



# Northfield Preschool Parent & Caregivers Information Book.

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# Welcome to Northfield Preschool

We look forward to working with your family.

## Staff:

Our Preschool is staffed by qualified Early Childhood Teachers and Early Childhood Education Workers. As a school based Preschool the Principal acts as our Director. Current staff photos and names can be viewed on notice board.

## Session Times for 2018:

Session times will be provided as 2 **consecutive** full days and 1 half day.

Full days are **8.45 am – 3.15 pm**.

Half days are **8.45 am – 11.45 am** or **12.15 pm – 3.15 pm**.

**Group 1** will be all day Monday and all day Tuesday with a half day on either Thursday (am or pm) or Friday (am only)

**Group 2** will be all day Thursday and all day Friday with a half day on either Monday (am or pm )or Tuesday (am only).

The centre will be closed on Wednesdays.

| 2018                      | Monday     | Tuesday    | Wednesday  | Thursday   | Friday     |
|---------------------------|------------|------------|------------|------------|------------|
| Morning<br>8:45—11:45     | 8:45—11:45 | 8:45—11:45 | No session | 8:45—11:45 | 8:45—11:45 |
| Lunch care<br>11:45—12:15 |            |            | No session |            |            |
| Afternoon<br>12:15—3:15   | 12:15—3:15 | 12:15—3:15 | No session | 12:15—3:15 | 12:15—3:15 |

## Fees:

Preschool fees are charged in Term 1. You will be sent an invoice from the School in week 4 of Term and payment options are available.

Please give payments to School Office. Payments may also be made by direct debit.

**2017 Preschool \$50 per term  
(\$200 for the year, invoiced in Term 1)**

## Attendance:

Good attendance habits are desirable for three important reasons:

- For children's developing social skills, sense of belonging to community and consistency
- Preschools are staffed on attendances during the first two or three weeks of each term. This means that your regular attendance can have a very important impact on our preschool
- If your child misses just one session a fortnight over the year this adds up to missing half a term of their preschool entitlements.

However if your child is unwell, we believe that it is best for other children and staff for your child to remain home until well enough to attend. When your child is unwell we would appreciate a phone call informing us of their absence.

If your child will be absent for other reasons, e.g. appointments, family holidays, if possible please let a staff member know in advance. Some absences will need completion of some paperwork.

## Drop off and Collection of your child:

Please accompany your child safely into the Preschool building every day and **sign them in.** Please inform Preschool staff in person if your child is being collected by someone other than his/her usual caregiver. We ask that you please supply a phone number for the person who will be collecting your child and write their name on the sign in sheet.

We ask that you collect your child punctually at the end of a session and sign them out. Morning session finishes at **11:45** and afternoon/full day sessions finish at **3:15**. This is important as Preschool staff often have meetings and other commitments to attend at the end of the day.

Should an emergency arise, please telephone 8262 2607 to advise us, so that staff can reassure your child, as late collection can be stressful and upsetting for your child.

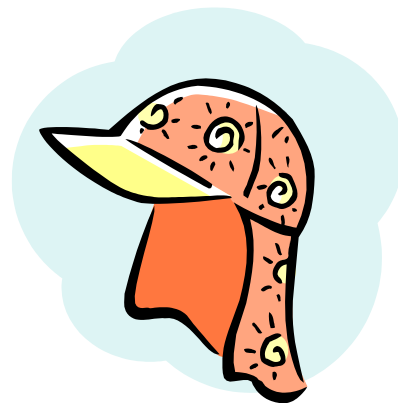


## What your child needs at Preschool:

- A named Preschool bag
- A named drink bottle filled with water only
- A healthy snack for the morning and the afternoon sessions. The snack may be fruit, vegetable, yoghurt or cheese etc.
- A healthy lunch if staying for full day (children may order from the canteen. Please talk to staff about procedure for this)
- Snacks and lunch need to be in a named lunchbox.
- **A spare set of clothes in your child's bag.**
- A sun safe hat, legionnaires, wide brimmed or bucket hat. DECD have identified straps/cords as a safety hazard, please remove these from all hats.
- Gumboots and raincoats for the winter months.
- **All items need to be clearly labelled with your child's name.**

Sun safe hats will be available for purchase from the Preschool. It is suggested that hats stay in children's drawers to ensure they always have a hat available for outside play. The preschool use hats all year round.

