

Little Saints Family Handbook



Who are we?

At Little Saints we recognise that relationships sit at the heart of all that we do. Our approach is respectful of families as the first and most influential teacher of our children and we value these important partnerships. We seek to provide a secure and safe environment where little moments are valued connecting learning and growth through the power of play and connection. Our focus is on the holistic development of each child, recognising that whilst milestones will be consistent each individual learning journey will be unique.

Leaving your child in the care of our team is a big decision and the trust you place in us is not taken lightly. We create an environment that allows your child to grow and develop amongst caring and responsive relationships allowing them to grow in confidence, capability and with respect to their individual journey. Whilst your child will form relationships with a range of educators, we will assign a specific educator who will become your child's primary educator. They will play a key role in your child's education and care providing a personalised and connected approach to their learning and development.

The Ways of Waabiny (Our Curriculum)



Meaning play in the local Noongar language, our building is named Waabiny. Our pedagogy, philosophy, rhythms and rituals form the 'Ways of Waabiny'. We deeply respect the land that we live, learn and play on and strive to encourage our little explorers to develop a love for their natural world.

At Little Saints we know that play is essential for children's development and play based pedagogies form the basis of our curriculum. Through careful observation of children's play, our educators can develop intentional and responsive curriculum. The 100 languages of the child help us to see the many ways that children can communicate and opportunities for movement, dance, exploration of art materials are all provided as part of our learning design.

We believe our little explorers are capable and prioritise opportunities for them to develop their independence and their capacity for collaboration. Daily routines and rituals are learning opportunities, and children are encouraged to develop their communication skills, their sense of community, and we are intentional in providing agency opportunities.

Supporting our families to understand the Ways of Waabiny is valued and we invite you, alongside us, to share in your child's learning journey.



Connection to the All Saints' College Community

Nestled within the heart of All Saints' College means we are also part of an established and supportive community that has a rich heritage. Our Little Saints community thrives under the watchful eye, encouraging smile and the supportive grounding of an organisation that is bigger than we are. There are various wonderful opportunities that our Little Saints and their families have to be part of the broader All Saints' College community and we look forward to welcoming you.

Opening Hours

7.00am — 6.00pm, Monday to Friday

Closure Periods

Little Saints is committed to ongoing staff development allowing our educators access to professional learning within the Little Saints team and the broader All Saints' College community. It is essential to us that our educators maintain strong, research-based pedagogy and practice that remains abreast of current best practice. For this reason, there are four days across the full year that Little Saints is closed.

The entire All Saints' College community, including Little Saints is closed for a two-week period over Christmas and New Year.

All dates will be communicated to families in a timely manner and shared on the Little Saints Calendar.

Our Rooms



During their time at Little Saints your child will have the opportunity to learn and grow within five different rooms named after native Australian birds. Beginning as our smallest Little Saints in the Weebill room and growing to be the Ospreys in our Three-Year-Old Kindergarten program, we work together, in partnership with our families, to make decisions about the right learning space for your child as they grow and develop.

- ▶ **Weebill:** 12 months to 2 years
- ▶ **Willy Wagtail:** 2 to 3 years
- ▶ **Magpie:** 2 to 3 years
- ▶ **Osprey:** 3-Year-Old Kindergarten
- ▶ **Rainbow Bee-Eater:** A flexible space that adapts to the needs of our community



Joining the waitlist

We welcome you to join our waitlist as soon as you know you are interested in a place at Little Saints.

To join our waitlist, please follow this [link](#) and complete the online form. While we may not be able to offer a place immediately, we will communicate with you when a place is available to allow you to progress your enrolment. In the meantime, if you have any questions or would like an update on your waitlist status, please feel free to reach out. We're always here to help.

To be considered for a place at Little Saints, you'll need to complete a waitlist application form and pay a \$70 fee. The form is available on our website.

