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Home



Find out more about our goals and our focus in our philosophy statement (PDF 121KB)
(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/westbeach_philosophy.pdf).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. See volunteering in schools, preschools 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.

Contact us

Preschool director: Mrs Deb Martin

Phone: (08) 8356 7081

Fax: (08) 8355 0146

Email: dl.5652.leaders@schools.sa.edu.au

Street address: 13 Winston Crescent West Beach SA 5024

Postal address: 13 Winston Crescent West Beach SA 5024

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 15 hours per week. Your child will be in group A or group B.

Group A

Monday	Tuesday	Wednesday	Thursday	Friday
8.30am to 4.00pm	–	8.30am to 4.00pm	–	–

Group B

Monday	Tuesday	Wednesday	Thursday	Friday
–	8.30am to 4.00pm	–	8.30am to 4.00pm	–

Fees

The parent contribution is \$160 per term. See our enrolment and fees (<https://www.preschools.sa.gov.au/west-beach-kindergarten/getting-started/enrolment-and-fees>) page for more information.

Special events or excursions may require a small extra cost.

What to bring

Children need to bring these items each day:

- bag
- change of clothes
- drink bottle containing water
- healthy morning snack (such as fresh fruit, cheese, crackers, carrot, celery)
- packed healthy lunch.

See our tips for packing your child a nutritious and waste-free lunch and help us minimise food and packaging waste (PDF 61KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/westbeach_environment.pdf). Our afternoon fruit and vegetable snack is provided by Foodland, West Beach.

Your child will explore and create at kindy, so make sure they wear clothes they can get dirty in. Their shoes should be suitable for running and climbing.

We will give your child a kindy hat.

Please write your child's name on all their belongings. We have a lost property box on the blue shelves on the verandah.

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, biscuits, roll ups, cordial, fizzy drinks)
- toys from home
- super hero clothes.

We prefer your child doesn't bring yoghurt as it is easily dropped and spilled.

Additional information

We use the Skoolbag app (PDF 13KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/westbeach_communication.pdf) to communicate with you. Don't forget to check your child's information pocket for notes which may require your signature.

We have literacy packs for you and your child to borrow. Please record your child's name and the pack number you are borrowing.

Please read our drop-off and pick-up procedure (PDF 48KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/westbeach_drop-off-and-pick-up.pdf).

Playgroup

Our parent-run playgroup is held every week. Children aged 0-5 years are welcome. You and your child can meet other families and spend time learning together.

Times

Friday, 9.30am to 11.30am (except last week of term).

Cost

\$3 per family.

What to bring

Children need to bring these items:

- hat
- drink bottle containing water
- healthy snack.

Additional information

Talk to us if you can help with activities. Check out our playgroup routine and things to remember (PDF 103KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/westbeach_playgroup.pdf).

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/west-beach-kindergarten#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

If we have spaces available, we may consider other priority criteria (PDF 27KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/westbeach_priorityaccess.pdf).

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 July 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 will be in October and will be a chance for your child to meet the staff and other children.

Fees

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

The parent contribution is \$640 per year. You can choose to pay the total amount at the beginning of the year or pay instalments of \$160 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

We offer other programs that may have additional costs (<https://www.preschools.sa.gov.au/west-beach-kindergarten/getting-started/what-we-offer#playgroup>).

Concessions

A 25% parent contribution reduction is available for families with a health care card.

West Beach Kindergarten parent handbook

www.preschools.sa.gov.au/west-beach-kindergarten

When to pay

We will invoice you by the end of week 1 each term via your child's information pocket.

Payments are due by the end of week 5 each term

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

Please contact us if you are having difficulty paying.

How to pay

Cash

You can pay by cash at the kindy. Please put the payment in a sealed envelope with your child's name and the amount on the front. Put the envelope in the payments box on the wall in the main room.

EFT information

You can pay by direct deposit.

BSB: 633000

Account number: 130313232

Please put your child's name in the notes 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: | Exceeding NQS |
| 4 | Staffing arrangements: | Exceeding NQS |
| 5 | Relationships with children: | Exceeding NQS |
| 6 | Partnerships with families and communities: | Exceeding NQS |
| 7 | Leadership and service management: | Meeting NQS |

Rating for: West Beach Kindergarten

Rating issued: December 2016

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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 64KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/westbeach_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 139KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/westbeach_site-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/5652_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.

