INFORMATION BOOK

January 2014

Our Centre offers:

Sessional Preschool
Inclusive Preschool Program
Early Entry
Occasional Care
Playgroup
Bains Road Preschool

**Philosophy**
At Bains Road Preschool, we believe that each child is an individual, with their own unique family life and culture. Our aim is to support each child to develop to their potential, working in partnership with their family. We will report to families on their child’s development and learning using the National Curriculum “Belonging, Being and Becoming”.

As we strongly believe that children best learn through play, we strive to provide a learning environment with experiences (explicit and experiential), appropriate to their age, ability, learning styles and development.

**STAFF**

<table>
<thead>
<tr>
<th>Kindergarten Teachers</th>
<th>ECW Playgroup Co-ordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jacqui Roberts, Tracey Noble</td>
<td>Lesley Hudson, Frankie Mclean, Julianna Pilic</td>
</tr>
<tr>
<td>Inclusive Preschool Program Teacher</td>
<td>ECW - Sue Hill</td>
</tr>
<tr>
<td>Occasional Care</td>
<td>ECW - Marian Antwerpren</td>
</tr>
<tr>
<td>Preschool Support</td>
<td>ECW - Beth Farrow, ECW - Marian Antwerpren, ECW - Pam Clift</td>
</tr>
</tbody>
</table>

All staff at this centre are employed by the Department of Education and Children’s Development (DECS).

All staff are qualified and experienced in the specialised field of Early Childhood Education. We work as a team and continue to improve our skills by attending regular professional development.

**Additional support and Specialist Services**

In order to best support the learning and development of all children attending our centre we spend time getting to know the children and learning about their individual skills, knowledge and interests. If we become concerned about a child’s development during these observations, staff will discuss these with parents and a referral for further assessments may be recommended. If you have any concerns about your child’s development please make an appointment to discuss these concerns with the Director.

Referral can be made through the Support Services Referral Form to Specialist Staff available through the department who can provide free assessments and learning support through the Preschool Support Program. Specialists available are Speech Pathologist, Disability Coordinator, Early Childhood Psychologist, and Social Worker.

Children, who have been identified with additional needs in their learning or development through other agencies, may also be referred for additional assistance through the Preschool Support Program. Staff work with many other agencies including Novita Childrens Centre, Disability SA, Autism S.A., Children, Youth and Women’s Health Service (CYWHS) and Flinders Medical Centre and the Adelaide Women’s and Children’s Hospital, to support children’s learning.

Early Intervention is essential
Kindergarten Sessions
Our kindergarten is part of the Department of Education and Child Development and as such we abide by the Department’s Enrolment Policy.

If your child turns four before May 1, they can start kindergarten on the first day of Term One in that year. If your child turns four on or after May 1, they can start kindergarten on the first day of Term One the following year.

Aboriginal children and children under the guardianship of the Minister for Families and Communities may access preschool from 3 years until the age of 6.

Early Entry at preschool may be negotiated with the Director for children with additional needs.

Currently children are entitled to 15 hours of kindergarten a week.

Two full days Monday – Thursday  8.30am – 3pm
With an extra session on Friday (fortnightly)  8.30am – 12.30am

FEES - $100.00 per term
We would appreciate payment in the first 3 weeks of each term. An additional $5.00 may apply to late fees.

Inclusive Preschool Program
A Specialised Preschool Program for children with disabilities and high support needs.

In response to an increasing number of local children with significant disabilities, our centre has developed an expertise in providing support for these children within the preschool environment. In January 2004, Bains Road Preschool became one of 7 preschools Statewide offering an Inclusive Preschools Program funded by the state government.

A specialist Teacher and ECW 2 joined our preschool team, adding their skill and expertise in the planning and delivery of quality, developmentally appropriate early childhood programs for children with disabilities and high support needs. Our IPP can take up to 6 children who must be eligible for preschool attendance and meet the eligibility criteria for an Inclusive Preschool Program.

Children may be referred to this program by parents, agencies providing support, DECDS or other preschools. An intake panel considers all referrals and recommends placements.

Please make an appointment with the Director to discuss your child’s needs.

I.P.P hours of attendance are in line with the main preschool

FEES: $100.00 per term (as for sessional kindergarten)
Occasional Care
This is a short term child care service for children aged from 4 months until starting pre-entry, provided within our pre-school setting. This service is primarily for children of parents who are not in the workforce. Occasional Care provides a break for parents at home to give them time to themselves, attend appointments, go shopping, or enjoy a coffee with a friend etc. These sessions are integrated with the preschool sessions of 3 hours.

Under 2 years
Tuesday/Wednesday/Friday 8.30am - 11.30am
Over 2 years
Tuesday/Wednesday/Friday 8.30am - 11.30am
Tuesday / Wednesday 12.00pm - 3.00pm

FEES: $5.00 per session. Fees for 2nd child are ½ that of the first child. Other concessions are available.

