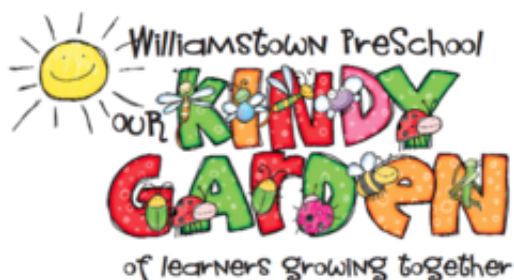


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Home



We encourage your child to seek and explore, fostering their joy of learning in a safe, supportive, challenging and fun environment.

We value a strong sense of community and believe nothing is more important to your child's learning experience than the involvement of your family.

Find out more about our goals and our focus in our philosophy statement (PDF 196KB)
(https://www.preschools.sa.gov.au/sites/default/files/williamstown_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.

Bushfire risk

On forecasted 'catastrophic' fire danger days we will be closed. Make sure you know how we intend to contact you in this situation. You can find more information about an active bushfire from the CFS website (<http://www.cfs.sa.gov.au/>). See our bushfire action plan (PDF 84KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/williamstown_-_bushfire_action_plan.pdf) and the bushfire page on the Department for Education's website (<https://www.education.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) for general information.

Contact us

Preschool director: Ms Lynette Simons

Phone: (08) 8524 6289

Fax: (08) 8524 6682

Email: dl.0482.info@schools.sa.edu.au

Street address: 15 Margaret Street Williamstown SA 5351

Postal address: c/- Williamstown Primary School Queen Street Williamstown SA 5351

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.

These hours will be made up of 5 full day sessions over 2 weeks. We will work with you to choose which session (either group 1 or group 2) your child attends.

Monday	Tuesday	Wednesday	Thursday	Friday
Group 1	Group 1	Group 1 and 2	Group 2	Group 2
9:00am to 3:00pm	9:00am to 3:00pm	9:00am to 3:00pm fortnightly	9:00am to 3:00pm	9:00am to 3:00pm

Fees

The parent contribution is \$500 per year. See our enrolment and fees page (<https://www.preschools.sa.gov.au/williamstown-school-based-preschool/getting-started/enrolment-and-fees>) for more information.

What to bring

Children need to bring these items each day:

- bag
- hat
- change of clothes
- drink bottle containing water
- healthy snack
- packed lunch.

On days with a UV rating higher than 3, your child must also bring roll-on sunscreen.

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

Additional information

Please read our drop-off and pick-up procedure (PDF 96KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/williamstown_-_arrival_and_departure.pdf).

Out of school hours care (OSHC)

Camp Australia provide an OSHC service on-site at the Williamstown Primary School.

Times and program costs can be found on the Camp Australia website

(<https://www.campaustralia.com.au/Schools/Williamstown%20Primary%20School/5351/0177>).

We will ensure your child transfers safely between OSHC and kindy.

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

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

Fees

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

The parent contribution is \$500 per year. You can choose to pay the total amount at the beginning of the year or to pay instalments of \$125 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

When to pay

We will post your invoice out to you in February.

Payments are due within 30 days.

Please contact us if you are having difficulty paying.

How to pay

EFTPOS

You can pay via EFTPOS in person, over the phone, or by completing your details on the bottom of your invoice and giving it to us.

EFT information

You can pay your invoice in full by direct deposit.

BSB: 105009

Account number: 065182940

Please use your family name and invoice number, or your family name and 'parent contribution' as the reference.

You can pay your invoice by direct debit. We will debit your nominated account \$25 every fortnight for 20 fortnights. Direct debit forms are available from us.

Centrepay

You can also pay using Centrepay. If you choose this method, money will be paid to us in agreed instalments from your family payments, directly from Centrelink. Centrepay forms are available from us.

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.

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

Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 190KB)
(https://www.preschools.sa.gov.au/sites/default/files/williamstown_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 95KB)
(https://www.preschools.sa.gov.au/sites/default/files/williamstown_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/1628_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.

Preschool Water Safety Policy and Procedures

Rationale:

Children need opportunities to develop their understanding of the natural environment. Experiences with water encourage active exploration and discovery. Children need to be able to identify potential hazards and respond appropriately in order to keep themselves safe.

