34
5 =A5E 8- > 5 3 -: 0 <> B501?2 >@1 /450>1: ?
C18 15 3 &41 C117E <8: 5 05<8E10; : @1
:; 61. ; ->0; A@501 @1 ,†

&41 <> 3>9 9 1 C58>1 1/@: 0 >1?<; : 0@ @1
01B18 <9 1: @8?@31?; 21- /4 /450 <> B55 3 2 >
@1 /450?: 110? 5 @>1?@ -: 0 10A/- 6: C 458
>1?<1/6 3 -: 0 - /7; ; C8 035 3 @1 > 8 ; 2<- >1: @
-: 0 2 9 58 -? C18-? /A8A> 8051 >58

~ . -8: /1; 2?@A/@>10 <> 3>9? -: 0 <8E

. -?10 1D<1>8: /1? 418. A58- 0 8 9 /! 32 11 5 9 8 5 A0 Ú 1?<8B

Absences

" 8-?1:; 0E OA/-@? . E<4: : 1 19-8 >@A A34
@1°; : /; >05°; 831° << 5E; A>/450 53; 53@ . 1
-. ?1: 0; 9 @1 . ->11-> 53° 1: @1 . 1°

" 4: : 1 8273 0412

9-818 /; : /; >05 ?- 10A-A

Arrival and Collection

&41 OA/-@? -@@1 . 1° C88 /@5 8/; <->: 0 @
@1/450>: 5; A>/->1 . /4/450C88 1C18; 9 10
5 @ @1 /->1; 2@1?@ -: 0/; 8/@02; 9 @19 @
1: ?A> -<<> <5@ >1?<; : ?5 88 5@71: 2 >@15 /->1
and safety.

185 5 <; >@: @@-@- >1: @ 3A- >05: ?1: @>: 01D@
through the main doors on Winchester Street. An adult
9 A?@1/; >@1/450? ->8-8: 001<- >A> 0 1?; :
@1° A88°; ; 710-<<>; : @1 5-0: 1->@11: @: /1
&41° A88°; ; 710-<<5-: 5 <; >@: @1/; >0; 2E; A>
/450? -@: 0-: /1 2 >° 450° ->1 %A. ?5E<A>; ?1?->: 0
2 >19 1>31: /E1B-/A-@: > 8/-8

& 9 5 5 51/450 05@1??-: 01: ?A> -<<> <5@ ?@
>@? <8-?1 /; 9 9 A: 5-@ 5 -OB: /1; >@8<4: : 1
@1 . 1° 5@1>1 C88 1- /4-: 31 @ E; A>/450?A?A-8
01<- >A> 0 1° 450>: C88: 8. 1 >18-?10@

<>. 89 - @ <->: @ 3A->05: ?C 1 /; : ?A 0
) 1 C ; ; > @ C 2 9 ? @ 1: ?A> . 14- B5 A>
3A5-: /1 @ /4: 5-A1? ->1 <; ? 1 -: 0 /; : ? 5 @: @

Birthday Celebrations

) 1 /18. > @ ? < 1 /5 8 1 B 1: @ - @ 1 , 1 * 5 / 0 5 3

+ ELC Updates

&41 1 1 <0-@ 5?4->10C 54 2 9 55?@> A34
@1 1 ; ; /; >05 1 ; 31 - << &45 5 @1 <>5 ->E
source of communication for informing families
; 2, 1 5 2 >9 -> : - : 0A</; 9 5 3 1 B1: @
~ - 9 55? /- : 711 < 5 2 >9 10; 2 @1 < 8 : : 10 - : 0
? < ; : @ : 1; A? 8 - > 5 3 1 D < 1 > 5 : / 1 ? 5 @ 1 1 . E
> 1 - 0 5 3 @ 1 1 - > 5 3 f; A > - 8 0 5 < 8 E 1 0 ; A @ 5 1
1 - / 4 1 1 > ; 9 ; > . E - // 1 ? ? 5 3 @ 1 5 / 4 5 5 ?
1 < ; > @ 5 ; ; @ 1 & 0 0 8 - <<

+ Concordia Community

1 ; ; /; >05 1 ; 9 9 A: 5 5 @ 1 1 ; 3 1 ? . 5 : : A - 8
9 - 3 - F 5 1 2 - @ > 5 3 - > 5 8 ? 2 ; 9 @ 1 1
through to the Senior School. It also features
1 B1: @ > < A < ? ? @ 0 1 : @ / 4 5 B 1 9 1 : @ - : 0 : 1 C ?
from the Concordia Old Collegians Association
! 1 ~ 1 5 0 5 @ 5 A @ 0 @ - 8 2 9 5 5 ? 5 4 - > 0
/ ; < E 5 - A @ 9 : - : 0 ? < > 5 3

