



TINTERN  GRAMMAR

EARLY LEARNING CENTRE HANDBOOK 2023





TINTERN GRAMMAR

EXCELLENCE & CONFIDENCE,
SIDE BY SIDE.

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A WARM WELCOME TO OUR TINTERN GRAMMAR COMMUNITY

Dear Families

Welcome to Tintern Grammar

Thank you for entrusting your child's education to us. It is at the corner stone of the Tintern Grammar ELC Philosophy to develop positive and meaningful relationships with the children and families that attend. This booklet contains some important information which should ease your entry into the 2023 school year for your child and enable a positive start to your child's educational journey with us.

At any stage if you have a question concern, or queries please do not hesitate to reach out to your child's teacher or myself.

I hope that your time with us at Tintern Grammar is filled with wonderful opportunities, daily delights and be filled with pleasure.



Kristin De Vos
Director and Teacher Early Learning Centre

KEY STAFF

Principal, Tintern Grammar

Brad Fry

Director of Early Learning Centre

Kristin De Vos

Head of Girls' Junior School

Allison Prandolini

Head of Tintern Boys' Junior School and Director of Students

Adam Kenny

ELC Teachers

Kristin De Vos, Claire Trappitt, Brooke Mitchell,
Genevieve Brown

ELC Assistants

Robyn Hill, Meagan Cerantola, Natalie Barnes,
Hayley Warner, Libby Dong, Luna Wang,
Kate McConnell and Ella Friend

Prep Teachers

Mallory Peters (Boys) and Mary Witcher (Girls)



FIRST WEEK IN THE ELC

Some hints for the first week:

Please come on the days your child would normally attend.

Wednesday 1 February

- Parent Teacher Interviews

Thursday 2 February

- Half day until 12pm for Early Learners, Pre-Prep B and Pre-Prep A. Parent Teacher Interviews in the afternoon.

TeamKids available from 12pm on this day. Children would need to bring their own lunch and families would need to register and book with TeamKids. There would be a separate charge for this service. Parent Teachers Interviews will be held in the afternoon.

Friday 3 February

- Half day until 12pm for Early Learners, Pre-Prep B and Pre-Prep A. Parent Teacher Interviews in the afternoon.

TeamKids available from 12pm on this day. Children would need to bring their own lunch and families would need to register and book with TeamKids. There would be a separate charge for this service. Parent Teachers Interviews will be held in the afternoon.

Monday 6 February to Wednesday 8 February

- Half day until 12pm for Early Learners, Pre-Prep B and Pre-Prep A. Parent Teacher Interviews in the afternoon.

TeamKids available from 12pm on this day. Children would need to bring their own lunch and families would need to register and book with TeamKids. There would be a separate charge for this service. Parent Teachers Interviews will be held in the afternoon.

Week beginning Thursday 9 February

- Full time for all classes.

TeamKids available from this day.

Please feel free to give your child half days for as long as he/she needs. There are no specialist classes during the first week. There will be Parent/Teacher interviews prior to the children starting full days held in the afternoons.

YOUR CHILD'S CLASS SCHEDULE MAY LOOK LIKE THIS

8.00am	Arrival at the ELC Parents to sign children in
8.30am	Morning Meeting Play, Inquiry based activities/experiences either indoors or outdoors Specialist Classes
10.30am	Snack Play/Inquiry based activities/experiences either indoors or outdoors Specialist Classes
12.30pm	Lunch Play/Inquiry based activities/experiences either indoors or outdoors Specialist Classes
2.50-3.00pm	Pick up time Parents to sign children out
3.00 – 6pm	TeamKids Program (optional)
Please bring a hat on the first day and apply sunscreen before your child attends school. We can reapply if necessary.	



THE ELC EDUCATION PROGRAM

Tintern Grammar Early Learning Centre's program encourages a life-long love of learning within each child. Our unique program pairs play-based exploration and learning with teacher-led investigation, designed to support each student's learning style and to foster confident, independent learners.

The Tintern Grammar ELC program is designed to inspire children's learning by ensuring that the learning is meaningful to students' own experiences, and related to their interests.

It is informed by The Victorian Early Years Learning Framework and the Schools compass.

The development and promotion of each Compass point is a focus each and every day for every Tintern Grammar students. This occurs throughout our programs and is designed to specifically cater for the developmental needs of our boys and girls at each stage of their schooling journey.



