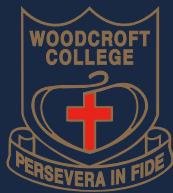


# Early Learning Centre Handbook



*Find Your Remarkable*



## OUR PURPOSE

At Woodcroft College we exist to shape well-balanced, successful young people.

We encourage our students to explore and understand their potential. We teach kindness and generosity to ensure that when our students leave us, they understand how the world works, how they can be part of it, how they can create change and always work to be the best they can be. We want our students to be comfortable in their own skin, to express themselves and celebrate what makes them unique.

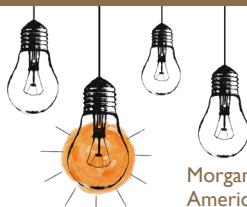
In short, we help our students “*Find Your Remarkable.*”

## OUR VALUES

### Inspire Confidence

At the very heart of Woodcroft College is a desire to inspire confidence in our students and each other. We support our students to be the best they can be. We help them develop a passion for life rather than a hunger for approval. And we provide an environment that builds character - mind, body and spirit. At Woodcroft, we want our students to join in, take risks and have a go. And this challenge also extends to our staff, as everyday we ask “who have I inspired today?”.

*“The same light you see in others is shining in you, too.”*



Morgan Harper Nichols (1990 - ),  
American artist, poet and musician

### Generous Spirit

As a school founded in the Anglican tradition of kindness and compassion, Woodcroft College is recognised for its spirit of generosity, social justice and service. We encourage our students to understand, accept and value each others' differences without judgement. And we proudly display the virtues of natura and magnanimity - to be the very best version of ourselves - not just for yourself, but for others.



Winston Churchill (1874 - 1965),  
Former British Prime Minister

*“We make a living by what we get; we make a life by what we give.”*

### Real Connection

Woodcroft is home to a close-knit community of educators, students and their families. In a world that has become increasingly disconnected, we pride ourselves on building genuine, lasting relationships. We respect these relationships because ours is a partnership and a contract with our community. We are trusted to nourish those who look to us for knowledge and guidance.

And as colleagues, the relationships among staff at Woodcroft allow us to support and challenge each other, because the work we do matters.

*“In a world of algorithms, hashtags and followers, know the true importance of human connection.”*

Anonymous



### Keep Growing

A future-focused, growth mindset is a fundamental characteristic of healthy, happy individuals - and it is a central tenet for all at Woodcroft. We provide a supportive environment which encourages students to embrace change and expand their horizons. We create space for young people to grow and learn through diverse experiences. And we provide them with the tools and knowledge needed to embrace their futures with grace and vigour.



Eric Butterworth  
(1916 - 2003),  
Canadian-American author



*“Don’t go through life, grow through life.”*

## GUIDING PRINCIPLES



Our community is built upon strong relationships, shared values and is shaped by our unique experiences.



Our community enables us to grow and flourish together.



We are the creators and evaluators of a shared learning journey.



We are imaginative, innovative and take risks with our learning.



We are preparing for the future by developing capabilities and connecting learning to authentic real-world contexts.

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*We acknowledge the Kaurna people as the Traditional Owners of the land on which we gather, honouring their deep, enduring connection to Country.*

*We pay our respects to their Elders, past and present, whose wisdom guides us in caring for this land. Committed to walking gently, we pledge to listen, learn, and grow together, fostering respect for the spiritual significance of this place.*

## ELC PHILOSOPHY

At our Woodcroft College ELC, we believe that all children bring valid skills, preferences and understandings to the educational process. We value families as the child's first and most influential educators and support connections to family, community, culture and place through our learning programs.

We support children to celebrate their individual differences by showing tolerance and respecting the right of others to be themselves. Children are encouraged to become confident, active, resilient, self-reliant and successful life-long learners through a play-based environment where all children are inquirers.

We aim to create an integrated, holistic program, that nurtures each child's individuality and scaffolds their learning about things that are important to them, where a balance of intentional teaching and learning through play allows each child to thrive.

