



INFORMATION BOOKLET

Welcome to

ABERFOYLE HUB PRESCHOOL

Aberfoyle Hub Preschool has two sites,
one each side of The Aberfoyle Hub Shopping Centre.

TAYLORS ROAD SITE

36 Taylors Rd

Aberfoyle Pk 5159

(also our postal address)

Ph: 8270 2595

Fax: 8270 6103

HUB DRIVE SITE

Off Hub Drive behind KFC

Ph: 8370 6475

Fax: 8270 6102



**Government
of South Australia**

Department for Education
and Child Development

dl.3601.leaders@schools.sa.edu.au

www.hubpre.sa.edu.au

Welcome to the Aberfoyle Hub Preschool

Philosophy Statement

Our Mission:

To provide an educational, play based program where all children will achieve success, seeing themselves as powerful learners

We Value:

Respect – for ourselves, each other and our world **Resilience** – to persist when challenged

Playfulness –to imagine, explore, experiment and enjoy

Relationships – learning with, and from others, through reciprocal and responsive relationships

Our Vision

We follow the Principles and Practices of the Early Years Learning Framework - Belonging, Being, Becoming by:

- Respecting and celebrating the uniqueness of families and their cultures.
- Working in partnership with families and all members of our preschool community.
- Supporting children's transitions from home to preschool and preschool to school.
- Actively creating a safe, welcoming and trusting learning environment.
- Designing programs for individual and groups of children which are engaging, challenging and reflect their interests and skills.
- Using intentional teaching to foster high level thinking skills.
- Supporting children to develop a growth mindset as they take risks and persist when challenged, developing their sense of resilience and achievement.
- Embracing fun and spontaneity in daily experiences.
- Fostering our children's and community sense of wellbeing by promoting healthy eating, active lifestyles and a connection with their natural environment to live more sustainably.
- As educators, seeing ourselves as learners, being reflective of our practice and embracing improvement.

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CENTRE INFORMATION

Preschool Educators:

Director: *Heather Heading*

Taylors Road (TR) Site:

Teachers: *Di Hogg*

Gill Vial

ECWs: *Kate Perry*

Lyn Jamieson

Hub Drive (HD) Site:

3 – 4 year old Early Learners Program

Teacher: *Heather Ward*

ECW: *Samantha Wordsworth*

Occasional Care (OC) Program at HD:

Lyn Jamieson

Samantha Wordsworth

CENTRE SERVICES

➤ **Preschool Sessions**

Children are entitled to 12 months of preschool, consisting of up to 15 hours per week for four terms prior to starting school.

We have one intake at the beginning of each year for children who turn 4 before 1st May. Early Entry for children with additional needs is offered where it is deemed to be beneficial to a child and there are vacancies at the time.

Transition sessions will be available in term 4 for children commencing the following term. Information concerning enrolment procedures and access to other DECD services is available from the Director.

DECD provides support to children with additional needs through services such as Speech Pathology, Psychology, and Family Support Workers. The centre also has connections with other organisations including Autism SA, Novita, Child and Youth Health Services, the Child Assessment Team at Flinders Medical Centre and Southern Primary Health Services Noarlunga. Children for whom English is not their first language are able to access support through the DECD Bi-lingual Program.

Session Times

Taylor's Road Site:

Group 1:

Mon & Tues 8.30 - 3.15

Alternate Fri 12.00 - 3.00

Group 2:

Wed & Thurs 8.30 - 3.15

Alternate Fri 12.00 - 3.00

Preschool Fees

\$140 per term

The preschool receives funding from the State Government to cover staff salaries and some day to day running expenses. However we rely on fees and fundraising to cover the cost of building maintenance, repairing and purchasing new equipment and materials and employing extra staff when required.

Invoices are issued at the beginning of each term and fees are to be paid by week 4 of each term. Fees may be paid by cash or cheque and deposited in the fees box or by direct debit. Banking Details: *Bank SA Aberfoyle Pk. BSB No.: 105-186 Acc. No.: 610794640*
Please record your payment in the book by the fees box.

Your child will need to bring:

- A **named** bag (one your child can manage to open and close by themselves)
- **Fruit or a healthy snack** for morning and afternoon snack times and a packed **lunch**. - refer to our food and nutrition policy. Please ensure your child places their lunch and snack time foods in their tray in the shelves inside the building. We recommend that you pack an ice pack in with their lunch in warm weather as we are unable to keep lunches in the centre's fridge.

We discourage plastic wrap and pre-packaged foods as we promote sustainable, environmentally friendly practices at this preschool.

