



Parafield Gardens  
**Children's Centre**  
for Early Childhood  
Development and Parenting

# Information Book



**2023**

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Address: 9 Casuarina Drive Parafield Gardens.

Phone: 8258 3659



Welcome to Parafield Garden's Children's Centre for Early Childhood Development and Parenting. The Centre works in partnership with families, community, and agencies to support the education and early childhood development of young children and to support families. This community is one of great diversity where everyone is encouraged to participate.

### Director

The centre's Director is Jenny Fox. The director is responsible for the management of the Centre and all staff employed by the Department of Education (DfE). The director leads the curriculum and the development of the Preschool Quality Improvement Plan (PQIP). Yearly priorities are developed, reviewed and adapted as needed. The director is engaged in administration and is a teacher supporting children's learning two days per week and takes a focus group of children.

### Teachers

There are three other teachers in the preschool. Two of these teachers also have a focus group of children and are responsible for and connect with the parents/ carers of children in their focus group. Parents/ carers will be provided with the name of their child's focus teacher within the first few weeks of starting at preschool. Parents/carers should consult with the focus teacher about any matters relating to children.

The Director and teachers are available to talk to parents/carers about their child and will organise a parent-teacher interview during the year. Parents are encouraged to let the focus teacher know as much about the child prior to starting at the centre.

The third teacher works two days per week and is a literacy consultant and works with children within the literacy program.



at DFE website <http://www.education.sa.gov.au> or ask a staff member for assistance. In 2023 most policies are being updated.

### Medication

If your child has a medical condition such as asthma, allergy (including risk of anaphylaxis) or other condition, there are a range of forms to complete, and some require medical authorisation and other professional authorisation prior to a child starting at the centre. Medication is not administered unless all forms have been completed and the medication is prescribed by a medical practitioner/pharmacy. If your child's medical needs change staff must be notified immediately. This is important for your child's wellbeing and safety.

### Immunisations – No Jab, No Play

Children will not be able to be enrolled in or attend preschool or occasional care unless all immunisation requirements are met. Parents/carers must provide an up-to-date approved copy of your child's current immunization history statement available through Medicare or an immunisation exemption. It is the parent's/carer's responsibility to ensure immunisation is updated.

### Pupil Free Days

In 2023 there will be 4 closure days for preschool and occasional care. These days allow staff to be involved in professional development to benefit children's development and learning and on these days no services operate. These dates are advertised by the centre through the usual communication channels.

### Arrival and Departure Procedure

- Parents are asked to come and collect children at least *5 minutes prior to closing time*.
- Those who bring children must sign the child in on arrival and sign out on departure. In the event of a COVID outbreak the staff may do this.
- When there are additional COVID requirements parents may not be able to enter the centre.
- There is a doorbell if the front door is locked, as the office admin area does not have a staff member at all times. Check the front noticeboard for office times.

### Communication

At Parafield Gardens Children's Centre we aim to regularly communicate with families in a variety of ways. Including

- Face to face
- Phone calls

Text messages    Emails    Newsletters    Website (being updated in 2023)  
Facebook    Instagram (commencing mid 2023) and Class Dojo (preschool).

If you have any concerns or queries, please speak to your child's focus teacher in the first instance. It is best to make a time for this if it requires a lengthy conversation. The director is also available to talk with any parents/carers.

### Illness and Absences

If your child has an acute infectious illness (e.g., measles, flu etc. or COVID symptoms) or is unable to attend for another reason, it is important to notify the centre on 8258 3659. If your child has any

COVID symptoms, please keep the child home and follow SA Health requirements. At this critical time with COVID staff are diligent to ensure each child's safety and will contact parents of children who are at the Centre with flu/cold symptoms no matter how mild.



