

ELC Handbook

Parent Information 2023



SPW
early
learners



**St Peter's
Woodlands**

The difference is extraordinary.

Table of Contents

Contact Details	5
History of SPW	6
Our Vision.....	6
Our Values	6
Wonder.....	6
Courage	6
Respect	6
Service	6
Our Mission	6
Children	6
Teaching & Learning	7
Community.....	7
Early Learning Centre Philosophy Statement.....	8
We recognise that every child is unique and capable	8
We support children to understand and develop the school values.....	8
We seek and treasure connections with our extended school and local community	8
We guide children with gratitude and kindness at the heart of all we do	8
Staff	9
Curriculum.....	9
Assessment & Reporting.....	10
Seesaw	10
Student-Parent-Teacher Conferences	10
Written Report.....	10
Learning Journeys	10
Personal Communication and Conversation	10
Health & Wellbeing.....	10
What to pack?.....	11
Lunch ideas.....	12
Snack ideas.....	12
Treats	12
Drinks & Bottles.....	12
Sustainability	12
Eating Times	13

Hygiene	13
Immunisations	13
Immunisation Records	13
Children with Overseas Immunisation Records	13
Immunisation-Related Payments for Parents – Child Care Subsidy	14
Infectious Diseases	14
Medical Conditions/Medication	15
Separation & Settling.....	15
Sleep/Rest.....	16
Sun Safety.....	16
Toilet Training.....	16
Animals and Pets in the ELC	17
Communication	17
SkoolBag.....	17
eNews	17
QK Kiosk	17
SPW Website	17
Room Notices.....	18
Contacting the ELC.....	18
Excursions and Permission Forms	18
Qkr!	18
Grievances and Concerns	18
Absences.....	19
General absence (eg sickness)	19
Planned absence (eg appointments, holidays).....	19
CCS and absences	19
CCS before starting and after ceasing attendance.....	19
Bookings & Casual Days.....	19
Regular Bookings.....	19
Casual Days.....	19
Changing Regular Bookings	19
CCS.....	20
Fees and Payments	20
Late Pick Up Fee.....	20
Direct Debit	20

Public Holidays and Student-Free Days	20
Withdrawal of place	21
Finance InfoSheet	21
Universal Access	21
Transition Programs	21
Prior to Commencement	21
Transitions within the ELC	22
Flying Start Reception Transition Program	22
About the Program	22
Compliance	22
Delivery and Collection of Children (Sign In/Out)	22
First Time Using QK Kiosk	22
Signing In/Out	23
What if I forget?	23
Messages on QK Kiosk	23
Authorised Persons	23
First Aid, Injury, Illness, Incident	23
First Aid	23
Ambulance	23
Medical Conditions	24
Incidents	24
National Quality Framework (NQF)	24
Policies	24
Risk Assessment	24
Uniform	25
ELC Uniform	25
General SPW Uniform	25
Uniform Shop	25
Footwear in Early Learning	25
Essential Dates	26
Term Dates 2023	26
Holiday Program Dates	26
Times and Minimum Days	26
Opening Hours	26
Regular Bookings	26

Minimum Attendance	26
Casual Bookings	26
Typical Day	27
If attending for Core Day only	27
If enrolled for before core day (between 7.30-8.30am).....	27
If enrolled for after core day (between 3.15-6.00pm).....	28
What to Bring Each Day	28
Uniform	28
Bag	28
Food.....	28
Sleep/Rest	28
Holiday Program Booking	28
Overview.....	28
General Holiday Program Information.....	29
FAQs.....	29
The Forms	29
Billing	29
Additional Holiday Program Information.....	29
Absences	29
CCS	30
Communication.....	30
Delivery and Collection of Children (sign in/out)	30
Photography	30
Facebook.....	30
Photography	30
Other	31
Birthdays.....	31
Enrolments.....	31
Parent Community.....	31
Parking.....	31
Toys	32
Volunteers.....	32
Contact us	32

Parent Handbook

Early Learning Centre

Contact Details

Address	39 Partridge Street Glenelg SA 5045
School Main Line	8295 4317
School Fax	8295 2820
Absentee Line	7221 6221 (or phone main SPW line and press #2)
Website	www.spw.sa.edu.au
Uniform Shop	7221 6295
ELC email	elc@spw.sa.edu.au

Welcome to SPW

A warm welcome to the St Peter's Woodlands Grammar School community and the beginning of your child's journey at SPW ELC.

SPW Early Learning caters for children between the ages of two years and when they commence their first formal year of schooling in Reception.

SPW ELC offers a comprehensive program where each child can inquire, experiment, play and grow. ELC staff aim to provide the best foundation for learning in a happy, safe environment and prepare children to take the next step in their education with confidence.

History of SPW

This School began in 1863 as the Parish Day School of St Peter's Glenelg. For almost a century St Peter's Glenelg Anglican Grammar School, as it was then known, remained small and catered primarily for the local children in the Glenelg area. Ensuing years saw the school grow and develop. With the closure of Woodlands Girls School in 1998 it became possible for St Peter's Glenelg to acquire the Partridge Street site and move its independent operation to this much larger campus. With great foresight and commitment, St Peter's Woodlands Grammar School opened in 1999.

Our Vision

We will nurture our students to be happy, knowledgeable and creative young people who care for others and make a positive difference in the world.

Our Values

As an Anglican school community we uphold our Christian faith and are guided by the following values in all we do:

Wonder

We are inquisitive, share happiness and express gratitude.

Courage

We try our best, are honest and resilient, and stand up for what is right.

Respect

We care and serve, whilst seeking to understand ourselves and others.

Service

We help others, contributing to the community, and being a good citizen.

Our Mission

Children

To foster a love of learning

- To appreciate the uniqueness of every child
- To assist each child in their faith development
- To encourage service and build a sense of community
- To promote an awareness, understanding and respect of the world and people around us
- To promote international mindedness
- To value each child's best efforts
- To develop self-confidence, a high self-esteem and an appreciation of total well-being
- To help children take responsibility for their actions
- To provide an enjoyable school experience

Teaching & Learning

- To maintain a stimulating and integrated curriculum
- To provide activities and learning opportunities for children that considers and builds on their existing understanding to develop new understanding, skills and knowledge.
- To integrate Information & Communications Technology into educational programs
- To inspire creative and critical thinking
- To provide a strong foundation for lifelong learning
- To promote team membership and team leadership
- To develop social and communication skills
- To help children manage their time
- To develop programs of international education

Community

- To advocate for children
- To be inclusive
- To foster collaborative partnerships between parents, caregivers, children, staff, volunteers and Old Scholars
- To be safe and caring
- To be vibrant, entrepreneurial and innovative
- To support our dedicated staff and volunteers
- To acknowledge the global context of which we are a part

Early Learning Centre Philosophy Statement

A place where learning is an adventure and curiosity comes to life.

St Peter's Woodlands Early Learning Centre aims to provide an extraordinary education through a welcoming, nurturing environment full of discovery and joy for all. Engaging in play is integral, underpinning all learning experiences.

