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PULTENEY

Early Learning Centre ELC

Handbook

PULTENEY



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Welcome to Pulteney Grammar School Early Learning Centre

The Pulteney Early Childhood Education Service resides in the Junior School building and caters for children aged 3 to 5 years.





Our Early Learning Centre ensures that every child has the best start to their educational journey. At Pulteney, we believe that a child's self-concept is of paramount importance and see them as competent and confident learners. Our learning environment provides for individualised learning within a safe and happy setting. Building close relationships with children fosters their confidence to enquire, explore and lead their learning with the careful guidance and direction of the ELC teachers and educators. In partnership with families, we share responsibility to cater for each child's developmental needs and wellbeing.

The Nature Play space offers a range of learning opportunities for children to develop their environmental awareness, gross motor, and risk assessment skills that foster an appreciation and curiosity of the natural environment. We provide play-based learning experiences, purposed to build on individual strengths, needs and emerging interests.

We form positive and long-lasting relationships with each child and their family, setting the foundation for all to prosper throughout their journey at Pulteney Grammar School.



Pulteney Grammar School Early Learning Centre Key Contacts:



Principal
Mr Cameron Bacholer
principal@pulteney.sa.edu.au



**Deputy Principal,
Advancement**
Mrs Deborah Dalwood
deb.dalwood@pulteney.sa.edu.au



Manager of the ELC
Ms Dareska Brus
Nominated Supervisor
dareska.brus@pulteney.sa.edu.au

ELC Reception



Telephone:
08 8113 5634



Address:
190 South Terrace,
Adelaide SA 5000



Pulteney Grammar School Early Learning Centre Philosophy

At Pulteney we believe a child's self-concept is of paramount importance and therefore foster each child's perception of themselves as a competent and confident learner. The Pulteney Grammar Schools educational purpose and philosophy is captured in our DNA.

Authentic

Honesty, truth, integrity.

Purposeful

Intentional, resolute, and reflective.

Personalised

Curated and distinctive experiences.

Boundless

Limitless opportunities sought through passionate thought and deed.

Enduring

Legacy etched through a community's tradition, innovation, service, and faith.

Relationships

Respect and empathy fostered through collaboration and care

In partnership with families, we provide each child with opportunities to develop a positive self-image, social skills, emotional resilience, interpersonal relationships, independence, and an understanding for the needs of others.

Crucial to the holistic development of each child, is the provision of a wide variety of experiences. Pulteney aims to meet the needs of the whole child (socially, intellectually, emotionally, physically, and spiritually) understanding that all aspects of human development are inter-related.

The Pulteney ELC:

- Aims to enhance the skill development of each child.
- Provides carefully designed programs for children 3 to 5 years of age.
- Allows time for children to grow, explore, experiment, discover, play, love and above all be individuals in a caring and stimulating environment.
- Is a place where families are welcome.
- Provides continuity from home to school by building strong partnerships with families while acknowledging that a child's learning begins at home.

The school is committed to:

- The quality of teaching and learning.
- The quality of relationships between and among students, educators, and families within the school and wider community.

This is achieved through educational processes and structures, which identify and develop each student's:

Critical Intelligence

Involves the skills of language, mathematical and verbal reasoning, logic, memory, and the processing of information. These abilities are developed through a child-directed, play-based curriculum that supports and challenges all children.

Creative Intelligence

Involves the abilities to think and act with fluency, innovation, flexibility, and originality. These qualities are developed through a holistic approach to learning, which recognises each student's strengths, abilities, individual requirements, and interests.

Ethical Intelligence

Involves the ability to think and act with moral insight. These qualities are developed through a curriculum which 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 the Junior School 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 and encourage families to share in, contribute to and be involved in their child's experiences at the Early Learning Centre.
- The family unit is valued, and culturally diverse backgrounds are celebrated and reflected in our program.
- Promote feelings of self-worth. Encourage emotional development through expression 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



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.

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.



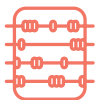
Curriculum in the ELC

Literacy



PreLit is a skills-based, early literacy preparation program available in our 4-year old rooms. Designed to complement a play-based learning environment, it equips early childhood teachers with the tools necessary to teach pre-literacy skills and concepts in a fun and engaging way. The two main components are phonological awareness and oral language development through structured book reading. This approach is evidence-based and appropriate for all children, regardless of their skill level. The program is based on familiar picture books, accompanied by a comprehensive plan for targeting phonological awareness, phonics, concepts of print and comprehension.

Numeracy



The numeracy program has outcomes based on number value, numerals, classifying, sequencing and predicting. These concepts are incorporated into play-based activities through a variety of manipulative resources, games and open-ended experiences for self-motivated learning.

