

# Virginia Preschool Parent Information Booklet



**Virginia Preschool contact information:**

**Park Road**

**Virginia 5120**

**Phone 8380 9292**

**[jodie.spano156@schools.sa.edu.au](mailto:jodie.spano156@schools.sa.edu.au)**

## Preschool Program

Children are entitled to access 4 terms (1 year) of preschool in the year before they start school. This means that from 2023 children who turn 4 years old:

- **Before 1<sup>st</sup> of May** are eligible to start preschool in term 1 (beginning of the year).
- **Between 1st May to 31st October** are eligible to start preschool in term 3 (mid-year intake).
- **After 31st October** are eligible to commence preschool in term 1 of the following year.

**Please note:** Children do not have to start preschool as soon as they are eligible. If you think that your child is not quite ready to begin preschool and you would prefer them to start in the following intake or year please write this on your child's registration of interest form. Making this decision is based on a child's emotional level of development and often results in many positive learning outcomes for a child. This decision has no reflection on a child's cognitive ability. If you are unsure or have any questions in relation to preschool readiness please see a preschool educator for assistance.

If your child identifies as Aboriginal or if your child is or has been in care they may be eligible for 12 hours of preschool a week, after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

Preschool children are currently entitled to 4 terms of 15 hours of preschool education per week in the year prior to them starting school. Children must start school before they turn 6 years of age.

At Virginia Preschool, the 15 hours is accessed in the following way:

- 2 full days per week

Current session times are:

- Monday - Thursday  
8.15am - 3.45pm

A copy of your child's session details will be provided to you prior to your child's commencement at preschool.

## Arrival/Departure

### **Arrival**

- Preschool commences at 8.15am.
- Upon arrival you will be greeted by an educator at the preschool gate where your child will be signed in.
- Children attending Before School Hours Care (OSHC) will be delivered to preschool at 8.15am by an OSHC staff member who will pass on any relevant information and the children will be signed in to preschool by a preschool educator.

### **Departure**

- Parents may collect their child/children between 3.15pm-3.45pm.
- Please remain outside at the end of preschool each day until your child has been signed out by a preschool educator. It is a National Quality Standard requirement that children are signed out of preschool each day, and this procedure helps us to manage this process safely and effectively.
- Please inform a staff member if you are unable to collect your child and have organised someone else to pick them up instead.
- Children attending After School Hours Care (OSHC) will be delivered to OSHC at the end of preschool by a preschool educator and signed into OSHC by an OSHC staff member.

## Proof of Immunisation

Under the [South Australian Public Health Act 2011](#), early childhood services must keep a copy of your child's immunisation records while they are enrolled in or attending the service. The only approved immunisation record that can be used is an immunisation history statement from the Australian Childhood Immunisation Register (AIR). Immunisation history statements can be obtained by accessing either:

- your [Medicare online account](#) through [logging in to myGov](#)
- the [Express Plus Medicare mobile app](#).

## Curriculum

The curriculum at Virginia Preschool reflects the 'Early Years Learning Framework (EYLF) for Australia – Belonging, Being and Becoming' and the Department for Education's Preschool Indicators of Numeracy and Literacy. Children participate in a range of activities and structured learning times according to their level of development to achieve the desired outcomes.

### **EYLF learning outcomes:**

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



### **Numeracy indicators:**

- I explore and understand my place and space in the world
- I measure and compare my world
- I analyse, read and organise the data in my world
- I quantify my world



### **Literacy indicators:**

- I use language to connect with my world
- I understand the language of my world
- I engage with texts and make meaning
- I represent my world symbolically



Our weekly program is displayed above the children's portfolios in the puzzle corner and in the display cabinet next to the preschool gate. Staff regularly review children's progress during their time at preschool, based on observations, information from parents, work samples and formative assessments. This information is used when planning learning activities for individuals, groups of children and to monitor children's learning. Every child has a preschool portfolio containing checklists of their learning, photos, and samples of activities they have been involved in (e.g. paintings and drawings). The portfolios are located on the bench in the puzzle corner of the preschool. Parents will have the opportunity to look through their child's portfolio during interview times or upon request. These portfolios remain at preschool until children graduate.

