



ST PETERS GIRLS

ELC



2026 ELC Handbook





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Welcome

Marni naa pudni

St Peter's Girls' Early Learners' Centre (ELC) is a rich and vibrant community for young children, families and Educators. We are guided by the International Baccalaureate Primary Years Programme (IBPYP) framework and grounded in the Reggio Emilia approach. Our Centre fosters a nurturing environment where each child's unique voice and creativity are celebrated.

The ELC Handbook provides essential day-to-day information that is quick and easy to access. We recommend keeping this Handbook handy as it will guide you through the practicalities of ELC life. We are thrilled to be a part of your child's educational journey.

Respectfully teaching and learning on Kurna land.

Key Contacts



Principal
Cheryln Skewes



Director of ELC
Liz Schembri
eschembri@stpetersgirls.sa.edu.au



Pedagogical Coordinator and Atelierista
Caterina Pennestri
cpennestri@stpetersgirls.sa.edu.au



ELC Manager
Wolita Harding
wharding@stpetersgirls.sa.edu.au

Useful Numbers

Learning Community 1

Stonyfell Room
8155 5778

Bell Yett Room
8155 5780

Learning Community 2

Erindale Room
8155 5776

Pathway Hallett Room
8155 5250

Pathway Ferguson Room
8155 5775

School

Front Office
8334 2200

School Shop
8334 2228

Health Centre
8155 5762

Absences

Please text 0428 601 957 or email
attendance@stpetersgirls.sa.edu.au



Our Teachers



LC1 Stonyfell Room
Kathy McCabe
kmccabe@stpetersgirls.sa.edu.au



LC2 Erindale Room
Chloe Skoss
cskoss@stpetersgirls.sa.edu.au



LC1 Stonyfell Room
Olivia Buttery
obuttery@stpetersgirls.sa.edu.au



LC2 Pathway Hallett
Edel Lilley
elilley@stpetersgirls.sa.edu.au



LC1 Bell Yett Room
Nell Tierney
ntierney@stpetersgirls.sa.edu.au



LC2 Pathway Ferguson
Stasia Vigor
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LC1 Bell Yett Room
Monique Gannon
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St Peter's Girls' Early Learners' Centre

Our School Values



Courage

Pursuing opportunities with confidence and strength.



Creativity

Igniting our imagination to innovate and excel.



Compassion

Connecting with the global community through respect and service.

Our ELC Mission

Everyone learning side-by-side as active participants in both teaching and learning, underpinned by mutually respectful relationships and guided by optimism and open-mindedness.

ELC Philosophy

Our community deeply values mutually respectful relationships between the children, Educators and families, and this shared mission underpins all aspects of our daily life in the ELC.

At St Peter's Girls' ELC:

- Child's rights are of paramount importance.
- Collaborative, respectful and equitable relationships are fostered for the benefit of all community members.
- The environment plays a pivotal role in our children's learning.
- We provide the best Early Childhood practice.
- We care for the whole child.
- Children learn through rich play and inquiry-based pedagogy.
- We have a strong image of the educator.



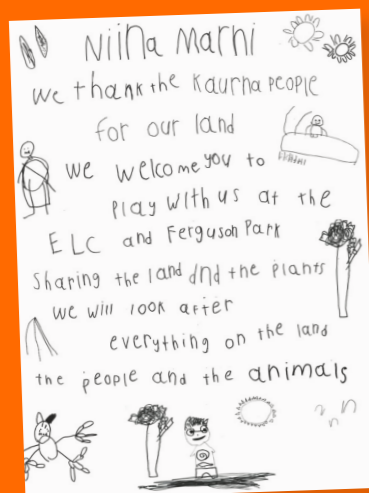


Acknowledgement of Country

St Peter's Girls' ELC acknowledges the traditional owners of the land we are located on as the land of the Kurna people. We pay our respects to their Elders past and present and extend this respect to other Aboriginal and Torres Strait Islander people reading this document.

Naa marni, marni naa pudni
Kurna miyurna, ngadlu,
Kurna yarta, tampinhi.
Ngaityalya

Are you good? It's good you came.
We recognise the Kurna People
And acknowledge we are on Kurna Land
We pay our respect



Our Learning Communities

Learning Community 1

Stonyfell and Bell Yett Rooms *Children aged 2 to 3.5 years*

Children start their learning journey from two-years-old in either the Bell Yett or Stonyfell rooms.

