

# Hallett Cove Preschool

# Parent Handbook



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## Hallett Cove Preschool Philosophy statement:

**We work in partnership with families to support children's well-being and develop their dispositions for learning as they become healthy, active global citizens.**

**Together with our community we care for and respect ourselves, each other and the environment.**

### Our Vision for our Centre

- **We provide a program that is child focussed and embraces the Early Years Learning Framework**
- **We support all children to maximise their individual learning potential and build on the knowledge and skills they bring.**
- **We encourage children to be confident, resilient, have fun , think creatively and take on challenges to develop their love of learning.**
- **We nurture children's connection with their natural environment.**
- **We explore sustainable practices with families to contribute to caring for our world.**
- **We promote the value of holistic wellbeing and healthy lifestyles to our preschool community**
- **We acknowledge the Kaurna people as the original inhabitants of this land and respect their spiritual connection with the earth**
- **We are inclusive of diversity and believe that this contributes to the richness of our community**
- **Our staff will focus on quality and continuous improvement through professional learning and reflective practice.**
- **As staff team we strive to always role model these things.**

# **Our Sustainability Focus**

Hallett Cove Preschool is a member of AuSSI S.A. (Australian Sustainable Schools Initiative South Australia) . Through this initiative preschools & schools are supported to incorporate Education for Sustainability (EfS) into their learning & management practices.

At Hallett Cove Preschool children, staff & parents have placed environmental education & practice as a focal part of our program and it is incorporated into our everyday practices.

## **Hallett Cove Preschool is an Ecologically Sustainable Site "Storing and Using Sunshine & Rain"**

- Rain water is collected and saved in a 22,000 litre tank. This water is pumped by a solar water pump and is used for watering the gardens and lawns, for the care of the animals and for use in the outdoor play areas.
- Power generated by the 24 solar panels on the roof is used to provide electricity for the centre and remaining power is fed back into the grid.
- Our hot water system is solar powered.
- A solar powered weather station provides opportunities for our children to observe weather conditions on a daily basis.

## **Waste Management**

### **Reducing, Reusing, Recycling**

- Many of our activities involve the use of materials that are left over or can be reused eg. Boxes from home for collage, drawing on both sides of paper or using faxes and photocopied paper where appropriate, reusing envelopes etc.
- Newsletters, notices etc. are printed on both sides of recycled paper.
- All paper, cardboard, recyclable plastic and other appropriate materials are recycled. Our children learn to identify recycling symbols and to sort waste appropriately.
- Our food scraps are fed to our ducks and chickens or put in the Bokashi or compost bin.
- **Children take home all food wrappings to reduce our rubbish** and families are encouraged to consider ways to package food to minimise waste.
- The centre has 2 Aero-bins for composting extra food scraps, garden waste and waste from the hens and ducks. Parents are invited to add their food scraps from home and compost from both bin systems is then used to enrich our soil.
- Cans & bottles can be collected in our special bin (with the see through window)
- Newspapers from home can be placed in the recycle bins (former Money Tree Bins) for use at the preschool.

## **Ducks and Hens**

- We have 2 ducks about 8 hens at our centre.
- Children and their families collect the eggs, feed the poultry and care for them on weekends and during holidays.
- Each year chickens are hatched from eggs at the preschool in an incubator for children to see this process.

## CURRICULUM

During a preschool session, children are involved in play activities both indoors and outdoors which develop their physical, social, emotional, cognitive, literacy and numeracy skills. Structured group activities during the session involve participation in discussions, stories, games and music.

The curriculum is based on the **Early Years Learning Framework for Australia - Belonging, Being, Becoming**, the national framework for children from birth to five years.

Fundamental to the Framework is the view that children's lives are characterised by *belonging, being and becoming*. From before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

**Belonging:** is the response to feeling valued and supported through connections and relationships with others, and the environment.

**Being:** is about a person's unique identity and qualities.

**Becoming:** is the process of change that occurs through development, learning and experiences.

The framework has 5 Learning Outcomes which are designed to capture the integrated and complex learning and development of all children across the birth to five age range.

