Campbelltown Preschool
Family Information Package

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2012
Welcome to Campbelltown Preschool

The staff and Governing Council of Campbelltown Preschool would like to welcome you and your child to our preschool.

At Campbelltown Preschool we believe that parents and families are a child’s first and most influential educators. We also believe that when the preschool and families work together and support each other, effective learning occurs. We therefore strive to develop positive partnerships with parents to ensure that your child’s learning is relevant and purposeful for them. Please feel free to discuss any aspect concerning your child’s learning and development with the educators.

At Campbelltown Preschool we aim to provide an environment in which children can develop socially, emotionally, physically and intellectually. Educators at the preschool believe that play is the essential medium for a young child’s learning. Our aim is to provide a program of experiences and activities which are child-centred and flexible, encouraging individual and group learning. We believe that a play-based curriculum in which the educator is 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, encouraging them to be active learners and thinkers, full of curiosity about the world around them.

To assist us in creating the best possible learning environment for your child, please read this booklet carefully. If you have any comments or questions, please do not hesitate to contact the Director of the preschool on 8365 6732 or email kindy.director@campbellcc.sa.edu.au

Connect with us

https://www.facebook.com/CampbelltownPreschool
Programs

Preschool
The preschool program is a play based. We give children choices from a range of selected activities on a daily basis. Group times incorporate stories, discussion groups, problem solving, games, music, dance and songs. These occur during and at the end of each session. Children have snack time together each session. This is a social experience where educators and children share discussions about healthy eating.

Pre-Entry
The pre-entry program provides children an opportunity to transition into the preschool. The program is structured in the term before they commence full time attendance. We introduce pre-entry children to preschool routines, support the transition from home to preschool, and encourage them to get to know each other and explore basic preschool activities.

Preschool Educators
Director: Jasmine Millbanks
Teacher: Patrea Channon
Earl Childhood Workers: Rakhi Khanna, Rhiannon Daubmann
Preschool Support Worker: Sharon Jonas
Preschool Support Worker: Alex Page

We also have a number of preschool support workers and bi-lingual workers that change from term to term. On occasions you may find a relief educator working in the centre while one of the educators is absent. We try to use the same relief educators whenever possible to ensure continuity.

Session Times
Children attend sessions in one of the following groups:
Group 1: Attends Monday and Tuesday each week and one extra morning session each week
Group 2: Attends Wednesday and Thursday each week and one extra morning session each week

Sessions run from 8.30 – 3.00 Mon – Thu and 8.30 – 11.30 on Friday mornings.

Pre-Entry
Integrated during sessional pre-school on Friday mornings when there is availability.
**Preschool Fees**

Preschool - $70.00 per term  
Pre-Entry - $25.00 per term  

If you are experiencing difficulty in paying fees please speak confidentially with the Director.

Fees need to be paid by the due date. Campbelltown Preschool is a not for profit Department for Education and Child Development preschool, providing Universal Access of 15 hours of learning per week. The Department funds staff wages, bilingual and special needs programs and preventative/breakdown maintenance. Parents fees fund the supply of materials, resources, lunch staff, grounds and building works, and the supply of electricity, water and gas heating/cooling. Fees are set to meet the annual budget set by the Governing Council. Payment is required to meet the educational resources needed to operate this program.

We do not have EFTPOS facilities. When making payments please return your invoice with correct money in a labeled envelope. You may also pay via Direct Deposit via internet banking. If you choose to pay this way, please return the invoice marked 'PAID by Direct Deposit' with date of payment.

Direct Deposits to Bank SA - A/C Name: 'Campbelltown Preschool'  
BSB No: 105-141  
A/C No: 041316140  
Please ensure you include YOUR NAME & a short message (eg 'T2 Kindy Fees')  
Your name is particularly important so we know you have paid!

Make all cheques payable to ‘Campbelltown Preschool’

Receipts will be written once a week and will be placed in your communication pockets.

**Enrolling your child**

In government funded preschool programs running Universal Access, children are entitled to attend a preschool program for 15 hours a week, 40 weeks a year in the year before they start school.

Please contact the preschool to discuss enrolling your child. We would prefer that you make a time with the Director to visit the preschool and complete a preliminary enrollment form. Please be aware that Pre-Entry is only for those children who will be attending Campbelltown Preschool for their eligible year of preschool.