In Learning Community 1, we create a strong sense of belonging and consistency for children and families laying the foundation for children's social and emotional development, and continued success for learning.

Children are supported to build deep relationships with teachers and peers, and share their knowledge through intentional group experiences, as we cater for each child's holistic development.

Learning Community 2

Erindale, Pathway Hallett and Pathway Ferguson Rooms *Children aged 3.5 to 5 years*

To support the transition into Learning Community 2, children will commence in our Erindale room before transitioning into Pathway to School. The Erindale room provides a vibrant and flexible learning environment that supports children's explorations, creativity and learning. It is responsive to developmental needs as well as the individual requirements of each child. Children will build strong relationships with staff right across Learning Community 2 through intentionally planned experiences that support them to feel connected to the environment. Children will spend 12 months in Pathway before starting school to support them in a seamless transition into Reception. Each Pathway room in our ELC has a qualified teacher, nurturing their growth and knowledge.

Supporting a Seamless Transition for Every Child

"The most important thing we can do is to help children learn how to learn, and to see change as an essential part of growth."
— Loris Malaguzzi

At our ELC, we are deeply committed to fostering a sense of belonging and engagement for both children and families, supporting each child's holistic educational journey.

Whether transitioning from home to ELC, joining a new Learning Community, or adjusting to a new routine, each transition offers children the opportunity to build resilience, adaptability, and problem-solving skills. Our approach is intentional, ensuring families are well-informed and children are provided with experiences that foster confidence and comfort, no matter the size of the transition.



Wellbeing

Wellbeing is central to every child's ability to learn, grow and thrive. Grounded in best practices, our wellbeing approach is led by Old Scholar Monique Gannon (née Wright, Patteson 2003), a qualified Psychologist and Early Childhood Teacher. The focus is on creating a nurturing environment for children to build a strong foundation of socio-emotional skills. This includes emotional regulation, resilience, empathy, conflict resolution, independence, responsibility, and a sense of belonging.

Curriculum Framework

International Baccalaureate Primary Years Programme (IBPYP)

At our ELC, we are guided by the IBPYP framework. Central to the IBPYP is the belief that children are active participants in their own learning and are encouraged to collaborate as partners in the process. By fostering inquiry-based learning, we nurture children's natural curiosity, supporting them to explore and engage meaningfully with their environment.

There is an emphasis on developing the whole child as an inquirer. Through play, inquiry, and collaborative interactions with peers and Educators, children are empowered to ask questions, seek knowledge, and construct understanding about their world.

From the Early Years through to the Junior School, the IBPYP provides a cohesive and consistent approach to inquiry-based learning, ensuring continuity in children's educational experience.



Reggio Emilia Approach

Our educational practice is deeply influenced by the Reggio Emilia Approach, which recognises each child as capable, competent, and full of unlimited potential. We see children as citizens deserving of respect and acknowledgment in all aspects of their learning journey.

Approved Learning Framework

We embrace the National Early Years Learning Framework: Belonging, Being, Becoming, which highlights the critical role of play in a child's development. Our curriculum fosters social, emotional, and communication skills through rich, play-based experiences.

Expanding the Curriculum

Our specialists enrich children's learning in key areas:

- Music and Dance
- Nature exploration
- Gross motor skills
- Tennis/Soccer
- Kurna culture and language
- Library
- Visits to Ferguson Conservation Park
- Shared use of other School campus facilities
- Additional languages including French and Mandarin
- Buddy Program



Fostering Creativity

At St Peter's Girls' ELC, we foster creativity as a fundamental value for our children. Inspired by the Reggio Emilia Educational Project, we embrace the Hundred Languages of Children, the diverse ways in which children express their understanding of the world around them, communicate their thoughts, and express their identities. By nourishing creativity, children develop critical thinking skills, enhance their problem-solving abilities, and foster meaningful relationships with their peers.

Our Atelier (Art Studio) located at the heart of our ELC, provides a dynamic space where various materials and artistic languages intertwine, empowering children to explore and articulate their unique forms of expression. Children are encouraged to engage with a wide range of artistic languages, such as drawing, painting, creating with loose parts, clay, music, and movement, within a learning context that nurtures curiosity and innovation.

