

Wilmington Primary School

Preschool - Year 7



Parent Handbook for Preschool Parents 2018



Government
of South Australia

Department for Education

Welcome to Wilmington Preschool based at the Wilmington Primary School

Philosophy

Wilmington Primary School - Preschool to Year 7 is a nurturing learning community for all children, sustained by quality relationships. We aim to empower each child to reach their full potential as they progress on their lifelong learning journey. Children are supported to be creative and critical thinkers in our ever changing world.



We look forward to getting to know you and your child.

Parents are their children's first and most important educators, so we really value your input and encourage you to work in partnership with us to provide the best possible program for your child. You are welcome to visit the site any time while your child is at preschool. Don't hesitate to discuss any queries, concerns, feedback or suggestions with staff. Longer meetings are best scheduled for a mutually convenient time so please speak to a staff member, or phone, or email to make an appointment.

Our staff are:

Principal: Cathy Bornholm

Preschool Teacher: Sophie Koster

Preschool Early Childhood Worker: Lyn Strike

Preschool Relief Teachers include Karin Pascoe and Cathie Bammann

Contact Details:

Wilmington Primary School

12 Beauval St

Wilmington 5485

Phone: 08 8667 5112

Fax: 08 8667 5025

Email: dl.0483.info@schools.sa.edu.au

Operating Times:

Monday 9am – 3:10pm

Tuesday 9am – 12pm

Thursday 9am – 3:10pm

Please don't bring children in early or pick them up late. At these times staff will be setting up or packing and preparing the program for the next session.

Arrival and Departure:

Anyone collecting your child must be listed on your child's enrolment form as a collection authority. We cannot release a child to an unauthorized person. If someone who is not a collection authority needs to pick up your child, please let staff know. We will ask them for photo ID if they are not known to us.

Sun Smart Policy:

All children, staff and visitors are required to wear a broad brimmed or legionnaire hat and 30+ sunscreen between 1st August and 30th April. Outside this period, staff will check UV levels each day and ensure that sun protection is used when the forecast UV level is 3 or higher. Please dress children in a shirt with sleeves to protect their shoulders. Please supply a named, broad brimmed hat for your child. These can be left at the preschool. If your child has skin sensitivities and reacts to our sunscreen, please provide a product that they can use. It is really helpful if you apply your child's morning sunscreen before they come to preschool. Bucket hats are available for purchase at the front office.

Uniform:

Preschool students are expected to wear a yellow polo shirt which makes them easily distinguishable from the primary school students. Pants can be maroon, navy blue, black or grey, tracksuits with minimal stripes or logos. Skirts and shorts maroon, navy blue, black or grey sports, cotton or linen. Enclosed shoes or supportive sandals suitable for participating in fitness or PE.

Food and Drink:

We promote healthy eating habits to support children's nutrition and dental health. Children will be offered or asked to choose a "healthy" food before eating foods with lower nutritional value. Please avoid lots of pre-packaged snacks in lunch boxes as these tend to be high in sugar, salt and fat and the packages themselves contribute to landfill. Some children eat a lot more at preschool than at home and others eat a lot less. It is better to send too much food than not enough. Children are to bring WATER ONLY in drink bottles.

Absences:

Please ring the school to let us know if your child is going to be absent.

Administration of Medication:

If children are unwell, they should not attend preschool. However, there may be times when children do need to have medication whilst at the site, such as when they are completing a course of antibiotics.

All medication to be administered by our staff MUST:

1. Have written authorisation (prescription label or letter) from the child's treating doctor or specialist including child's name, timing, frequency, dosage and method of administration
2. Be in its original container
4. Be within its "use by" date

Before medication can be administered by a staff member the following forms must be received:

EITHER

Authorisation to administer medication form (signed by parent at drop off time) – best option for short term medical condition (e.g. course of antibiotics)

OR

Health Care Plan (provided by the child's treating doctor) – best option for ongoing medical condition (e.g. asthma, allergies)

Child Protection:

As mandated notifiers, staff members are obliged by law to make a report to the Child Abuse Report Line if they suspect on reasonable grounds that a child has been or is being abused or neglected.

