



# Monash Primary and Preschool

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A very warm welcome is extended to you and your family as you join our Monash Preschool community! This information handbook has been developed to enable families to become familiar with our Preschool.

We hope you will view our Preschool as an extension of your home and that you'll share with us in the development of your child throughout their Preschool year.

## **OUR PHILOSOPHY AND VALUES**

At Monash Preschool we nurture respectful, caring relationships that foster inclusion and enable children to learn and succeed through play.

We value

- Respectful, caring relationships
- Self-aware, confident, persistent individuals
- Meaningful connections with families and community
- Learning through child-initiated play.

## **STAFF**

**Teacher:** Melanie Alder

**School Services Officer:** Sarah Doupis

The Monash Primary and Preschool **Principal** is Alana Kitson.

Support Staff & Bilingual Staff also work at the Preschool when required. We have a photo display titled "Who is working with your children today" which is updated daily.



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## **ADDRESS AND CONTACT DETAILS**

Address: 22 Jackson Street, Monash, S.A. 5342      PO Box 24, Monash, S.A. 5342  
Phone: (08) 85835361      Fax: (08) 85835310  
Email: dl.0274.info@schools.sa.edu.au  
Website: www.monashps.sa.edu.au

## **SERVICES OFFERED**

### *Sessional Preschool:*

Children are able to attend up to 15 hours of Preschool per week during the year prior to them beginning school. We offer 30 hours over a fortnight, on Mondays, Wednesdays and alternate Thursdays (Weeks 2, 4, 6, 8 each term) from 8.45am - 3.00pm.

### *3 year old Indigenous and Guardianship of the Minister children:*

Children are eligible to attend 12 hours per week of Preschool from the time they turn 3.

### *Pre-entry:*

3 sessions are offered during Term 4, prior to starting Preschool.

### *Playgroup:*

Operates from the Preschool on Friday mornings, 9.15-11.00am.

### *We also have access to:*

Speech Pathology, bilingual support, Support Services for children with identified needs and Child & Youth Health Services.

### *Out of School Hours Care (OSHC)*

Monash Preschool children have access to the Monash OSHC service, which operates from one of the school buildings and is provided by Happy Haven OSHC Pty Ltd. Sessions times, fees and further information is available from our admin office.

## **POLICIES AND PROCEDURES**

Site specific policies and procedures can be found in the Policies and Procedures folder located on the parent sign in desk.



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## PROGRAMMING & PHILOSOPHY

We believe that our Preschool facilitates the development of life skills and competencies in Preschool children through play-based learning. Our safe, caring, engaging environment enables us to provide challenging, enriching, child-initiated experiences where children feel comfortable to develop and learn through play, according to their individual needs, interests and ideas.

### *Play-based learning*

Free play and exploration are the means by which children learn to solve problems, develop interests, understand respectful and caring relationships and experience success.

Young children work hard at play. They invent scenes and stories, solve problems, and negotiate their way through social roadblocks. They know what they want to do and work diligently to do it. Because their motivation comes from within, they learn the powerful lesson of pursuing their own ideas to a successful conclusion.

Preschool staff use the Australian Early Years Learning Framework (EYLF) as a curriculum guide, which fosters those life skills and competencies (learning outcomes) that we all want for our children. These Learning Outcomes are:

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

As well as the Early Years Learning Framework, we use the Indicators of Preschool Numeracy and Literacy. The indicators have been developed for teachers to use in a continuous cycle to identify, plan for, assess, monitor and report on each child's numeracy and literacy learning and growth.

### *Planning for Learning*

Staff plan on a fortnightly basis and modify the learning opportunities daily to cover all curriculum areas. Our topics and program are based on children's interests, ideas, wonderings and needs as well as the written observations of staff or something special happening in the community. A summary of the 'Learning Plan' is located on the wall above the parent sign in desk.

Children's sleep and rest needs are considered and we provide quiet areas both indoors and outdoors for children seeking some 'alone time' or privacy in play.



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Throughout the year at Preschool, ongoing observations and assessments will be undertaken and the information gathered will be readily available and shared with parents/carers on a continual basis.

We welcome any input from you regarding your child's needs, interests and wonderings.

## *Excursions*

At times, we have spontaneous walks within our local area to enhance children's learning based on their interests. Permission for your child to participate in these walks is part of the permissions forms completed on enrolment. If we know in advance about an upcoming local walk, we will notify families. Once or twice a year we plan excursions involving bus transport, and for these excursions, separate consent forms will be issued and you will be required to fill them in to give your child permission to participate.