## Support Services

Specialised assessment and support is available for eligible children. We are also able to provide information about and referrals to other services as required.

Parents are asked to identify any additional needs that their child may have so that extra support and assistance can be sought. If you have any questions regarding your child's development please discuss them with a preschool educator.

Specialised services include:

- Speech Pathologists
- Psychologists
- Bilingual support - to provide support to children and families who have English as an additional language
- Preschool Support Program – to provide support for children with additional needs
- Child and Youth Health – 4/5 year old health checks (including hearing assessment) are available for children at preschool prior to them starting school

## Change of Contact Details

In the event of an emergency it is important that the preschool has correct parent contact details. Please inform the preschool if any of your details change, for example your address, home phone, mobile number, email address or emergency contacts. 'Change of Information' forms are also kept above the children's portfolios in the puzzle corner or alternatively you can request one of these forms from a preschool educator.

## Parent Involvement

There are numerous ways parents can be involved in the preschool, including:

- Sharing a special skill, interest or talent (e.g. playing a musical instrument)
- Becoming a member of the Governing Council
- Gardening
- Volunteering in the Library, Canteen or Kitchen Garden

## Term Fees

- Preschool fees are \$95 per term (\$380 per year).
- Invoices for Preschool will be provided at the beginning of term one.
- Fees may be paid termly (\$95 per term) provided that they are paid within the first five weeks of each term.
- Education fees are GST free.
- Fees are reviewed by the Governing Council annually at the AGM and are comparable to other local preschools.

### Healthy Food Policy

- As healthy lifestyles and good nutrition are a big part of the preschool curriculum and to support the health needs of children with allergies, birthday cakes and lolly bags are not permitted at preschool.
- We ask that children **only drink water at preschool** (soft drinks, cordials and juices are not permitted).
- Please note that we are unable to heat up children's lunches due to health regulations.

### Allergies/ NUT and EGG AWARENESS /Dietary Restrictions

- Whilst allergies to peanuts and egg are a relatively uncommon occurrence, we do have a growing number of children presenting with this affliction. As a preschool, we would like to provide responsible support for children who have such allergies and suffer severe anaphylactic reactions that may be life-threatening. To this end, we endeavour to ensure Virginia Preschool is a **NUT and EGG AWARE PRESCHOOL** and seek the preschool community's co-operation in supporting the safety of all children at preschool.
- We ask families not to bring nuts or nut associated products such as peanut butter, nutella or nut spreads. We also ask families not to bring eggs such as whole eggs or egg sandwiches. Foods labelled 'may contain traces of nuts or egg' may be brought to preschool.
- We sometimes have cooking activities that include a wide variety of foods. Please notify staff if your child has any food allergies or dietary restrictions.

### Shared Fruit

The preschool children have shared fruit-time every morning at approximately 10.45am. Generously sized individual bowls containing a variety of fruit and vegetables are prepared for children by educators. This replaces the need for a recess snack, helps us to promote healthy eating, the development of social skills and encourages children to try new foods.

Parents can choose to:

- Bring a piece of fruit/vegetable daily or make a contribution of 50 cents towards fruit/vegetables that the preschool will purchase.



### Sun Protection

- Children are required to wear a hat every day during outside play times in terms 1 and 4.
- During terms 2 and 3, hats are not required unless the UV rating is over 3. The UV rating is checked daily in terms 2 and 3 by educators and is discussed with children during morning group times. Please support your child to develop good sun safe practices by ensuring that a broad-brimmed, bucket or legionnaire style hat is kept in their bag all year round (Hats are available for purchase from the school office).
- Parents are asked to apply a broad spectrum sunscreen with an SPF of at least 30+ to children prior to their arrival at preschool, in terms 1 and 4.
- Educators will assist children to reapply sunscreen at lunch time in terms 1 and 4.
- If your child experiences allergic reactions to sunscreen or has overly sensitive skin please ensure that a suitable sunscreen is kept in their bag and notify an educator.
- In terms 1 and 4 children must wear tops that cover their shoulders (strappy/singlet tops are not permitted).

For further information please refer to our 'Sun Protection Policy' that was included in your preschool orientation pack or see an educator.