Aims:

For staff to understand and respond appropriately to potential hazards associated with water (refer to Kidssafe Watery Safety in Education and Care settings factsheet), assist children to develop this knowledge and to consistently provide a safe, stimulating environment for preschool children.

Implementation

Children will:

- be adequately supervised at all times when accessing any water.
- have safe independent access to clean and cool drinking water at all times.

Caregivers will:

- provide any information on enrolment about their child and throughout the year which would change the risk assessment for playing with or around water

Staff will:

- ensure vessels with water are set up in areas of higher supervision (eg: by school fence or in view of preschool classroom space).
- ensure vessels filled with water for play are emptied immediately after use and stored in a manner that prevents the vessel filling with water when not in use.
- ensure premises adjacent to, or providing access to, any water hazards that are not able to be adequately supervised at all times (eg dams, swimming pool) are to be isolated from children by a child resistant barrier or fence.
- Ensure practices are adapted to meet individual children's needs as required
- ensure risk assessments are written and approved for excursions which include access to a significant water hazard (in accordance with the requirements of Regulation 168)

- ensure future fish / frog ponds and water features that are not able to be adequately supervised at all times and/or pose an unacceptable risk to children are guarded or effective barriers are in place.

Resources used for developing this policy:

Policy Area and Regulation:

Water Safety

Regulation 168(2)(a) (iii)

Department Information on Intranet:

[Water safety for preschools](#)

Resources for developing procedure:

Preschool water safety procedure

Camps and excursions guidelines for schools and preschools

Risk management policy

Hazard management procedure

OHS&W and injury management policy (2010 Health and Safety Services)

Intranet: [Preschool excursions](#)

Excursion risk management information sheet

Excursion risk management plan template

Williamstown Preschool Sun Protection Policy

Rationale:

Williamstown Preschool is committed to providing and maintaining a safe and healthy environment. We recognise the fact that too much high UV exposure in the first ten years of life is a major factor in determining future skin cancer risk. Too little UV exposure can lead to low vitamin D levels. Vitamin D is essential for healthy bones, muscles and general health.

Aims:

We therefore aim to promote positive attitudes and healthy practices towards sun protection and UV exposure.

Implementation

Children will:

- wear a Williamstown Primary School bucket hat (or suitable alternative) outside if the UV rating is 3 or above
- be encouraged to play in the shade/under the verandah On hot days (over temperature or UV 6+)
- be limited to play in the inside area only In extreme heat (36C),
- be frequently reminded to access drinking water from their water bottles

Caregivers will:

- Clothe their children in protective/appropriate clothing -shirts and tops with collars and sleeves are best (Preschool uniform is sunsafe collared design)
- Purchase a Williamstown Primary School bucket hat or provide an alternative to keep at Preschool.
- Apply SPF 30+ Broad Spectrum water resistant sunscreen to their children before coming to Preschool.
- Provide a named roll on SPF 30+ Broad Spectrum water resistant sunscreen for their child to keep at Preschool.

Staff will:

- Ensure families are provided with information about requirements of this policy on enrolment
- Be a good role model for the children and wear hats, sunscreen and appropriate clothing for outdoor activities.
- Ensure children wear their hats and play in shady areas/ inside as required.
- Supervise/ assist children re-apply their sunscreen 20 minutes before going outdoors, every 4 hours, when the UV is above 3
- Keep a spare supply of SPF 30+ Broad spectrum, water resistant sunscreen.
- Set up equipment in shady areas and move throughout the day if necessary.
- Schedule outdoor activities to avoid peak ultra-violet radiation times.
- Check the UV daily with children and ensure this is displayed to refer to (on chart/ whiteboard)
- Explicitly teach children to recognize and respond appropriately to signs of thirst, heat and fatigue.

Resources used for developing this policy:

Policy Area and Regulation:

Sun protection

Regulation 168(2)(a) (ii)

Department Information on Intranet:

Inclement weather and sun protection

Resources for developing policy:

Inclement weather procedure

Early childhood centre SunSmart policy

Early childhood centre SunSmart policy checklist

Early childhood centre SunSmart policy guidelines

Early childhood centre SunSmart implementation times

[Cancer Council](#)

[Cancer Council SunSmart policy information](#)

*At next review date we will apply to become a Sunsmart Centre (see Cancer Council SA website)

Learning Through Play



Program and Curriculum

At Preschool we value a play based curriculum where children learn through play, where they can experiment, discover, manipulate, invent and draw conclusions from their experiences. We use the national Belonging, Being & Becoming Framework to plan for, monitor and assess children's learning. Fundamental to the Framework are five Learning Outcomes designed to capture the integrated and complex learning and development of all children across the birth to five age range.