Specialist Lessons



ELC children at Pulteney have the opportunity to participate in a range of the School's specialist programs including Resource Centre (library) lessons, music, and art. The children visit the Resource Centre to borrow books and explore literature and a range of authors and illustrators. Our music program includes singing, creative movement, use of percussion instruments and listening for appreciation. Our art program allows children to experience multi-sensory learning through the range of sensory activities provided. These specialist experiences help children to build on their ability to regulate thoughts, feelings and actions as they make sense of the world around them.



Nature Play

The children are involved in a range of activities to develop environmental awareness. Sustainable practices are encouraged and there are many opportunities to garden and care for plants in our nature play environment.



Chapel and Assemblies

Pulteney was founded on the Anglican tradition. The ELC students from each of the four-year-old rooms attend Chapel and Assembly services toward the end of each year to support their transition to Reception. This involves songs, stories, relevant notices and presentations by students and visitors. Children are encouraged to respect the needs and feelings of others.



Values and Ethics Education

This program 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

Understanding, tolerance and inclusion.



Hours of Operation

The Early Learning Centre operates from 7.30am to 6.00pm. ELC children attend the program from Monday to Friday, for 48 weeks of the year. The ELC closes for two weeks over the Christmas and New Year period.



Fee Schedule

The ELC fees schedule is available on the Pulteney Grammar School Website:

<https://www.pulteney.sa.edu.au/fees-and-term-dates/>

Please scan the QR code to access the ELC fee schedule.



Fees are payable for a full 48 weeks per year, regardless of attendance.

Families who are enrolled in the ELC for the full 48 weeks of the ELC year are eligible to receive a discount of half their weekly fee for 2 weeks per year (for holiday absences).

Payment of Fees

Fee statements are emailed to each family fortnightly. All families are billed for 48 weeks of the year for all standard days including absences, with any variations including extra casual days. We do not charge for public holidays.



Please note that parents will always have access to their parent statements. Parents can access this by logging into the Xplor Home App or Xplor Home website: home.myxplor.com

Direct Debit Payment Requirements



Payments Pulteney Early Learning Centre sessions are required to be made by direct debit on a weekly basis via Debitsuccess. Parents can securely store their credit card or bank account details via the Finance menu in Xplor Home Web, and payments will be processed each Thursday (as required) to keep the account up to date. **Please note that Debitsuccess charge a fee of \$19.95 inc GST for dishonoured payments. To avoid this default charge, please ensure funds are available in/on your nominated direct debit account 1 day prior to your scheduled direct debit.**

Should alternative payment arrangements be required (including a pause in payments, a change in payment day, or the application of a limit or fixed amount), please notify the Fees and Accounts team via email (fees@pulteney.sa.edu.au).

Non-Payment of Fees



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

Where direct debit payments are consistently declined, and in the absence of any alternative arrangements for payment being 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 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, email is preferred. Failing this, fees equivalent to your child's attendance over a 4-week period will be charged in lieu of notice.

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 the Early Childhood Education and Care, 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.

Holidays



Families who are enrolled in the ELC for the full 48 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.

Child Care Subsidy Scheme



Pultene 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 Pultene Grammar School Early Learning Centre. Families are required to pay the financial difference between the subsidy and the fee charged.

Please contact the **Family Assistants Office (FAO)** on 13 61 50 to register and receive a parent and child Customer Reference Number (CRN), note that there are distinct CRN details for parents and children.

When your child's enrolment ends, the Government will not pay Child Care Subsidy for any days of nonattendance before the last documented enrolment date recorded by the ELC service. Families are required to pay full fees for these days.

For more information on this process, please visit 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 participate in specialist lessons 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.

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 1. Parents are also encouraged to bring their child to a sequence of orientation visits that are 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 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.

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 an educator 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 30 minutes after closing time, educators will contact the Manager of the ELC and then the Deputy Principal of Pulteney Grammar School. Additional fees will be charged for a child that remains in the ELC after closing time.

Signing In and Out



Every child must be signed in and out of the ELC on each day of their attendance by using the QR code on 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 Xplor by ELC educators and later confirmed by parents/guardians.



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

Significant Concerns



Please scan the QR code or follow the link below to view our the Pulteney Grammar School Grievance Policy for addressing matters of significant concern.

<https://www.pulteney.sa.edu.au/parent-portal/downloads-policies/>



If you 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, Deputy Principal or Principal.

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

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, 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.

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.

Please refer to the Pulteney Grammar School Buzz Book via the Parent Portal to locate family contact details.

