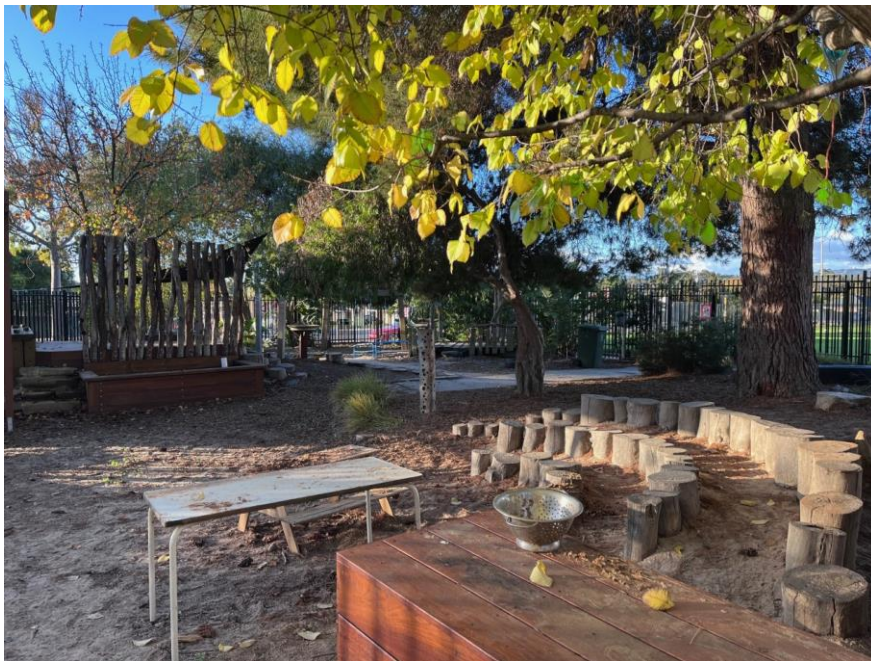


Flaxmill Preschool

Parent Information Booklet



At Flaxmill preschool we provide all children with opportunities to experience learning that is engaging and builds success for life.

STAFF:

Peter Cobb - Principal
Kylie Stewart - Preschool Coordinator
Cassie Murphy - Preschool Teacher
Alana Ross - Preschool Teacher
Nardia Lewis - SSO and Preschool Support
Lorraine Crumbie - SSO
Tawny Keranovich - SSO

PRESCHOOL PHONE NUMBER: 8326 6076

YOUR CHILD'S START DATE

Children are entitled to access 4 terms (1 year) of preschool in the year before they start school.

The Department is introducing a mid-year intake into preschool that means from 2023 children who turn 4 years old:

- Before 1st May are eligible to start preschool at the beginning of the year.
- On the 1st of May to the 31st of October can commence preschool through the mid-year intake at the start of Term 3 of that year.
- Children who turn 4 years after 31 October will be eligible to commence preschool at the start of the following year.

Regardless of when your child starts preschool they will undertake 4 terms of preschool.

3-year-old Indigenous and Children in Care

Children are eligible to attend 12 hours a week at Preschool from the time they turn 3.

Transition for children about to start school

Children start their official orientation visits to the school during their final term at preschool. This occurs in the weeks prior to starting school. This prepares the students for their transition to full time at school. However, we begin regular visits to the library and other areas of the school grounds.

PRESCHOOL SESSIONS

Blue Group: 9:00-3:00pm Monday and Wednesday and Alternate Fridays 9:00 - 3:00pm (odd weeks of the school term)

Red Group: 9:00-3:00pm Tuesday and Thursday and Alternate Fridays 9:00 - 3:00pm (even weeks of the school term)

Fees:

The fees are \$200 for the year and are payable to the finance officer at the school reception.

How to pay:

QKR -

The QKR app allows families to pay and make school purchases on your mobile device. Please speak to the front office for further information.

EFTPOS/CASH -

Payments can be made at the finance window in the Front Office. Please note change of open times

Monday - Thursday - Morning 8:30 - 9:15am

Monday - Wednesday - Afternoon 2:30-3:15pm

BANK TRANSFER -

Families have the option to pay directly into the schools bank account. Please provide either the child's name, invoice number or family code when making payment to easily identify what the payment is for.

BSB - 065157

Account Number - 10406112

Account Name - Flaxmill School P-7 Governing Council Inc.