The outcomes are:

Children have a strong sense of identity

Children find out about themselves, how capable they are, and their place in the world through their experiences with others. Having self-knowledge will enable children to be sensitive to the lives of others and to understand that they have the power to make choices in relation to consequences.

Children are connected with and contribute to their world

Children are, foremost, members of their own family, but as they grow and develop this frame of reference increases and multiplies. They learn that they have rights along with responsibilities with respect to their social and geographic worlds, and so do other people and other children.

Children have strong sense of wellbeing

If children grow up to be healthy, active and confident, they will be better prepared for learning about their world and its potential. They will be more positive about the stresses and challenges of everyday life.

Children are confident and involved learners

Children learn in many different ways and use their learning for a variety of different purposes. The range of activities they experience during their early years will impact on how variously their learning will manifest and provide a resource for them to use in their exploration of their worlds.

Children are effective communicators

Children learn to communicate in different ways as they increasingly interact with their worlds. Their behaviours become more complex and diverse as they access the wider range of experiences presented to them. Their knowledge and conceptual development becomes richer and enables them to understand and express themselves more confidently and consistently.

Literacy and Numeracy Indicators

We plan, monitor and assess children's learning during play using the Dep of Ed Literacy and Numeracy Indicators.

Literacy is the capacity, confidence and disposition to use language in all its forms. Literacy incorporates a range of modes of communication including music, movement, dance, story telling, visual arts, media and drama, as well as talking, listening, viewing, reading and writing. Contemporary texts include electronic and print based media. In an increasingly technological world, the ability to critically analyse texts is a key component of literacy. Children benefit from opportunities to explore their world using technologies and to develop confidence in using digital media.

Numeracy is the capacity, confidence and disposition to use mathematics in daily life. Children bring new mathematical understandings through engaging with problem solving. It is essential that the mathematical ideas with which young children interact are relevant and meaningful in the context of their current lives. Educators require a rich mathematical vocabulary to accurately describe and explain children's mathematical ideas and to support numeracy development. Spatial sense, structure and pattern, number, measurement, data argumentation, connections and exploring the world mathematically are the powerful mathematical ideas children need to become numerate.

Positive Education

The Williamstown School and Preschool are part of a Positive Education partnership of local schools. We use this approach to social skills and learning. This programme is also backed by use of Kimochis, where children learn to identify emotions and responses with the aid of stories around a group of characters they can readily identify with in many social situations.

Transition to School

The transition from Preschool to school is a large step for your child and their development. At Williamstown we value our opportunities to interact with the school environment, the students and the staff. We have regular visits to the school library, hall and computer room, regular attendance at school assemblies and special school events, and visits either from or to the Reception class. At Preschool your child has been learning through play, developing interests, confidence and self-esteem. Whilst play is still important, at school they begin a more structured education. In your child's final term of preschool we gradually increase the time spent at school in both informal and formal visits.

Child Protection Curriculum

It is a fundamental principle in Australian society that parents have the responsibility to protect their children and keep them safe.



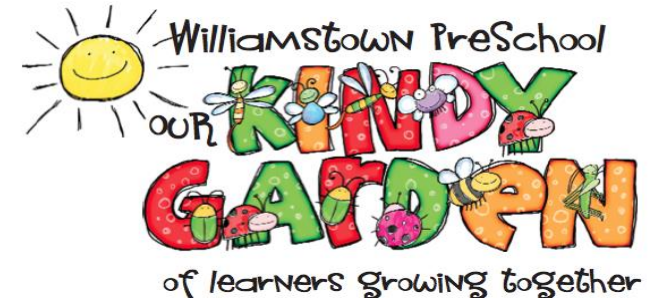
Australia supports a United Nations agreement that children are to be protected from all forms of abuse, exploitation and violence. Abuse may be sexual, physical and emotional. Australia has laws to prevent and respond to the abuse or neglect of children. In South Australia this law is called the *Children's Protection Act*. Under this Act people who work and volunteer in schools, preschools and care settings are called mandated notifiers. This means that they must report child abuse or neglect if they have reasonable belief that a child is being harmed. All people employed in the DforE receive regular training in this responsibility. When people report child abuse it is a confidential exchange of information with the Department of Families and Communities. Schools, Preschools and Child-Care Centres have the responsibility to protect children and keep them safe when they are under their care. Schools and Centres work with parents and other agencies to keep children safe.

