

## Session Times

Children who are eligible for full-time preschool are entitled to access 15 hours each week. Children at Elizabeth North Preschool are offered two full days each week 8.30am – 3.15pm, as well as additional Wednesdays. Families are notified of their child's additional Wednesdays at the beginning of the preschool year. Group One children attend Monday and Tuesday 8.30am - 3.15pm, with additional Wednesdays in Term 1 and 3. Group Two children attend Thursdays and Fridays 8.30am - 3.15pm, with additional Wednesdays in Term 2 and 4.

## Preschool Fees

Preschool fees are \$200 for the whole year. A \$50 excursion levy which will include all excursions and incursions for the year is required for your child to be able to participate. Preschool fees help with the running costs of our preschool. We use this money to buy resources for the children and therefore it is important that these are paid each term. If you are experiencing difficulty in paying fees please feel welcome to speak to one of our friendly educators. We are very happy to make alternative arrangements in a confidential manner. Preschool fees can be paid online with the QKR! App, at the School Office using EFTPOS or at Preschool with the correct money.

### Address

141 Woodford Road Elizabeth North S.A 5113

### Phone

8255 2327

### Website

<http://www.eliznthc7.sa.edu.au/>

### Facebook - Elizabeth North Preschool

Please 'Like' us on Facebook for weekly information that is going on at preschool

### Email us

[Kylie.Richards535@schools.sa.edu.au](mailto:Kylie.Richards535@schools.sa.edu.au)



# Elizabeth North Preschool Family Handbook



## Welcome to Elizabeth North Preschool



Our vision statement is as follows:  
*'At Elizabeth North Preschool, we aim to guide, inspire, and encourage children to achieve personal greatness.'*

**Elizabeth North Preschool**  


141 Woodford Road  
Elizabeth North 5113  
(08) 8255 2327

# Welcome and Niina Marni

Welcome to Elizabeth North Preschool. Our Preschool was established in 2009 and is a site based preschool alongside Elizabeth North Primary School.

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.



We hope that providing you with the following information, you and your child's transition into preschool will be a thoroughly rewarding experience.

## What to do when you arrive at preschool

- A friendly educator will open the gate at 8:30 to greet you and your child. Please encourage your child to say hello.
- Sanitizer is accessible throughout the day to children and encouraged upon entry to preschool.
- Help your child to find their named preschool locker and place their bag in their locker.
- If your child has any medication (with relevant paperwork provided from the doctor) please give this to an educator to be placed in our secure medication cupboard.
- Help your child to choose a learning experience to start the day.

## What to bring to preschool

- Labelled change of clothes (including socks/underwear for toileting accidents and wet/messy play)
- Broad brimmed or bucket hat to wear all year round
- Drink bottle (water only)
- A healthy snack of fruit and lunch

**Please write your child's name on all of their belongings.** We have a lost property box that is located inside preschool. Please check it regularly.

## What to leave at home

- Nuts and products containing nuts including peanut butter and Nutella, due to food allergies
- Unhealthy food or drink – lollies, chocolate, cordial, soft drinks
- Toys from home, as they can get lost or broken.

# My preschool day

Put my lunchbox in the trolley



Put my bag away



Say goodbye to my family



Play time



Snack time



Play time



Rainbow room



Lunch time



Small group time

Play time



Pack up time



Home time



### Attendance at preschool

Current research suggests that attending preschool on a regular basis is critically important for children to become successful life long learners. Attending preschool helps children make friends, learn, have fun and prepare them for good attendance patterns in school. If your child will be absent please contact the preschool either via phone or class dojo.

### Drop off and pick up

Preschool educators will greet and farewell your child from the preschool. An educator will sign 'In' your child on drop off and 'out' on dismissal. Please ensure you have given the people who collect your child/ren authority to do so. Ensure you inform us when someone different will be collecting your child. They will be required to produce photo identification in line with the Department for Education policy. Our doors open at 8.30am and sessions finish at 3.15pm. If your child requires care outside of these times please book Out of School Hours Care. We are unable to supervise preschool children or school aged siblings outside of these hours.



### Communication

Here are some ways we can share information together:

- Information pocket – your child's name is on a pocket located at preschool. This is here we place information (notes, newsletters, recipes etc.) needing to go home. Please check your child's bag for important notes, alternatively staff will hand them out at drop off/pick up.
- Facebook – Elizabeth North Preschool. Please like our page for regular information about preschool.
- Email – Please see our email addresses listed on the last page of this handbook.
- Talking with us!

### Governing Council

The Governing Council is a very important part of the preschool (and school). Council meets on Monday afternoons in week 3 and 8 of each term from 3:30pm for a 3:45pm start. The Governing Council consists of parents elected by parents and are involved in decisions that affect the children. Our Governing Council is a combination of preschool and school representation.

### Immunisations

Following changes to the South Australian Public Health Act 2011, from August 2020, children will not be able to enrol in or attend early childhood services unless all immunisation requirements are met.

When you enrol your child with any of our services you will be asked to provide evidence of your child's immunisation record. **A child cannot attend or continue to attend an early childhood service if all immunisation requirements are not met.** This means updated immunisation records must be provided to us to ensure your child can continue to attend preschool.