### Collection of Children

Children can only be collected by a person authorised on the enrolment form or a parent/legal guardian. If the child attends family day care or some other arrangement such as child care after the preschool finishes, the *actual person* collecting must be noted on the written authorisation (not 'Family Day Care staff'). If there is an emergency where usual contacts cannot collect a child, the parent will need to contact the centre and make arrangements. The staff will need to sight proof of identity for anyone who is not on an authorised form and will not release a child unless there is clear evidence a parent has authorised this due to an emergency. A parent is then required to add the person to the collection authority as this is a one-time emergency event and the person will not be permitted to collect the child again without this authorisation. Parents should not be sending other children (e.g. young siblings) to collect children and only those on an enrolment form can collect a child. If a child is not collected on time by any service or individual there is a fee charged to the parent.

### Children's Learning

Our Centre has a strong focus on learning through nature and child-led exploration of interest in the world around them. We also aim to extend their interests and experiences. The centre has a large outdoors area and several indoors areas and children are divided into groups to ensure maximum support for their learning and wellbeing. All groups play together at times during the week.

#### Early Years Learning Framework

The Early Years Learning Framework is the foundation of all planning and programming. The child's voice is an important part of planning. There is a strong focus on open-ended learning and intentional teaching.

#### Documentation

Our documentation of children's learning takes many forms and staff will show parents how they collect information on children during the year. The centre uses Class Dojo to connect with parents and demonstrate learning progress. This replaces paper learning journals. Occasional care will have evidence of learning documentation for children who attend regularly and this process for occasional care is being updated in 2023. Documentation is used for planning the learning environment.

## Other information

There is a strong focus on oral language in the Centre in 2022 and this overlaps in other areas of learning such as numeracy and science. Through documentation of literacy and numeracy learning, staff focus on each child's needs, interests and strengths and ensure that each child is challenged in the learning journey. The focus is on learner growth for each child that can be demonstrated through documentation, observation, and assessments.

## Health and Nutrition

It is a requirement that children bring a **nutritional** lunch and **separate** healthy fruit snack from lunch. Food that is not nutritious such as chips, lollies, cakes, biscuits, muesli/other bars, and burgers have a huge impact on children's ability to concentrate. Healthy eating promotes life-long health. Healthy food from different cultures is encouraged such as rice dishes, sushi, cold rolls, pasta etc. If there are health needs around nutrition the parent will work with a professional to obtain an Oral Eating and Drinking Plan prior to starting at the centre.

## Food Packaging - Nude Food Centre

Please **do not** send packaged foods to the Centre. Nude food only. Food needs to be in sealed containers that can be sent home and reused. During summer food needs to be sent in a cooler bag and with an ice brick in it. Food is not reheated or refrigerated at the Centre.



## What to wear

Please support your child to be able to participate in the full learning program. Send your child in clothing and footwear that allows them to run, climb, crawl, and play in the sandpit, mud and water. Although smocks are provided for painting and other crafts, clothing may still get dirty. Please ensure clothing is washable, and comfortable and allows your child to participate in messy learning. Please ensure all items are labelled with your child's name.

## Clothing:

- Gumboots AND shoes (wet weather)
- Wet play gear (wet weather)
- Sun Smart hat -no caps
- Sun Smart comfortable clothes -no singlet tops.
- Appropriate shoes -no thongs or slippers or sandals without a back strap.
- Sunscreen-ensure sunscreen is on your child **before arrival** and then staff reapply later in the day. If you require a specific sunscreen for your child please see staff as you will need to fill out additional forms.

## Wet Play Gear



Please make sure you pack wet play clothing each day in wet weather. It allows children to be actively involved in learning including messy play while protecting their clothing. It allows children to connect with nature and play with: - sand - soils - water - puddles - mud - sensory play (finger paint, shaving cream, gloop)

## Pull-ups and Nappies

For children not toilet trained in *preschool* – *please supply pull ups only (occasional care see the note below)*. Please ensure that you have filled out a Continence Care Plan with a health practitioner (Signed and stamped by the health practitioner) and provide this to the centre prior to starting. Staff cannot change any child without the continence care plan. Occasional care –discuss with the staff when your child needs to go into pull ups at the centre.

