



# Karcultaby School Based Preschool

## HANDBOOK

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# Welcome

We welcome you to Karcultaby Preschool. Our official name is Karcultaby School Based Preschool but we are also known as Karcultaby Kindergarten - it means exactly the same. The term 'preschool' is used throughout this handbook.

We look forward to getting to know you and your child and working together with you to make a difference for your child. We feel privileged to share your child's learning journey and hope that your family's association with us will be a happy and fulfilling experience for both you and your child.

The early years of our children's life are the foundation to lifelong learning. We recognise parents as their child's first educator and we aim to promote a nurturing, welcoming learning environment of trust and confidence where families feel comfortable to have their children in our care. The success of this kindergarten depends on parents, staff, community and the Department for Education and Child Development (DECD) working together to provide a positive, caring, happy, secure and stimulating environment that promotes the social emotional, physical and cognitive development of each child. Please feel free to discuss any aspect concerning your child's learning and development with us.

Our aim is to provide a program of experiences and activities which are child-centred and flexible, encouraging individual and group learning. We aim to complement such experiences and activities through using our well-equipped facility which has great grounds and access to school facilities.

We value staff diversity and recognise that all of our staff members are passionate, dynamic and professional early childhood educators. We work together to embed a culture of equity, collaboration, openness, honesty, innovation and cohesion with a shared workload towards shared goals and vision. We foster a culture of learning, respect and growth for parents of young children and ourselves, and for ongoing dynamic and lifelong learning.

This handbook outlines some information about Karcultaby Preschool and how it operates. To assist us in creating the best possible learning environment for your child, please read this handbook carefully. If you have any comments or questions, please do not hesitate to contact our staff.

**Karcultaby School Based Preschool is part of the Far West Partnership** which consists of other DECD sites who work together to improve services and learning for children and families within our region. The Far West Partnership membership constitutes the following sites:

Karcultaby Area School and preschool, Miltaburra Area School and preschool, Streaky Bay Area School, Streaky Bay Children's Centre, Ngura Yadurirn Child and Family Centre, Ceduna Area School, Penong Primary School and Preschool, Koonibba School and preschool. Leaders and staff of these sites meet throughout the year and share training and development opportunities.

# Enrolment

Children are entitled to access four terms of preschool in the year before they start school. There is one intake at the beginning of each year for children who turn 4 years of age before 1 May.

## **Proof of age requirements**

At the time of enrolling in preschool, parents or guardians are required to provide proof of their child's birth date. One of the following documents will be accepted:

- o Passport
- o Birth certificate
- o Official Centrelink documentation which states the child's name and birth date.

## **Immunisation evidence**

At the time of enrolling in preschool, parents or guardians are requested to provide evidence of their child's immunisation status. If your child has not been immunised, they may need to be excluded from the site during outbreaks of some infectious diseases.

## **Preschool enrolment form**

Parents are required to complete a preschool enrolment form which includes details about medical conditions or allergies. More information may be requested from preschool staff to ensure the safety of your child while at preschool. If anything changes throughout the year, please let staff know.

# Statement of philosophy



To be reviewed  
in Term 1 by  
staff, families  
and children.  
To be endorsed  
formally by the  
Early Years  
committee.

## ***At Karcultaby preschool, staff, and families will;***

- ensure secure, respectful and positive working relationships, always putting the child first,
- have high expectations and ensure equity,
- respect for diversity and a sustainable environment,
- use reflective practice to identify ongoing learning opportunities for all,

## ***So that children at Karcultaby preschool will;***

- have a strong sense of identity and wellbeing,
- be connected and contribute positively to their world,
- be confident, creative and curious learners,
- be effective communicators,
- have fun!

# Curriculum

Karcultaby School Based Preschool uses the Early Years Framework and literacy and numeracy indicators as a curriculum framework to guide our program, planning and assessment of children's learning.

Our educational program builds on children's needs, interests and developmental levels through a play-based curriculum. We aim to provide opportunities for children to develop their curiosity, self-confidence, independence, social skills, problem-solving, literacy and numeracy skills. These learning dispositions and skills will be developed through Nature Play, growth mindset and STE(A)M (Science, Technology, Arts, Mathematics) pedagogy and practice. The mandatory Child Protection curriculum is taught every year.

Children's voice is actively engaged and incorporated within the program context.

Extra curricula activities are organised to enrich children's learning, which include excursions, guest visitors and performances and activities joined with the school.

## **Early Years Framework**

### **Curriculum Outcomes**

- Children have a strong sense of identity
- Children are connected and contribute to their world
- Children are confident and informed learners
- Children are effective communicators
- Children have a strong sense of wellbeing

### **Children have a strong sense of identity**

Children learn about themselves and construct their own identity within the context of their family and wider communities. This includes relationships with people, places and things and the actions and responses of others. When children have positive experiences they develop an understanding of themselves as significant and respected, and feel a sense of belonging. 'who I am', 'how I belong' and 'what is my influence?'.

### **Children are connected with and contribute to their world**

Children broaden their experiences as participants in different relationships and communities. When children participate collaboratively in everyday routines, events and experiences and have opportunities to contribute to decisions, they learn to live interdependently. Children become socially responsible and show respect to the environment.

### **Children are confident and involved learners**

A sense of security and strong wellbeing gives children the confidence to explore and experiment and try out new ideas, thus developing their competence and being active and involved in their learning. Children use processes such as exploration, collaboration and problem solving across all aspects of the curriculum. Developing dispositions such as curiosity, persistence and creativity enables children to participate in and gain from learning.

## Children are effective communicators

Literacy and numeracy capacities are important aspects of communication and are vital for successful learning across the curriculum. Children are intrinsically motivated to exchange ideas, thoughts, questions and feelings, and use a range of mediums like dance, drama and music to express themselves, connect with others and extend their learning. Children's use of their home language underpins their sense of identity and is respected as well as to develop competency in English language.