Children's Program:

Our program is based on the Early Years Learning Framework (EYLF) which is used Australia-wide in preschools and child care sites. The "EYLF" identifies five broad learning outcomes for children:

Outcome 1	Children have a strong sense of identity	Having a sense of belonging, making choices, developing confidence and independence and interacting with others
Outcome 2	Children connect with and contribute to their world	Learning to co-operate in group situations, respecting differences, understanding fairness and caring for environments
Outcome 3	Children have a strong sense of wellbeing	Feeling secure, being friendly, managing emotions, developing fine and gross motor skills, having a healthy lifestyle
Outcome 4	Children are confident and involved learners	Learning to learn – being curious, exploring and experimenting, asking questions, using technology, persisting and being creative
Outcome 5	Children are effective communicators	Developing language skills, listening and understanding, engaging with stories, songs and other texts, expressing ideas through the arts (drawing, painting, making, putting on plays), developing beginning reading/writing skills.

Immunisation, Sickness and Infection Control:

We encourage parents to follow the recommended immunisation schedule for children. You will be asked to provide evidence of your child's immunisation status upon enrolment.

Please do not send your child to preschool if they are sick. The best place for sick children is at home, where they can receive the care that they need. We are not staffed to care for sick children and it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill whilst at the site, we will contact you and ask you to collect them promptly.

We ask that you let us know if your child has an infectious illness so that we can let other families know that the illness is present in the community and provide information about symptoms to look for and the length of time children need to stay away from preschool if they do develop the illness.

Governing Council:

Our service is managed by the Wilmington Primary School Governing Council. We encourage interested parents to be part of the committee. It is a great way to find out more about your child's preschool experience and to contribute to the community. Governing Council holds evening meetings on the school site twice a term.

What your child needs to bring to Preschool:

- Healthy lunch and sufficient number of extra snacks for the time they are at the site
- A water bottle
- Change of clothing
- Broad-brimmed, Bucket or Legionnaires Hat
- Medication (All medication should be handed to staff on arrival for safe storage. If your child has an ongoing health condition that requires medication you may like to purchase extra, e.g. spare asthma reliever and spacer, to be kept at the site.)

Name Everything:

Please make sure your child's belongings are named, especially bags, hats, removable clothing (e.g. coats, jumpers and socks), lunch boxes, lids and water bottles

Enrolment Details:

Please advise us at any time of changes to the information provided on your enrolment form, including address, phone number, emergency contacts and health needs.

Forms:

You will need to return your child's enrolment form before they commence preschool. The enrolment pack includes consent statements for:

- Medical
- Head Lice
- Local walks
- Swimming Consent Form
- Permission to use image, video, voice, and/or creative work of children
- Permission for child to be photographed and recorded by external media organisations

Your child can still be enrolled if you don't consent to one or more of the statements. If at any time you change your mind about the consent statements, just let us know.

Children and Families with Additional Needs:

If you have any concerns about your child's development, please feel free to talk to us. We can discuss a referral to either the Department for Education support services or other health/child development agencies. Wheelchair access and toilet facilities are available.

Transition:

Preschool familiarisation visits for children who will start preschool the following year occur in Term 4. Preschool children will have transition visits in Term 4 to the Junior Primary classroom. Preschool children who will be attending another school will negotiate when their transition visits are. Transition letters will be sent out to parents in Term 3. There will be opportunities throughout the year for the preschool children to mix with the primary school children eg on excursions, bookweek activities and other whole school events.

Payment of Fees:

Parents will be invoiced in Term 1 for the year but you can choose to pay term by term. Preschool fees can be paid at the front office of the school or by Direct Debit EFT. If using EFT please make sure you put your child's name or invoice number when transferring money.

All payments are receipted. Current fees are set at \$60 per term.

Bushfire:

Wilmington Primary is a low/medium risk bushfire site and will operate on days forecast by the CFS to experience "catastrophic" fire conditions.

Power Outage:

In the event of a power outage, please contact the school to check if power is out at the school. If the power is out, school will continue as normal as we have a water supply for toilets. We will notify parents if we need to close the school due to high temperatures. Messages will be put on Facebook as well.

Reporting to Parents:

Reporting to parents is in line with the school report timelines. In late term 1 parent interviews are held with teachers/educators. End of Term 2 and Term 4 Statements of Learning Reports about children's learning and development are sent home to parents and caregivers.

Newsletters:

School newsletters (including preschool) are emailed to parents every fortnight. Parents can request a paper copy to be sent home with the child if they wish. Preschool newsletters are usually sent home twice a term.

Wilmington Primary School (including preschool) Website:

Information about Wilmington Primary School (including the preschool) is available on the school's website. www.wilmngtnps.sa.edu.au/

Complaints:

We can't promise to get everything right all the time, but we can promise to listen and respond if you have a complaint. Please refer to the "Raising a Complaint with DECD – Working together to resolve complaints in DECD schools and early childhood services.

Approved by Governing Council: 18/6/18

Review Date: 2020