



Lockleys
Children's Centre
for Early Childhood
Development and Parenting

Parent Information

2024

Lockleys Children's Centre
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@lockleyschildrenscentre

Welcome

Welcome to preschool at Lockleys Children's Centre.

Lockleys Children's Centre has a proud history of providing high quality early childhood programs to the community. Our staff team is committed to maintaining this standard by working in partnership with families. We provide an inclusive program that is responsive to the learning needs of all children.

We are committed to providing a play based curriculum in a vibrant, challenging and safe learning environment. We believe that parents are the first and most significant teachers of their children. The most effective and important learning occurs when we work collaboratively with families to enable individual children to reach their full potential and develop a love of life-long learning.

Lockleys Children's Centre operates a number of Department for Education programs including preschool, occasional care and playgroup. Our experienced and knowledgeable educators are fully qualified to teach children in the early years and all have current working with children checks. Our educators have current first aid training and are trained in mandatory reporting of child abuse and also have a range of other specialist skills and knowledge. Additionally we have access to a range of support services provided by the department including speech pathology and psychology, which help us to meet your child's learning and development needs.

Our centre also works with other government agencies and community services to offer programs that support children, families and the community. Together we offer a comprehensive range of education, care, child and allied health, family support, parenting and community engagement programs. We are delighted to be able to offer these comprehensive services to support you and your child.

Lockleys Children's Centre is your centre and we welcome your family's involvement. There are numerous ways you may be able to contribute. If you have a special skill or interest (e.g. music, craft, gardening, cooking etc), you are encouraged to share these with us to further enrich our program. We encourage joining our Governing Council which helps oversee the Centre's operations and planning. Involvement means something different for each family and we look forward to your contribution in any way that works for you.

If you have any questions or concerns, please approach any of the staff at any time or phone us at the centre between 8.15 am and 3.45pm Monday to Friday.

This information booklet is designed to help you with everything you may need to know about our preschool program. Please keep this booklet for future reference. We hope that this information is useful and should you have any suggestions about the booklet, please let us know. Our aim is to continually improve and we welcome your feedback.

The Lockleys Children's Centre Team.

Our Philosophy

Our philosophy is a statement that sets the foundation of what we believe is important for children's learning. It is a living document that outlines our purpose and principles, informs our daily work with children and guides our decision making. The philosophy is also an important tool for educators, children, families and the community to have a shared understanding of our role, our vision and our aspirations for children.

Our Vision

Our vision is for all children to develop to their full potential and become lifelong learners

Our Philosophy

Lockleys Children's Centre provides high quality early childhood programs to the community. We acknowledge the Kurna people and their continued significant culture. We acknowledge each family as their child's first educators and celebrate the diversity and experiences that they bring with them.

We value:

- Play as a means of children making sense of their world
- Meaningful relationships as a crucial aspect of a supportive learning environment for all
- Children as competent, capable, active participants who inform the curriculum
- The rich diversity of cultures represented in our community

We will:

- Give children time to play and respond to their environment with understanding
- Foster children's learning dispositions through a play based curriculum in a fun, challenging and safe learning environment
- Develop a sense of identity and belonging by building positive relationships with children and families
- Promote meaningful relationships between educators and children, and children and their peers
- Offer opportunities where children can engage with, and respect the natural world



TERM DATES:

| | Term 1 | Term 2 | Term 3 | Term 4 |
|-------------|---------------------------|-----------------------|----------------------------|------------------------------|
| 2024 | 29 January to 12 April | 29 April to 5 July | 22 July to 27 September | 14 October to 13 December |
| | Term 1 | Term 2 | Term 3 | Term 4 |
| 2025 | 28 January to 11 April | 28 April to 4 July | 21 July to 26 September | 13 October to 12 December |

Starting kindergarten/preschool: *There are two intakes per year- term 1 and term 3*

* Children who will turn 4 years between **1 November and 30 April** can start kindergarten in January (term 1) and will start school in January the following year.

