

# Virginia Preschool Parent Information Booklet



**Virginia Preschool contact information:**

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**[Preschool Program](#)**

Children must turn 4 years of age **on or before April 30th** to be eligible to commence preschool at the start of the school year. Children turning 4 years of age on or after May 1st, start preschool at the beginning of the following school year.

The learning environment and routines associated with a preschool program may differ considerably to that of childcare routines. If you think that your child is not quite ready to begin preschool and they were born between January 1<sup>st</sup> to April 30<sup>th</sup> and you would prefer them to start the following year please see a staff member.

Preschool children are currently entitled to 4 terms of 15 hours of preschool education per week. At Virginia Preschool, the 15 hours is accessed in the following way:

- 2 full days one week and 3 full days the next (this may be subject to change from 2021)

Current session times are:

Monday – Thursday

8.50am – 3.15pm

A copy of your child's session details will be provided to you prior to your child's commencement at preschool.

### [Pre-entry/Early-Entry](#)

Due to Universal Access (15 hours of Preschool) and the 'Single Start Day' (single intake) we no longer have the capacity to offer Pre-entry/Early-Entry.

### [Arrival/Departure](#)

#### **Arrival**

- The preschool gates open at 8.45 every morning and preschool commences at 8.50am.
  - Upon arrival children are to be sighted by an educator before the parent or person responsible for the child leaves. This ensures that an educator is aware that your child has arrived and will be signed in.
  - Please encourage your child to independently place their bag on the bag rack and put their lunch box in the kitchen fridge. Water bottles can be placed in the drink bottle boxes (located next to the fridge).
  - Children attending Before School Hours Care will be delivered to preschool at 8.30am by an OSHC staff member who will pass on any relevant information and the children will be signed in by a preschool educator.
- **Due to safety concerns, it is imperative that parents/caregivers **only let their own children in and out of the preschool gate.****

#### **Departure**

- Parents may collect their child/children between 3.00pm-3.15pm.
- Please remain outside at the end of preschool each day until your child has been signed out by a preschool educator. It is a National Quality Standard requirement that children are signed out of preschool each day, and this procedure helps us to manage this process safely and effectively.
- Please inform a staff member if you are unable to collect your child and have organised someone else to pick them up instead.
- Children attending After School Hours Care will be delivered to OSHC at the end of preschool by a preschool educator and signed into OSHC by an OSHC staff member.

## Proof of age

Proof of age documents must be provided to the preschool prior to commencing preschool. Proof of age documents can include a full birth certificate, passport, or official Centrelink documentation stating your child's name and birth date.

## Change of Contact Details

In the event of an emergency it is important that the preschool has correct parent contact details. Please inform the preschool if any of your details change, for example your address, home phone, mobile number, email address or emergency contacts. 'Change of Information' forms are also kept above the children's portfolios in the puzzle corner.

## Curriculum

The curriculum at Virginia Preschool reflects the the 'Early Years Learning Framework (EYLF) and the Department for Education (DfE) Indicators of Preschool Numeracy and Literacy. Children participate in a range of activities working towards the EYLF Outcomes and the Numeracy and Literacy Indicators.

### **EYLF 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



### **Numeracy indicators:**

- I explore and understand my place and space in the world
- I measure and compare my world
- I analyse, read and organise the data in my world
- I quantify my world



### **Literacy indicators:**

- I use language to connect with my world
- I understand the language of my world
- I engage with texts and make meaning
- I represent my world symbolically



Our weekly program is displayed above the children's portfolios in the puzzle corner. Staff regularly review children's progress during their time at preschool, based on observations, information from parents, work samples and formative assessments. This information is used when planning learning activities for individuals, groups of children and to monitor children's learning. Every child has a preschool portfolio containing checklists of their learning, photos, and samples of activities they have been involved in (e.g. paintings and drawings). The portfolios are located on the bench in the puzzle corner of the preschool. Please feel free to look through your child's portfolio with them, and ask them about the activities they have been involved in. These portfolios remain at preschool until children graduate, at which time they can take them home.

## Support Services

Specialised assessment and support is available for eligible children. We are also able to provide information about and referrals to other services as required.

