



THE KING'S COLLEGE



# Early Learning Centre Handbook 2026

## Contents

Educational Philosophy .....	2
Days and Times.....	2
Toileting.....	3
Items to Provide .....	3
Uniform .....	4
Daily Routine .....	5
Assembly and Chapel .....	5
Carnivals and Sport .....	5
Parents Onsite .....	6
Parent Involvement.....	6
Birthdays.....	6
Parking.....	7
Drop-off and Pick-up .....	7
Curriculum and Pedagogy .....	9
Parent Communication .....	9
On-entry Assessment Programme .....	9
Additional Needs .....	10
School report.....	10
Keeping Safe: Child Protection Curriculum .....	11
Themes .....	11
Focus Areas .....	11
Concepts.....	11
Pastoral Care and Behaviour Management .....	12
Consent2Go – Contact Details/Medical Information and Permissions .....	12
Health .....	13
Allergies.....	14
Who To Contact.....	15

**The Early Learning Handbook is designed to be read in conjunction with the Family Handbook, which is available to view and download on the College website prior to the start of the academic year.**

## EDUCATIONAL PHILOSOPHY

Each child is an individual and brings a unique set of skills, knowledge and values into the classroom. Varied developmental domains and learning styles are important to understand, as they contribute to who a child is and what makes him/her special. Awareness of each child's characteristics is fundamental to providing meaningful support for their growth and development.

Children should be prepared to live a life grounded in foundational values, as taught by Jesus in the Bible. They should be encouraged to pray to God, read His Word and know He loves them deeply.

There must be a strong focus on each child's sense of identity, wellbeing, confidence in learning, effective communication and connection to their world. Of great importance, the aim is for each child to have fun in their first year of school, to make friends, gain confidence and learn of God's love for them.

## DAYS AND TIMES

Class starts at 8:30am and finishes at 3:10pm

Families with siblings on the primary campus are welcome to collect their Kindy or Pre-Primary students from 3:00pm in order to assist with picking up Year 1-6 students

**First day of Term 1 is Monday, 2 February 2026.**

### Kindergarten

Kindergarten will have special arrangement  
Term 1 Week 1:

Monday, 2 February

- Group 1 will attend school with their parents from 9am-10am
- Group 2 will attend school with their parents from 11:30-12:30.

Tuesday, 3 February

- Group 1 will attend school for the whole day, without their parents.

Wednesday 4 February

- Group 2 will attend school for the whole day, without their parents.

Thursday, 5 February and onwards

- All students attend the normal schedule.

Parents will be notified which group their child is in via Seesaw.

# ITEMS TO PROVIDE

## TOILETING

Please note that students in Kindergarten and Pre-Primary are expected to be toilet trained. Of course, accidents do happen; however, due to child protection mandates, staff are not permitted to change the students. If your child has an accident, staff will ensure your child has an opportunity to change into their spare clothes. However, you will be contacted to collect them, as a change of clothes alone does not meet hygiene expectations; a shower or bath is required.

## ITEMS TO PROVIDE

Please ensure that the following is provided from the first day of school:

- Spare clothes in case of an accident
- A decent sized school bag (Kindy)
- The College School Bag (Pre-Primary)
- College hats, which are required all year round
- Water bottle (water only)
- Library bag
- Crunch 'n Sip
  - Fresh fruit or vegetable snack should be provided in a small container separate from their recess and lunch (inappropriate snacks will not be permitted)
  - Nationally recognised program <https://www.crunchandsip.com.au>

Please clearly LABEL each item belonging to your child with their full name. Please be aware that toys and personal items are NOT permitted to be brought onsite unless an arrangement has been made with your child's teacher.



# ITEMS TO PROVIDE

## UNIFORM

Kindergarten and Pre-primary students are required to wear the correct school uniform.

### Summer Uniform (Terms 1 and 4) for boys and girls:



- College Blue polo shirt with crest
- College Navy rugby-style sports shorts with crest
- College Navy tracksuit top with crest (no non-College jumpers or jackets)
- College white sports ankle socks
- College Bucket Hat

### Winter Uniform (Terms 2 and 3) for boys and girls:

- College Blue polo shirt with crest
- College Navy rugby-style sports shorts with crest (under tracksuit)
- College Navy tracksuit with crest (no non-College jumpers or jackets) or tracksuit pants. College Navy rugby style sports shorts are allowed
- College white sports ankle socks
- College Bucket Hat



### School Shoes

Sports Shoes with Minimal Trim, preferably Velcro



**Hair** must be kept clean, neat and tidy. Long hair (touching the collar) must be tied back. All hair must be off the face, with any strands clipped back. Hair accessories must be completely plain (no decorations) and only in the colours navy, black or white.

