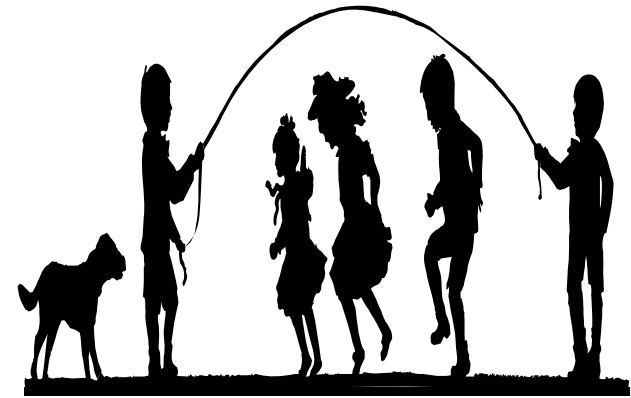


LAURA PRESCHOOL CENTRE



INFORMATION BOOKLET

ADDRESS: 6 Booyoolie Street. Laura 5480

PHONE: (08) 86632252, FAX (08) 86632629

Welcome to Laura Preschool Centre

Staff

Director- Jayne Mainprize-Potter

ECW - Debbie Moore

Preschool Program

We hold 3 sessions per week (a kindy session is 2 $\frac{3}{4}$ hours).

- Monday 9.00 am - 11.45 am

Wednesday 9.00 am - 3.15 pm (This incorporates a lunch program)

Children are eligible for up to 180 sessions in the 6 terms prior to beginning school.

The main aim of the preschool program is to provide a quality curriculum and an enriching learning environment which~

- Is play based and is appropriate to each individual child's developmental level
- Values each child as special and unique, with their own family culture
- Provides opportunities for children to grow and flourish in all areas of development, and fosters independence in children.

The Curriculum is based on the Early Year's Framework: Belonging Being ,Becoming

Playgroup

Playgroup is run by parents, for parents with small children. This includes children younger than Preschool age. It is an opportunity to meet with other parents/ caregivers in the area. There is a small library of information books, DVDs etc available for loan. Occasionally local speakers have been invited to the sessions to offer advice and information.

The session is Thursday morning from 10.30am til 12 noon.

Please bring a piece of fruit/ snack for your child. The cost is \$1 per child/family per session to cover the cost of materials and tea/coffee. The Playgroup is associated with the Playgroup Association of South Australia. As well as providing advice, information and resources, PLAYASA provides insurance for playgroup children and parents. Playgroup members must join individually and forms are available from the Playgroup Coordinator.

This is an informal group and attendance every week is not necessary. Come along and enjoy the chat and socialising!

Fees



These are set by the Governing Council and are \$40 per term. Invoices and payment envelopes are sent out at the beginning of each term. Please pay fees as soon as possible. Fees help to cover the cost of materials and other general expenses incurred in running the centre. A number of fundraising activities are held during the year to assist in covering the costs involved with the centre.

Pre-entry and early entry fees are set at \$20 per term

If you are having difficulty paying your preschool fees, please see the Director to discuss periodical payments.

What your child needs to bring to preschool:

- A bag to carry lunchbox, paintings, book etc.
- A healthy snack (and lunch if staying all Wednesday).
- A hat with child's name in
- Spare clothes in case of accidents

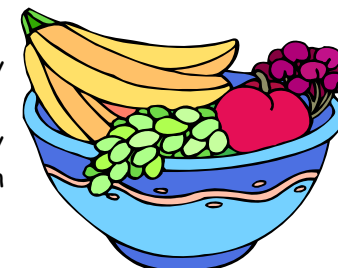
Food

We encourage healthy eating and have a Healthy Food Policy. Some suggestions are

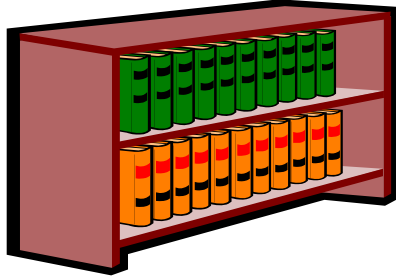
: fresh or dried fruit, salad, vegetables, a healthy sandwich, yogurt or cheese. Please try and refrain from sending cake, sweet biscuits, potato chips etc.

