

Table of contents

- Home
- What we offer
- Enrolment and fees
- Reports and plans
- Parenting support
- Policies and guidelines
 - [mt_compass_nutrition_policy](#)
 - [mount_compass_preschool_payment](#)
 - [mount_compass_philosophy](#)
 - [mount_compass_health_and_wellebing](#)
 - [mount_compass_first_aid_0](#)
 - [mount_compass_emergency_evacuation](#)
 - [mount_compass_communication](#)
 - [mount_compass_celebrations](#)
 - [mount_compass_bushfire_action_plan](#)
 - [mount_compass_behaviour](#)
 - [mount_compass_attendance](#)

Home

At Mt Compass Preschool we want children to anticipate coming to a place where they find and create challenges, imagine possibilities, feel connected, develop significant relationships, and form a strong sense of who they are and their many capabilities. We want children, families and educators to remember Mt Compass Preschool fondly, as a place that welcomed them, allowed them to be and helped them to become.

We encourage sustainable practices at home and preschool because protecting the natural environment is essential to your child's future.

Find out more about our goals and our focus in our philosophy statement (PDF 165KB)
(https://www.preschools.sa.gov.au/sites/default/files/mount_compass_philosophy.pdf).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. See volunteering in schools, preschool and children's centres
(<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets twice a term to make sure the preschool runs smoothly. Read through what a governing council does
(<https://www.decd.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>) and speak to us to register your interest.

Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

Bushfire risk

On forecasted 'catastrophic' fire danger days we will be closed. Make sure you know how we intend to contact you in this situation. You can find more information about an active bushfire from the CFS website (<http://www.cfs.sa.gov.au/>). See our bushfire action plan (PDF 180KB)
(https://www.preschools.sa.gov.au/sites/default/files/mount_compass_bushfire_action_plan.pdf) and the bushfire page on the Department for Education's website
(<https://www.education.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) for general information.

Contact us

Preschool director: Jay Elmslie

Phone: (08) 8556 8342

Fax: (08) 8556 8085

Email: dl.3661.leaders@schools.sa.edu.au

Street address: Oval Road Mount Compass SA 5210

Postal address: PO Box 82 Mount Compass SA 5210

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 30 hours per fortnight.

| Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------|--------------------------------|------------------|----------|--------|
| 9.00am to 3.00pm | 9.00am to 3.00pm even weeks | 9.00am to 3.00pm | – | – |

Fees

The parent contribution is \$440 per year. See our enrolment and fees page (<https://www.preschools.sa.gov.au/mount-compass-preschool-centre/getting-started/enrolment-and-fees>) for more information.

What to bring

Your child needs to bring these items each day:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- drink bottle containing water
- piece of fresh fruit
- packed lunch.

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

What not to bring

Children should not bring these things:

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

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 1 term earlier, in term 4 the year before starting their preschool year, 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 6 hours per week, 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 registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). 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/mount-compass-preschool-centre#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 an orientation session. This will be a 1-hour session where you can ask questions.

Before they start preschool your child can come to pre-entry transition visits. These sessions are offered in term 4, depending on staff availability.

Fees

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

The parent contribution is \$440 per year. You can choose to pay the total amount at the beginning of the year or pay instalments during terms

(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>) 1 to 3:

Term 1 – \$160

Term 2 – \$140

Term 3 – \$140

When to pay

We will invoice you by week 2 of term 1 via your family's preschool letterbox.

Payments are due by week 4.

You can choose to pay by instalments from term 1. If you do this, you will be invoiced in week 2 of each term and payments will be due in week 4.

How to pay

Cash or cheque

You can pay cash or cheque at the kindy. Please put the payment in a sealed envelope with your child's full name on the front. Put the envelope in the internal mail box, located in our building on the wall above the bins.

EFT information

You can also pay by direct deposit.

BSB: 105166

Account number: 743536540

Please put your invoice number as the reference.

Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

Reports and plans

National Quality Standard rating

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



Overall Rating: Exceeding NQS

Quality Area Ratings

- | | | |
|----------|--|---------------|
| 1 | Educational program and practice: | Exceeding NQS |
| 2 | Children's health and safety: | Exceeding 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: | Exceeding NQS |

Rating for: Mount Compass Preschool Centre

Rating issued: September 2014

Copyright ACECQA (<https://www.acecqa.gov.au/copyright>)

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 665KB)

(https://www.preschools.sa.gov.au/sites/default/files/mount_compass_qip.pdf)

Site context statement

A summary of our:

- general information
- key policies
- curriculum
- staff
- facilities
- local community
- partnership arrangements with other groups.

Site context statement (PDF 61KB)

(https://www.preschools.sa.gov.au/sites/default/files/mount_compass_context_statement.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/3661_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.

Right Bite Food Supply and Nutrition Policy for Preschools

Healthy Food Supply and Nutrition Policy of: Mt Compass Preschool Centre

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 DECD 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 Early Years Learning Framework where possible, and relates to Outcome 3 'Children have a strong sense of Wellbeing'

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
- eat in a positive, social environment with staff who model healthy eating behaviours
- use the preschool garden periodically (when part of the preschool program) to learn about and experience growing, harvesting and preparing nutritious food

Families at our preschool:

- have access to information about healthy eating choices and nutrition for their children
- have the opportunity to contribute to the development of policy

Our preschool:

- Understands, promotes and teaches the importance of importance of healthy meals and snacks as part of the curriculum
- is a breastfeeding friendly site

Food supply

Our preschool:

- encourages healthy food and water for children in line with the *Right Bite* strategy
- 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
- has the following guidelines for families for **food brought from home** or provided by staff within preschool time:

Fruit & Veggie 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 water 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
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff, through explicit teaching and displays.

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 *healthy eating* 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.

When our 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 is developed and communicated to families and staff.

Mt Compass Preschool staff and governing council members thank you in advance for your support of this policy.

Reviewed and endorsed by Staff and Governing Council May 2019

Mt Compass Preschool Centre

Preschool Payment Policy

This policy is based on the following:

- At Mt Compass Preschool we value early childhood education. We aim to make our kindergarten welcoming and the program assessable to all families.
- At Mt Compass Preschool we see it as the responsibility of each family to contribute to the running of the preschool.

The Director will follow these guidelines in relation to the collection of preschool payments and notifications to families.

All families will sign a preschool payment agreement on enrolment that outlines when payments will be made during the preschool year.

In terms 1,2 and 3 invoices will be sent out to families who have chosen to make payments over the course of the year :

- Term 1 week 2, invoice
- Term 1 week 5, reminder invoice for any overdue amounts issued.
- Term 1 week 7 a direct approach to parents with overdue accounts made by Director. Director can then discuss with family whether a payment schedule is required.

Payment Schedule

| | | | |
|--------------|--------------|--------------|------------|
| Term 1 \$140 | Term 2 \$130 | Term 3 \$130 | Term 4 \$0 |
|--------------|--------------|--------------|------------|

Families will receive a copy of this policy at enrolment.

Updated and endorsed by the Governing Council Term 3 2018

Review Term 3 2020

Philosophy : Mt Compass Preschool

At Mt Compass Preschool we want children to anticipate coming to a place where they find and create challenges, imagine possibilities, feel connected, develop significant relationships, and form a strong sense of who they are and their many capabilities.

We want children, families and educators to remember Mt Compass Preschool fondly, as a place that welcomed them, allowed them to be and helped them to become.

We believe:

1. **Families** play an ongoing and central role in children's learning and development.
2. **Children learn through play**, interaction with other children, adults and natural and made environments. This includes learning in the social, emotional, physical and cognitive domains.
3. **Relationships** are central to learning.
4. Learning is about **growth** not just achievement.
5. Developing **dispositions** (curiosity, creativity, persistence etc.) enables children to participate in and gain from learning.
6. Developing **sustainable practices** and habits with children will help protect the future of the natural environment.

