



2026

EARLY LEARNING CENTRE (ELC)



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WELCOME TO PULTENEY'S EARLY LEARNING CENTRE

Our Early Learning Centre is dedicated to giving every child the best possible start to their educational journey.

At Pulteney, we believe a child's self-concept is fundamental to learning. Guided by the Reggio Emilia approach, we view children as capable, confident and curious learners who actively participate in shaping their own learning. Our educators work as co-learners and facilitators, thoughtfully observing, documenting and extending children's ideas through meaningful experiences.

We provide an environment that supports learning within a safe and joyful setting, where the learning spaces are intentionally designed as the 'third teacher', inviting curiosity, creativity, and collaboration.

Our Nature Play space offers rich opportunities for children to develop environmental awareness, gross motor skills, and risk assessment capabilities, fostering curiosity, resilience, and a deep appreciation for the natural world.

By forming positive, enduring relationships with children and their families, we lay a strong foundation for every child to thrive throughout their journey at Pulteney Grammar School.



"Inspired by the Reggio Emilia approach, our Early Learning Centre values children as active participants in their learning. Through meaningful relationships, thoughtful environments and play-based experiences, we support each child to develop confidence, curiosity and a strong sense of self." - Jason Fay, Head of Junior School



"At our Early Learning Centre, we believe every child is capable, curious and full of potential. By nurturing strong relationships and partnering closely with families, we create a safe and inspiring environment where children feel confident to learn and grow." - Kimberly McMahon, Head of Early Childhood Education and Care

ESSENTIAL INFORMATION

HOURS OF OPERATION

The Early Learning Centre operates from 7.30am to 6.00pm, Monday to Friday during term time. Core hours are 8.30am to 3.30pm, with any time outside these hours considered additional time. During school holiday periods, the ELC offers a holiday program, which requires a separate booking. Please note that the Early Learning Centre may also be closed on individual days throughout the year to align with Pulteney Grammar School professional development days.

COMMUNICATIONS AND THE PULTENEY PARENT APP

Parent App

To streamline communication, the Pulteney Parent App is a secure, central platform for most school updates. Unlike the weekly newsletter (PRW), the app provides real-time, essential information.

The app serves as the main hub for notices, push notifications, and school calendar integration, with content filtered to each child's year level.

Xplor

For signing in/out each session, recording absences, and managing payments, families use the Xplor App, which consolidates these tasks in one place.

Seesaw

Learning updates and portfolios are shared with families via Seesaw, giving insight into each child's learning and experiences.

To download the apps, visit your app store on your iPhone or Android.



COLLECTION OF CHILDREN

Children are only released to parents, guardians, or authorised persons known to the ELC staff. If someone else is collecting your child, please notify the ELC Administration Officer by email or phone. Photo identification will be requested on collection.

If a child is not collected within 15 minutes of closing, parents or guardians will be contacted. If unavailable, the nominated emergency contact will be called.

If the child is not collected within 30 minutes, the Head of Early Childhood Education and Care and then the Deputy Principal will be notified. Additional fees apply for children remaining after closing time,

CONTACTING THE ELC (ABSENCES)

If your child is unwell or will be absent from the Early Learning Centre, please notify the ELC Administration Officer via email or the Xplor app.

Contact details:

- ELC Administration Officer: 8216 5566
choir.moir@pulteney.sa.edu.au
- Head of Early Childhood Education and Care: 8113 5634
kimberly.mcmahon@pulteney.sa.edu.au
- ELC Mobile: 0458 939 309

Please note that families will be contacted if a child is absent for more than one week.

SIGNING IN AND OUT

Every child must be signed in and out of the Early Learning Centre each day they attend. This must be completed by a parent or caregiver using the Xplor QR code or phone number and PIN on the provided iPad.

This is a legal requirement and is essential for emergency management and the accurate calculation of the Child Care Subsidy (CCS). If a child is absent due to illness, holidays, or other reasons, these days will be recorded in Xplor.

FEE SCHEDULE

The ELC fee schedule is available [here](#).