ABSENCES

Parents are asked to leave a message with the Junior School Office, the Absentee Hotline or the absentee email address if your child is to be absent from school.

Junior School Reception: 9845 7826

Absentee Hotline: 9845 7722

ARRIVAL AND PICK-UP TIME AT THE ELC

- Parents can use the ELC car park, Loma Street or 55 Alexandra Road to park vehicles. For safety reasons please reverse park into the spaces.
- Please observe Council Parking signs, drive and park carefully and be aware of the children around.
- ELC children are to be taken to the ELC Building each morning and must be collected from the classroom at the end of each day (except in the case of those going to TeamKids).
- They are not permitted to walk to the gate alone.
- Each morning and afternoon, parents are required to sign an attendance and exit register/sign in book.
- All parents/guardians will be issued with a fob to enter the building. These swipe cards are active from 8am to 3:15pm exclusively. An electronic sign-in/out system is used for children arriving after 9.00am and departing before 3.00pm. This is in the Junior School Reception Area.



END OF DAY SCHOOL ARRANGEMENTS

- 2.50 – 3.00pm is normal pick up time
- 3.00 – 3.15pm - we would hope and encourage parents to use the time as a buffer time in case you are running late. Please ring to inform staff if this is the case.
- After 3.15pm - staff will attempt to contact you if your child has not been collected. At 3.30pm any child not collected from the ELC will be taken to TeamKids after school care program and the family will be charged.
- Please be aware that once a child is signed out and picked up from the ELC, all supervision of the child is the responsibility of the parent/guardian.
- We would encourage parents to use the Prep to Year 2 playground (in front of the IJ Day building beside the ELC) which is very safe for little ones such as the ELC students.
- This playground is not close to the road/car park, has seating for the parents and is visually open for parents to monitor their children at all times. It is a perfect spot to enjoy a lovely time with others in our community.

The safety and welfare of our children are always our highest priority.

TEAMKIDS

Our afterschool care program is run by an external company, TeamKids. Sessions can be booked for a recurring day or week and also, if required, for a one-off situation. All families are encouraged to sign up to TeamKids in the event that you may need to use it at some point during the year. There is no charge to sign up. For further information please visit: www.teamkids.com or ring their customer service number on 1300 035 000.

COMMUNICATION

Our ELC values open communication between home and school. Parents are well informed about events and news through a number of avenues:

- ELC Portal pages
- Appointments with the Director of ELC or Class Teacher at any time
- Emails/Weekly Newsletter from the Director of ELC or Teacher
- Informal discussions at the beginning and the end of each day
- Aspectus Newsletter

It is essential that the ELC staff know any details about your child which may be beneficial to their care or education. However, the mornings and afternoons are busy times, so please be mindful that the supervision of the students remains a priority at these times and it may be better to consider alternative communication methods. If you have any concerns, don't hesitate to make a time to see the relevant ELC Teacher or Director of ELC at any time.

LEARNING MANAGEMENT PORTAL

There is a Parent Portal site for the Early Learning Centre. Our families can access this site through our Tintern Grammar website. This site presents the latest photographs, news, notices, newsletters and important calendar dates. At the start of the year you will be issued with Login details. If you are experiencing any difficulties please contact the schools Helpdesk on 98457733 or email helpdesk@tintern.vic.edu.au



STUDENT PROGRESS MEETINGS

Student Progress Meetings are held twice a year. If there are any concerns during the year additional interviews can be arranged with the teacher.

The ELC follows a timeline when reporting to our families and the potential of a child needing to repeat. This is explained in the Learning Development Reporting Timeline (page 9).

CLOTHING

The uniform is very practical and sturdy and young learners feel very important in them. The uniform helps our children to identify as part of the Tintern Community and, importantly, they begin to feel a sense of pride in their appearance. ELC students wear a uniform which is available from the Tintern Uniform Shop (9845 7824).

The uniform is:

- School tracksuit pants/School Shorts
- School T Shirt
- School Jumper/Polo
- Runners - shoes should have Velcro fastenings and should be a runner.
- School Hat - hats should be a school hat purchased from the uniform shop.
- Jacket - all students are required to own and wear the school 'jacket'. This can be purchased at the school uniform shop. Please do not wear jackets other than the school uniform.
- White Skivvy - ELC students are able to wear a white skivvy during colder months. This can be purchased from the uniform shop.
- Spare underpants/socks - a spare pair of underpants and a pair of socks should be kept in the schoolbag
- LABELS on all clothing ARE ESSENTIAL.

