

Information Booklet for Preschool Families 2023





Vision Statement

	Gawler and District College B-12 Children's Centre for Early Childhood Development and Parenting							
Our Philosophy								
C.H.I.L.D.R.E.N.								
AND FAMILIES ARE AT THE CENTRE								
OF EVERYTHING WE DO								
Care	Caring for, and nurturing children, families, staff, volunteers, and community.							
Honesty	Developing and maintaining trusting relationships.							
ntegrity	Doing the right thing even when no one is looking.							
Learning	Supporting and maximizing everyone's potential.							
Diversity	Valuing and respecting diversity, individuality a <mark>nd em</mark> bracing differences.							
Respect	Recognising the worth of individuals.							
Equity	Striving for quality programs that provide equitable opportunities and outcomes.							
Nutrition	Encouraging and promoting healthy eating.							

Children's Centre's Focus

- Provide high quality early learning and care,
- Support parents in their critical role of promoting their child's learning, health, social and emotional wellbeing and life opportunities,
- Support the child within their family and community context,
- Inclusive of children with different abilities & different economic, cultural and linguistic circumstances,
- Prevention and early intervention,
- Teamwork building a team of professionals and volunteers, working together to promote success and opportunities for children, families and communities.

Along with preschool sessions, the Children's Centre offers opportunities for you to be involved in programs such as playgroups and parenting workshops, as well as access to health and child development specialists for your child.

What your child needs to bring to Preschool:

Food

Please pack a snack and lunch in **NAMED** containers. Children's snack and lunch containers will be stored in the children's fridges in the main preschool room.

- <u>Please DO NOT send NUTS or PRODUCTS CONTAINING NUTS.</u> Some children are allergic or highly sensitive to these products.
- <u>Please DO NOT send food such as chips, lollies, chocolate or,</u> <u>chocolate, sweet biscuits and bars or roll-up's etc.</u> The Centre encourages healthy eating habits.



- Children will need a <u>NAMED</u> container or plastic zip-lock bag containing items such as fruit, vegetables or cheese, or small tub of yoghurt for snack time.
- Please pack a healthy sandwich/wrap/roll or similar in a **NAMED** container for **lunch**.
- Please provide a **<u>NAMED</u>** spoon for your child to use if needed.

Drink

- Children will need to bring their own <u>NAMED</u> drink bottle containing <u>WATER ONLY</u>. Please do not send flavoured milk drinks or fruit boxes.
- We also provide good quality drinking water from a refrigerated filtered water system. It is always available to the children, who often enjoy accessing it themselves.

Clothes

- Children will need to wear comfortable, practical, sun-safe clothing no singlets, tank-tops or dresses with shoe-string straps (all named please).
- They will need comfortable, practical footwear suitable for active play (all named please). Thongs are not appropriate footwear for preschool sturdy sandals or sneakers are best.
- Please dress your child in clothes that they can manage themselves in case they have to go to the toilet in a hurry.
- Please pack a spare set clothes including extra underwear and socks (all named please); in case they have a toileting accident or become wet from playing in water etc.

Be Sun-safe

- Apply sunscreen at home **BEFORE** your child comes to preschool.
- The Centre will supply each child with a named sun-safe hat when they start preschool. Hats will be kept at the centre and are washed at least once per week by the staff.

Gawler & District College B-12 Children's Centre Staff

Director: Jasmin Lowcock Community Development Coordinator: Kim Wright

Administration:

- Helen Schild (Finance Officer)

- Tina Alchin (Receptionist)

Allied Health Staff:

- Kathryn Girvan Occupational Therapist
- Bee Lan See, Speech Therapist
- Red Group Teachers, Libby and Amanda
- Blue Group Teachers, Amanda and Kim
- Early Childhood Workers- Michelle, Marnie, Liz, Stacey, Jess, Susan, Vicky
- -Occasional Care Workers. Susan and Stacey

Playgroup

The Children's Centre offers various playgroups throughout the week. If you are interested in attending any of the playgroups run at the Centre, please have a look on our website, Facebook page, or ask at the Reception Desk or for more information.

