



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

12a Kurrajong Place (via Ross Street)  
SEACOMBE GARDENS SA 5047  
Ph: 8296 2686 Mobile: 0429 980 190  
Email:  
dl.3624.leaders@schools.sa.edu.au



# PRESCHOOL HANDBOOK

## Darlington Children's Centre

Supporting families to provide the  
best opportunities for their children

Ph: 8296 2686

Mobile: 0429 980 190

[www.darlingtoncc.sa.edu.au](http://www.darlingtoncc.sa.edu.au)



**Government of South Australia**  
Department for Education

## **Welcome**

Welcome to Preschool at Darlington Children's Centre. We hope that you feel at home here and your child finds their Preschool year with us enjoyable and rewarding. This booklet is provided to give you all the information you need for a smooth transition to Preschool. Please feel free to email, phone or come in for a chat if you have any questions or concerns.

## **Contact**

12a Kurrajong Place, Seacombe Gardens 5047

T: 8296 2686

M: 0429 980 190

E: [DL.3624.leaders@schools.sa.edu.au](mailto:DL.3624.leaders@schools.sa.edu.au)

W: [www.darlintoncc.sa.edu.au](http://www.darlintoncc.sa.edu.au)

## **Acknowledgement of Country**

We recognise that our site is located on the lands of the Kurna people and we commit to helping care for and respect this land together. We acknowledge the traditional owners of the land we are on and pay our respects to their Elders, past and present, and extend that respect to other Aboriginal people who are present today.

## Staff 2022

**Acting Director:** Monique

**Teachers:** Beck, Stacey, Catherine

**ECWs + Preschool Support:** Beth, Suzanne, Angela, Aza, Fatin

**Occasional Care:** Vicki

**Admin:** Erica

In 2023 we welcome Kim Cook as Director.

Stay tuned for other 2023 staffing updates.

## Preschool Sessions

### Group A

Monday: 8:30am—3:15pm

Tuesday: 8:30am—3:15pm

Alternate Fridays : 12:15-3:15pm (weeks 1, 3, 5, 7, 9)

### Group B

Wednesday: 8:30am—3:15pm

Thursday: 8:30am—3:15pm

Alternate Fridays : 8:30am—11:30pm (weeks 1, 3, 5, 7, 9)

Children are eligible for up to 15 hours of Preschool per week in the year before they attend school.

Children who turn 4 years of age on or before April 30 are eligible to start preschool at the beginning of that year.

Children who turn 4 years of age between May 1 and October 31 are eligible to start preschool at the start of Term 3 that year.

### **Preschool (kindy) Fees**

Kindy fees are \$125 per term. Accounts will be distributed to families early in each term. The fees are approved by Governing Council. Fees are used to support the educational programs we provide for your child. An invoice will be put into your message pipe.

### **Message Pipe**

Each child will have a message pipe, located near the preschool front door. Please check your message pipe each day for notes, newsletters and other information about what's on at Darlington Children's Centre.

### **Attendance at Preschool**

All children are to be signed in and out each day. Educators will have the sign in sheets, please connect with them at drop off and pick up to make sure your child is signed in and out.

It is important that your child attends preschool regularly. We understand from time to time your child may be absent for illness or family circumstances. Please inform staff of any planned absences or ring on the day if your child will not be attending.

### **Early Entry to Preschool and Support Programs**

Early entry to Preschool is available for children with additional needs at the discretion of the Director and subject to availability. For more information, please make a time to talk to the Director.

### **Dropping Off and Picking Up Preschool Children:**

Children are encouraged to develop independence by carrying and unpacking their own bags. Please encourage your child to hang their bag up on a hook on the verandah and put their lunch box and drink bottles in the trolley. Ensure that your child is acknowledged by a staff member before you leave. At the end of the day children will be farewelled from group time.

### **Parking**

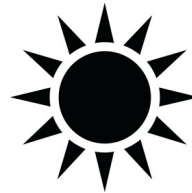
Safety regulations and the number of available car park do not allow parents to drive inside the school grounds for Preschool pick up or drop off. Please park outside the school grounds and walk inside. Please encourage your child to walk on the paths.

