



Preschool Parent Handbook

Paracombe Primary & Preschool: Through Community we thrive

At Paracombe we collaboratively provide a solid foundation where students are supported to actively learn, thrive, and be respectful, innovative risk takers.

Students: are encouraged to think creatively and critically; aspire for excellence and give voice to personal and community endeavours.

Staff: utilise their skills and expertise across P-6 to connect students to their community, the world and learning milestones.

Families: support and promote engagement within and beyond the classroom, building on the resources of our unique community to enhance programs.

Mission: To creatively maximise resources to personalise a success pathway for every student; incorporating

Now, New, Next

Preschool is a unique transition from home learning to collaborative Education. Please take time to read our Preschool Philosophy

Preschool Philosophy Statement

Paracombe Primary & Preschool



Experience the Belonging, enjoy the Being and look forward to the Becoming.

Through Community we thrive.

We are a community of learners acknowledging the Peramangk and Kurna people who were here before us; connecting to the land and continuing the caring for the environment for future generations.

Belonging; in early childhood and throughout life: respectful, caring, and loving relationships are crucial to a sense of belonging. (Early Years Learning Framework)

Being; in the moment of being young: curious, risk-taking adventurers who are playful explorers of their own world.

Becoming; we lay the foundations through play, as young children learn and grow to become participating members of the community and society.

Our Preschool works in partnership with Playgroup, Preschool families, Paracombe Primary School, and all associated communities. We facilitate strong community connections and transitions within our unique learning environment, celebrating nature and children's wellbeing.

Our Preschool community has a partnership with our local natural environment, we understand the responsibility to care for it, play with and in it, learn from it and give back to it where we can.

Educators support, encourage and guide children to co-construct their learning and to become documenters of their successes and discoveries, incorporating their own interests and discovering their identity.

We frame our planning using the Early Years Learning Framework connecting to our P-6 site focus:

Now, New and Next for every child - Through Community we thrive.

WHAT WE OFFER

We offer a number of programs and services to support your child's EYLF.

[Early Years Learning Framework](#)

Preschool Program

Times

Your child can attend preschool for up to 15 hours per week

Term	Monday	Tuesday	Wednesday	Thursday	Friday
1 & 2		9.00 -3.00	9.00 – 3.00		
3 & 4		9.00 – 3.00	9.00 – 3.00	9.00 – 3.00	

The Parent contribution is \$85.00 per term. See our [Enrolment and Fees Section](#) for further information.

What to bring

Children need to bring these items each day.

- Bag to carry all their belongings
- Broad-brimmed hat
- Change of clothes
- Drink bottle containing water only
- Piece of fruit or vegetable for fruit time snacks
- Packed healthy lunch

What to wear

Paracombe Preschool has a uniform which consists of a Navy blue t-shirt with logo and a reversible red/blue hat. Preschool uniforms have proven to provide a child's sense of belonging to the group.

The uniforms are available from the Paracombe Primary front desk 9.00 – 3.00 weekdays.

- Please ensure your child has a spare change of clothes in their bag, these clothes should be sun smart that cover their shoulders.
- Ensure pants/skirts easily undo for ease of toileting
- Shoes need to be suitable for running and climbing
- Rubber boots (these can be left at preschool)

Please write your child's name on their belongings.

- We have permanent markers if you need them

What not to bring

Children should not bring these items to Preschool:

- Foods containing nuts (some children within the centre will often have nut allergies)
- Unhealthy foods and drink (lollies, chocolate, chips, fizzy drinks)
- Toys from home

Additional Information

Development Support

Our Preschool works closely with support services to provide programs that support children's next steps. We have access to advice from;

- Speech
- Psychology
- Special Education
- Wellbeing
- Occupational Therapy

Our local agency is Ingle Farm's Children's Centre Ph: 82603511

MINI EXPLORERS PLAYGROUP

Mini Explorers Playgroup is a supported playgroup. You and your child can meet other families and spend time learning together in a natural environment.

When: Fridays during school terms (with exception to final week of term)

Where: 1376 Lower North East Rd, Houghton

Time: 9.15am – 11.15am

Cost: \$2.00 Donation

What to bring:

- Hat
- Drink bottle
- Own Snack

Nature Play is important for a healthy childhood. Playing outdoors helps children's development, wellbeing and confidence. In terms 2 & 3 mini explorers is held within the natural environment of [Paracombe Primary & Preschool](#). Everyone is welcome, together we can bring childhood back outside, one day at a time.