Assessing & reporting children's learning

We are trained observers of young children, and keep curriculum, learning stories and written observations of each child. These are important for reflecting on children's learning and progress and are used as a basis for planning and reporting to parents. –

We will regularly talk with you about your child's progress both informally and at an interview during term two. You will also be given a written report on your child's progress prior to starting school.

If we have any concerns about your child's learning or development, we will speak with you. You are encouraged to speak with us about any concerns or issues.

If you need more than a few minutes we will make an appointment at a convenient time.

Some children may need extra support through the Preschool Support program. We have access to a number of services such as speech pathologists, special educators and educational psychologists through the Department for Education and Child Development.

WEST BEACH KINDERGATEN

ANTI-BULLYING POLICY AND PROCEDURE

To be read in conjunction with our *Site Behaviour Code* and *Parent Concern Resolution Policy*.

An important curriculum goal at West Beach Kindergarten is that children at this age begin to develop strong social and emotional skills in order to be successful at school and life

We want children to be confident in their learning; to begin to develop friendships, be empathetic, appreciate and respect difference and to take steps towards self- control. Our daily interactions with children support this philosophy.

We teach children that everyone has the right to be safe at kindergarten

This means that children are explicitly taught that it is never OK to hurt, frighten, tease, harass or call others names.

We believe that this message needs to be reinforced at home to be truly effective.

Bullying can have both short and long term consequences for the well being of the victim, including withdrawal, anxiety and depression. Without intervention, bullies are likely to continue their aggressive behaviour which becomes harder to change as they get older.

What do we do about bullying?

- We work with parents to address concerns
- We have clear behaviour management practises, rules and routines
- We work with the children on a one to one basis and in groups to reinforce that hurting others is not OK
- We teach other strategies such as assertive behaviours eg. Stop, I don't like it...
- We ensure that staff are trained to recognise bullying and work together to manage challenging behaviours. Strategies used are appropriate to the child's age and understanding
- We ensure that children at risk are carefully supervised

Our Anti Bullying Procedure:

- If behaviours are challenging the director will notify parents and have an initial discussion
- Staff and parents will develop a plan to support the child both at kindergarten and at home
- We will review the identified strategies on a regular basis to assess progress towards desired behaviours
- We will seek outside support from other agencies if necessary

Skoolbag

Our Kindergarten has our own Skoolbag iPhone and Android App to help us communicate more effectively with our Parent/Caregiver community whilst also at the same time reinforce our commitment to sustainability by using less paper/ink in the Kindergarten. We are asking parents/caregivers to install our Skoolbag School App. To install it, just search for our school name **West Beach Kindergarten** in either the Apple App Store, Windows Phone, and Windows Store or Google Play Store. For Windows Phone and Windows Store, search for Skoolbag install the app, and then find your school. Please note it must be a Windows 8.1 device.

We will still have a number of paper newsletters available and please check your pockets daily to check for other notes which must be signed etc. You can also view our newsletters online on our website www.westbchkgn.sa.edu.au Our Skoolbag app is live and will continue to have content added to it in the coming weeks.

Any queries to Deb

Regards **West Beach Kindergarten Staff Team**

Curriculum information

Our role is to support children's learning by providing a range of activities that interest, stimulate and extend them in their learning.

We program against the Early Years Learning Framework. Look at our board for more information

