

A close-up photograph of a child's hand, wearing a grey sweater, carefully placing a wooden disc on top of a stack of similar discs. The stack is growing taller. The background is a blurred outdoor setting with more wood and foliage.

# Preschool Handbook

St Joseph's Hindmarsh



A rustic wooden surface, possibly a cutting board or table, is the background. It features a large wooden spoon lying diagonally. Scattered around are vibrant autumn leaves in shades of red and pink. In the bottom right corner, a metal bowl contains several small, bright orange carrots. The overall scene is warm and natural, evoking a sense of harvest and home cooking.

**imagine  
discover  
create  
achieve**







# our values

## Preschool is a time to:

- ✓ value the presence of God
- ✓ play
- ✓ enjoy each other's presence
- ✓ develop a sense of wonder about the world
- ✓ make new discoveries
- ✓ be still and a time to be active



# Our Philosophy

## St Joseph's Preschool

### Belonging

We believe children experience and explore:

- when they have opportunities to care for and respect natural and constructed environments
- when they have opportunities to feel important and make contributions to our Preschool
- when children and adults play and learn together
- when they feel safe and develop a sense of emotional and physical wellbeing
- when they develop a sense of identity as individuals and as part of a group and the community

St Joseph's Preschool educators promote **Belonging** when they:

- build positive, caring and respectful relationships with children and their families
- involve children in planning and decision making
- create an environment that offers predictability, security and safety to take risks
- provide a range of restful and active experiences and support children to make appropriate decisions regarding participation
- plan for individual, small group and whole group experiences in an inclusive environment
- model respect, care and appreciation for natural and constructed environments

### Being

We believe children experience and explore...

- when their ideas are listened to and respected
- when they feel it is fun to make discoveries
- when their spirituality is enhanced through their innate curiosity and exploration
- when they express their wonder through creative expression, play and interaction with others
- when they feel empowered to initiate and act out their plans

St Joseph's Preschool educators promote **Being** when they:

- listen to children's ideas and support them to take action
- value the now in children's lives and see that Preschool is not just preparation for school
- provide time for children to explore and discover within their own rhythm of learning
- share in the joy of children's discoveries and sense of wonder
- actively engage families in children's learning

### Becoming

We believe children experience and explore...

- when their physical skills are challenged and they learn to manage risk
- when they have opportunities to use the environment in sustainable ways
- when their cognitive understandings are developed and extended through discovery, observing, noticing and responding to change in the environment
- when they develop a sense of satisfaction about learning through their growing independence and developing fine and gross motor skills
- when they develop "an appreciation of creation as a gift, their relationship with it and their responsibility as co-creators for its future" (*On Holy Ground – An Ecological Vision for Catholic Education in South Australia*, p.5)

St Joseph's Preschool educators promote **Becoming** when they:

- embed sustainable practices into daily routines
- provide a wide range of tools, materials and experiences to resource children's fine and gross motor skills
- encourage children to use language (such as English, home languages, numeracy, drawing) to describe and explain their ideas
- reflect with children on what and how they have learned
- provide opportunities for children to demonstrate their knowledge, skills and dispositions through multiple pathways



# Sessions

Our Preschool offers 15 hours of Preschool over two full days and alternate Wednesdays fortnightly.

There are two groups, Blue & Gold, for our Preschool sessions:



**Blue** Full Days | Monday, Tuesday & Wednesday fortnightly



**Gold** Full Days | Thursday, Friday & Wednesday fortnightly

## Preschool Commencement & Mid-Year Entry

Our Preschool now offers mid-year intake. Families now have the option to start Preschool in Term 3 and continue to Reception the following year. The Principal can assist you in making this decision.

### When does my child begin Preschool?

**Term 1** | Child turns four before 1st May

Children who turn 4 before May 1st, can commence Preschool in Term 1. Those born between the 1st May and 31st October can start in Term 3, or in Term 1 of the following year.

**Term 3** | Child turns four between 1st May - 31st Oct

If your child is eligible to begin Preschool in Term 3, Reception will commence in Term 3 of the following year for six terms.

# Staff

The children are cared for by committed, enthusiastic staff, who are all qualified and experienced early childhood educators. All staff members hold a current First Aid Certificate and are trained in the management of asthma and anaphylaxis. The Preschool operates with appropriate educator to child ratios according to Australian National Quality Standards.

