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## Home



We offer a high-quality service built around the needs of children, families and the community. We provide a happy, safe, stimulating and positive environment, where your child can learn and grow with others. It is a place of trust, care, support and enjoyment.

We look forward to building a relationship with you and your child.

Find out more about our goals and our focus in our philosophy statement (PDF 34KB)  
([https://www.preschools.sa.gov.au/sites/g/files/net4016/f/elliston\\_philosophy.pdf](https://www.preschools.sa.gov.au/sites/g/files/net4016/f/elliston_philosophy.pdf)).

## Volunteering

If you'd like to volunteer with us, we'd love to hear from you. You might be able to help out with cooking, gardening, maintenance work or sharing an interest or talent you have. See volunteering in schools, preschools and children's centres  
(<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets twice a term to ensure the smooth running of the preschool. Read through what a governing council does  
(<https://www.decd.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>) and speak to us to register your interest

## Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

## Bushfire risk

On forecasted 'catastrophic' fire danger days we will be closed. Make sure you know how we intend to contact you in this situation. You can find more information about an active bushfire from the CFS website (<http://www.cfs.sa.gov.au/>). See our bushfire action plan and the bushfire page on the Department for Education and Child Development's website (<http://www.decd.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) for general information.

## Contact us

**Preschool director:** Mrs Jenny Whittle

**Phone:** (08) 8687 9113

**Fax:** (08) 8687 9281

**Email:** [dl.6616.leaders@schools.sa.edu.au](mailto:dl.6616.leaders@schools.sa.edu.au)

**Street address:** 30 Memorial Drive Elliston SA 5670

**Postal address:** c/- Post Office Elliston SA 5670

## What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

## Preschool program

### Times

Your child can attend preschool for up to 15 hours per week.

Odd weeks

Monday	Tuesday	Wednesday	Thursday	Friday
–	9.00am to 3.00pm	–	9.00am to 3.00pm	–

Even weeks

Monday	Tuesday	Wednesday	Thursday	Friday
–	9.00am to 3.00pm	9.00am to 3.00pm	9.00am to 3.00pm	–

### Fees

The parent contribution is \$80 per term. See our enrolment and fees (<https://www.preschools.sa.gov.au/elliston-childrens-centre/getting-started/enrolment-and-fees>) page for more information.

The contribution amount includes excursions, performances and your child's hat.

### What to bring

Children need to bring these items each day:

- bag
- hat
- change of clothes
- drink bottle containing water
- healthy snack
- packed lunch.

Please write your child's name on all their belongings

## **What not to bring**

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home.

## **Additional information**

Please read our drop-off and pick-up procedure (PDF 60KB)

([https://www.preschools.sa.gov.au/sites/default/files/elliston\\_drop-off-and-pick-up\\_0.pdf](https://www.preschools.sa.gov.au/sites/default/files/elliston_drop-off-and-pick-up_0.pdf)).

## **Playgroup**

Open to all children aged 5 and under, playgroup is a chance for parents to get involved in learning, and for children to socialise in a stimulating environment with different sensory play.

## **Times**

Every Friday 10.00am to 12.30pm.

## **Cost**

This program costs \$2 per child.

## **Additional information**

The first person to arrive opens up the centre. A CAFHS nurse visits playgroup once a month.

## **AP Kids**

AP Kids is a transition program for incoming children that runs for 2 or 3 terms, depending on the number of children already at the preschool.

With AP Kids, we invite your child to attend 3 hours once a week. This transition style allows them to become accustomed to our staff, routines and environment, and enables us to tailor our program to their needs before their formal education begins.

## **Times**

Once a week for 3 hours. Begins in either term 2 or 3.

## **Cost**

This program costs \$30 per child for the term.

## **What to bring**

Children should bring:

- a hat
- healthy snack
- water bottle.

## **Additional information**

We ask that you enrol your child into this program to cover health and safety guidelines.

## **Library**

Our library has a wide range of books for your child to borrow.

## **Additional information**

Every Tuesday we have a special library time where we encourage children to borrow books. Once returned, they are welcome to borrow more.

Parents can also borrow from our parent library, housed in the cupboard near our storeroom.

## **Disability support**

There is support available for children with disability

(<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

## Enrolment and fees

### When your child can start preschool

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

### Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

### Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

Priority will be given to children living in our catchment area (<https://www.preschools.sa.gov.au/elliston-childrens-centre#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

## **Before your child starts**

We will contact you in September about an orientation session. This will be a 1 hour session where you can ask questions.

Before they start preschool your child can come to pre-entry transition visits. These will be in term 4 and will be a chance for your child to meet the staff and other children

## **Fees**

We ask you to contribute towards the cost of your child attending preschool.

The parent contribution is \$80 per term  
(<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). We can make adjustments for those not attending full-time.

We offer other programs that may have additional costs  
(<https://www.preschools.sa.gov.au/elliston-rsl-memorial-cc/getting-started/what-we-offer#ellistonprogram>).

## **When to pay**

We will invoice you by week 3.

Payments are due week 10.

Please contact us if you are having difficulty paying.

## **How to pay**

Cash or cheque

You can pay cash or cheque at the centre, or via direct debit. If you are paying by cash or cheque, please put the money or cheque in a sealed envelope with your child's name on the front. Put the envelope in the payments box in our office.

EFT information

You can pay by direct deposit.

BSB: 065508

Account number: 00901670

Please put your child's name in the notes as the reference.



## Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.sa.gov.au/topics/education-and-learning/early-childhood-education-and-care/preschool-and-kindergarten#immunisation>).

