



Lockleys  
**Children's Centre**  
for Early Childhood  
Development and Parenting



Government  
of South Australia



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Welcome to Lockleys Children's Centre, Preschool program. A particular welcome to those families who are joining us for the first time. Families who have had children at the Centre before will find much of the following information familiar.

The Children's Centre operates a number of programs including Playgroup, Occasional care, Preschool and Community Services. The Centre is overseen by the Director, who teaches two days per week in the Preschool, a Community Development Coordinator, who ensures that community needs are met by providing a number of Community programs. The programs are staffed by Educators, (teachers and early childhood workers) according to the Education and Care Services National Regulations and employed by Department for Education and Child Development. We are supported by a Administration Officer who works part time.

Each session of Preschool is staffed by two teachers and two early childhood workers, there may be preschool support or bilingual workers also assigned. If you have any questions or concerns, please approach any of the staff at any time or phone us at the centre between 8.30am and 4pm Monday to Friday.

We believe that parents are the first and most significant teachers of their children, and that the most effective learning occurs when home and preschool cooperate and support each other.

As parents, teachers and early childhood workers who will be working together, we have one very important interest in common - your child! Please feel free to discuss any aspect of your child's development with us.

Lockleys Children's Centre is **your** Centre and we welcome your family's involvement. There are numerous ways you may be able to contribute. Involvement means something different for each family and we look forward to your contribution.

If you have a special skill or interest (e.g. music, craft, gardening, cooking etc), we hope you can share these with us to further enrich our program.

We hope that the time your child and family spend with us will be mutually rewarding.

Chris Markos  
Director, Lockleys Children's Centre

# Contents

## **Lockleys Preschool—Hand in Hand in Learning**

Our Philosophy, Curriculum and Program  
Assessment and Reporting

### Services

Sessional Preschool  
Cassowary Group  
Emu Group

Support Services

School Orientation

Health Checks—Child & Youth Health (Formerly CAFHS)  
Dental clinic is at Cowandilla

### Routines

What Happens at Preschool  
What your child needs each day  
Library

### General Information

Messy Play  
Toys from home  
Arrivals and Departures  
Child Absences  
Illness at Preschool  
First Aid & Accidents  
Communication  
Personal Information  
Photographs  
Parking

### Fees and Payments

Term Fees and Fundraising

### Parent Involvement

Parent Help  
The Governing Council

## **About This Booklet**

# Lockleys Children's Centre

## Hand in Hand in Learning

### Our Philosophy

Lockleys Children's Centre has a proud history of providing high quality early childhood programs to the community. Staff are committed to maintaining this standard by working in partnership with families. We provide an inclusive program that is responsive to the learning needs of all children. We are committed to providing a play based curriculum in a vibrant, challenging and safe learning environment. We plan our curriculum using the Early Years Learning Framework (EYLF) and Respect, Reflect, Relate (RRR), to ensure an improvement cycle and reflective practice.

We believe that parents are the first and most significant teachers of their children. The most effective and important learning occurs when we work collaboratively with families to enable individual children to reach their full potential and develop a love of life-long learning.

### Curriculum

We use the Early Years Learning Framework – Belonging, Being, Becoming (BBB) as the basis for our planning. This framework is a National Curriculum document and is used in all South Australian Preschools. There are 5 main learning outcomes that we plan to when programming for the children's development and needs.

The learning outcomes are:

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 wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Our curriculum is based on a knowledge and understanding of children's growth and development. It encompasses all the interactions, experiences and routines that are a part of each child's play during their time at Kindergarten.

It recognises:

- ❖ play as a process through which young children learn
- ❖ the different ways that children learn
- ❖ the stages of child development
- ❖ the characteristics of the individual, the Centre and the community
- ❖ recent developments in early childhood curriculum theory and practice
- ❖ the role of the Preschool in facilitating children's learning and development.



## Program

Our program is flexible and allows children to:

- ❖ Take control of their own learning
- ❖ Have the freedom to manage their own time
- ❖ Have opportunities to interact with people who value the quality of play
- ❖ Have time for uninterrupted and self-selected activities
- ❖ Have opportunities to be active and curious, quiet and reflective.



We base our planning on the Early Years Learning Framework outcomes, Individual Learning Plans, as well as observations eg photo data, anecdotal recordings and staff discussions of individual children.

