



# Woodend Children's Centre

Respect • Equity • Diversity

**ADDRESS**

20 Bathbank Crescent  
SHEIDOW PARK SA 5158

**PHONE Preschool**

8322 1069

**MOBILE**

0417416662

**PHONE Occasional Care**

8322 0677

**FAX**

8322 8756

**EMAIL**

[dl.3689.leader@schools.sa.edu.au](mailto:dl.3689.leader@schools.sa.edu.au)

**WEBSITE**

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



Government of South Australia  
Department for Education

**Our goal is to provide a safe, caring and enriching learning environment for children from 1 year to 5 years**

Woodend Children's Centre is **YOUR** Centre and your family's involvement is readily welcomed.

We hope that the time you and your child spend with us will be fun and mutually rewarding.

We believe that parents are the first and foremost teachers of their children and the most effective learning occurs when the home and preschool work together and support each other. Please feel free to discuss any aspect concerning your child's learning and development with staff.

## **CONTENTS**

Staff	1
Session Times	1
Term Fees	2
Term Dates	2
Local Schools	3
Our Curriculum	3
Core Programs	3-5
Preschool Policies	5-9
Arrival and Departure	9
Car Parking	10
Medical and Emergency Care	10-11
Making Payments	11
Governing Council	12
Adult Involvement	12
Effective Behaviour Management Guidelines	13
Child Protection Curriculum	14
Web Links	15

## **STAFF PRESCHOOL**

Director:	Ms Emmy Kiriakou
Teacher:	Mrs Joanne Welch
Teacher:	Mrs Julie Fitzsimons
ECW2:	Mrs Jenny Lloyd
ECW1:	Mrs. Fiona Morton
ECW2:	Mrs Elizabeth Rivers

## **OCCASIONAL CARE**

ECW2:	Mrs Elizabeth Rivers
ECW1:	Mrs Alicia Middleton-Frew

*ECW = Early Childhood Worker*

Several staff work part time and may not be at the preschool each time your child attends.

## **SESSION TIMES PRESCHOOL**

Monday to Thursday inclusive	8.30am - 3.00pm
Friday	8.30am - 12.30pm

Children access two full days either Monday and Wednesday or Tuesday and Thursday and alternate Fridays to attend 30 hours of preschool over two weeks.

## **OCCASIONAL CARE**

Monday and Tuesday	8.30am - 11.30am
Monday	12.00pm - 3.00pm

## **TERM FEES**

Preschool fees are **\$170.00**. This is a flat fee for the term and you are given a **\$10 discount** if you pay in advance of the term or within the first two weeks of the term. Parents having trouble in paying fees are encouraged to speak with the Director confidentially. Fees are subject to change.

## **TERM DATES 2020**

Term 1	28 Jan – 9 April
Term 2	27 April – 3 July
Term 3	20 July – 25 September
Term 4	14 Oct – 11 December

## **SINGLE ENTRY START DATE**

The Same First Day policy means children need to be 4 before or on 30 April to attend preschool at the beginning of each year in January. Children whose birthdays are on or after 1 May in any year attend the following January.

Further information can be found on the <http://www.decd.sa.gov.au>

## **SCHOOL ENROLMENT**

It is the responsibility of parents to enrol their children at the school that your child will attend. Woodend Primary School is zoned; please check with the school to see if your child is eligible to attend.

## **Priority of Access**

To manage high numbers of children enrolling in the centre the Governing Council has approved a Priority of Access Policy which states the criteria used when the centre has reached capacity and the priority catchment areas. This policy is found on our web site.

## **LOCAL SCHOOLS**

Woodend	8322 6422
Sheidow Park	8381 8911
St. Martin de Porres	8387 2153
Hallett Cove R-12	8392 1020
Reynella	8387 1975
Hallett Cove East	8322 3677

## **OUR CURRICULUM**

In all services at our centre we aim to provide a safe, secure, happy and loving environment for your child and a program which reflects the needs and interests of each child, family and the community.