**Jewellery** must not be worn with the exception of one set of earrings (sleepers or studs; one pair only placed in the centre of each lower lobe; small gemstone, silver or gold only; plain with no decorations or hanging parts)

# ELC PROGRAMME

---

## DAILY ROUTINE

Each day follows a routine, which fosters a sense of safety for the children.

To support the teacher in maintaining routine, please leave the classroom when the teacher indicates.

If your child struggles with separation anxiety, the teacher and education assistant(s) will assist in helping you and your child manage this transition. You are encouraged to prepare your child by having conversations, reminding them what will happen, and explaining that, even though you will be leaving, you will come back to collect them later.

If you would like a longer discussion with the teacher than is possible before school, as this is a busy time for the teacher, please organise an alternative time to meet.

## ASSEMBLY AND CHAPEL

Every week, there will be either a primary school assembly or a chapel service on Thursday mornings from 8.45am, alternating weekly.

Kindergarten students begin attending College Assemblies and Chapel Services once they have settled into their routine during Term One. Parents are warmly welcome to join us for these occasions.

If your child is due to receive a merit certificate (presented at Assemblies), you will be notified in advance so you may attend.

On these days, you are welcome to remain in the classroom after morning drop-off and accompany your child to The King's Chapel Auditorium or Primary Undercover Area to share in the experience.

Kindergarten students love participating in Chapel—singing and dancing are always highlights!

## CARNIVALS AND SPORT

Kindergarten students do not take part in the whole school sports carnival; however, the teachers may choose to organise a games day.

Kindergarten students do not attend primary school swimming lessons.

# PARENT INVOLVEMENT

## PARENTS ONSITE

If you need to collect your child during the day (e.g., for a medical appointment), please let the school know beforehand by sending an SMS to 0419 722 693 (Absentee Hotline). When you arrive, do not go directly to the Early Learning Centre (ELC), as the gate will be locked. Rather, please go to Reception on the main campus and let staff know you have arrived to collect your child. Arrangements will then be made for you to collect your child from ELC. Similarly, if you need to drop off an item for your child (e.g., lunch), please do so at Reception.

These procedures ensure appropriate safety measures are in place to protect children in general.

