

Mawson Lakes Preschool



Government of South Australia
Department for Education

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Information Handbook

Welcome to Mawson Lakes Preschool. We hope your time with us is a happy one. We recognise that as parents you are the most influential educator of your child and that the most effective learning happens when families and preschool educators support each other. By working together we can further develop your child's interests, skills, social and emotional development to ensure they reach their full potential.

Coming to preschool is an important step in your child's education. At our preschool your child will be involved in play based experiences which will encourage and challenge them to develop skills and competencies they will continue to use throughout their whole lives. Through our play based learning program your child have access to a broad range of experiences which will help them to;

- develop and extend their knowledge and understanding of the world around them
- participate in learning to extend their language and communication skills
- work independently as well as with others and develop their social and emotional maturity
- foster their creativity, thinking and problem solving skills
- develop positive dispositions to learning

As part of the Mawson Lakes preschool community, we aim to support you and your child with a smooth transition to school. We look forward to working with you to make your child's time at preschool challenging, exciting and fun! Please feel free to talk to any of the educators if you have questions, queries or comments about your child and/or what is happening at preschool.

Mawson Lakes Preschool is a Department for Education Preschool. All educators are fully qualified to teach in the Early Childhood field. All educators hold current First Aid, Asthma Training, Mandatory Notification and Child Protection Curriculum training, in addition to other specialist knowledge.

Your staff are:

Director
Teachers

Sandra Cattel
Margie Standen
Corey Battersby
Kimberly Buck (part time – purple grp and Thurs)
Veronica Gossink (part time – green grp and Tues)
Sue Cummings (part time Wednesday AM)

Early Childhood Worker (full time) Paula Mattner
Early Childhood Worker (full time) Natasha Leggett
Early Childhood Worker/Playgroup Danielle Axisa
Early Childhood Worker/Lunch Care Su Hwang

We also regularly have a number of Preschool Support Workers and Bilingual Assistants working with specific groups of children.

At our preschool we run two groups of preschool over the week. We are a large preschool and there are up to 66 children in each group. On enrolment you will be asked to consider which Group you would prefer your child to attend.

Purple Group Monday and Tuesday all day (8.30am – 3.15pm) and alternative Wednesdays (8.30am – 11.30am, Wks 1, 3, 5, 7, 9)

Green Group Thursday and Friday all day (8.30am – 3.15pm) and alternative Wednesdays (8.30am – 11.30am, Wks 2, 4, 6, 8, 10)

While we aim to give you your choice of group we also need to consider child/staff ratios and individual children's needs. Preschool operates in the same way that schools do ... we have four terms of preschool and follow the same term times.

Term times for 2019 are,

Term 1	29 th January – 12 th April
Term 2	29 th April – 5 th July
Term 3	22 nd July – 27 th September
Term 4	14 th October – 13 th December

On the last day of each term the preschool session finishes earlier, usually at 2pm. Reminders will be sent out to families via our term planner, newsletter and email updates.

Child free days

Each year the Department for Education grants preschools between two and four child free days to undertake staff professional development. The days are negotiated and approved by your Governing Council. Families will be provided with at least 3 weeks' notice, prior to any child free day. When possible we try to align our child free days to Mawson Lakes School pupil free days to minimise disruption for families. Children do not attend preschool on our child free days and families will need to make alternate arrangements for care. Due to our high enrolments we are unable to provide make up days.

What to bring each day

- A bag – that your child can easily manage.
- Hat – broad brimmed or legionnaire style.
- 2 fruit or vegetable snacks – these stay in your child's bag.
- Lunch – please place your child's lunch in the crates on the verandah.
- Water bottle (containing water only) or a cup to access our drinking water during the day.
- Spare clothes – appropriate to the weather. (t-shirt/shorts in summer – jumper/long pants in winter)

What to wear ...

While playing we are looking, listening, feeling, touching, manipulating, moving, thinking, experimenting, remembering, talking, asking questions, comparing, trying out ideas and expressing our feelings. It is important for children to wear clothes that allow freedom of movement around our learning environment, and that they can manage themselves when going to the toilet. *Please pack a spare set of clothes in your child's bag, just in case of accidents.* Thongs are not appropriate footwear for preschool due to health and safety reasons. *Encourage children to wear sandals, shoes or sneakers.*

What to do on arrival each day

- Help your child find their locker. (after week 4 Term 1 all children will have a named locker)
- Encourage your child to put their lunch in the crates on the verandah. Fruit/vegetables for snack/cups and water bottles stay in your child's bag.
- Help your child 'sign in' on the children's sign in sheets.
- Check your child's information pocket and sign your child in for the day.
- Write any notes in the 'Goodbye Book' – located next to the sign in sheets on the verandah.
- Hand any medication over to a staff member or put medication in your child's medical box – located in the kitchen.
- Together with your child choose a task to start the day.

