

Swan Reach Area Early Learning Centre:

- ◆ Family Information Sessions/Family Transition
- ◆ Parenting Information
- ◆ Integration of Events and Activities
- ◆ Early Intervention/Shared Support Programs
- ◆ Individual Learning Plans
- ◆ Data Collection
- ◆ Literacy/Numeracy Program
- ◆ Japanese Program
- ◆ School and Community Library
- ◆ Music and Dance Program
- ◆ Fine and Gross Motor Coordination
- ◆ Sustainable Garden Project
- ◆ Community Events
- ◆ Resource and Facility Sharing
- ◆ Working together with government agencies to support the child/families eg. Families SA, Regional Office Support Services, Riverland Community Health, Mid-Murray Family Connections, CAFHS.



SWAN REACH AREA SCHOOL

Early Learning Centre



Family Information Booklet

Showground Road
Swan Reach. SA 5354
Phone: 8570 2053
Mobile: 0439 833 424
Fax: 8570 2325
Email: dl.0423.info@schools.sa.edu.au

SITE INFORMATION

Approved Provider

Department for Education
General enquiries
1800 088 158

Education.customers@sa.gov.au

Principal
John Robertson

CENTRE OPERATING TIMES

Preschool

Thursday and Friday 8.30 am—3.10 pm

Term 3 -Tuesday odd weeks

Term 4-Tuesday every week

(dates to be advised) Subject To Change

Occasional Care

Every Friday 8.30 am —12.30 pm

Service Provider Number RSE-00014606

Playgroup

Tuesday 10.00am—12.00pm

Parent /Child Mother Goose

Times available upon request.



BUSES

Three buses transport students to and from Swan Reach Area School. The routes cover:

WEST RIVER - to the pipe line and southwest of Swan Reach
BAKARA - Loxton Rd, River Rd and Blanchetown Rd.
GREENWAYS \ PURNONG - Nildottie, Walker Flat, Purnong

Buses arrive at the school at 8.30 a.m. and depart at 3.15 p.m. A teacher is on duty at the end of the day and students can board the buses when they are dismissed from home group.

Parents need to notify the bus drivers and school if their child/ren will not be travelling on the bus.

Where changes occur during the day, messages should be telephoned before 3.00 p.m.

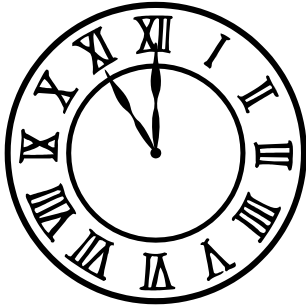
Bus transport of students to school is a privilege and the safety of the students is paramount.

Preschool Students:

Bus transport is available (subject to seats being available) to students attending preschool upon application to the school. Children will be greeted by a staff member in the morning and escorted/supervised to the bus in the afternoon

UNIFORM

School uniforms are available from the front office for purchase. All R—12 students are expected to wear the uniform as indicated in the uniform policy. Preschool students can purchase a school uniform if desired, however wearing a uniform isn't expected. Approved hats are also available, new students will receive a free hat courtesy of P&F.



SCHOOL LESSON TIMES (R—12)

Home Group	8.45 - 9.00
Lesson 1	9.00 - 9.50
Lesson 2	9.50 - 10.40
Recess	10.40 - 11.00
Lesson 3	11.00 - 11.50
Lesson 4	11.50 - 12.40
Lunch	12.40 – 1.25
Lesson 5	1.25 - 2.15
Lesson 6	2.15 - 3.05
Home Group/Dismissal	
	3.05 - 3.10
Buses Depart	3.15

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N.B. The term preschool is synonymous with Kindergarten throughout DfE (Department for Education) sites.

FIRST AID

First Aid will be administered in accordance with Basic Casualty Care training.

Accidents will be treated immediately and according to severity. Parents will be contacted if a student needs to be taken home or if medical attention is required.

Medicines/tablets (for allergies, special needs etc) should be clearly labelled with child's name, type of medication and reason (eg antihistamine for bee stings etc) and the expiry date. The medication will be stored in the locked cupboard in the sick room and it is the parent's responsibility to keep medication up to date and replace when necessary.

Analgesics

Due to DfE policy the school is unable to administer analgesics.

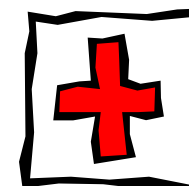
e.g panadol, nurofen etc. If your child requires analgesics supplied from home they are to be given to the Front Office with instructions for use and dispense.

Ambulance

Parents are advised to have private ambulance cover. However, lack of cover **will not prevent** a child being transported by ambulance if needed (at parent's expense).

Insurance

All students attending Swan Reach Area School are covered by a Student Accident Plan while on school business – claim forms are available from the front office.



LIBRARY – PHONE NO. 8570 2298

The library is a School Community Library. This means it operates as a public library linking into the State Library system but managed by a local board. We urge you to join up when you enrol your children. You can register as a member immediately at no cost.

Students borrow for two weeks, adults borrow for a month.

The library opening times extend beyond school hours, opening times leaflet is available from the library.

