

THE PINES SCHOOL BASED PRESCHOOL

PARENT INFORMATION BOOKLET

WELCOME TO THE PINES SCHOOL BASED PRESCHOOL.



We welcome you and your child(ren) to our Preschool and we hope your time with us is both educational and enjoyable.

We provide a high quality, safe, welcoming, happy environment where your child will have a sense of belonging and ownership.

Through our practices we develop and maintain partnerships with children, so that they feel valued, respected and have a voice in their learning.

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CURRICULUM AND PHILOSOPHY OF LEARNING

At the Pines, the Preschool curriculum is based on the **Early Years Learning Framework**.

The Framework identifies the following 5 learning outcomes for the 3-5 years age group.

Curriculum/Outcome areas

- ❖ 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 communicate.

This framework allows staff to plan an inclusive play based program. We also use the Early Years Learning Framework to assess and report on your child's learning.

Our curriculum is based on each child's developmental needs, interests, knowledge and skills which are observed and planned for, through a variety of play based learning experiences.

Our learning plans are based on children's prior knowledge, skills and abilities. A different range of activities are provided for learning styles.

Activities of personal relevance and which are connected to the children's real world situation.

We plan a play to based program because children learn in a variety of ways and also vary in their pace of learning. Our program allows children to explore, imagine, create, problem solve, develop social groups; develop independence and have fun.

THE IMPORTANCE OF PLAY



Children learn through 'doing', so play is an essential part of learning for young children.

Through play experiences children are involved in active learning. They learn about themselves and the world around them through active hands on learning.

Play is a creative process and it is through play and 'doing' that children practise and master what they have learnt.

Children are able to express their thoughts and feelings as well as developing social skills through meaningful play.

As teachers, our role is that of co-learner: providing experiences to challenge and extend children's thinking as well support and collaborate with children to extend their play.

We create a learning environment by setting up appropriate activities, plan groups that involve songs, games, dances, stories- all 'play' experiences.

Children are taught to be active participants in negotiating, making choices and decisions about their learning through the 'play process'

We send home a copy of our Topic based programme each fortnight. We encourage you to read, participate and add to our programme by bringing in additional resources.



FAMILIES



We recognise that families are a child's first and main educator therefore we focus on the relationship between the child, families and staff at our centre.

We aim to ensure that all families feel accepted valued and respected and that their diversity is recognised and respected.

We encourage families to be involved in their child's experiences.

We also support families in being part of the planning process for their child's learning journey over their preschool year.

All the Staff encourage positive and productive relationships in the Preschool. These relationships are based on trust, confidentiality and open communication.

We maintain regular communication between our families and the Preschool staff through informal chats, newsletters, information nights, displays, 'communication books' for Childcare and Out of School Hours Care, telephone calls, interviews and portfolios.

This enables us to provide a high quality learning programme for all children by keeping in touch with our families.

We will respond to and try to address individual family needs and concerns.

YOUR STAFF



Principal

Cherie Collings

Teacher

Maria Battisti

Teacher

Lucy Kumic

School Service Officer

Coralie Scales

School Service Officer

Jenny Halliday

School Service Officer

Sharon Olavesen

School Service Officer

Lynn Little

We also regularly have a number of Preschool Support Workers and Bilingual Assistants working with specific groups of children or individual children.

Our staff vision and philosophy is to maintain an appropriate, caring and supportive working environment for all.

We value the knowledge, skills, abilities and expertise that each individual staff member brings to our Preschool.

We involve all staff in active decision making e.g. regular staff meetings.

We respect the diversity of staff backgrounds and experiences.

All staff undertake ongoing professional development so that we can provide the best educational outcomes for your child.

SERVICES AVAILABLE

SAME FIRST DAY INTAKE POLICY

Children who will turn 4 years of age before the 30th of April 2014 will be eligible to start Preschool sessions on the first day of Term 1 2014.

Session Times available are:

- Group A will attend two full days Monday and Tuesday and every alternative Friday
- Group B will attend two full days Wednesday and Thursday and every alternative Friday.
- Sessions Times are for Full Days 8.30-3.10pm
- Fridays are from 8.30-12.00pm
- If any queries or concerns regarding these times please speak to a staff member.

Preschool Support DECD (The Dept of Education and Children's Development) provides specialised help free of charge from qualified Speech Pathologist, Psychologists and Disability Coordinators.

If you have any queries or concerns regarding your child's development please see a staff member for a confidential referral.

Staff may also approach you regarding any extra support that we feel your child may need.

Bilingual Support - For children and families from culturally and linguistically diverse backgrounds who have limited English

School Transition - The Preschool liaises closely with The Pines School and other local schools to provide a transition programme for your child.

You will be notified about days and times at the end of the term before your child starts school

Health Screenings - Child and Youth Health provide a health screening for children aged 4-5 years and over. Screenings are usually held each term before your child starts school.

Staff will notify you of the date.

DAILY ROUTINE



Morning Routine

8.00am - 8.30am Staff preparation time.
Set up of the inside and outside area.

8.30am Doors open, children arrive and participate in free play activities/experiences inside.