## PARENT INVOLVEMENT

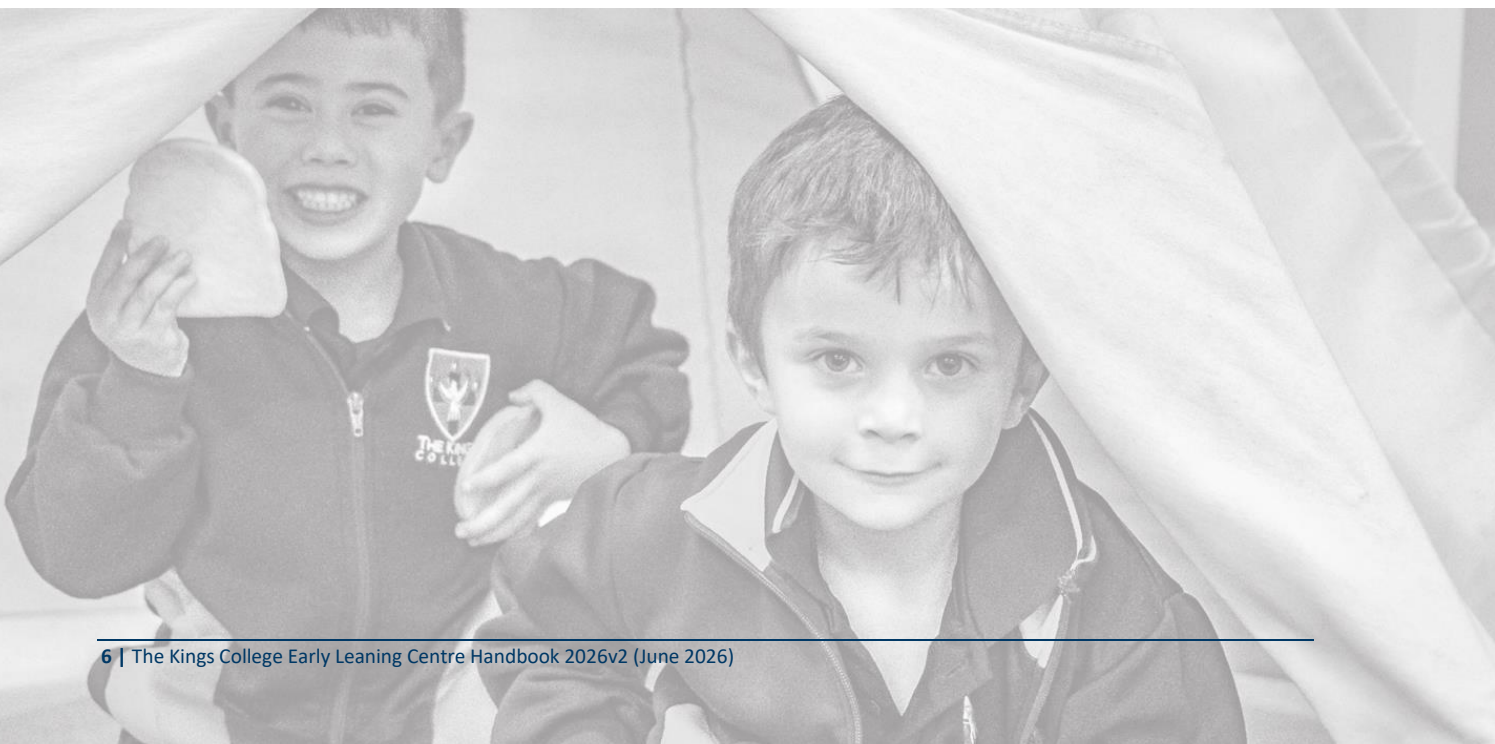
You are encouraged to help in the classroom during the year. Please look out for a roster that the teacher will put up each term once the children are settled into the classroom routine.

On your rostered day, please sign in at Reception when you arrive and sign out when you leave. You will also need to do this when entering the ELC building. If you are rostered to stay on in the classroom immediately after morning drop-off, you are still required to sign in and out at Reception.

## BIRTHDAYS

If it is your child's birthday, you may choose to bring in cake to celebrate with the class. It is important that you provide the correct number of cupcakes or a similar item (that is easy to hand out). Please also let the teacher know beforehand so students with allergies can be catered for (their parent/carer or the teacher will make sure that an alternative safe food treat is provided).

If you have birthday party invitations to be distributed, please give them to the teacher to distribute discreetly.



# TRAFFIC MANAGEMENT



## PARKING

If you have early learning (Kindergarten and Pre-primary) children ONLY, you must deliver them to their classroom in the morning and collect them in the afternoon. Therefore, please park on the limestone base area and cross at the crosswalk. The crosswalk will be staffed, allowing safe passage between the grassed area and the school grounds. You must **not** park in the Kiss and Drop Zone.

## DROP-OFF AND PICK-UP

There are specific procedures for the safe delivery and collection of students in Kindergarten and Pre-primary who have their classroom in the Early Learning Centre (ELC). This is to ensure that adequate safety measures are in place to protect the youngest members of the College community during handover times.

Students must be dropped off and picked up by a 'responsible person', which is either a parent/carer, authorised adult, sibling (Year 5 or above), or approved individual (at the discretion of the College following consideration of circumstances and only once parent/carer written permission has been provided).

If you would like your child to go home with the parent/carer of another child for a playdate or similar, consistent with the above, please provide written permission to the teacher in advance by sending a Seesaw message. The teacher is not permitted to release your child to another parent/carer on their word or that of your child.

Morning Drop Off and Afternoon Pick Up instructions are overleaf.

# TRAFFIC MANAGEMENT

## Morning Drop Off

Please be advised that, before 8.25am, all ELC gates will be kept locked. At 8.25am, the gate will be unlocked, and classroom doors will be opened. At this time, you may go to your child's classroom for shared morning activities and communication with the teacher, as needed. **Please note that NO students or siblings may play on the outdoor equipment at this time. Further, it is preferred if older siblings do NOT accompany you into the classroom.** At the appropriate time, the teacher will ring a bell to indicate the end of the shared activities. Once all parents/carers have left, the ELC gates will be locked.

