



# *Atlantis Beach Baptist College*

**Early Learning Centre  
Handbook 2020**

# *Atlantis Beach Baptist College Primary School*

Atlantis Beach Baptist College is a creative and innovative co-educational private Baptist College established in 2016 in Two Rocks. The College will provide quality education for Pre-Kindergarten to Year 10 students within a safe, caring and nurturing environment.

## **College History**

Atlantis Beach Baptist College was founded by members of Baptist Communities LTD. Our College Board provides faithful and reliable governance. Baptist Communities Ltd. has an exciting vision to impact and serve the growing Perth Northern suburbs.

*“Remember how the Lord your God led you all the way.” Deuteronomy 8:2*

We believe the Atlantis Beach Baptist community will bring glory to God and build a legacy for generations to come. We estimate that our school will flourish to become a Pre-Kindergarten to Year 10 College of quality in the northern corridor of Perth, providing for the educational needs of students.

## **College Crest**

**Our College Crest** displays our College name within a shield outline to signify our **College Motto:**

*Strength Faith Honour*



The **crown** represents God the King who is central to our identity and who we declare as having ultimate sovereignty over our College.

The **cross** represents Jesus Christ who we recognise as our Lord and Saviour.

The **wave** design represents the inspiration of the Holy Spirit, like the movement of water, which also reflects our geography being a coastal area.

## **College Mission**

**The Mission** of Atlantis Beach Baptist College is to empower all students to achieve and celebrate their personal best within a culture of high expectations and to articulate, demonstrate and value knowledge and skills that will support them, as life-long learners, to establish a lifestyle that honours God and serves others. As an outstanding educational setting, we will exemplify excellence and high expectations in all aspects of our learning community. We will ensure that the needs, achievements and strengths of every individual are recognised, nurtured and celebrated. We will foster a supportive environment, building on the strengths within our unique community. Our key focus will be the development of independent, reflective, responsible and inquiring young people. Our students will be multi-skilled and will joyfully embody a genuine passion for lifelong learning.

**The Aim** of Atlantis Beach Baptist College is to provide all students with the skills, knowledge and wisdom to be successful learners, confident individuals and informed citizens with hearts for service, social responsibility and an awareness of God. The provision of a creative, innovative and inspiring curriculum will enable Atlantis Beach Baptist College to support great diversity.

## College Contacts

Location: Breakwater Drive, Two Rocks Western Australia  
Postal Address: PO Box 320 Two Rocks WA 6037  
Telephone: (08) 9544 3000  
Facsimile: (08) 9544 3099  
Email: [admin@abbc.wa.edu.au](mailto:admin@abbc.wa.edu.au)  
Website: [www.abbc.wa.edu.au](http://www.abbc.wa.edu.au)  
Office Hours: Monday to Friday 8.00am – 4.00pm  
Uniform Shop: Tuesdays 8.15am to 10.30am and Thursdays 8.15am to 10.00am

**BELONGING:**  
Knowing where and with whom you belong is integral to human existence. Belonging is an essential element in the life of every individual. Atlantis Beach Baptist College fosters a sense of belonging to the community by building positive relationships where individuals are enabled to reach their full potential.

**BEING:**  
Childhood is a special time to be, to play, try new things and to seek and make meaning of the world. Atlantis Beach Baptist College fosters individual, family and community identity.

**BECOMING:**  
Children's identity, knowledge, understandings, capacities, skills and relationships change during childhood. Belonging is an essential element in the life of an individual. Atlantis Beach Baptist College teaches that each child is a unique, created being with amazing potential.

**BELIEVING:**  
Atlantis Beach Baptist College encourages belief in God as Lord and fosters an atmosphere of grace in all school activities. The curriculum integrates Christian faith with learning.

## College Christian Environment

The Early Learning Centre is an integral part of Atlantis Beach Baptist College.

The School is staffed by committed Christians and is founded on Christian principles, which underpin the framework of all programs. Students entering the College (at Primary or Secondary level) are not required to have a commitment to the Christian faith. However, all students must participate fully in the College's Christian Education program.

Primary students will engage in a Christian Education lesson each week. These emphasise basic Christian truths and their application to daily life. Each morning, a brief class devotion begins the day, including a Bible reading and prayer. In addition, a strong Pastoral Care program operates throughout the school.

## College Administration

The College Office opens in Term 1 two weeks prior to the children commencing. The Principals and Office staff are in attendance during normal College hours for payment of fees, new enrolments and general enquiries. The College Office is open during the term breaks from 8.00am to 4.00pm.

