



PULTENEY

Early Learning Centre ELC

Handbook

PULTENEY





Contents

- 4** Welcome
- 7** Key Contacts
- 8** Philosophy
- 10** Welcome to ELC
A vision for Children's Learning
- 11** Learning
- 12** Pulteney's Early Learning Centre
- 13** Nature Play
Chapel and Assemblies
Values and Ethics Education
- 14** Hours of Operation
Fee Schedule
Payment of Fees
Direct Debit Payment Requirements
Non-Payment of Fees
Notice required if leaving
- 15** Absences
School Holiday Bookings
Child Care Subsidy Scheme
- 16** ELC Routine
Settling in and orientation
Collection of children
Signing in and out
- 18** National Quality Framework
Significant Concerns
- 19** Behaviour Guidance
Birthday Party Invitation Policy
Communication
Excursions
Hair Policy
- 20** Sun Protection
Contacting the ELC
Notices
Toy Policy
Nutrition Pantry Orders
- 22** Sleep and Rest
Class Representative
- 23** Parent Participation
Fire and Emergency Policy
Priority of Access
- 24** School Uniform
- 26** Health
Medication
- 27** Infectious Diseases
- 29** Immunisations
- 30** FAQs

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:



Interim Principal

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Care**

Ms Ali Blake

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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.

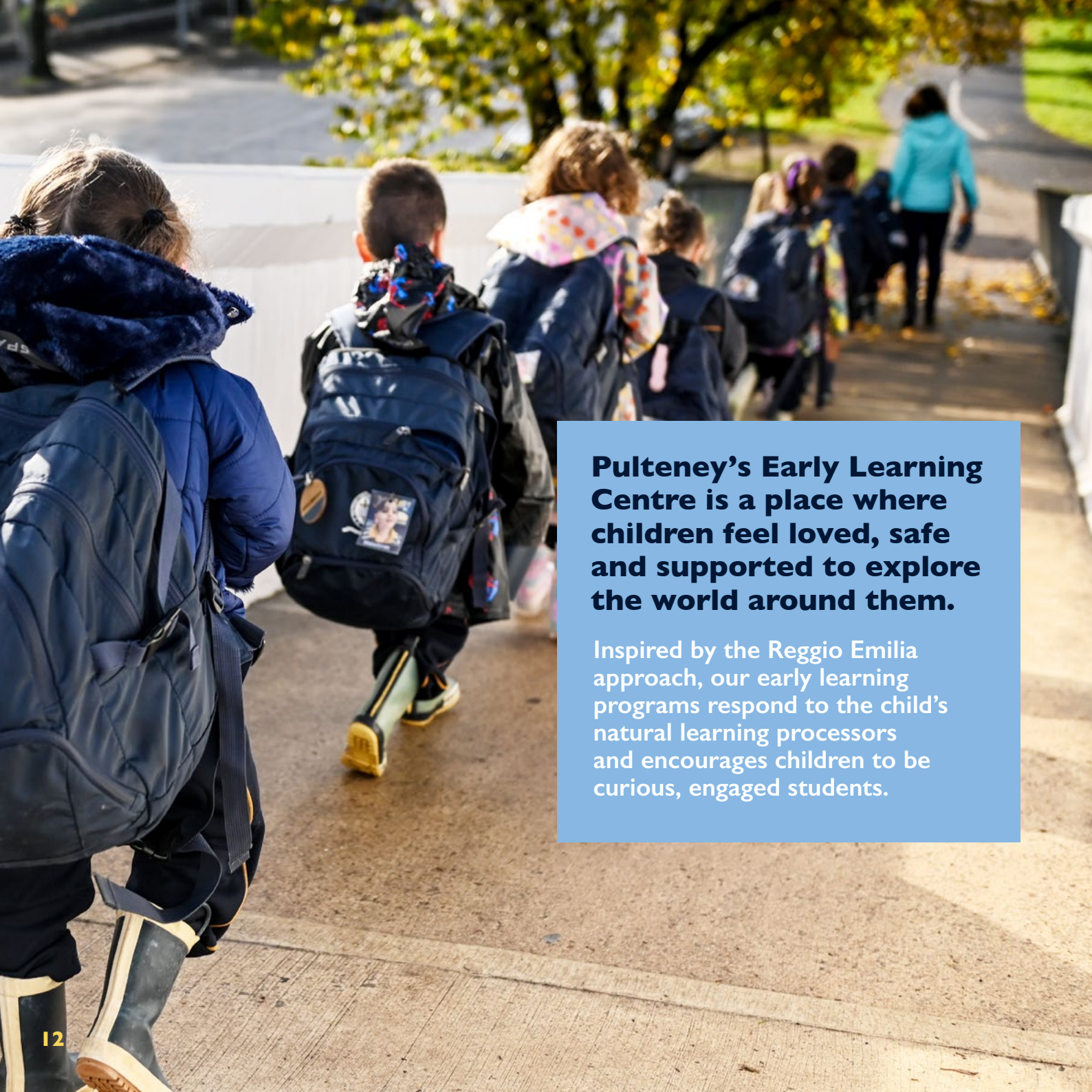
The Early Years Learning Framework (EYLF) encourages educators to broaden the direction of play-based learning for children and implement specific curriculum that is relevant to each local community and early childhood setting.