KEY CONTACTS

Kimberly McMahon, Head of Early Childhood Education and Care
kimberly.mcmahon@pulteney.sa.edu.au
Ph. 8216 5634

Chloe Moir, ELC Administration Officer
chloe.moir@pulteney.sa.edu.au
Ph. 8216 5570

Jason Fay, Head of Junior School
jason.fay@pulteney.sa.edu.au
Ph. 8216 5530



LEARNING AT ELC

ELC ROUTINE

Our ELC day is flexible and guided by children's interests:

- 7:30–8:15am: Before School Care (BSC) – Held in the Factory for ELC to Year 6 children.
- 8:15am–3:15pm: Educational Learning Program (ELP) – Play-based learning in the ELC classrooms, encouraging curiosity and exploration.
- 3:15–6:00pm: Late Care Program (LCP) – Indoor and outdoor play with afternoon tea provided.

SETTLING IN & ORIENTATION

We support children in settling into ELC. Parents are encouraged to attend orientation visits with their child before the start date, allowing them to explore their new environment with family nearby. Orientation details are emailed to families before commencement.

RECOGNISED EXCELLENCE IN EARLY CHILDHOOD EDUCATION

We are proud to be selected as one of only 200 early childhood centres across South Australia to participate in the State Government's Flying Start for Kids initiative. This recognition affirms the quality of our existing program and supports enhancements that benefit our children and families.



OUR LEARNING APPROACH

Play-based learning is central to children's development at the ELC. We nurture children's natural curiosity by providing opportunities for self-directed learning through exploration, experimentation, problem solving and reflection. Intentional teaching supports children to investigate their world, build resilience, and develop confidence and optimism. Our program is guided by the Early Years Learning Framework (EYLF) and reflects our local community. Through this approach, children develop:

- A strong sense of identity and wellbeing
- Confidence as engaged learners
- Effective communication skills
- Positive relationships and a sense of belonging

Children are encouraged to develop independence, emotional awareness, empathy, and responsibility while building physical skills through active and creative play.

ASSESSMENT, REPORTING AND COMMUNICATION

Children's learning and development are monitored continuously. Teachers are available to discuss your child's progress through both formal and informal meetings. Families are welcome to book an appointment with their child's teacher or the Head of Early Childhood Education and Care at any time. Learning conferences are held in Terms 1 and 3, with written reports provided at key transition points (3-year-old to 4-year-old program and into Reception).

PAYMENT OF FEES AND CHILD CARE SUBSIDY SCHEME

DIRECT DEBIT REQUIREMENTS

Payments for Pulteney Early Learning Centre sessions are made weekly by direct debit through Debit Success.

Parents can securely store their credit card or bank account details via the Finance menu in the Xplor Home app or website. Payments are processed each Thursday (as required) to ensure accounts remain up to date.

Please note that Debit Success charges a fee of \$19.95 (including GST) for any dishonoured payments. To avoid this fee, please ensure sufficient funds are available in your nominated account at least one day prior to the scheduled direct debit.

If you require alternative payment arrangements—including a pause in payments, a change of payment day, or setting a fixed or capped amount, please contact the Fees and Accounts team at fees@pulteney.sa.edu.au.

FEE STATEMENTS AND BOOKINGS

Fee statements are emailed to families fortnightly. Permanent bookings run from the start of Term 1 through to the end of Term 4, excluding school holidays. During term time, all booked sessions are payable, including any absences.

School holiday care operates on a book-in, as-required basis, with charges applying only to the days booked, including any absences.

If a child is expected to be away for an extended period, arrangements to pause payments may be made at the discretion of the Head of Early Childhood Education and Care.

Families have ongoing access to their fee statements via the Xplor Home app or the Xplor Home website at home.myxplor.com.

NON-PAYMENT OF FEES

If direct debit payments are repeatedly declined and no alternative arrangements are made, a \$35 late fee may apply. ELC enrolment may be suspended until outstanding fees are paid.

