

Lock Early Learning Centre



Parent Handbook

Welcome to Lock Early Learning Centre

We hope that your time at our centre is happy and rewarding for both you and your child.

Phone: 86891025 Mobile: 0438863705



Government of South Australia

Department for Education and
Child Development

Starting Pre-school

Starting Preschool is a big step in a child's life. It is often the first step outside the secure home and family environment. They must get to know and come to feel secure in the care of new adults. They must become part of a group – make friends, share toys and ideas, cope with frustrations, find out and remember where things are, learn rules and share staff's attention with other children. Most children need extra re-assurance during the initial settling in period. As parents / caregivers you are encouraged to stay with your child during this period, the length of which will vary from child to child. A successful settling in period will result in a happy, confident child who is eager for new experiences and learning. The effort spent is well worth it. To help foster a smooth transition to Preschool an orientation program is run in Term 4 prior to the child starting preschool. Play Group and Occasional Care also supports children to become familiar with the site and the teachers.

Lock Early Learning Centre Information

Phone: 86891025
Mobile: 0438 863705
Fax: 86891071
Address: West Terrace, Lock SA 5633
PO Box 15, Lock SA 5633
dl.6633.leaders@schools.sa.edu.au

Director :	Carmel Humphries
Early Childhood Worker:	Jodie Thompson
Occasional Care Co-ordinator:	Miriam Brands
Play Group Co-ordinator:	Jane Proctor
Admin:	Jane Pearce

Programs

Opening hours Tuesday & Thursday staff are in attendance from 8:30am—3:10pm and Friday on weeks 4 & 8 of each Term.

Preschool programs are run as day sessions from 8.30 to 3.10 pm. Children using the school bus arrive from 8.30 and depart at 3.15pm. In Term 4 children will be involved in an Orientation to School Program.

Occasional Care is held on Thursday mornings from 8:30—12:30 during the term.

Playgroup is held on alternate Friday mornings from 9:30am—11:30am on the odd weeks of the term.

Kindy Fees

Kindy fees are set annually by LELC Governing Council and are invoiced through the school. The fees for 2018 are \$70 per term. Fees may be paid via cash or cheque to the kindy or alternatively you may pay via bank direct deposit. Bank details are available from Lock Area School. Please use your child's name and "fees" as the reference. Incremental payment plans are welcome. Please make arrangements with the Lock Area School Finance Officer.

Welcome to the Lock Early Learning Centre

Lock Early Learning Centre Philosophy

At Lock Early Learning Centre educators work in partnership with families and the community to ensure all children are provided with the best opportunities to develop and learn. We provide a safe and inclusive environment using the Early Years Learning Framework that encourages a spirit of inquiry and lifelong learning through play.

Our philosophy is based on “Learning through Play” and encouraging a “Growth Mindset”. All children experience learning that is engaging and builds success for life.

Learning is provided by a play-based curriculum, focused on positive social interactions and wellbeing. Play allows children to make independent choices and allows for individual development.

Learn by being responsive to children's learning ideas through curriculum and teaching, considering individual children's voice in tandem with developmental appropriateness.

Growth Mindset – via challenging and engaging children into deeper thinking & understanding of their world.

Trust & Respect

Gives young children the confidence to explore and take considered risks.

Children learn about care and consideration for others. They begin to see alternate points of view and act in respectful ways.

Responsibility & Empowerment

Children strengthen their ability in initiating and accepting some responsibility for themselves, their actions and their environments.

Acknowledgement of Country

We acknowledge that the land of Lock Early Learning Centre is built upon the traditional ancestral land of the Bungala People. We acknowledge the deep feelings of attachment and relationship of the Bungala People to this land and their ongoing custodianship. We also pay respects to the cultural authority of Aboriginal people visiting from other areas of South Australia or Australia present here.

