



## ***WELCOME TO KURRAJONG EARLY LEARNING CENTRE***

Kurrajong is an Early Childhood Education Centre that caters for boys and girls aged 3 to 8 years. It is named after the historic tree situated in the playground and was founded in Pulteney Grammar School's 150th year of operation.

Kurrajong has high quality teaching staff who are specially trained to observe and respond to a young child's interests and developmental needs.

Programs are based on the whole child - aiming to meet the diverse individual needs by assisting children to develop social skills, intellectual independence, emotional security, spiritual and physical growth. Kurrajong sees a child's self-esteem as the seed for growth, and Pulteney's environment will be conducive to developing this. We believe a child's self-esteem is at the core of all learning. It enables a child to take the necessary risks with learning and therefore develop and grow as a person in all areas.

We share the responsibility with families to provide a climate in which children can learn about living with others and extend their understanding of themselves and the world around them, in addition to acquiring the foundation skills that our society demands.

It is our belief, that in the technological age in which we live, there is a distinct and necessary requirement to foster the social and emotional wellbeing of children now more than ever before. Children's exposure to a diverse range of social situations leads to a greater proficiency in literacy. We believe that we can do this best in a co-educational environment and see Kurrajong as an ideal preparation for the life-long education of boys and girls. We view the early years as one of the most vital times in life. Early Childhood Education is important and is the time when children gain the essential skills, knowledge and dispositions critical for success at school and later in life.

NATALIE NATSIAS  
Head of Kurrajong

## **KURRAJONG PHILOSOPHY**

A child's self-concept is of paramount importance; therefore, we foster children's perception of themselves as competent and confident learners.

Children are supported through experiences that develop a positive self-image, social and emotional skills including sharing, cooperating, helping, negotiating, interpersonal relations, and independence.

The provision of a wide variety of experiences is crucial to the overall development of each child. We are supporting the whole child (socially, intellectually, emotionally, physically and spiritually), understanding that all aspects of human development are inter-related.

### **Kurrajong:**

- Aims to enhance the skill development of each child.
- Provides carefully designed and tailored programs for children aged 3 to 8 years.
- Allows time for children to grow, explore, investigate, experiment, discover, play, love and above all, time to be children in a caring and stimulating environment.
- Is a place where families are welcomed?
- Provides continuity between home and school by building positive partnerships with parents and families.

Pulteney's total energy and resources are directed towards two things:

- The quality of teaching and learning.
- The quality of relationships between and among students, staff, parents and the wider community.

This is achieved through educational processes and structures that identify and develop in students:

- Critical intelligence
- Creative intelligence
- Ethical intelligence

### **CRITICAL INTELLIGENCE**

Incorporates language, mathematical and verbal reasoning, logic, memory and the processing of information. These abilities are developed through a structured and focused academic curriculum for Reception to Year 2 children and a child directed, play based curriculum using The Early Years Learning Framework and Reggio Emilia for the children in our Early Learning Centre. Our curriculum supports and challenges all students.

## CREATIVE INTELLIGENCE

Supports the child to think and act with fluency, innovation, flexibility and originality. These qualities are developed through the recognition of all student's special strengths and abilities.

## ETHICAL INTELLIGENCE

Supports the ability to think and act with moral insight. These qualities are developed through a holistic curriculum that values a spiritual perspective on life within an Anglican context.

### ***Welcome to the Early Learning Centre: A Vision for Children's learning***

The Early Learning Centre (ELC) lays the foundation for Kurrajong by providing a child directed, play based program influenced by the Early Years Learning Framework and Reggio Emilia philosophy. This program is implemented within a long day care setting for children aged between 3 and 5 years.

#### **The ELC aims to:**

- Provide a secure, happy and loving environment to promote feelings of trust, acceptance and belonging.
- Be an extension of the family unit. We support parents in the care and upbringing of their children. The family unit is valued, and culturally diverse backgrounds are celebrated and reflected in our program.
- Support and encourage the interest and involvement of families to share in, contribute to and be involved in their child's experiences at the Early Learning Centre.
- Promote feelings of self-worth. ELC children are encouraged to feel unique and develop respect for differences in others.
- Encourage emotional development through verbal expressions of thought and feelings, experiencing rules and limits, understanding kindness, justice and empathy by recognising and accepting emotions in others.
- Allow children to take responsibility for their actions in self-help, health, safety and interpersonal areas, and to exercise appropriate independence.
- Encourage the physical development of large motor skills through outdoor and indoor games and activities, as well as fine motor development using manipulative equipment.

## **LEARNING**

We believe that children require time to investigate and reflect on experiences of success and failure, to face challenges, build on strengths and recognise limitations without lowering their self-esteem.