Playgroup sessions (for babies through to 4 year olds)
This session is supported by a staff member
Thursday 9.00am - 11.00am

FEES: $3.00 per session per family +$10.00 annual utilities/playground donation paid to the Kindy

Attendance
Continuity is very important to your child’s social development as it builds confidence and strengthens friendships. It also sets up lifetime habits and a good routine for school. Staffing in Kindergarten is based on the number of children ATTENDING sessions not the number enrolled.

Please notify the centre if your child will be absent for any reason.

OUR LEARNING PROGRAM AND CURRICULUM

PLANNING, ASSESSMENT AND REPORTING
All staff collect information about the skills, abilities and interests of each child through observation, samples of work, photographs, staff discussions and parent chats. This enables us to assess children’s progress and if any additional assistance may be needed.
We base our curriculum planning on information we have gathered about your child as well as our knowledge of early childhood education, growth and development. Using the National Curriculum “Belonging, Being and Becoming” we plan learning experiences aimed to support your child to become an independent and enthusiastic learner.
Information about the National curriculum is included in this package.
Parents are welcome to talk with a staff member at any time. If you are concerned about an aspect of your child’s development we have access to a speech pathologist, early childhood psychologist, social worker, and special educator.

Be assured that these discussions are kept confidential.
Supporting Children’s Behaviour

Children's behaviour and how to support them in learning to manage and control their behaviour is an important area of child development. At Bains Road Preschool we recognise that children learn best in a caring environment where the wellbeing of everyone is considered through a consistent, positive approach to behaviour support.

We use a guidance approach to behaviour management, teaching children to begin to take responsibility for their own behaviour. We aim for children to develop considerate behaviour, which includes:

- Self discipline
- Cooperating with others
- Empathy for others
- Managing feelings appropriately
- Resilience

We encourage children to talk through situations, the choices they could make and the possible results of their actions. We have developed a SITE BEHAVIOUR CODE which outlines our beliefs about children and their behaviour and how we will support children and families.

Learning to get along with others and manage your own feelings and behaviour is one of the most important life long lessons we can learn. Kindergarten is an ideal place to learn and practise these skills with caring adults for support.

If you are concerned about your child's behaviour at home or at the centre please make an appointment to discuss this with the Director so that we can work together to help your child.

A full copy of the Centre SITE BEHAVIOUR CODE is available and on the website.

PARENT / CARE-GIVER PARTICIPATION

Our centre is not just for children; it is also for parents, caregivers and their families. We welcome and encourage your involvement and participation in any way. This could be:

- Member of the Governing Council
- Cooking with the children,
- Staying for a session, reading stories,
- helping children use the computer,
- Creative activities, woodwork, gardening etc.
- Joining us on excursions
- Assisting and attending fundraising activities
- Helping to clean up at the end of sessions and the end of each term
- Any other way you can think of!!
Parent Involvement in the Daily life of Kindergarten

Parents are welcome to stay for a session - this gives you a chance to see "behind the scenes" and to be actively involved in your child’s kindy experience. We also truly appreciate parent help in working with the children and helping to tidy up at the end of each session. Please have a chat with a staff member if you would like to stay.

Governing Council

The Governing Council is an integral part of local management and is involved in the yearly planning of the Quality Improvement Plan. The Governing Council is made up of parents, community members and staff who identify key priorities for development and improvement for the centre’s educational and care program.

The Governing Council is elected each year and consists of a group of interested parents and staff who work together to effectively manage the centre. Each month we meet to discuss issues such as the educational program, finance reports, fundraising, maintenance, community issues and much more. This is a very important role, as without a group of involved parents the centre cannot operate. It is also a great way for parents to meet others and have an active role in the decision making at the centre. Please see a staff member or another committee member if you are interested. New members always welcome.

Kindergarten Income

Our funding comes from Department of Education and Children’s Development, families using the service and from fundraising. We are responsible for paying electricity, telephone, gas, water, cleaning and grounds maintenance, purchase of all learning and play equipment, art and craft materials etc, and administration costs. This is managed by the governing council through the finance officer and finance subcommittee.

Donations

We are always in need of donations of boxes, containers, paper, cardboard, wool, material or any other “junk material” to use creatively. Please ensure that these are empty.

Please do not send laundry powder, matchboxes, toilet rolls or medication boxes.

School Transition

Please ensure that the director is aware of the school you intend your child to attend and that we are advised of any changes. We have contact with most of the schools in the local area and work together to make the transition to school a smooth successful experience for all children. We have profiles and information books from most local schools available to borrow through the parent library. If you have any questions or concerns regarding school attendance for your child please arrange a time to talk to staff about this.

Safety

It is essential that an accurate record of attendances is kept for administrative and safety purposes.

Parents are asked to sign their child / children in on arrival at the centre using the sheets provided on the sign in table.
Additional comments, such as who is picking up your child, can also be placed in this sheet. Please ensure that they are signed out again at the end of the session.

Children are taught to be Safe at Kindy and we ask that parents help children to also observe these rules before and after sessions.

**It is essential that Parents supervise their own children in the play area prior to, and at the end of sessions so that everyone is safe.**

Please be aware that staff need time to set up and prepare for sessions.

**Clothing and Footwear**
At Kindy children need to be comfortable and secure in moving on climbing equipment. Physical skills are best developed through children's active play and some items of clothing can restrict this freedom of movement or can be quite dangerous.

