Welcome to Robertstown Preschool.

We look forward to getting to know you and your child and working together with you to make a difference for your child. We hope that your family’s association with us will be happy and rewarding.

The success of this preschool depends on parents, staff, community and the Department working together to provide a positive, caring, happy, secure and stimulating environment that promotes the development of each child.

This booklet provides some information about Robertstown Preschool and how it operates. If you have any questions or concerns, please feel free to ask a staff member.

STAFF:
Director: Renae Plueckhahn
Early Childhood Worker: Emily Friebel
Coming to Kindy

Children are eligible to attend 160 sessions of Preschool. As we are a rural Preschool our sessions are stretched over 6 terms of 3 sessions per week. Because of this children are eligible so start pre-entry the term before they turn 3.5. This enables the children to access their full six terms of Preschool.

PRE-ENTRY

Pre-entry is held during the Tuesday morning session from 9am-11am. To enroll your child at Preschool you will be asked to fill out an enrolment form (to be completed before the child can be left at Kindy) and a short questionnaire on your child.

ATTENDANCE

We ask that the session times are observed as closely as possible. If, for any reason, you do arrive early, you are welcome to use the outside area until the session commences. Remember to bring your child into the building once we are open. The cubby-holes are situated under the verandah for the children’s bags and belongings.

ARRIVAL and DEPARTURE of CHILDREN

We ask that children arrive at 9am (staff are busy with set up prior to this) and be picked up at 3.30pm.
Parents and/or caregivers must enter the Kindy to deliver and collect children.
No child will be permitted to leave the centre until the parent or caregiver has arrived and the child has been fare welled by staff. Please advise staff if somebody other than a parent or caregiver is to collect your child and fill in the page on the whiteboard.
Please:
- Encourage your child to place their snack on their plates, lunch boxes in tub and put bags in their cubby holes.
- Leave a change of clothes in their bag and label all belongings
- Make sure all gates are closed securely when entering or leaving.

On leaving we ask you to:
- Help your child collect their day’s work and their belongings

Please call if you are going to be late, children tend to become upset when they are picked up late and it helps if we can warn them.

SESSION TIMES:
Tuesday 9am-3.30pm
Thursday 9am – 12pm

PLAYGROUP
Monday

TRANSITION TO SCHOOL
The transition from kindergarten to school is a large step for your child and their development. At Robertstown we feel it is vital for the Kindy children to have as much interaction with the school environment, the children and staff as possible. We have weekly visits to the school library each week, visits to school and from school children.

At kindergarten your child had been learning through play, developing interests, confidence and self esteem. Whilst play is still important, at school they begin a more structured education, with an increases focus on literacy, numeracy and science.
In your child’s final term of Preschool, we start with half day visits and build to one half and one whole day visit. These visits can be tailored to the individual child, just talk to the Reception or preschool teacher for further information.

**CHILD and YOUTH HEALTH**
As part of CAYH services to young children, the nurse is available to visit your child to provide health checks. This involves your and your child meeting the nurse here at Kindy. These checks are carried out sometime after your child turns 4 years and 3 months of age, to identify possible health conditions which might otherwise go un-recognised. The free health check involves the nurse examining the child’s eyesight, hearing, height and general development.

A CAYH nurse visits our Kindy in the first term of every year.

**MEDICATION AND SPECIAL REQUIREMENTS**
If your child requires medication during a Kindy session, please see a staff member, as a form needs to be filled in. All medication needs to be in its original packaging with the prescription label attached.
If your child has any special health requirements, we will work together with you (and your doctor if necessary) to ensure that we provide the best care that we are able to.

**EMERGENCY ACTION PROCEDURES**
At least once a term we practice what to do if there was an emergency at Kindy. Our emergency evacuation and invacuation plans are by the front door.
SUNSMART
As part of our Sun Smart Policy, children, staff and parents are required to wear a suitable hat and sunscreen outside. We also ask that your child wear clothing that protects their shoulders. We supply sunscreen, but you may provide your own if preferred. We encourage play in shady areas, especially between the hours of 11am and 3pm during the hotter months.

In hot weather, please apply sunscreen before arriving at Kindy and staff will help children to re-apply during the day.
## INFECTIONS AND DISEASE

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>PERIOD OF EXCLUSION FROM CENTRE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude 7 days after appearance of lesions</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>It can be contagious. The centre reserves the right to ask that a child be removed immediately after 2 consecutive diarrhoea motions. Exclude 24 hours after return of normal bowel motion.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until symptoms disappear</td>
</tr>
<tr>
<td>Head lice</td>
<td>Exclude until effective treatment has been given and hair is free of nits and eggs.</td>
</tr>
<tr>
<td>High Temperature</td>
<td>The centre will not accept children with a high temperature – it is usually an indication that something is wrong. A child may convulse when their temperature is above 39°C.</td>
</tr>
<tr>
<td>Impetigo (sores)</td>
<td>Excluded until sores are healed, unless they are in a position that can be covered or until medical certificate of recovery is produced</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>Excluded until medical certificate is produced</td>
</tr>
<tr>
<td>Intreptococal</td>
<td>Excluded until appropriate treatment and medical certificate are given</td>
</tr>
<tr>
<td>Meningococcus</td>
<td>Excluded until medical certificate of recovery is produced</td>
</tr>
<tr>
<td>Mumps</td>
<td>Excluded at least 7 days from the appearance of rash</td>
</tr>
<tr>
<td>Rubella German Measles</td>
<td>Excluded at least 7 days from the appearance of rash</td>
</tr>
<tr>
<td>Scabies</td>
<td>Excluded until medical certificate of recovery is produced</td>
</tr>
<tr>
<td>Thrush</td>
<td>Need not to be excluded if spots are covered</td>
</tr>
<tr>
<td>Tinea</td>
<td>Not excluded if lesions are on part of the body that can be covered</td>
</tr>
<tr>
<td>Vomiting</td>
<td>The centre reserves the right to exclude a child that has vomited once. Vomiting can lead to the spread of infection and dehydration. Children can return in vomit free for 24 hours.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Excluded 4 weeks, or until medical certificate of recovery is produced</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
</tr>
</tbody>
</table>
COMMUNICATION