+ Concordia College Website and Parent Portal

& 4 1 1 ; ; /; > 0 5 1 ; 3 1 C 1 . ? 5 4 4 - ? 5 2 > 9 - > :
; ; - C 5 0 1 > : 3 1 ; 2 ? / 4 ; 8 - / @ 5 5 ? - : 0
1 B1: @ " 8 - ? 1 ? 1 1 @ 1 % / 4 ; 8 2 5 1 ; > ? @ 2 2
2 > 5 2 > 9 - > : ; ; 4 ; C @ - // 1 ? ? @ 1 < - > 1 : @
< ; > @ 8

+ Concordia Review Yearbook

~ / ; < E ; 2 @ 1 1 ; ; /; > 0 5 1 ; 3 1 + 1 - > ; ; 7
C 5 5 1 ? A << 5 0 5 & 1 > 9 ; 2 @ 1 2 8 C 5 3 E 1 - >

+ Get Social

1 ; ; : 1 / @ 5 4 A ? 2 > @ 1 8 @ ? @ 1 C ? - : 0 1 B1: @
2 ; 9 - > A : 0 @ 1 1 ; 3 1
1 ; ; 3 1 ~ << 0 ; C : 8 - 0 @ 1 : 1 C 1 ; ; /; > 0 -
1 ; ; 3 1 ~ 0 1 8 5 1 - << ; ; - << ? @ > 1
1 ~ - / 1 . ; ; 7 1 ; ; /; > 0 5 1 ; 3 1 ~ 0 1 8 5 1
- Instagram concordiacollegeadelaide

Contact Details



Equal Opportunity

; /; >05 °; 31 ° 4-? - >9 /; 99 1: @@
 =A-8 <<; >A: 5 <>5 /58? -: 0C: ?A> @-@
 :; 05/>9 5 -@>E <; 5?; ><> /1?1D5@C41:
 <> B05 3?1>B51?@ /45>1: -: 029 5? -: 05
 -: E-?<1/@ 219 <8E9 1: @

Exclusion

&41 ° >1?1>B1? @1 34@@ 1D/8A01 1: > 80
 /45>1: 5 ?<1/5 //5/A9?@: /1? C45/45/8A01 >7
 @ @1/45; @1>/45>1: -: 0; >?@ °D/8?5:
 2; 9 @1 ° C; A8;: 8; //A>- 1>-8 @1>
 -B1: A1?; 2/; 99A: 5/- 6: -: 0?A<<; >@-B1 . 11:
 1D4-A?@0 %A; >@>9 1D/8?5: 9 -E; //A>C41:
 + - /455A: C18: ->8-8
 + ?E9 <@9??A331?@@1/459 -E. 1 /; : @35A?
 + @1/45. 1/; 91?A: C18 @@1 °
 + @1?@ ?A?<1/@@-@@1/454-? - 2B1>
 + @1/45 5B1>E05@1??10
 + 5 0-@9105/- 6: 4-?; : @ 11: <> B0102 >-
 diagnosed health need.

Excursions and Incursions

°D/A>5: ?-: 05 /A>5: ?->1 -: 5 @3>8<->@ 2@1
 /45>1: ?/A>5/A9 ; 1>5 35 @>1?@/4- 8: 31 -: 0
 05/; B1>EC 45 -: 0-.; A@@1 C51>/; 99A: 5
 °D/A>5: ?-: 05 /A>5: ?C 1 <8: : 10@ <> B01
 - >: 31; 28-> 5 31D<1>8: /1? 2 >/45>1: " ->1: @
 C 152 >9 105 -OB- /1-.; A@C41: 5 /A>5: ?
 -: 01D/A>5: ?@71 <8/1 " ->1: @8<1>9 5?5: C
 . 1; . @5102 >1D/A>5: ? 1 1: 1>8<1>9 5?5:
 /; B1>5 3?4; >@C-8?5 @1 B5/5 5; 2@1 °; 31 C
 . 1?; A34@@1: 3 5 03 - 11 @8< : ! E; 2 1 !
 . 1 ?5: ?



Extended Care

& - 8C 1D5 2>29 41, 1* <> B01?
 1D@: 010/->1. 1@11: -9 -: 0 <9 &41
 /; ?@ >45 /->1 55 /A?B1 5 410- 21 ~ 1>
 <9 8@ 21?; 2 <1>9 5A@ 2 >41 7@:
 9 5A@? -: 0 41: <1>9 5A@ 41>1- 1>C 8<<E
 &41 * 1: 4 5; <1: 2 > C117? - E1->: 0; <6: -8
 /->1. 1@11: 4>9?5-B-8. 8 ; ; 75 3?2 >81>9
 ~>1-7° ->1 ->1 9-01 4> A34 A8E. ; ; 710 &41 1*
 5/8?10 2 >2 A>C117?; B1>* 4>5@ -? E1->: 8
 ?A01: @9; B5 3@ %4: ?\$1/1<6: 5 41 2 8C
 year can access the Primary School Out of School
 Hours Care (OSHC).