One of the ways they contribute to children's safety is through teaching the Child Protection Curriculum. The Child Protection Curriculum teaches all children from a young age, in an age appropriate way, to

- recognise abuse and tell a trusted adult about it
- understand what is appropriate and inappropriate touching
- understand ways of keeping themselves safe.
- A range of books, videos and classroom strategies are used in the curriculum.

Parents/caregivers are informed when the Child Protection curriculum is to be taught and what will be taught. Parents/caregivers are encouraged to talk to their children and the teachers about the Child Protection program.

Educators have training to teach the Child Protection curriculum.



Our Philosophy

At Williamstown School Based Preschool, we support children to become confident learners with a strongly developed sense of personal agency.

Play is the core of early learning. Play provides opportunities to actively explore, identity, negotiate, risk take, make connections and meaning, develop relationships and develop curiosity, openness, optimism, resilience, concentration and creativity. Extended periods of play support children's deep engagement and involvement in learning.

At our Preschool play is child led and educator guided. All children are active and social learners, so we encourage them to share their ideas and thinking with their peers and us. We use their prior knowledge and experiences to support, deepen and extend their learning. We encourage them to reflect on and contribute to our learning directions and also provide opportunities for them to become increasingly active decision makers in choosing their learning experiences.

Home-preschool relationships are pivotal to children's learning and wellbeing. We establish and nurture positive relationships with all children and their families by being welcoming, caring and responsive. We value the importance of family and explicitly plan to build authentic partnerships to ensure inclusivity, consideration of individual needs to foster a strong sense of belonging.

We build a sense of community and connectedness by creating opportunities for continuity of learning to school, by being active citizens in the community and valuing and inviting community members in to our Preschool. We promote children's connection to the environment through thoughtful design of our outdoor space in which children are actively involved in play with natural materials, growing and harvesting plants, managing waste and caring for animals.

Daily we work to instill a joy of learning in a safe, supportive, challenging and engaging environment.

Parent Involvement

Parents are invited to support the children in their daily morning routines- unpacking bag, writing their name and engaging in fine motor activities. Finally we ask parents to share a book with their child. We appreciate your support with establishing this routine. If you have any skills, interests or talents which you would like to share with us, please inform staff, as we can then incorporate these into our program.

Volunteering

To be able to volunteer in Preschool on a regular basis you will have to current police clearance and Responding to Abuse and Neglect (RAN) volunteer training (can be online) and attend a face to face session with staff around expectation of volunteers in schools and preschools. Please speak to staff if you would like to know more.

Governing Council

Governing Council meetings are held approximately twice per term on a Monday at 7pm (in the School Staffroom). These meetings give parents the opportunity to have a say in School and Preschool matters. All parents can gain and give valuable assistance by supporting the staff and committee with their attendance at meetings. Guest speakers are invited from time to time. As per our Constitution, only members of the Governing Council have voting rights. The Governing Council is elected at our A.G.M.

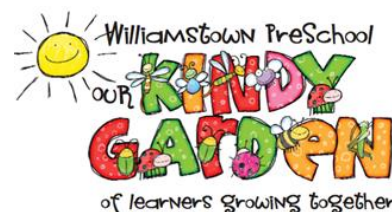
Parent Grievances

Occasionally inadequate communication leads to misunderstandings. Your concerns can best be resolved through direct contact with a staff member as soon as possible. Staff will listen to your concerns. Please see the DforE Parent Complaint Policy and our site Complaint Procedure for managing parent concerns. These are available on our website.

Support Services

The DforE also provides a range of Support Services personnel. These people are able to provide assessment and help for children with special developmental needs. If you require access to any of these services please talk to staff - a speech pathologist, special educator, social worker, psychologist are all available for consultations.