Therefore we:

- Promote each child's sense of well-being and learning through a range of experiences, opportunities & resources that build on what children already know, think, feel, imagine and can do.
- Strive to empower children by using their thoughts, ideas and curiosity to shape learning environments
- Recognise, acknowledge and build on children's own sense of achievement
- Value the diversity amongst families in our community and strive to make connections between family and kindergarten life.
- Develop relationships with all families through open and constructive communication; empathy and responsiveness to family needs; flexibility; and through sharing the day-to-day stories of children and childhood.
- Provide opportunities for families to be involved in and contribute to preschool life.
- Create play-full learning environments that are stimulating, challenging, flexible, inclusive, creative, multisensory and interactive.
- Develop and build on children's connection with the natural environment.
- Actively promote the development of learning dispositions within the Centre.
- Maintain a strong culture of reflective practice and a commitment to continuous improvement with all staff (supported by the Early Years Learning Framework)
- Use observation as an assessment, planning and evaluation tool (Respect, Reflect, Relate document)

Mbunt Compass Preschool

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Procedures : Incident, Injury, Trauma and Illness

These procedures are based on the DECD policy Incident, Injury, Trauma and Illness that is a policy of M Compass Preschool

Rationale: The centre will plan for and respond effectively to accidents and medical emergencies. The health and safety of children in education and care services is the responsibility of all approved providers and educators. Policies and procedures (including documented records) must be in place to effectively manage the event of any incident, injury, trauma and illness that occurs in the program by law. Young children's innate desire to explore and test their growing capabilities is essential in developing wellbeing. Educators must consider the understanding of all of the elements of wellbeing, and ensure that programs also acknowledge the importance of risk management to provide a safe environment and reasonably protect children from potential harm.

Aims:

Our care and education service will:

- Develop program goals that promote the wellbeing of each child;
- Establish procedures and practice that minimise the risk of harm to children;
- Maintain communication with families to ensure that they are informed of any incidents, injury, trauma and illness to their child/ren as required;
- Ensure that records of any incident, injury, trauma and illness are documented, transmitted to the DECD as required and kept in storage according to regulatory requirements; and
- Ensure that this policy is implemented in conjunction with our Emergencies and evacuation policy.

Procedure:

Mount Compass Preschool will consider the development of children's wellbeing as paramount to the educational philosophy of the service. All educators will be aware of the development of wellbeing, and children's emerging capabilities, and plan the program accordingly.

The procedures of the service will include the following:

- Notify the Regulatory Authority of any serious incident as required by regulation
- Ensure that educators are rostered so that at least one educator who holds a current approved first aid qualification is present at all times that the children are being educated and cared for by the service;
- Ensure the service holds the correct number of first aid kits required, suitably equipped, and maintained;
- Ensure that all staff are aware of the completion of appropriate records: -Incident, injury, trauma and illness record; logging incident on IRMS
- In the event of any incident, injury, trauma or illness to children whilst in the care of the service, and that this information is completed no later than 12 hours after the incident occurred;
- Make staff aware of the appropriate accessibility for approved officers and families to these records and the appropriate storage of these records according to regulatory requirements;
- Complete an audit of the Injury, incident, trauma and illness reports to reflect on the effectiveness of the procedures in place at the service;
- Give staff access to appropriate up to date information, or professional development on the management of incidents; and
- Make certain that all staff have access to the Regulations and Law and are aware of their responsibilities under these ensuring that this occurs as part of staff induction or orientation to the service and that position descriptions reflect this responsibility.
- Ensure that all children have opportunities to engage in experiences that enhance their sense of wellbeing and allow children to develop a sense of assessing risks for themselves as appropriate;
- Consider the planning of the physical environment and experiences, ensuring that the spaces are safe;
- Thoughtfully group children to effectively manage supervision and any potential risks to children's health and wellbeing;
- Respond to children in a timely manner. Provide reassurance and ensure children's emotional and physical wellbeing is paramount at all times;
- Seek further medical attention for a child if required;