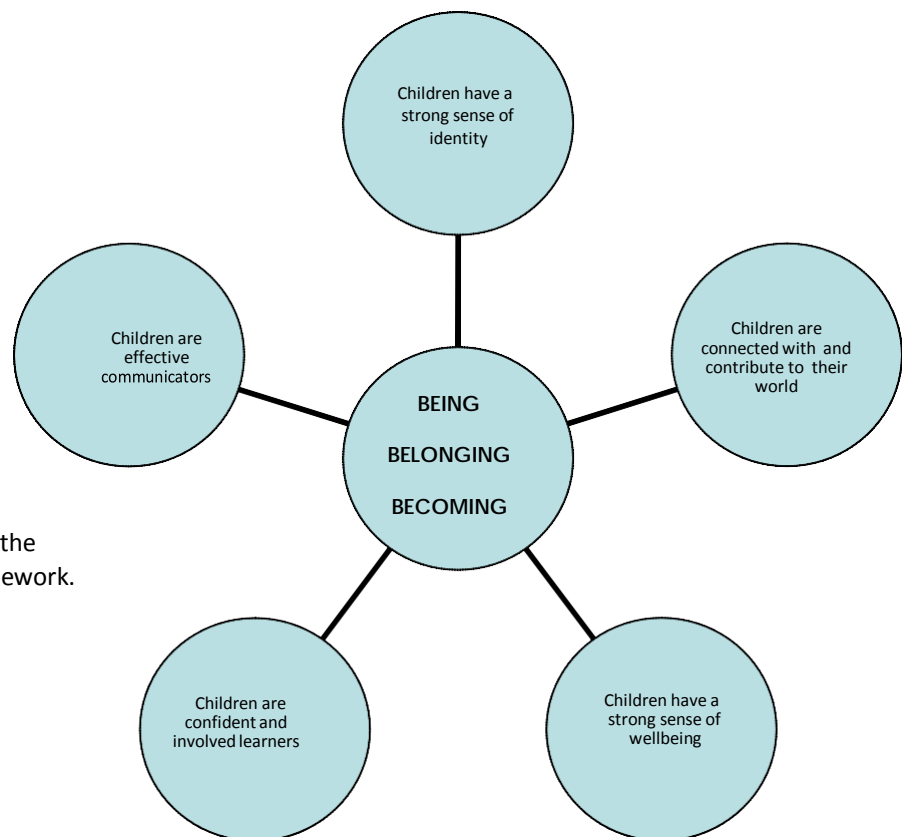
We believe

- That children learn through play.
- What children can do and what they already know should be the starting point in their learning.
- Children develop at different rates and in different ways.
- Children are individuals and each has their own strengths.
- That children who feel positive about themselves have a head start to learning.

We aim to assist children to:

- Develop skills in a range of learning areas.
- Develop a positive self- concept.
- Develop the confidence to cope with new situations and experiences.
- Experience success and enjoy their new learning.
- Respect and value differences in each other.

Learning outcomes in the
Early Years Learning Framework.



When you arrive

Encourage your child to

- put their bag on a hook on the locker trolley
- place their drink bottle and lunch in the trolleys, and their snack in the box
- put their photo on the board

You will need to

- sign next to your child's name on the sign on sheet
- write in the diary if your child is to be collected by someone else
- Spend some time at an activity with your child.

Speak with a staff member for help if your child is reluctant to let you go.

At home time

The doors will open at 3:45pm and a staff member will individually farewell your child. Don't forget to help your child collect their bag, artwork and clothing.

WEST BEACH KINDERGARTEN

Late Collection Policy

Policy context

The hours of operation at West Beach Kindergarten for Kindergarten sessions are **830 – 400** Monday to Thursday. The rostered finish time for staff is 4.15. It is important for HSW regulations that staff are able to finish on time. We understand that there may be an occasion when it is unavoidable to be running a few minutes late. **Late Collection** refers to 15 minutes or more after Kindergarten finishing time eg **415 onwards**.

Parents must


- Contact the Kindergarten if they are going to be running more than 15 minutes late. Children can become distressed when parents are running late and it is important to their **wellbeing** to know that parents have contacted staff.
- Contact Staff if someone other than a parent/nominated adult with collection authority will be collecting your child. Staff will then need to sight ID.

Late Collection

- 2 members of staff will remain with child(ren) until they are collected by an authorised adult.
- If late collection becomes a regular occurrence (**more than twice a term**) a penalty of \$5 per 15 minutes will apply.
- In the event where a child is still at the centre at **500** and there has been **no contact** from parents/caregivers then staff will call for **police assistance** on **131444**.

Every piece of packaging or excess food that we can save from landfill makes a difference.

