Welcome to Woodside Preschool

Working in partnership we can create a bright future.

We aim to provide a service responsive to your needs as a family and to provide an early childhood curriculum that engages the heart, mind, body and spirit of your child.

We look forward to forging a meaningful partnership

We recognise your vital contribution in understanding your child and we invite you to share your expectations and aspirations and encourage you to actively participate in your child’s preschool experience.

Please contact the centre with any enquiries and feel welcome to make a time to drop into the centre to meet the staff and experience the atmosphere and the programme in action.

Staff
Director: Robyn Herringer
Teacher: Kathy Leake/Jodie Milne/Jane Macmillan
Occasional Care Co-ordinator: Jane Macmillan
ECW/Preschool Support / Finance Officer: Tash Hortle
ECW: Denise Farias-Arevalo, Lauren Melling

2016 Term Dates
1st Feb – 15th April
2nd May – 6th July
25th July – 30th September
17th October – 16th December

2017 Term Dates
30th Jan – 13th April
1st May – 7th July
24th July – 29th September
16th October – 15th December

Phone: 83897 103
Email: dl.4676_leaders@schools.sa.edu.au
Core Business/Mission
The Woodside Preschool is committed to providing an inclusive high quality educational play based curriculum. Staff strive to work in partnership with parents and the community to provide a safe, welcoming, stimulating and happy learning environment.

Woodside Preschool – Philosophy Statement

Belonging To belong - knowing where and with whom you belong. (E.Y.L.F, 2009)

We Believe:
♦ In the diversity of families in our community and that each family has the right to a service responsive to their individual needs.
♦ That families are children’s first and most influential educators and staff are committed to working in partnership with parents and the community to ensure a safe, welcoming, stimulating and relaxed learning environment.
♦ That effective communication and trusting relationships support the development of each child’s social skills.
♦ That each child has the right to a learning environment that engages their heart, mind, body and spirit.
♦ In the uniqueness and potential of each child and we recognize their right to play.

In our Centre this can be seen as:
♦ Staff supporting all children’s active engagement in their learning environment and the natural world, regardless of needs and abilities.
♦ Staff encouraging and supporting children’s learning through role modelling, guiding and collaborating with children, families and colleagues to ensure a high quality service.
♦ A family friendly environment which encourages open communication between families, educators and children.
♦ Staff having high expectations of children as competent learners and striving to build active communities of engagement and inquiry.
♦ The provision of continuity of routines and experiences which enables children to successfully transition and belong.

Being – recognizes the significance of the here and now in children’s lives. The early childhood years are not solely preparation about the future but also about the present. E.Y.L.F (2009)
We believe:
♦ We can support children to expand their thinking and enhance their desire to learn through play and exploration, spontaneity and risk taking.
♦ Children have a natural sense of wonder and curiosity and have the right to a vibrant and flexible learning environment which provides powerful resources and builds connections with the natural world.
♦ That responsive learning relationships are strengthened when staff and children learn together and share decisions.
♦ In valuing and respecting the individuality that children and their families bring to our centre.
In our Centre this can be seen as:

- Staff *respectfully entering* children’s play to *stimulate* their thinking and *build upon* their existing knowledge and skills to enrich the learning experience.

- A program which *allows time and space* for children to play and engage in both *individual* and *collaborative* pursuits.

- Children taking an *active* part in their growth and learning thorough *shared decision making*.

- Staff *responding* to children’s *evolving ideas and interests* to guide *curriculum planning* and challenge children’s thinking.

- Staff using their *knowledge* of the interests and needs of *individual children* to guide their *practice* and *empower* learners.

**Becoming** – Reflects the process of rapid and significant change that occurs in the early years as young children learn and grow. E.Y.L.F. (2009)

We believe:

- That children have a great *capacity* for learning, which when supported in Early Childhood will continue *throughout their lives*.

- That Staff should strive for *continuous improvement* in their professional *knowledge* and *practice*.

- That developing a *sense of purpose* and *confidence* in children supports their active participation in *family* and *community* life.

In our Centre this can be seen as:

- Staff providing *positive learning experiences* that support *successful involvement* for all children, to develop *confident* and independent learners.

- A *culture* of *learning* and *critical reflection* which supports staff knowledge of individual children and guides and informs our practice.

- Staff regularly using the curriculum documents (*Respect, Reflect, Relate & Belonging, Becoming, Being*), to implement a *dynamic, vibrant* program that reflects the *growth* and *development* of each child.

- Children demonstrating a *positive attitude* towards *challenges in their learning*, which will prepare them for the *next steps in life* as *happy, confident members* of the *community*.

