



MELROSE OUTREACH PRESCHOOL



Melrose Outreach Preschool



Handbook 2012



Government
of South Australia

Department of Education
and Children's Services



Welcome to Melrose Outreach Preschool. We are delighted to have your child attending our centre and hope that you and your family enjoy your time with us.

Contacts

Phone 8666 2145 Fax 8666 2201 Email: kindy.director@boolerookgn.sa.edu.au or
info@melrosekgn.sa.edu.au

Web Address: www.melrosekgn.sa.edu.au
Postal Address: PO Box 42, Booleroo Centre, SA, 5482
Street Address: 29 Stuart Street, Melrose

Preschool Director: Jenny Stringer Preschool Teacher: Angela Hamlyn Speech: Karen Blesing
Early Childhood Workers for Rural Care: Vanessa Hook, Elin Griffiths, Rachel Yates

Sessions

Our service currently operates as a .35 rural centre offering 3 sessions per week
Monday 8.40 – 3.20pm Every second Monday of term time, ie Weeks 1,3,5,7 and 9.
Wednesday 8.40 – 3:20pm Every Week
Parents are rostered on for lunch duty from 12 to 12.30, so that children don't have to go home for lunch.

Rural Care Sessions

Rural Care operates from 8 am to 6 pm week days and is able to cater for 4 children under the age of 5 and 3 children between the ages of 5 and 12. This is a long day care service that offers holiday care and before/after school care. There is a waiting list, please register your child's details to secure your place on the list.

Pre Entry to the Early Learning Program

Children may attend one session each week in the term before they are eligible to enrol. This service costs \$50 per term. Pre Entry is not funded by the DECS and therefore a term of pre entry is equivalent to similar costing of normal preschool.

Early or Extended Enrolment to Kindergarten

Early or extended enrolment is available to children with special needs relating to social, emotional, intellectual or physical development. If you feel your child is eligible for this, please contact the director.

Enrolment Packages for the Early Learning Program

All children aged three and a half and over are welcome to attend and are entitled to 6 terms of the program. Our main aim is to provide a quality curriculum and an enriching environment for our children. Please ensure that you take a package available in the foyer and fill in prior to when you would like your to start, so that we can have your child's information processed.

Early Learning Program Fees \$50

Fees are set by the Governing Council and are used to help cover the cost of consumable materials, equipment and other general expenses incurred in running a centre. An account will be sent to you from Booleroo Centre District School on a term by term basis, payment may be posted or you may wish to go online and access Bizgate. Eftpos facilities are also available at Booleroo Centre District School.

Playgroup

Playgroup is run by parents, for parents with small children. The session operates on Thursday mornings from 10am - 11.30am, at the centre. The cost is \$2 per family. Please feel free to come along and join in. If you would like an in depth chat with the director/teacher about the centre or your child, please arrange an appointment time at a convenient time.



Arrival

When you and your child arrive in the centre please bring your child into the building. Help your child put their bag away and greet the staff, so that we are aware of your child's arrival. Students arriving by bus are supervised by a staff member as they move between the school and the centre.

What to Bring

Children are asked to bring a packed lunch and recess (recess only on Tuesdays) and water bottle. Cold water is always available at the centre. A fridge is available for students' lunches. There are healthy food guidelines in place which give parents options of food they can bring. These guidelines are available for viewing in our front foyer. Please try to keep lunches to the guidelines and as part of our early learning program the children share a piece of fruit, vegetable or dairy on Wednesdays for the purpose of healthy eating. Please ensure that your child's lunch box, their bag and clothing are clearly labelled.

Assessment and Reporting

Your child will receive portfolio of work at the end of each term. This folder is a collection of work samples, photos and anecdotal notes for your child's progress. However, if you have any questions or concerns about your child, please do not hesitate to contact the director as soon as possible.

Transition to School

Students will be involved in a transition program in the term prior to starting school. This involves a weekly visit to the Reception/ Year One class over five weeks. The dates and times will vary; however, you will receive a letter from the school outlining the program. You will be charged a fee based on the term in which your child begins Reception. For information about the fee structure, please contact the school. The Pre School to School Policy is available at the end of this booklet.

Sun Safety

Exposure to harmful ultra violet rays can cause deadly skin cancer. It is our policy that all children wear a broad brimmed or legionnaire hat for outside play during all terms. In keeping with the school's sun smart policy, shirts with sleeves are recommended. Please provide a broad brimmed hat for your child to keep at the centre. In terms 1 and 4 it is also advisable for your child to have sunscreen applied prior to the session and the centre staff will reapply when necessary.

