

TRINITY COLLEGE ROSEWORTHY

EARLY LEARNING CENTRE

# Information For New Families



*Artist impression of Trinity College Roseworthy Early Learning Centre*

Catering for children aged between 3 and 5 years of age  
Opening Term 1 - 2024



TRINITY COLLEGE





## Welcome

## Learning for Life

We are pleased to welcome you and your child to our Early Learning Centre and hope that your time with us is a positive and rewarding one.

For many children this will be their first experience away from home and we aim to make this transition as gentle as possible. We hope that the information contained in this booklet will assist this process.

Each child will bring with them a variety of abilities, experiences, values and attitudes that have already been constructed in the context of their family and social settings.

We aim to broaden this existing knowledge and provide the next step in each child's education as we work with them in an interesting and stimulating environment.

We are sure that your child will really enjoy their time with us. Please take the opportunity to get to know each of the staff members and feel free to approach your child's teacher with any comments, questions or concerns you may have.

## Purposeful Life

Purposeful Life experiences provide an understanding of the environment and how it works. Through a variety of experiences these skills can be obtained for everyday living. For example – pouring and transferring materials, washing hands, measuring, peeling and grating, opening and closing containers, folding, cutting, threading, spreading, stirring and whisking and doing up buttons, zips etc. on clothing frames for fostering self-help and independence skills.

*Early Years Learning Framework Outcome 1 – children have a strong sense of identity*

*Early Years Learning Framework Outcome 3 – children have a strong sense of wellbeing*

## Early Literacy and Numeracy

Our academic curriculum provides children with a logical, yet fun progression of Early Literacy and Numeracy as children begin to develop these skills in an enriching learning environment. As children show an interest and readiness to advance, they are introduced to early literacy and numeracy materials in the classroom to enhance their understanding through an open-ended, play-based approach.

*Early Years Learning Framework Outcome 4 – children are confident and involved learners*

*Early Years Learning Framework Outcome 5 – children are effective communicators*



## Early Literacy

Early Literacy concepts are introduced to children on an individual basis to target areas of strengths, interests and readiness to learn. These literacy activities provide the children a foundation of learning to understand the concepts of early literacy in a creative, supportive environment for all children. For example - name writing, exploring letters and sounds and group activities to develop language skills.

## Early Numeracy

Early Numeracy materials use the children's strengths and interests to provide a foundation of learning through open-ended activities. Children use these materials to differentiate and learn about numbers, shapes and colours. For example - identifying the numeral and counting with a one-to-one correspondence, early addition and subtraction skills, colours and exploring the shades of colour, shapes and exploring simple patterning.

## Play-based activities

Providing open-ended activities for the children to explore in a play-based approach guides them through the development of social and emotional skills. The classroom activities are planned accordingly to foster children's abilities to cooperate, effectively communicate, problem solve and resolve conflict. For example - dramatic/imaginative play, outdoor play, playdough and group play.

*Early Years Learning Framework Outcome 3 - children have a strong sense of wellbeing.  
Early Years Learning Framework Outcome 5 - children are effective communicators*

*Staff work collaboratively to plan a programme offering a diverse range of activities and experiences.*

When programming for individual children, we identify their strengths and areas which require further development and address each of these appropriately.

A summary of our planned programme for each week is displayed in the classrooms. We encourage parents to follow up any particular theme or topic covered at home with your child.

Information is emailed to families throughout the term.

The preschool pages on the Trinity College website is also a valuable communication tool. The website features the most current term dates, upcoming events, news and photos.

Visit [www.trinity.sa.edu.au](http://www.trinity.sa.edu.au)

### Director

**Sue Reynolds** *Dip T. (Early Childhood)*

Sue was a kindergarten teacher and Director at Kingscote on Kangaroo Island where she was also in charge of a mobile Kindergarten and worked to establish a centre at Penneshaw. She was the Director of the Burra Preschool before moving to Gawler and establishing the College's Out of School Hours Care Programme and the Montessori Preschool.

### Administration

**Anita Borchard**

Anita is responsible for enrolments, invoicing, phone enquiries and all other day to day Early Learning Centre matters.





## Daily routines

**Morning Session: 8.30am - 11.30am**

**Lunch: 11.30am - 12.30pm**

**Afternoon Session: 12.30pm - 3.15pm**

**Onsite OSHC: 3.15pm - 4.30pm**

Our fees are inclusive of lunch care for children attending morning sessions. Onsite OSHC is available for children attending afternoon sessions if required. Lunch care and onsite OSHC are available for children attending the Early Learning Centre for a full day.