When planning lunches for this day, and throughout the year, please help us minimise food and packaging waste by packing a waste-less lunch!

Try to pack ... A Waste-Less Lunchbox	Avoid ... A Disposable Lunchbox
<ul style="list-style-type: none"> • Snacks in reusable containers • Drinks in a reusable container • Reusable utensils when needed • A reusable lunchbox or backpack • Small pieces of fruit, yoghurt or snack items in a reusable container 	<ul style="list-style-type: none"> • Lunches packed in plastic bags or wrap, foil, wax paper • Disposable drink boxes, pouches, cans, cartons, and bottles • Disposable forks and spoons • Pre-packaged single-serve snack items

Here are a few more suggestions: Help children to make nutritious, waste-less lunches and let them make their own lunches. Try packing lunches the night before and storing them in the fridge overnight.

- Discuss with your child what they like to eat and how much. Bin audits in schools across SA show large quantities of unopened pre-packaged foods, including single-serve yogurts, cheese sticks, sandwiches, uneaten apples/fruit and many near full fruit boxes being thrown away. This costs your family money as well as creating waste.
- Cut up fruit and vegetables and pack them in reusable containers so that children can eat some and save the rest for later. For example, it's hard to take some bites from a big apple at recess and save the rest for lunchtime. It's easier to eat a wedge or two and then reseal the container. A rubber band around sliced apple will prevent browning.
- Encourage your children to bring home uneaten food to eat after school. Appreciate that play time is also important, so discuss with children how much they can reasonably eat in one day. Often children throw uneaten food away because they don't want to upset the person who packed the lunch. If you're not sure how much they can eat at school, start small. eg a piece of fruit and a sandwich, and build it up if they are asking for more.
- If your children have chips, savoury biscuits, or other snacks try buying a larger bulk pack (rather than the more expensive so called 'convenience' packs with lots of packaging) and have your children put the same quantity into a reusable labelled container that they bring home each day.
- Avoid buying drinks in packaging that cannot be resealed. Many children take just a few sips at snack time and discard the rest.
- Reducing the cost for disposal of food packaging at school means more money to spend on learning resources and teaching support.

For more information, please contact **Deb Martin – Kindy Director**

Sincerely,

Parent involvement

Parents are encouraged to spend time at kindergarten, helping with the learning program or with the running of the centre. You may wish to:

- Spend a short time reading a story
- Share skills such as playing a instrument, a simple craft activity, cooking, gardening etc
- Help staff at the end of the session
- Attend Governing Council meetings
- Attend community events

Governing council

The Governing Council is a group of parents who work with staff to ensure the smooth running of the centre. Members are elected at the Annual General Meeting and meet two evenings a term for about 1.5 hours. At the meetings, the council discuss the needs of the centre, possible events, curriculum directions and community needs.

Being on the council is an excellent way to better understand how the kindergarten is managed and to get to know other parents.

All parents and caregivers are welcome at council meetings.

Health & medical information

We regularly talk with children about being healthy. This includes washing hands after visiting the toilet, before eating, blowing noses, putting tissues in the bin and eating healthy foods.

Health

It is important that children attend kindergarten regularly, however if your child is ill, please do not send them. We will contact you if your child becomes unwell and ask that you collect your child.

Infectious diseases

Please notify staff if your child contracts an infectious disease. Speak with your doctor about when your child may return.

Medical

All kindergarten staff have basic first aid training and minor injuries will be treated by staff. We will contact you in the case of other injuries for follow up with your own doctor. In an emergency we will call an ambulance and contact you. If we are unable to reach you we will call the people listed as emergency contacts on your child's enrolment form.

Always update medical information concerning your child, and ensure mobile phone numbers are accurate.

Our health and first aid policy is on our website or in the policy folder.

We require a copy of your Immunisation Record.

WEST BEACH KINDERGARTEN

Healthy Food Policy

The Preschool aims to promote nutritional eating habits in a safe, supportive environment for all children attending preschool. We believe that early childhood is an important time for establishing lifelong, healthy eating habits. Short term benefits: Maximises growth, development and activity whilst minimising illness and tooth decay and healthy body weight.

