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Bacchus Marsh
Grammar

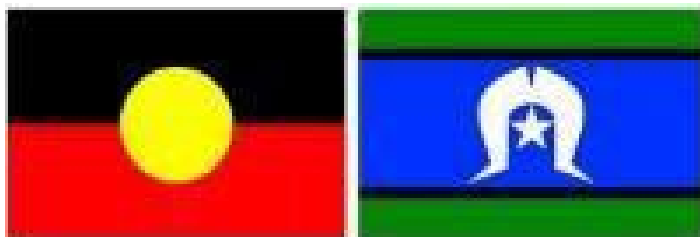
EARLY LEARNING CENTRE

FAMILY HANDBOOK 2026





The BMG ELC Community respectfully acknowledges the Wurundjeri people of the Kulin Nation as traditional owners and custodians of the land on which Bacchus Marsh Grammar Early Learning Centre is located. We pay our respects to their Elders both past, present and emerging.



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Welcome to BMG ELC

Welcome Families,

We would like to warmly welcome you and your family to Bacchus Marsh Grammar Early Learning Centre (BMG ELC). We are delighted that you have chosen us for your child's kindergarten education and trust that you will feel welcomed and valued as part of our Early Learning Centre (ELC).

We welcome you to our purpose-built kindergarten building within the Woodlea Campus. As each child commences their early years journey, our aim is that they will soon recognise that they now belong, not only to their family community, but also to the BMG community. This allows for the possible future years of schooling to be anticipated with enthusiasm and for the Woodlea School Campus students to visit the Centre for special events, reading or sports activities.

At Bacchus Marsh Grammar Early Learning Centre, we are committed to being a child safe organisation. We prioritise the safety, wellbeing and inclusion of every child in our care, fostering an environment where children feel respected, valued and safe. Our team upholds rigorous child safety standards, guided by best practice and the Child Safe Standards, ensuring that all staff are trained, vigilant and responsive.

We hope that this year will be the beginning of a long and enjoyable partnership with you as we journey together in providing high-quality early education for your child. Kindergarten is an exciting and rewarding year for children, their parents/guardians and teachers. The kindergarten year helps children develop confidence, resilience and the ability to co-operate with others. It is a year which sets the foundations for the development of social awareness, Science, Technology, Engineering, Arts and Mathematics (STEAM), numeracy and literacy, as well as resilience, problem solving, self-regulation, spatial awareness and the creative arts. With this experience, the children can enter school as well-rounded individuals with an array of holistic attributes.

The kindergarten years are a time for so many wonderful learning opportunities and we encourage you to embrace and immerse yourself in all of the many experiences your child will be a part of at the ELC. The time goes by quickly, and as you will soon see, your child's kindergarten years are a special time in your family's lives, so enjoy every minute of this journey together.

The children at the ELC are guided by experienced dedicated educators who will support your children in so many ways. Our teaching team prides itself on delivering high quality programs which have a balance between intentional teaching, project work and incorporates the strengths and interests of the child. Our teachers will have professional and open communication with you regarding your children's learning and development. We encourage you to embrace these conversations in order to provide your children with the best possible outcomes for their learning.

Enjoy this time with your young children; allow them plenty of time to explore, show them how to investigate and encourage them to be curious because these are the attributes and dispositions that will embed a love of learning that they will take with them forever.

We look forward to working with you along this wonderful journey.

Kerry Osborn
Director

Ashlee Grero
Educational Leader/Kindergarten Teacher

Bacchus Marsh Grammar Early Learning - Centre Philosophy

At Bacchus Marsh Grammar Early Learning Centre our school values guide a respectful, inclusive and empowering learning community. We are committed to fostering a calm, inviting and stimulating environment where every child feels safe, valued and capable.

We respectfully acknowledge the Wurundjeri and Wathaurong Peoples, the Traditional Custodians of the land on which we learn and play. We recognise that Indigenous knowledge systems, stories and cultural practices are vital in shaping our programs and are woven meaningfully throughout our curriculum and environment. This perspective is not separate but embedded in our daily learning, community engagement and understanding of place.

Curriculum/Framework

Our curriculum is guided by the Early Years Learning Framework and reflects a deep commitment to children's rights, agency and voice. We believe children are competent, capable decision-makers who are active participants in their learning journeys. Their curiosity, creativity and contributions shape our curriculum which is built around open-ended, meaningful experiences.

Through an integrated and intentional approach, together with the knowledge and goals shared by families, we support each child's development across all learning domains including early literacy, numeracy, STEAM, sustainable practices, cultural competence and physical and creative expression. This will be achieved through centre operations, high expectations, intentional teaching, inquiry-based project work, questioning, discussions and open-ended authentic experiences where children become curious and inquisitive learners. We value and embed sustainable practices and environmental awareness as an everyday responsibility and opportunity for children to become leaders in creating a better world. Our diverse teaching team draws on a range of evidence-based theories and research, supporting flexible and responsive pedagogy. Learning is not bound by routines, it is enhanced by them. Rituals and responsive routines are purposefully designed to build trust, create belonging and reflect each child and their family.

Wellbeing, Child Safety, and Rights

Educators intentionally nurture the social and emotional development of every child, supporting independence, resilience and a strong sense of identity and belonging. The children will be exposed to a creative environment to build skills that empower them to confidently solve problems independently and collaboratively. We are a child-safe organisation with zero tolerance of child abuse. We will promote our statement of commitment to child safety and wellbeing, and model a child safe culture at all levels in our service. We actively implement the 11 Child Safe Standards to promote a culture of safety, respect, and inclusion. Every child has the right to feel safe, to be heard and to express themselves.

Diverse Learning Environment

Our diverse learning environments are aesthetically appealing, inviting and designed to ensure that children are engaged and challenged. Individual and group learning opportunities are supported through a high-quality learning environment where children become confident learners who can direct their learning and take considered risks. This will be achieved through exposure to various experiences, opportunities and community involvement.

Our diverse learning environments extend across spaces that inspire curiosity, connection and discovery. They are thoughtfully designed to be aesthetically appealing, inviting and rich in opportunities that engage and challenge children. Whether exploring within the centre, in natural outdoor settings, or out in the wider community, children are supported to direct their own learning, collaborate with others and take considered risks. Through these varied experiences and opportunities, children grow as confident, capable learners with a strong sense of belonging.

Cultural Competence and Inclusion

We are committed to ensuring that all voices are heard, valued and reflected in our practices, creating a culturally safe and inclusive environment. Our curriculum reflects and respects the diverse cultures, languages and traditions of our children, families, educators and community. Events and celebrations are viewed as an opportunity to foster genuine understanding, learning and connection.

Professional Growth and Reflection

Educators' wellbeing is promoted through a supportive work environment and a cohesive team culture whilst encouraging staff to challenge themselves as professionals. As a professional learning community, we are committed to ongoing critical reflection and professional growth. Educators regularly reflect on their values, biases and practices to ensure continuous improvement. Through collaborative dialogue, mentoring and inquiry, we strive for excellence in early childhood education.

Commitment to Child Safe

Bacchus Marsh Grammar Early Learning Centre is committed to the safety and well-being 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.

Our Centre is committed to implementing and abiding by our Child Safe Policy based on Child Safe Standards in Victoria (2022), accentuating our zero tolerance of child abuse and raising awareness of the importance of child safety in our Centre and the community. We are dedicated to protecting children from abuse and neglect, promoting a child-safe environment and maintaining children's well-being.

We aim to adhere to our comprehensive Child Protection Policy, following our mandatory reporting responsibilities to protect children from physical, sexual, emotional and psychological abuse and neglect.

We are dedicated to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds and providing a safe environment for children with a disability. We are committed to ongoing professional development for employees to maintain their ability to recognise 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. At BMG ELC we know that children learn best when they feel safe and are 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 to and empower children to act on any concerns they or others may raise. This is reflected in our policies and procedures for keeping children safe.