**Outcome 1:** Children have a strong sense of identity.

**Outcome 2:** Children are connected with and contribute to their world.

**Outcome 3:** Children have a strong sense of wellbeing.

**Outcome 4:** Children are confident and involved learners.

**Outcome 5:** Children are effective communicators.

The role of the educators is to support children in their learning journey by

- listening to their interests and extending their creative thinking and questioning skills.
- evaluating and reflecting on their learning
- planning appropriate experiences which will build on children's skills and interests
- providing open ended materials and resources that enable children to inquire, explore and discover
- providing a stimulating and attractive learning environment that invites children to participate, equally inside and outside of the preschool
- working in partnership with families, sharing information and valuing parent feedback
- documenting their learning through photographs, Learning Stories, anecdotal stories, creative art work and children's own responses, talking about what they have learned.

Curriculum information is displayed on the board inside the main doors. Feel free to make a comment in our Floorbooks and look at the photos available to see what we have been doing at Preschool.

## **REPORTING YOUR CHILD'S PROGRESS AND DEVELOPMENT**

Staff use a range of strategies to record and document children's interests, development and learning.

This information is collated in your child's Learning Folder which contains:

- Work samples which are related to curriculum outcomes
- Educator observations which document examples of children's learning across the curriculum
- Learning Stories with educator reflections and directions for future planning
- Photographs showing children's interests and skills
- An Individual Learning Plan which identifies your child's areas of strengths, interests and future goals. The plan is written in their second term and is updated throughout the year. This appears as part of their Statement for Learning.
- Parent Feedback page for you to add your comments and ideas.

The folders belong to you and your child and are available at all times for you to look at with your child. They are kept on the shelves in the main room.

You are also welcome to contribute to your child's learning folder at any time by completing an "at home" learning story.

When children make the transition to school, the folder is a means by which information about your child's learning may be shared with the school.

### **Parent - teacher communication:**

We welcome information from you which will further enhance your child's development during their preschool year.

Throughout your child's preschool year, time can be arranged with staff to discuss any matters which are of importance to you and your child. We believe that it is important to share ideas and knowledge about your child's development and interests, so that we can form a positive partnership which will build a strong foundation for future learning.

Daily conversations ensure that we can be aware of any information that may impact on your child's day at preschool. Please share any details with us, even if you think they may be trivial as they can impact on your child's day at Preschool

### **Statements for Learning:**

An Individual learning Plan will be written during your child's 1st Term at Preschool. It includes our observations of your child, how your child is progressing, goals to strengthen your child's learning during the second half of their Preschool year. You are invited to contribute to these if you think there is something additional that we can help with and you will be asked to contribute to it with any reflections or learning outcomes you would like to see for your child. It will be shared with you in Term 2. You will be invited to Parent Teacher conversation later that term to discuss your child and their learning.

**At the end of the year** you will provided with your child's Statement of Learning Summative Report which reflects the five outcomes of the Early Years National Framework

as well as their progress in Numeracy and Literacy against the Preschool Numeracy and Literacy Indicators. A copy of this report is then forwarded to your child's school.

## **EACH KINDY DAY:**

### **Your child will need to bring:**

- ❖ A **named** bag (one your child can manage to open and close by themselves)
- ❖ Fruit or a healthy snack for morning and afternoon snack times and a packed lunch. - refer to our food and nutrition policy. A flat lunch bag or box will fit easily in tray. Please ensure your child places their lunch and snack time foods in their tray in the shelves in the side entrance area. We recommend that you pack an ice pack in with their lunch in warm weather as we are unable to keep lunches in the centre's fridge. We discourage plastic wrap and pre packaged foods as **we promote sustainable, environmentally friendly practices at this preschool.**
- ❖ A bottle of water. We also provide cold filtered water and cups for the children. Fruit juices, cordials etc. are not suitable as besides being unhealthy, they attract European wasps, bees and ants if spilt.
- ❖ A **named** hat - Bucket or broad brimmed styled hat only. A hat is included in your child's transition fees and given to them at transition. Extras are available for sale from the preschool or you can supply your own broad brimmed sun safe hat.
- ❖ Children are expected to wear a hat for outside play when the UV reading on our monitor registers 3 or more.
- ❖ **Please provide a small named bottle of sunscreen** for your child's use at kindy
- ❖ A change of clothes - play experiences often involve water and accidents may occur
- ❖ **Make sure your child has placed their snacks, lunch and drink bottle into their tray and placed their photo on the grey board.**

### **Arrival and collection of your child:**

**Please register your child's attendance/departure on the sign in table on the veranda.**

It is important that we know how many children are in the centre at any given time for safety and emergency procedures.