CHILD CARE SUBSIDY (CCS)

Pulteney Grammar School's Early Learning Centre is an approved childcare provider, enabling eligible families to access the Child Care Subsidy (CCS).

The Child Care Subsidy is designed to assist families with children aged 0–13 years by providing financial support while parents or carers are working, training, studying, or volunteering.

The level of subsidy a family receives is determined by:

- Combined family income
- Activity level of both parents or carers
- Type of childcare service used

When applying for CCS, families are required to provide:

- An estimate of combined family income for the relevant financial year
- Details of recognised activity hours, including work, training, study or volunteering
- The type of childcare service being accessed

All Child Care Subsidy payments are made directly to the childcare provider, in this case Pulteney Grammar School Early Learning Centre. Families are responsible for paying the difference between the subsidy received and the full fee charged.

To register for CCS, families must contact the Family Assistance Office (FAO) on 13 61 50 to obtain a Customer Reference Number (CRN) for both the parent(s) and the child. Please note that separate CRNs are required for parents and children.

When a child's enrolment ends, the Government will not pay CCS for any days of non-attendance before the final documented enrolment date recorded by the ELC. Families are therefore required to pay full fees for these days.

For further information about Child Care Subsidy eligibility and applications, families are encouraged to visit the [Services Australia website](#).

ELC UNIFORM

For the Pulteney ELC Uniform Guide, please visit the [Parent Portal](#).

Pulteney Uniform Shop:

Address: 33 Gilles Street (corner Symonds Place),
Adelaide SA 5000

Phone: (08) 8216 5538

Email: puls@dobsons.com.au

Appointments Recommended: Please call
(08) 8216 5538 to book an appointment – especially if
your child needs a new winter uniform.



ELC UNIFORM

- Knitted stripe polo t-shirt
- Knitted stripe polo long-sleeved (optional)
- Pulteney sport shorts
- Pulteney trackpants (cold weather option)
- Navy skivvy (optional)
- White sandshoes (preferable) + White Socks
- Navy sandals (warm weather option)
- Pulteney play hat - required for outside play

Please view the Pulteney [uniform guides](#) for all essential and optional ELC items for your child.

HAIR POLICY

Children's hair must be neatly styled and retain its natural colour. Long hair must be tied back with a navy-blue or white ribbon or scrunchie.

SUN PROTECTION

Pulteney follows a “No hat, play in the shade” procedure. Children and staff wear sun-safe hats, with educators checking daily UV levels via the SunSmart App to guide outdoor play.

Children without a hat play in shaded or indoor areas or may be provided with a spare hat.

Families apply SPF50+ broad-spectrum sunscreen on arrival, with educators supporting reapplication before afternoon outdoor play. Families may provide named personal sunscreen if required.

Staff model sun-safe behaviours, including appropriate clothing, sunscreen use and shade awareness, and encourage families to do the same.

FOOD GUIDELINES



Families provide morning tea and lunch for their child/ren attending the ELC. Alternatively, recess and lunch may be ordered from The Pulteney Pantry via the QKR! app, with online orders placed by 8.30am on the day. Afternoon tea is provided daily for children attending Late Care. A varied menu is offered across the week, considering seasonal availability, food allergies and cultural practices. The menu is displayed on the ELC information board outside the ELC office.

The ELC encourages families to provide nutritious food in line with [National Dietary Guidelines](#). Nude or low-waste lunches are encouraged to support sustainability. The ELC is a nut-aware environment, and confectionery is not permitted. Children should bring a clearly named water bottle each day. Please discuss any specific dietary requirements with your child's teacher.



ABSENCES AND SCHOOL HOLIDAY BOOKINGS

ABSENCES

ELC children must attend a minimum of 3 days per week. Families are allowed up to 42 absences per financial year while still receiving Government benefits. Absences exceeding 42 days will result in loss of payments. Sick days supported by a doctor's certificate do not count towards the 42-day limit. Please provide any medical certificates to the ELC Administration Officer to ensure accurate records and correct rebate calculations.