## Plans and reports

### National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.



**Overall Rating:** Meeting NQS

### Quality Area Ratings

- |          |  |               |
|----------|--|---------------|
| <b>1</b> | <b>Educational program and practice:</b>           | Exceeding NQS |
| <b>2</b> | <b>Children's health and safety:</b>               | Meeting NQS   |
| <b>3</b> | <b>Physical environment:</b>                       | Meeting NQS   |
| <b>4</b> | <b>Staffing arrangements:</b>                      | Meeting NQS   |
| <b>5</b> | <b>Relationships with children:</b>                | Meeting NQS   |
| <b>6</b> | <b>Partnerships with families and communities:</b> | Exceeding NQS |
| <b>7</b> | <b>Leadership and service management:</b>          | Meeting NQS   |

**Rating for:** Elliston RSL Memorial Children's Centre

**Rating issued:** November 2018

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## Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 2278KB)  
([https://www.preschools.sa.gov.au/sites/default/files/elliston\\_qip.pdf](https://www.preschools.sa.gov.au/sites/default/files/elliston_qip.pdf))

## Site context statement

A summary of our:

- general information
- key policies
- curriculum
- staff
- facilities
- local community
- partnership arrangements with other groups.

Site context statement (PDF 14KB)  
([https://www.preschools.sa.gov.au/sites/g/files/net4016/f/elliston\\_context-statement.pdf](https://www.preschools.sa.gov.au/sites/g/files/net4016/f/elliston_context-statement.pdf))

## Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) ([http://docs.decd.sa.gov.au/Sites/AnnualReports/6616\\_AnnualReport.pdf](http://docs.decd.sa.gov.au/Sites/AnnualReports/6616_AnnualReport.pdf))

## Parenting support

### Giving your child a strong start in the early years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life.

We're working with families to take a 'learning together' approach about child development in the early years.

## Parenting resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au/>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting factsheets, videos and upcoming seminars on many parenting topics.

Positive Parenting program  
(<http://www.triplep-parenting.net.au/au-uk/en/find-help/triple-p-parenting-in-south-australia/?itb=bc37e109d92bdc1ea71da6c919d54907>) has free seminars, workshops and one-on-one sessions for parents of children aged 3 to 12 years.

Learning with your child (GreatStart)  
(<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child's maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.



# Elliston RSL Memorial Children's Centre

C/-Elliston Post Office

ELLISTON SA 5670

## GRIEVANCE PROCEDURE

***Education and quality care are vital to your child's success. Elliston RSL Memorial Children's Centre is committed to delivering high quality education and care. Working with you to resolve any concerns or complaints is a key part of how we will deliver on this commitment.***

### **Raising a complaint**

We recognise that sometimes things go wrong and you may feel that your expectations are not being met. If you have an unresolved issue or a complaint, please raise it. It is important to work together, talk, listen and find solutions so we can improve our services to the community.

The following information will walk you through the steps you can take when you have a complaint or concern.

### **Types of concerns and complaints**

You may choose to make a complaint if you believe that a government public education or early childhood service has:

- done something wrong
- failed to do something they should have done
- acted unfairly or impolitely.

Your concern or complaint may be about:

- the type, level or quality of services
- the behaviour and decisions of staff
  - a policy, procedure or practice.
  - Complaints may be about something we have to do because of state or federal law. In such cases we will talk to you and help you understand the requirements and why they exist.

**Step 1:** Talk to the school, preschool or other early childhood service first. We try to resolve concerns or complaints at the local level wherever possible. The care worker, teacher or staff member involved should always be your first point of contact. Make a time to talk to them to discuss your concerns, either in person or over the phone. You may want to put your concerns in a letter or email. If your concern is about the staff member, then you may wish to contact the site leader. This will be the director in early childhood services, or the principal in schools. The leader will look into your concerns and get back to you. They will work with you and the staff member to resolve the issue.

Most complaints are resolved quickly, often within days. The local site leader will aim to resolve your complaint within four weeks, although complex and contentious matters may take longer. If this is the case, we will advise you.

**Step 2: Central resolution** If you are not satisfied that your complaint has been resolved at the local level, you may choose to seek support from our complaints resolution services: Complaints about education and early childhood services  
Education Complaint Unit Phone: 1800 677 435

Email: [DECD.EducationComplaint@sa.gov.au](mailto:DECD.EducationComplaint@sa.gov.au)

We can help you by:

- providing advice and support about the issues behind the complaint
- advocating with local sites to ensure all options for resolution have been explored
- objectively reviewing complaints that have not been resolved at the local level.

**Step 3: Other ways to resolve your issue** If we can't resolve your issue through the previous steps, you may choose to seek independent advice and review by an external agency.

The circumstances of your complaint will influence whether this option is available.

External agency contact point:

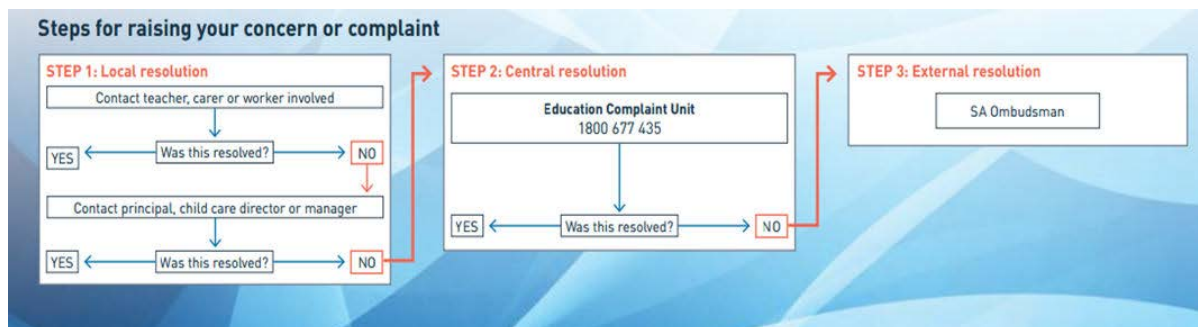
SA Ombudsman Toll free: 1800 182 150

Phone: 8226 8699

Email: [ombudsman@ombudsman.sa.gov.au](mailto:ombudsman@ombudsman.sa.gov.au)

