



ELC Handbook

2026



Bayside
Christian
College

“Unity and Maturity in Christ”

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Welcome

The early years are a significant time of growth and development where foundations for life and learning are formed. In partnership with families, we aim to support the growth and development of each child's unique God-given gifts and talents. Inside this handbook you will find a selection of practical information to help you and your child transition smoothly into the Early Learning Centre.

One of the core values of Bayside Christian College is partnership between home and school. In order to build connection, it is our desire to maintain continuous communication between home and school.

There are countless opportunities for parents to participate in College life, from helping in the ELC, through to joining the Association.

Community is a critical component of what it means to be Christian. There are real benefits for children in seeing their parents involved in their school and its community. We look forward to getting to know you better as we partner in the education of your child.

2026 Term Dates

Term One	Wednesday 28 January	to	Friday 2 April
Term Two	Tuesday 21 April	to	Friday 26 June
Term Three	Wednesday 15 July	to	Thursday 17 September
Term Four	Tuesday 6 October	to	Tuesday 8 December

ELC Contacts

Contact	Name/Number	Email
ELC Direct Line/Absences	03 5971 6736	
ELC Director	Mrs Amy Hu	amy.hu@baysidecc.vic.edu.au
College Reception	03 5971 6700	reception@baysidecc.vic.edu.au
Principal	Mr Stephan Munyard	stephan.munyard@baysidecc.vic.edu.au
Head of Primary School	Mrs Kristy Wilson	kristy.wilson@baysidecc.vic.edu.au
Prep-Year 2 Coordinator	Mrs Donna Martin	donna.martin@baysidecc.vic.edu.au

Hours of Operation

MON	TUE	WED	THU	FRI
ELC 3 9:00am - 3:00pm	ELC 3 9:00am - 3:00pm	ELC 4 9:00am - 3:00pm	ELC 4 9:00am - 3:00pm	ELC 4 9:00am - 3:00pm

ELC Staff

Mrs Amy Hu

- Early Learning Centre Director
- Educational Leader 4-Year-Old group teacher Wednesday - Thursday
- Bachelor of Early Childhood Education
- Registered Early Childhood Teacher (Victorian Institute of Teaching)
- First Aid Level 2
- Asthma training
- Anaphylaxis training
- Certificate 4 in Assessment and Training

Miss Sarah Simpson

- 4-Year-Old group Co-educator Friday
- Certificate 3 in Children's Services
- First Aid Level 2
- Asthma training
- Anaphylaxis training

Mrs Alyssa Cairns

- 3-Year-Old Kindergarten Teacher Monday - Tuesday
- 4-Year-Old Co-educator/lunch cover Wednesday - Thursday
- 4-Year-Old Teacher Friday
- Bachelor of Early Childhood Education
- Registered Early Childhood Teacher (Victorian Institute of Teaching)
- First Aid Level 2
- Asthma training
- Anaphylaxis training

Mrs Candy Svigos

- Lunch cover Monday, Tuesday, Thursday and Friday
- 4-Year-Old Co-educator on Wednesday
- Diploma of Children's Services
- First Aid Level 2
- Asthma training
- Anaphylaxis training

About the College

Purpose

Bayside Christian College is a welcoming and thriving Kindergarten to Year 12 Christian school community set amongst the backdrop of beautiful natural flora. Established in 1982 by the Association for Christian Education of Frankston Inc., the College exists to help parents equip their children for effective, God-glorifying lives as Christians in the world by –

- leading students into the service of God and of others as a thankful response to the work of God in Christ;
- nurturing in students the development of a Biblical understanding of the world and of life;
- establishing an educational environment that is characterised by faith, hope, love, joy, peace and service;
- helping students to discover and develop their own God-given abilities and to recognise and respect those of others;
- showing students that knowing their strengths and limitations, is part of achieving a realistic, positive self-image;
- promoting a striving for excellence in their lives

Vision

To nurture and prepare young people for a life of responsible discipleship in God's Kingdom.

Motto

"Unity and Maturity in Christ" – taken from Ephesians 4:13.

Christian Education for Christian Families

Bayside Christian College is governed by the Association for Christian Education of Frankston Inc., whose membership is made up of parents and like-minded individuals willing to accept the Biblical foundations of the College and its curriculum.