We recognise that every child is unique and capable

- Children have a supportive network including consistent educators, allied health support, access to school support staff and school buddies.
- The Move to Connect Program is embedded in our ELC ensuring children grasp fundamental movements to maximise their development.
- We explicitly teach key Literacy and Numeracy concepts in our Preschool program.
- Helping our youngest students develop positive attitudes toward their education and to grasp foundational skills before they start school is a top priority.
- We embrace the principles of Reggio Emilia.
- Children are given the gift of time to extend their learning through flexible routines.
- A fun and relaxed opt in holiday program is available for children during school holidays if families wish.
- Embracing all cultures in authentic experiences is an ongoing priority.

We support children to understand and develop the school values

- Within the ELC we embed the school values of Wonder, Courage, Respect and Service.

We seek and treasure connections with our extended school and local community

- A wide variety of facilities are available for all ELC children to use including the exquisite SPW grounds, Library, Music Studios, Gym and Media Room.
- Our Anglican connection is celebrated through attending ELC and school Chapel services and visiting St Peter's Church.
- Our learning is inspired by the beauty of nature and supports ongoing connections with nature.
- Our unique and bright uniform reflects the need for children to be safe, comfortable and playful as they explore our world.
- We value our partnership with each family, fostering open, supportive relationships
- We are committed to looking for opportunities to extend children's learning to the North, South, East and West of our facility

We guide children with gratitude and kindness at the heart of all we do

- The Kimochi Wellbeing Program is an integral part of children's learning, teaching children to recognise and manage emotions.
- We value laughter as way to regulate emotions.
- We take pride in providing aesthetically pleasing and purposeful learning environments for children to be thankful and care for.

Staff

All ELC staff photos are displayed on the Notice Board in the ELC.

Curriculum

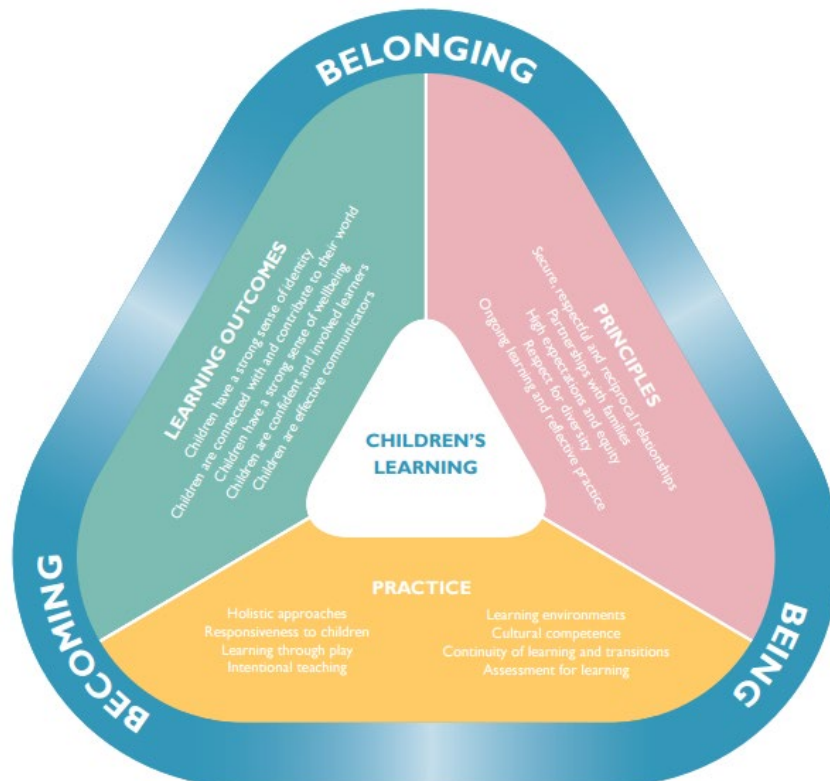
Early Years Learning Framework

The Early Years Learning Framework (EYLF) is Australia’s first national framework for early childhood educators. The aim of the document is to extend and enrich children’s learning (physical, social, emotional, personal, spiritual, creative, cognitive and linguistic) from birth to five years old and through the transition to school, through the conduit of play.

Fundamental to the Framework is a view of children’s lives as characterised by belonging, being and becoming. The EYLF communicates learning expectations through five learning outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

The EYLF encourages educators to broaden the direction of learning for children and implement specific curriculum that is relevant to their local community and early childhood setting. The EYLF also guides educators in their curriculum decision-making, assists in planning, implementing, and evaluating quality in early childhood settings.



Assessment & Reporting

With a proactive approach to early intervention, children's development in the ELC is assessed continually by the educators using a variety of methods. Parents/caregivers receive details as to their child's progress in a range of ways:

Seesaw

Seesaw is a secure online Learning Journal to record photos, observations and comments, in line with the Early Years curriculum, to build up a record of each child's experiences during their time in the ELC. Content may include photos, videos, drawings and voice recordings.

Seesaw journals are private and only accessible by the educators, students, and parents. This system allows educators to share information with parents/caregivers and record the children's play and learning in and outside of the classroom.

This journal will be built upon each year, creating a wonderful picture of a child's development during their time at the ELC.

The Seesaw's family App can be downloaded for iOS, Android, or use the web to view children's learning artefacts. When educators add new work, parents will receive a notification to see, hear and respond to their child's post. Parents only have access to their own child's work and all of the content is stored securely.

Each child will have an individual and private area, only accessible by their family members. When photographs are taken of a group of children, or the entire class, adults of all children tagged in the photo will have viewing access. Each child has only their first name and initial of their last name recorded in Seesaw. Teachers will not share or include family names via any content on Seesaw.

To get started we will email you a link to your child's class. Parents will need to select their child's name which triggers an action for the class teacher. The teacher will then acknowledge your request and allow you access to only your child's content.

Student-Parent-Teacher Conferences

Formal conferences are held in Terms 1 and 3, and are a chance for the parents/caregivers to meet individually with their child's educator/s. The child is welcome to attend.

Written Report

A written report is provided to families at the end of Term 2 and Term 4.

Learning Journeys

A Learning Journey is an opportunity for parents/caregivers to engage with their child in their learning and experiences in the ELC. These are held once a semester.

Personal Communication and Conversation

Parents/caregivers are encouraged to communicate with their child's educator/s as needed. Should parents/caregivers wish to speak with their child's lead educator about their child's development and learning, they are encouraged to email their class educator or elc@spw.sa.edu.au to request a time to meet outside of the core day hours.

Health & Wellbeing

In Early Learning, ELC staff believe that a variety of factors contribute to children's wellbeing. These

include: good sleeping habits, effective hygiene, and quality nutrition. Children are encouraged to eat healthy food and follow hygienic food handling processes.

Morning and late afternoon snacks are provided by the Centre and include a variety of fresh, chopped fruit, vegetables, cheese, crackers, sultanas, sandwiches, wraps and fruit bread.

Families are to provide a healthy lunch and any additional snacks required, and a drink bottle filled with water only. Please do not provide hot/warm food (in a thermos), or any items which require heating. Food items are to be provided in clearly named containers (all individual containers and lids need to be named). In accordance with regulations, lunch boxes will be refrigerated. Please choose standard containers, such as those pictured below, for your child's lunch box. Thermal or insulated boxes/bags are only suitable for transportation of lunches to the ELC as they cannot be effectively refrigerated. Once at the ELC, containers need to be removed from any insulated containers and allocated to the appropriate box located in the fridges.