## Children have a strong sense of wellbeing

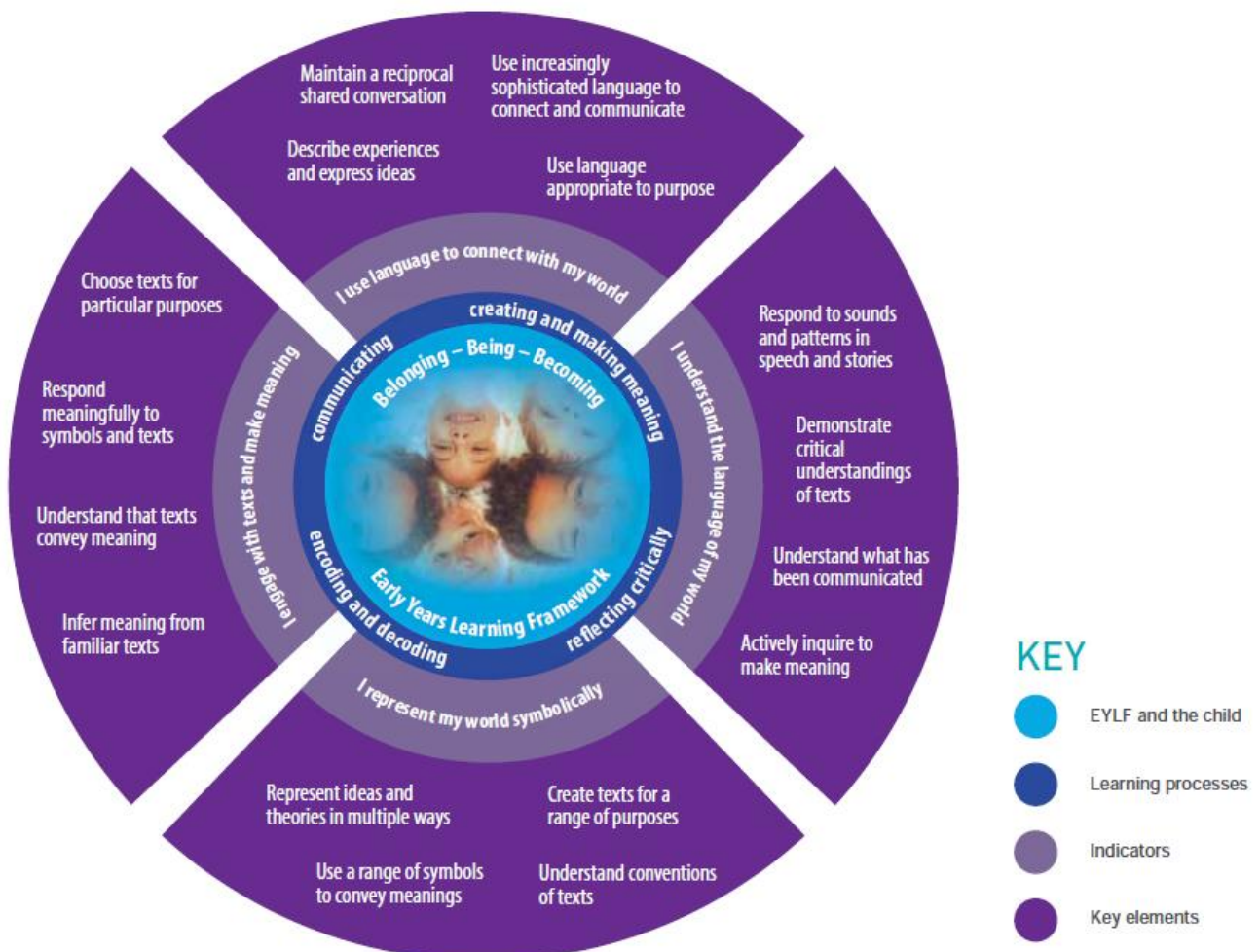
This includes good physical health, feelings of happiness, satisfaction and successful social relationships. A strong sense of wellbeing provides children with confidence and optimism which maximises their learning potential. Learning about healthy lifestyles, including nutrition, personal hygiene, physical fitness, emotions and relationships is integral to wellbeing and confidence.

Source: (The Early Years Learning Framework for Australia)

## Literacy

Literacy is the capacity, confidence and disposition to use language in all its forms. Literacy incorporates a range of modes of communication including music, movement, dance, storytelling, visual arts, media and drama, as well as talking, reading and writing.

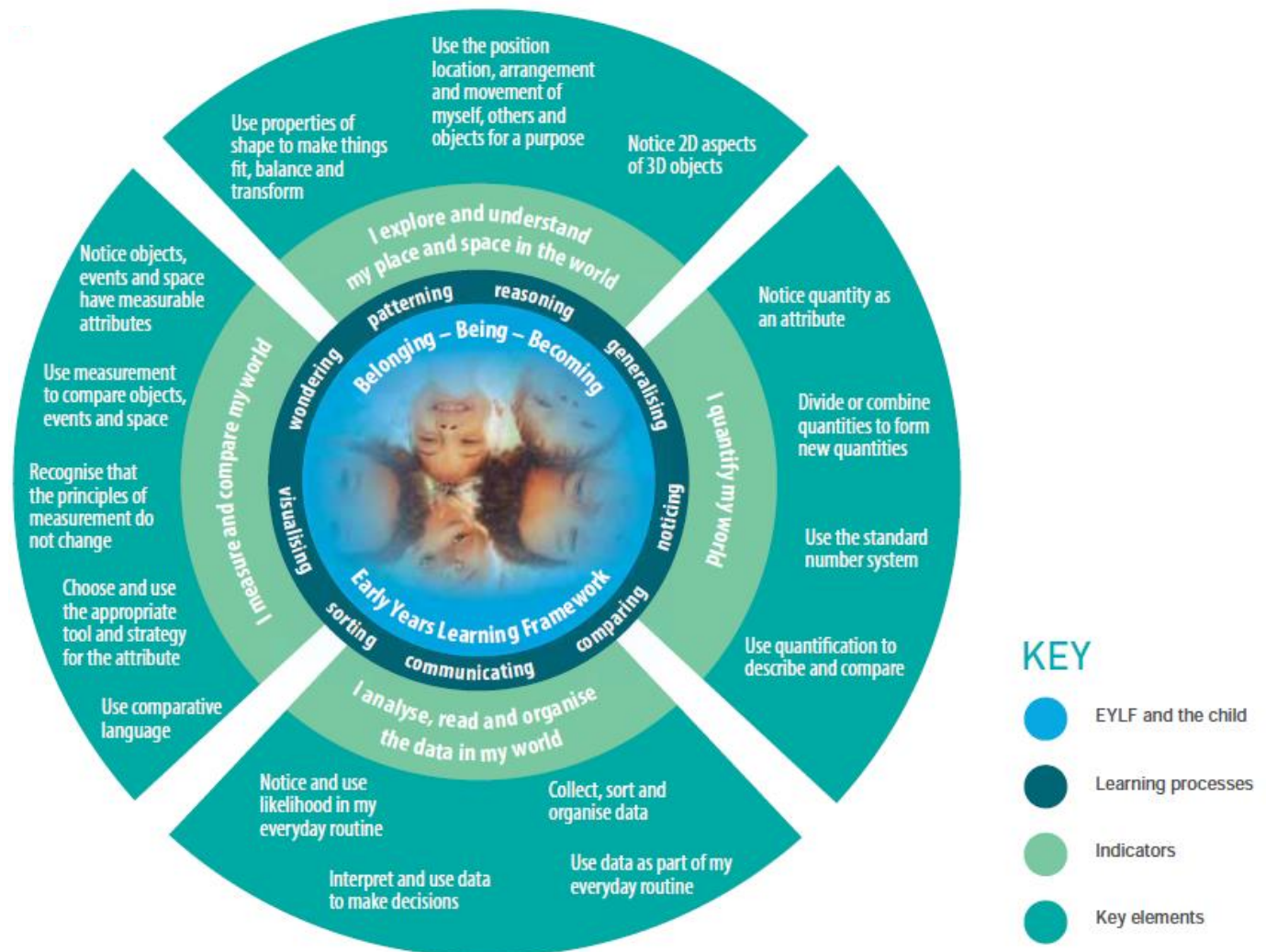
Contemporary texts include electronic and print-based media. In an increasingly technological world, the ability to critically analyse texts is a key component of literacy. Children benefit from opportunities to explore their world using technologies and to develop confidence in using digital media.