### Before school

School Commences:	<b>8:35 am</b>
Primary School Morning Recess:	10:35 am – 10:55am
Primary School Lunch:	12:35 pm - 1:10 pm
School Concludes:	<b>3:00 pm</b>

Children should **not usually arrive at school before 8.00am in the morning**. Arrivals before that time must be notified in writing to the Principal and arrangements for supervision formally made.

**Kindergarten and Pre Primary** parents are asked to drop off their children directly to the classroom by 8.35am and pick up children directly from their classroom at 3.00pm. Late students, arriving after 8.35am, must please report to the College Office, receive a late slip and go to their class.

### After school

When school concludes at 3pm, children are encouraged to leave the premises promptly. Students are allowed to play on equipment after school only and with the direct supervision and duty of care of their own parent. Students may be supervised at College Reception until 3.30pm. They are to be seated quietly. Please advise us if you will be late when collecting your children.

## Leaving the College Campus

Parents must sign the 'sign out register' to take students off-campus prior to 3:00pm. To take children out of school temporarily, parents must sign a *Sign Out* slip. These must be signed at the time the child leaves and signed again when the child is returned. The parent must accompany the child in these circumstances.

As children are under College care and responsibility, it is necessary for them to have written permission from parents/guardians in order to leave the school grounds during school hours, which includes lunch times. The policy of providing a 'pink slip' (provided by the school receptionist) to the class teacher requesting that permission be given to the child to leave the school grounds is designed to eliminate, where possible, the situation where children leave the

school without the prior knowledge and consent of parents/guardians. When parents/guardians remove students from school during the day, the Sign In/Out Register is signed at College Reception and a 'pink slip' is handed to the teacher when collecting the child.

### **Enrolment**

When children are enrolled in the College, parents must complete and sign an Enrolment Agreement form from which we record information. This information includes contact telephone numbers in case of an emergency. It is therefore vital we are kept up to date with such information.

**Please ensure that the College Emergency form is kept up to date.**

Atlantis Beach Baptist College is a non-profit organisation which exists to provide a quality education.

A non-refundable fee per child is paid to register on the waitlist. Pre-Kindergarten and Kindergarten places are offered approximately 10 months prior to entry. Places are offered first to siblings of current or past students of the College, and then to new families, in order of registration. Religious affiliation is not a factor. When the College offers an enrolment place to a child entering the College, a non-refundable Enrolment Fee is required to secure the place. Enrolment takes place after a satisfactory interview with the Principal.

Fees are reviewed each year and set as an annual fee, after establishing the year's total anticipated operating income and costs. Annual tuition fees are outlined on the Fees Schedule. Sibling discounts apply if more than one child from a family attends the College at any one time. This applies to students in Pre Primary and above only.

### **Conditions of Enrolment**

- prompt payment of fees
- a commitment by parents/guardians and student to College behaviour and uniform standards and discipline policies, as outlined in College information brochures
- respect for, and full participation in the Christian program of the College
- satisfactory participation in the Parent Participation Program (PPP)

### **Terminating Enrolment**

If your child leaves the College after commencing, you are required to give the College written notice:

- by no later than the first day of the Term at the end of which it is intended he/she should leave, or
- If it is intended that he/she should leave during a term) not later than the first day of the preceding Term.
- If you fail to comply with these requirements, a charge of ten weeks' tuition fees will be payable for each child.
- In the event that your child is asked to leave the College, fees already paid will not be refunded and any outstanding fees, plus ten weeks' tuition fees will be payable.

### **Student Insurance**

All students at Atlantis Beach Baptist College are covered for worldwide protection for personal accident insurance, through Baptist Insurance Ltd. This covers students during college activities only and while on School grounds.

### **Parking**

Please use the 'Kiss N Drive' areas and carpark. Your courtesy to others, attention to safety and cooperation in this matter is appreciated. Please be aware that when using the 'Kiss N Drive', the busses also make use of this area and cannot get past if cars are stopped too close to the first bend. Please stop as far forward as possible.

### **Safety when Driving**

In the interest of children's safety, we ask parents to drive slowly and exercise extreme care and caution when dropping off and collecting children.

- Parents are permitted to enter the car park – either to drop off/pick up children only.

### **Transport**

We have special school bus services that stop at the school. Students may ride their bicycles or walk to School. The College has chartered a Private Bus Service that picks up and drop off students from Butler and Yanchep. This service is at a cost to parents wishing to use it.

## Atlantis Beach Baptist College Early Learning Centre

### Establishing good foundations and building blocks

Staff are committed to establishing a caring, engaging and dynamic learning environment that reflects best practice in early childhood education.

