



Welcome to Echunga Preschool

Welcome to Echunga Preschool. We look forward to getting to know you and your child in their preschool year and trust it will be an exciting and enjoyable learning journey for all of us.

Enrolment

The enrolment process starts in the year preceding a child's entry into preschool and is as follows:

Children are entitled to access 4 terms (1 year) of government preschool in the year before they start school:

- before 1 May are eligible to start preschool at the beginning of the year.
- on 1 May to 31 October can commence preschool through the mid-year intake at the start of term 3 of that 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. Children who turn 4 years after 31 October will be eligible to commence preschool at the start of the following year.

Once an offer has been made, Enrolment forms will need to be completed and signed by the Principal. On enrolment of your child, we need to sight one of the following: birth certificate; passport; or official Centrelink documentation.

Term Dates

For SA school term dates go to the Department for Education (South Australia) website.

<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>





Parent Communication

Information pockets - Each family will have an information pocket located in the kitchen area. Please check these regularly.

Parent noticeboard - Our parent noticeboard is located just inside the front door and has a variety of health and community information.

Change of phone/address/email - Please inform front office staff and preschool staff as soon as possible if there is a change to any of your contact details, especially phone/email.

Seesaw - Seesaw is our whole school communication app which can be downloaded on your mobile phone. Families receive regular preschool information electronically as well as the Echunga Primary School newsletter in weeks 3,6 & 9 of each term. Please see the front office if you haven't received a school newsletter by Week 4.

Fruit, Lunch & Water

Please send morning fruit for your child to eat. Fruit time is set aside for a nutritious fruit or vegetable snack, no sugary foods please (ie lollies, cakes or roll-ups). Please send a named full water bottle along with a healthy lunch for your child. In line with the school, we promote sustainable and healthy food choices and encourage re-usable containers to minimise packaging (often referred to as 'nude food').

Clothing

Please send children in clothing that is easy for them to manage, protects them from the sun (and cold in winter) and allows them to be able to play without being unduly worried about getting dirty. Children need to have shoes that they can independently take off and put on (velcro is good!). Shoes need to be secure and safe for climbing and running.

Please send a change of clothes including socks and a plastic bag for any wet items.

Rubber boots, jackets and warm hats are required items for outside play in the winter months. Please label all clothing with your child's name.

Sun safety

To protect children from skin damage from exposure to the sun we:

- * Encourage children to wear protective clothing for outside play
- * Set up activities and encourage play in shaded areas
- * Alter the routine by having outdoor play outside of peak forecast "very high" and "extreme" UV levels.





When the predicted UV Index is 3 or above parents are to apply sunscreen to their child prior to the start of the preschool day and to ensure that children have a non-corded broad brimmed or bucket hat which is compulsory for outside play. We provide sunscreen for reapplication in accordance with our sun protection policy and staff will assist children in reapplying as required. We use a broad spectrum Sunscreen SPF 50. Please see staff if you have any concerns about the use or brand of sunscreen used.

Settling routine

If you believe your child may have difficulty separating from you, it is a good idea to develop a plan with your child beforehand, such as you will help them to unpack, read a story or do a puzzle, then 1 hug and say goodbye. You are welcome to contact us to find out how your child is settling, if needed. We will contact you if your child experiences ongoing distress. Staff are happy to assist children and parents in the separation process and this can be a part of your routine.

Toys from home

We welcome the sharing of interesting finds from nature such as rocks, shells, nests etc or contributions to a topic, but we ask that you leave toys at home. It can be very upsetting for a child to have a toy break or for a small piece to be lost (sometimes in the sandpit).

Toys from home also become problematic when some children are given permission by the owner to be played with and others not.

We will have special days, for example soft toy day, wheels day, dress ups or teddy bear's picnic when everyone can bring along a toy.

School Library

We visit the library during preschool time and the children are able to borrow books to bring back to the preschool to read with their friends.

Families are welcomed and encouraged to borrow from the library with their children to assist them with the selection of books suitable for their age and interest. Children may borrow 2 books at a time as often as you/they wish. Library borrowing times are 3:10-3:40pm on Mondays, Wednesdays and Fridays.

Arrival, Departure and Changes to Collection

There is a large amount of setting up to be done before each session and we would appreciate families not arriving before 9am.