## Numeracy

Numeracy is the capacity, confidence and disposition to use mathematics in daily life. Children bring new mathematical understandings through engaging in problem solving. It is essential that the mathematical ideas with which young children interact are relevant and meaningful in the context of their current lives. Spatial sense, structure and pattern, number, measurement, data argumentation, connections and exploring the world mathematically are the powerful mathematical ideas children need to become numerate.





# Assessment and reporting

As part of our commitment to monitoring and assessing individual children's progress we use a range of strategies including:

- Observations
- Samples of work /photos
- Discussions with the children
- Information from parents
- Learning stories
- Individual learning plans

You will be informed about your child's progress through:

- Informal discussions /photos
- Learning plan meetings with parents and children in term 1 and a review meeting early term 4.
- Individual learning plans
- At least two learning stories per term which will be emailed home and a hard copy will be included in the portfolios which go home at the end of each term.
- A3 Art portfolio will be sent home at the end of term 2 and term 4.
- Statement of Learning in term 4.

## Session times

Preschool follows the school terms. At times there may be student free days which enable staff to attend training and development. This is in line with Department for Education and Child Development (DECD) guidelines.

Session times for eligible 4 year-olds are from 8.45am when the school bus arrives until 3.30 when the buses leave.

Term 1	2 days a week
Term 2	2 days a week
Term 3	2 days one week - <i>week 1,3,5,7,9</i> 3 days the next week - <i>week 2,4,6,8,10</i>
Term 4	2 days one week - <i>week 1,3,5,7,9</i> 3 days the next week - <i>week 2,4,6,8</i>

These dates will be communicated directly to families by staff, in the preschool newsletter and the school newsletter.

# Bus travel

Preschool children are able to use the school bus to travel on preschool days as long as there are seats available.

We have three buses that bring children to school. All buses have student safety representatives who can help children when required. Children will have a designated older student who will look after them while on the bus and walk with them to and from the preschool and the bus.

The following are the bus route names and the regular drivers.

• Chilpuddie/Minnipa	Claire Gosling	86 805 136/ 0427705136
• Cungenena/Emerald Rise	Brian Moroney	86 263 093/ 0428348902
• Chandada	Sandra Horgan	86 263 027/ 0447080506

All of the buses operate on the UHF channel 11

Pick up and drop off times and locations will be part of the enrolment pack. Children need to be at bus stops at least 5 minutes before the bus is due in the mornings. Buses will only wait 3 minutes for late students.

**Families are required to supply a booster seat**, which meets 'Australian Design Rules' for their child to use on the bus. They may bring a technological device to use on the bus, but it can not be used at preschool. No other child is allowed to use it on the bus.

Parents are to notify bus drivers when children are not on buses. A written note, phone call or text (0427 200 574) to school is required when students need to travel on a different bus e.g. birthday parties,

Children will be allowed to travel on other buses to attend sports practice if seating is available. If demand is too high, parents may need to organise private transport.

All children are required to follow the bus rules and the 'School Bus Use Code of Practice'.

## Fees

Termly fees for preschool are \$60 a term regardless of how many sessions children attend.

Invoices will be issued. Please return payment promptly to the preschool or school front office or pay via direct deposit on internet banking.

Fees may be paid annually, termly or in instalments.

# Communication

**We believe good communication is vital in sharing information and supporting good relationships with families.**

## **Confidentiality**

Educators respect the confidentiality of all matters relating to your child and family unless we have written or verbal consent.

## **Information noticeboard**

On the notice board in the preschool there are important and interesting information about the preschool and other children's services and community events.

## **Newsletters**

Families will receive a preschool newsletter at least once a term, informing them about significant preschool dates and the term program.

## **Visitors sign-in**

If you are visiting the preschool or picking up/ dropping off your child, please go through the school front office and sign in on the book in the foyer.

## **Communication book/ absences**

We have a communication book used for sharing daily information with families. Families are encouraged to use it particularly to let staff know of any upcoming absences. Please inform educators if your child is being collected by someone other than yourself.

## **Emails or text**

Preschool or school staff may communicate relevant information via email or text messages.

## **Change of details**

Please inform the staff if there are any changes in your contact details as current records are important in an emergency.

## **How to deal with issues and concerns**

From time to time issues may arise that need addressing. If you feel you are unable to discuss them with staff, there is a parent complaint policy which is to be followed. This is available in the Appendix.

## **School and preschool Facebook page**

Preschool families can ask to join a closed Facebook page which is used to;

- Promote school news and events,
- Share school highlights,
- Celebrate student success and achievement,
- Inform families of relevant educational articles and information.

# What your child needs to bring

Please name all personal items clearly.

- Wear practical clothing and shoes.  
*Karcultaby Kindy T-Shirts, jumpers and hats are available for sale, please see information in the enrolment pack.*
- Broad brimmed hat without a chin cord to be worn when playing outside,
- Water bottle,
- Healthy snack/lunch in re-useable containers,  
*Please view the Healthy Food Supply and Nutrition policy for more information.*
- Bag/backpack,
- Change of clothes,
- Communication book -*children will receive this when they start*
- Sunscreen applied before arriving.

## What to leave home

- Toys or special items unless they are related to the curriculum. Should your child need a security toy, please discuss with staff.

# The daily routine

**8:45am:** On arrival children are encouraged to sign in, unpack their bags (lunch boxes in tray on kitchen bench to be placed in fridge, drink bottles, snacks and hats into their locker).

**9am** Children participate in small group inside play.

At approximately **9:30am** we come together for a whole group/ mat session with a focus on listening, participation, turn taking etc. This may involve show and tell, a story, singing, number rhymes, games and group discussions helping children to become confident and involved in group situations. We also use this time to talk about the day's activities/events and apply sunblock.

**10am** children wash their hands, put on their hat and are encouraged to have a fruit or vegetable snack (followed by other food snacks if needed) and a drink of water. Children may then choose to play and engage in the range of activities both inside and outside or take a visit to the library.