Play based learning is essential to young children's development. We meet the needs of children's natural curiosity by providing opportunities for them to direct their own learning through experimentation, discovery, problem solving and reflection. This develops a sense of optimism, openness, curiosity and resilience in children. We use intentional teaching techniques to encourage children to investigate and explore themselves and the wider community.

Children learn about mathematics, science, design and technology, studies of society and environment, literacy, health, languages, information communication technology and music through integrated meaningful activities.

The Early Years Learning Framework (EYLF) encourages educators to broaden the direction of play-based learning for children and implement specific curriculum that is relevant to each local community and early childhood setting.

The learning outcomes from the EYLF developed in the ELC, acknowledge that children:

- Have a strong sense of identity
- Relate to and contribute to their world
- Have a strong sense of wellbeing
- Are confident and involved learners
- Are effective communicators

Our program develops all aspects of a child's personality and promotes an enthusiastic approach to learning. The necessary skills and knowledge are developed for each child to begin their educational journey with a positive self-image and an understanding of the world around them.

## **CHAPEL**

Pulteney was founded on the 'Anglican Tradition'. The ELC students from each of the four-year-old rooms, attend Chapel services toward the end of each year. This involves songs, stories, relevant notices and presentations by students and visitors. They are encouraged to respect the needs and feelings of others and to participate in a range of discussions and activities.

## **VALUES AND ETHICS EDUCATION**

This is a unique Pulteney program that emphasises the nine core values for Australian Schooling as identified in the 'National Framework for Values Education' in Australian schools. These are: care and compassion, doing your best, fairness for all, freedom, honesty and trustworthiness, integrity, respect, responsibility and understanding, tolerance and inclusion.

The teaching of values and ethics are fundamental to our whole school curriculum. Pulteney offers a comprehensive, universal program covering a wide range of moral and ethical values. This literature-based program is supplemented by a focus on the '*Value of the Month*', across all learning areas in Kurrajong.

## **SPECIALIST LESSONS**

The ELC children are extremely fortunate to have the opportunity to participate in six of the school's specialist programs, including Resource Centre, Gross motor program, Health, science, music, and art.

### **RESOURCE CENTRE**

ELC students visit the 'Resource Centre' each week with their class teacher and the librarian. The curriculum focuses on library procedures, the enjoyment of literature, author studies and research skills that enable students to access information from the 'Resource Centre'.

### **GROSS MOTOR PROGRAM**

The gross motor skills program promotes physical activity that assists the ELC T and W children to move in a controlled and coordinated manner.

The program:

- Encourages children to develop confidence in their physical ability to participate.
- Develops gross motor skills and coordinated body movements.
- Encourages practice to improve the quality, speed and accuracy of motor skills.
- Encourages the children to communicate and work with others.

The activities involved in the program include tumbling, balancing, jumping and landing, throwing, catching, hitting, kicking and climbing.

### ***Early Learning Centre Parent Teacher Interviews:***

Term 2 — Parent/Teacher Interviews

## **HOURS OF OPERATION**

The Early Learning Centre operates from 7.30am to 6.00pm. ELC children attend the program from Monday to Friday, for 50 weeks of the year. The ELC closes for two weeks over the Christmas and New Year period.

## **2020 FEE SCHEDULE**

<b>Booking</b>	<b>Daily</b>	<b>Weekly</b>
<b>Minimum 3 Days</b>	<b>\$115.00</b>	<b>\$345.00</b>
<b>4 Days</b>	<b>\$115.00</b>	<b>\$460.00</b>
<b>5 Days</b>	<b>\$115.00</b>	<b>\$575.00</b>

<b>Casual Rate for Additional Days for enrolled Children</b>	<b>\$118.00</b>
<b>Casual Rate for Additional Days for new Children</b>	<b>\$118.00</b>

**Fees are payable for a full 50 weeks per year, regardless of attendance. Families who are enrolled in the ELC for the full 50 weeks of the ELC year are eligible to receive a discount of half their weekly fee for 2 weeks per year (for holiday absences). The 2020 ELC year starts on 28 January 2020 and ends on the last day before 2021 School year commencement (Term 1).**

## **PAYMENT OF FEES**

Fees statements are either emailed or posted to each family fortnightly. All families are billed for 50 weeks of the year for all standard days including absences, with any variations including extra casual days. We do not charge for public holidays.

## **PAYMENT OPTIONS**

Several payment options exist.

**BPAY**– Visa, MasterCard and internet banking payments are accepted through 'BPAY'. There are no charges for payment by this method. The school biller code and your BPAY reference number appear at the bottom of your fees statement. Please contact your bank for instructions on how to use BPAY.

**Credit cards** – fees may be paid by the use of MasterCard, Visa or American Express at the front office during school hours, or via the School's [BPay payment page](#). A surcharge applies for all credit card payments not processed through BPAY (Visa, MasterCard 1%, American Express 1.5%).