To further enrich these experiences, Mrs Caterina Pennestri, our Atelierista and Pedagogical Coordinator, collaborates with teachers and Educators across the ELC. Together, they design and implement engaging pedagogical strategies and learning contexts that stimulate creativity through thoughtfully selected materials and experiences.

By fostering creativity as a core value, we aim to cultivate an environment where children can confidently navigate their learning journeys, express their thoughts, theories and feelings, and build a solid foundation for lifelong learning.



Making Learning Visible and Accessible

Pedagogical Documentation

At our ELC, we use pedagogical documentation to make children's learning visible. We document children's learning theories, interactions, creations, and artwork through rigorous collection and analysis.

By documenting the learning process, we reveal how children engage with their environment, explore concepts, find solutions, and express ideas. This visibility enables children, Educators and families to appreciate the complexities of each child's learning journey.

Documentation insights help shape our learning contexts by observing children's interests to create meaningful experiences that encourage exploration and deeper understanding.

Parent Teacher Communication

Beyond everyday conversations, phone calls, and emails, we offer Parent/Teacher Conversations each semester. These provide opportunities for families to meet with teachers and discuss their child's engagement with learning. Future goals are collaboratively set reflecting both parent and Educator perspectives.

Semester Summary Statements

Twice a year, we provide families with Semester Summary Statements. These statements document your child's progress and celebrate their learning, framed within the context of their individual development and collaborative learning experiences.

ELC Home Page

Each Learning Community has a CANVAS Page accessible via myLink, the St Peter's Girls' School online Parent Portal. This offers families regular connection with ELC learning. We encourage weekly log-ins to explore learning experiences shared by Educators.

Individual Portfolios

Portfolios provide rich insight into your child's learning journey and are updated each term. We celebrate and document each child's unique pathway through photographs, conversation transcripts, and reflections, linking learning to curriculum frameworks, while providing meaningful assessment of learning.

Promoting a Sense of Belonging

We invite families and carers to participate in their child's lives and learning experiences. Throughout the year, we organise various events and gatherings that provide opportunities for families and special friends to connect, share and engage with our community. These moments foster relationships among families, Educators, and children, enriching the overall educational experience and reinforcing sense of belonging and identity.

Volunteering Opportunities

If you're interested in volunteering, we'd love to hear from you!

Please note that the following requirements must be met to ensure the safety and wellbeing of all our children (and we are happy to assist with these if needed):

- Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)
- Working with Children Check (WWCC)
- Completed Volunteer Registration Form

We encourage parents and carers to volunteer and contribute to our learning experiences and projects. Opportunities include participating in excursions, such as visits to Ferguson Conservation Park.

If you are interested in volunteering, please contact our ELC Manager, Wolita Harding, at wharding@stpetersgirls.sa.edu.au.

Parent Representatives

Our Parent Representatives play a pivotal role in building a sense of belonging and serve as key points of contact for families within their respective rooms. They help create a warm and welcoming environment, particularly for new families, ensuring that everyone feels supported as they navigate their child's early learning journey.

Parent Representatives assist in organising and promoting ELC and school events, sharing important reminders, and helping families stay informed about School initiatives and activities. Our Parent Representatives are volunteers, and we are incredibly grateful to this dedicated group of parents for their time and commitment.

If you are interested in becoming a Parent Representative, please reach out to your child's teacher for more information.



Pathway to School

At St Peter's Girls' ELC, we proudly offer our bespoke Pathway to School, which begins 12 months prior to children's commencement in Reception.

Holistic Growth and Development

Our Pathway to School offers a unique and enriching opportunity that supports each child's lifelong learning journey. Grounded in the exceptional early learning practices that define our Centre, Pathway to School is designed to holistically nurture each child's social, emotional, physical, and cognitive development.

Building Strong Foundations in Literacy, Numeracy and STEM

Through play-based and inquiry-led learning, children are encouraged to explore their curiosities and build strong foundations in literacy, numeracy and STEM (Science, Technology, Engineering, and Mathematics). Children are immersed in a language-rich environment filled with storytelling, conversations, and diverse texts, promoting literacy through phonics, vocabulary building, and early writing.

Early numeracy skills are cultivated through hands-on activities involving counting, sorting, pattern recognition, and the exploration of mathematical concepts. Literacy, numeracy, and STEM explorations are amplified daily through rich inquiries and interwoven play experiences.

Fostering Creativity, Critical Thinking and Resilience

Children are empowered to ask questions, investigate ideas, and engage in real world problem-solving, fostering creativity, critical thinking, and resilience. These are all essential qualities that prepare them for their transition to school.

