

Table of contents

- Home
- What we offer
- Enrolment and fees
- Reports and plans
- Parenting support
- Policies and guidelines
 - [gawler-east-preschool-centre-philosophy](#)
 - [gawler_east_-_healthy_eating](#)
 - [gawler_east_-_curriculum](#)
 - [gawler_east_-_drop_off_and_pick_up_procedures](#)
 - [gawler_east_-_emergency_procedure](#)
 - [gawler_east_-_governing_council](#)
 - [gawler_east_-_grievance_procedures](#)
 - [gawler_east_-_health_and_wellbeing](#)
 - [gawler_east_-_hot_weather](#)
 - [gawler_east_-_sunsmart_policy](#)

Home



You can find out more about our goals and our focus in our philosophy statement (PDF 95KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/michelledegaris_philosophy.pdf).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. 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. You might be able to help with excursions, end-of-term cleaning, washing smocks or just join in with activities.

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.

Bushfire risk

You can find more information about an active bushfire from the CFS website (<http://www.cfs.sa.gov.au/>). See the bushfire page

(<https://www.decd.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) on the Department for Education website for general information.

Contact us

Preschool director: Miss Chantelle Weckert

Phone: (08) 8762 1086

Fax: (08) 8762 0862

Email: dl.6526.leaders@schools.sa.edu.au

Street address: 10 Price Ave Naracoorte SA 5271

Postal address: PO Box 379 Naracoorte SA 5271

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.

Green group

Monday	Tuesday	Wednesday	Thursday	Friday
8.30am to 2.55pm	8.30am to 2.55pm	–	–	8.30am to 12.30pm alternate weeks, 4 times per term

Blue group

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	8.30am to 2.55pm	8.30am to 2.55pm	8.30am to 12.30pm alternate weeks, 4 times per term

Fees

The parent contribution is \$400 per year. See our enrolment and fees (<https://www.preschools.sa.gov.au/gawler-east-preschool-centre/getting-started/enrolment-and-fees>) page for more information.

What to bring

Children need to bring these items each day:

- bag
- broad-brimmed or legionnaire hat with no chin straps
- change of clothes
- drink bottle containing water
- healthy snack
- packed lunch.

Please write your child's name on all their belongings.

Children should wear comfortable clothes they can get dirty in. Your child's clothes should have easy fastenings so they can go to the toilet by themselves. Clothing should be suitable for all-weather outdoor play.

If you would like your child to wear a preschool t-shirt they are available from us for \$20. These t-shirts meet SunSmart requirements.

What not to bring

Parents are asked to not send the following:

- food containing nuts (some children have nut allergies that can be life threatening)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks). Please save treats for home
- toys from home
- other allergy-causing products that we tell you about.

If you have any concerns about this please chat to the Director

Additional information

Please read our drop-off and pick-up procedure (PDF 24KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/gawler_east_-_drop_off_and_pick_up_procedure_s.pdf).

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/gawler-east-preschool-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 sometime between July and August about an enrolment and orientation session. This will be an introductory session where you can ask questions.

Fees

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

The parent contribution is \$400 per year. You can choose to pay the total amount at the beginning of the year, instalments of \$100 at the beginning of each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>), or \$10 per week.

When to pay

We will invoice you by week 3 of each term via your child's communication pocket.

Payments are due as indicated on your invoice, depending on your payment method.

Please contact us if you are having difficulty paying.

How to pay

EFT information

We prefer direct deposit as your payment method.

BSB: 105009

Account number: 065781840

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

Cash, cheque or Centrepay

You can pay by cash or cheque. If you are paying by cash or cheque, please put the payment in a sealed envelope with your child's name on the front. Put the envelope in the payments box at the preschool.

Fees can also be paid using Centrepay. Forms are available from us.

Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

Reports and plans

National Quality Standard rating

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



Overall Rating: Exceeding NQS

Quality Area Ratings

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

Rating for: Gawler East Preschool Centre

Rating issued: September 2016

Copyright ACECQA (<https://www.acecqa.gov.au/copyright>)

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 230KB)

(https://www.preschools.sa.gov.au/sites/default/files/gawler_east_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 74KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/gawler_east_-_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/2691_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.