Throughout South Australia all preschools and child care centres use the National Early Years Learning Framework (EYLF), Preschool Literacy and Numeracy Indicators & the Child Protection Curriculum. This ensures consistency in service delivery. The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life.

Positive learning outcomes for children are achieved through a program of planned "hands-on" play activities which consider each child's family background, skills, abilities, needs and interests.

As part of our literacy program children are encouraged to borrow a book on Mondays and Tuesdays. Please supply your own named library / Calico bag. It can be personalised by your child for easy identification

## **CORE PROGRAMS**

### **PRESCHOOL**

The preschool program provides a balance of structured activities and play. The preschool day incorporates group times for literacy experiences like stories and discussion groups and numeracy experiences like problem solving and spatial recognition. There are

also games, songs and music and dance experiences for children throughout the day. Children also help to set up and pack away activities during the day. They may also choose when to stop for a snack during play.

You can read and see what the children have done each day by looking at a book at the double door entrance called 'The Woodend News'. This book has a daily commentary and is illustrated by photographs. Photographs and art work with explanations of children's learning outcomes are also displayed around the centre. Also, look on our centre face book page <https://www.facebook.com/woodendchildrenscentre/>

### **OCCASIONAL CARE**

The occasional care program offers children 1 year old – 5 years one session of care per week and runs conjointly with the preschool program. These children have a separate activity, story and song time but will mix with the preschool children during play time. The wide range of ages of children at play gives the centre a family outlook. Older children are encouraged to include and help care for younger ones.

#### **Both Preschool and Occasional Care plan programs to: -**

- 1 Encourage independence and confidence in each child and celebrate their uniqueness.
- 2 Allow each child to have experiences in social relationships to play, share and co-operate with each other.
- 3 Encourage children to develop the necessary language, skills and strategies to protect themselves in unsafe situations.
- 4 Further develop large muscle groups through climbing, jumping etc and fine muscle groups through cutting, drawing etc plus eye-hand co-ordination through threading, hammering, pouring, etc.
- 5 Help each child recognise and express their emotions appropriately.
- 6 Consolidate each child's existing knowledge and provide opportunities to incorporate new knowledge.
- 7 Provide each child with experiences which encourage

thinking, analysing and questioning.

- 8 Provide each child with the opportunity to express feelings and ideas through music and to provide an environment rich with stories, songs, discussion etc. to stimulate children's language.
- 9 Include regular excursions and visiting artists/educators that reflect program direction and enhance the children's learning.

Both programs use **informal sharing** of children's development with parents as an integral part of the development of the programs. These are times when you can talk with all staff informally about your child's learning when you deliver and receive your child.

**Formal feedback** about your child's learning at **Preschool** is a parent teacher interview usually in Term 2 or 3. There will be interview times set aside for this purpose. You are most welcome to make an appointment to speak with teachers at other times. You can also have a telephone conversation or correspond via e-mail

**Preschool** children receive an exit report called a **Statement of Learning** which is based on the Early Learning Framework. There is a copy for the parents, another held at the preschool, and with parent's permission, another sent to their school. This report is important for your child's successful orientation and transition to school. The preschool has good relationships with any of the schools you choose to send your child.

### **PRESCHOOL POLICIES** **HEALTHY EATING**

**It is your responsibility to provide your child a lunch in a lunch box for your child.** There are no facilities to cook or heat lunch for a large group of children at the preschool. We also recommend that children bring pieces of fruit (fresh or dried), raw vegetables or cheese for both morning and afternoon snack time.

Please provide spoons for yoghurts. All food is to be kept in your child's bag with an ice pack during summer. In extreme heat, we will move lunchboxes inside.