ELC children may purchase their lunch from the SPW Canteen. Orders are made using the Qkr! app. ELC children are only permitted to purchase items from the separate ELC Canteen Menu due to strict healthy eating regulations in the early years. If a parent accidentally orders an item which is not on the ELC menu, a substitution will be made by Canteen or ELC staff.

If a child does not finish all the food provided from home it will be kept in their lunchbox for parents to see. This is in accordance with regulations.

Please do not pack nuts or nut products in your child's lunch/snacks. In the ELC there are a number of children who have severe allergies to these products. This includes items such as Nutella, most muesli bars, peanut butter, and items made with almond meal. While ELC staff make every effort, we are a "Nut Aware" centre, not "Nut Free". ELC staff ask that parents/caregivers follow this protocol. If you or your child has peanut butter (or other nut products) before coming to the ELC, ELC staff ask that you wash hands and brush teeth prior to your arrival.

What to pack?

In accordance with healthy eating guidelines*, SPW ELC encourages families to pack healthy food for their child's lunch as this promotes healthy brain development and wellbeing. The list below gives some options for lunch and snack items:

Lunch ideas

- A sandwich, small pita wrap or small bread roll with filling such as:
- Mashed egg with lettuce
- Shredded chicken with cheese and lettuce
- Tuna, corn and lettuce
- Turkey breast with cucumber and lettuce
- Chicken, chutney, and alfalfa sprouts
- Cold roast meat, chutney, lettuce and tomato
- Cheese
- Cream cheese and grated carrot
- Avocado, tomato and lettuce
- A few crackers or rice cakes with cheese
- A small cold slice of frittata
- A homemade savoury muffin – zucchini or corn and cheese
- One or two slices of homemade pita pizza
- Plain cold pasta or rice
- Sushi

Snack ideas

- Small pieces of fresh fruit: a mandarin, banana, apricot, pear, plum, bunch of grapes
- Sliced fruit: apples, melon, oranges, pineapple
- Two or three crackers with cheese
- One or two small pikelets – try including grated fruit or vegetables in the mix
- A flavoured savoury scone – pumpkin or cheese
- A few vegetable sticks served with dip (blanch tough/ fibrous vegetables until soft)
- A small tub of yoghurt (not custard)
- A cheese stick

Treats

If you would like to put a 'treat' in your child's lunchbox, ELC staff encourage something other than food. A small note or drawing from you or a bright sticker can be a lovely surprise.

Drinks & Bottles

All children require a drink bottle each day, filled with plain water only.

For younger children who require a bottle, parents/caregivers are to provide the milk/pre-mixed formula in the bottle. This will be refrigerated and provided to your child cold at the time requested by you.

Sustainability

At SPW along with healthy eating, we encourage a sustainable (environmentally friendly lunchbox) by:

- placing snacks in reusable containers rather than individual packets

- fruit cut up and placed in a container – eat some and save some (this avoids one bite of apple and then the rest being thrown away)
- yoghurt can be brought in bulk and placed in reusable containers
- buying snacks in bulk will not only save money, but reduces the amount of waste SPW contributes to the environment
- avoid packaged drinks – children only require a reusable drink bottle filled with water

Many children will open an individual packet or drink and only eat/drink a few mouthfuls then throw it away. Containers help your child to become independent with their food as some packets are very tricky to open. Plain containers encourage eating healthy options first rather than going straight for the packet.

Eating Times

Children are encouraged to eat with the group at designated times. They wash their hands prior to eating, and are encouraged to be independent when managing their own food. Children are to remain seated when eating at the ELC.

Morning Snack usually occurs at approximately 10-10.30am. Lunch is eaten between 11.30am and 1.00pm depending upon the needs of the children. An optional snack between 2.30pm and 3.00pm is offered to children in all rooms if they have any snacks remaining in their lunch box. A late afternoon snack is provided for children remaining at the ELC after the core day finishes.

**Reference: 2003, "Get Up & Grow: healthy eating and physical activity for early childhood", Australian Govt Dept. of Health & Ageing.*

Hygiene

SPW ELC aims to promote and protect the health, safety and wellbeing of all children, educators and families using procedures and policies to maintain high standards of hygiene and provide safe food to children. The ELC also aims to reduce the risk of infectious diseases and illnesses spreading and follow appropriate WHS standards. A holistic and consistent approach to health, hygiene and safe food across the ELC will help to effectively meet this aim.

Immunisations

Immunisation Records

Parents who wish to enrol their child are required to provide evidence of their child's immunisation record at the time of enrolment.

Provide your child's immunisation records to SPW by printing their record from the Australian Childhood Immunisation Register (ACIR). This document is called the Immunisation History Statement and is free to download by visiting www.humanservices.gov.au or www.my.gov.au

Parents/caregivers must provide the ELC with an updated copy of their child's immunisation record when the child receives a vaccine which is on the National or State immunisation schedule. If children are not fully vaccinated they will be excluded from attending SPW ELC.

Children with Overseas Immunisation Records

Overseas immunisation schedules often differ from the schedule recommended in Australia and a child may require extra vaccinations to be up to date with the Australian schedule.

Parents are responsible for having their child's overseas immunisation record transcribed onto the

Australian Childhood Immunisation Register (ACIR), if their child is less than seven years of age.

Immunisation-Related Payments for Parents – Child Care Subsidy

The benefit applies to children who are fully immunised or have an approved exemption from immunisation. This initiative ensures parents are reminded of the importance of immunising their children at each of the milestones. For parents to receive CCS without their child being fully immunised their doctor or immunisation provider needs to certify that the child:

- is on a catch-up immunisation schedule, or
- has an approved exemption from the immunisation requirements. Approved exemptions include medical reason, existing natural immunity, or a vaccine is unavailable.

Information on how a child's immunisation status affects payments made to a family, and more information on exemptions is available on the following website -

<http://www.medicareaustralia.gov.au/public/services/acir/family-assist.jsp#N10059>

Parents are responsible for payment of fees while their child is excluded under all circumstances.

Infectious Diseases

SPW ELC uses the Recommended Minimum Periods of Exclusion to exclude children and educators and inform parents of exclusion and non-exclusion periods for infectious diseases.

Children might be brought to the ELC with symptoms or signs of illness or while at the ELC suddenly develop an illness that has not been diagnosed by a doctor, and that might be potentially infectious or potentially life-threatening for the child. Symptoms may not clearly fit those listed in exclusion diseases making it difficult for the ELC to decide whether to accept or exclude the child from the ELC. If ELC staff suspect a child may have an infectious disease, ELC staff will exclude the child until ELC staff receive a medical certificate stating the child is not contagious and is cleared to attend the ELC. Parents are responsible for payment of fees while their child is excluded under all circumstances.

Many illnesses, while not fitting exclusion criteria, can transmit disease to other children in the ELC, and can make a child too ill to participate in normal activities. All children who are unwell should not attend the ELC and ELC staff will ask parents of children who are unwell to collect the child from the ELC or to make alternative arrangements for their child's care.

If your child needs Panadol to come to the ELC, they are too unwell to be here.