The Association was formed in 1980 by a group of dedicated parents with the desire to have their children educated in a formal environment supportive of their own Christian beliefs.

Parents of current and former Bayside students, who are committed to the College's founding purposes and who wish to share in moral ownership over its future direction, are invited to become members of the Association. See www.baysidecc.vic.edu.au/association

A Christian Distinctive

Bayside Christian College is Christian in its ethos, its curriculum and its character. Its attitudes and actions are shaped by an ongoing commitment to the vision of its founders of 'providing education which is honouring to God'.

Bayside teaching and administration staff are Christians who are active in their local churches. They are dedicated to Biblically-based education that seeks to encourage children to understand what it means to follow Christ across the whole of life.

This shared vision is demonstrated practically in the classroom by the application of a Christian worldview perspective, where students are encouraged in their ability to understand and respond to the world and its various challenges through a Biblical lens.

This perspective means that when it comes to schooling, and this includes all programs and activities, consideration is given to whether it encourages growth in understanding what it means to follow Christ.

Christian schooling also means Christian community. One significant way that Christians visibly demonstrate their distinctive understanding of the world is through genuine care and devotion to the wellbeing of others.

Concern for community is a real strength of Bayside Christian College. As such, there is an expectation of all members of the College community – staff, parents and students – that we view and act towards others in a manner consistent with the Bible.

Parents/carers wanting to learn more about Christian education are encouraged to look at www.whatischristianeducation.cen.edu.au, a free two-hour online course created by Christian Education National, of which Bayside Christian College is a member.

Our Philosophy

We believe that the College and the Early Learning Centre are a reflection and support of the family unit. They are based on the same Godly principle, of assisting the family in laying and preparing a solid foundation for life in our children in relationship with our Heavenly Father and other people.

Children are prepared to meet and deal confidently with every situation that our society thrusts upon them, relying on God for their strength.

We believe that care and education should assist in the discovery and development of the full spectrum of life: physically, spiritually, mentally, emotionally, socially and family-wise to release in full the God-given potential within us all.

This develops the whole person, to be effective and productive in society. Care and education should therefore be Bible-integrated and life-related, accountable to God, to the community and to its designated authorities.

The Reggio Emilia Approach to Education

The Bayside Christian College Early Learning Centre learning environment is primarily influenced through a Christian worldview, and by the Reggio Emilia approach to education.

Reggio Emilia is a municipality in Northern Italy dedicated to quality early childhood education and is recognised today as a leader in early childhood education philosophy and practice.

The work of educators in Reggio Emilia serves as an inspiration and provides principles to aspire to, rather than a framework that can be copied and followed by others.

There are 12 key principles followed by educators in Reggio Emilia:

1. Children are active protagonists of their growth and development processes
2. The Hundred Languages (of children)
3. Participation
4. Listening
5. Learning as a process of individual and group construction
6. Educational research
7. Educational documentation
8. Progettazione (project work)
9. Organisation
10. Environment, spaces and relations
11. Professional development
12. Assessment

ELC Educational Program

The educational program for the 3 year old and 4 year old groups is informed by the five outcomes of the Victorian Early Years Learning and Development Framework: identity, community, wellbeing, learning and communication.

The educational program is also informed by the children's interests and needs, and any other interests or needs of the wider College community.

As a Christian College, Christ-centred values of faith, love, service, forgiveness, community and integrity are fostered and encouraged through the program. Children are supported to develop in their understanding of scripture through daily devotion times, and pray together for their own needs, family and the community.

Being part of a wider College community, we have the privilege to connect with educators and students to enhance our program through VCE Vocational Major student-helpers, Primary buddies, visits to the library and other College facilities.

In the Classroom

Absences

Any absence should be reported to the ELC Direct Line **03 5971 6736**.

Gate Codes

At the beginning of each year, new gate codes will be set for both the 3 and 4-Year-Old groups. Families will be provided with the relevant code at the start of Term 1. It is essential these codes are recorded in a secure place and only provided to individuals who are approved to drop off or pick up your child from the ELC. All nominated carers must be documented in your child's enrolment forms. Please ensure gate codes are not given to your child as a security measure.