Fees / Accounts

"-E9 1: @ 221?5 9-: -310 4> A34 *A8E ; ; 710
 C4; A?1 - 01. 5E?@9 /-80. F01. 5%5: 53A<2 >
 , F01. 5C 8 //A>0A>5 3 41 <> /1??; 2?1 6 3A<E; A>
 ~A8E ; ; 710 -//; A: @+; A>; 9 5-40. -: 7-//; A: @
 />10 5/->0 C 8 1-A@9-6-8E 01. 502 >@5 4E

~11? ->1 <- 5 2 >1B1>E 0-E @- @E; A>/4 8 5
 1: > 8 0-@41 /1: 4 &4 5 5 /A01? <A<5 2 1 0-E?
 ?5 7 0-E? 2 9 5 4; 8 0-E? -: 0 <A. 5 4; 8 0-E?. A@
 1D/A010 <1>5 0?; B1>41 * 4>5@ -? -: 0 2 1C +1->
 . >1-7 <1>5 0 5 5 ; ; @; ??5 8 @ ?C-<0-E?; >
 ->: 31 0-E? 5 8E; 2?1??5: ? 9 5?10 &1>9 ~>1-7
 ° ->1 5; <6: -8: 0A?1><-E? ~11?/; 9 9 1: /1 ; ;
 41 7@-E; 2 41 ?/4; ; 8 4>9 A: 8??-@: 0 5 3
 &1>9 ~>1-7° ->1

Grievance Procedures

! A>1* 2 ?@><; ?5 8 1 >1 8 6: ?. 1@11: -8
 <->1: @ 3A->05: ? -: 0 10A/-@> , B1>E <->1: @->?
 41 5 4@ - <; ?5 8 1 -: 0 ?E9 <- 41 6 >1?<; : ?1
 @ @15/; : /1> ? % 8 6: ?->1 ?; A34 @ >1?; 8 1
 -8 0 5 <A@? 5?A1?; >/; : /1> ? 5 - 2 5 <> 9 <@
 <; ?5 8 1 -: 0 /; : 01: 6 8 9 -: : 1>

Families are encouraged to discuss concerns with
 41?@ 9 19. 1>9; ?@0 51/6 5 B 8 10 12; : /1> ?
 >19-5 <->1: @ ->1 -8-E? C18; 9 1 @ <> B01

210. -/7; >?117-??5@: /1 2; 9 @1 " 51/@>
 f23>B: /1? ->1 A: >1?, 810 <->1: @ ->1 5 B50
 @ /; : @/@@1 " >5/5-8&41 " ; : /; >05 " ; 831
 | >B: /1 " ; 5E5-B-5. 8 B5 @1?/4; ; 8C1. ?5
 | ; B1> -: /1 concordia.sa.edu.au).

Health

+ Hygiene and Safety

&41 ,1 ° C889 -5@5 -: 1: B5: : 9 1: @C454
 ?A<<; >@ @1 41-84 ?-2@ -: OC188 15 3; 2
 /450>1: " 4E?5-841-84 5 <> 9; @OC54 - 2 /A?
 ; : 41-84E1-83 -/81 <8E -: 00-8 @1??
 1D<1>B: /1? ° 450>1: ->1 351: 8 12 >- >1?@
 1-/40-E -: 010A/-@>->1 >1?<; ; ?51 @ @1
 50550A-81?@?81<-: 0>18D-8: >1=A519 1: @
 ; 21-/4/450 &41 B-81; 2C-@><8E 2 >E; A: 3
 /450>1: 5 >1/; 3: 510 4; C1B1>C-@>2 ><8EC88
 . 1 <> B5010C545 ?@5@- 2@ 3A515 1? &41
 2/551? -: 01=A5-9 1: @>1 /8 -: 10 /41/710 -: 0
 maintained daily to ensure hygiene and safety.
 ~-9 88? ->1 1: /; A> 310@ >1<; >@: E>1?; A>1?
 or facilities requiring maintenance. Educator
 to child ratios are intentionally high to ensure
 -01=A-@ ?A<1>B55: -: 0 <> @/@/450>1: 2; 9
 harm and hazard.