- Be aware of the signs and symptoms of illness/trauma, and update their understanding as part of their ongoing professional development;
- Be aware of individual children's allergies and immunisation status and use this knowledge when attending/responding to any incident, injury or illness;
- Respond to children showing signs of illness and begin monitoring the symptoms of the child, and recording as appropriate. Educators will contact the child's authorised person to inform them of the illness signs, or to request the collection of the child;
- In response to a child registering a high temperature, follow procedures for temperatures, and complete the incident, injury, trauma and illness record as required;
- Maintain appropriate work health and safety standards when attending to children's injuries and applying first aid;
- Develop partnerships with families and use this understanding to guide the development of practice in relation to individual children's emerging capabilities;
- Check that equipment and furniture in the service is well maintained and that any materials that may be hazardous are removed or repaired.
- Ensure that hazardous items are inaccessible to children; and
- Be involved in regularly reviewing and discuss policy and procedure and consider any improvements that need to be made to this policy.
- Staff will report the following matters to IRMS as a matter of urgency (within 12 hours): Injury or trauma to, or illness of, a child for which medical attention was sought, or ought reasonably to have been sought; attendance of emergency services; the death of a child at the site, or following an incident while being cared for at the site; a child was missing or not able to be accounted for; a child was mistakenly locked in or out of the premises; a child was taken or removed from the service in the manner that contravenes the Regulations; an incident that requires the service to close or reduce the number of children attending; a circumstance that posed a significant risk to the health, safety or wellbeing of a child.

Families will:

- Be informed of policies and procedures upon enrolment with regards to first aid, illness whilst at the service, and exclusion practices,
- Inform the service of their child's particular requirements, and provide any relevant paperwork to the service, such as immunisation status, letters from a medical professional etc;
- Be notified of any incident, injury, trauma, or illness as soon as is practicable, but no later than 24 hours after the noted incident, and will be provided with a copy of the report
- Receive access to this policy and notification of its existence;
- Have the opportunity to provide input into the review and effectiveness of policies and procedures of the service via various methods;
- Be provided access to information on children's development, the service program, and relevant resources from the service.

Evaluation

- Educators respond in a timely manner to any incident, and documentation is completed, shared, and stored as appropriate. Regular reviews of procedures and policy are implemented.
- Plans to effectively manage incidents and emergencies are developed in consultation with Relevant authorities, practised and implemented.

Endorsed by Staff & Governing Council March 2014

To be reviewed: March 2017. March 2019

Mbunt Compass Preschool

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY

Policy: Administration of First Aid

RATIONALE:

Mt Compass Preschool will plan for and respond effectively to accidents and medical emergencies. First aid is the emergency aid or treatment given to persons suffering illness or injury following an accident and prior to obtaining professional medical services if required. It includes emergency treatment, maintenance of records, dressing of minor injuries, recognition and reporting of health hazards and participation in safety programs. Our education and care service is committed to providing a safe and healthy environment. We recognise our responsibility to provide first aid facilities that are adequate for the immediate treatment of injuries and illnesses. The educators and staff of our service are aware of their duty of care to children, families, staff and visitors in providing appropriate first aid treatment.

Aims:

We will ensure:

- an educator holding a first aid qualification is on site at all times.
- all children, staff, families and visitors who are involved in accidents and incidents whilst at the centre and require first aid to be administered will be done so according to guidelines and recommended practices of a first aid qualification.
- all incidents will be documented and stored according to regulatory requirements
- a risk management approach to health and safety shall be adopted.

First Aid Procedure:

The First Aid Kit is located in the storage area adjacent to the adult wash basin. The Asthma Kit is located on the shelf immediately inside Office on left. Individual children's kits are also located on office shelf in a marked container. All children's asthma medication is accompanied by their Asthma Management Plan.

Use the following emergency first aid procedures:

- Do not move child or pick up child until injury has been assessed.
- Use protective gloves with all bodily fluids (dispose of gloves & clothes used to mop up in a tied double layer plastic bag).
- Seek staff support for first aid if necessary.

If a child needs First Aid: .

Staff member assists child

1. Check for danger
2. Assess injury
3. Treat injury
4. Notify parent immediately, if necessary

If injury is beyond staff help and is an emergency – call for ambulance and then call parent.

Record keeping: .

