



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