Please dress your child in clothes that are OK to get messy or dirty and do not restrict movement when climbing. Children must wear shoes or sandals.

**PLEASE NO THONGS, CLOGS, SLIP ON SHOES or GUMBOOTS PLEASE** as they can be very hazardous when climbing or running.

**Communication**
Newsletters are published regularly by staff and the Governing Council. We ask that you read them carefully and perhaps keep relevant details handy.

*Please check the noticeboard and your child’s pocket regularly*

You are always welcome to have a quick informal chat with a staff member but if you need to discuss something in detail please make an appointment and let the staff member know what it is about so that we can be ensure that we have all relevant information and can spend time with you.

**Parking at the Centre**
The Department of Education and Children’s Services has provided space for 21 cars to park within the Centre car park. This is Department, not council land, provided for families attending this centre. The entrance is accessed from Bains Rd. There are 2 parks provided for people holding a Disability Parking Permit. **Please do not park here unless either you or the child you are transporting has a disability and have a permit. As we have an Inclusive Preschool Program there will be children with a disability attending and their parents may use these parks.**

We have approximately 50 families who need a car park at the beginning and end of each session, and especially on **Tuesday, Wednesday and Friday** when we have our Occasional Care program.

We would ask that if you are taking older children to the **Woodcroft College** and intend to stay with them, please consider that other families who may need to use your parking space and park elsewhere at these times.

*Please adhere to the 5 km speed limit in the Car Park.*
HEALTH AND MEDICAL INFORMATION

Children’s, Youth and Women’s Health Service (CYWH) Preschool Screenings
Each term CYWH nurses conduct developmental screenings of 4 year old children at the kindergarten. This screening checks vision, hearing and general development as well as offering a chance to chat with the nurse about your child and their development. Please ask about when the next screening is to be held so that we can ensure your child is included.

Health Policy
We encourage the use of general health and safety guidelines so that the environment is safe for all children and adults. We particularly need parent help, as these habits are not just learned at Kindergarten.
These guidelines are:
- Teaching children to wash hands thoroughly; to eat healthy food, to safely handle and prepare food and to enjoy animals safely.
- Staff use safe practices in Nappy Changing and Toileting, and handling of blood and body fluid spills. (when necessary)
- Regular professional cleaning of the centre, inside and out
- Safe disposal of needles and syringes if found on the premises.

Please keep children at home if they are unwell. We will contact you if your child becomes unwell at Kindergarten.

Medical Requirements
If your child needs to take medication in general it is best if this is administered at home. Most medications these days can be administered 2-3 times per day outside of kindy time.

If Medication must be administered during attendance at Kindergarten staff MUST follow the following guidelines
- A Medication Plan and if needed, the detailed plan for Asthma, Epilepsy, Anaphylaxis or other specific conditions MUST have been completed by a doctor detailing dosage and symptoms as well as emergency action if needed. This must then be signed by the parent.
- Medication must be supplied in original containers and labelled with the child’s name and correct dosage.
- Staff must be willing and trained to administer the medication.

We often have children attending who have an Anaphylactic (life threatening allergic) reaction to certain foods and other substances. This may mean we need to restrict those triggers in the centre. We appreciate your cooperation in ensuring a safe environment for every child.

Healthy Food Policy
We aim to promote good nutrition and safe healthy eating habits. Our Food Policy has been developed with the help of a dietician, parents and staff. A copy of the policy is attached – Please read this carefully. Children will need a CLEARLY NAMED drink bottle with a secure lid.
- WATER ONLY and NO PACKAGED FOOD PLEASE!
- As we regularly have children with allergies it is important that this is adhered to. We appreciate your assistance in providing a safe environment for every child.
Birthdays
It is important for children to celebrate special events, so we do celebrate each child's birthday with a felt cake with the appropriate number of candles. Please let us know if your child is having a birthday.

Birthday cakes and other sweet foods are not permitted due to our Healthy Lifestyles program aimed to promote healthy eating.

Sun Smart Policy
All children will need a CLEARLY NAMED appropriate hat (legionnaires or wide brimmed – which protect the face, neck and ears) to wear in terms 1 and 4. Hats with the Bains Road Preschool Logo are available for purchase. We should all model this for children by wearing an appropriate hat. Children who do not have hats will have to play in areas protected from the sun eg verandah or inside.

NO HAT, NO OUTSIDE PLAY

Equal Opportunity
No family will be disadvantaged or discriminated against because of their race, religion, nationality, ability, gender, financial situation or marital status.

Please do not hesitate to contact staff if you have any questions or concerns.

Grievance Procedures

You are always welcome to speak to the Director about any issue of concern to you. Please let the director know what you wish to discuss and make an appointment so that you can be assured of him full attention. Most issues can be resolved if they are discussed openly and honestly. Copies of the Grievance Policy are available.

If this does not resolve the issue you may wish to contact the DECS Regional Office on 82073700 – our Education Director is Christine Hatzi. The office will be able to advise you of the process to take if you are not satisfied that the matter has not been dealt with.

We can only address an issue if we know about it