**Sessions are planned to include the following routines.  
The order may vary depending on weather or other factors.**

### Activity time

As well as art and craft, construction games and drawing activities, the children are free to choose their own activities inside from our prepared environment which fosters their desire to experiment and learn. The resources that your child uses will help them develop concentration, coordination, and working habits which will stand them in good stead for all future learning.

The programme is purposefully structured to reinforce self discipline, independence, responsibility of equipment, manners, cooperation and the caring and respect for others and their environment.

Activities include all areas of the curriculum for example: Purposeful Life Activities, Art and Craft, Science, Geography, Social Studies, Technology, Maths and Language.

All children have the opportunity to work individually, in pairs or in small groups. The staff will observe, interact and invite children to take part in individually planned lessons. Records and checklists are kept of individual progress and necessary follow up which is discussed with parents on a regular basis.

### Snack time

As well as being a time to satisfy hungry children, this is a wonderful chance for social interaction. The children eat morning or afternoon tea sitting at a table or enjoying a picnic with their friends. To reinforce our healthy eating policy, morning tea is a piece of fresh seasonal fruit.

### Story and group time

Stories, singing, dance and sharing are all part of group time. The children enjoy this time as a class group where they discuss the theme for the session - the days of the week, months of the year or seasons and descriptions of weather.

It is a valuable time for the children to practise concentration, listening skills, manners, and speaking to a group. In addition, we may also demonstrate the new activities which will be available during the session.

### Outdoor free play

Because the children have been working so hard and their minds have been absorbing so much, this is a time to relax and unwind. Outdoor play involves exercising gross motor skills, socialising and simply allowing the children to release excess energy. This time of relaxation and play may also incorporate activities such as playdough, bike riding, bubble blowing, chalk drawing and gardening. Each class may also have the opportunity to visit Trinity College Roseworthy facilities such as playgrounds or ovals.





## General Information

*If your child is continuing their education at Trinity College, they will benefit from a comprehensive, ongoing transition programme.*

### Sessions

Sessions will not commence earlier than the allocated time as it is important the classroom is prepared and teachers are ready to greet each child as they arrive. We appreciate parents and children waiting in the reception area until classrooms open. However, should your child require care before or after a session, in the case of an emergency or special circumstances, please advise us of your requirements.

### Car parking

Car parking is available outside the Early Learning Centre. We ask that children be collected promptly at the end of each session unless other arrangements have been organised in advance for additional care.

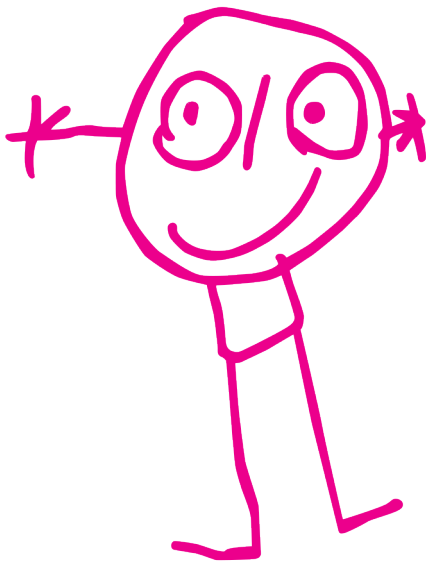
### Absences

It is College policy that we are unable to make up sessions or refund fees due to holidays or illness. Please speak to the Administrator Officer regarding exceptional circumstances. Parents are asked to notify us via Xap or by phone before 9.00am if their child will be absent from their session.

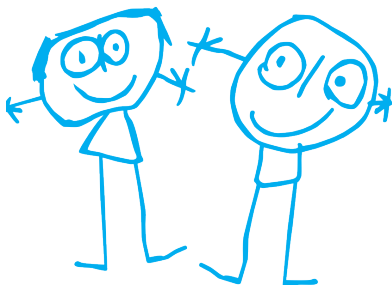
### Assessment

As previously mentioned, continual assessment of your child and their progress is made by the teachers in charge of their session. Each term a written report on a different aspect of your child's development will be provided. When students move to school a portfolio will offer a significant record of their time at our Early Learning Centre.

We would welcome the opportunity to discuss your child's progress with you directly. Please approach us after the session to make a convenient time.



## General Information



## Communication

Communication between the Early Learning Centre and parents will be through email and Xap. Staff are also always available to speak to at the beginning and end of each session.

## Christian education

We are a part of Trinity College which is a Christian school aiming to share christian values with the children. This occurs quite naturally in everyday activities such as music, stories, prayers, and grace before meals. It is also evident in the way we treat the children and in the way that we encourage them to treat each other, with love and respect.