Signing-In

Please ensure you sign your child in and out of the Centre in our sign in book each time your child attends. If another family member is picking up or dropping off your child, please ensure they are aware of where the sign-in book is and that it must be completed.

Family members or family friends must be authorised nominees in your child's enrolment form. Any new authorised nominees must be emailed to the teacher or Director.

Transition Days

When making the transition from home to the Early Learning Centre, it is essential to provide children with a positive experience. The year prior to commencement children attend the ELC with their parents/carers for an orientation session.

Being able to see their environment and the people they will be going to kinder with gives them a sense of confidence and familiarity before they even begin.

At the start of Term 1, there is an orientation process for both the 3 and 4-Year-Old kinder groups catering for their specific needs.

Children in the 3-Year-Old program will be given a transitioned start to kinder. The group will be split in and half with children either attending for the morning or afternoon for the first two weeks. This assists the children to build their confidence to be in the kindergarten environment over a shorter length of time.

Quiet/Rest Time

Rest supports children to focus and develop to their potential. There is an opportunity each day for all children to engage in rest and quiet time.

After lunchtime children are supported to develop their literacy skills through books and puzzles, listening to story CDs and engaging with quiet dramatic play materials.

Children are able to rest or sleep on cushions and mats if needed. We encourage families to send along a comfort blanket or toy for those who would like to have a rest.

Excursions/Incursions

Bayside Christian College recognises that excursions and incursions can provide opportunities for children to explore areas of interest as a group and extend the educational program provided at the Centre. Every effort will be made to extend the educational program through incursions and on-site activities.

Where the Director establishes the need to go off site, the ELC is committed to excursions which ensure that the health, safety and wellbeing of the children are met, and any relevant sections of applicable legislation are complied with.

For further details please see Bayside Christian College Early Learning Centre Policies and Procedures Manual – 'Excursion Policy'.

Uniform

The ELC uniform consists of a polo shirt, bomber jacket and bucket hat, each containing an embroidered ELC logo. Parents may dress children in appropriate shorts, trousers or track pants of their choosing.

All uniform items can be purchased through the College uniform supplier, Dobsons, which has a uniform shop at the College.

The shop is open at select times during school term and extended hours during peak periods. Online ordering, home delivery and click and collect facilities are also available via the Parent Portal on our website.

Families wishing to purchase, sell or swap items of second hand uniform are welcome to use the official 'Bayside Christian College Buy, Swap & Sell' closed Facebook group.

Weather

As we are concerned for the health and safety of the children, we encourage parents to provide weather-appropriate clothes for their children.

All students must wear their ELC hat during Terms 1 and 4. Children will need to remain in the shade undercover if they do not have their hat. We would also encourage hats to be brought in the months when the sun is still strong.

We encourage each family to apply sunscreen to their child before coming to the ELC, and educators will assist children to reapply sunscreen throughout the day.

We value the importance of children developing safe practices, and support children to develop skills to apply sunscreen independently. We encourage families to support children to learn this skill in the home also.

During the colder months, we still encourage children to connect with the outside world. Long sleeve tops can be worn underneath the ELC polo shirt. Scarves, beanies, raincoats, umbrellas and gumboots are also recommended.

Toilet Training

Parents are requested to always have a spare set of clothes in your child's bag in case they need to change during the day, especially if they are going through toilet training.

We work together with families to support your child through toilet training and share the joy of successes and/or find strategies to overcome challenges.

Please have your child in pull-ups if the toilet training has begun and pack a spare set of pull-ups and/or undies in their bags in case accidents happen.

Lunch Boxes

Each family is to provide their child with a named drink bottle filled with water. We ask that only water is placed in drink bottles as we desire to promote the children's health and wellbeing.

A healthy morning tea snack is to be placed in a small individual container. Lunches packed in a lunchbox remain in the children's locker until lunch time.

We would ask that healthy choices are selected such as sandwiches, salads, wraps, fruits and vegetables. Food should be unpackaged where possible.

All items remain in your child's locker and we ask that you please talk with your child and show them which container is for snack and which is for lunch.

