Welcome to...

Renmark West Preschool

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PARENT INFORMATION BOOKLET

Updated July 2015
An introduction to
RENMARK WEST PRESCHOOL
and it’s Services

Mission Statement:
Learning through play is at the heart of everything we do.

Governing Council:
Renmark West Preschool has a Governing Council who over-see much of the running of the centre.

We would like to encourage as many parents as possible to join our Governing Council. This group is responsible for - the financial planning of the budget, decision making for the benefit of the centre, upgrading and maintaining equipment, assisting staff with implementation of the program, informing the local community about services provided and maintaining physical resources of the centre. The Governing Council is accountable to the Department of Education and Child Development, and adheres to all policies.

Meetings are held monthly and members are elected annually. All parents/caregivers are invited to become a member of the Governing Council and both members and non-members are welcome to attend meetings.

Current office bearers are as follows:-
Chairperson: Kimberley Wegner
Secretary: Sonya Sleep
Treasurer: Simon Turk

Staff:
Acting Director /Teacher: Katrina Papageorgios Term 1-3
Director/teacher: Sally Schwartzkopff
Early Childhood Workers: Liz Angeletti
Christina Files Preschool Support and Relief Worker

Services Offered:
Children attending preschool are entitled to the equivalent of 15 hours of preschool per week each term. The preschool hours for 2013 are as follows:
Monday and Tuesday: Full Day Sessions 8:45am -3.00pm
Wednesday: Half day session 8:45- 11.15 am

Fees:
$75 per term which equates to $300 for a full year.

Access to:
Speech pathology
Occupational therapy via R.C.H.S.
Child Youth Health liaison
Support for children with identified special needs
School transition
School Dental Service
Lunch Care:
As Renmark West Preschool operates full day sessions lunch care is provided. This is a service that is provided free of charge to parents and is included in the 15 hours of preschool entitlement each week. Lunch times provide important learning opportunities for children as we discuss health and nutrition with them and promote independence and self-help skills.

Collection of Fees

Fees and fundraising contribute to a major part of the preschool’s income. We also receive funding from the Department of Education and Child Development.

This makes up our budget from which all payments are made - equipment purchases, cleaning and gardening, repairs and maintenance, consumables and art supplies etc. Each year the preschool collects approximately $4500 in preschool fees. This money is spent directly on buying educational toys, equipment and art supplies for the children currently attending.

All money paid to the preschool needs to be put into a labeled envelope and posted in the locked box on the office door. Please make sure you tender the correct amount. Fees can also be paid via Direct Deposit. The account details are as follows:

BSB: 105-035
A/c No: 162383340
A/c Name: Renmark West Preschool Incorporated
Please include your child’s surname in the transaction description.

Preschool fees can be paid in full for four terms at the beginning of the year, term by term or by installment on negotiation with the Director.

Fees are due by week four of each preschool term.

Programming
The Centre is using the Early Years Learning Framework: Belonging, Being & Becoming to plan for children’s development.

Educators set up exciting/creative learning environments where children can be actively involved in new learning through play. These environments will create positive challenges and encourage the exchange of ideas with their educators and friends, and develop a curiosity for learning.

Children learn to work in small groups to discuss, share ideas, co-operate, experiment and ask questions. They take part in activities such as singing, story telling, painting, designing, building, water play and role-playing. They are also introduced to new ideas through symbols, books, numbers and talking with others. Through these activities they learn to express their ideas and feelings in different ways and develop positive attitudes towards learning.

In a happy, safe kindergarten environment children have additional opportunities to:
• Develop skills and acquire self-confidence and a sense of achievement
• Develop good relationships with other children and adults, and be able to communicate with them
• Learn to accept rules and handle feelings
• Grow in independence and at the same time make a contribution to the group
• Be observant and questioning and able to organize knowledge at an elementary level
• Take progressive steps leading to reading, writing and numeracy skills
• Become motivated learners
Our Program planning is based on:
- Staff knowledge of child development
- Observations of children
- Children's own interest and needs
- Curriculum documents

Our program is displayed on the notice board above the children’s wash trough.

**Accountability:**
During your child’s time at preschool, staff will observe and note his/her progress and plan for their future development.

