

Site PH: 86846074

Mobile:

0484901899

EMAIL: sarah.donovan409@schools.sa.edu.au

Hirschhausen Road, POONINDIE, SA, 5607



Dear Parents,

I would like to extend a very warm welcome to you and thank you sincerely for choosing PECC for your child's preschool adventures. We are looking forward to getting to know you all and being a part of your child's 'learning through play' journey over their preschool year.

Enrolment form: please ensure you fill in all sections of this form in detail. Families often forget to record things like their child's doctors name, address, phone number and PO Box. All information on this form is entered onto our EDU Portal (online Education program). Your child will then have a data base about them with all relevant information, that then follows them to school.

Emergency contacts: please ensure this section on the enrolment form is filled in well with at least one emergency contact person. If you have any questions about this page, please ask.

Proof of age: please bring a copy of your child's birth certificate so I can colour photocopy it for their file.

Immunisation History Statement: it is a requirement that you supply your child's Immunisation Statement. I have attached an explanation which will support you to do this on the Medicare Website.

Medical conditions: please supply us with all relevant medical information, medical plans, and medications on the first transition visit (e.g. allergies, additional needs and diagnostic disabilities). All medications need to be in their original boxes, with the doctor/pharmacy printed information on them!

Consent forms: Please read them carefully and sign off on them. Any questions, please do not hesitate to ask me.

Governing Council Self Nomination form: Our kindy could not run without the wonderful contributions our families bring. All DFE sites need a Governing Council to oversee, monitor and make decisions about many aspects of our preschool. We would love to have you onboard. We meet twice a term for approx. 1.5 hours.

Play is at the centre of Early Childhood Education. Children learn best when they are actively involved in hands on learning. When they are viewed as competent and capable and are seen as active participants in constructing their understanding of the world around them. As educators we work alongside children, their interests, culture and knowledge, supporting their exploration and further development across all learning areas.

You will find in this pack a variety of information. Please take the time between now and your child's preschool start to familiarise yourself with all that is included.

I acknowledge the Aboriginal and Torres Strait Islander people as the Traditional Owners of this country throughout Australia and their connection to land and community. I pay my respects to their culture and to the Elders both past and present.

You will find:

- A copy of our Centre Philosophy
- Australian guide to healthy eating poster (we are a nut free centre)
- Child protection curriculum parent information

Kindy Days: Our 15 hours of preschool per week is configured over each term in the following ways. Please stick to these times each day.

Tuesday: 8.15am – 3.15pm

Wednesday: 8.15am – 3.15pm

Thursdays week 4 and 8: 8.15am to 2pm

Our daily routine

Our routine is flexible and reflects the children's needs on the day

8.15 am children arrive – place belongings in locker, sign child in children sign in, indicate wellbeing, goodbyes.

9am morning meeting, welcome, acknowledgment of country, roll, songs, story, connecting as a group

9.15am to 11.45am inside/outside play and learning. Children are welcome to have their snack in this time. This time allows children to engage in an extended period of uninterrupted play to engage deeply in their play ideas and learning environment.

11.45am mid group time with songs, stories, and games together, sunscreen and transition, handwashing for lunch

12.10pm to 12.40pm Lunch time together, sitting and chatting, connecting with peers over lunch.

12.45pm to 2.40pm inside then outside play and learning

2.40pm packing up our play environment together and resetting the space, packing up belongings

2.50pm to 3.15pm end of the day group time, singing, chatting, games and stories together. Discussions around what play and learning children might want for the following week. Goodbyes. Educator available to meet and chat with families.

Curriculum: We use the Early Years Learning Framework curriculum. This guides sites and educators around Early Childhood principles, practices and children's learning outcomes. We also refer to the Literacy and Numeracy Indicators, learning dispositions, Child Protection Curriculum as core documents to support our teaching and learning environment.

Kindy Fees: The kindy fees are \$100 per term they are due in the first 2 weeks of each term.

Kindy fees can be paid upfront for the kindy year or term by term.

Whole year fee is \$400

Term fee is \$100

Bank Transfer details: please provide your child's name and the term.

BSB:105036

ACC:095994840

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Assessment and reporting to families: Over the year you will have multiple opportunities to be involved in your child's learning. This can look like information shared in daily conversations, newsletter updates, floorbook feedback and comments, termly ILP reports from educators seeking parent reflections and new goals, sharing of your child's learning folder, and an end of year Statement of Learning Report, to name a few.

Daily signing in and out and pick up of children: On arrival and pick up each day it is a requirement for you to sign your child in and out each day, on the required forms. If there are any changes to your child's pick up times or a different person picking up your child please inform a staff member on the day or via text message: mobile 0484901899. Please remind the person picking up your child, that they will need to provide their driver's license for identification purposes for their first time picking up.

Lunchbox and belongings: Over the course of the day your child will sit and eat for a snack time and lunch time.

Please provide some snack options such as fruit or vegetables, cheese and crackers, fruit muffin, yoghurt etc

Lunch please provide a healthy sandwich or wrap, or scrolls or roll, or cheese, meat and veggie sticks and another item. Children are very active at kindy and often need a little more.

We encourage you to include a freezer block in your child's lunch bag to keep the contents cool and food safe.

Please provide a water bottle that is clearly labelled.



Please provide a broad brimmed hat, WITH NO CHIN STRAP (choking hazard)

We encourage you to provide a change of clothes, we love to get messy.

When packing food, and dressing children please think about how easy or hard it is for children to independently manage these items. Please make sure all belongings are clearly labelled.