All students must arrive at the ELC gates supervised by a 'responsible person'. If you cannot be present for this and cannot organise an alternative 'responsible person' to be at the gate to hand over your child to the teacher, please ensure that your child is instead dropped off at Student Services, but no earlier than 8.00am.

If you are late and have not dropped off your child by 8.45am, you are required to go to Main Reception and sign them in, and arrangements will be made to take them to ELC.

## Afternoon Pick Up

Before 3.00pm, all ELC gates will be kept locked. At 3.00pm the ELC gate to the right-hand side of the staff entry and facing west will be unlocked and classroom doors will be opened. At this time, you may go through the gate and ***wait outside your child's classroom*** for the teacher to release your child. **Please note that NO students or siblings may play on the outdoor equipment at this time.** Once all parents/carers have received their child from the teacher and exited out the ELC gate, it will be locked.

All students must be collected by a 'responsible person'. You or an alternative 'responsible person' must be at the classroom to receive your child from the teacher.

If you have a child in the Primary Campus, please come to collect your ELC student first.

If you are late and have not picked up your child by 3.20pm, they will be escorted to Main Reception, where they will wait for your arrival.

# ACADEMIC PROGRAMME

## CURRICULUM AND PEDAGOGY

Programmes are in accordance with the Early Years Learning Framework (EYLF), which is relevant for all early learning years (Kindergarten to Year 2) and the Western Australian Curriculum, which is mandated for all students (from Pre-primary age) by the School Curriculum and Standards Authority (SCSA).

Significant focus is placed on developing children's language and fine motor skills, which are essential for reading and writing, as well as a sound grounding in basic mathematical concepts. There should be ample singing and reading alongside investigative play in learning centres, as well as direct instruction from the teacher.

## PARENT COMMUNICATION

Most communication with parents of students in the Early Years and Primary school will occur through the Seesaw app. This is a freely available app. At the beginning of the year, teachers will send home a code for parents to log in to the app so they can communicate with teachers and have easy access to their child's work, which will be uploaded to the app regularly.

The College also utilises SEQTA, a learning management system that serves as a central hub for information and communication. SEQTA Engage allows you easy online access to important information, such as school reports and other central communications from the College.

You can log in to SEQTA Engage on a computer or smartphone, and are strongly encouraged to download the SEQTA app.

If you are having difficulties accessing Seesaw or SEQTA Engage, please do not hesitate to contact the College by email at [info@tkc.wa.edu.au](mailto:info@tkc.wa.edu.au) or phone Reception on 9411 4100.

## ON-ENTRY ASSESSMENT PROGRAMME

Pre-primary students at the College of compulsory school age participate in the National On-entry Assessment Programme. The main purpose of the programme is to provide teachers with information about the literacy and numeracy skills and understandings the children bring to school. The assessment is completed by Week 6 of Term 1 to ensure that the teacher is informed early of the learning needs of every child in their class.

During the assessment period, the teacher works through a set of tasks and questions with each student in a one-to-one situation and records their responses online (with some tasks being incorporated into the classroom programme). Following the assessment, you will be provided with feedback regarding your child; however, please note that this is not a pass-or-fail test; rather, it is a useful tool designed to maximise learning outcomes.

# ACADEMIC PROGRAMME

## ADDITIONAL NEEDS

If your child has any identified issues or has previously been referred to a specialist practitioner for any learning disabilities or special needs, please inform the teacher at the start of the year. For newly enrolled students, documentation is required at enrolment. If at any time you have concerns about your child's development, please communicate them to the teacher. Early intervention is vital for the best outcomes.

In the event of the above or if the teacher has concerns, liaison will occur between you, the teacher and the Responsive Education Department. The goal will always be to provide your child with the support needed for learning progress.

## SCHOOL REPORT

Parent/Teacher Meetings are held in Semester 1.

Kindergarten students receive a report at the end of each semester based on the Early Learning Years Framework, together with a portfolio, showcasing work samples that will go home with each child at the end of the year.

Pre-primary students will be issued a formal report at the end of each semester. This is in accordance with the requirements of the School Curriculum and Standards Authority (SCSA).