We follow a priority of access when allocating places. First, we apply the Australian Government's priority of access guidelines. After that, we use the following order:

- 1 Children of current Little Saints staff
- 2 Children of All Saints' College staff
- 3 Siblings of children currently enrolled at Little Saints
- 4 Siblings of students currently enrolled at All Saints' College
- 5 Children of Old Saints (former students of ASC)
- 6 Other children, based on the date their application was received



We also consider a few additional factors:

▶ **Gender balance and diversity:**

For example, a girl may be given priority if a room currently has more boys than girls.

▶ **Requested attendance days:**

Applications for more days (e.g. 5 days) may be prioritised over those for fewer days.

Due to high demand, we cannot guarantee a start date. Wait times vary depending on vacancies and your application's priority level. Where there are no immediate vacancies, some families may be required to be on the waiting list for up to 12 months until a position becomes available.

We encourage families to update us if there are any changes to their application — such as preferred start date or attendance days.

Enrolment Form

When we have offered you a place, we will commence the enrolment process via OWNA. You will be required to complete the enrolment form within a specified time period, including signing our Terms of Enrolment.



Transition Visits

After your enrolment form is complete and we have received all of the required documentation, the next step will be to arrange your transition visits. Our Little Saints Coordinator will be in touch with you at least 2 weeks before your child's start date to arrange these visits. If you need to plan these visits with more notice, please contact us and we will book these in earlier for you. Your child at a minimum will have the following visits, though transitions are personalised for each family to allow us to best support a successful transition.

Half-Hour Visit	Parent stays with the child in the room.
1 Hour Visit	Parent settles their child into the room and then if appropriate to leave sits in our reception area. Families must stay on site at Little Saints.
3 Hour Visit	If child is comfortable, parents are able to leave Little Saints though we ask that they stay contactable and available in case their child needs them.

OWNA

At Little Saints, we use secure online childcare software called OWNA, to support the day-to-day operation of the service. It also functions as one of our communication methods, to keep you informed about your child's education and care. Once your family has begun your journey with us, you will be signed up to an account with OWNA and our wonderful staff will assist with this process.

If you would like to learn more about OWNA's commitment to security and privacy, please follow the link [here](#).

Child Care Subsidy

If your family qualifies, the Child Care Subsidy (CCS) will be available and applied automatically to your account using the Customer Reference Number (CRN) of the primary parent and the child. To avoid any confusion, we will not link your CCS with Little Saints until the fortnightly pay cycle before your child is due to start.

If you would like to find out more information about CCS or to find out if your family qualifies, you can follow the link [here](#).



Food/Menu



At Little Saints we have our own cook who prepares fresh, nutritious meals and snacks for our children and staff. Prioritising the use of seasonal fruits and vegetables, our menu changes throughout the year. We believe in supporting children to develop curious palettes as they explore new tastes and textures alongside familiar foods, we know they love. Like a family gathering, our shared mealtimes are about connection and being together. We try not to rush and take time to enjoy eating together.

Over time our Little Saints grow in independence as they learn to feed themselves, to serve themselves, to help clean up and to eat together as part of a community.

Reflecting family mealtimes, our children and staff will sit down to eat together for their main meal. A progressive morning tea and afternoon tea will be offered and available over a period of time, affording children agency and allowing them to learn to listen to their bodies.

Our menu changes with the six Noongar seasons of Western Australia, with an early and a late menu for each season.

Bottle and Breast Feeding

Understanding that each family is on their own feeding journey, we will work with you to support you in what you choose for your child. We will happily provide a space for you to feed your child at any time throughout the day. In your absence, we will also feed your little one expressed or formula milk as per the feeding schedule shared by you.

Security and Access

Nestled within the larger campus, Little Saints' security and access operates with its own policies and procedures to ensure that your child's safety and wellbeing is always at the forefront of our minds. Whilst, we have the support of the College departments, we facilitate their access to Little Saints with clear sign in, scheduling and access procedures.

Fees and Charges

Please view all information related to fees and charges on the For Parents page.



We look forward to
your journey with us!



Little Saints