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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.

Monday	Tuesday	Wednesday	Thursday	Friday
–	8.00am to 3.30pm	8.00am to 3.30pm	–	–

Fees

The parent contribution is \$85 per term. See our enrolment and fees (<https://www.preschools.sa.gov.au/houghton-preschool/getting-started/enrolment-and-fees>) page for more information.

What to bring

Children need to bring these items each day:

- bag to carry all their belongings
- broad-brimmed or legionnaire hat
- change of clothes
- drink bottle containing water only
- piece of fruit or vegetable for shared fruit time
- packed healthy lunch.

The clothes your child wears or brings to preschool are important. Please make sure your child wears or brings:

- old clothes so they can get dirty
- clothes that are easy to undo so they can go to the toilet by themselves
- sun-smart clothes that cover their shoulders
- shoes suitable for running and climbing
- rubber boots (these can be kept at preschool).

We have preschool-logo t-shirts and hats for you to buy. Preschool-logo clothing will give your child a sense of belonging.

Due to our 8.00am start, your child can bring their breakfast and eat it when they are ready.

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

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home.

Additional information

Your child can stay at kindy and eat their lunch. Lunch care is free.

If your child is sick and needs to stay home, please phone and let us know. Please keep your child home until they have recovered.

In terms 2 and 3, we use the bush reserve for our Endless Explorers program
(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/houghton_nature-play.pdf).

Mini Explorers playgroup

Mini explorers is a supported playgroup with a focus on nature. You and your child can meet other families and spend time learning together.

Times

Friday, 9.15am to 11.15am (during school terms).

Cost

\$2 per session.

What to bring

Your child should bring:

- hat
- drink bottle
- piece of fruit or vegetable sticks to share.

Additional information

Nature play is important for a healthy childhood. Playing outdoors helps children's development, wellbeing and confidence. In terms 2 and 3 mini explorers is held within the natural environment of Paracombe Primary School (<http://www.paracombps.sa.edu.au/>).

Everyone is welcome. Together we can bring childhood back outside, one day at a time.

Early learning transition program

This play-based learning program provides children with a longer transition to preschool. Availability depends on the number of children we have in our preschool program.

Times

Wednesday, 9.00am to 12 noon.

Cost

\$15 per session.

What to bring

Your child should bring:

- bag to carry all their belongings
- broad-brimmed or legionnaire hat
- change of clothes
- drink bottle containing water only
- piece of fruit or vegetable for shared fruit time
- healthy snack.

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

Additional information

For more information including how to book a session, please read our early years transition program (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/houghton_early-years-learning-program.pdf) policy.

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 up to 2 terms earlier 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 3 hours per week in the first term, and up to 6 hours per week in the second term, 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 enrolment registration form (Word 283KB) (https://www.education.sa.gov.au/sites/g/files/net691/f/preschool_enrolment_registration_form.docx). 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/houghton-preschool#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 in term 3 about orientation and transition sessions.

Before children start preschool they can come to pre-entry transition visits. These sessions are usually in term 4 and will be a chance for your child to meet us and other children.

Fees

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

The parent contribution is \$340 per year. You can choose to pay the total amount at the beginning of the year or to pay instalments of \$85 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

We offer other programs that may have additional costs (<https://www.preschools.sa.gov.au/houghton-preschool/getting-started/what-we-offer#houghtonprograms>).

When to pay

We will invoice you by week 5 each term via your child's note pocket.

Payments are due by week 10 each term.

Please contact us if you are having difficulty paying.

Houghton Preschool parent handbook

www.preschools.sa.gov.au/houghton-preschool

How to pay

Cash

You can pay cash at the Paracombe Primary School (<http://www.paracombps.sa.edu.au/index.htm>) front office.

EFT information

We would prefer you to pay by direct deposit.

BSB: 105117

Account number: 425181540

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

A receipt will be put in your child's note pocket.

Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.sa.gov.au/topics/education-and-learning/early-childhood-education-and-care/preschool-and-kindergarten#immunisation>).

Reports and plans

National Quality Standard rating

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



Overall Rating: Meeting NQS

Quality Area Ratings

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

Rating for: Houghton Preschool

Rating issued: December 2012

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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 529KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/houghton_qip.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/1830_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.

Arrival and Collection of Children

In the interest of safety, we ask you that each child be brought right into the Preschool at the beginning of preschool and collected promptly at the end of preschool. All children must be collected by a known adult.