**PLEASE NOTE:** If someone other than a nominated person on the enrolment form is collecting your child, please inform staff and record the person's name and phone number on the sign in sheet. We are unable to dismiss a child into the care of an unauthorised person until we have confirmation from a parent.

In an emergency you may ring us and we will make a note in the book for you.

You are welcome to come in and join in an activity with your child to settle them once the doors are opened.

If you are early, please stay with your child until the session begins. You are free to use the outdoor area as the staff set up the indoor learning environment.

Please collect your child promptly at the end of session to allow staff to clean up and debrief the day. Put our number in your mobile so you can call us if you are running late.

**Change of Address/ Mobile phone number ??? Please ensure that you advise us of any changes to your address, phone numbers, work or emergency contact details as soon as they occur so that we are able to easily contact you in the case of an emergency.**

## **Communication**

Each child has a named pigeonhole for notes, receipts etc. Please check your pigeonhole every day. They are located in the side entrance with your child's first name labelled in alphabetical order. Emails are sent out regularly for parent information.

Children who regularly attend from the Hallett Cove Community Child Care Centre will have a clear, named, plastic zip pouch attached to their bag to ensure that notes etc. are not lost or left in the centre. Please use these pouches if you are returning notes to the centre.

### **Tell us your concerns:**

Please talk to, (or phone, email) us if you have any concerns about your child. It may be a simple matter that they did not sleep well, had a bad dream the previous night or a pet or relative has died. This can affect their learning or interactions the next day or longer. Sometimes at bed time your child may be upset about things that have happened through their day at Preschool, **we need to know so that we can help them work to a solution**. No matter is too small; if its big enough for them to raise it, we need to know.

## **CHILDREN'S WELLBEING:**

### **Child Protection**

Throughout our program and daily activities we provide opportunities for children to develop strategies to help them feel safe and empower them with the ability to seek help when they feel unsure or unhappy about a situation.

We talk to the children about feelings of uncertainty, appropriate/inappropriate touching and behaviour, people who want us to keep secrets and keeping their bodies private to others.

The staff in the centre have all been trained in Child Protection and are mandated to report any incidents of which they are made aware by a child or adult. Parents who volunteer to be involved at the Preschool on a regular basis are required to have a Working With Children Clearance and also do a Responding to Abuse and Neglect Volunteer training. **If you want to volunteer please speak to us.** Our staff and volunteers are guided by our Interactions with Children Policy which is available for you in our Policy folder. If you have any questions or concerns please see Helen or Wendy.

### **Behaviour Management and Bullying Policy**

Hallett Cove Preschool will provide a safe, inclusive and supportive learning environment free from bullying and harassment. Bullying is not acceptable in this centre and will be dealt with according to the procedures for managing unacceptable behaviour as detailed in this document.

We believe that -

- everyone has the right to be and feel safe all of the time and we actively teach this to the children.
- children feel angry, frustrated and upset at times and need help to express feelings appropriately
- behaviour changes more quickly when handled in a positive way
- it is important to encourage children to take responsibility for their actions and their own safety
- staff need to be consistent at all times to create a safe, secure environment for children and to model appropriate behaviours
- it is important that parents and staff communicate with each other about influences which affect children's behaviour
- children are individuals with different levels of social skills, development and understandings which need to be recognised
- AGAIN , please talk to us if you have concerns about matters affecting your child.