*This philosophy statement was developed in consultation with all stakeholders and with reference to Early Years Learning Framework (2009) and the Early Childhood Australia Code of Ethics (2006).*
Preschool Session Times
Tuesday: 9.00am – 3.00pm
Wednesday: 9.00am – 3.00pm
Thursday: Alternate Thursday’s 9.00am – 3.00pm

From January 2014 all children will commence school (and preschool) in January. Children turning 4 between May 1st of the previous year and April 30th of the current year will commence preschool in that January.

Policy Updates
We have a range of policies to support our service. These policies have particular relevance to your understanding of the range of processes, roles and responsibilities supporting effective centre management. For the most up to date versions of our policies you can access our website: www.woodsidepre.sa.edu.au

Early Skills Programme
A six to eight week programme supporting children’s early learning, community needs and early transitions. When running, the programme can be accessed by children enrolled at Woodside Preschool in Term 3. This programme is only available when capacity allows.

Pre entry
Pre entry is an unfunded introductory session to Preschool offered by the centre in Term 4. Sessions offered are at the discretion of the centre, depending on staffing levels, children’s attendance and centre capacity. Pre-entry fee’s for 2015 were $90.00.

Fees for 2016
$200-00 per term.
An account for fees will be placed in your communication box termly. Fees are subject to change annually. Fee’s are payable by cash, cheque or EFT.

Fees play an important role in financing the programme we offer to your child and we ask that you are vigilant in your payments. If you have any questions or problems regarding your fees please see the Director or the Finance Officer.

Parent Roster
We have a termly roster of odd jobs which we place into communication boxes at the beginning of each term to assist us in maintaining a safe and aesthetically pleasing learning environment. Your contribution is greatly appreciated.

Parent and Children Borrowing Libraries
The parent’s library is located above the lockers and the children’s books and resource (Literacy, Numeracy, and Fine Motor Kits) library is located under the veranda.
Please feel free to browse and borrow any time. Please record your borrowing details in the book provided.

Occasional Care
This is an occasional child care service funded by the State and Federal Government for children aged 2 until preschool age. Please ring the centre for further information.
Due to current high demand for places sessions may not be immediately available.

Occasional Care is available on:
Monday 9.00am -12.00pm & 12.00pm-3.00pm
Thursday 9.00am -12.00pm
Playgroup
Friday: 9.30am – 11.30am – during school terms.
Cost: $2.00
What to Bring: A piece of fruit.
Playgroup is voluntarily run by parents for any interested families in the community.
Playgroup will not operate on days declared ‘Catastrophic’ All new members are welcome.

Funding
We receive a small grant each term from the government. However this only covers minimal expenses. Term fees are used to cover general costs – e.g. Cleaner wages, garden maintenance fees, and consumables such as paint, paper, glue, sticky tape and some general facilities maintenance. **Fundraising is an important aspect of the centre’s annual budget and is used to fund minor works or resources to support the active learning environment.**

What to Wear
Please be sure to dress your child in named washable play clothes that allow for independent toileting and shoes that are protective of their feet when running, climbing etc. We have a sun smart policy that states NO HAT – NO OUTSIDE PLAY and we require sun safe clothing eg. tops that have sleeves in them. We provide each child with a named kindy hat that remains at the centre for their use.

Sunscreen
Please apply sunscreen to children before arriving. If your child stays for the full day we will re apply sunscreen before lunch.

What to Bring
- A named bag to take belongings to and from preschool. **Please ensure that children don’t pack personal toys to bring to preschool as we can not guarantee their safe return!**
- A piece of fruit/ vegetable for morning and afternoon tea. **Fruit time is set aside for a nutritious snack. Children’s morning and afternoon fruit needs to remain in their bags please**
- A named drink bottle containing water only please.
- Children staying for lunch will need their food in a named lunch box to be placed in the Lunch Container by the lockers upon arrival at preschool. To ensure lunch stays fresh can we ask that you use an insulated lunchbox and place a cold freezer pack into their lunchboxes. The South Australian Food Handler publication states: ‘ready to eat foods’ salads, sandwiches, cold eats) out of temperature control need to be thrown away after 4 hours. (Issue 3 2006 pg1) We suggest the disposal of children’s uneaten lunchbox contents at the end of a child’s preschool day.
- Spare set of clothes everyday (including socks!).
- Rubber boots and waterproof coat for rainy days. (These can be left at kindy).
Curriculum Framework used: *Early Years Learning Framework – Belonging, Being and Becoming.*

**Learning Outcomes for children from Birth to Five Years.**
- 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 learners.

**Core Priority**

Woodside Preschool provides a playful learning environment. We promote the co-construction (co-creation) of meaning, drawing on both adults and students as a powerful resource to support an active learning environment. Staff work in partnership with children to nurture individual interests and to scaffold (build) new learning based on these interests.

Woodside Preschool actively promotes the benefits and joy of discovery and exploration in the indoor and outdoor environment equally in all weather. Measured risk taking is encouraged and all children are supported to challenge themselves in their play and learning.

