



Parks
Children's Centre
for Early Childhood
Development and Parenting



INFORMATION BOOK

50 Trafford Street
ANGLE PARK 5010
Phone: 8243 5582
8243 5599

Email: dl.5380.leaders@schools.sa.edu.au
<http://www.parkscs.sa.edu.au>
<https://www.education.sa.gov.au>



Government of South Australia
Department for Education

PHILOSOPHY STATEMENT

Children, families, staff, and community members have the right to belong, have fun, learn, and develop lifelong skills in a supportive, respectful environment.

We strive to achieve this by working in partnership and by cultivating and practicing the principles of open-mindedness and reflexivity.

We believe:

The rights of the child are paramount.

Wellbeing is essential for learning.

Learning is dynamic, complex and engages the whole child.

Approaching each child as an individual is crucial for learning.

Families are their children's first and most influential teachers.

Open communication with families is vital.

We believe that all children and families:

Are unique and should be valued.

Learn best when they are actively involved.

Come with valuable prior knowledge and experiences.

Have the right to belong and feel safe.

Have the right to high quality education and care.

We are committed to:

Providing an inclusive, rich and varied curriculum.

Promoting sustainability.

Play-based learning and intentional teaching practices.

Being respectful of children and families.

Being responsive to individual needs.

Providing children and families opportunities to be capable, confident and connected participants.

Implementing our reconciliation action plan.

Working in partnership with families, multi-disciplinary support agencies and community groups.

Working as a collaborative team.

Improvement and on-going professional development.

Reviewed and accepted

To be reviewed: January 2025



We acknowledge that we meet to learn and play on the lands of the Kurna people. Always was. Always will be. We respect the Kurna people as the traditional custodians of this land and pay our respects to Elders both past and present. We strive to teach in a spirit of reconciliation.

Starting preschool

Children who turn 4 years old

before May 1 can begin on the first day of Term 1.

between May 1 and October 31 can begin on the first day of Term 3 (mid-year intake).

after October 31 begin on the first day of Term 1 the following year.

Children of Aboriginal and Torres Strait Island descent & Children in Care are eligible from age 3.

Session Times

Children may attend up to 15 hours of preschool each week (or 600 hours per year). To support relationship building and continuity we aim to keep cohorts together for their entire enrolment.

Term 1 intake will generally be in Red Group, Mid-Year intake will generally be in Blue Group.

Red Group	Monday & Tuesday	8:40am - 3:20pm
	alternate Wednesdays	8:40am - 12:00noon

Blue Group	Thursday & Friday	8:40am - 3:20pm
	alternate Wednesdays	8:40am - 12:00noon

Inclusive Preschool Program

Red group incorporates a DfE funded Inclusive Preschool Program for children with additional needs.

This program is fully integrated with the preschool program and is staffed with specialist educators.

Orientation to preschool

The centre plans several orientation visits prior to children beginning preschool.

You will be informed of the dates in advance.

Fees

Fees are charged to cover costs such as cleaning, utilities and consumable materials.

Preschool fees are \$60 per term

There is a \$40 discount if the full fee payment is made in the first term.

Payment via credit card or cash at the front desk, or via Direct Debit.

Please put your child's name as reference if making a Direct Debit payment.

Bank Details:

Account name: Parks Children's Centre

BSB: 065-139

Account number: 1038 6313

Preschool Hats

All children receive a preschool hat when they begin preschool that remains at preschool ready to be used each day.

Preschool T-shirts

Each child receives a preschool t-shirt upon payment of fees. Sizes 4 and 6 are available.

Additional t-shirts may be purchased for \$10

What to Bring

1. Bag
2. Change of clothes, nappies if required.
3. Drink bottle - **WATER ONLY**
4. Healthy food for **snacks** and **lunch** that do not require heating, (we have a fridge).

Please **NAME** all **BELONGINGS** bags, food containers and clothing.



Nutrition Policy

We encourage children's awareness of the benefits of healthy eating and nutrition.