Long term benefits: Minimise the risk of diet related diseases later in life eg. Heart disease, strokes, diabetes, obesity

Curriculum

Our Preschool's food and nutrition curriculum

- Includes the planting, harvesting and eating of produce from our kindy vegetable garden
- 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
- Promotes the 'WOW' Wipe Out Waste program by encouraging families to reduce wrappers in their children's lunch boxes to help reduce landfill
- Includes opportunities for children to develop practical food skills like preparing healthy foods
- Integrates nutrition across the curriculum where possible
- Is compliant with the Early Years Learning framework and National Quality Standards

The Learning Environment

Children at our Preschool

- Are encouraged to drink water regularly throughout the day from their own named water bottles which are accessible in a trolley
- Eat in a positive, appropriate, social environment with staff who model healthy eating behaviours

Our Preschool

- Teaches the importance of healthy meals and snacks as part of the curriculum
- Is a breastfeeding friendly site

Food Supply

- Our Preschool provides fruit/vegetable snacks each day at the end of session donated by West Beach Foodland maintaining strong links with our local community. Children visit the local Foodland with Staff to assist in selecting and purchasing fresh produce as part of our Program.

Our Preschool has the following guidelines for families for food brought from home:

Snack time

Parents and carers are asked to supply fruit and/or vegetable snacks at morning snack time to:

- Provide children with important minerals and vitamins
- Encourage a taste for a variety of healthy foods
- Encourage chewing which promotes oral muscle development

Fresh fruits, vegetables or a slice of cheese, crackers, healthy sandwiches are recommended

Foods unsuitable for snack time include:

Processed foods high in sugar/salt, cakes, sweets.

Cordials and sweetened fruit juices are not recommended.

Lunch time

All children adhere to the healthy eating guidelines. Parents are encouraged to follow the guidelines and ask staff if they have any issues.

A healthy lunch box may include a healthy sandwich/wrap, fruit, rice/pasta dishes, yogurt, vegie sticks etc. Please do not include 'treats' such as chocolate, roll ups, sweet biscuits etc. Please see staff for clarifications.

Our kindergarten will ensure a healthy food supply for preschool activities, celebrations and events strictly limiting availability of high fat, high salt, high sugar foods such as chips, lollies, cakes and soft drinks to no more than once a term in accordance with the Healthy Eating Guidelines.

Food storage

In warmer weather parents are asked to include an ice pack/block in their child's lunch container and/or provide an insulated container. The lunch trolley is kept inside in an air-conditioned inside area.

Special occasions

For birthday celebrations/special occasions we ask families not to bring birthday cakes/treats to Kindy as we acknowledge each child's birthday/special celebrations with songs at Group Time and a numbered birthday crown/or similar made by the child.

Our Preschool

Liaises with families to ensure suitable food choices for children with health support plans that are related to food allergies/intolerances/preferences.

Please refer to Anaphylactic Aware Policy for more details regarding Anaphylactic responses to foods.

Provides information from health professionals to families and caregivers on the Healthy Eating Guidelines through a variety of media such as:

- Newsletters
- Information on enrolment
- Poster/pamphlet displays



Our Philosophy 2018

Respect, Confidence, Team work, Resilience, Communication, Co operation

We believe that each child is born to want to learn and it is our role to facilitate that learning to ensure each child reaches their full potential while at West Beach Kindergarten.

Children and families:

We understand that families are the child's first educator and that wealth of knowledge and diversity for each child's learning is valued. Developing a strong relationship with each family is paramount to ensure each family feels a sense of belonging to West Beach kindergarten.

Learning:

We believe that providing open ended play experiences will ensure children develop the ability to problem solve and take risks. Scaffolding the learning environment to ensure each child has the opportunity to develop learning disposition of curiously, confidence, persistence, enthusiasm and co-operation will put them in good stead for what life may bring then.

We recognise that each child is a competent and capable learner and we believe in extending children interest and strengths to ensure their time at West Beach kindergarten is a valuable experience.