CENTREPAY -

This option gives authority to Centrelink to take regular periodical deductions from any benefits you receive and deposit them straight into the schools bank account. Forms are attached.

INSTALMENT PLAN-

Instalment plans can be put in place for families to pay a regular amount weekly or fortnightly by cash or EFTPOS through the finance office. You will be required to come into the finance office to complete paperwork.

Please contact Sarah Spraakman, Business Manager 8382 3057 if you would like to discuss these options.

What do children need to bring?

- Wide brimmed hat or legionnaires hat in Terms 1 and 4.
- A back pack to take things home in.
- A full change of clothes and mud boots.
- A lunch box with healthy snacks and lunch (see Lunch Box Guidelines for Families below).
- A bottle of water
- Flat non-slip soled shoes and sun smart clothing (covering shoulders).
- A library bag (on Fridays).

All clothing, bags, lunch boxes, drink bottles etc. need to be clearly labelled with your child's name.

What not to bring to Kindy?

Nuts and foods containing nuts. We are an allergy aware Preschool. With the increasing amount of children with food allergies and in particular anaphylaxis we ask that you respect the allergy aware policy.

We ask that children do not bring **toys** as they may get broken, "stray" into other children's bags or cause conflict.

OUT SCHOOL HOURS CARE (OSHC):

We understand that Preschool hours may not suit working families and therefore families can access the OSHC service that is ran by YMCA in the school. Please head to this website for all the details. www.sa.ymca.org.au/what-we-do/oshc/flaxmill-p-7-school?highlight=flaxmill

POLICIES AND PROCEDURES:

Please visit the following link for the Department for Education required policies and procedures [Reg 168] <https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/preschool-and-early-childhood-management/required-preschool-policies>

Site specific policies and procedures can be found in the Policies and Procedures folder or on our website at <https://www.preschools.sa.gov.au/flaxmill-preschool>

Please see a staff member if you require of copy of any of these policies and procedures.

SIGN IN SHEET, DELIVERING & COLLECTING CHILDREN:

It is the responsibility of parents/caregivers to sign their child's name in and out at the beginning and end of the Preschool session. The sign in sheet is located on the trolley near the front door. Please ensure you write and tell staff important information on this sheet such as a different person picking up your child or if they need to go to OSHC etc. Please also ensure you 'handover' your child to a staff member at the beginning of each session. This ensures staff are aware of children coming and going and that relevant information is exchanged. We actively encourage children to greet staff at the beginning

of the session and to say goodbye when they leave. The door will remain closed until 9:00am to allow staff time to set up equipment and plan for the day. It will be opened at 3:00pm for pick up. We understand that there will be times when you need to pick up your child earlier for certain reasons.

If you are unavoidably delayed at pickup time, please telephone as soon as possible so that your child can be reassured. Should you arrange for somebody other than yourself to collect your child, it is necessary that both child and staff are told. If you intend to have an older sibling collect your child from preschool we require written approval. Please try to be punctual when collecting children, as they can become distressed if all the other children have gone home ahead of them.

ABSENCES:

We ask that you notify the preschool if your child is going to be away. Regular attendance is important for your child to maintain continuity.

Please remember that if you are taking your child home early they need to be signed out.

CURRICULUM PROGRAM:

Our program is based on the National Early Years Learning Framework: Belonging, Becoming and Being. The aim of this document is to extend and enrich children's learning from birth to five years and through the transition to school.

Play is a context for learning that:

- Allows for the expression of personality and uniqueness
- Enhances dispositions such as curiosity and creativity
- Enables children to make connections between prior experiences and new learning
- Assists children to develop relationships and concepts stimulates a sense of wellbeing.

There are five Learning Outcomes that are designed to capture and integrate learning and development:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

As well as The Early Years Learning Framework we will use the Indicators of Preschool Numeracy and Literacy. The indicators have been developed for teachers to use in a

continuous cycle to identify, plan for, assess, monitor and report on each child's learning and growth.

The staff program for the term and modify the learning environment every three weeks to cover these curriculum areas as well as protective behaviours. Our topics and program come from the children's interests, the written observations of staff or something special happening in the school and community. Our term overview is located on the preschool window.

STORYPARK:

At Flaxmill Preschool we use Storypark as our main methods of communication with families.

Storypark is an easy-to-use private online service that helps parents, families and teachers work together to record, share and extend children's learning and capture their development.



It is a free and convenient way of keeping in touch as educators will publish individual and group stories about your child's learning. There is a community page where information about the curriculum as well as notes and reminders is updated regularly.