If each container can be labelled as 'snack' and 'lunch' this is even more helpful in supporting us to ensure your child eats the correct food at the correct time. Please do not bring nuts of all kinds as these are anaphylaxis risks.

Toys

We encourage children to leave all beloved toys at home to avoid being broken, lost or dirtied.

We understand that at times, your child may find it easier to transition to ELC by bringing a soft cuddly toy. Please talk to your child's teacher if you think this is something your child needs.

We are flexible in term 1 as they make a new transition but by term 2, we expect that all toys are to be left at home so they can learn and play with the ELC toys/resources we have available.

Show and Tell

A show and tell roster will be created during Term 2, allowing all children the opportunity to bring in special items from home to share with the wider group. There will be certain types of items we encourage the children to bring and this will be clearly explained closer to the time.

Birthdays

We acknowledge the importance of birthdays in a young child's life and enjoy celebrating this special time with students at the ELC. When it is your child's birthday, they may bring in one or two presents they have received and talk about these during 'birthday show and tell'. As a class we sing 'Happy Birthday' to the students.

If you would like to send something along to share with the other students on your child's birthday we would ask you to select something non-edible. As many students have allergies, it can be upsetting to miss out on special treats. Stationary items such as stickers, erasers, pencils or small toys are great alternatives.

If your child is having a birthday party and every child in the ELC is not invited, we would ask you to hand out invitations discreetly, perhaps directly to a parent, to avoid children from being hurt when not included.

Behaviour Expectations

Behaviour Management

Bayside Christian College is committed to:

- Helping children develop a relationship with God.
- Providing children with a safe and secure environment and the opportunity for positive and respectful interactions with adults and children.
- Recognising that children's behaviour reflects their level of development and is influenced by a range of factors, including family and culture.
- Providing a learning environment that supports the growth and development of each child's self-concept, self-esteem and spirituality.
- Providing a physical and learning environment that aims to prevent behavioural difficulties.
- Helping children learn the consequences of their behaviour and thus develop an understanding of how their actions affect others.
- Working in partnership with parents/carers and other professionals in issues relating to the guidance of a child's behaviour.
- Helping children to learn to interact effectively, and in doing so to learn to balance their own rights, needs and feelings with those of others.
- Engaging only in practices which are respectful of, and provide security for, children and in no way degrade, endanger, exploit, intimidate or harm them psychologically.
- Complying with regulatory and legislative requirements.

Bayside Christian College will ensure that no child being educated and cared for by the Centre is subjected to any form of corporal punishment or any discipline which is unreasonable in the circumstances.

Behaviour Management Policy

ELC staff will work constructively with parents to address any unacceptable behaviour in accordance with the Bayside Christian College Early Learning Centre Policies and Procedures Manual 'Behaviour Management Policy'. This process involves collaborative problem solving with staff and parents, and a behaviour management guidance plan and a structured evaluation process, if required.

If your child comes home from school and has had an issue with another student, please inform the class teacher or Coordinator for the incident to be investigated. Parents/carers are respectfully asked not to approach another student to try to solve a behaviour management issue, but to refer it to staff.

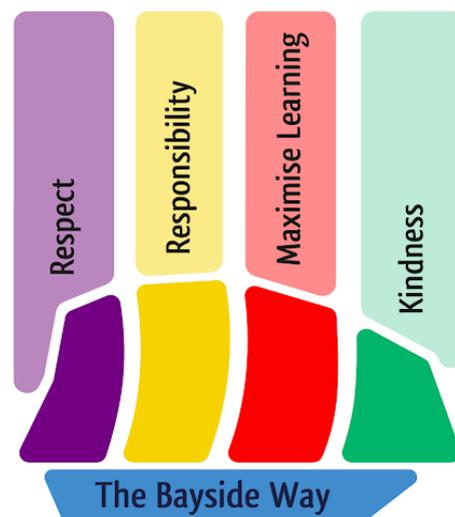
If students have any major behavioural incidents at school, teachers will inform parents about their child's involvement. Every endeavour is made to investigate all student's versions of events. For privacy reasons, parents will only be informed of the follow-ups that relate to their own child.