* Children who turn 4 years of age between **1 May and 31 October** can start kindergarten in July (term 3)

Staff

Director: Alicia Clayton

Teachers: Jessica Arnold
Georgia Hayley
Maria Carbone (Tuesdays & Fridays weeks 1-4)

Early Childhood Workers:
Wendi Nicholson
Ryan Lee

Occasional Care:
Lauren Robertson
Di Napolitano

Administration Officer:
Robyn Elborough
Linda Piszcyk

Community Services:
Community development coordinator – Rachael Stroud

Bilingual Assistants and Preschool Support workers are also employed to support children and their families as required throughout the year.

Lockleys Children's Centre Services

As a Department for Education Children's Centre for Early Childhood Development and Parenting, we provide a range of services in addition to government preschool.

Community Services

There are a variety of community services families can be involved with, please see the term timetable which is available in the foyer, and is also published in our newsletter and on our website. We work with the Department for Human Services to support our families and the community and a Community Development Coordinator and a Family Practitioner are based at our centre.

All centre staff work with other government agencies and community services to offer programs that support children, families and the community. Together we offer a comprehensive range of education, care, child and allied health, family support, parenting and community engagement programs.

Playgroup

The centre runs playgroups for families with children under school age during term times. Please see our term timetable or our website for details. Bookings are currently required for playgroup. Please contact our Administration Officer for more information.

Preschool

In Department for Education kindergartens/preschools, children are able to access a maximum of 15 hours of kindergarten/preschool for 4 terms prior to starting school.

A transition program is offered at the end of the term before they begin full time kindergarten. This consists of approximately 2 visits so children can familiarise themselves with the centre and staff.

If you feel your child may have additional needs which may be helped by an extended period of time at kindergarten please discuss your concerns with the Director.

Emergency Care

Extra Care at kindergarten is available under special circumstances. Please talk to a staff member if you are ever in need of this service. Only full-time children are eligible and it must be pre-arranged with staff. If attendance is required over lunch time you will need to provide your child with a packed lunch.

Funded Occasional Care

This service is available for children from 6 months to 5yrs of age. Parents can leave their children in occasional care at the centre and then have time for themselves to shop, play sport, attend appointments etc.

Please note: Occasional care is only available to children who do not access any other form of child care or family day care.

Cost: \$1.50 or \$5.00 a session. Sessions must be pre booked. See staff to enrol and discuss booking times. Cancellations: Please note if you cancel your session and staff are unable to fill it you will be required to pay the fee regardless.

An enrolment form needs to be completed with a staff member prior to starting occasional care.

Session times

OVER Two years of age and UNDER two years of age operate together:

Tuesday and Thursday: 8:30am - 11:30am

Preschool - groups and session times

Session times:

Children are entitled to attend up to 600 hours of preschool per year. At Lockleys Children's Centre, children attend one of the two groups on offer. Each session of preschool is staffed by two teachers and early childhood workers with an educator to child ratio of 1:11. There may also be additional preschool support or bilingual workers assigned.

Our groups are:

| Cassowary Group | | Emu Group | |
|------------------------------------|-----------------|--------------------------------|-----------------|
| Monday | 8.00am – 3.00pm | Wednesday | 8.00am – 3.00pm |
| Tuesday | 8.00am – 3.00pm | Thursday | 8.00am – 3.00pm |
| Fridays: weeks 1 & 2, of terms 1-3 | 8.00am – 3.00pm | Fridays weeks 3&4 of terms 1-3 | 8.00am – 3.00pm |

Please note: Friday sessions are available in terms 1, 2 and 3 only. There are no Friday sessions in Term 4.

Attendance at preschool

To gain the maximum benefit from the educational program at preschool, it is important for your child to attend regularly. If your child will be absent, we ask you to phone the preschool on 8443 5758 or 0457 858 454 (call or text) to let us know. If you are planning a family holiday please notify an educator of the dates that your child will be absent.

Pupil Free Days

Every year the Department for Education grants between two and four pupil free days to preschools for staff teams to participate in professional learning and development. These days are negotiated and approved by the Governing Council at the beginning of the year and families are provided with minimum 4 weeks' notice prior to each day. Children do not attend preschool on our pupil free days.

Positive transition to preschool

Our goal is for children to feel safe and secure and to settle in their own time and to do this we need to take the lead from the child. We understand that some children may be anxious at the beginning of the term. Transitioning to preschool in the first few weeks varies from child to child. The staff are sensitive to these differences and respond to the individual needs of each child and his/her family.