Governing Council Endorsement date: 12th June 2018

Review Date: 2019

Our Invitation to You

- We invite you to join our team in sharing your child's time at Kindergarten. We believe it is a vital part of your child's development to have open communication between home and kindergarten.
- We welcome your comments, participation and involvement in the Kindy.
- We invite you to assist us with programming for your child starting with the "tell us about your child" questionnaire.
- We invite you to participate in the governance of the kindergarten by joining our Governing Council. Governing Council roles are renewed each year. We ask you to consider taking on a role during your child's time at Kindy.
- Not available for Governing Council—We invite you to share your thoughts, skills and expertise for our program by either talking to staff or discussing with our Governing Council members.
- We value the skills, knowledge and interests that parents and other family members can contribute to our program. These may be work or recreationally based. eg. Nurse, music, animals
If you are willing, please talk to staff in regards to your occupation/interests and any ways you could be involved

LELC Governing Council

The Lock Early Learning Centre is governed by a parent committee called the LELC Governing Council which meets twice per term to discuss matters important to the kindy. The Council and Office Bearers are elected at the AGM (held towards the end of the previous year)

Members of Governing Council have an input into matters such as general policy making, centre resources & finances, fundraising activities and assisting in the planning of the future direction of the centre. The LELC Governing Council makes sure the preschool reflects the needs and ideals of the Lock Community. If you have any ideas or suggestions for our kindy, these may be passed on to staff or governing council members

LELC Governing Council Office Bearers

Chairperson:	Tanya Habner
Secretary/Social media:	Jane Pearce
Treasurer:	Kaytlin Northcott
School Governing Council:	Vanessa Boehm & Mick Hancock

Arrival and Departure

Children must be signed in and out each day.

Sites must keep records of children's attendance, including arrival and departure times and signatures. You will be required to sign children in on arrival and sign out on departure. This ensures staff are aware of children's movements and may share with you any relevant information. As courtesy please deliver and collect children on time. In the case of anyone other than a parent/caregiver is to collect your child, please inform staff preferably in writing or by phone/text if circumstances change. The nominated person will be required to sign your child in or out. Bus children are met at the bus in the morning and escorted to the bus in the afternoon by staff. Bus children are signed in and out by staff upon arrival and departure. In the case of emergency or changes to collection—including changes to bus arrangements, please inform staff preferable in writing or by phone/text as soon as possible. Please keep your contact details and nominated collection list up to date.

Attendance

Please contact the centre if your child will not be attending on a particular day. Sites must keep records of children's attendance.

School Bus Travel

There are currently 3 school buses attached to Lock Area School to transport children in the district to and from school and kindy. Kindy children are able to utilise the school bus service provided there is room on the bus. Please fill out the bus travel form included and contact the Lock Area School for approval.

Health

Any child enrolled at the centre that has an ongoing medical condition such as asthma or allergy MUST have a medical plan in place before attending. Forms for Medical Plans are available from the centre and/or from a Doctor, and require a Doctor's signature.

Please note that staff are not able to dispense medication of any sort without such a plan. If the plan requires medication to be given, this must be in date and in the original container, labelled with the child's name and dosage instructions.

Please notify the centre if your child is unwell. Some health conditions are highly infectious and your child may need to be excluded from the centre. eg chicken pox, mumps, measles or flu.

What to Bring to Kindy

- ◆ A backpack or bag
- ◆ A piece of fruit/dairy food for healthy snack
- ◆ Morning tea and Afternoon tea
- ◆ Lunch
- ◆ A waterbottle (no sticky drinks please)
- ◆ A hat to keep at kindy
- ◆ A spare set of labelled clothes (including underwear) in the case of accidents
- ◆ Appropriate footwear
- ◆ Sunscreen (applied in the morning)
- ◆ Communication Folder (this will be given to your child when starting)
- ◆ Library Bag (Tuesday is Library day)
- ◆ Please make sure everything is clearly labelled including all clothing and shoes

Home treasures

Children love to show and share these with friends. We recommend that these be brought with the parent(s) and leave with them or be kept in the child's bag. Those kept with the child invariably get lost or broken sometimes causing great distress. Although staff will remind children to leave them in their bags, staff can not be responsible for the safekeeping of these items.