Williamstown Preschool Healthy Food and Nutrition Policy



Learning about nutrition and healthy lifestyles is integral to wellbeing and self-confidence.

Williamstown Preschool is committed to providing and maintaining safe and healthy environments. The aim of this policy is to promote among children, staff and families positive attitudes towards healthy eating and nutrition.

Eating times at preschool are opportunities for children to learn to regulate their bodies and develop healthy eating habits.

Children at our preschool:

- ❖ have fresh, clean, filtered tap water available at all times and are encouraged to drink water regularly through the day
- ❖ bring their own named drink bottle of water
- ❖ eat routinely at scheduled break times
- ❖ eat in a positive, social environment with staff who model healthy eating behaviours
- ❖ use the preschool garden to learn about and experience growing, harvesting and preparing vegetables and nutritious foods

Good nutrition is essential to healthy living and enables children to be active participants in play. Our Healthy Food and Nutrition Policy is designed to encourage healthy eating habits. Fresh fruit or vegetables (apples, banana, mandarin, strawberries, carrot sticks, cucumber etc) are suitable for morning and afternoon fruit times. Due to food allergies, we do not share foods. Muesli bars, peanut paste or Nutella sandwiches or any other products containing traces of nuts are not to be sent to preschool as we are a Nut Aware Preschool/school.

Food Safety

Our preschool:

- ❖ promotes and teaches food safety to children as part of the curriculum during food learning/cooking activities
- ❖ provides adequate hand washing facilities for everyone
- ❖ promotes and encourages correct hand washing procedures with children and staff

Food-Related Health Support Planning

Our preschool:

- liaises with families to support children with health support plans that are related to food issues e.g. diabetics, coeliac, food allergies.

Health

Medication and Special Requirements

If your child has a specific medical condition that requires medication or ongoing treatment/ monitoring i.e. Asthma, Anaphylaxis, Diabetes, Epilepsy etc. you are required to have your Doctor or Health Care Professional complete a Health/Medication Care Plan for their particular condition. Please see additional Medical Forms in your enrolment pack.

All medication/puffers must be given to a staff member. We must have an administration of medication form signed by your child's doctor if they need any medication at preschool (including antibiotics). We will not administer any medication without this documentation.

We will work together with you to ensure that we provide the best care that we are able to. All medication needs to be in its original packaging with the prescription label attached.

Please do not send your child to Preschool if they are feeling unwell. The best place is for them at home where they can receive the care that they need. Also it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at Preschool we will contact you.

Infectious Diseases

The following information has been supplied by the National Health and Medical Research Council re exclusion from Preschool of a child with the following diseases / ailments. Please inform staff if your child has any of the following:

Condition	Exclusion
Chicken Pox	Exclude until all blisters have dried (usually 5 days)
Conjunctivitis	Exclude until discharge from eyes has ceased
Diarrhoea	Exclude until no diarrhoea for 24 hours
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.
Hand, Foot & Mouth disease	Exclude until all blisters have dried
HIB	Exclude until person has received appropriate antibiotic treatment for at least 4 days.
Head lice	Exclude until appropriate treatment has commenced
Hepatitis A	Exclude until a medical certificate of recover is received, but not before 7 days after the onset of jaundice or illness.
Herpes – cold sores	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.
Influenza and flu like illnesses	Exclude until well
Measles	Exclude for at least 4 days after onset of rash
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics
Meningococcal infection	Exclude until appropriate antibiotic treatment completed and until well
Mumps	Exclude for 9 days after onset of swelling
Ringworm, pediculosis (lice), trachoma, scabies	Exclude until the day after appropriate treatment has commenced
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash
Salmonella, Shigella	Exclude until no diarrhoea for 24 hours
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received
Whooping cough	Exclude the child for 5 days after starting antibiotic treatment or 21 days from the onset of coughing
Worms (intestinal)	Exclude if diarrhoea present.

First Aid

In the event of a serious accident we will call you, or your child's emergency contact. Staff will provide first aid and call an ambulance if needed.

If your child has a minor accident we will provide first aid, and an accident report note will be completed and explained to you at pick up time. This may include staff contacting you by phone. We complete further documentation if any medical advice is sought.