Supporting Children to Thrive and Reach Their Full Potential

Pathway to School is not just preparation for school—it is an invitation for children to flourish, discover their potential, and engage in a world of learning with excitement and confidence.



Transitions from Pathway to Reception at St Peter's Girls

Our children progressing from our ELC to Reception will benefit from:

- A strong sense of belonging in our School community from a young age as girls become familiar with School staff and the wider School environment.
- Close communication and handover of information shared between our ELC and Reception teachers.
- The power of all-girls' education delivered by a world-class provider of single-sex schooling.
- A consistent approach to the teaching of literacy and numeracy across ELC to Year 6.
- Buddy programs with girls in other year levels that create connections across our ELC to Year 12 School.
- A high sense of aspiration as younger girls see and engage with older girls daily.
- Involvement in our ELC to Reception Hat and Bag Ceremony – an exciting rite of passage celebrating our girls' Pathway to School.
- Access to our bespoke EALD (English as an Additional Language/Dialect). This is a wonderful opportunity for your daughter to consolidate, enrich and extend her English language skills. It is designed to inspire confidence and foster a love for language, ensuring every child feels supported in their language learning journey.

Our Reconciliation Journey at the ELC

We recognise the profound significance of our Reconciliation journey as a core component of our educational philosophy. Our Reconciliation Action Plan (RAP) serves as a framework for embedding Aboriginal and Torres Strait Islander cultures into our learning contexts and experiences.

We believe that a genuine understanding of Aboriginal and Torres Strait Islander cultures is essential for fostering respect and inclusivity among all our children. This commitment is reflected not only in the structure of our daily rituals but also in the diverse learning experiences we provide. By integrating Indigenous perspectives into our planning, we create opportunities for children to explore and appreciate the rich cultural heritage of First Nations peoples.

A key focus of our Reconciliation journey is the Kaurna language, which we incorporate into our daily interactions and learning experiences.



Nurturing a Deep Connection to Nature

We are fortunate to have Ferguson Conservation Park right at our doorstep. This incredible, natural environment provides our children, families, and Educators with a wonderful space for exploration, discovery and wellbeing.

Our visits to Ferguson Conservation Park are an integral part of our commitment to sustainability and fostering a sense of environmental responsibility. Through their experiences in the park, children develop an understanding of their natural surroundings, building a lifelong appreciation and care for the environment.

Ferguson Conservation Park also provides a valuable connection to Kaurna culture and to Australia's native plants and wildlife, enhancing children's cultural awareness and respect for the land.

Visiting Ferguson Conservation Park

Children visit the park in small groups under close supervision with a ratio of 1:4. At the beginning of each year, families are asked to sign a consent form to allow their child to participate in visits. If your child is scheduled to visit the park, their name will be displayed in the foyer upon your arrival.

For these excursions, we ask that children wear:

- Appropriate enclosed footwear for active exploration
- Long pants to protect their legs
- The ELC bucket hat for sun safety

Sustainability is a core value embedded in everything we do. We approach sustainability with care, open-mindedness, and a deep sense of responsibility, understanding the importance of nurturing this mindset in children as they grow to become the future decision-makers and caretakers of our world.



Sustainability at our ELC

Grounded in the principles of the national Early Years Learning Framework (EYLF), we emphasise the importance of ecological sustainability and aim to foster respect for the environment, care for living things, and understand the interconnectedness of all life. By immersing children in sustainable practices, we empower them to make informed choices that contribute to a more sustainable future.

Throughout the day, children and Educators engage in meaningful rituals of sustainable practice, including:

- Caring for our ELC Community Garden, where children learn to nurture plants, observe natural growth cycles, and develop a sense of responsibility for their environment.
- Harvesting produce and engaging in garden-to-plate cooking experiences, teaching children where food comes from and how to make healthy choices.
- Making healthy choices at mealtimes, and fostering an understanding of the link between food, health, and sustainability.
- Understanding Kurna perspectives within the garden, and fostering respect for Indigenous knowledge and cultural practices related to the land.
- Respecting our natural environment, and encouraging children to appreciate the beauty and importance of nature.
- Reusing our resources to minimise waste and extend the life of materials, as well as fostering creativity and problem-solving.
- Engaging in our responsible waste program, which includes recycling, reducing paper waste, composting and exploring the impact of landfill waste.



