



Eudunda Community Preschool Centre



PLAY

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Information Booklet

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Welcome

The Governing Council and Staff welcome you to Eudunda Community Preschool Centre.

Eudunda Community Preschool provides a high-quality Preschool and Occasional Care program for 2-5 year-old children from the township of Eudunda and nearby communities.

This booklet provides some information about Eudunda Preschool and how it operates. If you have any questions or concerns, please feel free to speak to a staff member.

At Eudunda Preschool, we strive to provide a nurturing and challenging environment where every child is supported to be curious, to explore and to play, share, learn and grow.

We look forward to getting to know you and your child and working together to create an active learning community with quality relationships and high levels of wellbeing.

We hope that your time with us will be happy and rewarding.

‘Children are at the centre of everything we do’

Staff

Our staff team have a range of qualifications and experience in working with young children. They love and respect children and our warm, caring environment enables them to identify and respond to individual children’s developmental and learning needs.

There is a staff photo board as you enter the Preschool to help identify our team.

Familiar relief staff are employed whenever possible to provide continuity and stability for children and families.

Services

Preschool

All children are entitled to access preschool over 4 terms the year before they start school. We have two intakes for the year. The first intake is at the beginning of the year for children who turn 4 years of age on or before 30 April. The second intake is in the middle of the year (beginning term 3) for children who turn 4 between 1 May and 31 October.

It is recommended families consider their child's readiness to starting preschool prior to enrolling. If you decide your child will start school in the year, they turn 6, they can access preschool in the calendar year prior to commencing school.

Aboriginal children and children in care are eligible to attend preschool after their third birthday. They may start school either when they reach the age of eligibility for enrolment at school or continue at preschool until they turn 6 years of age.

Children with additional needs may attend preschool for up to 6 hours in the term before starting their eligible preschool year.

Sessions:

9:00am – 3:00pm – Tuesday and Thursday

(Odd weeks of Term)

9:00am – 3:00pm – Tuesday, Wednesday, Thursday

(Even weeks of Term)

Costs for Preschool

An account for access to materials and services will be placed in your child's pocket each term. Fees are set annually at the AGM by Governing Council to contribute to the cost of consumable items such as art supplies and equipment. If you have difficulties, please see us. Payment can be made by electronic banking facilities, cash or cheques. Please complete the payment details slip and place in a snap lock bag or envelope with money or online receipt and put in the payment box on the end of the kitchen cupboard. Receipts will be issued via your child's pocket.

If paying electronically. Please put your child's name in the description for online payments.

What to bring:

- Named bag
- Set of spare clothes, named
- Fresh fruit or vegetables and other healthy food for morning snack and a healthy lunch in a named lunchbox (place in trolley, by child)
- Drink bottle with **Water** only, named (place in drinks trolley, by child)
- Broad brimmed / bucket hat (without adjustable chin cords) – Preschool logo hats are available to purchase
- Coat and rubber boots in winter

Please encourage your child to carry their own bag and place it on a hook under the veranda. Children are then enabled to place their lunchbox and water bottle in the corresponding trolleys.

Please ensure that everything your child brings is clearly named including bags, lunch boxes, lids, drink bottles, hats and all items of clothing.

Transition to Kindy

Transition to Preschool (pre-entry) is offered where staffing permits, usually in the term before starting preschool. (Parents may stay with their child until they are confident to stay on their own). Transition helps settle children into the routines of Preschool. For children this means learning new names and making new friends as well as learning the rules and routines of Preschool. One of the main aims of our preschool program is to encourage children to play co-operatively with others as this helps them to establish friendships. Satisfying relationships with other children are essential for children's social and emotional wellbeing. This wellbeing influences all other areas of development.

Staff invite you to talk to them at any time about your child's development and to share any information you feel is important for us to know about your child or family.

Sessions:

Most children will attend 1–2 hour sessions depending on numbers.