Occasional Care

This is a quality, local, short term care service for children. Occasional Care provides a break for parents at home to give them time to themselves and the opportunity to attend other commitments. The primary target group is the children of parent/s not in the workforce and not accessing any other care services.

There is a high demand for this service. When the service is running at full capacity, we are required to follow a "Priority of Access" procedure to assist us to accommodate as many families as we can. After receiving a completed enrolment form, children will be placed on a waiting list and notified when a place becomes available. Depending on the number of preschool enrolments, the sessions may be operated within the preschool or in the Crèche room on the Community side of the centre.

Each session operates between 2 ½ and 3 hours. We are currently funded to offer two sessions per week for children under 2 years of age and two sessions per week for children over 2 years of age. Due to the limited number of places available, children may be able to access **one** of the available sessions either weekly, fortnightly, for a number of weeks in a row (e.g. 1 session per week for 5 weeks) or for any other booking arrangement as deemed appropriate by the Director.

Fees are: \$5.00 per session or \$1.50 per session if you have a Health Care Card (which we will need to sight at your first visit). Please provide a healthy snack, water in a drink bottle, a hat and a spare change of clothes (including underwear and socks). If your child is in nappies, there are facilities for changing but nappies and wipes must be provided by you. All wet/soiled clothes will be placed in a plastic bag and put in your child's bag.

2023 Occasional Care Session Times

Under 2 year olds Wednesday 8:45am to 11:30am (4 places) or Thursday 8:45am to 11:30am (4 places) Over 2 year olds Thursday 8:45 am to 11:30 am (8 places) or 12: 15 pm to 3:00pm (16 places)

Preschool

13 NO PRESCHOOL

In the year before they start school, children are entitled to 15 hours of preschool per week (30 hours spread across a fortnight) for four terms from the beginning of each year. If your child is Aboriginal or Torres Strait Islander, (ATSI) or is or has been in care (Children in Care) are eligible for 12 hours of preschool per week once they turn 3. (subject to the availability of places and staffing)

Preschool Session times and Calendar

Red Group.....8:45am - 3:00pm... Mon, Tue (Weekly) & Wed (fortnightly)

Blue Group...8:45am - 3:00pm... Wed (fortnightly), Thur & Fri (Weekly)

		RED G	ROUP & BLUE	GROUP CALE	NDAR - 2023		
Red Gro	vp8:45am → 3		e (weekly) & Wed (formig				ty), Thur & Fri (Weekly)
		2 ADDITIONA	L PUPIL FREE DAYS			MED	
WEEK	MONDAY	TUESDAY	WEDNESDAY	uary 30 th - Apri THRUSDAY	FRIDAY	SATURDAY	SUNDAY
1	Jan – 30	31	Feb - 1 NO PRESCHOOL	2	3	4	5
2	6	7	8	9	10	11	12
3	13	14	15	16	17	18	19
4	20	21	22	23	24	25	26
5	27 Pupil Free Day	28	Mar – 1	20	3	4	5
6	6	7	8	9	10	11	12
7	13 Adeialde Cup Day	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28	29	30	31	Apr - 1	20
10	3	4			7 Good Hiday		
			5 NO PRESCHOOL	6		8 Easter Saturday	9 Easter Sunday
11	10 Easter Monday	11	12 NO PRESCHOOL	13	14	15	16
SCHOOL HOLDAYS	17	18	19	20	21	22	23
	24	25 ANEAC Day	26	27	28	29	30
WEEK.	HOUDAY	TUTODAY		May 1# - July 7	FRIDAY	0.17100.19	215 ID 47
WEEK 1	MONDAY May - 1	TUESDAY 2	WEDNESDAY 3 NO PRESCHOOL	THRUSDAY 4	5	SATURDAY 6	SUNDAY 7
2	8	9	10	11	12	13	14
3			17	18	12		21
_	15	16		25		20	
4	22	23	24		26	27	28
5	29	30	31	Jun - 1	2	3	4
6	5	6	7	8	9	10	11
7	12 Queen's Brithday	13	14	15	16	17	18
8	19	20	21	22	23	24	25
9	26	27	28	29	30	Jul - 1	2
10	3	4	5 NO PRESCHOOL	6	7	8	9
SCHOOL HOLDAYS	10	11	12	13	14	15	16
HOUDKIS	17	18	19	20	21	22	23
			TERM 3July	2411 – Septemb	er 29th		
WEEK	MONDAY	TUESDAY	WEDNESDAY	THRUSDAY	FRIDAY	SATURDAY	SUNDAY
1	Jul – 24	25	26 NO PRESCHOOL	27	28	29	30
2	31	Aug – 1	2	3	4	5	6
3	7	8	9	10	11	12	13
4	14	15	16	17	18	19	20
5	21	22	23	24	25	26	27
6	28	29	30	31	Sep – 1	2	3
7	4	5	6	7	8	9	10
8	11	15	16	14	15	16	17
9	18	19	20	21	22	23	24
10	25	26	27 NO PRESCHOOL	28	29	30	Oct - 1
	2 Labour Day	3	4	5	6	7	8
HOLDAYS	9	10	11	12	13	14	15
			ERM 4Octobe				10
WEEK	MONDAY	TUESDAY	WEDNESDAY	THRUSDAY	FRIDAY	SATURDAY	SUNDAY
1	Oct-16	17	18	19	20	21	22
2	23	24	25	26	20	28	22
3	30		Nov - 1	20	3	4	5
4	6 Pupil Free Day	31	8	2 9	10	4	12
5	13	14	15	16	10	18	12
	20			23	24	25	
6	20	21	22	23	24	25	26

