

Ridgehaven Preschool

Parent Information Booklet



Ridgehaven Preschool provides a positive, safe and caring learning environment for all Preschool children and their families.

We look forward to sharing this experience with you and your child.

Ridgehaven



Preschool

Welcome to Ridgehaven Preschool

Honesty Caring Respect Responsibility Excellence

Ridgehaven Preschool is a positive, secure and caring learning environment where respectful relationships are formed through an emergent play-based curriculum using the five learning outcomes in the **EARLY YEARS LEARNING FRAMEWORK** (EYLF).

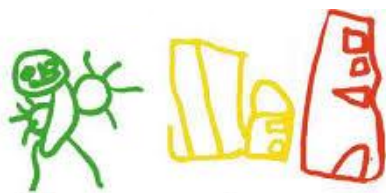
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	Principal	Sara Scott
	Senior Leaders	Martin Woodcock and Sharon Foweraker

OUR PHILOSOPHY



"At Ridgehaven Preschool we provide our community of learners with a safe, nurturing and inclusive environment which fosters each child's sense of identity, agency, curiosity and wonder to shape lifelong inquirers/learners."

We believe families are a child's first and most influential educators.

Therefore we:

- Work in partnership with families to develop authentic, inclusive and respectful relationships.
- Encourage families to celebrate and share their culture and values with us. These are embraced and reflected within our program, displays and interactions with children, families and wider community.
- Value the diverse strengths, skills and interests of our families and encourage them to share this expertise with us to enrich our learning program.
- Invite families to be active influencers and participants in their child's learning journey, to share in decision making and goal setting.

We believe that each child is a unique, capable and powerful learner.

Therefore we:

- Build strong, reciprocal, respectful relationships by learning about each child's story – their strengths, motivations and aspirations
- Authentically listen to children's voice, interests and theories and support children to share their opinions, ideas, knowledge and experiences with educators and peers.
- Provide stimulating provocations that allow children to explore and extend their own thinking, theories and wonderings.
- Create a safe, secure environment that supports children to confidently explore, experiment, take risks and become leaders in their learning.

We believe that play is crucial to children's development and learning.

Therefore we:

- Provide an inquiry rich play-based program which is flexible, challenging, developmentally appropriate and fosters the development of positive lifelong learning dispositions.
- Provide extended periods of uninterrupted time to allow children to follow their sense of agency and immerse themselves in deep exploration and self-directed learning.
- Utilise our environment as the third teacher with intentionally designed learning spaces and provocations.
- Use our local Outdoor Learning Environments to foster appreciation and respect for nature and an understanding of the importance of sustainable practices.

School Governing Council and Parent Fundraising Committee

The School Governing Council is the parent decision making body within the school. The council consists of preschool and school parents, staff and leadership.

Parent Fundraising Committee is a group which fundraises for the school.

Preschool parents are encouraged and welcome to become involved in any of these groups.

Our Preschool Program

Our program is emergent and informed by children's voice with an inquiry-based approach to learning, developing the children's relationship and understanding of their world, with a focus on nature play and sustainability.

Our program is constantly reviewed to ensure all children's developmental, social, emotional and wellbeing needs are met. Within our play-based curriculum, learning experiences are intentionally designed to develop skills for life and learning, while supporting children to have fun and to be successful.

Our curriculum follows the **Early Years Learning Framework – Belonging, Being and Becoming**.

Within this Framework there are five Learning Outcomes:

- 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 aim to encourage and further develop:

- A positive attitude to learning, risk taking and the ability to complete a task
- Self-confidence and self-help skills, resilience and consideration for others
- Decision making and problem-solving skills
- The ability to work with others while making independent contributions
- Pre-reading, literacy and numeracy skills

Health and Developmental Services

Throughout the year we provide the following opportunities for your child. You will be advised of these available services via letter.

- Health Checks
- Grow up smiling (GUS) Dental checks
- Podiatrist

If you have any concerns about your child's development please talk to our friendly staff as we may be able to contact other Department services on your behalf, such as speech pathologists or disability coordinators.