Assessment/Reporting

We report to parents through end of year Summative report and through the year via newsletters, informal conversations and Learning Journey folders.

The evolving program is on display in the foyer area. Educators encourage you to discuss the learning program with you and seek your input.



Behaviour Code

Houghton Preschool, Lower North East Rd., Houghton

Preschool: 8380 5701

School: 8380 5216



At Houghton Preschool our actions and words promote the development of socially and environmentally responsible and respectful citizens. In order to grow into responsible and respectful citizens, children need to develop an understanding of how to interact with other children and adults both individually and within a group. This policy highlights behaviours that are respectful and details the way educators will work with children and families in supporting positive choices.

Respectful Behaviours – Treat others as you would like to be treated

Respectful behaviours encourage thoughtfulness, an attitude of caring and respecting ourselves, others and the environment.

These behaviours include:

- Respecting each other-accepting each person as an individual, their differences, culture and beliefs.
- Listening to others, everyone has something valuable to contribute.
- Using positive language
- Being cooperative
- Helping each other
- Taking turns
- Sharing
- Being friendly
- Trying to work out problems in a fair way
- To work and play safely

To support children's development of positive, respectful behaviours educators will:

- Focus on acknowledging and encouraging positive behaviour choices.
- Ensure that children are involved in regular discussions about respectful behaviour and why it is important.
- Be explicit with children about what respectful behaviour looks like, feel like and sound like in a range of situations.
- Model respectful exchanges

Disrespectful behaviours

These are some disrespectful behaviours that may occur at preschool:

- Those which are dangerous-to children themselves or to others around them.
- Those which physically hurt or frighten others
- Those which hurt or frighten others through language used eg: put downs, insults, name calling.
- Those which spoil others' achievements or work eg: deliberately knocking down others children's work.
- Those which interfere unduly with the daily routines around which the preschool functions eg: deliberate disruptions of group time/pack up.

When disrespectful behaviour occurs educators will:

- Check in with the child to make sure they are ok.
- Redirect the child towards acceptable, constructive activities/experiences and provide encouragement and support.
- Talk with the child about the reasons why the behaviours are not respectful and guide towards alternate choices.

- Ignore the behaviour if it is being done only to seek attention, as long as it is not unsafe.
- If the behaviour is violent or aggressive a range of strategies may be used:
 - Redirecting the child from the other children to talk through the situation that has arisen.
 - Giving the child some time away from the other children to enable them to calm down before talking through the situation with educator support.
 - Discussing the incident with the child's family to work collaboratively on strategies that will support the child's behaviour in the longer term.

We believe that:

- All children are individuals and will have different levels of understanding of the various expectations at preschool.
- Educators and families need to work together and share responsibility for encouraging and modelling appropriate behaviours in a variety of situations.
- At times children do feel angry, frustrated and upset. These feelings are normal and educators and parents will work together to support a child to express feelings appropriately.
- Children learn best when they experience success and feel good about themselves.

This behaviour policy will assist educators at Houghton Preschool to:

- Provide an environment where children feel nurtured, safe, secure and respected.
- Develop collaborative relationships between children, educators and families to maximise children's learning opportunities.
- Facilitate a curriculum that is fun, enjoyable and proactive where children are comfortable to explore their identity, take risks and learn.

Principal.....Anne Rowe.....
 Governing Council.....Phil Jackson.....
 Date ratified.....March 2012, 2014.....
 Next review date 15th May 2018,May 2019.
 Governing Council signed off 26/6/18

*Houghton Preschool working in partnership with
 Paracombe Primary School*

Acknowledging the support of educators from Enfield Folland in the documentation of this policy



Government of South Australia
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 Children's Services



Houghton Preschool, Lower North East Rd., Houghton

Preschool: 8380 5701

School: 8380 5216



Bushfire Procedure

Our first concern at all times is the safety of the children at Houghton Preschool and playgroup.

The preschool and playgroup will be CLOSED on a day declared CATASTROPHIC

Our unique nature of bushfire danger in the Adelaide Hills, and on the advice of the Country Fire Services, Houghton preschool and playgroup at Houghton may be closed on days of Extreme bushfire weather conditions.

Three level of Alerts on TOTAL FIRE BAN DAY:

Preschool will remain open, parents may prefer to keep children home.