Research highlights the importance of optimum family and community experiences for children during the earliest years of childhood and development. These experiences establish a template that has the potential to play a significant role in later life. The Early Learning Centre seeks to build on the strengths, existing knowledge and skills of the child, their family and community.

### Early Learning Centre aims

1. To lay firm foundations for life-long learning.
2. To provide a range of learning experiences that focus on developing early literacy, numeracy and social skills.
3. To implement early intervention strategies to support students.
4. To establish, or further develop, relationships with our College families, based on mutual respect and trust.
5. To be a caring and nurturing environment within a Christian context.

### Early Learning Centre facilities

The Early Learning Centre consists of air conditioned indoor learning areas, with wet areas and cooking facilities in the classrooms and a fenced outdoor area with undercover areas, sand pit, bike track and playground equipment. Children may use other facilities on the College campus for sport, art and music.

### Building Blocks

The Early Learning Centre seeks to build on the strengths, existing knowledge and skills of the child, their family and community.

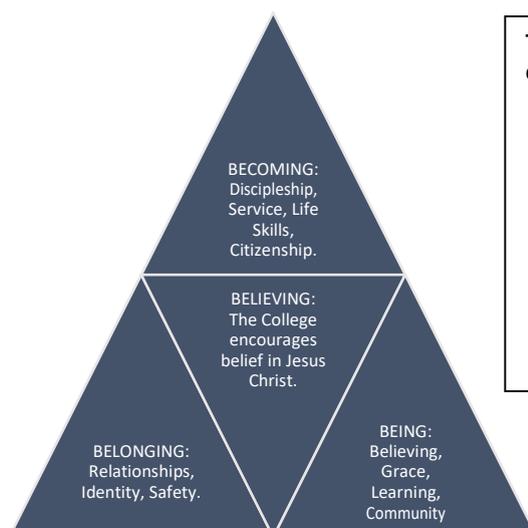
We aim to build and focus on early intervention strategies to support our learners and their families.

We aim to build on relationships with our College families, based on mutual respect and trust.

We aim to develop the 'whole' child as a learner.

The Early Learning Centre endeavours to be a caring and nurturing environment.

The Educational program for the Early Learning Centre meets Education Department standards as outlined in the Early Years Learning Framework (EYLF)



#### The Early Years Learning Framework (EYLF) defines five Learning Outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world.
- Children have a strong sense of wellbeing.
- Children are confident and involved learners.
- Children are effective communicators.

## Primary School Lesson Times

### Kindergarten (4 year olds)

Thursday and Friday, with Wednesday Fortnightly

Period	Time
Classroom opens	8.35am
<b>Outdoor Learning</b>	<b>10.30 to 10.50am</b>
Specialist activities	10.50 to 12.00noon
<b>Lunch and Nature Play</b>	<b>12 to 12.30pm</b>
Rest and Relaxation	1 to 1.30pm
Specialist activities	1.30 to 3.00pm
Finish	3.00pm

### Pre Primary to Year 6

Full Time

Period 1	8.45 to 9.40am
Period 2	9.40 to 10.35am
<b>Recess</b>	<b>10.35 to 10.55am</b>
Period 3	10.55 to 11.50am
Period 4	11.50 to 12.45pm
<b>Lunch</b>	<b>12:45 to 1:10pm</b>
Period 5	1.10 to 2.05pm
Period 6	2.05 to 3.00pm
Finish	3.00pm

## **The Early Learning Centre**

The Early Learning Centre will comprise of the Kindergarten and Pre Primary students of the College. There is mounting evidence from a broad research base in health, developmental psychology, neuroscience and education, of the importance of optimum family and community experiences for children during the earliest years of childhood and development. There is much evidence that these experiences establish a template that has the potential to play a significant role in later life. Early experiences and the quality of nurturing and cognitive stimulation which children receive in the first few years of schooling may have a big impact on their development and the course they choose to follow in life. We seek to partner with our families to establish an excellent, positive foundation of learning for our very young students. The program will follow the Australian Early Years Learning Framework. It is also very important to have Early Intervention strategies in place at the College, so that we can notify families early if there are any concerns that we may have about a student's development and learning. The Early Learning Centre students will wear a different, more casual uniform than the Primary and Secondary students. This will allow them to play and learn according to their age group's abilities and needs.

**The Kindergarten Program** is a gradual introduction to schooling in a fun, yet structured environment for children who have turned 4 years of age or are turning 4 before the 30th June of that year. In

planning a 'learning through play' environment for this age group, we aim to take into account the developmental stages of these children. All children are encouraged to develop their strengths in a supportive environment. The program will operate for 15 hours per week over 2 full days and a third day, which will be alternated fortnightly.