### Educators

- Emily Quigley | Preschool Teacher
- Bianca Kovacevic | Preschool Teacher

### Co-educators

- Samantha Whitton

## National Quality Standards

Our Preschool is a non-profit organisation operated in accordance with the Australian National Quality Standards for Early Childhood Education and Care. The National Quality Standard brings together seven key Quality Areas that are important outcomes for children.

1. Educational program and practice
2. Children's health and safety
3. Physical development
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families & communities
7. Leadership and service management

### Management

St Joseph's Hindmarsh Preschool is a community preschool operated by St. Joseph's Catholic School, in partnership with the Department of Education and Child Development. St Joseph's Hindmarsh Preschool is governed by the School Board of St Joseph's School Hindmarsh.

### Location

The Preschool is located in the grounds of St Joseph's School Hindmarsh. It is securely fenced with a purpose built indoor and outdoor area. Much of the outdoor area is usable in all weather conditions, with both shade and a covered verandah.

### Acknowledgement of Country

We recognise the Kaurna people and their land. St Joseph's Preschool Hindmarsh acknowledges that we are meeting and learning on the traditional country of the Kaurna people of the Adelaide Plains. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today. Respectfully, we incorporate Aboriginal perspectives into our programme.

## Communications

Parents/caregivers can stay up to date with their child's learning and communicate with staff by:

- speaking to staff on arrival or pick-up
- reading notices handed out at end of day or via Seesaw



### Seesaw

A parent communication platform used to share learning and Preschool notices with families.



### Audiiri

Our school app, messaging system and parent information solution for all School and Preschool communications.



A close-up photograph of a child's hands and legs as they play in the sand. The child is wearing a dark blue long-sleeved shirt, grey pants, and brown lace-up boots. Their hands are reaching down to touch and move various sticks and twigs that are scattered in the light-colored sand. The sticks vary in size and shape, some being straight and others curved. The text "who we are" is overlaid on the image in a large, bold, sans-serif font. "who" and "are" are white, while "we" is a bright yellow color.

who  
we  
are



# Curriculum

We aim to create an environment in which children will have happy, safe and stimulating learning experiences to develop their confidence, independence, knowledge and skills.

At St Joseph's we use the **Early Years Learning Framework** so all children can experience play based learning that is engaging and builds success for life. The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

**Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

**Being** is about living here and now. Childhood is a special time in life and children need time to just 'be' – time to play, try new things and have fun.

**Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

**Play** is very important for children. Through play, young children explore and learn to understand the world around them as they come to communicate, discover, imagine and create. When children play they are showing what they have learned and what they are trying to understand. We are inspired by the Reggio Emilia Principles of learning.

## Children's Learning

At St Joseph's Preschool, children's learning and development is captured in a variety of ways. These include:

- Photos
- Observations and teacher comments
- Learning Stories and documentation
- Samples of children's work and comments

The information collected is collated and presented in individual profile books. These books are an integral part of the preschool's assessment and reporting procedure. The evidence of learning gathered in the profile book supports the preparation of a Statement of Learning on completion of each child's time at Preschool.

The children are free to access their own record of learning as this enables the child to share, discuss and learn to evaluate their individual progress with staff, peers and their family. At the end of the child's time at preschool this profile book is presented to the child. A statement of learning is given to the child's family which contains information about the child's time at Preschool.

## Early Years Learning Framework

Children's skills, knowledge and abilities are developed and supported within the **5 Learning Outcomes** of the Early Years Learning Framework:

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



### Little Scientists

We are a certified Little Scientists House, our Preschool learning environment is committed to hands-on, inquiry-based STEM education.



### ELLA App

A digital, play-based interactive application program aimed at making language learning engaging and interesting to early year children.

In addition to informal conversations about children, staff are available and more than happy to negotiate a suitable time to meet with parents/caregivers. Preschool families can also book a time to meet during school learning conversations.

We believe constant and open dialogue between preschool staff and families is essential in fostering positive partnerships that support children's learning and wellbeing.







# pack & fuel

Hydrate | Nutrition | Protect | Routine



# What to Wear & Bring



## Healthy Meals

Packed lunch and snacks  
in named containers



## Backpack

Clearly named bag



## Hydrate

Bottle of water,  
clearly named



## Library Bag

Borrow a book from the  
library once a week



## Clothing

Spare set of clothes  
including underwear



## Hat

All year round outdoor  
play - clearly named



## Shoes

Suitable for climbing,  
running & safe play



## Rain Jacket/Gum Boots

Suitable clothing for  
outdoor play, in cooler  
months

# Sun Protection

Learning about Sun Safety is important at Preschool.  
Sun and skin awareness activities are incorporated into  
the teaching program over the year.