Same first day: Your child's start date

Each year there will be only one intake of children at the beginning of each year. If your child turns four before the 1st of May they will begin preschool at the beginning of the year. Children who turn 4 on the 1st of May and later will begin preschool the following year.

Please speak to a staff member to clarify your child's starting date.

Ridgehaven Preschool Session Times

Ridgehaven Preschool provides:

Playgroup for 0-4 year olds - Friday 9:00-11:00am

Early Entry for 3½ year olds with additional needs e.g. speech or developmental delays

Preschool aged children are entitled to access 15 hours per week. This will be a combination of two full days and one half day (am/pm).

3 year old Aboriginal children are eligible to access 12 hours per week in their first preschool year (4 half days) and 15 hours in their second year.

*Children are entitled to **four terms of Preschool** education prior to commencing reception.*

Session times are as follows:

Group 1

Mondays and Wednesdays 9:00am – 3:00pm

& 3 hours on a Tuesday or Thursday (To be decided at enrolment)

Group 2

Tuesdays and Thursdays 9:00am – 3:00pm

& 3 hours on a Monday or Wednesday (To be decided at enrolment)

Transition to School Program is provided for children the term prior to commencing school at Ridgehaven School – Term 4.

Attendance

Our preschool is staffed on attendance figures, so regular attendance is important to maintain staffing levels. Coming to preschool regularly is also in the best interest of your child and promotes good attendance habits for school. Please advise staff if your child will be absent.

Arrival and Dismissal

Upon arrival at preschool, children will need to

- Place lunch box in lunch trolley
- Hang up bag
- Sign in
- Place drink bottle in container
- Place snack box in their tray

Parents are warmly welcomed to stay to begin an activity with your child.

At the end of each session we ask parents/caregivers to wait until children are farewelled by a staff member.

If someone other than a parent is collecting your child, please advise staff and write details on the whiteboard provided. Only authorised persons nominated on the Collect Authorisation form (completed at enrolment) are able to collect children. Identification is required if an unknown person comes to collect a child. When custody orders exist, staff must be notified. Orders need to be sighted and recorded by staff. Please phone the preschool if you are running late so staff can reassure your child while others are leaving.

What to bring...

WOW – Wipe Out Waste - At our preschool we practise reducing landfill and recycling. Please help us to reduce landfill by providing named, reusable containers for snacks and lunch.

- A named bag to encourage children to be organised, responsible and independent with their belongings
- A named lunch box and snack box
- A named water bottle – Puratap water is available at all times for refills
- A named SunSmart hat - broad brimmed (cord removed) or legionnaires to protect ears & back of neck.
- Sun safe clothing – shoulders must be covered (no singlets or strappy dresses)
- Appropriate footwear for running and climbing (no thongs) – **shoes that children can independently put on and remove.**
- A change of clothes including underwear (a couple of sets)
- **We discourage children from bringing small or precious toys which may be lost or damaged. We encourage the children to be observant and welcome items from nature or any object which may pertain to our program.**

Helpful Hints for Settling Children into Preschool

- Prepare your child by explaining that you will be leaving soon, and will be back at pickup time.
- If your child is distressed, we encourage you to hand over to a staff member. At this time, we ask that you remind them you will be back soon and say goodbye – children generally do not remain upset for very long and quickly become engaged in play.
- If staff cannot settle your child, rest assured that we will ring you. Feel free to give us a call to check in afterwards.

Messy Play

Please dress your children appropriately, as sometimes preschool can get a bit messy. We do provide painting smocks, however when children are actively involved in explorations with paint, water, clay and sand, it is almost inevitable that some of those materials will end up on their clothes.

The sand pit and water play are a popular play choice all year round. While children are able to remove shoes and socks, clothes frequently end up wet and sandy. The “mess” happens in the context of some wonderful cooperative, risk taking and challenging learning experiences. Sometimes children are hesitant to participate in some activities, particularly messy activities, being conscious of getting their clothes dirty, wet or sandy. Please send your child to preschool in clothes suitable for messy play.