[www.ombudsman.sa.gov.au](http://www.ombudsman.sa.gov.au)

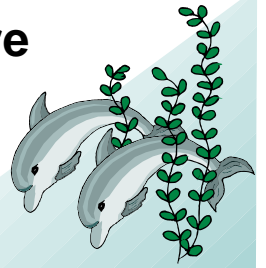
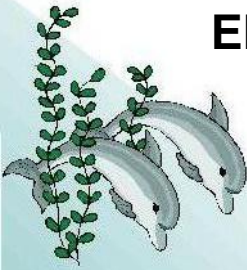
Updated February 2018 Review 2021



# Elliston RSL Memorial Children's Centre

C/-Elliston Post Office  
ELLISTON SA 5670

Phone: 86 879 113  
email: Annie.Williams319@schools.sa.edu.au  
Director: Annie Williams



## Healthy Food Supply and Nutrition Policy

### Rationale

This preschool promotes safe, healthy eating habits in line with the **Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools** and relates to the DECD wellbeing strategy.

We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. Short term: maximises growth, development, activity levels and good health.
2. Long term: minimises the risk of diet related diseases later in life.
3. Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities.

Therefore:

- staff at this preschool model and encourage healthy eating behaviours
- food and drink are consumed in a safe, supportive environment for all children
- parents and caregivers are encouraged to supply healthy foods that fit within the **Right Bite** strategy for their children at preschool.

This food policy has been established after consultation with staff and parents within the preschool community.

### Curriculum

Our preschool's food and nutrition curriculum:

- is consistent with the *Dietary Guidelines for Children and Adolescents in Australia*, and the *Australian Guide to Healthy Eating*
- includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- integrates nutrition across the Early Years Learning Framework [EYLF] where possible.

### The Learning environment

Children at our preschool:

- have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day
- will eat routinely at scheduled break times
- eat in a positive, social environment with staff who model healthy eating behaviours
- use the preschool garden to learn about and experience growing, harvesting and preparing nutritious foods

Our preschool:

- understands and promotes the importance of breakfast and regular meals for children
- teaches the importance of healthy meals and snacks as part of the curriculum
- is a breastfeeding friendly site

### Food supply

Our preschool:

- encourages healthy **food and drink choices** for children in line with the *Right Bite* strategy
- encourages food choices which are representative of the foods of the preschool community
- ensures healthy food choices are promoted and are culturally sensitive and inclusive
- ensures a healthy food supply for preschool **activities and events** in line with the *Right Bite* strategy
- displays **nutrition information** and promotional materials about healthy eating
- has guidelines for families for **food brought from home** or provided by staff within preschool time (see separate page: **Healthy Food Guidelines for Elliston Children's Centre**)

### **Food safety**

Our preschool:

- promotes and teaches food safety to children as part of the curriculum
- encourages staff to access training as appropriate to the *Right Bite Strategy*
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff.

### **Working with families, health services & industry**

Our preschool:

- invites parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- provides information to families and caregivers about the *Right Bite Strategy* through a variety of ways including:
  - o newsletters; policy development/review; information on enrolment; pamphlet/poster displays
- promotes the alignment of fundraising with the *Right Bite* strategy.

### **Food-related health support planning**

Our preschool:

- liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues.

**Note:** If the preschool has a child with a serious **food allergy** (eg. nuts), a separate procedure for the duration of that child's involvement with the preschool will be developed and communicated to parents and staff.

The staff at Elliston RSL Memorial Children's Centre thank you in advance for your support of this policy.

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Director

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Governing Council

**Endorsed at Governing Council Meeting 23 February, 2018**  
**Review: February 2019**

# Elliston RSL Memorial Children's Centre

C/-Elliston Post Office  
ELLISTON SA 5670

Phone: 86 879 113  
email: [Annie.Williams319@schools.sa.edu.au](mailto:Annie.Williams319@schools.sa.edu.au)  
Director: Annie Williams

## SKIN PROTECTION POLICY

### Background

Sun exposure during childhood is a critical factor in determining future skin cancer risk. Skin and eye damage, and skin cancer is caused by overexposure to UV radiation, and the damage is cumulative and irreversible. UV radiation cannot be seen or felt, and differs from infrared radiation that we feel as heat. Therefore, UV levels are unrelated to temperature.

**The Skin Protection Policy** is implemented during terms 1, 3 and 4, and when the UVR level is 3 and above at other times. Staff are encouraged to check the daily sun protection times each morning via the SunSmart app, [www.myuv.com.au](http://www.myuv.com.au) or [www.bom.gov.au](http://www.bom.gov.au).

1. **Hat wearing by children.** All children must wear a broad brimmed hat whenever outdoors.
2. **Babies** (under the age of 12 months) will be kept out of the direct sun when the UV is 3 and above, and will always be protected by shade, clothing and hats. This also applies to Playgroup. Sunscreen should be applied to small areas of exposed skin, for infants 6 months and above.
3. **Shade Use.** Staff to use available areas of shade for outdoor activities as much as possible.
4. **No Hat –No Outdoor Play.** Children who do not have an appropriate hat or clothing with them must play indoors.
5. **Clothing.** Children and staff are expected to wear clothing that covers as much skin as possible including tops with collars and elbow length sleeves and longer style shorts, skirts and dresses. Clothing is to be loose fitting to keep children cool and made of closely woven material. Singlet tops, tank tops or dresses with shoe string straps are not suitable as they do not protect the skin.
6. **Timing.** Extra care is taken during the peak UV times of the day. Outdoor excursions are held either early or later in the day to avoid the heat and to also avoid peak UV times of the day.
7. **Staff and parents as Role Models.** Staff and parents to act as positive role models by routinely practising SunSmart behaviours including wearing appropriate hat, sunscreen, seeking shade and clothing when involved in centre activities outdoors.
8. **Sunscreen.** Parents are asked to apply an SPF 30 or higher broad spectrum sunscreen, water resistant to their children before they attend each day. Sunscreen will be accessible on the Sunscreen station. Adequate time will be allowed for correct application of sunscreen on children before they go outdoors.
9. **Information.** Appropriate information on skin protection is included in the children's programming – display of posters, discussions, storybooks, songs, poems and finger plays, games and play experiences (imaginative play).
10. **Promotion.** SunSmart behaviour is regularly reinforced and promoted to the whole community via newsletters and at parent meetings, and all families and staff members are informed of the policy.