What to bring:

- Named bag
- Set of spare clothes, named
- Fresh fruit or vegetables and other healthy food for morning snack in a named lunchbox (place in trolley)
- Drink bottle with *Water* only, named (place in drinks trolley)
- Broad brimmed / bucket hat (without adjustable chin cords)
- Coat and rubber boots in winter
- Please apply sunscreen to your child before arriving

Occasional Care

Is a short-term childcare service to promote young children's development and learning. Occasional Care provides respite for parents to give them time to themselves and the opportunity to attend other commitments. Children can attend one session (3 hours) once a week depending on demand. Bookings are taken on a termly basis, depending on availability and priority of access eligibility. The program is administered and funded by the Department and co-funded by parents/caregivers via a small fee contribution per session booked.

Occasional Care is a service of the Eudunda Community Preschool and as such falls under the same Directorship and Governance as the Preschool.

Priority of Access

The program is targeted to support children who are not accessing alternate early childhood education and care programs including preschool, a childcare centre or family day care.

Age group of children:

Children between the age of 2 and 5 years with a maximum of 16 per session.

Sessions:

Friday – 9:00am to 12 noon.

Cost for Occasional Care:

Full fee - \$5.00 per session.

Reduced Fee - \$1.50 per session (a Health Care Card will need to be shown to receive this).

Family concessions are available for more than one family member using the service.

Session Fees must be paid in full at the beginning of the term to secure a booking or by negotiation with staff.

What to bring:

- Named bag
- Set of spare clothes, named
- Fresh fruit or vegetables and other healthy food for morning snack in a named lunchbox (place in trolley)
- Drink bottle with *Water* only, named (place in drinks trolley)
- Broad brimmed / bucket hat (without adjustable chin cords)
- Coat and rubber boots in winter
- Nappies or pull-ups if required
- Please apply sunscreen to your child before arriving

There are no washing facilities so all soiled clothing will be placed in a plastic bag. Please name all items.

You are invited to spend time with your child in the centre and meet the staff before your child starts. Please ring to make an appointment.

Other Services**Support Services**

Access is available through the centre to a range of special services personnel including:

Speech Pathology

Social Worker

Psychologists

Aboriginal Community Worker

Bilingual Support

Other services in response to individual needs

Behaviour Support

Playgroup – on Monday mornings

Enrolling your Child

We encourage all families wishing to enrol their child to visit the centre. A staff member will show you around, explain routines and policies and answer any questions you may have.

You will be given a registration of interest form.

In early August the first round of enrolment offers are sent out.

Regulations require families to provide proof of age and immunisation status (**For Immunisation Status we require a copy of your child's Australian Immunisation Register History Statement**) for their children. Please bring these documents for us to sight when you collect your enrolment pack. The enrolment pack contains forms, which need to be returned prior to your child starting.

Please notify staff if any details supplied on your original enrolment form changes during your child's time at Preschool. This includes telephone number, address, marital status, custody orders and most importantly any allergies, asthma or medical conditions or the emergency contact numbers provided.

Eudunda Community Preschool is a Department of Education site and is subject to the Department enrolment guidelines. Children can attend up to 15 hours a week of Preschool at a Department for Education site in the year before they commence school. Please inform us if your child is ALSO attending a Department for Education funded preschool in another childcare centre or private school's preschool.

Priority access is given to families living in the Eudunda area and for families for whom this is their closest Preschool.

Bus Policy

Eligible children may be picked up by the Eudunda Area School buses each afternoon from the preschool. There can be **NO** access to buses in the mornings.

Eligibility is determined by Eudunda Area School and considers availability of seats, proximity to existing bus stops and individual circumstances.

All applications for bus travel must be made to and approved by the Director and the Principal of the Area School. Written notification must be received by the Preschool prior to children being taken to the bus. It is the parent's responsibility to organise bus transport for their child, after discussing their child's eligibility with the Director. Application forms are available from the Director. Children living with in the township of Eudunda are not eligible for bus travel.

