

Woodville Gardens School B-7

Children's Centre

Preschool

INFORMATION 2016



Ridley Grove
Woodville Gardens 5012
Children's Centre: 8414 8688
School Front Office: 84140 8600
Fax: 8414 8650
Email: carla.zarlenga@wgs.sa.edu.au



Woodville Gardens School B-7 Leadership

Fiona Voigt	Principal
Ashley Christie- Ling	Head of School Early Years 0-8 years
Carla Zarlenga	Assistant Principal, Preschool Services

Please see photos near the preschool entrance for your other preschool staff.

Preschool session times

Monday to Friday

Morning Session: 8:45 - 11:45am

Afternoon Session: 12:15 – 3:15pm

Preschool Daily Routine

8:45am	Start of session	12:15pm
	Inside play	
9:10am	Roll call	12:40pm
	Story (small groups)	
	Inside play	
10:10am	Pack up inside	1:45pm
10:20am	Outside play	1:55pm
11:20am	Pack up outside	2:45pm
11:30am	Relaxation/Group time	3:00pm
11:40pm	Goodbye	3:05pm
11:45am	Session ends	3:15pm

Fees

Fees are charged each term:
\$55 per term
\$5 per booked lunch care
\$5 late fee

Paying fees

Invoices are placed in your child's newsletter pocket. Payment is required by the end of week 4.

Payments can be made a number of ways.

- Cash at the Finance window near the school library between 8:30am - 9:00am.
- Visa/Debit card at the front office
- Centrepay: free direct bill paying service from your Centerlink payment. Please see school front office staff for application for centre pay.
- It is really important to pick up your child on time. Sometimes children can become anxious and worried when other parents are picking up their children on time. However, we do understand that sometimes being late is inevitable. Please ring the preschool if you are going to be late. A \$5.00 late fee for continues lateness will be applied.

School Term Dates	Term 1	Term 2	Term 3	Term 4
2016	1 Feb – 15 Apr	2 May – 8 Jul	25 Jul – 30 Sep	17 Oct – 16 Dec
2017	30 Jan – 13 Apr	1 May – 7 Jul	24 Jul – 29 Sep	16 Oct – 15 Dec
2018	29 Jan – 13 Apr	30 Apr – 6 Jul	23 Jul – 28 Sep	15 Oct – 14 Dec

When will my child start preschool?

Children begin at the start of Term 1 each year.

Children who turn four **before April 30th** will begin preschool on the first day of Term 1.

Children you term four **after April 30th** will begin preschool on the first day of Term 1 the following year.

Please note: Aboriginal and Torrens Strait Islander children and those under the guardianship of the Minister are eligible to begin preschool from the age of three, if vacancies are available.

More information can be found on our DECD website: www.decd.sa.gov.au

What to bring to preschool

Write your child's name on everything.

- Bag



- Hat that covers ears, face and neck



- Change of clothes
- Enclosed shoes, sandals or sneakers



- Drink bottle – **WATER ONLY** (no cordial, juice or milk)



- 1 piece of **fruit** or **vegetable** for a health morning or afternoon snack per session
- For those staying for lunch a healthy packed lunch in a named lunch box or container.

Nutrition Policy

We promote safe, healthy eating habits in line with the Right Bite Healthy Food and Drink Supply for South Australian Schools and Preschools. Through this policy, we are enabling children to establish lifelong, healthy eating habits that support their development, learning and wellbeing.

Some Ideas for lunch

- Sandwich, roll or wrap with a savoury filling
- Salad or fresh vegetables
- Fresh or dried fruit
- Cheese
- Yogurt

Please separate your child's **snack** from their **lunch** and name both containers. We have an iced esky for safe storage of food or we recommend using a cold pack.

NUT AND EGG AWARE ZONE

We have children attending with nut and or egg allergies. In some cases NUT and EGG allergies can be life threatening so our preschool is a

NUT & EGG AWARE ZONE

To keep everyone safe, products containing NUTS or EGGS **must not** be brought to preschool.



Sun safety

Please remember to pack your child's hat.

Every child needs to wear a hat when playing outside in Terms 1 and 4. The hat must provide protection to the face, ears and neck.

We suggest a broad brimmed hat



or a legionnaire hat



or a bucket hat



(with at least 5cm brim).

Children must always wear **protective, sun-safe clothing.**

Children must **wear safe enclosed shoes.**



Children can wear rubber boots in the preschool digging patch.

Please **do not** send your child to preschool wearing crocks, slippers, thongs, ugg boots or high heels.



Arriving at preschool

The preschool sessions starts at **8:45am** or **12:15pm**.

Please supervise your child until the preschool doors are open. If you come early this is a good opportunity to spend quality time in your child's outdoor learning area.