## **WHAT TO BRING TO PRESCHOOL**

- A named bag which your child recognises and can open independently. A name tag with their photo attached to their bags is helpful for children.
- 2 pieces of fruit or vegetables for snacks.
- Lunch in line with our Healthy Eating Policy. Please use an insulating bag with a cold pack.
- Clothing that covers your child's shoulders (sun policy) and that they can manage when toileting.
- Shoes suitable for climbing (no thong) - laced, velcro and sandals with a heel strap are preferred.
- Named spare clothes in case of messy play or toileting accidents.
- In term 1, 3 and 4, please apply sunscreen to your child before coming to the preschool. Sunscreen will be reapplied at lunch time. The Centre provides *Cancer Council—Ultra Sunscreen SPF 50+*. *If your child needs a specific sunscreen, please provide this for them*
- For children in nappies, please bring disposable nappies and wipes.

## **Sun Smart**

We promote sun smart activities, checking the Bureau of Meteorology website daily as part of our weather discussions with children. Hats must always be worn in Terms 1, 3 and 4 and on days where the UV is 3 or above. Hats are provided by the centre and will live onsite until the end of the year. Staff guide children not to play in direct sunshine on very hot days. Children have access to water at all times. Children must wear shirts/ tops that cover their shoulders at all times.



## **Healthy Eating Policy**

**We are a NUT free Centre. Please do not send any nut products with your child. This includes Nutella and Peanut Butter.**

We encourage children to eat fresh fruit or vegetables at fruit time.

At lunch, children eat their sandwich or main food item first, followed by snacks. Salad vegetables, dried fruit, cheese, sandwiches with savoury fillings are all encouraged.

## **Health & Medical Information**

The health and wellbeing of your child is one of the highest priorities for our staff. Please make sure you inform us of any medical conditions and management plans your child may have, so we can care for them properly.

We encourage children to follow good hygiene practices including handwashing and coughing/sneezing etiquette.

### **Unwell**

If your child is unwell, please do not send them to Preschool. It is important that children have time to rest and recover, allowing them to return ready to learn.

If your child becomes unwell at Preschool, staff will phone you and ask that you collect them as soon as possible.

### **Infectious conditions**

Infectious conditions are passed on quickly between children. If your child contracts an infectious condition, or you have any concerns, please discuss with our educators

immediately. As a guide, children should remain at home until they are well or treated, if they experience:

- a temperature of 38° or above
- vomiting or diarrhoea in the previous 24 hours
- Conjunctivitis
- undiagnosed rash
- head lice
- cold sores
- a productive cough

If you have given your child medicine (eg. paracetamol), they should not be attending Preschool that day.

### **Toileting**

Generally children are fully toilet trained prior to commencing Kindergarten. If your child needs help with toileting, please inform us as soon as possible, so we can assist them during the day and avoid any embarrassment. Please ensure you pack additional spare clothes in case of any accidents. If your child is not toilet trained at the time they start Kindergarten, a Continence Plan completed by your child's doctor, will be required.

### **Coronavirus Information**

We follow all rules, restrictions and requirements regarding COVID-19 that are put in place by the Department for Education or SA Health. We do this to support the safety and wellbeing of staff, students and the broader community. Any changes to our practices or requirements of staff, children, families or the community will be communicated as needed.

### **First Aid**

Only minor injuries will be treated by staff, such as those that require simple first-aid e.g. a band-aid, cold cloth etc. In the event of a more serious injury, including any injury to the head, staff will contact you so you can consult with your child's doctor. In the rare case of an emergency, an ambulance will be called and parents will be contacted as soon as possible. Refer to our *First Aid and Incident Recording Procedure* for further information.

### **Medication protocols**

Any prescribed medications should be administered by parents prior to or following Preschool sessions. Educators are not authorised to administer medication without a doctor's written advice. If your child does require prescription medication whilst at Preschool, please see the educators for a Medication Agreement form which must be completed by your doctor.

### **Asthma & Anaphylaxis -**

Children who suffer from Asthma and/or Anaphylaxis must have a specific management plan completed in conjunction with their doctor before their child is able to attend Preschool. This plan will detail the child's symptoms and appropriate management. It is important educators are made aware of your child's condition at the time of enrolment or when the condition is first diagnosed.