POCKETS
Please collect all notices from your child’s pocket – this is clearly labeled and is hanging inside the Kindy door. Please encourage children to carry their own bag and place it in their labeled locker on the verandah.

NEWSLETTERS
We write information in the fortnightly school newsletter. They are handed to the youngest child at the school or in the children’s pockets.

ASSESSMENT and REPORTING
We use a variety of methods to record each child’s progress during their 6 terms of preschool. One of these is their profile books, which contain a collection of creative work, photo stories and assessments of areas of development. These books are a valuable and precious record of your child’s time at Kindy. The profile books are kept in a box and parents are welcome to look at them at any time. They are sent home each term to be shared with family.
All children have a ‘Learning Quilt’ onto which staff record the learning that your child has demonstrated capably whilst at Kindy. Children also have Individual Learning Plans (ILPs) that focus on specific areas and are updated throughout the term.

FAMILY INVOLVEMENT
Parents are welcome to visit and stay at any time during a Kindy session, you can help by reading a story to the children or display some artwork. If
you have any skills, interests or talents which you would like to share with us, please inform staff, as we can then incorporate these into our program.

GOVERNING COUNCIL
Meetings are held once a term on a Thursday at 12pm, immediately after the session. These meetings give parents the opportunity to have a say in the running of their kindergarten, discuss children’s preschool activities and interests and have input into the curriculum and program. All parents can gain and give valuable assistance to the centre by supporting the staff and committee with their attendance at meetings.

GOVERNING COUNCIL 2010

NUTRITION
We believe that good nutrition is vital for the wellbeing of children and they access food according to their individual needs and timetable. We encourage nutritious, safe eating habits for all children attending the Preschool.

Parents are invited to discuss with the staff what their child has eaten/drunk throughout the day, including information such as likes and dislikes.

For Preschool you need:
- Snacks such as fruit, vegetables, yoghurt or cheese in a named container for morning and afternoon snacks.
- A healthy, nutritious lunch in a separate named container
- Clearly named drink bottle
Water is the preferred drink and drinking water is always available. The children are reminded to have regular drinks throughout the day.

Parents are asked to avoid sending foods that are highly processed and high in sugar, salt or fat, such as; chocolates, lollies, sweet biscuits, chips, chocolate coated fruit bars, roll ups and soft drinks.

SNACK SUGGESTIONS

CHILDREN’S BEHAVIOUR
We believe that children need guidance and assistance in a caring way to help them learn to become responsible for their own behavior and realise the consequences of their actions.

Children are encouraged to ‘use their words’ to convey their needs and feelings. We teach children to use words like ‘stop it I don’t like it’ if someone hurts them in some way and then seek adult help if that doesn’t work.

Each child will be supported by appropriate and positive guidance with clear, consistent and realistic limits.

Please see staff for more information or read our behaviour policy.

MANDATORY REPORTING
Our centre is committed to the prevention of child abuse and neglect. You are encouraged to come and talk to a staff member about any concerns you may have, as the needs and care of young children is paramount.
The staff are mandated notifies and are obliged by law to report any suspicions of child abuse and/or neglect.

EXCURSIONS
Excursions and neighborhood walks are an important way to extend children’s experiences. They provide variety, fun and interesting opportunities for learning and are planned as part of the developmental program.
There are prescribed guidelines for excursions to ensure excellent supervision for your children. You will be asked to sign a general consent for us to take your child on spontaneous local walks. You will be given details on any other excursions and your written consent must be given for each excursion.

CURRICULUM
Our curriculum is based on the Early Years Learning Framework (EYLF). It focus’s on Belonging, Being and Becoming and promotes the development of knowledge, skills and dispositions for learning through play. The ‘curriculum’ includes everything that happens during the day – all of the experiences, routines, events, and interactions. The staff are regularly planning, implementing and evaluating programs to meet the needs of children.

The framework helps us to plan opportunities to foster children’s learning and development with the following learning outcomes in mind:
- 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

The term is based on a theme and learning activities are planned around this theme. Staff write a term overview and a daily plan, they are both available for you to see anytime.

**BUSES**
As the regulations stand at present the Department has no responsibility to provide transport to preschool children. However, where possible we will endeavor to carry these children to/from Kindy on a school bus provided there is room to do so. First preference however, must be given to students who attend the Robertstown Primary School.

Please state on the form provided if your child is going on the bus and organise a sibling or older child to collect them from Kindy.