Dec - 1

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Fees

Preschool fees are vital to the running of our centre as we are not fully funded by the Government. Not paying your fees means less paper, paint, new equipment, toys and educational resources for your child and other children to use at the centre. The Director and the Governing Council review the fee structure as part of our Budget Planning.

The current fees are:

PRESCHOOL:

Eligible 15 hours per week / 30 hours per fortnight (4 and a half days per fortnight) = **\$120.00** per term or **\$480.00** for a full year

ATSI or Children In Care -12 hours per week (2 full days per week only, until child's eligible year begins) = **\$96.00** per term

PRESCHOOL FEES PAID TERMLY ARE DUE BY THE END OF WEEK 2 OF EACH TERM. OCCASIONAL CARE:

Per session = \$5.00 or \$1.50 (upon presentation of a Health Care Card)

- Payment is to be made at the <u>beginning of your child's session</u> or you may also choose to pay for the whole term up-front.
- Occasional Care fees are to be paid for each session even if your child is absent.

PAYMENT OPTIONS AVAILABLE ARE:

EFTPOS Available at the Reception Desk.

DIRECT BANK DEPOSIT BSB: 085-599 ACCOUNT NUMBER: 50-809-0473

Please enter your **CHILD'S NAME** in the reference/description section.

CASH



Payment envelopes are available next to the Fee Box on the front counter at the Reception Desk. Please complete all details on the payment envelope, place the correct amount of cash inside and put the envelope into the Fee Box.

Please enclose the correct amount as we do not have facilities to give change.

CENTREPAY

If you receive a Centrelink payment, you can arrange to pay your fees using this free, direct bill paying service. Apply online via your "My Gov" page or at your nearest Centrelink office.

Our Centrepay Account number is: 555 104 387S



Immunisations

The 'No Jab - No Play' law came into effect on Friday 7th August, 2020.

We are required to have up-to-date Australian Immunisation History Statements for all children enrolled in Preschool or Occasional Care programs. This must be a current Immunisation History Statement from the Australian Immunisation Register that shows the child's immunisation status as up-to-date (unless an exemption has been granted).

Current Australian Immunisation History Statements or Exemption documentation **must** be provided prior to children enrolling and attending Preschool or Occasional Care.

Preschool Enrolment:

You will need to provide your child's up-to-date Immunisation History Statement:

- At the time of enrolment
- In January of the year that your child begins preschool
- Each time your child receives a new vaccination
- At other times as requested.