Parents are asked to identify any additional needs that their child may have so that extra support and assistance can be sought. If you have any questions regarding your child's development please discuss them with a preschool educator.

Specialised services include:

- Speech Pathologists
- Psychologists
- Bilingual support - to provide support to children and families who have English as an additional language
- Preschool Support Program – to provide support for children with additional needs
- Child and Youth Health – 4/5 year old health checks (including hearing assessment) are available for children at preschool prior to them starting school
- Playgroup

## Playgroup

Playgroup is held every Friday morning in the preschool. This is an opportunity for parents to introduce their children to the preschool, and gives them the opportunity to socialise and play with other young children. Playgroup also enables parents to meet other parents within the community. Preschool educators are often available during playgroup session times to assist parents with preschool/school related queries. Please note: That parents are responsible for packing the toys away after playgroup and for the supervision of their own child/children at all times.

- Time – 9am-10.30am during the preschool term (except for the last week of the term)
- Cost - \$1.50 per family per session
- Tea/coffee facilities are available and included in the session's cost

## Toys from home

Please do not allow your child to bring toys to preschool. We are unable to take responsibility for the care of children's personal toys.

## Healthy Food Policy

- As healthy lifestyles and good nutrition are a big part of the preschool curriculum and to support the health needs of children with allergies birthday cakes and lolly bags are not permitted at preschool
- We ask that children **only drink water at preschool** (soft drinks, cordials and juices are not permitted)
- Please note that we are unable to heat up children's lunches due to health regulations

### Allergies/ NUT and EGG AWARENESS /Dietary Restrictions

- Whilst allergies to peanuts and egg are a relatively uncommon occurrence, we do have a growing number of students presenting with this affliction. As a preschool, we would like to provide responsible support for children who have such allergies and suffer severe anaphylactic reactions that may be life-threatening. To this end, we endeavour to ensure Virginia Preschool is a **NUT and EGG AWARE PRESCHOOL** and seek the preschool community's co-operation in supporting the safety of all students at preschool.
- We ask families not to bring nuts or nut associated products such as peanut butter, nutella or nut spreads. We also ask families not to bring eggs such as whole eggs or egg sandwiches. Foods labelled 'may contain traces of nuts or egg' may be brought to preschool, but we encourage families where possible not to bring these foods.
- We sometimes have cooking activities that include a wide variety of foods. Please notify staff if your child has any food allergies or dietary restrictions.

### Shared Fruit

The children have shared fruit-time every day. This encourages children to try new foods and helps to promote healthy eating and the development of social skills.

Parents can choose to:

- Bring a piece of fruit/vegetable every day or pay 50cents to contribute to fruit/vegetables the preschool will purchase.



### Parent Involvement

There are numerous ways parents can be involved in the preschool, including:

- Sharing a special skill, interest or talent (e.g. playing a musical instrument)
- Reading stories
- Cooking with a small group of children
- Becoming a member of the Governing Council
- Gardening
- Outdoor maintenance (e.g. sweeping)
- Preparing art materials at home (cutting up paper, material, wool etc.)

## Sun Protection

- Children are required to wear a hat every day during outside play times in terms 1 and 4.
- During terms 2 and 3, hats are not required unless the UV rating is over 3. The UV rating is checked daily in terms 2 and 3 by educators and is discussed with children during morning group times. Please support your child to develop good sun safe practices by ensuring that a broad-brimmed, bucket or legionnaire style hat is kept in their bag all year round (Hats are available for purchase from the school office).
- Parents are asked to apply a broad spectrum sunscreen with an SPF of at least 30+ to children prior to their arrival at preschool, in terms 1 and 4.
- Educators will assist children to reapply sunscreen at lunch time in terms 1 and 4.
- If your child experiences allergic reactions to sunscreen or has overly sensitive skin please ensure that a suitable sunscreen is kept in their bag and notify an educator.
- In terms 1 and 4 children must wear tops that cover their shoulders (strappy/singlet tops are not permitted).

For further information please refer to our 'Sun Protection Policy' that was included in your preschool orientation pack or see an educator.