9.15am Group time. Songs/games/ roll call/ information sharing.

On Wednesday we split into smaller groups for planned activities/group work to consolidate skills e.g. literacy/numeracy.

9.30 -9.45am Free play/snack time. Children have the choice of inside and outside activities. Children can continue to eat their snack during free play at a table.

Staff during this time may take small groups to work with individual or groups of children.

11.20 am Pack up time begins outside and inside.

11.30 am Children who stay all day go to lunch.

Afternoon Routine

12.05pm Children finish lunch and have relax time.

12.20pm - 1.00pm Free play time inside.

1.00pm Doors open for outside play/snack time.

Children have choice of inside or outside activities.

Snack time children can eat their snack any time during free play at a table.

Staff may take small group or work with individual children during this time.

2.30pm Children help to tidy up equipment/put equipment away (pm only).
Lock shed/put chairs up (pm only)

2.45pm Children go inside to mat group time.

3.00pm Begin to farewell children
Staff say goodbye to children before they leave the mat.

3.05pm Tidy up inside and outside area.
Restocking of collage as necessary.
New paints/glue.
Kitchen/art area cleaned.
Work displayed

PUBLIC SCHOOL TERM DATES 2014



Term 1	28 th January – 11 th April
Term 2	28 th April – 4 th July
Term 3	21 st July – 26 th September
Term 4	13 th October- 12 th December

FEES AND PAYMENT

To be able to run the Preschool and provide a good education for YOUR CHILD we are reliant on your fees.

They cover the costs of the numerous essential consumable items such as paint, glue, tissues and new equipment.

Preschool fees \$60.00 per term

Fees can be paid by regular instalment or at the beginning of each term.

If you are having difficulty with payment, please see staff to make suitable alternative arrangements.

Fees are invoiced at the beginning of each term. We appreciate prompt payment, thank you.

Fee envelopes are placed in each child's pocket.

All fees are due by the end of week 4 of each term.

All fees are to be paid at the front office of The Pines School.

Over Due Fees

Reminders notices will be issued for overdue fees during the term.

ASSESSMENT AND REPORTING TO FAMILIES

During each child's time at our preschool, the staff will establish a learning portfolio.

The portfolio shows a range of information about your child's learning experiences. Items may include photos, staff observations, individual and group learning.

These portfolios are available at all times to parents and children.

Summative reports

Summative reports are written at the end of your child's final term of preschool before starting school. They will be given to you in the final week of term.

The report describes your child's progress and development as outlined by Early Years Learning Framework and is based on staff observations and assessment.

First Term of Preschool.

An initial assessment is undertaken by staff in your child's first term of preschool. Ongoing observations are recorded about your child's interests, development and learning. These observations are used by staff to plan learning experiences to meet the needs of your child.

If at anytime you wish to discuss your child's progress or have any concerns, please talk to the teaching staff. It may be necessary to make an appointment so we can have uninterrupted time to spend with you.

WHAT YOUR CHILD NEEDS EACH DAY.

- A clearly **named** hat for outdoor play.

The Preschool, like the School, has an all year round 'hat policy'. All children must bring a hat to Preschool to wear outside when playing.

The school recommends a broad brimmed or legionnaires hat.

If your child does not have a hat, they will be required to play indoors, in the sandpit or under the verandah

Please note in the winter months children are still required to wear a hat.

Beanies, hoods etc are not acceptable.

- A named bag in which to keep their belongings e.g. a backpack

Please make sure that it is easy to open and close for your child.

- A Drink Bottle



Please supply a named bottle containing **WATER** only. Please no juice or cordial. This is to be kept in your child's Bag. If your child forgets their bottle water will be provided.



Please also make sure that your child can open and close their drink bottle.

- A Healthy Snack

The Preschool programme aims to promote and encourage good health and nutrition practices as well as independence skills.

We request that you send healthy foods for snacks, which can be independently managed by your child.



A piece of fruit, vegetable, cheese, dried, fruit etc
No cakes, sweet biscuits, chips, chocolate, lollies, Muesli bars.

If unhealthy items come to Kindergarten they will be returned to you.

For further information please go to www.decd.sa.gov.au/rightbite.



- Snacks/lunch for Full Day Children

Your child will need to bring the following

- ✚ A morning snack
- ✚ An afternoon snack
- ✚ Lunch
- ✚ Their water bottle



The morning and afternoon snack remains in your child's preschool bag and their lunch will need to be put into the eskies provided.

Please pack their lunch in a separate lunch box with their name on it.

- Clothes

Please dress your child in practical and comfortable clothes suitable for active and sometimes messy play.

Please make sure that your child can manage any buttons, zips and belts for independent toileting.



During hot weather we encourage you to be Sun Smart and to dress your child so that their shoulders are covered.

The Cancer Council recommends sleeves below the elbow and clothes that cover the neck.

- Shoes

For safety reason appropriate footwear needs to be worn at preschool at all times.

Children are frequently climbing, balancing, running etc and thongs, slip in sandals and crocs are unsafe, do not offer much protection and do not allow your child to participate in all activities.