- **A bottle of water**. We also provide cold filtered water and cups for the children. Fruit juices, cordials etc. besides being unhealthy, attract European wasps and so are not suitable.
- A **named** hat - Legionnaires or broad brimmed hat only. Children are expected to wear a hat for outside play in terms 1 and 4
- **A change of clothes** - play experiences often involve water and accidents may occur

Preschool children are learning how to become both independent and interdependent. They want to do things for themselves, and develop their self-esteem and self-identity. They are proud of what they can do.

Help them develop their self-help skills by encouraging them to do up their buttons, zips, open & close their kindy bag or lunch box, change their clothes, put on their shoes & socks, look after their own possessions and let them carry & hang up their own bag.

Regular attendance will support your child to develop effective habits for when they start school. It helps children establish friendships and provides continuity in their learning experiences - something hard to do when they attend irregularly.

➤ **Playgroup at Taylors Road**

Friday: 9.00 - 10.30

Coordinator: Kate Perry

Cost: \$3.00 per family per session

Playgroup operates each Friday except the last day of term and provides the opportunity for you and your child to meet new families and become familiar with the centre and staff. Our playgroup has a strong music focus and music activities are incorporated into each session.

Please bring a healthy snack for morning tea time.

Children who attend playgroup must be accompanied by a parent or caregiver.

➤ **Occasional Care at Hub Drive**

Occasional Care is a care program available at our Hub Drive site for children aged 3 months to 5 years. Children attend one session per week depending upon vacancies.

Session Times

Wed and Thurs morning and afternoon and Fri mornings

Morning sessions: 8.45am - 11.30am

Afternoon sessions: 12.15pm - 3.00pm

Children under 2 years of age can attend Wed and Thurs morning sessions only.

Fees

\$5 per session

\$1.50 concession

Please note:

- Payment must be made at the beginning of each session for children to access occasional care.
- A cancellation fee of \$5 per session applies for full fees and \$1.50 for concessions

➤ **3- 4 year old Early Learners Program at Hub Drive:**

This is a site funded program for children who have already turned 3 years of age or more at the beginning of the term they wish to commence.

Parents need to book in for the term.

The program will provide opportunities for children to develop social relationships, engage in a wide variety of art and music experiences, develop motor skills and most importantly have fun.

Fees

- \$25 a session / \$250 a term for a regular half day.
- \$55 for a full day / \$550 a term for a regular full day.

The full terms fees are to be paid before the commencement of the term

Session Times: Tuesdays : 8.45 - 11.45 for a half day 8.45 - 3.00 for a full day

Curriculum

During a preschool session, children are involved in play activities both indoors and outdoors which develop their physical, social, emotional, cognitive, literacy and numeracy skills. Structured group activities during the session involve participation in discussions, stories, games and music.

The curriculum is based on the **Early Years Learning Framework for Australia - Belonging, Being, Becoming**, the national framework for children from birth to five years. Fundamental to the Framework is the view that children's lives are characterised by *belonging, being and becoming*. From before birth children are connected to family, community, culture and place. Their earliest development and learning takes place through these relationships, particularly within families, who are children's first and most influential educators. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

Belonging: is the response to feeling valued and supported through connections and relationships with others, and the environment.

Being: is about a person's unique identity and qualities.

Becoming: is the process of change that occurs through development, learning and experiences.

The framework has 5 Learning Outcomes which are designed to capture the integrated and complex learning and development of all children across the birth to five age range.

Outcome 1: Children have a strong sense of identity.

Outcome 2: Children are connected with and contribute to their world.

Outcome 3: Children have a strong sense of wellbeing.

Outcome 4: Children are confident and involved learners.

Outcome 5: Children are effective communicators.

The role of the educators is to support children in their learning journey by

- listening to their interests and extending their creative thinking and questioning skills.
 - evaluating and reflecting on their learning
 - planning appropriate experiences which will build on children's skills and interests
 - providing open ended materials and resources that enable children to inquire, explore and discover
 - providing a stimulating and attractive learning environment that invites children to participate, equally inside and outside of the preschool
 - working in partnership with families, sharing information and valuing parent feedback
 - documenting their learning through photographs, Learning Stories, anecdotal stories, creative art work and children's own responses, talking about what they have learned.
- Curriculum information is displayed throughout the centre and in the program book.

Reporting your child's progress and development

Staff use a range of strategies to record and document children's interests, development and learning.

This information is collated in your child's Learning Folder which contains:

- Work samples which are related to curriculum outcomes
- Educator observations which document examples of children's learning across the curriculum
- Learning Stories with educator reflections and directions for future planning
- Photographs showing children's interests and skills
- An Individual Learning Plan which identifies your child's areas of strengths, interests and future goals. The plan is written in the second term and is updated throughout the year.
- Parent Feedback page for you to add your comments and ideas.

