

# 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.



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. The child must get to know and come to feel secure in the care of new adults. He/she 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 reassurance during the initial settling in period. Parents / caregivers are encouraged to stay with their 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, a Pre-entry orientation program is run in the term prior to the child starting preschool. Play Group also supports children to become familiar with the site and the teachers.

## Staff

**Director :** Jenny Whittle  
**Early Childhood Worker:** Jodie Thompson  
**Play Group Co-ordinator:** Laura Bowman  
**Child Care:**

## Programs

### Play Group

Play Group is run every Tuesday morning from 9.30 to 11am.

### Pre-entry.

This program is an introduction to "Kindy life", offered in the term prior to starting Preschool. It is especially important if your child has no previous experience at the centre. The session is offered on a Tuesday from Week 3 Term 4 with three half days followed by three full days. Children are welcome to use the school bus for these days but please be aware there is no half day bus and bus arrangements need to be made with the Preschool and Lock Area School.

### Preschool

In 2015 programs will run as day sessions from 8.30am to 3.10 pm Tuesday and Thursday, and Friday of weeks 2 and 8. (Children using school buses arrive from 8.30 to 8.50 and depart at 3.10)

The Federal Government is in the process of reviewing the 15 hours of preschool per week for 4 terms prior to a child starting school. No decision has been made at this time. The State government has advised that if Federal funding does not continue for 15 hours the preschool hours will be cut back to the funded 12 hours per week for 4 terms prior to a child starting school.

## Uniforms

Uniform is not compulsory, however most children wear our colours, red or navy blue. Lincoln Work & Safety Wear provide embroidered shirts or will embroider your shirt upon request. Ph: 86831911 Mob: 0428 645 771

## Arrival and Departure

### Children must be signed in and out each day.

Please bring your child into the Lock Early Learning Centre (The Centre) on arrival and before leaving and sign your child in and out before heading home. This ensures staff are aware of his/her movements and may share with you any relevant information. Please inform staff if anyone other than a parent/caregiver is to collect your child, preferably in writing or over the phone if circumstances change. They also are required to sign your child in or out. The sign in book is in the bag area.

Bus children make their way to the preschool with peer support or staff support is provided until children are confident with this. Children are delivered to buses by staff at the end of the day.

We have very limited time to consult, prepare for sessions and clean up so please respect staff's right to this time by delivering and collecting your child on time. This being said we are aware emergencies happen from time to time in these circumstances please contact us as soon as possible.

## Attendance

Please contact the centre if your child will not be attending. This is particularly important if they are receiving support requiring extra staffing. Avoid absences during weeks 2 and 3 of each term if possible, as these are census weeks upon which the Centre's funding is based.

## 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. Copies of this plan 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, flu.

## Fees

Fees form a crucial part of our budget and are set annually by Governing Council.

Currently our fees are \$65 per term and fall due on the first day of term. Fees can be paid in a lump sum, each term, or a payment arrangement can be entered into. Please talk to the Director if you are experiencing financial hardship.

## 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 please note that staff can not be responsible for the safekeeping of these items.

## Food / Drink

Lunch box ideas/information is included in your enrolment package. Our nutrition policy asks parents to provide nutritious snacks and lunches. Children require a named water bottle (which can be refilled as needed throughout the day) and a separate, named lunch bag/ box. These are stored through the day in the fridge. 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).

Children normally have fruit time at around 10.00am with lunch at around 12.00. We encourage 'listening to your body' and eating when hungry and drinking when thirsty.

## Clothing

The Centre 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 endeavours to keep smocks on children for messy activities, but it is inevitable that clothes will get dirty. Clothes need to allow free movement, and be easy for the child to manage for toileting. **Please supply a spare set of clothes in your child's bag for the odd "emergency"** or playing with water, mud or rain. *The clothes can be left at The Centre in a named bag in the bag area 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 any distance, or climb easily so are not suitable. *Girls particularly love pretty shoes but if your child can not run in the shoes they are wearing the shoes are not supporting your child's play/learning at the Centre.*

Please label everything. Clothing which is labelled is easy to return and saves a lot of time and problems! Lost property is collected in the bag area for your perusal.

## Sun 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 1<sup>st</sup> of September until the 30<sup>th</sup> 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 an 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.

## Parent Library

We have a small collection of books, educational magazines and pamphlets on items of interest to parents and they are available for parents. Some are free for you to take, others available for borrowing. They are displayed where the sign-in book is. Check the notes on the notice board while you are there.

## Communication

Each child has a named plastic pocket for general information, newsletters, contact book etc. Children will bring this home each day so please check for anything new and return. The contact book is a small notebook given to each child for information sharing between staff and parents. This is checked daily for notes from you 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.** Let us know important information, if they have had an upset 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.

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. Our web page is currently under review but can be accessed at lock-kgn.sa.edu.au. Check out our web page for lots of information too.

## Governing Council

The centre is managed by a parent committee called the Governing Council, which meets twice a term. Membership is determined at the beginning of the year, and due to our small numbers all parents are asked to be involved.

Among other things, the Council is responsible for:

- Planning the use of centre funds
- Promoting interest in the centre throughout the community
- Fundraising activities
- Assisting in the planning of the future directions of the centre.
- Making sure the Preschool reflects the needs and ideals of the Lock Community through the Quality Improvement Plan

## Curriculum / Reporting.

The Centre Curriculum follows the Early Years Learning Framework 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.

Expanded information on the curriculum is displayed in the centre.

*The centre curriculum is play based and child centred.*

At the end of terms 1 and 3 your child will bring home their "Special folder" - a collection of their learning, work samples and photographs. We ask you to share this with your child and write a comment. At the end of term 2 there is an opportunity for parent teacher interviews. In the last week of Preschool we celebrate their learning with a special presentation of their 'Special folder' and Preschool report.

## Photographs

The Centre organises photos of children enrolled in the preschool program to be taken once a year, normally in term 3, by specialist photographers.

Purchase of these is voluntary.

## Transition to school

The preschool children visit with the R/1 class regularly each Thursday afternoon. The Preschool is also open to the R/1 class during school lunch play time. 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 insure 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 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,
- Sun Protection
- Hot weather policy

And the Evacuation, Invacuation, Bushfire Procedures are Displayed at all Exits.

In addition staff must undergo police checks, hold a first aid qualification and are Mandated Reporters, requiring them legally to 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.

## Allied Health Care Professionals

Speech Pathologists, Occupational Therapists and CAFHS services can be accessed through the Lock Medical Centre. 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. The CAFHS nurse visits Play Group several times a term and parents can make appointments or catch up over coffee. In addition, 3 year old and 4 year old CAFHS checks are offered through the centre.

*Thank you for taking the time to look at what our centre offers.*

*Please fill out and return the enclosed forms as soon as possible*

*Volunteering is a big part of our centre so we hope to see you soon.*

# Welcome to the LELC