**Cheque** – payment may be made by cheque at the front office during school hours, or by post to Fee Accounts Office, 190 South Terrace Adelaide SA 5000. Please note that the Fee Accounts staff cannot accept payment in cash.

**Direct payments of fees** - fees may be automatically paid monthly through the Fees & Accounts office via either automatic bank debit or automatic credit card payment. An authorisation form must be downloaded from the school website and returned with the payment election form. Payment of monthly installments and any additional charges will be made on the 18<sup>th</sup> of each calendar month, throughout the year. There are no charges for the payment by automatic bank debit. The credit surcharge outlined above applies for automatic payment by credit card.

## ***NON-PAYMENT OF FEES***

Administration of overdue accounts is a time-consuming process for Fee Accounts staff, redirecting valuable resources from school management to the detriment of operations.

Where payment has not been made by the 18<sup>th</sup> of the month, and in the absence of any prior arrangements for payment having been made, a late payment fee of \$35 will be levied to offset administration costs.

Pulteney Grammar School maintains the right to suspend an ELC enrolment while any fees and charges are outstanding.

## ***NOTICE REQUIRED IF LEAVING***

Four (4) weeks' notice of withdrawal of an enrolment from the ELC is required to be given in writing to the Manager of the Early Learning Centre, Dareska Brus. Failing this, fees equivalent to your child's attendance over a 4-week period will be charged in lieu of notice.

## ***HOLIDAYS***

Families who are enrolled in the ELC for the full 50 weeks of the ELC year are eligible to receive a discount of half their weekly fee for 2 weeks per year (for holiday absences). This is discounted in December of each year.

## ***ABSENCES***

The minimum booked attendance in the ELC is 3 days per week. Students are allowed 42 absent days per financial year while still receiving their Government benefit payments. Families exceeding the 42 absent days within any financial year will not receive their payments once the 42 days have been used. Any absences

due to sickness, where a doctor's certificate is supplied, will not be counted in the 42 "allowable absence" days provided per annual year. If your child is away due to sickness and you visit a doctor, please ask for a certificate and provide it to the 'Manager of Early Childhood Education and Care', Dareska Brus and a record of medically approved days of leave will be maintained. This is important when calculating absences from the ELC and it will impact on rebate payments if not accurate.

## ***CHILD CARE SUBSIDY SCHEME***

Pulteney Grammar School ELC is an approved care provider, enabling families to access Child Care Subsidy.

The Child Care Subsidy Scheme is designed to support families with children aged 0-13 years in sourcing financial assistance, while working, training, studying and volunteering.

The level of subsidy received by each family is determined by:

1. Combined family income
2. Activity level of both parents
3. Type of childcare service

When applying for the subsidy, families are asked to provide:

1. A combined family income that estimates the financial year
2. The hours of recognised activity including work, training, study and volunteering
3. The type of childcare used.

All childcare subsidy payments are given directly to the childcare provider, in this case Pulteney Grammar School Early Learning Centre. Families are required to pay the financial difference between the subsidy and the fee charged.

For more information on this process, please visit [www.education.gov.au/childcare](http://www.education.gov.au/childcare)

## ***ELC ROUTINE***

The ELC routine is flexible and follows the interests and needs of the children. The day is divided into three separate blocks of time.

7:30am - 11:10am: The children participate in an indoor and outdoor play program, meet as a class at approximately 9:00am - 9:30am and enjoy eating their morning tea.

11:10am - 2:00pm: Indoor play program, lunch and rest period.

2:00pm - 6:00pm: Indoor and Outdoor play program and afternoon tea. Specialist lessons and group times are dispersed throughout these sessions.

## **SETTLING IN AND ORIENTATION**

At Pulteney Grammar School the teachers and educators play an active role in gathering information from each family to determine the best practices for settling your child. Our aim is to make the transition between home and the ELC happy and positive by maintaining consistency of care.

A parent information evening is conducted to discuss all aspects of the early learning centre in Term 4. Parents are also encouraged to bring their child to an orientation visit that is arranged for all new students prior to their start date. This allows the children to explore their new environment with the security of their family. We inform all enrolled families of these events via a letter or email.

Primary caregivers may be chosen by a child to assist the settling process and support wellbeing. Staff communicate with parents to be informed about the children to support sensitive responses to each child's individual requirements.

A buddy system may be used to pair your child with another child in their class. This promotes a feeling of belonging and instigates social networking.

## **SIGNING IN AND OUT**

Every child must be signed in and out of the ELC on each day of their attendance by using an iPad. This is a legal requirement. These records are used in case of emergencies and are necessary for the calculation of the Child Care Subsidy (CCS).

If a child is away, unwell or on holidays, the corresponding days will be recorded on the iPad by ELC educators and later confirmed by parents/guardians.