If an infectious disease arises at the ELC, ELC staff will respond to any symptoms in the following manner -

- Isolate the child from other children.
- Ensure the child is comfortable and appropriately supervised by educators.
- Contact the child's parents or nominated emergency contact. If the child's parents are unavailable, ELC staff will contact the next nominated person. ELC staff will inform the contact of the child's condition and ask for a parent or other authorised person to pick the child up as quickly as possible. Any person collecting a child from the ELC must be approved by the child's parents and be able to show identification.
- Ensure all bedding, towels and clothing which have been used by the child are disinfected. These items will be washed separately and if possible air dried in the sun.
- Ensure all toys used by the child are disinfected.
- Ensure all eating utensils used by the child are separated and sterilised.
- Inform all ELC families and educators of the presence of an infectious disease.

- Ensure confidentiality of any personal health related information obtained by the ELC and educators in relation to any child or their family.
- SPW ELC may require a child or staff member to provide a doctor's certificate on the first day back from an infectious illness stating they are cleared to return to the ELC.

If your child has been diagnosed with infectious disease, please ensure that you notify the ELC by email on elc@spw.sa.edu.au.

A summary of infectious diseases in South Australia can be found via www.sahealth.sa.gov.au.

As per our Infectious Diseases Policy, diseases listed on the Notifiable Disease from the Public Health Department will be reported and extra details about the illness will be sought from parents.

Certain infectious diseases require specific exclusion periods and criteria. These can be accessed via <http://bit.ly/2fPLquG>.

Medical Conditions/Medication

Parents/caregivers are asked on the Enrolment Information Form to advise of any medical conditions the child has which may affect or be affected by their time in the ELC. Depending on the nature of the condition, families may be asked to complete a Medical/First Aid Form. These documents are essential to ensure staff across the school are aware of the needs of the child and are able to provide care as required. If a staff member asks for this form to be completed, parents/caregivers are asked to do so and return the form promptly.

Medication may not be administered by staff without written authorisation from the parent/caregiver. Medication must be provided in the original packaging, including pharmacist label with the child's name and dosage clearly displayed.

SPW ELC requires First Aid Action Plans for any child who requires regular medication. This includes (but is not limited to) children who suffer from allergies, anaphylactic reactions, asthma, and hayfever. These plans are to be issued by a medical practitioner and include a photograph of the child. It is the responsibility of the parent/caregiver to ensure updated plans are supplied to SPW as issued. SPW will require parents to complete a Risk Minimisation Plan for all Action Plans provided to the ELC in consultation with the Responsible Person.

It is preferable that medications be administered at home whenever possible.

While it is preferred that temporary medications (eg antibiotics) are administered at home, these may be administered at the ELC if necessary. In these cases, the parent/caregiver is to complete an authorisation form which details the medication, dosage and timing. As above, the medication must be provided in the original packaging, including pharmacist label with the child's name and dosage clearly displayed.

All medication must be given to staff. No medication may remain in a child's bag or be given to the child to self-administer.

Staff have strict protocols to follow when administering medication.

A child with a medical condition which requires medication may not attend ELC unless their medication is current and on site. It is the parent/caregiver's responsibility to ensure medication held in the ELC is current and within expiry date.

Separation & Settling

It is important to remember that some children (and parents) find separation difficult. ELC staff are here to

help during this time, so please inform the educator in the room when you are ready to leave. The following routine may also be of help:

- Give a cuddle and a kiss
- Say goodbye
- Reassure
- Leave promptly

Please be aware that prolonging departure or sneaking out can often lead to more anxiety. ELC staff will contact you to discuss your child's morning transition time if needed. If you feel that your child would benefit from having a comfort item, please discuss this with your child's educator.

Sleep/Rest

SPW ELC aims to meet each child's needs for sleep, rest and relaxation in a safe and caring manner that takes into consideration the preferences of each child's family. Most children benefit from a period of rest which helps them grow and promotes their wellbeing. The ELC implements rest periods which are consistent with the developmental needs of children, including a short period of rest each day for older children.

All children are given the opportunity to have sleep/rest time after lunch in order to restore their bodies for an afternoon of further learning. The environment when promoting stillness is quiet and restful. Educators and parents/caregivers need to remain in communication about the sleep requirement of individual children.

In order to support their comfort and wellbeing, each child in the ELC is provided with a rest mat. Please bring in the following named item/s for rest time:

- Ramsgate, Torrens, Byron and Partridge children need a fitted cot sheet, lightweight blanket, and sleep comfort item (if required). These items will be sent home each fortnight to be laundered.

Sleep items will be stored at the ELC (with the exception of sleep comfort items if these are required at home). Parents/caregivers are welcome to take items home to wash at any time. Please return laundered items promptly so that your child has what they need for their rest time.

Sun Safety

SPW ELC is a 'SunSafe' school. Sun protection is required from 1 August to 30 April and whenever the UV level is 3 and above. Children need to bring hats in every day. ELC staff are unable to provide spare hats, so families are asked to ensure their child's hat is named clearly and provided daily.

Sunscreen is available in the room for all children, however, ELC staff do ask that parents/caregivers apply this in the morning prior to coming to school. ELC staff will help children to re-apply sunscreen at two hour intervals.

If your child has sensitivity to sunscreen, please advise staff and provide an alternative sunscreen to keep in the ELC.

Educational experiences will take place between staff and children promoting age appropriate information on 'SunSafe' practices.

Toilet Training

The ELC accepts the enrolment of children who have not yet been toilet trained. Educators will communicate with parents to develop consistency with their child's toileting habits. Educators must be aware

of and consider each child's dignity and privacy, and any special requirements related to culture or religion. Children who are in nappies will have this detail recorded in the register kept by the staff. These are located in Ramsgate, Torrens, Byron and Partridge rooms at the change table. Parents are welcome to ask the educators about their child's toileting record each day.

Animals and Pets in the ELC

In accordance with our ELC Animal and Pet Policy, children's animals or pets will only be allowed in the ELC when permission has been granted by the Head of Early Years.

We recommend that animals not be brought when collecting children from the ELC, unless there is a second responsible person able to manage the animal outside the ELC gate. Animals are not to be left unattended on SPW grounds. We ask animals be kept at an appropriate distance so that children cannot touch the animal through the fence.

Communication

Communication between SPW ELC and families is very important for the wellbeing of children. SPW utilises a number of communication methods with families. SPW ELC ask families to download and familiarise themselves with each form of communication to promote positive relationships and clear understanding.

SkoolBag

The SPW app, SkoolBag, is the primary method of communication between school and home. SPW encourage all families to access the SPW app on a regular basis. A variety of information is shared on SkoolBag, including events and important dates, class news, forms, and reminders.

Families can set up custom notifications so they are alerted to all ELC-related information. Families can also access all other school information regarding other exciting events in the life of the school.

SPW ask all families to either install SkoolBag on their device (installation instructions later in this handbook), and set their Content Groups to ensure new notifications are enabled, or regularly check our website where SkoolBag can also be viewed. Note: if parents wish to access SkoolBag through the website, parents need to use Chrome or Safari as your browser.

eNews

SPW eNewsletters are published three times each term containing more extensive articles about life at the School.

QK Kiosk

There is an iPad in each room where children are to be signed in and out of the ELC by an Authorised to Collect person. ELC educators may place a message for parents on these iPads, which will appear when parents log in. It is a legal requirement that all persons on the Authorised to Collect List use their own login details.

SPW Website

The SPW website (www.spw.sa.edu.au) has a wealth of information about SPW. Events, links to SkoolBag and Facebook, information on policies and procedures and details about the school and ELC facilities. SPW encourage all families to regularly visit the website.

