



# Salisbury Heights Preschool

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# Information Booklet



Government of South Australia  
Department for Education

## 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

# 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." **We also embed The Child Protection Curriculum into our cycle of planning and programming.**

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 preschool 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



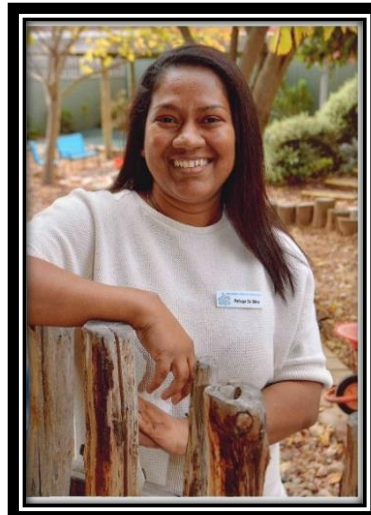
Steff: Teacher  
Mon-Thurs



Aimee: Teacher  
Weds-Thurs



Janice: Teacher  
Mon-Tues



Pallage: ECW



Sarah: ECW,  
Admin, Kindy

# Rhythm of the day

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

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

Small groups- PreLit active listening, phonological awareness through music/games/story book reading/sunscreen

Indoor/outdoor play/rolling snack

**12:00pm:** Gathering/songs/sunscreen

Small groups – Child Protection Curriculum, journal activities

**12:30:** Lunch time

Indoor/outdoor play

**2:30pm** gathering/songs/mindfulness activity/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.
6. Help your child to settle into an activity and say 'goodbye' before you leave.



# What to Bring to Kindy?

- Bag
- Hat
- Fruit snack
- 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 preschool 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. Hats need to be worn when the UV is 3 and above. Our philosophy values children's engagement in nature and emphasizes the importance of outdoor play. To ensure that all children can safely enjoy outdoor activities, we have implemented a "No Hat, Shady Play" policy. This policy requires that children must wear a hat to protect themselves from the sun's harmful rays. If a child does not have a hat, they will be encouraged to play in shaded areas



to minimize sun exposure. This approach aligns with our commitment to promoting a healthy and safe environment while allowing children to explore and connect with the natural world around them. **Hats need to be toggle/drawstring free. Cords, drawstrings and toggles in hats and children's clothing may become entrapped in small gaps found in play equipment causing strangulation, severe injury, lacerations to the throat and damage to the vocal cords.**

We encourage children to be independent and take on the responsibility of caring for their own hat and belongings. Please encourage your child to apply sunscreen before the start of the session. Sunscreen will be accessible to children and given to children throughout the day. The Cancer Council recommends a 20-minute wait time after the first application of sunscreen before going outside. Sunscreen is then applied every 2 hours (no wait time needed). As part of protection from the sun children need to wear clothing which covers their shoulders.

## Clothing

A child's Preschool 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 website). (We have a small selection of gumboots and raincoats for use at Preschool).

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 'crocs') as these are inappropriate for running and climbing. Kindy clothing can be purchased online via EduThreads at [eduthreads.com.au](http://eduthreads.com.au)



## Fruit/ Snack/Lunch

Your child will need to have a piece of fruit or a snack for each Preschool 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 prefer you do not pack 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. Instead focusing on healthy options for lunch and snack boxes please.

We are an **ALLERGY AWARE** centre; therefore, **NO NUT PRODUCTS or EGGS** are allowed. This includes peanut butter, Nutella, fresh nuts, hardboiled egg or quiche. 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 an insulated bag/box and kept in their kindy bags during the day.

## Drinks

We strongly encourage children to drink water throughout the day at preschool, as staying hydrated is crucial for their health and well-being. To support this, we ask that you supply a drink bottle filled with water, clearly labelled with your child's name. Drink bottles can be placed on the designated drinks trolley for easy access.

If your child forgets to bring their drink bottle, a staff member will ensure they have access to water by providing them with a cup. A Pura tap is located on the outside water trough. Please note that we discourage the use of cordial, fruit juice, and other

sweet drinks at preschool. Our focus is on promoting healthy habits, and water is the best choice for keeping children hydrated and ready to learn and play.

## 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.

### Collection Diary

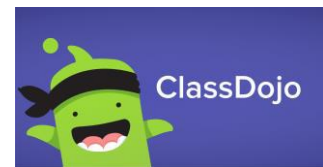
A diary for notifying staff of absentees, late arrivals and child collection is available. Please ask an educator for assistance. Please note that important or private information should be directly given to the Director or a Teacher.

### 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 15 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 preschool 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 preschool 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 preschool to let us know who will be collecting your child in your absence. If a person is collecting your child and we have not met them before, we ask that they please come in with a photo id like Drivers License so we can confirm their identity for your child's safety. If you have someone collecting your child on a regular basis, please ensure that they are on the authority to collect list in your child's enrolment form. Please let us know if there are any changes. Information such as authority to collect and emergency contacts can be updated at any time. Children must be collected by a reasonable adult. We ask children under the age of 18 are not sent in to collect your child.

## Car parking

Please note that the preschool car park is for staff, and there are also visitor car spaced available. You are welcome to use staff parking spaces if available. Families are able to park on Stanford Rd. The preschool has a disabled car parking space. For the safety of children, please ensure that you always close the parent gate behind you, and that the gate is latched properly. Please do not allow children to climb the gate.

*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, allergy or sensitivity, 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 a pharmacy label with your child's name and correct dosage clearly visible. The medication **MUST** match the product your doctor has prescribed. The preschool has the right to withhold attendance if your child does not have the correct paperwork and medication required. 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 preschool are signed in by you on an attendance sheet when they arrive at preschool. 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 preschool for their nominated session.