An adult must accompany children inside the preschool on arrival.

Encourage your child to:

- Put their bag in a locker
- Put their lunch in the esky(if applicable)
- Say hello and greet staff
- Help your child find their photo

Parents need to:

- Sign in/out their child on the attendance sheet every day. This is a requirement of the National Quality Standard.
- Notify staff if your child is going to be collected by someone different.
- Check your child's newsletter pocket for any notices.

Leaving your child:

When you are leaving, please say good-bye. It is important that you do not go without saying goodbye as your child may lose trust and confidence. Please speak to staff if your child is having difficulty with separation. If your child does not settle once you leave staff will call you.

Children's Birthdays

At our preschool, we like to acknowledge this special day by singing happy birthday, asking your child to share their day and by giving your child a special birthday certificate. Due to the number of children with different food allergies and in keeping with our healthy eating policy, we are unable to allow children's party food. But if you would like to bring extra fruit, the children will celebrate with a healthy acknowledgement. Thank you for your support.

Collecting your child

- The preschool sessions finish at 11:45am or 3:15pm.
- Staff will farewell your child when we see you or the identified person collecting your child at an appropriate break at group time.
- If you are running late, please phone the preschool on 8414 8688, so that we can reassure your child that you are on the way.
- Please be punctual when collecting your child because they can become upset if they are the last child remaining.
- There will be a late fee issued of \$5.00 if you are regularly late in collecting your child.

Collection of children by friends and extended family

When you enrolled your child in our preschool, you nominated who has the authority to collect your child. If your child is being collected by a person other than a parent or regular carer, and they do not have authority to collect your child:

- Please speak to a staff member and they will write the person's name on our daily messages sheet.

If you forget to tell a staff member, please telephone the preschool during the day. We will confirm your child is going with the correct person and we may ask for identification.

Sharing Information and Confidentiality

We encourage families to share as much information with staff as possible to support your child's learning and development. There will be a number of opportunities to do this throughout the year, so we thank you for your support.

Please know that all the information you share, including medical and health information is treated confidentially.

Toys from home

We do not encourage children to bring toys to preschool as they can get lost and damaged.

EVERY DAY COUNTS

To help your child gain the most from their time in preschool it is important that they attend each session.

Children who attend preschool regularly have the opportunity to:

- Develop friendships
- Learn new things
- Build on what they have learnt
- Follow routines

Regular attendance supports your child's participation in the education program.

Remember, to always ring 8414 8688 first thing in the morning or at the earliest possible time and let staff know that your child will be away. If you need to be away for any extended time, e.g. family holiday, please let staff know.

If you have any difficulty getting your child to preschool, talk to the preschool staff for help. By working together we can support the regular attendance of your child and help set up good learning habits for life.

Health

Please keep staff informed of any medical conditions or allergies as the year progresses. While it is important that children attend preschool regularly, please do not send them if they are unwell.

To ensure that cross infection does not occur between children, children with heavy colds, congestion and temperatures should be kept at home.

Do not send your child to preschool if they have had diarrhoea within the past 24 hours.

We will contact you if your child becomes ill at preschool and ask you to collect them.

If you get a new phone number, remember to tell a staff member, so that if your child does become ill, we can contact you.

Infectious Diseases

Please notify staff if your child contracts an infectious disease such as chicken pox or conjunctivitis.

Your doctor can tell you when your child may return to preschool.

What to wear at preschool

At Woodville Gardens School B-7 Children's Centre (Preschool) we encourage appropriate clothing and footwear that enables your child to fully participate in the learning program offered here. Your child should be able to run, climb, crawl, play in the sand pit, dig in the mud pit, join in art activities and join in water play.

Clothes should be comfortable and easily washable.

Although smocks are provided for some activities, it is inevitable that some clothes will still get wet or dirty. Staff encourage children to wear smocks but they are not responsible for ensuring children to stay clean – your child needs to be able to paint, draw, paste, cut, dig, play in the sandpit, play in the mud, play in the water and engage with the many other 'messy' learning experiences without worry. Please ensure all clothing is sun safe.



Shoes

Please do not send your child in thongs, slippers or slip on shoes as these can be dangerous when the children are climbing and running.

Working Together

- We know that learning outcomes are most likely to be achieved when we work in partnership with families. We believe that **families are children's first and most influential teachers**, so we really look forward to building a strong partnership with you as we work together to support your child's learning and development. **Everybody is welcome to be part of the children's learning and this may include grandparents and extended family members.**
- Share your culture, area of interest/and/or skills with the staff and children. Please share with us if you can play a musical instrument, sing, paint, draw, and love to cook or garden or if you can help us celebrate a special cultural event.