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.





Pulteney's Early Learning Centre is a place where children feel loved, safe and supported to explore the world around them.

Inspired by the Reggio Emilia approach, our early learning programs respond to the child's natural learning processors and encourages children to be curious, engaged students.

Our highly trained and committed educators play with, teach and observe every child to achieve their full learning potential.

The ELC program is enhanced by interactions with the wider Pulteney community through specialist lessons, visits around the campus and to other year levels, and participation in special events such as Chinese New Year celebrations and Grandparents' Day.

The ELC's Bush Kindy program takes children beyond the walls of the Early Learning Centre to investigate the Parklands (Park 20) opposite the School on South Terrace. The program provides 3 and 4 year old children an opportunity to connect to nature and enjoy outdoor activities on a weekly or fortnightly basis. This includes learning from each other through social connection, investigating the natural world, opportunities for physical play, developing strength and coordination. The connection to our surroundings is also a chance for children to become familiar with the language and protocols of the First Nations of the Adelaide Plains, the Kaurna people.

A transition to Reception for eligible children is offered mid-year via the Curiosity Program.

This enables children who turn five years old prior to October 30, to start their formal learning when they are ready. The Curiosity Program is guided by dedicated teachers who build relationships with the children during their time at ELC, making the transition from ELC to Reception a happy and relaxed experience.

The Curiosity Program supports children to build solid foundations in literacy and numeracy and become acquainted with formal learning practices ready to start a full year of Reception the following year.





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. Individual closure days also occur throughout the year for Pulteney Grammar School professional development.



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.



Payment of Fees

Fee statements are emailed to each family fortnightly. Permanent bookings run from the start of Term 1 until the conclusion of Term 4, excluding school holidays. Within the term, all bookings are payable including any absences.

School holidays operate on a book in, as required basis, therefore charges are only applicable for the days requested including any absences.

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

Payment of Pulteney Early Learning Centre sessions are required by direct debit on a weekly basis by Debit Success. 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. Please note that Debit Success 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 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 emailed to the ELC Administration Officer. 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 ELC Administration Officer so that a record of medically approved days of leave can be maintained. This is important when calculating absences from the ELC and it will impact on rebate payments if not accurate.



School Holiday Bookings

ELC holiday care periods align with the Pulteney school holidays. At the end of each term regular term time bookings are paused for the school holiday period meaning parents are not charged over this period for children's regular booked days. If care is required over the holiday period, parents are required to book the days needed. There is no minimum day requirement over the holidays. Please note that if your child does not attend on a booked day, fees will still be charged as we staff according to the children that have booked in and book our incursions on a per head basis.

Regular term time ELC bookings will resume on the first day of the new term.



Child Care Subsidy Scheme

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

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

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

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

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

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

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

Please contact the **Family Assistance 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 following the children's ideas and interests.

The day is divided into three separate blocks of time.

7.30am – 8.15am:

Before School Care Program (BSC) held in the Factory, adjacent to the Mackinnon Building for ELC to year 6 children.

