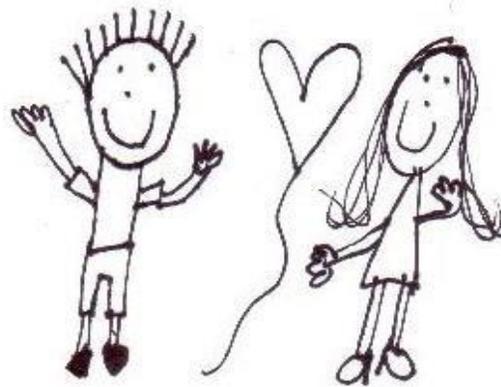


Hendon
Preschool
Information for
Families



Hendon Preschool



WELCOME

We would like to welcome you and your children to the preschool section of our school.

Parents/caregivers and families are children's first teachers.

Please let us know if you have any special interests to share or would like to be involved in other ways. We hope that by parents/caregivers and educators working together that you and your children will have a successful and enjoyable time in the preschool.

ADDRESS

Cedar Avenue (Gate 4)
Royal Park SA

CONTACT NUMBERS

Phone: 8244 3264

Email:

dl.1585.info@schools.sa.edu.au

EDUCATORS

Senior Leader: Aella Leaver

Teachers: *Victoria Harwood, Georgia Hicks*

School Support Officers: *Rebecca Knowles, Jill Berry, Jon Holbrook, Crystal Ferguson*

School Principal: *Sue Mittiga*

Deputy Principal: *Troy Pathon*

Student Wellbeing Leader: *Kimi Johns*

Our Vision:

"To empower our children to become lifelong learners who care for and respect themselves, each other and the environment".

Philosophy

Our Place: Hendon Primary School was opened in 1952, catering for children from preschool to their final year of primary school. Located on the school grounds, Hendon Preschool is a place rich in diversity. A place that prides itself on its strong connections within the community.

Our vision: "To empower our children to become lifelong learners who care for and respect themselves, each other and the environment"

Hendon Preschool is located on Kurna land and respectfully, we incorporate Aboriginal perspectives into our daily program.

Hendon Preschool acknowledges that Aboriginal and Torres Strait Islander people are one of the oldest living cultures. We are proud of our increasing Aboriginal enrolments.

We recognise the Kurna people and their land. Hendon Preschool acknowledges that we are meeting and learning on the traditional country of the Kurna people of the Adelaide Plains. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

Children: We believe children should develop a love for learning in an environment that encourages experimentation, exploration, risk taking and collaboration.

An environment where all children have the right to feel safe, secure and happy whilst learning to manage risks, be inquisitive, dream big and have fun.

Therefore we :

- ◆ Support children to become environmentally responsible, promote sustainability and connect through nature
- ◆ Respect and celebrate each child, their culture, their experiences and their abilities
- ◆ Incorporate child voice into our planning and documentation
- ◆ Provide access to inclusive learning opportunities
- ◆ Encourage a strong sense of identity
- ◆ Promote nutrition
- ◆ Provide access to quality and varied equipment—loose parts, nature play, etc
- ◆ Support a play based curriculum
- ◆ Assist with the development of life skills

Family and Community: We recognise that families are the first and most important teachers. We believe that working in partnership with families and community is essential for high quality learning environments.

We believe that we all have the right to be respected, accepted and supported, emotionally, physically and culturally.

Therefore we:

- ◆ Promote trust and respect
- ◆ Value and celebrate diversity
- ◆ Promote a sense of community and mutual support
- ◆ Support families to access community agencies
- ◆ Actively promote communication in various forms
- ◆ Build secure relationships
- ◆ Create an environment where everyone is listened to and responded to sensitively
- ◆ Share learning growth

Educators : We believe learning is life long. Our educators are passionate about quality education for our children and participation in quality professional development is encouraged. Best practice and quality outcomes underpin our practice.

We view children as competent and capable learners that have the right to participate in planned experiences and environments in an environment that is rich and stimulating.

Therefore we:

- ◆ Critically reflect for continuous improvement
- ◆ Collaborate
- ◆ Provide a safe, secure, caring and respectful learning environment
- ◆ Use a play based approach
- ◆ Provide a range of activities
- ◆ Provide an environment where all children have the ability and right to develop to their full potential
- ◆ Use an inquiry approach where children lead the learning
- ◆ Plan for and share children's joy in discovery

What to bring to Preschool:

1. A clearly named **backpack** for carrying belongings.
2. A change of **clothes**.
3. A piece of **fruit** to share.
4. Healthy lunchbox (e.g. sandwich, fruit, yoghurt, vegetable & cheese sticks).
5. **Named** water bottle.

We ask that children don't bring their own toys to preschool as there is a risk the toy be damaged or lost which can cause distress.

Preschool Sessions: sessions run from 8.40am – 2.55pm.