Drinks

The children are provided with a water bottle at the preschool. Cold water is always available. While it is not necessary, if your child brings a drink to have at lunch, please choose a healthy option.



Library



Reading to children is the best way to help them to learn to read. Experts tell us that children need to hear 1000 stories read aloud before they can begin to read for themselves! If you read 3 stories a day to your child, you will be well on your way to 1000 stories! We provide each child with a library bag. We have our own Library and children are encouraged to select their own books and exchange them each time they come to kindy. Children must return one book before taking another.

Children love it when we use expression when reading. The more expressive and fun we make reading to children, the more children will want to be read to and the more they are read to the quicker they will learn to read!

Mem Fox's 10 Commandments

1. Read at least 3 stories a day.
3. Read aloud with animation.
4. Read with joy and enjoyment.
5. Spend at least 10 minutes every day reading aloud.
2. Read the stories children love, over and over, and always read in the same 'tune' for each book.
6. Let children hear lots of language by talking to them constantly about the pictures, or anything else connected to the book.
7. Look for rhyme, rhythm or repetition in books for young children, and make sure the books are really short.
8. Play games with the things you and the child can see on the page, such as finding the letters that start with the child's name.
9. Never teach reading, or get tense around books.
10. Read aloud every day because you just love being with your child, not because it's the right thing to do.

This is as important for father's as for mothers!

The final term of Preschool

Most children at Laura Preschool transition to Laura Primary School, although some children move onto St Joseph's Roman Catholic Primary School in Gladstone or to other local primary schools in the area.

During the final term, transition sessions will be organised with the schools. These involve visits to the school with the whole kindy group, short visits to recess and long visits until lunch-time. The transitions vary depending upon the schools.

At the end of the final term students from Laura Preschool will be presented with a Portfolio of artwork and work undertaken throughout their time at the Preschool, a CD of photographs, a storybook as a reminder of their time at the Preschool and a certificate of Graduation.

A shared lunch is usually held on the final Wednesday of each term, when a child is graduating and the session finishes straight after lunch. Families are invited to attend this lunch.

Grievance Procedure

No matter how hard we try, there is sometimes a problem or a complaint, or a question about your child, or staff or the Preschool that you would like solved. Here is the procedure for doing this...

Firstly, talk to the Director about the matter. As the preschool is a busy place you may need to make an appointment or an after-hours phone call.

Secondly, you can mention your problem to the Chairperson of the Governing Council, to bring to the Director's attention or to the ECW.

If, in an extremely unlikely event your matter is not solved by steps 1 & 2, then

Thirdly, contact the Yorke Mid-North Regional Office at Port Pirie or Clare and take the matter up there.

On arrival

When you and your child arrive at the Preschool, please bring your child into the building. All children have a labelled peg for their bags. Named lunchboxes should be placed in the fridge. Please help your child to foster independence by encouraging them to put their own things in the correct places.

Home toys

It is generally better if children do not bring their own toys from home to prevent them from being lost or taken. Children will have the opportunity to bring in things for 'Show and Tell' from time to time as part of the Literacy curriculum. In the past, children have brought in , by prior arrangement pets etc. Please discuss with staff if you have any special requests or exciting things that you think the children would enjoy sharing.

Preschool Health checks are given during the last few terms of preschool (depending on children graduating). The Director will inform when the nurse will be attending to make arrangements.

On departure

Please ensure that you are prompt to collect your child. If you are not coming to collect, please let a member of staff know who will be collecting your child and if possible tell your child know in advance. If you are going to be late, please phone the preschool and let them know.

Remember to take all bags, books and lunchboxes.

As you leave the premises, please make sure that the gate is closed properly and no other children venture out!

