Whyalla Stuart Early Chihd Ctr Kgtn parent handbook

www.preschools.sa.gov.au/whyalla-stuart-early-chlhd-ctr-kgtn

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Home



Find out more about our goals and our focus in our philosophy statement (PDF 267KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/whyallastuart_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.

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Contact us

Preschool director: Mrs Kym Bradbury

Phone: (08) 8649 3173

Fax: (08) 8649 2221

Email: dl.6628.leaders@schools.sa.edu.au

Street address: 24 Ramsay Street Whyalla Stuart SA 5608

Postal address: 24 Ramsay Street Whyalla Stuart SA 5608

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. They can attend full days.

Full day

Monday	Tuesday	Wednesday	Thursday	Friday
9.00am to	9.00am to	9.00am to	9.00am to	_
3.00pm	3.00pm	3.00pm	3.00pm	

		_

Fees

The parent contribution is \$180 per year. See our enrolment and fees page (https://www.preschools.sa.gov.au/whyalla-stuart-early-chlhd-ctr-kgtn/getting-started/enrolment-and-fees) for more information.

What to bring

Children need to bring these items each day:

- bag
- legionnaire, bucket or wide-brimmed hat
- change of clothes
- nappies if required
- drink bottle containing water
- piece of fruit or vegetable to share, or 2 pieces if staying for a full day
- packed lunch.

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

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 (Iollies, chocolate, chips, fizzy drinks)
- toys from home.

Additional information

You can buy kindy clothes (PDF 51KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/whyallastuart_clothing.pdf) for your child.

Make sure you and your child are familiar with our kindy routines (PDF 51KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/whyallastuart_daily-routines.pdf).

Please read our drop-off and pick-up procedure (PDF 46KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/whyallastuart_drop-off-and-pick-up.pdf).

Inclusive preschool program

We have a specialised program for children who have significant additional needs. Teachers work with support services and therapists to provide individual learning for your child.

Children must be referred and meet specific criteria to enrol in the program.

Times

Children attend for 5 days over 2 weeks.

Monday	Tuesday	Wednesday	Thursday	Friday
	9.00am to 3.00pm	9.00am to 3.00pm	9.00am to	_
			3.00pm	
			every second week	

Fees

The parent contribution is \$180 per year. See our enrolment and fees page (https://www.preschools.sa.gov.au/whyalla-stuart-early-chlhd-ctr-kgtn/getting-started/enrolment-and-fees) for more information.

What to bring

Children need to bring these items each day:

- bag
- legionnaire, bucket or wide-brimmed hat
- change of clothes
- nappies if required
- drink bottle containing water
- 2 pieces of fruit or vegetable to share
- packed lunch.

Additional information

Talk to us for more information on enrolling your child in this program.

Occasional care

Occasional care is for children under school age who aren't in any other early childhood education and care programs, such as preschool, childcare or family day care. It promotes young children's development by giving them access to high-quality early childhood education.

It may help parents to take part in a range of activities including non-work and casual work commitments.

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Priority of access

The education department has a priority of access policy (https://www.education.sa.gov.au/parenting-and-child-care/your-childs-education/childcare-and-preschool/occasional-care) to decide who can get into occasional care. This might mean that some families get more sessions than others.

Talk to us about enrolling in occasional care.

Cost

This program costs \$5 per session and \$2.50 for siblings.

If you have an Australian Government Pensioner Concession or Health Care Card, the cost is \$1.50 per session and 75 cents for siblings.

Times

Children generally can go to 1 session a week.

Children over 2 years old

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	9.00am to 11.45am	_	_	9.00am to 11.45am	_
Afternoon	_	_	_		_

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www.preschools.sa.gov.au/whyalla-stuart-early-chlhd-ctr-kgtn

What to bring

Children need to bring these items	Children	need	to	bring	these	items
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- bag
- legionnaire, bucket or wide-brimmed hat
- change of clothes
- nappies if required
- drink bottle containing water
- piece of fruit.

P	lease	write	vour	child's	name	on all	their	belongings.	