11. **Shade.** The Centre's grounds have a lot of shade with the trees, and the built shade structures. This is to be maintained and audited regularly.
12. **Review.** This policy is to be reviewed every year by monitoring the Centre's compliance with its policy and making suggestions for improvement.

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Director

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Governing Council

**Endorsed at Governing Council Meeting 23 February, 2018**  
**Review: February 2019**

## **DELIVERY AND COLLECTION OF CHILDREN**

1. Children must be brought into the Centre with an acknowledgement and greeting made between the parent/caregiver, child and staff.
2. Children must be collected at the end of the session with an acknowledgement and greeting between the parent/caregiver, child and staff.
3. Legally staff cannot allow children to leave unless the child is delivered into a parent/caregiver's care, or have their consent to send them with someone else.
4. Staff must be informed when a child is to be collected by another adult. This information must be written on the small white board on the locker bench.
5. Staff must be informed when a child is to be collected early.
6. For children who travel on School Buses, staff must be informed if a child will be collected from the Centre, instead of travelling on the School Bus.

# SKIN PROTECTION POLICY

## Elliston RSL Memorial Children's Centre 2018

"Sun exposure during childhood largely determines the likelihood of skin cancer later in life."

1. **The Skin Protection Policy** is implemented from the beginning of term 3(August) until the end of term 1(April) and when the UVR level is 3 and above at other times. Staff may check the UVR level each morning.
2. **Hat wearing by children.** All children must wear a broad brimmed hat whenever outdoors during the months from the beginning of September until the end of April and when the UVR level is 3 and above outside these times.
3. **Babies** (under the age of 12 months) should be kept out of the direct sunlight as much as possible and always be protected by shade, clothing and hats. This is to apply at Playgroup. The use of sunscreen is to be at the discretion of the parent.
4. **Shade Use.** Staff to use available areas of shade for outdoor activities as much as possible.
5. **No Hat –No Outdoor Play.** Children who do not have an appropriate hat or clothing with them must play indoors.
6. **Clothing.** Children and staff are expected to wear clothing that covers as much skin as possible including tops with collars and elbow length sleeves and longer style shorts, skirts and dresses. Clothing is to be loose fitting to keep children cool and made of closely woven material. Singlet tops, tank tops or dresses with shoe string straps are not suitable as they do not protect the skin.
7. **Timing.** If extremely hot children must play indoors out of the heat. Outdoor excursions are held either early or later in the day to avoid the heat and to also avoid peak UV times of the day.
8. **Staff and parents as Role Models.** Staff and parents to act as positive role models by routinely practising Sun Smart behaviours including wearing appropriate hat, sunscreen, seeking shade and clothing when involved in centre activities outdoors.
9. **Sunscreen.** Parents are asked to supply an SPF 30 or higher broad spectrum sunscreen, water resistant from home for their children's use. Staff will apply 15-20 min before going outdoors and will reapply every 2 hours during outdoor activities. Sunscreen will be named and stored in children's lockers. Parents are responsible for checking the expiry date and supplying new sunscreen when it has run out. Adequate time will be allowed for correct application of sunscreen on children before they go outdoors.
10. **Information.** Appropriate information on skin protection is included in the children's programming – display of posters, discussions, storybooks, songs, poems and finger plays, games and play experiences (imaginative play).
11. **Promotion.** Sun Smart behaviour is regularly reinforced and promoted to the whole community via newsletters and at parent meetings, and all families and staff members are informed of the policy.
12. **Shade.** The Centre's grounds have a lot of shade with the trees, and the built shade structures. This is to be maintained and audited regularly.
13. **Review.** This policy is to be reviewed every year by monitoring the Centre's compliance with its policy and making suggestions for improvement.

Approved: 23 February, 2018

Signed: Chairperson & Director

If you require staff to administer medication to your child you must have a letter or a Health Care Plan from your doctors stating the child's name, frequency of dosage and size of dosage. A permission note from parents reiterating the above information is also required.

\*\*\*Medication cannot be administered without a signed form or note\*\*\*

Administering staff will communicate name, dosage, and time of administering with parents.

*Staff who do not feel comfortable administering medication are NOT compelled to do so and other arrangements will need to be made.*

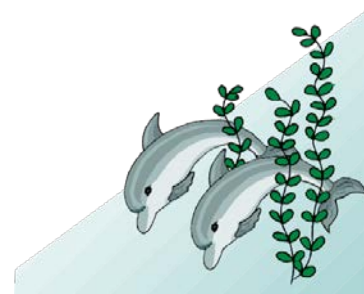
Regular or permanent medication (such as an epi-pen or asthma medication)

Staff must be supplied with a health care plan. Staff will support children to administer medication in accordance with the plan.

**Medication and permissions must be given to staff at the beginning of each session**

# Elliston RSL Memorial Children's Centre

## Hot Weather Policy



*The following procedure is set out to ensure the health and safety of staff and children at our centre.*

Our centre is well air-conditioned and remains at a comfortable temperature on hot days. Once the outside temperature reaches 35°C the director will make the decision to keep children inside during opening hours and children will be offered an alternate Kindy program. This also applies during other extreme weather conditions ie dust storms/wind, thunder and lightning etc.

