

### 13. Playgroup

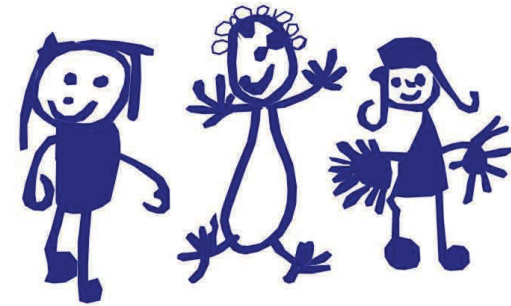
Playgroup is run by parents, for parents with small children. This includes children younger than Preschool age. It is an opportunity to meet with other parents/ caregivers in the area. Occasionally local speakers have been invited to the sessions to offer advice and information.

The session is Thursday morning from 10.30am til 12 noon.

Please bring a piece of fruit/ snack for your child. The cost is \$1 per child/family per session to cover the cost of materials and tea/coffee. The Playgroup is associated with the Playgroup Association of South Australia. As well as providing advice, information and resources, PLAYASA provides insurance for playgroup children and parents. Playgroup members must join individually and forms are available from the Playgroup Coordinator.

This is an informal group and attendance every week is not necessary. Come along and enjoy the chat and socialising!

## Laura Preschool Centre



## INFORMATION BOOKLET

**ADDRESS: 6 Booyoolie Street. Laura 5480**

**PHONE: (08) 86632252, FAX (08) 86632629**

# Welcome to Laura Preschool

## Staff

- Director** - June Cowin  
**ECW** - Debbie Moore  
**RCW** - Penny Dadleh  
**RCW** - Kelli Earle

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## 12. Policies

Details of the following policies are available at the web link <http://www.decd.sa.gov.au/policiesreg168>

Acceptance and refusal of authorisation  
Administration and First Aid  
Child safe environment  
Code of conduct  
Dealing with complaints  
Dealing with infectious diseases  
Dealing with medical conditions  
Delivery and collection of children  
Determining the responsible person present  
Emergency and Evacuation  
Enrolment and orientation  
Excursions  
Governance and management of the service; including confidentiality of records  
Incident, injury, trauma and illness  
Interactions with children  
Nutrition, food and beverages, dietary requirements  
Participation of volunteers and students  
Payment of Fees  
Sun Protection  
Water Safety

Laura Preschool Centre also has site specific policies relating to;

Food and Nutrition  
Skin Protection and Hot Weather  
Site Behaviour Code  
Anti Bullying Policy  
Parent Complaint and Grievance Procedure

These are available in hard copy from the preschool.

## 11. Governing Council

The Governing Council meets twice a term, usually on a Wednesday evening, at 7.00pm in week 2 and 8, and is open to all families. Dates are placed in your newsletter and in the minutes of the last meeting, which is distributed to all families. The committee is elected at the Annual General Meeting (usually held in February), but has the power to take on new members throughout the year. It is a great chance to have input into the management of the centre.

A Governing councillor's role involves the planning and implementation of the Quality Improvement Plan and reviewing of all the Policies involved in the operation of the Preschool with guidance from the Director. The planning of fundraising events, working bees and curriculum events are also part of the role.

It is a DECD requirement that all members of the Governing Council have a current National Criminal History clearance. Forms are available from the preschool and the preschool will cover the cost involved. The clearance is valid for 3 years.

## 1. Laura Preschool Centre Philosophy

*Our underlying belief is that relationships between children, families, staff and the wider community are the foundation of learning.*

*Our vision is to provide high quality care and education in a fun and playful environment in order to promote wellbeing and enthusiasm that leads to lifelong learning for all.*

### **In Relation to Children**

We aim to foster each child's

- \* Positive sense of identity and agency
- \* Relationships and connections with others
- \* Wellbeing and optimism
- \* Curiosity and positive attitudes to learning
- \* Communication skills

### **In Relation to Staff**

As staff we are committed to

- \* Play based learning
- \* Secure relationships
- \* High expectations for all
- \* Reflective practice and professional learning
- \* Teamwork

### **In Relation to Families**

We value

- \* Families as the child's first and most influential teachers
- \* Respect for socio-cultural diversity
- \* Family involvement in governance and decision making
- \* Open communication
- \* Meaningful participation of families

### **In Relation to Community**

We value

- \* Networking with community groups and professionals to enhance children's learning
- \* Involvement and reflection of community activities in the preschool program
- \* Interaction and exchange with local primary schools
- \* Raising cooperative practices of Laura Preschool within the community

## 2. Preschool Program

We offer the following preschool sessions each term

- Monday 8.45am to 3.15 pm
- Wednesday 8.45 am to 3.15 pm
- 3 Friday sessions each term 8.45 am to 3.15 pm

Children are entitled to 600 hours of preschool in the 12 months prior to beginning school.

