



Elizabeth Park Preschool



Family Information Book

Acknowledgement of Country: We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present. We are privileged to gather as a learning community on Kurna Land and are committed to connecting children meaningfully to Country and culture.



Contact us:

Nominated Supervisor: Danielle Green, School Principal

Responsible Person: Rebecca Duerden, Preschool Leader

Phone: 8255 9595

Address: 15 Turner Rd, Elizabeth Park 5113

Email: dl.0948.info@schools.sa.edu.au

Welcome to Elizabeth Park Preschool 😊

At Elizabeth Park Preschool, we embrace holistic approaches to learning and development, recognising the whole child, their individual strengths, wealth of knowledge, desire for learning, and anticipation to be seen and appreciated for who they are and what they bring. We recognise that children with high levels of wellbeing and a sense of security are ready to learn and engage with others. By cultivating a nurturing environment, we aim to inspire a lifelong love of learning and support children to become confident, compassionate, and well rounded individuals who are active citizens.

Preschool Session Times

At Elizabeth Park Preschool children are entitled to 15 hours of preschool a week. We run two different sessions and your child will either be enrolled into **Group A** or **Group B**. Educators do their best to ensure where possible families get preference to the group that suits their families needs best. Children are entitled to one year (4 terms of preschool).

Aboriginal Children and Children in Care are eligible to start preschool when they turn 3. They are entitled to two years of preschool.

Children who turn 4 years old:

- before 1 May can start preschool at the beginning of the year
- on 1 May to 31 October can start preschool through the mid-year intake at the start of term 3 of that year
- after 31 October can start preschool at the start of the following year.
- Regardless of whether your child starts at the beginning of the year, or through a mid-year intake they will undertake 4 terms of preschool.

If you are not sure about the best time for your child to start preschool or feel your child may benefit from starting preschool later, talk to educators about your options and we can help support your decision.

Please see the preschool session times below:

Monday	Tuesday	Wednesday	Thursday	Friday
Group A 8:40am-2:50pm	Group A 8:40am-2:50pm	Group A 8:40am-11:20am		
		Group B 12:10pm-2:50pm	Group B 8:40am-2:50pm	Group B 8:40am-2:50pm

Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form, this form is available online or by contacting the preschool. This can be done at any time during the year. Priority will be given to children living in our catchment area. If you don't live in our catchment area, you should indicate at least 2 other preschool options on your form and visit your local preschool. If you need support filling out the preschool registration we are happy to support you with this. We can also provide support to families requiring an interpreter.

Before your child starts

In the term before your child is eligible to start preschool, we invite you to attend an enrolment meeting (term 4 or term 2 for midyear enrolments) where you will be supported to complete your child's enrolment and supporting documents. Our preschool can organise interpreters for those families needing support.

We also hold an additional meet and greet session for children and their families to attend. This is a wonderful opportunity to meet educators and other families and also to learn about our centre and become familiar with the environment.

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Healthy Food Supply and Nutrition

Families are asked to provide healthy food for their child to eat. Lunches are stored outside in individual children lockers with outdoor blinds; therefore, cool packs are required and are to be supplied by families. Educators are unable to reheat food. If children require warm food, families need to pack it in a thermos already heated. Please ensure that all lunch boxes, containers, and drink bottles are clearly named.

Morning Snack

Generally, the less packaging in a lunch box the healthier it is for children. Fresh fruits, vegetables or a piece of cheese are recommended for snack time. We understand that from time to time families may run out of fruit. Children are encouraged to eat their fruit first. Other snack ideas include crackers, muesli bars and yoghurt.

Lunch

The Healthy eating guidelines apply to lunchtime. We encourage healthy food and drink choices for children in line with the SA Right Bite Food and Drink Supply Strategy. Children have fresh, clean water available at all times and are encouraged to drink water regularly through the day. Children are also encouraged to bring their own named drink bottle, which is stored on the hydration station trolley, accessible at all times of the day. Lunch suggestions include; sandwiches, rice and noodle dishes, pull apart crackers with fillings and veggie sticks with dip.