Children with Health Needs We are committed to promoting and providing an inclusive and positive learning environment for all children and families. Including those with identified medical or health needs.

A health need or medical condition may include the following:

- Asthma • Anaphylaxis • Allergies • Diabetes • Toileting concerns (Continence Issues)
- Seizures • Autism • Oral Eating and drinking needs

If your child has a health need or medical condition this needs to be shared with staff at the time of enrolment. We will provide you with Department for Education's policy for Managing Students Medical Conditions.

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Before children with an identified health need or medical condition can commence attending Preschool we need to receive all medical information, care plans and medications if required.

All medications must be provided in an original pharmacy container and have a pharmacy label with:

- child or young person's name
- date of dispensing
- name of medication
- strength of medication
- dose (how much to give)
- when the dose should be given
- other administration instructions (such as to be taken with food)

Community Involvement - Parents can:

- join the Governing Council
- help children with experiences, games, reading books etc during the session
- help with donating craft materials like boxes, clean food packaging containers, etc
- share a skill such as cooking or gardening
- help with end of term cleaning
- read notices, newsletters
- assist with excursions
 - Contribute to our floorbook parent feedback and children's learning reflections.

Playgroup – Fridays 9am to 11am Parents stay for this session to engage in our learning environment. Weekly fee of \$2. The session is facilitated by a Department For Education teacher. It's a great opportunity for families to familiarise themselves in the preschool environment for children 0 – 6yrs of age.

Governing Council - The Preschool Governing Council plays a vital role in supporting the effective operation and strategic direction of a South Australian preschool. Comprised of parents, community members, and staff representatives, the council works in partnership with the preschool director to ensure high-quality early childhood education and care. Responsibilities include contributing to the development and monitoring of the site's Quality Improvement Plan (QIP), providing input into the preschool's budget, policies, and strategic decisions, and supporting initiatives that reflect the values and priorities of the local community. The council also plays an important role in fostering family and community engagement, promoting a sense of belonging and shared responsibility. Members act as advocates for the preschool, collaborating to enhance resources, facilities, and learning outcomes. Through regular meetings and transparent communication, the Governing Council ensures that decisions are made in the best interests of all children, aligning with the Department for Education's vision and expectations. A self-nomination form will be provided in your enrolment pack. We meet twice a term for approx. 1.5 hours.

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Common Policies: Parents may request: All of our policies are available in our policy folder stored on the shelf near the adult table, or on our website. Likewise, if you wish to receive a copy of any of our policies please let me know.

- Sun Protection Policy and procedure:
- Nutrition, food and beverage and dietary requirements policy and procedure
- Safe arrivals of children procedure
- Sleep and rest of children policy and procedure
- Water safety policy and procedure
- Behaviour policy and procedure
- Site emergency plans & procedures including Bushfire Response procedures.
- Safe use of digital technologies – includes personal devices and images of children

We only use service issued devices to take and access images and videos of children. • Only staff are authorised to take images of children which must be on a service issued device. • Prior to taking images and videos, appropriate consents from parent and carers will be obtained. • Staff and volunteers are prohibited from having personal devices when working directly with children except in exceptional circumstances and only for the approved purpose. • Visitors and parents are discouraged from using mobile devices in areas primarily used by children. • Parents must not take images of other children including for special events such as book week or end of year celebrations etc. • Please do not bring children's personal digital devices from home. If your child needs their personal digital devices to support their learning, please discuss with the site leader at the time of enrolment

Quality Improvement Plan The National Quality Standards, is a Federal Government initiative, to improve the quality of care and education in child care, kindergartens and out of hours school care services (OHSC) throughout Australia. Sites are assessed every three years to ensure the standards are being met. Our Preschool Quality Improvement Plan (PQIP) is part of an improvement cycle which highlights the areas we will be focusing on for improvement. The plan will be displayed and information will be provided about our progress throughout the year and in the annual report which is presented at the Children's Centre annual general meeting at the start of each year.

National Quality Standards The **National Quality Standard (NQS)** is a framework that ensures high-quality education and care for young children in Australia. It sets a national benchmark for early childhood education and care services, focusing on seven key areas that are essential for children's learning, development, health, and safety.

These **seven quality areas** include:

1. **Educational Program and Practice** – Supporting children's learning through play-based and intentional teaching.
2. **Children's Health and Safety** – Ensuring children's well-being, nutrition, and protection.
3. **Physical Environment** – Providing safe, stimulating, and sustainable learning spaces.
4. **Staffing Arrangements** – Ensuring qualified, skilled, and caring educators.

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5. **Relationships with Children** – Building strong, respectful, and meaningful relationships.
6. **Collaborative Partnerships with Families and Communities** – Engaging families and connecting with the community.
7. **Governance and Leadership** – Ensuring effective management and continuous improvement.

The NQS helps guide early learning services in providing **high-quality experiences** that support children’s development and well-being. It also gives families confidence that their child is in a **safe, nurturing, and enriching environment** that fosters their growth and learning.

Staff Team

The team at Poonindie ECC consists of a....

Director: Sarah Wormald

Teacher: Kayla Fielke

ECW: Mazz Stockham

Preschool support: Jade Neate

Playgroup facilitator: Hannah Carson

Please give me a call before the transition meeting if there is anything at all that is unclear. Providing all appropriate information at this first ‘meet and greet’ will allow us to best support your child at transition and at kindy. These are Departmental requirements.

Thank you!

The staff look forward to seeing you.

Sarah Wormald and Team.

Located in the Enrolment Folder: Parent Handbook: last reviewed SEPT 2025

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Government of South Australia
Department for Education