Angle Vale Preschool

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Information Booklet
Welcome to Angle Vale Preschool

Welcome to the Angle Vale Pre-school. The following information has been compiled to provide you with an insight of our centre. Please seek staff assistance if you require further information.

Staff

Director: Rachel
Teacher: Liz & Lizzie
Early Childhood Worker: Maria
Early Childhood Worker: Roslyn

Incorporated into the centre are support and integration workers as well as bilingual assistants.

Session Times

Pre-school: Children turning 4 years old before 1st May - 15 hours per week.

Week 1
Monday Wednesday Friday 9 am—3 pm
Tuesday Thursday 9 am—3 pm

Week 2
Monday Wednesday 9 am—3 pm
Tuesday Thursday Friday 9 am—3 pm

Note: Once each fortnight is over, the session allocations will repeat.

Fees - $120.00 per Term

An amenities levy is requested from all parents to assist with the general maintenance and supply of resources. Money is to be placed in the fee box near the office (placed in a clear sealable money bag and accompanied with a payment sheet). Receipts will be issued by the Treasurer and placed in children’s pockets. Alternatively, you may give it to a staff member where your payment will be signed off by yourself and staff person, plus be acquitted as per the normal procedure. Preschool staff will not be counting money or give change.
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Additional Services

- **Early Care:** This service is available to parents who need to drop their children off early due to work or study reasons. Children can be dropped off from 8.30am. Entry via front door.
  
  **Fee:** $2.00

- **Early Entry/Extension:** 1 term of early entry or extension may be available to children with additional needs upon consultation with staff and special educator. Please see staff for further information.

What to Bring

- **Named bag**

- **Named hat** – we recommend wide brimmed/ legionnaire style hats— no caps please. Children without a hat will not be able to play outside. Refer enclosed Sunsmart Policy.

- **Snacks**—Refer to Food Philosophy.

- **Named water bottle** (no cordial or soft drinks please).

- **Practical shoes and clothes**— please be aware that many activities at our centre are “messy”, and children will enjoy these better without having to worry about their clothes getting dirty. Once again, please label all items.

- Children are required to bring **lunch**. Please place this in the large tubs on the outside table. Leave your child’s snack in their bag, as this reduces their confusion of what food to eat at different times. Please provide an ice pack to keep your child’s lunch cool as we have limited fridge space.

*Please ensure your child can be independent at Preschool by providing easy to open bags, lunchboxes, self manageable snacks and clothes.*

Arrival and Departure

Parents are to take full responsibility for children travelling to and from preschool. **Please advise staff if someone different will be collecting your child!**

You are required to stay with your child till the beginning of the session - 9.00am. Please do not leave children outside unsupervised.
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**Newsletters and Notes**

Newsletters and other information will be placed in your child’s note pocket. Additional information may also be displayed on the gate or Parent Notice Board. Please read all information and do not hesitate to seek feedback from staff.

**Sign In/Sign Out**

Parents/Caregivers are required to sign their child in and out daily. Children place a bookmark into their pocket and remove it at the end of the day.

**Angle Vale Primary**

The Angle Vale Primary School is zoned and therefore you need to check with the school whether or not you live in their zone.

**School Transition**

Children starting at the Angle Vale Primary School will participate in a transition program in their last term of preschool. Children going to other schools will need to have their transition visits organised by their parents/caregivers.

**Library Visits**

Visits to the Angle Vale School Library take place on **Tuesday & Wednesday mornings**. Children are accompanied by staff members on these visits.

**Health / Medical**

- Please let us know if your child will be absent and especially if he/she has a contagious illness/virus.
- While we strongly promote regular attendance, we encourage you not to send your child to Preschool when he/she is sick.
- Children will be given an opportunity to have a free Child & Youth Health Check while attending Preschool.
- All Children are eligible to attend the School Dental Clinic. Visit www.sadental.sa.gov.au for more information.