### **On Arrival at the ELC please:**

- Document the time, by signing in on the iPad.
- Complete your child's relevant information on the ELC information sheet.
- Assist your child to place their belongings in the appropriate places:
  - drink bottle in drink caddy
  - food in the lunch basket
  - school bag in labelled locker
- Present your child to an ELC teacher or educator.

### **Before Collecting your child from the ELC please:**

- Assist your child to collect their belongings.
- Say goodbye to an ELC teacher or educator.
- Read the relevant communication from staff on the ELC Information sheet.
- Document the time, by signing out on the iPad.

## **COLLECTION OF CHILDREN**

Children will only be released to their parent/guardian or to persons known to the ELC staff team identified in our enrolment documents. If during an emergency someone else is to collect your child, please notify a staff member in your child's room via email or telephone. On collection of your child, the individual will be asked to produce some form of photo identification to show that they are authorised. Children will only be released to individuals over the age of 18 years unless written permission is gained from parents or guardians.

Parents or guardians of a child that has not been collected 15 minutes after closing time will be contacted via telephone, if unavailable your nominated emergency contact person will be telephoned and asked to collect your child. If the child has not been collected half an hour after closing time, educators will contact the Manager of the ELC/Head of Kurrajong and then the Principal of Pulteney Grammar School. Additional fees will be charged for a child that remains in the ELC after closing time.

## **NATIONAL QUALITY FRAMEWORK**

National Law and National Regulations set the 'National Quality Framework for Early Childhood Education and Care'. 'The Australian Children's Education and Care Quality Authority' (ACECQA), oversee this 'National Quality Framework'. Long Day Care, Family Day Care, Pre-School/Kindergarten and Out of School Hours Care Services in all States and Territories (other than Western Australia) are required to comply with the National Law, which gives effect to the National Quality Framework.

The National Quality Framework consists of Seven National Quality Standards (NQS) that are used by services to self-assess current practice; determine where quality improvements can be made and plan effective implementation of these improvements. Regulatory Authorities complete an ongoing assessment of each service and have the primary responsibility for service approval, monitoring and quality assessment.

The Quality Areas are:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Leadership and service management

## **BEHAVIOUR MANAGEMENT POLICY**

The Early Learning Centre provides a safe, secure, caring and stimulating environment that encourages cooperation enhancing self-esteem and positive interactions. Acceptable behaviour is promoted while recriminations are kept to a minimum. When a child continues to behave in an unacceptable manner,

parents/guardians are consulted and asked to work with the Manager of the ELC, Head of Kurrajong, teachers and educators to ensure behaviour management techniques are consistent and clear.

In the ELC, we encourage positive, co-operative behaviour by:

- Establishing trust and confidence between adults and children.
- Considering the stage of each child's development.
- Considering the interests, concerns and abilities of individual children.
- Showing sensitivity to the child's background and current home situations.
- Examining the reason behind behaviour requiring re-direction.
- Getting down to the child's level to establish and maintain eye contact.
- Using language that is positive, clear and developmentally appropriate for each child.
- Being consistent with behavioural expectations.
- Setting limitations and reminding children of such limits consistently.
- Encouraging children to show sympathy for individuals experiencing difficulties.
- Offering the children clear alternatives that develop their decision-making abilities.
- Being positive role models. e.g. **"please walk inside the classroom"** rather than, "don't run inside", and by showing the child how to walk appropriately.
- Discussing the behaviour management policy with parents and seeking assistance from various professionals for solutions should the need arise.

Each class sets a small number of classroom norms to guide behavior, in a democratic fashion, to ensure a harmonious learning environment and the safety of all children and staff.

## **PARENT GRIEVANCES**

Our grievance policy is found in the ELC Policies folder in the Kurrajong Office, however if you do have a grievance, the first point of contact should be your child's teacher. If the grievance cannot be resolved, more formal procedures are appropriate. The aim of any grievance procedure is to discuss and resolve the matter within a general framework of cooperation. The emphasis is on resolution and the prevention of further disputes by building positive relationships.

If the grievance is thought to be serious, any subsequent steps may be bypassed, and the matter brought to the attention of the Manager of the ELC, Head of Kurrajong, Deputy Principal or Principal.

*All grievances are taken seriously, and we work diligently to resolve them. All outcomes are discussed with the parents concerned.*

## **BIRTHDAY PARTY INVITATION POLICY**

We ask that you post birthday invitations to children's homes rather than giving them out at school: an uninvited child can become distressed.

## **COMMUNICATION**

Students are assessed on an ongoing basis. All teachers have an open-door communication policy. Throughout the year you have opportunities to discuss your child's progress at formal and informal meetings. Please make appointments with your child's teacher and/or 'The Manager of Early Childhood Education and Care'.

## **EXCURSIONS**

Children will see quality performances from visiting artists, as well as going on excursions to complement classroom enquiries. Our excursion policy can be found in the ELC policies folder located in the Kurrajong Office.