Our transition visits provide an early opportunity for children and parents to familiarise themselves with the preschool and the centre more broadly. They enable children and parents to explore, observe and take part in preschool together. Parent information sessions equip parents with all the information they need to feel confident about what they can expect for their child at preschool. Your confidence is an important part of a positive transition for your child.

Our staff are empathetic, kind and highly experienced in supporting children to ensure a successful start to preschool. Parents are encouraged to stay at first, for as long as is necessary, and to gradually work toward leaving your child for all or part of the day. Circumstances will be different for every child and we will work out the best strategies with you.

Arrival and Departure

We appreciate your consideration in observing our preschool arrival and departure times. Our session in the morning starts at 8am when the doors open. Time prior to this allows staff to set up the learning environment and complete other tasks to ensure the program runs smoothly.

There may be times when late pick up is unavoidable. If you have an emergency and are going to be late to collect your child, please telephone the Centre and let us know so we can reassure your child. If someone other than the usual carer is coming to collect your child at any time, please write this on the attendance sign in sheet.

What to bring each day

- **A named bag** which is easy to open and close. Please put your child's name clearly on the outside of the bag, as many children have similar bags.
- Your child will be supplied with a named bucket hat on the first day.
- **Fruit and lunch**. Please put your child's fruit and lunch in separate containers. Fruit stays in your child's bag and lunch is put in lunch trolleys.

Often your children will enjoy at preschool the kind of food they usually eat at home. When preparing lunches please consider our environment and try to minimise packaging by using reusable containers. We find that the 'bento' style of lunchboxes that have a number of compartments are very popular and reduce the need for packaging. We encourage healthy eating, so we ask that your child does not bring chocolate, lollies, cake, sweet biscuits and other 'treat' foods.

Please note we are an ALLERGY AWARE centre. We have many children with a range of allergies and ask that you check all labels for whole nuts or products containing nuts. We do not allow children to have Peanut Butter, Nutella or muesli bars containing nuts. Please refer to the centre's food policy for further information.

- **A drink bottle filled with water** only please.
- **A spare set of NAMED clothes**. We have a lot of messy and water play, particularly in summer. If children need to get changed they would much prefer their own clothes.
- **PLEASE NAME ALL BELONGINGS CLEARLY**. This includes clothing, shoes, bags, hats and lunch boxes (on the outside and lids if possible). Children often have identical items and they can be easily mixed up. By clearly naming items, you ensure children, parents and staff can keep track of items and reunite owners with their belongings. It also helps children to develop independence and responsibility for their own belongings. Any items left at preschool are placed in our lost property box for you to collect. At the end of each term any unnamed items are donated to charity.
- **Please apply sunscreen before you come to preschool**. If you forget, we have sunscreen available on the sign in desk. The Centre will supply sunscreen for use at preschool and staff will help children reapply their sunscreen on days when the UV rating is 3 or above. If your child has a sunscreen allergy please bring in a suitable alternative which is clearly labelled with your child's name.

What to wear

When children are actively involved in play with paint, water, clay and sand, it is inevitable that some of those materials will end up on their clothes. We provide smocks for children to wear for most messy activities but unfortunately, they do not always prevent messy clothes.

The sand pit, mud kitchen and water course are a popular play choice all year round. While children are able to remove shoes and socks, clothes frequently end up wet and dirty. The 'mess' happens in the context of some wonderful cooperative and challenging learning experiences.

Sometimes children are reluctant to participate in some activities, particularly messy activities, because they don't want to get dirty or sandy. **Please send your child to preschool in old clothes, that you will not mind if they get dirty.** If you have concerns about dirty/wet clothes please speak to the staff. We do have spare clothes at preschool but please keep a spare set in your child's bag as most children prefer to wear their own.

To allow children to climb, run and jump safely they require foot wear that is comfortable, fits well and stays on their feet. Please ensure your child is wearing appropriate shoes. Thongs, crocs and slippers are not suitable for active play. We provide rubber boots for playing in our wet sand pit and nature kitchen.

Lockleys Children's Centre t-shirts and windcheaters are available for purchase in a range of colours and sizes. We work with Eduthreads and purchases and payments are made via their website at www.eduthreads.com.au.