Parents are welcome to discuss their child’s development and we welcome any input from you regarding your child's needs.

**Assessment and Reporting:**
Current practices used to collect and collate information related to individual children’s development during their time at preschool are as follows-

Data is gathered via:
- Staff knowledge and expertise
- Observation and recording of children’s interactions with the learning environment
- Collection of children’s work samples, anecdotes, etc
- Photographs
- Discussion with parents/caregivers
- Information gathered from parents via surveys, questionnaires

You are able to access information regarding your children’s learning by:
- Talking informally with staff
- Accessing your child’s Digital Portfolio - these are located on the block shelf.
- Arranging a mutually convenient time to exchange information - via telephone, written exchange, a meeting, or we can email you regarding your child’s development.

Current assessment and reporting procedures followed by staff include -
- A comprehensive Digital Portfolio and Learning Journal are kept of each child’s progress. The portfolio contains photos, work samples and comments about children's development.
- A Competencies Checklist completed at the end of your child's first and third term at preschool.
- A Language Link assessment in the first few weeks of beginning preschool.
- A Summative Assessment at the end of the preschool year.

Remember all children develop at different rates. They are all individuals, possessing different skills, dispositions and abilities.

If at any time you wish to discuss your child’s development with staff, please do not hesitate to come and see us. If we are busy, we are more than happy to negotiate a suitable time with you.
Policies
Renmark West Preschool has a number of site specific policies that have been developed in consultation with Governing Council, staff and families. These policies are available in the ‘Parent Policy Folder’ at the preschool.

Policies include:
- Behaviour Guidance Code
- Food and Nutrition
- Sun Protection
- Hot Weather

The preschool also adheres to DECD policies. A list of DECD policies can be found at: http://www.decd.sa.gov.au/policy/pages/OSPP/policy_index

Raising and Resolving Concerns
The core business of Renmark West Preschool is to provide a quality preschool programme that:
- Encourages learning through PLAY
- Caters for the needs of children and the families who use the service.

Good relationships between home and preschool will ensure an effective partnership between parents, caregivers and staff, enhancing the quality of the service we provide. If at any time you have a concern or complaint please refer to the ‘Parent Guide to Raising a Concern or Complaint’ brochure included with the parent information pack. Copies are also available at the preschool.

Healthcare
It is a requirement that children attending preschool who require medication to be administered by staff (even once off), MUST have a form completed and signed by the child’s parent or guardian. A copy of the form can be issued to you on request.

Any child who may require hospitalisation due to a known illness or condition MUST have a HEALTH CARE PLAN completed on enrolment to ensure everyone’s responsibilities are clear. See staff if you have any further queries.

Children’s Illness
Sickness at preschool spreads quickly, so please let us know if your child is ill. Staff at this centre are using STANDARD PRECAUTIONS relating to the spread of infectious diseases. We practice (and encourage children to do likewise) protecting ourselves from infections by using disposable gloves when dealing with injuries, cleaning up after toilet accidents, dealing with blood and other body fluids (nose bleeding).

Please note:
- Children who vomit or have diarrhoea are not to attend preschool for at least 24 hours after the vomiting/diarrhoea has stopped.
- Children with conjunctivitis must be excluded until the eyes are clear.

Responding to Abuse and Neglect
As teachers and carers of children we are legally obliged to report any suspicion or incidence of child abuse (physical, sexual or emotional abuse or neglect).

Confidentiality
Parental information (eg. Address, phone number’s) is only given upon written or verbal consent from the party concerned. Centre staff respect confidentiality on all matters pertaining to the child and family.
Note Pockets
Each child has its own note pocket with his/her name on it. Please check these pockets daily for newsletters. This is the most efficient way of passing on information to all families.

A whiteboard is placed outside on the bag lockers daily. Please read this board on a daily basis for information regarding current happenings in the preschool.

Healthy Eating
Renmark West Preschool is committed to providing a safe educational environment for preschool children. We aim to look at children’s growth and development and establish habits that will support children’s health in later life.

Mindful of allergies, weight and tooth decay problems, plus the links between eating, speech development and learning, Renmark West Preschool has a Food and Nutrition policy that aims to promote healthy eating.

We ask that you support our Food and Nutrition policy and send along appropriate food. Please refer to the pamphlet in your information pack for detailed information about food choices for preschool.

