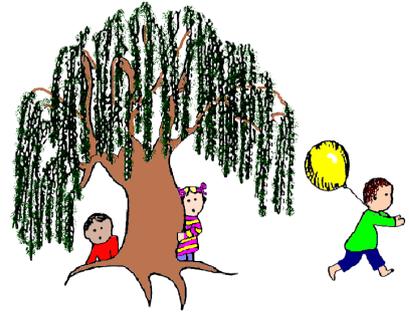




Government of South Australia

Department for Education and
Child Development



Welcome to
WILLOW CLOSE PRE-SCHOOL

INFORMATION BOOK

CONTACT DETAILS

Location: 3 Willow Close, Mt Barker 5251

Telephone: 8391 0506

Fax: 8391 3083

Email: beryl.barnard516@schools.sa.edu.au

STAFF

Director: Beryl Barnard

Teacher: Jane Thornton

Lis Chapman

Alana Poletta - IPP

ECW: Sue Tapp

Deb Montgomery

Tanya Secomb

Libby Wells - IPP

Alana Weir - IPP

SESSION TIMES

Monday - Thursday: 8:30 am to 3:15 pm

Alternate Fridays: 9:00 am to 12:00 pm

Please adhere to these times as staff need to adequately plan and prepare for the children in the mornings and at the end of day.

For your child's safety you will need to sign them **in** and **out** of the kindergarten.

PLAYGROUP

Friday Afternoons: 12:30 pm to 2:30 pm

Playgroup is a time for families to get together to play, chat and meet new people.

Cost is **\$2** per child, per week.

Children under 1 are free.

Please bring a piece of fruit to share, water bottle and a hat.

All new members are welcome.

ENROLMENT PROCEDURE

Children must be 4 years old by April 30th in the year they commence kindergarten.

On enrolment of your child, we need to sight one of the following of your child's: birth certificate; passport; or official Centrelink documentation.

WHAT TO BRING

- Named bag to take belongings to and from Pre-School, but please NO toys from home.
- Piece of fruit, vegetables or healthy savoury food. Fruit time is set aside for a nutritious snack, please NO sticky foods (ie: lollies; cakes; rollups; etc.).
- Named cup or named bottle of water that can be kept in their bags. We have Pura Tap water available at all times. No fruit boxes or milk drinks please.
- Named hat which must be worn for outside play when the UV rating is 3 or above.
- Named library bag for Literacy packs.

FUNDING

We do receive funding each term from the Department for Education and Child Development (DECD).

This, however, only covers minimal expenses. Term fees are used to cover general costs such as cleaners, electricity, consumables (paint, paper, paste, etc.) and maintenance.

Fundraising is done by the Governing Council each year in order to update and purchase new books, puzzles, toys and equipment.

TERM FEES

\$130 (includes \$10 fundraising levy)

The children entitled to 15 hours universal access of pre-school per week. Please place fees in a named envelope in the red box on the bench in the kitchen. Your name and the amount is to be recorded in the Day book. You can pay by direct debit online.

If there are any problems regarding fees, please see the Director. We rely on these fees being paid to keep this centre running, but no child will be excluded from the preschool for outstanding fees.

PROGRAMMING

The Pre-School programme is displayed on the notice board curriculum. The staff programme fortnightly and evaluate daily. When doing this we take into account the children's individual abilities, needs and interests. We plan for individual as well as group activities.

From our observations of each child we plan using the curriculum documents *Early Years Learning Framework for Australia - Belonging Being & Becoming* and *Reflect, Respect, Relate* and *Literacy & Numeracy Indicators*.

We recognise that the children come into our centre bringing with them a variety of experiences, values and attitudes that they have gained from their family setting.

PARENTS

Parents are always welcome to join us at Pre-School. You may like to observe, help out, or simply enjoy being here. We are available to listen to parents' concerns or queries and have conversations about your child's learning, so please feel free to approach us.

POLICIES

Our centre has a policy register (eg: hot weather; accident report; and medication procedure). You are welcome to have copies - please ask one of the staff.

NOTICES & NEWSLETTERS

Each family is allocated a pocket where notices will be placed.

Please check these regularly and read the notice boards, both inside and outside. This is an important part of our communication with you.