Parents can also use Storypark to communicate with the preschool educators - by commenting on stories and posts as well as starting their own community posts (where recipients can be selected and conversations can be started).

Storypark is 'child-centric' which means any account must be connected to a child's profile. If your child already attends a service that uses Storypark you can link our service to the same account.

When you return the permission form we will send you an invite to join Storypark via your email (please check your junk email as sometimes it can be sent there). Once you have created a password you will be able to access your child's profile via the internet and then you can download the Storypark for Families.

Please note two email addresses are allowed so it is a great way for both parents to be active in their child's preschool year. Parents can then invite extended family members to be part of this experience too.

FACEBOOK:

The Preschool has a Facebook page that we share information and photographs of things that have been happening in our site. This page is a public page so we do not use photos of children's faces so they can be recognised. Search for "Flaxmill Preschool" to like this page.

ACCOUNTABILITY:

During your child's time at the preschool, staff will observe and note his/her progress and plan for his/her continuing development. Parents are encouraged to discuss their

child's development and we appreciate any input from you regarding your child's needs. By returning your child's brief profile will help to give us an overview of your child's strengths and interests.

Parents/caregivers are able to access information regarding their child's learning by:

- Talking informally with staff
- Arranging a mutually convenient time to exchange information - via telephone, written exchange or a meeting regarding your child's development.
- Accessing Storypark

INDIVIDUAL LEARNING PLANS

Your child will receive an Individual Learning Plan (ILP) which will focus on your child's interest and strengths as well as strategies and program goals we will aim to achieve over the time your child attends preschool.

STATEMENT OF LEARNING

When your child leaves preschool to start school, you will receive a Summative Report, which is a brief summary of your child's development and distance traveled during his/her time at the centre.

LEARNING JOURNEY FOLDERS

A collection of your child's learning stories, artwork's and photos reflecting their time spent at preschool will be collected over the year and given to your child before beginning school. Most will have an explanation of the activity and which developmental learning outcomes children are developing. Children's books are available to view in the preschool by children, parents and families at any time.

LIBRARY

The Library is located in the school and the preschool visits the library weekly allowing children to borrow a book for a fortnight. Books are to be placed in the library box in the preschool. Please make sure that the children remember to bring their bag and their book back so that they can borrow another one.

CHILDREN'S POCKETS/INFORMATION

Information will be placed on the whiteboard, window and door at the entrance of the centre. Please read this on a daily basis for information regarding current happenings in the Preschool. Notes and newsletters will also be placed in each child's pocket which hangs in the foyer of the preschool. Please check your child's pocket at the start and end of their preschool session.

REMINDERS

If you have changed your address or phone number since you enrolled your child in preschool could you, please let us know as it is important that we have the most up to date contact details.

LOST PROPERTY

Staff do their best to return property to their owners, especially if items are named. Please check the lost property basket which is located outside under the veranda.

PARENT/CAREGIVER INVOLVEMENT

There are a number of ways you can be involved in your child's time at Preschool. Being part of our Preschool Parent Involvement Group or being a member of the school Governing Council. We are always looking for parent and caregivers to assist with cooking experiences, help with end of term jobs and clean up, being on the washing roster, donating boxes and items for our collage table, attending special events and helping on excursions and trips.

Lunch Box Guidelines for Families

Parents and caregivers are encouraged to provide healthy food and drink choices in line with the centres *Nutrition, Food and Beverages and Dietary Requirements Policy*.

Snack suggestions:

- Fresh fruit and vegetables
- Dried fruit
- Cheese and crackers
- Yoghurt

Lunch suggestions:

- Sandwich / wraps / rice cakes / crackers with cold meat, salad or spreads - vegemite, jam, honey.
- Food thermos with pasta / rice / noodles.
- Salad

Drinks:

- Please provide a named water bottle with WATER ONLY.
Water bottles will be refilled with filtered water throughout the day as needed.
- If for some reason your child does not have a water bottle we will provide them with a cup and water.

Foods and drinks we DO NOT recommend:

- Packaged foods
- Chips, lollies and chocolate
- Cordial, milk drinks and juice

WE ARE A NUT AWARE CENTRE!

This means food containing nuts should be limited and avoided where possible. Please note this is subject to change based on children's health requirements and we will advise you of this. Some examples of food that include nuts include peanut butter, Nutella, nut/fruit bars and any other products containing nuts.

