WELCOME TO KURRAJONG EARLY LEARNING CENTRE

Kurrajong is an Early Childhood Education Centre that caters for boys and girls aged 3½ 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.

Program’s 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 in its own right and is the time when children gain the essential skills, knowledge and dispositions critical for success at school and later in life.

Virginia Evans
Head of Kurrajong
KURRAJONG PHILOSOPHY

At Pulteney we believe a child’s self-concept is of paramount importance and therefore foster children’s perception of themselves as competent, confident learners.

A child is given the opportunity to develop a positive self image, social and emotional skills including sharing, taking turns, cooperating, helping, negotiating, interpersonal relations, independence and understanding the needs of others.

Crucial to the all round development of the child, is the provision of a wide variety of experiences. Pulteney aims to provide first of all the best possible conditions for children and is based on the concept of meeting the needs of 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 1/2 to 8 years.
- allows time for children to grow, to explore, to experiment, to discover, to play, to love and above all, time to be children in a caring and stimulating environment.
- is a place where families are welcome.
- provides continuity from home to school by building sensitive home/school partnerships with parents acknowledging that a child's learning begins from birth.

Pulteney’s total energy and resources will be directed towards two things:

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

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

- Critical intelligence
- Creative intelligence
- Ethical intelligence

CRITICAL INTELLIGENCE

Involves the skills of language, mathematical and verbal reasoning, logic, memory and 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

Involves the abilities to think and act with fluency, innovation, flexibility and originality. These qualities are developed through a total curriculum that recognise each student's special strengths and abilities.

ETHICAL INTELLIGENCE

Involves 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 and provides a child directed, play based program influenced by The Early Years Learning Framework and Reggio Emilia philosophy. This program is implemented within the Long Day Care setting for children aged between 3 and a half and 5 years.

The ELC aims to:

• provide a secure, happy and loving environment that promotes 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 feel part of 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 through the use of manipulative equipment.
LEARNING

We believe that children should be given the time to grow, to try, to reflect and to experience success so that they are able to face future challenges, build on strengths and recognise limitations without fear of failure and loss of 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 find out about themselves, other people and the world around them. This reflects their lives, family and community.

Children learn about Mathematics, Science, Design and Technology, Studies of Society and Environment, Literacy, Health, Languages Other than English, Information Communication Technology and Music through integrated meaningful activities.

The Early Years Learning Framework (EYLF) encourages educators to broaden the direction of 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
- are connected with and contribute to their world
- have a strong sense of wellbeing
- are confident and involved learners
- are effective communicators

Our Early Learning Centre 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.

ASSEMBLY AND CHAPEL

Pulteney was founded on the Anglican Tradition. The students attend a Kurrajong assembly and Chapel service each week. These involve 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, fair go, freedom, honesty and trustworthiness, integrity, respect, responsibility and understanding, tolerance and inclusion.

The teaching of Values and Ethics at Pulteney is fundamental to our whole school teaching program. Pulteney offers a comprehensive, universal program covering a wide range of moral and ethical values. It is supported by a variety of programs, as well as addressed in its own
right, through an explicit values and ethics education program. This is a literature-based program, which is supplemented by a focus on the *Value of the Month*, across all learning areas in Kurrajong.

**SPECIALIST LESSONS**

The Pulteney children are extremely fortunate to have the opportunity to participate in the School’s specialist programs from ELC to Year 2.

**THE ARTS**

The Arts integrates the areas of dance, drama, media, music and visual arts. Students learn to develop concepts, conventions, skills and techniques in each of these areas.

**Music Program**

Music is an integral part of our program that includes singing, creative movement, use of percussion instruments and listening for appreciation. The music program for ELC is based on the Kodaly Developmental Music Program and Orff Methodologies. Elements such as beat; rhythm and pitch are developed by experimenting with a variety of song material and percussion instruments. It is important for the children to be able to listen carefully. This develops their aural skills, as well as singing ability.

**Visual Arts**

The Art curriculum is designed to offer various means of expression, experimentation and the development of a basic set of skills leading to a love of art, a sense of achievement and an ability to interact with the environment in a meaningful manner. The Art teacher visits the ELC students where she extends classroom experiences through a variety of art activities. The stimulating projects that are undertaken provide an opportunity for students to express their thoughts and ideas in a visual manner. This enables them to further develop their manipulative, expressive and imaginative skills while extending classroom activities.