The folders belong to you and your child and are available at all times for you to look at with your child.

You are also welcome to contribute to your child's learning folder at any time by completing an "at home" learning story.

When children make the transition to school, the folder is a means by which information about your child's learning may be shared with the school.

Parent - teacher communication:

We welcome information from you which will further enhance your child's development during their preschool year.

Throughout your child's preschool year, time can be arranged with staff to discuss any matters which are of importance to you and your child. We believe that it is important to share ideas and knowledge about your child's development and interests, so that we can form a positive partnership which will build a strong foundation for future learning.

Daily conversations ensure that we can be aware of any information that may impact on your child's day at preschool.

Summative reports:

A summative report will be written in your child's last term. The report reflects the five outcomes of the Early Years National Framework.

A copy of this report is then forwarded to your child's school.

Policies

Arrival and collection of your child

Please register your child's attendance on the sign in sheet.

It is important that we know how many children are in the centre at any given time for safety and emergency procedures.

If someone other than a nominated person on the enrolment form is collecting your child, please inform staff and record the person's name and phone number on the sheet next to the sign in sheet. We are unable to dismiss a child into the care of an unauthorised person until we have confirmation from a parent.

In an emergency you may ring us and we will make a note on the sheet for you.

You are welcome to come in and join in an activity with your child to settle them once the doors are opened.

If you are early, please stay with your child until the session begins. You are free to use the outdoor area as the staff set up the indoor learning environment.

Birthdays

Birthdays are an important and happy time for your children. The preschool policy is that we celebrate your child's day by singing "Happy Birthday" and presenting your child with a birthday card. We do not allow cakes etc in line with our Healthy Eating Policy.

Change of Address

Please ensure that you advise us of any changes to your address, phone numbers, work or emergency contact details as soon as they occur so that we are able to easily contact you in the case of an emergency.

Child Protection

Throughout our program and daily activities we provide opportunities for children to develop strategies to help them feel safe and empower them with the ability to seek help when they feel unsure or unhappy about a situation.

The staff in the centre have all been trained in Child Protection and Mandatory Reporting.

Behaviour Management Policy

The Preschool will provide a safe, inclusive and supportive learning environment free from bullying and harassment. Bullying is not acceptable in this centre and will be dealt with according to the procedures for managing unacceptable behaviour as detailed in this document.

We believe that -

- everyone has the right to be and feel safe all of the time and we actively teach this to the children
- children feel angry, frustrated and upset at times and need help to express feelings appropriately
- behaviour changes more quickly when handled in a positive way
- it is important to encourage children to take responsibility for their actions and their own safety
- staff need to be consistent at all times to create a safe, secure environment for children and to model appropriate behaviours
- it is important that parents and staff communicate with each other about influences which affect children's behaviour
- children are individuals with different levels of social skills and understandings which need to be recognised
- for all children at preschool there are behaviours which are acceptable and some which are unacceptable

<u>ACCEPTABLE BEHAVIOURS</u> are those that allow for the happy and smooth running of the preschool. They include:	<u>UNACCEPTABLE BEHAVIOURS</u> are those, which threaten the safety and enjoyment of other people at preschool. They include:
<i>Respecting and caring for others</i>	<i>Hitting other people</i>
<i>Sharing and taking turns</i>	<i>Kicking others</i>
<i>Being cooperative</i>	<i>Spitting at others</i>
<i>Being polite</i>	<i>Pinching others</i>
<i>Participating in kindergarten play activities</i>	<i>Biting others</i>
<i>Being friendly</i>	<i>Pushing other people</i>
<i>Listening</i>	<i>Throwing things unsafely</i>
<i>Helping</i>	<i>Bullying</i>
<i>Using appropriate language</i>	<i>Swearing</i>
<i>Caring for equipment</i>	<i>Name calling and putting others down</i>

When we observe unsafe, unacceptable behaviour occurring deliberately we will talk about safety in the preschool and then use one, or a combination of the following, strategies

- Talk with the child about how to use acceptable, safe, non-threatening ways to solve the problem
- Offer the child the choice of other activities
- Offer the child the option to stay at the activity, playing safely
- Re direct the child to other play activities

When unsafe behaviour is persistently repeated we will develop, in consultation with the parents/caregivers a Behaviour Management Plan. If appropriate, referrals will be made to the Early Childhood Support Services.

