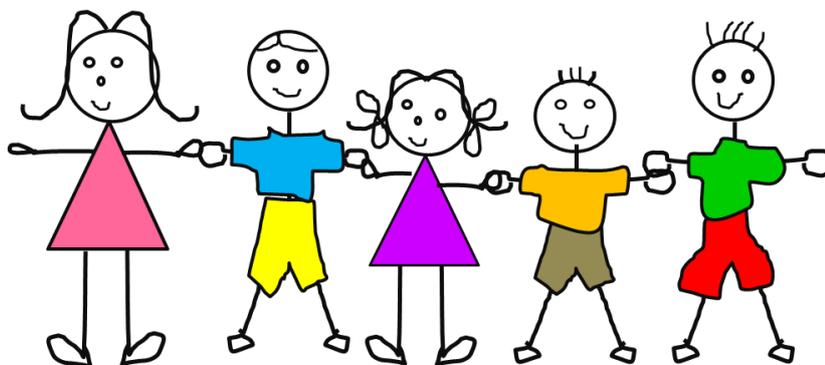




Zion Preschool Inc. Parent Information Booklet

Learners Growing Together



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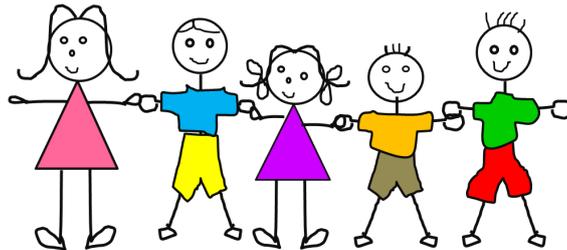
Preschool Overview

Zion Preschool provides an opportunity for children to grow and develop in a stimulating, creative and challenging environment.

The Preschool seeks opportunities to share the Good News of Jesus Christ in loving and sensitive ways with members of the Preschool community.

The Preschool welcomes, and encourages parent participation and community involvement.

Learners Growing Together



This **Parent Information Booklet** is designed to cover most of the questions parents have when their child begins at Zion Preschool.

Please take the time to read through this booklet and if you still have questions or require further information please contact a staff member at the preschool it is our pleasure to assist you.

Welcome To Zion Preschool

We hope your time in our Preschool community is a happy time for your child and a wonderful memory for your family. We encourage you to see a staff member if you would like to know anything at all. Enjoy your year!



The year your child is at Preschool is like no other. There are many learning opportunities and experiences that occur. Your child will grow in their development and gain new skills. These life skills are part of learning about ourselves and who we are in our family and community.

Preschool Education may be viewed as the **Beginning Year** of formal education. Every encounter and interaction a child has with their environment and with staff, family, peers and others will be a **learning** experience. This may be quite an active process or passive. It may be planned for or incidental learning.



A child may learn from that one experience at that moment or store the experience to build upon their learning at another time. We value your child as a learner and support them in all that they do while at Zion Preschool.



Christian Curriculum

Zion Preschool is a Christian Preschool. Each week we teach within a Christian curriculum program. The content of this program comes from, the Bible, our term-plan using the Lutheran Education Australia Curriculum Framework: Christian Studies Curriculum Framework.

During the week, the children will experience Bible stories, sing Christian songs, prayer, puppet plays and modelling life situations in dramatic play and everyday living.

Our preschool also has a Lutheran Pastors who visit the children from time to time and a Family Ministry coordinator who visits the Preschool fortnightly. We also have Church services twice each term for children and their families to engage in and demonstrate to families their learning.

The central area that underpins all children's learning and developing is **self-concept**. The Preschool encourages each child to develop a positive self-concept through an environment which values and accepts each child, while appreciating ethnicity, gender, individual abilities and different family backgrounds.



God created children and made them unique and special. God loves each of us so much that Jesus died for us and we help the children experience that love and forgiveness.



Learning Curriculum

Staff plan a program for the children weekly. The program informs you of specific activities and what your child is developing through experiencing these activities.

Program information is gathered through; observing children, listening to children, children's interests, skills needs, intentional teaching, etc.

Zion Preschool follows the guidelines of 'The Early Years Learning Framework for Australia'.