**The Pre Primary Program** aims to continue to develop and foster an enjoyment of learning, while encouraging equity and respect for others in the learning environment and community. It is a program for children who have turned 5 years of age or are turning 5 before the 30th June of that year. During this stage of their schooling, children are given the opportunity to develop essential foundations on which to build their knowledge, skills and values, particularly in the areas of social and emotional well-being, literacy and numeracy. We recognise that children are unique and endeavour to celebrate the unique potential of each child through a curriculum that allows children to explore and discover concepts for themselves with adult guidance. The program will operate fulltime and is the first year of the Australian Curriculum Learning Program, called 'Foundation'.

## EARLY YEARS LEARNING FRAMEWORK (EYLF) Pre Kindergarten to Year 2

DEVELOPMENTAL AREA	OBSERVE	EXAMPLES OF LINKS TO EYLF
Physical	<ul style="list-style-type: none"> <li>• dresses and undresses with little help</li> <li>• hops, jumps and runs with ease</li> <li>• climbs steps with alternating feet</li> <li>• gallops and skips by leading with one foot</li> <li>• transfers weight forward to throw ball</li> <li>• attempts to catch ball with hands</li> <li>• climbs playground equipment with increasing agility</li> <li>• holds crayon/pencil etc. between thumb and first two fingers</li> <li>• exhibits hand preference</li> <li>• imitates variety of shapes in drawing, e.g. circles</li> <li>• independently cuts paper with scissors</li> <li>• toilet themselves</li> <li>• feeds self with minimum spills</li> <li>• dresses/undresses with minimal assistance</li> <li>• walks and runs more smoothly</li> <li>• enjoys learning simple rhythm and movement routines</li> <li>• develops ability to toilet train at night</li> </ul>	<p><b>EYLF Outcome 3:</b> Children have a strong sense of wellbeing - Children take increasing responsibility for their own health and physical wellbeing. E.g. "Promote continuity of children's personal health and hygiene by sharing ownership of routines and schedules with children, families and the community." (p.32)</p>
Social	<ul style="list-style-type: none"> <li>• enjoys playing with other children</li> <li>• may have a particular friend</li> <li>• shares, smiles and cooperates with peers</li> <li>• jointly manipulates objects with one or two other peers</li> <li>• develops independence and social skills they will use for learning and getting on with others at preschool and school</li> </ul>	<p><b>EYLF Outcome 1:</b> Children have a strong sense of identity - Children learn to interact in relation to others with care, empathy and respect. E.g. "express a wide range of emotions, thoughts and views constructively." (p.24)</p>
Emotional	<ul style="list-style-type: none"> <li>• understands when someone is hurt and comforts them</li> <li>• attains gender stability (sure she/he is a girl/boy)</li> <li>• may show stronger preference for same-sex playmates</li> <li>• may enforce gender-role norms with peers</li> <li>• may show bouts of aggression with peers</li> <li>• likes to give and receive affection from parents</li> <li>• may praise themselves and be boastful</li> </ul>	<p><b>EYLF Outcome 2:</b> Children are connected with and contribute to their world - Children respond to diversity with respect. E.g. "plan experiences and provide resources that broaden children's perspectives and encourage appreciation of diversity." (p.27)</p>
Cognitive	<ul style="list-style-type: none"> <li>• understands opposites (e.g. big/little) and positional words (middle, end)</li> <li>• uses objects and materials to build or construct things, e.g. block tower, puzzle, clay, sand and water</li> <li>• builds tower eight to ten blocks</li> <li>• answers simple questions</li> <li>• counts five to ten things</li> <li>• has a longer attention span</li> <li>• talks to self during play - to help guide what he/she does</li> <li>• follows simple instructions</li> <li>• follows simple rules and enjoys helping</li> <li>• may write some numbers and letters</li> <li>• engages in dramatic play, taking on pretend character roles</li> <li>• recalls events correctly</li> <li>• counts by rote, having memorised numbers</li> <li>• touches objects to count - starting to understand relationship between numbers and objects</li> <li>• can recount a recent story</li> <li>• copies letters and may write some unprompted</li> <li>• can match and name some colours</li> </ul>	<p><b>EYLF Outcome 5:</b> Children are effective communicators - Children express ideas and make meaning using a range of media. E.g. "use language and engage in play to imagine and create roles, scripts, and ideas." (p.42)</p>
Language	<ul style="list-style-type: none"> <li>• speaks in sentences and use many different words</li> <li>• answers simple questions</li> <li>• asks many questions</li> <li>• tells stories</li> <li>• talks constantly</li> <li>• enjoys talking and may like to experiment with new words</li> <li>• uses adult forms of speech</li> <li>• takes part in conversations</li> <li>• enjoys jokes, rhymes and stories</li> <li>• will assert self with words</li> </ul>	<p><b>EYLF Outcome 5:</b> Children are effective communicators - Children use information and communication technologies to access information, investigate ideas and represent their thinking. E.g. "Provide children with access to a range of technologies." (p.44)</p>

## Assessment

Our ELC students are assessed in a variety of ways: skills checklists, anecdotal records, formal and informal testing, student portfolios and observation. The results will be reported to parents in the following ways:

Portfolios and Skills Files    Term 2, 3, 4  
Reports                                Term 1, 2, 4

Reporting can be an opportunity to celebrate a child's strengths and set goals for improvement in other areas.