**NO NUT PRODUCTS IN SNACKS OR LUNCHES** e.g. peanut butter, nuttella, almond paste, muesli bars, crackers, etc. If sending any processed food, please leave in original packaging if possible. Also please read **all** listed ingredients and if it says '**may contain traces of nuts or in contact with nuts**' it would be appreciated to **leave these for home use**. Staff actively discourage children from bringing sweet/processed foods to preschool in the interest of having food with low sugar and sodium content to promote good health.

The centre provides clean cups and filtered drinking water for the children or bring your own water bottle. **No sugary drinks please.**

For further information see our Healthy Food Supply and Nutrition policy on <http://www.woodendcc.sa.edu.au>

### **HELPING CHILDREN**

The preschool program for children includes everything that they do to prepare to attend, while at the preschool and when they go home. To help children with their development we encourage children to take an increasing role in their routines. Parents are a vital part of their children's development and they can support children to increase their skills and responsibilities by encouraging children to carry and hang up their own bags, to be part of preschool routines, such as putting library bags in the baskets. The more children are supported and encouraged to do these routine activities the more they become independent and resilient. This will help them to orientate to new situations like school.

### **CLOTHING**

Children need to come dressed in play clothes which they can manage and makes accessing the toilet an easy experience. They are expected and encouraged to participate in messy activities both inside and outside. Messy play is a valuable activity and children need to feel free to become involved. Smocks are provided but are not fool proof. **Please provide a complete change of clothing in case of accidents / messy play.** The centre has T-shirts with the kindergarten logo on them available for sale. These are not compulsory but do give children a strong sense of belonging.

### **TOYS**

We have many carefully selected toys and resources available for your children to use while they are at the centre. We do not encourage commercial merchandised toys. Please discourage your children from bringing their own toys because they can become lost or broken. Please return any preschool toys that are inadvertently taken home in pockets or bags.

### **SHOES**

Sensible footwear that support children's growing feet in outdoor activities e.g. joggers, buckled sandals, non-slip soles, etc. (beach sandals, rubber boots, thongs and party shoes are not suitable).

Please **NAME** all articles of clothing that children are likely to remove e.g. cardigans, jumpers, shoes, socks, jackets, etc. –

## **SKIN PROTECTION POLICY**

The aims of the **Woodend Children's Centre Skin Protection Policy** are to promote among children, staff and parents:

- Positive attitudes towards skin protection.
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for and decision-making about skin protection.
- Awareness of the need for environmental changes in our centre to reduce the level of sun exposure when the UV radiation level is 3 and above.

This policy is for implementation from 1 August to 30 April. **Children are expected to wear hats outside for play during this time.** Please provide a named hat (legionnaire or bucket style) for your child. Further information about this policy can be found on our web page <http://www.woodendcc.sa.edu.au>

## **BAGS**

Each child will need a clearly named bag suitable for hanging on a hook and large enough to carry a piece of fruit, sun hat, change of clothes, lunch box and a piece of work your child has made at preschool.

## **LOST PROPERTY**

Lost items are placed in a Lost Property Box. Please check it regularly for your missing items. Any items left at the end of the term will be donated to a charity.

## **BIRTHDAYS**

Birthdays are a special time for children and we celebrate their birthday with a special kindergarten birthday 'cake' and a card. Please do not send birthday cakes or treats; just remind staff on the day.

## **ARRIVAL AND DEPARTURE AT PRESCHOOL**

Our session times are from 8.30am – 3.00pm for a full day and 8.30am – 12.30pm for a Friday session which includes lunch. All parents/caregivers are notified of their child's session times and dates by letter after they have completed the enrolment process.

Gates are unlocked by 8.30am each day so you can arrive with your child on time. Please leave your child in the care of a staff member when you arrive if you are in a hurry or take the time to settle your child at an activity before you say goodbye.

Each child is to be accompanied by a responsible person who needs to sign them in the Daily Attendance sheet upon arrival and departure.

When collecting your child, make sure a teacher says "**Goodbye**" to them so we know they are safe in your care.