We encourage families to provide culturally suitable lunches.

eg: fruit, vegetables, bread, rice, cheese, pasta, meat or yogurt for snack and lunch.

Please see our Healthy Eating Guidelines and policy published on our website.

Drinks

Children need to bring a named water bottle each day.

Please send water only, no cordial or fruit juice.

Water is available throughout the day as needed



NO NUT ZONE

Due to Allergies, we are a **NO NUT ZONE**.

Products containing NUTS **must not** be brought to preschool or occasional care.



Please check, as many foods such as muesli bars, Nutella, peanut paste and biscuits all contain nuts.

We may restrict other foods due to specific allergies.

If this is the case families will be informed.

All children are supervised at mealtimes.

Sun Safety

All children are given a hat to have at preschool. Educators encourage children to wear hats outside.

Staff also wear hats to model sun-safe behaviour.

Please **apply sunscreen** to your child each morning. The children will re-apply sunscreen after lunch, they will be able to do this independently or with support.

Hot Weather

On days of extreme heat, the centre will remain open. The centre is air-conditioned, and staff will ensure that children's play is suitable for conditions.

For more information, please see our detailed Sun Safety policy.



What to wear

Clothes and shoes that are suitable for climbing, sandpit play and art activities. Although smocks are provided for some activities, clothes can get dirty.

Please send a change of clothes each day.

Arriving at Preschool

The morning session begins at **8:40 am**. If arriving early you may wait in the foyer until the session begins.

Encourage your child to

- Collect their name card and choose a locker.
- Put their bag in their locker.
- Put any food items in the fridge if needed.

Parents to

- **Sign your child in** on the attendance sheet every day.
- Notify an educator if their child will to be collected by someone new so this can be recorded.

Parting from your child

You are welcome to stay for a while to help settle your child. When it is time to go, be sure to say goodbye to build trust and confidence.

Children can become upset when first attending preschool, if there is difficulty with separation or you are unsure, please speak with an educator. You can call us during the day if you are worried.

Collecting Your Child when the session finishes at 3:20 pm

Come in once the doors are open and educators will farewell your child when we see you.

If you need to collect your child early, please do so before 3pm to avoid disruption to group time.

Parents to

- **Sign their child out** on the attendance sheet.
- If running late please phone the centre.
- Please keep contact details up to date.

Collection of children by friends and extended family

Speak with staff so this can be recorded on the sign in sheet.

Your child can only be collected by your families documented nominated authorities, we will require ID of a new or unfamiliar collection authority.

Children cannot be collected by persons under 18 years of age.

Health & First Aid

Health- It is important that children attend regularly but do not send them if they are unwell.

- Children with colds, congestion, runny noses, and temperatures **MUST** be kept at home.
- Children who have had diarrhoea **MUST** be excluded for 24 hours.
- Conjunctivitis, school sores or cold sores **MUST** be excluded until treated as directed by your GP.
- Children with head-lice **MUST** be excluded until treated.

If your child becomes sick at the centre, we will contact you and ask you to collect them.

Infectious diseases

Please notify us if your child contracts an infectious disease, such as Covid-19, influenza, chicken pox or conjunctivitis. A GP or staff can tell you when your child may return. We may be required to notify other families of an infectious disease, which will be done confidentially.

First aid

All staff have first aid training. Minor injuries will be treated by staff, an accident record made and reported to parents. If an injury is more serious staff will contact you, so you can consult the child's doctor. In the case of an emergency, an ambulance will be called immediately, and you will be contacted.

Asthma, Allergy & Anaphylaxis

If your child suffers from asthma, allergy and/or anaphylaxis we **MUST** have a current management plan from their doctor before they can attend.

Staff will work with you to complete a Health Support Agreement and Safety Risk Management Plan.

Administration of Medication

Where children require medication at specific times on an ongoing basis this can be supported, families must provide a **medication agreement** form completed by the child's doctor.

This is available from our Admin Officer or Director.