The Bayside Way

The behaviour of Bayside students is guided by our 'Four Expectations': Respect, Responsibility, Maximise Learning, and Kindness which make up 'The Bayside Way'. A high standard of personal responsibility and behaviour is expected of students at Bayside Christian College to enable effective learning to take place.

The College follows a Behaviour Engagement Policy to help students become responsible for their actions and the consequences of them. The Behaviour Engagement Policy of the College is restorative in nature, with the aim of helping to repair relationships where necessary and see a positive change in student behaviour.

This means that students are expected to exhibit behaviour that shows that they can respect themselves and others, take responsibility for their own behaviour and property, make the most of every opportunity to learn, and to show kindness to others. When a student is not meeting these expectations, then they are supported to learn from what they have done.



Student Welfare

Emergency Procedures

The College and ELC maintain the current Emergency Management Plan (EMP) that contains the four components of preparedness, prevention, response and recovery.

Staff receive specific training in emergency bushfire procedures, and bushfire drills are conducted each year. Please note that in a bushfire emergency the gates will be locked and no person will be permitted into or out of the College, unless the decision to evacuate is made. It is important for parents/carers to trust the emergency plans that the College/ELC has in place, and not drive to the College, as the road outside the College must be kept clear for emergency vehicles.

Children at the ELC will be involved in emergency drills every three months, as per the Education and Care Services National Regulations.

ELC staff are well-trained and equipped to handle these drills to cause minimal disruption to students. Please inform the ELC if you believe an emergency drill may be stressful to your child so that this can be appropriately managed.

Ambulance

An ambulance will be called in cases of serious accident or illness to a student. Costs associated with obtaining medical assistance or treatment (including transportation costs) will be passed on to the parent/carer.

Accident/Injury Forms

If your child is injured or involved in an accident while at the ELC, educators will attend to your child's needs and record the incident.

Parents/carers will be notified by an ELC educator via text of any accident or injury where a child is hurt i.e. requires a Bandaid or more.

Educators will highlight your child's name in the sign-in book if an injury has occurred, and an Incident/Injury/Trauma and Illness Record form will need to be sighted and signed by the parent/carer.

Illnesses

The College requires parents/carers to not send children with cold/flu-like symptoms to school. Unwell students should remain at home until medical advice has been sought and symptoms resolve.

Medical Conditions

Any child with a medical condition, such as asthma, allergies, anaphylaxis or diabetes is required to have an action plan completed by their GP. This plan will enable educators to be aware of your child's needs, work with the parent/carer to develop a Risk Minimisation Plan to support the child.

A Medication Authorisation Form will need to be completed by the parent/carer if a child requires medication such as Ventolin, Panadol, Nurofen or any other medication i.e. antibiotics, while attending the ELC. Medication Authority Forms are available under the sign-in book.

Medicine submitted to educators by parents/carers must be in its original packaging with original dosage label that is legible. The label must include the child's name, dosage and time of administration. All medication will be stored in the ELC fridge.

The ELC Director needs to be notified when the first dose of a new medication is administered. Educators will not administer the first dose of a new medication to a student in case of an allergic reaction.

Immunisation

To support us in upholding the 'No Jab No Play' legislation, families are asked to provide the College with a record of their child's immunisation history upon enrolment. We also require that you keep us up to date on your child's immunisation status by providing an updated record when your child receives their 4-Year-Old immunisations. Updated records can be sent via email or in hard copy to the ELC Director.

Infectious Diseases

The College is required to exclude students under the Health (Infectious Diseases) Regulations. For further information please refer to the **ELC Policy Manual** on the College website. Some diseases and exclusion times are below:

Disease	Exclusion time
Chicken pox	Exclude until all blisters have dried. This is usually at least five days after the rash appears in unimmunised children, but may be less in previously immunised children.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Diphtheria	Exclude until a medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
German measles	Until fully recovered, or for at least four days from the onset of rash.
Hand, foot and mouth disease	Exclude until all blisters have dried.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.
Impetigo (school sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.
Measles	Exclude for at least four days after onset of rash.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).
Ringworm	Exclude until the day after appropriate treatment has commenced.
Whooping cough	Exclude the child for 21 days after the onset of cough or until they have completed five days of a course of antibiotic treatment.