If your child is beginning preschool part of the way through the year, you will need to provide your child's up-todate Immunisation History Statement before they can attend preschool.

Occasional Care Enrolment:

You will need to provide your child's up-to-date Immunisation History Statement:

- At the time of enrolment
- Each time your child receives a new vaccination
- At other times as requested.

PLEASE NOTE:

We are **not** able to accept Immunisation Records from your child's CAFHS Blue Book

To the right is an example of an approved Australian Immunisation History Statement that we are able to accept.

You can access your child's Immunisation History Statement via:

- Your Medicare online account through MyGov
- The Express Plus Medicare Mobile App (through an existing MyGov Account)
- Contacting the Australian Immunisation Register general enquiries line on 1800 653 809 and requesting that a statement be posted to you.

For Further information or assistance:

- Contact the Australian Immunisation Register general enquiries line on 1800 653 809
- Visit the <u>humanservices.gov.au</u> website
- Visit the <u>sahealth.sa.gov.au/immunisation</u> website



Attendance

Regular attendance at preschool is very important. Our program is developmental and builds upon what happens each day so regular attendance will help to ensure that their learning, understanding and skills are developed.

Please phone the Children's Centre if your child is or will be absent for any reason. Notification of absence as soon as possible would be appreciated as we are accountable for the service we offer and are required to keep statistics relating to children's attendance etc.

Birthday Celebrations

For health reasons such as Covid-19 and children's allergies, please do not bring in food or gifts for children's birthday celebrations unless arranged with educators prior to the day. Children and educators will sing happy birthday to your child.

Car parking

The Department for Education do not provide car parking specifically for parents. There is limited car parking space available at the Children's Centre, primarily for staff and families attending CAFHS appointments or accessing Community Programs.

Alternative parking space is available along the other side of Barnet Road or opposite the Centre (behind the Aldi building). Please use these areas to park when bringing your children to and from preschool.

There is a concrete walkway across the car park from the pedestrian gate to the Children's Centre building. Please take extra care when driving across the walkway with your car - be aware that young children may come out from behind parked cars to walk across. Please be patient, take care and ensure your child's safety in the car park by watching them at all times.

Please **do not** park in the disabled car park – unless you have a visible, authorised disabled access parking sticker displayed in your vehicle. This clearly marked parking space is allocated specifically for people attending the Children's Centre who need to have access to this park.

Please be aware that there is a "DROP OF AND PICK UP ZONE" along Barnet Road in front of the Children's Centre and Schools. This is clearly sign-posted and regularly monitored by Council Parking Inspectors. Fines do apply for people who have parked in the zone outside of allocated times.

Communication with families

This is done in a variety of ways but **most importantly please chat to staff** particularly if you are unsure of anything or have any concerns. We also appreciate feedback on positive things that have happened too. We strive to sort out most issues with families however, in the event that you feel that this has not happened, our website has a link to the Grievance Policy and Procedures that need to be followed. **Please keep all contact details, along with those of your emergency contacts, up to date.**

- Children's Centre Newsletters will be emailed to the address you provided in your enrolment pack. Please notify staff at the reception desk if your email address or any other contact details have changed.
- Other information that may be of interest is displayed in the **Reception area** and can also be found on the Gawler & District College B-12 Children's Centre **Face Book Page** and **Website**



Collection of Children

Please notify us of **any** change to your normal collection arrangements. At any time where someone else will be picking up your child, please write the person's name in the space provided on the sign in/out sheets. And if it is a new person, complete a Emergency Contact Update form which will be available at the sign in counters. **Please phone the Children's Centre on 8523 2575 at any time during your child's session to let us know if your circumstances have changed and you need someone different to collect your child.** You will need to tell us if we haven't met this person before and they will need to show us their Photo I.D. (e.g. drivers licence), when they come to collect your child. We will not let children to go with others without your permission. If you phone to tell us about any changes to arrangements, we will complete the Emergency Contact Update form and ask you to sign the emergency contact update it when you are next in the centre.