School Transition Program

Paracombe Preschool works closely with Paracombe Primary School with a yearlong Preschool to school transition program. Our continuous program is ever evolving, meeting the needs of all children. Educators plan incursions, excursions and visits to Preschool and School.

Special Rights

The Department for Education provides support for children which includes Speech support, Hearing Impairment Services, Behaviour Management, Special Education and access to psychologists and referral to other agencies.

If you feel your child needs access to any of these services please see the Teacher or the school Principal.

ENROLMENT AND FEES

When your child can start Preschool

Your child is entitled to access 1 year of Preschool

- If your child turns 4 before May 1st, they can start Preschool at the beginning of the year.
- If your child turns 4 on or after May 1st, they can begin Preschool in the following year.

If you want to delay your child's start to Preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of Preschool in the year before they start school. (15 hours is granted through universal Access funding)

Enrolling your Child

1. You can register your interest to enrol your child with us by using the Preschool Registration of Interest on the link below and the form is also available from us at Preschool.

[Preschool Registration of Interest Form](#)

- Try to register your interest by June 30th, but you can do this any time during the year.

2. Priority will be given to children living in our catchment area, if you don't live in the catchment area you should indicate at least 2 other Preschool options on your form.
<https://www.preschools.sa.gov.au/houghton-preschool#location>
3. If we can give your child a place with us, we'll send you an offer letter in term 3, you can accept the offer by filling in and sending back the acceptance slip by the due date.
<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>

Before your child starts

We will contact you in term 3 about orientation and transition sessions. These sessions are usually in term 4 and will be a chance for your child to meet us and other children.

Fees

We ask you to contribute towards the cost of your child attending Preschool. The parent Contribution is \$340 per year. You can choose to pay the total amount at the beginning of the year or top pay instalments of \$85 each term.

<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>

When to Pay

We will invoice you by week 5 each term, payments will be due by week 9 of each term. If you are having difficulties in paying please don't hesitate to contact us.

How to Pay

You can pay at the Paracombe Primary & Preschool front office at 4 Harvey Road, Paracombe

- We do accept Cash but would prefer you paid by direct deposit

EFT Information

- BSB: 105117
- ACC: 425181540
- Please put your child's name in the reference
- A receipt will be provided via the teachers

Immunisations

When you enrol you will be required to give a copy of your child's immunisation status from Medicare through the Mygov app. *(Please note blue books are no longer accepted as proof of Immunisations)*

Immunisation requirements

REPORTS AND PLANS

- NATIONAL QUALITY STANDARDS RATING- insert link

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

- QUALITY IMPROVEMENT PLAN – insert link to QIP on website

ANNUAL REPORT

A report on our progress, achievements, highlights and challenges for the year.

Insert annual report hyperlink

PARENTING SUPPORT

Giving your child a strong start in the Early Years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life

We're working with families to take a "learning together" approach about child development in the early years.

Parenting Resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

- **Raising Literacy** supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.
[Home - Raising Literacy](#)
- **Parenting SA** has free parenting factsheets, videos and upcoming seminars on many parenting topics.
[Parenting SA](#)
- **Learning with your child (GreatStart)** gives parents everyday learning ideas and activities to help build their child's maths and language skills.
[Learning with your Child](#)
- **Raising Children Network** provides up to date, evidence based, scientifically validated information about raising children and caring for yourself as a parent or carer.
[Raising Children Network](#)

ARRIVAL AND COLLECTION OF CHILDREN

In the interest of safety, we ask you that each child be brought right into the Preschool at the beginning of the Preschool day and promptly collected at the end of the Preschool day. All children must be collected by a known adult.

Assessment/Reporting

We report to parents through end of year Summative reports and through the year via newsletters, class Dojo, Sways, informal conversations and Learning Journey folders.

The evolving program is on display in the foyer area. Educators encourage you to discuss the learning program with them and seek your input.

[Curriculum, pedagogy, assessment and reporting: early childhood services](#)

Bushfire Procedure

(Regulations 97 & 168)

Our first concern always is the safety of the children at Paracombe Preschool and playgroup.

The preschool and playgroup will be CLOSED on a day declared CATASTOPHIC

The unique nature of bushfire danger in the Adelaide Hills, and on the advice of the Country Fire Services, Houghton preschool and playgroup at Houghton may be closed on days of Extreme bushfire weather conditions.

Three levels of Alerts on TOTAL FIRE BAN DAY:

Preschool will be open; parents may prefer to keep children at home.