SCHOOL HOLIDAY BOOKINGS

ELC holiday care follows Pulteney school holidays. Regular term-time bookings are paused during holidays, so no fees are charged for these days. If care is needed, parents must book the required days—there is no minimum. Fees apply for any booked days not attended, as staffing and incursions are planned per child. Regular term-time bookings resume on the first day of the new term. Bookings can be made via Xplor or by contacting the ELC administration office.

ENROLMENT WITHDRAWAL NOTICE

Families must provide four weeks' notice in writing to the ELC Administration Officer when withdrawing a child from the ELC. If notice is not given, fees equivalent to four weeks of the child's regular attendance will be charged.

PHOTOGRAPHY, RECORDING AND IMAGE USE

To support child safety and privacy, parent consent is required before photographing, recording or using a child's image, in line with our Child Safe Code of Conduct.

Families may photograph their own child only. Educators use Service-issued devices (such as iPads) for learning documentation.

To maintain a safe and respectful environment, families are asked not to use personal mobile devices within the Service, except for child sign-in and sign-out, in line with our Technology and Device Use Policy.

Each year in Term 1, JRP Photography visits the Service to take individual portrait photos for family purchase.

Consent and ordering details will be shared prior to the visit.



BEHAVIOUR GUIDANCE

The Early Learning Centre provides a safe, caring and stimulating environment that promotes cooperation, self-esteem and positive interactions. Positive behaviour is encouraged and reinforced through guidance and encouragement.

If a child consistently displays challenging behaviour, parents/carers will be consulted and asked to work in partnership with educators and the Head of Early Childhood Education and Care to ensure clear and consistent behaviour guidance.

In the ELC, positive and cooperative behaviour is supported by:

- Building trusting relationships between children and educators
- Responding to each child's stage of development, interests, strengths and background
- Using positive, clear and age-appropriate language
- Being consistent with expectations and limits
- Identifying the reasons behind behaviour and providing support
- Modelling appropriate behaviour and offering clear choices
- Encouraging empathy and respectful interactions

Each class establishes a small number of shared classroom norms, developed collaboratively, to support a safe, respectful and harmonious learning environment for all children and staff.

SLEEP AND REST

The ELC daily routine includes rest time for all children. We also enable children to rest outside of this time if required. All children may rest or sleep on a stretcher bed or cushion, with their own personal bedding provided by the ELC. Children are offered a rest, sleep or quiet activity unless other arrangements are requested by the child's parent or caregiver. Parents are asked to supply one cushion with two cases, purchased from the Pulteney Uniform Shop upon commencement at ELC. Bedding is washed weekly by the ELC.

BUSH KINDY (YARTANGKA)

BUSH KIND (YARTANGKA) AT PULTENEY

Pulteney's Bush Kindy program has been running since 2023, offering children in the ELC opportunities to connect with nature beyond the boundaries of the classroom.

Bush Kindy takes place on Kaurna Land at Kurangga (Park 20) opposite the School on South Terrace. The program runs in Terms 2 and 3, where children spend two consecutive mornings per week exploring nature.

LEARNING ON THE LAND

As children observe plants growing, weather shifting and insects and animals appearing and disappearing, they develop curiosity, patience, and an appreciation for the natural world.

The open-ended nature of the bush environment encourages children to direct their own learning. They investigate natural materials, test physical skills such as balancing on logs or climbing and create imaginative play scenarios inspired by their surroundings. Children have space to move, to be still, to collaborate with others or to quietly reflect.

SUPPORTING WHOLE-CHILD DEVELOPMENT

Yartangka nurtures all aspects of children's development:

Physical development through climbing, balancing,

lifting, digging and moving across varied terrain

Cognitive development as children problem-solve,

experiment, plan and reflect on their discoveries

Social development through collaboration, shared play, negotiation and teamwork

Emotional wellbeing by providing time to relax,

regulate and build resilience in a calm, natural setting

Learning outdoors supports children to develop

confidence, independence and a strong sense of

wellbeing. The open nature environment offers a slower

pace, allowing children to engage deeply and

meaningfully with their play.