Library

Children are allowed to borrow one book every Wednesday for that week. We suggest that as a family, you take time to read this book with your child, involving them in the story as much as possible. Please also teach your child how to care for their book and most of all enjoy them. Books can be returned into a basket near the front door.

Home Toys

We generally feel it is best if children do not bring their toys and precious things from home. If however, your child insists on bringing something special from home, please ensure that it is clearly identifiable. Special show and tell sessions will be held during the term.



Lunch Duty

About once a term, or as required, parents are rostered on lunch duty. This means that you are asked to come into the kindy between 11.45 am and 12.15 pm on the Wednesday to allow the teacher to have a lunch break. During this time, you are simply asked to help watch and interact with the children and assist the staff where necessary.

Preschool / Childcare / Playgroup Committee (of BCDS Governing Council)

The preschool /childcare/playgroup committee is made up of 1 parent representative from each of:

- 1) Booleroo Kindergarten,
- 2) Booleroo Rural Care,
- 3) Melrose Rural Care,
- 4) Melrose Outreach Preschool,
- 5) Booleroo Playgroup (Melrose Playgroup is affiliated with PlaygroupSA and may wish yet to join this group)

along with the director, kindy/rural care staff member and a council representative. This committee meets each term. The purpose of this committee is to discuss issues raised by parents, staff or wider community, which will then be referred to council through regular reporting processes and voting procedure.

Parent Information Session

A parent information meeting is held each term. This short meeting is at 11.45am on a Monday to inform parents of any general preschool matters.

Exclusion from the centre

Please be aware that the centre's policy is that when there is an outbreak of an infectious disease, the ill child is excluded for the recommended period and also that:

- With an outbreak of measles, non immunized or immunocompromised children will be excluded until 14 days after the first day of rash in the last case, unless immunised within 72 hours of first contact during the infectious period with the first case.
- With an outbreak of Chickenpox, a child with immune deficiency or recovering from chemotherapy should be excluded for their own protection.
- Children from the same house with a case of Diphtheria are excluded until cleared to return by an appropriate health body.
- With Whooping Cough, if a child has received less than 3 doses of pertussis vaccine are excluded until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, then the child is excluded for 21 days after their last exposure to the case while the person was infectious.

If you have any other questions please do not hesitate to ask.

Once again we warmly welcome you and your family to our centre and hope that your time with us is both enjoyable and rewarding. We look forward to a happy and productive association with your family.



Policy List for guidance on any issues you may have.

Centre Philosophy
Access to the Centre & Custody Issues
Arrival and Departure Policy
Asthma Policy
Behaviour Guidance Policy
Biting & Spitting
Changing of Children's Clothes
Childcare/Kindy Guidelines
Child Protection Policy
Children's Program Policy
Children of Staff Guidelines
Confidentiality
Custody and Access of Children Policy
Dental Care Policy
Diversity and Inclusion Policy
Environmental Protection Policy
Excursion Policy
Fees Policy
Food and Nutrition Policy
Food Handling and Storage Policy
Head Lice Policy
Hepatitis A, B, C and HIV/AIDS
Infection Control
Infectious Diseases
Medical Emergency - First Aid
Medication Policy
Occasional Care
Occupational Health and Safety
Psychological Health
Safe Sleeping Policy
Sickness
Single Staff Safety
Sun smart Sun Protection (School)
Staff Sickness Policy
Toileting Procedure
Staff Grievance Policy
Parent/Community Grievance Policy
Potentially Dangerous Products, Plants and Objects Policy
Volunteer Policy

Policies are in the flip folder in the parent corner in the Centre's foyer for your reference or on our website: www.melrosekg.nsw.edu.au



Allergy Aware:

As we have children in our centre and community who suffer allergic reactions to various allergens, our site is an 'Allergy Aware' environment. Many children will "outgrow" their food allergies. However reactions to nuts, seeds and seafood tend to be lifelong (*Allergy Capital 2003, Food Allergy – Overview*). The symptoms of allergies range from mild to life-threatening.

For example:

If someone in our centre eats peanuts and then touches playground equipment, the equipment can then be contaminated with enough peanut residues to trigger a severe reaction in a child with nut allergies.

Our paramount concern is for the safety and well being of all people in our centre, so we ask that:

All peanut butter and nut products are eliminated from children lunches and snacks.

This will include some dips, crackers, Nutella or peanut butter sandwiches, biscuits and cakes with nuts in them, muesli bars with nuts, chocolate containing nuts (i.e. Snickers) and/or nut mixes. Products labelled "may contain traces of nuts" are acceptable, at this stage.