Playgroup

Run by Educators at the Centre

Cost

Free

Times:

Fridays 9.00am to 11.00am

What to bring:

Please bring a snack for your child. Tea and Coffee available

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/whyalla-stuart-early-chlhd-ctr-kgtn#location). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

Priority will also be given if your child needs support with their learning. Find out more about our inclusive preschool program

(https://www.preschools.sa.gov.au/whyalla-stuart-early-chlhd-ctr-kgtn/getting-started/what-we-offer#whyallaipp).

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

In term 3 you will receive a letter confirming your child's enrolment, with information about pre-entry transition visits.

Pre-entry visits are an important opportunity for your child to meet staff and other children, and become familiar with the kindy environment. These will be in term 4 and your child can attend 1 session per week.

Fees

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

The parent contribution is \$180 per year. You can choose to pay the total amount at the beginning of the year or to pay instalments each term

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

We offer other programs that may have an additional cost (https://www.preschools.sa.gov.au/whyalla-stuart-early-chlhd-ctr-kgtn/getting-started/what-we-offer#whyallaprograms).

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www.preschools.sa.gov.au/whyalla-stuart-early-chlhd-ctr-kgtn

When to pay

We will invoice you by week 2 of term 1 via your child's drawer.

You will get a \$20 discount if you pay in full by the end of week 4.

Please contact us if you are having difficulty paying.

How to pay

Cash or cheque

You can pay cash or by cheque at the kindy. Please put the payment in a sealed envelope with your child's name on the front. Put the envelope in the payments box by the children's drawers.

EFT information

You can pay by direct deposit.

BSB: 065519

Account number: 10059600

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: Meeting NQS

Children's health and safety: Exceeding NQS

3 Physical environment: Meeting 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: Exceeding NQS

Rating for: Whyalla Stuart Early Childhood Centre Kindergarten

Rating issued: November 2012

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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 46KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/whyallastuart_gip_0.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/6628_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-uken/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.

Attendance

Kindergarten is a very important time where children develop lifelong skills for learning so we really encourage regular attendance at kindy. Please let us know if your child will not be attending by calling or texting the centre. If we do not hear from you, we will contact you via text or phone call to ensure that everything is okay and to offer our support and help.



Whyalla Stuart Early Childhood Centre Kindergarten Behaviour Policy 29/8/2016

Rationale:

The staff at this Kindergarten believe that children's behaviour is a form of communication and all behaviour is purposeful. The following statements of belief underpin the educators approaches:

- Children's capacity to choose appropriate behaviour is influenced by their developmental ability, temperament, interactions, life experiences and environmental factors.
- Children's learning is most successful when it builds on children's prior knowledge.
- Children have the right to feel secure and to learn and develop in a psychological and physically safe environment.
- Children have the right to express their feelings and be supported to develop positive behaviours that underpin the development of relationship with peers and adults.
- 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 the individual perspective respected.
- Children have the right to be supported by educators who model appropriate behaviours and ensure consistent limits are set.
- We employ a positive approach to behaviour management and create an atmosphere where positive behaviours are acknowledged and promoted through emotional coaching.

This policy has been established after consultation with staff; The Whyalla Stuart Early Childhood Centre Governing Council; the Behaviour Support Policy for Early Childhood Services, 2001 and DECD Behaviour Guidance Code 2016, Early Years Learning Framework, 2009.

Policy outcomes:

We aim to enable children to:

- See the possible consequences of their actions
- Explore alternate positive behaviours
- Make choices independently
- Develop self- discipline and self-regulation
- Become increasingly independent
- Take responsibility for their behaviour and actions
- Resolve own conflicts
- Develop respect for themselves and others

Procedures:

Learning Environment/Curriculum

- Provide a sense of belonging, being and becoming through play.
- Provide an enriching and engaging program that enables each child to experience a sense of well- being and gives opportunities to express feelings through sensory and other forms of play.
- Plan 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.
- 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.
- Assessing individual children's learning and development and reflecting on our program and how our program supports positive behaviours.
- Encourage and support children to resolve their own conflicts and grievances through the provision of the Child Protection Curriculum.
- Establish an environment which allows appropriately safe and supervised engagement where children are able to explore, set challenges and engage in 'risky play'.

Expectations of children's behaviour take account of their age and stage of development:

- Take into consideration children's level of development and experiences.
- Ensure all staff have relevant training and development.
- Demonstrate empathy and sensitivity to each child being mindful of the variety of factors that influence behaviour.
- Ensure that limits set are reasonable and understood by children and adults.