+ Specific Health Conditions

&41 50550A-841-84: 110?; 2-8/450>1: ->1
 ?A<<; >@0 ~ \$57Z 5 5 5-8: " 8: ; >%@A01: @
 %A<<; >@ 8: 5 01B18 <10 5 /; ; ?A88: C54
 2 9 88? @ 9 -: -31 -: 0?A<<; >@ @1 /450 ~
 t 0e3 (e)-9.9 () nad ratially hi/0 " +
 h7C0
 .).00

Languages Other Than English

&41 ٴٴ 10A/-@>9-71 1B1>E1 ; >@@
/; 9 9 A: 5-@ 1 1/ٴٴٴٴCٴٴ-ٴٴ2 9 ٴٴ? " 8-?1
:; ٴٴ- ?@ 9 19. 1>ٴ: 3ٴٴ4 5; ; @E: A> >@
8: 3A-31 -: 0C1 Cٴٴ: 01-B A>@ <> Bٴ1 E: A
with material in your language of choice. As an
fi @> -ٴ: -8 -// -8A>1-@ ?/4; ; 8C1 1: /; A> 31
@1/4ٴ>1: @ Bٴ C @19 ?1ٴ1?-? 38. -8/ٴٴ1: ?
One of our daily routines is to greet and farewell
each other in the Kuarna language or another
language other than English. The children learn to
?<1-7i 1>9 -: 5 @1 ٴٴ

Mealtimes and Nutrition

Ž 1-89 1?-@@1 ٴٴ ٴٴ <> Bٴ1 - /-9 ?; /58<; ?ٴٴ1
8-> 5 31D<1>ٴ; /1 2 >/4ٴ>1: C4; ->1 1: /; A> 310
@ 01B18 < 41-84E1-ٴ 34-. ٴٴ ~-9 ٴٴ?->1 -?710@
<> Bٴ1 -: A@ٴٴ A? 8: /4-: 0@; ?; -/?? ~Aٴ: 0
B131@. 8?->1 1: /; A> 310 2 >@1 9; > 5 3?: -/7
!A: /4.; D1?>19 -5 5 /4ٴ>1: ?8/71>?; <8-?1
-00-: 51 <- /7@ 8: /4.; ; D1?5/4ٴ 3 5 >1=A510
" >5 7.; ٴٴ??4; A8/; ; @5 C-@>: 0 ٴٴA/-@>Cٴٴ
>1 ٴٴ>5 7/; ; @5 1>CٴٴC-@>-?: 1/1??-E " >5 7
.; ٴٴ?->1 <8/105 - /-00E@ 1: ?A>1 -//1??5 ٴٴ

Please do not send in lollies or any food items
/; ; @5 5 3: A@ 1 3 <1-: A@ Aٴٴ>; A@<>1- 0? 51
ž A@ٴ : A@9 A1?ٴ ->1@ -?C1 4-B1/4ٴ>1:
Cٴٴ B1>E?1>5 A?: A@ ٴٴ>5?

ž A01 ~; ; 0 ~? - <->@ 2 A>* 1: @1? <> /ٴ1 C1
1: /; A> 31 2 9 ٴٴ?@ <->ٴ5-@ 5 @1 : A01
2; 0 8: /4.; D5 ٴٴ ٴٴ 9 5 9 5 5 3 <- /7-35 3
@-@/; ; @5 A@?@ 8: 0 ٴ " 8?ٴ /; ; @5 1>-: 0
C-?4-. 8 9 -@>5 8- /7-35 34- 1 1 1 A2

Parent Involvement

&41 ,t* -/7: ; C8031?@41/1: @-8> 8 ; 2<->: @
 5 @41 <> 3>991 -: 0?117?@ C; >75 <->@1>45
 C54 29 55? " ->: @->1 1: /; A> 310@ . 1
 -/51E 5B 810 -: 0@ <->5-@ 5 @41 daily
 5; 2@1* 1: @ &41 ,t* B-81?<->: @D<1>51
 -: 01: /; A> 31?<->: @@ . 15B 8105 8-> 53
 1D<1>5: /1?C54 @41/45>:) 1->1-8; -<<>1/55
 ; 2: E; 1>; 2418 5 C; >75 3C54 @41/45>: ; >
 <> B05 3?A<< ; >@: 1D/A>5: ? ~-9 55?->1 C18; 9 1
 @ /; 9 15 @ @41 ,t* -@: E5 1@; . ?1>B1 @415/45
 -: 0; >@ B5C @41 ,t* 5

! 5<; >@: 1D>R ?U š ' Q Ú ?3 1 > 1X !> 1 > 5@ ; B » C q

" 8-?1 5 2 >9 A? 5E; A>/450 4-?- /; 9 9 A: 5- . 8
051-?1?; @-@C1 /-: 8; 7 2 >?5 8 >?E9 <@9?5
the other children. Please inform us when your child
4-?-: 5 2/6 A?051-?1; >?75 5 2/6: 1 3

- + /4571: <; D
- + measles
- + 9 A9 <?
- + school sores
- +

C

ELC