Any excursions planned will be cancelled

Monitor radio station 891 AM

Advice Warning

A fire has started

1. This involves the whole area where children live, including the area which children travel through.
2. Houghton Preschool this will cover Banksia Park, Tea Tree Gully, Millbrook, Houghton, Paracombe, Inglewood and Kersbrook.
3. Parents/caregivers should collect children promptly if they can do so in safety.
It should be remembered that children will not be released to unauthorised adults.
4. Preschool will be closed on this day.

5. Staff will remain with any child who has not been collected until such time as they can be released into the care of an authorised adult.

Watch and Act

Fire approaching the building

1. Should any children be at the kindergarten at this point staff will follow the Bushfire Response Plan.
2. **CFS** and **POLICE** will be informed that there are still people in the building.
3. Parents/caregivers will be advised by sms text message not to approach the preschool until the immediate danger has passed, as the bush refuge their children are currently in, is the safest place for them to be at that time.
4. Staff will prepare wet blankets and prepare to depart to the refuge building.

Emergency Warning

Fire imminent

1. The preschool is in the path of the fire, those left in the building will be taken to the bushfire refuge, with roll book, mobile phone, holding rope for children to hold and cover with wet blanket and go to refuge building. Roof sprinklers turned on if able. A supply box is located in refuge building with water, food and games for children until danger has passed.
2. Parents/caregivers should collect their child/ren when danger has passed and they are not putting themselves or others at risk.

Emergency Numbers

Police, Fire Ambulance 000

CFS Hotline 1300 362 361

Adelaide Hills Council 8408 0400



Government of South Australia
Department of Education and
Children's Services

Curriculum

All learning opportunities and activities that are offered to your child are linked to The Early Years Learning Framework for Australia. This Framework focuses on five broad learning outcomes.

- 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

Within each of the five broad outcomes there are descriptive key components of learning that children will be working towards. The curriculum and our planning of experiences reflect that all children learn in a variety of ways and vary in their capabilities and pace of learning. Our planned learning experiences are flexible, enabling individual child's interests and inquiries to be embraced and supported. Individual areas of development are catered for in our program. Our programming and planning of experiences are guided by the children to ensure we provide relevant and intrinsically motivating learning activities.

In early childhood, play is a context for learning that has a big impact on children's physical, social, emotional, creative, cognitive and communicative development. A large component of our program is nature play based. Play can be individual, guided and constructed. With children we engineer the learning environment and experiences to enable your child to learn specific outcomes and goals through various forms of interaction with the environment.

If you would like more information about the Early Years Learning Framework you may wish to visit the following site: <https://www.education.gov.au/early-years-learning-framework-0>.

Daily Routine

Times are approximate as children who are actively engaged in learning will not be required to stop to meet a strict timetable as we value children's focused interests and play.

8:00am Children arrive and engage in play experiences

9:15am Group Time- roll, greetings, story/songs

9:30am Inside/ outside play/children's inquiries

11:45pm Group time - numeracy/literacy focus

12:15pm Lunch time and relaxation

1:00pm Outside play

2:45pm Share fruit/veg platter

3:15pm Group time- songs/stories/games

3:30pm Farewell

Due to the early start children are able to bring their breakfast and have when ready. Morning snack time occurs during the morning session with an area set up for children to eat when they feel hungry.



Early Learning Transition Program

Houghton Preschool, Lower North East Rd., Houghton

Preschool: 8380 5701

School: 8380 5216



BACKGROUND STATEMENT

This policy and procedure outlines the need for a Pre-entry Early Learning Transition Program in the development of enrolments and in the successful transition of children coming into full time Preschool.

Implementation:

- At Houghton Preschool, Pre-entry Early Learning Transition Program sessions will be operating a session on:

Wednesday: 9am – 12pm

Children who are eligible to use this program are children who are 3 years old by 30th of April and preferably toilet trained. The number of children is limited by our capacity, the availability can change without notice. **Pre-entry Early Learning Transition Program is priority for children that will be attending Houghton Preschool in their Preschool year.**

- Pre-entry Early Learning Transition Program provides play based learning to enable child/ren to experience a longer transition to preschool and allow parents/caregivers to participate in activities, fulfil work commitments, appointments etc.
- Children can access one Pre-entry Early Learning Transition Program session per week or fortnight if demand is high.
- Bookings can be made one week in advance. At your child's allocated session, you can then book them into another session within that term.
- Staff will book children into Pre-entry Early Learning Transition Program sessions to ensure that all families have fair and equitable access to the service. Parents need to contact staff to make a booking.
- Enrolment of a child into Pre-entry Early Learning Transition Program requires parents to complete an enrolment form which is held on site. If a booking has been made and needs to be cancelled, parents need to cancel the booking by 8am, so that it can be offered to another child. We request that all efforts are made to contact the centre if your child will not be attending the booked session. The centre can then contact families who may be on the waiting list.