Car Park/Traffic Safety

The car parking area of the College is a major risk to children, parents/carers and staff, and strict guidelines are in place to minimise risk.

Parents/carers are asked to observe the following rules when dropping off and picking up their children:

- Restrict driving speed to 5km/h through the car park
- Use the crossings at all times to cross the road
- Wait for the crossing duty staff to direct you across the road (8:35-8:55am & 3:15-3:35pm only) and be aware of pedestrians.
- Show courtesy and consideration for other drivers; be cautious and alert
- Do not allow children to play/bounce balls when near and/or crossing the road
- Wait for the crossing supervisor's safety whistle before crossing the road
- Only drop off or collect children from the kerb in the designated zones, or park in a marked space.
- Please remember that children follow our lead, so if parents/carers and staff are consistent in their road/car parking habits, then children also will develop good road habits.
- The staff car park is for staff car parking only.

Classroom Visitors

Throughout the year, student teachers approach the Early Learning Centre to complete their placement hours with us. We usually support one student teacher to complete placement with us per term. Student teachers provide a wonderful opportunity to extend children's interests and ideas further, as well as extend educators' knowledge on current practice.

We are also committed to supporting our College VCE Vocational Major (VCE VM) students to grow and learn in their understanding of education and care services through completing Tuesday morning volunteer time with us. The Centre also supports work experience students to grow in their understanding of education and care services for a week.

Parent Partnership

Documentation

Documentation is any record educators take of children's involvement in the kinder program, learning and development. Documentation can include photographs, written transcripts of conversations, children's artwork and creations, collaborative group projects, artwork and video recordings.

Educators are able to use documentation to reflect on children's learning and development and use this to inform the Centre's program. Documentation allows educators, families and students to witness learning journeys and development. Documentation allows celebration of children's strengths and interests.

One form of documentation we use to highlight group interests and learning is our Weekly Learning Journal. Weekly Learning Journals are emailed home every week, allowing families to remain connected with the interests, learning and development of their children.

Email

Email is a key communication tool used at the College as it ensures that important information does not 'get lost' at the bottom of schoolbags. Please ensure the College has your current email address at all times, and inform College Reception of any changes.

The Early Learning Centre Director and Co-Educators regularly send emails to families with information about Centre news and events.

Newsletters

College newsletters are produced fortnightly during term. Parents/carers will receive an email containing a link to the newsletter each time it is ready for viewing. Please read newsletters as they keep the community in touch with important College information, and they highlight College events.

Stay and Play

Families are invited to spend time at the Centre throughout the year for whole group celebrations and events, as well as adding your name to our Stay and Play roster from term 2.

If you have a special interest or skill, this will provide an opportunity to extend the children's learning and is a lovely way for you to be involved in the program. We have had families share their love and care for the environment through

developing gardens, recycling paper, spinning wool into yarn, sharing animal specimens and more. Perhaps you love reading or writing stories, music, art, cooking, building, playing sport – anything you can think of. We love having families involved!

Working with Children

In order to comply with the College Child Protection Policy, parents who wish to assist in the classroom or attend excursions are required to obtain a Working with Children Check. The Check process takes several weeks, so it is worth applying in advance of the school year. See www.workingwithchildren.vic.gov.au for application information.

Bayside Christian College is committed to the safety and wellbeing of all children and young people. All volunteers at Bayside Christian College are required to abide by the College Child Safety Code of Conduct, and to sign the Child Safety Volunteer Agreement.

Please ensure you sign in at the main office before spending a session at the ELC. This ensures we know who is on site in case of an emergency or emergency drill. In such cases, parents/carers who are on site are to follow the directions of nominated safety wardens.

