WELCOME TO WOODEND CHILDREN’S CENTRE

Our goal is to provide a safe, caring and enriching learning environment for children from 3 months 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.
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STAFF

PRESCHOOL

Director:  David Coulter
Teacher:  Hellen Inkley
E.C.W.1:  Mary Averay
E.C.W.1:  Jenny Lloyd
E.C.W.1:

OCCASIONAL CARE

E.C.W.2:  Liz Rivers
E.C.W.1:  Annette Rae

* E.C.W. = Early Childhood Worker

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

SESSION TIMES

PRESCHOOL

Monday to Thursday inclusive  8.45 am - 11.30 am and 12.15 pm - 3.00 pm

PRE-ENTRY

Integrated during sessional pre-school.

OCCASIONAL CARE

Monday to Friday  8.45 am - 11.30 am
Monday to Thursday  12.15 pm - 3.00 pm

(Over two year olds during all the sessions and Under two year olds Monday to Thursday am and Wednesday pm)

PLAYGROUP

Friday  9.00 am – 11.00 am
TERM FEES
Preschool - $55.00 ($50.00 if paid in the first two weeks of term)
Pre-Entry - $30.00
Lunch care - $4.00 per lunch care session.
Playgroup - A weekly contribution of $2.00 (plus Playgroup Insurance)
N.B. Parents experiencing difficulty in paying fees are encouraged to speak with the Director confidentially.

TERM DATES
2011
Term 1 January 31st - April 14th
Term 2 May 2nd - July 8th
Term 3 July 25th - September 30th
Term 4 October 17th - December 16th

Single Entry Admission to Preschool and School.
There will be only 1 intake into Preschool effective from January 2013 and school from January 2014. If your child was born between 15/10/2008 and 30/4/2009, they will commence Preschool in January 2013 and begin School in January 2014. Children born from 1/5/2009 to 30/4/2010 will commence Preschool on January 2014 and commence school in 2015.

SCHOOL ENROLMENT
It is the responsibility of parents to enrol their child/ren at the school that your child will attend.

LOCAL SCHOOLS
Woodend PS 8322 6422
Sheidow Park PS 8381 8911
St. Martin de Porres 8387 2153
Hallett Cove R-12 8392 1020
Reynella PS 8387 1975
Braeview PS 8381 2966

CAR PARKING IS AN ON GOING CONCERN
The car park can get very busy so please respect others’ need to use it. Some spaces are specifically marked for staff; Disability and Child Care vans - so please park elsewhere. Do not park in the emergency vehicle access area.

Please enter/leave the Centre via the double locking gates at the left hand side of the building as you approach from the road. Please notify the Centre if your child is away for any reason.

At the beginning or end of each session please check your child’s parent information pocket. This is located by the entrance door for pre-school and on the Rainbow Room door for pre-entry. This is an important way of communicating with you.

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 – Belonging, being & Becoming, (EYLF) and Child Protection Curriculum. This ensures consistency in service delivery. The EYL Framework draws upon a constructivist view of learning. The Framework’s vision is for all children to experience play-based learning that is engaging and build success for life. Outcomes for children in these areas are achieved through a program of planned “hands-on” play activities, which take into account each child’s family background, skills abilities, needs and interests.
We plan our program to:-

1. Encourage independence and confidence in each child and celebrate their uniqueness.
2. Allow each child to have experiences in social relationships, in order 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 themselves through music, and to provide an environment rich with stories, songs, discussion etc. in order to stimulate children’s language.
9. Include regular excursions and visiting artists/educators that reflect program direction and enhance the children’s learning.
10. Small group excursion for children: -
    o in their 3rd term the Blue Dolphin Swimming Centre
    o in their 4th Term to the Road Safety School

Our Pre-school Program and Occasional Care Programs use photos that illustrate daily activities are displayed around the Centre.

Regular formal and informal sharing of children’s development with parents is an integral part of our development program.

Exploring the Environment.