## **HAIR POLICY**

Girls: Must be neatly and conventionally styled and retain its natural colour. Long hair must be tied back with a navy-blue ribbon or 'scrunchie'.

Boys: Must be neatly and conventionally styled, remain its natural colour and be of reasonable length.

## **HOT WEATHER POLICY**

If the weather forecast for the day is or exceeds 36 degrees, children may be collected from their classroom at 12:45pm. A modified program may operate if appropriate.

## **SUN PROTECTION**

Pulteney has a "no hat, no play" policy for most months of the year excluding June, July and August. Staff and children wear sun safe hats that protect their face, neck and ears. The teachers and educators access the UV rating daily to determine the use of hats for outside play. Children without a sun-safe hat are asked to play in an area protected from the sun (e.g. under shade, verandah or indoors) or can be provided with a spare hat.

An example of a sun safe hat is:

- The Legionnaire hat
- Broad brimmed hat

**Please note: Baseball caps or visors do not provide enough sun protection and therefore are not recommended.**

All staff and children apply SPF50+ broad-spectrum water-resistant sunscreen as they enter the ELC, and educators support children to reapply in the afternoon 20 minutes before outdoor play. Sunscreen is stored in a cool, dry place and the use-by-date is monitored.

Staff act as role models and demonstrate sun safe behaviour by:

- Wearing sun safe hats.
- Wearing sun safe clothing.
- Applying SPF50+ broad-spectrum water-resistant sunscreen.

- Using and promoting shade.
- Wearing sunglasses that meet the Australian Standards.
- Asking families and visitors to role model positive sun safe behavior.

Our sun protection policy can be found in the ELC policy folder, located in the Kurrajong Office.

## **MESSAGES**

If your child is unwell, or will not be attending the ELC, please telephone and leave a message with their class teachers or Dareska Brus, Manager of the ELC.

- ELC-Y: 8216 5650
- ELC-T: 8216 5569
- ELC-W: 8216 5571
- Manager of ELC: 8113 5634.

## **NOTICES**

*“The Pulteney Review”* is a fortnightly ELC to Year 12 newsletter that you will receive by email. Alternatively, it can be viewed on the school website.

## **TOY POLICY**

We discourage children from bringing all toys to school as it causes great distress when they are forgotten, lost or broken.

## **NUTRITION AND FOOD - TUCK SHOP**

Families provide morning tea and lunch for their child/ren in the Early Learning Centre. Children can order their recess and/or lunch from the Tuck Shop. Families can order online or use lunch bags situated outside of each classroom. If using the lunch bags, we ask that families record the child's name and class for the orders delivery, the cost of items and money provided. Order's are deposited in class tuck trays upon arrival at school. To set up the online ordering app please visit [www.rorys.com.au/online-canteen/](http://www.rorys.com.au/online-canteen/). Online orders must be completed prior to 9:00 am on the day of the order. Tuck shop price lists are available on the school website and on display as you enter the ELC classes.

The children's morning tea and lunches are refrigerated for up to four hours. After this time all uneaten, food and fruit that are not sealed in packaging or remain whole, are disposed of as written in the National Quality Standards document 'Staying Healthy 5 Edition.

ELC staff prepare afternoon tea with the children. Please refer to our 'Food Safety Policy' for further information regarding safe transport and food preparation. Menus are displayed in each classroom and all children remain seated while eating.

The ELC aims to encourage families to provide children with nutritional food that is supported by National Dietary Guidelines.

We also aim to support and provide adequately for children with food allergies or specific cultural practices. Please discuss specific dietary requirements with your classroom teacher. Dietary information is displayed in the ELC and provided to families for food preparation planning

The ELC:

- Promotes a child's normal growth and development;
- Promotes appropriate food choices and physical activity;
- Regularly review children's physical growth.

(National Health and Medical Research Council, 2017)

The ELC encourage and guide parents/caregivers to provide the children with food that follows the Dietary Guidelines for Children and Adolescents in Australia incorporating the Infant Feeding Guidelines for Health Workers Endorsed 10 April 2003. This includes:

- Breads & Cereals (2 serves)  
1 serve = 1 slice bread or 1 small muffin or ½ cup cooked rice/pasta
- Vegetables (1 serve)  
1 serve = ½ cup vegetables/salad
- Fruit (1 serve)  
1 serve = 1 med. size piece of fruit or 2-3 pieces of dried fruit
- Dairy (3 serves)  
1 serve = ½ cup milk or 15g cheese or ½ cup yoghurt
- Meats & Proteins 1 serve  
1 serve = 1 small slice of red/white meat or ½ cup cooked legumes (baked beans, lentils, chickpeas)

A diet low in processed foods and saturated fat and sugar is appropriate.