## Kindergarten and Pre Primary Homework

Formal homework will not be compulsory for these early years. All activities at home or play can assist children to develop essential knowledge and skills including literacy, numeracy and problem solving. These are often done in the context of family activities including:

- shopping
- preparation of food
- listening to stories, learning songs and nursery rhymes
- discussion about what is happening at school
- reading
- library borrowing
- family outings
- collecting items

News Telling – all students will be rostered for regular class news telling. Teachers may request students bring items from home to assist at this time.

Pre Primary students will take home a book each week from the Shared Reading program. Prompt cards will be supplied to support families in engaging students in rich conversation around the text.

## Early Intervention

Kindergarten students' modalities of vision and hearing are tested by the School Nurse during the year. Permission forms are sent out to parents at the beginning of the year.

We offer an ongoing support network, with particular attention to early intervention.

Teachers and Learning Support staff will observe and test student behaviour and achievement and notify you early if there are any concerns.

The 'On Entry' assessment obtained from the Department of Education is conducted in Term 1 for the Pre Primary students.

## Behaviour Management Plan

Our aim is to maintain a positive classroom climate through the use of preventative, supportive and corrective behaviour management strategies. In the Early Learning Centre we encourage the following classroom behaviours:

### Mat behaviour

1. Cross legs
2. Hands in lap
3. Hand up and wait to speak

### Class behaviour

1. Be kind to everyone
2. Play safely
3. Be respectful to others

### **Rewards**

Appropriate behaviour and following class rules may be rewarded in a number of ways: merit awards given at Primary School Assemblies, merit stickers, prizes and special duties, such as ringing the classroom bell.

### **Consequences**

1. Warning and reminder of rule
2. If behaviour is repeated - Move away from stimulus
3. If behaviour is repeated – Child asked to have a drink of water or check for sickness etc.
4. If behaviour is repeated - Sit on the Thinking Chair for 3 or 4 minutes
5. After 3 or 4 minutes the teacher speaks quietly to the child about the behaviour
6. If behaviour is repeated - Name on Warning Board
7. If behaviour is repeated -Tick next to name
8. If behaviour is repeated - Second tick next to name
9. Children will now be sent to Primary Principal with Pink Slip
10. Parents will be informed if a child has seen the Principal. Send out is recorded.

### **Term Dates and Calendar**

A Primary Calendar of Events and Weekly Timetable will be issued early in the year. Kindergarten and Pre Primary are not compulsory years of schooling and, although we run a two and a half day and five day program respectively, we encourage parents to use their discretion in keeping children home when they are tired or unwell. Please also feel free to take your child on special outings with you or keep them home if you have special visitors. You will still however, need to send in a note explaining their absence for our records.

## **Pupil Requirements**

Pre Primary children will need a **Library bag** to protect library books as they are carried to and from school.

Kindergarten and Pre Primary students will also need the following articles each day;

- College Bag - labelled with named key ring or other form of identification
- A 'take home' Bag (on booklist) for reading books, notices and messages to be carried safely to and from school
- A packed recess and lunch in a labelled containers (no lollies or chocolates please)
- A College hat (name inside)
- A water bottle (named) - Not juice please.
- A small named cushion (not a large pillow) approx. size 25 cm x 30 cm

## **Excursions and Incursions**

Excursions and Incursions are included in your annual fees. Any additional cost will be absorbed by the Primary budget. A permission slip will be sent home to be signed and returned before your child can attend any out of school event. From time to time the Primary Parents & Friends Association run fundraising events which you may wish to support.

## **Administration of Medication**

Atlantis Beach Baptist College will comply with reasonable requests for assistance in the administration of medication, where there is an agreement between staff, parents and the Principal and where **written instructions** from the family doctor have been provided for prescribed medications. Student Medication Forms will be available from the Office.

All medications, including analgesics, such as Panadol, will be kept centrally and administered under the supervision of the appropriate staff member at College First Aid. Analgesics will only be administered with a parent's permission. Students are not to keep medication in their bags, lunch boxes or desks, particularly if the medications involve allergies.