Toilet Training

If your child is in nappies/pull-ups or needs help toileting, please tell us so that we can assist them during the day. For some children a **continence care plan** may be needed.

Support Services

We can assist parents to access services for bilingual children and those with additional needs. We have specialist staff to work with children and families, including bilingual support, Speech Pathologists, Special Educators, Occupational Therapists and Psychologists.

If you have any concerns about your child's development, please speak to one of the staff. If your child has a diagnosis, providing us with reports at enrolment helps us to plan and provide the appropriate support.

All children can attend preschool regardless of additional needs. Our role is to support all children in their learning no matter their stage of development.

Confidentiality

All information given to staff about your child, including medical information is treated confidentially.

Immunisation Information

No Jab, No Play is an amendment to the South Australian Public Health Act 2011. This law requires a child attending an early childhood service to have up-to-date vaccines as set out in the National Immunisation Program.

At enrolment families must provide the following information:

- a copy of your child's current immunisation history statement; or
- evidence that your child has an approved exemption; or
- evidence that your child is on a catch-up schedule.

For Preschool children this means

A current approved immunisation record needs to be supplied at enrolment **THEN AGAIN**, after your child turns 4 years 2 months of age but before 4 years 8 months of age.

If an Immunisation Record has not been provided **OR** the child's immunisations are not up to date the child will be unable to attend.

If you have any questions, please see one of the staff or contact the Immunisation Section, Communicable Disease Control Branch, phone **1300 232 272** or visit: [Immunisation information at SA Health](#).

National Quality Standard

The National Quality Framework was introduced in 2012 and sets out a National Quality Standard for all early childhood education and care services in Australia. All services are assessed against the standard by an independent body. In South Australia this is the Education Standards Board of SA. There are **7 Quality Areas** that centres are assessed. These are:

- Educational program & practice
- Children's health & safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Leadership and service management.
- Collaborative partnerships with families & community
- Each year we review our work towards the standards and write a Quality Improvement Plan (QIP) outlining their priorities for improvement for that year. The work towards these priorities is reported each year in the centre's Annual Report available on our website along with the QIP.



Learning through play

Research shows early brain development is best supported through responsive caregivers and play-based experiences.

Much of our program includes provocations that are open ended with opportunity for children to shape their learnings.

In play learning experiences target all areas of development including social relationships, early reading, writing and math. Young children have many years ahead of them where learning will be more formal.

Our setting is rich with text and opportunity to explore numeracy. We incorporate structured learnings and routines in every day.

Learning outside all year round

We aim to have learning outdoors every day.

It is important that children are dressed appropriately for outside play with light clothing in summer and warm clothes in winter.

Staff will help children manage their clothing to ensure they are set for play and we encourage you to pack extra clothes for them to change into when needed.

Learning Dispositions

The Early Years Learning Framework describes dispositions as *'enduring habits of mind and actions, and tendencies to respond in characteristic ways to situations, for example, maintaining an optimistic outlook, being willing to persevere, approaching new experiences with confidence'*.

Dispositions fostered in the early years help children succeed in school and later life. These include:

Enthusiasm - Curiosity - Commitment - Persistence
Confidence - Cooperation

The development of these dispositions underpins our cycles of planning and reflection.



The **Early Years Learning Framework** is the document that informs all early childhood education in Australia.

Using the **EYLF** educators plan a play-based curriculum for children to participate in both child-initiated and teacher-initiated play experiences across learning areas for development of language and communication, social skills, gross and fine motor skills, creativity, mathematical and scientific understandings.

Children also join in planned small and large group learning times.

Planning our teaching

Educators come together during planning sessions to develop and document our program.

We plan for several BIG IDEAS that are the focus for a teaching block, during this time we continually reflect on the children's learning; adjusting, planning, adding learning experiences, and relaunching.

The program is documented and displayed on the notice board to read and evidence of the program and the children's learning is displayed throughout the centre. Information will be shared with you in newsletters, emails, and in your child's learning portfolio.