It's titled: '**Belonging, Being and Becoming**'.

The aim of this document is to extend and enrich children's learning from birth to five years and through the transition to school.

Our program is displayed for families to view near the sign in area, it is set out in a mat of the Preschool, helping each family to easily find each activity.

The five Early Year Learning Framework Outcomes are:

Outcome 1: Children have a strong sense of identity

Outcome 2: Children are connected with and contribute to their world

Outcome 3: Children have a strong sense of wellbeing

Outcome 4: Children are confident and involved learners

Outcome 5: Children are effective communicators

We also have a sixth outcome surrounding our Christian studies program:

Outcome 6: Children have an understanding about God.



Reporting and Assessing

Staff observe each child, take notes, develop individual plans and work with each child, and record their achievements, learning styles and development through a variety of ways. This is called assessment.

Talking with parents, sharing information, providing articles, asking for surveys to be completed and showing parents what we are doing is called reporting.

Staff report through:

- profile books
- the newsletter
- weekly program pinned on notice board
- termly learning statements
- photos
- information sheets
- interviews with parents (formally and informally).
- Displays - children's work
- Learning Stories



Play

In our centre the staff supports, encourage and nurture your child's development through play. Play is a natural, highly motivated and initiated area of learning your child participates in.

The preschool seeks to avoid any repressive, restrictive atmosphere that would inhibit both learning and development of personality.

We encourage and support the individual's active involvement in exploring and interacting in their environment with a variety of materials, and with teacher and child input.

We recognise that children, like adults, are not always motivated to learn or feel confident to take risks or initiate activity. Therefore, we seek to establish an atmosphere of freedom within clearly defined limits. In this manner, we seek to guide the child toward the development of self-control while retaining a positive attitude, and an enthusiasm, toward learning.

Your child will have many opportunities to work and play co-operatively with others and encouraged to have consideration, concern and care in their play.

A declaration exists by the international Association for the child's right to play.

It says:

- ✓ PLAY, along with the basic needs of nutrition, health, shelter and education is vital to develop the potential of all children.
- ✓ PLAY is instinctive, voluntary and spontaneous. It is natural and exploratory.
- ✓ PLAY is communication and expression, combining thought and action, it gives satisfaction and a feeling of achievement.
- ✓ PLAY touches all aspects of life.
- ✓ PLAY helps children develop physically, cognitively, emotionally and socially.
- ✓ PLAY is a means of learning to live, not a mere passing of time.



Staff

Zion Preschool has a mixture of full time/part time staff. Each staff members brings their own unique set of skills to the centre and we all work cohesively together as a staff team.

Director/Teacher:	Marita Vivian - fulltime Bachelor of Early Childhood Education
Teachers:	Angela Nothnagel - .5 Bachelor of Early Childhood Education (Early Childhood)
	Karen Dobson - .5 Diploma of Teaching (Early Childhood)
	Susan Penaluna Bachelor of Education (Early Childhood), (Universal access hours)
Early Childhood Educators:	Trinette Lamb - Tues/Wed/Thurs/Frid Diploma in Children's Services
	Renee Pobke - Mon/Frid Diploma in Children's Services
Support Worker:	Renee Pobke - Diploma in Children's Service
Playgroup Co-ordinator:	Trinette Lamb
Finance Officer:	Jo Mc Nair and Lee-anne Voigt
Council Chairman:	Brenton Lange

Your Child will be provided with photos of staff become beginning Preschool.

If anytime you have a query or a problem concerning your child, please speak with the preschool teachers.



The staff would like to work in partnership with parents for the child's benefit. If you believe the problem or query will take some time to discuss, or resolve, please make an appointment with the Director.

This is an open-door policy Preschool and we welcome your participation with your child during any part of the session.

Zion Preschool Governing Council

The preschool council works in partnership with Immanuel School Gawler which is responsible to the Lutheran Parish of Gawler for the employment of staff and governing of the centre.

It consists of members from Immanuel and Zion Congregations and parents from the preschool community.

Zion Preschool exists as an incorporated body that meets on a regular basis.



Payment of Fees

Zion Preschool Council issues a 'Payment Commitment Advice', which states that fees must be paid for prior to each term beginning.