## Clothing

- Please send your child to preschool in old clothes, as many of the activities children participate in may be messy (e.g. sand play, painting, gluing, clay, mud).
- Please clearly label all clothes with your child's name.
- Please keep a spare change of clothes in your child's bag in case of accidents, such as clothes becoming wet due to water play.
- Children MUST have a hat for outdoor play in terms 1 and 4 and when the UV rating is above 3 in terms 2 and 3. Please support your child to develop good sun safe practices by ensuring that a broad-brimmed, bucket or legionnaire style hat is kept in their bag all year round.
- In summer, children must wear tops that cover their shoulders for sun protection (strappy/singlet tops are not permitted).
- Children need to wear secure footwear, sandals or sandshoes that are suitable for active play. Due to sand and bark etc. finding its way into shoes velcro fastening or shoes that children are able to manage by themselves are preferable. Thongs are not suitable.
- In winter, children may need a coat for outdoor play.
- If an item of clothing goes missing, please check the lost property basket (located under the veranda).

## Term Fees

- Preschool fees are \$90 per term (\$360 per year).
- Invoices for Preschool will be provided at the beginning of term one.
- Fees may be paid termly (\$90 per term) provided that they are paid within the first three weeks of each term.
- Education fees are GST free.
- Fees are reviewed by the Governing Council annually at the AGM and are comparable to other local preschools.

## Sickness

- Please notify the preschool if your child is going to be away. It is a Department for Education requirement that staff record reasons for absences.
- If your child is going to be absent from preschool for more than 1 week (e.g. due to a family holiday) parents are required to fill out an exemption form (available from the preschool or front office).
- If your child is showing signs of being unwell please keep them home for the day. We do not have the facilities to care for sick children, and it is not fair to expose other children to these infections. Children who have diarrhoea or are vomiting must be kept home for 24 hours after the last episode.
- Please notify the preschool immediately if your child contracts an infectious disease (e.g. Chicken Pox or Whooping Cough).

## Medication

If your child has any health conditions, the Department for Education requires a **Health Care Plan** from your child's doctor. All medications (including asthma puffers) need to be given to an educator to be placed in a lockable cupboard. A medication log will be filled out by an educator who is supervising or giving the medication.

As much as possible, we encourage parents to administer children's medication (such as antibiotics) outside of preschool hours, e.g. three times per day can be taken in the morning before preschool, afternoon straight after preschool and bedtime. If it is necessary for children to have medication at preschool, parents must sign a 'Medication Record' form. Educators are only able to accept medication which:

- Has been prescribed by a doctor and is provided in the original, fully labelled pharmacy container.
- Has the child's name on the original label.

## Virginia Primary School Transition

As a school based preschool we have many strategies in place to ensure that the transition to Virginia Primary School is a relatively easy process for both children and parents. One of these is to offer transition visits to school. During this time children meet and get to know the staff they will be with the following year and most importantly as 95% of our children continue on to Virginia Primary School children will be moving into the same class as many of their preschool peers. In addition to this, children regularly visit the school library, playground, and attend many school events.

### Summary of items to bring to preschool each day:

- A bag that is easy to open/close and large enough to contain personal belongings, correspondence from the preschool, and anything children have made. Please put your child's name clearly on the outside of the bag, as many children have similar bags
- One piece of fruit/vegetable, or 50 cents
- Broad-brimmed, bucket or legionnaire style hat
- Bottle of water – We ask that children only bring water. All water bottles are refilled by educators at lunchtime and when required
- Lunch – As healthy lifestyles and good nutrition are a big part of the preschool curriculum we ask that you keep that in mind when packing your child's lunch. A sandwich or crackers, yoghurt and 1 snack food item is usually plenty. Lunch orders are available from the school canteen, menus are provided upon request (Please note: due to health and safety regulations staff are not allowed to heat children's food)
- Change of clothes (clearly labeled with your child's name) and a plastic bag
- Coat for winter
- Sunscreen – If your child has allergies to sunscreen or has sensitive skin please provide your child with their own sunscreen. In terms 1 and 4, please apply sunscreen to your child prior to their arrival at preschool



For further information regarding policies and procedures please visit:  
<https://www.decd.sa.gov.au/department/policies>