Please let us know if your child will be away for any reason either by a telephone call or e-mail. Let staff know if someone other than yourself is going to collect your child. Please write the relevant details in the day diary by the roll book and sign. If you cannot do this in person, then please telephone or e-mail.

At the beginning or end of each session please check your child's parent information pocket; this is located by the entrance door for preschool. There will be a monthly newsletter in this pocket if you do not have an e-mail, with excursion and special event information. This is an important way of communicating with you.

## **WHITE BOARD**

Please read the white board located by the double door entrance for current information each day and look at the information displayed on top of shelves for further parent information.

## **NO SMOKING POLICY**

In the interest of community health all preschools are designated SMOKE FREE ENVIRONMENTS both INSIDE BUILDINGS and WITHIN THE CENTRE'S GROUNDS. This includes the car park.

## **CAR PARKING**

The car park is for Woodend Children's Centre and Woodend Primary School staff and DECD visitors. The gates to the carpark are opened and closed when staff arrive and leave. The access gate to the school is opened at 8.30 am and closed when staff leave. Both gates and access gates will be closed after hours, during weekends and school holidays. These arrangements are for the security of the staff and the centre.

Parking for parents is on Bathbank Crescent and surrounding streets

## **MEDICAL**

Please notify the centre if your child is away for any reason. It is important that the centre has up to date information on any medical conditions (especially Asthma and allergies) and specific emergency situations that may arise.

Please let the centre know of any changes in:

- a) your address and/or home or daytime telephone number
- b) relevant family details
- c) stressful situations

A health care plan and medication authority is needed for all your child's medical conditions or treatments required. No Medication can be administered without a plan or left in your child's bag. This includes sunscreen.

We provide first aid for all injuries at preschool but will call an ambulance if needed. More serious injuries are referred to you immediately via the telephone.

PLEASE DO NOT send your child to preschool if they are unwell. A child who is not feeling well is likely to have an unpleasant day at preschool. Such an experience is not beneficial to the child and we may need to call you to come and take your child home.

Please ensure that immunisations are up to date. Children of all ages, babies less than 3 months and pregnant women visit our centre regularly and children who are not immunised pose a risk of transferring illness.

TEACHERS NEED TO BE NOTIFIED OF INFECTIOUS DISEASES without revealing personal details; we will post information regarding infectious outbreaks on our notice boards for community information.

## **PAYMENTS**

**ALL monies must be placed in the black posting box near the office door.**

When paying preschool fees, excursions etc., please place correct money and/or forms in a sealed envelope. On the front of the envelope write your child's name, the date, amount of money enclosed, what it is for, including the term the payment is for.

If you are paying by direct debit please provide the centre the details including date, amount and what payment is for so that we can confirm your payment. It will take time to confirm your payment if paying by this method.

Direct Debit payment account details are:

**BSB** 065 190  
**Account No** 10093176  
**Account Name** Woodend Children's Centre Management Inc

Please make sure you put your child's name as your reference so we can apply it to your account.

- **We now have EFTPOS facilities available**

**Payment by cheque, direct debit or EFTPOS is encouraged.**



## **GOVERNING COUNCIL**

The Governing Council members are elected in February of each year at the Woodend Children's Centre Annual General Meeting. These are your representatives who support the general running of the centre and they follow a code of conduct on all matters. The Governing Council of the preschool meet on Weeks 3 and 7 of each term and all parents are most welcome to attend these meetings.

Some of the main areas the Governing Council supports the preschool include: -

- 1 Financial management of the preschool
- 2 Maintenance and improvements of grounds and buildings
- 3 Supporting the staff in the provision of a quality program
- 4 Negotiating future directions

Some of the ways in which you can be involved: -

- 1 Become a member of the Governing Council
- 2 Become a member of a sub-committee
- 3 Taking part in social /community events

Your involvement will help the centre meet community needs and can be fun and rewarding for all.

## **ADULT INVOLVEMENT**

Children feel a real sense of pride in having their parents share their preschool experiences with them. Parents are welcome to volunteer time in the centre to help with our program.