At **11:30am** we come together for another group time providing more opportunities for discussion, literacy/numeracy games, music and movement etc. Following group time we reapply sun block, wash hands and sit down together for lunch at **approx. 12 noon**.

**After lunch** there is a guided relaxation session then children have opportunities to once again access play activities inside and outside. Children are welcome to have a rest if they wish. Small group times are held throughout the day providing children opportunities to work together in small groups and giving staff the opportunity to focus on particular skills, concepts and experiences.

At approx. **2pm** children have an afternoon healthy snack/drink and afterwards start to pack up.

**2.40pm** We come together for a final group session and farewell.

**3:20pm** Home time. Staff go with the children to bus lines and ensure the designated students are there to walk with the children to the buses.

Our daily routine alternates between long active periods of time, with short, quiet periods and alternating short, educator led activities with long child initiated activities.

# Behaviour

At Karcultaby School Based Preschool we:

- Believe everyone has a right to be safe;
- Encourage children to gain self control through our teaching;
- Provide a safe and supportive environment;
- Promote positive relationships;
- Practice protective behaviour strategies;
- Provide strategies for managing challenging behaviour;

**We will respond to challenging behaviours by:**

- Reminding children of expectations and limits and the reasons for these, using safe feet, safe hands, safe mouth to verbalise these expectations as reminders to children,
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately,
- Using practices that support children to empathise with others and restore relationships,
- Communicating with and involving families at the earliest opportunity to work together positively to assist the child's wellbeing and learning,
- Assessing individual children's learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours,
- Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services,
- Being aware of our limitations and seeking assistance when required,
- Withdrawing children when they are at risk of hurting themselves or others, ensuring that an adult is with them all the time.

*See: Our Behaviour Guidance Code in Appendix*

# Support services

The following support services are available through the Department of Education and Child Development (DECD):

- Bi-lingual support
- Speech and Language
- Special Education
- Psychology
- Social Work

If staff believe a referral for a child may be required, they will discuss this with families and only with permission will it be submitted.

## **Child and Family Health Services (CAFHS)**

CAFHS conduct medical and developmental checks on children from the age of 4.3 months at the centre when required. Included are height, weight, and hearing and eyesight tests. If you wish to seek advice about your child's health and development contact CAFHS on 1300 733 606.

# Community library

Our community library on-site is well equipped with fiction, non-fiction, reference, magazines, audio-visual equipment, CDs, Health issue pamphlets and booklets.

Our library is a part of South Australia's Public Libraries One Card system.

Patrons are able to become members of our library for free and have access to over 3 million items from throughout the state. The ease of searching for items and being able to place holds via the web is an excellent service. Material can be borrowed online from home and it will be delivered to the Karcultaby library. It can be returned to any community library. Library staff can help with this.

Families are encouraged to borrow books from the centre, as reading to children helps them learn about their world as well as being a vital part of language and literacy development.

Parents and wider community members are welcome to use the facilities at any time, including two computers for free online use.

The preschool children visit the library once a week and after listening to a book being read, children are able to return borrowed items and borrow more. There is a limit of 4 borrowed items (3 books and 1 movie).



# Parental involvement

There are many ways to be involved in your child's learning during their preschool year.

- Encouraging oral language skill development at home; reading to them, discussing things of interest, listening to them uninterrupted, questioning etc.

More ideas at <https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/helping-children-learn/helping-children-learn-what-you-can-do-early-years>

- Being a guest visitor, in negotiation with staff, to share a skill or help with an activity;
- Being an active member of the Early Years committee;
- Consider taking on the chairperson, secretary or Governing Council representative roles;
- Offer to do some administration tasks, cleaning or gardening;
- Participate in fundraising activities;
- Respond to surveys /giving feedback on specific/general matters.

## Early Years committee

The Early Years Committee made up of all preschool parents and a playgroup representative meets at least once per term. The committee is a sub-committee of Governing Council. The roles of chairperson and secretary are elected from within the preschool parent body for the year which could be on a rotation basis throughout the year.

Minutes are kept of all meetings and parents are welcome to read them at any time.

Information from meetings are included in the newsletters or sent home as required. Your input will certainly be valued.

## Early Years representative on Governing Council

A preschool parent attends the school Governing Council meetings, as the Early Years representative. There are two meetings per term and the preschool teacher provides the report.

# School transition

The transition dates listed below may change but confirmed dates will be communicated with families early term 4.

## **Week 1-5**

The reception teacher and preschool teacher negotiate integration/ collaborative learning opportunities for a lesson a week.

## **Week 5**

Preschool children visit the reception class with parents until recess on a preschool day. Morning tea will be provided and an information pack, including a preschool enrolment form will be given to parents. A school tour with the principal will be offered.

## **Week 6**

Preschool children visit the reception class until lunch on a preschool day.

## **Week 7**

Preschool children visit the reception class until lunch on a preschool day.

## **Week 8**

Preschool children visit the reception class for a full day on a preschool day.

*- If a child misses a session they will not be able to make it up at another time.*

## **Extended transition**

An extended transition, at the request of parents, may be granted to children with additional needs and/or disability and who have a negotiated education plan (NEP) (or equivalent). Children may access additional time at preschool, for one term, in the form of a transitional arrangement with the school if, in the professional judgement of the preschool director and the school principal and in collaboration with the relevant support services personnel, additional time in the preschool learning environment would maximise the child's educational outcomes. During this transition period the enrolment of the child will be at the school.

# Health and Safety

## Sun Protection

The children are asked to wear hats when playing outside. We ask that you apply sunscreen to your child prior to coming to preschool otherwise sunscreen is available for children to apply on arrival and again at lunch time.

*See: Our SunSmart Policy and Hot Weather policy in the Appendix*

## Water play

Children are encouraged to play with water for specific learning activities. Please pack spare clothes in case your child gets wet during play.

## Toileting

Children are encouraged to manage their toileting needs independently. Staff will provide support as they learn the skills to be independent. It may help if they wear clothes that enable independence such as shorts with elastic, skirts or Velcro fasteners. If your child has specific toileting requirements due to any special needs, please discuss these with staff prior to starting.

## Allergy Aware

If we have children who have severe allergies to nuts, we will let you know and therefore our preschool will be nut free. If this happens, all food, which contain nuts or may have traces of nut products are prohibited from being consumed at preschool and will be sent home.

## Nutrition

We encourage the children to eat nutritious food and to drink water. We ask that children do not bring foods such as muesli bars, fruit bars, sweet biscuits, potato chips etc. Please send food in re-useable containers. No squeeze yogurt/fruit tubes or fruit juice thank you.

Morning snack is fruit or vegetables.

## Medication

Educators must be notified of any allergies your child has. A health support plan must be completed and signed by the doctor before staff can administer any medication.