Library borrowing

We have our own preschool library that we encourage all families to access. This is located in the kitchen area and can be accessed at drop off and pick up times. We encourage you to help your child in choosing books. Please complete the form provided to sign books out and in.

Eating times and rolling snack time

Please send a healthy snack e.g. fruits or vegetables for each fruit time and a named **WATER** bottle. As our centre has a ‘**Healthy Food Policy**’, we ask parents to send suitable snacks, preferably fruit, alternatively cheese, dry biscuits, sandwiches, dry fruit and **NO NUT PRODUCTS** due to some students who suffer **ANAPHYLAXIS** (highly allergic reaction to nut products). Please refer to the Healthy Food Policy.

Communication

Please watch for our preschool newsletters, overviews and term calendars which will be sent home regularly informing you of upcoming events. A separate notice will be sent home for any excursions, incursions, performances etc. which will require your signature.

These notes will be in your child's **Communication Pocket**. **Please check this pocket regularly**. Information will also be sent home via Seesaw App (see information and permission slip). We encourage families to follow the Ridgehaven Primary School Facebook page as updates are often posted here.

Each child has a tray for their belongings or any work they may wish to take home. Please remind them to check their tray at the end of the session as their work is priceless!

Emergency Contact Information

On enrolment we require parents to nominate at least two adults who have the delegated authority to be contacted in an emergency if we are unable to contact either parent. If these contact people, numbers or any other enrolment information changes, please advise staff immediately.

Materials and Service Fees

The Government provides an operating grant for Preschools. However, parents' financial contributions are needed so the centre can provide a stimulating and enjoyable learning program. **Materials and Service Fees are \$100.00 per term.**

Parents will receive an account for the full year. **The School office is very happy to make arrangements for you to pay in instalments.** Small regular payments are always welcome.

Payments can be made at the school front office or over the phone between 8:30am and 3:30pm.

Payments can also be made via the QKR app. (*See information handout.*)

Statement of Learning

When your child leaves preschool to start school, you will receive a Summative Report, which is a summary of your child's development and distance travelled during his/her time at preschool. A copy of this report is given to the Reception teacher with parent's permission. The summative report is developed to help families, children and staff in both the preschool and school setting work together to support children's learning and development.

Transition to School

Throughout your child's preschool year, children will be regularly involved in school events such as assemblies, special events and buddy class. We provide ongoing opportunities for children to become familiar with classroom spaces, teachers, students, leadership and the school environment, ensuring a happy transition from preschool to school.

One term prior to commencing Reception at Ridgehaven School, children participate in our **formal Transition Program**. They will have the opportunity to visit the Reception classrooms for extended periods of time. Parents will be informed of the date Transition commences and a meeting with Leadership will be arranged at the beginning of the transition period.

Parents of children not attending Ridgehaven School will need to contact their chosen school to arrange a transition program for their child.

Pre-entry to Preschool

The **Pre-entry** program is in term 4 before children start their preschool year.

Our Pre-entry program assists children to develop their confidence within our preschool environment. **Please see preschool staff for more details.**

Playgroup

- Meets on a regular weekly basis and caters for children from birth to preschool age
- Offers a variety of activities suitable for younger children (outdoor nature play and indoor construction, craft, painting, playdough, puzzles, games etc.)
- Provides an opportunity for parents and children to meet and have fun together while children learn to socialise outside of the home environment.
- Playgroup is organised by parents and is held on **Fridays from 9:00am to 11:00am.**
- Playgroup contribution is **\$20 for first child** and **\$10** per every other child per term.
- Payment can be made through Playgroup Leaders or through the **QKR app.**

Parent Involvement

We believe that volunteers can make a significant contribution to our preschool community and supporting teachers in the teaching and learning program by giving their time and sharing their skills and expertise with others. Volunteers may have a wide range of interests and abilities that complement preschool programs, thus providing a wider range of interactions and experiences for our children.