Our Kitchen

At St Peter's Girls' ELC, we are proud to cater to all children's nutritional needs throughout the day including morning tea, lunch, afternoon tea and a late snack. Our carefully crafted menu is designed to support every child's growth and development and promote healthy eating habits while catering to a range of dietary needs.

Our weekly menu highlights seasonal, nutrient-rich ingredients, emphasising the garden-to-plate cycle. Utilising produce from our ELC Community Garden, children gain first-hand experience of how food is grown and harvested, enhancing their connection to nature.

Sharing meals builds our community, strengthening bonds and fostering a sense of belonging. By involving children in setting the table, sharing food, engaging in conversations, cleaning up and recycling, we encourage responsibility and independence, transforming each step into a valuable learning opportunity.

Kamparriti - The Atelier of Flavours

Our dedicated food investigation area, Kamparriti (meaning 'kitchen' in Kurna language), invites children to engage with ingredients, culinary and scientific tools and digital technology. This interactive environment fosters curiosity and a deeper understanding of healthy eating and cooking practices.

ELC Uniform

We have a compulsory ELC uniform giving our ELC children a smart, cohesive look, and simplifying the routine of getting dressed in the morning.

Children are required to wear both the top and bottom pieces (t-shirt, shorts, long sleeve top, and long pants). A plain, navy coloured long sleeve top can be worn underneath the t-shirt.

For summer and high UV periods, children are required to wear the ELC bucket hat, and for cooler periods, there is an ELC jacket and vest available to purchase. These items are available from the School Shop.

All children are required to wear the ELC uniform including during Vacation Care.

All items that come to the ELC, including your child's clothing and water bottle, must be clearly named.

Please ensure your child wears appropriate enclosed footwear for active and safe play, including excursions to Ferguson Park.

School Shop Hours

Monday to Friday: 8am - 4pm (closed 12 - 12.30pm for lunch).

Sun Safety

When the daily UV Index level reads 3 and above, staff ensure children wear their hat and have applied sunscreen before they go out to play.

During the warmer months, we ask families to apply sunscreen prior to bringing their child to ELC for the day. We encourage and support children to apply their own sunscreen and reapply when necessary.

- We ensure this is reapplied when necessary (before an afternoon play session when daily UV Index levels read 3 and above).
- We ensure children select the best options of shade for their play and limit their time outdoors in extreme heat and encourage children to drink water before and after outdoor experiences.

If a specific brand of sunscreen is medically required, families must complete a form at the ELC and supply the clearly labelled sunscreen to an Educator.

Use of External Cream Form [CLICK HERE](#)



What to Bring to ELC

Children will need to bring a named backpack containing:

✓
Water bottle

✓
Change of clothes in navy blue (as well as socks and underwear)

✓
ELC bucket hat



Vacation Care: Extended Learning Beyond Term Time

Our ELC operates 50 weeks a year with Vacation Care occurring during the school holiday break. We are closed for two weeks over the Christmas and New Year period.

Our dedicated Vacation Care Leaders work closely with the Pedagogical Coordinator and Atelierista and classroom teachers to plan engaging and seamless learning experiences that transition smoothly into Vacation Care. We focus on extending the children's understanding of our rich inquiry and engagement in learning that has occurred throughout the term.

Vacation Care bookings are essential. In the weeks leading up to each school holiday period, an electronic booking form will be made available to families. We encourage early bookings to secure your child's place. All absentees, late bookings, and changes must be directed to the Vacation Care email at elcvacationcare@stpetersgirls.sa.edu.au. Please note that staffing and catering are based on attendance numbers, so any cancellations or changes must be made at least 24 hours in advance, or fees will apply. Please note that sick days are charged as per term time.

Health, Safety and Wellbeing: Policies and Procedures for a Safe Learning Environment



The ELC has clear policies to support the wellbeing of all children and Educators. These are available for families to read via the myLink Parent Portal.

In addition to these policies, we adhere to the latest edition of 'Staying healthy: Preventing infectious diseases in early childhood education and care services.'

We will consult the Registered School Nurse should we be concerned about your child's health.

The Health Office is open from 8.15am - 3.45pm each day.

Our School provides a fully qualified Registered Nurse to coordinate all medical needs. All parents are required to complete a detailed medical form upon enrolment in the ELC and ensure it is updated as necessary.