### **Birthdays**

We look forward to celebrating your child's birthday or special occasion in a way that supports our Healthy Eating policy. We have a special pretend cake that children can put candles on for their special day. We ask that due to the varying dietary needs of children at the Preschool, you do not bring in anything extra inconsistent with our nutrition policy, such as nuts, cakes or lollies.

### **Partnerships with Parents**

There is a variety of ways we can work together to support your child. You are welcome at any time to stay as long as you need to help your child.

The Children's Centre staff team has a range of family support services and programs available. Please chat to staff for more information.



### **Parent Committee**

Darlington Children's Centre is a locally managed site. We have a parent committee known as the Governing Council. The members of the council are selected at the AGM held early each year and comprise of a Chairperson, Secretary, Treasurer, at least one general member. Meetings are held twice per term on a day and time suited to the Council and go for approximately one hour.

The council's responsibility is to

- support staff in developing Preschool priorities
- plan community and fundraising events
- learn about curriculum, share ideas + give feedback
- approve spending for major purchases
- oversee the annual budget

If you have skills to offer or would just like to be more involved in the operations of the Centre, please talk to the Director. We can also put you in touch with a current member to ask for their thoughts on their experience.



### **Information Sharing**

Nothing replaces the greeting and everyday conversations which take place between staff and yourselves. These are valuable for everyone in building relationships of trust and security.

On enrolling, your family will be allocated a message pipe, found next to the front door of the preschool. Please check it regularly as newsletters, fee accounts, fee receipts and lost property will be put here.

The displays of children's art and photographs are also another way in which we share the learning that is occurring. We keep records of each child's progress and an individual education plan is devised from these records. You are welcome to view these at any time. Regular feedback on achievements, interests and concerns will be provided both informally and formally.



**Curriculum** is based on the National Early Years Curriculum Framework 'Belonging, Being and Becoming'.

We believe that each child is an individual, with their own unique family life and culture. We aim to help each child to develop to their potential, working in partnership with their family. We will report to families on their child's development and learning using the National Early Years Curriculum and the DfE's Early Years Curriculum resource, 'Reflect, Respect, Relate. These essential components support the National Quality Standards for Early Childhood.

### **Raising Concerns**

Our staff work very hard to ensure families and children are happy with the service we provide and to work with you to resolve any issues that may arise.

If you are not satisfied that your complaint has been resolved, you may choose to contact the DfE Education Complaint Unit on 1800 677435 for information, advice or support.

## **OCCASIONAL CARE**

Occasional Care is available for children prior to starting preschool. It provides an occasional break from parenting and is not a regular child care service.

Occasional Care sessions:

### Over 2 years

Tuesday 8.45am - 11.30am

Wednesday 8.45am - 11.30am

Thursday 8:45am - 11:30am  
12.15pm - 3.00pm

Friday 8:45am - 11:30am

### Under 2 years

Friday 8:45am - 11:30am

Once your child is enrolled within the program they will hold a weekly booking for the entire term. Cost is \$5 per session + \$20 consumables. For Concession Card Holders, cost is \$1.50 per session and \$15 consumables.

Occasional care is a great extended transition to preschool. If you are interested in your child attending occasional care in Term 4 to prepare for preschool next year, please call the office to discuss.

Please note: if your child is already accessing childcare, they are not eligible to attend occasional care.

## **CHILDREN'S CENTRE**

Darlington Children's Center offers a wide range of programs to support children and families from birth. Within the Children Centre we have the following staff:

- Community Development Coordinator who partners with agencies to provide programs and services to meet the needs of the community
- Speech Pathologist who supports families in supporting their child's speech development
- Occupational Therapist who support children's optimal participation in everyday activities.

Some of the programs available through the children's centre are

- Playgroup
- Yarnin Time
- Multicultural Women's Group
- Baby Playgroup
- Parenting workshops
- CaFHS services

Please visit the office for more information about any of our programs on offer.

**We look forward to having  
your child and their family part  
of our Preschool community.**