**When we observe unsafe, unacceptable behaviour occurring deliberately we will talk about safety in the preschool and then use one, or a combination of the following, strategies**

- Talk with the child about how to use acceptable, safe, non threatening ways to solve the problem
- Offer the child the choice of other activities
- Offer the child the option to stay at the activity, playing safely
- Redirect the child to other play activities

**We will ignore any behaviour, which is done for attention seeking reasons (such as temper tantrums) as long as it is not dangerous and is not physically or emotionally hurting another person.**

**When unsafe behaviour is persistently repeated we will develop, in consultation with the parents/caregivers a Behaviour Management Plan. If appropriate, referrals will be made to the Early Childhood Support Services.**

<b><u>ACCEPTABLE BEHAVIOURS</u></b> are those that allow for the happy and smooth running of the preschool. They include	<b><u>UNACCEPTABLE BEHAVIOURS</u></b> are those, which threaten the safety and enjoyment of other people at preschool. They include
Respecting and caring for others Sharing and taking turns Being cooperative Being polite Participating in kindergarten play activities Being friendly Listening Helping Using appropriate language Caring for kindy places and equipment	Hurting others: Hitting Kicking Pinching Biting Spitting at others Pushing other people Throwing/using things unsafely Bullying Swearing Name calling and putting others down Making others feel uncomfortable about the way they look, the colours of their skin or the clothes they wear Asking to see, Looking at or touching others in inappropriate places/ ways

**In conjunction with these approaches to unacceptable behaviour we will continually talk with all the children about what to do when another child threatens their rights or safety. We will encourage the children to**

- tell the other child to stop the behaviour
- tell the other child why they do not like the behaviour.
- seek help from the teachers if the behaviour does not stop

**Staff will**

- model appropriate behaviour
- provide opportunities for children to take risks and experience success
- be positive
- value children as individuals
- encourage children to accept responsibility
- provide opportunities for problem solving
- provide lots of opportunity for talking and asking questions
- help children to recognise their feelings
- help children to handle their feelings
- make learning relevant and manageable for children
- be fair and patient
- be consistent and follow through when managing behaviour

**Children will be encouraged to**

- become appropriately assertive
- become confident
- be relaxed
- be happy
- share
- show initiative
- take risks
- solve problems
- communicate effectively
- express feelings, wants and needs
- work together in a co-operative manner
- respect others and take responsibility for their own actions

## Healthy Eating: Our Food and Nutrition Policy

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.

Our preschool's food and nutrition curriculum 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.

Our preschool has the following guidelines for families for food brought from home.

**Generally it is a "nude food" policy**, ie any food which is in its fresh, natural state, not overly processed or pre-packaged, is suitable for consumption at Preschool, and in keeping with our Sustainability focus.

**FRUIT TIME** : Fresh fruits, vegetables are recommended e.g. Apples, bananas, grapes, strawberries, water melon, carrot, tomatoes, cucumber, sultanas

We understand that at times families may run out of fruit. A healthy sandwich with a savoury filling or plain sweet or savoury biscuits with cheese/dip is acceptable. Home made muffins or pikelets are also fine as you know what ingredients are in them.

**LUNCH TIME:** A healthy lunch box might include a sandwich, a wrap, rice cakes, salad with cut up vegetables, fruit, yoghurt.

**\*\*\*\*\*PLEASE DO NOT INCLUDE chocolate, lollies, chips/crisps, muesli bars, roll ups etc. We are happy for home made baked items.**

(Please ask staff if you are unsure). We will provide your child with a healthy option if we have one such as an apple, banana or sultanas

**\*\*\*Please be aware that many packaged items promoted as "healthy" are not— read labels carefully; check for sugar, fat and salt.**

**DRINKS:** Children are encouraged to bring **water only** in their drink bottle.

We will display nutrition information and promotional materials about healthy eating, and provide information updates in newsletters.

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

## **Nut Free Policy- PLEASE ALWAYS CONSIDER THE SAFETY OF ALL CHILDREN**

There are children in our centre who have allergies to nuts and nut products, including **Anaphylaxis - a severe and life threatening reaction to foods including nuts.**

For some of these children, simply coming into contact with nuts or even traces of nuts, and some other foods can be life threatening. You can assist by ensuring that no nuts, or products containing nuts, are brought into the centre e.g. Peanut paste, Nutella, nut muesli bars, trail mix etc. This enables this centre to be safe for all children.

## **Birthdays**

Birthdays are an important and happy time for your children. The preschool policy is that we celebrate your child's day by singing "Happy Birthday" and presenting your child with a birthday candle. **We do not allow cakes, lolly bags etc in line with our Healthy Eating Policy.** Some families like to bring a platter of fruit to celebrate their child's special day, please check with staff for other children's allergies or intolerances.

Birthday invitations may be placed in pigeon holes for parents to collect. Please do not allow your child to hand them to children as this can be hurtful to those not invited, or may get lost.

## **Illness & Absences:** Please contact the Preschool if your child is to be absent.

If your child is unwell prior to their session, we ask that they be kept at home.

Children who have been vomiting or had diarrhoea are not to come to preschool within **24hours** since the last episode.

Children with other contagious or infectious diseases including head-lice, conjunctivitis, raised temperature and 'green' noses are not to attend preschool. Even if your child "wants" to come to preschool, (which they will often say!), it is best to remain at home .

A doctor's certificate is not required for absence from Preschool.

If your child appears ill during the day, staff will contact you or your emergency contacts. You will be given an illness report completed by a staff member.

## **Medication**

Medication can only be administered with a Medication Health Plan form that needs to be completed by a Medical Practitioner or a medication consent form (1 day only)

Staff will not administer Medication without this completed form.

A Health Support Agreement and Medication Agreement Form to administer medication forms must be completed by a parent / caregiver on the day that medication is to be given to a child. Please see a staff member for these forms.

Medication must be in the original packaging with instructions from the pharmacist and child's name. The parent must supply the appropriate measure/means of giving the medication. The administration of medication will be recorded and witnessed by a second staff member.

## **Injuries**

If your child has a serious injury and requires immediate outside medical attention, staff will contact you or your emergency contacts. An ambulance will be called if appropriate.

In the case of your child injury we will always advise you, (even if considered 'mild'). Minor injuries will be treated by staff, all of whom have current First Aid training. An injury report will be given to you at the end of the day and also sent to child care when applicable. If you seek medical attention for your child, please let staff know so we can amend our records appropriately.

## **Clothing**

**Please name all removable clothing - in particular hats, jackets, and shoes**

Please dress your child in casual, comfortable and appropriate clothing that they are able to manage themselves. Remember, getting dirty is often part of preschool life, and while we supply smocks for some activities, it is not always possible for children to be involved and stay clean.

Footwear needs to be safe and enable children to be able to run, jump and climb with ease. Velcro shoes and sandals are easier for children to take on and off themselves giving them a sense of independence and achievement. **Boots are welcome for muddy play ( write child's name inside)**

**PLEASE NOTE: THONGS are not suitable footwear in this environment. Our rocks and bark chips will make for uncomfortable play and leave little feet exposed to injury.**

## **Hallett Cove Preschool Logo Clothing**

To foster your child's sense of belonging and protect their good clothes we offer the following items for sale at Preschool:

Polo Shirts \$22      Windcheaters \$30      Hooded Windcheaters \$36

Bucket Style Hats \$10

## **Sunsafe Policy and Sunscreen**

Being a Sun Smart centre we ask that you provide clothing that provides protection to shoulders, backs and chests at all times. ( ie no fine strap tops, dresses or open backs).

Our collared Polo shirts are sunsafe and protect your child's neck.

We ask that you apply sunscreen to your child before they come in the morning.

We ask that you please provide a named sunscreen for your child at the beginning of the year to be kept at Preschool. We will support the children to reapply their sunscreen at lunch time or more regularly if involved in water play, whenever the UV is 3 or more.

Sunsafe hats are required whenever the UV is 3 or more Your child is given a Hallett Cove Preschool Sun safe hat at transition. Peak /Baseball caps are not acceptable as sun hats.

## **PARENT INVOLVEMENT:**

### **Parent Participation in our program**

You are welcome to stay, work and play with your child at any time.

Your participation in our educational program is always welcome and much appreciated. If you have any special interest, skill or talent which you would like to share with the children, please let us know so we can incorporate your ideas in the program.

We look forward to sharing aspects of your family culture in our curriculum and especially appreciate your help with cultural music, dance, science, cooking, craft etc.

There is a cooking roster and we will help you choose something suitable or you may have a favourite recipe.

You may also like to join Governing Council, volunteer at events or place your name on a roster to help care for the centre.