Please name ALL your child's belongings including, bags, clothing, hats, lunch boxes and drink bottles.

NUT AWARE POLICY

Important This Preschool has a Nut Aware Policy

Please be aware that we have children attending our preschool, who have severe allergies to nuts.

No Nuts or Products Containing Nuts may be brought to the centre because there is no guarantee that children will not share snacks or inadvertently have contact with the nut product.

Foods that are Not Allowed in the centre include all types of nuts, peanut butter, nutella and foods that are cooked with nut oil.



To protect children with allergies any foods that are found by staff to contain nuts or nut products will be placed in plastic bag with the child's name on it and be returned to your child at the end of the session.

ARRIVAL

Please enter the Kindergarten from the side gate and then go through our playground and enter through the main doors.

Each session will begin with a period of free play during which time the children may use any of the equipment that has been set up for the session.

Please feel free to stay and spend some time with your child enjoying the activities and helping them to settle happily into the session.

Please see that your child is happily settled into an activity before you leave. Please tell them you are going, so that they do not get upset when they realise that you have gone.

If your child is experiencing difficulties separating from you, please alert the staff and we will assist you.

When you and your child arrive at preschool.

- Check your child's information pocket.
- Each child has an information pocket they are located on either side of the preschool front doors. Please check these regularly for notes and preschool information.
- Help your child to place their bag in the bag lockers.
- If your child has a full day session, please place their lunch in a named plastic bag and place in the esky's provided.
- Bring your child into the preschool room and greet staff, so that we are aware of your child's arrival for safety reasons.
- If you arrive early please stay outside with your child until the session starting time. This allows staff to prepare for the day.



GOODBYE TIME

At the end of each session, the children will be involved in a group time.

The staff will farewell the children individually to ensure that they go home with the person nominated to collect them.

Staff will only allow children to leave the centre with parents or caregivers. (see Security of children below)

As staff have cleaning up and preparation to do please collect your child on time.

If you are on time this will also ensure that your child is not distressed.

Should an emergency arise and you are unable to pick up your child on time, please telephone staff so we can reassure your child

Security of Children

In general children are brought and collected by their parents/caregivers. When this is not the case, please let the staff know. There is a diary on the kitchen counter to record other arrangements. Please provide their name and contact phone number.

Staff cannot let children go with any other person other than the designated person **without permission**.

Please make sure your child knows who will be collecting them.

In the case of a different person collecting your child, a driver's licence will be required to check their identity against the permission form.

If you are collecting your child early before the session ends please sign the Early Departure Sheet that is on the kitchen bench.



ILLNESS AT PRESCHOOL



If your child is showing signs of being unwell, before coming to preschool, it is important to keep them home for the day.

This will ensure that staff and other children do not become ill.

If children become unwell at preschool, they will be cared for until a parent or emergency contact person can collect them.

Please make sure that your contact details are up to date

If your mobile number is your main contact, please keep your mobile phone on at all times during your child's pre-school session time.

If your child will be absent for one reason or another, please phone the preschool, especially if he/she has something contagious that we need to notify all parents about.

Please notify staff immediately should your child contracts an infectious disease e.g. measles, chickenpox.

Guidelines are available in the book called "You've got what?" Prevention and Control of Notification and Other Infectious Diseases in Children and Adults.

Please if you have any concerns or enquire, please see a staff member who will access the book for specific details.

MEDICATION PLANS

If your child has a long term health problems which requires ongoing medication, you will need to see a staff member for a Health Care Plan which needs to be filled in by your doctor/practitioner.

Staff are not permitted to administer any medication without a signed Health Support Plan form from your medical practitioner.

All medication brought to the preschool, must be in the original bottle/container/packet and have an administrating sticker.

Medication must not be out of date.

Parents are responsible for the maintenance of the medication.

FIRST AID

On occasions a child may have an accident at Preschool that requires attention.

All injuries even minor injuries e.g. a cut that requires a Bandaid will be documented and reported to you.

A staff member will inform you of the incident and will ask you to sign a book to indicate that you have been informed.

Any serious injuries including bumps to the head and you will be phoned immediately

OTHER REMINDERS

LIBRARY



We visit the school library every week. Children are able to borrow a book to take home. If you would like to supply a named library bag this would be appreciated as it helps protect our books as well as teaching children how to care for books.

PARENT SUPPORT



- Parents are always welcome in the Kindergarten and there are a variety of ways in which you can give your support.
- If you would like to cook, share your skills or help in any way, please let one of the staff members know.
- Helping us with fundraising activities is always a great way to support your child
- We always welcome your empty food boxes etc from home to use for pasting

TOYS

We ask that children **do not** bring toys or treasures from home in case they become lost or broken. We cannot be responsible for toys brought to preschool.

CONTACT DETAILS

**The Pines School
42 Andrew Smith Drive
Parafield Gardens 5107
Ph 8281 21 99
Fax 82815858**

Email Preschool.Info775@schools.sa.edu.au



We are looking forward to working with you and sharing this special experience with you and your child