## Assessment and Reporting

Staff regularly review children's progress during their time at the Centre, based on their Individual Learning Plan, observations, information from parents, interviews and work samples. This information is used when planning learning activities for individuals and groups of children and to monitor children's learning.

A Learning Statement is written for each child at the end of their preschool year. With your permission, this is passed on to your child's reception teacher.

A folder containing a copy of their Learning Statement, photographs and work samples collected during the year is provided to you when your child leaves the Centre.

There are many opportunities for informal discussions about your child's progress which can be initiated by either you or staff members. If you would like a more formal interview, please make an appointment with the Teachers. Educators are always available to speak one on one please approach staff.

## Services

### Playgroup

Playgroups operate at present Monday 9.00am-11.00am even during holidays.

### Occasional Care

We have Occasional care for children aged 6 months to 4 years who are not booked into a preschool service. This service operates Tuesday and Thursday 8:30 – 11:30 during term time and must be pre booked with our Administration Officer.

### Community Services

There are a variety of community services that families can be involved with, please see the Termly Timetable available in the foyer and published in our newsletter. Our Community Development Coordinator is always available should you have any needs or concerns to discuss regarding your role as a parent or carer.

## Sessional Preschool

In 2015 children were entitled to attend up to 15 hours of Preschool per week. The determined number of hours for 2016 at the time of publication have not be set by the Federal Government.

At this stage we can only offer 12 hours per week, with a possibility of 15.

Currently children attend 30 hours over a fortnight. Our groups are:

Cassowary Group		Emu Group	
Monday	8.30am – 3.00pm	Wednesday	8.30am – 3.00pm
Tuesday	8.30am – 3.00pm	Thursday	8.30am – 3.00pm
Alternate Friday	8.30am – 12.30pm	Alternate Friday	8.30am – 12.30pm

\*if 12 hours are offered there will be no Friday AM session.

We appreciate your consideration in strictly observing arrival and departure times. Our session in the morning starts at 8.30am when the doors open. Staff have a lot to organise in the mornings, e.g. setting up, phone calls to make and administrative tasks to organise before 8.30am to ensure the program runs smoothly.

There may be times when late pick up is unavoidable. If you have an emergency and are going to be late to collect your child, please ring and let us know so we can reassure your child. If someone other than the usual carer is to collect your child at any time, please write this in the parent diary.

## School Transition

Please ensure you enrol your child at the chosen school a minimum of 6 months in advance. Schools in the area conduct tours or information mornings for parents of preschool children.

Please note that enrolment into Lockleys Children's Centre does not automatically give rite of passage to Lockleys North Primary School, please contact the school to determine whether you live within the zone for enrolment.

## Support Services

A number of support services are available through the centre. These include the services of speech pathologist, psychologist, special education teachers, social workers, and bilingual assistants. Please see the Director if you have any concerns about your child's development and for more information on referral procedures.

## Health Checks - Child & Youth Health (Formerly CAFHS)

All children will have the opportunity to have comprehensive health screening during their preschool year. This is arranged with you prior to your child starting school.



# Routines

## What Happens at Preschool

<b>8.30 am – 9.30 am</b>	Inside and outside activities. These activities vary but inside will consist mainly of fine motor skill development, creative and construction activities, puzzles and books, to name a few. Outside activities are focussed on gross motor skill development, but we do include a range of areas of interest as well.
<b>9.30 am – 10.00 am</b>	Group time: Discussion of focus areas of interest.
<b>10.00 am – 10.15 am</b>	Fruit time
<b>10.30 am – 11.30 am</b>	Free choice of inside and outside activities and packing up.
<b>11.30am – 12.00pm:</b>	Group time..... music and movement, songs and games, including Literacy and numeracy focus.
<b>12.00pm – 1.00pm:</b>	Lunch and relaxation time
<b>1.00pm – 2.30pm:</b>	Free choice of inside and outside activities. Pack up time
<b>2.30pm – 3.00pm:</b>	Mat time, story and song time. .

Having a predictable routine helps your child feel safe, secure and confident about what will happen next.

When you first arrive please help your child to do THEIR jobs, we expect children to independently manage the following tasks.

- Put their lunch in the trolleys
- Put their drink bottle in the drink crate
- Put their bag on the hook,(so that they know where it is to independently access it.)

Afterwards please help them find an activity inside or outside.