**Same First Day Policy**

There will soon be a change to when children start preschool. These changes will be gradually introduced in 2013. From 2014, South Australia will have the same first day of preschool for all children. This will be the first day of term one. The Same First Day policy will mean that every child will have four terms of preschool and then four terms of Reception when they go to school. It will also mean a more stable environment for children with fewer changes to groups throughout the year.

For 2013 ONLY, preschools will continue to enrol children in Terms 1 and 2 as is the case under the current preschool enrolment policy. If your child has turned four years of age by 29 January in 2013 they may start preschool in Term 1. If your child turns four years of age before 1 May, they can start preschool in Term 2, 2013.

The new Same First Day policy means there will be no general intake of children in Terms 3 and 4. Preschools may make individual arrangements for children who start in Term 2 of 2013 to offer access to the equivalent of four terms of preschool over three terms, with additional hours being completed in Terms 3 and 4 of 2013.

For more information about Same First Day please visit  

It is the responsibility of parents to enrol their child at the school that your child will attend. Please ensure that you contact the school several terms before your child is due to start reception.
Curriculum

Campbelltown Preschool uses the Early Years Learning Framework (EYLF) to guide curriculum development. The EYLF was introduced by the Federal Government in 2009 with the goal to extend and enrich children’s learning and ensure that children experience quality teaching and learning in all early childhood settings. The EYLF has a strong emphasis on play-based learning as play is the best vehicle for young children’s learning, providing the most appropriate stimulus for mental and physiological brain development. Both the Preschool and the Child Care Centre on site are using this document to plan, reflect and review the educational programs being offered. This process of planning works best when families work in partnership with educators to ensure that there is a seamless transition between a child’s home and preschool lives and to guarantee that children are building on prior learning.

The Framework focuses on your child’s learning. Educators will work with you in order to get to know your child well. They will create a learning program that builds on your child’s interests and abilities, and keep you in touch with your child’s progress.

Through the Framework’s five learning goals, educators will assist your child to develop:

- a strong sense of their identity;
- connections with their world;
- a strong sense of wellbeing;
- confidence and involvement in their learning; and
- effective communication skills.

A copy of our weekly program is displayed in the preschool for you to review. The Preschool Educators always welcome feedback from families regarding the preschool curriculum program and about their child’s individual learning.

Arriving at Preschool

- Please do not enter the Preschool room until the Educators pull to curtain back. During this time you can stay with your child in the yard, but do not leave your child alone.
- Encourage your child to place their bag on a hook outside and their lunch box inside (once the curtain has been drawn). This promotes their independence and helps them to learn to look after their belongings.
- Please sign your child in upon arrival on the sign in sheet. If your child is to be collected by someone else, please write the details in the communication book provided. Your child can only be collected by those people listed on your child’s enrolment form.
- Take a moment to check the white-board outside for important information and collect notices from your family pocket.
- Spend some time with your child at an activity and allow your child to show you what they have been doing at preschool.
- If your child is reluctant to let you go, let an Educator know.

Departing Preschool

If you arrive early please be patient... wait, watch, chat, help. You are welcome to watch the last group time, but we would appreciate if you could be quiet, and take conversations outside. Younger children need to be old enough to sit and participate if they want to join in. A staff member will say goodbye to your child. If your child runs to you before this has happened, please bring them back to the mat. This routine helps ensure that each child is safely handed over to a caregiver before leaving preschool.

You must sign your child out before leaving.
Communication

Family Notice Pockets: Each family has a notice pocket just inside the door. Please check your Family Pocket daily, as all notices, receipts, newsletters and excursion forms are placed there.

White board: Please check the white board notices before you enter the preschool

Notice board: There is a community notice board as you walk into the room. Please see staff if you wish to post a notice.

Learning Folders: This learning folder is a record of your child’s time at preschool. There are photos, stories and samples of work demonstrating your child’s learning, development, interactions, involvement and dispositions

Please feel free to sit down with your child and look through their folder

Meeting with educators: If you would like to discuss your child’s progress please speak to the Director

Note: We are trying to encourage communication with families via email. This way of communicating saves paper and ensures you receive information in a timely way. Please ensure that your email address is written on your enrolment form, or let an educator know if you would like to update your email address.

What to bring to Preschool?

All children will need a preschool bag with a change of clothes, water bottle, snack, healthy lunch, and hat. Please ensure all items are well labelled. It is essential that children’s clothes are comfortable. Children should wear clothes that they are allowed to get dirty and are suitable for climbing, jumping and running. Children should have sensible shoes (no thongs).