In extenuating circumstances when the temperature inside becomes uncomfortable (ie due to an air conditioner malfunction or extended power outages) parents will be called to collect their child/ren. Should a parent/or nominee be unable to collect a child, staff will try to make every endeavour to keep the child as cool as possible within the centre until they are collected.

Any excursions or outings will be cancelled when the forecast is over 30 and where possible rescheduled.

On warm days children are encouraged to drink more and cooled water (if tap water is hot) will be provided. Children have access to a refrigerator and children are taught to independently put their lunch boxes in the fridge. On warmer days we encourage children to play in the shade and all planned physical activity is done in the morning.

For accurate record keeping, parents are asked to notify the centre if they choose to keep their children home due to the weather.

Any purchase of equipment must give consideration to the construction materials and location of the item in regard to heat and the risk of burns.

*At Elliston Kindy we have a sun smart policy which compliments this procedure.*

Approved February 2018  
Next review 2021

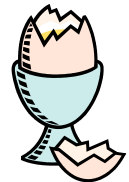
## HEALTHY FOOD GUIDELINES FOR ELLISTON CHILDREN'S CENTRE

Our Children's Centre has a healthy food policy. As part of the early childhood program we learn about and encourage healthy eating. A lot of recent research is showing that what children eat affects the growth and development of the brain and has an adverse affect on how they learn. It is important that we work together to help the children learn about healthy foods and you can do this by sending healthy snacks with your child to the centre.

Let's look inside the lunch box. Did you put "LIFE" into the lunch box today? Did you put in a surprise?

### Here are some suggestions:

- Sandwiches, pita bread, wraps, weetbix, cold crumpet, toast
- Home-made pasties, sausage rolls, falafel balls, pizza, fritters, pasta, savoury scones, pancakes
- Fruit: whole or cut up in pieces
- Dried fruit and nuts (depending on allergies in particular year group)
- Vegetables: cut into small pieces or strips, carrot, celery, cucumber, capsicum, cauliflower and broccoli
- Cheese: cottage cheese, cream cheese, fruit cheese and cheese sticks.
- Cracker biscuits: jatz, BBQ shapes (not in packs), saladas, saos, rice crackers etc.
- Yoghurt in small containers from home (ie not prepackaged)
- Hard boiled eggs
- Cold meats, fritz, metwurst, sausages, rissoles, chicken, fish, chops.
- Spreads can include vegemite, promite or peanut butter (depending on allergies in year group)
- Vegetable based dips
- Plain popcorn, puffed corn, rice crackers (not in packs)
- Tossed salad in a container
- Water in own drink bottle.



### **Foods that are not suitable include:**

- Cakes, sweet biscuits, muffins (sweet or savoury)
- Sweet packaged bars
- Lollies and cordial/fruit juices
- Nutella sandwiches

### **because of .....**

- Lack of health value. Inappropriate food restricts a child's learning.
- Lack of nutritional value
- Dental damage
- Cost to you
- Fairness to other children in the group

At each group eating time, we talk positively in a very simple and fun way about all the lovely, healthy food being eaten and the value of such healthy food to them as growing children.

### **Please note:**

- Children do not share food brought from home.
- We also cook as part of the learning program and this food is shared by all.

*These **Healthy Food Guidelines** form part of our **Healthy Food Supply and Nutrition Policy**.*

***Approved 23 February, 2018***



# Healthy Food Supply and Nutrition Policy Elliston RSL Memorial Children's Centre



## Rationale

This preschool promotes safe, healthy eating habits in line with the **Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools** and relates to the DECD wellbeing strategy.

We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. Short term: maximises growth, development, activity levels and good health.
2. Long term: minimises the risk of diet related diseases later in life.
3. Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities.

Therefore:

- staff at this preschool model and encourage healthy eating behaviours
- food and drink are consumed in a safe, supportive environment for all children
- parents and caregivers are encouraged to supply healthy foods that fit within the **Right Bite** strategy for their children at preschool.

This food policy has been established after consultation with staff and parents within the preschool community.

## Curriculum

Our preschool's food and nutrition curriculum:

- is consistent with the *Dietary Guidelines for Children and Adolescents in Australia*, and the *Australian Guide to Healthy Eating*
- includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- integrates nutrition across the Early Years Learning Framework [EYLF] where possible.

## The Learning environment

Children at our preschool:

- have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day
- will eat routinely at scheduled break times
- eat in a positive, social environment with staff who model healthy eating behaviours
- use the preschool garden to learn about and experience growing, harvesting and preparing nutritious foods

Our preschool:

- understands and promotes the importance of breakfast and regular meals for children
- teaches the importance of healthy meals and snacks as part of the curriculum
- is a breastfeeding friendly site

## Food supply

Our preschool:

- encourages healthy **food and drink choices** for children in line with the *Right Bite* strategy
- encourages food choices which are representative of the foods of the preschool community
- ensures healthy food choices are promoted and are culturally sensitive and inclusive
- ensures a healthy food supply for preschool **activities and events** in line with the *Right Bite* strategy
- displays **nutrition information** and promotional materials about healthy eating
- has guidelines for families for **food brought from home** or provided by staff within preschool time (see separate page: **Healthy Food Guidelines for Elliston Children's Centre**)

## Food safety

Our preschool:

- promotes and teaches food safety to children as part of the curriculum
- encourages staff to access training as appropriate to the *Right Bite Strategy*
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff.

## Working with families, health services & industry

Our preschool:

- invites parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- provides information to families and caregivers about the *Right Bite Strategy* through a variety of ways including:
  - o newsletters; policy development/review; information on enrolment; pamphlet/poster displays
- promotes the alignment of fundraising with the *Right Bite* strategy.

The staff at Elliston RSL Memorial Children's Centre thank you in advance for your support of this policy.

## Elliston Explorers

Learning through play is very important to the ethos of the Elliston Children's Centre. At our Centre we value each individual child and their interests. By providing alternative learning environments ensures all children are supported to extend their abilities and challenge their own learning.