WHAT TO PACK FOR BUSH KINDY

- Extra bag to carry lunch and a water bottle.
- Gumboots and a raincoat

EDUCATIONAL PHILOSOPHY

Bush Kindy at Pulteney is guided by the Reggio Emilia Approach, which views children as capable, curious and creative learners. Educators observe, listen and document children's thinking, recognising learning as a collaborative process between children, adults and the environment.

Small group experiences allow children time to pursue their interests, ask questions and explore ideas in depth. Educators support learning through intentional interactions, encouraging inquiry while allowing children to lead their own investigations.

Pulteney's Bush Kindy program reflects the school's commitment to nurturing confident, capable learners who feel connected to their world.





INFECTIOUS DISEASES

Children must **stay home** if they are unwell or have a contagious disease. Please notify the ELC if your child contracts an infectious disease. Info sheets are displayed in classroom sign-in areas.

COMMON INFECTIOUS DISEASES & EXCLUSION GUIDELINES

Disease	Incubation	Infectious Period	How It Spreads	Exclusion from ELC
Chickenpox	2-3 weeks	2 days before rash until all blisters dry	Droplets or fluid from blisters	At least 5 days after rash appears and all blisters dry
Measles	10-14 days	4 days before rash until 4 days after rash	Droplets	Until 4 days after rash appears
Mumps	12-25 days	7 days before swelling until 9 days after swelling	Droplets	9 days after onset of swelling
Whooping Cough (Pertussis)	7-20 days	2 weeks after coughing starts	Droplets	5 days after starting antibiotics
Gastroenteritis	1-3 days	While symptomatic	Contact with vomit/diarrhoea	24 hours after last episode

Learn more about infectious diseases by contacting the ELC office.



IMMUNISATIONS

Children cannot attend the ELC unless immunisation requirements are met under the South Australian Public Health Act (2011). Only an **Immunisation History Statement** from the Australian Immunisation Register (AIR) is accepted. Not accepted: GP letters, overseas records. SA Child Health "Blue Book". CCS applies only to fully immunised children.



AGE	Birth	2 Months	4 Months	12 Months	18 Months
	Hepatitis B	DTPa (Whooping Cough) Hep B, Polio, Hib	DTPa, Hep B, Polio, Hib	MMR, Pneumococcal Pneumococcal Men ACWY	DTPa, Polio MMR
	Rotavirus Pneumococcal		Rotavirus Pneumococcal		Men ACWY
	MenB	Pneumococcal	Droplets Pneumococcal	Men ACWY (indigenous)	Hep A (indigenous, or in WA, NT, SA, QLD)
	12 Months				

Learn more about infectious diseases by contacting the ELC office.

FREQUENTLY ASKED QUESTIONS & HELPFUL INFORMATION

THE PULTENEY REVIEW WEEKLY (PRW)

The PRW is a weekly e-newsletter for parents from ELC to Year 12, providing key information about learning, events and other school updates. You will receive a link via email each Tuesday during term. The newsletter, along with useful information such as the Buzz Book (parent contacts), uniform shop and holiday hours, can also be accessed through the School's parent portal.

TOY POLICY

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

EXCURSIONS

Children may attend excursions or enjoy performances by visiting specialists to support classroom learning.

The full excursion policy is available from the Head of Early Childhood Education and Care

PARENT PARTICIPATION

At Pulteney, children's development is best supported when parents and teachers work together. Families are encouraged to be involved in ELC activities, including Family Stay and Play mornings, classroom projects, excursions, special events, and other learning experiences.

Parents wishing to volunteer, including on excursions, must hold a current Working With Children Check. Assistance with this process is available from the ELC Administration Officer, and copies of existing clearances should be provided to the ELC Office.

CLASS REPRESENTATIVE

Class Representatives assist with organising social events such as family get-togethers and parent dinners.

Please let your child's teacher or the Head of Early Childhood Education and Care know if you would like to be your child's class representative.

