

Hampstead Preschool Information

38-56 Muller Road, Greenacres, SA 5086

Telephone: 8369 3107, Mobile 0439 006 236, Email: dl.6875.leaders@schools.sa.edu.au

Currently Open Monday – Friday (Inclusive)

STAFF TEAM: *Director* – Melanie Joemets, *Teachers* – Linda Fiorillo, Richelle Li: **Early Childhood Workers & Support Staff:** Savita Rani, Shweta Gandhi, Iqra Sajid

CURRENT SESSION TIMES & GROUPS:

Monday Tuesday Group 8.20am – 3.30pm

Wednesday Thursday Group 8.20am – 3.30pm

Additional Session: week 5 or 7 each term
Friday 8.20am - 3.30pm

WHAT TO BRING TO PRESCHOOL

A bag with spare clothes

- *Broad brimmed hat*
- *Healthy snacks*
- *Lunch*
- *Water bottle*
- *Medication*
- *Change of shoes or gumboots*

Please ensure that all your child's belongings are clearly named

HEALTHY EATING

Our preschool encourages healthy eating, please provide your child with healthy snacks such as fruit, vegetables, yoghurt or cheese and crackers. DO NOT send lollies, chocolate, cordial, flavoured milk, juice and other foods containing large amounts of sugar. **Please note we are a nut free zone.** Please read the Nutrition Policy and Allergy Aware Policy for further information.

CLOTHING

Please dress your child in appropriate clothing that they can manage by themselves. Clothing should protect them from the sun or keep them warm when the weather is cooler. Children spend time outside all year round and will get wet and dirty during their play so please dress

your child in clothes that you don't mind getting dirty. Please label your child's belongings.

ALLERGIES AND MEDICAL CONDITIONS

It is essential that you notify staff of any allergies / medical conditions that your child may have and provide a care plan which has been signed by a medical professional. Due to health and safety reasons our Preschool is a **NUT FREE ZONE**, please see the Allergy Aware Policy for further information. All staff are trained in first aid.

ATTENDANCE

Although attendance at Preschool is not compulsory it is in the interests of your child's emotional, social and cognitive development for them to attend Preschool regularly. If your child is unable to attend due to sickness, family holiday, etc. then please send a message to inform staff using the Seesaw App.

COLLECTION / DELIVERY OF CHILDREN

Only parents or other authorised adults aged 18 years or over are allowed to collect children from the Preschool. If you have an emergency and are unable to collect your child, then please ring the Preschool to inform staff of the person who will be collecting your child.

PRESCHOOL FEES

Families will receive an invoice for fees at the beginning of the year, fees can be paid in full or by instalments each term. Invoices are placed in your child's parent pocket. If you are experiencing difficulty paying your fees then please speak to MELANIE to arrange an

alternative payment plan. Fees can be paid in by EFTPOS or electronically via your internet banking. Please put your child's name as a reference. 2023 fee is \$400.00 for a full year

- BSB Number: 065150
- Account Number 10779583

NOTICES & INFORMATION

Please check your parent pocket each day for letters etc. There is also a parents' notice board located in the foyer area along with lots of other useful information to support families. If you are unable to find the information you require then please speak to a member of staff who will be happy to assist. Please connect to the Seesaw App to stay in touch.

EDUCATIONAL PROGRAM

The fortnightly program is displayed in a big book in the foyer area. There are also parent books on the table in the foyer area, this information documents children's learning and will support you to engage in conversations with your child.

VOLUNTEERING

We encourage and welcome volunteers at our Preschool. You can volunteer in many different ways, volunteering can either be on a regular basis or a one off occasion. Below are some ways that you can help:

- Joining Governing Council
- Being on the washing roster
- Helping on an excursion
- Reading a story
- Cleaning
- Washing paint pots
- Sharing an aspect of your culture

PARENT CONCERNS / COMPLAINTS

If you have a concern or a complaint about any aspect of our service, then please come and talk to a member of staff immediately or at a mutually convenient time. All matters are treated in a confidential manner and if you are

unhappy we want to know so that we can sort the issue out as quickly as possible.

HOW YOU CAN SUPPORT YOUR CHILD TO PREPARE FOR PRESCHOOL

- Talk to child about what might happen at preschool
- Make sure your child has a good bedtime and morning routine so they are ready to learn and not feeling over tired
- Provide easy to open lunch boxes
- Get your child to practise
 - Putting on their own shoes and socks
 - Putting on sunscreen
 - Taking responsibility for their own belongings
 - Feeding themselves
 - Encouraging your child to be independent and do things for themselves

FREQUENTLY ASKED QUESTIONS

Please see the attached sheet containing frequently asked questions. If you are still unsure or require more information, then please do not hesitate to speak with a member of staff.

OTHER LOCAL SERVICES

- Greenacres Library (84056540)
- Children's Playground, Manoora Street
- Community Kids Childcare (8261 0311)
- CAFHS (1300 364 100)
- Hampstead Primary (8261 2248)