### Clothing

- Please send your child to preschool in old clothes, as many of the activities children participate in may be messy (e.g. sand play, painting, gluing, clay, mud).
- Please clearly label all clothes with your child's name.
- Please keep a spare change of clothes in your child's bag in case of accidents, such as clothes becoming wet due to water play.
- Please ensure that a broad-brimmed, bucket or legionnaire style hat is kept in your child's bag.
- Children need to wear secure footwear, sandals or sandshoes that are suitable for active play. Due to sand and bark etc. finding its way into shoes velcro fastening or shoes that children are able to manage by themselves are preferable. Thongs are not suitable.
- In winter, children may need a coat for outdoor play.
- If an item of clothing goes missing, please check with an educator as we keep a lost property basket under the veranda.

### Toys from home

Please do not allow your child to bring toys to preschool. We are unable to take responsibility for the care of children's personal toys.

### Sickness

- Please notify the preschool by phoning 8380 9292 or texting 0413 853 656 if your child is going to be away. It is a Department for Education requirement that staff record reasons for absences.
- If your child is going to be absent from preschool for more than 1 week (e.g. due to a family holiday) parents are required to fill out an exemption form (these are available from the preschool or front office).
- If your child is showing signs of being unwell please keep them home for the day. We do not have the facilities to care for sick children, and it is not fair to expose other children to these infections. Children who have diarrhoea or are vomiting must be kept home for 24 hours after the last episode.
- Please notify the preschool immediately if your child contracts an infectious disease (e.g. Chicken Pox or Whooping Cough).

### Medication

If your child has any health conditions, the Department for Education requires a **Health Care Plan** from your child's doctor. **Children with health conditions such as asthma, anaphylaxis etc. cannot attend the service without providing a current Health Care Plan and their required medication.** All medications (including asthma puffers) need to be given to an educator to be placed in a lockable cupboard. A medication log will be filled out by an educator who is supervising or giving the medication.

If your child requires medication on a short term basis such as antibiotics we ask that parents administer this medication outside of preschool hours, e.g. three times per day can be taken in the morning before preschool, afternoon straight after preschool and bedtime. If it is necessary for children to have medication at preschool, parents must sign a 'Medication Record' form. Educators are only able to accept medication which:

- Has been prescribed by a doctor and is provided in the original, fully labelled pharmacy container.
- Has the child's name on the original pharmacy label.

## Virginia Primary School Transition

As a school based preschool we have many strategies in place to ensure that the transition to Virginia Primary School is a relatively easy process for both children and parents. One of these is to offer transition visits to school. During this time children meet and get to know the teachers that they will be with the following year and most importantly, as 95% of our children continue on to Virginia Primary School children will be moving into the same class as many of their preschool peers. In addition to this, children regularly visit the school library, playground, and attend many school events.

If you are intending for your child to commence **primary school** at a school other than Virginia Primary School please indicate this on your child's enrolment form or inform a preschool educator. This assists us with future planning and allows us to allocate this position to another child.

School Enrolment forms will be provided to families with their child's reception transition visit information in term 4 (for children beginning school in term 1) and term 2 (for children beginning school in term 3).

### Summary of items to bring to preschool each day:

- A bag that is easy to open/close and large enough to contain personal belongings, correspondence from the preschool and children's artwork. Please put your child's name clearly on the outside of the bag, as many children have similar bags
- One piece of fruit/vegetable, or 50 cents
- Broad-brimmed, bucket or legionnaire style hat
- Bottle of water – We ask that children only bring water. All water bottles are refilled by educators at lunchtime and when required
- Lunch – As healthy lifestyles and good nutrition are a big part of the preschool curriculum we ask that you keep that in mind when packing your child's lunch. A sandwich or crackers, yoghurt and 1 snack food item is usually plenty. Lunch orders are available from the school canteen, menus are provided upon request (Please note: due to health and safety regulations staff are not allowed to heat children's food)
- Change of clothes (clearly labelled with your child's name) and a plastic bag
- Coat for winter
- Sunscreen – If your child has allergies to sunscreen or has sensitive skin please provide your child with their own sunscreen. In terms 1 and 4, please apply sunscreen to your child prior to their arrival at preschool