## **REPORTING AND ACCOUNTABILITY**

During your child's time at Preschool, staff will observe and note his/her progress and plan for continuing development. Parents/carers are encouraged to discuss their child's development and we appreciate any input from you regarding your child's needs. By returning your child's Welcome Survey (in your Welcome Pack) you will help to give us an overview of your child's strengths, needs and interests.

## *Individual learning plans*

We will develop an Individual Learning Plan (ILP) for each child during Term 1. This will focus on your child's interests and strengths as well as strategies and program goals we will aim to achieve over the following weeks.

Learning goals will be regularly reviewed with children and families and celebrated and updated, ensuring each child has a current individual focus.

## *Learning Stories*

Every child has an individual portfolio in which staff collate Learning Stories related to your child's learning journey throughout the year. We encourage you to look through this folder with your child at any time.

## *Statement of Learning*

When your child leaves Preschool to start school, you will receive a 'Statement of Learning', which is a brief summary of your child's development and distance travelled during his/her time at the Preschool.



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## WHAT TO BRING TO PRESCHOOL

All children are asked to bring:

- A bag/backpack to put their belongings in.
- A sun-safe *hat*, which can be purchased through the admin office.
- A *healthy, nutritious lunch* in a named container as well as a *piece of fruit or vegetable* for a healthy snack. Some children may need one other snack item in their lunchbox. Lunch boxes are kept in the refrigerator during the day. Lollies, chocolate, cakes, sweet biscuits and the like do not align with our Healthy Eating and Nutrition Policy, so please leave them for after Preschool. Packaged foods that are high in sugar or salt and low in nutritional value are also discouraged.
- Their own drink bottle filled with water, for health and hygiene purposes. We provide a supply of fresh water for refills during the day. Juice boxes are discouraged due to high sugar content.
- A change of clothes (or two!).
- Staff will also discourage children from bringing toys from home to Preschool - they are too easily lost or broken, and can instigate unnecessary conflict.

*\*\*You can assist your child and staff by ensuring all clothing, bags, lunch boxes, drink bottles, etc are clearly labelled with your child's name.*

Getting "dirty" is part of Preschool business, so please dress your child accordingly and keep precious clothes for precious family times. Children feeling that they can play and explore freely without being concerned with getting "dirty" is an important part of their time at Preschool. Also, as we encourage independence, children will be encouraged to manage their own clothing in the first instance, such as practicing with buckles, laces and buttons.

Most of the paints used at Preschool are non-staining. Use cold water when washing.

We would prefer that children do not come to Preschool wearing thongs, long dresses or high heels. These items of clothing can cause accidents while climbing or running. We do have a selection of spare clothes for those unexpected accidents.

### *Uniform*

Uniform items are available to purchase or order from the Admin office. The t-shirts and jumpers/jackets feature the Monash Primary and Preschool logo, are comfortable and easy to wash, and affordable to enable access for all. All Preschool children are encouraged to wear the t-shirt. Please contact our admin office to organise a t-shirt for your child.



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## *Lost Property*

In the event of lost clothing/items, please check our lost property basket in the first instance, which is located outside on the children's lockers. If you and your child have looked and cannot locate your missing item, see a staff member who just may know where it is!

## *Library*

The Library is located in the building alongside the Preschool. Preschool children visit the library on occasion and have the opportunity to borrow a book for a week. Please make sure that the children remember to bring their book back so that they can borrow another one. Families are welcome to support their child to visit the library before or after school.

## **PARENT/CARER RESPONSIBILITIES**

### *Sign in, delivering & collecting children*

It is the responsibility of parents/carers to sign their child's name in and out at the beginning and end of each day. The sign in sheet is located on the long desk inside the double doors.

We actively encourage children to greet staff in the morning and to say goodbye when they leave, and your support with this will encourage them to develop a strong sense of identity, a connectedness with their world and to become an effective communicator. Please also ensure you 'handover' your child to a staff member before you leave in the morning. This ensures staff are aware of children coming and going and that relevant information is exchanged.

Please wait with your child if you arrive before the session starting time of 8.45am, as staff will be busy preparing for the day. This is valuable time for staff to prepare activities and generally set up for the day.

Please try to be punctual when collecting children, as they can become distressed if all the other children have gone home ahead of them. If you are unavoidably delayed at pickup time, which can happen sometimes, please telephone as soon as possible so that your child can be reassured.

On those days when somebody other than the nominated or usual parent/carer is collecting your child, it is necessary that both child and staff are told and details recorded on the 'who's collecting my child' sheet at the sign in desk.

We require written approval from you if you intend to have an older sibling collect your child from Preschool.



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## *Absences*

We ask that you notify the admin office if your child is going to be away. Regular attendance is important for your child to maintain continuity and shows understanding and support for the educators who are planning for your child's individual needs, ideas and interests.