If families do not provide food that meets the guidelines, we provide resources and educational support. If a child has a high sugar processed snack or other inappropriate food, we replace this option with fruit and healthy snacks stored within the ELC.

The ELC team strives to reduce the use of single use plastics and wish to promote "Nude Food". This sustainability initiative focuses on reducing waste in lunchboxes by providing food free of wrapping and packaging. We ask that families use recommended lunchboxes and containers (Smash "Nude Food Mover and Sistema "Slimline Quaddie" available from K-Mart and Big W) and provide limited pre-packaged food.

***SLEEP AND REST***

The ELC provides a rest time after lunch for all children every day. We also enable children to rest outside of this time if required. All 3 to 5-year-old children may rest/sleep on a stretcher bed or cushion, with their own personal bedding stored in drawstring bags. A sheet set is provided for each child by the ELC. Children are asked if they would like to rest, sleep or complete a quiet activity. This choice is respected unless other arrangements are requested by the child's parent/guardian.

Cushions are purchased from the Pulteney Uniform Shop. These are decorated at home prior to each child commencing at the ELC. The children's bedding is washed either weekly or fortnightly. Please refer to our 'Sleep and Rest for Children Policy', located in the Kurrajong Office for further information.

### ***FIRE AND EMERGENCY POLICY***

Regular fire drills are held at Pulteney Grammar School and speedy evacuation is ensured in the event of a fire. Children are evacuated across the bridge to the Pulteney School ovals. Fire extinguishers are strategically located throughout the ELC. As part of our fire safety measures all children in attendance are noted from the attendance sheet stored on ipads. Each child is identified during a fire drill. This highlights the importance of ensuring that you sign your child 'IN' and 'OUT' (on the iPad) of the ELC each day. Please refer to our 'Fire and Emergency Policy', located in the Kurrajong Office for further information.

### ***PRIORITY OF ACCESS***

One of the main reasons the Australian Government funds childcare is to meet the long day care needs of contemporary Australian families. However, the demand sometimes exceeds supply in some areas. When this occurs, it is important for services to allocate places to those families with the greatest need for support.

To ensure that the ELC adheres to the guidelines issued by the **Australian Government Legislation**, priority of access to long day care will be given according to children falling in the following categories:

Priority 1: A child at risk of abuse or neglect.

Priority 2: A child of a single parent who satisfies, or of parents who both satisfy, the work/training/study test under section 14 of the New Tax System (Family Assistance) Act 1999.

Priority 3: Any other child.

In relation to priority 3, there maybe some circumstances in which a child who is already in a long day care service may be requested to give up their place or change days at the service for the service to provide a place for a higher priority child.

This only occurs if the parent is notified of this policy upon enrolment AND the service gives parents 14 days' notice of the requirement for their child to give up their place or change days.

Within the main categories, priority is also given to children in:

Families with low incomes  
Aboriginal and Torres Strait Islander families  
Parents or children with disabilities  
Families from non-English speaking backgrounds  
Single parent families  
Socially isolated families

## ***PARENT PARTICIPATION***

At Pulteney, we believe that a child's overall development is best achieved when parents, children and teachers work together in harmony and close cooperation. Through a strong partnership, your child will develop socially, intellectually, physically and emotionally in a warm and caring environment.

Parents/guardians are most welcome in their child's classroom. We encourage you to contribute to and share in your child's education by participating in school activities.

There are several ways in which you can become involved in the Pulteney community. Parents are welcome to spend time in the ELC and share special occasions, ideas and activities with their child. Each teacher involves families in the education of their children in slightly different ways. For example, some may involve parents in activity groups, excursions, as guest speakers, sewing, organising special lunches or gardening. Please speak to your child's teacher if you are able and willing to assist in any way.

Parents/caregivers wishing to volunteer their time to assist on excursions or with LAP are required to complete a DCSI clearance and volunteer form. Forms are available from the Kurrajong Office. DSCI clearances last for 3 years, therefore if you already hold a clearance, please bring a copy to the Kurrajong Office for our records.

We value parents/caregivers and all support offered to our classrooms and curriculum through volunteer work. We encourage this important link between home and school by ensuring a safe and secure environment.

## ***FRIENDS OF THE LIBRARY***

Parents are invited to assist in the Resource Centre. If you can offer any time please see the Junior School Librarian, or your child's class teacher.

## ***CLASS REPRESENTATIVE***

Each ELC classroom requires 'Class Representatives' to assist with organising social events such as picnics and class dinners. This representative is invited to attend a Friends of Pulteney meeting each term.

## ***SCHOOL UNIFORM***

All children are expected to wear their full school uniform to and from school. The ELC uniform is available from the 'Uniform Shop' located at 33 Gilles Street, Adelaide.

Shop staff can be contacted by email ([pulteneyshop@pulteney.sa.edu.au](mailto:pulteneyshop@pulteney.sa.edu.au)) or on 8216 5538. Please check the Pulteney website for opening hours of the uniform shop.

