GAWLER EAST PRESCHOOL

INFORMATION BOOKLET

ADDRESS: 1 FINCH ROAD
GAWLER EAST

POSTAL ADDRESS: PO BOX 551
WILLASTON
SA 5118

PHONE: 85230166
FAX: 85230877

Email: dl.2691_leaders@schools.sa.edu.au or Sandra.Ball13@schools.sa.edu.au
Website: www.gawlerpre.sa.edu.au

17/12/2012
Welcome to Gawler East Preschool

Welcome to Gawler East Preschool. We trust that your association with our centre will be enriching and rewarding. We have compiled this information pack to provide you with initial information about our preschool.

Please keep this document in a safe place, as you may wish to refer to it on occasions throughout your child’s preschool education.

At Gawler East Preschool we are very happy for children and parents to use our first names. The staff work as a team, so please don’t hesitate to approach any of us with your queries or problems, however if your question is specifically about your child please speak to your child’s “key teacher” in the first instance, as she will have the most up to date and accurate information.

Kindergarten Staff

The kindergarten is staffed by the Department for Education and Child Development (DECD), based on the numbers of children attending the centre during reference weeks. We currently have 1 full time and 3 part time staff members. There are always at least 2 University trained teachers on site. Staff:

**Director:** Sandra Ball (full-time)
*(Diploma of Teaching & Bachelor of Education both in Early Childhood Education)*

**Teachers:** June Hall
*(Diploma of Teaching – Early Childhood Education)*

**Early Childhood Workers:** Leanne Vermeeren
Janet Fullick *(Certificate 3 in Children’s Services)*

**Volunteers:** We regularly have volunteers at the preschool
We are lucky to have
Ray – volunteer handy man once per week

**Other staff:** When needed additional staff are employed.
The kindergarten often has workers at the centre to help with children with particular needs.
CORE BUSINESS

Our Core Business is to provide a stimulating and quality educational program for four year olds. This will be done in a safe, nurturing and inclusive environment, in which the key focus is the individual child. Children’s individuality is recognised and celebrated, as we provide for and respond to, individual needs. A positive self-concept is considered crucial to a child’s development and at Gawler East Preschool; the staff is committed to promoting each child's feeling of self worth.

OPERATIONAL PRINCIPLES

The Preschool will operate in an organised and professional manner. Staff, volunteers and council members will be expected to speak with one voice and operate within the values and beliefs of the preschool, supported by Preschool policies and procedures. The well-being and learning needs of the children, will be the primary consideration in all decision making. The Preschool and staff will build a supportive preschool environment which values diversity and promotes as essential; care, respect and co-operation. The Preschool will aspire to a culture of inquiry for improvement and best practice.

VALUES

At Gawler East Preschool we value:
- Supportive, positive and respectful relationships
- a focus on wellbeing of all
- a focus on improvement
- open, honest and collaborative communication
- self-esteem
- families as being central to the child’s early learning
- clear plans, goals and expectations
- a supportive, positive and stimulating learning environment

BELIEF STATEMENT

At Gawler East Preschool we believe children learn best when they
- feel safe and valued
- have positive relationships with their teachers and peers
- have many opportunities to learn and explore through play
- have FUN

We support this through a focus on best practice and improvement which
- establishes and maintains clear expectations, limits and routines
- provides a relevant, stimulating, inviting and challenging play based curriculum and environment
- values and supports relationships
- supports wellness of all
Curriculum

Our curriculum is based on the philosophy that play is the medium through which young children learn. Play is creative, non-prescriptive and essentially child-directed, enabling the child to wallow in the “process” rather than concentrate on producing an identifiable end product. Play is not only natural; it is essential in the life of every child! Sadly the very word “play” obscures its importance, because in our culture, it means the opposite to work.

And yet it is a child’s work. It is the serious business of experimenting, practising and learning…and it is also FUN!

At Gawler East we believe strongly in the value of consistent routines and expectations, and the explicit teaching of these along with basic skills.