Arrival and Departure

Arrival

Parents and/or caregivers must enter the Preschool grounds to deliver and collect children. All children need to be signed in and out on the attendance sheet each day. This is a requirement of the National Quality Standards.

Arrival time is from **8:55am**. The doors will be closed until then so we can set up ready for the day. We ask that the session times are observed as closely as possible.

Once entering the yard children will be greeted by staff members and are encouraged to independently:

- Hang their bag on a hook.
- Collect their name tag and stick it above their bag.
- Put their water bottle in the drinks trolley
- Put their lunch box in the trolley
- Wash their hands
- Say goodbye to their parents/caregivers

Leaving your child

You are welcome to stay with your child until they are settled for the day. When it is time to go, be sure to say goodbye. It is important that you do not go without saying goodbye as your child may lose trust and confidence.

Sometimes your child may become upset when you leave, if you are having difficulty with separation, please see an educator. If your child does not settle when you leave, we will call you. Please feel free to ring and check out how your child is at any time.

It is often an emotional strain for children and parents to adjust to a new environment and even if things appear to be going well your child may feel uncertain for the first few weeks and may also be very tired.

Collecting your child

Pick up time is by 3:00pm. Staff will farewell children when we see their parent/caregiver. If you are running late, please phone the centre so we can reassure your child you are on your way.

Security and collection of children

No child will be permitted to leave the Centre until the parent or caregiver has arrived and the child has been farewelled by staff. Only parents and authorised people nominated on the enrolment forms may collect your child unless you have advised staff beforehand, preferably in writing. The age of the person collecting must be 16 unless parent/caregiver provides written consent.

Please advise staff if somebody other than a parent or regular caregiver is to collect your child and note their name on the attendance sheet in the 'changes to pick up' section next to your child's name. If you forget to record this or plans change during the day, please phone to let us know. We will confirm the child is going with the right person and may ask an unfamiliar person for identification, such as a driver's license.

If at any time a Family Court Order is made in relation to your child, the Director must be advised immediately and be provided with a copy of any such order.

Attendance

Children will get used to and maintain their preschool routines easier through regular attendance.

General Session Routine:

8:30am	Set Up
9:00am	Open door to begin the day – children to wash hands after unpacking bags Inside Play/Outside Play
12 noon	Tidy up for lunch
12:15pm	Group time – Whole Group/Focus Groups Apply sunscreen Wash hands
12:30	Lunch Relaxation/Quiet play
1:00pm	Inside/Outside Play – (Hats)
2:30pm	Pack up inside and outside Pack bags for home – lunchboxes, hats, notes etc. End of Day Gathering - Goodbyes
3:00pm	End of Day

Why is Preschool so important for your child?

Preschool is a stepping-stone from the home environment before the child starts school and provides the child a new sense of independence. Staff at Eudunda Community Preschool aim to provide a happy, warm and secure environment, rich in many play and learning activities which will stimulate and nurture each child's social, emotional, creative, physical and intellectual development.

In a happy and secure Preschool environment, children have additional opportunities to:

- Be independent
- Develop positive self esteem
- Communicate with other children and adults
- Separate from parents
- Follow instructions
- Ask for help
- Understand and express needs, feelings and ideas
- Share adult attention
- Take turns and share
- Listen for longer periods – stories etc.
- Concentrate for longer periods
- Remember and follow rules and routines
- Play cooperatively
- Learn to accept rules happily, and to handle feelings of hostility and aggression in a positive manner
- Solve problems peacefully
- Work alone and in a group
- Make friends
- Be involved
- Be eager for new experiences
- Be happy, have fun and develop a sense of humour
- Listen and take turns to talk
- Develop speech and language skills
- Respect other people – their ideas, their feelings and property.
- Develop an awareness and respect of the environment
- Develop an awareness of other cultures
- Develop an appreciation of expressive arts – music, singing, drama etc.
- Observe, question, reason and begin to organise knowledge and solve problems
- Extend their interest, knowledge and understanding of basic concepts (colour, shape, etc.) numbers, words and letters through relevant and meaningful activities
- Develop coordination skills, gross motor and fine motor skills

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Learning through Play

Curriculum

Educators use the national Early Years Framework to guide the children's learning. We support the development of knowledge, skills and dispositions for learning through play-based learning experiences especially designed to develop children's individual skills, abilities and understanding.