### **Summer Uniform**

Navy blue shorts and Pulteney t-shirt with sandshoes.

### **Winter Uniform**

Navy blue pants, white or navy-blue skivvy, Pulteney rugby jumper and sandshoes.

Broad brimmed hat - The children wear a hat to play outside

Pulteney bag (backpack)

Sandshoes with Velcro tabs or laces (may be any colour)

Navy sleeveless jacket (optional)

Pulteney navy raincoat (optional)

Each child also requires:

- An art smock
- A library bag
- A named 'nude food' lunch box and drink bottle
- A blue cushion for rest

PLEASE ENSURE THAT EVERYTHING YOUR CHILD WEARS OR BRINGS TO SCHOOL IS CLEARLY LABELLED WITH BOTH SURNAME AND CHRISTIAN NAME (including socks, lunch boxes etc).

This supports the ELC staff to identify lost items and return them immediately to their owners rather than piling up in a "Lost Property" box.

## ***HEALTH***

Precautions against the spread of colds, viral infections and contagious diseases are necessary in Kurrajong.

Parents are required to keep children home if they are running a temperature or showing any signs of sickness. Children who have had vomiting or diarrhea should remain at home for at least 24 hrs after the last episode.

## **MEDICATION**

Medication should be scheduled out of school hours wherever possible. If medication is required during school hours, please complete a 'Request for Medication Administration' form available from the school nurse or class Teacher.

Medication must be stored in the original container and clearly labelled with student's name, identification of medicine, required dosage and instructions for administration.

## **INFECTIOUS DISEASES**

The ELC aims to minimise the spread of potentially infectious diseases between children, their families and staff by excluding children who may have an infectious disease or who are too unwell to attend school.

We aim to:

- Maintain accurate and updated immunisation records for staff and children.
- Make staff and families aware of our 'Infectious Diseases Policy'.
- Inform staff and families of outbreaks of infectious diseases and notifiable diseases.
- Exclude non-immunised children at risk of catching a notifiable disease in accordance with the National Health and Medical Research Council.
- Inform the Commissioner of Health at SA Health Authorities, if an outbreak of a notifiable disease occurs, according to "Staying Healthy 5 Edition", NHMRC.

Please notify the Manager of Early Childhood Education and Care if your child contracts an infectious disease. Information sheets concerning any Infectious diseases that have recently been contracted by ELC children or staff are displayed with the sign in sheets.

Some common infectious diseases include:

### **Chicken pox**

Incubation: 2 – 3 weeks

Infectious: from 2 days before the rash appears, until all blisters have dried.

Spread: through droplets, e.g. coughing, sneezing or contact with fluid from blisters.

Exclusion: for at least 5 days after rash first appears, and after all blisters have dried.

### **Conjunctivitis**

Incubation: 24 – 72 hours

Infectious: while eye discharge is present.

Spread: contact with any object that has been contaminated with eye secretions.

Exclusion: until discharge from eyes has ceased.

### **Gastroenteritis**

Incubation: 24 – 72 hours

Infectious: during illness and for at least 48 hours after symptoms have disappeared.

Spread: contaminated hands, object or food, or through coughing and sneezing.

Exclusion: until vomiting and diarrhea has ceased for at least 48 hours.

### **Giardia**

Incubation: 3 – 25 days

Infectious: if organism is present, whether symptomatic or not

Spread: person to person through contaminated hands, objects or food

Exclusion: until diarrhea has stopped and appropriate antibiotics have commenced.

### **Hand, Foot and Mouth**

Incubation: 3 – 5 days

Infectious: while fluid is still in blisters—faeces can remain infectious for several weeks

Spread: contact with blisters, coughing or talking

Exclusion: until all blisters have dried – do not intentionally pierce or break.

### **Head Lice**

Infectious: if the eggs or lice are alive.

Spread: direct head to head contact, rarely through combs, hats or pillowcases.

Exclusion: may return to school the day after appropriate treatment has commenced

### **Herpes Simplex (cold sores)**

Spread: through infected saliva and moist blisters

Exclusion: while cold sore is weeping.

### **Measles**

Incubation: 10 – 14 days

Infectious: 5 days before rash appears until 4 days after rash appears.

Spread: through infected droplets – directly, on articles, or can remain in a room for up to 2 hours.

Exclusion: until 4 days after onset of rash.

### **Mumps**

Incubation: 14 – 25 days

Infectious: from 6 days before swelling until 9 days after swelling begins

Spread: airborne droplets or soiled articles

Exclusion: 9 days after onset of symptoms or until swelling goes down.

### **Ringworm**

Spread: direct contact or from contaminated articles.

Exclusion: until day after appropriate treatment has commenced.