Clothing

Kindergarten is not the place for best clothes. Children need to feel able to take part in activities without the constraints of keeping clothes spotless. Staff endeavour to ensure that clothes are protected during messy activities such as painting, but it is inevitable that clothes will get dirty during water/mud play. Clothes need to allow free movement, and be easy for the child to manage for toileting. **Please supply a spare set of labelled clothes in your child's bag or to leave at kindy for the odd accident or emergency.** *The clothes can be left at Kindy in a named bag or remain in your child's bag if you prefer.*

Footwear needs to allow for safe, active play. Thongs or backless sandals do not allow a child to run, walk or climb easily so are not suitable. *If your child can not run in the shoes they are wearing the shoes are not supporting your child's play/learning whilst at Kindy.*

Please make sure everything is clearly labelled including clothing and shoes. Clothing which is labelled is easy to return.

Communication at LELC

We believe that a successful time at Preschool & Occasional Care requires team work and communication between families and staff. Each child will be given a named plastic pocket for general information, newsletters, communication book etc. Children will bring this home each day so please check for anything new and return. The communication book is a small notebook given to each child for sharing information between staff and parents. This is checked daily for notes from parents and will contain any individual messages from the staff for you. **Please leave the books open (as we do) to the page with the note for quick reference if sending a note.** Please share important information, if they have been upset, been busy, is tired etc. or just something about your child and what they have been up to, especially if it is something we can follow up at preschool.

Occasional Care uses a communication book and a "bag tag" system to share information with parents.

Lock Early Learning Centre has a Facebook page and you and your child's grandparents are welcome to join our closed Facebook community. Send in a friend request once your child is enrolled. The Facebook page is used to notify and remind parents of upcoming kindy events. Newsletters, notices and reminders also go home in hard copy via your child's plastic pocket and/or via text. Our LELC website can be accessed at www.lockas.sa.edu.au where you can find additional information. You are welcome to come and talk to me or ring to discuss any issues or concerns.

Food / Drink

Lunch box ideas/information is included in your enrolment package. Our nutrition policy asks parents to provide nutritious snacks and lunches.

Our food policy aims to:

- Promote healthy food choices to children
- Teach children about food and nutrition
- Promote safe eating practises

Children require a named water bottle which can be refilled as needed throughout the day and a separate, named lunch bag/ box. Help your child learn to open and close the lunch boxes and packaging as part of getting ready for Preschool (help is available, we encourage independence and support this).

Fruit Time

Children normally have fruit time at around 10.00am with lunch at around 12.00. Please supply a piece of fruit for your child to eat. We also allow children to eat cheese or yoghurt in addition to their fruit. We encourage 'listening to your body' and eating when hungry and drinking when thirsty.

Food Allergies and Sensitivities

It is important that parents keep LELC staff informed with children's allergies or Sensitivities to foods, however mild. Staff will discuss with parents a course of action to protect their child.

Curriculum and Reporting at LELC

The Lock Early Learning Centre follows the Early Years Learning Framework to plan, assess and report on children's learning, which is based on the following areas of learning:

- Children are effective communicators
- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children are confident and involved learners
- Children have a strong sense of wellbeing.

“Learning through Play” and encouraging a “Growth Mindset”

Assessment involves

Observations and learning stories

Dated and annotated work samples

Interviews

Photos

Specific screening conducted by support staff

Reporting involves

Portfolio books

Interviews

Learning Stories

At the end of each term your child will bring home their “Portfolio Books” – a collection of their learning, work samples and photographs during the term. We encourage you to read and share this with your child and write a comment. In the last week of Preschool we celebrate their learning with a special presentation of their ‘Portfolio Books.’

Photographs

Kindy class photos of children enrolled in the preschool program are taken once a year, usually in term 3. Purchase of these is voluntary.

Curriculum and Reporting at LELC

The Lock Early Learning Centre follows the Early Years Learning Framework to plan, assess and report on children's learning, which is based on the following areas of learning:

- Children are effective communicators
- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children are confident and involved learners
- Children have a strong sense of wellbeing.

“Learning through Play” and encouraging a “Growth Mindset”

Assessment involves

Observations and learning stories

Dated and annotated work samples

Interviews

Photos

Specific screening conducted by support staff

Reporting involves

Portfolio books

Interviews

Learning Stories

At the end of each term your child will bring home their “Portfolio Books” – a collection of their learning, work samples and photographs during the term. We encourage you to read and share this with your child and write a comment. In the last week of Preschool we celebrate their learning with a special presentation of their ‘Portfolio Books.’