R-5 students require a library bag for the transportation of borrowed articles - it should be made from fabric (a pillow slip is acceptable).

The library provides many services. Some of these include:

- ◆ Social Security information
- ◆ Outreach programme for the housebound
- ◆ Photocopying subject to Copyright
- ◆ Business and Information Directory
- ◆ Internet access



NEWSLETTER

A school newsletter is produced every fortnight each term, starting at the end of the first week of each term.

Community members may use the newsletter for

advertising meetings and disseminating information.

Material for the newsletter should be at the school on the Wednesday before printing.

The newsletter is available electronically on the school's website: www.swanrchas.sa.edu.au or by lodging your email address at the Library. Hard copies are available on request from the Library.

Newsletters are sent home with the eldest in each family or can be emailed if address is Supplied.

WELCOME TO SWAN REACH AREA SCHOOL ELC

We are delighted that you have chosen our preschool as a place to help guide your child through a play-based education.

We provide a venue for Occasional Care, Play Group, Parent/Child Mother Goose and provide education for preschool aged children following the Early Years Framework. We also provide education for Reception and up to Year 2 aged students following the Australian Curriculum standards when needed.

We aim to work with your child/ren using their interests as a foundation to engage and guide them through their early years of schooling.

We provide quality education for each child in an enjoyable, play based and hands-on approach to learning.

This information has been prepared to help answer some of the questions and queries you may have. Communication between the School ELC and our families is vital, therefore if further information is needed, we thank you for contacting us.

John Robertson
School Principal

Tricia Horstmann
Early Years Teacher



SWAN REACH EARLY LEARNING CENTRE PHILOSOPHY STATEMENT:

At Swan Reach Area School (Early Learning Centre) we believe children learn best when they engage in a stimulating, challenging, high quality play-based learning programme. We believe children blossom in an environment where they have a sense of belonging and connectedness to their learning environment. This includes building strong, reciprocal relationships with children and their families, respecting their diversity and uniqueness. We value 'children's voice', ideas and initiative within our curriculum, promoting wellbeing, trust, respect and value life-long learning. We provide opportunities for children to learn at their own pace and take control of their learning, following their passions and making their own unique marks on the world. We support the development of learning dispositions of Organisation, Getting Along, Persistence, Confidence and Resilience.

This is to ensure:

- ♦ **Every child achieves their potential**
- ♦ **Excellence in education and care**
- ♦ **A successful and sustainable programme**
- ♦ **Provide a smooth transition from birth to Year 12**
- ♦ **Connection with communities**

PARENT BODIES **Governing Council**

The Governing Council is composed of elected parents and teaching staff, as well as nominees from other organisations in the community. The functions of Governing Council are:

- ♦ to advise the Principal of the educational needs of the local community
 - ♦ to advise the Director-General of improvement to buildings, equipment and grounds
 - ♦ to oversee the financial management of the school
- Governing Council meets at the school twice a term or as deemed necessary.

Parents and Friends

Parents and Friends (P&F) has a prime role of helping to advise the local community of developments that are occurring at the school.

P & F has a fund raising function, and it is another parent body to advise the Principal of the educational needs of the local community.

P & F meets at the school approximately twice a term dates and time are advertised prior to the meeting in the newsletter.

Lunch orders

The local store is open for school students Reception and above, Monday, Tuesday, Thursday, and Friday.

Lunch orders must be placed at the front office no later than 9.00 a.m. A price list is available in the front office and in this information pack. Lunch bags are also available on request.

SUN SMART POLICY

All members of the Swan Reach Area School community will be strongly encourage to use the following skin protection strategies:

- ◆ Children, staff, families and visitors will be expected to wear a broad-brimmed style or bucket style hat when they are involved on outside activities
- ◆ Children will wear shirts with collars and made of material to reduce the impact of solar radiation
- ◆ Children without adequate sun protection will be limited to inside activities or shaded areas, or be provided with a spare t-shirt or hat from the centre supply, if available
- ◆ Shaded areas will be used for active play activities and children will be encouraged to move between them
- ◆ Families are encouraged to apply sunscreen with a SPF30+ to their children before preschool however the centre will provide sunscreen for application.
- ◆ Sunscreen will be applied before outdoor activities, if not already done so.

HEALTHY FOOD POLICY

Families and care providers are asked to supply fruit or vegetables or yoghurt or cheese at healthy snack time.

Please advise centre staff if your child has an allergy or intolerance to any foods.

MUST I NOTIFY THE SCHOOL IF MY CHILD HAS BEEN AWAY?

Yes: you are to notify the school of an absences with a reason as they occur via telephone or text messaging or on return to school with a note.

NATIONAL QUALITY STANDARDS (NQS)

NQS is an Australian wide framework which all preschool, kindergarten, family day care, long day care and outside school hours care services operate under. Australian Government recognise the importance of increasing their focus on the early years to ensure the well being of children throughout their lives. The Framework aims to raise quality and drive continuous improvement and consistency in education and care services in seven areas:

- ◆ Educational program and practice
- ◆ Children's health and safety
- ◆ Physical environment
- ◆ Staffing arrangements
- ◆ Relationships with children
- ◆ Collaborative partnerships with families and communities
- ◆ Leadership and service management



Australian Children's
Education & Care
Quality Authority™

WHY IS PLAY IMPORTANT?