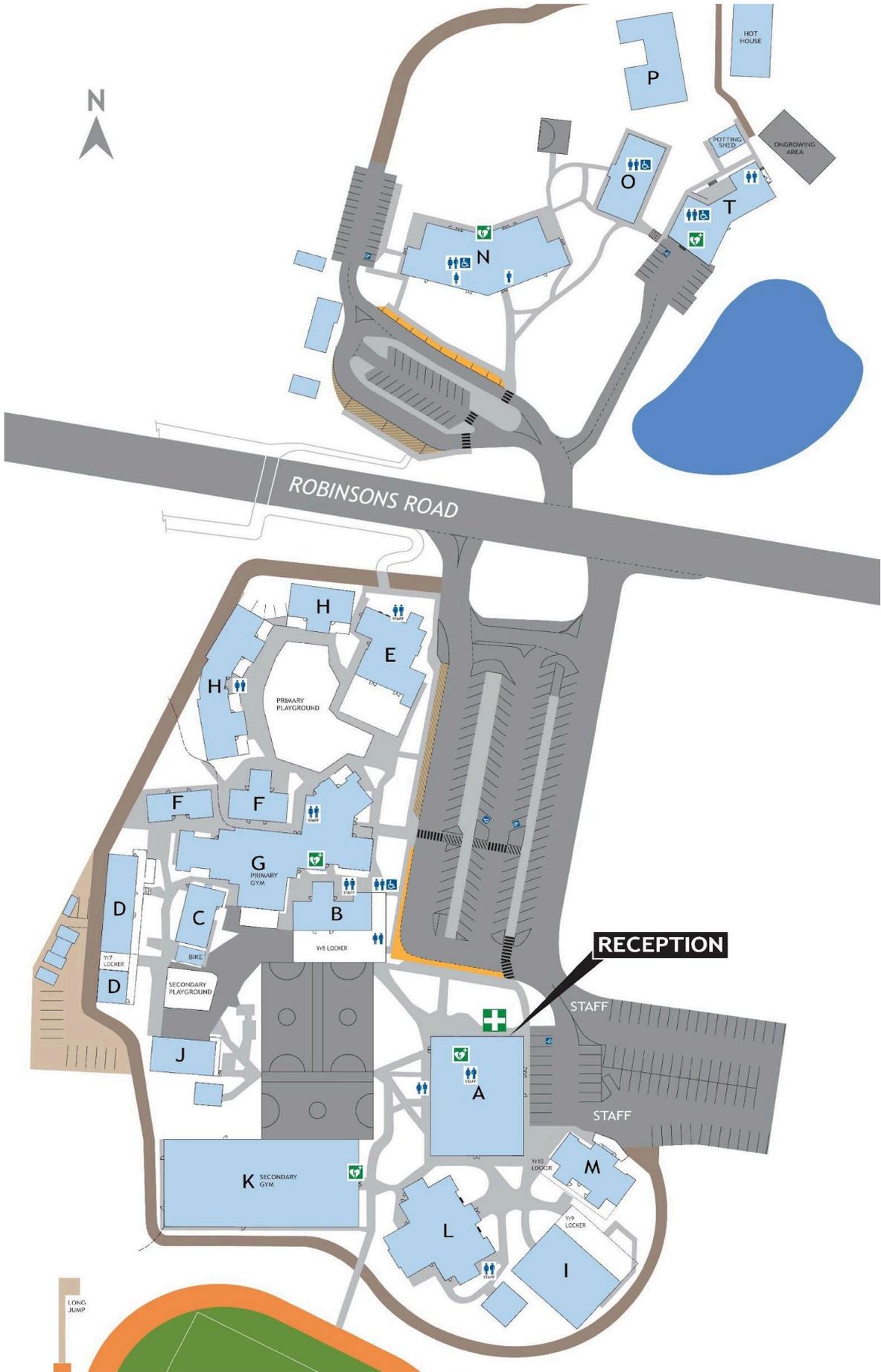
ELC Class Carers

Families can support the Centre and students by joining our ELC Committee. More information is provided to families about this at the beginning of every year. Families can also support the ELC through collecting interesting items you no longer want at home such as PVC piping, wood, tiles, paper, cards, fabric, buttons, dried flowers, ribbon, seed pods, pine cones, stones, wool, nuts, bolts, baskets and more!

Outside School Hours Care (OSHC)

Camp Australia provides Before and After School Care at Bayside Christian College from 7-9am and 3pm-6pm respectively. For more information visit the Parent Portal on our website.

College Map





Bayside Christian College
120-128 Robyns Road
Langwarrin South, 3911 VIC

+61 3 5971 6700

baysidecc.vic.edu.au



“Unity and Maturity in Christ”