Change of Contact Details

If you change your address, phone or mobile number; your email address or emergency contact people, could you please let the Preschool know immediately. In an emergency, we need to know that we can make contact with you or your designated contact person.

Coming to Kindy



Admission Policy

This Preschool is supported by the State Government Department for Education. All children who turn 4 before 1st May in any given year are eligible to attend up to 15 hours of Preschool a week in the year before they start school. Special DforE policies operate for Aboriginal children and children with special needs.

Preschool Sessions:

Sessions will run from 8.45 to 11.45am and 12.15 to 3.15pm each Monday to Friday, with a half hour eating break for lunch.

If you arrive early, please remain with your child until starting time as staff may have administration tasks to attend to.

Please phone the Preschool if you are unavoidably late for pick up, so that we can reassure your child.



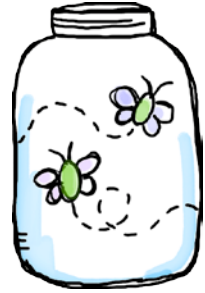
Attendance

Regular attendance at Preschool is encouraged. Children will get used to and maintain their Preschool routines more easily through regular attendance. Also, preschools are staffed on the number of children attending each session rather than the number of children enrolled at the centre, and so regular attendance means more funding for adequate resourcing.

Child Absences

If your child is absent due to illness, vacations etc. please contact the Preschool.

Policies



Fire and Emergencies

The Preschool follows a whole site Bushfire plan and whole school evacuation, invacuation and Bushfire procedures are practised with the children and staff on a regular basis.

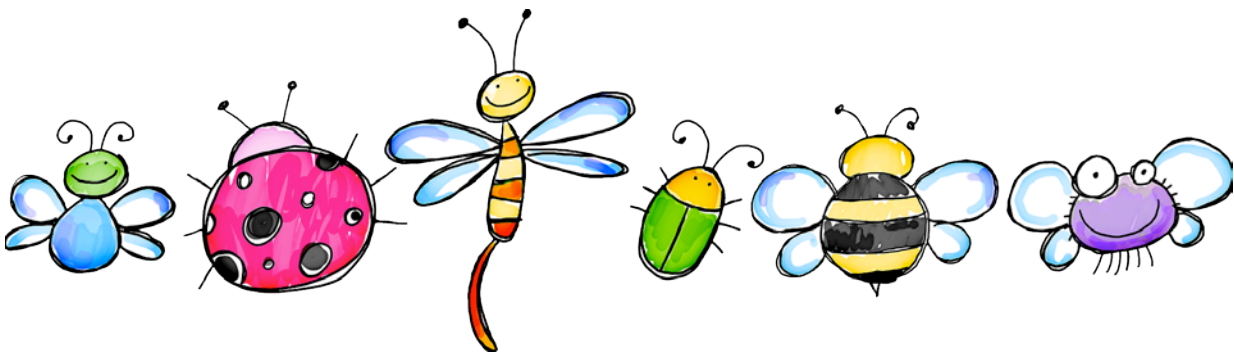
Policies

A number of site specific policies have been developed by staff, parents and the Governing Council to ensure the safe operation of the Preschool/school. These include:

- Behaviour Guidance Code
- Healthy Food and Nutrition Policy
- SunSmart Policy
- Hot Weather Policy
- School Volunteer Policy
- Parent Concern or Complaint Procedure
- And Risk Assessments

A copy of these policies are available upon request. There are many additional Department for Education policies by which we are also governed. Please refer to the website for further information

www.DforE.sa.gov.au/policy/pages/OSPP/policy_index



Communication

Newsletters

Our newsletters are published regularly in the term and are emailed to you. The newsletter includes coming events, rosters, learning events, photos, readings and any other interesting information. Please take the time to read them.

Notice Board and Community Notice Display

Please read the whiteboard located to the left of the entrance door at the beginning and end of each session for important information. This has relevant information for you to read and keep up to date with what is happening at Preschool. Other community information is also displayed in the entrance windows.

Assessment and Reporting

We use a variety of methods to record each child's progress during their Preschool year. One of these is their Learning Journey Portfolio, which is a collection of their creative work, learning stories, photos of play and achievements and observations on areas of development. These books are a valuable and precious record of your child's year at Preschool. They will be given to the children when they leave our Preschool. Formative and summative reports and interviews are held throughout the year. Parents are welcome to request an interview at any time.