Centre Opening Hours and Term Dates 2026

Centre Opening Hours: 7.30am – 5.30pm

Centre operates 48 weeks of the year

Monday 19 January – Thursday 17 December 2026

Kindergarten Session times

9.00am – 4.30pm

Monday to Friday

Terms 1, 2, 3, & 4

Term 1 2026

Children commence
Public Holiday (Australia Day)
Term 1 commences
Public Holiday (Labour Day)
*End of Term 1
Public Holidays (Easter)
closed for Easter)

Monday 19 January
Monday 26 January **(Centre Closed)**
Wednesday 28 January
Monday 9 March **(Centre Closed)**
Thursday 2 April
Friday 3 April , Monday 6 April & Tuesday 7 April **(Centre**

Term 2 2026

Term 2 commences
Public Holiday (King's Birthday)
*End of Term 2

Monday 20 April
Monday 8 June **(Centre Closed)**
Friday 26 June

Term 3 2026

Term 3 commences
*End of Term 3
Public Holiday (AFL Grand Final) TBC

Monday 20 July
Friday 18 September
Friday 25 September **(Centre Closed) TBC**

Term 4 2026

Term 4 commences
Mid Term Break
Public Holiday (Melbourne Cup)
End of Term 4 for Kindergarten Sessions
Centre closes for families for Xmas/New Year Break

Monday 5 October
Monday 2 November **(Centre Closed)**
Tuesday 3 November **(Centre Closed)**
Friday 11 December
Thursday 17 December

Centre reopens to 2027 enrolled families

Monday 18 January 2027

****Dates are subject to change**

*The Early Learning Centre is open during these 3 term breaks for all children to attend except for public holidays



Early Learning Staff

The care and education of the children at BMG ELC Woodlea is a team effort. Our Centre Teachers/Educators are fully qualified and experienced professionals who deliver programs which are of a standard that will ensure all children are experiencing high quality learning opportunities each day. All teachers show passion and commitment to their practice and strive for the best possible outcomes for children. Teachers spend time each year attending Professional Development in order to understand the latest research in Early Childhood.

Points of Contact

Mrs Kerry Osborn - Director, Early Learning Centre

Mrs Ashlee Grero - Educational Leader

Educational Leader

We understand and value the importance of best practice throughout all aspects of our educational programs. A key aspect of the role of Educational Leader is to create collaboratively a common vision for children's learning and curriculum. Through a clearly articulated vision for learning, our educators are connected and motivated to work towards shared goals for children and their learning. Our Educational Leader, Ashlee Grero, works alongside our teachers and educators to support, guide, challenge and inspire thinking and practice on a weekly basis. Our educational leader supports all families and children on their learning and development journey at the BMG ELC.

Hours of Centre

The Centre is open Monday to Friday, 48 weeks of the year, from 7.30am to 5.30pm. We will close for four weeks over the Christmas and New Year period, closing at the end of business on Thursday 17 December 2026 (please see calendar dates).

Priority of Access

Free Kinder (15 hours per week for each Kindergarten term)

We offer the following Kindergarten programs which are delivered by Early Childhood Teachers and funded or subsidised by the State Government so fees for the programs are free.

Please note, children are only able to enrol in Government funded/subsidised Kindergarten programs at one Service. We will ask families to confirm in writing they are not accessing funded kindergarten programs elsewhere.

The Victorian Government also provides Free Kinder funding to our service for children enrolled in a funded kindergarten program. This saves you and your family up to \$2,050 per year. To pass on this saving, our service will provide you with weekly deductions from your fees for a period of 40 weeks. This will commence in the first week of your child's Kindergarten program. This will be noted as Victorian Government Free Kinder offset on parent's fee statement.

Your child can access one funded year in a Three-Year-Old Kindergarten program (15 hours per week) and one year in a Four-Year-Old Kindergarten program (15 hours per week).

Your child can only access one funded kindergarten program at a time. This means that only one service can claim kindergarten funding for your child and pass on the Free Kinder savings. If you accept a funded kindergarten place at more than one service and both services receive funding, you may be required to repay the funding and may lose your child's place in one program.

Four-year-old Kindergarten

We offer children a minimum of 15 hours of funded kindergarten over 40 weeks in the year before they commence school. Children may be able to access a second year of kindergarten if an early childhood teacher assesses that they have developmental delays in two or more areas. Our Early Childhood Teacher will deliver the funded program 5 days (Monday to Friday) 9.00am – 4.30pm during the school terms. Children will attend a minimum of 3 days per week.

Three-year-old Kindergarten

We offer a three-year-old funded kindergarten program of minimum of 15 hours over 40 weeks to children who turn three years of age by 1st January in the year they're enrolled in the program. Our Early Childhood Teacher will deliver the program 5 days (Monday to Friday) 8.30am – 4.00pm during the school terms. Children will attend a minimum of 3 days per week. Please note, all children in three-year-old kindergarten are expected to move to four-year-old Kindergarten the following year.

Early Start Kindergarten

We also offer a free or low-cost Early Start Kindergarten programs of 15 hours per week to children from a refugee or asylum seeker background, or who are Aboriginal or Torres Strait Islander, or who are known to Child Protection, where they will be at least three years old by 1st January in the year they're enrolled. Children can be enrolled in a three-year old group, a four-year-old group, a mixed age group or a combination of these.

These children can also access free or low-cost Kindergarten in the year before school via an Early Start Kindergarten Grant irrespective of whether they were enrolled in Early Start Kindergarten the year before.

Aboriginal and Torres Strait Islander children can also access free kindergarten through the Koorie Kids Shine program

Priority of Access

Where we accept children into a State Government funded kindergarten program, we must prioritise the enrolment of those children in line with the State Government's Priority of Access criteria if there are more applications than available places. We will prioritise children who:

- children at risk of abuse or neglect, including children in out-of-home care (OoHC)
- Aboriginal or Torres Strait Islander children
- asylum seeker and refugee children
- children eligible for the Kindergarten Fee Subsidy
- children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program
 - require a combination of services which are individually planned
 - have an identified specific disability or developmental delay.

At the discretion of the Centre, some applications may be given preference after taking into account the following factors:

- siblings of current or past Bacchus Marsh Grammar students;
- children of past Bacchus Marsh Grammar students;
- children of current Bacchus Marsh Grammar employees; and
- date of application.

To ensure equity, we will apply these criteria separately to our three and four-year old kindergarten programs where these groups are separate, and equally to vulnerable three and four-year-old children in mixed age groups.

Enrolment Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website



Families and Visitors Code of Conduct – Summary version

A full version of our Families and Visitors Code of Conduct is available on the BMG Website and the Policy folder in the Centre Gallery.

PLEASE:

- Be respectful – speak politely, listen to others, and use appropriate language
- Support our educators in caring for your child – work collaboratively and raise concerns respectfully
- Help us maintain a child safe environment – act appropriately around children and report any safety concerns
- Follow our health and safety rules – keep your child at home if they're unwell, follow staff instructions, and help keep our service safe for everyone
- Follow our policies and procedures – including those for drop-off, pick-up, fees, health, hygiene, medication, food and drinks, clothing, and enrolment updates
- Be fair and inclusive – treat all members of our community with kindness and respect, regardless of their background or abilities
- Keep our service alcohol, drug, tobacco and vape free

PLEASE DON'T:

- Act aggressively or offensively towards anyone
- Threaten, bully, harass, or discriminate against anyone
- Gossip or make negative comments about staff, families or children
- Physically discipline any child at the service, including your own
- Take or share photos, videos or recordings of children, families or staff without permission
- Share the private information of staff, other families or children
- Smoke, vape, or consume/be affected by alcohol or illicit drugs at our service
- Offer staff money, or any gift valued at more than \$30.00

Families and Visitors Code of Conduct is available in the Centre gallery and on the Bacchus Marsh Grammar website.



Educational Programs

All our programs are overseen by our Educational Leader and are implemented by Degree Qualified Kindergarten Teachers and supported by Diploma trained Educators.



We view the curriculum between both the 3-year-old and 4-year-old programs as integrated and linked, enabling children and families to develop a sense of connection to our Centre while supporting their transition from one program to the next.

Funded 3-year-old Kindergarten Program

Degree Qualified Kindergarten teacher/ Diploma Co-Educator / Diploma Co-Educator

Children must turn three years of age on or before 1st January in the year they attend the program.

Children participating in our 3-year-old program are actively involved in a high-quality Early Childhood program relating to individual needs, interests and projects, led by a degree-trained early childhood teacher.

Our 3-year-old kindergarten program provides an open-ended learning program that incorporates both expected routines and emerging opportunities. We will nurture each child's natural curiosity and extend their connective understanding of the world where the child leads their own learning through exploration, imagination and experimentation.

The most important goal of our curriculum is to assist children to become enthusiastic, lifelong learners in an environment where they are valued, cared for, nurtured and respected. This means encouraging the children to be active and creative explorers who are confident to try out their ideas and share their own thoughts and opinions.

Funded 4-year-old Kindergarten Program

Degree Qualified Kindergarten teacher/ Diploma Co-Educator / Diploma Co-Educator

Children must turn four years of age on or before 30 April in the year they attend the four-year-old Kindergarten program.