This approach to early learning aims to help your child develop:

- a strong sense of identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning
- effective communication skills

We use this Framework to plan, monitor and assess the children so all children experience play based learning that engages and builds success for life. We work in partnership with families, (children's first and foremost educators), to develop learning programs responsive to children's ideas, interest, strengths and abilities.

Preschool Numeracy and Literacy Indicators

Educators use the indicators to inform their planning and teaching, to monitor children's numeracy and literacy development and for discussions with families.

Child Protection Curriculum

Parents/Caregivers are informed when the Child Protection Curriculum is being taught and what will be taught. Parents/caregivers are encouraged to talk to their children and the teachers about the Child Protection Program.

Children's Behaviour

Children are encouraged to develop social skills that will allow them to resolve conflicts and meet their needs without the use of aggressive or destructive behaviours. We encourage children to respect themselves and others. Educators help guide children's behaviour and provide clear guidelines as to why a particular behaviour is unacceptable while they are at the Preschool.

Children are encouraged to 'use their words' to convey their needs and feelings. We teach the children to use words like "Stop, I don't like it," and to seek out adult help if that doesn't work.

Each child will be supported by appropriate and positive guidance with clear, consistent and realistic limits. For more information, please speak to staff and read our behaviour policy.

Assessment and Reporting

We use a variety of methods to record each child's progress during their preschool year. One of these is their 'Learning Folder' which is a collection of their creative work, learning stories, photos of play and achievements and observations on areas of development. These folders are a valuable and precious record of your child's year at Preschool. Learning folders are kept on the bookshelf to the left as you enter the building and parents are most welcome to have a look through their child's folder at any time. They will be given to children to keep when they leave Eudunda Preschool.

Families will have several opportunities to contribute to their child's Individual Learning Plan throughout the year. Families are welcome to chat with educators at any time. Families are provided with a Statement of Learning when children leave for school.

The Statement of Learning provides information about their strengths and interests as well as areas the staff have been supporting. With your consent, a copy is forwarded to the school your child will attend and a copy is included in your child's folder for your family to keep.

Transition to School

Eudunda Preschool values a transition program from Preschool to school and understands it is a big step for your child and you. We feel that it is beneficial for the Preschool children to have as much interaction with the school environment, children and staff. Throughout the year, we participate in some of the activities provided by the local schools.

In Terms 1 and 3 we invite both the Reception/Foundation classes from the two local schools to visit us at Preschool. In Term 2 we are invited to visit both classes at their respective schools. In your child's final term of Preschool, they will have several formal transition visits organised by the school they are enrolled to attend.

Excursions and Walks

Excursions and community walks are an important way to extend children's experiences. They provide variety and fun, interesting opportunities for learning and are planned as part of our program.

There are prescribed guidelines for excursions to ensure supervision for your children. You will be given details of all walks and excursions and your written consent must be provided for your child to participate.

Birthdays

We celebrate the children's birthdays by singing 'Happy Birthday' at group time and light a candle on our make-believe cake. Children are presented with a Happy Birthday sticker and a certificate is placed into their 'Learning Folder'.

Celebrations

We celebrate yearly calendar events including Easter and Christmas. If you prefer your child to not participate in activities relating to these events, please speak with a staff member.