Children’s birthdays are celebrated with pretend cake craft, which the child decorates.

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. Parents will also be communicated with via the SeeSaw App. Please make an appointment with your child’s teacher and/or the Manager of the ELC if you would like an update on your child’s developmental progress.

Excursions



Throughout the year, children may view quality performances from visiting artists, as well as attend excursions to complement classroom inquiries. Our excursion policy can be accessed by contacting the Manager of the ELC.

Hair Policy



Childrens’ hair must be neatly and conventionally styled and retain its natural colour. Long hair must be tied back with a navy-blue ribbon or scrunchie.

Sun Protection



Pulteney has a “no hat, no play” procedure. Staff and children wear sun safe hats that protect their face, neck and ears. The teachers and educators access the UV rating daily, using the Sun Smart App, 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.

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 accessed by contacting the Manager of the ELC.

Contacting the ELC



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

ELC Y: 8113 5650

ELC T: 8216 5569

ELC W: 8216 5571

Manager of ELC: 8113 5634

Parents will be contacted if a child is absent for longer than one week.

Notices



“The Pulteney Review Weekly” is a weekly e-newsletter for parents from ELC to Year 12. You will receive a link to the newsletter via email each Tuesday during Term times. You can also view it via the School’s website pulteney.sa.edu.au.

Toy Policy

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



Nutrition, Food and Tuck Shop



Families provide morning tea and lunch for their child/ren in the ELC. Families can order recess and/or lunch online from the Tuck Shop.

To set up the online ordering app, please visit www.rorys.com.au/online-canteen/ or download **QKR! app**. Online orders must be completed **prior to 8.30am** 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’ 5th 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 31 January 2012 and Eat for Health – Australian Dietary Guidelines Summary 2013.

This includes:

Grain (Cereal Food)	4 serves, standard serve 500kj
Vegetables	4 serves, standard serve 75g
Fruit	1 – 1.5 serves, standard serve 150g
Dairy	1.5 – 2 serves, standard serve 500-600kj
Meats & Proteins	1 – 1.5 serves, standard serve 500-600kj
Unsaturated Spreads and oils or nuts and seeds	7 – 10g per day

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.



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 lunch boxes by providing food free of wrapping and packaging. We ask that families use recommended lunch boxes 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 daily. 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. Our Sleep and Rest for Children Policy can be accessed by contacting the Manager of the ELC.

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.

Please nominate yourself if you would like to be your child's class representative.

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.

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, incursions 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 the Learning Assistance Program (LAP) are required to complete a Department for Communities and Social Inclusion (DCSI) clearance and volunteer form. Forms are available from the Junior School Office. If you already hold a clearance, please bring a copy to the Junior School 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.

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 School's 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. Our Emergency Evacuation and Lockdown Policies and Procedures can be accessed by contacting the Manager of the ELC.

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.

In accordance with **The Australian Education and Care Services National Regulations ACECQA**, 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 may be some circumstances in which a child already attending the long day care service may be requested to give up their place or change attendance days to provide a place for a higher priority child.

This only occurs if the parent is notified of this policy upon enrolment via the parent handbook 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.

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:

Tel: 08 8216 5538

Email: pulteneyschool@pulteneyschool.sa.edu.au

Please check the Pulteneys Parent Portal for opening hours of the Uniform Shop.

Summer Uniform

Navy blue shorts and Pulteneys t-shirt with sandshoes.



Winter Uniform

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



Each child also requires:

- An art smock
- A library bag
- A named 'nude food' lunch box and drink bottle
- A blue cushion for rest
- Broad brimmed hat (the children wear a hat to play outside)
- Pulteneys bag (backpack)
- Sandshoes with Velcro tabs or laces (may be any colour)
- Navy sleeveless jacket (optional)
- Pulteneys raincoat (optional)

Please ensure that everything your child wears or brings to school is clearly labelled with full 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.





COVID-19



All Pulteney Grammar School ELC leaders and educators have been double vaccinated, in accordance with the Emergency Management (Early Education and Early Childhood Settings Vaccinations) (COVID-19) Direction 2021 brought in from December 11, 2021.