8.15am – 3.15pm:

Educational Learning Program (ELP) held in the children's specific ELC classrooms. A play based educational program designed to promote the children's natural curiosity.

3.15pm – 6.00pm:

Late Care Program (LCP) An Indoor and Outdoor play program with afternoon tea provided.



Settling In and Orientation

At Pulteney Grammar School ELC the teachers and educators play an active role in gathering information from each family to support children in settling at ELC. Our aim is to make the transition between home and the ELC happy and positive by providing positive and secure connections.

Parents are 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 close by. We inform all enrolled families of these events via email.



Collection of Children

Children are only released to their parent/guardian or to persons known to the ELC staff team nominated with authority to collect. If someone else is to collect your child, please notify the ELC Administration Officer by email or phone.

On collection of your child, the individual will be asked to produce photo identification.

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 Head of Early Childhood Education and Care and then the Deputy Principal. 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 Xplor QR code or phone number and pin on the provided iPad. This is a legal requirement and the responsibility of the parent or caregiver. 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 Head of Early Childhood Education and Care, 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 Guidance

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 and reinforced through encouragement.

When a child repeatedly behaves in an unacceptable manner, parents/guardians are consulted and asked to work with the teachers, educators and Head of Early Childhood education and Care to ensure behaviour guidance is 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, strengths and abilities of every child.
- Showing sensitivity to the child's background.
- Examining the reason behind behaviour requiring re-direction.
- Getting down to the child's level to establish communication
- 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

Birthday parties are always a lot of fun for those involved but can also cause distress to those children who may not be invited. Birthday party invitations are to be posted to home addresses or emailed to parents, invitations are not to be given out at school. Parents can access information required from the 'Buzz Book' on the school portal.

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, opportunities are provided to discuss your child's progress at formal and informal meetings.

Please make an appointment with your child's teacher and/or the Head of Early Childhood Education and Care if you would like an update on your child's 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 Head of Early Childhood Education and Care.



Hair Policy

Children's 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, play in the shade” 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 need for hats and sunscreen 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.

Parents and caregivers are asked to apply SPF50+ broad-spectrum water-resistant sunscreen to children 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.



Contacting the ELC

If your child is unwell, or will not be attending the ELC, please advise the ELC Administration Officer via email or the Xplor app.

ELC Administration Officer:

8216 5570

Head of Early Childhood Education and Care:

8113 5634

ELC Mobile:

0458 939 309

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



Notices

The Pulteney Review Weekly (PRW) is a weekly e-newsletter for parents from ELC to Year 12, in which you will find key information about learning and events at the ELC. You will receive a link to the newsletter via email each Tuesday during term times. You can also view the PRW on the School's website.



Toy Policy

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



Nutrition, Food Pulteney Pantry Orders

Families provide morning tea and lunch for their child/ren in the ELC. Alternatively recess and lunch can be ordered from The Pulteney Pantry via the QKR! app.

Online orders must be completed placed **prior to 8.30am** on the day of the order.

Afternoon tea is provided by the ELC each day for children attending the Late Care program. A variety of food is offered across the week, taking into account seasonal availability, food allergies and specific cultural practices. A menu is displayed on the ELC information board located outside the ELC office.

The ELC encourages families to provide children with nutritious food that is supported by National Dietary Guidelines. Please discuss specific dietary requirements with your child's teacher.



The ELC strives to reduce the use of single use plastics and promotes a “Nude Food” approach, reducing waste in lunch boxes by providing food free of wrapping and packaging.





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.



Class Representative

ELC parents are invited to become 'Class Representatives' to assist with organising social events such as family get togethers and parent dinners. Class representatives are invited to attend the Pulteney Parents and Friends (P&F) meeting each term. 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.



Parent Participation

At Pulteney, we believe that a child's overall development is best supported when parents and teachers work together in harmony and close cooperation. We encourage you to contribute to and share in your child's education by participating in school activities. There are many 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. Family Stay and Play mornings are regularly held in the ELC. 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 are required to complete a Working With Children Check. Please see the ELC Administration Officer for assistance with this. If you already hold a clearance, please bring a copy to the ELC Office for our records.