Four year old children can access 15 hours of preschool at the centre. This is accumulated by attending a 5 day fortnight (2 days first week & 3 days second week). Days will be discussed at the time of enrolment. Children turning four before May 1st are eligible to start preschool at the beginning of the school year. Three year old Aboriginal and Children and young people in care are eligible for 12 hours per week. Early Entry is available for eligible children depending on capacity.

Curriculum

We use the Early Years Learning Framework (EYLF) – Belonging, Being & Becoming and Preschool Literacy and Numeracy Indicators as a basis for our planning. This framework is used in all Australian Preschools. The framework aims to enhance and develop children's learning from birth to 5 years of age.

There are 5 developmental learning outcomes:

- Children have a strong sense of identity
- Children are connected to and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

Child Protection Curriculum:

Each year students will be engaging with the child protection curriculum. The teachers delivering the program have received explicit training in the Keeping Safe: Child Protection Curriculum (KS:CPC). It is a Department for Education responsibility under the Children's Protection Act (1993) and the Child Protection Policy (2011) to ensure that effective abuse prevention programs are implemented and that all children and young people have access to the approved child protection curriculum. Although parent/caregiver permission is not required under the Education Act (1972), we encourage parents/caregivers to seek further clarification if required and to provide the teacher with any relevant information about their child that could alleviate any concerns.

The KS:CPC is an evidence based, best practice curriculum developed collaboratively with child protection specialists, teachers, educational leaders and other professionals. It is divided into 5 bands specific to the year level of the students and caters for students' language and cultural background, abilities and disabilities. There are 2 main themes:

- We all have the right to be safe
- We can help ourselves to be safe by talking to people we trust

For the Ages 3-5 band of learning there are 4 focus areas:

The right to be safe

- feelings, exploring the topics of safe and unsafe, early warning signs

Relationships

- identity and relationships, fair and unfair, trust and networks

Recognising and reporting abuse

- privacy and names of body parts, touching, recognizing abuse, secrets

Protective strategies

- strategies for keeping safe.

Clothing

We will provide a named broad brimmed hat free of charge that is required to stay at Hendon Preschool. **Please dress your child in play clothes.** Play involves a 'hands on' approach which often results in children getting messy. Clothing needs to be comfortable and easy to manage when your child uses the toilet. Remember that your child needs protection from UV radiation at all times so please **choose clothing that covers upper arms and shoulders** so they can play safely outdoors. Appropriate footwear is also required – no high heels, thongs or slippers.

Hendon Preschool t-shirts are available for purchase at the centre. T-shirts are available in navy and pale blue for a cost of \$10.

Library Borrowing

Children will have the opportunity to borrow from the school library once a fortnight. Children will receive a library bag and are required to bring it every fortnight.

Sun Smart

We are fortunate to have a shaded outside area that provides some protection from UV radiation. Outdoor activities will be planned under these areas on hot days. Wide brimmed hats are supplied. **We ask that you apply sun block to your child prior to the start of the day.** Educators will assist in reapplication throughout the day. Sun block is available at the centre if required.

If your child has sensitive skin please provide sunscreen for your child's exclusive use. Please see a preschool educator to get a Health Support Agreement which is required to be completed prior to your child bringing their own sun block to preschool. A copy of the Hendon Preschool Sun Protection Policy is available on our website and at the preschool.

Food and Nutrition

Hendon Preschool has the following guidelines for families for food brought from home:

Fruit Sharing

Parents/caregivers are asked to supply a piece of fruit/vegetables each day for shared fruit time to:

- Provide children with important minerals and vitamins.
- Encourage a taste for healthy foods.
- Encourage chewing which promotes oral muscle development.

Fruit time is held once during the preschool session. **Fresh fruits, vegetables or a slice of cheese are recommended for fruit time.** Foods unsuitable for fruit time include packaged foods, cakes and sweets.

Lunch

Parents/caregivers are encouraged to pack a healthy lunch and ask educators if they have any issues.

A healthy lunch box might include a sandwich, fruit, yoghurt, vegetable sticks, cheese, etc.

We discourage children from bringing these certain foods:

- 'roll ups'
- all muesli bars (high fat and sugar content)
- sweets
- sweet biscuits
- potato crisps (high fat and salt content)
- cakes

For the following reasons:

- Health and nutrition;
- Impact of packaging on the environment e.g. excess plastic;
- Cleanliness and spillage in bags or difficult for children to manage;
- Use of resealable containers is environmentally friendly.

Celebrations and special occasions

Hendon Preschool recognises celebrations of birthdays and special occasions. Families may choose to celebrate their child's birthday by supplying the preschool with a special snack to be consumed after our regular fruit time. Snacks need to be individually packaged and include full ingredients list. On such occasions the educator will remove the focus from the food and place it on the occasion.

Health and Safety, Arrivals and Departures

Preschool children are to be signed in and out by parent/caregiver each day. The sign in/out sheets are found in the front foyer. Session times are 8.40am – 2.55pm. Please do not send children earlier unless arrangements have been made with educators because we use this time to set up learning experiences for your child.

OSHC is available to families outside of the preschool times.