Fees:

- Fees are set by the Site and Governing Council and are not negotiable. They are charged on a sessional basis. The fee is set at \$15 per session. Fees for Pre-entry Early Learning Transition Program are to be paid directly to the school via online banking. If fees are not paid we will cancel the booking until paid.

What to Bring to each session:

- A hat
- A piece of fruit/vegetables and a healthy snack to eat.
- A spare change of named clothes
- A named drink bottle filled with water (which you place on tray for your child to access easily)
- Please ensure all belongings are **labeled clearly**.

Roles and Responsibilities

The Principal and Staff:

- Is responsible for maintaining attendance records, including providing receipts for money paid.
- Will provide age appropriate activities catering for children's needs and interests. Ensure the staff provide an appropriate play based curriculum based on the Early Years Learning Framework, *Belonging, Being and Becoming*.
- Manages the capacity of the Centre and ensures the Centre meets licensing standards.
- Ensures that the Pre-entry Early Learning Transition Program is integrated with the preschool program to provide a cohesive team approach to deliver a quality program for all children.
- Ensure all relevant DECD policies and guidelines are implemented including performance management and HSW.

Parents/Caregivers:

- Are responsible for signing their child in and out each session on the booking sheet.
- Are responsible for keeping the Centre updated with contact details.
- Agree to pay fees for Pre-entry Early Learning Transition Program services on the day.
- Will notify staff if someone else is going to be picking up their child and know that staff will ask this person to present them with ID before they are allowed to take the child.
- Will contact the staff for any cancellations of bookings.
- Will ensure their child brings everything needed for the session, refer to section called 'what to bring to each session.'

ACKNOWLEDGED BY

Principal, Anne Rowe

SIGNED.....Anne Rowe.....

DATE 26/6/18

SIGNED...Scott Greenwood.....

DATE 26/6/18

Dep Chairperson

15/5/18 Date Approved



Government of South Australia
Department of Education and
Children's Services

Working in partnership with Paracombe Primary School

Families

Families are the first and most important educators in their child's life. We encourage you at all times to contribute your involvement in your child's early learning experiences outside the home. You are welcome to join in and or, volunteer at Preschool. This may be gardening, cooking or reading to children.

If you have any concerns or queries at any time, please feel free to discuss them with the preschool educators or Paracombe Principal. We look forward to working with you and your child.

Governing Council

As we are a school based preschool, we are a part of the Paracombe Primary School Governing Council. The governing council meets twice a term to discuss and make decisions about the running of the School and Preschool.

The members include the Principal, school staff member and parents elected by the school/Preschool community.

The governing council aims to provide a forum for two-way communication between the staff/school/preschool and the parents/school/preschool community.

All members of the school and preschool community are welcome to join Governing Council or attend meetings.

Please consider joining the Governing Council!

Volunteers

We welcome parent involvement and encourage you to assist in the Preschool, especially if you have any talents or areas of interest.

All volunteers are required to have a police clearance conducted through DECD and attend a volunteer information meeting.

Health and Safety

Every Child's health and wellbeing is import to us!

Healthy eating: Healthy eating is encouraged and we ask that you do not send 'sometimes food' eg: lollies, fruit snacks that are high in sugars and look like lollies, chips and chocolate). Healthier options are fruit, veggies, cheese yogurt, salad wraps etc

We are a nut aware preschool and ask you not to pack foods which contain nuts. We will notify if we have any children with severe allergies of any kind associated with food.

Illness and absences: Please let us know if your child is going to be absent from preschool, whether for sickness, holidays, or family reasons. We are guided by the Australian Health Commission guidelines when children have contagious illnesses.

Vomiting and/ or diarrhoea –Please keep your child home for 24 hrs from the last symptom. If in doubt, please see a doctor, pharmacist or talk to us.

