

ROSE PARK PRESCHOOL



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# Preschool Information



Welcome to  
Rose Park Preschool!



**Government of South Australia**

Department for Education and  
Child Development

## Preschool Sessions

Under the DECD Preschool Enrolment Policy, children are entitled to attend a preschool program for the equivalent of up to 15 hours per week for four terms prior to starting school.

Children who turn 4 before May 1<sup>st</sup> will start at the beginning of that year. Children who turn 4 on or after this date will start preschool at the beginning of the following year.

Children who are Aboriginal or under the Guardianship of the Minister for Education and Child Development are entitled to attend preschool from the age of 3 years. The child can attend up to 12 hours per week which then increases to 15 hours once the child turns 4 years of age. The child is also entitled to continue attending preschool until 6 years of age.

At Rose Park Preschool we offer our sessions over two groups.

**BLUE GROUP:**            **Monday, Tuesday and alternate Friday mornings**

**RED GROUP:**            **Wednesday, Thursday and alternate Friday mornings.**

**Times:**                    **Monday to Thursday:        8:30am to 3:15pm**

**Friday mornings:            8:30am to 11:30am**

## Staff Members

Director:	Marie Kelakios	Monday to Friday
Teacher:	Emma Munro	Monday to Friday
	Tori Plunkett	Wednesday and Friday mornings
Early Childhood Worker:	Antonia Lambrakis	Monday to Friday

## Fees

Rose Park Preschool receives an operating grant from the Department of Education and Child Development (DECD) each term. The preschool Governing Council is required to augment this to maintain the preschool. The support of all parents is necessary to meet financial commitments such as utility bills and resources.

The fees for Rose Park Preschool for 2016 are as follows:

**Preschool Fees per term:            \$200**

A discount is available upon payment of the full year of fees prior to the due date advised in your first term.

Parents will receive an invoice for fees payment. If paying by cash/cheque please place your fees and invoice in an envelope and place in the locked money tin above the lockers. Money is passed onto the treasurer for counting and receipting.

In cases of financial hardship, payment of fees can be negotiated and payment arrangements can be made. Please do not hesitate to speak with the Director if you would like to make an arrangement.

Fees can also be paid via direct bank transfer. Please include your child's name in the transaction so the preschool has a record of payment and return your payment slip with the receipt number so we can cross reference payments.

Our bank details are as follows:

### **BankSA**

**BSB: 105 047**

**Account number: 195005940**

Please do not deposit cash into this account via bank as we cannot trace this payment to your child.

### **Bringing and Collecting Children**

We ask that you please observe our session times. Staff are busily preparing for your child's day at preschool before and after each session and we ask you to adhere to our start and finish times.

Please sign your child in on arrival and out again on departure

Please call the preschool if something unavoidable happens and you will be late to collect your child. Children can become quite distressed if they're the last ones at preschool, a phone call from you will help us to reassure your child.

### **What to bring each day**

Each day your child will need to bring to preschool:

- A named drink bottle containing water only
- A small morning fresh fruit or vegetable snack
- A nut free lunch in a named lunchbox. (include an ice pack if necessary as we cannot provide access to a fridge)
- A clearly named sun-safe hat (bucket or legionnaires)
- A spare change of clothes in a plastic bag

Please also send your child in shoes that are safe for climbing and running, and shoes they are able to put on themselves. Shoes must also be clearly named. Thongs, crocs and rubber boots are not appropriate for safe play.

## Curriculum

Our curriculum is based on the National Early Years Learning Framework, Belonging, Being and Becoming.

The curriculum evolves from a flexible learning environment where children are encouraged to make choices, and are involved in planning and decision making. We believe children's learning is optimal when they are involved in initiating and negotiating their own learning and we plan based on "children's voice" in the curriculum.

The Framework focuses on 5 learning outcomes for the children, these are:

- 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

We also use the Literacy and Numeracy Indicators in our planning and assessment and these link in with the EYLF and the Australian Curriculum Foundation level.

Children at Rose Park Preschool will have opportunities to develop knowledge, skills and understandings relating to each outcome area.

We provide a rich play based learning environment where children can work independently and/or in groups to solve problems, be creative, take risks, develop social skills, imagine, and broaden their understanding of the world around them.

The staff at Rose Park Preschool are very aware that the role parents play in their child's learning journey is vital and we highly value parental contributions to our learning program.