Toys from home

Where possible we ask that children keep their toys at home, to avoid the risk of having them damaged or lost and causing distress to your child, yourself and the staff. If your child has a security toy that they need to bring, please see staff. At times children may have a toy or item related to our curriculum and they are most welcome to share these. Please make sure it has their name on it and give the item to an educator so we can share it with the group and keep it safe afterwards.

Nutrition

We aim to provide a service that not only cares for your child but also promotes good health and development. The food that children eat is important for healthy growth and development. We actively support the DECD Healthy Eating and Right Bite policies, promoting healthy eating and sound nutrition.

Parents are welcome to discuss with staff what their child has eaten/drunk throughout the day. Uneaten food is always sent home so you can monitor their intake.

Morning Snack

We ask children to bring fruit or vegetables for their morning snack as well as another healthy choice such as crackers. Children can choose when they would like to eat their fruit and snack during the morning. This helps them to monitor their own body's needs. Families are encouraged to provide these items in a labelled container and place on the trolley.

We have a designated eating table and large group mats for them to sit and eat. Children are encouraged/reminded to wash their hands before eating. To support our sustainability practices, we have a container for scraps for our compost bin.

Lunch

Please pack your child's healthy, nutritious lunch in the same container/lunchbox as their morning snack. Lunch is eaten at the table altogether with staff members.

Lunch ideas:

- Sandwich, roll or flat bread with favourite filling
- Savoury muffins/slice/piklets
- Pizza muffin
- Rice crackers or multigrain salads
- Cold meat and salad
- Cheese slice/stick/shapes
- Yoghurt or custard
- Fresh or tinned fruit

We are an Allergy Aware site

Please see our Food and Nutrition Policy for more information.

Water Bottle

Children will need to bring in a named drink bottle with WATER only. This is to be placed on the drink's trolley for children to have free access during the day.

We have filtered water readily available for a staff member to re-fill drink bottles when empty.

Sun Safety

We are a SUNSMART Centre

Due to the damage to our skin caused by UV rays, we follow the recommendations of the Anti-Cancer Foundation SunSmart policy. Our centre's policy is based on this. All children must wear a broad-brimmed, legionnaire or bucket style hat, without an adjustable chinstrap, when playing outside if the daily UV rating is 3 or above. We check this with the children each day. We have a UV chart for the children to use as a reminder throughout the day.

Sunscreen

In hot weather, please apply sunscreen before arriving at Preschool. We will assist the children to reapply at lunchtime.

Sunscreen is supplied by the Preschool for lunchtime application. Please see a staff member if your child requires a different sunscreen, supplied by you due to allergic reactions.

Hats

Your child will need a broad brim (5cm) or legionnaire style hat without an adjustable chinstrap, to be kept in their bag. We have a bright green broad brim hat with the preschool logo for sale or you can provide your own if it is in keeping with our SunSmart Policy.

Clothing

What your child should wear

Please dress your child in suitable clothing for climbing, running, painting, gluing, watering, gardening, sun protection and most importantly getting dirty!

Shoes should fit well and provide support. Crocs, thongs and ugg boots/slippers are inappropriate. Singlet tops and strappy dresses do not provide sufficient protection from the sun.

Preschool Uniforms

The Preschool has a supply of Polo Shirts and Windcheaters with the Preschool logo for sale. They are in two different colours and meet our SunSmart policy.

Spare Clothes

The Preschool has a small supply of spare clothes in case of 'accidents'. If your child has to borrow Preschool clothes, please wash and return them as soon as possible. It is advisable to have a spare set of labelled clothes in the bottom of your child's bag just in case.

Communication with families

Communication

Sign in table

Here is where you will sign your child in and out each day. The sign in table is situated under the verandah by the sandpit at the end of the ramp.

Noticeboard

Please read the whiteboard located on the verandah wall at the top of the ramp at the beginning and end of each session for important information. This has relevant information for you to read and keep up to date with what is happening at Preschool. Our staff photo board is displayed further to the left.