In conjunction with these approaches to unacceptable behaviour we will continually talk with *all* the children about what to do when another child threatens their rights or safety. We will encourage the children to

- **tell the other child to stop the behaviour**
- **tell the other child why they do not like the behaviour.**
- **seek help from the teachers if the behaviour does not stop**

Staff will

- model appropriate behaviour
- provide opportunities for children to take risks and experience success
- be positive
- value children as individuals
- encourage children to accept responsibility
- provide opportunities for problem solving
- provide lots of opportunity for talking and asking questions
- help children to recognise their feelings
- help children to handle their feelings
- make learning relevant and manageable for children
- be fair and patient
- be consistent and follow through when managing behaviour

Children will be encouraged to

- become appropriately assertive
- become confident
- be relaxed
- be happy
- share
- show initiative
- take risks
- solve problems
- communicate effectively
- express feelings, wants and needs
- work together in a co-operative manner
- respect others and take responsibility for their own actions

Clothing

Please dress your child in casual, comfortable and appropriate clothing, particularly clothing that they are able to manage themselves. Staff will provide support to children with their clothing as required.

Footwear needs to be safe and enable children to run, jump and climb with ease. Velcro shoes and sandals are easier for children to take on and off themselves giving them a sense of independence and achievement. Thongs are not suitable footwear at preschool. Please provide clothing that offers protection to shoulders, backs and chests at all times. Getting dirty is often part of preschool life, and while smocks are provided, they are not always effective. Please dress your child in "dirt/paint friendly" clothing so that they feel able to be an active participant in all activities.

We have preschool t shirts and windcheaters available to purchase.

Please name all removable clothing - in particular hats, jackets, and shoes.

Communication

Each family has a named pocket located on the verandah for newsletters, notes, receipts etc. Please check your pocket every day.

For effective communication share your concerns, queries & joys.

While we may not always be able to speak with you straight away, we will get back to you as soon as we can.

Governing Council

The Governing Council, which consists of parents and staff members, is an integral part of the preschool. Being a member gives parents the opportunity to be involved in decision making, the management of finances, fundraising and the maintenance of buildings and equipment. Meetings are held twice a term from 7- 9 pm. and all parents are welcome.

The Council consists of the following positions:

Chairperson

- Liaises with the Director to organise the agenda, chairs meetings and maintains contact with Director for discussions or meetings if/when necessary.

Secretary

- Takes minutes of the meeting and ensures all members have copies of minutes promptly following the meeting.

Treasurer

- Counts, balances, receipts and banks all money that comes into the centre.

General Council Members

- Contribute to discussion and support the council where needed. Becoming a member is a great way of having an active role in your child's kindergarten and a way of getting to know other parents and staff.

No experience is necessary and your comments, suggestions, concerns and ideas are always welcome.

Grievance / Complaints Procedure

If any parent/caregiver has concerns regarding any aspect of their child's education please see the Director in the first instance.

If you have concerns regarding staff you may speak directly to the staff member involved or to the Director who will inform the staff member of the issue and work with you and the staff member to resolve the concern.

We will aim to resolve your concern as soon as possible or within 15 working days.

If you are not satisfied that your concern has been resolved you may choose to contact the Educational Director, Brendyn Semmens - ph 8207 3764.

If your concern is still not resolved you may then contact the Parent Complaint Unit of the Department for Education and Child Development - ph. 1800 677 435

Illness & Absences

If your child is unwell prior to their session, we ask that they be kept at home.

Children with contagious or infectious diseases including head-lice, diarrhoea, vomiting, conjunctivitis, raised temperature and 'green' noses are not to attend preschool. Even if your child "wants" to come to preschool, (which they will often say!), it is best to remain at home to get well before attending the centre again.

If your child appears ill during the day, staff will contact you or your emergency contacts. You will be given an illness report completed by a staff member.

Please contact the Preschool if your child is to be absent.

Injuries

If your child has a serious injury and requires immediate outside medical attention, staff will contact you or your emergency contacts.

An ambulance will be called if appropriate. Parents/caregivers or emergency contacts will be notified as soon as possible. Please always ensure that your enrolment form has up to date contact information.

In the case of your child having a head injury we will always contact you, (even if considered 'mild'). Minor injuries will be treated by staff, all of whom have current First Aid training. An injury report will be given to you at the end of the day and also sent to child care when applicable.

Healthy Eating

Food and Nutrition Policy

Rationale:

This preschool promotes safe, healthy eating habits in line with the *Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools* and relates to the DECD wellbeing strategy. We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. Short term: maximises growth, development, activity levels and good health.
2. Long term: minimises the risk of diet related diseases later in life.
3. Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities.