## Sun Smart Policy

We are an accredited Cancer Council SunSmart Preschool and we ask that hats are kept in bags all year round. Children will be required to wear hats for outdoors at all times in Terms 1 & 4. In Terms 2 & 3 we will be checking the UV rating daily with the children in the mornings. If the UV is 3 or above they will need to wear hats. By having your child's hat in their bag all year round it will ensure they have a hat when they need it.

We ask that hats are broad brimmed bucket style hats or legionnaire hats. These hats provide cover for neck, ears and face and are in line with the Cancer Council recommendations. Hats need to be clearly labelled with your child's name. Hats are also available for purchase from the preschool for \$10.

In order for children to be protected from the sun we also follow the Cancer Council's recommendations that all shoulders must be covered. Please send your child to preschool with a t-shirt that covers their shoulders and upper arms as these areas can burn quickly.

It is recommended you apply sunscreen to your child prior to coming to preschool in the morning. Staff will help children re-apply sunscreen after lunch on hot days.

### **Absences**

If your child is unwell please do not send them to preschool and contact us to let us know of their absence. An unwell child may find the busyness of the preschool day quite challenging and it can create an unpleasant experience for them. This does not benefit the child and we may need to call you to come and take your child home.

If your child has an infectious disease or outbreak, such as chicken pox, or head lice please notify staff immediately. We will keep this sensitive information confidential, but will need to put a notice out for other families to be aware an infectious disease has been notified.

If you will be away on holidays during Term time please let staff know so we can note it in our diary.

### **Lost Property**

Please ensure all your child's possessions including clothing, shoes, snack containers, drink bottles, hats etc are clearly labelled with your child's name. There are times when children may take off their shoes or jumpers which can be identical to another child's, and items can easily get mixed up. Clearly naming items will reduce any confusion.

There is a lost property box in the front courtyard. Please check this regularly. Any items left at the end of each term are donated to charity.

### **Toys/Books from home**

We are very fortunate at Rose Park Preschool to be well resourced with wonderful toys, resources and books for children to use. Please keep all personal toys and books at home as children can become quite distressed if they get lost, broken or mixed up with the preschool toys. It also can create conflicts among friends and cause issues with sharing.

## **Birthday Celebrations**

We celebrate birthdays by singing Happy Birthday to children with a pretend cake and the children get to blow out candles. The birthday child also receives a birthday sticker.

This is usually done during the last group time for the day. With many children now having food allergies or intolerances we ask that families please do not bring any edible items along to share with children. Most children are happy with the birthday song and a sticker but if you would still like to bring something along for your child to share on their birthday we advise something small and non edible such as a balloon or sticker.

We are also very aware there are families who may not celebrate birthdays for religious or cultural reasons. If you do not want your child to be involved in birthday celebrations please let staff know at the beginning of the year.

## **Medication**

If your child requires an Asthma puffer or Epi Pen please see the Director prior to starting preschool. The preschool will need an action plan signed by your child's doctor and puffer/epi pen stored on site when your child is at preschool.

Medication that has to be taken three times per day (such as antibiotics) can be taken before and after preschool, and before bedtime, and not come to preschool at all (DECD Medication Management Policy). If your doctor requires your child to take this medication during their time at preschool parents are able to either come and administer the medication themselves at the required time, or provide the medication to staff accompanied by a detailed letter from the doctor, or signed DECD medication authority letter which can be obtained from the preschool.

**Please DO NOT leave medication in your child's bag at any time.**

## Health Checks

A check of growth, hearing and vision is important before starting school. This free health check is done when your child turns 4 by a Child and Family Health Nurse at the CaFHS clinic at 34 The Parade Norwood. Appointments will be arranged by the preschool each term and dates will be posted in the newsletter or on the whiteboard. Appointments are for half an hour and a parent/caregiver must accompany your child.

The nurse will ask whether you have concerns about the health and development of your child. You might like to talk about safety, play, relationships, discipline, care of teeth and starting school.

It is recommended that all children have their next lot of immunisations at 4 years. Your child might already have had these immunisations but if not you can discuss this with the nurse.