If you know there will be a change to the collection of your child, please let us know so we can record it on the attendance form. Please remember to tell your child if somebody different will be collecting them. It is essential for us to have an **accurate** list of "authorised" persons to which we can refer. Your list of authorised persons can be amended at any time and new information deleted or upgraded. Please see staff at the front office to update your records.



Child Absence

We would appreciate being informed if your child will be absent – send a message through the preschool Seesaw app, phone the office on 8388 8306 from 8.30am or let us know in advance for planned absences.

Medication and Illness

If your child is required to take any medication during the day, it is mandated that we have a **written plan** from a doctor. Staff must follow a strict procedure to administer and record any medication given. For ongoing medical conditions such as an allergy or asthma, staff will regularly check quantities and use-by-dates on medication. Children with a medical condition (such as asthma or an allergy) require a Health Care Plan from a doctor.

Please see the front office to obtain the medical forms to be completed prior to your child commencing preschool.

We are required to inform families of the outbreak of certain infectious diseases. For more information about infectious diseases see 'You've got what?' on the SA Health website.

<http://www.sahealth.sa.gov.au/>

Immunisations

From 1 January 2020 the Department for Education early childhood services requires parents to provide a copy of their child's immunisation records on enrolment, and an updated immunisation record when their child has received the [scheduled childhood immunisations](#) .

Parents and guardians are legally required to provide the immunisation records to the preschool.

For most children, an approved immunisation record is an extract from the Australian Immunisation Register called an immunisation history statement. This record provides a statement about whether a child is up-to-date with their immunisations, as well as any approved exemptions. In special circumstances, a document approved by, or certificate issued by the chief public health officer will be required. **It does not include a letter from a doctor, a child's 'Blue Book' (South Australian Child Health and Development Record), or an overseas immunisation record.**

Parents or guardians can access an immunisation history statement via:

- [Medicare online account](#) through [myGov](#)
- [Express Plus Medicare mobile app](#)
- contacting the [Australian Immunisation Register](#) general enquiries line on 1800 653 809 and requesting that a statement be posted to them.



Injury and First Aid

If your child receives any first aid while at preschool, we are required to record the details in a permanent register. Parents/carers are required to sign this form. If your child becomes unwell or has an injury of concern during the day we will contact you straight away. For minor injuries, we will also inform you of how the injury occurred and your child's first aid treatment.



Allergy Awareness

If there are any food allergies at our preschool (children or staff) we will notify all families in writing of necessary food precautions and/or restrictions.

Child & Family Health

A free 4 year old health check, including vision and hearing, may be offered for children during their preschool year. When appropriate, you will be invited to attend an appointment with your child to meet with a qualified nurse who will conduct the screening.

Student Support Services

We have access to the following services provided by the department who assist and advise on specific programmes for children with needs:

- Speech Pathologists
- Psychologists
- Social workers/Family Support
- Inclusive Educators
- Behaviour Support Educators

Preschool Program

In planning for children, we offer a comprehensive play based program using the National Curriculum Framework and The Early Years Learning Framework (EYLF), "Being, Belonging, Becoming".

Being, belonging and becoming are the big ideas that form the basis of the EYLF.

Belonging

To belong is to feel included. It is to feel connected to what is going on around you. Belonging helps to give children the security and confidence to explore their world. By building a sense of belonging, children also build identity, wellbeing and the ability to learn.

Being

Being is about having the chance to be yourself - to do the things that you want to do, and to do them in your own time. The idea of "being" is a reminder that life does not have to be hurried, and that childhood should be



a time of joy, wonder and exploration, rather than one of pressure, haste and stress.

Becoming

Becoming highlights our role in helping children achieve their potential. Becoming is about having all the possibilities of life in front of you, all the choices open to you, and how we help children to make the most of these choices.

The 5 Learning Outcomes are designed to integrate and develop the complex learning dispositions, skills, and knowledge of preschool aged children. EYLF's learning outcomes are broad, long-term accomplishments. They are:

- ✿ Children have a strong sense of identity
- ✿ Children are connected with and contribute to their world
- ✿ Children have a strong sense of well being
- ✿ Children are confident and involved learners
- ✿ Children are effective communicators

Our program is flexible and allows children to:

- ✿ Develop their social skills through interactions with peers and staff in a safe play environment
- ✿ Use their imagination, problem solve, question, contribute to discussions, develop thinking skills and to articulate them
- ✿ Engage and develop areas of personal interest
- ✿ Become independent, self-motivated learners
- ✿ Learn to manage their own time and learning
- ✿ Have opportunities to explore a wide range of learning experiences through play

We use Program Achieve (which focuses on building social and emotional skills) to support children with developing learning dispositions such as

- ✿ Getting along
- ✿ Persisting
- ✿ Confidence
- ✿ Resilience
- ✿ Organisation

We assess and record children's progress through observations, work samples, questions and conversations (individual as well as group) including input and regular feedback from families.