Our ongoing cycle of planning will ensure we start where the child is at, use their interests to plan for learning, analyse and reflect on achievements and what learning still needs to occur and further plan to support this. Continual documenting and evaluating of learning will occur both to support our understanding of each child and to share with families.

Our educators will become attuned to the needs, thoughts and feelings of each child and build secure attached relationships with them where they are responsive to their ideas and feelings. They will work with families and respect the wealth of knowledge they have about their own child, working together to create goals for children.

Our educators will use reflective thinking and recording to analyse what worked well, what could have been improved, how children's voice and agency were promoted and any changes required.

As we view the environment as the 'third teacher' due to its influence on learning and development, learning environments will be set up to enable each child's success with a focus on independence, educators will provide experiences to encourage children's thinking and to optimise the potential for inquiry and engagement.

We encourage our educators to continually build on their professional knowledge and offer Professional Development opportunities regularly.

Educators will view transitions as an opportunity for success, supporting children where they are at and allowing them time to settle in, feel safe and become comfortable with the process of change.



# WELCOME TO EARLY LEARNING AT WOODCROFT COLLEGE

We love welcoming our three and four year olds into our community as they start their learning journey.

Purpose built in 2020 with our youngest learners in mind, the ELC is light filled with many wonderful features including art rooms, child size sinks for play, accessible kitchen and nature play outdoor area.

As the ELC is located on the grounds of the College, your child will also enjoy the benefit of many additional spaces including the Junior School Library, playground and oval.

If you are considering the College for your child's school start, the transition can be made so much easier. From new friendships to take into school, to becoming familiar with Junior School teachers and the spaces, to getting to know our Principal and Head of Junior School.

Please read more about our programs and our approach to starting your child on their exciting learning journey.

We know this is an important decision and we must feel right for your family.

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## CONTACT

**Beth Espey, Director Early Learning Centre**

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## WHAT IS THE ELC PROGRAM?

Children are welcome to start at our Early Learning Centre from the age of three\*. At Woodcroft College we take into consideration the needs of the whole child and our carefully designed program supports children's social, intellectual, emotional, spiritual and physical growth.

Our three-year-old program caters for our youngest students by supporting their transition into Kindergarten and helps them develop a sense of self as both an individual as well as a valued member of a community.

Our four-year-old program continues to build on children's sense of self and aims to develop social and emotional well-being as they start their transition into their first formal year of school. With early childhood teachers running our programs we offer Universal Access to Kindergarten.

We run a Reception Ready Program for those starting Reception in the Junior School. The program commences in Term 2 and is a mix of structured activities and play based learning.

Our Early Learning Centre is guided by the IB Primary Years Program and the Early Years Learning Framework. Our educators are also guided by the Reggio Emilia philosophy.

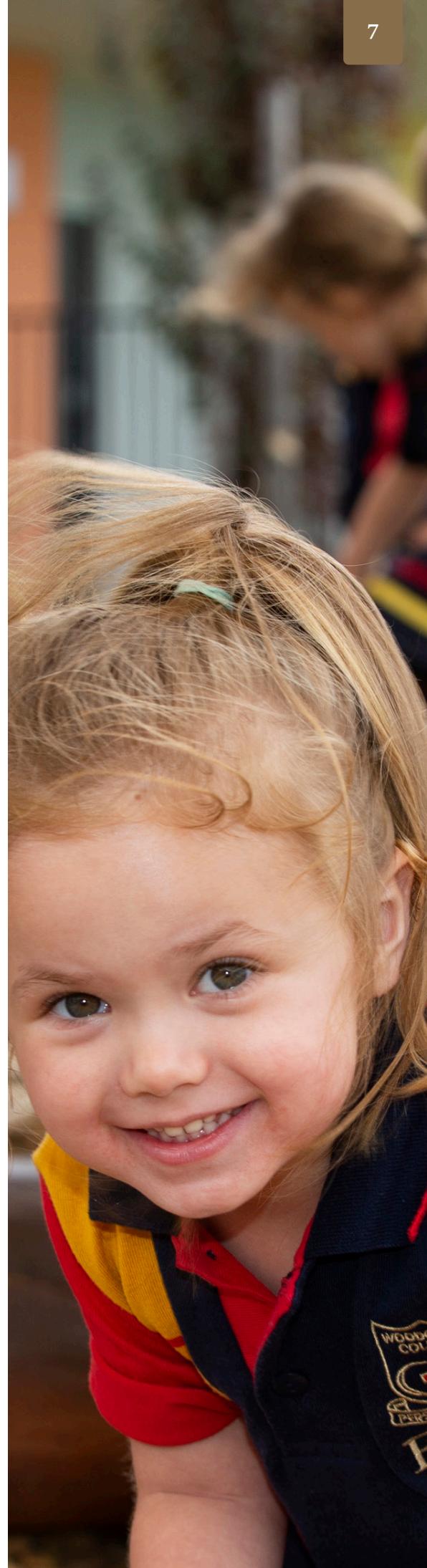
These programs are designed to encourage our youngest learners to reach their full potential by providing learning experiences in a safe and stimulating environment.

