



Lake  
Windemere B-7 School  
**Children's Centre**  
for Early Childhood  
Development and Parenting

Welcome to

**Lake Windemere B-7 School Children's Centre**

## **Information Booklet**



For Preschool, Occasional Care and Crèche

Lake Windemere B-7 School Children's Centre opening times are:

**8.30am to 4.00pm Monday to Friday**

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## THE TEAM



**SUE HOLECEK**  
**DIRECTOR**



**CHERYL CAPEWELL**  
**TEACHER**



**GEMMA CROSS**  
**TEACHER**



**ELIZABETH JONES**  
**TEACHER**



**KIM SMITH**  
**RECEPTION**



**VICKI KERR**  
**SSO**



**ELAINE**  
**THOMPSON**  
**SSO**



**VANESSA**  
**STUCHBURY**  
**SSO**



**ANNIE**  
**RUTHERFORD**  
**SSO**



**KATHRYN WALL**  
**OCCASIONAL CARE**  
**AND SSO**



**MELISSA DELIA**  
**OCCASIONAL CARE**  
**AND SSO**



**KRISTEN SCRIMSHAW**  
**SPEECH AND LANGUAGE**  
**PROGRAM**



**SOPHIE SEEKAMP**  
**SPEECH AND LANGUAGE**  
**PROGRAM**



**MELISSA SALIBA**  
**SPEECH THERAPIST**



**BELINDA**  
**JANKOWIAK**  
**OCCUPATIONAL**  
**THERAPIST**



**NIKI KOUTROULIS**  
**ABORINGINAL FAMILY**  
**LITERACY TEACHER**



**KARLEY AGUIS**  
**ACEO**

## **Welcome from the Team!**

Lake Windemere B-7 Children's Centre for Early Childhood Development and Parenting supports the development and wellbeing of families and young children, birth to 8 years of age by bringing together care, education, health, community development and family services, combined with family and community partnerships.

## **Vision**

*Children's Centres for Early Childhood Development and Parenting support children and families to achieve the best possible learning, health and wellbeing outcomes in a universal setting with targeted responses for families who may require additional support.*

## **History of Lake Windemere B-7 Children's Centre for Early Childhood Development and Parenting**

Lake Windemere B-7 School Children's Centre was developed as part of the redevelopment of the previous Direk and Salisbury North West Child Parent Centres and R-7 Schools.

A Partnership Group now carries on the work of the Enabling Group since the opening of the Children's Centre to continue ensuring the best outcomes for families in the Lake Windemere Community.

The Children's Centre is an integral part of the Lake Windemere B-7 Governing Council.