The Elliston Explorers has been introduced into the programming and planning throughout each year.

Twice a term we leave the Kindy to explore and learn in the natural surroundings of Elliston.

We visit and play in the sandhills, at the front beach, at the Bramfield Gums and in the water area behind the Centre.

Elliston Explorers is valued and enjoyed by children, families and the community. The children respond positively to the opportunity for exploring new environments, problem solving, creative and critical thinking, laughing, deepening their friendships and unlimited learning.



# Communication

## Learning story folders

Each child has a folder where examples of his/her work are kept along with photos and records. These are called "Learning Story Folders". The children feel ownership of their very special folder. These will be sent home at the end of each term for families to see and make comment on. These are given to you when your child leaves Preschool.

## Communication with families

Photos are taken every Kindy session and these are then forwarded onto the parents weekly or daily, to show the learning occurring during each day. These form a component of the Learning Story about your child's year at preschool.

We look forward to working with you.

If you have any concerns, please see us and we will work it through together.

## **BUSHFIRE ACTION PLAN**

### **ELLISTON RSL MEMORIAL CHILDREN'S CENTRE**

#### **GENERAL INFORMATION**

- This Bushfire Action Plan (BAP) has been developed during Term 4 2007 after consultation with :-
  - families of children attending the Elliston RSL Memorial Children's Centre.
  - members of the Elliston Country Fire Service (CFS) Brigade.
- The BAP is to be reviewed annually during Term 2 each year to reflect any changes that may have taken place in :-
  - site facilities
  - personnel normally on site.
- The BAP outlines required actions to prepare :-
  - the site before the bushfire season
  - the building nominated as the site Safe Refuge.
- The BAP also outlines activities to be undertaken by staff and students at the different levels of a bushfire emergency :-
  - on days of Total Fire Ban
  - when there is a fire in the local district
  - when a bushfire is threatening or impacting on the site
  - during the period immediately after a bushfire has impacted on the site (known as the 'Recovery Phase').
- The Children's Centre building is the nominated bushfire Safe Refuge for this site.
  - It has been prepared for a bushfire emergency and will safely accommodate all persons normally on the site.
- It is anticipated that some members of the local Elliston community will want to shelter in the Children's Centre Safe Refuge during a bushfire.
  - The process to safely accommodate those people along with students and staff is included in the BAP.
- The Director will hold discussions with members of the Elliston CFS Brigade during Term 3 each year about the bushfire preparedness of the site.
- The Director will forward a copy of the site BAP to the Elliston and Sheringa CFS Brigade by Week 2 of Term 4 each year.
- The Director will forward a copy of the BAP to all families of children on site at the beginning of Term 1 each year.
  - The BAP is explained to the families of new students by the Director during the enrolment process.
- The Director will include bushfire season reminders and information in site newsletters.
- All staff members receive pre fire season updates during Term 3 and ongoing information and instruction about the contents and requirements of the BAP during Term 4 and Term 1 staff meetings.
- The Director will ensure that all new staff members, relieving staff and visitors are briefed about the requirements of the BAP during the site induction process.

## **PREPARING THE ELLISTON RSL MEMORIAL CHILDREN'S CENTRE FOR A BUSHFIRE**

- An Emergency Response Team has been established and members instructed on their roles and responsibilities. The members are :-
  - The Director
  - The ECW
- Their roles and responsibilities are detailed throughout the BAP.
- A Bushfire Action Plan has been developed.
  - It will be reviewed during Term 2 each year by the staff and presented to the Governing Council for endorsement at the final meeting in Term 3.
- The Director will ensure that emergency bushfire drills are carried out by children and staff during the first 2 weeks of Term 4 and Term 1 each year.
- The Director will provide all staff and regular visitors with pre fire season updates during Term 3 each year and instruction about any changes to the contents and requirements of the site Bushfire Action Plan during the first two weeks Term 4 and Term 1.
- The Emergency Response Team has nominated the nearby townships and areas surrounding Elliston, including Mount Wedge, Colton, Bramfield and Sheringa as the 'local district' in this BAP.
- All staff members have been allocated roles and responsibilities at the various stages of the Bushfire Action Plan.
  - Details of individual roles and responsibilities are included in later sections of the BAP.
- All staff are instructed in the operation of bushfire pumps, sprinkler and grounds irrigation systems during the first two weeks of Term 4 and Term 1 each year.
- The Director will monitor local ABC radio for CFS Bushfire Information and Warnings Messages on days of high bush fire danger and pass on relevant messages to other staff.
- The northern, western and eastern perimeters of the Elliston Children's Centre could impact on the preschool facilities during a bushfire.
  - A Bushfire Hazard Management Plan has been developed in conjunction with the Governing Council.
  - A copy is attached to the BAP.
  - The plan is reviewed annually during Term 3 to allow required remedial action to take place before the start of the bushfire season.
- The gutters of the building are cleaned and free of vegetation at the beginning of term 4.
- Timber and paintwork on the building is well maintained.
  - Emergency maintenance is referred to the Site Facilities Manager as required.

## **THE SAFE REFUGE**

- The Children's Centre building is the nominated 'on site' bush fire Safe Refuge.
- The Safe Refuge is a building of solid construction.
- This site has been assessed as being in an area of 'Moderate' fire danger.
- The (Safe Refuge building) can be easily and quickly reached from all areas of the site and safely hold the 20 persons normally present.
- Children and staff practise using the Safe Refuge and moving to it during emergency bushfire drills carried out during the first 2 weeks of Term 4 and Term 1 each year.
  - The Director determines the timing of the drills after consultation with staff.
- The car park in front of the Children's Centre allows easy access to the Safe Refuge by vehicles after an intense bushfire.
  - It is likely that other members of the Elliston community will shelter in the site Safe Refuge during a bushfire.
- A gravity fed rain water tank provides drinking water to a tap in the kitchen.
- Children rolls and staff/visitor registers are readily available. ECW will accurately record:-
  - those present when the move to the Safe Refuge takes place
  - those who have left the site before the move
  - those who leave the site after the bushfire emergency has passed.
- In order to ensure a safe and orderly operation, a decision to move all persons into the site Safe Refuge will be made when any of the following agreed 'triggers' are reached.
  - CFS Information and Warning messages broadcast on the local ABC radio indicate a fire is moving towards Elliston.
  - The local Emergency Services advise that a bushfire is likely to impact on the site.
  - There is a confirmed sighting of nearby smoke or flame.