Students learn through play and inquiry. This allows them to pursue their own individual interests, while our experienced educators support the individual needs of all children.

In Term 4, children who will be starting school at Woodcroft College the following year will commence orientation visits to their future Reception classes. Further information about Orientation visits will be provided to families at the end of Term 3.

By enrolling your children in the ELC, you are introducing them to the values and culture of Woodcroft College, making the transition to school a smoother one for both you and your child.

*\*All children enrolled in the ELC must be toilet trained.*



## SESSION TIMES

Woodcroft College Early Learning Centre is a registered service and you are able to access a reduction of the daily fee through the Child Care Subsidy. The ELC is open from 6.45am to 6.15pm, Monday to Friday for 50 weeks per year and your child will participate in activities that support their emotional and developmental needs throughout the day. You are welcome to choose the hours that best suit your family and children's needs.

Full Day: 6.45am - 6.15pm

Kindergarten: 8.30am - 3.30pm

10 Hour: 7.30am - 5.30pm

9 Hour: 8.00am - 5.00pm

Term only is also available if you don't require care during the school holidays.\*

*\*Holiday period is in line with the College term dates. Please make sure you check the College website (under Current Parents) for the terms dates as they do not align with other schools.*



## YOUR CHILD'S INTRODUCTION TO OUR ELC

You and your child become members of our Woodcroft College family from their first day in the Early Learning Centre. Orientation starts with a meeting with our ELC Director as well as other members of our service where we begin open and honest dialogue to ensure that you and your child's needs are understood and supported.

Your child will then begin a series of orientation visits which are designed to introduce you and your child to Woodcroft College ELC in a supportive way with the aim of developing resilience and confidence to begin independent visits. The length of the orientation process will vary depending on the needs of each child and family but generally visits will take place over the two week period before they start in the ELC. The orientation will run for two, one hour sessions.



## ELC PROGRAM GOALS

All programs in the ELC run the IB Primary Years Program, meet the National Quality Standards and support the Early Years Framework: Belonging, Being and Becoming. Children learn about the world around them through units of inquiry, developing questioning skills, exploring their environment and developing relationships within their community.

You are an integral part of our Early Learning program and we welcome you to participate in your child's introduction to Woodcroft College in ways that suit your family. This may be through participation during our daily program or through feedback opportunities that are scheduled throughout the year. At Woodcroft College ELC, you and your child are a valuable member of our community.

Children will also be supported to be a part of their local community with opportunities to participate in many regular local excursions into the Woodcroft College campus and beyond. At times, to support units of inquiry there will be other excursions on offer where children will experience and learn more about the wider community. Additional costs apply for booked excursions and incursions. These charges will be automatically applied to your account upon commencement, then yearly in January.

## ARRIVAL, COLLECTION AND ABSENTEES

Children can arrive and exit the service at any times that suit their family's needs within our operating hours. Children must be collected from the ELC by a parent or authorised nominee (over the age of 16 years). Children must be signed in and out each day using our Kiosk to ensure we have a record of who is at the ELC at any time of the day. Where a parent forgets to sign their child in or out this will be done by a staff member and will need to be confirmed by the parent when they are next at the Centre. Where a nominee collecting the child is not recognised by our educators they will ask for the person to produce suitable identification before they can leave the Centre.