### ***Please do not leave before 8.30a.m.***

- 1. Fruit:** For mid morning snack must stay in their bags to enable children to independently get it at the appropriate time. Please ONLY pack FRUIT
- 2. Lunch containers:** Please support your child put their lunch box in the trolleys on the verandah. At lunch time the children sit at a table and eat in a more formal manner.
- 3.** For the safety of children they are dismissed individually from the mat at the end of the session. It is expected that they stay on the mat until the teacher says goodbye and sends them to their parent or carer.

## Separating from parents.

We realise that some children will be anxious at the beginning of the term, particularly those who have not been at preschool before. Our goal is for children to feel safe and secure and to settle in their own time and to do this we need to take the lead from the child. Parents are encouraged to stay at first, for as long as is necessary, and to gradually work toward leaving your child for all or part of the session. Circumstances will be different for every child and we will work out strategies with you, to suit both you and your child. Some children won't want their parents to stay at all. This is great, but if your child isn't one of those, try not to worry too much—they all work through their separation anxiety eventually.

## What your child needs each day.

1. A named bag which is easy to open and close. Please put your child's name clearly on the outside of the bag, as many children have similar bags.
2. **Fruit and Lunch.** Please put in separate containers...fruit stays in bag and lunch is put in lunch trolleys.

**We encourage healthy eating,** so we ask that your child does not have treats, chocolate or lollies. Please see our Nutrition Policy on website [www.lockleyskgn.sa.edu.au](http://www.lockleyskgn.sa.edu.au)

When preparing lunches consider the amount of rubbish being generated, buy in bulk and use reusable containers for yogurts and biscuits rather than pre packaged products.

**Please note we are an ALLERGY AWARE Centre. We have many children with a range of allergies and ask that you check all labels for whole nuts or products that contain nuts. We do not allow children to have peanut butter or nutella.**

3. A drink bottle filled with **water** only please.
4. A named hat. To be sun safe a 'bucket hat' is recommended by the Anti-Cancer Council we will supply a hat to your child in Term 1. We have a limited supply of spare hats.
5. Spare set of NAMED clothes. We have a lot of messy and water play, particularly in summer. If children have to get changed they would much prefer their own clothes.
6. Please apply sunscreen before you come to preschool. If you forget, we have some which you may use. Staff will apply after lunch.
7. **PLEASE NAME ALL BELONGINGS CLEARLY.** This includes clothing, shoes, bags, hats and lunch boxes (on the outside and lids if possible). Children often have identical items and they are easily mixed up. By clearly naming items, you ensure that children, parents and staff can keep track of items and reunite owners with their belongings. It also helps children to develop independence and responsibility for their own things.

**Please check our Lost Property Container regularly.**

# General Information

## Messy Play

When children are actively involved in play with paint, water, clay and sand, it is almost inevitable that some of those materials will end up on their clothes. We provide smocks for children to wear for most messy activities but, unfortunately, they do not always prevent messy clothes.

During the warmer months in particular, the sand pit and water course are a popular play choice. While children are able to remove shoes and socks, clothes frequently end up wet and sandy. We make no apology for this. The “mess” happens in the context of some wonderful cooperative and challenging learning experiences.

Sometimes children are reluctant to participate in some activities, particularly messy activities, because they fear reprimands from parents if they get dirty or sandy. Please send your child to preschool in old clothes, then you will not be upset if they get them dirty. If you particularly do not want your child to play in the sand or be involved in some activities, please speak to the staff. We need to clarify the issues with you and decide on the best way to deal with your concerns. We do have spare clothes at preschool but please to keep a spare set in your child’s bag as they prefer to wear their own.



## Nature Play

There has been much research in recent years about the importance of nature play for children and the statistics indicating that children are now spending less and less time in unstructured play in nature or in contact with “wild” nature beyond the fence. Spending time in nature helps children thrive.

Cognitively, by improving creativity, motivation, concentration, and academic performance (Murray & O’Brien 2002). Communication, observational skills, problem solving and working memory and interest for further enquiry are also enhanced. Emotionally by lowering levels of stress and depression and by increasing confidence and self- esteem (Peacock 2007) and by providing opportunities for developing social skills, collaboration and the executive functions of inhibition and self- regulation. Physically by reducing risks of obesity and myopia and by improving healing and recovery. Children who play in dirt have less allergies. Ethically by not just developing a respect for nature but by developing environmental stewardship and a stronger sense of concern and care for the environment in later life.