## Governance

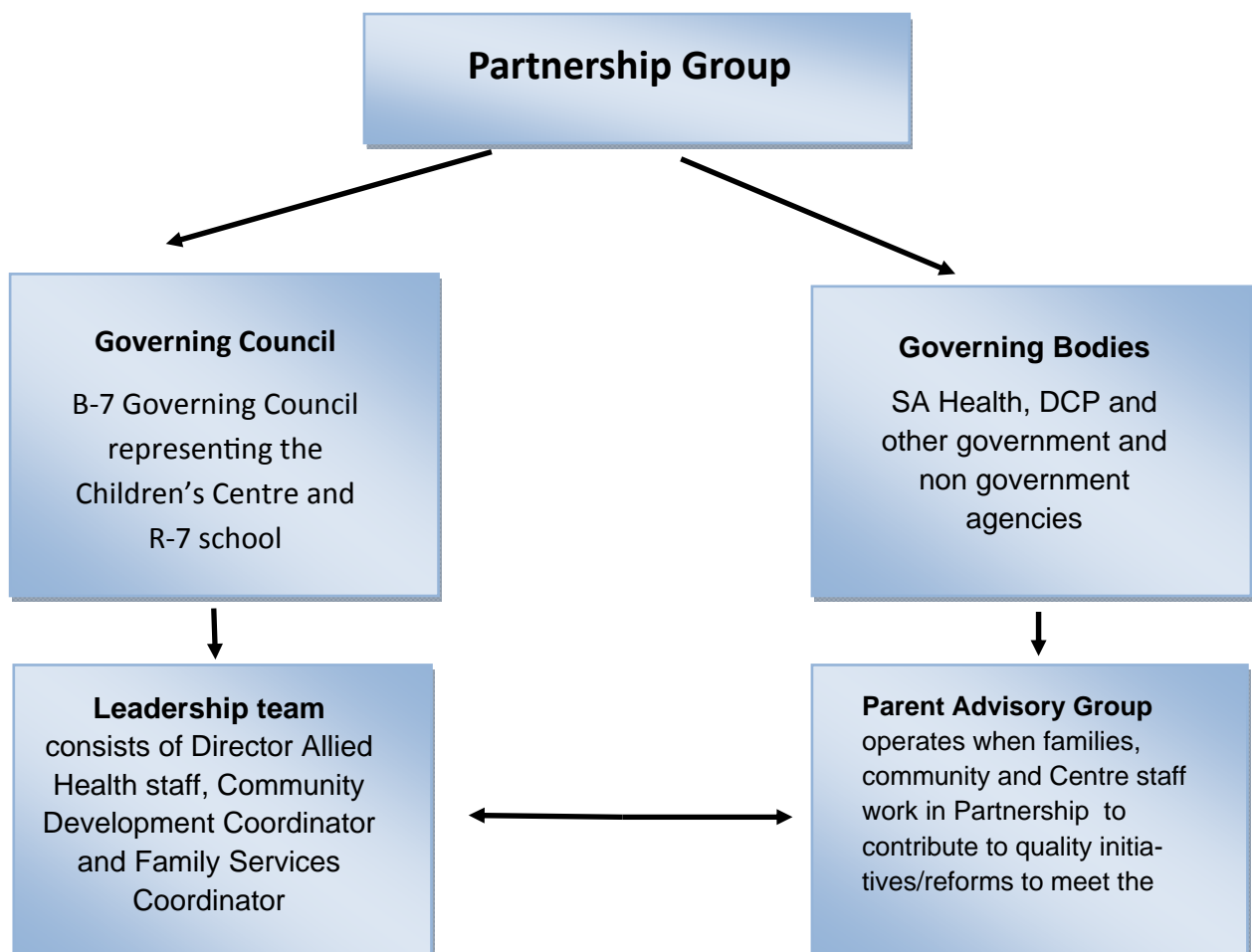
Children's Centres governance arrangements support collaborative decision making at the state, regional and Partnership levels that promotes integrated education, health and wellbeing services for young children and their families in their community.

Effective governance will contribute to

- Strong and supported children and families
- Equity and social inclusion
- Strong Communities
- Closing the Gap for Aboriginal Children

*The Centre bases its program and service design , delivery and review on the Outcomes Framework for Children's Centres*

### Local Governance



## SINGLE INTAKE OF PRESCHOOL IN 2018/2019

Year of Birth	Child's Birthday	Can Start Preschool	Can Start School
2013	From 1/5/13 To 30/4/13	Term 1, 2018	Term 1, 2019
2014	From 29/1/14 to 30/4/14	Term 1, 2018	Term 1, 2019
2014	From 1/5/14 to 30/4/15	Term 1,2019	Term 1,2020





## **SPECIAL SERVICES**

Eligible Preschool children will have access to a range of Department for Education and Child Development Support Services including Speech Pathology, Disability, Psychology, Hearing Impairment and Social Workers. Access to Special Needs Services for both children and their families is facilitated through the centre using a pre-referral discussion with service providers and referral process.

Children outside preschool entitlements will have access to services that include speech pathology, psychology, behaviour management, occupational therapy, physiotherapy, dietitian, family support and other services in response to individual needs. Access to Bilingual and Aboriginal Support staff is facilitated through the preschool.  
centre.

