



## Augusta Park Childhood Services Centre

### STAFF:

**Director: Sonya Gee-Davis**

**Teachers: Heather Cargill/Jessica Goddard**

**Early Childhood Workers: Jessie Packard/Kristy Greaves/Deborah Tuip**

### PRESCHOOL SESSIONS:

Children are entitled to attend up to 15 hours of preschool per week for four terms before they start school. The following arrangements are in place to enable children to access their entitled hours over a fortnight (30 hours):

#### Option 1 session times

Monday: 8.30am – 3.15pm

Tuesday: 8.30am – 3.15pm

Odd Fridays of each term starting week 1: 8.30am – 11.30am

#### Option 2 session times

Wednesday: 8.30am – 3.15pm

Thursday: 8.30am – 3.15pm

Even Fridays of each term starting week 2: 8.30am – 11.30am

\* Options depend upon availability and negotiation with Preschool Director.

Children who are Aboriginal or under the guardianship of the Minister are entitled to attend up to 12 hours of preschool per week from three years of age and 15 hours, at the beginning of the year before starting school. The 12 hours can be accessed as 2 full days: 8.30am – 2.30pm. The 15 hours to be accessed as outlined above for option 1 or option 2.

Children with special rights may be able to start preschool two terms before they would normally start. This is decided on a case by case basis depending on availability of sessions.

The Governing Council has set fees depending on session/s of preschool your child is booked into. You will receive an invoice at the beginning of each term outlining amounts owing and payment options. The total fee applies even if your child is absent due to family holidays or illness. Please see the Preschool Director if you are experiencing difficulties with payment of fees to negotiate another option.

### LABELLING ITEMS:

It is important that your child's personal items are labeled clearly for easy identification. This includes items such as lunch boxes, water bottle, hat and bag.

## **MEAL MATTERS:**

### **Fruit times**

We have a morning and afternoon fruit time; please send two pieces of fresh fruit for a full day of attendance and one piece of fruit for a half day. Please place fruit in your child's lunch box.

### **Lunch times**

Please send healthy lunch options for your child such as a sandwich, salad, cold meats and dry biscuits with cheese. The lunch box needs to be put in the fridge located in the main area.

Please send a drink container containing water. The drink container needs to be placed on a trolley situated inside the preschool.

## **ILLNESSES AND INFECTIONS:**

Please keep your child home if he/she has an illness or infection, which may be contagious e.g. bad cough/cold, head lice, school sores, conjunctivitis etc. Please contact the preschool if your child is absent due to an infectious condition.

## **MEDICATION:**

If your child has a medical condition, a health care plan needs to be completed by a medical practitioner. These forms are available from the Preschool Director.

## **SUN POLICY:**

Children must wear a bucket, broad brimmed or legionnaires style hat when playing outdoors. Please note that hats with cords situated underneath the chin are unacceptable due to their potential to seriously injure.

We have hats which comply with standards available for purchase at the centre. The colour of the hat is navy blue with the centre's logo on the front. Cost per hat is \$12.00 which includes GST. A small proportion of this cost will go towards our fundraising.

Please send your child with a named hat every time they attend preschool. Sunscreen should be applied before children arrive at preschool. When the temperature reaches 35 children only play under the shaded areas and when temperature reaches 38 there will be no play outside.

## **ARRIVAL AND DEPARTURE:**

To ensure your child's safety we have a sign in and out register. At the end of the session the educator will say good-bye to your child when you/an approved carer arrives. If you pick your child up before the session ends, please ensure you notify an educator. If your child is to be collected by someone other than usual, please notify an educator and fill in the details on the register. To avoid unnecessary distress for your child, please ensure they are collected on time. If unavoidably delayed, please phone to inform.

### **CHILDREN'S BAGS:**

There are lockers available for children to put their bags in at the front of the centre. A small bag e.g. backpack is a good idea. Children can use it to carry their food, hat, drink bottle, spare clothes and to take home completed activities.

### **CLOTHING:**

We encourage children to wear clothing that is comfortable and easy to wash. A limited amount of spare clothes are available at the preschool in case of accidents. It is helpful for educators if a spare set of clothing is available in your child's bag.

All children are required to wear shoes at all times at the preschool except in the sandpit during the warmer months. There may be occasions when an educator will implement specific activities, which require shoes to be taken off for example: foot painting, sensory type activities, tracing around a foot etc. These activities will be closely supervised by educators to ensure children's shoes are placed back on before they leave the activity.

Please ensure your child wears appropriate footwear to the centre for example: sandals or enclosed shoes. This will allow your child to access all activities and provide foot protection.

We have preschool clothing for sale, t-shirts are \$17 and jumpers are \$20 they are navy blue with a yellow preschool logo on the front.

### **JUNK MATERIALS:**

We appreciate the donation of a variety of junk materials. Due to our limited amount of storage and disposal space we would appreciate if you could consult an educator before bringing in items. However, we are unable to accept toilet rolls due to the hygiene factor. If unsure of any items please see one of the educators.

### **SUPPPORT SERVICES:**

The Department for Education and Child Development has specialist staff and resources to support children with special rights and their families. If you have concerns about your child's learning and development, please see the Preschool Director. Early enrolment may be considered for children who would benefit educationally from an early introduction to preschool.

### **GOVERNING COUNCIL:**

The preschool's Governing Council consists of a group of interested parents who meet approximately once per month to discuss topics related to the centre such as fundraising, maintenance, finance and the purchase of new equipment. We encourage parents to become actively involved in this structure to assist with the ongoing management of the centre.