

**LOCK**  
AREA SCHOOL



# Early Years Centre *Parent Handbook*

*Welcome to the Lock Area School Early Years Centre*

*We hope that your time at our school is happy and rewarding  
for your family and your child.*

*Updated Feb 2026*

## **Programs**

### ***Occasional Care***

This program is delivered on Wednesdays for 4 hours from 9:00am-1:00pm. Our program accommodates 4 under 2yo children and 8 over 2yo children. This program is not available for children who are enrolled in a preschool program. Bookings of attendance are made with the school. Our staffing for the Occasional Care program consists of an ECW2 and an ECW1.

### ***Pre-Entry***

This program is an introduction to Preschool offered in Term 2/4, prior to starting preschool. It is especially important if your child has no previous experience at the Centre. The session is offered on a Tuesday with 3 half day visits and one full day visit, with dates confirmed each year.

### ***Preschool***

The Preschool program is run as a whole day session from 8:30am-3:15pm on Tuesdays and Thursdays. Preschool children are entitled to 15hrs of Preschool a week. The hours not used are banked and utilised as whole days at negotiated times. Preschool is integrated with the Junior Primary class, and the Early Years Framework is delivered to the preschool children in conjunction with the Australian Curriculum delivered to the Junior Primary students.

### ***Orientation to School***

The Preschool is amalgamated with the school, with the Preschool program delivered as an integrated program with the Junior Primary class. Children have the opportunity to become very familiar with the school environment with regular use of a range of facilities, and they interact with a range of staff and students on a daily basis. The necessity of an orientation to the school program is not required at our site, as it occurs on a daily basis throughout the year. However, those children who do not attend our Centre for Preschool, are invited to complete orientation visits in Term 2/4 prior to starting school.

### ***Junior Primary***

Our Junior Primary program runs from the Early Years Centre. This program is amalgamated with the Kindy program, with the Australian Curriculum being delivered in an integrated format with the Preschool.

## **Fees**

### ***Occasional Care Fees***

Occasional Care fees are set by the Department for Education. Payment is required up front for each session. Prices are set at \$5.00 per child, each additional sibling \$2.50. Concession rates apply to families with a Health Care Card which must be sighted by senior staff. Concession rates are \$1.50 per child, each additional sibling \$0.75.

## ***Preschool Fees***

Fees form a critical part of our budget and are set annually by Governing Council. Fees fall due on the first day of each term and will be invoiced to families. Fees can be paid in a lump sum, each term, or a payment arrangement can be entered into. Please talk to the school if you are experiencing financial hardship.

## ***Preschool Curriculum/Reporting***

The Preschool curriculum delivered at our site follows the Early Years Learning Framework which is based on the following areas of learning.

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

Expanded information on the curriculum is available in the Centre. The EYLF curriculum is play-based and child centered.

At the beginning of the year, your child will bring home a folder to create their 'Learning Portfolio' – a space to collect and store their learning, work samples and photographs captured during their preschool year.

## ***Health***

Any child enrolled at the Centre that has an ongoing medical condition, such as asthma or an allergy, must have a medical plan in place before attending. Copies of this plan are available from the front office and/or from a doctor, and require a doctor's signature. Please note that staff are not able to dispense medication of any sort without a plan. If the plan requires medication to be given, this must be in date and in the original container, labelled with the child's name and dosage instructions as presented by the Doctor or Chemist and align with their medical plan.

Please notify the Centre if your child is unwell. Some health conditions are highly infectious and your child may need to be excluded from the Centre and other families notified of infectious diseases present. Eg. Chicken Pox, Mumps, Measles, Flu, etc.

## ***Allied Health Care Professionals***

Speech Pathologists, Occupational Therapists and CaHFS services can be accessed through the Lock Medical Centre. If you have any concerns about your child, it is good to know that the earlier problems are addressed, the less impact they will have on a child's learning. Once a child is at Preschool, the Speech Pathology service is provided by DfE through the Central Eyre Partnership, but the Occupational Therapist remains the same.

## ***Governing Council***

The Centre is managed by a parent committee called the Governing Council, which meets twice a term. Membership is determined at the beginning of the year. Among other things, the Council is responsible for:

- All programs delivered by Lock Area School.
- Planning the use of site funds.
- Promoting interest in the site throughout the community.
- Fundraising activities.
- Assisting in the planning of the future directions of the site.
- Making sure the site reflects the needs and ideals of the Lock Community through the Preschool Quality Improvement Plan and Site Improvement Plan.

The Governing Council also has several sub-committees within the school that Governing Council members are invited to join.

## ***Arrival and Departures***

Children must be signed in and out each day in all Early Years programs (Occasional Care and Preschool). Please enter the Centre and on arrival and before leaving sign your child in or out. This ensures staff are aware of their movements. Please inform staff if anyone other than a parent/caregiver is to collect your child, preferably in writing or over the phone if circumstances change. They also are required to sign your child in or out. The sign in book will be available from the teacher.

Bus children make their way to the Centre with adult support and are supervised by school staff. Children are delivered to buses by staff at the end of the day. Staff will sign bus children in and out each day.

As we have bus children and offer full days, our staff have limited time to consult, prepare for sessions and clean up. Please respect staff's rights to the time before and after sessions by delivering and collecting your child on time. This being said, we are aware emergencies happen from time to time.

## ***Attendance***

Please contact the relevant staff if your child will not be attending. This is particularly important if they are receiving support requiring extra staffing.