**Programme**

When planning for play at Woodside Preschool all staff engage in daily reflection and record children’s ideas/interests, needs, suggestions for activities, resources, successes, challenges and any relevant housekeeping information. This data is then used in an emergent planning for learning process.

**Woodside Preschool Environmental and Sustainability Strategy**

At Woodside Preschool we promote sustainable practices and foster care and respect for the environment. We believe that children develop positive attitudes and values by engaging in learning experiences and watching adults around them model sustainable practices. The ways in which we do this include:

- Recycling our food scraps
- Maintaining a worm farm
- Care of our chickens
- Use of recycled and natural materials in our play and creations
- Sorting our preschool rubbish
- Songs, stories and activities to promote environmental awareness in children
- Recycling ink cartridges and batteries
- Promoting active involvement in the garden
- Encouraging bird life through bird feeders
- Encouraging children to re-use plastic lunch containers
- Possum boxes in trees

**Social Media**

Woodside Preschool has a Facebook Page that we encourage you to ‘Like’ for up to date information and photos. We also have a website [www.woodsidepre.sa.edu.au](http://www.woodsidepre.sa.edu.au) where you can access relevant policies, newsletters and photos. Please be mindful of posting any photos to social media of children other than you own without permission from their parents.
How Can You Help?

*Read newsletters in communication boxes, and on the white board.

*Contribute to our programme by providing feedback, ideas, thoughts, children’s comments and contributing your input. This supports our shared partnership in a providing rich, diverse and personalised learning programme for our children.

*Discuss and ask questions if you want to know more. We value your suggestions and ideas.

*Open communication is vital and we ask that you feel welcome to share with us anything that may support your child. We invite you to contribute to your child’s individualised learning plan early in their preschool year and invite you to use your child’s Sharing Book to bring preschool and home a little closer (sharing family events, proud moments etc.) We also invite you to request time to discuss your child’s progress etc.

*Join our sessions for a few hours or a few minutes – the door is always open. You could read a story or do a puzzle with a child, assist with cleaning up etc. You may just want to sit and observe your child at play. If you would like to share with us a particular strength, interest, passion, skill (art, craft, gardening, building, trade etc) we would welcome your contribution to our programme with enthusiasm.

*Place all money in the envelopes provided and write name, purpose and amount clearly on the front then place it into the Fees Box located by the communication boxes. Correct money only please, we don’t hold change on the site.

*Come for a coffee, support Preschool functions, fundraising meetings and events and join the Governing Council.

*Bring along scrap material, wool, boxes, small off cuts of soft wood, paper etc.

*Please call us on 8389 7103 when your child is ill or you are going to be absent.

*Please be aware that we cannot share cakes and sweets to celebrate children’s birthdays due to individual health needs etc.. We will celebrate your child’s birthday with a Birthday Card and will sing Happy Birthday.

Governing Council
Governing Council is made up of family members interested in contributing to the centre and ensuring a service that meets the needs of the preschool community. Members are able to contribute to centre priorities and directions, have input and insight into strategic budget planning, facilities planning and oversight as well as contribute to policy development and approval.

Come along and contribute to your child’s preschool experience by being actively involved - the centre needs you!

We, the staff, support the Council fully and are always on hand to help out. Parents can join the Council any time during the year by attending a meeting. Meetings are usually held twice a term at a time most convenient to Council members.

Notices and Newsletters
Each family has a communication box where all written communication will be placed. Please check these boxes at the beginning and end of each session to ensure timely notice of all information. Newsletters are also emailed to families.
Parent Borrowing Library

Looking for some information and resources that will support you in your very important job of parenting? Then look no further. Woodside Preschool has an extensive collection of books and resources which offer insights and advice on a number of parenting issues. Topics range from sleeping issues, raising environmentally aware children, answering children’s tricky questions and healthy eating.
This service is open to all parents and caregivers and we welcome your feedback on the resources so that we are meeting the needs of the families of our centre. Also, please let us know of any areas of interest or resources we should stock.
Why not browse the shelves while waiting at pick up time and check your resources out using our Parent’s Borrowing book. Don’t forget to let us know what you thought of the resource in the comment section.

Medical Conditions

Please try and avoid your child having to take medication at preschool (even if it is 3 times a day they can still have it before and after preschool and in the evening). If your child requires any medication at preschool you will need to complete the necessary forms with the Director. A copy of the ‘Authority to administer medication’ form is provided to all families on enrolment. **Please keep this safe as it will need to be completed by a doctor or pharmacist if your child requires medication to be administered at preschool.**

Please note that if you have indicated that your child has a medical condition requiring preventative medication or first aid procedures on your child’s enrolment form you must ask the staff for the necessary forms which will require you to visit your local Doctor or Specialist to fill out a Health Plan. **Centre staff must have this documentation before your child is able to attend on their own.**

Dentist

Comprehensive treatment is available from the School Dental Service. For more information please refer to www.sadental.sa.gov.au

Child and Youth Health Screening Service

Preschool eye sight, hearing and developmental screening is provided for children 4.3 years and over. The centre supports this service by implementing the appointment process and providing a venue for screening. You will be notified by staff when you need to make an appointment. This check has become a requirement for the Family Tax Benefit claiming process. (Family Tax Benefit Part A Supplement).