Clothing

Clothing

- All clothing needs to be named
- Please dress your child in suitable clothing for active play including sturdy footwear

At Williamstown Preschool we have adopted the following SUN SMART POLICY.

The main features of this policy are:

- Children, staff and parents are expected to wear a bucket/broad-brimmed hat whenever the UV is 3 and above and they are involved in outside activities. We check the UV with children daily.
- Children, staff and adults will be encouraged to wear shirts with sleeves. To ensure your child's safety at Preschool tank tops and shoe-string straps are not considered Sun Safe clothing and are therefore inappropriate.
- We encourage children to play in the shade, wear hats and use UV cream in the sun. Please apply sunscreen to your child before you leave home each morning

Uniform

The Preschool has supply of fantastic Preschool T-Shirts for sale as well as high quality Williamstown Primary School hats.

BUSHFIRE ACTION PLAN

WILLIAMSTOWN PRIMARY SCHOOL, PRESCHOOL & OSHC

ALL EMERGENCIES	000
BUSHFIRE	1300 362 361
RADIO STATION	AM ABC 891
CFS WEBITE	www.cfs.sa.gov.au
DfE Fire Hotline	1800 000 279
Williamstown PS/Preschool	85246289

Williamstown Primary School has been rated as a “**High Risk**”R2 site. It will be **closed** when Catastrophic (Code Red) bushfire weather conditions are forecast for the **Mt. Lofty Ranges**. A list of sites to be closed will be available on the DfE website www.education.sa.gov.au. We will contact parents using our SMS, Skoolbag and Dojo messaging systems where possible. Please listen carefully to weather reports during the bushfire season and check the CFS website for bans and ratings <https://www.cfs.sa.gov.au/bans-and-ratings/>

In the event of a local bushfire in school hours, and once we have activated our bushfire response plan if you are collecting your children they will need be collected from the **main building (this is our bushfire shelter)**.

All schools now operate under the following guidelines

TOTAL FIRE BAN DAYS

On days of Total Fire Ban, signs will be displayed in each classroom to alert staff, students and parents of their roles on this day. Excursions may be cancelled. Offsite meetings may be cancelled. Parents may choose to keep their children home if this is part of their own family Bushfire Action Plan. Children collected during the day **MUST** be signed out at the front desk.

FIRE IN IMMEDIATE VICINTY/IMPACTING ON SITE

When any of the following occur:

- CFS broadcasts indicate fire is moving toward Williamstown
- Local emergency services advise that a fire will impact on the school
- Advice is received that a bushfire is burning in surrounding townships
- Confirmed sighting of nearby smoke or flame

Staff and students will move to the Main building (Bushfire Shelter). All students bring their bags and water bottles. Teachers bring class fire extinguishers. Class roll books will be checked and students made comfortable. School personnel will liaise with DfE and Emergency Services and prepare for the arrival and passage of the fire front. Parents, or nominated emergency contact people, may only collect their children if imminent fire danger has passed and if it is safe to do so. **ALL** children **MUST** be signed out at the main building (Bushfire Shelter).

Staff and students will remain until the situation has been assessed to be safe.

Staff will begin to reunite families.

Nominated staff members will remain on duty until all students have been collected.

For the safety reasons no student will be dismissed until they have been signed out by an adult.

CASTASTROPHIC FIRE DAYS/CODE RED

A catastrophic (code red) day is when the **Fire Danger Index** reaches and or exceeds **100**. It is likely that the Mt Lofty Ranges could expect a few catastrophic days during each fire season. If a catastrophic fire day is declared for the Mt Lofty Ranges, Williamstown School and Preschool, including the OSHC service will be closed for that day.

PLEASE KEEP THIS INFORMATION IN A CONVENIENT PLACE

Arrival and Departure of Children

Parents and/or caregivers MUST enter the Preschool to deliver and collect children. NO child will be permitted to leave the Preschool until the parent or caregiver has arrived and the child has been farewelled by staff. If you are leaving early for any reason, please make sure a staff member knows you are taking your child. Please advise staff if somebody other than a parent or caregiver is to collect your child and record it in the sign in sheet by the door. For your child's sake we will not allow them to go with others without your authority.