## ***Communication***

Each Preschool child has a named plastic pocket for general information, newsletters, communication book, etc. Children will bring this home each day so please check for anything new and return if necessary. The communication book is given to each child for information sharing between staff and parents. This is checked daily for notes from you and will contain any individual messages from the staff to you. Let us know important information.

Communication with Occasional Care families occurs through a Private Messenger Group, or by face-to-face contact pre and post sessions. Occasional Care staff can also be contacted directly via the Occasional Care phone. General Enquiries can be directed to School Leadership at the Front Office.

Lock Area School has a Facebook page. You are welcome to follow our Facebook page. Lock Area School also has a web page. You can find it at [www.lockas.sa.edu.au](http://www.lockas.sa.edu.au)

## **Food/Drink**

Lunch box ideas and information is included in your enrolment package. Our nutrition policy asks parents to provide nutritious snacks and lunches. Children require a named water bottle which can be refilled as needed throughout the day and a separate, named lunch bag/box. Lunch boxes are stored in children's bags inside, so please chill appropriately if necessary. Please help your child learn to open and close the lunch boxes and packaging as part of getting ready for Preschool (help is available, but we normally encourage independence and support this).

Preschool normally have fruit time at around 10:00am, recess at 11:10am and lunch at 12:50pm. Occasional Care also have set eating times but this is monitored on a need's basis. We encourage 'listening to your body' and eating when hungry and drinking when thirsty.

## **Sun Policy**

As set out in the Sun Protection Policy, staff will reduce the risk of detrimental sun exposure by:

- Eating lunch/snacks in shaded areas.
- Whenever possible holding activities indoors on extreme days, particularly between 10:00am – 3:00pm, when UV levels are at their highest.
- Holding outdoor activities, where possible, in shaded areas from 1<sup>st</sup> September until 30<sup>th</sup> April.
- Children and staff wearing a broad brimmed, legionnaire, or bucket hat whenever they are involved in outside activities. Children not wearing an appropriate hat will be expected to play in the shade or to wear a spare hat.
- Parents dressing children in appropriate sun protective clothing. Eg. Shirts or dresses that cover the shoulders – no singlet or midriff tops.
- Parents/staff applying sunscreen as directed by the parent, using sunscreen provided by parents or the Centre. Make sure you let staff know your requirements.

## **Clothing**

The Centre is not the place for best clothes. Children need to feel able to take part in activities without the constraints of keeping clothes spotless. Staff endeavor to keep smocks on children

for messy activities, but it is inevitable that clothes will get dirty. Clothes need to allow free movement, and be easy for the child to manage for toileting.

Please supply a spare set of clothes in your child's bag for the odd "emergency" or for when playing with water, mud or rain. The Centre does have a limited collection of clothing for use when spare sets have already been utilised.

Footwear needs to allow for safe, active play. Thongs or backless sandals do not allow a child to run, walk or climb easily so are not suitable.

Please label everything. Clothing and belongings which are labelled are easy to return! Lost property can be collected from the front office. Please notify staff if you are missing any items.

Preschool children are encouraged to wear red so they are easily distinguished from the school children. We have red t-shirts and jumpers available via our school uniform shop online. Please see instructions for ordering in your enrolment pack.

### ***Home Treasures***

Children love to show and share these with friends. We recommend that these be brought with the parent(s) and are taken home after showing, or they can be kept in the child's bag. Those kept with the child invariably get lost or broken sometimes causing great distress. Although staff will remind children to leave them in their bags, please note that staff cannot be responsible for the safekeeping of these items.

### ***Photographs***

Lock Area School organise professional photographers once a year for individual and class photos to be taken. This usually occurs during Term 2 and is for Preschool and school children only. Purchase of these is available for families wishing to do so. Information is sent home prior to photos taken for pre-ordering.

### ***Child Safety***

There are several systems in place to ensure children's safety while at the Centre, and policies and procedures underpinning these systems are available for you to read at any time. The Policy and Procedures folder is available from staff on request.

Evacuation, Invacuation and Bushfire procedures are displayed at all Exits.

In addition, staff must undergo Working with Children Checks, hold a First Aid qualification and are Mandated Reporters, requiring them to legally report suspected risk, harm, abuse and neglect.

We will send home an 'Injury Report' so you are aware of any minor bumps, etc.

In the event that there is an incident where a child needs medical attention, staff will access assistance as necessary. Please be aware that any medical/ambulance costs incurred are the responsibility of the parents/caregivers. You will be notified as soon as possible if either of these services have been accessed for your child.

### ***Personal Devices and Images***

Due to National Regulation requirements, we only use service issued devices to take, store and access images and videos of children. Only staff are authorized to take images of children which must be on a service issued device. Prior to taking images and videos, appropriate consents from parent and carers will be obtained.

Staff and volunteers are prohibited from having personal devices (including smart watches that can take, receive and store images) when working directly with children except in exceptional circumstances and only for the approved purpose. Visitors and parents are discouraged from using mobile devices (including smart watches) in areas primarily used by children.

Parents must not take images of other children, including for special events such as book week or end of year celebrations, etc.

Due to safety and security risks parents are requested not to bring children's digital devices from home, including smart watches and air tags.

Parents are discouraged to share inappropriate digital images of their child to the service, for example photos of nappy rash.

### ***Staff***

Principal:	Beth Sampson
Coordinator:	Casey Rivett-Smith
Rec Teacher:	Natalie Benc/Marli Ryan
Preschool Teacher:	Marli Ryan
Occasional Care Educators:	Samantha Veitch