## **ENROLLING AND SETTLING IN**

We encourage all families wishing to enrol their child to visit the Centre. You will have the opportunity to ask any questions and you are invited to spend time with your child in the centre and meet the educators before your child starts care or preschool.

It will help your child and the educators if you share your child's interests, learning style, special routines, comforters, food preferences etc. when enrolling.

You must inform the Director when enrolling about any special needs, allergies, asthma etc. and the appropriate management strategies.

You will be required under the National Quality Standards to provide a Health Care Plan for Asthma or any other medical needs or allergies as developed by a Medical Practitioner. Your GP should be able to provide this. Any reports or assessments regarding your child's additional needs will be required to support an integrated approach to their learning and care.

Proof of your child's age is required (Birth Certificate, Centrelink documents

stating child's name and date of birth or Passport) on enrolment. Proof of your child's immunisations (SA Child Health and Development Record (Blue Book) or Australian Immunisation Childhood register (ACIR history statement).

It may be necessary for you to stay for a short while at the start of sessions to establish a settling-in-routine. Educators will be very happy to help you during this phase and you are encouraged to phone the centre and speak with the educators caring for your child to check on progress or any other concerns that you may have.

### **MANDATORY REPORTING**

Our centre is committed to the prevention of child abuse and neglect. You are encouraged to come and talk to the Director about any concerns you may have as the needs and care of young children is paramount.

The educators at the centre are mandated notifiers and are obliged by law to report any suspicions of child abuse and/or neglect.



## **PROGRAMMING – WHAT WILL MY CHILD DO AT THE CENTRE?**

Children grow and learn best in a safe and caring environment. We believe that children learn and develop skills best through play and educators will continually support and challenge children through interactions of the highest quality. All educators will program for individual children's needs and interests using the Early Years Learning Framework (EYLF) Belonging, Being and Becoming. Educators will work in partnership with you to ensure the program is relevant to the individual needs, interests, learning style and aspirations of your child/family.

Educators will use the routines, planned and spontaneous activities and child initiated play as the basis for learning experiences.

Educators will meet regularly to discuss and plan for each individual child and for their group. Developmental records are regularly updated for each child and educators will welcome the opportunity to discuss your child's progress. Educators will plan with parents to meet any additional needs of the child, this may include referral to support services. Parent Interviews are offered to families to share aspects of the child's developmental and educational progress.

Routines include times for group play, individual play, eating, sleeping, toileting and cleaning up.

Planned activities will include times for problem solving, nature play, creative and imaginative play, music, stories, physical activities etc. Creating a balance of the 5 learning outcomes in EYLF. And incorporating the Preschool Numeracy and Literacy Indicators.

## **BEHAVIOUR GUIDANCE**

We believe that children need guidance and assistance in a caring way to help them learn to become responsible for their own behaviour and realise the consequences of their actions.

Each child will be supported by appropriate and positive guidance with clear, consistent and realistic limits and expectations.

We will discuss our policy with you when you enrol your child.

## **EXCURSIONS**

Excursions and neighbourhood walks are an important way to extend children's experiences. They provide variety, fun and interesting opportunities for learning and are planned as part of the developmental program.

There are prescribed guidelines for excursions to ensure appropriate supervision for young children. Educators are required to complete a risk assessment as part of the planning process.

You will be asked to sign a general consent form for us to take your child on spontaneous local walks. If you do not want your child to participate on these walks, you must indicate this at enrolment.

You will be given details of any other excursions and your written consent must be given for each excursion.

Some excursions may incur a cost and involve transport to an external venue. Parents/caregivers are welcome to join excursions/incursions.

## **CELEBRATIONS**

Celebrations are an important part of the life of our children, families and community. They promote a sense of belonging and positive self esteem and can be celebrated in a variety of ways. Food is often a focus of cultural and family celebrations and has enormous learning potential. The centre embraces this but must always maintain a focus on the Nutrition Policy for health and safety reasons.