TOILETING

- We are aware that there will be some students who may still be in the final stages of toilet training. These children are required to wear pull-ups as we do not have any nappy changing facilities for children within the classrooms. Please provide spare pull-ups and flushable wipes in your child's school bag.
- Any student who is not fully toilet trained will be monitored very carefully. If you wish, this will be discussed at the beginning of the year interviews.
- The ELC Staff will implement or follow the families Toileting plan.

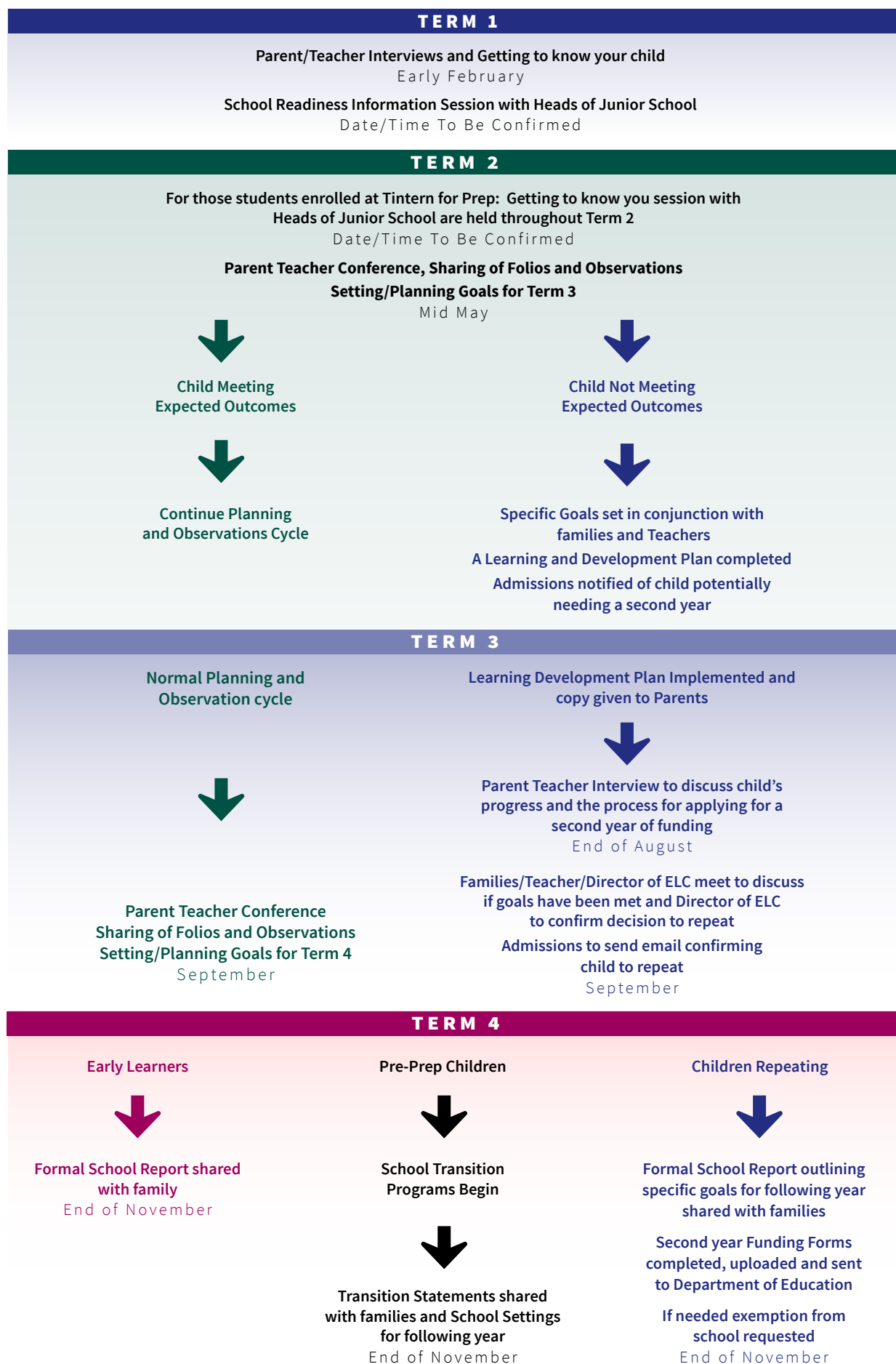
WHAT TO BRING TO SCHOOL

ELC children need to bring the following each day:

- Sunhat named
- Roll on sun screen named, so students can self-administer
- Please provide a named water bottle
- Morning snack and lunch in a sturdy named lunch box.
- Lunch should consist of items such as a sandwich, roll, hot food in a Thermos, some fruit, vegetables, sultanas or cheese - staff encourage 'fruit first' at snack time
- Spare underpants/socks
- For 3 year old students only - if you think your child will need a rest during the day please bring a single sheet (cot size), small blanket and a small pillow for sleep time. Please bring in a clearly labelled bag which is easily identifiable by your child.

Please name everything

Learning Development Reporting Timeline





Do not worry if your child does not eat a great deal at school. It is usually too exciting to eat much in the first few days. Good school habits begin early... so please make sure that snacks and lunch are very nutritious.

IMPORTANT FORMS

1. Immunisation Status Certificate - Once students are immunised we would ask that you supply this information for the school records.
2. Medical Action Forms - if your child has a medical condition forms are required prior to your child's first day.

FIRST AID

Basic first aid is administered when necessary, but if a child is unwell and cannot join the program for any reason, parents will be contacted and a request for the child to be collected will be made. If basic first aid is administered, parents will be required to sign a medical form at pick up time. Sick children should stay at home.

- Please be mindful of the fact that unwell children fret for their families and, also, germs are rapidly spread amongst young children.

MEDICAL CONDITIONS

If your child has a medical condition including Anaphylaxis, Asthma or an Allergy please indicate on the Student Information Update form. Staff will contact you concerning an Action Plan and this will need to be completed by your GP prior to your child beginning school.

PARENT INVOLVEMENT

We would warmly welcome parents to assist at school. Parents often help with activities within the classroom, excursions, PMP Perceptual Motor Program, farm visits and Special Days.

Each week reflections are uploaded onto the Portal and we encourage our families to engage and feedback here on the program.

POLICIES

Tintern Grammar has a large number of policies that cover all aspects of school life. All relevant student and parent/guardian policies can be accessed from the MyTintern Portal page under Student Services Parent Services. ELC relevant policies are located on the ELC Home Portal Page – Policies Tile.

BIRTHDAYS

We love to celebrate your child's Birthday here in the ELC. If you would like to bring something for your child to share we ask that it is individually wrapped. We hand these out at the end of the day and encourage the children to not eat it until they get home. We also sing to your child and the ELC gives each birthday person a small gift.

ANY QUESTIONS?

New parents often have numerous questions about the exciting first few days of the ELC year. Please feel free to telephone the school to ask Ms. Kristin De Vos or Class Teachers any questions you may have.

We trust that your experience with Tintern Grammar, through the ELC, will be a very happy one.



KEY CONTACTS/NUMBERS

Director and Teacher Early Learning Centre

Kristin De Vos Ph: 03 9845 7894

E: kdevos@tintern.vic.edu.au

Head of Girls' Junior School

Allison Prandolini

Ph: 03 9845 7826

E: aprandolini@tintern.vic.edu.au

Head of Boys' Junior School and Director of Students Student Leadership and House Co-ordinator