CORE PROGRAMS:

(A brief description)

PRESCHOOL:
The pre-school program provides a balance of structured activities and free play. Group times incorporate stories, library, discussion groups, problem solving, pack up time, games, music, dance and songs. These occur during and at the end of each session. Children may choose when to stop for a snack during free play time. One day per week is a shared fruit session.

PRE-ENTRY:
The pre-entry program provides a transition for children to staff and the pre-school session structure in the term before they commence full time attendance. Pre-school routines are introduced. Children are supported with separation from parents. The children are encouraged to get to know each other and explore basic kindergarten activities. During this term, parents may be asked to take home some pre-school washing (smocks, towels etc).

A Library Bag is provided with your enrolment package and can be personalised for easy identification by your child. As part of our literacy program children are encouraged to borrow a book during Tuesday story groups. If your child does not attend on Tuesdays then other arrangements can be made.

OCCASIONAL CARE:
The occasional care program offers children 3 months – 5 years one session of care per week and runs conjointly with the pre-school program. These children may have a separate activity, story and song time but will mix with the kindergarten children during free play time and for dance/games at the end of every session. 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.
PLAYGROUP:

Playgroup is for parents, carers and their young children (birth to school age) who meet on Fridays. We often welcome new families to the Centre through this program which provides an opportunity for learning through play and meeting other children and adults. Children have access to basic kindergarten equipment, art activities and the outdoor area. The group is parent run through a parent coordinator and a special craft activity is prepared each week. The session includes a pack up, a snack time and conclude with a group time with a story and songs.

IMPORTANT POINTS TO REMEMBER

ARRIVAL AND DEPARTURE AT PRESCHOOL:

Our session times
AM: 8.45am to 11.30am and PM: 12.15 pm to 3.00pm.

If you arrive early please be patient... wait, watch, chat, help! Please do not leave your children before 8.45 am or 12.15 pm. When collecting your child/ren do make sure a staff members says “Goodbye” to them so we know they are safe in your care. Each child is to be accompanied by a responsible person who needs to tick them as present in the Roll Book upon arrival. Please try to be on time because this promotes positive habits and enables children to meet and greet their friends and teachers before group time.

Let a staff know if someone other then 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 phone staff and we will do it. If your child is regularly collected by grandparents, child care or friend then a general letter of consent can be sighed and appended to your childs enrolment form so your don’t have to keep putting it in the diary.

EMERGENCY CARE:

Maybe we can help!

If an emergency occurs and you find you are in need of care before or after your normal session, a staff member may help you to make appropriate arrangements. An hourly fee will payable.

Children are able to access up to four half days of pre-school in the term before starting school, Monday to Thursday. Sometimes circumstances may necessitate your child attending in an irregular pattern or be in care before or after the stated session times. Where this might happen this must be discussed and arranged with staff beforehand. Full day programs may not suit all children and the best interest of the child must be considered.

If children need to stay over lunch time an additional fee will be charged and it is your responsibility to provide your child a lunch in accordance to our Healthy Eating Policy. Additional information will be given to your if your require a full day.

MAKING PAYMENTS: ALL monies must be placed in the black posting box near the office door.

When paying pre-school fees, excursion costs, fundraising, etc., please place correct money and/or forms in a sealed envelope. Write child’s name, amount of money enclosed and what it is for, the date on the front of the envelope. If you are paying by direct debit please provide the Centre by posting your account or a photocopy including date and details so that we can confirm your payment.

Payment by cheque is encouraged.

We accept Direct Debit the details are: .

BSB 105-184    Account No. 607102940
Account Name Woodend Children’s Centre Management Inc
MEDICAL:

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
d) a health care plan is needed for all your child’s medical conditions or treatment required
e) No Medication can be left in your child's bag.

We provide first aid for all injuries at preschool but may call an ambulance if needed. More serious injuries are referred to you immediately via the telephone. PLEASE DO NOT send your child to pre-school if they are unwell. A child who is not feeling well is likely to have an unpleasant day at kindergarten. 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 under 3 months and pregnant women visit our Centre regularly and children who are not immunised pose a risk.