To promote independence we ask that you ensure your child’s fruit is ready to eat - please cut and peel at home if this is what they prefer.

Children must bring water in their own NAMED drink bottles.

Nut Free Zone
Due to the lethality of nut allergies Renmark West Preschool is a nut free zone. No nuts or foods containing nuts are permitted

What to bring
Each day your child will need to bring:
- One serve of fruit or vegetable or dairy for morning fruit time (in a separate named bag/small container)
- A healthy lunch (please refer to our food and nutrition brochure) - lunch is not required on the half day session
- A water bottle containing only water
- A kindy bag - large enough to fit your child’s belongings
- A named hat

Note: When naming your child’s food and belongings please only use a capital letter for the first letter of their name (eg. Ben, not BEN). This promotes their literacy development.

Library Day
Each Tuesday or Wednesday the children visit the library at Renmark West Primary School to borrow library books for home reading. Please ensure you send a library bag to preschool with your child every Tuesday or Wednesday. Library bags are placed in the yellow crates in the lockers.

Clothing and Lost Property
We would prefer that children do not come to preschool wearing thongs, rubber boots, long dresses or high heels. These items of clothing can cause accidents while climbing or running.

Getting “dirty” is part of preschool business so PLEASE dress your child accordingly. Children’s play and hence development, can be affected by concerns related to getting “dirty”.
Smocks are used in preschool, but some paint and glue does get on children's clothing. The paints used at preschool are non staining. Use cold water when washing.

Clothes need to be easy for children to manage when going to the toilet. As we encourage independence, children need to be able to manage THEIR OWN CLOTHES.

Please name all clothing, particularly sandals and hats.

Lost Property
All articles of clothing that have been misplaced may be found in a box on the bag lockers on the verandah.

Sun Protection
We ask that parents and caregivers:
• Provide a hat that provides good protection to the face, ears and neck such as a broad brimmed, bucket hat with at least a 5cm brim or legionnaire style of hat for their child, every day.
• Clothe their child in protective clothing - shirts and tops with collars and sleeves are best. Singlets, tank tops, shoe-string tops or tops with exposed midriff are not acceptable. Longer style shorts and skirts are encouraged.
• Apply a broad spectrum, water-resistant sunscreen with an SPF of 30+ to clean, dry skin, 15-20 minutes before coming to preschool (in the event that this is forgotten, parents may use sunscreen provided at the preschool located on top of the lockers next to the sign-in sheet).
• Be a good role model and wear a hat, sunscreen and protective clothing themselves.
• Inform staff if children are allergic to sunscreen cream.

All children must wear a broad brimmed hat at all times. The preschool policy is NO HAT, NO OUTDOOR PLAY. Please apply sunscreen prior to children coming to preschool.

Excursions
For children to accompany the preschool on excursions involving transport, separate consent forms will be issued to you and you will be required to sign this form giving your child permission to go.

For walking excursions we will attempt to display a notice informing you of the planned walk and reassure you that children will be appropriately supervised at all times.

It is expected that we adhere to DECD policy regarding excursions and appropriate supervision requirements are followed.

Please let us know if you no not wish your child to participate.

Washing
As we don’t have washing facilities at the centre a roster of parent help is created to assist with the preschool washing each week. You will receive notification of allocated time and receive a bag of washing. NO IRONING is necessary, but we would appreciate any mending being done. If allocated time is not convenient, please feel free to change with someone else on the list.

Delivery and Collection of Children
It is the responsibility or parents/caregivers to ‘handover’ their child to a staff member. This ensures that staff are aware of children coming and going and that relevant information is exchanged. Please make sure that children are delivered and collected at appropriate times, and that you sign your child in and out each day. If you are unavoidably delayed, 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. Please ensure you are at the preschool **BY 2:45pm** to collect your child.

The gate is locked until 8:45am as staff are busy preparing for the session. If for some reason
you do have to drop your child off early then please see staff prior to the day so that
arrangements can be made.

**Parent Participation and Help**
Please feel welcome to stay, or drop in at the preschool any time. The kettle is always on for a
“cuppa”, so please help yourself. We invite you to become involved in what ever way you feel
comfortable. Occasionally we also require parent assistance with activities such as fundraising
and working bees. Please help if you can.