We ask that children are dressed so they are ready and safe to play in all environments and weather.



## Healthy eating:

Our preschool is a **nut aware centre**. We request you do not send products listing nuts as an ingredient as this may present a significant health risk to some children. Products include Nutella, Peanut Butter and some muesli bars.

We do our best to encourage healthy eating habits at our Preschool. We ask that parents/carers take this into consideration when packing snacks and lunch. Children need healthy food to provide the energy to play and learn during the day.

We have a fruit time each morning and afternoon. Please send a healthy snack for your child in a named container or bag. This could include fruit, vegetable pieces, cheese or yoghurt.

We ask that you send your child with a named drink bottle which can be refilled with filtered water.

## Food Safety

To ensure the food remains safe for your child to eat we recommend that you add a cold pack, this may be in the form of a frozen drink or a cold brick available at most supermarkets and department stores.



## Support Services

Sometimes children may need extra help with their development, speech and language or behaviour and we can arrange for assessments to be undertaken after consultation with parents.

## Curriculum

The “Early Years Learning Framework” is a National Early Childhood Curriculum which broadly outlines the kinds of skills, knowledge and dispositions required for lifelong learning.

We use the DECD Literacy and Numeracy Indicators, the Child Protection Curriculum and Respect, Reflect, Relate documents to inform our planning.

Our Preschool curriculum is play based with a strong nature play philosophy. We work in partnership with families to ensure children's strengths, interests and needs are incorporated in our program.

## Peace Code

Northfield Primary School and Preschool follow the “Pathways to Peace” programme. Details are available on the website or by speaking to staff.

## Parent / Caregiver Participation

We encourage all parents to be involved in their children's preschool life.

There are many ways in which you can be involved.

- Sharing special skills with children and staff - music, craft, special events etc.
- Saving your unwanted household items for our construction table, we can find uses for nearly everything you can think of, but we cannot accept toilet roll cylinders for health reasons.
- Volunteers are always welcome. It may be that you have time to read a story or share in a planned activity . Please feel free to approach staff with any ideas you may have

## The Governing Council

Being a school based preschool we are governed by Northfield Primary School Council. We encourage Parents to come along to the AGM and join the Council. This allows our parents to have their views represented at meetings.

## **Policies and Procedures**

Our Preschool policy and procedures can be viewed at the front desk near the sign in sheets. We follow DECD guidelines and review all policies annually.

## **Safety**

We ask all parents/ care-givers to be aware of Safety issues when at the Preschool. Please let staff know if you have noticed equipment which is unsafe or safety hazards e.g. a slippery path or a broken toy. This will ensure that all adults and children are kept as safe as possible.

Our emergency evacuation/invacuation procedures are located near the main entrance doors. Please take some time to read these so that you understand what would happen in the case of an emergency.

In an emergency, either practice drill or actual emergency, all people on site follow the directions of staff and must accompany us to our safety assembly point.

## **Grievance Procedure**

Please refer to the DECD website or ask staff for a brochure.

Step 1: Talk to the Preschool Staff or Principal

Step 2: Email or phone Education Complaint Unit

Step 3: If we can't resolve your issues then contact SA Ombudsman

## **Smoke Free Zone**

The preschool premises are strictly a smoke free zone.



## Health

Precautions against the spreading of colds, viral infection and contagious diseases are necessary at Preschool. Parents should keep a child at home who is running a temperature or showing any signs of being unwell.

Children who have had vomiting or diarrhoea should be kept home for 24 hours after the last episode. Resting at home aids your child's recovery, as well as preventing the spread of infection.

Should your child become unwell at preschool, parents or caregivers will be contacted.

Please notify the staff immediately should your child contract an infectious disease.

## Medication

Should your child be taking any form of medication, please inform the staff as occasionally children experience side effects, which may cause drowsiness or hyperactivity, clumsiness etc.

If your child requires medication to be administered by staff we require written instructions from your doctor stating child's name, medication name, dosage and when to administer.

You will need to supply the medication in the original container with the label attached. Clearly showing child's name, medication name, dosage and when to administer.

## Injuries

During your child's Preschool year there may come a time when they require first aid. We see these moments as learning injuries and take the opportunity to discuss safety and risk taking. Our staff are first aid trained and will treat minor injuries. We will inform you of all injuries, seek medical attention if warranted or may direct you to seek further advice.