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

NO SMOKING POLICY:

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

SUN SMART POLICY: Each child will need to bring a suitable named sun hat for year round use (e.g. the legionnaires style sold at the Centre!) We also encourage you to apply sunscreen before coming to pre-school. ‘NO HAT, NO OUTSIDE PLAY’.

HEALTHY EATING: We recommend that children bring a small piece of fruit (fresh or dried), raw vegetable or cheese for snacktime.

NO NUT PRODUCTS IN SNACKS OR LUNCHES e.g. peanut butter, nutella, almond paste, muesli bars, crackers etc. If sending any processed food please read all listed ingredients and if it says ‘may contain traces of nuts’ then please leave these for home use. Staff actively discourage children from bringing sweet/processed foods to pre-school in the interest of good health. Please do not send along drinks as the Centre provides clean cups and pura tap drinking water.

HELPING CHILDREN

The kindergarten program for children includes every thing that they do to prepare to come to kindergarten, while at kindergarten ans when they go home. To help children with their development we encourage children to take an increasing role in their kindergarten 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 kindy routines, such as, putting library bags and shared fruit in the baskets. The more children are supported and encouraged to do these routine activities the more they are empowered they are: and they might know where their bag is?As well this supports the child in their transition to the next stage - school.

CLOTHING: Children need to come dressed in play clothes, which can be managed by themselves for toileting etc. 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 foolproof! Please provide a complete change of clothing in case of accidents. The Centre has T-shirts, windcheaters and hats with the kindergarten logo on them available for sale through the fundraising committee. These are not compulsory but do give children a strong sense of belonging!
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.

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 and maybe 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.

ACTIVITY PACKS: may be borrowed according to interest and need. We trust families to care for equipment provided in this way. Packs cater for children 18 months to 5 years. We hope you enjoy them. Many of these are made from quality, donated equipment no longer needed by growing children.

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 merchanised toys. Please discourage your children from bringing their own toys because they can become lost or broken. Please return any pre-school toys that are inadvertently taken home in pockets or kindy bags.

BIRTHDAYS: are a special time for children. 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.

ADULT INVOLVEMENT

Children feel a real sense of pride in having their parents share their Pre-school experiences with them. Parents are welcome in the Centre at any time 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
- help children access more complex computer programs
- help with end of session and termly cleaning
- grounds maintenance – gardening, weeding etc.
- caring for pets over weekends and holidays
- Parents helping with excursion

Excursion to the Noarlunga Theatre.
GOVERNING COUNCIL:

This committee is made up of interested parents who assist in the management of the pre-school. All parents are most welcome to attend monthly meetings.

Some of the main concerns of the Governing Council include:-

1. Financial management of the pre-school
2. Maintenance and improvements of grounds and buildings
3. Supporting the Staff in the provision of a quality of program (e.g. resource management)
4. Fundraising towards negotiated goals
5. Deciding 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 fundraising events

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

EFFECTIVE BEHAVIOUR MANAGEMENT POLICY/ GUIDELINES:

We all believe that all children have the right to feel safe all the and interpersonal skills and enables them to participate independently as well as a member of a group. The Centre has a Behaviour Management Policy. Please see staff for a copy if you would like to find out more.

Child Protective Curriculum

The curriculum is based on two themes (1) We all have the right to be safe and (2) We can help ourselves to be safe by talking to people we trust.

SCHOOL DENTAL SERVICE:

Children are entitled to a free dental service at the Hallett Cove R-12 School, Gledsdale Road, Hallett Cove 5158. Phone: 8381 6713. A dental form is enclosed in your preschool package. You need to send this completed form directly to the clinic.

DEVELOPMENTAL SCREENING:

When your child is around 4.3 years the Centre will give you the opportunity to make an appointment to attend a Health Screening through Child & Youth Health Services. Nurses assess growth, development and skills and can refer children to related services if needed.
Web Links

Decs

Woodend Children’s Centre
http://www.woodendcc.sa.edu.au/

Child and Youth Health

Parenting SA

Eat Well

SACSA

Immunisation Schedules
  immunisationcheck.htm

Local Government links
http://www.onkaparingacity.com/