Special occasions and birthday guidelines

Please refrain from sending cakes or other birthday food treats with your child. We celebrate birthdays with songs and stories to ensure an inclusive and respectful environment for all. As we have a diverse group of children at our centre, we are committed to cultural responsiveness and honouring practices such as Halal dietary requirements.

Sun Protection

Hats: Your child will be provided with a sun safe preschool hat on their first day at preschool. This hat will be clearly labelled with your child’s name and will only be worn by your child. This hat is to stay at preschool.

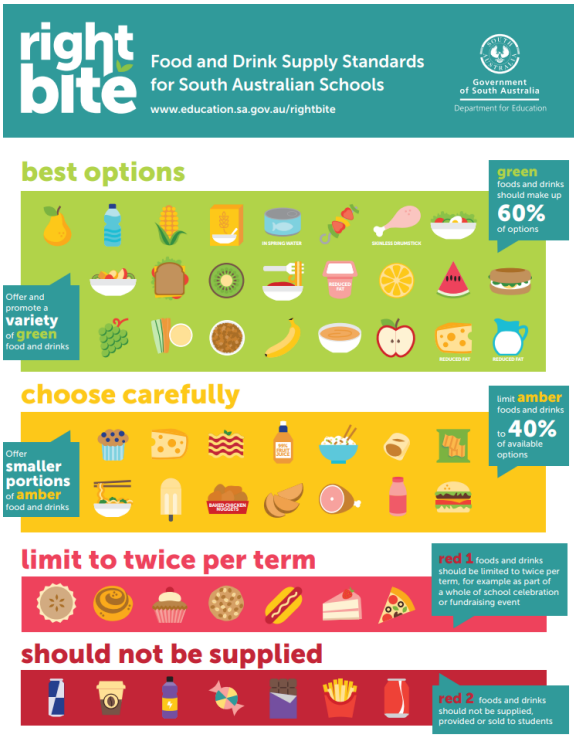
Clothing: Children attending the centre are to wear appropriate sun protective clothing, including tops with collars or higher necklines and elbow-length sleeves and longer-style skirts, dresses, and shorts. Loose clothing made from cool, closely woven fabric is recommended. No singlet or midriff tops are allowed. Children will be offered a t-shirt to wear of over the top before going outdoors.

Sunscreen:

- SPF 50+ broad-spectrum, water-resistant sunscreen is supplied by the centre for children and staff use.
- Families are responsible for applying sunscreen prior to arrival in the morning , however sunscreen is available for families to apply if necessary upon arrival. It is located by the children’s sign in table under the verandah.
- Families with children who have sensitive skin are asked to provide a suitable SPF 50+ broad-spectrum water-resistant sunscreen for their child’s use. It must have a pharmacy label identifying your child’s name. This will be retained at the centre for application.
- Sunscreen is applied at least 20 minutes before going outdoors, with each child being supported by an educator to re-apply independently every 2 hours when remaining or returning outdoors.

Spare Clothes

·We regularly engage in water/mud play at preschool and at times children may have an accident. Please pack spare, named clothes in your child’s bag each day in case they need to change. Please also include spare socks, underwear and shoes.



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Health

If your child is showing signs of being unwell before coming to preschool, it is important to keep them home for the day. Children who have diarrhoea or are vomiting must be kept home for at least 24 hours after the last episode. Please notify staff immediately should your child contract an infectious disease. Please ring and consult with an educator about the appropriate exclusion period. Should any child become unwell at preschool, parents or guardians or people nominated by parents or guardians will be contacted. Families must collect unwell children as soon as possible after phone contact to minimise the spread of infection and the risk to other children and staff.

Immunisations

When you enrol your child with any of our services or programs you will be asked to provide evidence of their immunisation status. ([https:// www.education.sa.gov.au/supportingstudents/health-e-safety-and-wellbeing/early -childhoodservices-immunisationrequirements](https://www.education.sa.gov.au/supportingstudents/health-e-safety-and-wellbeing/early-childhoodservices-immunisationrequirements)).