## NUTRITION

Families are asked to provide food in accordance to the Nutrition Policy.

Children are to bring a named water bottle however filtered water is available for children at all times.



Please ensure that all food/drink brought to the centre has been hygienically prepared and transported/stored.

Cooking is an important part of our program and will occur regularly in our centre, please notify educators of any food allergies, intolerances or restrictions. You will be asked to provide qualified medical evidence and direction on management of food allergies or intolerances.



Our Centre celebrates Nude Food day one week each term

We are a Nut Aware Centre and ask family to refrain from bring nut based products into the Centre e.g. Peanut Butter, Nutella or nut based biscuits and food bars.

## SUN SMART

As part of our Sun Smart Policy, children, educators and families are required to wear a wide brimmed hat and sunscreen whilst outside throughout the year.



We also ask that your child wears clothing that protects their shoulders. The Anti Cancer Council recommends sleeves to elbow length and a collar and longer style shorts and skirts.

Parents need to apply sunscreen prior to attendance. Sunscreen will be applied as required by educators. If your child requires specific sunscreen, you will need to supply it. Please ensure it is clearly labelled with your child's name.

We encourage play in shady areas, especially between the hours of 11am and 3pm.

Children who forget their hats will be reminded to only play indoors. If outside temperature is above 36 degrees children will play in shaded outdoor activities or may select to remain inside.

## EMERGENCY AND ACCIDENT PROCEDURES

Our centre has a detailed policy, which sets out procedures in the event of an accident or emergency. Evacuation/invacuation procedures are displayed at each emergency exit throughout the centre. Emergency drills are practised each term when children will be kept together in a designated and protected area.

***It is most important that telephone numbers of parents and emergency contacts are kept up to date.***

Any variation in contacts for you, or your emergency persons should be reported to educators.

## **EDUCATORS**

The centre's most valuable resource is the staff team who have a range of qualifications and experience in working with young children. They respect children and in our warm and caring environment they are able to identify and respond to individual children's developmental and learning needs. The required adult/child ratio will always be maintained.

Ongoing professional development is an expectation for educators, and regular relief teachers are employed whenever possible to provide continuity and stability for children, educators and families.

## **PARENT INVOLVEMENT**

There are many opportunities for parents/caregivers to be involved in the Children's Centre. Volunteering can help to learn job skills and experience.

Some examples include:

Parent Volunteer

Governing Council

Parent Groups

Join excursions

Join social events

No experience is necessary however all volunteers are required to undertake a DECD Police Clearance and Reporting Abuse and Neglect training. The Director, Community Development Coordinator or Receptionist will be happy to give more information.

## **POLICIES**

The centre policies are available in the Entry Foyer for parents and visitors to read or obtain a copy of.

Access to all Department for Education policies is available to any parent/caregiver on request. Please see Receptionist or educators.

## NATURE PLAY

Research shows that unstructured play in nature benefits our children in many ways. Nature play improves health and wellbeing and enhances intellectual development.

Positive mental health outcomes include:

- Reduced symptoms and severity of ADHD
- Reduced stress levels
- Reduced depression
- Increased confidence and self esteem