We actively encourage children to play with and in the natural environment, to connect with nature. This can mean that their clothes become wet or dirt, please ensure that there are spare clothes in your child’s bag.

## No Toys from home

We discourage children from bringing small or precious toys which may be lost or damaged. We encourage the children to be observant and welcome items from nature or any object which may pertain to our program.

## **Super Hero Play**

We discourage super hero play as it evokes aggressive actions, please support us by not sending your child in super hero clothing.

## **Appropriate Shoes**

To allow children to climb, run and jump safely they require foot wear that is comfortable, fits well and stays on their feet. Please ensure your child is wearing appropriate shoes. Thongs, crocs and slippers are not suitable for active play. Rubber boots are great for playing in our wet sand pit and nature kitchen during winter.

## **Arrivals and Departures**

When children arrive each day, they are able to play inside or outside.

We are on duty from 8.30am. Please do not leave before then, particularly if your child is outside.

***Children are not to go outside until there is a staff member there to supervise them.***

It is important that staff members know who will be collecting your child each day. If there is a break in routine, please write the details in the parent diary on the sign in table.

## **Dismissal Procedure:**

Children are dismissed individually from the mat and they must stay there until the teacher says goodbye to them and send them to their parent/carer.

When entering and leaving the grounds, **please ensure that the gate is shut and only your child leaves with you.**

## **Notice Files**

Each family has a notice file on the entrance table, we regularly place notices in these files or a Please See Staff tag if Educators need to speak to you about your child. Please check this file regularly

## **Child Absences**

If your child will be absent for more than a couple of days, we ask you to phone to let us know what is happening. We appreciate your call if your child is absent for the day and particularly if your child has a contagious illness such as chicken pox, measles, mumps, skin complaints or head lice so we can notify other parents.

## **Illness at Preschool**

If children are unwell at preschool, they will be cared for until a parent or emergency contact person can collect them. We expect that children who are unwell will be kept at home, particularly if they have fresh colds or gastric illnesses. We know that children always say they "want to go to kindy", but we do not have the facilities to care for sick children, nor is it fair to other parents to expose their children to these infections. Children must stay home for 24 hours after vomiting or diarrhoea or until they have been on antibiotics for an illness for 24 hours.

## **First Aid & Accidents**

For the safety of children and staff, universal procedures are used when handling blood and body fluids. These include the wearing of disposable gloves, safe handling and disposal.

Should your child have an accident at preschool that requires first aid, you will be notified via a note in your child's pocket. Should your child require medical treatment, you or your emergency contact will be telephoned. In more serious emergencies, an ambulance will be called immediately.

All staff have Provide emergency first aid Training, Asthma and Anaphylaxis training.

## **Please read our policies on Sick Children/Infectious Diseases and our Health Support Policy. ([www.lockleyskgn.sa.edu.au](http://www.lockleyskgn.sa.edu.au)).**

## **Communication**

Good communication is essential between parents, carers and staff and we hope you will feel comfortable approaching us with any areas of concern you may have. If you have an issue which could require prolonged discussion, please make an appointment so staff are not taken out of the teaching environment for extended periods of time.

Please check your note pocket, in blue or green files, for any notices and newsletters. The whiteboard outside the front door is also used to let you know of anything special that may be happening in the centre.

Newsletters are distributed on a regular basis. You may email us if that is an easier communication format for you. [dl.5630\\_leaders@schools.sa.edu.au](mailto:dl.5630_leaders@schools.sa.edu.au)

## **Personal Information**

Please ensure that our information on your child is always up-to-date. It is particularly important that we are aware of newly discovered allergies/health issues or changes to your work, home or emergency contact telephone numbers.

## **Photographs**

A professional photographer photographs the children individually and in a group during Term 2 each year and the photographs are available for purchase. We regularly photograph the children using our digital camera. These photographs are stored, and children are given a disc of photographs when they leave.

## **Parking**

Please be aware of limited parking available, it may be wise to park a little away and walk to Kindy.

## **Term Dates**

Preschool terms follow State School terms. Information about term dates are available from the Preschool and from DECD both on their website (<http://www.decd.sa.gov.au/custserve/pages/default/pubhols/?reFlag=1>) and via a recorded message (phone 8226 1803).