## Parent Involvement

Parents play an active role in our preschool environment in many different ways. The children's education is enriched by parents who are involved and interested. We understand many parents have many responsibilities and involvement does not always have to happen during preschool hours or even at preschool. We welcome all levels of involvement. Parents are encouraged to participate in the following ways:

- From time to time we may organise a working bee to help maintain the grounds and ask for your involvement on these days.
- Parents are rostered to assist with the weekly washing of smocks and will be rostered approximately once or twice per year.
- Parents are also rostered for weekend/holiday care of the quails in the veggie patch, to collect eggs, ensure they have enough feed and water.
- Parent information evenings and social events are held at the preschool for parents to attend. These are also open to extended members of the preschool community and families.
- On some excursions parent helpers are called for and these are a great way to share the joy of the excursion with your child as well as helping the preschool.
- If you have time at home and would like to cut fabric or materials for our collage table it would be most valued and appreciated.
- If you have a skill like cooking or gardening that you'd like to share with the children, or an interesting job like a doctor, mechanic, builder...etc... the children love to hear your stories. Please see staff if you'd be happy to share your skill with the children.
- Counting and receipting of cash once a month.

**We are also greatly indebted to those parents who are able to offer their time on our Governing Council.**

### **Governing Council**

The Governing Council is elected each year and parents are warmly encouraged to join the council so you can participate in decisions which impact on your child's education. The council consists of parents and staff.

Meetings are held twice per term on Monday evenings at 6:30pm and run for approximately 1 hour. The council has a role in decisions about the services provided by the centre, financial management, fundraising, planning for facilities and resources and the maintenance and improvement of the building, grounds and equipment.

For busy parents it's a wonderful way to keep in touch with what's happening at the preschool and have some input into your child's year at preschool..

### **Communication**

The preschool has various ways in which we try to keep constant and open communication with families, you are welcome to email or phone us and we welcome face to face communication at drop off and pick up times for quick issues, for more sensitive or in depth conversations you are welcome to make an appointment with educators. We also offer the following:

#### **Newsletters:**

Preschool newsletters are published at regular intervals throughout each term. They contain information about what's been happening at preschool, diary dates and important reminders or notification of upcoming events. Newsletters are emailed out to families. Please see staff if you prefer a hard copy.

#### **Whiteboard:**

We have a whiteboard in our front court yard where you can read about what is happening that week, any reminders or special events. It also has information about staffing for the day eg: if a staff member is absent.

#### **Sign in/out sheet:**

As you enter preschool you are required to sign your child in/out each day. On this sheet there is a notes section beside your child's name. You can use this to notify in writing if somebody different will be collecting your child. Staff also use this to notify you if they need to speak to you by writing "please see staff" beside your child's name. (this could be to advise of an injury on the day, or to remind you of notes/events or something special that may have happened).

At this table you will also see on the window above the staff who are working for that day. You will also find a floor book display which shows some of the learning that has been happening at preschool that day/week, and any other community notices.

In the shelf below the sign in sheet you will find a Policy folder which contains copies of all our policies and you are able to take them as needed.

### **Pigeon holes:**

Above the lockers you will find your child's pigeon hole. This is where we leave notes for parents. Please check these every morning and at pick up as well. We ask due to sensitivity and importance of notes reaching parents that parents only are to take notes from pigeon holes and not children.

### **Communication regarding your child's learning at preschool:**

Upon enrolment of your child you would have been given a child profile to complete for your child. Educators will use this information and collate it with information from observations made during your child's first term at preschool and write an Individual Learning Plan for each child. This plan contains learning goals, strengths and feedback you provided and will be used throughout the year to plan for your child.

You will also be offered the opportunity to discuss this plan with your child's educator if you wish.

Each child has a learning folder. This folder is a record of your child's time at preschool. There are photos, stories and samples of work demonstrating your child's learning, development, interactions, involvement and dispositions. Please feel free to sit down with your child and look through their folder but we ask that they remain at preschool at all times as educators are continually updating them.

In your child's last term of preschool parents will receive a Statement of Learning (report) and a copy is sent to your child's school. This enables the school to attain some knowledge of your child's development in order to plan for their learning.

Your child's learning and development is important to us and if you wish to have a more formal discussion, or you wish to discuss a confidential matter please feel free to arrange an appointment with one of the teaching staff.

## Social Media

Rose Park Preschool has a closed facebook page. We use this page to post reminders, good news stories, articles, and updates. We will not post photos identifying children. We also ask that families do not post photos of children on this page.

We welcome all questions and commentary, including constructive feedback. We expect that any comments that are written are respectful to those within the Preschool Community. We reserve the right to remove any posts that we feel are inappropriate and/or block anyone who repeatedly posts inappropriate content.

You can find our page at:



<https://www.facebook.com/groups/1689079428047694/>

