



# ELC 2020

## General Information

### What are the contact details for the Centre?

ELC Direct Phone 8.00am–4.00pm: 8591 2284

Long Day Care Coordinator Email: [ELClongday@brightongrammar.vic.edu.au](mailto:ELClongday@brightongrammar.vic.edu.au)

Long Day Care Mobile: 0409 400 198

### What does a day at Long Day Care look like?

We know that daily routines help boys to know what's coming up next and to learn to prepare themselves appropriately. The day is structured as follows:

|               |   |
|---------------|---|
| 7.30–8.00am   | Breakfast and morning activities            |
| 8.00–8.40am   | Indoor and Outdoor program                  |
| 8.40–9.00am   | Handover to ELC3 and ELC4 staff             |
| 9.00am–2.30pm | ELC3 program                                |
| 8.45am–2.45pm | ELC4 program                                |
| 2.30–2.45pm   | Handover to Long Day Care staff             |
| 3.00–4.00pm   | Afternoon tea groupings                     |
| 2.45–6.00pm*  | Long Day Care, including specialist program |

**\*Please note:** a penalty fee will be charged if your son is not collected prior to 6.00pm. Due to the operational and staffing costs incurred when a parent/guardian is late, parents who collect their child after 6.00pm will be charged a flat fee of \$20, plus an additional charge of \$10 per five minutes after 6.00pm.

The **specialist program** operates from 3.30–5.00pm daily and offers a range of activities include cooking, yoga, art, drama and sport.

The **holiday program** operates from 7.30am–6.00pm, Monday–Friday.

### How do meals work?

Boys bring their own morning tea and lunch, or parents can place an online order for lunch which is delivered to the ELC.

Boys attending Long Day Care in the morning who arrive **prior to 8.00am** will be offered a continental breakfast. Boys attending Long Day Care in the morning who arrive **after 8.00am** will be expected to have eaten breakfast at home. A nutritious afternoon tea is provided.

**As we have children and staff who are anaphylactic to sesame seeds (included in hommus) and walnuts, we ask that you do not pack these in your son's lunch.**

### How do I access the Centre?

Access into the Centre is via a security code. Your code will differ depending on which program your son is enrolled in. The program codes are:

ELC3 Program only– 3030  
ELC3 LDC 38 weeks– 3838  
ELC3 LDC 48 weeks– 4848  
ELC4 Program only– 4040  
ELC4 LDC 38 weeks– 3838  
ELC4 LDC 48 weeks 4848



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## How do I sign my son in and out?

ELC Long Day Care uses a revolutionary parent digital sign in/out system called **QikKids Kiosk**. This system enables you to sign in your son quickly and conveniently using your **mobile phone number** and unique **PIN code**. You will find a Kiosk device outside your son's classroom.

### Signing your son/s in for the first time:

1. Insert your phone number using the Kiosk touch screen. (If the touchscreen does not accept your phone number, please check with the staff that we have your correct phone number recorded on our system.)
2. Sign in with PIN code (the last 4 digits of your mobile phone number). Now your log in details are set.
3. Sign your son/s in by selecting the child and **Drop Off**.
4. To sign out, repeat the same process but select **Pick Up**.

**Note:** If you have forgotten or need to change your PIN, contact the service to have the PIN reset.

See a three-minute QK Kiosk online [tutorial](#).

### Benefits of QK Kiosk

- The system helps us better manage and record the exact drop off and pick up times for your child to ensure nothing is missed.
- You can confirm any missed attendances and recorded absences.
- You can view and acknowledge any important messages from the service.
- In case of an emergency, your details are already electronically recorded and can be accessed anywhere, anytime by our staff to ensure your child's safety.
- If you need to collect your child for an appointment and return them the same day, the system can record multiple time entries in one day.

### Can family members or friends drop off or collect my son using QK Kiosk?

Yes, as long as they are recorded in our system as an Emergency Contact and are flagged as 'authorised to collect'. Authorised contacts will have their own log in details (phone number and PIN) so that it is easy for them to drop off or collect your son when required.

## Where will Long Day Care operate from?

ELC Before School Care will operate out of the ELC3 rooms (Rooms 1 and 2), and After School Care will operate out of the ELC4 rooms (Rooms 3 and 4). Please enter through the Bilby class in the morning and the Bandicoot room in the afternoon

## Where can I park for drop-offs and pick-ups?

There is designated parking in the Junior School carpark. We ask for parents to be aware of parking restrictions and peak times to reduce congestion.

## Program information and documentation

Fortnightly Programs and Reflective Journals will be emailed out to parents. More information will be provided at the ELC Parent Information Night.



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## Other questions

For more information, please refer to our Frequently Asked Questions [page](#).  
If you still have questions, don't hesitate to contact us.

## Policies

All policies and procedures are available in our Centre and on our website.

## What if I have a concern?

Any Long Day Care matters should be directed to the Long Day Care Coordinator, Kirstie McCormick.  
All other ELC concerns should be directed to the ELC Director [Amelia Barrow](#) or contact her at (03) 8591 2284.