Room Notices

The ELC has a Parent Communication window at the entrance to the Centre as well as opposite the ELC Reception Office which displays information relevant to our families. Parents/caregivers are asked to regularly check the notices in this space.

Each room has a parent communication area (near the iPad) where daily and occasional information specific to your child, family or room is available. Talk to your child's educators about how best to communicate with them. Daily notes about sleep, food, and toileting are communicated.

There are often posters or notices put up throughout the ELC, including in the main entrance way and in each room. Please take the time to observe these.

Contacting the ELC

Families are encouraged to speak with their child's educators about issues or questions relating directly to their child. For brief comments, drop off time may be suitable. If, however, you wish to discuss your child's time in the ELC in more depth, please make a specific time to meet with your child's lead educator.

If parents need to contact the ELC during the day, telephone the main school line and listen to the prompts to be put through to the ELC.

To request appointments, casual days or other information, or to contact staff, please email elc@spw.sa.edu.au. Messages for specific staff members may also be emailed to this address and they will be forwarded to the appropriate person/people. You may also contact your child's lead educator on their direct email addresses. Email addresses are detailed on the room iPads.

Excursions and Permission Forms

Notifications regarding all excursions and permission forms are placed on SkoolBag. Families will be given two weeks' notice of any excursions that happen in the ELC. All permission forms are completed using eForms on SkoolBag. Deadline dates are set for each excursion. Children will not be able to attend excursions if parents/caregivers have not completed the permission form by the deadline.

Qkr!

Qkr! is the school app for making purchases such as canteen orders and some uniform shop items. For more information, see the installation instructions at the end of this booklet.

Grievances and Concerns

SPW encourages parents/caregivers who have a problem at school to discuss their concerns in the first instance with their child's educators. Please refer to the Grievance Procedure for Parents located on the website at <https://spw.sa.edu.au/policies/>

Absences

General absence (eg sickness)

If parents suspect their child to be ill, please keep him/her at home. We would appreciate it if parents are able to advise the ELC of absences by completing the Absence e-form on SkoolBag or by telephoning the Absence Line (72216221) before 9.00am.

Planned absence (eg appointments, holidays)

If you have a planned absence, please email elc@spw.sa.edu.au and advise the dates of absence and the expected date of return. Absences are charged as usual.

CCS and absences

While absences are charged, children are eligible for CCS (up to 42 days per annum). For more information about this, please visit the Department of Human Services Child Care Subsidy website - humanservices.gov.au/childcaresubsidy.

CCS before starting and after ceasing attendance

Child Care Subsidy will not be paid before a child attends their first day at the ELC. After eight weeks of non-continued attendance at the Centre, the enrolment will be cancelled and CCS will not be applied. Please be aware of the notice period required for children withdrawing from their place at the ELC.

Bookings & Casual Days

Regular Bookings

When parents enrol their child in the ELC, parents will nominate their preferred regular days, and the times they will be collecting/dropping off their child at the ELC for term times. If parents wish to make their booking consistent for the whole year including holidays, then please complete the eform placed on Skoolbag at the beginning of Term 1.

Parents will receive an email confirming these details.

Casual Days

Casual days may be possible based upon availability of places. At all times SPW ELC are required to maintain student:staff ratios, so casual days must be pre-booked. If parents wish to book their child in for a casual day, please use the e-form available on the SkoolBag app or email the ELC on elc@spw.sa.edu.au 24 hours in advance. Parents will be emailed as soon as possible to confirm the casual booking.

Changing Regular Bookings

Any requested changes to a regular booking need to be made in writing to elc@spw.sa.edu.au. Changes will be made wherever possible, subject to availability. Any changes will be confirmed in writing to families. For a reduction in days or withdrawing your child, a term's notice is required.

CCS

The Australian Government provides support to families using approved early childhood or child care services through the Child Care Subsidy (CCS).

In order to claim CCS for your child attending SPW ELC, you need to first contact Centrelink and ensure you have registered for these payments. Please provide your Assessment Notice to SPW when you receive it from Centrelink. It will show the name of the claiming parent and their CRN (Customer Reference Number), and the name of the registered child/ren, and their CRN/s.

Providing incorrect information or not following the correct processes may result in the CCS not being applied to your SPW invoices.

There is a guide to completing the Child Care Subsidy assessment at:

<https://www.servicesaustralia.gov.au/child-care-subsidy>

We advise parents to visit the website detailed above and/or their local Centrelink office to ensure the correct processes have been followed.

Fees and Payments

The ELC fees cover the cost of salaries, professional development and general classroom expenses for all rooms. In addition, fees cover:

- Incursions and excursions
- Art/craft materials, books, photocopying, physical education equipment, library resources, teaching aids, ICT, toys, sunscreen, as well as accident insurance and ambulance cover
- Administration and maintenance of the School's facilities and grounds
- Morning and afternoon snacks
- Nappies, wipes and associated items

The ELC fees do not cover:

- ELC uniform
- Canteen lunches

Late Pick Up Fee

SPW reserves the right to charge a late pick up fee of \$15, per occasion, where a child is not collected prior to closing at 6.00pm.

Direct Debit

ELC fees are paid via direct debit on a fortnightly basis. Government subsidies such as Child Care Subsidy can be subtracted from the fees prior to payment.

ELC fees are payable by Direct Debit, using the School EasyPay system. Payments are debited from the nominated account. To alter the nominated account, contact the Finance Office.

Public Holidays and Student-Free Days

Should your child's day fall on a Public Holiday you will not be charged.

SPW Student-Free Days fall under the ELC Holiday Program, so only students booked into the program on

those days will be charged.

Withdrawal of place

In the event parents wish to withdraw their child from SPW ELC, parents are required to give one term's notice.

Finance InfoSheet

The Finance InfoSheet is available on the SPW website and is updated annually. It outlines all the details relating to finance, fees and payments at SPW. All families are encouraged to read this InfoSheet which covers topics such as:

- Current Fee Schedule (ELC-Year 6)
- Child Care Subsidy
- Parent deposit and Holiday deposit
- Discounts and payment plans
- School Card
- Building Fund

Universal Access

Universal Access refers to the government funding for children in a preschool program (ie the year before formal schooling begins). In SPW ELC, these are children in the Preschool Program.

For students in the Preschool program (Moseley, Colley, and Hastings Rooms) SPW asks families to complete a section on the Enrolment Information Form or an e-form via the SkoolBag app asking if the child is attending other centres so that this funding can be allocated.

This is the only government funding we receive and it goes directly towards paying for our educational program.

Transition Programs

SPW believe that transition is an ongoing process of assisting each child to experience a strong sense of belonging in our community.

Prior to Commencement

New children to the ELC will be invited, together with parents, to visit and meet the staff, and familiarise themselves with the environment. Positive interactions at this time (between parents, educators and the child) are important for the children to build positive attitudes to the ELC environment. Educators are aware that some children respond to new experiences faster than others and will adapt to the situation.

Educators will discuss how best to personalise the settling in period in the first week or two – some families may choose to utilise a half-day booking for the initial few days of attendance prior to a full day so the child is reassured that the parents will return to collect them. Parents are encouraged to support their child during drop off by establishing a clear and consistent routine. If children are finding drop off challenging, educators are there to provide support and nurture and will work in partnership with parents as children are developing attachments with staff.