We will provide your child with a named sun-safe hat. This is provided as part of your fees and no additional payment is required. Additional or replacement hats are available for purchase from the front desk.

Communication

Good communication is essential between parents, carers and staff and we hope you will feel comfortable approaching us with any areas of concern you may have. At Lockleys Children's Centre we have established a variety of ways to regularly communicate with families including:

- face to face conversations
- phone calls/text messages
- email
- newsletters and notices
- Seesaw app
- website and Facebook page
- communication pocket for each child (near front day)

We also use the whiteboard outside the back door to let you know of anything that may be happening in the centre on a particular day. It is updated daily so please have a look at the whiteboard when your drop off your child.

Seesaw App

We use the Seesaw app as our key tool for communicating with families, sharing children's progress and for administrative purposes such as centre announcements and updates. The app enables two way communication between teachers and parents and parents are able to send us messages as well as make comments on what we have shared about their child.

Seesaw is like a virtual classroom available only to our preschool families by invitation. We will send you a personalised link to the 'classroom' for your child's group where we share both individual and group photos, videos and learning stories as well as administrative announcements.

There is no obligation to use the app so you don't have to accept the link if you don't wish to. For further information about the app and to view the privacy statement please visit the [Seesaw website](#).

Currency of information

Please ensure that our information on your child is always up-to-date. It is particularly important that we are aware of newly discovered allergies/health issues or changes to your work, home or emergency contact telephone numbers.

General Information

Term fees

The Department for Education provides all kindergartens with funding but it is not sufficient to meet all the financial needs of the Children's Centres kindergarten program. Fees are requested from all families to assist with the purchasing of resources, general maintenance, cleaning costs and the general running of the kindergarten.

Fees are set by the Governing Council and are reviewed annually to ensure the kindergarten is financially secure. These are currently set at \$180.00 per term (adjusted for twins and triplets) and are payable by the end of Week 4 of each term. Fees are reviewed yearly and may be subject to change depending on the needs of the Centre.

Invoices for the full year will be issued in Week 1 of Term 1. Payments can be made for the whole year or paid each term. To minimise cash handling, it is preferred that fee payments are made by credit card, direct debit or electronic funds transfer. Direct debit arrangements can be established to link with your bank account or to your credit card. We also have Centrepay as another payment option. Please see the information about these options on your invoice.

Please speak to the director or the front office administration officer if cash payments are necessary.

If you have any difficulties with payment please contact the Director for a confidential discussion.

Toys

We discourage children from bringing small or precious toys from home which may be lost or damaged. We encourage the children to be observant and welcome items from nature or any object which may be relevant to our program.

Birthday celebrations

At preschool we support and encourage participation in a range of cultural celebrations, including birthdays. We celebrate birthdays by singing happy birthday and lighting candles on our pretend cake and the giving of a birthday sticker. Please let us know if your family does not celebrate birthdays, so we can respect your choice. In line with our Food and Allergy Awareness policy please do not send birthday cakes or other treats to preschool to keep our children with allergies safe.

Photographs

A professional photographer attends the preschool each year to photograph the children individually and in a group. Photographs are available for purchase. We regularly photograph the children using our digital camera and use these in our program and as part of our assessment process.

Fundraising

Lockleys Children's Centre fundraises to supplement the grants received from the Department for Education. Throughout the year we run a few fundraising activities and we appreciate your support with these.

Parking

Please be aware of limited parking available, it may be wise to park a little away and walk to kindly.

Educational curriculum and practice

Our learning program is flexible and allows children to have:

- control of their own learning with freedom to manage their own time including self-selected activities
- opportunities to be active and curious, quiet and reflective.

Early childhood education is based on play-based learning. Research throughout the world has shown that children learn best when they are involved in active, hands on learning, when they are active participants in constructing their understanding about the world around them. As educators we start with what the child already knows, building upon that knowledge.



'Play provides opportunities for children to learn as they discover, create, improvise and imagine....play provides a supportive environment where children ask questions, solve problems and engage in critical thinking.'

From; Belonging, Being and Becoming; The Early Years Learning framework for Australia

The role of teachers is to extend children's thinking, to create environments and plan experiences that will challenge, encourage problem solving, exploration, creating, constructing and building relationships with peers and adults.