**Indonesian Program**

Indonesian for children in the ELC to Year 2 classes involves a variety of experiences. The activities include opportunities for the children to sing, play language games with picture and word cards, draw pictures, write words, listen to stories, cook and make books. As Indonesian instructions and expressions become familiar, the children respond with words or actions in a natural, spontaneous way. Learning Indonesian is enjoyable and complements their classroom activities. In time, children build up, through language and cultural activities, empathy for the Indonesian people and their customs, and build a foundation for a more intensive language study.

**Resource Centre**

Kurrajong students visit the Resource Centre each week with their class teacher and the librarian. The curriculum focuses upon library procedures, the enjoyment of reading a wide variety of literature, author studies and research skills that allow them to access information from the Resource Centre, which is pertinent to classroom themes and topics. The Resource Centre has an interactive whiteboard and computers to give the children opportunities to experiment and experience technology and interactive multi-media.
**Gross Motor Skills Program**

This is a program of physical activities to assist children to move in a controlled and co-ordinated manner.

The program aims to:

- encourage the children to gain confidence in their ability to perform physical activities.
- develop gross motor skills and co-ordinated body movements.
- encourage practice and therefore improve the quality, speed and accuracy of motor skills.
- encourage the child to communicate and work with others.

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

**Early Learning Centre Parent Teacher Interviews:**

Term 2 - Weeks 2/3 — Parent/Teacher Interviews
Term 3 - Weeks 6/7 — Parent/Teacher Interviews

**HOURS OF OPERATION**

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

**FEE SCHEDULE**

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<tr>
<th>Booking</th>
<th>2015 Fee Schedule</th>
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<tr>
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<td>Daily</td>
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<tr>
<td>Minimum 3 Days</td>
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**Casual Rate for Additional Days for enrolled Children** $93.50

**Casual Rate for Additional Days for new Children** $93.50

Fees are payable for the full 50 weeks of the year regardless of attendance. 2 weeks holidays per year will be allocated to each family account at 50% discount.
PAYMENT OF FEES

Invoices are either emailed or posted on a monthly basis. A due by date for payment is written on each invoice. All families will be billed for 50 weeks of the year for all standard days including days of absence, with any variations including extra casual days. We do not charge for Public Holidays. Two weeks holiday leave will be billed at half fees, together with any additional casual days. Upfront and in arrears payments for each month are most welcome.

PAYMENT OPTIONS

A number of payment options exist.

BPAY – Visa, MasterCard and direct debit 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 instruction on how to use BPAY.

Credit Cards – fees may be paid by the use of MasterCard, Visa or American Express. A surcharge applies for all credit card payments not processed through BPAY. (Visa, MasterCard 1%, American Express 1.5%)

Cash or Cheque – Payment may be made by cash or cheque at the front office during school hours. Cheque payments may be posted to Fee Accounts Office, 190 South Terrace Adelaide SA 5000.

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 18th of each calendar month, February to November inclusive. There are no charges for the payment by automatic bank debit. The credit surcharge outlined above applies for automatic payment by credit card.

HOLIDAYS

All families are entitled to a discount of half their payable weekly fee for 2 weeks per year. We will discount every ELC family’s account in December regardless of when their child is away on holidays to ensure that all children receive this deduction.

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, so that a record of medically approved days of leave is maintained. This is important when calculating absences from the ELC and it will impact on rebate payments if not accurate.
CHILD CARE BENEFIT AND FAMILY TAX REBATE

Pulteney Grammar School ELC is an approved care provider, allowing families to access Child Care Benefit and Child Care Rebate

Child Care Benefit (CCB) is a payment made by the Commonwealth Government to help families with the cost of quality Long Day Care. A family’s eligibility is subject to an income (means) test, which is administered by the Family Assistance Office (FAO).

With the introduction of the Government’s Child Care Management System (CCMS), families will receive a Child Care Benefit (CCB) fee reduction if they have registered with Centrelink, are eligible for CCB and have a formal enrolment at the ELC. The CCB is income tested and may be received as reduced fees or as a lump sum payment at the end of the financial year. To claim this rebate families need to have legal residence status of Australia and provide their child’s immunisation records, or have proof of Immunisation exemptions.

The Child Care Rebate (CCR) is a second payment that entitles families to be reimbursed 50% of all out of pocket expenses to a maximum of $7,500. Families are eligible for this payment if both partners are working, looking for work, studying, training or doing voluntary work. Note that this rebate is NOT income (means) tested. Families are offered the option to be reimbursed on either a quarterly basis paid directly into their bank account or a fortnightly basis, paid either directly to their bank account or through their Long Day Care Service as a fee reduction.