Areas in which you might be interested to help:

- reading to children
- cooking with children

- musical appreciation – do you play an instrument?
- playing table games – lotto, matching, etc.
- using a second language – teaching songs, counting, etc
- preparing resources – this may also be done at home
- helping children access more complex computer programs
- grounds maintenance – gardening, weeding, etc
- caring for pets over weekends and holidays
- helping with excursions

Please look at the volunteering brochure found in the DECD website for further information. **Speak with the Director to negotiate when and how you can volunteer your time.**

Volunteering roles require a Relevant History Screening. The Children's Protection Act 1993 and the Children's Protection Regulations 2010 provide the legislative base for screening programs. The Department for Communities and Social Inclusion (DCSI) Screening Unit provides a screening service for DECD employees, contractors, volunteers and specific groups of students; eg some work experience and some adult re-entry students. It operates in accordance with the DCSI Criminal History Screening Standards which specify a maximum validity period of three years for clearances.

## **EFFECTIVE BEHAVIOUR MANAGEMENT GUIDELINES**

We all believe that all children have the right to feel safe all the time. At Woodend, we promote learning in a safe (physically and emotionally) caring environment. Children are exposed to experiences and situations that enhance the growth of personal and interpersonal skills and enable them to participate independently as well as a member of a group. The centre has a Behaviour Management Policy on our web page <http://www.woodendcc.sa.edu.au>

Please see staff for a copy if you would like to find out more.

## **KEEPING SAFE: CHILD PROTECTION CURRICULUM**

The purpose of the program is to broadly support children's learning in the areas of rights, responsibilities, relationships and ethical behaviour. It has a specific aim to support children to learn ways of protecting themselves from abuse. More detailed information is provided through the year.

## **SCHOOL DENTAL SERVICE**

You can go to Marion GP Plus Healthcare Centre, level 1/10 Milham Street, Oaklands Park (Monday to Friday 7425 8400), or Noarlunga GP Plus Super Clinic, 2 Alexander Kelly Drive, Noarlunga (Monday to Friday 8.30am-4.30pm 8384 9244).

## **DEVELOPMENTAL SCREENING**

Health Screenings are conducted through Child & Youth Health Services when your child is around 4.6 years. You will be notified of screening dates to make an appointment so trained nurses can assess growth, development and skills. They can also refer children to related services if needed. You can contact the CYWH if you have any queries. General information can be obtained on their website. Phone 1300 733 606 for an appointment. Preschool screens by CYWH are conducted at Woodend Primary School each term.

## **PUPIL FREE DAYS**

Each DECD preschool in the state is entitled to 4 Pupil Free days (like a school) throughout the year. These days are for professional development of all staff who are expected to attend so the centre will be closed on these days. Parents/families will be notified in advance of the dates and are expected to make other arrangements for their child's care.

## **GRIEVANCES AND CONCERNS**

If you have any concerns and/or a grievance speak to the Director who will follow up your concerns. For further information, the parent complaint policy and procedures can be found on our web pages <http://www.woodendcc.sa.gov.au>.

## **WEB LINKS**

### **S.A Dental Service**

[www.sadental.sa.gov.au](http://www.sadental.sa.gov.au)

### **Department for Education and Child Development**

[http://www.decd.sa.gov.au/decd\\_home.asp](http://www.decd.sa.gov.au/decd_home.asp)

### **Woodend Children's Centre**

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

### **Child and Youth Health**

<http://www.cyh.com/Default.aspx?p=1>

### **Early Years Learning Framework (EYLF)**

<http://www.decd.sa.gov.au/childrensservices>

*click on Early Childhood Reform for further details*

### **National Quality Standards (NQS)**

<http://www.decd.sa.gov.au/childrensservices>

*click on Early Childhood Reform for further details*

### **Local Government links**

<http://www.marion.sa.gov.au/>

<http://www.onkaparingacity.com/>