BIRTHDAY PARTY INVITATION POLICY

Birthday parties are an exciting milestone for children; however, distributing party invitations at school can cause distress for those who are not invited. To support the wellbeing of all children, birthday party invitations must be sent directly to home addresses or emailed to parents and are not to be distributed at school. Parent contact details can be accessed via the Buzz Book on the school portal. Children's birthdays are acknowledged and celebrated within the ELC through a shared classroom experience, including a pretend cake craft activity decorated by the birthday child.

PRIORITY OF ACCESS

When places are limited, allocation follows the Australian Education and Care Services Regulations:

Priority 1: Children at risk of abuse or neglect

Priority 2: Children of single parents or parents meeting work/study requirements

Priority 3: All other children

Additional consideration is given to families with low income, disabilities, non-English speaking backgrounds, Aboriginal or Torres Strait Islander heritage, single parents, or social isolation.

Parents of Priority 3 children are given 14 days' notice if a place needs to be reallocated.

EVACUATIONS AND INVACUATIONS

Regular evacuation and invacuation drills are held to ensure children's safety. During an evacuation, children are moved to the school ovals; during an invacuation, they remain in locked classrooms.

Attendance is checked using Xplor, so it is important that children are signed in and out daily.

Parents are notified of drills or any emergency-related disruption to learning via the Parent App

FREQUENTLY ASKED QUESTIONS & HELPFUL INFORMATION

GRIEVANCES

If you have a concern, please speak first with your child's teacher. If unresolved, formal procedures can be followed, aiming to resolve the matter cooperatively and positively. Serious grievances may be raised directly with the Head of Early Childhood Education and Care, Head of Junior School, Deputy Principal or Principal. All concerns are taken seriously, and outcomes are shared with parents. The full Grievance Policy is available on the Parent Portal under Policies and Download

NATIONAL QUALITY FRAMEWORK (NQF)

Pulteney's ELC operates under the National Quality Framework for Early Childhood Education and Care, set by National Law and Regulations and overseen by the Australian Children's Education and Care Quality Authority (ACECQA).

The NQF ensures high-quality care and education through seven Quality Areas:

- 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

Services self-assess and plan improvements, while Regulatory Authorities monitor and approve quality standards.

HEALTH AND MEDICATION

To prevent the spread of illness, children must stay home if they have a temperature above 38 C, show signs of sickness, or have experienced vomiting or diarrhoea in the past 24 hours.

Medication should be given outside school hours where possible. If required during the day, parents must complete a Request for Medication Administration form from the School Nurse or teacher. All medication must be in its original container, clearly labelled with the child's name, dosage, and instructions from a doctor or pharmacist.

ELC FREQUENTLY ASKED QUESTIONS

When should I pick up my child?

- **Term time:** ELC program ends at 3:15pm; Late Care closes at 6:00pm.
- **School holidays:** Children must be collected by 6:00pm.

Does my child need to be toilet trained?

- Children are expected to be toilet trained before starting, but support is provided for accidents as needed.

Should I pack spare clothes?

- Please pack a full change of clothing in a labelled zip-lock bag. This should include a t-shirt, pants, underwear and socks. These items do not need to be uniform, however navy blue is preferred where possible.

At what age can children start in the ELC?

- Children must be three years old.

Is there a minimum attendance?

- Minimum booking is 3 days per week.

Will my rebate be affected by absences?

- Up to 42 absent days are allowed without affecting benefits. Beyond this, an approved medical certificate must be supplied to the ELC Administration Officer. Fees still apply for absent days.

Can I pay fees upfront?

- Yes.

How are fees charged and paid?

- Fees are paid weekly by direct debit via Xplor. Credit card or bank details can be securely stored, and payments are processed each Thursday to keep accounts up to date.



Pulteney Grammar School Early Learning Centre ☎ (08) 8216 5566
✉ elc@pulteney.sa.edu.au 🌐 pulteney.sa.edu.au 📘 facebook.com/pulteney
📷 instagram.com/pulteney_grammar_school