Children's behaviour is supported using a positive approach:

- Interact positively, using positive language and body language, acknowledging and modelling respectful behaviour.
- Encourage and recognise positive behaviour.
- Supporting children to problems solve negotiate find resolutions and manage emotions appropriately.
- Work together as a team, using a consistent approach, being aware of our limitations and seeking assistance when required.

Approaches to behaviour support value the diversity of children's backgrounds and experiences

- Take into consideration and valuing children's cultural and family beliefs, backgrounds and experiences.
- Encourage families to contribute their ideas and expectations about children's behaviour.

Children's behaviour is supported to partnership with families and local communities:

- Encouraging open two way communication with families to ensure that each child's rights are met and consistency in expectations.
- Communicating with and involving families at the earliest opportunity to work together positively to assist the child's well-being and learning.
- Keep parents informed about children's behaviour, including positive behaviour.
- Support the child's regular attendance.

- Educators to be approachable for parents to discuss any issues and concerns.
- Transition to another setting is carefully is carefully planned and monitored with staff from the new setting and families.

The response to emerging challenging behaviours is timely and appropriate:

- Early identifying of challenging behaviour.
- Communication with families about challenging behaviours takes place at the earliest opportunity and is framed as a positive opportunity to address children's behavioural needs within the groups setting.
- Seek support from departmental support services and or other agencies.
- For children with behaviour plans: Planning, implementation, monitoring and review occurs in partnership with families and support services.

For Sale:

- Kindy Bucket Hats \$10.00
- Kindy Polo Shirts \$18.00
- Round neck Kindy Shirts- \$10.00
- Kindy Jumpers \$25.00

Please see a staff member for purchases.

Changes to Name/Address/Contact Details

Please inform staff of any changes to your contact details straight away as we need to be able to contact you in an emergency.

How is important information about the centre and events occurring at the centre displayed?

- Newsletters and Notes
- Facebook page
- Chats with Staff
- Yarning TimeText Outs

How we plan for your child's learning

Children are at the centre of all that we do at Whyalla Stuart Early Childhood Centre. We pride ourselves in providing a quality, engaging, play based learning environment based on children's and family voice and professional observations. Staff use the Early Years Learning Framework "Belonging, Being and Becoming" as a basis for the programming for children's learning. A variety of information is collected on each child including observations, work samples, photos, family sharing and children's voice documentation. This information informs the planning process and is recorded in the Planning Book. Please feel free to look through this book at any time and we would love you to contribute to it as well, with ideas or comments.

Important Routines

- Please place fruit or vegetable in fruit basket and lunch in lunch tub (for a full day only) on arrival.
- Place named nappy in basket provided.
- Place bag in a locker.
- Sign your child in/out.
- Check your drawer for notes and letters.
- Check for paintings in basket in gluing area. These get recycled at the end of each week if not collected.

Collection of Children

Only adults who are listed on the enrolment form are authorised to collect children without prior notice. If persons other than that listed on the enrolment form are required to collect your child, please contact the centre to advise the name and contact number of the adult collecting the child. If there are any restrictions to who is able to pick up your child, please record this on the enrolment form and inform Kindy staff.

Accident and Emergency

The centre has a policy which includes procedures to minimise risks to children and adults. Staff have first aid qualifications.

Evacuation procedures are displayed prominently in the centre and evac/invac drills are held each term. It is important that your details are up to date at the centre so we can contact you in an emergency.

Governing Council

The Centre is managed on a day to day basis by the Director and overseen by the Governing Council which is elected at the Annual General Meeting. The committee is made up of parents/caregivers, staff and community members and meets twice a term. Parents are encouraged to be involved in the Governing Council as it is a great way to have a say in your child's education.

<u>Illness</u>

Please <u>DO NOT</u> bring a child to the centre that is unwell and not able to cope with the normal routines and activities of the day. If your child becomes unwell at the centre a staff member will inform you to collect your child as soon as possible.



Whyalla Stuart Early Childhood Centre Kindergarten Healthy Food Policy 29/8/2016

Rationale:

Educators aim to promote nutritional eating habits in a safe, supportive environment for all children attending this preschool. We believe that early childhood healthy eating is fundamental to good health throughout life. We feel it:

- Underpins healthy growth and development
- Contributes to health and well-being, mental health and quality of life
- Plays a role in preventing disease and disability

This policy has been established after consultation with staff, the WSECCK Governing Council and the 'Eat Well SA Schools and Preschools Healthy Eating Guidelines'.