## **Governing Council**

The Governing Council, which consists of parents and staff members, is an integral part of the preschool. Being a member gives parents the opportunity to be involved in decision making, the management of finances, fundraising and the maintenance of buildings and equipment. Meetings are held twice a term from 7- 9 pm. and all parents are welcome.

The Council consists of the following positions:

### ***Chairperson***

- Liaises with the Director to organise the agenda, chairs meetings and maintains contact with Director for discussions or meetings if/when necessary.

### ***Vice Chairperson***

- Chairs the meeting in the absence of the Chairperson

### ***Secretary***

- Takes minutes of the meeting and ensures all members have copies of minutes promptly following the meeting.

### ***Treasurer***

- Counts, balances, receipts and banks all money that comes into the centre.

### ***Fundraising* (can be shared position)**

- Organises fundraising activities and end of term/year celebrations, etc. (i.e.; tea coffee, food, set up and clean up).

### ***Environmental Rep.***

- Liaises with the staff team to promote and develop sustainability initiatives in the preschool

### ***General Council Members***

- Contribute to discussion and support the council where needed.

Becoming a member is a great way of having an active role in your child's kindergarten and a way of getting to know other parents and staff. No experience is necessary and your comments, suggestions, concerns and ideas are always welcome.

Parents can also join throughout the year.

**Would you like to be part of our Governing Council? Please see Helen for a nomination form. You will be asked to have Relevant History Screening done and complete Responding to Abuse and Neglect Training which the centre can arrange.**

## **Rosters**

Please put your name on any of these rosters which are displayed inside the front door if you are interested in helping.

### ***Hens and ducks***

- On weekends and in the shorter school holidays we ask families to care for our ducks and hens by letting them out in the morning and then feeding and putting them away at the end of the day. You are rewarded with fresh eggs for the weekend!

### ***Laundry***

- Small amounts of laundry need doing each week.

**Continued...**

## **Cooking**

- We love to have parents help with small groups of children for cooking activities. We will pay for the ingredients and help with ideas. The children really enjoy these activities and get a real buzz from having parents involved.

## **OTHER THINGS YOU MAY LIKE OR NEED TO KNOW:**

### **Grievance / Complaints Procedure: See Brochure at Kindy on our Website**

If any parent/caregiver has concerns regarding any aspect of their child's care or education, please see the Director in the first instance.

If you have concerns regarding staff you may speak directly to the Director who will inform the staff member of the issue and get back to you to work with you and the staff member to resolve the concern.

We will aim to resolve your concern as soon as possible, often within days. We aim to resolve your complaint within 4 weeks. However contentious issues may take longer. If you feel you are unsure how the matter is proceeding please ask us.

STEP2: If your concern is still not resolved you may then contact the Education Complaint Unit of the Department for Education and Child Development - ph. 1800 677 435.

Email: [education.complaints@sa.gov.au](mailto:education.complaints@sa.gov.au)

STEP3: If we can't resolve the issue you may choose to contact the External Agency of the SA Ombudsman Toll Free 1800182150, Email: [ombudsman@ombudsman.sa.gov.au](mailto:ombudsman@ombudsman.sa.gov.au)

## **Literacy Packs, Library Books, Parent Library**

As part of our Literacy Program we encourage the children to borrow from our Literacy & Numeracy Pack stand and Children's library. Children may borrow one item marked CL at a time. Please check that all items are in the Literacy Kits and inform staff if any pieces of kits are missing or books damaged so they can be repaired or replaced as soon as possible. Parents Library- The centre has a small selection of books available to borrow. Or if you require information on a specific topic, please talk to staff.

## **Excursions**

We aim to plan each term for an excursion or incursion to complement our program and current interests.

You will be asked to sign a general permission slip at enrolment for walks within 1 km (you will always be notified in advance of this) or if we are going further afield you will be required to fill in an excursion permission form before your child is allowed to leave the centre.

If you wish to help on excursion you must have a Working With Children Clearance. See staff.

## **Photographs**

Staff regularly take photographs of all children which are placed in their folders and may also be displayed in the centre. Videos may also be taken for staff reflective processes.