Fees

\$140.00 per term

As a Department for Education preschool we receive funds and grants to pay teaching salaries and manage the operation of the preschool, however it doesn't cover all our costs. Your child's

fees include excursion and incursion payments and go towards purchasing equipment and resources to enjoy at Preschool.

Fees are payable by the end of Week 3 of each term, unless otherwise negotiated. Fees can be paid in cash, cheque or via bank transfer. Our bank details are;

Account Name: Mawson Lakes Preschool

BSB: 015-142

Account Number: 107617107

Please use your child's name and 'fees' as the reference.

Would you like to be involved...

There are many ways parents can become involved at Preschool. We always welcome ideas, activities, or simply an extra pair of hands. We would like to invite you to join with educators in sharing your child's time at preschool through ...

- sharing your culture with us through cooking, dance and dress, traditional stories and greetings in your home language
- your feedback about our program ... either by talking to staff or using our suggestion box and completing surveys
- providing a range of junk materials for use in our program ... we always need
 - boxes – all shapes and sizes/cardboard/foam trays
 - wood/shells/bottle tops
 - paper / wrapping paper / cards / pictures / calendars
 - ribbons / buttons / cotton reels / sparkly spangles
 - vinyl / leather / wool / sheepskin / material
- helping with excursions and other preschool events, end of term tidy up or joining our Governing Council ...

Governing Council

The Preschool is managed jointly by the staff and the Governing Council – a committee made up of elected parents/caregivers and interested persons. The Governing Council is formed at our Annual General Meeting, held in February each year. Some of the functions of the Governing Council include financial management and maintenance of the preschool, policy development, arranging social events including a welcome night in first term and supporting children and educators with organised experiences. It is also a great way to meet people and make new friends. Meetings are held three times a term at the Preschool and are relaxed and informal. Parents are welcome to attend any meeting during the year; you don't have to be a council member. Please see a member of staff or a council member if you are interested.

Laundry roster

During the year we will be rostering families to take home some Preschool washing. Our roster changes every term. Families will be advised when it is their turn via a note in their child's information pocket.

Toilet rolls and tissues

To help keep costs down we ask each family to bring in a packet of toilet paper and a box of tissues each term. This saves the Preschool hundreds of dollars each year!

Keeping in touch ...

Every family has an information pocket where you will find items including newsletters, book club information, receipts, excursion details etc. Please make sure you check your pocket regularly. Other information will be displayed on the notice boards around the Preschool, including our program, which is changed fortnightly. Please check the notice boards regularly for information

and programming details. Email updates are sent out each week to help families keep up to date with what is happening at preschool.

Surveys are also sent out at various times during the year. We ask that you take the time to write down your thoughts and comments as we use your feedback to improve the services at Preschool. Staff are always available to talk with parents/caregivers about any aspect of the curriculum, children's progress, suggestions or concerns.

Please ask staff for information about your child's progress and share any relevant information with us. We appreciate your unique knowledge of your child, as it helps us gain an understanding of your child's skills, abilities and interests, and assists us with our programming for your child. We record information about children's learning through photographs, written observations, work samples, and child questionnaires and invite you to look at your child's portfolio regularly with your child. Please remember that all children are individual and that some children's interests and skills are harder to record on paper, but just as valuable!

The team at Mawson Lakes Preschool is committed to respecting the confidentiality of information provided to us by families and children, however there may be times when educators are required to share information to ensure the safety and wellbeing of children. All South Australian Government agencies, including preschools, are required to follow the Information Privacy Principles Instruction which regulates the way the department can collect, use, store, and disclose personal information.

Services offered at Mawson Lakes Preschool

Preschool Transition	2-3 visits for children to attend in the term before your child begins preschool
Preschool	For children in their eligible year
Preschool Support	DECD 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 see a staff member for a confidential referral.
Bilingual Support	For children and families from culturally and linguistically diverse backgrounds who have limited English (please see the Director if you think your child is eligible)
Emergency Care	Provided to families within the Preschool on an emergency basis (fee applies)
Playgroup	The preschool runs a small playgroup for children in the year prior to starting preschool. The playgroup is for families who have completed and lodged an Expression of Interest for the next year.
School Transition	The Preschool liaises closely with Mawson Lakes School and other local schools to provide a Transition Program that suits each individual child's needs. <i>(Please be aware that various schools have different policies / procedures for school age entry. The onus is on <u>parents</u> to check when your child will enter school before starting at Preschool)</i>

Attendance at preschool

To gain maximum benefit from the educational program at preschool it is important that your child attends regularly. If your child will be absent please let us know, by speaking to us beforehand or by phoning us at the preschool on 8359 1343. Regular attendance at preschool enables children to make and sustain friendships as well as setting good attendance patterns that will carry over into school. Research shows that when parents recognise the value of preschool and education in general, children are more likely to attain greater benefits and reach their full potential.

Security of children

In general children are brought and collected by their parents/caregivers. When entering and leaving preschool children must be signed in and out by the collecting adult on the sheet provided. If there is a change in the routine please let one of team know and record the change in the 'Goodbye Book', which is next to the sign on sheets. Children will not be released in the care of a minor (someone under 16years) or to any person who you have not given collection authority on the enrolment form to do so. If educators do not know the person collecting your child by sight, they will be asked to produce a photo ID to confirm their identity. Details of children attending the Preschool will not be released to any person or agency (other than Department for Education personnel) without prior consent from parents/caregivers.

Please be aware that the beginning and end of the day are very busy times on our verandah with families dropping off and picking up children, gathering belongings and signing in or out. At this time it can be very easy for a child to leave preschool unattended. While it is polite to hold the gate open, please ensure you only allow your child through the gate with you.

Unfortunately we are not able to provide before or after preschool care. It is very important that your child be dropped off and collected on time. This helps avoid upset and stress for your child and allows educators time to be able to prepare for the next session. A late fee of \$5.00 per 15minutes will be charged for late pickups.

Please do not drop children off at the gate or leave them unattended when the doors are closed.

Injuries and sickness at preschool

If your child is unwell please keep them at home and contact the centre to let us know. As a general rule if your child has been vomiting or had diarrhoea they should be excluded from preschool for 24 hours after the last occurrence. At preschool we use the *"Staying Healthy: Preventing infectious diseases in early childhood education and care services 5th ed"*. You can find further information about childhood illnesses and exclusion periods on the SA Health website- <https://www.sahealth.sa.gov.au>

If your child becomes ill at preschool an educator will contact you to collect your child from preschool. Educators are able to provide first aid for minor injuries when needed. Head injuries are treated cautiously – parents are informed immediately so they can decide a course of action (eg come and pick up your child/staff monitor child)

Immunisations

All children enrolled in a Department for Education preschool, rural care, occasional care, family day care or respite care service are asked to provide immunisation evidence to their service on enrolment. You will be asked to provide one of the following documents;

- SA Child Health and Development record (known as the "Blue Book") or
- Australian Immunisation Childhood register (ACIR) history statement.

If your child is not up to date with their immunisations and there is an occurrence of a vaccine preventable disease at the service, then your child will be asked to stay away from the service for a period of time, known as an exclusion period. The exclusion period is determined by SA Health and is designed to protect those who are at risk of getting the disease and those who may be able to pass the disease onto others. If we do not have evidence of your child's immunisation status and there is an outbreak of vaccine preventable disease, your child will be treated as not up to date with their immunisations and excluded.

Medication policy

If your child has a chronic illness, specific health needs (asthma etc.) or allergies please see an educator as your doctor will need a specific health care plan. Educators are not permitted to administer any medication without a signed Health Support Plan from a medical practitioner. Please note that we are unable to administer the first dose of any medication and children should not be administered the first dose of any medication immediately prior to attending preschool in case of an adverse allergic reaction. All medications brought to the preschool must be in the original packaging and have an administering sticker. Medication must not be out of

date. Medications brought to preschool must be handed to an educator – under no circumstances should any medication be left in children's bags.

Parents are responsible for the maintenance of a current Health Support Plan and for the maintenance and cleaning of any equipment brought into the Preschool.

Please talk to the staff if you think your child will need a Health Care Plan.

Toileting procedure

One of our goals at preschool is for children to be independent in managing their own hygiene needs and as such we encourage children to go to the toilet independently. However at times accidents do occur. In such instances educators will support your child to independently clean and change themselves into their own clothes if available or the preschool has spare clothes if needed. At all times your child will be treated with dignity and respect for their privacy and wellbeing. If your child has recurring toileting difficulties they may benefit from continence care plan. If you would like to discuss this procedure or find out more about continence care plans please see the Director.

Allergy friendly ...

During your child's time at preschool we will have other children attending who have severe food allergies. Coming into contact with trigger foods can cause a severe, even life threatening anaphylactic reaction. For this reason we ask that children do not bring any items containing nuts including Nutella, peanut butter or nut oil and egg products including hardboiled or fried eggs, omelettes, quiche or frittata.

At times other foods may be excluded due to children's health needs. Parents will be advised via the noticeboard, email updates and newsletters of any exclusions.

Fruit time and drinks

At our preschool we don't have a set 'fruit' time. Rather, we encourage and support children to eat their fruit or vegetable snack any time they are feeling hungry during the day. Educators will remind children during the day about taking time to eat or have a drink, however we cannot force your child to eat or drink. Cool fresh water is always available for children to access throughout the day. During very hot weather children are encouraged to have regular drinks of water and we have a water break after first group time and before last group time. While we encourage children to bring a cup to use at preschool, children can also bring a water bottle.

Ideas for snack include:

- All fresh and dried fruit
- Vegetables – ones that children can manage independently

Please don't send ...

Any packaged foods, biscuits, cakes, custard, roll ups or any products containing nuts or egg.

Lunch time

Lunch is a social occasion at our preschool. We try to keep it a relaxed time where children can talk with their friends and teachers while taking their time to eat. Due to our very large groups we use a "rolling" lunch approach where children can choose to eat anytime during the lunch period. Our lunch time starts at around 11.30am and finishes by approximately 1pm. Children help with the setup of lunch time – helping to clean the tables and setting out the lunch boxes from the fridge onto a table for collection. As children get ready for lunch they wash their hands and use sanitiser. Some children want to eat early while other children like to continue playing and eat later in the lunch period. All children are required to come and eat their lunch, and educators support children to eat the main part of their lunch first, however we will not force children to eat everything in their lunch box. We aim to foster positive attitudes toward food and encourage children to listen to their bodies when making decisions about what and how much they eat. Anything that is uneaten remains in the lunchbox which is put back in the fridge for collection by families at the end of the day. If your child has eaten all their lunch their lunch box is available

for collection from the lunch crates on the verandah at the end of the day. We ask families to support our healthy eating policy by providing a variety of nutritious food choices. (see flyer in preschool enrolment package for more details) Preschool is a new environment for children and often fussy eaters will begin to try new and unfamiliar foods with the support of other children. But, please don't pack lunch items that your child does not like as they won't magically eat it at preschool!

If you are concerned about how much or how little your child is eating/drinking please come and talk to one of the team.

Educational Philosophy

Our philosophy is at the core of our work with both children and families, and it underpins everything we do. At Mawson Lakes Preschool we:

- Believe that children learn best when encouraged to explore their world through play and real life experiences, and consolidate their learning by revisiting experiences in an environment that is warm, caring and supportive;
- Support all children in development of our core values through a play curriculum, based on the Early Years Learning Framework;
- Provide an environment which caters for all levels of development, recognising individual learning styles and dispositions, providing challenge, stimulation, creativity, success; and
- Believe that above all else, learning should be FUN!

Our Vision

Our vision, underpinned by our philosophy is for all our children to become confident, resilient, socially competent individuals with a passion for learning.

Our Core Values

Diversity	Independence	Creativity	Curiosity	Care	Respect
<ul style="list-style-type: none"> • We are all uniquely special • We are all diverse individuals 	<ul style="list-style-type: none"> • We choose our own learning • We take risks in our learning 	<ul style="list-style-type: none"> • We learn through fun and play • We solve complex problems 	<ul style="list-style-type: none"> • We are powerful and inquisitive learners • We investigate our environment and community 	<ul style="list-style-type: none"> • We take care of each other, our preschool and the environment • We help others 	<ul style="list-style-type: none"> • We appreciate everyone's effort • We work together to make an impact

Our Principles

Our vision is enacted through the following principles...

- We believe that families are the first and most influential teachers of their children (*respect*)
- We respect the culture and social context of each family (*diversity, respect, caring*)
- We cater to the needs and interests of all children thorough a play-based curriculum - the foundation of all learning at our preschool (*creativity, curiosity, independence*)
- We work hard to create a sense of family in our preschool because we each play a role (families, educators, the wider community) in collectively nourishing, educating and taking care of our children so they can become thriving and responsible young people
- We create an environment that nurtures children's wellbeing and stimulates rich learning experiences (*caring, curiosity, independence, respect, diversity*)
- We create opportunities for children to engage in a range of social interactions that assist them in developing a strong sense of identity and belonging to a community (*diversity, independence, respect, caring*)

Curriculum

The program at Mawson Lakes Preschool is based on the curriculum document 'Belonging, Being and Becoming – The Early Years Learning Framework'. In Belonging, Being and Becoming there are five learning outcomes, designed to capture the integrated and complex learning development of children. These outcomes are;

Outcome 1 Children have a strong sense of identity

"I am who I am" - When children feel respected for who they are and have safe, supportive relationships they become motivated and successful learners.

Outcome 2 Children are connected with and contribute to their world

"I am a great friend" - Learning is cooperative – we learn from each other and with each other in a variety of environments. We want children to respect and be actively engaged in play situations and exploring their world.

Outcome 3 Children have a strong sense of wellbeing

"I am independent" - Wellbeing involves children's emotional and physical wellbeing. For children to build a solid emotional wellbeing, they need to be resilient. A strong sense of wellbeing allows children to take risks, make mistakes and be able to think for themselves. Physical wellbeing encompasses the physical skills needed to be able to learn and the ability to take responsibility for managing their own health, hygiene and safety.

Outcome 4 Children are confident and involved learners

"I am curious, inquisitive and eager to learn" - Learning is about taking a risk, investigating, experimenting, problem solving and discovering something new. In order to take risks, children need to feel confident in themselves and secure in their environment. When children feel confident they develop positive attitudes to learning, take responsibility, rise to the challenge and extend their thinking and knowledge.

Outcome 5 Children are effective communicators

"I can express myself" - Communication is central to all learning. In order to effectively communicate how they feel and what they think, children need to be engaged in and practise all forms of communication.

The outcomes are broad and observable. They acknowledge that children learn in a variety of ways and vary in their capabilities and pace of learning. Learning is not always predictable and linear and as such we plan with each child and the outcomes in mind. We use the Early Years Learning Framework to provide an environment which develops knowledge, skills and attitudes. The program provides structured and unstructured activities to meet individual needs. The staff team program on a fortnightly basis - usually with a particular focus or interest. Please take the time to look at our program on the notice board.

Numeracy and Literacy at preschool

Numeracy and Literacy are essential life skills that begin to develop from birth and continue to develop throughout our lives. However numeracy and literacy are much more than counting and learning the alphabet.

The Early Years Learning Framework describes Numeracy and Literacy as;

Numeracy is the capacity, confidence and disposition to use mathematics in daily life. Children bring new mathematical understandings through engaging with problem solving. It is essential that the mathematical ideas with which young children interact are relevant and meaningful in the context of their current lives. Educators require a rich mathematical vocabulary to accurately describe and explain children's mathematical ideas and to support numeracy development. Spatial sense, structure and pattern, number, measurement, data argumentation, connections and exploring the world mathematically are the powerful mathematical ideas children need to become numerate.

Literacy is the capacity, confidence and disposition to use language in all its forms. Literacy incorporates a range of modes of communication including music, movement, dance, storytelling, visual arts, media and drama, as well as talking, listening, viewing, reading and writing. Contemporary texts include electronic and print based media. In an increasingly technological world, the ability to critically analyse texts is a key component of literacy. Children benefit from opportunities to explore their world using technologies and to develop confidence in using digital media. (EYLF pg 38)

At our preschool we use the Indicators of Preschool Numeracy and Literacy the Phonological Awareness Skills Mapping tool (PASM) and the 4 Top 5 developed by Anne Baker to inform our planning and teaching and to track and monitor children's literacy and numeracy development.

Child Protection Curriculum

The DECD Child Protection Policy (1998) states that all children need to experience programs designed to develop skills and strategies for personal safety and abuse prevention. It is a mandated expectation that the Keeping Safe: Child Protection Curriculum (KS:CPC) will be taught in all preschools and schools.

The KS:CPC is centred on two main themes which are presented through topics and activities of increasing complexity. The two KS:CPC Themes are:

- Theme 1: We all have the right to be safe
- Theme 2: We can help ourselves to be safe by talking to people we trust.

The two KS:CPC Themes are explored through four Focus Areas, which are examined in growing complexity in accordance with the age of the children. The four KS:CPC Focus Areas are:

- Focus Area 1: The right to be safe
- Focus Area 2: Relationships
- Focus Area 3: Recognising and reporting abuse
- Focus Area 4: Protective strategies

A key component of the KS:CPC is recognising the contributions and support of families. Family support could include

- Ensuring your child have enough sleep at night
- Providing nutritious foods at meal times
- Giving appropriate care when children are sick
- Discussing with your child what they are learning at preschool about keeping safe
- Encouraging your child to participate in the preschool curriculum and activities including excursions and special events

If you would like further information about the KS:CPC please talk to the staff team or visit the KS:CPC website: <http://tiny.cc/KSCPC-ParentCarerInfo>

Assessment and Reporting ...

The five learning outcomes provide us with key reference points against which each child's progress can be identified, documented and communicated to families. Information collected from families at enrolment help us to begin to develop child profiles. Data on children's learning and development is collected each term - eg during their first term at preschool to provide baseline data. Information is collected through appropriate assessment and includes fine and gross motor skills, phonological awareness, numeracy and cognitive skills. Goals are formulated from data collected, and children are grouped according to skills, interests and needs for small group work with staff. Term 2 and Term 3 are used to consolidate skills and follow up any additional needs. In Term 4 information is collected again to measure distance travelled. Information about children is regularly shared with families through incidental conversations and photo stories in portfolios. If needed or requested a more formal information sharing time is negotiated. At the beginning of your child's second term at preschool you will be provided with a First Term

Summary which contains information about how your child is progressing. Your child's learning portfolio containing samples of work and annotated photographs is available at all times for families to look at and can be taken home. On exit to school preschool educators complete a 'Statement of Learning, which is sent to your child's school.

Site Behaviour Code

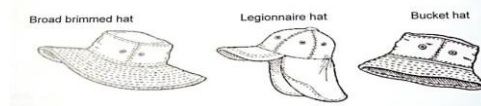
An important outcome of our program is that each child will develop as a happy, responsible and confident individual who can work with others as a member of a group. Our aim is for all children to be responsible for their own behaviour. As such we encourage children to make choices and manage the consequence of their choices – both positive and negative in a safe environment. If needed, educators will withdraw children when they are at risk of hurting themselves or others, ensuring that an adult is with them all the time. Please take the time read our Site Behaviour Code and if you have any questions about the code or your child's behaviour, please see a staff member.

Sun smart Procedure

Mawson Lakes Preschool is committed to providing and maintaining a safe and healthy working and learning environment for children, families, staff and visitors to the preschool. To achieve these aims the preschool has developed the UV Protection and Hot Weather policy.

We use a combination of sun protection measures for all outdoor activities during terms *one, three and four*, and whenever UV radiation levels reach 3 and above at other times. Staff will access the daily sun protection times via the SunSmart app or www.myuv.com.au to assist with implementing this policy. A sign will be displayed on the whiteboard at preschool advising of when sun protection measures need to be taken.

Our policy requires all children to wear hats that protect their face neck and ears i.e legionnaire, broad brimmed or bucket hats when the UV rating is above 3. Baseball or peak caps are not considered suitable. Hats are to be provided by parents/caregivers.



Our policy recommends children wear loose fitting clothing in layers that can easily be removed. Shirts with collars and longer sleeves eg to the elbow and longer style shorts/skirts are recommended. Singlets and shoe string strap tops are not allowed. If a child is wearing a singlet top or dress the preschool will either use a t-shirt from the child's bag or provide a t-shirt/shirt to be worn by the child prior to going outside.

Parents/caregivers are responsible for applying sunscreen to their children before attending preschool. A broad spectrum water resistant SPF30+ is recommended. Parents/caregivers of children with sunscreen sensitivity will need to supply an appropriate alternative labelled with child's name. When the UV rating is 3 or above, staff will be responsible for supervising children to reapply sunscreen 20 minutes before going outside, and reapplying 2 hourly if remaining outside for an extended period. The preschool will supply sunscreen for use at preschool (Broad spectrum, water resistant SPF50+). Children will be encouraged to apply their own sunscreen under staff supervision and instruction. Staff will help children to apply sunscreen to children who are unable to do so themselves.

Transition to School

Mawson Lakes Preschool collaborates closely with Mawson Lakes School and other local schools to ensure a smooth transition from preschool to school. Letters from the school are sent home informing parents of school visits for their child. School visits usually occur in the child's last term of preschool. A longer or shorter transition period to school can be arranged for your child if needed. All children at preschool have opportunities to become involved in the life of school. Preschool groups visit the library, playground, nature play area and oval and sometimes join in

school gatherings. At other times classes and the preschool will work collaboratively on various learning projects. During your child's transition educators from the preschool and school work together to place children in classes for the following year. Please see the Director if you have any concerns or questions regarding transition to school.

School Zoning and Enrolment

Due to the high numbers of children in the Mawson Lakes area Mawson Lakes School is zoned and will only accept enrolments from families living in the Mawson Lakes School Zone. To check whether you are in the Mawson Lakes School Zone visit the Mawson Lakes school Enrolment page - <https://www.mawsonlakes.sa.edu.au/enrol/>

Preschools, including Mawson Lakes Preschool are not zoned, but priority for placement will be given to children in their eligible year who are not already attending another preschool and for whom this is their closest centre. Any offer of a place at Mawson Lakes Preschool does not guarantee enrolment into Mawson Lakes School. Families wanting to attend Mawson Lakes School will need to complete a separate enrolment at the school

Emergency Plans

The Preschool has an emergency evacuation and invacuation (lock down) procedure. The procedures are displayed around the Preschool and are practiced each term. If you would like copies please see an educator. In case of an emergency such as a fire or bomb threat the children would be evacuated to the nominated safe area. In the case of high winds, earthquake or flood the children would be kept inside the Preschool. Staff will remain with the children until each child is collected by a parent or other nominated adult.

Birthdays

We support and encourage participation in a range of cultural celebrations, including birthdays. We celebrate birthdays at preschool by singing Happy Birthday or other favourite songs/games of your child's choice. Please let us know if your family does not celebrate birthdays, so we can respect your choice. Please do not send birthday cakes or other treats to Preschool, to keep our children with allergies safe.

Toys

We discourage children from bringing toys from home, as it is distressing if they get lost or broken. We do encourage children to bring items of interest for discussion and display, science experiments or items relevant to our program, for example books, posters or photographs.

Lost Property

We have a lost property box which is always outside on the verandah. Please check it regularly. Any items left at the end of term will be donated to charity.

Borrowing Library

At Mawson Lakes Preschool we have a Children's borrowing library. We encourage all the children to borrow books during their time at kindergarten. The borrowing library is located on the verandah.

To borrow a book you will need to:

- Write your child's name, the book title and date borrowed on a borrowing sheet (in folder) then file alphabetically by your child's first name
- When returning books enter the date returned on your child's borrowing sheet

At the end of each term we have a general stock take. Any books that are lost or damaged will incur a \$15.00 replacement fee

Please let us know if any of our books' content concerns you— eg violence/sexism/causes bad dreams.

Do you have a problem ...

We hope the time you and your family spend at Mawson Lakes Preschool is an enjoyable experience. Yet there may be times when you have concerns or issues you want to raise with staff or the Governing Council. In line with Department for Education policy our Preschool has a "Parents Concerns and Complaints Policy" which outlines the appropriate procedures to follow. If you do ever have a concern, please do not hesitate to speak to the Director or the Chairperson of our Governing Council.

Please remember to...

- Observe the 'no smoking' zone of the Preschool and School.
- Observe road safety requirements of the School, to keep all children safe. Parents are asked to park on Garden Terrace or Light Common to drop off or pick up their child. There is no parking in the School's northern car park (closest to the preschool) while the other car park has limited spaces
- Read our preschool policies – they are attached as an appendix to this information book and available from the preschool
- Talk to staff about any concerns or ideas you may have ... we really want to hear from you!

Our goal is to be partners with you in your child's learning journey and we hope you enjoy your year at preschool with us.

Daily Routine

Times are an indication only and may be subject to change

8am	Educator preparation time Set up of inside and outside areas. Learning experiences are set up for individual play as well as group play and based on children's needs and interests.
8.30am	Children and families arrive. Families and children are greeted as they arrive. Parents sign in their child and check their information pocket. Families are welcome to stay and play with their child. Educators use this time to speak with families and to interact with children. Children are encouraged to find their own named locker and to put their lunch in the lunch crate. Children participate in learning experiences inside/outside
9.00am	Group time – whole group for first 4 weeks – in term 1 only. Explicit teaching of routines, setting of expectations and safe play rules From wk 5 children split into smaller groups
9.40am	Free play – children are able to choose their own learning activities. On offer each day is a variety of social, cognitive and motor activities for children to further develop their skills. Children are also encouraged to ask for equipment or adjuncts to add to their play. Fruit time – children can have their fruit/veg snack at any time during our free play periods. The fruit table is always set and children are also regularly encouraged to have a drink. Literacy groups – children are chosen to participate in literacy groups through the morning. Educators will also work with different groups of children of a variety of learning projects.
11.15am	Lunch time set up begins – children help with cleaning the tables and taking the lunches from the fridge. Children then wash their hands before finding their lunch and taking a seat. As we have a large group we hold a 'rolling' lunch meaning children can choose to have their lunch earlier or later depending on how hungry they are. A limited number of tables and chairs are set up for lunch. Children are supervised during lunch time and educators often use this time to discuss different foods and healthy food choices. Children are encouraged to eat a range of their lunch foods, but educators will not force children to eat. Any uneaten foods are sent home. As children finish lunch there will be relaxation time in the big group room with an educator. When UV rating is 3 or above children will also reapply their sunscreen at this time.
12.15pm	Inside/Outside teams swap over
1.00pm	Free play and fruit time. During the afternoon children are able to choose their own learning experiences. Some activities may be changed over at this time. Educators will also work with different group of children on a variety of learning projects. Literacy groups – children are chosen to participate in literacy groups through the afternoon
2.30pm	Pack up begins – inside and outside teams Children help to pack away/clean tables etc
2.45pm	Group time in 2 large groups Our group times are planned learning times and may focus on a variety of topics including literacy, numeracy, Child Protection Curriculum or the You Can Do It social skills program. Concepts are presented through stories, dramatic play, songs, rhymes and games.
3.00pm	Group activity or quiet activities on mat in group room. Children can be collected by families at this time. As an educator sees a parent/caregiver the child is farewelled and encouraged to say goodbye in return.
3.15pm	End of day – all children must be collected by this time. A late fee of \$5.00 per 15minutes will be charged for late pickups.

Please place on the fridge for future reference

Fruit/Snack Time

We encourage the children to eat at regular times during the day; however we do not force children to eat their snack. The fruit table is always available for children to sit and eat their morning or afternoon snack. Please remember that snack time is fruit or vegetables only. Snacks are to stay in your child's bag – so please be aware of weather conditions and pack snacks with an ice brick in the summer.

Some ideas for fruit time...

- ☺ Vegetables – any that your child can eat independently eg cucumber or carrot sticks, capsicum slices, cherry tomatoes, snow peas, corn on the cob or corn kernels
- ☺ Fresh fruit – any that your child can eat independently eg apple, banana, strawberries, kiwi fruit, pineapple, melon, blueberries, orange, mandarin, tangelo, nectarine, peach
- ☺ Fruit salad
- ☺ Dried fruit

Lunch time

At preschool we have a 'rolling' lunch... this means that children can choose to eat when they want to over the lunch time period. Some children prefer to eat early, some like to eat later. All children must come and sit down for lunch and are encouraged to eat. However we cannot force children to eat all their food. All uneaten food will be sent home so you can monitor what your child is eating.

Please do not send lunches that contain *EGGS* or *NUTS*. This includes peanut butter, nutella or other choc/nut spreads, museli bars, fried or boiled eggs, quiche, omelettes or frittata. Our Healthy Food policy does not allow sweet biscuits, chocolate, cake, or chips.

Some ideas for healthy food lunches at preschool...

- ☺ Vegetable salad/pasta salad/tuna salad
- ☺ Pita bread filled with salad or vegetables and low salt lunch meats (eg ham, chicken, beef)
- ☺ Savoury sandwich/baguette/bagel
- ☺ Rice cakes with savoury filling/vegemite
- ☺ Fruit salad
- ☺ Savoury rice (without egg)
- ☺ Cold rolls
- ☺ Sushi
- ☺ Felafel and hummus
- ☺ Baked beans
- ☺ Carrot/zucchini/vegetable slice (with no egg)
- ☺ Cracker biscuits/crisp breads (SAO, Salada or similar) with cream cheese, cottage cheese, vegemite or butter
- ☺ English muffin with butter/vegemite/cheese
- ☺ Homemade pizza

At lunch time your child can also have yoghurt, cheese/cheese sticks or a milk/juice drink. Please be aware that we cannot re-heat or cook foods due to health regulations.

Lunches are to be placed in the lunch crates on the veranda each morning. Staff will then place them in the preschool refrigerator. If you would like to send hot food, it must be sent in a thermos.

Some ideas for hot foods (in a thermos)

- ☺ Soup
- ☺ Pasta/rice
- ☺ Casserole/stew