Pockets

Newsletters and notices will be placed in your child's POCKET – this is clearly labelled and is hanging on the side rail of the ramp. Please check your child's pocket at the beginning and end of each day.

Newsletters

Newsletters are delivered via children's pockets. The newsletter includes coming events, learning experiences, photos, health news, community news and any other interesting information. Please take the time to read them.

Facebook

The centre has a CLOSED Facebook group for families to see photos, reminders of events, interesting links etc. It is a great method to transit information to our Centre's community.

Please look up '**Eudunda Community Preschool Centre Families**' and send a request to join. Only families with a child enrolled in Preschool or the Occasional Care program can be approved to join this group. Only children of families who sign a consent form may have their photo uploaded to this page, and there is strictly no naming of children in photographs, tagging or sharing. The social media consent form is filed in a central location at the Centre.

Website

You can also visit our website. Here you will find lots of information about Eudunda Community Preschool www.eudundapres.sa.edu.au

Parent Grievances

Our team is here to ensure you and your child enjoys a happy and healthy experience at Eudunda Preschool. Should a problem arise please let us know as soon as possible. Communication is the key. In almost all cases, parents together with the Educator will be able to resolve the issue. Should this not be the case and you find yourself unsatisfied with the outcome, please follow the Grievance Procedure. All grievances will be taken seriously, and our best efforts will always be forthcoming. Please ask a staff member to direct you to the policy if the need arises.

What about good things

Let us know! Don't be shy to tell us about the good things Eudunda Community Preschool staff do or say, if you don't tell us.... we don't know! Positive feedback reinforces the good things that are happening and let staff know what is working. On this note, we are always happy to have constructive feedback or ideas for improvement.

Eudunda Preschool staff are committed to provide quality educational programmes and services for children and families and are always looking for improvement ideas.

Family Involvement

Parents are welcome to visit and be involved in their child's learning. If you have any skills, interests or talents that you would like to share please inform staff, as we can then incorporate these into our program.

How Parents can help

There are many ways in which you can help us, and the following are just a few:

- Washing the smocks and towels
- Save recyclable items for construction making
- Encourage your child to have food items in containers rather than pre-packaged
- Be involved with fundraising activities
- Help with end of term clean-ups
- Share your culture and/or skills with the children. Tell us if you play an instrument, paint, draw, love to cook or garden or can help us celebrate a special cultural event
- Help with gardening
- Sweep the paths or verandah
- Attend family events

We have working bees to ensure that the workload is shared and that maintenance costs are kept to a minimum. We have a paid cleaner at the centre to ensure the Preschool is cleaned to a high standard.

Governing Council

What is Governing Council?

The Eudunda Community Preschool Governing Council is a wonderful opportunity for you as parents to become involved in the Preschool community by strengthening the partnership between families and staff. The Governing Council aims to provide a supportive network of parents who can provide suggestions, advice and feedback to the Director and staff about how the Preschool is run and where any improvements can be made in meeting the needs of the children. The Council is also the base from which fundraising ideas are developed and organised – a vital and important aspect of the Preschool community.

Who can join Governing Council?

All parents and care providers of children at Eudunda Community Preschool are invited to join. At the Annual General Meeting in Term 4 (the term before your child will begin Preschool), the Council elects a committee of Office Bearers and various small roles are shared between Council members.

You do not have to have been involved in a committee before to be a member of the Council. You may also become involved when your child begins Occasional Care prior to attending Preschool.

As a parent or caregiver of a child at the Preschool your opinions and ideas are highly valued – all we ask is that you bring a positive and enthusiastic attitude towards strengthening the Preschool community partnerships.

How much time is involved in being on the Governing Council?

Just two meetings per term! Meetings are a great opportunity for parents to have real input into the financial management of the preschool, term planning and fundraising activities. Outside of meetings, you may be asked by the Director to provide your opinion or suggestions on various matters via email or in person.

Will I enjoy being on Governing Council?