DECD Special Services

Woodside Preschool has access to a range of DECD support services and staff for children who have been identified with additional needs: Disabilities Coordinator, Speech Therapy, and Early Childhood Psychologist.
Common Childhood Illness and exclusion times

**Viral Gastroenteritis**
Exclude until no diarrhoea or vomiting for 24 hours

**German Measles**
Mild fever, pink flat rash
**Time to be absent**
Until the rash has gone and temperature is normal

**Measles**
Fever can be very high, runny nose, sore throat and eyes. Red blotchy rash seen firstly on the face and behind the ears.
**Time to be absent**
Until child is 100%

**Chicken Pox**
Feverish and unwell before spots appear. Spots are red and develop into blisters that eventually scab.
**Time to be absent**
Until blisters have crusted, no moist sores and the child feels well.

**Hand, Foot and Mouth Virus**
Blisters in the mouth, on hands and feet. A low fever. Maybe listless and off food. May complain of sore mouth before ulcers or blisters appear.
**Time to be absent**
Until well and all blisters have dried.

**Head lice**
Eggs are grey /white specks glued to the hair if they have not yet hatched.
**Time to be absent**
Until treatment has begun.

**Worms**
Itchy bottom, irritability and behavioural changes.
**Time to be absent**
Treatment is necessary for infection to disappear.

**Conjunctivitis**
Infection of the eye caused by bacteria, viruses, chemicals or allergies. Scratchy feeling in one or both eyes and redness in the white of eyes. Discharge may be present.
**Time to be absent**
At least 3 days after beginning antibiotic treatment.

**Colds**
If your child shows symptoms of a common cold and is obviously feeling unwell, please keep him/her at home.
<table>
<thead>
<tr>
<th>Age</th>
<th>Vaccine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth</td>
<td>• Hepatitis B (hepB)</td>
</tr>
<tr>
<td>2 months</td>
<td>• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV)</td>
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<tr>
<td></td>
<td>• Pneumococcal conjugate (13vPCV)</td>
</tr>
<tr>
<td></td>
<td>• Rotavirus</td>
</tr>
<tr>
<td>4 months</td>
<td>• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV)</td>
</tr>
<tr>
<td></td>
<td>• Pneumococcal conjugate (13vPCV)</td>
</tr>
<tr>
<td></td>
<td>• Rotavirus b</td>
</tr>
<tr>
<td>6 months</td>
<td>• Hepatitis B, diphtheria, tetanus, acellular pertussis (whooping cough), Haemophilus influenzae type b, inactivated poliomyelitis (polio) (hepB-DTPa-Hib-IPV)</td>
</tr>
<tr>
<td></td>
<td>• Pneumococcal conjugate (13vPCV)</td>
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<tr>
<td></td>
<td>• Rotavirus b</td>
</tr>
<tr>
<td>12 months</td>
<td>• <em>Haemophilus influenzae</em> type b and meningococcal C (Hib-MenC)</td>
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<tr>
<td></td>
<td>• Measles, mumps and rubella (MMR)</td>
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<tr>
<td>18 months</td>
<td>• Measles, mumps, rubella and varicella (chickenpox) (MMRV)</td>
</tr>
<tr>
<td>4 years</td>
<td>• Diphtheria, tetanus, acellular pertussis (whooping cough) and inactivated poliomyelitis (polio) (DTPa-IPV)</td>
</tr>
<tr>
<td></td>
<td>• Measles, mumps and rubella (MMR) (to be given only if MMRV vaccine was not given at 18 months)</td>
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</tbody>
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Additional Services in the Local Community

Goodstart Learning Centre - Childcare
Onkaparinga Valley Rd
Oakbank
Phone: 83884451

Family Day Care
Care of children in a caregiver’s home which is government subsidised and controlled.
Contact:
District Office
Hills/Murray lands
20 Beatty Tce
Murray Bridge 5253
Phone: 85320700

Library
Woodside Library
Onkaparinga Valley Rd
Woodside
Phone: 8408 0420

Local Schools
Woodside Primary: 83897083
Lenswood Primary: 83898278
Lobethal Primary: 83896419
Oakbank Area School: 83884163
Springhead Lutheran: 83894334
Lobethal Lutheran: 838961231
The Hills Christian Community: 83887811
St Michaels Lutheran: 83887228