Medications: We cannot legally administer any medication without your own or your doctor's written consent. A Medical Health Care Plan is required for children who have chronic illnesses/conditions such as asthma, food allergies etc

Please note that we cannot administer any non-prescription medication such as Panadol, cough medicine etc. If your child is unwell enough to require these, then they should not be attending preschool.

Sun and Hot Weather Safety: Our Sun Protection and Hot Weather policy states all children, educators and volunteers to wear hats terms 1 and 4. Please send a broad brimmed or legionnaire hats and ensure your child is wearing shoulder covering clothes.

Please apply sunscreen to your child before attending preschool and children will reapply when required. If your child requires a particular brand please bring to preschool.



Healthy Food Supply and Nutrition Policy

Houghton Preschool, 1346 Lower North East Rd., Houghton

Preschool: 8380 5701

School: 8380 5216



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** and relates to the DECS wellbeing strategy.

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.

This food policy has been established after consultation with staff and parents within the preschool community.

Curriculum

Our preschool's food and nutrition curriculum:

- is consistent with the *Dietary Guidelines for Children and Adolescents in Australia*, and the *Australian Guide to Healthy Eating*
- 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 experiences provided through our Early Years Learning Framework

The Learning environment

Children at our preschool:

- have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day
- will eat routinely at scheduled break times
- 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** for children in line with the *Right Bite* strategy
- encourages food choices which are representative of the foods of the preschool community

Working in partnership with Paracombe Primary School

- 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
- displays **nutrition information** and promotional materials about healthy eating
- has the following guidelines for families for **food brought from home** or provided by staff within preschool time:

Fruit/vegetable Time:

Parents and carers are encouraged to supply fruit and vegetables at fruit time to:

- o provide children with important minerals and vitamins
- o encourage a taste for healthy foods.

Food and drinks provided to children:

- o parents and carers are encouraged to provide healthy food and drink choices in line with the ***Right Bite*** strategy
- o staff will ensure that food provided to children by the preschool is in line with the ***Right Bite*** strategy.

Food safety

Our preschool:

- promotes and teaches food safety to children as part of the curriculum
- encourages staff to access training as appropriate to the *Right Bite Strategy*
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff.

Food-related health support planning

Our preschool:

- liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues.

Working with families, health services & industry

Our preschool:

- invites parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- provides information to families and caregivers about the *Right Bite Strategy* through a variety of ways including:
 - o newsletters
 - o policy development/review
 - o information on enrolment
 - o pamphlet/poster displays
- promotes the alignment of fundraising with the *Right Bite* strategy.

*Note: If your preschool has a child with a serious **food allergy** (eg. nuts), a separate policy for the duration of that child's involvement with the preschool should be developed and communicated to parents and staff.*

The staff at Houghton Preschool thank you in advance for your support of this policy.

Governing Council.✓ signed 26/6/18

Date Ratified.....October 2017, +...15/5/18.....

Date for review April 2018



Government of South Australia

Department of Education and
Children's Services

Endless Explorers

In terms 2 and 3 children access Endless Explorers program in the bush reserve next door or in the nature play area within the school grounds.

Houghton Preschool educators believe children have a right to access nature and learn through experience to care for their environment. Through these interactions children develop a connection with nature and understanding to care for the environment for the future appreciation. Our nature play environment offers a range of possibilities not available indoors. Our environment invites open ended interactions, spontaneity, risk taking, exploration, discovery and connection to nature.



Houghton Preschool Philosophy

Houghton Preschool, 1346 Lower North East Rd., Houghton

Preschool: 8380 5701

School: 8380 5216



The staff at Houghton Preschool thank-you for your input and support of our philosophy. Your connection is reflected in the weighting of text. Blue text (from individual families) has been added to the core intent.

Houghton Preschool Philosophy 2018

Experience the *Belonging*, enjoy the *Being* and look forward to the *Becoming*.

Together we can make a difference. (Author unknown)

We are a community of learners acknowledging the Peramangk people who were here before us connecting to the land and continuing the caring for the environment for future generations.

Belonging in early childhood and throughout life, *respectful, caring and loving relationships are crucial to a sense of belonging.* (EYLF)

Being in the moment of being young, **curious, risk adventurers, playful and explorers of their own world.**

Becoming we lay the foundations through play as young children **learn and grow to become participating members of the community and society.**

Houghton Preschool works in partnership with Mini Explorers Playgroup and Paracombe Primary School facilitating **strong community connections and transitions** within our unique learning environment **connecting to nature and children's wellbeing.**

Our Preschool community has **a strong connection to our local natural environment**, we understand the responsibility to care for it, play with/in it, learn from it and give back to it where we can.