## Centre Hours of Operation

The centre is open Monday, Tuesday, Wednesday, Thursday and Friday from 8:30-3:15. The **office hours** are displayed at the front of the building, and they sometimes vary. The centre is closed on public holidays, closure days and school holidays. Please check the term events brochure on the front notice board. Parent events and groups do not normally run during the holidays.

## Preschool

*Children in their eligible year of preschool – 2.5 days per week.*

Times: Full days from 8:30-3:15: Half days 8:30-11:30

Blue Group – Monday, Tuesday full days (and Wednesday half days on odd weeks of term). Please arrive at least 5 minutes before the end of each session.

Green Group- Thursday, Friday full days (and Wednesday half days on even weeks of term). Please arrive at least 5 minutes before the end of each session.

*Children who have early access to preschool from 3 years*

Four half days: Usually afternoons 12:15-3:15

*Special considerations for additional needs*

Some children need a transition program to preschool and to gradually build up preschool time or may not cope with a full day despite being in the eligible year of preschool. In these situations, arrangements are made to support the child to ensure success. In these situations, the usual enrolment pattern may vary by negotiation with the parent.

*Preschool Fees:* \$460 per year (\$115 per term) plus excursions and incursions (up to 4 per year). There is no refund for excursions. Additional costs- late collection (\$1 per minute) plus costs for nappies/pull-ups if not provided, underwear/socks needing to be provided and meal/snack if needing to be provided. .

Preschool fees can be paid in full per term, per year or can be paid fortnightly. Centre pay will be available later in 2023. Payment options include:

- EFTPOS available at the centre
- Electronic payment (internet banking). There are no cash payments.

Bank: Commonwealth Bank Account name: Parafield Gardens Children’s Centre

BSB number: 065175

Account number: 10380412. Please enter your child’s name in the transaction description.



*Occasional Care*

Occasional care and preschool are integrated except at times for under 2’s. this means the children play together much of the time. Occasional care is for children who have *no other care* in place and



are not old enough for preschool. Sessions are during school terms and it is a maximum of once per week. Booking weekly in advance is essential. Fees are payable once booked regardless of attendance.

Children can only attend *one* Department of Education occasional care program. Parents may not be able to access the service weekly and there is a priority of access. Sessions are:

Monday, Tuesday, Wednesday, Thursday: 8:30-11:30 for children 2 years of age or older.

Friday: 8:30-11:30 for children under 2 years of age.

Cost: \$5.00 per session (full fee)

\$1.50 with a Health/Concession Card. A discount applies for siblings attending.

Payment method for occasional care: Card only payable on arrival for the session. No cash. Family rates 50% of fees from the second child upwards. If you already have an occasional care booking, staff will let you know when you can book again.

#### Additional costs for all services

Late collection (\$1 per minute), nappies/pull-ups if not provided, underwear/socks needing to be provided, meal or snack if food needs to be provided.

#### Community Programs (may not be available during COVID restrictions)

There are programs families can access such as playgroups, parenting groups and baby play time activities. The term flyer displays all these.

#### Concerns or complaints

If a parent has any concerns about the centre or your child at preschool/occasional care, early communication is essential. It is best to firstly speak with your child's focus teacher (occasional care coordinator in occasional care) if the matter relates to your child. For any other matter it is best to speak with the director or authorised person if the director is absent. The authorised person each day is noted in the foyer with a spot on their name. We value parent feedback and aim to resolve any issues speedily. We aim to work in partnership with parents.

#### Mid-Year Intake

There will be a second intake of children for preschool in term 3 2023. At this time there will be an increase in children and staff.

This mid-year intake means in future:

- one group of children will start preschool in term 1 and go to school one year later in term 1
- one group of children will start preschool in term 3 and go to school one year later in term 3.

The centre can assist parents with ages that children can start preschool.