## *Change of details*

Keeping office and Preschool staff informed of any changes to your personal circumstances or contact details is imperative to the care and education of your child. If you change your address or phone numbers, or if your family situation changes or is impacted by a significant event, please let staff know as soon as practicable, so we can amend our records and support your child if needed.

## *Note Pockets*

Each child has a named pocket in which newsletters, notices, invoices, etc are placed. Please check these daily.

## **PARENT AND CAREGIVER INVOLVEMENT**

We encourage you to drop into the Preschool any time during the session or stay and spend time reading and playing with your child and his/her friends.

There are a number of ways you can be involved in your child's time at Preschool. We are always looking for family members, caregivers and community members to assist with cooking experiences, help with end of term jobs and clean up, and helping with supervision on excursions and trips. We invite you to become involved in whichever way you feel comfortable.

## *Collecting Materials*

We encourage families to send along materials for reusing, recycling and inventing by children at the making table. Some suggestions include wood off-cuts for hammering, empty boxes, foam meat trays, wool, material scraps, corks, greeting cards, old wrapping paper, storage containers (margarine & ice-cream), gum nuts, shells, buttons...

Items not suitable for collecting are toilet rolls, match boxes, cigarette boxes, wine casks.

## *Washing Roster*

A regular cleaning schedule for equipment is a requirement within the National Quality Standards and we rely on parent help for this. A roster is drawn up each term and your help with the cleaning of equipment, smocks, towels and cloths will be greatly appreciated.



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## *Facebook and Class Dojo*

Monash Primary and Preschool has a Facebook page where we share information and photographs of things that have been happening in our site. Search for "Monash Primary and Preschool SA" to like this page.

We also have a 'Class Dojo' page, which we update regularly with photos or information of what is happening at Preschool. We also use it as a communication platform for private messages with individual families. Information about accessing the current Dojo page will be provided by Preschool staff. This is a private/locked page, so access is restricted to current Preschool parents/carers.

## *Celebrations*

Celebrations are an important part of our communities and families. They promote a sense of belonging and positive self-esteem and can be celebrated in a variety of ways. The staff will endeavour to celebrate each child's birthday at the Preschool, however we do ask parents/carers to remind us so that we can ensure that it is celebrated during the day.

It is not an expectation, however families often like to send something to share with the group as part of their child's celebration. We ask families to send non-edible items such as novelty pencils, stickers, balloons, etc in place of cakes and sweets.

## *Fees*

Fees are set by the Governing Council and help to meet the running costs of the centre.

2022 Fees: \$75 per term. Fees can be paid in full by the end of Term 1, or on a term-by-term basis.

All money is managed through the Admin office.





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## HEALTH CARE

### *Illness*

Please notify staff if your child is sick, especially if they are suffering from an illness that can be transmitted to other children such as conjunctivitis, measles or school sores or if your child is going to be away for a number of sessions.

### *Medication administration*

It is a requirement that children attending Preschool requiring medication to be administered by staff (even a once off) must be prescribed by a Doctor and have your child's name and required dosage on the medication packaging, or on a letter from the Doctor.

### *Severe medical conditions including allergies*

Any child with a medical condition or severe allergy must have a Health Care Plan to ensure everyone's responsibilities are clearly defined. See a staff member for details.

### *First Aid*

At times, children have accidents and are hurt at Preschool. All staff have a current first aid certificate and take great care when dealing with your child. If your child requires first aid treatment at Preschool, staff will place a First Aid note into your child's communication pocket informing you to see the staff member responsible for your child's care. We may also make a courtesy call to you at the time, depending on the injury.

### *Insurance*

As children are not insured whilst at Preschool, insurance cover is available. If more information is needed, contact a staff member.

Ambulance cover is available from your local St. John Ambulance Centre.

### *Child and Youth Health 4 year-old screenings*

These screenings are conducted throughout the year by a CAFHS nurse who comes to Preschool to screen children in an environment comfortable to them. This screening includes many aspects of general development such as hearing, sight and fine motor control. Parents/carers will be notified of appointments in due course. For further information about this service, contact your local Child and Youth Health Clinic on 8582 2666.

### *Dental Care*

Dental care is FREE for all Preschool children at the Riverland Oral Health Centre (ROHC). All babies, children and young people 0-17 years are welcome to attend.



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The new ROHC Dental Clinic is operated by the SA Dental Service and is located at 10 Madden St, Berri, corner of Madden and Hepworth Streets, on the grounds of the Riverland Regional Health Service.

***We hope you and your family will enjoy your time at and connection with Monash Preschool.***

***We welcome input and feedback from families, and are always happy to answer any questions you have. You can come into the Preschool, phone, email or write us a note 😊***