Please contact the OSHC Director on 0411 138 945 or natasha.lloyd154@schools.sa.edu.au to organise.

Please notify educators if your child is to be collected by someone other than their primary caregivers. **Proof of identification** will need to be provided by person picking up.

*****Covid-19*****

We follow guidelines and advice as set down by SA Health and the Department for Education.

Children are signed in at the preschool gates into the care of educators at 8:40am. In the afternoon at 2:55pm, children are signed back into the care of parent/caregiver at the front gate. Educators will wear masks as directed.

Material and Service Charge

\$220 per year (\$55 per term payable in instalments)

We believe that all children should have access to a preschool education. We strive to keep our fees as low as possible to ensure equitable access for all families. Any fee increase is ratified by Governing Council.

Families are invoiced and payments can be made to the Hendon Primary School office or through the QKR app. Reminder notes will be handed out and will continue to be handed out until fees are paid.

Fees remaining unpaid when child finishes preschool will be passed onto the school and debt collectors will be used if school is unable to recover payment.

Sickness, Illness and Accidents

Your child will get sick from time to time. If your child is unwell we encourage them to rest and recoup at home.

Please call the preschool in the morning if your child is unwell. It is important to notify the centre if your child is sick so that we can take the appropriate action to help prevent the spread of infection. If your child has a contagious illness (e.g. vomiting, diarrhoea), educators need to be notified and exclusion periods applied, for example, children should not attend preschool until 24 hours *after* the last loose bowel motion or vomit.

If your child needs to take medicine prescribed by a doctor at any time, we need to have signed permission to administer the medication. Please see a preschool educator to get a Medication Agreement which is required to be completed prior to your child taking medication at preschool.

If your child is seriously injured or becomes unwell during the session we will contact you and/or obtain medical treatment.

Please refer to the Hendon Preschool Illness Guidelines and Exclusion Recommendations which are included in this enrolment pack. They are also available on our website and at the preschool.

Emergency Contacts

On enrolment, parents/caregivers need to nominate at least two additional adults who can be contacted in an emergency should the enrolling parents/caregivers be uncontactable. If these contact people or numbers change, please advise educators immediately.

Immunisations

Department for Education policy requires you to present your child's current immunisation record (available on the My Gov app). This statement must be printed or emailed from the Australian Immunisation Register no earlier than 1 month before enrolment, then again by 30th June of their preschool year.

Working with Families

Good communication is essential between parents/caregivers and educators. Establishing positive relationships give children a greater chance of success. We hope you feel comfortable in approaching educators with any concerns you may have. As all educators are not available every day, we ask that you make an appointment for issues that require extended discussions.

We use Seesaw as our platform to regularly share children's learning and relevant information with parents/caregivers. We use Facebook to connect with the community. You will receive your child's Seesaw login at the beginning of the preschool year. Please refer to the Hendon Preschool Social Media Guidelines which are in this enrolment pack. They are also available on our website and at the preschool. Notes and newsletters will also be handed out at the beginning and end of each day as required.

In the event of a grievance the following guidelines will be used:

- Everybody has the right to feel safe.
- Everybody should be treated with respect.
- Grievance meetings will be suspended if any person(s) behave in an insulting, threatening or offensive manner.

Children with a grievance will be encouraged to use the following steps:

- Talk to the person involved about the problem.
- Talk to an educator about the problem.
- Talk to a parent/caregiver.

Parents/caregivers with a grievance should:

- Arrange a time to speak to the relevant educator about the problem.
- Let educators know what the issue is about (at an appropriate time).
- If the issue isn't addressed, forward your concerns to the Principal (Sue Mittiga).

Transition to school

Children who are enrolled in our school-based Preschool participate in an extensive transition program. In the term prior to commencing school, children have scheduled visits to their new classrooms, having the opportunity to meet their teacher and peers. We aim to provide the children with a smooth and happy experience into formal schooling.

Governing Council

Hendon Preschool parents/caregivers are invited to join the Hendon Primary School Governing Council which encompasses the Preschool. Each year the Governing Council, which consists of parents/caregivers and staff, works with the site leaders to assist in the management of the preschool and school (for example, develop and approve local policies, set the broad direction and vision of the site, and monitor and review the site improvement plan (which refers to the education outcomes and priorities). The Governing Council Annual General Meeting is held in March each year. It's a great way to meet other parents/caregivers and be involved in your child's education. If you are interested in joining the Governing Council, please speak to an educator.

Dental Clinic

Children under 5 years of age receive a free dental check. After this time, a nominal fee is required to receive regular dental care from the School Dental Service. This is located at the southern end of the school grounds.

Appointments can be made on ph.: 82681712.

Family Playgroup

Playgroup is held on **Thursday mornings 9:00am – 11:00am** in room 8A of the junior primary building, entry is from Risely Ave. Children and their families are welcome to attend. During this time the children participate in both indoor and outdoor activities. Please contact Playgroup SA on 1800 171 882 for more information.