Yes! The Council is a great way to get to know other parents and the Director and Staff. The Council fosters a team environment where parents work together with staff to make Governing the Preschool a fun and enjoyable experience for all involved.

Governing Council positions

Chairperson

Vice Chairperson

Secretary

Assistant Secretary

Occasional Care Representative

Playgroup Representative

General Members

Health and Safety

Please do not send your child to Preschool if they are feeling unwell. The best place is for them at home where they can receive the care they need. It is not reasonable to expose other children or staff unnecessarily to viral or bacterial infections. If your child is sick, please call the centre and inform them of the illness. If your child becomes ill at Preschool, we will call you or your emergency contact to collect them.

Infectious Diseases

The following information has been supplied by the National Health and Medical Research Council re exclusion from Preschool of a child suffering with the following diseases/ailments.

For more information visit <http://www.sahealth.sa.gov.au> – ‘You’ve got what’. Or call Health Direct 1800 022 222.

Please notify us if your child contracts an infectious disease.

Diseases	Incubation Period	Period of Exclusion from centre
Chicken Pox	14-21 days	Exclude until all blisters have dried
Conjunctivitis		Exclude until all discharge from eyes has ceased
Diarrhoea		Exclude for 24 hours after return of normal bowel motion
Hand, Foot and Mouth Disease		Exclude until symptoms disappear and blisters have dried
Head Lice		Exclude until effective treatment has been given and hair is free of nits and eggs
HIB		Exclude until person has received appropriate antibiotic treatment for at least 4 days
High Temperature		The Preschool will not accept children with a high temperature – it is usually an indication that something is wrong. A child may convulse when the temperature is above 39°C
Hepatitis A		Exclude until a medical certificate of recovery is received, but not before 7 days after onset of jaundice or illness
Herpes – Cold Sores		Young children unable to comply with good hygiene should be excluded while the lesion is weeping. Lesions to be covered by a dressing where possible
Impetigo (Sores)		Exclude until sores are healed, unless they are in a position that can be kept covered until Medical Certificate of recovery is produced
Infectious Hepatitis	14-60 days	Exclude until Medical Certificate is produced
Influenza or flu like illness		Exclude until well
Measles	10-14 days	Exclude at least 7 days from appearance of rash
Meningitis (bacterial)		Exclude until well and have received appropriate antibiotics
Meningococcal infection		Exclude until Medical Certificate of recovery is produced
Mumps	14-21 days	Exclude at least 9 days from the appearance of rash.
Ringworm, pediculosis (lice), trachoma, scabies		Exclude until day after appropriate treatment has begun
Rubella German Measles		Exclude at least 7 days from the appearance of rash
Salmonella		Exclude until no diarrhoea for 24 hours
Scabies		Exclude until Medical Certificate of recovery produced
Thrush		Need not be excluded if spots are covered
Tinea		Not excluded if lesions are on a part of the body that can be covered
Vomiting		The Centre reserves the right to exclude a child that has vomited once. Children can return if vomit-free for 24 hours
Whooping Cough		Exclude for 4 weeks, or until Medical Certificate of recovery produced

First Aid

All minor injuries will be treated by staff, recorded and reported to parents/caregivers. In the event of a more serious injury, staff will contact parents so they can consult with the child's doctor.

Child and Youth Health

As part of C&YH services to young children, the nurse is available to visit your child to provide health checks. This involves you and your child meeting the nurse here at Preschool. The C&YH attends Preschool once per term. This is undertaken in order of age. If your child is not able to be seen by the nurse at Preschool, please contact the Child and Youth Health on 1300 733 606.

These checks are carried out to identify possible health conditions, which might otherwise go unrecognised. The free health check involves the nurse examining the child's eyesight, hearing, height and general development. Staff will communicate with you to schedule an appointment.

Medication and Special Requirements

If your child requires medication during a preschool session, please see a staff member, as a form needs to be completed. We can only administer medication which has been ordered by a doctor, pharmacist or authorised prescriber.