Toy Library and Resources

Parents/ caregivers can borrow toys/ resources from the store cupboard. All resources must be signed out in the small book (hung inside the cupboard) and returned at the next preschool session.

Governing Council

The Governing Council meets twice a term, usually on a Monday afternoon, and is open to all families. Dates are placed in your newsletter and in the minutes of the last meeting, which is distributed to all families. The committee is elected at the Annual General Meeting (usually held in February), but has the power to take on new members throughout the year. It is a great chance to have input into the management of the centre.

A Governing councillor's role involves the planning and implementation of the Site Learning Plan, the Action Plans and reviewing of all the Policies involved in the operation of the Preschool with guidance from the Director. The planning of fundraising events, working bees and curriculum events are often part of the role. New members have the opportunity to work alongside experienced members in an informal setting.

Cleaning

Parents and caregivers currently clean the Preschool on a weekly roster. The roster is drawn up at the beginning of each term, with two people assigned each week. It is each person's responsibility to ensure that their duty is covered. A list of weekly cleaning jobs is on the roster. Cleaning materials are located in the bathroom area. Refills etc can be sourced from the Laura IGA or the Laura Soap Shoppe, where we have accounts. A key is available from the Post Office and one is available from the Preschool.

Extra cleaning/ washing is necessary at the end of each term. A list of 'Holiday' Jobs will be posted on the whiteboard prior to the end of term.

Policies

Sun Safe Policy:

We have a Sun Safe policy at the centre and children are required to wear a hat when playing outside. A wide brimmed hat or a peak cap with a neck shade offers the best protection from the sun. Please provide your child with a suitable hat. The Preschool has spare hats for use at kindy. These are washed on a regular basis.

Sunscreen is always available so please apply it to your child before you leave. Staff will apply sunscreen if children are to be outdoors.

On hot days the children are encouraged to stay indoors or play under the shaded areas outdoors. Water play is often offered on such days.

Bush Fire Policy:

In the event of a Bushfire, the preschool will relocate to the stone building of Laura Primary School. (Office/library/ computer room area).

Parents of children using the School bus service will need to listen to the local radio to ascertain if the buses are operational. At present under the new Bushfire warning system some schools and sites are automatically closed on days deemed to be 'Catastrophic'. Laura Preschool is NOT classed as in a high risk area and will be fully operational on such days.

Reporting and assessment:

At present the staff use a program called Kidlo to assess the children based on the 'old' SACSA learning outcomes. This is used to write Summative reports in the final term of Preschool. A program called TROLL is also used to assess oral language skills. This occurs in the first and final term at the preschool. Interim reports using a 'Learning Quilt' based on the new Early year's Framework are being trialled to provide feedback in the 2nd and 4th terms of preschool. Observation sheets are also used to note down acquired skills and knowledge, throughout the preschool year. Staff are always willing to discuss your child's progress at anytime during their time at the Preschool. If they have any concerns about your child's development they will speak to you both formally and informally.

Communication

Laura Preschool has various means of communicating with parents/ caregivers. Each child is allocated a named pocket in the wall hanging under the veranda. Information, notices etc. are placed in the pockets and should be checked regularly as the child is dropped off and collected from Preschool.

Newsletters are also sent home to parents two or three times a term along with Governing Council minutes, financial and Director's reports.

Notes are also left on the whiteboard under the veranda. These tend to be reminders or important messages that are relevant for that day or week.

Each child will also be given a communication book. These are used more if the parents/ caregivers do not drop off or collect the child from the Preschool and do not have the opportunity to speak with Preschool staff before/ after sessions.

Staff can also be contacted by telephone (86632252) or fax 86632629

An answer phone is always available for messages to be left.

Email is available, speak to the staff for the latest email address.

Headlice- Please advise the preschool if your child has an outbreak of nits or lice, so we can advise the other families to check their children. All lice should be treated with appropriate shampoo or other methods, before returning to preschool. The chemist can advise on the current shampoo in use.