You should bring your child to an educator each morning to allow for discussion to support their daily transition into the Centre. Educators will be supporting groups of children and are not always able to move to greet families without disrupting experiences, for this reason we ask you to bring your child to an educator who can then support you.

## FOOD AND NUTRITION

Our ELC is a lunch box service.

Families are required to supply a separate named fruit/vegetable snack box for morning tea and a healthy and nutritious lunch and afternoon tea for your child each day.

Lunch boxes should be labelled with your child's name and placed in the Centre refrigerator. Foods that are high in sugar and salt should be avoided in your child's lunch box. Your child will have access to their drink bottle throughout the day and can refill their bottle as required (water only).



We will accommodate your child's allergies and dietary needs. We will also notify you about any serious allergies children in the Centre have and ask you not to bring the associated items into the ELC.

Meal times will be relaxed social situations where your child can eat at their own pace and converse with their friends and educators. Our meals area is placed next to our Piazza shared space which allows for those who have finished eating to move off and play while others have time to finish their food.

## BEHAVIOUR GUIDANCE

Educators and student teachers will model positive behaviour and guide children's behaviour in ways that promote their self esteem. Your child will be encouraged to:

- be cooperative and helpful
- express their feelings
- explore different identities and points of view
- negotiate their rights and the rights of others in a positive respectful way
- communicate effectively when resolving disagreements

Educators will support your child by providing explicit instruction for routines and learning.

Educators understand that inappropriate behaviour is a child's way of saying they need support. Educators will reflect on the reasons for the child's behaviour and develop strategies or a plan with the Director which can be implemented by all educators to ensure consistent responses to the child's behaviour at the ELC.

## CHILD PROTECTION

The ELC staff have a legal responsibility to protect your child from any type of harm and an obligation to report where they suspect your child is at risk of abuse or neglect. To support this right the Centre will follow the procedures set down by the Children and Young People Act 2017 when dealing with any allegations of abuse or neglect of children.

All educators are trained to support your child's wellbeing and safety and to follow the Centre's Risk Management Strategy designed to ensure the safety and wellbeing of your child is paramount.

## SUN SAFETY

Our ELC will support your child to learn about the importance of sun safety. Your child will be required to wear hats all year round and sunscreen outside when the UV rating is over 3. There will be appropriate shaded areas outside for your child and on hot days they will be encouraged to play in these areas.

## UNIFORM

Your child will be required to wear the play-based College uniform which includes shorts, pants, polo top (short sleeve or long sleeve) or dress and hat which can be purchased from the Uniform Shop or online. They will also be required to wear suitable enclosed shoes; preferably sports shoes, to enable them to engage with our natural outdoor environment.

Children undertaking the Reception Ready Program will need a Woodcroft College school bag and library bag, which are available from the Uniform Shop.

We encourage you to supply a pair of gumboots for your child that can be left on site to enable them to play in the creek bed when it is wet.

Our uniform will support your child to have a sense of belonging to the group while also ensuring sun safety and easy and safe physical movement. Please ensure all articles of clothing are clearly named. The Centre does not hold responsibility for lost items.

Please visit the College website to view the Uniform Handbook which contains information on how the uniform is to be worn, along with hair and jewellery guidelines.

[woodcroft.sa.edu.au/enrolment/uniform](http://woodcroft.sa.edu.au/enrolment/uniform)

Noone is the College uniform supplier and manages the Uniform Shop.

### Uniform Shop Location

Woodcroft Town Centre  
Shop 5, 185-191 Bains Road (next door to SA Pathology)

### Shop Online

[noone.com.au/school/woodcroft-college](http://noone.com.au/school/woodcroft-college)

### Trading Hours

Tuesday: 8.00am to 11.00am and 1.00pm to 4.00pm

Thursday: 8.00am to 11.00am and 1.00pm to 4.00pm

First Saturday of the month: 9.00am to 12.00pm

## YOUR CHILD'S HEALTH

Immunisation is a simple, safe and effective way of protecting people against harmful diseases before they come into contact with them in the community. Immunisation not only protects individuals, but also others in the community, by reducing the spread of disease.