- For serious injuries/incidents/illnesses record information on: DECD Incident, Injury, Trauma and Illness Record. Record and photocopy - give original to parent/caregiver / keep photocopy in file with First Aid Log.
- For minor injuries/incidents/illnesses record information on Mt Compass Preschool's Accident and Injury Report Folder (located in office on middle shelf of white bookcase). Home Report Form for minor incidents (in Incident/Accident Folder) to be provided to parents/guardians, parent signs on receipt of report.

If a staff member needs First Aid:

- Staff to assist staff member, assess & treat injury.
- Staff to seek medical attention.
- If necessary, staff member to call for ambulance.

In the event of only two staff members being present due care and supervision of children must also be considered at all times.

At commencement of service, staff members to complete Personal details form (that records next of kin, relevant medical information) to be stored by the Director (or Nominated Supervisor) in personnel file.

N.B. Remember to conduct accident investigation and use IRMS website to notify Department for Education when staff are injured. See below for circumstances in which IRMS notification is mandatory within 12 hours period.

Accident Procedure:

Report any accident or near miss for children and adults to the Director. All accidents must be recorded in the incident/accident folder (minor) or on Department for Education Incident/injury/trauma and illness record (serious) depending on the severity. Staff will contact an ambulance in an emergency.

Staff will contact parents, and follow normal medical procedures.

Children on a health care plan – staff will follow medical procedures as per health plan. Children's health care plans are located in individual child folders, top drawer filing cabinet. A summary of health issues (EYS form) is located on the outside of filing cabinet with photographs of children.

Professional development of staff and educators

Mt Compass Preschool will ensure that :

- educators are supported to ensure they hold current recognised first aid qualifications;
- educators have undertaken current approved anaphylaxis management training and asthma management training .
- employee induction includes an induction to the first aid policy
- the skills and competencies of trained first aiders are maintained and skills are kept up to date,
- staff and educators collaborate and consult with each other to develop and implement a risk assessment and management plans; and .

- ensure first aid guides and publications are accessible to staff at all times to assist them in their understanding and administration of first aid.

Hazard identification and risk assessment

Mt Compass Preschool will:

- provide an environment that support child safety.
- guide staff and children in regularly conducting risk assessments of the environment to determine likely injuries and illnesses that might occur, and rectify their potential causes;
- introduce preventive measures to eliminate the risk, or control measures to minimise the risk;
- review and analyse accident, injury, incident and 'near miss' data;
- keep contact details of emergency services and other emergency contacts on display in centre,
- Complete a Daily Outdoor Learning Area inspection prior to the arrival of children
- Complete a Quarterly Outdoor Learning Area inspection as per the Department for Education requirements

Administration of first aid to children, families, staff and visitors to the centre

Mount Compass Preschool will:

- ensure that there is always at least one first aid qualified educator on the premises during open hours.
- ensure that enrolment records for each child include a signed consent form for the administration of first aid and the approved products to be used;
- review and sign off on all documentation when first aid has been administered; and
- call for an ambulance when emergency medical treatment is required or delegate this responsibility.
- Ensure that administration of first aid will be done in accordance with first aid training and undertaken by a qualified first aider where possible
- as per the first aid plan, and in the interests of avoiding delay of treatment, in the first instance, first aid will be administered by the adult who has witnessed the incident/injury/illness
- the nominated supervisor and families (where first aid is being administered to a child) will be notified of the nature of the incident/ accident as soon as practicable after the incident;
- the adult administering first aid will be the person who completes the incident/illness/injury/trauma record and passes to the responsible person for verification and signing by parent or guardian.

First aid supplies

Mount Compass Preschool will ensure that:

- the centre is supplied with an appropriate number of first aid kits for the number of children being educated and cared for by the service;
- the first aid kits are suitably equipped, easily accessible and recognisable; and first aid kits are carried on field excursions.
- ensure a first aid box checklist is kept in every first aid kit
- staff will regularly monitor supplies and update stock as required; and
- discard and replace out of date stock.

Documentation and record keeping

Mount Compass Preschool will:

- complete an Incident/injury/trauma and illness Record for all serious incidents/injuries/trauma/illnesses occurring at the centre or record incident in incident/accident folder for minor incidents; and ensure that a copy of the accident/incident report will be made available for parents/guardians on request.
- ensure that parents are supplied with written information about incidents/accidents that are recorded either on Department Incident/injury/trauma & illness Record or in site incident/accident folder.
- ensure records are confidentially stored for the specified period of time as required by the Regulation.

Managing serious incidents

Mount Compass Preschool will ensure :

- any serious incident occurring at the centre will be documented on the IRMS system within the required time
- a copy of the incident report will be provided to the family as soon as possible; and educators and staff are aware of the procedures around managing serious incidents.
- that parents are notified of any serious incident; and arrange for medical intervention if required.
- serious incidents are managed as per this policy; and notify the Nominated Supervisor immediately after the serious incident has occurred.
- Management and staff will monitor and review the effectiveness of the first aid policy regularly.
- Updated information will be incorporated as needed.

Should one of the following occur on site then responsible person must notify the Educational Director and lodge an IRMS report within 12 hours.

- Injury or trauma to, or illness of, a child for which medical attention was sought, or ought reasonably to have been sought
- Attendance of emergency services at the education and care services premises was sought, or ought reasonably to have been sought
- The death of a child while being educated and cared for by the service, or following an incident while being cared for by the service
- A child was missing or not able to be accounted for
- A child was taken or removed from the service in a manner that contravenes the *Regulations*
- A child was mistakenly locked in or out of the premises

- An incident that requires the service to close or reduce the number of children attending
- A circumstance that posed a significant risk to the health, safety or wellbeing of a child

Endorsed by Staff & Governing Council March 2014 / March 2016 / March 2018

Emergency Evacuation Plan



Mt Compass Preschool Centre

Evacuation of the Building

Evacuation Meeting Point (EMP) : Carpark Fence

Problem to be reported immediately to the 'Responsible Person', usually the Director.

Whistle Blower (staff)

- Blow repeatedly with whistle, located on wall near fire extinguisher, kitchen, signalling to all to evacuate
- Proceed to EMP, gathering children on the way
- Check grounds visually for stray children
- Wait

Additional staff

- Look for children inside and in yard, directing them to EMP, proceed to EMP and gather children as they go

Responsible Person

- Send children to EMP
- Gather—roll, pink backpack, mobile phone, medications, sign in log
- Check toilets/inside for remaining people
- Go to EMP

Check roll & log, locate any missing persons. If danger persists move to safety location in oval complex. Responsible person rings 000 to report.

Remain in safe zone until danger passed, and authorities have confirmed it is safe to return to preschool.

Notify families of evacuation

Report to Education Department via IRMS

This procedure must be practised in the form of a drill twice a term.

Reviewed and updated March 2019

Communication with Families

This is our plan for 2019!!

Ongoing Communication

We will maintain ongoing information sharing through conversations, our notice board and newsletters. The notice board and newsletters will tell you about some of the happenings at kindergarten and what's coming up. If another person regularly collects your child and you do not see the notice board you can request that a photo of it be emailed to you. Daily drop off or pick up conversations help families and kindergarten staff to respond to children's immediate needs. If you or we wish to have a longer conversation we can make a specific time to meet.

Also later in term 1 we will start to use our large day book - full of pictures, comments and photos of the learning environments of kindergarten. This book will be available for families and children to browse through.

We will try to keep up to date with families whom we don't see so often via email and phone calls. These can go both ways of course, so don't hesitate to get in touch.

Individual Learning Plans (ILP)

These plans have several stages

1. Educators meet with families to have a conversation about their child
2. Families identify a learning focus for their child that forms part of the ILP
3. Educators develop additional learning foci for each child that forms part of the ILP
4. Educators use various processes to track and plan for your child's learning and to record progress against each child's learning goals on ILP
5. The ILP is used to write a Statement of Learning at the end of the year for children and families and a copy of this statement is shared with the school that your child transitions to next year.

Mid Year Conversations

We will also offer a catch up time in term 3 for families who wish to talk further about their child's learning and development. If we are communicating well during the year this may not be required by many families.

Early Years Education Sharing Session 12/3/19

You are invited to come along in the early evening to meet with other families and participate in an introduction to **learning in the early years** and our national curriculum, the **Early Years Learning Framework**, that guides our practice. Refreshments and nibbles provided! Plus plenty of time to discuss and chat with one another.

Celebrations at Mt Compass Preschool

Birthdays, Christmas, Easter, Mothers' Day & Fathers' Day

During the preschool year all these events/celebrations take place, however each family will choose to celebrate them or not in their own individual ways. We acknowledge each of these times and their importance for some families and children; however they can become very commercialised in our society and are not a dominant feature of the education and care program.

Birthdays

We will celebrate and acknowledge each child's birthday during their time at preschool with our own special traditions. These do not include cakes/treats sent in from home as not all families are able to, or wish to, do this, and it does not always sit well with the department's nutrition policy. We believe this approach is equitable and inclusive,

Christmas

Christmas is celebrated in different ways by families and in some families not at all. Our focus at this time of year is the summer holidays and celebrating the years' achievements. We do however, usually offer some Christmas craft and share some Christmas traditions.

Easter

Easter is celebrated in different ways by families and in some families not at all. Our focus at this time of year is the Easter holidays. We may however, offer some Easter craft.

Mothers' Day and Fathers' Day

As some children live in single parent families these days do not mean the same for all. However, we usually give children the option of making a card for someone special in their lives during these times of year.

Give Aways, Invitations and Christmas Cards

Please be aware of the possible effects of distributing invitations etc at kindy when not all children are included. Please do not distribute edible treats as gifts that do not fit in with our nutrition policy, for example Christmas candy canes.

MC Preschool Bushfire Plan 2018/19: ALL FAMILIES PLEASE READ & KEEP HANDY

Important information about the updated Bushfire Action Plan that will be followed at Mount Compass Preschool.

All DECD schools in declared bushfire prone areas have been allocated a bushfire risk rating from R1 through to R4. **Our risk rating is R2.**

Our R2 rating means Mount Compass Preschool and School closes when the forecast is for CATASTROPHIC conditions in the MOUNT LOFTY region.

No services will be offered to children and their families on these fire closure days.

School bus services will also be cancelled on days where the forecast is for catastrophic bushfire weather conditions in the MOUNT LOFTY fire ban region.

DECD sites will receive advice from the Bureau of Meteorology, after 4 pm, about the following day's forecast. A recorded message will be left on the **School's message bank (85568219)** alerting families of any such closure. Information will also be provided on the DECD Parent Hotline (1800 000 279), ABC Radio 891 and local regional stations, ABC TV and the DECS website www.decd.sa.gov.au.

If a fire in the area threatens the preschool during preschool hours the Preschool buildings have been designated as our Bushfire Refuge area.

All children and staff will stay there until the fire danger has passed.

It is important that parents understand that no one leaves the Safe Refuge area until the situation outside has been assessed as safe by the preschool staff in consultation with the Emergency Services. Children will be cared for at the preschool. Once it is safe to leave children will be collected by their parents or emergency contact people with authority to collect, as nominated on enrolment form. Children's names, along with the names of the people collecting them, will be recorded as they leave the Bushfire Refuge building.

If there is a fire in the Mount Lofty region that could impact on regular bus routes then buses will not be permitted to leave the site until SAPOL or the CFS indicate that it is safe to do so.

If a bushfire prevents the school buses leaving preschool children who catch the school bus will wait at **SCHOOL** and be supervised at **school** until they are collected by parents or a nominated person. Children will not be released into the care of 'family friends/relatives' unless a direct contact to the main school Reception desk is made by the parents concerned. **Parents are also required to sign a 'Use of School Bus Service' form prior to using the service.**

Children who travel on buses will be taken through the procedures to be followed if the bus is caught in a fire path during a trip to or from school.

On days when there is a SEVERE or EXTREME fire danger rating PRESCHOOL WILL RUN AS NORMAL.