Assessment and Reporting

Sharing children's learning

Through reflection and analysis of children's learning and engagement educators notice patterns in learning, and attempt to understand children's developing theories and provide opportunities for inquiry.

As we analyse learning educators may write pedagogical documentation to share this learning with families. This may show in-the-moment learning or learning over time. These pieces of documentation are included in your child's learning portfolio and displayed in the preschool.



Learning Portfolios

Learning portfolios are presented to your child at the end of their time at preschool and are available for children and parents to look through at any time, and can be taken home to share as a family. You may like to share the portfolio with your child's reception teacher when they begin school.

Statement of Learning

A Statement of Learning is written for each child and details information about their learning at preschool, their strengths, and interests as well as areas the staff have been supporting.

The statement of learning is shared with you and with your permission a copy is sent to your child's school as part of their transition.

Absences

Please call us if your child is sick and will be away or if you are travelling overseas or going on holidays.

Talking with the staff

Parents are their child's first and most important teacher, and we value information from you, to discuss any matter about your child, please talk to one of the staff.

In the first term of preschool the key teacher will make a time to have a formal parent-teacher chat.

You can make a time to chat to the teachers about your child again at any time during the year.

We will also share information informally at pick-up and drop-off.

Enrolment Details

Please keep your child's enrolment details up to date. Including medical information, immunisations, your address, contact phone numbers, email, **and** the details of emergency contacts.

Toys from Home

We do not encourage children to bring toys to preschool as they can be lost or damaged.

If your child has a security toy that they need to bring, please let us know.

If children have a toy or item related to their learning that they might like to share, please inform staff and we can assist them to share it with the group and keep it safe afterwards.



Paint the Parks & Gardens REaD program is a joint initiative, promoting the importance of reading, talking, singing, rhyming, and playing with children every day from birth. Community events are held at least twice each year with Parker the Pelican who also visits the centre regularly.

Special events

During the year we will hold several special events for your child and family such as Pizza Night and Parker's Birthday. Your help and attendance are greatly appreciated.

Governing Council

All DfE preschools and schools have a parent group called a Governing Council who support the staff with all things to do with the centre operations. Governing Council is elected at our AGM held in Term 1. We have 2 meetings each term, new members are welcome to join throughout the year.

The GC help staff with developing centre priorities, learn more about the curriculum, share ideas and give feedback, plan community events, approve spending for major purchases and oversee the budget. Meetings are generally informal and are a great opportunity to meet other parents.

If you are interested in joining our Governing Council, please speak with one of the staff.

Site Policies & Procedures

The centre's policies are published on our website and all are in the policy folder in the preschool to read. If you have any questions, please speak a staff member.

Site specific policies and procedures include:

- Immunisation - NO JAB, NO PLAY
- Healthy Eating Guidelines
- Sun Safety
- Behaviour Management
- Changing Children's Clothing
- Medication Management Policy
- Asthma Management Procedures
- Excursion Policy
- Preschool Complaints Process
- Safe Sleep Procedures
- Emergency Management Plan



Policies are reviewed annually by staff and the Governing Council.



Concerns or complaints

If you have a concern or complaint about anything, please speak to us

If you feel your concern or complaint has not been or cannot be resolved this way you can contact the Customer Feedback Team on **1800 677 435** for advice, and support.

Enrolling at School

It is important to enrol your child for primary school once they begin preschool. Schools need to know their numbers well in advance so they can plan their classes. You might like to attend a parent tour and collect an information pack. You must then complete and return an enrolment form to the school. Schools will usually organise **transition visits** to enable children to visit their school before they begin. Parents are notified by the school when the transition visit will be.