# Fees and Payments

## Term Fees

Term fees are set by the parent Governing Council and are payable each term, these might be subject to change depending on the needs of the centre. These fees enable us to pay ongoing costs such as energy and cleaning and to buy materials such as paint and paper. The Department for Education and Child Development (DECD) provides a grant each year to help with expenses, based on the number of children attending our Preschool program each day. Term fees and fundraising profits raised by the Council are used for purchasing new equipment and maintaining and improving the facilities.

### Fees are:

\$150.00 per term

Fees are adjusted for twins and triplets.

Please see the Director for more information.

## Excursion/Visitor Levy

Staff organise an excursion or invite special visitors regularly throughout the year. We invite visiting musicians, dancers, puppeteers, cultural groups and other performers. Occasionally, part of the cost may be subsidised by the Centre.

## Please pay your fees by week 3 of term.

Payments can be placed in the envelope provided, labelled with your child's name, the amount and what the money is for (e.g. Term 3 fees) and put into the yellow box in the kitchen. This is collected daily and a receipt will be put in your notice pocket by the Treasurer. If you have any problems with payment please speak with the Director. Direct Debit is also available see note with your fee envelope. Please always return the DD slip named so that we know who has paid.

## Fundraising

Lockleys Children's Centre has an active fundraising subcommittee that works hard to raise additional funding for the Centre. The subcommittee aims to present a range of fundraising activities that, apart from raising funds for the Centre, provide a service to parents. These include raffles, pie drives and events that include the whole preschool community (e.g. the Kindy Olympics).

**We do not expect every family to participate in every fundraiser but ask that all families participate as often as they are able.**

# Parent Involvement

## Parent Help

We encourage your involvement in the Centre at whatever level or capacity you are able to offer. Please feel free to stay and have a coffee and chat, spend some time playing with your child or check with the staff if there are any odd jobs that need doing. If you have some time, we always appreciate help cleaning up at the end of each session.

If you're wondering how you can be involved, consider the suggestions below:

- ❖ Help with the rosters (the weekly washing and lunch help roster is placed on the parent noticeboard)

- ❖ Give time at preschool during session times (playing with small groups of children, helping children with puzzles, etc)
- ❖ Support fundraising events
- ❖ Read stories with small groups of children
- ❖ Demonstrate a hobby or craft or play a musical instrument
- ❖ Assist with end of session clean-up
- ❖ Become a member of the Governing Council or one of the subcommittees
- ❖ Volunteer for typing or sewing (particularly mending!)
- ❖ Help with excursions and special events.
- ❖ Help with collection of “junk” materials (boxes for making, paper, envelopes, card, icecream containers etc.

Your involvement will help make our Centre a better community service.

## **The Governing Council**

The Governing Council is elected annually and is made up of a group of interested and dedicated parents working for the benefit of all children at the Children’s Centre.

Involvement includes:

- ❖ Financial management of the Centre
- ❖ Developing Centre policy
- ❖ Encouraging parent involvement
- ❖ Organising and running fund-raising activities
- ❖ Supporting the children and staff in organised activities
- ❖ Performing maintenance work on the Centre building and grounds
- ❖ Keeping informed of recent developments in early childhood education
- ❖ Having valuable and valued input to the Lockleys Children’s Centre curriculum and other areas of its day to day running
- ❖ Organising opportunities for parents to meet and get to know each other, e.g. parenting and social events.

Your support can be as small or large as you wish. Please see the Director or the current chairperson for more information.

The Governing Council meets at the Preschool twice each term to discuss any current issues. They work for the benefit of YOUR child but can only achieve maximum effectiveness with the support of all families attending the Children’s Centre. Please help in any way you can.

**New members are always welcome!**

## **Dental Care**

Children in South Australia are eligible for dental care through the South Australian Dental Service. Our closest clinic is at the Fulham Gardens Primary School. A brochure is available from the Centre and included in enrolment packages.

## **About This Booklet**

Please keep this booklet for future reference. This information was prepared by a group of parents. We hope that it is informative and comprehensive. Should you have any suggestions about the booklet, please let us know. Our aim is to continually improve and we welcome your feedback.

## **DECD**

Lockleys Children's Centre is part of the West Torrens Partnerships Group of the Department for Education and Child Development. The Educational Director is located at the Flinders Park District Office and can be contacted on 8416 7333.

Further information about DECD programs and services is available on the web at [www.decd.sa.gov.au](http://www.decd.sa.gov.au).