Any excursions planned will be cancelled

Monitor radio station 891 AM

Level 1 - Advice Warning: A fire has started

1. This involves the whole area where children live, including the area which children travel through.
2. Houghton Preschool will cover Banksia Park, Tea Tree Gully, Millbrook, Houghton, Paracombe, Inglewood and Kersbrook.
3. Parents/caregivers should collect children promptly if they can do so in safety. It should be remembered that children will not be released to unauthorised adults.
4. Preschool will be closed on this day.
5. Staff will remain with any child who has not been collected until such time as they can be released into the care of an authorized adult.

Level 2 - Watch and Act: Fire approaching the building

1. Should any children be at the Preschool at this point, staff will follow the Bushfire Response Plan.
2. **CFS** and **POLICE** will be informed that there are still people in the building.
3. Parents/caregivers will be advised by SMS text message not to approach the preschool until the immediate danger has passed, as the bush refuge their children are currently in is the safest place for them to be at that time.
4. Staff will prepare wet blankets and prepare to depart to the refuge building.

Level 3 - Emergency Warning: Fire imminent

1. The preschool is in the path of the fire, those left in the building will be taken to the bushfire refuge, with roll book, mobile phone, holding rope for children to hold and cover with wet blanket and go to refuge building. Roof sprinklers turned on if able. A supply box is in the refuge building with water, food, and games for children until danger has passed.
2. Parents/caregivers should collect their child/ren when danger has passed, and they are not putting themselves or others at risk.

Emergency Numbers

Police, Fire Ambulance 000

CFS Hotline 1300 362 361

Adelaide Hills Council 8408 0400

[Bushfire season preparation advice for families](#)

BEHAVIOUR CODE PRESCHOOL

One of the goals of preschool education is to have children develop into socially responsible and respectful citizens. In order to grow into responsible and respectful citizens' children need to develop an understanding of how to interact with other children and adults both individually and within a group. This policy documents behaviours that are both respectful and highlights the way educators will work with children and parents in addressing these behaviours.

Respectful Behaviours

Respectful behaviours encourage an attitude of caring and respecting ourselves, others and the environment.

These behaviours include:

- Respecting each other-accepting each person as an individual, their differences, culture and beliefs.
- Listening to others-everyone has something valuable to contribute.
- Using positive language
- Being cooperative
- Helping each other
- Taking turns
- Sharing
- Being friendly
- To try and work out problems in a fair way
- To work and play safely

To support children's development of positive, respectful behaviours educators will:

- Educators will focus on acknowledging and encouraging behaviour that is respectful rather than focusing on the negative behaviour.
- Ensure that children are involved in regular discussions about respectful behaviour and why it is important.
- Be explicit with children about what respectful behaviour looks like, feels like and sounds like in a range of situations.

Disrespectful behaviours

These are some of disrespectful behaviours that may occur at preschool:

- Those which are dangerous-to children themselves or to others around them.
- Those which physically hurt or frighten others
- Those which hurt or frighten others through language used eg: put downs, insults, name calling.
- Those which spoil others achievements or work eg: deliberately knocking down others children's work.
- Those which interfere unduly with the daily routines around which the preschool functions eg: deliberate disruptions of group time/pack up.

When disrespectful behaviour occurs educators will:

- Redirect the child towards acceptable, constructive activities/experiences and provide encouragement and support.
- Talk with the child about the reasons why the behaviours are not respectful.
- Ignore the behaviour if it is being done only to seek attention, as long as it is not unsafe.
- If the behaviour is violent or aggressive a range of strategies may be used:
- Removing the child from the other children to talk through the situation that has arisen.
- Giving the child some time away from the other children to enable them to calm down before talking through the situation with educator support.
- Discussing the incident with the child's parents to work collaboratively on strategies that will support the child's behaviour in the longer term.

We believe that:

- All children are individuals and will have different levels of understanding of the various expectations at preschool.
- Educators and parents need to work together and share responsibility for encouraging and modelling appropriate behaviours in a variety of situations.
- At times children do feel angry, frustrated and upset. These feelings are normal and educators and parents will work together to help to express their feelings appropriately.
- Children learn best when they experience success and feel good about themselves.

This behaviour policy will assist educators at Houghton Preschool to:

- Provide an environment where children feel nurtured, safe, secure and respected.
- Develop collaborative relationships between children, educators and parents to maximise children's learning potential.
- Deliver a curriculum that is fun, enjoyable and proactive where children are comfortable to explore their identity, take risks and learn.

