



**NORTHFIELD**  
PRIMARY SCHOOL

# Northfield Preschool Information Book

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## Northfield Preschool Philosophy Statement

Northfield Preschool is a place of learning for all children. We come together to connect, learn and grow every day on the traditional lands of the Kurna people and we pay our respect and give gratitude to Elders past, present and future.

Northfield Preschool is dedicated to building a positive community which is based on respectful relationships and a sense of belonging and inclusion. We value each child and recognise that they come to us with a diverse set of skills, prior learning, interests and cultural beliefs and backgrounds. Developing lifelong learners is evident in the language we use with children and families to instil positive dispositions and a growth mindset for children to become confident and capable learners. We focus on developing the whole child in regards to their physical, social, emotional, cognitive and language abilities.

We promote a high quality play based learning environment where children are given opportunities to discover, create, experiment, wonder, construct and solve problems. Teaching and learning in our preschool means that children are engaged in play that stems from their interests, connects to their knowledge and builds on their strengths. We know that children learn best in safe and supported environments where adults take the time to listen, nurture and develop positive relationships with the child and their family.

Intentional teaching involves our staff being deliberate, purposeful and thoughtful in our decisions and actions. This means we challenge our practices by researching, reflecting and evaluating what we do. We draw from best practice research and approved early childhood frameworks to provide a rich and varied approach for children in our teaching and learning context.

Children at Northfield Preschool believe it is a fun place to share and play with toys, books and friends. Families and children value the engaging, supportive and interesting learning environment that Northfield Preschool provides for everyone. Feedback from families also indicates that educators show an approachable and nurturing nature to all children. Their children are happy attending Preschool and really look forward to sharing their experiences of the day.

We are a school based preschool attached to Northfield Primary School. We value this connection for the wider opportunities it creates and the strong foundation for continuity of learning into formal schooling. Through this connection we share the school focus on literacy and numeracy goals, wellbeing, a focus on executive functioning skills and the Peace Code.

# Welcome to Northfield Preschool

We look forward to working with your family.

## Acknowledgement of Country:

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present and extend that respect to other Aboriginal people who are present today.

## Staff:

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

## Current Session Times:

Session for 4 year olds will be provided as 2 **consecutive** full days and 1 part day Wednesday per fortnight.

Full days are **8.30 am – 3.00 pm**.

Wednesday sessions are **8.30 am – 12.30 pm fortnightly**. Calendar will be provided.

**Group 1** will be Monday and Tuesday with alternate Wednesdays

**Group 2** will be Thursday and Friday with alternate Wednesdays

	Monday	Tuesday	Wednesday 1 per fortnight	Thursday	Friday
Start time	8.30 am	8.30 am	8.30 am	8.30 am	8.30 am
			12.30 pm		
Finish time	3.00 pm	3.00 pm		3.00 pm	3.00 pm

## Fees:

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

Please make payments at the School Office. Payments may also be made by direct debit.

**2023 Preschool Fees \$60 per term  
(\$240 for the year, invoiced in Term 1)**

## 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 – **we are unable to heat food due to food safety guidelines**
- Snacks and lunch need to be in a named lunchbox.
- **A spare set of clothes in your child's bag.**
- A sun safe hat –wide brimmed or bucket style. No caps. Caps are not considered sun safe. The Department for Education 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. If an item is misplaced this will allow us to find the owner.**

The Preschool Sun Protection policy states we wear hats all year round. Hats are kept in your child's bag so please ensure they always have a hat available for outside play. Sun safe hats are available for purchase from the School.

We ask that children are dressed so they are ready and safe to play in all environments and weather. This includes suitable footwear for running and climbing.



## What not to bring

Children should not bring:

- Food containing nuts (some children have nut allergies that can be dangerous)
- Unhealthy food or drink (lollies, chocolate, chips, fizzy drinks, flavoured milk drinks, cordial and fruit juices)
- Toys or other precious items from home, children become very upset if these items are lost or damaged

## 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 food. 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.

Please note we are unable to heat food for children. This is due to food safety guidelines which require food to be heated to a specific temperature to ensure safety.



## Attendance:

Good attendance habits are desirable for these important reasons:

- For children's developing social skills, sense of belonging to a community and consistency. Regular attendance enables children to make and sustain friendships as well as setting good attendance patterns that will carry over into school.
- Preschools are staffed on attendances during the first two or three weeks of each term. We are asked to provide our attendances during this period and are then staffed on those numbers. This means that your regular attendance can have a very important impact on our Preschool staffing.
- 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 your child, 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, Seesaw message or email informing us of their absence.