## School transition

Children attending Trinity College will commence their formal transition in Term 2 for the mid year intake and Term 4 for those starting the following year. This programme includes visits to the classrooms, a chance to meet their new teacher and assists with a smooth transition for all involved. This formal programme will complete your child's familiarisation with Trinity College. Many opportunities are provided for the Early Learning Centre children to familiarise with the College before starting school. Walks to the library, playgrounds and classrooms are ongoing during each child's time at the Early Learning Centre.

## Fees

An in arrears invoice will be emailed each week and will also be available to view on Kids Xap. If you are entitled to claim Child Care Subsidy (CCS) this amount will be deducted from your weekly fee account. Applications for CCS can be made via your MyGov account online or at Centrelink. In accordance with the enrolment contract, a full term notice of intention to leave is required in writing. Alternatively, a full term fees will be charged in lieu of written notice. Please address this advice to the Enrolment Officer. For further information please visit [www.servicesaustralia.gov.au](http://www.servicesaustralia.gov.au).

## Uniform and general food requirements

We ask that children wear the Early Learning Centre uniform, this is a requirement and not an option. These are available for purchase at the STARplex Uniform Shop. To each session your child also needs to bring a bag which contains:

- Comfortable shoes suitable for a day of activity (no crocs or thongs).
- A complete change of clothes.
- A piece of fruit for morning or afternoon tea and a packed lunch. Two pieces of fruit if your child is enrolled for the day.
- It is a requirement that each child brings a labelled drink bottle of water to each session.

We are a nut free and allergy aware centre. As such we ask that you do not send any products containing nuts to the Early Learning Centre. Additionally, on occasion, we may also except other allergen foods (such as eggs) from the centre if required for the safety of all students.

A focus on healthy eating and nutrition and our policies ask that children do not bring cake, lollies or chips in their lunch boxes. These policies are available for you to read if you wish to.

When the UV rating is 3 or above, our outdoor policy is 'no hat - play in the shade'. Hats are an important part of the Early Learning Centre uniform and may be purchased at the STARplex Uniform Shop.

During the summer months please apply sunscreen to your child before they arrive. Children who stay all day will have sunscreen reapplied at lunch time.

Parents are asked to read the safe food handling and healthy eating policies. To comply with these policies, we are unable to share food such as birthday cake, Christmas or Easter treats etc. Our staff will create special ways to celebrate and make your child feel important on their birthday without risking children with food sensitivities and allergies.

## Property

Please ensure that everything your child brings to the Early Learning Centre is clearly labelled. This includes all items of clothing, lunch boxes and bags. We ask that children do not bring toys from home. If your child has something special to share then they are able to do so during group time, once a week. We are unable to accept the responsibility for lost or damaged property.

## Medications

If your child requires medication, either regularly or on an occasional basis, a Medication Form must be completed by the prescribing doctor and lodged with the Early Learning Centre. Forms can be collected from the Front Counter or download from the Early Learning Centre pages of the College website. Medication will be administered when required in accordance with the prescribing doctor's written instructions and staff will keep appropriate records. We are not permitted to administer over the counter medications. For further information, please talk to a staff member.

## Infectious diseases

Our policies are in accord with those of Trinity College. Please see the College website for full details. Should your child be diagnosed with an infectious disease, please notify the centre as soon as possible. In the instance that the early learning centre receives notice of the occurrence of an infectious disease we will provide the following for your information:



Disease	Exclusion period
Chicken Pox/Slap Face	Seven days from onset or until the last lesion/rash has healed.
Measles and Rubella	Seven days from appearance of rash or medical certificate of recovery.
Mumps	Minimum fourteen days after onset of symptoms.
Head Lice	Extremely common in school. Examine your child's hair regularly and if evidence of lice is discovered, consult your chemist.
Impetigo (school sores)	Until healed, especially on any exposed part of the body.
Conjunctivitis	Consult a doctor immediately, the child should be absent during the acute stage of infection.



Artist impression of Trinity College Roseworthy

## Settling your child into a new centre and programme

### Feeling confident

Your child will be able to sense if you are confident about leaving them. They will feel a lot more secure and settle more quickly if you show that you feel this is a good place to be. On the other hand, if you are hesitant and uncertain about leaving your child this will add to their anxiety. It's not unusual for children to cry when their parents leave - after all they like being with you!

Staff are skilled at settling children; and you can have every confidence that the distress will not last for long.

### Saying goodbye

When the time has come to leave your child - do it confidently, quickly and with a minimum of fuss. Don't drag out your goodbye, but do say goodbye.

Your child may seem upset when you leave but most children settle down quite happily as soon as their parent is out of sight. If you are worried about how your child has settled, you are very welcome to ring and find out. We will of course contact you if your child becomes too distressed and we are unable to settle them.

*We are confident that your child will settle quickly into Early Learning Centre life and enjoy their time with us.*



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