Parents/caregivers will also be encouraged to send any special comfort items (teddy etc) to help the child in the initial settling in period. Parents/caregivers will always be notified if their child has not settled and will be invited to collect their child. If you do not hear from an ELC staff member, rest assured that your child is happy and engaged in their learning surroundings. On collecting your child, parents/caregivers are welcome

to discuss any aspects with the child's educator at a convenient time.

Transitions within the ELC

We provide an ongoing transition program which supports children by:

- encouraging play with children from other rooms in Early Learning
- becoming familiar with Early Learning staff in formal and informal opportunities
- taking the children on mini 'excursions' throughout the school, including the Chapel, Junior Primary playground, library, Japanese room, dance studio and nature play
- providing Student-Parent-Teacher interviews early in the year
- making sure that children transition between programs at the start of the year
- opening on a Saturday morning in November/December so that children and their families have the chance to visit their educator for the following year and see their room

Flying Start Reception Transition Program

At St Peter's Woodlands we ensure all our beginning Reception children have a FLYING START to their formal schooling years.

About the Program

Our *Flying Start - Reception Transition Program* is a carefully considered series of visits that aim to ensure all children feel welcomed, comfortable and excited about their next steps into Reception.

We know that children who have a positive start to school are more likely to feel comfortable, relaxed and ready to learn. They feel good about themselves as learners and develop a sense of belonging to the school community.

At St Peter's Woodlands we call this a FLYING START in offering the extraordinary experience for our young learners.

[Click here](#) for more information about the Flying Start Transition Program Flyer.

Compliance

Delivery and Collection of Children (Sign In/Out)

All children are required by Government Regulations to be signed in and signed out of the ELC daily. SPW ELC sign-in system utilises a digital platform called QK Kiosk which is directly linked to the ELC database and the government Child Care Management System.

As part of the enrolment process, families are asked to nominate up to six people to be Authorised Persons (ie allowed to collect/drop off) the child. Each of these people are then able to use QK Kiosk to sign the child in or out.

Each Authorised Person uses their own phone number and individual PIN to sign the child in or out.

There is an iPad located in each classroom for this purpose, however children can be signed in/out from any iPad in the ELC.

First Time Using QK Kiosk

The first time an Authorised Person uses QK Kiosk they are required to set up a PIN. Instructions on how to do this are located on the wall next to each iPad. Staff are happy to help new users set up their PIN and instruct on how Kiosk works.

Signing In/Out

The Authorised Person enters their phone number and taps their name. They then enter their PIN, and select "Sign in/out". For each child they then tap "sign in" or "sign out" as appropriate, then "Done".

What if I forget?

The staff take attendance each day and sign-in any child who was not signed in correctly by the Authorised Person. Similarly, at the end of each day, staff sign out any children who were not signed out.

The next time the Authorised Person logs into QK Kiosk, they will be asked to confirm the time their child was dropped off/picked up on the day when the staff member signed in/out on their behalf.

Messages on QK Kiosk

The staff are able to place messages to parents/caregivers via QK Kiosk. These messages need to be read and acknowledged prior to allowing the child to be signed in/out.

Authorised Persons

Parents/caregivers may nominate up to six people who are then Authorised to Collect their child, including the parents. If these people need to be altered at any time, parents are required to provide this in writing by completing the Collection of Children Authorisation Form. This form is downloadable from SkoolBag.

If an emergency occurs and a person who is not an Authorised Person needs to collect your child, please contact the ELC by phone as soon as possible to alert staff. If possible, the request is to be followed up in writing (by email), confirming the identity of the person collecting the child. Please give the person's name and the approximate time they will be arriving. The person collecting the child then needs to provide photographic identification (official ID only, such as driver's licence, passport) to the staff member on duty. The staff member will take a copy of the ID details and ensure the named person matches the details advised by the parent earlier. The parent/caregiver may be called to confirm the details if there are any concerns. Staff will not release the child unless the above process is followed, and may seek police assistance if required.

First Aid, Injury, Illness, Incident

First Aid

All staff in SPW ELC are trained First Aiders. Children who require first aid during their time in the ELC will be evaluated and managed according to level of training and protocols in place. Emergency assistance will be sought if required.

Parents/caregivers will be advised if their child received first aid attention during the day, and will be required to sight and sign the Incident, Injury, Trauma and Illness Record to acknowledge this.

If a child becomes ill while at the ELC, or if an incident/accident requires the child to be collected, parents/caregivers will be advised immediately. ELC staff will attempt to contact the parents/caregivers first, and if they are unable to be reached, the Authorised Persons will be contacted in the order advised by the family.

Ambulance

Should emergency services/ambulance be required, the child will be cared for in the first instance, and parents/caregivers contacted as above. If the child needs to be taken to hospital, and the parent/caregiver/Authorised Person has not yet arrived at SPW, the Head of Early Years will accompany the child and meet the parent/caregiver at the hospital.

Medical Conditions

For children who have pre-existing medical conditions, families are required to advise the ELC in writing and complete the appropriate forms.

Incidents

Parents/caregivers will be advised if their child was involved in an incident during their time at the ELC. This includes receiving first aid, becoming ill (or showing signs of illness), behaviours which the staff believe the parent/caregiver needs to be aware of, or other similar incidents

Parents/caregivers will be required to sight and sign the incident report to acknowledge they have been informed of the incident.

National Quality Framework (NQF)

As an accredited Service, SPW ELC comply with the National Quality Framework (NQF), including the National Quality Standard (NQS), the Early Years Learning Framework (EYLF) and the National Regulations – an Australian Government initiative linked to the funding of the Child Care Benefit for parents. This is conducted through the Australian Children's Education and Care Quality Authority (ACECQA) and the state licensing department through scheduled site assessment visits and where appropriate, spontaneous visits.

The NQS provides standards of quality practices for care provided in the ELC as well as guidance and support from the Service's self-evaluation through our Quality Improvement Plan (QIP). The system also allows educators to continually improve practices by identifying the quality aspects of care the Service is already providing and assisting the Service in developing goals for further improvement through our QIP. The Service is required to complete a comprehensive QIP every twelve months.

The Service will ensure that all educators and management are informed about current practices and requirements in the NQF process by attending appropriate in-service/training, accessing any other publications and information about the accreditation process that may be of benefit – including those published by ACECQA.

The seven Standards under the NQS are –

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Educator arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

Policies

SPW ELC has written policies on a number of issues and parents/caregivers are welcome to view these. Policies are reviewed according to a schedule. We welcome and value parents input.

Risk Assessment

A detailed risk assessment is undertaken for all new activities to the ELC, including local excursions and incursions, new equipment, events and building alterations. At all times, the safety of the children and staff is the highest priority.

Uniform

Children in the SPW Early Learning Centre are required to wear a uniform which uniquely identifies them as belonging to the ELC. The ELC uniform is designed for exploring and play, as well as self-management of clothing wherever possible.

All children need to wear the ELC uniform, including to and from the ELC. All children (especially those who are toilet training) need to have a full set of spare uniform in their bags to be used in case of accidents or when clothes become too messy. Spare clothing must be SPW ELC uniform items.

The ELC Uniform is distinct from the Primary School uniform and is designed to make ELC children easily identifiable, which also promotes their safety and wellbeing.

The ELC Uniform falls under the SPW Uniform Regulations, which are available on the website and SkoolBag and updated regularly.