- ✓ **Hat** - all children are given a yellow Preschool bucket hat for outside play. The staff encourage the children to wear their hats all year round when playing outside. Staff also wear hats to model sun-safe behaviour.
- ✓ **Sunscreen** - parents are asked to apply sunscreen to their own children in the morning. Children will re-apply their sunscreen after lunch each day. With staff support the children are encouraged to apply sunscreen independently. If children have sensitive skin or are known to suffer a rash or reaction, parents are to provide an alternative sunscreen.
- ✓ **Clothing** - Children's shoulders should be covered for outside play
- ✓ **Sunglasses** - children can wear if they choose
- ✓ **Keeping hydrated** - children are encouraged to drink water regularly, especially on hot days.
- ✓ **Hot Weather** - on days of extreme heat or when the UV readings are extremely high, staff will ensure that children play quietly in shaded areas and inside and have regular drinks to keep them hydrated. When the temperature is over 35 degrees children will remain indoors.

slip  
slop  
slap  
seek  
slide



# Food & Nutrition

Our Healthy Eating Policy promotes healthy eating habits for your children. During our morning snack and lunch times we encourage children to eat healthy, low sugar and low fat foods. Foods which are high of nutritional value is critical for overall brain growth and development.

Parents and Carers are asked to supply fruit and vegetables at snack time to:

- provide children with important minerals and vitamins
- encourage a taste for healthy foods
- encourage chewing which promotes oral muscle development

## Nut, Gluten, Egg & Dairy Aware

Our Preschool are committed to ensuring the environment is safe for children who have life threatening allergies to nuts. Parents are asked not to bring or send any items onto the property that contain nuts or nut products as a listed ingredient. **To ensure these children's safety, any products containing NUTS must not be brought to Preschool.**

Please check your child's snacks and lunches carefully. Many foods such as muesli bars, Nutella, peanut paste and biscuits all contain nuts and therefore should not be brought in. From time to time we may have to restrict other foods due to particular children's allergies and intolerances. If this is the case parents will be notified. Children with nut and other allergies will be supervised closely at snack and lunch times.

### Birthday Celebrations

On your child's birthday, if you would like to share any special treats we ask that you either bring in a fruit platter or stickers for their classmates. Due to allergies any other foods are not recommended.

## Meal Times

During morning snack and lunch all children sit together at a communal table outside, this promotes social interactions. On cold/wet and hot weather days the children sit inside during meal times.

### Guidelines and procedures during meal times:

- children wash their hands before and after meals
- children are supervised by staff during meal times
- children are encouraged to remain seated whilst eating
- children are supported to be independent in managing their own food
- children are encouraged to stay hydrated. Children will require a bottle of water to drink that is clearly named. Bottles can be refilled.
- children will be encouraged to dispose of their own food scraps in the appropriate bins for composting, recycling
- please make sure bags, containers, drink bottles and lunchboxes are clearly named

### School Canteen

#### Lunch orders - Thursdays & Fridays.

Lunch orders can be made through the Qkr! app.

There is an easy to use menu option.

Payment for lunches can be made at the end of your selection.

Orders close on Wednesday at 11am.



#### Morning Snack

Fresh fruits, vegetables or cheese



#### Healthy Lunches

Sandwich/roll/wrap, yoghurt, veggie sticks, salad, pasta or rice



#### Keeping Hydrated

Children will require a drink bottle - clearly named



#### NO NUTS

Foods containing nuts **should not** be brought into Preschool





# safe food

Nut | Gluten | Egg | Dairy | Aware



# well being

Health | Positive Relationships



# Health

Upon enrolment parents are required to inform the Preschool if their child suffers from any medical condition which may impact on their care at Preschool. Children with Asthma or Anaphylaxis, or other allergies need to provide a current management or action plan signed by a medical practitioner along with medication to be stored permanently on site.

A staff member will meet with parents to document the medical condition and develop a plan for management of the condition while the child is at Preschool, in accordance with the management plan.

Medication such as antibiotics etc can only be administered to children with either a medical practitioner's written permission or the parent's written permission with clear details of the dosage. The container the medication is in must be clearly labelled with a pharmacy label and details that match the written permission and the child's name.

St Joseph's Preschool has Ambulance Cover with SA Ambulance - this does not cover students with existing illness e.g. Asthma. Students are also covered with student accident cover with the Catholic Church Insurance.

