



Flaxmill School P-7

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Principal: Peter Cobb
Preschool Coordinator: Kylie Harris

Flaxmill Preschool

Parent Information

Booklet



At Flaxmill preschool we provide all children with opportunities to experience learning that is engaging and builds success for life.

STAFF:

Peter Cobb - Principal
Kylie Harris - Preschool Coordinator
Sam Steinmuller - Preschool Teacher
Nardia Lewis - SSO
Jacqui Ryan - SSO and Preschool Support
Sarah Bloomfield - SSO

KINDY PHONE NUMBER: 8326 6076

SERVICES OFFERED:

What do we offer?

Preschool sessions for children who have turned 4 by the 30th of April of the current year. Full time preschool comprises of two full days one week and three full days the next. These days are either Monday/Wednesday and alternate Fridays (Blue Group) or Tuesday/Thursday and Alternate Fridays (Red Group). Children are entitled to four terms of preschool before starting school.

3 year old Indigenous and Guardianship of the Minister children (GOM).

Children are eligible to attend 12 hours a week at Preschool from the time they turn 3.

Playgroup: For babies to school aged children on Fridays 9-11am in the school terms. Cost is \$2 per family. Contact the school office for more information.

SAME FIRST DAY: YOUR CHILD'S START DATE

Each year there will be only one intake of children at the beginning of each year. If your child turns four before the 1st of May they will begin preschool at the beginning of the year. Children who turn 4 on the 1st of May and later will begin preschool the following year. Please speak to a staff member to clarify your child's starting date.

There will also be only one intake to reception come 2015. Please see school staff as to when your child will begin reception at School.

Transition for children about to start school

Children start to visit the school during their final term at preschool. This occurs in the weeks prior to starting school. The students spend time in a class, the length of the day increases over the weeks until the final visit is a full day. This prepares the students for their transition to full time at school.

PRESCHOOL SESSIONS

Four year old program:

Blue Group: **9:00-3:00pm** Monday/Wednesday and Alternate Fridays (odd weeks)

Red Group: **9:00-3:00pm** Tuesday/Thursday and Alternate Fridays (even weeks).

Updated 29/03/16

Children are required to bring their lunch and we encourage the types of food that are recommended in the Lunch Box Guidelines for Families.

Fees:

The fees are \$200 for the year and are payable to the finance officer at the school reception.

What do children need to bring?

- Wide brimmed hat or legionnaires hat in Terms 1 and 4.
- A library bag (on Fridays).
- A back pack to take things home in.
- A change of clothes and mud boots.
- A lunch box with two healthy snacks and lunch (see Lunch Box Guidelines for Families).
- A bottle of water
- Flat non-slip soled shoes and sun smart clothing (covering shoulders).

All clothing, bags, lunch boxes, drink bottles etc. need to be clearly labelled with your child's name.

What not to bring to Kindy?

Eggs, nuts and foods containing nuts. We are a nut-free Preschool. With the increasing amount of children with food allergies and in particular anaphylaxis we ask that you respect the nut-free and egg-free policy.

We ask that children do not bring **toys** as they may get broken, "stray" into other children's bags or cause conflict.

POLICIES AND PROCEDURES:

Please visit the following link for the Department of Education and Child Development required policies and procedures [Reg 168] www.decd.sa.gov.au/policiesreg168

Site specific policies and procedures can be found in the Policies and Procedures folder at the entrance of the Preschool. Please see a staff member if you require of copy of any of these policies and procedures.

SIGN IN SHEET, DELIVERING & COLLECTING CHILDREN:

It is the responsibility of parents/caregivers to sign their child's name in and out at the beginning and end of the Preschool session. The sign in sheet is located on the trolley near the front door. Please ensure you write and tell staff important information on this sheet such as a different person picking up your child or if they need to go to OSHC etc. Please also ensure you 'handover' your child to a staff member at the beginning of each session. This ensures staff are aware of children coming and going and that relevant information is exchanged. We actively encourage

Updated 29/03/16

children to greet staff at the beginning of the session and to say goodbye when they leave. The door will remain closed until 9:00am to allow staff time to set up equipment and plan for the day. It will be opened at 3:00pm for pick up. We understand that there will be times when you need to pick up your child earlier for certain reasons.

If you are unavoidably delayed at pickup time, please telephone as soon as possible so that your child can be reassured. Should you arrange for somebody other than yourself to collect your child, it is necessary that both child and staff are told. Parents are also asked to fill in the "Different Person Pick Up Sheet" if another person is intending to pick up the child. If you intend to have an older sibling collect your child from preschool we require written approval.

Please try to be punctual when collecting children, as they can become distressed if all the other children have gone home ahead of them.

