BURTON PARK
PRESCHOOL

Brookfield Avenue
Burton, S.A. 5110

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Phone: 8280 6472

A place for learning and growing together ...

Government of South Australia
Department for Education and Child Development
Welcome to Burton Park Preschool.
Thank-you for choosing to visit our preschool.
We look forward in being able to share in your child's learning journey and the many interesting, challenging and fun opportunities that this will create.

We greatly value the role of parents as the child's first and most important educator and as such are keen to foster a strong partnership between home and preschool. This booklet has thus been developed to foster the transition process, as we work together to give your child the best start in life that we can.

Our vision is to develop happy, independent individuals who value diversity, communicate confidently and have freedom of choice.

MISSION STATEMENT
It is our aim to provide our community with an early learning program where children 0 to 5 years are welcomed into a stimulating, multicultural environment that enables them to experience the joy of learning through play.

At Burton Park Preschool, our core values include ...

- play
- respect
- team work
- happiness
- diversity
- safety
- trust
- quality
- creativity
ALLERGIES

Please advise us as soon as possible if your child has any allergies. We will require necessary information to ensure your child’s safety as it relates to their condition - such as avoiding certain foods; administering epipen etc.

ARRIVALS AND DEPARTURES

For children’s safety, please ensure that
> both glass doors are securely closed after entering/leaving the building
> your child is inside the preschool building before you leave
> let a staff member know if your child is reluctant to say goodbye and we will help to settle him/her once you have said goodbye
> if another person is collecting your child, please inform staff and record their details in our ‘pick-up book on the foyer - also let this person know that we may require photo identification upon pick up
> always let a staff member know if you take your child home early
> at the end of each session, please wait for staff to say goodbye to your child before leaving with them
> display your permit when parking in the disabled parking bay - a staff member can help you with a permit in special circumstances

ATTENDANCE

Four year olds are entitled to 4 terms of preschool in the year before they start school. This is to help them develop a strong educational foundation for learning, including socialising with other children and building happy experiences. In turn, this will help them in their transition to school.

We therefore encourage you to help your child maximise their learning opportunity by attending regularly. This also helps to establish good attendance patterns in the early years.

Remember - EVERYDAY COUNTS!

BEHAVIOUR MANAGEMENT

At Burton Park Preschool, we encourage children to develop a positive sense of identity and experience respectful, responsible relationships. Our curriculum therefore aims to bring together the diverse backgrounds of our children and help them to
> develop a positive sense of security
> recognise and value individual differences
> show care towards others and the environment
> work with others, sharing and taking turns
> develop an understanding of their rights and the rights of others
> identify and respect the feelings of others
> work together to establish rules and routines
> understand that our actions have consequences,
> develop positive strategies for dealing with conflict

BULLYING

Every child has the right to feel safe at preschool/school. Thus bullying is not accepted.

Should an incident occur at preschool, children who are aggressive towards others will be spoken with in a firm but sensitive manner. They will be reminded of preschool rules and consequences and ‘time in’ may be used depending on the nature of the incident. In exceptional/ongoing situations, parents may be contacted to pick up their child early. In such cases, we will work with parents to develop strategies for helping to address the inappropriate behaviour and help the child to engage in a positive manner with others.

If your child is experiencing bullying, we encourage you to let us know so that we can work with all involved to solve any possible problems as soon as possible.

CAR PARK

The car park off of Brookfield Avenue is the easiest car park facility to use when accessing the preschool. Please be aware however, that you do so at your own risk. For this reason, we ask that you be mindful of other vehicles to avoid dents and scratches. Should an accident occur, please remember to leave your details with the other driver/car for insurance purposes.

We also ask that you respect assigned car parking zones. We have 1 disabled park which is allocated for families who have a disabled permit displayed. Staff have designated parks and we ask that you keep these parks free.

The car park is a SLOW ZONE. Please reduce speed and check carefully before reversing to ENSURE CHILDREN’S SAFETY. Similarly, encourage your children to use the footpath and to cross over the driveway under adult supervision.

CHILD PROTECTION CURRICULUM

It is mandated for all DECS preschools and schools to offer a Child Protection program as part of their curriculum. We do this through explicit teaching practices in our small groups, with children completing a Child Protection booklet that records the learning we do each week. Parent information is also provided in the booklet which we hope will be useful to you when sharing this booklet with your child once completed.

The two underlying principles of Child Protection are that we all have the right to feel safe and that we can help ourselves by talking to people we trust. These two themes are also reinforced throughout our general program and play experiences.
COMMUNICATION POCKETS
All children have a communication pocket which is located in the entrance of our preschool. These ‘pockets’ are used to send out notes, newsletters etc. Please check this regularly to ensure that you keep up to date with preschool programs, important dates and other information that we need to share with you.

CROSS CAMPUS CONNECTIONS
At Burton, we work in close conjunction with the school campus to help foster a smooth transition to school and continuity of learning. To facilitate this, we participate in special events when appropriate, visit classrooms, engage in peer based learning programs, borrow from the library, visit the technology room and share specific literacy based programs across the early years of schooling. Our aim is to provide a seamless curriculum for children from birth through to year 7 at school and to help support families with children’s growth and development at one educational site.

Specific programs include:
THE SCHOOL EXPERIENCE ... an informal parent meeting held in the preschool on Tuesday and Wednesday of week 5 each term. Bronwyn Honey, School Community Liaison Officer, chats from a school perspective about what to expect when your child starts school. This is held once parents have dropped off their children in the morning and lasts about half an hour.
BURTON SCHOOL TOURS ... Bronwyn conducts a walk around visit of Burton Primary School on Wednesday of week 3 and 6 each term. All welcome.

EARLY YEARS LEARNING FRAMEWORK
The Early Years Learning Framework, developed by The Council of Australian Governments, is called ‘Belonging, Being and Becoming’ and is used across all States and Territories in Australia.

The Framework is based on international evidence that early childhood is a vital period in children’s learning and development and thus aims to enrich children’s learning from birth to five years and through the transition to school. It conveys the highest expectations for all children’s learning and communicates this through the following 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 therefore use these outcomes to guide our planning and programming, working in partnership with families to actively engage children in learning, identify children’s strengths and interests, choose appropriate teaching strategies and design the learning environment.

Our program and practices are reinforced by the United Nations Convention on the Rights of the Child which recognises the child’s right to play. It also states that all children have the right to an education that lays a foundation for the rest of their lives, maximises their ability and respects their family, cultural and other identities and languages.

EMERGENCY PROCEDURES
Please refer to the attached summary regarding our emergency procedures. These are discussed with the children and ‘practice drills’ will occur periodically throughout the year.

EXCURSIONS
Throughout the year, we like to take children on an excursion. This may be to places such as the theatre, zoo, museum, Botanical gardens, etc. - the venue will depend on our curriculum at the time. Excursions generally cost between $15 to $20. The preschool will subsidise part of the cost but parents will be asked to contribute towards the excursion as well (usually between $10 - $15 dollars). For safety reasons, we will split the children into two groups and take one group at a time over different days. This helps us to have a better staff/child ratio. We also strive to give much notice as we can regarding the cost as we encourage all children to attend. If you do have any difficulties with payment, PLEASE speak with a staff member as early as possible.

FEES
Preschool fees are $40 per term.
A $10 subsidy is offered to families with health care or pension concession card.
Invoices are sent out at the beginning of each term, but payment can be made at any time throughout the term.
Occasional Care fees are $5 per session or $1.50 if a health care card or pension concession card.
A late fee has been endorsed by Governing Council in the case of children frequently being picked up late.
This equates to $5 per 5 minutes. We understand that sometimes emergencies do arise, so if you are running late, please let us know as soon as possible. Children can become quite distressed when they see other children going home but no-one is there to pick them up.

FIRST AID
All staff are trained in basic first aid and are retained every 3 years, including specific training for asthma and anaphalactic reactions. A staff member with seniors first aid is also on site at all times. Standard procedures are followed when administering first aid and all incidents are recorded in the site’s first aid log. An accident notification sheet will be put in your child’s communication pocket if he/she requires minor first aid treatment whilst at preschool. In more severe cases, you will be contacted to seek further medical advice. Thus, please ensure that you keep your emergency contact details updated to help us in such situations.
**FUNDRAISING**
Throughout the year, we seek your support in helping us to raise additional money to purchase new equipment for the children.

Traditionally, these have included ...  
- Kyton’s Bakery Easter Orders  
- Toy Catalogues  
- Family Photos  
- Community Christmas Celebrations  
- community raffle

We also have book sellers display a selection of books each term, which you are invited to order (the preschool earns a commission in goods which we use towards the Christmas raffle).

**GOVERNING COUNCIL**
Governing Council is a great way for you to be involved in the decision making process of the preschool. Governing Council meets the second Tuesday every month at 6.30 pm. (not during school holidays) and we combine our meetings with the school.

We would strongly encourage you think about representing families on this important group.

**GRADUATION**
We celebrate the completion of each child’s four terms at preschool with a small ‘graduation’. This is generally held in the last week of their final term. Each child is presented with a special certificate, their learning journey books, art bags and a small gift from the staff. All parents and family members of the children graduating are invited to attend. Reminders are sent out the week prior, confirming the exact time and date. Photographs are welcome but we do ask that these are taken individually after the formalities are finished. This way we can respect the right of some families not to have their child’s photo taken.

From past experience, our graduations have proven to be a lovely way to share and celebrate in the completion of the preschool years as your child prepares to move on to school.

**HANDWRITING**
We use the South Australian Modern Cursive font when teaching children to write. This has two forms - the beginners alphabet and the cursive formation. The beginner’s alphabet is what we use first and an example of this has been included with this induction booklet. As your child shows an interest in writing, please support them by using the handout to model letter formation, starting with lower case.

**HAT POLICY**
Our hat policy supports the Cancer Council’s recommendations for wearing hats during the warmer months of the year. The Cancer Council states that “In Australia, we need to balance the risk of skin cancer from too much sun exposure with maintaining adequate vitamin D levels (important for maintaining good health and to keep bones and muscles strong and healthy).

Our hat policy, as endorsed by Governing Council, therefore requires children to wear hats during terms one and four and on excursions as deemed appropriate. Naturally, hats can be worn during the cooler months of the year as well but are only compulsory during the the first and fourth term at preschool.

**HEALTH SUPPORT PLANS**
Sometimes children have special health requirements. To help us best care for your child and to ensure all their health care needs are met, we may need to develop a health support plan in conjunction with you. This will also require advice from your doctor. Please raise any medical issues and/or concerns that you may have regarding your child's health when they first begin with us.

**HEALTH AND WELLBEING**
Wellbeing incorporates both physical and psychological aspects of health and is central to belonging, being and becoming. It includes  
> good physical health,  
> building resilience and perseverance  
> the ability to take responsibility for personal care  
> learning about nutrition  
> developing personal hygiene strategies  
> participating in physical fitness  
> exploring emotions and self control  
> fostering positive social relationships

A strong sense of wellbeing provides children with confidence and optimism which maximise their learning potential.

Our curriculum therefore incorporates a range of programs which reflect our commitment for all children to develop a strong sense of wellbeing.

Such programs include sneeze safe; hand-washing practices; oral hygiene, healthy eating practices, shared fruit, child protection, social skill development, fine and gross motor activities, a balance of active and restful activities, and collaborative learning opportunities.

In partnership with families, these programs aim to value and build on children’s strengths, skills and knowledge to ensure their motivation, engagement and success in their learning journey.
HEALTHY FOOD POLICY

Our goal is for children to be eating healthily and appropriately during sessions. This goal is based on educational research which has found that foods low in processed sugar and saturated fats help children to learn, concentrate and develop far more successfully. For this reason, we have a shared ‘fruit time’ each day - we ask that children bring a piece of fruit or a vegetable to preschool and get them to pop it in our fruit bowl each morning. A staff member will cut this up for sharing during our literacy groups each day.

Similarly, we discourage sending your child with cordials and other sugary drinks. As an alternative, we do provide filtered water.

Storage of food - please let a staff member know if you need your child’s food kept in the fridge - we are happy to pop items such as dairy/cold meats etc in the fridge for the children’s lunch.

Please leave lunch boxes in your child’s bag/locker - they will come to collect these under staff supervision at lunch time.

Please ensure that all items are clearly named.

As it is important to learn moderation, we will occasionally have ‘special treats’, where children will be able to eat other foods.

HEAD LICE

From time to time, head lice can cause a problem. If your child does get head lice, please let us know as soon as possible so that we can inform other parents to check their child’s hair. We really need to work together to eliminate head lice and to prevent children being reinfected. Remember that it is crucial to treat your child’s hair 5-7 days after the initial application of medicated shampoo to ensure that all lice and eggs are removed... and don’t forget to check all members of the family! Please note that children can return to preschool once their hair has been treated.

INTAKE POLICY

Four year old children are entitled to 15 hours of preschool education per week in the 12 months prior to them starting school. At Burton Park Preschool this means that your child will be placed in to either our Monday/Tuesday group (GROUP A) OR our Thursday/Friday group (GROUP B) and will be able to attend on alternate Wednesdays - thus equating to 30 hours preschool every fortnight.

As from 2013, there will be a single entry date for all preschools across Australia. Because this will be a transition year, there will be an intake in term 1 for children who turn 4 by January 28, 2013 and a once off intake at the beginning of term 2 for those children who turn 4 between January 29 and April 30, 2013.

Children who start in term 2 will have an increase in the number of days they will be able to attend, probably in term 4, so that they can still access their entitled number of hours over a shortened school year. At the time of print, this has yet to be ratified by Governing Council.

As from 2014, there will be only one intake. The cut off date is April 30. This means that any child turning 4 on or after May 1, will need to wait until the following year before they are eligible for preschool. This is a National reform and the affect will also flow on to schools as from 2014.

LIBRARY BORROWING

Each preschool child will be given a borrowing number from the school library and will be taken over to borrow each fortnight. You are very welcome to get a borrowing number as well - just pop in to the library and they will set you up to borrow with your child. Community borrowing time is from 2.30 - 3pm each afternoon.

LITERACY

Literacy is our major site priority. It is about listening, speaking, reading, viewing and writing. Key elements that shape our literacy program include ...

> oral language development
> building vocabulary
> developing fluency
> phonemic awareness, including rhyme
> phonics (the sound letters make) and
> comprehension skills

Activities that you can do to help your child at home include ...

> bedtime stories
> reading catalogues
> looking up t.v. programs
> identifying labels on shopping trips
> talking about traffic signs
> reading birthday cards
> discussing symbols and logos
> finding telephone numbers
> sharing the mail
> pinning up messages on the fridge
> making lists together
> visiting the library
> lots of chatting together
> explaining the meaning of new words
> share conversations of interest with your child
> asking simple questions
> playing with words - rhyming and nonsense words

Most importantly, remember to enjoy your time together and have fun!

MEDICATION

Please let us know if your child is taking any ongoing medication, such as ventolin for asthma. For us to administer this medication, a health care plan will need to be completed detailing the type of medication and instructions of use and have your signed consent, This medication must be clearly named and kept in our first aid cupboard, out of reach of children.

Unfortunately, we are unable to administer general antibiotics or paracetamol.

Staff Members
as at term 1, 2013

Kate Drew
Michelle Victory
Olivia Victory
Vi Trieu
Olga Lane
Tuyen Hua
Ros Harrison
Angela Golding
Rachel Mudge

Preschool Session Times
... Monday to Friday ...
8.30 am. – 2.30 pm.

GROUP A:
Monday, Tuesday and alternate
Wednesdays (odd weeks)

GROUP B:
Thursday, Friday and alternate
Wednesdays (even weeks)

Occasional Care Session Times

Morning Group
8.30 am. – 11.15 am.

Afternoon Group
12.00 noon – 2.45 pm.

... Monday - Thursday ...
**NO SMOKING**
In the interest of public health, please refrain from smoking on the preschool or school grounds.

**NUT FREE**
Due to severe allergic reactions which some of our students have to nuts, we ask that you do not send any products that contain nuts to preschool - such as peanut paste, nutella, health bars with nuts, etc.

**PARENT COMPLAINTS**
The DECD process for any concerns or complaints raised by parents/carers is a three tiered approach with the child's school/preschool being **the first point of contact**, followed by the regional office if not resolved at site level then referred to the Parent Complaint Unit if no resolution at local level. Please refer to the additional handout about how to raise a concern you may have with our centre. We will always strive to work with you to resolve any issue raised however should you require, additional information can be accessed on the following websites:

**PLAY BASED LEARNING**
Our program has a strong emphasis on play-based learning as recognised in the Early Years Learning Framework (EYLF). “Play-based learning provides a context for learning through which children can organise and make sense of their social worlds, as they engage actively with people, objects and representations.” We facilitate this by ...
- taking on different roles in children’s play
- using a range of strategies to support learning
- sharing conversations with children to extend their thinking
- providing a balance between child led, child initiated and teacher supported learning
- creating environments that encourage children to explore, solve problems, create and construct
- use play experiences to build attachment
- building on children’s learning through spontaneous teachable moments
- promoting and modeling positive ways to interact with others
- supporting the inclusion of all children in play
- helping children to recognise when play is unfair and offer constructive ways to build a caring, fair and inclusive learning environment.

**PHOTOS**
We like to take lots of photos (and sometimes video footage) of children whilst they are working and playing at preschool. These photos are generally used to record children's learning journeys in their portfolio books, through our preschool photo album and in displays. Sometimes photos may be used in educational materials for special presentations and/or professional learning opportunities. We therefore require your permission to publish your child’s photo, hence there is a separate consent form to sign if you are happy for us to do this.

Professional photos are taken in term 1 each year of the children in our preschool program. This operates on a pre-paid system however you are under no obligation to purchase the pack. Prices and dates are confirmed at the beginning of each year so please keep an eye on the newsletter for specific details.

**POLICIES**
A copy of our preschool's policies is available in a paper format upon request - please ask a staff member if you require this information. DECD policies are available on the NQS Policy Web Page as follows:

**PRIORITY ACCESS POLICY**
Parents/guardians who register an intent to enrol their child at Burton Park Preschool will have their application assessed by the preschool director and/or Regional Office to ensure equity in allocating preschool placements. If the demand for this service exceeds our site capacity, then the priority access policy will apply.

In such situations, enrolments will be assessed on the following criteria:
- children living in the immediate local area
- children under the Guardianship of the minister
- Aboriginal or Torres Strait Islanders
- children in families which include a disabled person
- children at risk of abuse or neglect
- children in socially isolated families
- children in families with culturally and linguistically diverse backgrounds
- children of single parents
- other site specific circumstances

Enrolment will then be determined in accordance with the Preschool Enrolment Policy of DECD and in line with DECD guidelines for the Northern Area.

**REPORTING**
Reporting strategies used include
- informal conversations between parents and staff
- documenting each child’s learning journey through each child’s Portfolio book
- formal summative reports in the term prior to children starting school
- meetings with parents, preschool staff and other support services as required
- photo album and displays, reporting on curriculum outcomes and engagement of children

Please make an appointment to discuss any concerns you may have regarding your child’s development. This way we can ensure confidentiality.

**SICKNESS**
If your child is unwell, we encourage you to keep them at home. We appreciate it if you can let us know so that we can record their absence accordingly.

In the case of infectious illness, please let us know as soon as possible so that we can inform other parents/caregivers. In such circumstances, a note will be sent out to families informing them of possible symptoms to look for and necessary precautions to take.
SPARE CLOTHES
It is a good idea to pop a spare change of clothes in your child’s bag in case of any little accidents that may occur whilst your child is at preschool. If your child does need to be changed, their clothes will be sealed in a plastic bag with a ‘WHOOPS’ note to let you know what happened. We gratefully receive any donations of second hand clothes that your preschooler may have outgrown for our emergency supply.

SUN SAFE POLICY
the key strategies of our sun safe policy include
> minimising play during peak UV times
> providing shaded areas for outdoor play
> implementing a hat policy
> promoting use of sunscreen
> educational programs about sun protection, such as ‘SLIP, SLOP, SLAP’
> role modeling
> checking temperature of equipment before play

Please note that we encourage parents/care givers to put sunscreen on their child before coming to preschool. Sunscreen will be reapplied at lunch time to children who stay all day. This is supplied by the preschool. However, if your child has a sensitivity to different brands, we ask that you send your preferred brand along with your child.

T-SHIRTS
Preschool T-shirts are available at a cost is $12-.
Please see a staff member if you would like to purchase one.

TRANSITION
At Burton campus, a series of three classroom visits are organised for children in the term prior to them starting school. This generally occurs in the last three weeks of term on a Wednesday morning. A staff member from the preschool attends each visit and is there to help the children settle in to their classroom during the first week back at school after the holidays. On the first visit, parents are also invited to attend an information morning tea.

The main objective of our transition program is to help children become better acquainted with the change in learning environments, meet their teacher and get to know some of the other children in their class. This facilitates continuity of learning from preschool to school. Sometimes, additional visits are arranged for children who may have special needs (learning, social and/or emotional) - these are negotiated with the parents and classroom teacher.

TOOTLES
Tootles is our preschool turtle. She has been with us since the preschool first opened in 1990. The children love to watch her and observe her behaviour. Tootles enhances our curriculum by fostering the dispositions of care, responsibility and respect of other living things in our environment. Come and say hello to her next time you have a spare moment with your child.

PROGRAMS

PRESCHOOL PROGRAM M – F
Children over 4 are eligible to access 5 sessions a week under the Universal Access initiative and engage in an educational, play-based curriculum based on the National Early Years Learning Framework.

OCCASIONAL CARE M – TH
A service provided by qualified staff, which is integrated with the preschool program, for children from 3 months of age to 4 years. Children are able to book in for one session per week.

PRESCHOOL SUPPORT
A service provided to support 4 year old children with specific learning needs. Assessment and specific learning programs are developed in conjunction with DECS specialist services.

BILINGUAL SUPPORT
A program provided to support 4 year old children who use English as their second language.

ARTSmart
We are an ARTS focus site, incorporating the arts throughout the preschool curriculum and using it as a catalyst for student engagement. Each of the ARTS assists in developing identity, confidence, social participation and inclusion. Cultural diversity and indigenous cultural heritage are integral to all art forms and hence to our curriculum.

CHILD AND YOUTH HEALTH SERVICES
A health screening is organised for your child with CAYHS. This usually occurs when you child is around 4 and half years of age.

SMITH FAMILY
We offer the ‘Let’s Read’ program, sponsored by The Smith Family, which is designed for children from 3 months of age up to 3 and half years. Please speak with a staff member if interested in participating in this worthwhile venture.