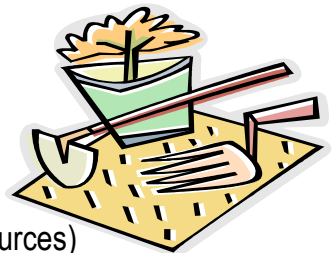
We encourage your involvement in our Preschool program here at Ridgehaven. You are always welcome to stay and spend time with your child, and other children, perhaps reading a story, making a junk construction or building with blocks – whatever is your thing! Perhaps you have a specific skill to share? i.e. cooking, computers, gardening, music and so on. Please talk with a staff member if you would like to register your interest.



We also rely on parents' help to assist with the efficient running of our centre and keeping it attractive and safe for our children. It is an expectation that, in fairness to everyone, each family will take responsibility for one load of washing (the smocks and rugs – **NO IRONING NECESSARY!**) at least once in their child's year at Preschool.

There are also other ways you could contribute towards the general running of the Preschool, such as:

- Assisting with gardening (e.g. watering, planting, incidental weeding)
- Taking small jobs home to do (e.g. preparing teaching materials/resources)
- Naming or organising new stock
- End of term clean up
- Cleaning of jigsaw puzzles / resource kits



We look forward to you volunteering your help, and making a small contribution to keeping Ridgehaven Preschool an attractive centre for all our families.

Volunteer Training

Volunteer training is only required for excursions. All excursion volunteers must have the necessary screening checks and attend a training session. See school front office for registration and relevant paperwork. Refer to Volunteer Management Policy for more details.

Immunisation History Statement

Following changes to the South Australian Public Health Act 2011 (the Act), from **7 August 2020**, children will not be able to enrol in or attend early childhood services unless all immunisation requirements are met.

The Act requires:

- An early childhood service must not enrol a child if all immunisation requirements are not met.
- A child cannot attend, or continue to attend, an early childhood service if all immunisation requirements are not met.
- Early childhood services must keep a current copy of an approved immunisation record for each child enrolled in, or attending that service.
- Approved immunisation records must be supplied by parents/guardians to the early childhood service at specified times.

These changes have been introduced to ensure a rapid response in the event of an outbreak of a vaccine preventable disease.

There are some approved exemptions. Parents and guardians should speak with their medical practitioner about whether exemptions to being vaccinated are considered valid.

Please read the Frequently Asked Questions enclosed for more information about early childhood services and immunisation requirements.

For more information:

- SA Health immunisation information: www.sahealth.sa.gov.au/immunisation
- Australian Immunisation Register general enquiries line: 1800 653 809
- Recording immunisation details – Department of Education

Illness and Infectious Diseases

To prevent the spread of infectious diseases, please inform us as soon as possible if your child contracts an infectious disease such as measles, mumps etc. Please keep your child at home if he/she is ill to prevent spread of infection around the Preschool and School.

Head Lice - Children must be excluded until effective treatment has been carried out with a suitable preparation available from the chemist or supermarket. Please check your whole families' hair regularly for lice after an outbreak.

Chicken Pox - children must be excluded for 7 days and suspected sufferers 3 days.

Conjunctivitis - Children may be excluded until there is no discharge from the eyes

Gastroenteritis - Children must be excluded for 24 hours after the last bout of vomiting or diahorrea.

Mumps - Not less than 14 days or for at least one week after the complete subsidence of all swelling, whichever is the longer period.

Measles - Not less than 7 days from the appearance of the rash and until there is no abnormal discharge from nose, eyes or ears.

German Measles - Children must be excluded for not less than 7 days, or until a medical certificate of recovery has been issued.

Ringworm - If ringworms appear on an exposed part of the body they must be treated and covered or the child will be excluded from preschool.

School Sores - Children may only attend preschool if sores are covered with a proper dressing and a certificate of treatment has been obtained.

Hepatitis - Children must be excluded until a medical certificate of recovery is produced.

Whooping Cough - Children must be excluded for 4 weeks unless a medical certificate of recovery is produced.

All scratches and sores must be covered before a child comes to Preschool.