At the end of the session your child will be in a group situation and will be expected to stay with the group until one of the educators have sighted the adult they are to go home with and said goodbye to them.

If you do need your child to leave early, please phone the Children's Centre in advance to let us know so staff can assist your child to gather their belongings and be ready to leave. Early Pick up will be from the side gate however, if children and staff are already inside for group time, please come into the Reception area and let staff at the front desk know you are here to collect your child.

Curriculum

In line with the National Quality Standards, staff program for children's learning and development using the 'Early Years Learning Framework' (EYLF 2.0). A copy of the EYLF and documentation of our programming are always on display for families to access. If you would like further information, please ask one of the educators about this documentation and what it means for your child.

First Aid

All preschool staff are trained in First Aid. If an accident occurs, written notification will be given to you when you collect your child from preschool. The reporting staff member will sign this. You are asked to also sign the report to acknowledge that you have received the information.

Health

Notify staff **<u>immediately</u>** of any contagious illnesses e.g. chicken pox, conjunctivitis, school sores, worms, head lice etc. Your child will not be able to return to the centre until he/she is completely cleared or treated (as is the case for head lice).

Illness

Children who are unwell must be kept home, especially if they have colds or contagious illnesses. If children becomes unwell whilst at preschool, we will phone you and ask you to arrange to collect your child as soon as possible.

If you or younger / older children have symptoms of an infectious illness, please do not attend the site unless necessary. There may be occasions when your preschool or occasional care child is symptom free and is not an excluded close contact as defined by SA Health exclusion periods for various illnesses, eg they may have already recovered from an illness that a younger sibling has subsequently contracted.

In these instances, if you cannot arrange for someone else to bring your child, please contact the centre (ph: 8523 2575) prior to arrival and arrange for a staff member to meet you in the car park or at the gate to greet your enrolled child and bring them into the service. Wear appropriate protective items (eg mask), maintain physical distance and do not stay longer than necessary. If you cannot arrange for someone else to pick up your child at the end of the session, please contact the centre (ph: 8523 2575) prior to arrival and arrange for a staff member to meet you in the car park or at the gate.

Governing Council

The Director consults with Governing Council regarding the financial management and implementation of Department for Education policies as well as any centre development. Being on the Governing Council is a great way to be involved with and provide input into the running of the Children's Centre and can be fun! Some areas of interest are fundraising, maintenance, playgroup and education. The Annual General Meeting is held in March each year to elect members and office bearers for the year.

Lost Property

We greatly stress the importance of **NAMING EVERYTHING** your child brings to preschool. Items that are clearly named are it much easier for staff to identify and return to their owners! Lost Property items will be placed near the sign-in/out sheets for you to check through while you are waiting to drop off or pick up your child. Please check them regularly.

Medical Records

It is very important that preschool staff are notified immediately of any changes in your child's medical history. In particular, we need to know of any medication your child has taken recently or is required to take, and of any allergies you are aware that your child may have.

If your child has **any** type of health condition which they need medication for, (such as Asthma, Anaphylaxis or any other illness or condition requiring antibiotics or medication or creams to be administered during the time your child will be at preschool or Occasional Care), **you will need to provide a Health Plan from your child's doctor.** We are also required develop a 'Health Support Agreement' and 'Safety and Risk Management Plan' with families for each child with a medical condition, attending preschool or occasional care. Further information will be provided upon enrolment.

If your child has been diagnosed with Asthma, we require an 'Asthma care plan'. You will need to have this completed by your doctor. YOUR CHILD WILL NOT BE ABLE TO ATTEND PRESCHOOL or OCCASIONAL CARE UNTIL WE HAVE A FULLY COMPLETED COPY OF THEIR ACTION PLAN ALONG WITH ANY MEDICATION REQUIRED. All medication and creams must be clearly named with a label from the chemist and dosage information must match what is included in their Action Plan.