ABSENCES:

We ask that you notify the preschool if your child is going to be away. Regular attendance is important for your child to maintain continuity.

Please remember that if you are taking your child home early they need to be signed out.

CURRICULUM PROGRAM:

Our program is based on the National Early Years Learning Framework: Belonging, Becoming and Being. The aim of this document is to extend and enrich children's learning from birth to five years and through the transition to school.

Play is a context for learning that:

- Allows for the expression of personality and uniqueness
- Enhances dispositions such as curiosity and creativity
- Enables children to make connections between prior experiences and new learning
- Assists children to develop relationships and concepts stimulates a sense of wellbeing.

There are five Learning Outcomes that are designed to capture and integrate learning and development:

- 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.

As well as The Early Years Learning Framework we will use the Indicators of Preschool Numeracy and Literacy. The indicators have been developed for teachers to use in a continuous cycle to identify, plan for, assess, monitor and report on each child's learning and growth.

The staff program for the term and modify the learning environment fortnightly to cover these curriculum areas as well as protective behaviours. Our topics and program come from the children's interests, the written observations of staff or something special happening in the school and community. A summary of the programme is located on pinup board next to the interactive white board.

FACEBOOK:

The Preschool has a Facebook page that we share information and photographs of things that have been happening in our site. This page is a public page so we do not use photos of children's faces so they can be recognised. Search for "Flaxmill Preschool" to like this page.

FLOORBOOK:

The Floorbook is a planning tool which reflects the children's learning and engagement in the Preschool program and what possible lines of development can occur next. It includes photos, written descriptions and samples of the children's learning, voice, ideas and artworks. Please take the time to read and feel free to leave a comment.

ACCOUNTABILITY:

During your child's time at the preschool, staff will observe and note his/her progress and plan for his/her continuing development. Parents are encouraged to discuss their child's development and we appreciate any input from you regarding your child's needs. By returning your child's brief profile will help to give us an overview of your child's strengths and interests.

Parents/caregivers are able to access information regarding their child's learning by -

- Talking informally with staff
- Arranging a mutually convenient time to exchange information - via telephone, written exchange or a meeting regarding your child's development.
- Viewing the Floorbook

INDIVIDUAL LEARNING PLANS

Your child will receive an Individual Learning Plan (ILP) in their first term of sessional kindergarten. This will focus on your child's interest and strengths as well as strategies and program goals we will aim to achieve over the time your child attends preschool.

STATEMENT OF LEARNING

When your child leaves preschool to start school, you will receive a Summative Report, which is a brief summary of your child's development and distance traveled during his/her time at the centre.

LEARNING JOURNEY BOOKS

A collection of your child's artwork's and photos reflecting their time spent at preschool will be collected over the year and given to your child before beginning school. Most will have an explanation of the activity and which developmental learning outcomes children are developing. Children's books are available to view in the kindergarten by children, parents and families at any time. Your child may also have a learning story in their books which is a story about your child's learning.

LIBRARY

The Library is located in the school and the preschool visits the library weekly allowing children to borrow a book for a fortnight. Books are to be placed in the library box in the preschool. Please make sure that the children remember to bring their book back so that they can borrow another one.

FAMILY BOOK/SURPRISE BAG

Each child will have the opportunity to take home the family book and surprise bag. The family books is a great way to connect with you and your child and find out more about what they like and what sorts of things you like to do as a family. When children have the chance to take home the surprise bag, with your support your child will chose something to bring from home to share with the other children. It could be a favourite book, a photograph of a recent event, or a favourite toy - use your imagination.

CHILDREN'S POCKETS/INFORMATION

Information will be placed on the whiteboard and door at the entrance of the centre. Please read this on a daily basis for information regarding current happenings in the Preschool. Notes and newsletters will also be placed in each child's pocket which hangs in the foyer of the preschool. Please check your child's pocket at the start and end of their preschool session.

REMINDERS

If you have changed your address or phone number since you enrolled your child in preschool could you please let us know as it is important that we have the most up to date contact details.

LOST PROPERTY

Staff do their best to return property to their owners, especially if items are named. Please check the lost property draws regularly which are located at the entrance of the Preschool under the Red Group pockets.

PARENT/CAREGIVER INVOLVEMENT

There are a number of ways you can be involved in your child's time at Preschool. One of those is to be a member of our Preschool Parent Involvement Group. As a group we meet twice a term to discuss curriculum plans, plan events and fundraising ideas and discuss any issues or concerns.

We are always looking for parent and caregivers to assist with cooking experiences, help with end of term jobs and clean up, being on the washing roster and helping on excursions and trips.