Play is very important for all children. Through play babies and young children explore and learn to understand the world around them as they communicate, discover, imagine and create. When children play they are showing what they have learned and what they are trying to understand. This is why play is an important component of the Early Years Learning Framework. And the foundation level of The Australian curriculum .

By using the Framework and the Australian Curriculum educators will guide your child's play by providing open-ended learning opportunities and designing learning activities with in a stimulating indoor and outdoor learning environment.

Early Years Learning Framework outcomes

Outcomes for children 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



Australian Curriculum outcomes for R/1 can be found at:
<https://www.australiancurriculum.edu.au>

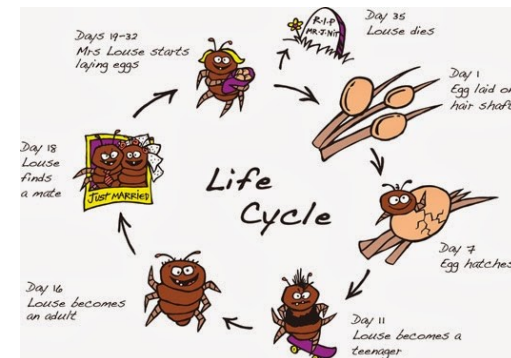
SITE BEHAVIOUR CODE

We will respond to challenging behaviours by:

- ◆ Reminding children of expectations and limits and the reasons for these
- ◆ Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately
- ◆ Using a strength based approach that support children to empathise with others and restore relationships
- ◆ Communicating with and involving families at the earliest opportunity to work together positively to assist the child's wellbeing and learning
- ◆ Assessing individual children's learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours
- ◆ Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services.

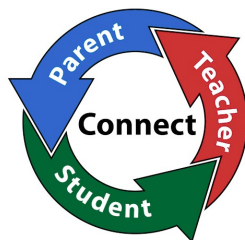
HEAD LICE

Parents are requested to check their child/ren's heads regularly for head lice and notify the school if detected. Periodic discreet class checks will be made and parents will be notified by phone or note if head lice are detected on their child/ren.



CHILDREN'S LEARNING PORTFOLIO

During your time at preschool your child will receive a portfolio that will contain a collection of work, displaying your child's development and engagement. It will contain; learning stories (individual and group), photos, artwork, copies of individual learning plans/goals and opportunity for parent feedback and comments.



CENTRE POLICIES:

Parent Complaint Management Procedure

We welcome contact and feedback from parents/care providers and promote open and honest communication.

If you feel you have a concern about centre issues, preschool policies, children's learning, reporting children's learning and other preschool or Reception/ Year 1 issues please refer to the "Raising a complaint with DfE" brochure included in this information pack.

INTEGRATED PRESCHOOL PROGRAMME

CULTURE

- ◆ Student Voice
- ◆ Building Strong Relationships
- ◆ Family Involvement
- ◆ Flexibility
- ◆ Transition Processes
- ◆ We Matter Initiative
- ◆ Child Protection Curriculum
- ◆ You Can Do It Programme



STRUCTURE

- ◆ Outdoor/Indoor Learning
- ◆ Shared Resources
- ◆ Local Community
- ◆ Aligned Policies
- ◆ Improvement Strategies
- ◆ Early Intervention Focus
- ◆ Combined Professional Learning

"The formation of the Early Learning Centre, whereby the preschool and the school come together to share learning experiences is a very powerful and positive step for our families, children, staff and the wider community."

*Early Year's Educators
Swan Reach Area ELC
March 2018*

Staff Members

Principal

John Robertson

Early Childhood Teacher & Curriculum Leader

Tricia Horstmann

Early Childhood Educator

Dorothee Moellers

Occasional Care Support

Ina Reynolds

School Services Officer

Katie O'Shaughnessy

FRONT OFFICE

All visitors must report to the front office and sign in the visitor's book (except for parent drop off and pick up).

The front office has a large array of parent help guides made available from Parenting SA (SA Health). Please feel free to help yourself to these resources.

Fees

Preschool: \$70.00 per Term, payable termly.

Occasional Care: \$1.50 concession per session

\$5.00 no concession per session

1/2 price sibling discount.

WHAT DOES MY CHILD NEED TO BRING?

All children attending preschool and occasional care sessions will need to bring:

- ◆ Healthy morning snack
- ◆ A healthy lunch
- ◆ A healthy afternoon snack
- ◆ A bottle of water. Water is also available at all times for the children to help themselves to.
- ◆ A wide brimmed hat is to be worn for outside play (centre provided)
- ◆ Spare clothes. A spare change of clothes is recommended. Please label all your child's items.

Special Lunch Days

Occasionally the Student Representative Council or Parents and Friends (P&F) will hold fund raising days - hot dog day, soup day, pancake day etc. Notification will be sent home via the newsletter or separate note.