Any asthma and severe allergy medications are to be given to staff on arrival.

## Illness or injury

If your child is unwell prior to coming to preschool it is in the best interests of the other children to keep them home until they are well.

Please inform the staff when your child has an infectious illness so the spreading of it can be minimised. A number of contagious illnesses require children to be exempt from attending preschool. Please contact staff if unsure.

*See: More information about infection control in the Appendix.*

Minor injuries will be treated by school staff, recorded and reported to parents.

In the event of your child becoming ill or having an accident at preschool, we will contact you or your emergency contact person. In an emergency, staff will call an ambulance, which will be at the parent's expense.

### **Bushfire 'catastrophic' fire rating**

If a catastrophic fire rating has been notified prior to the school day, our school and preschool will not open and buses will not run.

If a fire rating has been upgraded to catastrophic during a school day, school and buses will operate as normal unless exceptional circumstances apply.

If a bus route is cancelled, children will be supervised at school until it is safe to resume the travel or families collect them. Staff will contact families.

Bus drivers will make decisions to ensure the safety of the children if an emergency emerges en-route.

*See: Emergency management plan in the Appendix*



### **Mandatory reporting**

Educators are legally obliged to report any indications or incidence of child abuse that comes to our attention.

Child Protection Curriculum (CPC) is a mandated program implemented in all preschools.

### **Smoke Free Zone**

Please be aware that the preschool and school premises, buildings and grounds, are a SMOKE FREE ZONE.

### **Birthday celebrations**

We sing happy birthday to acknowledge this special day.

*See: Healthy Food Supply & Nutrition Policy in the Appendix*

# Appendix

1. SunSmart policy
2. Preschool hot weather policy
3. Behaviour Guidance Code
4. Healthy Food Supply & Nutrition Policy
5. Parent complaint procedure
6. Emergency Management plan
7. School Bus Use Code of Practice
8. Bus rules
9. Infection Control



## **SUNSMART POLICY**

### **RATIONALE**

Ultraviolet (UV) radiation from the sun has both beneficial and harmful effects on human health. A balance is required between excessive sun exposure which increases the risk of skin cancer and enough sun exposure to maintain adequate vitamin D levels. Vitamin D is essential for bone and musculoskeletal health.

In Australia, where the UV Index is 3 or above for much of the year, sun protective measures to reduce the incidence of skin cancer must continue to be a high public health priority. People should continue to protect themselves from excessive sun exposure, especially when the UV Index is 3 or above (Cancer Council Australia, 2016).

Schools can help reduce the incidence of skin cancer and the number of related deaths by encouraging all members of the community to take effective skin protection measures.

### **AIMS**

**The Karcultaby Area School and Preschool SunSmart Policy aims to promote:**

- **positive attitudes towards skin protection,**
- **lifestyle practices which can help reduce the incidence of skin cancer and the number of deaths,**
- **personal responsibility for and decision making about skin protection,**
- **awareness of the need for environmental changes in schools to reduce the level of exposure to the sun.**

### **AT KARCULTABY AREA SCHOOL and PRESCHOOL**

*We believe our children will be protected from skin damage caused by the harmful UV rays of the sun through the following strategies:*

- All children will wear broad brimmed hats which protect the face, neck and ears (as recommended by the Cancer Council), whenever they are outside for sport, outdoor excursions and activities all year round and during recess and lunch times in terms 1, 3 and 4.
- Children without hats will remain under the verandah or pergola shade.

- Broad spectrum, water resistant sunscreen with an SPF of 30 or higher will be made available for all students in all classrooms. It should be applied 20 mins before outdoor activities and then reapplied every 2 hours. All students are encouraged to wear sunscreen with frequent reminders for reapplication when outdoors. With parental consent, children with naturally very dark skin may not need to wear sunscreen for vitamin D, however will need to implement all other sun protection practices.
- Children are encouraged to wear the school uniform or clothing which offers adequate sun protection through collars, longer style sleeves and longer style shorts, skirts and dresses.
- Reinforcing the SunSmart message in all school activities and general school procedures including;
  - all staff and visitors being expected to act as role models when outdoors and on yard duty by wearing appropriate hats, sunscreen, sun protective clothing, sunglasses and seeking shade where possible
  - skin protection education throughout the curriculum, newsletters & assemblies,
  - accessing up-to-date resources & information from the Cancer Council,
  - Wearing rashies or T-shirts when swimming.
- Where possible, in Term 1, 3 & 4, outdoor activities will be rescheduled outside of the peak UV times of the day or conducted in shaded or indoor areas.
- Activities will be set up in the shade where possible and children are encouraged to seek shade during recess, lunch and leisure activities.
- Children are encouraged and supported to wear sunglasses however adequate shade and hats will significantly reduce the UV radiation that reaches the eyes.
- Depending on school and preschool activities (such as excursions or whole day outdoor activities), staff are encouraged to check the UV Index in May and implement sun protection as necessary if the UV index is predicted to be 3 or above.
- 'Sun safe' education will be incorporated into the school Health curriculum programming and the preschool quality standard 2 'Children's health and safety' learning and will be reinforced every year.
- When the UV index is below 3, staff and children are encouraged not to wear sun protection for vitamin D.





## Karcultaby School Based Preschool



### **HOT WEATHER POLICY**

This policy recognises that children are at greater risk of suffering from heat illness than adults. A child's ability to respond to environmental heat and acclimatise to heat is due to physiological differences.

"Children sweat less and get less evaporative cooling than adults. In warm and hot weather they have greater difficulty getting rid of heat; they look flushed, and feel hotter and more stressed than adults".

*Source "Sports Medicine Australia"*

#### **Crucial to this policy is:**

- All employees, including leaders, must take reasonable care to protect their own health and safety and that of others in the preschool.
- All employees ensure strategies are in place to reduce the risk of heat illness or burn injuries.

At Karcultaby Preschool we aim to keep everyone safe at all times and, in particular, during periods of hot weather. Reasonable steps will be taken to identify and manage risks, and every reasonable precaution will be taken to protect children from harm and hazards.

The preschool will:

- Provide a comfortable and safe environment for all children.
- Provide heating and cooling to maintain a comfortable temperature for all children.
- Seek sun protection advice from the Cancer Council of South Australia.
- Recognise the risk of heat stress is a factor of both air temperature and relative humidity levels.
- During hot weather, check all surfaces in the preschool ensuring children are not at risk of contact burn injuries.

#### **Strategies to reduce the risk of heat illness will include:**

**Shade:** During periods of hot weather activities will be conducted in shaded areas.

**Drinks:** Children will be required to bring a drink bottle containing water and children will be reminded to drink regularly. Staff will top up children's water bottles with water as necessary.