Families
Outdoor
Belonging
enthusiasm
Confidence
Questioning
Respect
Becoming
Being
Team
work
Co
Resilience
operation
Numeracy
Reflection
trust
love
cultures
Literacy
safe
identity
Learning
engage
Community



West Beach Playgroup



13 Winston Cr West Beach (@ West Beach Kindergarten)

2018

Playgroup Times:

Every Friday of the school term – with the exception of the last week of term

- | | |
|--------------|--|
| 9:30 | Free Play – sandpit, playground, outdoor & indoor toys, play-doh, craft, painting, bubbles, face painting etc |
| 11:00 | Pack up – playgroup is run by volunteer parents, so to help playgroup run smoothly, everyone is asked to put away toys & clean up etc |
| 11:15 | Singing & parachute games |
| 11:30 | Home Time |

Cost:

- **Playgroup SA Membership** needs to be paid for your child(ren) injury insurance. Please see the coordinator to get a copy of the form - www.playgroupaustralia.com.au
Cost for a full year - \$40, Half Year - \$25
- **Weekly fee is \$3 or \$20 per term.** This is used to cover material, batteries, craft, coffee/tea and biscuits etc.
This is an Honesty system – please place money in the tin and tick next to your name in the attendance book. Also you can make a note if you require an “IOU” until your next visit.

Things to remember:

- Bring a **healthy snack** for your child. Tea, coffee and biscuits are provided.
- **Supervise** your child(ren) at all times
- Playgroup rents the Kindy grounds so please take care of their property
- Please take dirty nappies home with you
- Any ideas for craft ideas or toys, activities would be very much welcomed ☺
- Have Fun!

Playgroup **urgently needs back-up volunteers** to help with the set up & final pack-up from time to time. If you are available to assist please let Deb Martin (Kindy Director) know.

For a successful Parent-run Playgroup it is parent participation and contribution that makes for positive and engaging playgroup community.

WEST BEACH KINDERGARTEN

Priority of Access Policy

Enrolments in preschools can vary from time to time. Sometimes this can mean that some preschools may not have vacancies for all children who would like to attend.

The number of vacancies available at the centre depends on the Preschool's physical capacity as well as enrolment staffing capacity as determined by DECD.

When the number of enrolments approaches capacity, the 'Priority of Access' process is put into place.

The priorities of access are:

First Priority

Children who have a permanent 'West Beach' residential address.

Second Priority

Children who are cared for within the local area by Family Day Care – Care Providers, or other family members with a residential address in 'West Beach'.

Third Priority

Children with siblings currently attending the centre or who have previously attended the centre.

Fourth Priority

Children who are enrolled to attend the main feeder school/s within the local area.

Note

- Special circumstances do arise on some occasions eg. children with additional needs, English as Second Language. The director has the discretion to make decisions based on these special circumstances.

If the preschool has reached its capacity families will be offered the opportunity to place your child on a Waiting List. You will then be notified if a place is available prior to your child's anticipated commencement date.

The Early Years Network along with the Early Years Leader within the Western Adelaide Shores Partnership work together to develop these processes to try and assist all families across the Partnership to find a quality preschool program.

Please feel free to contact your preschool director to discuss these processes further. We look forward to working with you as your child begins their important preschool year.

WEST BEACH KINDERGARTEN

Sun Safe Policy

Rationale

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first ten years of life is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles and for general health.

This policy is in place all year round and applies to all activities on and off-site. Hats will be worn at all times for continuity of message but educators may ask they be removed when the UV is below 3, to assist with vitamin D maintenance.

Staff will source the ultraviolet (UV) radiation forecast on a daily basis from <http://www.myuv.com.au/> or the SunSmart app and display the sun protection times. The sun protection times are the times of day when the UV is 3 and above and skin damage occurs.

Extra care will be taken over the middle of the day when the UV levels peak.

Objectives

This SunSafe policy has been developed to:

- encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- work towards a safe outdoor environment that provides shade for children and staff at appropriate times
- ensure all children and staff have some UV radiation exposure for vitamin D
- assist children to be responsible for their own sun protection
- ensure families and new staff are informed of the centre's SunSmart policy.