## **The House System**

As students enter the College they will be placed into a College 'House'. House competition is encouraged for many activities, such as Sport and Music. House Competition promotes sportsmanship, enjoyment, team spirit, co-operation and endeavour. Every effort will be made to ensure that families will be allocated to the same House. In 2016 we will begin with 3 House Groups that are names for 'ROCK' in other languages. This is to reflect our Two Rocks location and to build a firm foundation for our College.

**PETRA - Purple**

**ARTEK - Blue**

**TARIN - Red**

### **Arrival Procedures**

A parent, or another nominated person, should bring your child to the Centre and wait with the child until the Centre door is opened at 8.35 am. This person is responsible for the behaviour of the child during this time.

Parents please bring your child into the Kindergarten room:

- encourage them to place their bag outside their classroom,
- take their drink bottle out and put on their table
- put their take home bag in their drawer
- direct them inside the classroom to a story or puzzle.

Separation can be difficult for both parent and child, so please be prompt in leaving. If younger siblings are under your care, please supervise them closely as the environment is designed for school aged children.

### **Going Home Procedures**

It is necessary that an adult or nominated person collects the child from the Centre. You may want your older children to pick up their younger sibling at the end of the day. If this is the case, please give the teacher a letter stating your permission. This is only allowed for Pre Primary students.

If your child is to go home with an adult other than you, please send a signed and dated note giving us details of the person who will be picking up your child, or write it in the message book. We cannot let children go with someone other than a parent unless we have authorisation to do so. Please wait at the Centre door for children to be released.

### **Custody Arrangements**

Please let the Primary Principal know of any custody arrangements that involve your family. Documentation involving these arrangements will need to be provided.

### **Parent Involvement**

We recognise that families are the primary source of love, care and intellectual stimulation for young children. At Atlantis Beach Baptist College we aim to support parents and families in their valuable role of caring and nurturing young children. This collaborative partnership is important in developing a child emotionally, physically, spiritually, socially and intellectually.

We encourage parents to be involved in their child's education and we aim to promote the development of a close relationship between the home and the school.

We welcome parents at our assemblies and special functions held throughout the year and would encourage you to be a part of school activities at available opportunities. Information will be published in the newsletters.

## **Communication**

Please feel free to use the **Communication Book**, in students take home bags, for any messages you would like to communicate to us. Nothing is too small to note if it will make your child's day happier.

**Laundry** in Kindergarten and Pre Primary may be rostered out on Fridays. All families are asked to do the laundry as often as possible during the year by placing their name on the roster. Please ask the teacher assistant for the laundry bag on Friday afternoon.

## **Newsletters and Notes**

We aim to keep parents as fully informed as possible about school activities and events. A Primary School Newsletter, issued once a fortnight to each family, will be a regular feature of our communication process. These newsletters inform you of events and sometimes give helpful parenting ideas. Please check children's take home bags every **Friday** for newsletters and notes.

## **Assemblies**

Assemblies are held on some Fridays. Please see the Primary Newsletter for dates of the assemblies. All parents are most welcome and are encouraged to attend when possible. Merit awards are given at the School Assemblies. Recipients' names and dates will be emailed to parents in advance.

## **Parent/School contact**

Contact between the home and school is greatly encouraged. Parents/guardians are invited to make an appointment at any time to discuss their child's strengths, weaknesses and interests as well as voice any concerns they may have regarding their child's educational development.

An opportunity for parent interviews will also occur early in the term. At this time, parents/guardians will meet individually with the class teacher to discuss their child's progress.

Parents/guardians are welcome to make an appointment with the teacher throughout the year to discuss aspects of their child's progress as they feel necessary.

Generally, teachers will be unavailable for interviews or discussions before school due to Duty of Care responsibilities and preparation for class, or Monday afternoons as this is a Staff Meeting day. Urgent Communication at this time should be brief. Parents are encouraged to meet with the Principal in circumstances where the teacher is not available. Please note that class teachers should generally be the first point of contact, unless stated otherwise in policies and procedures.

## **Concerns**

Please contact us as soon as possible if you have a cause for concern regarding your child at school.

## **Working with Children Check**

People working with children are required to undergo a *Working with Children Check*. This is a State Government requirement and checks of various categories of workers with children are now necessary. All **regular** volunteers in early morning programs are required to have a current Working with Children Check.

## **Volunteers**

When accompanying your own child class for excursions, you are required to sign a volunteer form from Primary Reception but may not need a Working with Children's Check if you are under the supervision of the Class Teacher.