GAWLER EAST PRESCHOOL PHILOSOPHY AND VALUES

***At Gawler East Preschool we believe relationships are key
to a strong foundation for learning.***

- Children learn through play and are more engaged in their learning when they feel safe and valued, have positive relationships with their educators, peers and environment, and have fun!
- Planning is based on reflective practice which considers the strengths, needs and interests of each child.
- Play is supported by intentional interactions and mindfully planned environments and experiences.

WE VALUE:

- Supportive, positive and respectful relationships
- Positive wellbeing and a growth mindset
- Quality, improvement and best practice
- Open, honest and collaborative communication
- The natural environment

OPERATIONAL PRINCIPLES

The Preschool will operate in an organised and professional manner.

Staff, volunteers and council members will speak with one voice and operate within the values and beliefs of the preschool, supported by Preschool policies and procedures. The well-being and learning needs of the children will be the primary consideration in all decision making. The Preschool will build a supportive environment which values diversity, respect and collaboration.

GAWLER EAST PRESCHOOL RIGHT BITE 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**.

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.

Curriculum

Our preschool's food and nutrition curriculum:

- 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 EYLF framework where possible, **relating to the Developmental learning outcome: 'Children develop a sense of physical wellbeing'**

The Learning environment

Children at our preschool:

- have fresh, clean "pura" tap water available at all times and are encouraged to drink water regularly through the day from own supplied bottles
- will eat routinely in a set seated eating space
- 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:

- provides rewards/encouragements that are not related to food or drink
- 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**
- 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
- has the following guidelines for families for **food brought from home** or provided by staff within preschool time

Fruit Time / Snack Time:

Parents and carers are encouraged to supply fruit and vegetables at fruit time. **GREEN LIST FOODS**.

Lunch Time

Parents and carers are encouraged to supply food mostly from the **GREEN** list with some **AMBER** foods.

We encourage children and parents not to provide food from the **RED** list for the child's day at preschool to:

- provide children with important minerals and vitamins
- to acknowledge good nutrition contributes to good health and wellbeing and this is vital for positive engagement in the learning activities at preschool.
- encourage a taste for healthy foods.
- Support preschool curriculum and child's learning as part of the **Right Bite** strategy

Food and drinks provided to children:

- parents and carers are encouraged to provide healthy food and drink choices in line with the **Right Bite** strategy
- parents are to send a bottle of **water** each day which can be refilled at the preschool
- staff will ensure that food provided to children by the preschool is in line with the **Right Bite** strategy.

Food safety

Food Standards of Australia require that we provide enough refrigerator or insulated boxes with ice bricks to store food to keep food cool. Food can be safely stored using eskies for up to **4 hours**. Food not eaten at lunch that needs to remain cold to be safe will be disposed of as it will be outside the 4 hour safety zone. When possible we will send home uneaten food. We recommend that this food is disposed of as it will no longer be fresh.

Our preschool:

- promotes and teaches food safety to children
- encourages staff to access training
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures.

Food-related health support planning

Our preschool is Allergy Aware and:

- liaises with families to ensure a suitable food supply and support for children with health support plans that are related to food issues.
- Has a current **BAN on nut and nut products** to support health plans of some children – please do not send anything with nuts in the ingredient list.

Working with families, health services & industry

Our preschool provides information to families and caregivers about the **Right Bite Strategy** through a variety of ways including:

- newsletters
- information on enrolment
- pamphlet/poster displays

Our preschool promotes the alignment of fundraising with the **Right Bite** strategy.

The staff at GAWLER EAST PRESCHOOL thank you in advance for your support of this policy

This policy is adapted from one developed by the Eat Well Be Active project 2006.