Healthy Snacks/Lunch Suggestions:

- Sandwich with vegemite, salad and cheese etc
- Fruit
- Cheese sticks/slices
- Cut celery, carrots, berries, sultanas

We DO NOT allow any foods with nuts anywhere on the preschool premises, due to allergies. These allergies can be triggered when a child is close to nuts, and so even if your child does not have an allergy, we would appreciate you assistance in preventing nuts from coming into the preschool. Lunches that DO NOT require refrigeration or heating are best. A frozen bottle/box placed in the lunch keeps it adequately fresh and cool for the required Preschool day. If you are unsure about food choices see a staff member.

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.

Toys from home

We have many toys and resources available for your children to use while they are at Preschool. Please discourage your children from bringing their own toys because they can become lost or broken. If you child has something special to share about something your family has done (ie a special occasion, holiday, new pet) we will be happy to have them tell the other children at group time. There will be other opportunities for children to practice their listening and speaking skills in other ways throughout the session.

Celebrating Birthdays

We celebrate birthdays at kindergarten by singing Happy Birthday. The birthday child also wears the ‘birthday hat’ during group time. Please do not send along any special food as there are children in the Preschool who have food allergies and are unable to eat certain foods.
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 Preschool know of any changes in:-

a) your address and/or home or daytime telephone number;

b) relevant family details;

c) stressful situations; or

d) a health care plan is needed for all your child’s medical conditions or treatment required.

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 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 under 3 months and pregnant women visit our preschool 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.

Governing Council

Parents are invited to join the Governing Council. The Governing Council is made up of interested parents who meet twice a term to ensure the smooth running of the centre. The Governing Council works with Educators to develop and discuss strategic directions of the Preschool. All parents are welcome to attend and contribute to management and decision-making that affects the Preschool, however only members in assigned positions have voting rights. A sign informing of dates for the next meeting, is placed on the white-board a week prior. Dates will also be listed in the Newsletter.

Attendances and absences

Continuity is important. It is beneficial for your child’s development and establishes a good routine in readiness for school. As DECD preschools and staff are funded based on your child’s attendance, it is important to maintain regular attendance while at preschool. Non-attendance for illness can be informed by calling the Preschool prior to the session.

Family Book

Each group has their own book and the children will all have a chance to take this book home before they start school and record their family experiences. Families can write, draw and put photos into the book about their families. Children then share what they have done in the family book in group time. This encourages children develop their oral language and self-confidence.

Preschool Policies

The Preschool Policies can be found in a folder near the sign-in/out table. It is a requirement at enrolment to read all policies, and sign consent and understanding before your child attends.
Car Park

We understand that there is often limited parking in the car park. Please do not park in the ACH section of the car park towards the front of the property. You may park in the 4 lines nearest to the preschool/childcare centre or in the public parking on Anderson Court (outside the library). DO NOT park your car in front of the preschool gate, even if you intend to be quick.

Social Media

The Preschool has a Facebook page which can be found at https://www.facebook.com/CampbelltownPreschool

This page provides a place to discuss the preschool and to provide information to families. The following guidelines are designed to help provide a quality environment for our whole community. Please take a minute to read them and keep them in mind whenever you participate.

By using or accessing this page, you agree to comply with Facebook’s Terms and Conditions.

We welcome all questions and commentary, including constructive feedback. We expect that any comments that are written are respectful to those within the Preschool Community. We reserve the right to remove any posts that we feel are inappropriate and/or block anyone who repeatedly posts inappropriate content.

Specifically, we do not tolerate these kinds of posts:

• Abusive, harassing, stalking, threatening or attacking others
• Defamatory, offensive, obscene, vulgar or depicting violence
• Fraudulent, deceptive, misleading or unlawful
• Trolling or deliberate disruption of discussion
• Those that identify or portray members of the community (children, parents and/or educators) in a negative or disrespectful manner
• Spamming in nature

Finally, please respect your child’s right to privacy, and the rights of other children. Information that is recorded on Facebook will be there for everyone to see for a long period of time. Please remember that your child may not appreciate content being publicised in future years.

If you have a specific issue or inquiry about your child, we recommend you either:
• phone the preschool on 8365 6732
• email kindy.director@campbellcc.sa.edu.au