## **Parents and Friends (P&F) Association**

Parents and guardians of current students are automatically members of the Primary School P&F Association. Dates of P&F meetings are advertised in the Primary School eNewsletter and the College Calendar available on the College website. Meetings may include a guest, speaking on topics relevant to family life and education.

## Early Learning Centre Uniform

### **Summer:**

- Navy knit shorts
- ABBC K/PP coloured T-shirt
- White sports shoes/school sports socks

### **Winter:**

- Navy College tracksuit
- ABBC K/PP summer coloured T-shirt
- White sports shoes/ school sports socks
- College rain jacket if necessary

***Please send spare underwear and shorts and top in a plastic bag, even if your child has not had an 'accident' for a very long time.***

## **General Appearance**

We seek to encourage a high standard of personal cleanliness, hygiene and neat appearance at all times. Please ensure your child can: blow their own nose; wash and dry their hands by themselves.

Children with long hair must keep it tied back so that sight is not impeded and general tidiness is maintained. Because of continuing **head lice** problems in schools, parents are asked to be vigilant in checking children's hair. Parents will be informed when nits have been found in students' hair and are encouraged to check their own child's hair for the next couple of days for small white specks (eggs).

## **Birthdays**

A birthday is a very special time for all people. When your child has a birthday you may send cup cakes or small individual treats for their class. The food or treat will only be given out at the end of the day for the children to take home. **Please do not send large cakes for teachers to cut up for the children. Please do not send cream or nut products as many children have allergies to these products.** If your child has an allergy to certain foods, you may provide a small allergy free lolly bag for them to choose from when other treats are given out. You may also consider birthday treats to give out other than food. Eg. Stickers, pencils. We do ask that you distribute birthday invitations out of school hours, as we understand that you cannot invite every child to your child's birthday and we wish to avoid the disappointment that could be felt by any children not invited.

## **Lost Property**

A box containing lost property is located in the Reception area. All lost clothing will be placed there and parents wishing to look for lost items should check this box.

### **Hats and Sun Cream**

We believe that it is important to educate children about the value of protection from the sun. All children must wear their **College Hat for outside activities** all year round and should have a hat marked with their name in their bag at all times (summer and winter). We do not allow children to share hats due to head lice. If they do not have a hat, they may play in the shade. If children are at P.E. they may have to sit out for some activities.

Sometimes hats get misplaced or taken home by the wrong person accidentally so it is recommended that a **spare hat** (does not have to be a College hat) is kept in the child's bag to be used in emergencies.

During summer (Term 1, 4) children are required to administer their own **sun cream** before outdoor play. If your child has an allergy to certain creams please write a note explaining this and either provide them with their own to keep in their bag or put it on before they come to school.

### **Lunches**

We encourage parents to please keep high salt/sugar treats in lunchboxes to a minimum. eg. chocolates, chips, lollies.

### **Sickness and Accidents**

In the event of a child being sick or involved in an accident, parents are contacted whenever possible. All parents are asked to make sure that the school has a telephone number and an address at which they can be contacted.

Information on enrolment forms needs to be kept up to date. Any changes in telephone numbers, addresses and the person to contact in an emergency, should be recorded on the information form as soon as they occur. Please contact the College Receptionist to update information.

### **Screening**

#### **Community Health Nurse**

Routine health screening for 3 to 6 year olds takes place during the Pre-Kindergarten, Kindergarten and Pre Primary. Parents will be notified and permission forms sent home when this is to take place.

#### **Dental Therapy Centre**

This service operates at the Dental Therapy Centre at the Local Primary School. Your child will receive a tentative appointment card sometime during their Pre Primary year. Please ring the Centre if you wish to change the appointment time. Transport to the Dental Therapy Centre is the responsibility of the parents. The Dental Centre aims to provide a continuous preventative dental service for each enrolled child.

## Infectious Diseases

Public Health Regulations have provided a list of communicable diseases and prescriptive treatment as follows:

### **COMMUNICABLE DISEASES**

Guidelines for Teachers and Local Authorities:

#### **CHICKEN POX:** (*Varicella virus and Herpes Zoster*)

The medical practitioner treating a case of infection must decide whether others at risk need to be contacted.

**Transmission:** Contact with an infected person or with articles freshly soiled by mucus or sores from an infected person. Scabs do not spread the infection.

**Incubation period:** 13 - 17 days

**Period of communicability:** From 5 days before rash and 5 days after onset of last crop of blisters.

**Exclusion from school:** Exclude until fully recovered, or until at least 5 days after the eruption first appears. Some remaining scabs do not justify continued exclusion.

**Contact:** Any children with immune deficiencies (e.g. Leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise do not exclude.