### Health and Medical Information

If your child is unwell prior to attending we ask that they are kept at home. Children with contagious or infectious diseases including, diarrhoea, vomiting, conjunctivitis or raised temperature cannot attend preschool. In the case of head lice, children will need to be treated at home prior to returning to preschool. If your child develops a need for medical attention during a session staff will contact you or your emergency contacts. In the case of head or facial injuries we will always contact you (even if considered mild). In an emergency there will be no hesitation in calling an ambulance as well as emergency contacts. Please ensure that your enrolment form has information regarding your child's allergies, chronic complaints, asthma and regular medications required. Your child will require a health care/asthma plan on enrolment if they have any medical conditions. If your child requires medication during session times an action plan and/or administering medication form needs to be completed by a doctor including your child's name on the medication, expiry date, correct dosage and when to give it to your child. We are unable to administer over the counter medication such as Panadol or Nurofen.

If your child requires assistance with attending to their toileting needs a Continence Care Plan must be completed by a doctor.

Nurses from Child and Youth Health visits our service each term. All preschool children are encouraged to meet the nurses with a family member to have a health check. This health check is free and involves the nurse examining the child's eyesight, hearing, height, weight and general development. These checks are carried out sometime after your child turns 4 years.



### **Hat and Sunscreen Information**

In accordance with the school's policy regarding wearing sun safe hats, it is our preschool policy that children are to wear their hats all year round. As we are a SunSmart accredited preschool your child will be supplied with a named sun safe hat that covers the child's face, ears and neck that will remain at the preschool.. We recommend when the UV index is 3 or above that children come to preschool with sunscreen already applied. Sunscreen is available throughout the day which children are encouraged to apply.

### **Healthy Eating and Nutrition Policy**

At preschool we promote healthy, safe eating habits in line with our Healthy Eating and Nutrition Policy and Australian Dietary Guidelines for children and adolescents. We believe that early childhood is an important time for establishing lifelong, healthy eating habits. We ask that families pack a balanced, nutritious lunchbox that contains a fresh fruit or vegetable snack, a second snack based on a core food group like a yoghurt, cheese and crackers or plain popcorn and a main lunch item such as a sandwich, wrap or roll. We have a fridge available, but we are unable to heat children's food due to food safety guidelines. We are a nut free preschool and nuts and nut products such as; peanut butter, Nutella, nut bars are not permitted at preschool. As lollies, chocolates, chips and many packaged foods are full of sugar and hidden salt, we recommend that these are only "sometimes foods" and are not regularly eaten at preschool. Fruit juices and cordials are also not recommended, water is best. Lunch orders are available from the school canteen, but ice blocks are unable to be ordered.



### **Cultural Celebrations**

Our preschool acknowledges the recommendations of The National Heart Foundation that snack foods such as, cakes, biscuits, and takeaway foods are limited to once a week. However, we acknowledge, support and encourage participation in a range of cultural celebrations, including children's birthdays. We celebrate children's birthdays with the tradition of singing happy birthday or other favourite songs of your child's choice. We support families who wish to supply a treat to share with their friends, the treat must not contain nuts or alcohol.

### **Emergency Plans**

The preschool has an emergency evacuation and invacuation (lock down) procedure. These procedures are displayed around the preschool and are practiced with the children each term.

### **Children's Learning**

The program at Elizabeth North Preschool is based on the curriculum document 'Belonging, Being and Becoming – The Early Years Learning Framework.' The Early Years Learning framework focuses on your child's learning and has five learning outcomes that educators will assist your child to develop.

The five learning outcomes are:

- 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.



An overview of our program is always available and is located in the foyer and in the preschool. Additionally, a term focus overview is also located in the foyer for families to refer to.

Each preschool child will have their own learning documented in the form of a portfolio which is located inside the preschool. Inside will be samples of their writing, art work, interviews, comments about their own learning, learning stories and more from their time spent with us. You are most welcome to have a look through your child's portfolio at any time but for confidentiality reasons, please only look through your own child's.

You would have received an 'About Me' form when you enrolled your child. We use this form to plan for your child and to gain an understanding of their interests, we place this form inside their portfolio. It is also a great snapshot to keep for your child!

All children will receive a formative report at the end of Term 2 and a Statement of Learning in Term 4 when they finish preschool. Additionally, some children will also receive One Plans to support learning.

### **Services offered at Preschool**

- Preschool – for children in their eligible year
- Occasional Care – This service is offered on Tuesday, Thursday and Friday mornings. Please ask for an information pamphlet about this service
- Playgroup – This is currently run every Friday morning in the Occasional Care room. Please ask for an information pamphlet about this service.
- Preschool Support – We are fortunate enough to access services provided by the Department for Education including Speech Pathologists and Special Educators. If you have any concerns with your child's development please speak with an educator for referring to services.

### **OSHC**

Happy Haven provide onsite Out of School Hours Care for Elizabeth North Preschool and Primary School. Please see the website for more information. Website [www.happyhaven.com.au](http://www.happyhaven.com.au)