All staff have undertaken current first aid training, including management of Asthma and Anaphylaxis.

## Immunisation

Upon enrolment we ask parents to provide our Preschool with the child's Immunisation record.

You can provide immunisation evidence by showing a copy of your child's:

- SA Child Health and Development record (known as the Blue Book)
- Australian Immunisation Register history statement. To obtain a copy:
  - visit the Australian Immunisation Register
  - visit a Medicare service centre
  - phone 1800 653 809
  - email [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au).

If there is an occurrence of a vaccine-preventable disease at the preschool and your child is not up to date with their immunisations, or if you don't provide evidence of your child's immunisation status, you must keep your child away for a period of time known as an exclusion period.

The exclusion period is decided by SA Health and is to protect those who are at risk of getting the disease and those who may be able to pass the disease onto others.

For more information on preschool services and immunisations, phone the education department on 8207 2458 or email [education.ecsupport@sa.gov.au](mailto:education.ecsupport@sa.gov.au).

## Illness

Precautions against the spread of colds, virus, infections and contagious diseases are very necessary at Preschool. Children should not attend Preschool if they are suffering from vomiting or diarrhoea, have very obvious nasal discharge or require temperature controlling medication.

If your child is unwell and not attending please notify the Preschool of their absence. If your child has a condition that is infectious, e.g. measles, head lice etc. we are obliged to notify other parents. Sometimes a sick child can 'insist' on coming. Please take the lead and keep your child at home to reduce the spread of germs and for the well-being of your child.

## Grievance Procedure

Close liaison between Parent/s Caregivers and Staff is important in order for us to provide the best possible preschool service for your family. Staff and Management welcome any ideas and input from children and families. If you feel concerned about any aspects of our Preschool please feel free to discuss these issues with the staff in the first instance or the Principal or member of the leadership team. Any matter will be treated as confidential. A Grievance policy is in place to assist you if you have a complaint or concern about our service. This can be located on the school's website.

# Building Positive Relationships

We give priority to nurturing relationships and providing children with consistent support at our Preschool.

Our Preschool follows the St Joseph's School 5 Respects:

- ✓ Respect for Self
- ✓ Respect for Staff
- ✓ Respect for Others
- ✓ Respect for Environment
- ✓ Respect for Learning

Our aim is to help children to develop the skills and understandings they need to interact positively with others. We also help children to learn about their responsibilities to themselves and others and to appreciate their connectedness and interdependence as learners.

We value working and playing together and encourage independence and self management in an environment:

- where children feel safe, secure and respected
- where children, staff and parents work together to maximise children's learning potential
- which is fun and exciting and allows children to enjoy themselves, take risks and learn through play.

Children will be involved in contributing to our guidelines, with regular discussions to remind and help them to understand why we need them as a means of keeping everyone safe and happy.



# Safe Environment

St Joseph's Hindmarsh Preschool regards its role in the protection of children in its care of the upmost importance. This includes the moral and legal duties to care for children associated with the preschool whilst not in the care of their parents or caregivers. All staff have been made aware of the Child Protection Policy and the Mandatory Reporting Requirement of the Preschool through induction and training. A copy of the Child Protection Policy is available on request.

Children are supervised by Preschool staff at all times and in all areas both indoors and outdoors. Children do not leave the Preschool unless accompanied by parents/caregivers or staff (the Preschool children use the school oval and playground, the library and the school hall regularly and visit other classes and parts of the school throughout the year).

All parents or caregivers who wish to be on the premises outside of normal drop off and pick up times to help out in any capacity in the Preschool. Forms are available from the school office and all parents are encouraged to obtain one if they wish to help out in the Preschool (during sessions or on excursions). There is no cost for the clearance and it lasts for three years.

## Services

### OSHC & Vacation Care

Out of Hours School Care and Vacation Care is available, if required, for Preschool children.

**Before School Care** 🕒 7.30am - 8.45am

**After School Care** 🕒 3.00pm - 6.00pm

**Vacation Care** 🕒 7.30am - 6.00pm

### Childcare Subsidy

The Australian Government offers Childcare Subsidy (CCS) to all families. To be eligible for Child Care Subsidy families must meet residency requirements and comply with immunisation requirements. For more information visit:

<http://www.education.gov.au/childcare>

## Playgroup

A reimagined playgroup program that encourages children from years 0-5, to have fun, explore, imagine and move with purpose.