Curriculum and Learning Environment:

Our Kindergarten's Food and Nutrition Curriculum:

- Includes activities that provide children with the knowledge, attitude 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.
- Reflects an understanding that learning about healthy eating must be supported in all aspects of the learning environment.
- Is part of the Early Years Learning Framework and NQS.

Food Supply:

Our Kindergarten Provides:

- Opportunities to access food bank ensuring inclusive access to healthy food options.
- Continuous access to fresh clean tap water and children are encouraged to drink water regularly through the day.
- Regular break times to access healthy foods.

Food Safety:

Our Kindergarten Provides:

- Supervision during lunch eating time
- Adequate hand washing facilities for everyone
- First Aid Training for Staff which covers Allergy Response Plans. Allergy
 information clearly displayed in food preparation areas for children with
 allergies and known allergens (e.g. Nuts) banned from the centre.

Food Related Health Support Planning:

Our kindergarten's food and nutrition policy ensures:

• Children with special dietary requirements are catered for accordingly

Working with Families, Health Services and Industry:

Our Kindergarten:

- Provides information from health professionals to family and caregivers on the healthy eating guidelines through a variety of media such as newsletters, policy development review, information on enrolment, pamphlets and poster displays.
- Invites health professionals to be involved in food and nutrition activities.
- Asks parents to provide fruit and vegetables for morning and afternoon snack time.
- Is a breastfeeding friendly site.
- Involves parents and caregivers in the review of the whole site 'Healthy Food Policy'.

Whyalla Stuart Early Childhood Centre



Our Philosophy Play is Our Work

Belonging

Everyone belongs and is valued

Wellbeing

Everyone is supported to realise their full potential

Growing

Everyone is on a unique, lifelong learning journey

The Child Is At The Centre Of Everything We Do.



Whyalla Stuart Early Childhood Centre Kindergarten Sun Smart Policy 29/8/2016

Rationale:

This policy applies to all centre events on and off-site excursions. 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 has been established after consultation with staff, parents and caregivers, the Cancer Council SA SunSmart policy (sunsmart.org.au, 2016) and DECD Inclement weather policy.

Objectives

This SunSmart 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 an outdoor environment that provides shade for children and staff at appropriate times.
- Encourage all children and staff to have some UV exposure for vitamin D absorption.
- Assist children to be responsible for their own sun Protection
- Ensure families and new staff are informed of the centre's Sun Smart Policy

Legislation

This policy relates to the following National Law and Regulations:

- Education and Care Services National Law Act 2010.
- oo Section 167 Protection from harm and hazards
- Education and Care Services National Regulations 2011:
- oo Regulation 100 Risk assessment must be conducted before excursion

- oo 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 SunSmart UV Alert at http://www.bom.gov.au/sa/uv to find out daily local sun protection times to assist with the implementation of this policy.
- We use a combination of sun protection measures for all outdoor activities from 1 September to 30 April and whenever UV radiation levels reach 3 and above at other times.

1. Clothing

• 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.

2. Sunscreen

- We encourage parents to apply sunscreen to children prior to attending Kindergarten.
- We will provide sunscreen for children who access lunch care during terms 1 and 4.

3. Hats

- All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats. Baseball or peak caps are not considered a suitable alternative.
- The kindergarten supplies legionnaire and bucket hats for parents to purchase for their children.

4. Shade

- Availability of shade is considered for outside activities
- 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. Enrolment and information for families

When enrolling their child, families are:

- Informed of the centre's Sun Smart 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. covering the shoulders, chest, upper arms and legs)
- Asked to apply SPF 30 or higher, broad spectrum, water resistant sunscreen to their child.
- Asked to sign permission slip for the re-application of sunblock during lunch care.
- Families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing, hats and shade) when attending the centre.

6. Staff WHS and role modelling

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

- Wear sun protective hats and clothing when outside.
- Seek shade whenever possible.

9. Education

- Sun protection and vitamin D are incorporated into the learning and development program.
- The Sun Smart 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.