GAWLER EAST PRESCHOOL - FOOD GUIDELINES USING "RIGHT BITE" STRATEGY

This list has been prepared using the Right Bite Guidelines. We have modified this slightly to

- acknowledge the constraints of the preschool
- support the preschool curriculum
- and acknowledging that children are only here for 15 hours of their week, enabling children to access a range of other foods at other times.

The Right Bite strategy teaches children the "traffic light" system of Healthy Eating - **GREEN** - GO - Eat plenty **AMBER** - SLOW DOWN - Select carefully **RED** - STOP - Occasionally
We recommend packing food with a small **ice brick** in hot weather. Please place name on containers.

GREEN LIST - Choose plenty

Children can bring green list foods for snack and lunch. We encourage fruit and/or vegetables for morning and afternoon snack as these will not spoil without esky/refridgeration.

Food type	Examples
Breads	All types of bread including wraps, borritos, tortillas etc. Multigrain, wholemeal, hi-fibre are extra good!
Cereal foods	Rice, pasta, noodles etc. (unfortunately we cannot heat these up).
Breakfast Cereals	Whole grain breakfast cereals that are high in fibre and low in salt and sugar can be great "nibbles" at kindy.
Vegetables	Any - chop up into sticks and add a low fat dip. (dips for lunch time only)
Fruit	Any - fresh, dried or fruit packs in natural juice
Legumes	Any - again we cannot heat up - but many children enjoy cold baked beans!
Reduced fat Dairy products	Low fat yoghurt, custard (not flavoured please) and cheese. Pack these with a "cold pack" and make sure they are in the esky for lunch only .
Drinks	Water only at preschool please
Meats	These need to remain cold - so we recommend always packing with an ice brick and placing in the esky. Lunch time only . No "highly processed" meats such as kabana, salami, metwurst etc. These foods are high risk if contaminated. We have a BAN on NUTS/NUT PRODUCTS in support of children's health needs.

AMBER LIST - Select carefully - Children may choose from this list to add to their (GREEN) lunch choice.

Food type	Examples
Savoury products	Check for fat and salt content. Examples could be cheese and tomato (vegetable) pizza, vegetable pastries, quiches,
Spreads	Use sparingly. Choose reduced salt/sugar if available. Includes vegemite, fruit jam, honey. Sorry no nut spreads .
Snack food bars	Try higher fibre/low sugar varieties such as breakfast bars, cereal bars, fruit bars. Sorry no nuts or chocolate .
Savoury snack foods/biscuits	Check for fat and salt content. "Oven Baked" varieties are usually good, dry biscuits, air popped popcorn, rice cakes or crackers.
Fruit bars or chews	Fruit bars often don't contain much fruit. Check for sugar content and go fruit over 80% content. Try to avoid those that look like lollies.
Cakes, muffins etc	English muffins, small muffin high in fibre and fruit, scone, small pancake/pikelet are all acceptable. No icing or chocolate. We know many of you make great healthy muffins, cake and scones. To help our 4 year olds as they develop an understanding of this area we would prefer to keep it simple - so please do not send "cake" - stick to muffins, scones.
Full fat Dairy products	Full fat Yoghurt, custard (not flavoured please) and cheese. Pack these with a "cold pack" and make sure they are in the esky for lunch only .

"Lunch Only" foods will be disposed of at preschool at the end of lunch due to uncontrolled refrigeration.

Statement about PLAY

*Our **curriculum** is based on research that supports **play is the medium through which young children learn**. Play is creative, non-prescriptive and essentially child-directed, enabling the child to wallow in the “process” rather than concentrate on producing an identifiable end product. Play is not only natural; it is essential in the life of every child! Sadly, the very word “play” obscures its importance, because in our culture, it means the opposite to work. And yet it is a child’s work. It is the serious business of experimenting, practising and learning...and it is also FUN!*

EARLY YEARS LEARNING (CURRICULUM) FRAMEWORK

As with the rest of Australia, Gawler East Preschool is using the National Curriculum Framework – Early Years Learning Framework – Belonging, Being, Becoming or EYLF.

The Early Years Learning Framework (EYLF) describes childhood as a time of **Belonging, Being** and **Becoming**. **Belonging** is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.