Enrolment Policy is available in the Centre foyer and on the Bacchus Marsh Grammar website.

Our funded 4-year-old kindergarten program is a high quality and holistic program that caters for children in the year before they commence school and is led by a degree-trained Early Childhood Teacher.

This program aims to support children's learning and development, social and emotional skills, language, literacy and numeracy skills, self-awareness and respect for others. It exposes them to new ideas and concepts; all important skills for school readiness.

Through our valuable small and large group learning opportunities, our children will build a diverse range of holistic skills, providing them with a strong foundation to enter their formal schooling.



A Positive Start

As adults, we can clearly relate to new beginnings or changes of routine as somewhat confronting. As a young child, this can also bring feelings of unease and, as we all know too well, this can take time to settle down. Although we would all love the children to settle in and form relationships with others quickly, we must remember to be patient and give the children time to get to know their new surroundings, other children and all of their teachers.

Forming Friendships

Children and adults learn and make friendships in a variety of ways and over varying periods of time. During the early weeks of kindergarten, the children may chat happily and spontaneously with each other or be happy to play alongside their peers with minimal verbal communication. Some will be content to spend time watching the play of others. In the early weeks of kindergarten, we will plan many activities that encourage the children to establish new friendships in a relaxed and unhurried manner.

As your child is settling into their new environment, staff will work together with parents/guardians to ensure a smooth transition into the Centre.

Saying goodbye in the morning:

We all want our children to feel secure within themselves and the best ways of enhancing this includes:

- Allowing enough time in the morning so your child is not rushed.
- Spending a few minutes in your child's room looking at activities with them and asking them about what they have been doing. Settling them into an activity and sitting with them for a few minutes if you can.
- Letting your child's teacher know anything which might affect their day and also let them know when you are leaving so they can help settle your child.
- When you need to leave, the best thing to say is the following, "I'm going to leave for work now and ***I'm going to come back.*** I will be back after you have afternoon tea etc." It is really important not to leave without saying goodbye.

Although your child may be upset initially, they will build trust and feel secure in themselves, knowing that you will return and also what you are saying to them does happen.

Welcome Pack

To enhance the connection between our kindergarten and your family, you will receive an electronic form prior to your child's start date. By completing and returning this form, we can gain valuable insights about your child, enabling our dedicated staff to provide the best possible support during their initial weeks.

Before your child embarks on their journey at BMG ELC, we will also send you a Welcome Pack. This pack contains essential information for both your child and your family to help navigate the transition into kindergarten. Inside, you will find photos of your child's new kindergarten room, a checklist of items to bring on their first day, introductions to our staff, and additional resources designed to ensure a smooth transition.

Orientation for Children Policy is available in the Centre foyer and on the Bacchus Marsh Grammar website





Curriculum and Learning

End of year celebration

To celebrate our learning journey together in our four-year-old kindergarten programs, we hold an end of year celebration before the children move into Prep the following year. This is an event where we share our learning journey through songs, collages, art and creativity and, most importantly, engagement with our families. Families will receive an invitation for our celebration to be held in Term 4.

Early Years Assessment and Learning Tool

Our Centre uses the Department of Education's Early Years Assessment and Learning Tool (the Tool), to support our early childhood teachers and educators with their observations and assessments of children's learning and development.

The Tool will provide opportunities for our teachers and educators to reflect on what children are currently learning to do, say, make, write and draw. Teaching teams observe a child at play overtime before completing the Tool. Information from the Tool can then be used by teachers and educators to plan and tailor the kindergarten program to best help your child learn.

BMG ELC Curriculum Guide

For further information regarding our educational program and curriculum please refer to our in-depth Curriculum Guide.



Excursions and Programs

Excursions and visitors to the Centre are an important part of the kindergarten program. They provide opportunities for the children to explore the wider community as well as enrich and extend the educational program provided at the Centre.

Our walking excursions provide an opportunity to take the children on a stroll around the block, to the nearby parklands and to connect with their wider community. We also conduct our Land Beyond the Fence program, which is located at our Staughton Vale Campus during Terms 2 and 3, where the children will travel by bus to engage in our outdoor education program. Excursions also allow our educators to include road safety education in their daily programming, rather than providing one-off activities or experiences.

For every excursion, a detailed risk minimisation plan is developed and reviewed prior to departure to ensure the safety and wellbeing of all children. These plans are always available for families to view.

In the lead up to excursions, parents/guardians will receive notification of the planned activities and the adult/child ratio required to conduct the outing in a safe manner. Permission slips will be issued prior to all excursions and must be signed and returned in order for your child to be able to attend.

Our Outdoor education policy, Physical and Risky Play policy and Excursions policy are available in the Centre gallery and on the Bacchus Marsh Grammar website.

Family Connections

Family Involvement

Warm, mutually respectful relationships between educators and families are essential to providing a good quality early learning program. The information we share with each other benefits the children, the families, and the educators. This sharing is the basis for developing a true partnership between yourself and the educators which they think will benefit your child's experience at the BMG ELC. While we realise that families often have work and other commitments and may have limited time, you are welcome to be involved in the Centre. Some suggestions of ways you can participate in the Centre include:

- Contributing to our reflective journals in each room and in the foyer.
- Offering some special music or songs in your home language for the children.
- Contributing and participating in our diverse curriculum through a variety of ways.
- Donating recycled materials such as boxes for collage.
- Parent/guardian information evenings.
- Contributing and involvement within the Gallery Space.
- Contributing to your child's goals.
- Participating in our surveys, once a term.

Family and Community Partnerships Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.



Communication

Centre Updates

This is an important form of communication within the ELC Community. We will keep you up to date with upcoming Centre happenings.

Kindergarten Room Reflection/ Newsletter

Each fortnight, you will receive, via email, a reflection of the fortnight's learning within each program written by the kindergarten teacher. These will provide you with valuable knowledge about the program and topics that your child's kindergarten group is currently learning.

Diaries

Each child will receive their own diary. The diary will need to accompany your child every day to kindergarten and be placed in the designated box/basket. The diary serves as a valuable source of information sharing between teachers and families. Please ensure you check your child's diary every evening, so you keep up to date.

Connection Meetings

As part of our family connections at the BMG ELC, we conduct Connection meetings in Term 1 and 3 each year. Parents/guardians can book a time to connect with your child's teacher and discuss their progress.

Connecting with your child's teacher

If you wish to discuss your child's progress throughout the year, please make contact with your child's kindergarten teacher via email. To ensure we provide you with the right amount of time, we will then make an appointment that suits both the family and kindergarten teacher without impacting our kindergarten programs.

Open Mornings

Open Arrival Mornings take place over designated days once a term. By having these Open Arrival Mornings, our families can continue to develop the feeling of connectedness with our kindergarten by having the chance to stroll through your child's learning space as you drop your child off for the day.

Family Feedback

By working together as a team, better understanding and relationships are developed between staff and families. We welcome and take on all feedback from all our families. Please do not hesitate to provide feedback when our annual survey is shared through our Room Reflective Journals, or have a conversation with our kindergarten teachers or Director of Early Learning.





RESOURCE: Social Media – Quick guide for staff and families

The school may use social media to connect with families and the community while keeping children safe, respected and protected at all times.

Photos, videos and consent

- We only post photos or videos of children with written parental permission
- Staff must check the authorisation list before posting anything
- Families must not share photos or videos of other children, families or staff without permission
- If a parent withdraws their permission, we will remove the content promptly

The school may use social media to:

- Share learning, events and service updates
- Promote child safety and wellbeing
- Celebrate cultural diversity and inclusive practices
- Communicate health and safety information
- Promote our service to the community

All content must:

- Be respectful, accurate and professional
- Show children, families and staff in a positive and safe way
- Avoid full names or identifying details unless we have consent
- Be culturally respectful and sensitive

What's not allowed

- Content that is inappropriate, unsafe, intrusive or misleading
- Negative, offensive or defamatory comments
- Posts that break child safety, privacy or confidentiality rules
- Staff using personal accounts to post about work
- Staff connecting with families on personal social media (unless there's a pre-existing relationship)

Privacy and security

- Only authorised staff can access or post on our social media
- Accounts are password-protected and regularly reviewed
- No personal details are shared unless necessary and consent is given
- Private staff groups (e.g., WhatsApp, Facebook) must stay secure and respectful

Reporting concerns

- Concerns about social media use should be raised through our [Complaint Handling Policy](#)
- Staff must report any child safety concerns under our Child Protection Policy
- Breaches of this policy are treated seriously, and may lead to disciplinary action

Our Social Media Policy can be found in the Centre gallery and on the Bacchus Marsh Grammar website

Partnerships

Allied Health Professionals

Children with individual needs sometimes require support from private Allied Health Professionals (Speech Pathologist, Occupational Therapist, Psychologist, NDIS). We encourage families to connect us with their child's support agency to ensure a collaborative approach to their development and learning journey. Parents/guardians will be required to sign a permission form which provides us with consent to share information regarding your child.