**Enrolment Policy**

In the event of extremely high numbers, preference will be given to enrolments within the Preschool Priority of Access area - see separate Preschool Enrolment Policy.
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Parent / Caregiver Participation

We encourage and welcome parent involvement in our centre. You are welcome to spend time with your child during the sessions. You can also assist us in a number of tasks, such as preparation of materials, cleaning duties, mending of books etc. We are keen for you to share an interest or skill with the children such as cooking, woodwork, gardening, music, sport etc.

Governing Council

The Governing Council is made up of interested parents/caregivers who meet twice a term, at a nominated time to discuss centre related issues and to ensure the smooth running of the centre. The Governing Council works with staff on a range of issues such as facilities, resources, fundraising and service provision. The Governing Council group always welcomes new members. We encourage you to join. Please see a staff member or one of the Governing Council for details.

Laundry Roster

Over the Preschool year, families will be kindly asked to assist in the washing of smocks and other laundry items. Your assistance is much appreciated.

Assessment and Reporting

All children attending the Angle Vale Preschool have a profile book, which includes samples of their work, photographs and questionnaires. The profile book remains at the centre whilst the child is in Preschool, but will be taken home by the child upon completion. Profile Books are situated in main kindy room for easy access.

A Summative Report will be written by staff near the end of your child’s preschool year. Your permission is needed so that it can be passed onto your child’s school and ensure continuity of learning.

Please feel free to seek verbal feedback on your child’s development and progress at any time. If we are busy, we will arrange a suitable time.
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**Philosophy**

At the Angle Vale Preschool we provide a safe, nurturing environment where children are empowered to explore, discover, collaborate and communicate.

We believe that play is the essential medium for a young child’s learning and our aim is to provide a program of experiences and activities which are child centred and flexible, encouraging individual levels of development. We believe that, through play, with the teacher as a facilitator in an encouraging and supportive environment, each child will develop self-confidence and an ability to make decisions. We aim to challenge children, encourage them to be active learners and thinkers, full of curiosity about their world.

**Programme**

The staff team engage in ongoing programming that is based on observations of individual children, building on their strengths, needs and interests.

Our curriculum is supported by The Early Years Learning Framework for Australia, Belonging, Being & Becoming. The curriculum is designed to promote key outcomes of learning for an integrated approach.

Learning Outcomes for Children Birth To 5 Years.

Outcome 1: Children have a strong sense of identity.
Outcome 2: Children are connected with and contribute to their world.
Outcome 3: Children have a strong sense of wellbeing.
Outcome 4: Children are confident and involved learners.
Outcome 5: Children are effective communicators.

**Current Priorities**

The 2014 priorities for our centre are

- Measurement and Vocabulary in Literacy and Numeracy
- Working with Families and the Community, especially the school.

Site Learning Priorities are reviewed annually.
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Sunsmart Policy

At the Angle Vale Preschool children are required to wear a broad brimmed or legionnaire style hat (please no caps) when playing outside when the UV rating is 3 and above. Children without a hat will be asked to stay inside or under the verandah - refer to Sunsmart Policy.

Sunscreen needs to be applied by parent/caregiver before a child comes to preschool.

First Aid Policy

All minor accidents will be treated by staff and reported to parents. An accident form will be filled out by the staff and put in your child’s note pocket. Should your child have a serious accident they will be transported by ambulance to the nearest hospital accompanied by a staff member. Parents/ caregiver and the General Practitioner will be contacted. Parents are responsible for the cost of the ambulance travel.

Raising & Resolving Concerns

Should you have a concern, complaint or a dispute with a staff member or a member of the community, we suggest that you apply the following steps.
1. Calmly discuss the matter with the concerned party. A convenient time may need to be arranged for this.
2. If unable to resolve the issue, a mutually agreed upon mediator should be sought to assist with the negotiation.
3. If concerns continue, contact the Director/ District Coordinator.

Behaviour Management Policy

Please see Behavioural Guidelines for Angle Vale Preschool.

Food Philosophy

We believe that all children should be provided with nutritious food choices at Preschool. Refer to Food Philosophy Policy for more information.