We base our planning on the Early Years Learning Framework, Individual Learning Plans, as well as observations of your child including photo data, anecdotal recordings and staff discussions. Your child's learning is recorded in an individual portfolio which provides a record of learning as well as being a tool for reflection and communication.

Your input into our planning cycle is welcomed and encouraged. In addition to the initial parent survey we collect on enrolment, your input will be sought as we plan for your child through the year. We value information from you about your child's interests so please feel free to share them with us at any time.

Curriculum

The **Early Years Learning Framework – Belonging, Being, Becoming (BBB)** is the basis for our planning. This framework is a National Curriculum document and is used in all South Australian preschools.



There are five main learning outcomes educators use to plan for each child's learning and development. These are:

- **Children have a strong sense of identity** – This outcome looks at learning about oneself, developing confidence to explore and learn and feeling significant and respected.
- **Children are connected with and contribute to their world** - When a child interacts and participates within groups they develop a sense of belonging, start to understand their rights, but also their responsibilities toward themselves and others and learn about ways of being that reflect their family and community values, traditions and practices.
- **Children have a strong sense of wellbeing** – This outcome looks at both physical and psychological aspects. Building resilience, supporting children to develop the ability to cope with day-to-day stress and challenges and includes physical health, happiness and social functioning.
- **Children are confident and involved learners** - The confidence to experiment and explore develops from a sense of security, sound wellbeing, developing confidence and being active participants in learning.
- **Children are effective communicators** - Children are natural communicators using gestures, sounds, language and assisted communication from an early age. Positive experiences with families, communities and carers successfully develop their foundations in language, literacy and numeracy. By using a range of tools and media, such as music, dance and drama, we can encourage children to express themselves and connect with others.

Literacy and numeracy

Our curriculum is also guided by the [Department for Education's literacy and numeracy indicators](#). Positive attitudes and competencies in literacy and numeracy are vital for children's successful learning and these foundations are built in early childhood. The indicators support educators to track and monitor children's numeracy and literacy development.

The indicators assist teachers to:

- recognise and describe children's numeracy and literacy understandings and learning
- plan for each child's numeracy and literacy learning
- monitor and assess each child's numeracy and literacy learning
- identify children at risk in their numeracy and/or literacy learning
- share and report on observations of children's numeracy and literacy development
- reflect on and improve teaching for numeracy and literacy learning.

Rating and assessment; National Quality Framework

All early childhood education and care services are regulated by the Australian Children's Education and Care Quality Authority (ACECQA). [ACECQA](#) administers the National Quality Framework which includes early years curriculum, legislation and regulations and the [National Quality Standard](#), and conducts assessment and rating of services every 3-5 years.

Our preschool was last assessed in 2017 and we achieved an Exceeding rating. A date for our next assessment has not been set as yet.

Assessment and Reporting

Educators regularly review children's progress during their time at preschool, based on observations, information from parents, interviews and work samples. This information is used when planning learning experiences for individuals and groups of children and to monitor children's learning.



A Learning Statement is written for each child at the end of their preschool year. With your permission, this is passed on to your child's reception teacher.

A portfolio containing a copy of their Learning Statement, photographs and work samples collected during the year is provided to you when your child leaves the Centre.

There are many opportunities for informal discussions about your child's progress which can be initiated by either you or educators. If you would like a more formal interview, please make an appointment with any of the team. Educators are always available to speak one on one, please approach us.

Excursions and Incursions

Excursions and incursions are an important part of our preschool program. Educators explicitly plan for and organise excursions or special visitors which support our learning program. These activities occur regularly throughout the year and could include musicians, dancers, puppeteers, cultural groups and other performers. Parents are asked to contribute to the cost of these events, with the preschool also subsidising the cost.

Learning difficulties and additional support:

Sometimes parents may be concerned about their child's development, this could be in regards to speech and language or learning in general. If you have any concerns at all please speak to a staff member during the enrolment process or at any time during their year at kindergarten. We know that the earlier we intervene to support children the better the outcomes.

If staff have any concerns they will discuss this with parents/caregivers and if eligible, support may be sought through the Department for Education. This may include speech therapy, psychological assessments and preschool support. Support and consultations may also be provided by the centre speech pathologist and occupational therapist.