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

## Drop off and Collection of your child:

During these times of Co-vid, please accompany your child safely to the Preschool gate every day where staff will **sign them in.** This time is a good opportunity for you to talk with staff. 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 please ask them to bring photo identification so that we can ensure your child is leaving with the authorised person.

We ask that you collect your child punctually at the end of a session. Morning session finishes at **11:15** and afternoon/full day sessions finish at **3:00.** This is important as Preschool staff often have meetings and other commitments to attend at the end of sessions.

Should an emergency arise, which prevents you collecting your child on time, please advise us by telephone (8262 2607) and ask for Preschool. This will allow staff to reassure your child.

Northfield Primary school has an Out of School Hours service run by Happy Haven, the service is available to Preschool children, if you require it.

## 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.

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

We use the Department for Education, 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.

## Support Services

The Department for Education provides specialised help, free of charge, from qualified Speech Pathologists, Psychologists, Social Workers and Disability Coordinators. If you have any queries or concerns regarding your child’s development please discuss with our teachers.

## Bilingual Support

Bilingual support is available for children and families from culturally and linguistically diverse backgrounds who have limited English. Please speak to staff during enrolment for more information.

## Assessment and Reporting of Learning

We share our observations and analysis of children’s learning in a few different ways.

At the beginning of the year we gather information from families about children’s strengths and interests. This begins our planning cycle and informs us with directions. We use a Seesaw account to share photos of children engaged in their learning. Families can comment and share links to learning at home.

Mid-Year, you will receive a Learning Snapshot describing your child’s progress and learning goals. We will seek your feedback and ask you to reflect on your experiences and goals for your child as well.

At the end of the year, you will receive a final report called a “Statement of Learning”. This report is shared with your child’s Reception teacher as a starting point for learning to continue on at school.

## Communication

Northfield Preschool has a range of processes for communicating with families.

### Email

In an attempt to become more environmentally sustainable we try to use email as much as possible. Please ensure we have a current email address for your family. You can contact us via email and also notify us of absences.

### Seesaw

Allows us to send photos of what your children are doing within the Preschool. We will invite you to join early in term 1. You can send us messages through this app. Staff will be able to assist with downloading Seesaw to your phone.

### School Stream

Northfield Primary currently uses School Stream for important notices. Our Preschool newsletter will also be available here and you can contact us through an absence form on the site. Staff will be able to assist in downloading School Stream on your phone.

### Telephone

Ring Northfield Primary School on 8262 2607 and ask for the Preschool. Please be aware that we may not always be able to answer straight away but will return calls if you leave a message with the school receptionist.

## Parent / Caregiver Participation

We encourage all parents to be involved in their children's Preschool life. Children are learning and growing from the time they are born. We're working with families to take a 'learning together' approach about child development in the early years.

There are many ways in which you can be involved.

- Sharing special skills with children and staff - music, craft and special events.
- Sharing your family culture
- 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 or cut up items for our collage activities.
- You might like to help in the garden.
- You might choose to join our Governing council.
- Please feel free to approach staff with your ideas.

<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-children-centres>

## Governing/School Council

Being a School Based Preschool we are governed by Northfield Primary School Council. We invite Parents to come along to the AGM in first term and join the Council.

The Governing/School Council meets twice a term and is a great way to meet other families and have your say in how the School and Preschool are run.

If you are interested please speak to a staff member for more details.

<https://www.decd.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>

## Policies and Procedures

Our Preschool policy and procedures are readily available. We follow Department for Education guidelines and review all policies annually.

## Medication Policy

Staff are not permitted to administer any medication without a signed Health Support Plan from a Medical Practitioner. All medications brought to Preschool must be in the original bottle/container/packet and have a clear label with child's name and administering sticker. Medication must be in date.

Parents are responsible for the maintenance of a current Health Support Plan and for the maintenance and cleaning of any equipment brought to Preschool eg Asthma spacers. Allergy and Asthma medication **MUST** be at the Preschool whenever your child is present.

Please talk to staff if your child will need a Health Care Plan, Asthma or Anaphylaxis/Allergy plan.

## 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.

## Parent concerns and complaints

We hope the time you and your family spend at Northfield Preschool is an enjoyable experience. Yet there may be times when you have concerns or issues you wish to raise. In line with the Department for Education, our Preschool has a “Parent Feedback and Complaints Policy” which outlines the appropriate procedures to follow.

- Step one – Local resolution – Contact Teacher/Principal
- Step two – Education complaints unit – 1800 677 435
- Step three – SA Ombudsman

For further information visit [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

## Parenting Resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad’s Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting fact sheets, videos and upcoming seminars on many parenting topics.

Learning with your child (GreatStart) (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child’s maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up to date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.