**Child and Youth Health Preschool Program**
Conducted in the financial year your child turns four.

This screening includes hearing, vision, physical and intellectual checks. Parents will be notified
of their appointment times.

For more information about service phone 8586 5745 (Renmark CAFHS)

**Dental Clinic**
Children may be enrolled at the School Dental Clinic located on site at Renmark Junior Primary
School. A co-payment of $35 is payable for children who are not dependents of Health
Care/Pension/Concession/School Card holders. Phone 8586 6403.

**School Enrolments and Transition**
You are asked to enroll your child at the school of your choice by June of the year before they
start school. Please let us know if you change your mind regarding your child’s school.

Schools are issued with projected enrolments from us and you may be informed via the preschool
about your child’s transition to school. It is a legal requirement that children be enrolled at
school before they begin transition. **ENROLMENT FORMS ARE AVAILABLE** from the schools.

We have information about local schools and phone numbers if you wish to access them.

**Carpark**
Safety is a priority for most parents, and as children learn by repetition, learning safety issues by
always **doing things safely** is the way to go.

**When at preschool please use the car park in the following manner:**
When your child exits the car, ask them to go to the front of the car to the gravel footpath. When
you are ready, join them on the footpath and walk along the path towards the school and
preschool. Nobody should be crossing across the bitumen to reach the other side of the car park.

**REMINDERS**
- **Quiet time** - when picking up your child at the end of each session we would very much
  appreciate if you could respect the learning that is happening by SILENTLY watching. If
  you need to speak to another parent about something, you are very welcome to stand
  just outside the door under the verandah. If you would like to speak to one of the staff
  members we are always willing to speak at the end of every session. I know sometimes
  we are speaking to other parents but your patience is appreciated and we will always
  have time for you too.
If you have changed address or phone number since you enrolled your child in preschool could you please let us know the new ones as we are checking our details and emergency contacts to make sure they are all up to date. If changes occur while your child is attending please notify us immediately.

When dropping your child off at preschool could you please make sure you bring them right into the centre and greet a staff member before leaving. We have had some parents and carers dropping children off at the gate and leaving with the staff not knowing the children have arrived. We have a responsibility for your children so please make sure we know they are here.
### PLEASE COMPLETE AND RETURN TO PRESCHOOL

**Permissions Consent Form**

<table>
<thead>
<tr>
<th>Local Excursions</th>
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<tr>
<td>I give permission for my child/ren to participate in excursions within the local Renmark area. I understand that recommended and/or legislated adult/child ratios for excursions will be applied. I understand that I will be requested to sign specific permission forms for all travel other than foot.</td>
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<th>Photographs</th>
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<tr>
<td>I give permission to Renmark West Preschool for my child to be photographed/videoed for a variety of purposes; recording of child’s progress, research purposes, public relations, communications and promotional activities for an unlimited period of time. I acknowledge that Renmark West Preschool is not obliged to include my child; that there is to be no payment or further consideration paid for my child’s image/s and/or actions; release Renmark West Preschool from any claim by me or anyone on my behalf and arising out of my child’s appearance; acknowledge that the recording is an authorized use of my child’s image/s and/or action/s; understand that video footage/photos/other images may be edited by the centre and may be shown in a public environment (in South Australia, interstate and/or overseas).</td>
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<tr>
<th>Information Release</th>
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<td>I give permission to Renmark West Preschool to provide relevant information to my child’s future school, Child and Youth Health, School Dental Service, staff of the Department of Education and Children’s Services, and other services appropriate to the care and education of children.</td>
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<th>Headlice Checks</th>
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<td>I give permission for Renmark West Preschool to check my child’s hair for the presence of headlice. I understand that I will be notified of any present and agree to take control steps prior to my child returning to preschool.</td>
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<th>Summative Assessment</th>
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<tr>
<td>I give permission for Renmark West Preschool to forward a copy of my child’s Summative Assessment to their school at the end of their preschool year.</td>
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Child’s Name: ______________________________ Date of Birth : ____/____/____

I consent to the permissions as ticked above and understand that I may withdraw my consent in writing at anytime.

Parent Signature: _________________________ Date: ____/____/____