School Community Code of Conduct

BMG promotes values that are in keeping with the School's Mission Statement and Philosophy. The purpose of the School Community Code of Conduct is to set clear standards of behaviour expected by the School and provide guidelines for the effective development of positive relationships with the School environment and School community.

The School Community Code of Conduct Policy is available in the Centre foyer and on the Bacchus Marsh Grammar website.

Preschool Field Officer (PSFO)

As part of the funded kindergarten programs, our Centre can access PSFOs for consultative support, resourcing and practical advice to assist our kindergarten teachers. PSFOs also assist our teachers to link families into support services available for children with developmental concerns and broader child and family issues.

Our Mental Health and Wellbeing Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.

Our Positive Relationships for Children Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website



Everyday Information

Lost Property

We understand the frustrations felt when your child loses his/her clothing. Therefore, it is imperative that **all** of your child's clothing be **clearly named**.

Quiet and Calm Atmosphere

We aim to provide a calm and relaxing place for children to learn. We believe children will gain more from their time here when the environment is organised, calm and we are all respectful of one another. We therefore ask you to enter the Early Learning Centre with this in mind and ensure conversations with teachers and children are undertaken in a quiet and calm manner.

We therefore ask all parents/guardians and siblings to enter the Early Learning Centre by walking when in the gallery space, speaking quietly and respecting our spaces and displays.

Toys from home

To avoid toys being lost and broken we ask that your child does not bring toys from home. Occasionally, you may go on holidays and you may have photos to show etc, or your child may have a special book they would like to bring in to show the class. Please speak to your child's teacher prior to bringing items in and they will discuss the best time for your child to have the opportunity to share these personal experiences.

Birthdays

Due to the number of students with allergies, we do not allow students to share food, so we ask that parents/guardians do not send in any food or gifts for their child to share with the class for their birthdays, Easter, Christmas or other special occasions. We recognise that birthdays are a very special day for your child, so within our kindergarten programs, the children celebrate each child's birthday collectively as a group and highlight what makes our birthdays special.

Thank you for your understanding on this matter. The safety of the children in the Early Learning Centre is a primary focus for us all.

We value inclusion at the BMG ELC, and we appreciate your sensitivity when it comes to birthday parties and invitations for your child.

Photography

Photos are taken by our educators (on the Centre Devices only) to support your child's learning and to be used in documenting the program and your child's individual learning. These can be displayed within the room, gallery (electronic screen and walls), your child's journal, room reflection of Learning, ELC newsletters, school newsletters, yearbook, handbooks and the School's website. All parents/guardians will be asked to sign a permission form at the beginning of each enrolment year.





How we use photos and videos at our service

Your child's safety, privacy and dignity are our top priority. **When and why we take photos/videos.** We may take photos, videos or audio of your child to:

- Document their learning and development
- Share learning experiences with you
- Promote the service (e.g, newsletters, displays)
- Support educator training or child development programs
- We only do this with your written consent

What we never do

- We never take, use or share photos or videos without permission.
- We never use personal phones or devices to capture images or videos of children.
- We never take photos or videos in private areas (e.g, bathrooms or nappy change rooms).

How we keep photos/videos safe

- All photos/videos are stored securely and can only be accessed by authorised staff.
- We do not allow staff to take or store images on their personal devices.
- When photos/videos are no longer needed, we delete them securely.

Your child's rights

- We check in with your child and respect if they say "no" to a photo or video.
- We make sure photos show children in a respectful and appropriate way.

Your rights as a parent

- You can say "yes" or "no" to different types of photo/video use
- You can change or withdraw your consent at any time.
- You can ask us to delete an image or video of your child (where legally appropriate).

Other families and visitors

- Please don't take or share photos of other children.
- Please don't take or share photos of staff or other adults at our service.

Ask us for a copy of our [Photography and Video Policy](#) or speak to the nominated supervisor at any time. Photography and Video Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website. National Model Code for taking images or videos of children while providing Early Childhood Educational and Care is available in the Centre gallery and on the Bacchus Marsh Grammar website.

Uniform at Bacchus Marsh Grammar Early Learning Centre

The BMG ELC uniform is compulsory for all children who access the Centre, including long day care and kindergarten programs. These are comfortable, easy to wear uniforms that are practical for day-to-day activities. *Uniforms are available for purchase at:*

Bacchus Marsh Grammar, Maddingley Campus. Phone/Fax: 5367 4072 Email: bacchusmarsh@tr.group	Noone Rushfords- 1/13 Barnes Place Werribee. Phone: 03 9741 3211 Email: rushfords@tr.group	Online Orders https://www.noone.com.au/school/bacchus-marsh-grammar/shop
School Term Hours Monday 12.30pm to 4.30pm Wednesday: 8.00am to 12.00noon Friday: 8.30am to 4.30pm	Monday-Friday 9.00am - 5.00pm Saturday: 9.00am to 12.00pm	

The Early Learning Centre Uniform Requirements

*Price List to June 30, 2026. All prices are subject to change without notice

<u>Unisex Items</u>		<u>Unisex Items</u>	
½ Zip Fleecy Windcheater (Royal blue/Black/Gold fleecy windcheater with logo) All Sizes	\$ 59.50	Rain Coat (Royal blue polar fleece lined jacket with logo) All sizes	\$ 55.95
S/S Polo Top – Royal Blue (Royal blue/ Gold Cotton Back polo with logo) All Sizes	\$ 46.95	School Bag (Physiopak Black with logo) One Size	\$ 59.95
Track Pants (Black Fleecy Pant with logo) All Sizes	\$ 37.95	Bucket Hat (Royal Blue Bucket hat with toggle & logo) All Sizes	\$ 19.50
Sports Shorts (Black Cotton back sport short with logo) All Sizes	\$ 26.95	Beanie (Royal blue acrylic beanie with logo) One Size	\$ 19.50
Sports Skorts (Black back skort with built in short under skirt with logo) All Sizes	\$ 25.95	Name Labels	

- Shoes: Children must wear closed toe shoe e.g, runners, sand shoes or boots in winter and must be worn with socks. Sandals and thongs are not acceptable.
- Please place a change of clothes in your child's bag for emergencies. These should include underwear, tracksuit pants, shirts, and socks. (Spare clothes do not have to be uniforms).
- *Clothing and Footwear Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website*
- *Children's Belonging's Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.*



Children's Health, Safety and Wellbeing

As we understand the importance of each child's wellbeing and sense of self, the children will be exposed to a variety of opportunities throughout the day which will range from quiet relaxation time through to movement to help with self-regulation and spatial awareness. Each room will be conscious of the importance of having ebbs and flow throughout the day which will bring balance to a child's emotional wellbeing.

Achievement Program

BMG ELC is registered to participate in and promote 'The Achievement Program'. This is part of Healthy Together Victoria, which aims to improve people's health where they live, learn, work and play. Healthy Together Victoria focuses on addressing the underlying causes of poor health in children's settings to strengthen Victoria's prevention system. It incorporates policies and strategies to support good health across Victoria, as well as locally led 'Healthy Together Communities'.

The Achievement Program encourages organisations to create healthier environments and adopt a holistic approach to health promotion. This includes developing a healthy physical and social environment, creating healthy policies, and providing children, young people and workers with health and wellbeing opportunities. It encourages children, students, workers and families to be actively involved in creating healthy environments and has a focus on building and strengthening community partnerships.

Dental Health

Smiles 4 Miles is an initiative of Dental Health Services Victoria (DHSV) which aims to improve the oral health of children and their families in high-risk areas across Victoria. Tooth decay is Australia's most common health problem. Smiles 4 Miles assists early childhood services to encourage and promote good oral health habits and healthy eating among children in their care. Being affiliated with the Smiles for Miles program we follow the key components of Drink well, Eat well, Clean well, throughout all our kindergarten programs.

Healthy Eating

We are committed to helping children establish healthy eating habits for life. We feel we have a responsibility to promote the healthy growth and development of children. Educators will work alongside the kindergarten groups to educate the children on healthy eating options through cooking experiences, discussions and group activities. **Please refer to **Meals-We are a Lunchbox Centre** regarding your child's lunch box.*

Nutrition and Dietary Requirements Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.