Being is about living here and now. Childhood is a special time in life and children need time to just ‘be’ - time to play, try new things and have fun.

Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become. (EYLF Families Guide, 2009)

The Framework articulates effective and appropriate principles and practice to support development of each child and defines the 5 Learning outcomes as:

- | | |
|--|---|
| <input type="checkbox"/> Children have a strong sense of identity | <input type="checkbox"/> Children have a strong sense of wellbeing |
| <input type="checkbox"/> Children are connected with and contribute to their world | <input type="checkbox"/> Children are confident and involved learners |
| | <input type="checkbox"/> Children are effective communicators |

Outcome 1: CHILDREN HAVE A STRONG SENSE OF IDENTITY

- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect

Outcome 2: CHILDREN ARE CONNECTED WITH AND CONTRIBUTE TO THEIR WORLD

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

Outcome 3: CHILDREN HAVE A STRONG SENSE OF WELLBEING

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

Outcome 4: CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies & natural & processed materials

Outcome 5: CHILDREN ARE EFFECTIVE COMMUNICATORS

- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

GAWLER EAST PRESCHOOL
DROP OFF AND PICK UP PROCEDURES
DELIVERY / COLLECTION

Please escort your child inside the building on arrival, and help them find their name card to place in the sign in box.

Please **sign your child in and out**. Also, be sure to notify us if someone unfamiliar to us is collecting your child from kindy. This should be recorded on the "Comments" column on the sign in sheet.

If possible, introduce people who are likely to collect your child, to the staff before they do so.

Remember if their name is not on the "emergency list" on your enrolment form, children will not be released, unless prior arrangement is made.

Any restrictions due to **court orders** (such as custody) will need to be provided in writing with a copy of the order. We are unable to enforce court orders without this documentation.

Children are to be collected by adults only – not school age siblings.

The Finch Road **gate is locked** throughout the day – so that there is only one entry into the preschool after MOST children have arrived. This ensures we are able to monitor all visitors to the preschool closely. Please use the car park gate if you arrive late or wish to collect your child early.

The gate will be unlocked before dismissal to make it easy for parents to collect children.

Children will be dismissed by teachers into the care of the adult. Please ensure you notify your child's key teacher if you need to collect your child early.

Please do not let any child who does not belong to you out of the preschool gates, as some parents may have a number of children in their care to organise at this busy time.

The preschool gates will be locked before and after preschool sessions. We ask that families leave the grounds promptly at the end of each day to allow staff to effectively carry out end of day duties and to ensure the safety of all children.

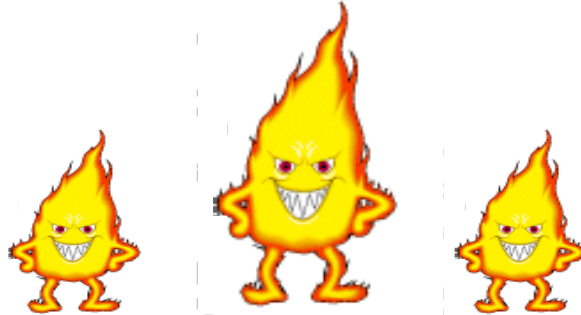
Your support with this enables us to ensure the safety of our children.

Thank you.

Gates are locked during session time – with only the car park gate accessible at all times.

Invacuation/Evacuation Procedure

Report problem immediately to staff.



INTERNAL/EXTERNAL THREAT

(Internal / External: Fire/hazardous substance, natural disaster, Bomb threat)

Loud Blast of siren (short – invac; long – evac.)



Move to where directed.

*Inside ECW Collect roll, emergency bag,
Close windows, doors in cases of fire, if possible*



ECW Contact Emergency Services ph. 000

(Police 131444, DECD Regional office 85220900, School Care)



Staff members to report to Nominated Supervisor



Roll taken. Decision to move to school lawn. Search activated

GOVERNING COUNCIL

*The kindergarten is managed by the Director of the kindergarten,
Supported by members of the "Governing council".*

The Council meets with staff once a month for around 2 hours. During that meeting time we discuss many issues including –

- Maintenance
- Department of Education and ACEQA requirements
- Reports
- Finance management
- Our plans and targets
- Occupational Health and Safety
- Community information
- Fundraising

While most meetings are open meetings, some meetings or parts of meetings may be "closed" and have members only in attendance.