**Clothing:** Parents are encouraged to dress children in clothing that minimises heat gain, in layers that can be easily removed during activity and in clothing that fits with our Sunsmart Policy.

**Lunch:** Parents are encouraged to pack food in insulated containers with a freezer brick or frozen water. The preschool will provide a cool place to store food.

The following measures will apply on days when the UV radiation levels are high and when

educators feel conditions warrant it:

- Modified outdoor activities will be offered to children in the morning. These will be located in shaded areas.
- There will be no outdoor activities offered in the afternoon and children will remain indoors.

**As our preschool has effective cooling we do not have an early dismissal clause. For additional information please refer also to our Sunsmart Policy.**

### References

Sports Medicine Australia

[www.sma.org.au/wp-content/uploads/2009/05/beat-the-heat-2008-email-version.pdf](http://www.sma.org.au/wp-content/uploads/2009/05/beat-the-heat-2008-email-version.pdf)

DECD Guidelines for Developing a Preschool Hot Weather Policy

[www.decd.sa.gov.au/childrensservices/pages/earlychildhoodreform/interactions](http://www.decd.sa.gov.au/childrensservices/pages/earlychildhoodreform/interactions)

National Quality Standards - Standard 2.3.2 Children's Health and Safety

Cancer Council of SA, refer to: [www.cancersa.org.au/aspx/sunsmart.aspx](http://www.cancersa.org.au/aspx/sunsmart.aspx)

This policy has been developed in consultation with the Early Years Learning Committee, staff and families of the centre and will be reviewed and evaluated regularly and modified as required to ensure continued relevance for Karcultaby School Based Preschool. This policy will be shared with all new staff and families, and available on the website and in the preschool policies folder.



## BEHAVIOUR GUIDANCE CODE



### As a staff team we believe:

- All children have the right to feel secure, to learn and develop in a safe environment
- Children have a right to express their feelings and to be supported to develop positive behaviours
- Effective communication and learning occurs when families and educators work together to develop common goals for a child's wellbeing, learning and development.
- That the consideration of children's individual, and contextual needs are crucial to successful learning and the development of positive behaviours
- That family consultation is valued and their individual perspectives respected
- Children have the right to be supported by educators who model appropriate behaviours and ensure consistent limits are set
- No child should be made to feel rejected, insecure, embarrassed or ashamed

### As a staff team we promote positive behaviour and interactions by:

- Planning for and providing an environment that promotes a sense of belonging, being and becoming and provides enhanced opportunities for learning through play
- Adopting and modifying the Karcultaby Area School Positive Behaviour Code, to ensure consistency and familiarity through transitions.
- Ensuring that limits set are reasonable and understood by all children and adults
- Providing an enriching and engaging program that enables each child to experience success, a sense of well being and gives opportunities to express feelings through sensory and other forms of play
- Using positive verbal and non verbal guidance
- Demonstrate empathy and sensitivity to each child being mindful of the variety of factors that influence behaviour
- Planning enabling opportunities for the development of skills including resilience, agency, entry and exit skills when playing, appropriate risk taking, conflict resolution, independence, leadership, respect for others and communication.
- Interacting positively, using positive language and acknowledging and modelling respectful behaviour
- Valuing children as individuals within their family and cultural context
- Involving children in goal setting, developing group norms and the development of behavioural expectations and consequences
- Intentional teaching of appropriate behaviours and play skills, building on each child's strengths and achievements and providing choices when possible – SAFE HANDS, SAFE FEET, SAFE MOUTH
- Encouraging open two-way communication with families to ensure that each child's rights are met

### We will respond to challenging behaviours by:

- Reminding children of expectations and limits and the reasons for these, using safe feet, safe hands, safe mouth to verbalise these expectations as reminders to children
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately
- Using practices that support children to empathise with others and restore relationships
- Communicating with and involving families at the earliest opportunity to work together positively to assist the child's well being and learning
- Assessing individual children's learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours
- Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services
- Being aware of our limitations and seeking assistance when required
- Withdrawing children when they are at risk of hurting themselves or others, ensuring that an adult is with them all the time



## **Karcultaby School Based Preschool Healthy Food Supply and Nutrition Policy**

### **Rationale**

This preschool promotes safe, healthy eating habits in line with the ***Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools*** and relates to the DECD wellbeing strategy.

We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in four ways:

1. Short term: maximises growth, development, activity levels and good health whilst minimising illness.
2. Long term: minimises the risk of diet related diseases later in life.
3. Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning experiences
4. Advice from speech pathologists and dentists indicates that children should be eating crunch foods.

Therefore:

- staff at this preschool model and encourage healthy eating behaviours
- food and drink are consumed in a safe, supportive environment for all children
- parents and caregivers are encouraged to supply healthy foods that fit within the ***Right Bite*** strategy for their children at preschool.

This food policy has been established after consultation with staff and parents within the preschool community.

### **Curriculum**

Our preschool's food and nutrition curriculum:

- is consistent with the *Dietary Guidelines for Children and Adolescents in Australia*, and the *Australian Guide to Healthy Eating*
- includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- integrates nutrition across the curriculum, the Early Years Learning Framework and National Quality Standard where possible, **relating to the learning outcome: 'Children have a strong sense of wellbeing' and Quality Area 2: 'Children's Health and Safety'**.

### **The Learning environment**

Children at our preschool:

- have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day
- are encouraged to bring their own named drink bottle filled with water only
- will eat routinely at scheduled break times
- eat while seated
- eat in a positive, social environment with staff who model healthy eating behaviours
- use the preschool garden to learn about and experience growing, harvesting and preparing nutritious foods

Our preschool:

- provides rewards/encouragements that are not related to food or drink
- understands and promotes the importance of breakfast and regular meals for children
- teaches the importance of healthy meals and snacks as part of the curriculum
- is a breastfeeding friendly site

Our Preschool will ensure a healthy food supply for preschool activities, celebrations and events, strictly limiting availability of high fat, high sugar or processed foods to no more than twice a term, in accordance with the Healthy Eating Guidelines. We will display nutrition information and promotional materials about healthy eating and provide updates in newsletters.

### **Food and water supply**

Our preschool:

- encourages parents and carers to provide healthy **food and drink choices** for children in line with the ***Right Bite*** strategy
- encourages food choices which are representative of the foods of the preschool community
- ensures healthy food choices are promoted and are culturally sensitive and inclusive
- ensures a healthy food supply for preschool **activities and events** in line with the ***Right Bite*** strategy
- displays **nutrition information** and promotional materials about healthy eating
- has the following guidelines for families for **food brought from home** or provided by staff within preschool time.

### Fruit Time:

Parents and carers are encouraged to supply fruit and vegetables at fruit time to:

- provide children with important minerals and vitamins
- encourage a taste for healthy foods.