Adam Kenny

Ph: 03 9845 7826

E: akenny@tintern.vic.edu.au

TeamKids

Customer Service 1300 035 000

Infoteamkids.com.au

www.teamkids.com.au

Uniform Shop

Ph: 03 9845 7824

E: uniformshop@tintern.vic.edu.au

Please see website for more up-to-date trading times

Business Manager

Damien Horman

Ph: 03 9845 7846

E: dhorman@tintern.vic.edu.au

Student Fees & Accounts Receivable Officer

Debra Urquhart

Ph: 03 9845 7814

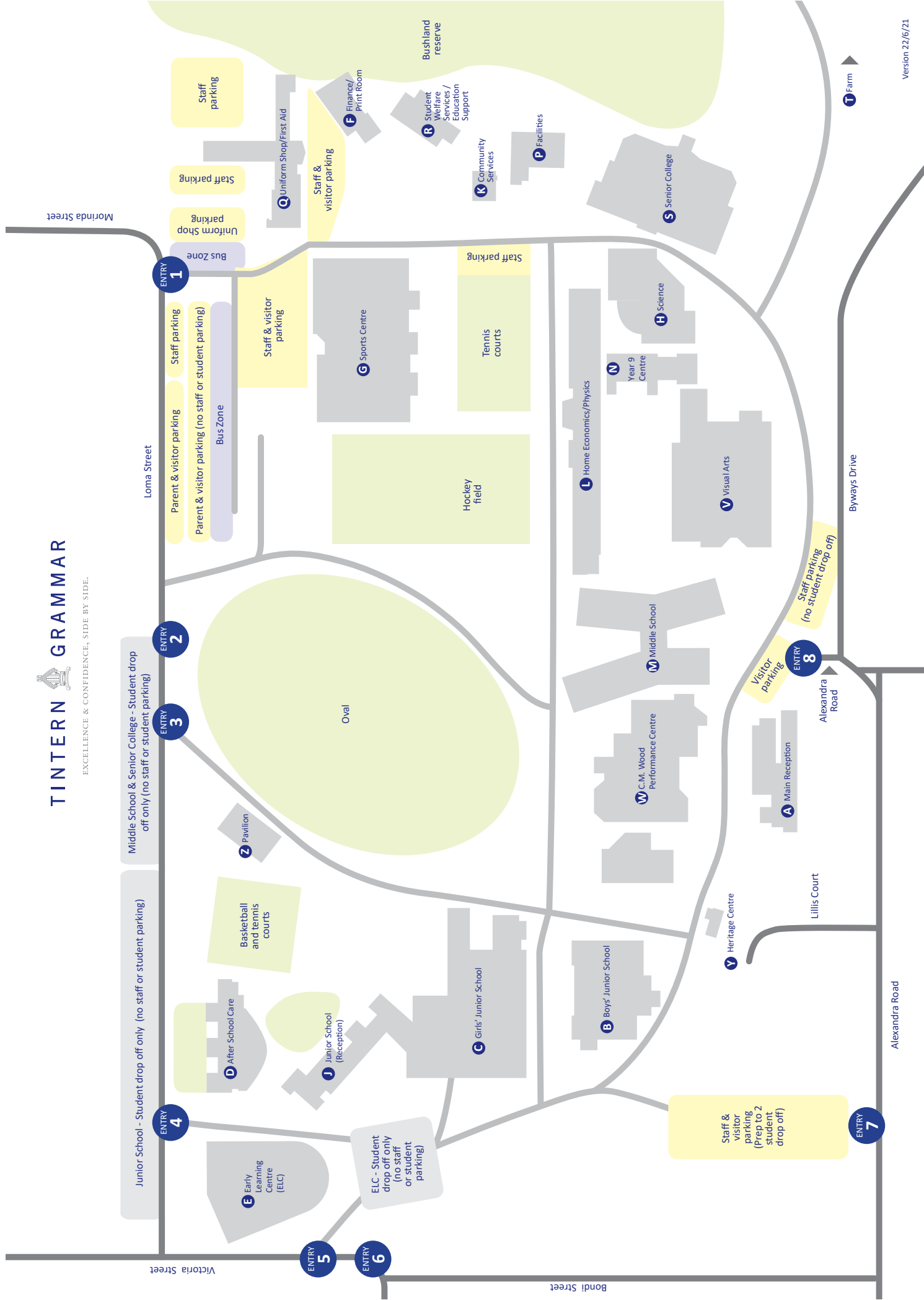
E: durquhart@tintern.vic.edu.au

Absentee Hotline

Ph: 03 9845 7722

Please feel free to contact Ms De Vos if you have any queries with regard to the ELC class or other aspects of your child's education.







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Junior School Reception: (03) 9845 7826 Facsimile: (03) 9845 7712

Junior School Reception: juniorschool@tintern.vic.edu.au

Head of Junior School: aprandolinil@tintern.vic.edu.au

Absentee Hotline (03) 9845 7722 (between 8.00 - 9.00am)

Office Hours: 8.00am – 4.00pm

Tintern Grammar PO Box 26 90 Alexandra Road RINGWOOD EAST VIC 3135 AUSTRALIA

ACN 004 293 994 | ABN 24 693 089 021 | CRICOS 00348E