Why is important that a centre become allergy aware and allergy friendly?

- In Australia, more than 90% of fatal reactions to food have occurred in children aged 5 years and older
- Of those who have died from anaphylaxis, 90% have been allergic to nuts, the exposure was usually away from the home (including centres).

Implementation:

Parents/Caregivers of children with a known allergy are to provide a 'Health Care Plan' to be completed by the children's doctor.

Parents/Caregivers of children with a known allergy are expected to educate their child in the self-management of their food allergy (eg safe and unsafe food, strategies for avoiding exposure to potentially unsafe food, symptoms of allergic reactions, how and when to tell an adult that they may be having a reaction and how to read food labels).

An education program for parents/caregivers, staff and children will be implemented so that:

- the importance of nut-free foods is known,
- the symptoms of allergic reactions is known,
- alternative foods are explored, and
- the importance of lists of ingredients and how to read them is known.

This policy will be provided to all new families who enrol at the centre. Staff will observe foods provided for lunch and snacks whilst supervising eating times. Parents/caregivers of children who bring foods containing nuts to centre will receive a letter outlining the importance of our 'Allergy Aware Policy'. Children sent with nuts or nut produce in their recess/lunch by mistake will be asked to eat something else from their lunch box. Detailed information is available at the following website:

www.allergy.org.au

Implementation supported by:

- Parent/Caregiver of a child with allergy speaking to class teacher/s and Preschool Director or delegate prior to child's attendance to allow any individual practices be put in place.
- All peanut paste containers (some may be used for storage) removed from centre.
- Information added to Parent Information Booklet, which is given to new parents on enrolment.
- A photo of child with allergy and brief details included in class Roll Book and put in staff room so all people working at the centre are all aware of the symptoms and procedures.
- Information and reminders to be a regularly (at least twice per term) in newsletters.
- Information and reminders to be a part of any notes regarding food based activities to be held at the centre.
- Warning notices were put on entrance doors.
- All cooking activities will have recipes checked for ingredients.



HEALTH FOOD GUIDELINES FOR PRESCHOOL, PLAYGROUP & RURAL CARE

As part of the early childhood program we learn about and encourage healthy eating. A lot of recent research is showing that what children eat affects the growth and development of the brain and has an adverse affect on how they learn. It is important that we work together to help the children learn about healthy foods and you can do this by sending healthy snacks with your child to the centre.

Here are some suggestions:

- Sandwiches
- Cold meats, roast meat, sausages, rissoles, chicken, fish
- Pita or flat breads rolled up with sandwich fillings
- Pasta dish (can be re-heated at kindergarten)
- Home-made pizza
- Easy veggie slice
- Mini quiches
- Zucchini slice, frittata or left over quiche (can be re-heated at kindergarten)
- Soup (can be re-heated at kindergarten)
- Tossed salad in a container
- Hard boiled eggs
- Vegetables: cut into small pieces or strips, carrot, celery, cucumber, capsicum, cauliflower and broccoli, can include dip
- Vegetable based dips
- Cheese: cottage cheese, cream cheese, fruit cheese and cheese sticks
- Cracker biscuits: saladas, saos, vita weats, rice crackers, corn thins etc
- Fruit: whole or cut up in pieces
- Dried fruit
- Small containers of yoghurt, sago, vanilla custard
- Pancakes/pikelets
- Weetbix with vegemite, promite or jam
- Fruity bix or mini wheats in a container
- Fruity bix bar
- Fruit muffin, fruit loaf/raisin bread
- Sweet plain biscuits (rusks, yoyo, granita, milk arrowroot, milk coffee)
- Water in own drink bottle

We have a fridge available for foods that need refrigerating and a microwave to re-heat foods as required.

Foods that are not suitable are:

- Cakes
- Sweet biscuits
- Sweet packaged bars
- Lollies and chocolate
- Nuts
- Chips
- Cordial or fruit drinks/juice.
- Peanut paste
- Arnott's shapes
- Nutella
- Popcorn

Because of:

- Lack of health value
- Inappropriate food restricts a child's learning
- Lack of nutritional value
- Dental damage
- Choking and allergy hazard
- Fairness to other children in the group
- Hyperactive behaviour
- Allergy hazard
- Lack of nutritional value
- Allergy Hazard
- Choking Hazard

Special Occasions

Cakes and other 'sometimes foods' will be allowed to be eaten at preschool for children's birthdays and other special occasions, such as farewell morning teas, Easter and Christmas.