### Lunch Time

For lunch, the healthy eating guidelines will be in place.

Parents are encouraged to follow the centre guidelines and ask staff if they have any issues/concerns.

A healthy lunch box might include:

- a sandwich
- fruit
- yoghurt
- veggie sticks
- savoury rice
- hummus
- pita bread
- salad wrap
- rice cakes with savoury filling

Please do not include chocolate, custard, rollups, etc. Please ask staff if you are unsure.

### Healthy Snack Time

Parents/caregivers are encouraged to supply foods such as:

- any fresh fruit/vegetables
- cheese
- savoury sandwiches
- air popped popcorn
- dried fruit
- dry crackers

Please note that due to food safety regulations we will discourage heating of any foods for lunch. Items in lunch boxes that are to be refrigerated will be dealt with by preschool staff on a child's arrival. Preschool staff will discourage non-healthy food choices. Food will not be confiscated. Children will be encouraged to eat other healthy alternatives that they have brought with them.

### Food safety

Our preschool:

- promotes and teaches food safety to children as part of the curriculum (during learning/cooking activities).
- encourages staff to access training as appropriate to the *Right Bite Strategy/Healthy Eating Guidelines*.
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff.

### Food-related health support planning

Our preschool:

- liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues.

### Working with families, health services & industry

Our preschool:

- invites parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- provides information from various sources to families and caregivers about the *Right Bite Strategy* through a variety of ways including:
  - newsletters
  - policy development/review
  - information on enrolment
  - pamphlet/poster displays
- liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues.

This Healthy Food and Nutrition policy has been established after consultation with staff and parents within the preschool community.

**Note:** If the preschool has a child with a serious **food allergy** (eg. nuts), a separate policy for the duration of that child's involvement with the preschool will be developed and communicated to parents and staff.

**References:**

Eat well SA Schools and Preschools – Healthy Eating Guidelines (2004)

<http://www.decd.sa.gov.au/eatwellsa/files/links/HealthyEatingGuidelines.pdf>

National Quality Standard 2.2 (2011)

<http://acequa.gov.au/national-quality-framework/national-quality-standard/>

Right Bite Food Supply and Nutrition Policy for Preschools – Template (2007)

[http://www.decd.sa.gov.au/eatwellsa/files/linksPolicy\\_Example\\_Food\\_Suppl\\_2.doc](http://www.decd.sa.gov.au/eatwellsa/files/linksPolicy_Example_Food_Suppl_2.doc)

Right Bite Policy (2007)

[http://www.decd.sa.gov.au/eatwellsa/files/links/Easy\\_Guide\\_Updated\\_June.pdf](http://www.decd.sa.gov.au/eatwellsa/files/links/Easy_Guide_Updated_June.pdf)

The Easy Guide to Healthy Food and Drink Supply for South Australian Schools and Preschools (2013)

Created: Feb 2017

Endorsed:

To be reviewed: Feb 2018





## **Parent Complaint Procedure**

Karcultaby Area School aims to provide a positive and professional learning and work environment for all students and staff. We are striving to develop an active partnership with parents and families and look for feedback to help us continually improve our work.

**If you have a concern or complaint about something at our school which could include the following;**

- the type, level or quality of services,
- the behaviour and decisions of staff,
- a policy, procedure or practice,

### **PLEASE FOLLOW THIS PROCESS;**

#### **1. Preparation**

Clearly identify the issue and how you believe the issue can be resolved.

Write down key points to refer to when you report the problem.

*Focus on the facts or details- avoid personal insults, inflammatory statements and threatening and intimidating comments.*

*It's best to only discuss your complaint with people directly involved in the complaint resolution process. This will help limit damage that can be caused by rumours.*

#### **2. Tell the school**

Contact the school to arrange a time to **meet with the teacher** or organise a time for a discussion with them on the phone.

They will look into your concerns and get back to you as soon as possible.

If the matter is not resolved, or if the complaint is about a teacher, **contact the principal**. They will work with you and the relevant staff to resolve the issue.

The timeframe will depend on the concern, but you should **hear back with a week**.

#### **3. If you are not satisfied contact the Education Complaint Unit**

Email: [DECD.EducationComplaint@sa.gov.au](mailto:DECD.EducationComplaint@sa.gov.au) Phone 1800 677 435

The complaint unit will:

- assess your complaint,
- work with you to decide what action is needed,
- let you know what has been done and the outcome,
- advise you about the next step if you haven't been satisfied by the outcome.



## Karcultaby Area School and Preschool

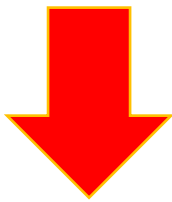
# Emergency Management Plan

## Information for families

This could be by visual observation, contact from CFS/DECD/families, monitoring CFS app/website.

### Invacuation & Shelter in place

#### Short burst sirens



#### Move to the middle primary class

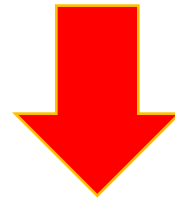
Access to toilet, water, radio, satellite phone

Phone: 86263 097

Families will be contacted

### Evacuation

#### Continuous siren



#### Move to the oval

if required move to the middle  
primary class

**The safety of our students and staff is paramount in any emergency situation. We will remain at school while it is safe. If evacuation from the school is required, students will be transported by bus and private cars to either Poochera or Minnipa oval.**

### Catastrophic fire rating

If a catastrophic fire rating has been notified prior to the school day, our school and preschool will not open and buses will not run.

If a fire rating has been upgraded to catastrophic during a school day, school and buses will operate as normal unless exceptional circumstances apply.

If a bus route is cancelled, students will be supervised at school until it is safe to resume the travel or families collect them.

Bus drivers will make decisions to ensure the safety of the children if an emergency emerges en-route.



**DECD  
Emergency  
Information  
Hotline**

**1800 000 279**



## **SCHOOL BUS USE CODE OF PRACTICE**

*The bus driver's responsibility is to drive the bus and to ensure students are transported to school safely. They are to report continued or serious misbehaviour to the principal.*

*Principals must follow up reports of misbehaviour and take whatever action is deemed necessary, including suspension from bus travel but only after prior consultation with parent/caregivers.*

**The following school bus rules are based on courtesy and common sense and have been established so that all users can travel in safety and comfort.**

1. Students and families will be informed of the pick-up and return time to and from their stop. It will be the family's responsibility to be punctual. The bus will not leave a pick-up point before the scheduled time.
2. Students will get on and off the bus in a quiet, orderly manner and must follow any directions given by the driver at all times. Students are expected to be courteous, cooperative and considerate to everyone on the bus.
3. The school bus driver is not to be unnecessarily distracted. Distracting behaviour includes students:
  - making loud noises
  - kneeling on seats
  - hurting or annoying other passengers
  - using offensive language
  - throwing objects around the bus
  - moving around the bus.