It is the responsibility of the parent to register for Child Care Benefit. Information and forms can be accessed from the Family Assistance Office (through Centrelink) or families can call direct on 136 150. It is imperative that all families with children attending the ELC provide their Parent Reference Number, Birth Dates and Child CRN to receive the rebate on fees.

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. They eat morning tea during this period.

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 staff 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 while maintaining consistency of care.

A Parent Information Evening is conducted to discuss all aspects of the Early Learning Centre in Term 4 of each year. 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.

A primary caregiver is assigned to each child to assist in the settling process and make records of a child’s wellbeing. Staff will communicate with parents to learn about the children in order to respond sensitively to individual needs.

A BUDDY SYSTEM may be used to pair your child with another child in their class. This promotes the feeling of belonging and instigates social networking.

**SIGNING IN AND OUT**

Each child must be signed in and out of the ELC every day of attendance. This is a legal requirement. These records are used in case of emergencies and for the calculation of the Child Care Benefit (CCB). If a child is away, ill or on holidays the corresponding days must be signed by parents/guardians.

**On Arrival at the ELC please:**

- Document the time, sign and print your name.
- Complete your child’s relevant information on the ELC Student Sign In Sheet
- Assist your child to place your child’s belongings in the appropriate places. Drink in Drink Trolley, and lunch in Lunch Basket. School bag in labelled locker.
- Present your child to an ELC staff member.

**Before you leave the ELC please:**

- Greet your child.
- Assist your child to collect your child's belongings.
- With your child, say goodbye to an ELC staff member.
- Read the relevant communication from staff on the ELC Student Sign In Sheet.
- Document the time, sign and print your name.

**COLLECTION OF CHILDREN**

Parents of children attending the ELC will be issued with a Who Can Collect Your Child form during the enrolment process. Children will only be released to their parent or to persons known to the ELC staff team identified in this document. 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.

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, staff will follow the Department of Communities Abandoned Child Procedures and contact the Child Protection and Crisis Centre 24 hour service.

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 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 on going 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

Each class sets a small number of classroom rules together in a democratic fashion, which are in place to ensure a harmonious learning environment and the safety of all children and staff.

The Early Learning Centre provides a safe, secure, caring and stimulating environment that encourages children to cooperate in order to enhance their self-esteem and encourage their abilities to positively interact with others, and where acceptable behaviour is promoted and any recriminations are kept to a minimum. Where a child continues to behave in an unacceptable manner, parents/guardians will be consulted and asked to work with the Head of Kurrajong and staff members to ensure behaviour management techniques are consistent and clear.

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

- establishing trust and confidence between adults and children.
- considering the stage of development of each child.
- considering the interests, concerns and abilities of the individual child.
- showing sensitivity to the child’s background and current home situations.
- examining the reason behind the behaviour that suggested a need for 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 the child in question.
- being consistent with behavioural expectations.
- setting limits and reminding children of such limits consistently.
- involving the children in the setting of limits and explaining why a certain type of behaviour is unacceptable.
• encouraging the children to show sympathy for children experiencing difficulties.
• guidance and discipline to encourage individuality and confidence of children so as to enhance their self-esteem.
• offering the children clear alternatives to help them develop their ability to make decisions and direct themselves.
• positive role modeling by adults. e.g. "sand stays in the sand pit" rather than, "don't throw sand", and by showing the child how to dig in the sand.
• discussing with parents the behaviour management policy and seeking their assistance for solutions should the need arise.

PARENT GRIEVANCES

Our grievance policy is can be 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. We will work with you to resolve the problem.
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 in such a way that positive relationships are built. If the grievance is thought to be serious, any subsequent steps may be bypassed and the matter bought to the attention of the Deputy Principal or Principal.

All grievances will be taken seriously and we will work diligently to resolve them. All outcomes will be discussed with the parent who is concerned.

BIRTHDAY PARTY INVITATION POLICY

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

COMMUNICATION

Students are assessed on an ongoing basis and all teachers have an open-door communication policy. The School and the home can communicate in many ways and throughout the year you will have the opportunity to discuss your child’s progress at formal and informal meetings. Should you wish to discuss any issue regarding your child’s development, please make an appointment 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 projects. 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 37 degrees or exceeds this, children may be collected from their classrooms at 12:45pm. A modified program may operate if appropriate.

**SUN PROTECTION**

Staff and children will wear sun safe hats that protect their face, neck and ears. PULTENEY HAS A “NO HAT NO PLAY” policy. Children without a sun-safe hat will be 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 a:
- The Legionnaire hat is an excellent example

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

All staff and children will apply SPF30+ broad-spectrum water-resistant sunscreen as they enter the ELC, and staff will help them reapply in the afternoon before outdoor play. Sunscreen is stored in a cool, dry place and the use-by-date monitored.