At each group eating time, we talk positively in a very simple and fun way about all the lovely, healthy food being eaten and the value of such healthy food to them as growing children.



PRESCHOOL TO SCHOOL ENTRY AND TRANSITION

NB: This policy changes from 2013, where there will be a yearly intake in 2014.

ENTRY

Children can enrol at school at the beginning of the term following their fifth birthday. Children must have turned 5 by the first day of school.

It is Departmental policy that children complete between 11 and 14 terms in reception, years 1 and 2. As a guide children will progress according to the following pattern:

Term 1 start Reception.....4 terms Year 1.....4 terms Year 2.....4 terms	Term 2 start Reception.....3 terms Year 1.....4 terms Year 2.....4 terms
Term 3 start Reception.....6 terms Year 1.....4 terms Year 2.....4 terms	Term 4 start Reception.....5 terms Year 1.....4 terms Year 2.....4 terms

The development needs of the child linked to the Early Years Learning framework including such matters as the child's maturity, social, emotional and any special needs (both physical and intellectual) will be taken into account when determining the progression policy for an individual child.

TRANSITION

An extended transition program for children moving from the Early Learning Program to school is seen as desirable as it facilitates a child's adjustment to school by:

- Helping the child to get to know his/her new surroundings
- Helping the child to get to know his/her future class members and teachers
- Developing his/her confidence in entering a new situation
- Familiarising the child with the routine and procedures

Transition activities will include incidental as well as planned activities.

Incidental activities will be as arranged by the reception class teacher and Preschool Director or Preschool Teacher. The Outreach Program/Reception group will work together on a regular basis throughout the year.



PAYMENT OPTIONS

Information for Parents/Caregivers

Dear Parents and Caregivers

The aim of this circular is to give you information about our finance procedures for a better understanding of payment methods available to you, now that our finances are processed by the Booleroo Centre District School Finance Officer. Having our finances processed at BCDS gives you much more flexibility for payment, which now includes Eftpos and online internet payment.

Payment of Monies

1. Payment at Booleroo Centre District School

Payments in person must be made directly to the Finance Officer (please use finance servery window, located at the front of the old school building with a small verandah overhead) between the hours of 8:30am and 4:30pm daily. Payments can be made by cash, cheque, or by EFTPOS.

2. Payment by post

You may wish to send a cheque, money order, or credit card details with invoice cut off attached. Cheques are to be made payable to 'Booleroo Centre District School'. Receipts will be posted to you or sent home via your child's communication book.

3. Payment via Telephone

Payments may be made over the phone using credit card facilities. Please ask to speak with Finance Officer.

4. Online Internet Payment

An online payment system, known as Bizgate is available. This has been developed to provide parents/ caregivers the option to make payments over the web using credit card (visa and mastercard only). Please see over for instructions on use of Bizgate.

Instalments

Parents/caregivers requiring this option of payment, due to genuine financial hardship, need to meet with the Preschool Director and sign an appropriate contract.

Please do not hesitate to contact the Finance Officer for any clarification on any of these matters, and we wish you an enjoyable association with Rural Care

Maureen Waters
Finance Officer
8667 2124



Online Payment System – Procedures for Parents

An online payment system, known as Bizgate is available for payment Rural Care invoices. This application has been developed to provide parents/caregivers with the option to make school payments over the web. This facility is only available for Credit Cards at present. Any fees can be paid using Bizgate.

Please ensure that you have the following available:

- Credit Card (Visa/Mastercard)
- Rural Care Invoice
- Your child's ED ID, which is

Instructions for payment:

1. Enter school website: (www.booleroods.sa.edu.au)
2. Enter 'Online payment Option'
3. Enter ED ID – shown on the student invoice/statement.
4. Enter Student's Full Name.
5. Enter Invoice Number(s) and Amount(s).
If you are not paying an invoice, enter details under Other Payment
- enter item name or description with the amount.
6. The Other Comment box is optional, and can be used to describe the payment.
7. Click 'Next' – bottom right hand corner.
8. Enter Parent/Caregiver name.
9. Enter Address of Parent/Caregiver.
10. Enter Email Address (optional).
11. Enter Telephone Number (optional)
12. Click 'Next' – bottom right hand corner
13. Check details and then 'Confirm' – bottom right hand corner
14. Complete Credit Card details – must include expiry date and verification code.
15. Ensure all details are correct and click 'Pay Now' – bottom right hand corner.
16. A delay of 5 to 10 seconds will occur whilst the card details are confirmed.
17. Receipt will be shown – it is recommended that the receipt be printed for your records.
18. Click 'Close' to complete transaction.