Meals - We are a Lunchbox Centre

You will be required to provide all food and utensils that your child will require for the day.

Your child's lunchbox will be stored in the refrigerator and will be accessed at snack and mealtimes. Please ensure that you pack your child's food in a suitable lunch box that is clearly named. It is not necessary to use an insulated-type lunch box and it is preferred that you use a simple plastic or tin type lunch box with divisions for snacks, sandwiches etc. Finger foods are the easiest foods for your child to eat independently and successfully throughout the day. Ensure you practise and teach your child how to open, close, store and pack their own lunch boxes over the holiday period before commencing.

Please note that we are unable to heat food for the children, so please supply food with this in mind. You may like to use a small thermos type container for bringing in warm food over the cooler months.

We strongly encourage healthy eating which we will discuss with children throughout the year, explaining that party food such as chips, lollies etc. are not everyday lunch box foods.

Please see handouts.

Fruit is always available in our fruit bowls located in all our rooms.

Your child will also require a named drink bottle (preferably not glass) filled with water. This is continually refilled at the Centre throughout the day, and we encourage and support all children in refilling their water bottles when needed.

Nutrition and Dietary Requirements Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.

Nuts Products

The Early Learning Centre is a **NUT, EGG, AND CRUSTACEAN AWARE** Centre. Please refrain from bringing food containing nut, egg or crustacean products.

Medical Conditions Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.

Safety for all children

We are sure you will agree that the safety of all of the children at our Centre is considered the highest priority to everyone. To help all teachers keep your children safe, some things families can do to help with this include the following:

- Please inform the teachers when you drop off and pick up your child each day.
- Please do not allow any other child out of the classrooms other than your own.
- Please do not allow any child out of the front door or front gate other than your own.
- Always sign your child in and out of the Centre (Xplor).
- Always let us know if someone different will collect your child (phone call, email or using your child's diary) and provide relevant documentation/evidence

We thank you for helping us to keep our children safe at the Bacchus Marsh Grammar, Early Learning Centre.



Immunisation

The Victorian Government introduced this requirement to provide an important reminder to parents/guardians about immunisation as part of a continued effort to maintain high childhood immunisation rates and protect the community from vaccine-preventable diseases. To finalise enrolment for your child at the BMG ELC, you must provide a current Immunisation History Statement from the Australian Immunisation Register (AIR) that shows your child is up-to-date with all the immunisations that are due or they are able to receive for their age.

Bacchus Marsh Grammar Early Learning Centre, Woodlea supports:

- Australian Government, Department of Health: No Jab, No Pay.
- Victorian State Government, Health, and Human Services: No Jab, No Play.

Twice a year, we will request parents/guardians to provide evidence of up-to-date immunisation for their attending child. We review the immunisation evidence provided to make sure it meets the requirements of the law and keep it with the child's enrolment records. In addition, a health authority may review this record in the event of a disease outbreak at the centre.

We will email a reminder when this is required.

It must be noted that children will not be able to attend the ELC **without Immunisation**. An up-to-date Immunisation History Statement must be supplied before commencement (Enrolment Policy). This can be obtained from your myGov account. Please refer to our Immunisation and Disease Prevention Policy located both in the Centre's foyer, and on the Bacchus Marsh Grammar website, for further information in regard to Immunisation.

Parents/guardians are eligible for Child Care Subsidy if their child is fully immunised. Further information is available at <http://www.humanservices.gov.au/>.

Immunisation Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.

Medication

We do not accept written or verbal authorisations to administer over-the-counter pain relief medication like Panadol, Nurofen, Ibuprofen and paracetamol unless it has been prescribed by a medical practitioner or authorised verbally in an emergency as outlined in the Policy listed below. Pain relief medication may mask the symptoms of serious illnesses, and our educators are not qualified medical professionals.

Educators will be able to administer medication, prescribed by the doctor, to children who are recovering from illness if a medication form has been completed and signed by parents/guardians before the prescribed medication is given. The nominated supervisor or an educator can assist you to complete the form.

Prescribed medication must be in date, in its original container with the original label, child's name and the doctor's prescribed dosage clearly labelled on the medication.

Medication must be handed to an educator for appropriate storage. **Please DO NOT leave medication in your child's bag.**

Administration of Authorised Medication Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.



Medical Conditions including Asthma, Allergies and Anaphylaxis

The Centre aims to provide a safe environment for children who have identified medical conditions. It is Centre policy that a coloured Medical Action Plan be completed by a doctor. The Plan should include a photo of your child, state what triggers the medical condition, what first aid is needed, contact details for the doctor who signed the Plan and state when the Plan should be reviewed.

This Medical Action Plan and the required medication must be provided to the Centre prior to your child's commencement. Our Centre will develop a Risk Minimisation Plan, in consultation with the family which is based on information in the Medical Action Plan. Parents/guardians are responsible for updating their child's Medical Action Plan or providing a new Plan when necessary.

Medical Conditions Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.

Incident, Injury, Trauma and Illness

Families responsibilities (not limited to)

If your child is unwell, notify our service and do not bring your child in until they are well. Follow our rules about exclusion and keep your child away for the minimum period of exclusion

Collect your child – or have an authorised emergency contact collect your child - as soon as possible **and within 1 hour** if they become ill or injured while at our service

Notify our service if medication has been administered to your child in the past **48 hours** to treat symptoms of a suspected or diagnosed infectious disease; and of the cause of the symptoms, if known. This should be communicated the first time the child attends the service after the medication has been administered

Provide authorisations in your child's enrolment form for our service to seek medical treatment for the child from a registered medical practitioner, hospital or ambulance service and, if required, transportation by an ambulance service

Provide our service with the following written advice in the enrolment form:

- Any specific health care needs of the child, including any medical conditions and allergies and any medical management plans that need to be followed
- Up-to-date emergency contact list

Notify our service:

- Of any infectious disease or illness that has been identified while the child has been absent from the service that may impact the health and well-being of other children or adults at the service
- If there has been a change in the condition of the child's health or of recent accidents or incidents that may impact the child's care
- Of any changes to medical management plans
- Of changes to emergency contact list
- When the child is ill and will be absent from the service

Be contactable and collect the child as soon as possible from the service when notified of an incident, illness, trauma or injury to the child

RESOURCE – Incident, injury, trauma and illness policy – quick guide

Immediate response

- Act immediately if a child experiences an incident, injury, trauma, or illness while in our care
- Call **000** and follow our emergency procedures (e.g. first aid, evacuation) if a child is in danger
- Remove or control hazards to protect everyone's safety
- Inform the nominated supervisor as soon as possible
- Follow policies and procedures

Keeping children safe

- Provide safe physical, digital and online environments to prevent harm
- Take all reasonable precautions to protect children and actively supervise them at all times
- Maintain premises, furniture, and equipment so they are safe, clean, and in good repair
- Ensure staff are trained, resourced, and experienced in responding to emergencies and providing first aid
- Carry out regular safety checks, audits, and risk assessments, and review them after incidents or new hazards are identified

Records and notifications

- Notify the child's parent as soon as possible (and within 24 hours) if an incident, injury, trauma, or illness happens
- Complete an Incident, Injury, Trauma and Illness Record within 24 hours
- Notify the regulatory authority within the required timeframes for serious incidents, allegations of abuse, or other risks
- Make any other legally required notifications (e.g. police, child protection, WHS regulator, insurer)
- Store all records securely for the required retention period

Serious incidents reported within 24 hours

- Death of a child
- Urgent medical attention or hospital attendance for injuries, traumas or illness
- Missing or unaccounted for child
- Unauthorised removal of a child
- Child mistakenly locked in or out of the premises
- Allegations of physical or sexual abuse
- Emergencies requiring emergency services

Any incidents, injuries, trauma and illnesses are recorded on an Incident, injury, trauma and illness record through our Xplor system. This is accessed by parents/guardians through their Xplor app.

Each record is signed by staff and parents/guardians.

Any incidents to the head or face, serious incident or infectious disease or illness will be notified to parents/guardians by telephone as soon as possible.

Incident, Injury, Trauma and Illness Policy and Procedures is available in the Centre gallery and on the Bacchus Marsh Grammar website.



Emergency Drills

Throughout the year, the Centre will hold emergency drills which occur at any given time throughout the day. These are carried out in a well-organised and orderly manner. An emergency evacuation plan is displayed in every room.