[Behaviour support policy](#)

Daily Routines

- 9am arrival outside play.
- 9.40am morning group time.
- Children can access their snacks/recess after group time, during play at a designated area outside.
- 10am Children's choice play inside or out - one educator in one out.
- 11.25am tidy up inside for covid19 clean.
- 12.15pm group time.
- Lunch outside on mat.
- Relaxation with dot markers for social distancing. Little Yarns podcast.
- 1pm Inside play.
- 2.25pm pack up inside with number lanyards.
- Get organised for home time.
- 2.45pm group time.
- 3pm home time.

Due to current circumstances the above routine may change where appropriate to assist with children's wellbeing and follow covid19 guidelines from SA Health.

CURRICULUM

All learning opportunities and activities that are offered to your child are linked to The Early Years Learning Framework for Australia. This Framework focuses on five broad 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

Within each of the five broad outcomes there are descriptive key components of learning that children will be working towards. The curriculum and our planning of experiences reflect that all children learn in a variety of ways and vary in their capabilities and pace of learning. Our planned learning experiences are flexible, enabling individual child's interest and inquiries to be embraced and supported. Individual areas of development are catered for in our program. Our programming and planning of experiences are guided by the children to ensure we provide relevant and intrinsically motivating learning activities.

In early childhood, play is a content for learning that has a big impact on children's physical, social, emotional, creative, cognitive and communicative development. A large component of our program is nature play based. Play can be individual guided and constructed. With children we engineer the learning environment and experiences to enable your child to learn specific outcomes and goals through various forms of interaction with the environment.

If you would like more information about the Early Years Learning Framework you may wish to visit the following site: [Early Years Learning Framework](#).

FAMILIES

Families are the first and most important educators in their child's life. We encourage you at all times to contribute your involvement in your child's early learning experiences outside the home. You are welcome to join in and or, volunteer at Preschool. This may be gardening, cooking or reading to the children.

[Volunteer Policy](#)

If you have any concerns or queries at any time, please feel free to discuss them with the preschool educators or the Paracombe Principal. We look forward to working with you and your child.

GOVERNING COUNCIL

As we are a school based preschool, we are a part of the Paracombe Primary School Governing Council. The governing council meets twice a term to discuss and make decisions about the running of the School or Preschool.

The members include the Principal, School staff member and parents elected by the School/Preschool Community.

The governing council aims to provide a forum for two way communication between the staff/school/preschool and the parents/ school/preschool community.

All members of the school and preschool community are welcome to join Governing Council or attend meetings.

***Please consider joining the Governing Council it is held at Paracombe Primary & Preschool twice per term on Tuesday's at 7pm in conjunction with the school Governing Council.**

[What governing councils do.](#)

VOLUNTEERS

We welcome parent involvement and encourage you to assist in the Preschool, especially if you have any talents or areas of interest.

All volunteers are required to have specific clearances to work within the classroom environment, please see link below for further information.

[Volunteer policy](#)

HEALTH AND SAFETY

Every child's health and wellbeing is important to us!

Healthy eating: Healthy eating is encouraged and we ask that you do not send 'sometimes' food like lollies, fruit snacks that are high in sugars and look like lollies, chips and chocolate. Healthier options are fruit, vegies, cheese, yogurt and salad wraps etc.

We are a nut aware preschool and ask you not to pack foods which contain nuts. We will notify if we have any children with severe allergies of any kind associated with food.

Food brought from home – healthy food choices

Illness and absences: Please let us know if your child is going to be absent from preschool through the Dojo app, whether for sickness, family reasons or holidays.

We are guided by the Australian Health Commission guidelines and when children have a contagious illness like;

Vomiting and/or diarrhoeas- Please keep your child home for 24 hours from the last symptom. If in doubt, please see a doctor, pharmacist or talk to us.

Missing school or preschool

Infectious diseases and exclusion from child care, preschool and school

Medications: We cannot legally administer any medication without your own or your doctor's written consent. A Medical Health Care Plan is required for children who have a chronic illness/conditions such as asthma, food allergies, anaphylaxis etc.

Please note that we cannot administer any Non Prescription medication such as Panadol, cough medicine etc. If your child is unwell enough to require these, then they should not be attending preschool.

Medication management in education and care services

Sun and Hot Weather Safety: Our Sun Protection and Weather Policy states all children, educators and volunteers to wear hats terms 1 and 4. Please send a broad brimmed hat and ensure your child is wearing shoulder covered clothing.

Please apply sunscreen to your child before attending preschool and children will reapply when required. If your child requires a particular brand please bring it to Preschool.

Sun protection in schools, preschools and kindergartens