**Thursdays from 9.00am - 10.30am**

Children can be creative and explore their imagination with unique activities: tie dyeing, cooking & painting are just some of the ways we'll have fun together.

## Arriving at Preschool

🕒 **Preschool officially begins at 8.45am each day**

The doors will be closed until the session begins so we can get ready for the day. Please supervise your child in the yard until the doors open.

We encourage your child to:

- put their bag in the pigeon hole
- put their water bottle in the drink tray and lunch in basket
- come inside, check-in and write their name

Parents/caregivers are welcome to stay to help with morning jobs. When it is time to go, be sure to say goodbye. It is important that you do not go without saying goodbye as your child may lose trust and confidence. From time to time some children become upset when their parents/caregivers leave. If you are having difficulty with separation and you are unsure please speak with a staff member.

## Collecting Your Child

🕒 **Preschool sessions finish promptly at 3.00pm each day**

At time of pick up we ask that:

- parents/caregivers wait in our Preschool garden or under the verandah while we have our final group time
- when the doors have opened you are welcomed to come in for pick up. Staff will farewell your child when we see their parent/cargiver
- if you need to take your child early please inform a staff member
- if your child has not been collected, we will call the authorised contact and they will be taken to OSHC for supervision

### Collection of children by friends and extended family

If a person not familiar to staff arrives to collect a child, our staff will check the child's records. If the person's name is not listed as an authorised person, staff will contact parents by phone immediately for permission to release the child. At the next opportunity parents are required to update the child's records. If the parent cannot be contacted one of the child's emergency contact people will be contacted to collect the child.

## Volunteering

Parents/caregivers will need to complete the schools volunteer requirements. A package can be obtained from the school office.

## Confidentiality

All information given to staff about your child, including medical information is treated confidentially.

## Support Services

Support programs for children with special needs are planned in consultation with staff, parents and DECD support services. Please discuss with the staff any special requirements that your child may have.



# child safety

Environment | Family | Services



# Enrolment

Families are invited to make a time to meet with the School Principal to find out about our Preschool program.

In accordance with the Universal Access Policy, children are able to access 15 hours of Preschool per week for up to 40 weeks in the year before they commence school.

Parents may enrol children for a total of 15 hours of Preschool per week. The options available are:



**Blue**

Full Days |

Monday, Tuesday  
& Wednesday fortnightly



**Gold**

Full Days |

Thursday, Friday  
& Wednesday fortnightly

## How to Enrol

Families wishing to join the St Joseph's Preschool will need to follow the enrolment process:

- 1 Contact the Front Office via phone, email or in person to express your interest:  
(08) 8424 6400 or [info@sjsh.catholic.edu.au](mailto:info@sjsh.catholic.edu.au)
- 2 An application form will be sent to you.  
[Return the completed form](#) to the Preschool along with copies of your child's Birth Certificate and any other documentation (e.g. Visa).
- 3 [Organise an Enrolment Interview](#) for you and your child with the Principal.

## Preschool Fees

Fees are set annually by the school board. Families are requested to discuss fee remissions if needed with the school Principal.

## Reception Transition

Transition to Preschool occurs the term prior to your child commencing school.

## Priority of Access

- ✓ Children are enrolled in the order that enrolment applications are received and on the basis of availability of places.
- ✓ If the Preschool enrolments are at capacity children's names will be placed on a waiting list in the order in which they are received.
- ✓ Children from all religious and cultural backgrounds are welcomed at St Joseph's Preschool. Children with disabilities or additional needs are welcomed at St Joseph's, in accordance with CESA enrolment procedures for children with special needs. The Principal ascertains from the discussion with the parents/legal guardians and the information provided whether the student has a disability and commences procedures to support the student's access and participation.

## Policies

In addition to this Parent Information Handbook, our preschool has policies which guide the operation of our service. The following policies are available on request and can be viewed on the school website:

- Grievance
- Enrolment
- Child Protection
- Emergency
- Food
- Excursion
- Hygiene
- Healthy Eating
- Sun Protection
- Privacy
- Medication
- Injury and Illness
- Restoring Positive Relationships

Policies are reviewed regularly but are subject to amendment at any time.



how  
to  
enrol

# in all things love

Belonging | Being | Becoming



Preschool  
St Joseph's Hindmarsh

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info@sjsh.catholic.edu.au | [www.sjsh.catholic.edu.au](http://www.sjsh.catholic.edu.au)