The main aim of the preschool program is to provide a quality curriculum and an enriching learning environment which~

- Is play based and is appropriate to each individual child's developmental level
- Values each child as special and unique, with their own family culture
- Provides opportunities for children to grow and flourish in all areas of development, and fosters independence in children.

The Curriculum is based on The Early Years Learning Framework: Belonging Being ,Becoming

## 3. Term Dates

Term 1	1 Feb to 15 April
Term 2	2 May to 8 July
Term 3	25 July to 30 Sept
Term 4	17 Oct to 16 Dec

## 9. Reporting and assessment

A profile book is compiled for each child. This is a record of your child's preschool education where we share information about your child. Information will include work samples, photos, observations, comments and curriculum notes. The book will provide a record of learning and is valuable in noting achievements. It is available for you and your child to look at and discuss, and you are most welcome to add information to the profile book.

## 10. The final term of preschool

Most children at Laura Preschool transition to Laura or Wirrara Primary Schools. During the final term, transition sessions will be organised with the schools. These involve visits to the school with the whole kindy group, short visits to recess and long visits until lunchtime. The transitions vary depending upon the schools.

Preschool health checks are given during the last term of preschool. The Director will inform when the nurse will be attending to make arrangements.

At the end of the final term students from Laura Preschool will be presented with a Portfolio of their learning throughout their time at the Preschool, a storybook as a reminder of their time at the Preschool and a certificate of Graduation.

## 7. Communication

Laura Preschool has various means of communicating with parents/ caregivers. Each child is allocated a named pocket in the wall hanging under the veranda. Information, notices etc. are placed in the pockets and should be checked regularly as the child is dropped off and collected from Preschool.

Newsletters are sent home to parents two or three times a term.

Notes are also left on the whiteboard under the veranda. These tend to be reminders or important messages that are relevant for that day or week.

There is also a parent notice board near the sign in book inside the preschool building.

We have a closed facebook group with the staff and parents of children currently enrolled at the preschool as members. This has been a very successful means of communication.

Staff can also be contacted by telephone (86632252) or fax 86632629

An answer phone is available for messages to be left.

Email is available at [june.cowin625@schools.sa.edu.au](mailto:june.cowin625@schools.sa.edu.au)

## 8. Fees

These are set by the Governing Council and are \$80 per term. Invoices and payment envelopes are sent out at the beginning of each term. Please pay fees as soon as possible. Fees help to cover the cost of materials and other general expenses incurred in running the centre. A number of fundraising activities are held during the year to assist in covering the costs involved with the centre.

If you are having difficulty paying your preschool fees, please see the Director to discuss periodical payments.

## 4. What your child needs to bring to preschool

- A bag to carry lunchbox, paintings, book etc.
- A healthy lunch and snack.
- A hat with child's name in
- Spare clothes in case of accidents
- A bottle of water
- Please name all your child's belongings

### Food

We encourage healthy eating and have a Healthy Food Policy. Some suggestions are fresh or dried fruit, salad, vegetables, a healthy sandwich, yogurt or cheese. Please try and refrain from sending cake, sweet biscuits, potato chips etc.

### Drinks

Water is always available at the preschool to refill empty water bottles.

### Clothing

Preschool shirts are available for purchase at \$15 each

## 5. Rural Care

Rural Care is a child care program offering long day care and after school hours care services for children 0-12 years of age. The service operates 10 hours a day, 5 days a week, Monday to Friday, for 48 to 50 weeks of the year. Care is provided for up to 7 children with no more than 4 children non school age. The Rural Care program promotes children's learning, development and wellbeing and supports parents to access the workforce. The Rural Care program operates in conjunction with the Preschool program.

Children enrolled in Rural Care need to bring a labelled bag for each child which includes

- A healthy morning and afternoon snack and a healthy lunch
- Water
- Change of clothes
- Nappies, wipes and rash cream, if applicable
- Expressed breast milk/formula and bottles, if applicable
- Dummy/comforters, if applicable

## 6. Arrival and departure

When you and your child arrive at the centre, please bring your child into the building. All children have a labelled peg for their bags. Named lunchboxes and water bottles should be placed in the fridge. Please help your child to foster independence by encouraging them to put their own things in the correct places.

Parents are required to sign their child in and out of preschool and rural care, the folder for this is located on the kitchen bench. Also check your information pocket hung on the notice board for notices and newsletters.

Please ensure that you are prompt to collect your child. If you are not coming to collect, please let a member of staff know who will be collecting your child and if possible tell your child know in advance. If you are going to be late, please phone the preschool and let them know.

Remember to take all bags, books and lunchboxes and to sign out.

As you leave the premises, please make sure that the gate is closed properly and no other children venture out!

### **Home toys**

It is generally better if children do not bring their own toys from home to prevent them from being lost or taken. Children will have the opportunity to bring in things for 'Show and Tell' from time to time as part of the Literacy curriculum. In the past, children have brought in, by prior arrangement pets etc. Please discuss with staff if you have any special requests or exciting things that you think the children would enjoy sharing.