It is essential that parents/guardians on site follow the instructions of Centre staff immediately in the event of an emergency signal. Additionally, if an emergency signal is active before arrival, parents/guardians should promptly return to their vehicles or leave the premises until the signal is lifted.

Emergency Management and Evacuation Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.

No smoking or vaping

A reminder that it is illegal to smoke or vape whilst on the ELC and school grounds and within 4 metres of a school entrance.

Tobacco, Drug and Alcohol Policy is available at the Centre and on the Bacchus Marsh Grammar website.

Relaxation and Rest

Kindergarten days are very busy with new learning, social negotiations to manage, problem solving to practise and many other experiences. Our kindergarten program also offers quiet spaces so children are able to balance the need for moments of less activity and interaction which may include having a lie down, listening to music, stories or participating in yoga or guided meditations. It is important that your children are also attending kindergarten each morning well-rested from the night before.

Sleep, Rest, Relaxation and Clothing Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.



Using the Service Safely – Road Safety



Children have difficulty judging how fast a vehicle may be travelling and how long it takes to walk from one side of the road to another. Children are the smallest road users and because of their size, they are at a significant disadvantage in the road environment. Parents/guardians can help make children safer pedestrians.

Children do not fit into an adult seatbelt safely until they are approximately 145 cm tall or can pass the 5 step test. (see the Australian Government Guidelines) This is the average height of a 10 to 12 year old child. There are now booster seats available that will fit an average 12 year old.

Never leave children unattended in cars while collecting children from the Centre. Car parks are dangerous places for children. Always hold children's hands when arriving and leaving the Centre.

All cyclists and scooter riders in Victoria and their passengers are required by law to wear bicycle helmets that meet the current Australian Standards when riding in public places such as roads, bicycle paths, recreational parks and car parks. Children must wear helmets when using any wheeled toy such as skateboards, rollerblades, roller skates etc.

Remember, that as a parent/guardian of the BMG ELC, you represent the Bacchus Marsh Grammar Values, and this extends to our carpark grounds and arrival and departure times. We share our community's concerns and urge you to consider your child's safety and the safety of others when you are dropping off and picking up your children from the ELC and Woodlea School Campus.

<https://elaa.org.au/wp-content/uploads/2020/07/RSE-Parent-Resource.pdf>

Transport Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.

Sun Protection Policy – SunSmart



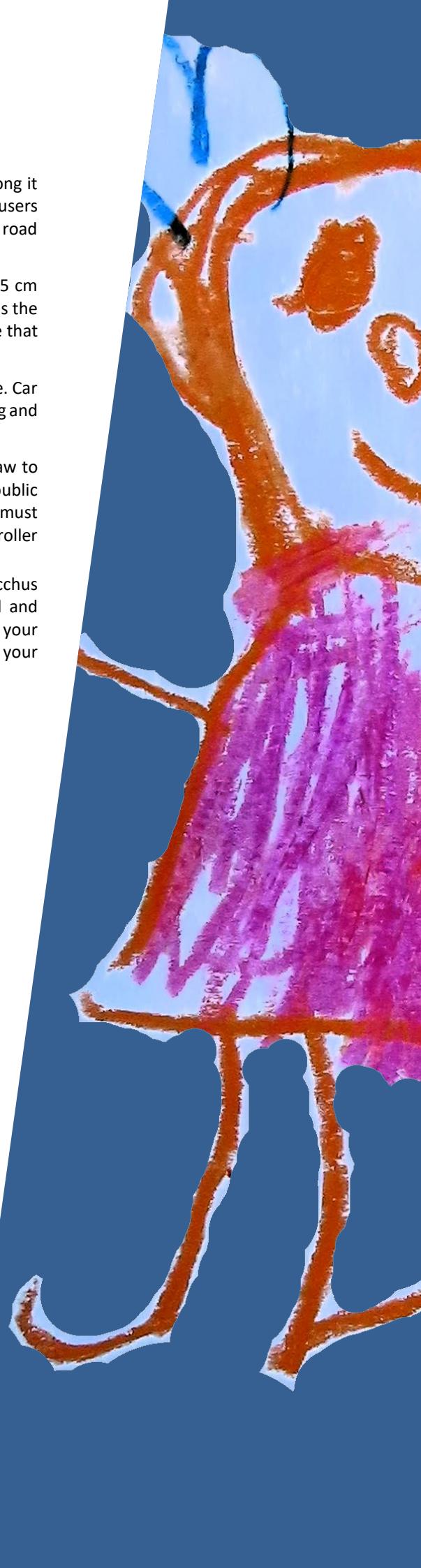
The BMG ELC works in alignment with their Sun Protection Policy (Physical Environment) which uses a combination of sun protection measures for all outdoor activities from September to the end of April and whenever the UV Index level reaches 3 and above. As an accredited SunSmart kindergarten, we are committed to protecting the children and adults attending the services from the harmful effects caused by too much exposure to the sun's ultraviolet (UV) radiation. We provide SPF50+ sunscreen at the Centre for your child. However, if your child requires their own sunscreen, please ensure you fill in a form at the office.

In partnership with families, we believe we have a role to play in establishing healthy sun protection behaviours for life.

Some of these measures include:

- Children playing in shaded areas wherever possible.
- Children and teachers wearing sun safe hats, clothing, and SPF 50+ sunscreen.
-

Physical Activity Policy and Sun Protection and Heat Safety Policy are available in detail in the Centre gallery and on the Bacchus Marsh Grammar website.



Hygiene

To avoid the spread of infection, we ask that all children wash their hands using soap upon arrival at the Centre. Teachers will encourage further hand washing throughout the day, including all times prior to eating and after playing outside. Educators encourage children to develop autonomy with regards to personal hygiene. Educators will ensure that:

- Appropriate hand washing is modelled;
- Hand washing is supervised on arrival, after toileting, before eating, after messy play, outdoor play and handling animals;
- Appropriate 'social hygiene' is modelled in relation to coughing and sneezing (i.e., covering mouth when coughing and use of disposable tissues);
- Each child has their own drink bottle or cup at snack/lunch time;
- Tables are washed before and after food is served; and
- Cleaners are employed to clean the bathrooms and floors etc, daily.

Health, Hygiene and Cleaning Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.

Illnesses

Please consider other children and keep your sick child at home where they will be more comfortable. This ensures a healthy environment for us all. Children find it difficult to cope when they are feeling unwell and tired. A home environment is the best place until they feel better. Children with contagious illnesses must be kept at home and a doctor's certificate presented when the child returns confirming the infection is no longer contagious.

If your child becomes unwell whilst at our Centre, staff will contact parents/guardians with their concerns and will require the child to be collected if they display symptoms as per the Table of Symptoms, if they are unable to cope with the daily routine or present a risk of cross infection.

If a family member has an infectious disease, please let us know and consult our Infectious Diseases information in the front foyer for exclusion periods.

A Table of Symptoms for the most common childhood illnesses is available in our foyer and specifies how long a child must be excluded from care. Symptoms include:

- | | |
|--|---|
| <ul style="list-style-type: none">• Fever• Diarrhea• Vomiting• Conjunctivitis• School sores• Cold sores | <ul style="list-style-type: none">• Head Lice• Rashes• Spots• Swelling• Weeping sores• Nose/Ears discharge |
|--|---|

Dealing with Infectious Disease Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.

Staying Healthy, Preventing Infectious Diseases in Early Childhood Education & Care Services (6th edition 2024) is available in detail at the Centre.



Child Safe Principles

Child Safe

Bacchus Marsh Grammar is committed to the protection of all children from all forms of child abuse and demonstrates this commitment through the implementation of a comprehensive Child Safe Program designed to keep children safe and endorsed by the Schools' governing body. We are clear about our behavioural expectations of every person in our community. Staff are mandated to report any concerns regarding child safety which include family violence. *Child Protection Policy and Child Safe Environment Policy, Child Safe Code of Conduct, Child Safety and Family Violence Information Sharing Policy and Child Safe Risk Management Plan* are available in detail at the Centre and on the Bacchus Marsh Grammar website.

Mandatory Reporting to Child Protection

Section 184 of the Children, Youth and Families Act 2005 (Vic) (CYFA) requires that Mandatory Reporters must make a report to Department of Families, Fairness and Housing (Child Protection) if:

- in the course of their professional work or carrying out duties of their office, position or employment; and
- they form a belief on reasonable grounds that a child (aged under 17) is in need of protection because:
- the child has suffered or is likely to suffer significant harm as a result of physical injury or sexual abuse; and
- the child's parents/guardians have not protected or are unlikely to protect the child from the harm.
- Failure to make a report is an offence.