**Role Modelling**

Staff will act as role models and demonstrate sun safe behaviour by:
- wearing a sun safe hat.
- wearing sun safe clothing.
- applying SPF30+ broad-spectrum water-resistant sunscreen.
- using and promoting shade.
- wearing sunglasses that meet the Australian Standard1067 (optional).
- families and visitors are encouraged to role model positive sun safe behaviour

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

**MESSAGES**

If your child is unwell, or will not be attending the ELC for other reasons, please telephone and leave a message with Kiri Marshall, Kurrajong Secretary on 8216 5570.

**NOTICES**

A class letter, The What’s On will be sent home fortnightly to outline what the children have been doing at school during the week and will include any pertinent notices for the week ahead. The Pulteney Review Weekly is a weekly ELC to Year 12 newsletter that you will receive at the end of each week by email. Alternatively it can be viewed on the school website.

**TOY POLICY**

We discourage children from bringing special toys to school as it causes great distress when they are lost or broken. Toy guns and other toy weapons are not permitted at school.

**NUTRITION AND FOOD - TUCK SHOP**

Families provide morning tea and lunch for their child/ren in the Early Learning Centre. Children are able to order their recess and/or lunch from Tuck Shop. We ask that parents
complete the lunch bags and include the money, placing the order in the tuck tray on arrival at school. Tuck Shop price lists are available on the school website and on display as you enter the ELC.

The children’s morning tea and lunches are refrigerated for up to four hours. After lunch 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 in Child Care.”

The Pulteney Grammar School Tuck Shop prepares afternoon tea for all of the ELC children. Please refer to our Food Safety Policy for further information regarding safe transport and preparation of food. Menus are displayed in each classroom and all children remain seated while eating.

The ELC aims to encourage families to provide children with food and nutrition that is supported by national dietary guidelines. We also aim to support and provide adequately for children with food allergies or specific cultural practices. If your child has specific dietary needs, please discuss with your classroom Teacher. Dietary information will also be displayed in the ELC and provided to families to plan morning teas and lunches.

The ELC will:
• promote a child’s normal growth and development;
• promote appropriate food choices and physical activity; and
• regularly review children’s physical growth.

(National Health and Medical Research Council, 2003)

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 containing fat and in particular, low in saturated fat and sugar is appropriate.

If families do not provide food that meets the guidelines we will provide resources and support to the family to help them to do so. If a child has a high sugar processed snack or other inappropriate food we will not offer it to the child, instead replacing it with the fruit and healthy snack options that are kept in the ELC for such occasions.
**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 by the child or parents. All 3 to 4 year old children rest/sleep on a stretcher bed, with their own personal bedding stored in a draw string bag. Children aged between 4 and 5 years are asked if they would like to rest or sleep on a stretcher bed or sit on their cushion and do a quiet activity. This choice is respected unless requested by the child’s parent/guardian. A sheet set is provided for each child by the ELC. Cushions need to be purchased by all families from the Pulteney Uniform Shop. These are decorated at home prior to each child commencing at the ELC. The children’s bedding is washed at the end of each week. 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 sheets. Each child is identified during a fire drill. This supports the importance of ensuring that you sign your child ‘IN’ and "OUT" 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 Child Care 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 in order for the service to provide a place for a higher priority child.

This only occurs if the parent is notified of this policy upon enrolments 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 background
- 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 your child’s classroom and we encourage you to contribute and share in your child’s education. We hope that you will be able to make time to participate in school activities.

There are a number of ways in which you can become involved in the Pulteney community, some of which are outlined below. Parents are welcome to spend time in the ELC and share special occasions, ideas and activities with their child. Each teacher will involve parents 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 who wish to volunteer their time in assisting on excursions or being a LAP volunteer, will need to complete a police check and volunteer form. Forms are available from the Kurrajong Office. Police checks last for 3 years, therefore if you already hold a police clearance, please bring a copy to the Kurrajong Office for our records.

We value parents/caregivers and the wonderful support you offer to our classrooms and curriculum through volunteer work. We aim to support this important link between home and school by ensuring a safe and secure school environment.

**FRIENDS OF THE LIBRARY**

Parents are invited to assist in the Library. If you are able to offer any time please see the Junior School Librarian, or your child’s class teacher.

**TUCK SHOP**

The Tuck Shop staff are always glad to see happy faces and busy hands to assist them on a monthly basis. If you are able to assist, please visit or telephone the Tuck Shop on 8216 5525 for further information.

