



Fairview Park Primary School

Preschool

Family Handbook

An Introductory Guide

School Contacts

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Government of South Australia
Department for Education and
Child Development

WHAT IS A PRESCHOOL?

Preschool is an integral part of the Fairview Park Primary School committed to serving the needs of 0-5 year old children and their families.

Services

- Playgroup
- Preschool sessions
- Access to other services such as Child and Youth Health (CYH), Speech Pathology and other intervention support agencies
- Early Entry (conditions apply)

The preschool is the initial point of contact within the school and we recognise the importance of families and value their individuality. Families are warmly welcomed and we understand the important role you have already played in your child's development. Your ongoing involvement in the child's experiences is encouraged. Families and staff work together to ensure the transition between home and preschool is successful.

As children move through playgroup and preschool, we encourage them to become independent, self motivated and responsible. This is of great benefit upon their entry to school. We aim to provide a program which is fun, meaningful and relevant through activities and experiences which develop children's intellectual, physical, emotional and social wellbeing.

Regular communication between families and staff reflects the value we place upon the home/preschool relationship. Informal chats, preschool/school newsletters, information board displays, interview times, learning portfolios etc, enable us to keep you informed whilst also providing opportunities for your feedback and involvement.

Our program, planning, assessment and reporting are based upon the Early Years Learning Framework. Families are provided with information on a regular basis, regarding their child's progress at preschool.

Our Beliefs

We believe that:

- the relationship between home and preschool supports and enhances children's learning
- children are individuals and develop in different ways and at different times
- children learn best in an environment that recognises the importance of play whilst also providing planned activities/experiences designed to develop certain skills, knowledge and attitudes
- technology is a part of children's every day life and is important for their future
- children have the right to be in a safe and caring learning environment which respects social and cultural diversity
- practices related to responsible environmental management begin at an early age
- learning is continuous and encompasses experiences from home, school, and the wider community
- the role of staff is to facilitate support and monitor and assess children's learning and to share this information with families on a regular basis.

Playgroup

The playgroup:

- meets on a regular weekly basis and caters for children from birth onwards
- offers a variety of activities suitable for younger children such as pasting, painting, playdough, puzzles, books, games, etc
- provides an opportunity for children and families to have fun together whilst learning to socialise outside the home environment
- is held on Friday mornings between 9.30-11.30 am
- is parent run and organised
- has a contribution of \$2.00 per session
- has compulsory insurance - \$30 per year (Early bird), Full Year \$35, Full Year Concession \$25 or \$15 per term
- has a committee which meets regularly to discuss any issues which may arise. If you wish to be a part of this committee or just attend the meetings, please see staff or a playgroup committee member.

Preschool

Children are entitled to attend preschool on a five (5) session's per week basis, four terms prior to commencing reception. Families of children who will be attending other state of non-government Schools need to inform pre-school staff of the date their child will begin reception.

Please note changes to preschool commencement will occur from 2013. One enrolment time each year will begin. Further details are available at the DECD website www.decd.sa.gov.au (see fact sheet 6).

Preschool Fees

These are currently set at \$75 per term, to be paid upon receipt of an account at the beginning of each term. This amount supplements government funding and helps pay for materials/resources such as paint and paper, equipment, cooking ingredients, etc.

Preschool Sessions

Monday and Wednesday 9:00am to 3:00pm

Tuesday 9:00am to 12:00noon

Lunch, snacks and drinks need to be supplied. Children are fully supervised by staff during the lunch period. Children do not have to attend all five (5) sessions.

Preschool Portfolio

Each child has a folder in which samples of their work, photographs, observations, etc. are kept as a record of their growth and development during their time at preschool.