All medication needs to be in its original packaging with the prescription label attached. Please give all medication to a staff member so that it can be stored appropriately.

Educators are trained to monitor the effects of medication, so it is recommended that children do not attend within 24 hours of a new medication being administered.

If your child has special health requirements, we will work together with you (and your doctor, if necessary) to ensure that we provide the best care that we are able to. For example, if your child has a medical condition such as Asthma or Anaphylaxis, please notify staff at enrolment so that a health care plan can be set up.

Emergency Action practices

At least twice a term we practice what to do if there was an emergency at Preschool. Our emergency evacuation plans are by both exit doors.

Policies and Procedures

Many of our policies are briefly outlined in this booklet. All policies and procedures are available in a folder on the bookshelf inside the Preschool door. Please make yourself familiar with them and if you have any comments or concerns, please speak with one of our educators. These policies are reviewed regularly and are always presented to the Governing Council for input and endorsement.

Department for Education Policies

The Department for Education has a number of policies relating to accidents/first aid. Attendance, assessment and reporting, custody, duty of care, records management, enrolment, preschool fees, acceptance and refusal of authorisations and Occupational Health Safety and Welfare. If you would like any more information on these policies/procedures, please speak to the Director.

No Smoking Policy

The Department for Education has implemented a 'Smoke Free Environment Policy'. This policy prohibits smoking at all times in indoor and outdoor areas of Preschools, Schools and Child Care Centres.

Anyone smoking inside the boundary fence of our centre will be asked to politely put his or her cigarette out or go outside the fence to smoke.

This policy includes all activities including things such as working bees.

Confidentiality

All Department for Education Preschools and Schools come under the South Australian Government Schools and Children's Services Information Privacy Statement. This Privacy Statement outlines the commitment of the Department of Education and Child Development, and its early childhood services and schools have to supporting the confidentiality of information provided in the Department Enrolment forms. In addition to enrolment information, staff are committed to keeping confidential details of individual children's education and development.

Department for Education

Goyder and Light Partnership

Eudunda Preschool is part of the Goyder and Light Partnership of the Department of Education. The Goyder and Light Partnership includes other Preschools, Primary Schools and High Schools in the local area – Kapunda, Eudunda, Robertstown, Freeling, Roseworthy and Wasleys. Our Partnership vision is:

To work collaboratively with stakeholders to create environments of learning, care and development with the expectation of high achievement, that supports each individual to flourish in life.

Our Education Director, Mrs Kathryn Bruggemann and Early Childhood Leader, Megan Noack are located at the Gawler Office, Phone 8522 0900.

Regional office staff visit the centre throughout the year and are available for discussion/advice for staff, parents and Governing Council. The Department for Education directs the centre financially and administratively.

Further information about Department for education programs and services are available on the web at <https://www.education.sa.edu.au/>

National Quality Standard

In 2012, the National Quality Framework was introduced. The NQF sets out a National Quality Standard for all early childhood education and care services throughout Australia. Over time, all services will be assessed against the standard by an independent body. In South Australia, the Registrations and Standards Board do this.

7 Quality Areas are assessed. These are:

- Education program and practice
- Children's health and Safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and community
- Leadership and service management

Each year all centres review their work towards the standards and write a Quality Improvement Plan that outlines their priorities for improvement that year. The work towards these priorities are reported each year in the centre's annual report. Eudunda Preschool was assessed in 2021 and received a 'Meeting' rating. Further information is available from our educators.

Please remember this is your Preschool.....

It is here for your child and your family. Preschool is often the child's first encounter of life outside of the home. Parents/caregivers are the child's first teachers; therefore, we encourage you to continue to share in this role with us. You are welcome to spend time in the Preschool whenever your child is attending. You are also welcome to contribute stories about your child's learning to the learning folder.

Once again welcome to our Preschool.

The Eudunda Community Preschool Staff Team.

