**Session Times**

Monday / Tuesday or Wednesday / Thursday

**8:30 am – 3:30pm**

* Children cannot come into the Preschool until the gate opens at **8.30am**.
* If you are running late for any reason, please let us know as soon as possible.
* Attendance at Preschool is important so we encourage regular attendance.
* Please ensure you sign your child in and out every day that your child attends preschool.
* If you are planning to go away on holiday please let us know

**What to pack for the first day of Preschool**

*Please ensure your child’s belongings are labeled with their name*

* Wide brimmed hat (no play outside for children who do not have a hat)
* Spare clothes (t-shirt, pants, underwear, socks to stay in their Preschool bag)
* Snack (left in child’s bag)
* Lunch (in a lunch bag/box under veranda)
* Drink bottle on the drinks trolley
* Rain coat and gumboots during wet weather

It is essential that children’s clothes are comfortable. Children should wear clothes that they are allowed to get dirty and are suitable for climbing, jumping and running. Children should have sensible shoes (no thongs).

*Remember – your child is responsible for putting their belongings away in the morning*

**Preschool Contribution**

Preschool parent contributions (preschool fees) are reviewed each year by the Governing Council.

These contributions need to be paid by the due date. Campbelltown Preschool is a not for profit Department for Education and Child Development preschool. The Department funds staff wages, bilingual and special needs programs and preventative/breakdown maintenance. Parent’s fees fund the supply of materials, resource, grounds and building works, and the supply of electricity, water and gas heating/cooling. Fees are set to meet the annual budget set by the Governing Council. Payment is required to meet the educational resources needed to operate this program.

* Invoices will be given out at the beginning of each term
* Fees need to be paid by the due date
* **We do not have EFTPOS facilities**. When making payments please return your invoice with correct money in a labeled envelope.
* You may also pay via Direct Deposit via internet banking.

**Medical**

* If your child has any medical conditions you need to let us know **before your child starts Preschool**. (Asthma, allergies, intolerances etc). A plan from your GP may be needed before you can start Preschool.
* No medication can be left in your child’s bag
* PLEASE DO NOT send your child to pre-school if they are unwell. A child who is not feeling well is likely to have an unpleasant day at Preschool. Such an experience is not beneficial to the child and we may need to call you to come and take your child home.
* STAFF NEED TO BE NOTIFIED OF INFECTIOUS DISEASES without revealing personal details, we may post information regarding infectious outbreaks on our notice boards for community information

**Starting Preschool**

The first few weeks of the Preschool year will be an exhausting time for you child. During this time we will be ensuring your child is learning our Preschool routines and we will be encouraging them to be independent as much as possible. Depending on COVID restrictions you are welcome to stay in the first few days to settle your child, but encourage your child to participate with the rest of the children.

If you want to leave and your child is reluctant to let you go, let an Educator know.

Each morning take a moment to check the white-board outside for important information and collect notices from staff.

**Curriculum**

Campbelltown Preschool uses the Early Years Learning Framework (EYLF) to guide curriculum development. The EYLF has a strong emphasis on play-based learning as play is the best vehicle for young children’s learning, providing the most appropriate stimulus for mental and physiological brain development. This process of planning works best when families work in partnership with educators to ensure that there is a seamless transition between a child’s home and preschool lives and to guarantee that children are building on prior learning.

The Framework focuses on your child’s learning. Educators will work with you in order to get to know your child well. They will create a learning program that builds on your child’s interests and abilities, and keep you in touch with your child’s progress.

The Preschool Educators always welcome feedback from families regarding the preschool curriculum program and about their child’s individual learning.

**Preschool Policies**

The Preschool Policies can be found in a folder on a table under the veranda. Feel free to read through and if you have any questions speak to the Director.

**Toys from home**

We have many toys and resources available for your children to use while they are at Preschool. Please discourage your children from bringing their own toys because they can become lost or broken. If you child has something special to share about something your family has done (ie a special occasion, holiday, new pet) we will be happy to have them tell the other children at group time. There will be other opportunities for children to practice their listening and speaking skills in other ways throughout the session.

**Celebrating Birthdays**

We celebrate birthdays at Preschool by singing Happy Birthday. The birthday child also wears the ‘birthday hat’ during group time. **Please do not send along any special food due to allergies.**

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<https://www.education.sa.gov.au>

**Communication**

Open lines of communication during your child’s year at Preschool is important. Our main communication with families is via **Storypark** and **email**. This way of communicating saves paper and ensures you receive information in a timely way. Please ensure that your email address is correct or let an educator know if you would like to update your email address. You will receive a notification on how to access Storypark for 2022.

Other ways we communicate with you:

**Family Notices:** Each family will be given notices by the staff. These include receipts and excursion forms.

**White board:** Please check the white board notices before you enter the preschool

**Learning Folders:** This learning folder is a record of your child’s time at preschool. There are photos, stories and samples of work demonstrating your child’s learning, development, interactions, involvement and dispositions. Please feel free to sit down with your child and look through their folder

**Meeting with educators**: If you would like to discuss your child’s progress please speak to the Director

**Reports:** You child will receive a summary of their learning progress at the end of term 1 and a Statement of their learning at the end of term 4.

**Governing Council**

Parents are invited to join the Governing Council. The Governing Council is made up of interested parents who meet twice a term to ensure the smooth running of the centre. The Governing Council works with Educators to develop and discuss strategic directions of the Preschool. All parents are welcome to attend and contribute to management and decision-making that affects the Preschool, however only members in assigned positions have voting rights. A sign informing of dates for the next meeting, is placed on the white-board a week prior. Dates will also be listed in the Newsletter.