After two terms at preschool, families will be invited to an informal interview. The interview provides an opportunity for you to view your child's learning portfolio. This folder contains valuable reflections of progress made by your child physically, emotionally and academically whilst attending this preschool during the last two terms. Included in this portfolio is a summative report, detailing your child's interests, areas of strengths, and current learning goals. The interview is an opportunity to discuss any concerns or questions that you have and we welcome your feedback. At the end of their preschool year a copy of their report, together with photographs and favourite pieces of work (as chosen by the child), is sent home in the portfolio. The summative report will be sent to the Reception teacher. We welcome feedback at this time and at any time during the year. We see ourselves as one member in a team, working in the best interests of your child.

Transition to Reception

The school transition program play a most important role in ensuring a smooth entry into reception classes for children and parents. The visits for children enrolled at Fairview Park Primary commence approximately one month prior to school entry for one morning a week and include a recess time and lunch time.

Letters are sent out to families prior to these visits giving further details of the transition program. There is also a family information session before the initial transition visit. Families whose children will be attending other schools should contact the school to organise/arrange transition visits.

Whole School Activities

As a school based preschool regular involvement with the rest of the school provides many benefits for children ensuring smooth transition from one learning stage to the next.

This is achieved by:

- preschoolers visiting reception classes and school students visiting the preschool
- close working relationships between the school principal and other teachers
- sharing resources, equipment and areas in the school such as the Resource Centre and Computer Suite
- preschool children making fortnightly visits to the Resource Centre to borrow books to take home
- preschoolers participating in fortnightly computer sessions designed to develop skills such as mouse control, keyboard knowledge and understanding appropriate programs, etc
- sharing special days and events together.

Communication

To keep you regularly informed of any relevant information re upcoming events, our preschool newsletter is sent home regularly 3 times per term. Please watch out for it and also for the school's newsletter (Yakka) which informs families of whole school events. A separate notice for any excursion/performance will be sent home, where necessary, for your signature and payment. These notes will be in your child's 'pocket' which should be checked regularly. It would be appreciated if any notes could be sent back promptly. Each child also has a locker for their belongings and finished work. Hats are to be placed in the hat box, (it is best if the hat is kept at preschool at all times). Show and tell is to be placed in the box provided on appropriate days, and library bags are to be placed in the box provided.

Preschool Program

The preschool is staffed by qualified and experienced Early Childhood Educators. A balanced program of free play and intentional learning provide important opportunities for the development of knowledge, skills and attitudes in areas including self and social development, communication skills, health & physical development, technology, creativity, literacy and numeracy.

An individualised learning plan (based upon parent input and staff observations) is formulated for each child, identifying areas of strengths or areas requiring growth. Strategies for maximising learning outcomes and school success are provided and learning plans are regularly reviewed and monitored. Information is shared with families via informal chats and interviews. Interviews are held after two terms. The preschool program is based upon the Early Years Learning Framework.

During the preschool session, children participate in a wide variety of play opportunities and planned activities in a secure and challenging environment enriched by stimulating resources, conducive settings and sensitive intervention.

Outdoor learning areas further enhance the program. The preschool grounds are extensive, allowing children to explore their environment freely and safely.

Family Involvement

Family involvement means that you and other members of your family can feel free to participate. Parents are a valuable resource and an asset to the preschool program and are always welcome. The most important way families can help their child, is to be interested and involved in what their child does at preschool. The time you wish to stay in the preschool is up to you – we recognise the fact that some families have very busy lifestyles so please involve yourself where you feel most comfortable.

You may wish to help on a particular day or, if you can help out with some preparation jobs, we would appreciate this too. It is a pre-requisite to attend volunteers training, through the school prior to volunteering your services. Volunteer training is held Week 4 each term. Please leave your name at the front office.

Some ways in which you could participate are:

- reading stories to children
- taking a small group of children for cooking
- writing stories for children about their pictures
- listening to children
- talking to children about what they are doing
- assisting individual children during our weekly computer sessions
- cleaning and repairing jobs.

We would be happy to help with any questions or queries. Just come and ask.