## **TOTAL FIRE BAN DAY**

- The Director will inform staff that a day of Total Fire Ban has been declared.
- The Director will monitor ABC Radio for CFS Information and Warning Messages if a known fire is in our Elliston area.
- Excursions away from the site will be cancelled for the day.
- The ECW will unlock and open all access and security gates around the site.
- ECW will monitor weather conditions while outdoors and report any concerns to the Director.
- Director will check that pumps, sprinkler systems and grounds irrigation are operating correctly and hoses are attached, and will also check water levels in tanks.

## **FIRE REPORTED IN LOCAL DISTRICT**

- When a bushfire has been reported in the nominated local district the Director will inform the children and staff of its location.
- The staff will maintain a visual check of the surrounding area.
- The Director will carefully monitor ABC Radio for CFS Information and Warning Messages and provide staff with updates concerning the latest location of the bushfire front and any impact it may have on the site.
- The site telephone system does not operate when the electricity supply is cut off.
  - The Director will plug in the alternative handset that operates independently and check that it is working.
- The Director will advise the Eyre District Office that a bushfire has been reported in the nominated local district.
- The Director will liaise with local CFS Brigade to obtain the latest information and advice about likely effect of the bushfire on the site.
- The Director will cancel on site outdoor activities for students.
- The ECW will identify and list all students and staff who live in the area reported to be affected by the bush fire.
- ECW will record the names of any students who may be collected from the site by parents during the day.
- The Director will assess if it is safe to release students from the site at normal dismissal time.
  - If specific school bus routes or local roads are impacted upon or threatened by the bush fire, they will make arrangements to supervise the affected children until the Emergency Services report that the situation is safe to release them from the site.
- Prepare and test bushfire pumps, sprinkler systems and grounds irrigation systems.
- The ECW will turn on sprinklers and irrigation systems hourly to dampen surrounds.
- The ECW will turn off all external gas cylinders and turn on the sprinkler so that the water falls over the gas cylinder.
- The Director will turn off all site computers and unplug (3).
- The ECW will prepare the Safe Refuge.
  - eg close blinds and windows, wet towels, prepare drinking water, ready fire extinguishers, remove hazards from passageways etc
- All staff undertake their assigned roles and responsibilities.
- The Director will alert visitors and volunteers of the situation during the registration process.
- The Director will liaise with SAPOL (SA Police), school bus operator (Elliston Area School) and school bus drivers to determine any likely impact of the reported bush fire on school bus routes.
- School buses will not leave site unless a clear directive given to the Director by SAPOL or CFS Incident Management indicating bus routes are safe to travel.
- If a bush fire prevents school buses leaving the site the staff will supervise children remaining on site until they are collected by parents.

## **FIRE IN IMMEDIATE VICINITY OR IMPACTING ON SITE**

- The 'triggers' for a move to the Safe Refuge have been detailed above. All staff, children, visitors and parents are aware and prepared for the move that will take place when the 'triggers' are reached.
- All children, staff and visitors will move inside to the Safe Refuge on being informed personally by the Director.
- Staff will assist students to move to, and assemble in, the Safe Refuge.
- Director will turn on bushfire sprinkler and grounds irrigation systems after ensuring children in her care are safely in the Safe Refuge and determining that the task can be undertaken without placing themselves in undue danger.
- The Director will turn off air conditioner in Safe Refuge as bush fire front approaches.
- The Director will ensure all site personnel are accounted for and in Safe Refuge.
  - ECW will do a roll call of students in their care.
  - ECW will monitor visitors and volunteers.
- The Director will ensure that local community members are accommodated appropriately.
- The Emergency Response Team members will institute search procedures for missing persons if needed.
- The Director will advise the Eyre District Office of the move to the Safe Refuge and provide information about:-
  - The 'trigger' that has been reached and likely impact on the site.
  - The number of site children, staff and registered visitors taking shelter.
  - The number of community members present.
  - Emergency Services assistance immediately available.
- The Director will liaise with CFS /MFS units and other Emergency Services if on site.
- All persons sheltering in the Safe Refuge will prepare for arrival and passage of the fire front. The Emergency Response Team will :-
  - ensure all persons are located away from windows and unnecessary movement is limited.
  - provide regular updates at an appropriate level to children and adults
  - describe the situation that can be safely observed outside the building to all persons in the Safe Refuge.
  - assist all children and adults to remain calm.
  - outline possible plans of action after the front has passed with the children.
- The Emergency response Team members will check for and attempt to extinguish spot fires inside or impacting on the Safe Refuge as necessary.
  - It is not expected that they will undertake major fire fighting activities.
  - They are not expected to put themselves in any dangerous situations.
- All staff will undertake their assigned roles and responsibilities.