ELC Uniform

- SPW Early Learners polo top, short sleeve*
- SPW Early Learners polo top, long sleeve*
- SPW Early Learners black vest*
- SPW Early Learners black polar fleece
- SPW black regulation shorts with school logo*
- Black fleecy-lined track pants+
- White or blue skivvy (optional – may be worn for warmth under the polo top) +
- Sports shoes or sandals (see note on footwear, below) +
- SPW blue regulation “bucket” style hat*

General SPW Uniform

- Hats are to be worn for all outside activities from 1 August – 30 April and any time the UV is 3 or higher.
- Jewellery – The only items permitted are plain gold or silver ear studs (one per ear)
- Nail polish and make-up may not be worn
- Hair - It is our expectation that children will wear conservative hairstyles. Fringes are to be kept well clear of eyes and long hair will be neatly tied back, braided etc at all times to keep it clear of the face.
- Only royal blue ribbons, elastics, scrunchies or headbands or matching uniform hair accessories as sold in the uniform shop are to be worn.
- Children can bring their backpack from home.

Uniform Shop

All items marked (*), above, are available from our Uniform Shop (polo tops, shorts, hats). Other items marked (+) may be purchased elsewhere. Avoid all branding on items purchased elsewhere (ie purchase in plain colours, avoid logos).

Footwear in Early Learning

Footwear can be any colour, but needs to be strong and suitable for growing, exploring feet. Thongs, ‘cros’, strappy or backless shoes, ‘ugg’ boots, and plastic sandals are not suitable.

Essential Dates

Term Dates 2023

Term 1	Tuesday 31 January to Friday 14 April
Term 2	Monday 1 May to Friday 30 June
Term 3	Tuesday 25 July to Friday 29 September
Term 4	Monday 16 October to Wednesday 13 December

Holiday Program Dates

2022/2023 Summer	15-16 December and 9-30 January
Term 1	17-28 April
Term 2 Pupil-Free Day	9 June
Term 2	3-24 July
Term 3	3-13 October
2023 Summer	14-15 December

SPW Early Learning Centre runs a 49-week per year program. Both term dates and Holiday Program dates align with the SPW school dates. The ELC is closed on public holidays.

Times and Minimum Days

Opening Hours

The ELC is open Monday to Friday from 7.30am to 6.00pm. All children are to attend the core day, which runs from 8.30am-3.30pm. Families wishing to enrol their children outside of the core hours need to request this in writing via elc@spw.sa.edu.au. Places available are determined by regulations on maximum children per room.

The Centre is open for 49 weeks per year, and is closed for three weeks from the conclusion of Term 4 (mid December to mid January).

Regular Bookings

Families make a regular booking for term times (ie days of the week and hours of attendance). Holiday Program times/days are booked separately, to meet the changing needs of families during the holiday times. See the "Holiday Program" entry in this section for more information.

Minimum Attendance

At a minimum, children are to attend:

- First Steps (Torrens Room and Ramsgate Room) – 1 day per week
- Emerging Learners (Byron and Partridge Room) – 2 days per week
- Preschool (Colley, Hastings and Moseley Room) – 3 days per week

All children may attend up to 5 days per week subject to availability.

Casual Bookings

Casual Bookings are subject to availability of places. Similarly, a temporary change to the drop off and pick up times you have booked will depend upon availability.

All casual day requests and requests to alter the times of attendance must be made in writing to

elc@spw.sa.edu.au with 24 hours' notice.

Typical Day

The ELC is open for 49 weeks of the year, from 7.30am-6.00pm. The core day is 8.30am-3.30pm during which all children are expected to attend. 7.30am-8.30am is referred to as before core day and 3.30pm-6.00pm is considered after core day.

If attending for Core Day only

It is expected all children attend these hours as a minimum.

- Sign in
- Greet educators (advise the educator if there is anything particular they need to know about your child for the day)
- Put bag away
- Put lunch items into classroom's fridge tub
- Parent/caregiver to say goodbye
- Children engage in opportunities of interest
- Morning Meeting
- Morning Tea
- Lunchtime
- Sleep/Rest times
- Pack up
- Daily reflection
- End of core day
- Collection by parent/caregiver (please make contact with your child's educator about the day)
- Sign out

Intentional teaching and personalised learning times occur at various times throughout the day, depending on the needs and interests of the children.

If enrolled for before core day (between 7.30-8.30am)

Children who are booked in for before core day will be grouped together between 7.30am and 8.00am. From 8.00am to 8.30am the 4 Year Olds will then be grouped together, before all children moving to their regular room for the Core Day.

- Sign in
- Greet educators (advise the educator if there is anything particular they need to know about your child for the day)
- Put bag away
- Put lunch items into fridge (as per room)
- Say goodbye to parent/caregiver
- Children engage in opportunities of interest
- 8.30am children move to regular room for Core Day program (accompanied by staff)

If enrolled for after core day (between 3.30-6.00pm)

Children who are booked in for after core day may be grouped in different rooms depending on the size of the group.

- 3.30pm end of Core Day
- Afternoon Meeting
- Play experiences based on the interest of the children
- Afternoon snack
- Play experiences continue
- Collection by parent/caregiver (please make contact with an educator about your child's day)
- Sign out

What to Bring Each Day

Uniform

All ELC children wear the SPW ELC Uniform, including to and from school.

Bag

Each ELC child is to bring a backpack each day. This backpack may be any design, and if possible needs to be manageable by the child. The bag is to contain:

- A spare set of uniform
- A sleep comfort item (if required)
- Healthy food and drink
- Spare underwear (if your child is toilet training)
- Spare shoes

Food

ELC children are to bring a healthy lunch each day, and a drink bottle (containing water).

A healthy morning and afternoon snack are provided.

If additional snacks are required by your child, we encourage healthy eating guidelines.

Sleep/Rest

All ELC children are given appropriate opportunity for sleep/relaxation. Parents/caregivers are asked to provide items to assist with rest/sleep time.

Please clearly label all items required at ELC.

Holiday Program Booking

Overview

SPW Early Learning Centre runs a 49-week per year program. Both term dates and Holiday Program dates align with the SPW school dates. The Holiday Program is enrolled separately to give families greater flexibility. If you want your term time bookings to run for 49 weeks please elc@spw.sa.edu.au.

The ELC Holiday Program is a fun/play based program tailored to the needs and interests of the children attending the program. Implemented by educators, the Holiday Program is based around best practice research in early learning and child development.

To ensure the program is facilitated in accordance with the Regulations, families wishing their child to attend the Holiday Program are to complete the booking form by the end of Week 5 of each term.

General Holiday Program Information

- Holiday Program bookings must be submitted by Friday Week 5 of each term.
- Bookings for Holiday Program will be confirmed in writing by the beginning of Week 7.
- The daily fee is the same as the term-time fee.
- CCS is applicable.
- Morning and afternoon tea will be provided.
- Families provide lunch, additional snacks if required, water bottle and bedding, as per term time.
- Children wear ELC uniform during Holiday Program.
- The SPW pupil-free day forms part of the ELC Holiday Program.

FAQs

What if I would like to cancel a date I have booked for the Holiday Program?

- Prior to the end of Week 6, cancellations incur no fee. After this time, if the child does not attend, the day will be charged as booked and the child marked 'absent'. CCS will be applicable.