**CLASS REPRESENTATIVE**

Each class needs Class Representatives to assist with the organising of 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 and is run by Mrs. Jenny Hewitson, on 8216 5538.

The shop is open:

Terms 1 and 4:
Mondays: 3:00pm to 4:30pm
Wednesdays: 12:30pm to 4:30pm
Fridays: 8:00am to 11:30am

Terms 2 and 3:
Wednesdays: 12:30pm to 4:30pm
Fridays: 8:00am to 11:30am

EARLY LEARNING CENTRE - ALL STUDENTS

Summer Uniform
Navy blue shorts and Pulteney t-shirt with white sandshoes.

Winter Uniform
Navy blue pants, white skivvy, Pulteney rugby jumper and white sandshoes.

Legionnaire hat - The children wear a hat to play outside
Pulteney bag (back pack)
White sandshoes with velcro tabs (“CICA” or Clarks come with velcro tabs)
Navy sleeveless jacket (optional)
Pulteney navy raincoat (optional)

Each child also requires:
a) an art smock
b) a library bag
c) a legionnaire hat - for playtime sun protection
d) a named lunch box and drink bottle
e) 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 means that lost items can be identified and returned immediately to owners rather than piling up in a “Lost Property” box.

HEALTH

Precautions against the spread of colds, viral infections and contagious diseases are very necessary in Kurrajong. Parents should keep children home if they are running a temperature or showing any signs of being unwell.
Children who have had vomiting or diarrhoea should be kept 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 in original container and clearly labelled with student’s name, identification of medicine, required dosage and instructions for administration.

Please note that aspirin should not be given to children under 12 years of age unless specifically recommended by a doctor. Please refer to our Medication Policy, which is located in the Kurrajong Office for further information.

**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 is too ill 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 in Child Care”, NHMRC.

Please notify the Manager of Early Childhood Education and Care, if your child contracts an infectious disease. Information about any Infectious diseases that any ELC child may have recently contracted is 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, eg 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 diarrhoea has ceased for at least 48 hours.

**Giardia**
- Incubation: 3 – 25 days
- Infectious: as long as organism is present, whether symptomatic or not
- Spread: person to person through contaminated hands, objects or food
- Exclusion: until diarrhoea 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: as long as 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 diarrhoea
- Incubation: 24 – 72 hours
- Infectious: while ill with fever and diarrhoea
- Spread: through airborne droplets, or contaminated hands, objects or food.
- Exclusion: until diarrhoea 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 – as long as 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 will be determined by their date of birth. The use of immunisation is recommended by the government and supported by Pulteney Grammar School.

The Child Care Benefit (CCB) applies to children who are fully immunised or have an approved exemption from immunisation. This initiative ensures parents are reminded of the importance of immunising their children at each of the milestones.
Below is a guide to immunisations. Please consult your own schedule to confirm specific recommendations for your child.

<table>
<thead>
<tr>
<th>Age</th>
<th>Immunisations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>Hep B</td>
</tr>
</tbody>
</table>
| 2 months | Diphtheria, tetanus and pertussis  
|         | Poliomyelitis  
|         | Hib           
|         | Hep B         |
| 4 months | Diphtheria, tetanus and pertussis  
|         | Poliomyelitis  
|         | Hib           
|         | Hep B         |
| 6 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           |

Children born November 1996 to 1 May 2000 may not have received the Hep B immunisations.

Children born 2003 to 2005 may also receive Meningococcal C at 12 months, and may not receive DTP at 18 months.

**A LIST OF FREQUENTLY ASKED QUESTIONS**

**Will the educational component change due to the Long Day Care Component?**
No. The same educational program with specialist lessons remain. The educational program will operate from 8.30am – 3.30pm, with less structured play experiences during remaining times (7:30am - 8:30am and 3:30pm - 6:00pm).

**When should I pick up my child?**
You can pick your child up at anytime but you are encouraged to have your child attend between 8.30am and 3.30pm.

**Does my child need to be toilet trained?**
Yes.

**What age can they start in the ELC?**
Three and a half 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 staff in the morning and four staff in the afternoon will work in each classroom with no more than 27 students attending on any day. 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. However, students will be required to pay for activities or excursions on the day as per existing Vacation Care arrangements.

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 parents 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 Dareska Brus on 8113 5634 or email dareska.brus@pulteney.sa.edu.au

We look forward to welcoming you to Pulteney and sharing in your child’s Education.

Updated: 17/12/2014