Excursions away from site **may** be cancelled for the day. Off site meetings for staff **may** also be cancelled. Preschool based meetings **may** be cancelled. These decisions will be made by preschool staff.

Total Fire Ban signs will be placed at site entrances.

It is critical that the preschool has up to date information about contact details for all families, including parents' work numbers, mobile numbers, emergency contact names and phone/mobile numbers.



Government of South Australia
Department for Education and
Child Development

Mt Compass Preschool Centre

QUALITY AREA 4: STAFFING ARRANGEMENTS

QUALITY AREA 5: RELATIONSHIPS WITH CHILDREN

Policy: Staff Code of Conduct & Behaviour Guidance Code

Rationale

Documented guidelines regarding behaviour and guidance for children help ensure that children, families and staff have a safe environment and ensures consistency and clarity around acceptable behaviour and guidance measures that will be implemented.

As a staff team we believe:

- All children have the right to feel secure and to learn and develop in a psychological and physically safe environment.
- Children have a right to express their feelings and be supported to develop positive behaviours that underpin the development of relationships with peers and adults.
- Effective communication and learning occurs when families and educators work together to develop common goals for a child's wellbeing, learning and development.
- That the consideration of children's individual, and contextual needs are crucial to successful learning and the development of positive behaviours.
- That the family consultation is valued and their individual perspectives respected.
- Children have the right to be supported by educators who model appropriate behaviours and ensure consistent limits are set.
- No child should be made to feel rejected, insecure, embarrassed or ashamed.

As a staff team we promote positive behaviour and interactions by:

- Planning for and providing an environment that promotes a sense of belonging, being and becoming and provides enhanced opportunities for learning through play.
- Ensuring that limits set are reasonable and understood by all children and adults.
- Providing an enriching and engaging program that enables each child to experience success, a sense of wellbeing and gives opportunities to express feelings through sensory and other forms of play.
- Using positive verbal and non verbal guidance.
- Demonstrate empathy and sensitivity to each child being mindful of the variety of factors that influence behaviour.
- Planning enabling opportunities for the development of skills including resilience, agency, entry and exit skills when playing, appropriate risk taking, conflict resolution, independence, leadership, respect for others and communication.
- Interacting positively, using positive language and acknowledging and modelling respectful behaviour.
- Valuing children as individuals within their family and cultural context.
- Involving children in goal setting, developing group norms and the development of behavioural expectations and consequences.
- Intentional teaching of appropriate behaviours and play skills, building on each child's strengths and achievements and providing choices when possible.
- Encouraging open two way communication with families to ensure that each child's rights are met.

We will respond to challenging behaviours by:

- Reminding children of expectations and limits and the reasons for these.
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately.
- Using restorative justice practices that support children to empathise with others and restore relationships.
- Communicating with and involving families at the earliest opportunity to work together positively to assist the child's wellbeing and learning.
- Assessing individual children's learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours.
- Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services.
- Being aware of our limitations and seeking assistance when required.
- Withdrawing children when they are at risk of hurting themselves or others, ensuring that an adult is with them at all times.

Endorsed and ratified by Staff and Governing Council: March 2014, review dates March 2016, March 2018

Next Review date: March 2020

Attendance Recording Procedure

This procedure falls within the DECD Policy :

Procedure ID no: 6627/2010 located on Admin Computer in Policies folder

Mt Compass Preschool will

- Collect enrolment data using Preschool Enrolment form and input data into EYS
- Use EYS attendance reports to record attendance by 9.15am of each preschool session.
- Staff will sign this record at the close of each preschool day to confirm the accuracy of the record
- Authorisations to collect children will be recorded at initial enrolment on Preschool Enrolment form.
- Parents will be asked to add additional authorities to collect using EYS form during the preschool year. There will be a reminder each term in preschool newsletter and these forms will be available in parent area at all time.
- OSHC will be asked to provide EYS authorities to parents who use this service, preschool will supply OSHC with copies of form.
- when a parent or authorised nominee is unknown to staff, then the identification and authorisation confirmation of the collecting person is to be determined prior to the child being given into their care.

Further details are available on line or in policies folder admin computer see DECD Policy