As with the rest of Australia, Gawler East Preschool is using the National Curriculum Framework – Early Years Learning Framework – Belonging, Being, Becoming or EYLF.

The Early Years Learning Framework (EYLF) describes childhood as a time of Belonging, Being and Becoming. Belonging is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place. Being is about living here and now. Childhood is a special time in life and children need time to just ‘be’ - time to play, try new things and have fun. Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become. (EYLF Families Guide, 2009)

This framework defines the 5 Learning outcomes as:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

The Framework also articulates effective and appropriate principles and practice to support development of each child.
Outcome 1: CHILDREN HAVE A STRONG SENSE OF IDENTITY
- Children feel safe, secure, and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
- Children develop knowledgeable and confident self identities
- Children learn to interact in relation to others with care, empathy and respect

Outcome 2: CHILDREN ARE CONNECTED WITH AND CONTRIBUTE TO THEIR WORLD
- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment

Outcome 3: CHILDREN HAVE A STRONG SENSE OF WELLBEING
- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing

Outcome 4: CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS
- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials

Outcome 5: CHILDREN ARE EFFECTIVE COMMUNICATORS
- Children interact verbally and non-verbally with others for a range of purposes
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and pattern systems work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking
As of January 2012 our Preschool introduced 15 hours of preschool for eligible 4 year olds. Children at our preschool receive 30 hours over a two week period. At the start of 2013 the options are:

- **Option 1:** Monday & Wednesday 8:30 - 2:55pm
  And alternate (odd school week) Friday mornings 8:30 – 12:30
- **Option 2:** Tuesday & Thursday 8:30 - 2:55pm
  And alternate (even school week) Friday mornings 8:30 – 12:30

These options will be offered in 2013 (when vacancies) exist to children who meet the criteria as stated in the “Starting Preschool in 2013” fact sheet. To start in term 1 or 2 2013 children will be:

- Four years or over
- Starting school in January 2014

At times the preschool will operate using a Priority of Access Policy. This policy gives priority of access of enrolment to those children living in our Priority area and/or children attending the Gawler Community Child Care Centre. For full details of this please see the Priority of Access Policy included in the policy booklet. This policy will be reviewed once again during 2013.

**Please note:** 2013 will be an unusual year for us with enrolments reducing over the year. The preschool reserves the right to change these options in an effort to manage enrolments. Families will be notified of any changes in advance.

**SESSIONAL PRESCHOOL**

Some children may be eligible under the DECD enrolment policy for up to 4 sessions of preschool before the age of 4. This includes Aboriginal children and children under the Guardianship of the Minister and/or children with special needs. These children will be considered equally in the placement process. Whenever possible a couple of sessional positions will be held after placement of all children to accommodate emergency placement of these children.

**CHILDCARE**

The Gawler Community Child Care Centre provides a (walking) pick up and drop off service if required. It may also be used to provide lunch for children using a combined preschool/child care service. Judy’s Child care also does pick up and drop off (vehicle service) when arranged.

**PRE-ENTRY**

With eligible preschool children now utilizing the Fridays and the introduction of “Same First Day”, pre-entry will not operate in the traditional way of one term of pre-entry prior to kindy start. We will be developing a “transition” program for children over the coming months.

**PLAYGROUP**

Playgroup is currently not operating.

**EARLY ENTRY / EXTENDED KINDERGARTEN (Government Funded)**

Allows a child to have more than one year of sessional Kindergarten and/or enter the programme early. Available in exceptional circumstances, for children with additional needs, and only when vacancies exist after eligible children are placed.

**All Services depend on vacancies and staffing.**

**Sessional and 15 hour preschool program has priority over all services.**

*Please see the Priority of Access Policy for additional information.*
# PARENT CONTRIBUTION – TERM FEES

Payment of Fees is preferred via internet transfer. Alternatively Fees can be placed in an envelope with the child’s full name clearly marked on the front. Parents may choose to pay the fees in full or part payments to suit family budget. While “discounts” are not readily available, please feel free to discuss any queries with the Director.