"All children have the right to learn, grow and develop in an environment that is free of harm. We all have a responsibility to ensure that this environment for children, whether within the school or outside of it, is safe and secure... Bacchus Marsh Grammar takes its obligations to protect the children in its care with the utmost seriousness".

Statement by Debra Ogston, Principal BMG



Child Safe Standards

We are committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We listen and respond if harm or abuse occurs and remain open, honest and transparent about any failings.

At BMG ELC, we comply with the Victorian [Child Safe Standards](#). The standards are a minimum set of requirements for organisations providing services to children in Victoria. This ensures that the safety of children is promoted, child abuse is prevented and allegations of child abuse are properly responded to.

There are 11 Child Safe Standards:

[Standard 1: Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued](#)

[Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture](#)

[Standard 3: Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously](#)

[Standard 4: Families and communities are informed, and involved in promoting child safety and wellbeing](#)

[Standard 5: Equity is upheld and diverse needs are respected in policy and practice](#)

[Standard 6: People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice](#)

[Standard 7: Processes for complaints and concerns are child focused](#)

[Standard 8: Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training](#)

[Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed](#)

[Standard 10: Implementation of the Child Safe Standards is regularly reviewed and improved](#)

[Standard 11: Policies and procedures document how the organisation is safe for children and young people.](#)

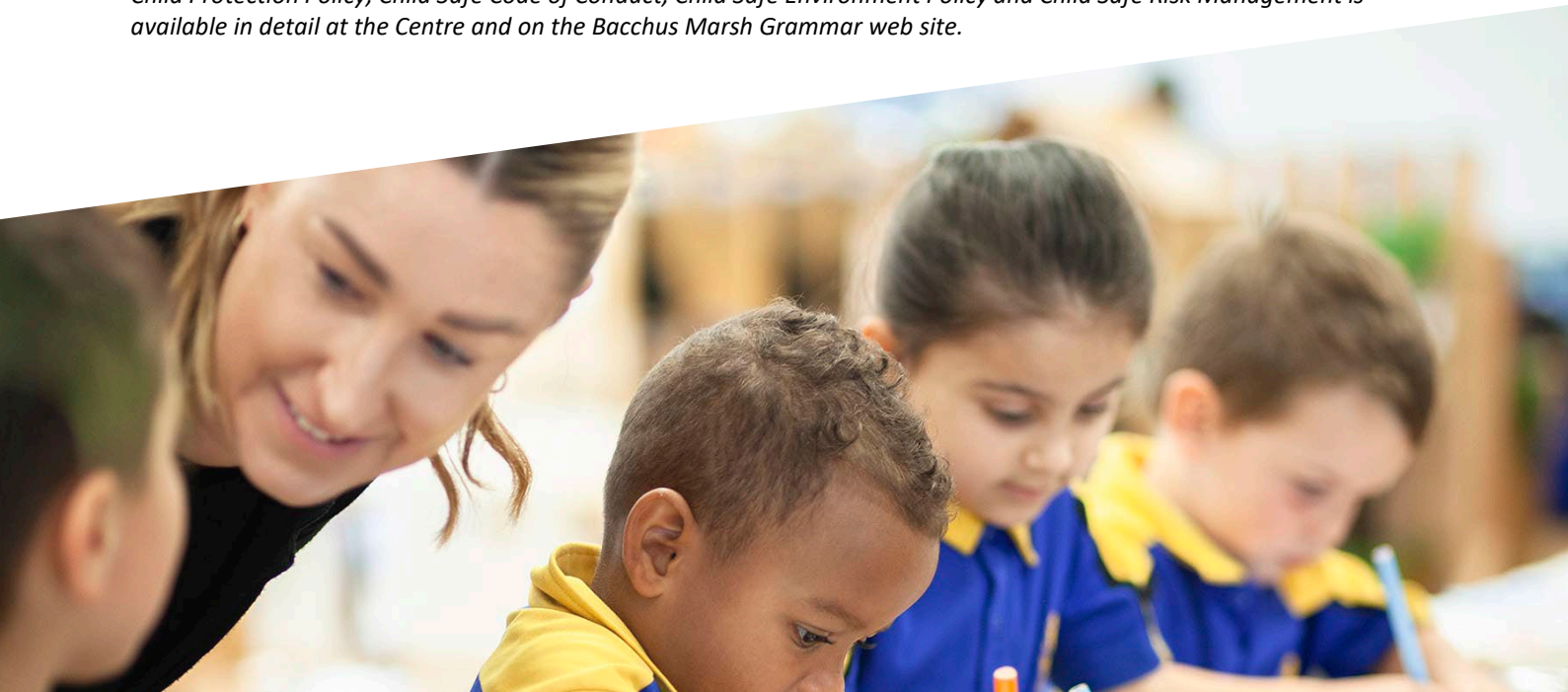
Further information on the child safety standards can be found at the [Commission of Children and Young People](#).

There is zero tolerance of any form of child abuse or maltreatment. Any suspected abuse or maltreatment must be reported both internally and to external authorities including Child Protection and Child first.

*If you have concerns that a child is at risk of significant harm as a result of abuse or neglect, please contact Child Protection on **PH: West Division - 1300 360 462** or **After-hours Child Protection Emergency Service - 13 12 78***

If you believe a child is in risk of immediate danger or harm, please call police on 000.

Child Protection Policy, Child Safe Code of Conduct, Child Safe Environment Policy and Child Safe Risk Management is available in detail at the Centre and on the Bacchus Marsh Grammar web site.



Operational Information

Drop off and Collections

It is a legal requirement that children are signed in and out of the Centre each day by an adult 18 years and above. This will occur through our electronic management system, Xplor. The App will allow you to scan the QR code on the iPad on entry/exit to our centre. Please ensure staff know of your arrival and departure each day.

Delivery & Collection of Children Policy is available at the Centre and on the Bacchus Marsh Grammar website.

Xplor

Everything in one place. Xplor was designed to be easy to understand.

Xplor is the world's most advanced education platform, and it is changing everything we thought we knew. It comes with a collection of features that let you do the everyday things, and the not-so-everyday things, in ways that are intuitive, simple and fun. An email will be sent to you with instructions for passwords prior to your child's commencement.

Please visit <https://support.ourxplor.com/hc/en-us/articles/900000777683-New-Parent-Guardian-Set-Up->

This quick start guide is designed to introduce you to the primary functions found around the Xplor mobile app. This email (from the Centre) will also have instructions on how to approve a CWA so that your CCS (If applicable) can be paid.

Accounts

All accounts will be electronically direct debited weekly on a Thursday. You will be sent instructions on how to set up an Auto Debit through Xplor in January. Account Statements can be accessed by the primary carer through the Xplor App. Accounts are paid one week in arrears.

Fees & Debt Collection Policy is available in the Centre foyer and on the Bacchus Marsh Grammar website.

Policies and Risk Assessments

All our Policies and Risk Assessments can be viewed, and we are happy to help you locate them in the foyer of our Centre. Several of our policies are also on our website. All policies and Risk Assessments are reviewed throughout the course of the year and families are invited to assist in the review of our policies.

Fees

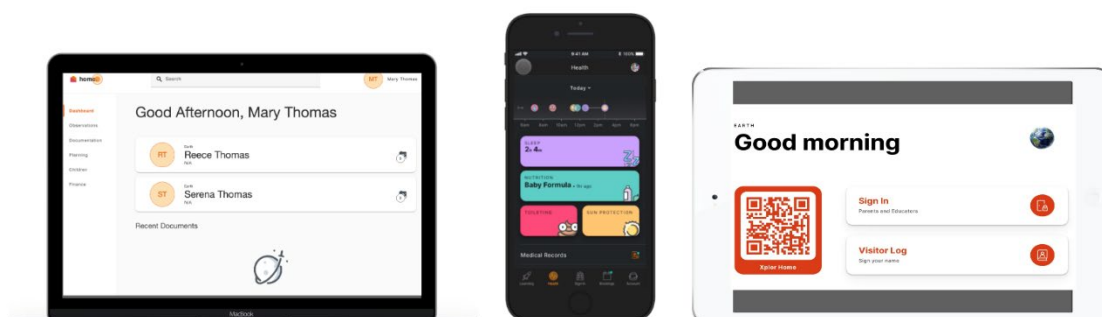
- Fees are invoiced one week in arrears;
- Payment must be electronically Direct Debit via Xplor and processed weekly;
- CWA (through Xplor) must be agreed on before CCS can be applied. This is completed within the first week of enrolment;
- Late collection fees do apply;
- Any leave beyond 8 weeks will result in immediate withdrawal of your position at the Centre; and
- One month's notice is required for withdrawal.