Photos/videos are not placed on the internet without your express permission.

If you have any concerns with this practice, please see staff.

Permission slips for taking photographs and videos are completed at enrolment.

A professional photographer will take group and individual photographs each year as a memento of your child's kindy year. They can be purchased as a folder or separately. Parents are not obliged to purchase these photographs.

## **Lost Property**

To avoid lost property, **please name all clothing** and discourage your child from bringing toys from home - they often end up broken, dirty or lost , and this can really upset children. Any articles of clothing, lunch boxes, toys etc. that have been left behind may be in our lost property basket. Please check this regularly. Small items which are named may be placed in your child's pigeon hole.

Special items, which relate to our program, may be brought in to show staff, share at group time or show a friend and then either taken home by the parent or kept in the office to be picked up at end of session for safekeeping.

## **Preschool Support Services:**

The Department for Education provides support to children with additional needs through services such as Speech Pathology, Psychology, and Family Support Workers. The centre also has connections with other organisations including Autism SA, Novita, Child and Youth Health Services, the Child Assessment Team at Flinders Medical Centre and Southern Primary Health Services Noarlunga.

Children for whom English is not their first language are able to access support through the Dept for Education Bi-lingual Program.

If you have concerns about any aspect of your child's development speak to one of the staff.

## **School Enrolment and Transition**

We work closely with our neighbouring schools to ensure children have a happy and smooth transition into school. We are privileged to be surrounded by high quality schools in our local partnership with whom we have strong relationships and shared focus on high quality learning. We encourage families to choose the school that is suitable for their child. If you want to know more about enrolment processes for each of the local schools speak to one of us. Then please let us know when you have made your decision.

The schools organise transition visits in the term prior to commencing school. Information may be sent directly to you or through us.

We meet with school staff to ensure they have an understanding of the individual needs and interests of each child. They also receive a copy of your child's Statement of Learning.

## **Playgroup**

Friday: 9.00 - 10.30

Cost: \$3.00 per family per session or a 10 visit card is available for \$20

Playgroup operates each Friday except the last day of term and provides you and your child the opportunity to become familiar with the centre and staff.

Playgroup is a time for local families to meet each other and enjoy the facilities offered by this Preschool.

Playgroup is available for preschool children and children who are not yet attending the preschool. Children who attend playgroup must be accompanied by a parent or caregiver.

## **CENTRE INFORMATION**

### **Preschool Educators:**

**Director:** Helen Creeper

**Teachers:** Wendy Jones and Charmain Tonkin

**Early Childhood Workers:** Alison McDonald

Other staff may also support our work with children check the parent information board for the latest additions to our staff team

### **Session Times:**

#### **Group 1:**

Monday & Tuesday 8.30 - 3.15

Odd week Fridays 12.00 - 3.00

#### **Group 2:**

Wednesday & Thursday 8.30 - 3.15

Even week Fridays 12.00 - 3.00

### **2022 Preschool Fees: \$140.00 per term**

The preschool receives funding from the State Government to cover staff salaries and some day to day running expenses. However, we rely on fees and fundraising to cover the cost of building and grounds maintenance, repairing and purchasing new equipment and materials and employing extra staff when required.

Invoices are issued to your pigeon hole or via email on request. Fees are payable by the due date on the invoice. Fees may be paid in cash or internet banking.

\*Fees can be paid in total, or via a payment plan. See the Director to discuss this.

If paying by cash or cheque please place your fees with the remittance slip in an envelope and return it in the slot near the communication pigeon holes.

Or if paying online our Banking details are:

**Account Name: Hallett Cove Preschool**

**BSB Number: 015-259 Account Number: 7734-15363**

and reference your payment with your child's surname and invoice number. You may put the remittance slip in the slot or email your payment receipt to the Director.

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**Thank you for choosing Hallett Cove Preschool.**

**We look forward to sharing many learning experiences with your child and developing a positive relationship with you during their preschool year**

**We hope you will be as involved as your family commitments will allow.**

**There is much evidence to support that when families and educators work closely together, positive outcomes for the children are greatly increased.**

**If we can be of any assistance please do not hesitate to ask us  
You can speak to us in person, via telephone or email.**