Legislation

This policy relates to the following National Law and Regulations:

- *Education and Care Services National Law Act 2010:*
 - Section 167 – Protection from harm and hazards
- *Education and Care Services National Regulations 2011:*
 - Regulation 100 – Risk assessment must be conducted before excursion
 - Regulation 113 – Outdoor space – natural environment
 - Regulation 114 – Outdoor space – shade
 - Regulation 168: Policies and procedures (2)(a)(ii) – sun protection

National Quality Standards

All of the following SunSmart procedures link to:
Quality area 2: Children's health and safety.

There are also links to:

Quality area 1: Educational program and practice

Quality area 3: Physical environment

Quality area 5: Relationships with children

Quality area 6: Collaborative partnerships with families and communities

Quality area 7: Leadership and service management

Procedures

Staff are encouraged to access the daily sun protection times to assist with the implementation of this policy.

We use a combination of sun protection measures for all outdoor activities during terms 1, 3 and 4 (August until the end of April) and whenever UV radiation levels reach 3 and above at other times.

1. Clothing

Quality area 2: Children's health and safety

When outside, children are required to wear loose fitting clothing that cover as much skin as possible. Clothing made from cool, closely woven fabric is recommended. Tops with elbow length sleeves, collars and knee length or longer style shorts and skirts are preferred.

If a child is wearing a singlet top or dress they wear a t-shirt/shirt over the top before going outdoors.

2. Sunscreen

Quality area 2: Children's health and safety

- SPF 30 or higher, broad spectrum and water resistant sunscreen is available for staff and children's use
- sunscreen is applied at least twenty minutes before going outdoors and reapplied every two hours if outdoors
- sunscreen can be applied by parents prior to arrival and staff will also apply/reapply at fruit time (e.g. 9.30am) for adequate skin protection throughout the morning with reapplication after lunch.
- Families with children who have naturally very dark skin are encouraged to discuss their sun protection and vitamin D requirements with their GP, Paediatrician.
- children, once old enough, are encouraged to apply their own sunscreen under the supervision of staff.

3. Hats

Quality area 2: Children's health and safety

All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats, all year round. Baseball or peak caps are not considered a suitable alternative.

When the UV level is below 2, educators may use their discretion and ask that hats be removed during some activities, so as to receive vitamin D from the sunlight.

4. Shade

Quality area 2: Children's health and safety

Quality area 3: Physical environment

- a shade audit is conducted regularly to determine the current availability and quality of shade
- management makes sure there is a sufficient number of shelters and trees providing shade in the outdoor area
- the availability of shade is considered when planning excursions and all other outdoor activities
- Outdoor activities are scheduled outside the peak UV radiation times or in the shade where possible.
- children are encouraged to use available areas of shade when outside
- children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

5. Sunglasses [optional]

Quality area 2: Children's health and safety

Children and staff are encouraged to wear close fitting, wraparound sunglasses that meet the Australian Standard AS/NZS 1067:2003 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible.

6. Enrolment and information for families

Quality area 6: Collaborative partnerships with families and communities

When enrolling their child, families are:

- informed of the centre's SunSmart policy
- asked to provide a suitable hat for their child
- asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. shirts with collars and elbow length sleeves, longer style dresses and shorts)
- asked to apply, provide permission for staff to apply and/or provide SPF 30 or higher, broad spectrum, water resistant sunscreen for their child (if brand provided by kindergarten is not suitable).
- families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the centre.

7. Staff WHS and role modelling

Quality area 5: Relationships with children

As part of WHS UV risk controls and role modelling, when the UV radiation is 3 and above, staff:

- wear sun protective hats, clothing and sunglasses when outside
- apply SPF 30 or higher broad spectrum, water resistant sunscreen
- seek shade whenever possible.

8. Education

Quality area 1: Educational program and practice

Quality area 5: Relationships with children

Quality area 6: Collaborative partnerships with families and communities

- sun protection and vitamin D are incorporated into the learning and development program
- the SunSmart policy is reinforced through staff and children's activities and displays
- staff and families are provided with information on sun protection and vitamin D through family newsletters, noticeboards and the centre's website.

9. Policy review

Quality area 7: Leadership and service management

Management and staff monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years).

Date of next policy review: