



# Salisbury Heights Preschool

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# Information Booklet



## 2024

### Preschool Sessions

Koala Group: Monday and Tuesday

8.15am-3.45pm

Or

Wombat Group: Wednesday and Thursday

8.15am-3.45pm

### Playgroup Session

A parent led Playgroup operates on Fridays

9.30am-11.00am



Government of South Australia  
Department for Education

# Welcome

Members of the staff and Governing Council welcome you to Salisbury Heights Preschool. We look forward to sharing your child's learning journey with you to ensure that our time spent together will be a happy and fulfilling experience for both you and your child.

Please take time to read through this information booklet as it will help you to gain an insight into our philosophy, goals, curriculum and routines. It will also outline the policies and procedures to ensure that you have a smooth transition into our preschool community.



At the Salisbury Heights Preschool we aim to provide a high quality flexible educational programme that is inclusive, equitable and accessible for all children, meeting the needs of individual children and their families. We encourage families to be involved in the services. You are welcome to visit or be a part of our programme after consultation with the Director or a Teacher.

We offer:

- Preschool sessions
- Playgroup

The Preschool curriculum is developed by the staff and is based upon the Australian National Curriculum, the "Early Years Curriculum Framework" (EYLF), "Belonging, Being & Becoming."



The outcomes that we develop the learning programme around are:

- 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 develop these outcomes with children through indoor and outdoor play. Outdoor play allows free movement and curiosity with the environment around them. We have many interesting conversations with children outside and we are led by their curiosity, questions, and games. Children have access to a sandpit and mud kitchen for digging, building and creating. The addition of water to these areas is always fun for children and opens new directions in their play. We encourage children to explore their outside environment in all seasons. Children notice many differences in the outdoor play during the various months. Puddles during winter are exciting, as well as being out in the rain.



We encourage families to ensure that their child comes to preschool ready to explore the great outdoors! Hats (wide brimmed/Legionnaire), T-Shirt, sunscreen during the summer months. Warm jumpers, raincoats, beanies, gumboots during the winter. Our philosophy statement represents these learning outcomes. This statement was developed with our educators, children, and families. It's a live document, that is embedded within the teaching and learning.

## Salisbury Heights Preschool Philosophy Statement



At Salisbury Heights Preschool, **we acknowledge the strong connection the Aboriginal and Torres Strait Islander have with the land and our local community, and we strive to reflect and actively support this.**

We believe that children are strong capable learners. We also believe in empowering children to make decisions on factors which affect them. Children learn through play, engaging in positive relationships with their educators and peers.

Through play we encourage children to use their imagination and creativity by providing open ended activities. Each and every child is respected and valued and is at the centre of the curriculum. Our programme uses the principles and practices of the Early Years Learning Framework to support children's learning and development. Through our teaching pedagogies we scaffold children's experiences and ideas, to create a preschool culture that is inclusive of all children and families.

We use the pedagogy of Nature Play to invite children to engage in outdoor play learning experiences and care for their natural environment. We believe that children who play in natural settings, play in more diverse and imaginative ways and build social connections and skills. We value sustainable practices and in embedding sustainability into our daily routine.

We trust in the value of early childhood education and that a positive sense of self and wellbeing is the foundation for learning success. We believe in promoting a sense of belonging and in encouraging children to take considered risks in their decision making. Children are encouraged to explore the world around them through dramatic play, sensory activities, literacy and numeracy exploration, developing their imagination, curiosity and creativity. We believe that children learn through extended play experiences and enjoyment.

We acknowledge the importance of building respectful and reciprocal relationships with families and the community. We believe that working in partnerships with families will

support the holistic development of children. We have a team of passionate and dedicated educators who continue to strive for personal excellence in early childhood education. We believe in empowering children by encouraging self-help skills and independence. We believe children and educators are both researchers and constructors of knowledge and ideas. We value our relationship with children and view the learning environment as the third teacher, which is responsive to the needs and ideas of children and their families, and values the child as a citizen within the community.

We believe in the philosophies of the Reggio Emilia Approach and in the 100 languages of children poem, which captures the true essence of the value of our teaching in early childhood education.

## **The 100 Languages of Children**

### **The child**

Is made of one hundred.  
The child has  
A hundred languages  
A hundred hands  
A hundred thoughts  
A hundred ways of thinking  
Of playing, of speaking.  
A hundred always a hundred  
Ways of listening of marvelling of loving  
A hundred joys  
For singing and understanding  
A hundred worlds  
  
To discover  
A hundred worlds  
To invent  
A hundred worlds  
To dream  
The child has  
A hundred languages  
(And a hundred hundred hundred more)  
But they steal ninety-nine.  
The school and the culture  
Separate the head from the body.  
They tell the child;  
To think without hands  
To do without head  
To listen and not to speak  
To understand without joy



To love and to marvel  
Only at Easter and Christmas  
They tell the child:  
To discover the world already there  
And of the hundred  
They steal ninety-nine.  
They tell the child:  
That work and play  
Reality and fantasy  
Science and imagination  
Sky and earth  
Reason and dream  
Are things  
That do not belong together  
And thus they tell the child  
That the hundred is not there  
The child says: NO WAY, the hundred is there--

*Loris Malaguzzi*

*Founder of the Reggio Approach*



## Settling in

Some children need a lot of reassurance to settle into Kindergarten, while others throw themselves whole-heartedly into activities straight away. There is no right or wrong way, every child is unique. We recognise that parents know their own child/children best, and staff will support you to develop a suitable system of separation that suits everyone. Please make sure that you always say 'goodbye' to your child when you leave, don't 'sneak away' as it is vital that we work together to build trusting relationships. We use the Class Dojo app to share information with families about their child's learning and engagement at preschool.

We encourage children to be responsible for their own bags and belongings. It is important to let your child hang their own bag on a hook at the beginning of their session so that they know

where to find their fruit, drink bottle, hat etc.

While waiting outside for the middle doors to open, it is paramount that parents/caregivers supervise their child prior to the beginning of the session, as staff are involved in setting up the Kindergarten learning programme and cannot offer supervision for children if they arrive early. Doors will often not be opened until the official session beginning time of 8.30am.

## Our Preschool Educators



Donia-Director



Steff -Teacher  
Monday/Tuesday



Aimee-Universal  
Access Teacher  
Wednesday/Thursday



Pallage-ECW



Sarah-ECW/Preschool  
support/Admin

# Rhythm of the day

**8:15am:** Marni-naa-pudni : Welcome all/indoor outdoor play/rolling snack

**9:30am:** Acknowledgement of country

Small groups- active listening,

phonological awareness through music/games/story book reading/sunscreen

Indoor/outdoor play/rolling snack

**12:15:** Gathering/songs/sunscreen

**12:30:** Lunch time

Indoor/outdoor play

**2:00pm:** Yoga/sunscreen

Afternoon snack

organise belongings

Indoor/outdoor play/tidy up

**3:45pm:** Wanti naa, Wardli- ana -Where you going, Going home

## What to do upon arrival at Preschool

1. Sign in your child – sign in sheets are on a table in the foyer area.
2. Ensure your child/children have sunscreen on
3. Encourage your child/children to put their bags in their named cubical
4. Encourage your child/children to put their drink bottle on the trolley.
5. Check your child's pigeonhole for any notices or newsletters. (Fig.4)
6. Help your child to settle into an activity and say 'goodbye' before you leave.



# What to Bring to Kindy?

- Bag
- Hat
- Fruit snack x 2
- Drink bottle (water only)
- Lunch box
- Ice brick (to keep lunch box contents cool)
- Spare clothing in a plastic bag
- Any Medication (see *below*)

Please ensure that all items are labelled clearly, and your child is independently able to manage their belongings.

## PLEASE DO NOT BRING TOYS

Children often get distressed if they bring a toy to Kindergarten and it is then lost or broken. Please support us by keeping children's toys at home.

## Hat

Your child will need to bring a **named** broad brimmed or legionnaires hat. Our centre has a policy "NO HAT, NO OUTDOOR PLAY." This supports the recommendation of the Anti-Cancer Foundation. Children need to wear a hat on any day when the U.V. level is predicted to be 3 or above. This level can be achieved during the winter months as well as at other times during the year so please ensure that you pack a suitable hat **every day**. We have hats for sale, if you wish to purchase a hat please see Maxyne.



Children who forget their hat are asked to play indoors or under the verandah. We encourage children to be independent and take on the responsibility of caring for their own hat. Please encourage your child to apply sunscreen before the start of the session. Sunscreen will be given to children at lunch time, and is available throughout the day. As part of protection from the sun children need to wear clothing which covers their shoulders.

## Clothing

A child's Kindergarten year is a special time where children have the opportunity to explore, grow and develop through the use of a wide range of learning experiences. Sometimes children will be apprehensive about participating in these valuable experiences because they are concerned that they will be punished if they get dirty. You can help by:

- Dressing your child in play clothes or old clothes, (smocks are provided for messy art activities).
- Sending a change of clothes with your child (Place spare clothes in a plastic bag, place into their Kindy backpack. Name all clothes and shoes.)
- Wet weather items to pack can include gumboots, raincoat, umbrella, waterproof onesie (available from Nature Play SA for approximately \$37.00)

Choose clothes that wash easily and are suitably comfortable for climbing, running, jumping and swinging, as well as clothes that can withstand a bit of wear and tear as your child will be working with paints, glue, sand etc. Please ensure that clothing covers shoulders and ensure that your child wears appropriate shoes, not thongs or plastic clogs (such as 'cros') as these are



inappropriate for running and climbing. Currently we offer Kindergarten T-Shirts (\$15), Jumpers (\$20) and hats (\$15) for sale. Please ask a staff member for further information.

## Fruit/ Snack/Lunch

Your child will need to have a piece of fruit or a snack for each Kindergarten session. As part of children's learning we encourage them to wash their hands, get their own snack out of their bag and then eat their snack. Educators will encourage each child to be independent and support them through this process accordingly but are available to assist as necessary.

We have a healthy food policy at the preschool. Foods you may like to send at fruit time include fresh fruit, dried fruit, cheese, fresh vegetables or sandwiches with a healthy filling. We ask that you **DO NOT SEND** chocolate, chips, cake or anything in a wrapper such as muesli bars, dip-its and fruit bars, as they may have a very high sugar, salt or fat content. If you forget, a note will be sent home with the item in question.

We are an **ALLERGY AWARE** centre, therefore, **NO NUT PRODUCTS** are allowed eg. Peanut Butter, Nutella or muesli bars. Please check labels carefully.

Please see our Food and Nutrition Guidelines for more information and ideas on what is appropriate to bring to Kindergarten. Lunches need to be sent in a insulated bag/box and kept in their kindy bags during the day.

## Drink

We encourage children to drink water at Kindergarten. Please supply a **named** drink bottle of **water** to be kept in your child's bag. If your child forgets to bring his/her bottle, a staff member will provide a cup. Cordial, fruit juice and sweet drinks are not permitted.

We ask that children bring and be responsible for their own drink bottles. These are to be kept in children's bags. Please ensure drink bottles are labelled clearly.

## Forms of Communication with Families

### Pigeonholes

Named pigeonholes are provided for parents. Newsletters, notices, artwork and other important information will be regularly placed in these for your convenience. Please check your child's pigeonhole after each session.

### Notice board

A notice board is placed under the verandah. It provides additional information about daily and upcoming events as well as other important information such as health issues. Please check at each attending session.

### Collection Diary

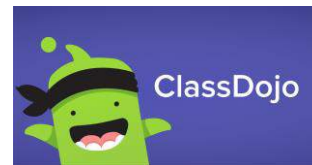
A diary for notifying staff of absentees, late arrivals and child collection is available. Please ask an educator for assistance. Please note that important or private information should be directly given to the Director or a Teacher.

### Mobile Phone/Emails

Please call or SMS the **kindy mobile on 0437 179 005** with your child's name and the reason why they are absent. WE also are able to send multiple text messages on our new Education Management System, however the number shown on those messages will NOT be the kindy mobile number. Our mobile number is highlighted above and is on the front page of this booklet. Only one selected mobile number per family is registered with this system.

## Class Dojo

We use ClassDojo to share information, updates, learning stories, photos, and videos of a variety of different activities and learning experiences. ClassDojo is available to download onto your phone or tablet. It is FREE to use without subscription.



## Early Entry

Aboriginal children and children under the care of the minister are eligible to start preschool when they turn 3. Children attend 12 hours per week and in their year before school start attending 15 hours per week.

## Absence

Please advise staff of any absences your child may have. To enable each child to gain maximum benefit from the Kindergarten programme, it is essential that children attend regularly. If your child is running a temperature or showing any signs of being unwell you must keep them at home. Please keep children home for 24 hours after the last episode of any vomiting or diarrhoea to aid your child's recovery and to prevent the spread of infection. We also ask for notification in the incidence of infectious or contagious diseases in the family.

## Detail Changes

If at any stage during your child's time at preschool there are changes to your circumstances such as telephone number, address, family situation, intended school and medical conditions, it is important that you inform us as soon as possible to ensure we are able to provide the best quality care and education for your child.

## Collection of Children

If someone other than a parent/caregiver is collecting your child from Kindergarten you must write this information in the Collection Diary or phone the preschool. Should an emergency arise, and you are unable to collect your child, please phone the Kindergarten to let us know who will be collecting your child in your absence. If you have someone collecting your child on a regular basis, please ask a staff member for an 'Ongoing Authority to Collect' form for you to fill in. Children must be collected by a reasonable adult. Refer to our Delivery and Collection of Children Policy.

When coming and going from the Kindergarten, please check that the gate shuts behind you and that no one goes through the gate other than you and your child. Please do not allow children to climb the gate.

## Car parking

Please note that the preschool car park is for staff ONLY. This is to ensure the safety and wellbeing of children during preschool drop offs. The car park is also part of our Emergency exit procedure should the need arise to exit from the front door. A child safety gate has been

built at the front entrance to the carpark. Families are able to park on Stanford Rd. The preschool has a disabled car parking space.

*Leaving your child in a car unsupervised at any time is extremely dangerous and not recommended.*

## Medication

If your child suffers from a medical condition or allergy, the preschool will require a medical plan from your child's doctor to ensure that the staff can support your child in their health needs. The medical plan needs to be up to date and must have a 12month review date clearly stated. This plan is also accompanied with a Health Support Plan (provided by the preschool) we will also have a Risk management and Communication plan in place. If your child requires medication to be administered at preschool, then a Medication Agreement will also need to be completed. Please note that creams, antihistamines etc. Are considered as medication. Medication **MUST** be clearly labelled with your child's name and correct dosage clearly visible. The preschool has the right to withhold attendance if your child does not have the correct paperwork needed. Please see the Director for the appropriate forms or for more information. **Under no circumstances should any type of medication be left in children's bags.**

## Emergency Policy

All children in attendance at the Kindergarten are signed in by you on an attendance sheet when they arrive at Kindergarten. This attendance sheet is used to identify all children in the event of an emergency or evacuation process. Therefore it is important for you to remember to sign your child in and to notify us should you child not be attending Kindergarten for their nominated session. Evacuation and lock down procedures are practised with the children and staff on a regular basis, at least once per term. An ambulance will be called in the case of an emergency. All educators are trained to administer First Aid.

## Behaviour Guidance

Positive reinforcement and encouragement for appropriate behaviour is modelled by staff. Redirection/distraction and early intervention to avoid escalation of conflict are practiced by staff. Teaching of communication and problem-solving skills that encourage self-awareness and self-discipline are an integral part of the curriculum programme. At the Kindergarten we implement a programme called, "Say What You See." Examples of this practice can be seen on display at the Kindergarten.

**Consequences for inappropriate behaviours must reflect the dignity and rights of the child.**

Children are encouraged to develop social skills that will allow them to resolve conflicts and meet their needs without the use of aggressive or destructive behaviours. We encourage children to respect themselves and others and have staff members guide children's behaviour and provide clear guidelines as to why a particular behaviour is unacceptable while they are at the Kindergarten.

## Assessment and reporting

Assessment and reporting involves collecting information about your child in a variety of ways including:

- Learning stories/Written observations/Formative assessment

- Child profile books including work samples
- Floor book
- ClassDojo app
- Photographs
- Family conversations
- Statement of Learning

## Special Services

The Kindergarten has access to some DFE (Department for Education) services including Speech Therapist, Psychologist, Social Worker and Special Support Staff. If you think that your child may require any of these services, please speak to the Kindergarten Director.

delay, culturally and linguistically diverse backgrounds or family and social circumstances. These children may attend a modified programme, as early as two terms before their eligible year of preschool. If you believe that your child may qualify for any of these programmes, please don't

## Parent/Caregiver Contributions

Contributions for the term are:

KINDERGARTEN	\$120.00 per term
Early Entry	\$90.00 per term

Public Kindergartens in South Australia are administered by the Department for Education. We rely heavily on fees to cover the costs of consumables, new equipment and to maintain a high-quality learning environment for the children. Fees are set by the Governing Council and accounts are distributed via your pigeonhole at the Kindergarten. Fees for the following term are required to be paid in full by week 9 of the current term.

If you need any support regarding the paying of contributions, please see the Preschool Director.

Internet Payments (preferred method)

ACCOUNT NAME:	Salisbury Heights Preschool
BSB:	065122
ACCOUNT NUMBER:	11221064
REFERENCE:	Child's name

Internet payments will be reconciled weekly & receipted against fees outstanding.

A receipt for internet payments will only be issued upon request. Cash, Cheque or Money Order Personal payments can be made at the Kindergarten. Fees are paid into the locked fees box located at the end of the kitchen bench. Staff members are usually available at the beginning and end of each session if required to assist parents with fee payments.

The following procedures to be used:

- Parents complete payment details on the Fees and Money Verification sheet.
- Parents complete details on a fee envelope located at the end of the kitchen bench.
- Have details counter-signed by a staff member **before** sealing the envelope.
- Please hand the envelope to Maxyne or Donia.

All other payments such as social event payments will be recorded in the same manner unless otherwise indicated.

**PLEASE SEE A STAFF MEMBER IF YOU HAVE ANY QUERIES.**



# Birthdays

We support and encourage participation in a range of cultural celebrations including birthdays. We celebrate birthdays at the Kindergarten by singing "Happy Birthday." We provide a pretend 'cake' so that the birthday child can blow out the candles.

We support family choice for those families preferring not to be involved in this celebration; please let staff know. We ask that birthday food is kept for home as it would mean that children could be eating birthday cake several times a week if every child brought cake to share for their birthday!

We love to celebrate birthdays but please do not send along any items for your child to give out to the other children.

# How you can help us

There are many ways that you can help us including: bringing in materials and resources that are listed in our donation's handout; volunteer your time on Governing Council, an event or a working bee; offering your services (trade, skill, interest) to improve our facilities or enrich our learning programme. Please see staff for more information or to offer your services.

**What about the good things!** Let us know! Don't be shy to tell us about the good things Salisbury Heights Preschool educators do or say, if you don't tell us...we won't know! Positive feedback reinforces the good things that are happening and lets staff know what is working. On this note, we are always happy to have constructive feedback or ideas for improvement. Salisbury Heights Preschool staff is committed to provide quality educational programmes and services for children and families and we are always looking for improvement ideas.

# The Governing Council

What is Governing Council?

The Salisbury Heights Preschool Governing Council provides a wonderful opportunity for parents to become involved in the Kindergarten community by strengthening the partnership between families and staff. The Governing Council aims to provide a supportive network of interested parents who can provide suggestions, advice and feedback to the Director and staff about how the Kindergarten is run and where any improvements can be made in meeting the needs of the children.

Who can join the Governing Council?

All parents and care providers of children at Salisbury Heights Preschool are invited to join. At the Annual General Meeting in Term One, the Council elects a committee of Office Bearers and various small roles are shared between Council members. You do not have to have been involved in a committee at all before to be a member of the Council, as a parent or caregiver of a child at the preschool your opinions and ideas are highly valued – all we ask is that you bring a positive and enthusiastic attitude towards strengthening the Kindergarten community partnerships. All Governing Council members must apply undertake RAN training for volunteers which can be organised by the preschool.

How much time is involved in being on the Governing Council?

Two meetings per term! Meetings are a great opportunity for parents to have real input into the management of the Kindergarten and to get to know the inner workings of the preschool environment. It is a good way to get to know other parents, the Director and some members of the Staff. The Council fosters a team environment where parents work together with staff to

make Governing the Kindergarten a fun and enjoyable experience for all involved.

## Parent/Caregiver Grievances

Our team is here to ensure you and your child enjoys a happy and healthy experience at Salisbury Heights Preschool. Should a problem arise that you feel you need to resolve with our staff, then please let us know. Communication is the key, the first person to speak to is always the staff. In almost all cases, parents together with the staff will be able to resolve the issue. Should this not be the case and you find yourself unsatisfied with the outcome, please contact the Director, who can work with you and the staff to resolve the problem.

*All grievances will be taken seriously, and our best efforts will always be forthcoming.*

## Developing partnerships with parents

At Salisbury Heights Preschool, we believe that developing positive relationships with the children, families and Kindergarten community are essential. A vital part of this is ensuring we are communicating effectively and providing lots of opportunities for dialogue about your child's learning and development, as well as the Kindergarten's programmes and environment. Throughout your child's time at Kindergarten, we will communicate information about his/her learning and the Kindergarten's programmes in a variety of ways.

Below is a list of some of the processes that you should expect to see!

- A meeting with staff to give new parents information about our Kindergarten and to fill out enrolment forms. (In the term before your child starts pre-entry Kindergarten.)
- A questionnaire to inform us of your child's strengths, needs & interests.
- Child's portfolio. You are welcome to look through your child's portfolio at any time;
- Display boards.
- Newsletters.
- Emails/SMS
- Communication through our Class Dojo app
- An informative website <https://salisburyhpre.sa.edu.au/>
- Curriculum overviews on display in the floor book and are emailed to families
- Informal chats – we are never too busy to have a chat, even if we look like we are!
- Additional meetings if your child has special needs i.e. speech, hearing, emotional issues etc.
- A Statement of Learning. (In your child's final term of sessional Kindergarten.)

We value your input and knowledge about how your child learns and will endeavour to provide opportunities for parental partnerships, input, dialogue and collaborative decision making through:

- Kindergarten staff always being friendly, caring and approachable.
- Formal and informal conversations.
- A child questionnaire at the commencement of Kindergarten.
- Governing Council Committee (you are welcome to join at any time).
- Family members are welcome to participate in Kindergarten sessions after consultation with the Director or a Teacher.

## Working together

Success in early childhood is a goal that we as educators share with parents for their children. Learning capabilities improve when the parents are involved with their children's education.

So, what can you do at home?

- Encouraging a positive attitude towards learning is one of the most beneficial things that a parent can do for their child.
- Helping your child to understand that learning is important. Actively showing an interest in what your child is learning and what is happening at the Kindergarten is essential.
- We ask that you read the information on the entrance notice boards, as well as any newsletters and information sheets placed in your child's pigeon hole. Please take note of any important dates.
- Please let the Preschool Director or one of the staff know, should there be a situation at home which might affect the child's interest in participation. A seriously ill relative, the arrival of a new baby or general changes in the home situation can be upsetting for the child.
- Educators are better able to provide positive learning outcomes for the children if they are informed of things that affect the child in the home setting.

Your input to the programme is very important so please let us know should you have any ideas. You can become involved by joining the Governing Council, or by volunteering to assist in the Kindergarten, you may have some special skills that you want to share with the children, be it singing, gardening, cooking, language etc.! (Please see the Volunteer Policy).

Our goal is not just to aim for parental involvement, but for parental partnerships, there is a big difference – this is YOUR kindergarten, we hear YOUR voice.

## Helpful Information

### Term dates for South Australian state schools

	Term 1	Term 2	Term 3	Term 4
2021*	27 January to 9 April	27 April to 2 July	19 July to 24 September	11 October to 10 December
2022	31 January to 14 April	2 May to 8 July	25 July to 30 September	17 October to 16 December
2023	30 January to 14 April	1 May to 7 July	24 July to 29 September	16 October to 15 December
2024	29 January to 12 April	29 April to 5 July	22 July to 27 September	14 October to 13 December
2025	28 January to 11 April	28 April to 4 July	21 July to 26 September	13 October to 12 December

### Child Youth Health (CYH) Screening

Child Youth Health screenings are offered to children from 4 years and 3 months old. Parents will receive notification and information as the time for your child's screening approaches.

### SA Dental Service

To find your local clinic visit [www.sahealth.sa.gov.au/sadental](http://www.sahealth.sa.gov.au/sadental)

Visit [www.greatstart.sa.edu.au](http://www.greatstart.sa.edu.au) for everyday ideas for you and your child.