Governing Council

Governance of our preschool is the responsibility of Woodville Gardens School B-7 Governing Council. The committee consists of parents, staff and community members from the whole school community. Members are elected each year at the Annual General Meeting. They meet twice a term for a meeting at the agreed time.

Please consider joining the Governing Council Committee.

All parents and caregivers are most welcome to join the committee. It is a good way to find out what is happening in the preschool and contribute to preschool and school decisions. It is also a great opportunity to meet other parents and make new friends.

Childcare

Childcare is available in our Children's Centre. It is a community based childcare that provides long day care for families in our area.

If you need a childcare please speak to Megan Mefail - Childcare Manager for details – 84148688



Dental Care

Dental Care is **FREE** for **ALL** preschool and most school-aged children at School Dental Service clinics.

Your local clinic is located at:

The Parks Community Health Centre

Trafford Street, ANGLE PARK, SA 5010

Please call 8243 5629 to make an appointment

SA Dental Service participates in the Child Dental Benefits Schedule. A small fee may apply for children who are not eligible for the Child Dental Benefits Schedule.

Community Development Coordinator

Nicola Williams is an Early Childhood Teacher and the Community Development Coordinator at Woodville Gardens School B-7 Children's Centre.

As your Community Development Coordinator there are a range of ways she can offer support & information for you and your family. Her role is to help make caring for children from Birth to 8 years old as challenge-free as possible.

Whether it is supporting you with any health or developmental concerns you have regarding your children, linking you with local support services or simply being someone you are able to ask questions, she is always happy to have a chat and offer herself as a resource to you and your family.

Nicola can give you information about onsite Playgroups as well as offering Parenting Programs and opportunities for parents to build skills and become involved with activities within the school site.

Her office is located in the Children's Centre to the right as you come through the sliding doors and is happy for you to drop by, email, message or call anytime. Nicola can be contacted on: Nicola.Williams@wgs.sa.edu.au or 8414 8688



Learning Together Playgroup

Learning Together is a teacher-facilitated playgroup for families with children birth to 4 years. We are a strength-based service, and value the importance of play and every day learning experiences, such as washing the dishes together or walking to the park.

We understand that children learn through relationships that are shared between families and caregivers. A child's first and most important educator is their family and it is through this strong bond that nurtures children to learn.

Our aim at Playgroup is to create a safe and supportive learning environment where families feel welcome to come along and engage in play with their children. We encourage families to sit on the floor and interact with their children through talking, questioning, playing and most importantly having fun!

We believe at Playgroup that all children have the right to feel safe and secure. Families are responsible for the safety and supervision of their child or children. There is also a group responsibility to ensure all children are playing safely and resources are valued and taken care of.

We end each Playgroup session with a group time, including book sharing and songs. This time helps develop language and vocabulary and helps build bonds together as a family.

We also offer book borrowing and 'Time Together' pack borrowing for families to provide resources and activities for enjoyment and learning at home.

Our Playgroup runs during school term on Tuesday's and Wednesday's 9-11am. We also offer other focus groups for families, which can differ each term. There is no cost to attend any of our groups.



National Quality Standards

In 2011 we saw the introduction of an Australian wide National Quality Framework, a new law regulating all Early Childhood Services Birth – 6, Preschools, Child Care Centres, Out of School Hours Care (OSHC): and Family Day Care. Within the framework there are 7 Quality STANDARDS that all early childhood settings will be rated on.

QUALITY AREA 1: Educational program and practice

QUALITY AREA 2: Children’s health and safety

QUALITY AREA 3: Physical environment

QUALITY AREA 4: Staff arrangements

QUALITY AREA 5: Relationships with children

QUALITY AREA 6: Collaborative partnerships with families and communities

QUALITY AREA 7: Leadership and service management

All services need to develop a **QUALITY IMPROVEMENT PLAN**. Reviewing and Reflecting on the WHAT (we do) of our entire service provision. The QIP is to be used on a cycle of continuous improvement. Sometime in the future we will be visited by AUTHORISED ASSESSORS who will look at all our documentation and our QIP. We will then be rated according.

The three ratings will be –

- 1. Working towards National Quality Standards**
- 2. Meeting National Quality Standards**
- 3. Exceeding National Standards**

Our Quality Improvement Plan is in a folder in the Preschool room and Children’s Centre front office. Please feel free to look, comment or talk with Megan Mefail – Childcare Manager or Carla Zarlenga – Assistant Principal

If you would like more information please talk with staff and there is a web site you can access **www.acecqa.gov.au**

If you are interested in the Department of education and Children’s Development polices, please go to **www.decd.sa.gov.au/childrenservices/pages/earlychildhoodreform**

Carla Zarlenga

Assistant Principal Preschool Services