For safety purposes, **no medications or creams are to be left in children's bags** - all medication, creams and Health Plans will be kept in the First Aid cupboard in the kitchen. Your child's photo and basic medical information will be placed on the outside of the kitchen cupboard doors (inside the kitchen) for quick and easy reference by staff.

Policies

The **Department for Education** is the service provider and as such, we are required to implement the policies and procedures that are provided. Please refer to our department website <u>For parents and families</u> (education.sa.gov.au)) for more information. We also have a number of policies and procedures developed by staff and Governing Council that are specifically related to our site. These policies are available on our website. Staff will be happy to chat to you about these and the **Department for Education** policies.

Quality Improvement Plan

Staff and Governing Council develop a Quality Improvement Plan (QIP) in accordance with National Quality Standard (NQS) guidelines. There is always a copy for parents to access and the Director is happy to meet with families who would like to deepen their understanding of this and what it means for the site and their child. The QIP can also be accessed on our website.

Support Services

We may be able to provide support for children with speech delays, developmental delays, behavioural needs, emotional support and support for the family through **Department for Education** and Allied Health services. Please see the Director if you need further information or assistance.

Work Health & Safety

The centre is governed by the Work Health and Safety Act. We require that any person working (voluntarily or otherwise) at the centre needs to work in a **safe and responsible manner**. All volunteers to the centre are required to have a current Working with Children Check and to Sign in and out at the Reception Desk.

Allied Health Program

The Allied Health in Children's Centres program primarily provides speech pathology and occupational therapy (OT). These two disciplines have been identified as having key roles in providing early intervention services to promote optimal child development outcomes. These roles complement other staff employed in Children's Centres, including Community Development Coordinators and Family Services Coordinators.

The Allied Health staff share specialised knowledge that supports Children's Centre staff in identifying children at risk of developmental delay and support staff and parents in promoting children's optimal development. Speech pathologists assist with all aspects of communication including speech, language, literacy, signs, symbols and gestures and can also assist with issues around eating and drinking. Occupational therapists support children's optimal participation in and performance of daily activities. This may involve strengthening of play skills, fine and gross motor skills, concentration and self-regulation skills. This is achieved by providing adaptations to the environment, modification of tasks, opportunities to practice skills, educating and supporting significant others to support children in these tasks.

Allied Health workers aim to build the capacity of staff, parents/carers and the community of the centre by providing prevention and early intervention services such as:

- *Centre staff support*: one-to-one consultation and professional development sessions on topics such as sensory processing and strategies for assisting children with behavioural, emotional and sensory regulation, resource development, screening, assessments and programming assistance
- Parenting programs and support including, parenting groups, one-to-one consultation, strategies for assisting children with toileting, feeding, play, speech and language skills and provision of written information/brochures and assistance with referral pathways
- Children's group programs: e.g. Speech, Occupational Therapy (OT) and social skills groups
- *Centre events and support of community development programs* such as, supported playgroups and involvement in the family contact program.



2022 Art Show

Gawler and District College B-12 Children's Centre Details

ADDRESS:

Gate 6/7, Building 40, Barnet Road, Evanston SA 5116

(Gate 6 – Carpark entrance / Gate 7 – Pedestrian entrance)

PHONE:

8523 2575

(This is the direct number for the Reception Desk at the Children's Centre)

EMAIL: dl.2624.director@schools.sa.edu.au

WEBSITE: www.preschools.sa.gov.au/gawler-dist-college-b-12-chn-ctr

FACE BOOK PAGE:

Type in "Gawler and District College B-12 Children's Centre" and look for our spotted logo.



Useful Websites					
Department for Education	www.education.sa.gov.au				
Great Start – Everyday learning for numeracy & literacy	www.greatstart.sa.edu.au				
Kids Helpline	<u>www.kidshelp.com.au</u>				
Parenting SA	www.parenting.sa.gov.au				
SA Directory of Community Services	www.sacommunity.org				



Child & Family Health Service

Available on site Monday to Friday - By appointment only

To book an appointment please contact Child & Family Health Service on

1300 733 606

For parenting advice phone the Parent Helpline:

1300 364 100