Health Care Plans

- Families are required to inform ELC staff upon enrolment of any medical information and history regarding their child.
- Health care and action plans must be completed by a doctor.
- These plans are shared with the School Nurse and ELC staff.
- A medical management risk minimisation communication plan will be developed with families for any children with specific medical or dietary needs.
- Medication must be provided by families, as prescribed by the health care and action plans.
- Medication must be in date and health care plans must be kept up to date.



Prescribed Medication

In line with our Medication Policy, all medicine will be administered by the School Nurse. The medication requires a Form 135 to be completed and signed by a doctor. During extended hours and Vacation Care, medication can be administered if necessary by one of our Learning Community 1 or 2 Leaders. Please note that we will require Form 135 to be completed by a treating health professional or pharmacist (for over the counter medication) and authorised by a parent/guardian. Medications must be clearly identified with a pharmacy label.

[Access Form 135 here](#)



Emergency Care

- Medication such as Ventolin and EpiPen must be kept at the ELC, along with the health care plans.
- In the case of an emergency, 000 will be called and the School Nurse will be called to administer medication as required.
- All our ELC staff are required to be up-to-date with first aid training.



Allergies

Some of our children have allergies, and even tiny amounts of certain foods can cause serious reactions. To help keep everyone safe, we kindly ask that no outside food is brought into the ELC unless it has been discussed ahead of time with your child's teacher. This includes food children may bring with them when arriving in the morning.



Illness

In line with national laws and regulations, children are required to be fully vaccinated (unless they have a medical exemption). Children must be kept at home if they have symptoms of an infectious illness.

Please keep your child home for 24 hours after the following symptoms cease, to reduce the spread of diseases:

- Persistent coughing/runny nose/sore throat
- High temperature
- Vomiting
- Diarrhoea
- Fatigue
- Conjunctivitis/eye discharge
- Head Lice (your child may return once treatment is administered)
- Fungal infections (your child may return once treatment is administered)
- Hand, foot and mouth disease (your child may return once all blisters have dried)

Please [click here](#) to read *Staying healthy: Preventing infectious diseases in early childhood education and care services - 6th Edition* and visit myLink to view the *ELC 209 Children's Illness Policy*.



Exclusion from Centre

Children with high risk conditions, as well as children who are not immunised, may be excluded from the Centre if there is an outbreak of a vaccine preventable illness.



Absences

If your child is going to be absent:

Please notify the School by 9.30am (text 0428 601 957 or email attendance@stpetersgirls.sa.edu.au)

Please include your child's name, room and reason for absence.

If you are intending on taking a leave of absence for an extended period of time throughout the term, please contact our ELC Enrolments and Finance Officer via email.

The reservation of a child's place at the Centre remains active during absences; therefore, fees will still be charged accordingly. Each financial year, the Family Assistance Office (Centrelink) will cover a child's Child Care Subsidy (CCS) entitlements for the initial 42 absence days. However, families exceeding this allotted number of absent days within a financial year will no longer receive payment once the 42 days have been utilised. For any absences beyond the initial 42 days, CCS entitlements will only be paid if the parent or guardian provides evidence to substantiate the absence such as a doctor's certificate.

Government Regulations

Personal Electronic Devices



Child Safety is Our Priority

St Peter's Girls' ELC is committed to creating a safe, respectful, and nurturing environment for every child in our care. Recent media coverage has brought attention to safety in Early Learning, and we want to reassure you: child safety has always been a foundation of everything we do.



New Device Regulations

Effective 1 September 2025

To strengthen safety across all Early Learning settings, the government is introducing new rules around the use of personal electronic devices.

Devices that can take images, record video, or store files will no longer be permitted during education and care.

This includes:

- Mobile phones
- Tablets
- Smart watches (e.g. Apple Watches)
- Digital cameras
- USB drives, SD cards
- Cloud storage accounts



What This Means at Our Centre

For Our Educators:

- Personal phones are already stored away during the day
- Only school-approved devices are used for communication and documentation
- Smart watches with camera or storage features won't be worn while working with children, unless for medical reasons

For Families and Visitors:

- We kindly ask that phones are not used while onsite, including in outdoor areas
- If you need to take or make a call, please step outside the Centre grounds

Our Commitment

We go beyond the minimum requirements to give your child the safest and most supportive environment possible.