- Preschool - 15 hours program - $70.00 per term (for a 10 week term)
- Sessional preschool program - $55.00 per term or $5.50 per week.

Lunch time “care” is now part of the program and no additional fees are added for this service. Lunch is not provided – see Healthy Food Policy. All fees are GST free.

## Fundraising Levy

An additional $11 (GST inclusive) fundraising levy is in place for 2013. This reduces the number of “fundraisers” to make this workload more manageable for our Governing Council members. There may be two or three fundraisers held with this, with a specific project in mind on occasions. For example one year our rain water tank “broke” and we held an Olympic-a-thon to raise funds to replace this as it had not been budgeted for that year.

## INTERNET TRANSFER

Internet Transfer is available and preferred by the preschool. It offers a great alternative for busy parents, and reduces time spent on banking and counting money! The details are as follows:

1. Log on to your bank/credit union
2. Choose either “transfer money” or “make payment” or “internet transfer” or any other feature that allows you to transfer funds to another account
3. Enter the preschool BSB and Account number – BSB 105-009 Account number: 065781840
4. Enter your child’s name and details of what it is you are paying for eg John Smith term 1 fees or John Smith excursion
5. Enter “make transfer”
6. Print yourself a receipt or make note of the receipt number. The information you type in (your child’s name and what the payment is for) will appear on our bank statement – so it is critical that this information is entered correctly.

Your prompt attention to payment for any money is appreciated. If you have any difficulties with payment please approach the Director (Sandra).

## DECD SERVICES

Further services may be available, when staff is provided by D.E.C.D. These may include:

- **Pre-School Support program:** provides additional staff to provide extra support to children with special needs.

- **Bilingual Support Program:** provides staff, fluent in two languages to provide support for language and culture in the Kindergarten.

- **Special Services:** provides varying levels of support from assessment, therapy and counselling, to advice and training, for parents, teachers and children to assist individual needs, including Speech Pathologist, Special Educator, Social worker, psychologist, Aboriginal Community Worker, etc.

- **Speech Pathology Services:** available on referral. DECD Speech Pathologist visits the preschool 2 or 3 times per term meeting with parents to provide a home program for the parent to use at home with their child. He/She also provides advice and training to preschool staff, where needed.
Your child needs the following basics to attend kindergarten:

- **Comfortable “sun smart” play clothes** – which do not restrict your child’s participation in any of the activities. They should be loose and comfortable for active play. Also washable / stainable so that children can participate in messy learning experiences. All tops and shirts must have sleeves and collars are preferred if available to protect the back, neck and shoulders. The preschool has T-shirts available for purchase to meet our requirements. Please see display. Please name all items of clothing for easy identification and check the lost property box regularly.

- **Sensible footwear** – sandals, shoes and or sneakers are preferable to thongs and high heels/platformed shoes. These are unsafe for gross motor activities.

- **Hats and sunscreen** – please see complete details in policy booklet.

- **A healthy snack** – please see details in Policy. Fruit and vegetables preferred snack. Remember this is meant to be a snack only.

- **A kindy bag** – to transport food, hat, kindy work etc.

- **Lunch** – if your child is attending a full day. See details provided when enrolled in these sessions.

### Delivery / Collection

Please escort your child inside the building on arrival, and help them find their name card to place in the sign in box. Please sign your child in and out. Also, be sure to notify us if someone unfamiliar to us is collecting your child from kindy. This should be recorded on the “Comments” column on the sign in sheet. If possible, introduce people who are likely to collect your child, to the staff before they do so. Remember if their name is not on the “emergency list” on your enrolment form, children will not be released, unless prior arrangement is made. Any restrictions due to court orders (such as custody) will need to be provided in writing with a copy of the order. We are unable to enforce court orders without this documentation. Children must not be taken from the centre without first informing a staff member and completing the sign out sheet. Children are to be collected by an adult. Your support enables us to constantly be aware of the whereabouts of each child.