Our local schools are:

Department for Education School

Woodville Gardens B-6 School

Phone: 8414 8600

18-58 Ridley Grove, WOODVILLE GARDENS

Catholic Education SA School

St Patricks School

Phone: 8303 4500

33a Dudley Street, MANSFIELD PARK

Other Community Services



Parks Community Dental Clinic

Dental care is free for all babies and children who haven't started school yet and those who are covered by the Child Dental Benefits Schedule (Medicare), a Pensioner Concession Card, a Health Care Card or a School Card. If your child is not covered, dental care will be \$50 a year.

For more information and to make an appointment contact

[Website: dental.sa.gov.au/kids](http://dental.sa.gov.au/kids)

44 Trafford Street Angle Park

Phone: 8243 5629

Parent Helpline

[Website: parent-helpline](http://parent-helpline)

24 hours/day

call **1300 364 100**

The Parent Helpline provides information and support to parents seven days a week.

The service provides:

- information about health, behaviour, and relationships for parents/carers of young children
- information on where callers can seek further help
- is confidential and calls can remain anonymous
- provides information and advice based on the latest evidence based research.

Child and Family Health Service (CaFHS)

[Website: CaFHS](http://CaFHS)

A CaFHS clinic is located here at Parks Children's Centre.

Regular health and development checks are recommended for all babies and young children.

Children between birth and 5 years can be seen at any time if you have concerns or questions.

Health and development checks at the ages: 1 - 4weeks, 8weeks, 6 - 9months, 18 to 24months, 3 years, and 4-5 years.

To make an appointment with CaFHS nurse call **1300 733 606**.

Current Staff

Felicia (Flick) Rasheed Preschool Director	Giang Nguyen-Hoang – Teacher (Preschool & IPP)
Kaity Francken Teacher	Gulnaz Motha Early Childhood Educator Occasional Care & Playgroup
Leesa Talaperos Teacher	Hannah Toka Early Childhood Educator Preschool
Sani Zafra Early Childhood Educator Occasional Care	Karina Dodds Administration Officer
Priya Sriram Early Childhood Educator Preschool & IPP	Carlye Bowden Community Development Coordinator
Sinh Nguyen Early Childhood Educator & Bilingual Support	Margot Hogben Occupational Therapist
Sharon Brandt Early Childhood Educator Preschol & Occasional Care	BeeLan See Speech Pathologist
Marisa Reveruzzi Early Childhood Educator Preschool	
Other Information Service provider Department for Education (DfE) Partnership Inner West - Includes high schools, primary schools, preschools, and children's centres in our area. Education Director Mr Paul Newman	

Additional Programs

Occasional Care is a short-term childcare service for families in our community who are not accessing childcare or day-care.

For children between 3months and 4years (attendance at preschool).

There is a\$5 fee for each session and payment can be per term, you may be entitled to receive a subsidy also.

Occasional Care operates during term time only.

A priority of access directs the Occasional Care Program.

Complete a registration of interest to join the waiting list.

Session Times

Tuesday 8:40am – 11:40am

12:20pm – 3:20pm

Thursday 8:40am – 11:40am

12:20pm – 3:20pm (Over 2s only)



Please note: if you require one-off emergency care should speak with the Director.

Playgroup
Garden Playgroup
Family Playgroup

Women's Group
During term

Community Programs and Health Services

Our Community Development Coordinator, Speech Pathologist & Occupational Therapist run a range of programs for young children and families. Please speak to us for more information or see our **WHAT's ON** each term.

Centre contact information

Parks Children's Centre

50 Trafford Street
 ANGLE PARK, SA, 5010

Phone: 8243 5582 or 8243 5599

Email: dl.5380.leaders@schools.sa.edu.au
 Felicia.rasheed862@schools.sa.edu.au

Website: www.parkscs.sa.edu.au



Term Dates

	Term 1	Term 2	Term 3	Term 4
2024	29 Jan—12 April	29 April — 5 July	22 July—27 Sept	14 Oct—13 Dec
2025	28 Jan – 11 Apr	28 April – 4 July	21 July – 26 Sept	13 Oct – 12 Dec

The centre is closed during school holidays and public holidays, and schedules 4 approved closure days each year.