Keeping Safe: Child Protection Curriculum

It is a Department for Education responsibility under the Children's Protection Act (1993) and the Child Protection in Schools, Early Childhood Education and Care Services policy to ensure that effective abuse prevention programs are implemented and that all children and young people have access to the approved child protection curriculum.

Child protection and safety are an important part of the EYLF. Fundamental to EYLF is a view of children's lives as characterised by Belonging, Being and Becoming. Aspects of child protection and safety are embedded throughout the 5 learning outcomes in the EYLF.

There are two main themes to the Keeping Safe Curriculum:

- We all have the right to be safe
- We can help ourselves to be safe by talking to people we trust

Mandatory Notification

Staff are legally obliged to notify Department of Child Protection of any suspicion on reasonable grounds that a child has been abused or neglected.

How can families be involved at preschool?

We welcome and value all parent participation. Some ways to be involved include

- ✿ Contributing time (one off visits or regular volunteering) with a skill/talent eg music, playing an instrument, cooking, sewing, pottery, art, craft, gardening
- ✿ Assisting to plan for your child's learning by providing information when your child commences and throughout the year
- ✿ Providing regular feedback about the program and centre, and making suggestions for improvements. This can be in an informal way or through formal channels (e.g. annual parent survey)
- ✿ Reading stories, especially first thing in the morning
- ✿ Coming on excursions
- ✿ Preparing collage materials and helping with repairs to resources etc
- ✿ Cleaning toys and equipment (at preschool or taken home)
- ✿ Taking a turn on the washing roster





Echunga Primary School Governing Council

Preschool parents are welcome to join the Governing Council and it is a good way to meet other Echunga Primary School parents, contribute to decision making, learn more about the school and have a say in School Governance matters.

The AGM, where elections take place, is held in the first term of each year, allowing new families into the school the chance to be involved. Meetings are held twice per term on a Tuesday evening at 6pm.

Community Volunteers

We often welcome volunteers from the community into the preschool and acknowledge the rich contribution they make to our site. Volunteers require specific documentation and a clear understanding of their role and expectations. Contact staff for further information.

Your child's final term

Being a preschool on a school site, we are regularly involved in activities and events with the school.

In your child's final term, children will be involved in further transition activities.

At the end of the preschool year, you will receive a Statement of Learning Report that shows your child's strengths, interests and progress with their learning. This information will be shared with your child's new teacher and a copy of the report will be held at your child's school. For children going on to other schools, we will liaise with appropriate staff providing information to ensure continuity of learning for your child.

Emergency Planning

Echunga Preschool has plans in case of emergencies such as internal or external fire, bushfires or threatening situations. Each term we have a safety drill/practice and record the event (the sheet is located behind the front door). Our fire drills are practised with the whole school at least twice a year.

Throughout bushfire season, please take note of information in the school's newsletter. If the preschool is directed to close due to catastrophic fire conditions, an instant messaging system for contacting families is also used the day before the closure. Please refer to information provided at the time of enrolment.



Photography of your child and their work

At enrolment we will seek permission for your child to be photographed by staff while at preschool. Our school and preschool newsletters regularly contain photographs of events and children's learning. Please note that photos are not to be shared or re-posted to any social media platform (for example Facebook) as not all families give permission for their child's image to be shared.



Accounts

Accounts are issued each term and can be paid at the school office or electronically transferred, for which a receipt will be issued. The Governing Council sets preschool fees and money received is used to directly resource the preschool. Fees will be advised prior to beginning preschool (approx. \$100 per term). Excursions, specialist programs and in house performances will be invoiced separately.

Policies

Parents are able to view our policies at any time on the school and/or Department for Education website. If you would like a hard copy, please ask us. Each policy has a review date and we will seek parent input at this time. Site-specific policies are ratified by the Echunga Primary School Governing Council.

Out of School Hours Care (OSHC)

Before School, After School and Vacation Care is available to a limited number of preschool children from their 4th birthday. If you are interested in accessing this service please ring Jodie, OSHC Director on 8388 8563.