*Gates are locked during session time – with only the car park gate accessible at all times.*

### Health and Safety Information

#### Absences From Kindergarten

If your child is absent from kindergarten due to illness or vacation etc. please inform staff. We particularly need to be informed of any contagious illness, so that we may inform parents and take appropriate precautions. To avoid spread of disease, we ask that children do not attend the centre if they have a contagious illness or require medication. Please see Policy for more information.

#### Medical Information

Please keep the staff informed of any changes in your child’s medical history e.g. allergies, asthma, recurring ear infections etc. If your child requires medication during kindergarten hours, an Action Plan and / or Administering Medication form needs to be completed by your Medical Practitioner. If your child requires particular care either daily or in an emergency, specific forms and plans need to be completed prior to your child starting preschool.

#### Severe Allergic Reactions

The Preschool reserves the right to “restrict” foods or items at short notice if this is deemed a risk to any child in our care. This will be considered carefully, however our primary concern will be the health and safety of each and every individual child. Parents will be informed of any restrictions in place. There is currently a restriction on nuts and nut products at the preschool in support of children with allergies to these products. Please see Healthy Eating / Snack Policy.

17/12/2012
TOILETING

It is recommended (and assumed) that children are independent with toileting upon starting preschool, however we know that this is not always the case. If your child has some difficulties in this area please speak to one of the preschool staff.

Facilities for managing accidents are very limited. We have no laundry facilities or change area, so parents may be contacted if staff believe the child is distressed or requires additional cleaning or clothing. Due to Child Protection regulations, there are some restrictions to staff “involvement” in toileting – so these should be discussed with staff if you are at all concerned. If at all possible we recommend parents begin to encourage their child to practice routines (such as wiping bottoms) to encourage independence.

Toileting accidents are recorded and a slip is placed in your pocket daily for “minor” accidents. If you need any further information on this please speak to a staff member.

GATES

Again, on the subject of safety, please make sure gates are always closed securely on entering and leaving, as they don’t always latch properly. Please do not let other people’s children in or out! This applies to children in the care of Child Care Centre workers. Do not allow these children through any gate – this is the responsibility of the worker.

All gates except the car park entrance gate is locked during the day to ensure staff can easily monitor visitors arriving and leaving the preschool. Please use the car park gate if you arrive late or if you are attending in the afternoon. Gates will re-open at 2:45pm for easy access by all parents collecting children at this busy time. Thank you.

SMOKING

The grounds, car park and building (and in fact any area the children visit on excursions etc.) are a Smoke Free Zone. In acknowledgement of this please refrain from smoking near fences and gates – as the smoke tends to ignore the boundary!

CHILD ACCIDENT

Did you know that children are not covered by insurance while at kindergarten? Please check with your own insurance company for cover (accident, ambulance etc.). On collection of your child, please check your information pocket. There may be a child accident report slip regarding your child.

SUN SAFE POLICY

Children are required to wear a hat and suitable clothing all year to establish a sun smart routine. Please apply 15+ sunscreen and send a suitable hat for your child. See policy booklet.

“No Hat – No Outside Play!”

The preschool has sun safe (logoed) shirts and hats available for purchase. Both items meet the Cancer Association guidelines.

BIRTHDAY CAKES

The Preschool follows DECD guidelines for healthy eating. Birthday cakes do not fit with these guidelines so we ask that parents do not send cakes or lollies etc to preschool on birthdays. Please chat to your child’s key teacher before your child’s birthday to organise what may happen to make your child feel special.
OTHER INFORMATION

DRINKS

Pura tap water is provided by the Kindergarten. Children are all encouraged to drink a cup of water as they come inside from outside play for group times (twice per session). In hot weather the frequency is increased. Clean cups are available for your child to use. You may send your own cup for the child to keep in their bag or alternatively we allow water to be sent in “gulper” bottles, which are easy for young children to open and close on their own. Please do not send any other drinks to kindy due to allergies - and as they attract ants, wasps etc!

TOYS

We ask that children DO NOT bring toys from home. The centre accepts no responsibility for damaged or lost personal toys.