Therefore:

- staff at this preschool model and encourage healthy eating behaviours
- food and drink are consumed in a safe, supportive environment for all children
- parents and caregivers are encouraged to supply healthy foods that fit within the *Right Bite* strategy for their children at preschool.

This food policy has been established after consultation with staff and parents within the preschool community.

Curriculum

Our preschool's food and nutrition curriculum:

- includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- integrates nutrition across the curriculum

The Learning environment

Children at our preschool:

- have fresh, filtered tap water available at all times and are encouraged to drink water regularly through the day
- are encouraged to bring their own named drink bottle
- eat in a positive, social environment with staff who model healthy eating behaviours
- use the preschool vegetable garden to learn about and experience growing, harvesting and preparing nutritious foods

Our preschool:

- understands and promotes the importance of breakfast and regular meals for children
- teaches the importance of healthy meals and snacks as part of the curriculum
- is a breastfeeding friendly site

Food supply

Our preschool has the following guidelines for families for food brought from home:

FRUIT TIME :

Parents and carers are asked to supply fruit and vegetables at fruit time to:

- Provide children with important minerals and vitamins
- Encourage a taste for healthy foods
- Encourage chewing which promotes oral muscle development

Fresh fruits, vegetables or a slice of cheese are recommended for fruit time

We understand that at times families may run out of fruit. A healthy sandwich with a savoury filling or plain biscuits is acceptable.

LUNCH TIME:

Parents are encouraged to follow the above guidelines

A healthy lunch box might include a sandwich, fruit, yogurt, cut up vegetables etc.

Please do not include chocolate, muesli bars, roll ups etc.

Please ask staff if you are unsure.

-Our centre will ensure a healthy food supply for preschool activities, celebrations and events, strictly limiting availability of high fat, high sugar, or processed foods like chips, pastries, cakes, lollies, crisps and soft drinks to no more than twice a term, in accordance with the Healthy Eating Guidelines.

-We will display nutrition information and promotional materials about healthy eating, and provide information updates in newsletters.

Note: If your child has a serious **food allergy** (eg. nuts), a separate policy for the duration of your child's involvement with the preschool will be developed and communicated to parents and staff.

Laundry:

We regularly need help with washing painting smocks, tea towels, towels, dress-up clothes etc.

Staff will put a bag out ready to be washed and we would be delighted if you can take it and bring the clean items back over the following few days.

Lost Property

Any articles of clothing, lunch boxes, toys etc. that have been misplaced may be in our lost property box. Please check this regularly.

To avoid lost property, please name all clothing and do not bring toys from home - they often end up broken or lost.

Special items may be brought in to show staff or a friend and then either taken home by the parent or kept in the office to be picked up at end of session.

Medication

Medication can only be administered with a Medication Health Plan that needs to be completed by a Medical Practitioner.

Staff will not administer medication without this completed form.

Permission to administer medication forms must be completed by a parent / caregiver on the day that medication is to be given to a child.

Please see a staff member for these forms.

The administration of medication will be recorded and witnessed by staff members.

Nut Free Policy

There are children in our centre who have allergies to nuts and nut products, including

Anaphylaxis - a severe and life threatening reaction to nuts.

For some of these children, simply coming into contact with nuts or even traces of nuts, can be life threatening.

You can assist by ensuring that no nuts, or products containing nuts, are brought into the centre e.g. peanut paste, Nutella, nut muesli bars etc.

Your help enables this centre to be safe for all children.

Parent Participation

You are welcome to stay and work and play with your child at any time.

Your participation in our educational program is always welcome and much appreciated.

If you have any special interest, skill or talent which you would like to share with the children, please let us know so we can incorporate your ideas in the program.

We especially appreciate your help with music, dance, science, cooking, craft etc.

Photographs

A commercial photographer will take group and individual photographs in Term 3 of each year.

Parents are not obliged to purchase these photographs.

Staff regularly take photographs of all children which are placed in their folders and may also be displayed in the centre.

If you have any concerns with this practice, please see staff.

Permission for taking photographs of children is obtained at enrolment.

Separation Anxiety:

When you arrive you might like to spend some time with your child showing them around and playing with them. Introduce yourself and your child to other children and adults.

Children at this age are learning these skills by adult example. Making friends and learning routines help everyone settle in quickly. If your child is upset when you leave, ask a staff member to help you. You are welcome to ring the centre to see if your child has settled.

School Transition

We work closely with our neighbouring schools to ensure children have a happy and smooth transition into school.

Local schools organise transition visits in the term prior to commencing school.

We also meet with school staff to ensure they have an understanding of the individual needs and interests of each child.

Other centre policies and procedures and DECD policy information is available in the site's Policies and Procedures Folder - available to families at all times.