Alternate arrangements can be arranged with the director.

Fee accounts are given at the beginning of the year with options to pay flexibly.

Due Dates for 2018 fees:

Term 1	Monday 29 th January
Term 2	Monday 30 th April
Term 3	Monday 23 rd July
Term 4	Monday 15 th October

Due Dates for 2019 Fees

Term 1	Monday 29 th January
Term 2	Monday 29 th April
Term 3	Monday 22 nd July
Term 4	Monday 14 th October

We strongly encourage families to forward payments directly into our Bank Account or EFTPOS. This avoids money being processed on site, as the finance officer only works once a week.

EFT PAYMENTS can be made directly to our Westpac account

BSB	035075
Account Number	296686
Account Name	Zion Preschool

The Preschool is a non-profit organization and we rely on fee payments for the day to day running costs of our centre.



Current Fee Structure

2018 Fees

Fees are subject to change with notice

Preschool:

\$190 per term for 15 hours of preschool/week

\$20 per term stationary fee

Playgroup:

\$5.00/family/session

Pay for the term in advance and get a session free

Early/Late fee:

\$3.00 / early drop off or late pick up.

This can be arranged with the Director or will be incurred if you are 10 minutes early or late with your child without contacting the centre staff.

What Your Fees Pay For.

Zion Preschool receives Government funding for staff salaries only. We also receive a small operational grant per year. Each year, the preschool council sets a budget which is divided into income and expenses.

Our Income is derived from Preschool fees, fundraising, operational grant and donations.

Our Expenses include equipment purchases and up-grading, general maintenance, insurance, professional development, photocopying, telephone, electricity, consumables, superannuation, work cover, kindy paid staff...just to name a few.

We hope that the above break down helps you to see how your child's fees assist with the successful operation of Zion Preschool.

Session Times

As part of Universal Access, the children are divided into 2 groups, with each group receiving 30 hours of preschool over a fortnight cycle. This ensures that all children can access the same number of sessions.

The children are grouped according to the following; positions available, attending the same school, identified needs.

Monday	Tuesday	Wednesday	Thursday	Friday
All day Group 1	All day Group 2	All day Group 1	All day Group 2	Odd weeks: 1,5,5,7,9 Group 1 10.30am to 2:30pm
8:15am to 2:45pm	8:15am to 2:45pm	8:15am to 2:45pm	8:15am to 2:45pm	Even weeks: 2,4,6,8,10 Group 2 10.30am to 2:30pm

Note: Families are welcome to drop children off anytime in the morning from 8:15am. Please note that the kindy door will be shut until this time, to allow staff to set up safely. If you arrive earlier than 8.15am, you will need to wait outside.

Session Procedures

Session Arrival Procedure:

- Children are to arrive with a parent or guardian
- Encourage your child find their name tag and their locker for their bag
- Encourage your child to greet staff members
- Sign in
- Settle your child into an activity
- Stay for a while or say goodbye to your child and leave
- Check information tray for newsletters, receipts or other information regularly.
- Let staff know if you have arranged for someone else to pick up your child and ensure that it is written on a data collection form or verbally told a staff member.

End of Session Procedure:

- **We ask families to wait outside until a staff member opens the doors & asks you to come in. This ensures that the children are focusing during the last mat time.**
- Children need to stay on the mat until they've sung the goodbye song
- Children will be farewelled from the mat when the person who is collecting them is present and sighted by the teacher.
- Children may then collect their bag
- Help your child find their paintings, pasting, etc.
- Please check the bag area as things don't always make it into the bag!
- Being punctual in collecting your child avoids stress on both staff and children. If you have been delayed for some reason please phone the preschool where possible.
- When leaving, please ensure that no other children go out through the gate.

Safety Management System

A Safety Management System exists in Zion Preschool. This is a system that plans to work towards a safe place for the employees and all people who enter the centre.

Occupational, Health, Safety and Welfare (OHS) regulations and procedures apply within the Preschool. It is important, and a safety issue, to ensure that we all put these regulations into practice.

There are signs around the Preschool on walls indicating certain safety measures and procedures. It is asked that you make yourself familiar with them.