In the support of minimising the risk of spreading COVID-19, please ensure:

- All parents/guardians wear masks within the Pulteney Grammar School grounds.
- Parents/guardians are not to congregate in one area, and to practice social distancing from others where practical. Please maintain social distancing when signing your child in and out of the ELC at each classroom door.
- Hand sanitiser is located outside of each ELC classroom. Staff will be frequently sanitising these tables throughout the day.
- Parents/guardians are required to wait at the relevant ELC classroom for educators to support your children to enter and leave the classrooms during drop off and collection times. Please do not enter the classrooms under any circumstance. Speak to an educator if you require anything from within the ELC environment.
- Important information regarding your child will be communicated either at the door, or if confidential, via telephone or email to or from the Manager of the ELC.
- Please do not send your child to the ELC if they are unwell. Any student that displays symptoms of illness will be sent home immediately for families to monitor COVID-19 symptoms as described by SA Health.
- Parents/guardians are required to sign in using the QR Codes when entering the school. QR Codes and paper sign in sheets are located at the entrance of each classroom. SA Health will use this information to contact families if deemed a close contact.

Health



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

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 diarrhoea should remain at home for at least 24 hours 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 from a doctor or pharmacist for administration.

More information about close contacts can be found at: <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/covid-19/testing+and+tracing/close+contacts>

The ELC will remain open unless SA Health advises otherwise. Pulteney Grammar School will adhere to all SA Health guidelines.

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.

- 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.
- 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 diarrhoea 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 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:	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 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 – 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 Junior School Office for further information.



Immunisations



The South Australian Public Health Act (2011) states that children cannot enrol in or attend early childhood services unless all immunisation requirements are met.

Your child's immunisation records will be required during the enrolment process before your child can attend the Early Learning Centre. An approved immunisation record must be an 'Immunisation History Statement', which is downloaded from the Australian Immunisation Register (AIR). A letter from a GP, overseas immunisation record, or the South Australian Child Health and Development Record (Blue Book) are not considered approved immunisation records.

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.

National Immunisation Program Schedule 1 July 2020. For all non-Indigenous people.

Birth:	Hepatitis B
2 Months:	Diphtheria, tetanus, and pertussis (whooping Cough), Hepatitis B, polio, Haemophilus influenzae type b (Hib) Rotavirus ^b Pneumococcal
4 Months:	Diphtheria, tetanus, and pertussis, Hepatitis B, polio, Haemophilus influenzae type b (Hib) Rotavirus ^b Pneumococcal
6 Months:	Diphtheria, tetanus, and pertussis (whooping Cough), Hepatitis B, polio, Haemophilus influenzae type b (Hib) Rotavirus ^b Pneumococcal C (additional dose required for some children with medical risk conditions)
12 Months:	Meningococcal ACWY Measles, mumps, rubella Pneumococcal
18 Months:	Haemophilus influenzae type b (Hib) Measles, mumps, rubella, varicella (chickenpox) Diphtheria, tetanus, pertussis (whooping cough)
4 Years:	Diphtheria, tetanus, and pertussis Poliomyelitis Pneumococcal ^p (additional dose required for some children with medical risk conditions)

Frequently asked questions (FAQs)



What to do next?

Please contact the Family Assistants Office (FAO) on 13 61 50 to register and receive a parent and child Customer Reference Numbers CRN's, note that there are distinct CRN details for parents and children.

Once you have received your letter of referral and confirmation from the SA, please forward a copy with both parent's dates of birth, to Dareska Brus at the Junior School 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 concerning the Pulteney Grammar School Early Learning Centre, please do not hesitate to contact the

Manager of the Early Learning Centre
Dareska Brus

Tel: 08 8113 5634

Mob: 0439 431 171

Email: dareska.brus@pulteney.sa.edu.au

For all enrolment enquiries please contact the

The Registrar

Tel: 08 8216 5555

Email: enrolments@pulteney.sa.edu.au

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

Q When should I pick up my child?

You can pick your child up at any time. The formal 3 year old and 4 year old programs are conducted between 8.20am and 3.25pm.

Q Does my child need to be toilet trained?

We expect that all children are toilet trained before they begin in the ELC, however we have the facilities to support each child's successful toileting and assist with accidents as required.

Q What age can they start in the ELC?

Three years of age from the first day of school.

Q Is there a minimum attendance at Pulteney's ELC?

The minimum booked attendance in the ELC is 3 days per week.

Q Will my rebate be affected by absences?

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**, 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.

Q Can I pay fees upfront?

Yes.

Q How will fees be charged and paid?


Payment of Pulteney Early Learning Centre sessions are required by direct debit on a weekly basis. Parents can securely store their credit card or bank account details via the Finance menu in **Xplor Home App** or **website**, and payments will be processed each Thursday (as required) to keep the account up to date.

Q Will the student teacher ratio remain the same of 1:11 students?

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 1:11.



For further information
Pulteney Grammar School
Early Learning Centre


 (08) 8216 5555

 info@pulteney.sa.edu.au

 pulteney.sa.edu.au

 facebook.com/pulteney

 twitter.com/pulteneygrammar

 instagram.com/pulteney_grammar_school