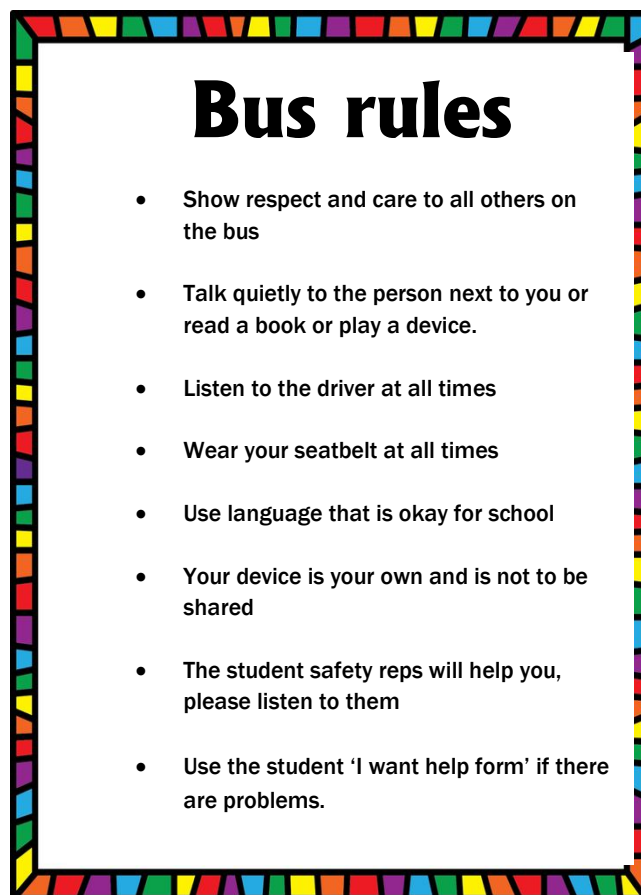
**Students need to talk quietly to the person next to them, read a book or play a device.**

4. Students will remain seated wearing their seatbelt at all times. Students are allocated seats and are to retain the same seat each day unless instructed otherwise.
5. Young children are to be seated in a booster seat provided by parents until the child can safely sit in a seat with a seat belt. (Parents and Friends have provided the school with few booster seats that are available for loan).
6. Where students are found to be responsible for a mess in the bus they will be required to clean the interior of the bus.
7. Appropriate language is to be used on the bus at all times.
8. Students are able to use technological devices on the bus, in flight mode, quietly. The school accepts no responsibility for lost, stolen or damaged devices. Students are responsible for their own devices and are not to share them with others.
9. Families are to notify the bus driver if children will not be using the school bus service on any particular day.
10. A condition of using a DECD provided bus service is that any deliberate or malicious damage caused to buses will be the responsibility of the person/family who caused the damage. This cost includes the cost of taking the bus to an approved repairer.
11. Students are to use the 'I want help' forms if there are issues on the bus.

12. Parents are not to get onto the bus to complain to students or the driver. They must use the parent complaint procedure and contact the principal.
13. Older student representatives will be chosen as 'safety monitors' and have the role to;
- Support students who need care –as far as possible
  - Remind students of the rules to ensure safe travel
  - Tell the principal of any concerns
14. Students will sign a bus contract at the start of the year so they know the expectations and will follow them.

**Consequences: the principal and staff will investigate any identified concerns and if warranted a letter will be sent home warning if the behaviour continues, the student will not be allowed to use the bus for a week. The warning letter lasts for a term.**

*Endorsed by Governing Council 29<sup>th</sup> August 2017*





## Infection control

If a child is not feeling well at home it is far more beneficial for all concerned if he/she is kept at home. This speeds up recovery rate and lessens the chance of spread of infection. Health Department regulations require isolation periods for infectious diseases. Please use this information as a guide:

### **German measles:**

- To be excluded from school until fully recovered or for at least 4 days after the appearances of the rash.

### **Infective hepatitis:**

- To be excluded for 1 week after the onset of jaundice or illness.

### **Conjunctivitis:**

- To be excluded until there is no discharge from the eyes. If the eyes are covered with glasses which have close fitting eye pieces, the sufferer need not be excluded.

### **Scarlet fever:**

- To be excluded until the sufferer has received antibiotic treatment for at least 24 hours and the person feels well.

### **Chicken pox:**

- To be excluded until all lesions have crusted, there are no moist sores and the person feels well.

### **School sores:**

- To be excluded until appropriate treatment has commenced. Any sore on exposed surfaces should be covered with a dressing.

### **Measles:**

- To be excluded from unimmunised persons for at least 4 days after the onset of the rash.

### **Mumps:**

- To be excluded for 9 nine days or until the swelling goes down, whichever is sooner.

### **Ringworm:**

- To be excluded until the day after appropriate treatment has commenced.

### **Whooping cough:**

- To be excluded until the person has taken 5 days of a 14-day course erythromycin or, if not treated, for 3 weeks from the onset of the cough.

### **Head lice:**

- To be excluded from preschool until effective treatment has been carried out.

### **Hand, foot & mouth disease:**

- To be excluded from school until blisters have dried.

### **Gastro**

- To be excluded from school until 24 hours after the last symptom (vomiting, diarrhoea).

	PRE ENTRY (Term 4)	Term 1	Term 2	Term 3	Term 4
Wk 1		Welcome newsletter			Student Learning Plan review
Wk 2		Term plan sent home	Term plan sent home	Term plan sent home	Term plan sent home
Wk 3	Pre Entry/Enrolment Pack goes home				PASM (Phonological Awareness Skill Mapping) Assessment
Wk 4	Child Information Forms returned to the Kindy	"All About Me" information collected/collated		Fine Motor/Gross Motor Assessment	Literacy/Numeracy Indicator review
Wk 5	Pre Entry Interview Date: _____	Preschool newsletter Social Skills Assessment	Preschool newsletter	Preschool newsletter	Preschool newsletter School transition assessment (ongoing until week 8)
Wk 6		↓		↓	Transition Date: _____
Wk 7		PASM (Phonological Awareness Skill Mapping) Assessment	Literacy/Numeracy Indicator review		Transition Date: _____
Wk 8		Student Learning Plan meetings			Transition Date: _____
Wk 9					Statement of Learning Learning Story Folio sent home
Wk 10			Learning Story folio sent home	Learning Story folio sent home	Kindy Graduation (KAS Presentation Night)
Wk 11		Learning Story folio sent home Parent feedback form included		<ul style="list-style-type: none"> <li>Newsletters will go home frequently and parents are encouraged to visit the Kindy any time. <b>DON'T FORGET CAFHS 5 YEAR OLD HEALTH CHECK</b></li> </ul>	