The Council is a great way to support your child's education and keep in touch with what's happening. It's also a great way to meet new people. The importance of the council cannot be over emphasised. Feel free to approach any of the staff or Council members with your ideas, concerns and questions. Meetings will be advertised in the Newsletter, and currently happen on Wednesday evenings from 6.30 pm. The AGM is held in March each year and we will be looking forward to new members joining us then.



In partnership with the director and staff the Council works to achieve the following:

- Quality Improvement Plan for the Centre – which outlines to the community the centre's Core Business, Centre Directions and Improvement initiatives in line with the National Quality Framework
- Report on the centre's achievements through the Annual Report and Annual General Meeting.
- Develop Partnerships with Parents
- Keep and record minutes of meetings etc.
- Develop partnerships with nearby schools and Child Care Centres.
- Support Professional Development of staff
- Support centre, Partnership, Portfolio and State plans and initiatives
- Support Centre Director and Staff in managing any crisis or issue.
- Provide and maintain a safe and healthy environment for staff and children
- Maintain and improve grounds, building and equipment
- Run and attend working bees and clean up days

The Staff at Gawler East Preschool believe that parents are an integral part of a successful kindergarten and their involvement in our centre is highly valued. We are a Local Management kindergarten, and the success of this relies on strong and positive partnerships with parents.

Parents and carers are always welcome. We encourage you to stay and become involved, even if it is for only five minutes. As we are a very busy kindergarten, often planning to stay for a short period will enable you to catch up with teachers. Parents who wish to volunteer their help on a regular basis may require a DCSI check. Please speak to the Director.



You could also join us by:

- Membership on the Governing Council Meeting – see Sandra for further information
- Assisting children with activities
- Staying during sessions (or for part of the session).
- Asking questions.
- Sharing information - confidentiality is assured.
- Reading/looking at the information and children's work displayed.
- Coming on an excursion.
- Supporting fund-raising events by selling raffle tickets, pizzas, family portraits, etc
- Doing some "cooking" with the children.
- Reading a story.
- Cutting up collage materials
- Helping to clean up (at the end of the day)
- Weekly washing
- Playing the guitar, or another musical instrument.
- End of term clean up or working bees
- Joining a Committee/Governing Council - many hands make light work!

We always appreciate help at the end of the day to wash dishes, clean tables and generally help tidy up. Time staff spend doing these jobs can take away from planning, writing up observations and printing off photos...so your help will help your child.

GAWLER EAST PRESCHOOL PARENT GRIEVANCE POLICY

RAISING AND RESOLVING COMPLAINTS OR CONCERNS

Rationale

Good relationships between home and preschool give our children a better chance of success. This policy provides information about avenues of communication, which strengthen the partnership between parents and the preschool. It acknowledges the importance of the relationship between caregivers / parents and the teachers and other staff and provides the steps to follow in the event of a concern.

1. CONCERNS OR COMPLAINTS

A person can raise a concern or complaint if they think that the preschool or a preschool staff member has for example

- Done something wrong or acted unfairly or impolitely
- Failed to do something it should have

Your concern or complaint may relate to;

- the type, level or quality of service
- preschool policies, procedure or practice
- another child's behaviour
- another preschool related issue – such as behaviour or decisions of staff

2. PROCESS FOR RAISING CONCERNS OR COMPLAINT

All concerns should be raised directly with the centre through the director or staff.