**Rotavirus**

This is the most common cause of severe diarrhea

Incubation: 24 – 72 hours

Infectious: while ill with fever and diarrhea

Spread: through airborne droplets, or contaminated hands, objects or food.

Exclusion: until diarrhea and vomiting has ceased.

**Rubella (German measles)**

Incubation: 14 – 23 days

Infectious: from 7 days before until 4 days after appearance of rash

Spread: airborne droplets and contact with articles or hands soiled by nose and throat discharge

Exclusion: until at least 4 days after appearance of rash, and until fully recovered.

NOTE: All pregnant women with suspected exposure to Rubella should seek expert obstetric advice.

**School Sores (Impetigo)**

Incubation: 4 – 10 days

Infectious: extremely contagious – if there is discharge from sores

Spread: direct contact with sores or contact with contaminated clothes

Exclusion: until 24 hours after appropriate antibiotic treatment is started.

Any sores on exposed surfaces should be covered with a watertight dressing.

**Slapped Face / Cheek**

Incubation: 4 – 14 days

Infectious: not once rash appears

Spread: direct or indirect connection with airborne droplets

Exclusion: not necessary.

**Whooping Cough**

Incubation: 6 – 20 days

Infectious: highly infectious

Without treatment, the first 3 weeks of coughing

With treatment – until 5 days after antibiotics commenced

Spread: through respiratory droplets

Exclusion: while infectious – see above.

Please refer to our Infectious Diseases Policy, which is kept in the Kurrajong Office for further information.

***IMMUNISATIONS***

Immunisation schedules change approximately every 2 years. The schedule followed by your child is determined by their date of birth. The use of immunisation is recommended by the Government and supported by Pulteney Grammar School.

The Child Care Subsidy (CCS) applies to children who are fully immunised. This initiative ensures parents are reminded of the importance of immunising their children at each of the milestones.

A basic schedule is included below. Please consult your own schedule to confirm specific recommendations for your child.

Birth	Hep B
2 months	Diphtheria, tetanus and pertussis
4 months	Diphtheria, tetanus and pertussis Poliomyelitis Hib Hep B
12 months	Measles, mumps and rubella Hib
18 months	Diphtheria, tetanus and pertussis
4 years	Diphtheria, tetanus and pertussis Poliomyelitis MMR

## ***A LIST OF FREQUENTLY ASKED QUESTIONS***

### ***When should I pick up my child?***

You can pick your child up at any time, but you are encouraged to have your child attend between 8.30am and 3.30pm.

### ***Does my child need to be toilet trained?***

We prefer that your child is toilet trained, however if they are not, we are equipped to support your child's toileting requirements as long as they are in training and are wearing pull ups or underpants.

### ***What age can they start in the ELC?***

Three years of age from the first day of school.

### ***Is there any minimum attendance to claim the rebate?***

The minimum booked attendance in the ELC is 3 days per week. Students are allowed 42 absent days and still receive their benefit payments. Once 42 absences have been used, an approved medical certificate is required. This needs to be supplied to the Manager of Early Childhood Education and Care, Dareska Brus or the benefit payments for the family will cease to be paid for the remainder of the financial year. Fees are still payable for days of absence.

### ***Can I pay fees upfront?***

Yes.

### ***How will fees be charged and paid?***

We require fees to be paid monthly, in arrears, via existing payment options.

### ***Will the student teacher ratio remain the same of 1:10 students?***

Yes, three to four staff will work in each classroom with no more than 24 children attending on any day in the 3-year-old room and 27 children attending on any day in the two 3.5/4 -year-old rooms. Our staff ratios are higher than the requirement of 1:10.

***Will I still have to pay for Before School Care / After School Care / Vac Care?***

No. The ELC fee is all-inclusive for 50 weeks per year.

***WHAT TO DO NEXT?***

1) Please contact the Family Assistants Office (FAO) on 13 61 50 to register and receive a parent and child CRN, note that there are distinct CRN details for parents and children. Once you have received your letter of referral and confirmation from the FAO, please forward a copy with both parent's dates of birth, to Dareska Brus at the Kurrajong Office. Your account will be updated to ensure that all benefit entitlements are received.

We look forward to providing a highly educational and caring environment for your child.

If you have questions about the Pulteney Grammar School Early Learning Centre, please do not hesitate to contact the Manager of the Early Learning Centre:

Dareska Brus      Tel: 8113 5634  
Mob: 0439 431 171  
Email: [dareska.brus@pulteney.sa.edu.au](mailto:dareska.brus@pulteney.sa.edu.au)

For all enrolment enquiries please contact the Director of Enrolments, Malcolm Dolman on [Malcolm.dolman@pulteney.sa.edu.au](mailto:Malcolm.dolman@pulteney.sa.edu.au) or 08 8216 5555

[We look forward to welcoming you to Pulteney and sharing in your child's Education.](#)

Updated: 7/01/2020