Caring, Qualified Educators

- Above-ratio staffing:
 - 1 educator per 5 children (2-year-olds)
 - 1 per 10 children (3 years+)
- Every room led by a qualified teacher

to Child Safety – Every Day

Promoting Wellbeing

- Our Wellbeing Leader delivers evidence-based programs
- We use the Keeping Safe: Child Protection Curriculum

A Thoughtfully Designed Space

- Open, visible rooms support active supervision
- Child-safe toilet placement enhances comfort and safety

Safe & Responsible Use of Technology

- Only school devices are used for photos, videos, and communication

Vigilant Staff & Visitor Practices

- All educators have current Working with Children Checks
- Ongoing training in child safety and reflective practice
- All visitors must sign in and are accompanied while onsite





Guidelines for Arrival, Collection and Parking

Centre Hours of Operation

- The Centre opens at 7.30am and closes at 6pm.
- We ask that families adhere to these hours. Please note that collection after 6pm will incur a late fee.

Parking

- Parking is available on Hallett Road or one of the neighbouring side streets.
- Families are asked to use the pedestrian crossing to cross Hallett Road safely and model good road safety behaviour to children.
- Please do not leave siblings or other children in the car when dropping off or collecting your ELC child.

Access to ELC

- Families are to enter the ELC via the Hallett Road entrance.
- Please ensure the gate is closed securely behind you when entering or leaving the ELC.
- Families will receive two fob keys for accessing the ELC.

- Additional fob keys may be purchased for \$20 from our ELC Enrolments and Finance Officer.

Arrival and Collection

Please note that all children must be signed in and out of the ELC daily using Konnect. This is essential for security and safety reasons, as well as record keeping to ensure that you receive the correct Child Care Subsidy (CCS) entitlements and to maintain accurate attendance records in line with regulatory requirements.

Families are required to communicate with ELC staff about who will be collecting their child, and an approximate time, each day.

Families must nominate the adults who will be collecting their child. These adults will be given a unique code to sign their child in and out of the Centre. This information is communicated to our ELC Enrolments and Finance Officer.

Children must safely exit the building and ELC grounds under the supervision of their carer.

In accordance with our National Guidelines and School Policies, individuals under the age of 16 are not permitted to collect a child from the ELC.

Sleep, Personal Care and Birthdays

Sleeping and rest

We observe the individual needs of each child and will be guided by communication with families.

The ELC provides:

- Designated sleep or rest opportunities for all children.
- Respectful and varied resting rituals with consideration to the individual needs of each child.
- Mattresses and sheets for resting, if required.
- Families are welcome to provide special blankets and/or comforters; however, we do ask that these are washed at home regularly.

Nappies and toilet training

Nappies are supplied at the ELC. We ask that parents/caregivers notify us of any specific personal information with regard to nappy changing. For example, if there is any special cream that your child may require. Any special items will need to be clearly identified with a pharmacy label and relevant documentation signed.

ELC Educators will partner together with families to support children in becoming independent in their transition from nappies to using the toilet.

Birthdays

We acknowledge and celebrate each child's birthday at ELC. Please ensure you let the Educators know if it is your child's birthday. When distributing birthday party invitations, we ask that they be placed in children's lockers/pigeonholes in plain white envelopes so as to be considerate of all children.

In line with our Healthy Eating Policy and to be inclusive of all children, we kindly request that you do not send any food items from home to share with other children. This is due to a wide range of allergies present in our Centre. Please note that this includes birthday cakes. If you have any queries, please see an ELC staff member.



Fees and Enrolment Guidelines

The following information is as per the ELC Enrolment Policy.

Permanent bookings span from the commencement of Term 1 to the conclusion of Term 4, with the exception of school holidays. All bookings, including any absences that occur during term time, are subject to payment. We do not charge for public holidays. Additionally, during school holidays, our Vacation Care program is operational, and bookings are managed on an as-required basis. During Vacation Care, families will only be charged for requested days and when a child is absent during the requested days.

Fees

Our ELC charges a daily flat rate fee instead of additional charges for extended hours care.

Standard daily rate: \$165

Vacation Care daily rate: \$165

Public holidays are not charged.

Playgroup per term: \$120

(One session per week; public holidays are not charged).

Late pick up fee: \$15 per every 15 minutes after 6pm.