3. PROCEDURE TO BE FOLLOWED

Step 1: LOCAL RESOLUTION

- Arrange a time to talk to the staff member concerned and/or director. Your concern deserves time in order to be resolved. Let the person or Director know about the details of your concern with a chat, note or telephone call prior to an arranged meeting. A time can be set up which suits you both. This means all will be prepared and have all the necessary information. Stay calm, respectful and honest in your approach. Written or verbal complaints should focus on the facts or details – avoid personal insults, defamatory statements and threatening or intimidating comments. **You should not approach children or the parent/caregiver of any child directly** (including email or phone or using social media such as Facebook). If your complaint is about the Director of the preschool, it may be necessary to go straight to Step 2.
- The preschool will look into your concern and get back to you as soon as possible. The preschool will aim to keep you informed and resolve the concern as soon as possible – ideally within 15 working days.
- If together, you are not able to sort out the problem let the person know that you intend to speak to the Director. Arrange a time to speak to the Director, providing information which will enable the meeting to be as useful as possible.

Step 2: CENTRAL RESOLUTION

If you are not satisfied you can contact the **EDUCATION COMPLAINT UNIT** on 1800 677 435. This unit will

- Provide advice and support about the issues behind the complaint,
- Advocate with preschool to ensure all options for resolution have been explored
- Objectively review complaints that have not been resolved at the local level, including through a formal review.

Step 3: EXTERNAL RESOLUTION - OTHER WAYS TO RESOLVE YOUR ISSUE

If your issue remains unresolved you may choose to seek independent advice and review by an external agency.

SA Ombudsman

Toll free 1800 182 150

Phone: 82268699

Email: ombudsman@ombudsman.sa.gov.au or website www.ombudsman.sa.gov.au

You may also choose to contact Education and Early Childhood Services Registration and Standards Board of South Australia (EECSRSB) on freecall 1800 882 413.

4. ROLES AND EXPECTATIONS

Parents / Children / Staff Can Expect

- Children to be our first priority
- To follow the Policy when lodging a complaint or concern
- To be listened to
- To have opportunities to put their own point of view and express opinions and concerns
- To be treated fairly, respectfully and equitably
- To be kept informed
- To be informed of options, advice and support available when raising a complaint or concern
- Not to be discriminated against

MANAGING ILLNESS POLICY

This policy will be used in conjunction with Health, DECD and NQF regulations and guidelines

POLICY

This policy aims to ensure that all children and staff attending the centre are protected as much as practicable from disease and infection. It covers events such as sudden and temporary illness (see definition), temporary contagious condition as well as incidental soiling or “wetting” of clothing.

It considers the physical resources of the preschool (no “sick room” or bed, no access to warm water for cleaning children/clothing nor access to medication), training of staff and the lack of additional staff to manage or monitor children in times of illness. It also considers Child Protection issues around changing and cleaning of soiled children.

It does not apply to ongoing or permanent illnesses such as Asthma, incontinence, allergies, etc. these conditions should be discussed with the Director to organize an appropriate Health Management Plan.

DEFINITIONS

“illness”: (for the purpose of this policy) refers to any **temporary** condition that affects a child's ability to participate in the preschool curriculum and/ or requires additional care or attention.

Illness includes:

- Influenza and influenza like illnesses
- Running noses where this is not able to be managed independently
- Earache, headache, stomach ache
- temperature
- Bladder infection or loose bowels
- Gastro-enteritis
- Head lice infestation – before successful treatment ie while live eggs and/or lice are present
- Vomiting, diarrhoea within the last 24 hours
- Any illness or temporary condition that requires the application or administration of any medication or ointment during the preschool day
- conjunctivitis
- When on a course of antibiotics for the first 24 hours of being medicated
- Any infectious disease – chicken pox, measles, etc.
- Any infectious skin complaint – school sores, ring worm hand foot and mouth etc
- any illness where the child is unable to fully participate in the curriculum
- excessive and/or continuous nose bleed ie a nose bleed that does not stop within a reasonable period of time
- or any illness or temporary condition where the child would require additional supervision or care, without this first being negotiated with the Director

It excludes:

- Asthma
- Eczema – or other ongoing skin complaints
- Allergies or sensitivities
- Any ongoing, long term or permanent condition that requires care

These exclusions and some other illnesses and or conditions will require Health Management Plans and/or Medication Permission forms to be completed by parent, director and Doctor to ensure the child's health can be managed appropriately by the staff in the preschool. It will sometimes also include negotiations with The Department and/or others to ensure an appropriate level of training and / or health care support is provided. Any medication required (negotiated through this process) will need to be kept on site, with appropriate permission forms.