Evacuation and lock down procedures are practised with the children and staff on a regular basis, at least twice 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. **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 preschool. Please refer to our Behaviour Guidance Code on our website.

## Assessment and reporting

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

- Learning stories/Written observations/Formative assessment
- Children's journals including work samples
- Floor book
- ClassDojo app
- Photographs
- Family conversations
- Statement of Learning

## Special Services

The preschool has access to some DFE (Department for Education) services including Psychologist, Social Worker and Behaviour Coach. If you think that your child may require any of these services, please speak to the Preschool Director.

## Parent/Caregiver Contributions

Contributions for the term are:

KINDERGARTEN      \$120.00 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. Contributions are set by the Governing Council and make up 70% of our income. This goes toward incursions, the purchasing of resources for the children, and general upkeep of the preschool. Your support is greatly valued and appreciated. If you need any support regarding the paying of contributions. Cash payments and EFTPOS are also available. please see the Preschool Director.

Internet Payments (preferred method)

ACCOUNT NAME:                      Salisbury Heights Preschool  
BSB:    065122

ACCOUNT NUMBER: 11221064

REFERENCE: Child's name

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

## How you can help us

There are many ways you can support us! You can:

- Bring in materials and resources listed in our donation handout.
- Volunteer your time on the Governing Council, at an event, or during a working bee.
- Offer your skills, trades, or interests to improve our facilities or enrich our learning programs.

For more information or to offer your services, please see the staff.

We also love to hear about the good things! Don't be shy to share the positive experiences you have with Salisbury Heights Preschool educators. Positive feedback helps us know what is working well and reinforces the good things happening here. Additionally, we are always open to constructive feedback and ideas for improvement. Our staff is committed to providing quality educational programs and services for children and families, and we are always looking for ways to enhance our offerings.

## The Governing Council

What is Governing Council?

The Salisbury Heights Preschool Governing Council provides a wonderful opportunity for parents to become involved in the preschool 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 Preschools 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 Preschool community partnerships. All Governing Council members must apply and 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 preschool 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 preschool fun and enjoyable experience for all involved.

# Developing partnerships with families

At Salisbury Heights Preschool, we believe that building positive relationships with children, families, and the preschool community is essential. Effective communication and abundant opportunities for dialogue about your child's learning and development, as well as our preschool programs and environment, are vital components of this.

Throughout your child's time at Kindergarten, we will share information about their learning and our programs in various ways. Here are some methods you can expect:

- **Learning Stories/Statements of Learning:** Personalized accounts of your child's progress.
- **Parent/Teacher Interviews:** Scheduled discussions about your child's development.
- **Questionnaires:** To gather insights on your child's strengths, needs, and interests.
- **Class Dojo:** A parent app to stay connected and informed about events, highlights, and preschool information. You can access your child's digital portfolio at any time and engage in conversations about their learning experiences.
- **Display Boards:** Visual updates within the preschool.
- **Newsletters:** Regular updates and important information.
- **Emails/SMS:** Direct communication for quick updates.
- **Informative Website:** Visit [Salisbury Heights Preschool](#) for policies, procedures, and more.
- **Informal Chats:** We are always available for a quick conversation, even if we seem busy!
- **Journals:** Each child has their own journal which they can access freely through the day. Sometimes we add in samples of small group games, writing or art works too!
- **Meetings:** Scheduled discussions as needed.

We highly value your input and knowledge about your child's learning. To foster parental partnerships, input, dialogue, and collaborative decision-making, we offer several opportunities:

- **Preschool Staff:** Engaged and approachable for discussions.
- **Governing Council Committee:** Open for you to join at any time.
- **Participation in Preschool Sessions:** Family members are welcome to join preschool sessions after consulting with the Director or a Teacher.

Your involvement enriches our community, and we look forward to working together to support your child's learning journey.

# Working together

At Salisbury Heights Preschool, we share with parents the goal of ensuring success in early childhood for their children. We believe that learning capabilities improve when parents are actively involved in their children's education. Here are some ways you can support your child's learning at home:

- **Encourage a Positive Attitude:** One of the most beneficial things you can do for your child is to foster a positive attitude towards learning.
- **Show Interest:** Help your child understand that learning is important by showing interest in what they are learning and what is happening at preschool.
- **Stay Informed:** Please read the information on the entrance notice boards, as well as any newsletters and information sheets placed in your child's pigeonhole. Take note of any important dates.
- **Communicate:** If there is a situation at home that might affect your child's participation or interest, such as a seriously ill relative, the arrival of a new baby, or general changes in the home situation, please inform the Preschool Director or a staff member. Educators can provide better support and positive learning outcomes when they are aware of things affecting the child at home.

Your input is very important to us. If you have any ideas or suggestions, please let us know. You can become involved by joining the Governing Council or volunteering to assist in the Kindergarten. If you have special skills to share, such as singing, gardening, cooking, or language, we would love for you to contribute!

Our goal is to foster parental partnerships, not just involvement. This is YOUR kindergarten, and we value YOUR voice. Together, we can create a nurturing and enriching environment for your child.

## Parent/Caregiver Grievances

Our team is dedicated to ensuring you and your child have a happy and healthy experience at Salisbury Heights Preschool. If you encounter any issues or concerns, please don't hesitate to let us know. Communication is key, so the first step is to speak directly with our staff. In most cases, parents and staff can work together to resolve the issue.

If the problem remains unresolved or if you are not satisfied with the outcome, please contact the Director. The Director will collaborate with you and the staff to find a solution. Rest assured, all grievances will be taken seriously, and we will do our best to address your concerns promptly and effectively.

# 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.