LUNCH CARE

For children who attend full day pre-school, please place an ice brick in their lunch box to keep it cold. Lunch boxes will need to be placed in the tub by the entrance on arrival.

Fruit or snacks for fruit time will need to be kept in your child's kindergarten bag.

ALLERGY AWARE CENTRE

When we have children attending our centre who have allergic reactions to foods we will notify all parents in writing of appropriate precautions.

WHAT TO WEAR

Please be sure to dress your child in washable play clothes. Named hats and sunscreen (applied before Pre-School are a must when the UV rating is 3 or above. We are a Sun Smart kindergarten.

BORROWING

Children are encouraged to borrow books & Literacy packs from our library that are displayed near the entrance. There is a card system to record them. Please look after and respect what you borrow. Advise us of any damages and missing pieces.

Packs are to be placed in the box in the kitchen when you return them to check and replace any broken or missing pieces.

EMERGENCY PLAN

The staff and Governing Council have developed a plan in case of an emergency such as internal or external fire, earthquake or threatening situation.

Internal fire requires evacuation.

When the whistle is blown all persons move to the person with the whistle. Evacuation will follow. We practice emergency drills with the children every 3 months.

SUN SMART

We are a Sun Smart policy Pre-School. Please put sunscreen on your child before attendance and this will be reapplied after lunch. Children are required wear a wide brimmed hat for outside play and to wear clothing that covers their shoulders. Please ask staff for a copy of the Sun and Skin Protection flyer.

BUSHFIRE INFORMATION

Willow Close Pre-School is a category 2 Low Risk Bushfire Kindergarten. Please ask staff for a copy of our policy.

ILLNESS

Please call us on 8391 0506 when your children are ill or going on holidays. Alternatively we can be notified by email.

IMMUNISATIONS

Current information and immunisations are available from your doctor, local council, or Child & Youth Services

(Ph: 8391 3922).

GOVERNING COUNCIL

Willow Close Pre-School relies on the support of the Governing Council. The council consists of a group of parents elected in February each year. It is necessary for the maintenance and smooth running of the centre.

Governing council is responsible for the overall management of the centre in consultation with the Director. The responsibilities include:

- organising the maintenance of the Pre-School grounds and equipment;
- arranging fundraising and social events; and
- addressing DECD issues

SPECIAL SERVICES

We have access to the following services provided by DECD who assist and advise on specific programmes for children with needs:

- Speech Pathologists
- Psychologists
- Social worker/Family Support
- Special Educators

CHILD & YOUTH HEALTH

Regular screenings are offered for all children during their year at kindergarten. You will be invited to attend with your child. The screenings are held here at the kindergarten.

OUR PHILOSOPHY

Willow Close Preschool offers caring, safe and supportive environment where children, educators and families feel welcome and are included as an integral part of the Centre. We provide a high quality inclusive teaching and learning environment for all children based on the Principles, Practices and Outcomes from the Early Years Learning Framework.

Preschool educators work in partnership with families, recognising and valuing their place as children's first educators. Information and resources from families are used to plan for each child and the kindergarten group.

Children bring a variety of experiences, values and attitudes to Preschool. Educators value each child as an individual with unique needs, strengths and abilities. We celebrate individual differences and actively include children's voice when we are planning for learning and offer a culturally appropriate inclusive curriculum.

Preschool offers group experience as part of the continuum of each child's life-long learning. At Willow close Preschool educators provide a rich curriculum both indoors and outdoors to provoke ongoing learning for all children. Children learn about the environment, sustainability and the world around them through play, in an active learning environment.

ADDITIONAL SERVICES IN THE LOCAL COMMUNITY

Child & Youth Health Services

20 Victoria Crescent, Mount Barker
For bookings phone 1300 733 606

Parent Helpline: 1300 733 606

Dentist

Located at Dumas St School. Children attending
Pre-School are eligible for free dental care.

Phone: 8391 0858

Hours: 8:30 am to 4:30 pm - Monday to Friday

Local Schools

Mt Barker South Primary	8391 1197
Mt Barker Primary	8391 1241
St Francis de Sale	8391 1674
St Mark's Lutheran Primary	8391 0444
St Michael's Lutheran Primary	8388 7228