Children's Health and Safety

Food and allergy awareness

Good nutrition involves eating a variety of foods. Encouraging healthy choices from an early age ensures good habits in the future. Children with appropriate nutrition have improved cognitive development, attention span, work capacity, behaviour and attendance at preschool and school. Establishing healthy eating patterns at a young age provides a critical foundation for good eating patterns in adult life. At Lockleys Children's Centre we encourage families to send fruit, vegetables, cheese and lunches to the centre with their children.

Our Food and Allergy Awareness policy does not allow for items containing nuts, nut products or nut alternatives, including muesli bars to be brought into the Children's Centre due to some children having severe, life threatening allergies. At times, other foods may need to be excluded due to children's specific medical requirements. Staff will engage in conversations with families regarding the suitability of foods to be brought into the Centre and families will be notified via our newsletter, Seesaw app and white board.

We ask that you do not provide food for your child that requires heating. If you would like to send hot foods, please send in a thermos which will keep food at the appropriate temperature. Please see our website for full details of our policy.

Absences, Illness and accidents at preschool

If your child is going to be absent please inform the centre as soon as possible.

If your child is unwell please keep them at home and contact preschool to let us know. If children are unwell at preschool, they will be cared for until a parent or emergency contact person can collect them. We do not have the facilities to care for sick children, nor is it fair to expose other children to infections.

Children must stay home for 24 hours after vomiting or diarrhoea or until they have been on antibiotics for an illness for 24 hours.

At preschool we use the Staying Healthy: Preventing infectious diseases in early childhood education and care services 5th ed., to guide our practice. You can find further information about childhood illnesses and exclusion periods on the SA Health website – <https://www.sahealth.sa.gov.au>

Should your child have a minor accident at preschool that requires first aid, you will be provided with a report. Should your child require medical treatment, you or your emergency contact will be telephoned. In more serious emergencies, an ambulance will be called immediately.

Immunisation

The preschool request and keep copies of a child's immunisation records while they are enrolled at the service and parents/carers are legally required to provide their child's immunisation records to the early childhood service. As you will have already given your immunisation record upon enrolment, **please provide an updated immunisation record after your child receives a scheduled immunisation.**

Immunisation history statements can be accessed through

- Medicare online account through myGov
- Express Plus Medicare mobile app (through an existing myGov account)
- Contacting the Australian Immunisation Register general enquiries line on 1800 653 809 and requesting a statement be mailed out to you.

If you have any questions or require any assistance please speak with the Director.

Relationships with children

Genuine and respectful relationships between educators and children is critical to children's learning. At our preschool we take a genuine interest in every child and this is at the heart of the learning program we design for them.

Every educator works to build a relationship with your child and to get to know them and understand their interests. Our educators work directly with children individually and in small groups to engage them in conversation and activities that facilitate their learning. Our staffing roster is designed to foster relationships between educators and children and to provide a core team of staff to ensure continuity of relationships.

Connection and relationship between educators and staff is essential to your child's wellbeing and emotional and social development. Educators are highly responsive to children's needs in this regard and assist them to develop in these areas so that they feel safe and secure at preschool.

Dispositions for learning

Through our relationships and learning programs we aim to assist children to develop positive dispositions for learning so that they can be life-long learners. Dispositions are enduring habits or ways of being that assist children in their learning. Our educators assist children to develop the following positive dispositions for learning:

- independence – children are self-directed and take responsibility
- agency – children make choices and decisions in their learning
- confidence – children are willing to take risks and explore places and people unfamiliar to them
- persistence – children engage with an activity until they are satisfied with their progress
- curiosity – children explore, ask questions and problem solve
- cooperation – children are able to work in groups, take turns, share and collaborate

Maximising positive behaviour

Our behaviour guidance strategies take a positive relationship-based approach that supports children's self-esteem and our aim is for all children to develop as socially competent individuals who can:

- experiment and take risks
- use their initiative
- choose positive behaviours
- share and communicate with others
- express their feelings confidently and respectfully
- handle conflict in an appropriate manner
- be responsible for their actions
- respect and care for themselves, their peers and the environment

To facilitate these aims we maximise positive behaviours in the following ways:

- explicitly teaching and modelling acceptable behaviours
- having consistent routines, rules and expectations
- focusing on the behaviour and not the child
- helping children to understand the consequences of their behaviour – both positive and negative
- using visual strategies to support children's understanding of routines, expectations and choices

Our Interactions with children: positive behaviour policy is available on our website.