During term time, the standard daily rate will be charged per day. Parents have the flexibility of drop off and pick up times within our opening hours. Invoices are emailed fortnightly. Payments can be made via BPAY or Direct Debit (DDR); DDR forms are available through our finance department finance@stpetersgirls.sa.edu.au.

Movement throughout the ELC

Based on our model of two Learning Communities, children will move from Learning Community 1 into Learning Community 2 when they are three and a half years old. Once in Learning Community 2, children will transition into our Pathway to School room in the 12 month period prior to their school start date. This movement will occur at the semester breaks only.

Day Requests and Change of Days

- All efforts are made to accommodate children on the days that are requested; however, some flexibility may be required.

- We understand that circumstances change and sometimes there is a need to change days and/or increase days. When this occurs, one term's notice is required by email to elcenrolments@stpetersgirls.sa.edu.au.

Minimum Days

- Children under four years old are required to enrol for a minimum of two days.
- From four years old, the minimum number of days is three, as we believe in the continuity of care for the child and their exposure to the ELC as they deepen their learning inquiries.

Notice Policy

- A term's notice must be given via email to elcenrolments@stpetersgirls.sa.edu.au or the Director of ELC advising that a child will be leaving the ELC or not returning for the following year.
- If such notice is not given, a term's fees will be payable in lieu of notice. This also applies to new children who have accepted a place, but withdraw before commencing.

Casual Care Days

- We understand that there are emergency situations where a casual day of care is required. To request casual care day bookings, please contact elcenrolments@stpetersgirls.sa.edu.au. These will be accommodated if there is availability on that day.

Accessing the Child Care Subsidy

Our ELC is an approved Child Care Provider and is therefore eligible to receive the Child Care Subsidy (CCS).

If you are eligible for the CCS, it is paid to the service first and then the gap is charged to the family via an invoice.

In order to receive the CCS from the commencement of your child's attendance at our ELC, a Customer Reference Number (CRN) for Parent 1 and the child, along with their dates of birth, must be provided to the ELC.

For further information, [click here](#) to visit the Department of Human Services Child Care Subsidy website.



2026 KEY DATES



ST PETERS GIRLS
ELC

TERM 1: Wednesday 28 January – Thursday 2 April

February	6	ELC – Year 12 Parent Drinks on the Lawn
	10	ELC Teaching and Learning Evening
	20	ELC Twilight Family Picnic
March	9	Public Holiday (ELC closed)
	24,25,30	Parent-Teacher Conversations
April	2	Coffee Van for ELC families
	7 - 17	Vacation Care

ELC closed Friday 3 April and Monday 6 April (public holidays)

TERM 2: Monday 20 April – Friday 26 June

May	4 - 8	Celebrate our Learning Week
	5	ELC Photos (Learning Community 1)
	6	ELC Photos (Playgroup)
	7	ELC Photos (Learning Community 2)
	8	Mothers' and Treasured Friends' Afternoon Tea
	27	Reconciliation Week Celebrations until 3 June
	29	Reconciliation Week Gathering
June	1	Mid-Year Reception Transition Visits Begin
	8	Public Holiday (ELC closed)
	9	Erindale Teaching & Learning Evening
	22	ELC Hat Ceremony
	25	Celebrating our Pathway to School
	29	Vacation Care until Monday 20 July

TERM 3: Tuesday 21 July – Friday 25 September

August	5	ELC Teaching & Learning Evening
	19	Coffee Van for ELC families
	26	Book Week Parade
September	4	Fathers' & Treasured Friends' Afternoon Tea
	15,16,21	Parent-Teacher Conversations
	28	Vacation Care until Friday 9 October
		<i>ELC closed Monday 5 October (public holiday)</i>

TERM 4: Monday 12 October – Friday 4 December

October	26 - 30	Celebrate our Learning Week
November	9	Reception Transition Visits Begin
	20	ELC End of Year Celebration
	30	ELC Hat Ceremony
December	3	Pathway to School Celebration

Vacation Care commences 7 December - 18 December. The ELC is closed from 21 December 2026 to Friday 1 January 2027 and will reopen on Monday 4 January 2027.



ST PETERS GIRLS

ELC

Stonyfell Road, Stonyfell SA 5066
PO Box 1185 Kensington Gardens SA 5068
T (08) 8334 2200 | admin@stpetersgirls.sa.edu.au
stpetersgirls.sa.edu.au

St Peter's Collegiate Girls' School CRICOS Provider Code: 00373D