Photographs

Kindy class photos of children enrolled in the preschool program are taken once a year, usually in term 3. Purchase of these is voluntary.

Transition to school

The reception class visit the preschool children regularly each Thursday afternoon. Children have the opportunity to become very familiar with the school environment, students and teacher. The preschool visits the school for visiting artists, assemblies and class visits.

Visiting the library is an integral part of our program so if your child is not yet a member of the Lock Library please fill in the enclosed enrolment form.

Formal orientation visits to classrooms in the term prior to your child beginning reception will be timetabled and you will be notified by letter. These arrangements are arranged jointly between the Lock Area School and Preschool.

Child Safety

There are several systems in place to ensure children's safety while at the centre and policies underpinning these systems are available for you to read at any time. The policy book is located in the sign-in area. They are also available on our web page.

These include such things as:

- Nutrition, Food and Beverages Policy
- Behaviour Guidance Policy
- Parents Concerns and Complaints Procedures
- SunSmart Policy

Evacuation, In-vacuation & Bushfire Procedures are displayed at all Exits.

In addition staff must undergo DSCI screening, hold a current first aid qualification and are mandated reporters, requiring them to legally report suspected abuse.

We will send home an 'ouch report' so you are aware of any minor bumps etc.

In the event that there is an incident where a child needs medical attention staff will access assistance as necessary. Please be aware that any medical / ambulance costs incurred are the responsibility of the parents/ caregivers. You will be notified as soon as possible.

Other Services available at Lock Early Learning Centre

Playgroup

Playgroup meets Friday fortnightly, on the odd weeks of school terms from 9:30am—11:30am. The sessions are co-ordinated by an ECW— Jane Proctor. Playgroup is an excellent opportunity for parents and children from birth to school age to play and learn. It provides parents and caregivers a chance to share ideas and experiences.

It is a chance for local families to meet and support each other and enjoy the centre's facilities. Playgroup enables children to familiarise themselves with the kindy and makes for a smooth transition to preschool.

Occasional Care

Lock Early Learning Centre runs an Occasional Care program for children aged Under 2 and Over 2. Our Occasional Care is offered on Thursdays during school term from 8:30am—12:30 and is run by an Early Childhood Worker, Miriam Brands. Families can access Occasional Care on either a regular or irregular basis. Parents use Occasional Care for a variety of reasons, including casual or part-time work, respite care or shopping/attending appointments.

The benefit of Occasional Care is it provides families with the flexibility to leave their children in a caring and interactive Early Childhood learning environment. Children have the opportunity to learn through play, develop social skills and interact with other children.

CAFHS

A CAFHS nurse based in Port Lincoln regularly visits the preschool to offer a free health check for preschool children. This check is very important as it looks for some of the health and developmental problems that may cause difficulties with growing, developing and learning. It includes a sight and hearing test. Parents will be notified when visits will occur.

Special Education Unit

This is located in the Port Lincoln District Education Office. Referrals are made through the preschool and support hours are allocated on a need basis term by term.

Speech Pathologist

Speech Pathologists, Occupational Therapists services can be accessed through the Lock Medical Centre. I

If you have any concerns about your child it's good to know that the earlier problems are addressed the less impact it will have on their learning. Once a child is at preschool the speech pathology service is provided by DECD through the Central Eyre Partnership, but the OT remains the same.

Sun Smart Policy

As set out in the Lock Early Learning Centre Sun Protection Policy staff will reduce the risk of detrimental sun exposure by:

- Eating lunch/snack in shaded areas
- Whenever possible holding activities indoors on extreme days particularly between 10am – 3pm (when UV levels are at their highest). Holding outdoor activities where possible in shaded areas from 1st of September until the 30th of April
- Children and staff wearing a broad brimmed, legionnaire style, or bucket hat, whenever they are involved in outside activities from September to April. Children not wearing a appropriate hat will be expected to play in the shade or to wear a spare hat.
- Parents dressing children in appropriate sun protective clothing E.g. Shirts or dresses that cover the shoulders – no singlet or midriff tops.
- Parents/Staff applying sunscreen as directed by the parent. Using sunscreen provided by parents or The Centre. Make sure you let staff know your requirements.