Partnerships with families and communities

Being involved in your child's learning adds to their experience and sends a clear message that their education is important to you. Parents and caregivers who volunteer are a huge resource for preschool. Aboriginal people and people from diverse backgrounds have a lot to offer and are encouraged to be involved. There are many ways to help.

We encourage your involvement in our programs at whatever level or capacity you are able to offer. Please feel free to stay and have a coffee and chat, spend some time playing with your child or check with the educators if there are any odd jobs that need doing.

If you're wondering how you can be involved, consider the suggestions below:

- Share your family's culture
- Give time at preschool during session times (playing with small groups of children, helping children with puzzles, etc)
- Support fundraising events
- Read stories with small groups of children
- Demonstrate a hobby or craft or play a musical instrument
- Assist with end of session clean-up
- Become a member of the Governing Council
- Volunteer for sewing (particularly mending!)
- Help with excursions and special events
- Help with collection of "junk" materials (boxes for making, paper, envelopes, card, ice-cream containers etc)

Our diverse families and community are an asset to our preschool and you are warmly invited and encouraged to consider sharing your culture, talents or skills with us.

School Transition

Parents are responsible for enrolling their children in their local school of choice. We recommend this process is complete two terms (6 months) prior to starting school. This enables the schools to plan and ensure your child is included in any transition programs.

We are co-located (next door) to Lockleys North Primary school and though many children will transition to this school, please note that enrolment into Lockleys Children's Centre does not automatically guarantee enrolment at Lockleys North Primary School. Please contact the school to determine whether you live within the zone for enrolment.

With your permission, we will provide your school of choice with your child's end of year Statement of Learning which will give the teacher some insight into your child's learning journey at preschool.

Governance and leadership

Preschool Governing Council

A Governing Council is elected annually and is made up of a group of interested and dedicated parents working for the benefit of all children at the Children's Centre. The Governing Council works with the Director to govern and lead the preschool and the role includes:

- Financial management of the centre
- Developing centre policy
- Encouraging parent involvement
- Organising and running fund-raising activities
- Supporting the children and staff in organised activities
- Keeping informed of recent developments in early childhood education
- Having valuable and valued input to the Lockleys Children's Centre curriculum and other areas of its day to day running
- Organising opportunities for parents to meet and get to know each other, e.g. parenting and social events

Your support can be as small or large as you wish. Please see the Director or the current Chairperson for more information.

The Governing Council meets at the preschool twice each term and works for the benefit of every child but can only achieve maximum effectiveness with the support of all families

attending our children's centre. Please help in any way you can. New members are always welcome!

Quality Improvement Plan (PQIP)

Every year the Centre develops a Quality Improvement Plan which sets out the actions we will take to reflect on our program and services and to continuously improve. The plan is developed with staff and families and the Governing Council. Our plan is available on our website.

Children's Centre Leadership

Working in a collaborative and connected way across all of the programs in our centre ensures that we are all working together towards our common goal in supporting children, families and the community. Leaders from the different agencies that offer programs in the Centre occur regularly to ensure good communication, strong relationships and to share ideas and information.

Policies

The Centre has a range of policies as required by the Department for Education as well as policies required under the [National Education and Care regulations](#).

The policies provide important information and guidance to families, educators and the Governing Council, about how we implement our programs and associated procedures. All policies are regularly reviewed and parents and families are invited to contribute to regular policy reviews. All policies are approved by the Governing Council.

Our policies are available on our website.

Concerns and Complaints

We encourage you to speak with us if you have any concerns about any aspect of the centre. We work to resolving any issues quickly. In line with the Department for Education policy our preschool has a 'Parent Concerns and Complaints Policy' which outlines the appropriate procedures to follow. This policy states your child's preschool should be the first point of contact for parents, followed by the Local Education Office, and then the Parent Complaint Unit if the complaint cannot be resolved at the local level.

- Preschool contact phone number: 8443 5758
- Local Education Office: 8416 7333
- Parent Complaint Unit 1800 677 435