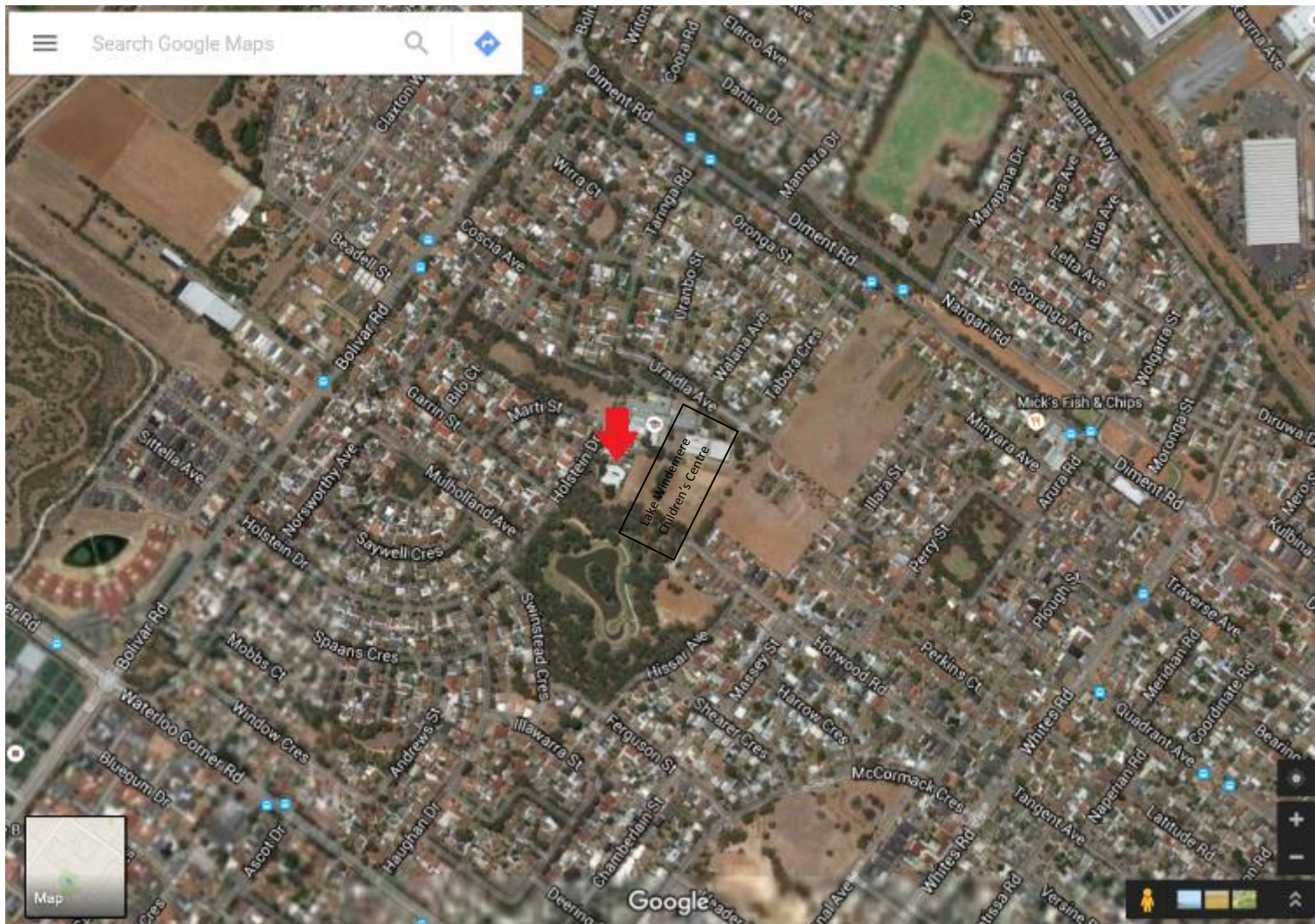
Physical health benefits include:

- Reduced obesity
- Reduced risk of myopia (near-sightedness or short-sightedness)
- Improved recovery from certain conditions

We embrace nature play as part of our curriculum and encourage children to come dressed appropriately for outdoor experiences.







## How to find us:

Lake Windemere B-7 School Children's Centre is located at the rear of Lake Windemere B-7 School on Holstein Drive Salisbury North, next to the lake.

Parking for the centre is available on the street with 2 parks for disability parking permit holders.

The Lake Windemere B-7 School Children's Centre is in walking distance of bus stop 64 on Diment Road and bus stop 57 on Waterloo Corner Road. Bus routes 400, 401 and 403 travel from Salisbury bus and rail interchange.