Please ask a staff member about anything if you are unsure. If you are a parent who has volunteered to stay and help, please read the safety policy, sign in and wear a badge.

Emergency Procedure



The centre has an emergency evacuation plan, which is rehearsed regularly.

The plan is placed in prominent positions around the preschool.

If you are a parent help please make yourself familiar with it.

We practice emergency evacuation twice a term with the children. We stress to children the importance of knowing what to do in an emergency and incorporate safety issues into the Preschool program.

You may like to incorporate safety plans into your home environment.

Safe Program

The Preschool staff teach the Protective Behaviours program and it is implemented in our daily program and interaction with the children. It is based on the themes:

- **We all have the right to feel safe all the time**
- **Nothing is so awful that you can't tell someone you trust**

We are teaching children lifelong skills to know what to do in unfavourable situations. It is to listen to what children tell us and to believe them.

As adults, we then need to help them work through the situation they have presented us.

Staff are always happy to discuss the Protective Behaviours program with you.

Responding to Abuse and Neglect

The Preschool staff are all training in Responding to Abuse and Neglect. Staff are legally required to report any *suspected* form of abuse or neglect.

Abuse can be physical, sexual and emotional abuse of a child in their care or in the centre.

Sign In - Sign Out & Dismissal Policy

As staff are committed to the safety and wellbeing of your child, we have formulated a sign in - sign out system. This ensures that all possible precautions are taken to make our preschool a safe environment.

On coming into preschool and when departing, please immediately sign your child in/out. The sheets are located outside on top of the outdoor cupboard.

Through signing in/out, you are coming into the centre and staff can acknowledge you, your child and any messages can be passed on.

When any child is collected prior to the end of the session, it is extremely important that before leaving the preschool grounds a staff member has said goodbye to your child (hence aware of their leaving).

In the Morning, No child is to be signed in and left unattended at the centre prior to the doors opening.



Celebrating Birthdays

We have a pretend birthday cake complete with candles. We light these candles and the children enjoy the thrill of blowing out the candles when it is time to celebrate their birthday.

We like to sing happy birthday to children on or near their birthday.

If you wish to bring something to share for birthdays, balloons or stickers are acceptable. ***Due to allergies, etc. we ask that you do not bring food or lollies.***

School Experience

Within the Gawler area, our preschool feeds into approximately 11 schools. Our main feeder schools are Immanuel, St Brigid's and Trinity.

Each individual school is responsible for organizing transition visits. However, the preschool tries where possible to be involved in visits/events with schools.

Parent Involvement

Parent Help Roster

Parent help and support within the preschool is greatly appreciated. By law, a police check is required. You can obtain a volunteer number from the preschool, to ensure there is no cost to you obtaining a police check.

A parent helper roster is put out regularly with parents rostered to help during a morning or afternoon session.

It is a wonderful opportunity to become actively involved in what the preschool does, help with preparing materials, odd jobs, share a skill you may have, etc.



Laundry Help

Each family will be asked to take the washing home at one point over your child's Preschool time. The washing usually consists of Art smocks, table clothes, towels etc. We thank you in advance for serving the Preschool in this manner.

Working bees

Maintenance of the Preschool keeps our equipment in good condition, maximises the playing area for the children and is an important safety issue.

Throughout the year the preschool has working bees. A working bee is where families are asked to come into the preschool on a given day and assist in upgrading some of the equipment and environment.

Advanced notice is given and if you are unable to help on the day maybe you can help with other way.

Every bit of help is acknowledged and greatly appreciated.

Other ways to become involved in our preschool

- You are welcome to stay to settle in your child. eg. read a story book, do a puzzle together
- You may volunteer to get into the garden and help us establish, care and maintain the environment
- Other jobs which need doing from time to time require special talents you may have eg. mending or sewing, covering books, cataloguing...
- You may have a special talent or interest you would like to share with the children. eg. singing, playing an instrument, storytelling, cooking, dressing up, face painting...
- Your attendance at social functions and support for fundraisers benefit your children

Parent Library

A parent resource library is available for your use.

It contains books, videos, magazines, pamphlets, articles, booklets and information on many topics; ranging from nutrition, health, services in the community to parents' skills.