Medicine

As per departmental and local policy, Educators cannot legally administer any medication, including medicine bought over the counter at a chemist without a prescription. Appropriate forms must be completed and signed by a doctor including asthma medication.

If your child requires any medical support please contact the preschool and a meeting will be booked with the preschool leader. This will ensure all appropriate health and wellbeing steps are completed correctly prior to your child enrolling.

Continence/Toileting

Educators promote self help skills at preschool including using the toilet independently.

If your child requires assistance or supervision for using the toilet please see an educator. If your child is still wearing a nappy or is in pull ups it is a Department for Educations requirement that a Continence Care Plan is filled out at enrolment.

Health and Wellbeing – CaFHS

CaFHS provide health checks for 4 year olds here each term. Dates and times will be available each term. Please speak to staff for more information. Specialised assessment and support for children is available from The Department for Education and Child Development for eligible children. The Centre can also provide options and referrals for additional supports in negotiation with families. If you have any concerns about your child's development, please do not hesitate to discuss this with the staff and together a decision may be made to refer your child for further assessment and advice.

Elizabeth Park Preschool – Local policies and procedures

Please find below a list of site based policies and procedures for Elizabeth Park Preschool. These policies can be found on the school website, in the policy folder located in the preschool foyer and can be printed on request.

We have policies and procedures in place to make sure our preschool is safe, consistent and supportive for every child. They guide our daily practices so families can feel confident that children are learning and being cared for in a well-organised, high-quality environment.

- Healthy food supply and nutrition policy
- Sun protection policy
- Water safety procedure
- Sleep and rest procedure
- Behaviour, interactions and guidance code
- Safe arrival of children procedure
- Site Emergency Management Plan
- Safe use of Digital technologies and online environments



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Fees

We ask you to contribute towards the cost of your child attending preschool. The family contribution is \$300 a year or \$75 a term. You can choose to pay the total amount at the beginning of the year or pay instalments electronically. Preschool fees will go towards purchasing resources, excursions and environmental upkeep during the year.

At your enrolment meeting you will find further information in the enrolment pack around payment of fees. An educator can talk through payment option plans with you.

Preschool T-Shirts

Families can purchase an embroidered preschool logo t-shirt in a range of colours when their child enrolls at our site. Each t-shirt costs \$25, and a purchase form can be found inside the enrolment pack for families who are interested.



Getting Involved

We support families to be involved in decision making about the programs offered in our preschool. If you'd like to volunteer with us, we'd love to hear from you. We value your contributions and encourage you to be actively involved in your child's learning. If you have some spare time and would like to spend it at the preschool please do not hesitate to do so. We invite you to join the governing council, which meets twice a term to make sure the school and preschool runs smoothly. These meetings are an opportunity for family to be actively involved in Centre improvement and learning decisions. It is a great opportunity for families to bring their ideas and comments about what is happening and for us to seek feedback and contributions from our families and wider community.

Community Hub

The Community Hub is situated over by the school gym. Helen, the school community hub leader works in the hub Monday-Thursday from 9am till 3pm. You can access the hub either by entering through the school staff car park or via the door inside the school ground. The Community Hub is open to everyone in the community, you do not have to be a family from the preschool or school to participate in program or to ask for help. If you are interested in a program and want to bring a friend along, you are welcome.

The hub runs programs such as Basic English, Playgroup, Cooking, Parenting and Craft workshops; often facilitated by outsourced agencies such as Red-Cross, Uniting Communities, Department for Human Services and Relationships Australia, with Creche provided by Anglicare. It can be daunting to attend a new place. If you would prefer to contact us before visiting, you can contact us on 0484772520. You can also contact us if you have any questions or if you need help with filling out forms, connecting with services, phone credit, food support, resume writing and any other family support.

Playgroup

Playgroup is an interactive, fun opportunity for children and families and caregivers to play and learn together. Playgroup is currently running on Wednesday mornings at 9.00am to 11am, during the school term. This operates out of the Community Hub and is a gold coin donation. It is run through Playgroup SA and we encourage caregivers to become a member of Playgroup SA Association.