## **RECOVERY AFTER THE FRONT HAS PASSED**

- The Director will ensure no one leaves the Safe Refuge until the situation outside has been assessed as safe by the members of the Emergency Response Team or members of the Emergency Services.
- The Director will make an assessment of the need for, and if necessary, begin preparations to care for students for an extended period of time.
- The Director and ECW will remain on duty until all students are collected from the site by their parents.
- Snacks, drinking water, blankets, games, books etc are available to meet the immediate and extended needs of children waiting to be collected by their parents.
- The First Aid ECW will check for and treat any injuries.
- The Emergency Response Team members will check the building for damage and burning embers.
- Staff will extinguish small fires in or near the Safe Refuge.
- The Director will liaise with Emergency Services on site as soon as possible.
- The Director will advise the Eyre District Office of the current situation as soon as the position becomes clear and it is safe to do so.
- The Director will refer media enquiries to the Eyre District Director.
- The Emergency Response Team members will determine if there is a need to evacuate the Safe Refuge.
- The Emergency Response Team members will determine an alternative safe location if required.
- Staff members will begin to reunite families at a safe location when the situation has been declared safe and vehicles can safely access the site. (Across the road at the Hotel).
- The ECW will record names of students and person collecting them as they leave the site.
- All staff undertake their assigned roles and responsibilities.
- The Director, staff and children (where appropriate) will undertake a debrief of the bush fire emergency situation and the procedures undertaken at an appropriate time shortly after the incident.
- The Director will seek support for children and staff from counsellors and social workers when appropriate.
- The Emergency Response Team will review the effectiveness of staff instruction undertaken before the bush fire emergency in light of the experience in order to ensure that lessons learnt are captured for future benefit.
- The Director will arrange to have fire fighting systems checked and readied for use again.
- The Director will arrange to have the appropriate authorities assess the safety of site buildings once the area is declared safe.
- The Director will complete the relevant report available from [www.crisis.sa.edu.au](http://www.crisis.sa.edu.au)



## **GRIEVANCE POLICY FOR PARENTS**

If you have a concern in relation to your experiences at the Centre, opportunities exist for you to have your concerns addressed by the Director and/or the Management Committee.

In the first instance, you are encouraged to address your concerns to the person involved.



If your concern is not resolved, or you feel uncomfortable, you should discuss it with the Director who may need to refer to the Management Committee for a final decision.



If you prefer, any member of the Management Committee can be contacted in writing for the issue to be discussed at the next committee meeting.



If you feel your concerns are not resolved by the Management committee, you have the right to take the matter to the relevant government department (DECD), or the current Educator

**Confidentiality will be respected at all times.**

**Approved 23/02/18**

**Signed:**

**Chairperson**

**Director**

# Allergy (and anaphylaxis) aware

## Checklist for education and children's services

### First aid

- Staff are trained in **first aid** including anaphylaxis first aid using prescribed adrenalin via Epi-pen<sup>®</sup>
- **First aid protocols ensure safe secure storage and immediate access** to a child/student's Epi-Pen<sup>®</sup>, and other first aid equipment. Storage needs to ensure Epi-pen<sup>®</sup> will remain at the correct temperature
- **First aid protocols encourage self management** while acknowledging that staff are responsible for managing first aid emergencies.

### Planning for safety

- Every child/student with anaphylaxis has a care plan and MedicAlert registration
- Every child/student/adult with anaphylaxis has an agreed **worksite support plan**. This reflects the ages and stage of development of the child, and the nature of the service, and includes planning for:
  - informing all relevant staff including all relieving teachers
  - camps and excursions
  - special programs such as swimming, sports days and visiting presenters/programs
  - movement between services, for example between school and out of schools hours care
  - evacuation and invacuation
  - class activities such as **craft** where exposure to egg and milk cartons, seeds, play dough (chocolate essence) and egg shells may occur
- **Parents** are responsible for providing the care plan and any medication and ensuring that medication provided has a current expiry date
- **Parents and families** of children with a care plan are included in, but not ultimately responsible for, worksite education and planning for their child
- Care and support planning is **reviewed routinely** (for example at times of parent/family-teacher interviews) and always at times of transition (home → childcare → preschool → new school)
- Staff and children/students **understand and apply allergy aware practices** Families of children with anaphylaxis can contribute to planning for cooking lessons, class parties etc
- **All families** in the pre/school community are regularly informed about allergy aware policy and practice in education and children's services
- .....
- .....

## Food allergy

- Everyone is encouraged to **wash their hands** before and after eating Note: Some students may require non-soap based washes, eg those with eczema
- Food is **not given as a reward/treat**
- Children **do not share or swap food**, unless under supervision (for example special events, as pre-arranged and agreed with the family)
- Food and nutrition education incorporates **education about food allergy** and any practical activities are planned with **an assumption that some participants have a food-related allergy**
- **Food should not be supplied** to children with anaphylaxis unless pre-arranged and agreed with the family. It is assumed any product might have traces of nut or other food allergy ingredients unless confirmed otherwise
- Food preparation follows standard precautions to avoid **cross contamination**. People preparing food (including volunteers, teachers, canteen helpers) need advice on strategies to ensure that food is not cross contaminated
- **Planning camps and excursions** takes into account food supply services, including discussing the full menu with families (including product details)
- Be aware of using food as a **fundraising** exercise, eg supplying chocolates to all students in the school to sell
- .....
- .....
- .....

Messages adapted from

***be a MATE: Make Allergy Treatment Easier***

- **Take food allergies seriously**
- **Know what your friends are allergic to**
- **Don't share your food/drink with friends who have food allergies**
- **Don't pressure your friends to**

# Elliston RSL Memorial Children's Centre philosophy statement

Dear Parents,

Welcome to the Elliston RSL Memorial Children's Centre. We look forward to building a relationship with each child and their family, where you will gain understanding and enjoyment with your child and others.

We provide the opportunity and facilities so that your child can meet other children to learn and grow, in safety, through play.

At this age **play** is extremely important.

Through play children learn about **life**.

They are **doing**. They are **living**.

At Elliston Children's Centre we aim to provide a high-quality service to meet the needs of our young children, families and community; to provide an environment that is happy, safe, welcoming, stimulating and positive and where young children can learn and grow together; to provide learning through play. It is a place of trust, love, care, support and enjoyment.

We aim to prepare young children for life. Each child and family is respected and valued. We foster a team approach with staff, families and the community to enrich the lives of our young children, providing learning experiences on which they will build the rest of their lives.