

## 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 \$40 each term or \$160 for the whole year. If you pay before the end of Week 2 of each term, the cost is reduced to \$35 for each term. 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

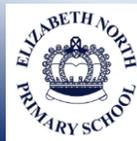
Please 'Like' us on Facebook for weekly information that is going on at preschool

### Email us

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# Elizabeth North Preschool Parent Handbook



## Welcome

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

Our vision statement is as follows:

*'We aim to inspire a community of learners to achieve personal greatness.'*

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

## Children's Learning

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 Individual Learning Plans (ILPs) each semester.

An overview of our fortnightly 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.

### **What to bring**

- Labelled change of clothes (including socks/underwear for toileting accidents and wet/messy play)
- Broad brimmed or bucket hat without a cord (labelled with child's name)
- Drink bottle (water only - labelled)
- A healthy snack of fruit and lunch

### **What to leave at home**

- Foods high in sugar/salt/fat. We implement a healthy eating policy which means chips, lollies, cakes, bars (LCM for example) are not recommended
- Fruit boxes, cordial, soft drinks and fruit juices
- Nuts and products containing nuts including peanut butter and Nutella, due to food allergies
- Toys from home, as they can get lost or broken.

### **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 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.

### **Hat Policy**

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 must have a named sun safe hat that covers the child's face, ears and neck. Suitable hats are legionnaire, bucket and broad brimmed styles. Any hats with cords will need the cords to be removed, as a safety requirement from the Department for Education. School hats are available to purchase at the front office. The preschool does not provide spare hats due to health reasons. We recommend during Terms 1 and 4 when the UV is higher that children come to preschool with sun screen already applied. Sunscreen is available throughout the day which children are encouraged to apply. Please label your child's clothing and belongings. The lost property box located inside preschool is regularly cleared out.

### **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 head lice, diarrhoea, vomiting, conjunctivitis or raised temperature cannot attend 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.

A nurse from Child and Youth Health visits our service each term. All preschool children are encouraged to meet the nurse with their guardian 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.

### **Drop off and pick up**

Please sign your child 'in' when you drop them 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.

### **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)

### **Special Occasions**

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 support families who wish to supply a birthday cake, the cake must adhere to the Healthy Eating Policy and must not contain nuts or alcohol. We acknowledge and celebrate children's birthdays with the tradition of singing happy birthday. When celebrating a special occasion or cultural event the food supplied to the children by the preschool will be in line with the Healthy Eating Policy and Department for Education Healthy Eating Guidelines.