Early Years Learning Framework

1. Children have a strong sense of identity.
2. Children are connected with and contribute to their world.
3. Children have a strong sense of well being.
4. Children are confident and involved learners.
5. Children are effective communicators.

Behaviour Management

We use the same Behaviour Management Policy as the rest of the school which aims to assist children in accepting responsibility for their own behaviour and to ensure a safe, caring environment. We spend time discussing and establishing expectations for safety and well being in the preschool.

Our rules include:

- playing and working co-operatively
- respecting others' feelings and property
- listening to others
- walking inside and on outside footpaths

Bringing and Collecting Children

Families are requested to bring children inside when the session begins and sign the attendance sheet kept on the front bench. If someone other than a parent or nominated caregiver is to collect the child, please advise one of the teachers and write on the daily attendance sheet. We ask that parents/caregivers be prompt when collecting their child as they can become distressed when their parents/caregivers are late. Please notify us if you are going to be late to collect your child. Children must also be signed out by parent/caregivers at the conclusion of each day.

Absence/Sickness

Children who are ill should be kept at home until they are well again. Please advise the Centre if your child will not be attending their preschool session. This information is required for attendance records. If your child has a contagious disease such as chicken pox, please advise the staff so other families can be notified. Your child's name will be kept confidential in this matter. Further details are available in the school's health policy or on www.fairviewc7edu.au

Food and Drinks

Our preschool has a 'healthy food and drink' policy. We ask that children bring two (2) pieces of fruit or savoury snack (i.e. cheese, vegies), for morning and afternoon fruit snack. We encourage children to bring a drink bottle. We will assist children if this becomes empty during the day. On 'special days' (which you will be informed of), children will have the opportunity to bring other types of food, i.e. party food, etc. Children's lunches must adhere to healthy food and drink policy. **Foods containing nuts or nut products are not permissible due to allergies.**



Clothing and Footwear

Please dress your child in clothes that are comfortable, easily managed and appropriate for preschool activities. They need to be able to toilet themselves independently. Where medical conditions or identified disabilities exist, staff will advise of the support intervention available. Shoes, sneakers and sandals are appropriate footwear for the activities children will be involved in. No thongs please.

Sunsafe

We require all children to bring their own hat from home to wear at preschool during Spring, Summer and Autumn. This is for their safety and follows the Fairview Park Primary School Policy regarding the wearing of hats. We prefer wide-brimmed or legionnaire hats which provide protection for both the face and the back of the neck. Clothing which covers the shoulders is recommended.

Medical Assessment

Your child will be checked by Child Youth Health (CYH) for hearing, eyesight, etc. before starting school. You will be notified when the Child Youth Health (CYH) nurse is due to visit and will be asked to make an appointment time or families may choose to make their own arrangements.

Special Needs

Our preschool prides itself on the attention given to the special needs of children. Should we feel professional advice should be sought, we discuss the matter with you and in partnership, seek early intervention. Our site has a range of support services available through DECD to ensure early intervention can support all children to be successful in their learning journey.

Allergies/Medical Conditions

It is vital that staff are notified of any child's allergies and the appropriate treatment. Equally important is informing staff if you child has or should develop any form of medical condition whilst enrolled at preschool. Due to health and safety reasons our preschool is a **NUT FREE ZONE**. [All staff are trained in first aid.](#)



Notices

Please check your pocket on a daily basis. Reminder notices will be displayed around the kindergarten and/or placed on entry gates.

Program

The preschool curriculum program is displayed at preschool. We encourage you to read about what is happening so discussions can occur with your child about what they have been doing.

Policy Folder

The school policy folder is available for families to read. Please ask staff for further information.

Preschool T-Shirts

'Fairview Park Preschool' t-shirts are available from the school uniform shop. They come in navy, red, and pink, in sizes four or six. They may be purchased for \$18.00. T-shirts are optional for preschool. They provide a sense of belonging for children and assist with their preparation for wearing a school uniform.