Books can be borrowed for a period, please consider other people who may wish to use them. The borrowing book needs to be filled out prior to taking the resource item.

This service is being updated regularly, so please feel free to look through our library and offer any suggestion for new material.

There are also some beautiful devotional books and thoughts for the day. So, relax on the sofa and have a look through.



Newsletters and Notices

The preschool has fortnightly newsletters that are conveniently emailed directly to families. We capture email addresses upon enrolment. (if you do not have email, hard copies will be available on the sign in table. It's your responsibility to collect one)

Any notices, forms, receipts will be placed into your child's information tray, so please check them regularly. Please note that information will also be emailed.

A whiteboard is placed outside with up-to-date information. Please read it at the beginning of each day.

We also advertise up-coming fundraising events on our Facebook page and pin up boards.

Website: www.zionpreschool.com.au

Facebook:

www.facebook.com/ZionLutheranPreschoolGawler



tip - pick a day at the beginning and the end of the week to check your emails and the preschool Facebook page. It's the most efficient way for the preschool to keep 70 plus families informed of what's happening

Policy and Procedures Folders

A Policy and Procedure Folder is available in the parent area.

Policies are updated and added to the folder from time to time. Reference of a new policy will be mentioned in the newsletter and families are welcome to read and comment on them.

Policies are reviewed every 3 years. Feel free at any time to inquire about a policy or thoughts for a new policy can be directed to the Director.

Early Childhood Support Services

If you have a concerns regarding your child's development, or if staff observe a need, a referral for extra help and services can be made. The Director will approach you with this option if we believe there is a learning or developmental problem.

The Early Childhood Support Services employ specialists in Psychology, Speech and Language, Special Education and Social Work.

It is beneficial to attempt to identify any difficulty or problem early so extra support can be given before the child moves on the school. Likewise, the Preschool works in co-operation with specialist services that may already be helping a child.



C.A.Y.H.S

Child and Youth Health Service (C.A.Y.H.S) nurses visit the Preschool termly to do health and developmental checks on all children.

This screening is extremely useful as it provides information on your child's development and can detect any areas that may need further assistance.

This information is confidential and the Director will approach you to make an appointment for your child. It is a free service.

What Your Child Should Bring to Preschool

- Your child will need to bring a bag with their name clearly printed on for easy identification.
- A hat needs to be an essential item for your child as we have a **no hat - play under the verandah** policy. The hat needs to be a legionnaire hat or a wide brimmed hat for complete coverage of face, neck and ears. The preschool will invoice you for 1 bucket hat with your child's name on it for \$10.
- For healthy eating, children need to bring:
 - 1 piece of fruit/vegetable for morning snack time
 - 1 piece of fruit/vegetable for afternoon snack time
 - Packed lunch
- We have a water container that the children can use to fill up their drink bottles at any time during the session. Parents are responsible for providing a **NAMED** drink bottle with **WATER** only in it. Please pack your child's drink bottle every day they attend preschool.
- A change of clothes in case of an accident.



Please ensure all items are clearly named!!!!

When naming items, please do a capital letter first, followed by lower case letters. Eg, Marita not MARITA this is helpful for your child when they begin writing their name.

- Please send your child in easy to wash, comfortable clothes for active and sometimes, messy activities at Preschool.
- Our centre has a sun-safe policy and children need to wear clothing with sleeves (short are fine). We also ask that children wear closed shoes/sandals to ensure gross motor activities can occur safely.
- We expect that sunscreen has been applied before coming to Preschool. If forgotten there is some at Preschool that children can use. We do re-apply sunscreen at lunch times.

Lost Property

Staff do their best to return property to their owners, especially if they have a name on them. Please check in the lost/found box regularly. You never know what you might find of yours!

Items that are not claimed will be donated to a charity at the end of each term.



Toys Policy

We **do not** encourage children to bring toys to Preschool for many reasons:

- They may get lost or broken and children are disappointed.
- It can create peer pressure and competition between children, and parents have different values in what they wish their children to play with.
- Some toys encourage aggressive play
- We do not want to foster commercial gimmicks and cult toys.
- It is not possible for staff to keep track of each child's little treasures.