WHAT HAPPENS IF MY CHILD BECOMES ILL?

In the event of a child becoming ill at the preschool, staff will initially monitor the child's participation and behaviour. If concerned staff will contact the family using the emergency contacts provided on enrolment. As staff have FIRST AID training only, and do not have access to medical instruments (including thermometers) or medication, the decision to contact the family will be based on their observations and history of the child. It is therefore important that parent/carer inform staff of ANY (daily) medical concerns or medical history that may help staff. For example, if your child regularly suffers from vomiting, headache, hay fever, earache, nose bleeds etc this information could be discussed to determine the preferred course of action.

If staff are significantly concerned an AMBULANCE will be called. Any medical attention sought will be at the family's expense. All families should ensure appropriate insurance to cover any expense, including ambulance, has been considered. As with anything at preschool, any concerns or preferences should be discussed with the Director.

WHAT HAPPENS IF MY CHILD SOILS AT PRESCHOOL?

In the event of a child soiling/wetting themselves at preschool, the child will be encouraged to change themselves (in a private area) and place soiled clothing in a plastic bag for collection by the parent/carer. If the child is particularly messy or distressed or upset, the parent will be contacted to collect the child. For Child Protection reasons children are not to be cleaned by staff, (although every support will be given with this task). Due to lack of facilities, clothing cannot be washed or cleaned prior to bagging, as this could pose a health risk (using sinks unsuitable for this purpose). Every effort will be made to inform parents of the incident. If soiling becomes a “regular” occurrence, a Continence Plan may need to be negotiated between staff and parents.

WHAT DO YOU NEED TO DO?

- Inform staff of any illness or condition and provide any documentation as may be required.
- Consider the health of all and keep home any child with a contagious illness
- Begin training children in wiping own bottoms
- Let us know if you are concerned about your child's health at any time
- Ensure appropriate insurance to cover medical and ambulance has been considered.
- Discuss any medical concerns or preferences with the Director.
- Ensure emergency contact information is provided

STAFF

- Staff are not able to administer any medication without a health care / medication plan in place, and administration of any medications will be within the parameters of their training
- Staff are responsible for ensuring Child Protection Principles are considered when managing an incident that may require changing of a child.
- Staff will verse children in appropriate hygiene practices to help manage control of disease and illness – including washing hands before eating and after toileting, putting tissues in the bin etc.
- Staff will include “being healthy” as part of the curriculum
- Staff will make readily available hand sanitizer for use by staff, children and visitors (including parents) to the centre.

Review July 2019

Gawler East Preschool

Hot weather and heat stress policy

This policy applies on and off site all year. It aims to ensure all children, staff and visitors are informed and protected as much as practicable from heat stress caused by the infrared (heat) rays from the sun.

Vigorous exercise places some people at risk of heat illness, especially in hot weather. If untreated, heat illness can lead to the more serious and potentially life-threatening condition of heat stroke.

Hot weather

- When possible, breaks of inside play will be encouraged during hot or humid weather (over 38C or high humidity).
- Children and staff will be encouraged to have breaks from outside play on hot or humid days.
- When outdoors, hats must be worn to protect the head from the heat of the sun.
- On hot days many experiences indoors and out will include water for its cooling effects.
- Children and staff will be encouraged to have regular drinks of water.
- Parents should pack lunch and snacks with a small ice brick (see Healthy Eating Policy).
- During the hottest parts of the day, extra care will be taken – reducing play to cooler areas of the preschool.

On days where temperature exceeds 34C, staff will conduct touch tests to ensure exposed wood, metal and fake grass surfaces are safe for children to use. (Adults can hold hand on surface for a slow count to ten).