What if I need to add extra days after the Week 5 deadline?

- Please email elc@spw.sa.edu.au with your request for the extra days and it will be considered at that time and confirmed in writing depending upon availability. Extra days will be charged at the casual rate.

What if I would like to swap a date I have booked for Holiday Program?

- As above, if the date swap is advised prior to the end of Week 5, and there are places available in the desired day, this can be arranged. Unfortunately, after that time date swaps are not possible.

What if I miss the Friday Week 5 deadline for a booking?

- Please email elc@spw.sa.edu.au with your request for the days you require and it will be considered at that time and confirmed in writing depending upon availability. Days will be charged at the casual rate.

How are parents advised of any vacancies during the Holiday Program?

- During Week 8 the days available in the upcoming Holiday Program will be posted on SkoolBag. If you would like to enrol your child, please email elc@spw.sa.edu.au to request a booking. The booking will be confirmed via email.

The Forms

Holiday Program Booking Forms are provided via a link on SkoolBag during the first week of each term. The form is a Google Form and is submitted for each Holiday Program.

Billing

Invoicing/charging for Holiday Program follows the same process as term-time (ie fortnightly invoices, direct debit preferred).

Additional Holiday Program Information

Absences

If parents suspect their child to be ill, please keep him/her at home. It is appreciated if parents are able to

advise the ELC of absences by completing the Absence e-form on SkoolBag or telephoning the Absence Line (72216221) before 9.00am. While absences are charged for, they are eligible for CCS (up to 42 days per annum).

CCS

Holiday Program fees are eligible for CCS in the same way term-time fees are. These are applied automatically.

Communication

Parents/caregivers may find that some of the staff on duty during the Holiday Program are not your child's usual educators. Please feel free to introduce yourself at drop off and pick up. All staff on duty are aware of the children enrolled for the day and are able to discuss their needs.

If parents/caregivers need to contact the ELC during the day, telephone the main school line and listen to the prompts to be put through to the ELC.

Delivery and Collection of Children (sign in/out)

All children are required by Government Regulations to be signed in and signed out of the ELC daily. Each Authorised Person uses their phone number and individual PIN to sign the child in or out. Please do not share your PIN or allow other people to use your login. It is a regulatory requirement that the person actually collecting or dropping off the child be recorded.

During Holiday Programs, families are asked to sign in and sign out using the iPads in Byron and Partridge Rooms.

Photography

Facebook

SPW has a Facebook page where exciting and interesting parts of our life as a school are shared. SPW invite parents to 'like' this page. <https://www.facebook.com/spwgleneig>

SPW ask families with questions to inquire directly to the ELC rather than posting questions on Facebook.

Photography

As part of SPW school life, SPW utilise media in a range of ways including the taking of photographs, images, videos, voice recordings, of academic and creative work of students for teaching and learning, teacher reflections, standardisation and moderation, assessment, student learning, recording class activities and excursions, and for archival purposes. Photographs of students, images of student work, and students' full names appear in the SPW Yearbook.

These activities are part of daily life at SPW and do not require consent from parents.

The Media Consent Authorisation gives discretion to SPW teachers and administrators to utilise and publish photographs, images, videos, voice recordings and the academic and creative work of your child for sharing stories with the broader community and for marketing purposes in a variety of contexts including school based external publications such as the SPW eNewsletters, Prospectus, SPW blog, SPW website, SPW social media channels and signage; external school associations and collaborators' (such as Association of Independent Schools of South Australia (AISSA)) publications; local/international press and media organisations, such as The Messenger and The Advertiser; and publications and publicly accessible school sanctioned websites. SPW uses student's first names only when publishing work online. Surnames will not be used to identify children, except within the SPW Yearbook. There is no direct financial benefit to either

the student or the family through the use of media. SPW may keep media for future use.

This consent once given will be amended or revoked only upon written correspondence from the parent.

Where a parent/caregiver has not given permission for the taking of photographs of their children, the child may need to be removed from group situations where photos will be taken.

To respect the privacy requests of families, we ask families to not capture or publish images and/or video of children other than their own without consent. Where parents/caregivers have given permission for their child to be photographed by anyone other than a staff member or educator, the ELC does not accept responsibility for the distribution or use of any photograph taken by the individual.

Every child in the ELC has an official school photograph taken once per year. This image is used within the school, including on the school database, for identification purposes. Parents/caregivers are given the opportunity to purchase this image if desired.

For the purposes of reporting, the ELC utilises Seesaw, an online learning journal. This Media Consent Authorisation does not impact your consent for utilising Seesaw.

Other

Birthdays

If your child is celebrating a birthday, parents/caregivers are welcome to bring in individual items to share. The treats will be given to your child as they are collected at the end of the day.

Please note that birthday treats will be offered to children who are leaving at the end of the core day at 3:30pm with parent's permission.

Birthday treats are then put in the ELC fridges with the name of the child whose birthday it is and the room they are in.

If you are collecting your child after the core day, a note will appear on the sign out iPad that a treat is available for your child in the fridge if you would like.

Please ensure you only take a birthday treat from the fridge if your child is in that room.

This process is in place to ensure we adhere to food refrigeration policies and ensure safety for children with allergies.

If your child does have an allergy, please speak to your child's educator about an alternative arrangement.

Enrolments

For enquiries about enrolments to the ELC or the R-7 sector of SPW, please contact the Enrolments Manager by phoning Joanna Gray on 8295 4317.

Parent Community

SPW has a strong and active Parents and Friends Association (PFA). All ELC families are invited to participate in PFA meetings and events. The PFA invite parents/caregivers to be representatives for their child's class/room each year, including ELC rooms.

For information about the PFA, check the eNews, look on SkoolBag (under Whole School News Feed), and on PFA page on the SPW website <https://spw.sa.edu.au/community/parents-friends/>.

Parking

There is no onsite parking for parents/caregivers at SPW. Families are asked to carefully observe the

parking signs in the streets surrounding the School.

There are pedestrian crossings at the Partridge St and Pier St entrances to the school, and families are expected to use these crossings.

ELC children are required to enter and exit the ELC accompanied by an Authorised adult.

Pier Street Gate

Please note the Pier Street gate is locked between 9.00am and 3.00pm. To enter the school during this time please use the Partridge Street entrance.

Toys

SPW ELC ask that toys and special things are left at home as this avoids distress if precious belongings are lost or broken. However, in the event that your child requires a small comforter item during sleep or rest times, please ensure that the item is clearly labelled.

Volunteers

Parent help at SPW is greatly appreciated and requests for assistance will be made at various times. People who wish to volunteer must complete and sign a Volunteer Agreement Form, which includes a Working With Children Check.

Volunteers will also need to have completed the online Responding to Abuse & Neglect course via the AISSAS website.

Volunteers are required to attend the Front Office to sign themselves in and out and wear the volunteer identification. Volunteers are also required to sign themselves in and out of the ELC.

For more information on being a SPW Registered Volunteer at SPW, see the Information Booklet and Agreement Form on the SPW website located at <https://spw.sa.edu.au/policies/>

Contact us

SPW ELC look forward to welcoming families and learning with your child. If parents/caregivers have any questions about the school or the ELC, ELC staff encourage families to contact SPW ELC by emailing elc@spw.sa.edu.au or speaking with a member of staff.

Seeing the world through the eyes of your child