# ACADEMIC PROGRAMME

## KEEPING SAFE: CHILD PROTECTION CURRICULUM

Your child/children will be learning Keeping Safe: Child Protection Curriculum (KS:CPC) throughout the year. The teachers delivering the program have received explicit training in using the curriculum.

The KS:CPC is an evidence-based, best practice curriculum developed collaboratively with child protection experts, teachers, educational leaders and other professionals.

### Themes

The curriculum is based on two main themes:

- We all have the right to be safe.
- We can help keep ourselves safe by talking to people we trust.

### Focus Areas

The themes are presented through four Focus Areas:

1. The right to be safe
2. Relationships
3. Recognising and reporting abuse
4. Protective strategies

### Concepts

The chart indicates the concepts across the year levels. The activities are presented in an age and developmentally appropriate way.

Child protection and safety are an important part of the Early Years Learning Framework and are embedded throughout the 5 learning outcomes. Further, the KS:CPC fits primarily within the Health and Physical Education learning area of the Australian Curriculum and

	Early Years: Ages 3-5	Early Years Ages 5-7
The right to be safe	Feelings Safe and unsafe Warning signs Emergencies	Feelings Safe and unsafe Warning signs Emergencies Risk-taking
Relationships	Needs and wants Identity and relationships Trust and networks	Needs and wants Fair and unfair Children's rights Identity and relationships Bullying Power Trust and networks
Recognising and reporting abuse	Anatomical names of the body Public and private Safe and unsafe touch Identifying abuse Safe and unsafe secrets Threats	Anatomical names of the body Public and private Safe and unsafe touch Identifying abuse Safe and unsafe secrets Tricks and trust
Protective strategies	Problem-solving strategies Being assertive Resilience Persistence Review networks	Problem-solving strategies Being assertive Resilience Persistence Review networks

is often incorporated across other learning areas.

More information can be found on: <http://tiny.cc/KSCPC-ParentCarerInfo>.

We encourage you to seek further clarification if required and to provide the teacher with any relevant information about your child that could alleviate any concerns. Please contact the Head of Primary if you have any questions about the curriculum.

# STUDENT WELLBEING

## PASTORAL CARE AND BEHAVIOUR MANAGEMENT

Staff at the College are committed to building positive and meaningful relationships with early learning students to optimise each child's learning potential. The school behaviour management system is founded on the principle that every student has the right to feel safe and the right to learn free from distraction. Age-appropriate expectations and boundaries for behaviour are clearly defined and explained to students.

Emphasis is placed on developing social skills, with a focus on preventing problems before they arise. Students are encouraged to self-monitor their behaviour and take responsibility for their actions. Staff have been trained in *Behaviour Tonics*, equipping them with strategies and ongoing support through their *Four Ways* program. One part of this approach involves a signalling system that sets clear limits when behaviour is not okay. These signals help students recognise when they need to make an adjustment, giving them a sense of choice and control. Another key element is *Emotion Coaching*, which helps children regulate their emotions, build empathy and strengthen relationships with teachers. Another part of this approach is to use the 1-2-3 counting system, in which students receive a RESET in class, followed by a restorative conversation with their teacher.

## CONSENT2GO – CONTACT DETAILS/MEDICAL INFORMATION AND PERMISSIONS

The College utilises Consent2Go, which is a platform with two purposes:

- providing of up to date personal and emergency contact details and medical information for your child; and
- giving of permissions for your child, including annual general-type permissions and event-specific permissions (e.g., to attend an excursion).

Prior to the start of the school year, you will be sent emails from Consent2Go and the College requesting that you consent to the general permissions and update your child's contact details and medical information. At any time during the year, if you need to update any of these areas, please contact the College by phoning Reception on 9411 4100 or emailing [info@tkc.wa.edu.au](mailto:info@tkc.wa.edu.au), and you will receive an update link.

You may also receive an email from Consent2Go and the College requesting your consent for your child to participate in an event, such as an excursion. The message will also contain information about the event and which staff member to contact if you have any questions.



# STUDENT WELLBEING

## HEALTH

If your child is unwell, please do not bring them to school. If your child becomes unwell during the day, they will be taken to student services, and you will be contacted to collect them if needed.

### Medical Conditions

If your child has a diagnosed medical condition (e.g. asthma, anaphylaxis, epilepsy, diabetes, etc.) and is required to use medication for emergency treatment, you must provide the College with a current Medical Action Plan, which can be updated to Consent2Go.