RETURN ADDITIONAL ITEMS

If your child arrives home with any “additional” items other than their artwork, please return them to the preschool.

POCKETS

Every child in kindy has a “pocket” where all correspondence from the kindy will be placed. It will be under your child's name! Please check it daily in order to keep up with information and coming events, and to check for first aid and toileting notices. Please see the staff if you are unsure where your child’s pocket is located.

INFORMATION CHANGES

Please contact the Centre immediately if there are changes to the details on your child’s enrolment form, eg. address, phone number, emergency contacts, etc.

FUND-RAISING

In order to supplement the fees the council endeavours to raise funds to help with the running and development of the kindergarten. This may be for a specific purpose (eg extra shade in the outdoor area) or to make ends meet. The council often chooses to use a fundraising levy in place of fundraising events to ease the workload on council members, and to share costs more evenly. There is currently an $11 levy (including GST) in place for each family for each term at preschool. There will be no regular fundraising at this time. We will however sometimes offer options to families to purchase items that we believe are worthwhile and of a good price (such as educational toys, books, family portraits) and these often have some financial or “in kind” benefit to the preschool. Keep an eye out for these.

If we can follow these guidelines all of our children will have a safe, wonderful time at Kindy.

17/12/2012
The kindergarten is managed by the Director of the kindergarten, Supported by members of the “Governing council”.

The Council meets with staff once a month for around 2 hours. During that time we discuss many issues including –

- Maintenance,
- DECD requirements,
- Reports
- Finance management,
- Our plans and targets
- Occupational Health and Safety
- Community information

While most meetings are open meetings, some meetings or parts of meetings may be “closed” and have members only in attendance.

The Council is a great way to support your child’s education and keep in touch with what’s happening. It’s also a great way to meet new people. The importance of the council cannot be over emphasised. Feel free to approach any of the staff or Council members with your ideas, concerns and questions. Meetings will be advertised in the Newsletter, and currently happen on Tuesday evenings from 6.45pm.

In partnership with the director and staff the Council works to achieve the following:

- Site Learning Plan for the Centre – which outlines to the community the centre’s Core Business, Centre Directions and Improvement initiatives
- Report on the centre’s achievements through the Annual Report and Annual General Meeting.
- Develop Partnerships with Parents
- Keep and record records of meetings etc.
- Develop partnerships with nearby school and Child Care Centre.
- Support Professional Development of staff
- Support centre, District and State plans and initiatives
- Support Centre Director and Staff in managing any crisis or issue.
- Provide and maintain a safe and healthy environment for staff and children
- Maintain and improve grounds, building and equipment
- Implement of Centre Asset Management Plan
- Generate funds
- Run and attend working bees and clean up days
The Staff at Gawler East Preschool believe that parents are an integral part of a successful kindergarten and their involvement in our centre is highly valued. We are a Local Management kindergarten, and the success of this relies on strong and positive partnerships with parents.

*Parents and carers are always welcome.* We encourage you to stay and become involved, even if it is for only five minutes. As we are a very busy kindergarten, often planning to stay for a short period will enable you to catch up with teachers. Parents who wish to volunteer their help on a regular basis will require a Police Check. Please speak to the Director.

You could also join us by:

- Membership on the Governing Council Meeting – see Sandra for further information
- Assisting children with activities
- Staying during sessions (or for part of the session).
- Asking questions.
- Sharing information - confidentiality is assured.
- Reading/looking at the information and children’s work displayed.
- Coming on an excursion.
- Supporting fund-raising events by selling raffle tickets, pizzas, family portraits, etc
- Doing some cooking with the children.
- Reading a story.
- Cutting up collage materials – there is often a materials for parents to prepare in our “Parent Help Box”
- Helping to clean up (at the end of sessions)
- Doing some posters for upcoming events
- Weekly washing
- Joining the Computer roster
- Playing the guitar, or another musical instrument.
- End of term clean up or working bees
- Joining a Committee/Governing Council - many hands make light work!