Educators support, *encourage and guide* children to co-construct their learning and to **become documenters of their successes and discoveries** *incorporating their own interests and discovering their identity.*

We frame our planning using the Early Years Learning Framework connecting to our P-7 site focus: **Now, New and Next for every child.**

Governing Council endorsement sought June 2018

Date this new philosophy ratified 26 June 2018

Date for review April 2019



Government of South Australia
Department for Education



Houghton Preschool, Lower North East Rd., Houghton

Preschool: 8380 5701

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Sick children and infectious Diseases Guidelines

The Health and wellbeing of children in the centre is of highest priority.

Houghton Preschool is committed to providing and maintaining a safe and healthy learning environment for children, educators and volunteers. We are committed to providing quality teaching in a supportive and caring learning environment. Sick children are required to stay at home as they need time and care to recover within a family environment.

The purpose of this statement is to provide guidelines for when your child is sick or infectious to others and therefore needs to be excluded from preschool.

When your child should stay home:

- A temperature of 37.5C or higher
- Vomiting in the last 24 hours
- Diarrhoea in the last 24 hours
- Conjunctivitis
- Yellow/green mucous
- Undiagnosed rash
- Headlice (untreated)
- Cold sores

At preschool we have a folder of infectious diseases. If your child is becoming ill at preschool we will phone you to collect your child. If educators are unable to contact within a half an hour, we will contact your second person on your emergency list.

Principal sign

Governing Council.....

Date Ratified.....

Next review.....



Government of South Australia

Department of Education and
Children's Services

Working in partnership with Paracombe Primary School



Safe sleep and rest policy

Houghton Preschool, Lower North East Rd., Houghton

Preschool: 8380 5701

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Sleep: If a child is tired and wants or falls asleep a pillow and blanket will be provided in a safe location of the preschool with an educator in close location to monitor sleeping child.

Rest: All children rest after lunch to recharge their bodies for learning. Rest at Houghton Preschool can be listening to children's meditation cd's, breathing exercises to calm the body and relax.

Relaxation: Children will be provided with a range of experiences such as individual drawing books, children's picture books or puzzles.

These are the strategies employed at Houghton Preschool to foster children's learning and development.

On enrolment educators will discuss Houghton Preschools sleep and rest practices.

ACKNOWLEDGED BY

Principal, Anne Rowe

SIGNED.....

DATE

SIGNED.....

DATE

Chairperson



Government of South Australia

Department of Education and
Children's Services

Working in partnership with Paracombe Primary School



Sunsmart & Hot/Inclement Weather Policy

Houghton Preschool, Lower North East Rd., Houghton

Preschool: 8380 5701

School: 8380 5216



The purpose of this policy is to ensure that all children and educators are protected from skin damage caused by the harmful ultraviolet rays of the sun.

Sun Smart

Houghton Preschool is committed to providing and maintaining a safe and healthy working and learning environment for educators, children and volunteers to preschool. All children and adults must wear a hat outside in terms 1 and 4. Children will not be allowed to play outside without a hat.

Parents will be responsible for applying sunscreen to children before they arrive for preschool. Sunscreen will be provided for reapplication when required during the day for children. If your child has sensitive skin to provide their own sun screen.

Educators and volunteers will be expected to wear sun protection and be responsible for their own skin protection.

Hot weather

On days of hot weather, educators will decide whether it is safe to play outside. On days of extreme heat, children will be kept inside. Water is available to refill their water bottles.

If any person at preschool suffers from heat related illness (heat stress or heat exhaustion) they will be required to complete an ED155m and this will be forwarded WHS, DECD.

Extreme Fire Danger

Principal.....

Governing council.....

Date ratified.....

Next review date.....



Government of South Australia

Department of Education and
Children's Services

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Special Rights

The Department of Education and Child Development (DECD) provides support for children which includes Speech support, Hearing Impairment Services, Behaviour Management, Special Education, access to a psychologist and referral to other agencies.

If you feel your child needs access to any of these services please see the teacher or the school Principal.

School Transition Program

Houghton Preschool is working in partnership with Paracombe Primary School with a year - long preschool to school transition. Our continuous program is ever evolving meeting the needs of all children across both sites. Educators plan incursions, excursions and visits to preschool and school.