You are required to provide the Centre with a copy of your child's Immunisation Record.

Unwell children, those with a fever above 38 degrees or with symptoms of an infectious disease may be excluded from the Centre based on our exclusion guidelines. If educators suspect your child may have an infectious disease, they will exclude them until they receive a medical certificate stating that your child is not contagious and is okay to attend the ELC.

If your child has a diagnosed medical condition, we will have a Medical Management Plan in place to support their care in the Centre. Please ensure you speak with the Director about your child's health needs on enrolment.

## PARENT INVOLVEMENT AND CONCERNS

Communications between family members and the ELC are considered crucial for a child to reach their full development. Therefore, we aim to provide an environment where there is a strong emphasis on communication to allow consistency and continuity between the home and the ELC environment.

You are welcome to visit at any time of the day and are encouraged to make suggestions on our program, philosophy, management and food menu. We welcome your input!

If you have a concern please speak to your child's educator or teacher, there is usually an easy solution. If you still have concerns, please raise these directly with the Director so we can ensure your concern is addressed.



## CHILD CARE SUBSIDY (CCS)

Our ELC is an approved service eligible to access CCS benefits. You can apply for CCS through MyGov using your online Centrelink account or the Centrelink mobile app. Every family will be eligible for different levels and hours of CCS based on their family income and hours of work.

CCS is paid directly to our Centre so your fees will be reduced when we can access CCS for your family. Once Centrelink has finalised the assessment or claim, the individual applying will be sent a notice of the outcome. If you get your letters online, the letter will be sent to your myGov inbox telling you if you are eligible and the level of child care fee assistance you will receive. For families with special circumstances Additional CCS may also apply.

Your child must meet immunisation requirements to be eligible for CCS.

CCS applies to 42 absence days per financial year, additional absences may not be covered under CCS.

If you have not completed their Child Care Subsidy Assessment, our Centre will not receive these payments. Please speak with the Director or Administration Assistant if you need support with CCS queries.

# FEES

A non-refundable registration fee of \$60 is payable for each child registered for the ELC. This satisfies the registration of interest for your child with the College.

A further non-refundable enrolment fee of \$700 applies to each confirmed enrolment with transition to Reception.

For ELC only enrolments, the non-refundable enrolment fee of \$150 applies.

The Centre is open for 50 weeks of the year. Closing for two weeks - the week Christmas day falls and the following week.

Booking	Minimum Days Per Week	Full Fee Per Day
Full day, 6.45am - 6.15pm, permanent		\$145
Kindergarten only, 8.30am - 3.30pm		\$130
Full day, 6.45am - 6.15pm, casual (current ELC families only) <i>(subject to availability)</i>	2 (3-year-olds) 3 (4-year-olds)	\$155
10 Hour, 7.30am - 5.30pm		\$142
9 Hour, 8.00am - 5.00pm		\$137

Term time only is also available if you don't require care during the school holidays.\*

Eligible families can claim the CCS off their full fee. To claim CCS please refer to:  
[www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim](http://www.servicesaustralia.gov.au/individuals/services/centrelink/child-care-subsidy/how-claim)

An annual excursion/incursion fee will be payable in addition to regular fees, which varies according to attendance.

Late fees apply for every minute of care outside of your session times at a rate of \$15 for every 15 minutes or part thereof.

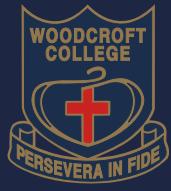
## Notice Required if Leaving

Four (4) weeks' notice of withdrawal of enrolment from the ELC is required to be given in writing to the Director, Early Learning Centre or Admin Assistant. Failing this, fees equivalent to your child's attendance over a 4-week period will be charged in lieu of notice.

## Holidays

Families who are enrolled in the ELC for the full 50 weeks of the ELC year are eligible to receive a discount of 25% off their weekly fee for two weeks per year (this does not apply for term only bookings).

\*Holiday period is in line with the College term dates. Please make sure you check the College website for the terms dates as they do not align with other schools.



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