Medical Action Plans must:

- be obtained from and signed by your child's doctor/specialist
- be completed in full by your child's doctor/specialist within the last six months
- have a review date of twelve months after the date of completion
- be easily read and in colour
- include a recent colour photograph of your child
- specify the name/brand and required dosage of medication
- include fully complete family emergency contact details (name, phone number etc.)

Medical Action Plans that do not meet the above criteria cannot be amended by you or the school and must be returned to the doctor

or specialist for adjustment. You must provide the medication named on the Plan to the College at the start of the year. It must have an expiry date that does not fall within the school year and be in original packaging with your child's name clearly visible. If it is prescribed, it must have the pharmacy sticker attached with your child's name and instructions.

### Medication

In the event your child requires **medication** to be taken during school hours, including but not limited to that named on a Medical Action Plan, you must complete an Administration of Medication Form, which can be obtained from Reception and must be completed and handed back into Reception.

### Head Lice

If you discover that your child has **head lice**, please notify the teacher and keep them at home. If your child is found to have lice at school, they will be separated from the other students, and you will be contacted to collect them.

### Community Health Nurse

During the year, a Department of Health community child health nurse visits the College to conduct the School Entry Health Assessment, which includes free routine hearing and vision testing. This is for the Kindergarten students only, and you will be asked to provide consent by signing a letter/form that will be sent home.

# STUDENT WELLBEING

## ALLERGIES

As you would be aware, allergies affect many children and can result in symptoms ranging from mild to potentially fatal. There will more than likely be students in your child's class who are at risk of experiencing allergic reactions, including life-threatening anaphylactic allergic reactions.

Please be reminded that the College is an **ALLERGY AWARE SCHOOL**, and **the provision of foods containing nuts should be avoided**. As much as possible, please do not send your son/daughter to school with any food items that contain the most common food allergens: peanuts, tree nuts, fish, shellfish/crustaceans, eggs, milk, sesame, and soy. Further, a lot of processed foods are prepared in ways that are not always "allergy-safe", so for this reason, we encourage you to talk with your son/daughter, as the teachers do, about not sharing or swapping his/her food or drink bottle with others.

If your child has an allergy, there is information available to help you and your child work with the school to minimise exposure to known allergens.

Please use the following link to visit the WA Department of Health website on managing anaphylaxis at school:

[https://healthywa.wa.gov.au/Articles/J\\_M/Managing-your-childs-anaphylaxis-at-school-or-child-care](https://healthywa.wa.gov.au/Articles/J_M/Managing-your-childs-anaphylaxis-at-school-or-child-care)



# CONTACTING STAFF

## WHO TO CONTACT

Please contact your child's teacher with any questions or concerns you may have. You can speak to them before or after school if it is a small matter, or send them a message on Seesaw or by email. If you would like additional information, the teacher may refer you to a member of the leadership team. If you wish to make an appointment to meet with the teacher or any of the staff listed below, please send a Seesaw message or email to the individual, or phone Reception on 9411 4100.

### PRIMARY LEADERSHIP TEAM 2026



**Principal**  
Mrs Laurelle Coto  
laurelle.coto@  
tkc.wa.edu.au



**Head of Primary**  
Mr Shane Babcock  
shaneb@  
tkc.wa.edu.au



**Dean of Students-  
Primary**  
Mrs Christine Clark  
christinec@  
tkc.wa.edu.au



**Dean of K-2**  
Mrs Tamaryn  
Babcock  
tamarynb@  
tkc.wa.edu.au



**Dean of 3-6**  
Mrs Natalie Spears  
natalies@  
tkc.wa.edu.au

### ELC TEACHERS 2026



**KINDY A**  
Mrs Monica Bilson  
monica.bilson@  
tkc.wa.edu.au



**KINDY B**  
Ms Ashleigh Axford  
Monday-  
Wednesday  
ashleigha@  
tkc.wa.edu.au



**KINDY B**  
Mrs Lisa Smith  
Thursdays  
lisas@  
tkc.wa.edu.au



**PRE-PRIMARY A**  
Miss Antonia  
Zagari  
antoniam.zagari@  
tkc.wa.edu.au



**PRE-PRIMARY B**  
Mrs Megan Walter  
megan.walter@  
tkc.wa.edu.au