A note about Wet weather

Opportunities to explore outdoors in **all** types of weather conditions provide children with valuable learning experiences. At Gawler East Preschool we will allow access to the outdoor area in all weather conditions (unless unsafe such as extreme winds or lightning storms).

We encourage parents to dress children according to the weather and send along a raincoat and gum boots for rain.

Remember cold air does not make children sick – germs usually circulated in heated air do! ☺

Sun protection policy for early childhood centres

Gawler East Preschool

This policy applies to all centre events on and off site from 1 September to 30 April and whenever ultra violet (UV) radiation levels reach 3 or above at other times and NOT just during terms one and four. Only using sun protection during these terms means children, educators and staff are not protected from UV radiation when they need to be.

Rationale

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first ten years of life is a major factor in determining future skin cancer risk. Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles and for general health.

Objectives

This sun protection policy has been developed to:

- encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- support development and work towards a safe outdoor environment that provides shade for children and staff at appropriate times
- ensure all children and staff have some UV radiation exposure for vitamin D
- assist children to be responsible for their own sun protection
- ensure families and new staff are informed of the centre's sun protection policy.

Procedures

Staff are encouraged to access the SunSmart UV Alert at <http://www.bom.gov.au/sa/uv> to find out daily local sun protection times to assist with the implementation of this policy.

We use a combination of sun protection measures for all outdoor activities from 1 September to 30 April and whenever UV radiation levels reach 3 and above at other times.

1. Shade

- a shade audit is conducted regularly to determine the current availability and quality of shade.
- management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area.
- the availability of shade is considered when planning excursions and all other outdoor activities.
- children are encouraged to use available areas of shade when outside.
- children who do not have appropriate hats or outdoor clothing are asked to play under the verandah or inside – No hat play in shade”.

2. Clothing

When outside, loose fitting clothing that covers as much skin as possible should be worn. Clothing made from cool, closely woven fabric is recommended. Tops with elbow length sleeves, collars and knee length or longer style shorts and skirts are best. Sleeveless clothing can only be worn indoors.

The preschool has appropriate UV protective shirts for sale and sun safe clothing will be offered if needed and available.

3. Hats

All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats (minimum 5cm brim). Baseball or peak caps are not considered a suitable alternative. Children may wear a beanie or hoodie until UV radiation levels reach 3 or above, when a suitable sun hat will be required.

Bucket style hats are available for sale and spare hats are generally not available.

4. Sunscreen

- Children should arrive at preschool wearing SPF 30 or higher broad spectrum, water resistant sunscreen or apply it on arrival, when the UV rating is forecasted to be 3 or above.
- SPF 30 or higher, broad spectrum and water resistant sunscreen is available for staff and children's use
- sunscreen is applied at morning group time to allow for activation before outdoor play in peak UV times
- children are encouraged to apply their own sunscreen under the supervision of staff.

On enrolment families are:

- informed of the centre's sun protection policy
- asked to provide a suitable hat for their child
- asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. covering the shoulders, chest, upper arms and legs)
- required to give permission for their child to use and apply the sunscreen provided by the centre
- asked to provide SPF 30 or higher, broad spectrum, water resistant sunscreen for their child if there is an allergy or sensitivity to the sunscreen being provided by the centre.
- encouraged to practice sun protection measures when attending the centre.

Staff WHS and role modelling

As part of WHS UV risk controls and role-modelling, when the UV radiation is 3 and above, staff:

- wear sun protective hats (minimum 6cm brim), clothing and sunglasses (optional) when outside
- apply SPF 30 or higher broad spectrum, water resistant sunscreen
- seek shade whenever possible.

Families and visitors are requested to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the service and the UV radiation levels are 3 and above.

Planned experiences

- Sun protection and vitamin D are incorporated into the learning and development program.
- The sun protection policy is reinforced through staff and children's activities and displays.
- Staff and families are provided with a copy of this policy and information on sun exposure, skin protection and vitamin D through various means (e.g. newsletters, bulletin boards etc.)

Date of next policy review : August 201