Program Fee Remission during Holidays

A 25% remission on the daily fee will be available for each child not attending the Centre due to family holidays; up to a maximum of four weeks' remission for full time enrolments only. Any leave beyond the 4 weeks and up to 8 weeks will be charged at the full service rates less Child Care Subsidy, if applicable. The discount is available for one period of continuous leave per year. Parents/guardians are required to provide in writing to the ELC Director a minimum of four weeks' notice of the intention to take holidays.

Please see the 2026 Fee Schedule for more details

Fees & Debt Collection Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.



Child Care Subsidy

The Child Care Subsidy is available to all families who are Australian residents if the child meets immunisation requirements and parents/guardians meet eligibility requirements. Entitlement is determined by an activity test which determines the number of hours of subsidised care to which families are entitled. Combined family income is used to determine the subsidy percentage. Income thresholds change each financial year. Current thresholds are available from the Department of Human Services website. See servicesaustralia.gov.au. See 'Activity Level and Subsidised Care.'

<i>Hours of activity per fortnight</i>	<i>Maximum number of hours of subsidy per fortnight</i>
8 hours to 16 hours	36 hours
More than 16 hours to 48 hours	72 hours
More than 48 hours	100 hours

A broad range of activities meet the activity test requirements including paid work, self-employment, unpaid work in a family business, active job hunting, volunteering or studying. You can also include reasonable travel time to and from a place of activity to the Centre. In two parent families, both parents/guardians must meet the activity test, and subsidy hours are calculated on the lower number where parents/guardians have different levels of activity.

There are exemptions for parents/guardians who legitimately cannot meet the activity test requirements.

Low-income parents/guardians who do not meet the activity test can access 24 hours of subsidised care per fortnight under the Child Care Safety Net. Parents/guardians who do not meet the activity test, but have a preschool-age child attending preschool, are eligible for 36 hours of subsidised care per fortnight.

People with disability or impairment, including those who receive Disability Support Pension or an invalidity service pension or who have been diagnosed by a registered medical practitioner or clinical psychologist as impaired to a significant degree, may be exempt from the activity test.

Parents/guardians who need more than their available hours of subsidised care per fortnight due to exceptional circumstances can also apply to Centrelink for additional hours.

The Additional Child Care Subsidy may be available to help support:

- families needing help to support their children's safety and wellbeing;
- grandparents on income support who are primary child-carers;
- families in temporary financial hardship; and
- families moving to work from income support.

Parents/guardians can claim Child Care Subsidy or Additional Child Care Subsidy online by signing into their myGov and completing a claim. If eligible, the Subsidy will be paid directly to the Centre on the parents/guardians behalf, and we will reduce the fees owed. This can occur after our Centre enters the parents/guardians enrolment information online, and parents/guardians confirm their enrolment information through their myGov account. Until Child Care Subsidy details are available, parents/guardians will need to pay full fees.

Parents/guardians are entitled to receive the Child Care Subsidy for up to 42 days if their child is absent, for example due to illness, public holidays, local emergencies and parental leave. Evidence to support these absences is not required. Additional absence days may be available if they meet the situations outlined in the Family Assistance Law and there is evidence to support these.

The Child Care Subsidy might not be paid by the Government in certain situations and families will be required to pay full fees for the period involved. These include:

- non-attendance for 14 weeks in a row;
- for any days before a child attends the centre for the first time; and
- for any days in the final attendance period after a child last physically attends the centre.

Fees & Debt Collection Policy is available in the Centre gallery and on the Bacchus Marsh Grammar website.



Absences

Please notify us by telephone 5366 4999 or via the Xplor app if your child/children will be absent for the day.

Miscellaneous Charges - Medical

In the event of an accident or illness, the Centre may authorise medical, surgical or other treatment considered necessary by a qualified medical practitioner. Parents/guardians will be responsible for all medical, ambulance and associated expenses incurred.

Concerns or complaints

If you or your family have any concerns or complaints, please refer to our Complaints Handling Policy which can be found on the Bacchus Marsh Grammar School website or the Policy folder in the Gallery.

We see complaints and concerns as a valuable source of information. They can highlight issues for our Centre, and we use them as a trigger for us to critically reflect on our infrastructure and operations (systems, documents, communication, practices, activities, policies and procedures).

Complaints should be made to the Nominated Supervisor, Kerry Osborn directly or telephone 5366 4999 or email woodleaelc@bmg.vic.edu.au

You may also contact the Department of Education regarding concerns relating to the *Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2012*.

Complaint Handling Policy is available in detail at the Centre and on the school's website.



Resources and Support for Families

This opens up in word app, double click to open and save attachments.

Western Health

For children living in or attending kindergarten in Melton.

Community Health for mild-moderate delay in one area, refer to Western Health Paediatric Allied Health teams for:

- speech
- occupational therapy
- physiotherapy
- dietician

Everyone can call intake or email questions for community health to SpeechPaeds@djhs.org.au.

Social Worker - call intake on 9747 7609

Melton Health - for moderate to severe delay in more than one area of development (open pdf for more info).

Paediatrician - GP referral required for a [paediatrician @WH](#).

Babaneek Booboo Early Years Project - Supporting Aboriginal and Torres Strait Islander children in Melton City and Moorabool Shire aged 0-8.

Maternal Child Health

Key Age and Stage appointments available for:

- Our youngest infants and their families (0-4 months)
- All Aboriginal and Torres Strait Islander infants, children and families
- **Children and families with additional needs or concerns across all age groups**, including families in the Enhanced MCH Program.

Call the MCH booking office on 9747 7287 or email MCHToddlerSupport@melton.vic.gov.au. Learn about [new parent and toddler groups](#).

Family services

Orange Door is the pathway to family services in Melton. Call 1800 271 046 or email bma@orangedoor.vic.gov.au

Medicare

Ask a GP - rebated sessions through Medicare. [Allied health services](#), [Mental Health](#)

Djerriwarrh Community and Education Services

Adult Migrant English Program (AMEP) & more. Call 8746 1000

NDIS

The Brotherhood of St Laurence is our NDIS local area coordinator. [Referral form](#)

Call 1300 275 634 or email BSL.CUSTOMERSERVICE@ndis.gov.au with any questions.

Early Help Family Service

Supporting Brimbank and Melton families with each stage of their

Family child's development. Call 7068 0150 or email

earlyhelp.familyservices@ipchealth.com.au



Early Help

Service.pdf

Engaging Melton Families

Mackillop Family Services & **VACCA** in partnership supporting Aboriginal & Torres Strait Islander families with children. Also run the **Sing & Grow** music therapy group.

Call 8746 0500 or email

engagingmeltonfamilies@mackillop.org.au



Supporting multicultural families in accessing and participating in early childhood education and transitioning to school Contact michellew@melton.vic.gov.au 	Access to Early Learning Early intervention program for three-year-old children for families with complex needs. Contact ael@melton.vic.gov.au
Association for Children with a Disability Services are free and include information resources, workshops and peer support, and the ACD Support Line - a telephone advocacy service: Call 9880 7000, 1800 654 013 (regional), or email mail@acd.org.au	Envisage Families The ENVISAGE program is free, connecting caregivers of children aged 0 – 8, providing workshops to empower families. Envisage Families Envisage First Peoples
Find a therapist Search engines to find different therapists: • Find a Speech Pathologist • Find an Occupational Therapist • Find a Psychologist • Find a Physiotherapist	
Quick links • Find a kinder program • Find a centre-based service • Kindergarten Melton City Council • Kindergarten Starting Age Calculator • Second year of funded Four-Year-Old • Families & children Melton City Council • Families and children community mailing list • Family day care & Vacation Care • Immunisation • Sleep and settling • Playgroups, smalltalk playgroups • Find my school zone • Imagination Magic • Early Social Stories	• Koorie Kids Shine • Deadly Western Connections • Libraries, Library Storytime • Library membership, Digital and audio resources • Melton Learning • Support services • Youth • Children with additional needs • School Readiness Funding, SRF Menu • Raising Children Network webinars • Emerging Minds online training • Australian Institute of Family Studies webinars • Early Start Bright Future, Resource Hub • Pop Culture Parenting Podcast
Preventing Family Violence and Violence Against Women • Preventing Family Violence and Violence against Women	Family Violence Help • GenWest Family Violence Help



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