Communication

The preschool's primary means of communication with families is by Dojo an online app which families will be invited to join by email. Important event and celebrations will be shared by notes to families pigeon holes and by Dojo. Families requiring an interpreter will be supported with Bilingual School Support Officers who will share important information.

Family sign in and out procedures

To support safe arrival and departure of children, parent/caregivers are to sign their child in on arrival. Parents that are late to arrive are required to bring their child into the preschool grounds and hand over to an educator, and are not to be just dropped at the gate.

Parent/caregivers are required to sign out their child at the end of the day. Educators will only dismiss children to listed enrolling parents, stated in the child's enrolment folder and to listed emergency contacts.

Children can not walk home alone from preschool. If you require your child to be collected by an older sibling in the school then you are required to make a meeting with the preschool leader.



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Assessment and Reporting

During your child's time at Elizabeth Park they will have a line manager teacher who is accountable for the majority of their learning documents. Children will be involved in large and small group inquiry's and learning. This provides opportunities for collaboration, sustained conversations and the development of ideas, thinking strategies, theories, literacy and numeracy knowledge, skills and dispositions. Inquiry and research projects have strong links to community, civics and citizenship. All children who attend the Kindy have a portfolio which contains examples of their creative work, photos, and learning stories written by educators. The portfolios are available to the children and their families and make visible children's play based learnings. We value your contribution to your child's portfolio. When your child leaves the preschool they take the portfolio with them as a reminder of their time and developmental journey. Educators observe and support the children as they participate in the program. We discuss their strengths, dispositions, skills, interests and interactions with other children and educators at team learning design and reflective practice meetings. We exchange information when talking to you - this forms part of the reporting process. All children receive an Individual Learning Plan that is a living document throughout the year.

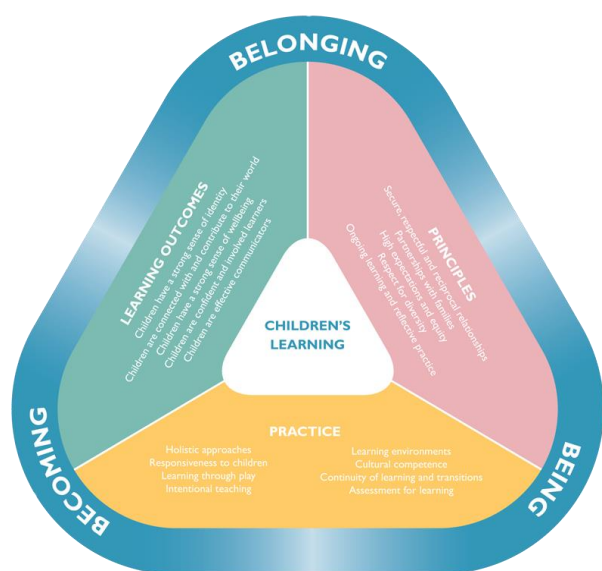
Our Curriculum

At Elizabeth Park Preschool, we believe that children learn through play in an environment that is safe, stimulating, secure and aesthetically pleasing. Play fosters all aspects of the child's development: emotional, social, intellectual, linguistic & physical. Through play, children integrate what they are learning and stretch toward further possibilities. We are committed to providing a quality teaching and learning programme based on the Early Years Learning Framework V2 (EYLF) which is a National Curriculum document for children from birth to school transition.

The Early Years Learning Framework 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 birth, which shapes who they are as they grow. Educators, in partnership with children and families, design learning with specific goals for each child and group of children, within a play based environment.

We are committed to building on what children know, can do and understand. Our planning cycle is developed on a fortnightly basis to ensure the program is as relevant and close to children's interests and needs as possible. Our learning design communicates our intentions and our intentional teaching for the following fortnight. We keep this general to enable the emergent curriculum to surface so we can take each opportunity for our program to reflect children's current interests and spontaneous opportunities as they arise.



Thankyou for reading through our family handbook

We look forward to getting to know your child and your family throughout the preschool year.

If you have any further questions about our preschool please see a preschool educator or contact us by the contact details below.

Phone: 8255 9595
Address: 15 Turner Road
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