#### **DIARRHOEA:** (*Various bacteria and viruses, e.g. Rota virus, Shigella, Giardia, Salmonella, Campylobacter.*)

**Transmission:** Many modes of transmission, depending on causative organism, usually through contaminated hands, food and drink.

**Incubation:** Hours to days.

**Exclusion from school:** Exclude until diarrhoea has ceased.

**Period of communicability:** Days to weeks.

**NOTIFIABLE - SALMONELLA, SHIGELLA, CAMPYLOBACTER**

#### **HEAD LICE:** (*Pediculus Capitis*)

**Transmission:** Contact with infected person.

**Incubation period:** 1 - 7 days

**Period of communicability:** Until lice and nits (eggs) are destroyed.

**Exclusion from school:** Exclude until day after treatment has commenced. Family contacts will probably be infected and should be treated. Other close contacts should be checked regularly for signs of infestation.

#### **HERPES:** (*Herpes Virus*)

**Transmission:** Direct contact with weeping lesions.

**Incubation period:** 2 - 12 days.

**Period of communicability:** Herpes virus is present in weeping lesions.

**Exclusion from school:** Young children unable to comply with good hygiene practices should be excluded while lesions are weeping.

**IMPETIGO:** (*School Sores - various bacteria usually Staphylococci and Streptococci*)

**Transmission:** Contact with infected person.

**Incubation period:** 1 - 3 days.

**Period of communicability:** Until sores are healed.

**Exclusion from school:** Exclude until effective treatment (including the proper use of occlusive dressing) has been instituted.

**INFLUENZA:** Like illness (various viruses)

**Transmission:** Spray or droplet infection, or directly through articles freshly soiled by discharge from nose or throat of infected person.

**Incubation period:** 1 - 3 days

**Period of communicability:** From 2 days before onset of symptoms to 5 days after.

**Exclusion from school:** Readmit on recovery.

**MEASLES:** (*Measles Virus*) NOTIFIABLE

**Transmission:** Spray of droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat or infected person.

**Incubation period:** 7 - 18 days (usually 10).

**Period of communicability:** From 5 days before to 4 days after the appearance of rash.

**Exclusion from school:** Exclude; readmit on medical certificate of recovery or at least 4 days after appearance of rash if well.

**Contacts:** Do not exclude immunised contacts. (All children should be immunised against measles, preferably at 12 months of age and certainly before entry into Pre-Primary or day care centre unless they have had the disease). Non-immunised contacts should be excluded for 14 days after the appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

**Immunisation:** Measles / Mumps / Rubella vaccine from 12 months of age.

**MUMPS:** (*Mumps Virus*)

**Transmission:** Spray or droplet infection, or directly through articles freshly soiled by discharge from nose or throat of infected person.

**Incubation period:** 12 - 15 days.

**Period of communicability:** From 6 days before to 9 days after swelling.

**Exclusion from school:** Exclude for at least 9 days from onset of symptoms.

**Contact:** Do not exclude. Recommend immunization if not vaccinated.

**RINGWORM:** (*Tinea, Pityriasis versicolor (certain species of fungi)*)

**Transmission:** Contact with infected persons, articles or animals, especially cats.

**Incubation period:** 4 - 14 days.

**Period of communicability:** As long as lesions contain fungus and spores.

**Exclusion from school:** Exclude until the day after treatment has commenced.

**RUBELLA:** *German Measles (Rubella Virus)*

NOTIFIABLE - Congenital Rubella Virus.

**Transmission:** Spray or droplet infection, or indirectly through articles freshly soiled by discharge from nose or throat of infected person.

**Incubation period:** 14 - 23 days.

**Period of communicability:** From 7 days before to at least 4 days after onset of symptoms of rash.

**Immunisation:** As for Mumps and Year 7 females. All females of childbearing age should make sure they are adequately immunised.

**SCABIES:** *Sarcoptes scabiei* (itch mite).

**Transmission:** Contact with infected person, clothing or bedding.

**Incubation period:** Itching usually begins within 48 hours.

**Period of communicability:** Until mites and eggs are destroyed.

**Exclusion from school:** Exclude until the day after treatment has commenced.

**Contact:** Family contacts will probably be infected and should be treated.

**WORMS INTESTINAL:** *hook, round, tape, thread and whip*

**Transmission:** Ingestion of worm eggs from fingers or food.

**Incubation period:** Various

**Period of communicability:** As long as eggs are present in faeces.

**Exclusion from school:** Exclude if symptomatic or diarrhoea present.



# *Atlantis Beach Baptist College*

**Term dates for 2019**

**PRIMARY AND SECONDARY STAFF AND STUDENTS**