Evacuations and Invacuations

Regular fire evacuation and invacuation drills are held at Pulteney Grammar School. In an evacuation children are evacuated across the South Terrace overpass to the School's ovals. In an invacuation, children go to their classroom and the doors and windows are locked as well as the glass doors to the building. In the event of an evacuation or invacuation, each child's presence is checked against the attendance list on Xplor on iPads. This highlights the importance of parents and caregivers signing children in and out on Xplor everyday.



Priority of Access

At times demand for long day care 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**, 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 to wear the full Pulteney ELC uniform when attending ELC.

The ELC uniform is to be purchased from the **Pulteney Uniform Shop** located at **33 Gilles Street, Adelaide.**

Shop staff can be contacted by:

Tel: 08 8216 5538

Email: pulteneyshop@pulteney.sa.edu.au

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

Summer Uniform

Navy blue shorts and Pulteney t-shirt with sandshoes.



Winter Uniform

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



Each child also requires:

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





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 the student's name, identification of medicine, required dosage and instructions from a doctor or pharmacist for administration.





Infectious Diseases

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

- Maintaining accurate and up to date immunisation records.
- Ensuring staff and families are aware of our 'Infectious Diseases Policy'.
- Informing staff and families of outbreaks of infectious diseases and notifiable diseases.
- Informing the Commissioner of Health at SA Health Authorities, if an outbreak of a notifiable disease occurs.

Please notify the ELC Administration Officer or Head 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 in classroom sign-in areas.

ELC Policies and Procedures

All policies and procedures can be readily accessed by contacting the Head of Early Childhood Education and Care. All policies and procedures are regularly reviewed. From time to time families will be invited to participate in this process via the Seesaw app.

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 6 February 2023. 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 Meningococcal B (Indigenous children)
4 Months:	Diphtheria, tetanus, and pertussis, Hepatitis B, polio, Haemophilus influenzae type b (Hib) Rotavirus ^b Pneumococcal Meningococcal B (Indigenous children)

6 Months:	Diphtheria, tetanus, and pertussis (whooping Cough), Hepatitis B, polio, Haemophilus influenzae type b (Hib) Rotavirus ^b Pneumococcal (children with specific medical risk conditions and Indigenous children in WA, NT, SA & QLD) Meningococcal B (Indigenous children with medical risk conditions)
6 months to 5 years (annually):	Influenza (age appropriate)
12 Months:	Meningococcal ACWY Measles, mumps, rubella Pneumococcal Meningococcal B (Indigenous children)
18 Months:	Haemophilus influenzae type b (Hib) Measles, mumps, rubella, varicella (chickenpox) Diphtheria, tetanus, pertussis (whooping cough) Hepatitis A (Indigenous children in WA, NT, SA & QLD)
4 Years:	Diphtheria, tetanus, and pertussis Poliomyelitis Pneumococcal ^P (additional dose required for some children with medical risk conditions). Pneumococcal (children with specific medical risk conditions and Indigenous children in WA, NT, SA & QLD) Hepatitis A (Indigenous children in WA, NT, SA & QLD)



Frequently asked questions (FAQs)

Q When should I pick up my child?
ELC school hours program concludes at 3.15pm during term time and the Late Care service closes at 6pm. During school holiday periods children must be collected by 6pm.

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?
Children must have turned three to start ELC.

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 **ELC Administration Officer**, 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.

If you have questions concerning the Pulteney Grammar School Early Learning Centre, please do not hesitate to contact the

Head of Early Childhood Education and Care
Ali Blake

Tel: 08 8113 5634

Email: ali.blake@pulteney.sa.edu.au

For all enrolment enquiries please contact the

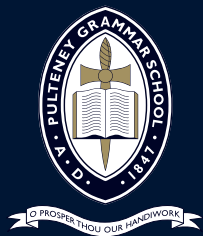
Manager of Enrolments

Tel: 08 8216 5555

Email: enrolments@pulteney.sa.edu.au

We look forward to welcoming you to Pulteney ELC and sharing the excitement of your child's early educational journey.





PULTENEY

For further information
Pulteney Grammar School
Early Learning Centre



(08) 8216 5555



pulteney.sa.edu.au



elc@pulteney.sa.edu.au



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