



Seaton  
**Children's Centre**  
for Early Childhood  
Development and Parenting

# Seaton Children's Centre



## *Family Information Book*

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September 2019

## **Staff**

### **Director**

*Kathy Heath*

### **Teachers**

*Alison Kerr*

*Emma Kerr*

*Eileen Trifonoff (Tuesday)*

### **Early Childhood Workers**

*Sofia Aye*

*Weronica Bialek*

### **Community Development Coordinator**

*Chelsea Hallion*

The Community Development Coordinator works closely with the community to identify ways we can better support families and make our community more child friendly.

This role supports families within our Centre as well as families who may not access Seaton Children's Centre services and programs.

### **Administration / Finance Officer**

*Mary Papandreou*

The following programs are offered each week:

#### **Preschool Program**

All eligible children are enrolled to start Preschool at the beginning of the year.

Aboriginal children are able to enrol in the Preschool Program when they turn 3 years of age.

Early Entry is available for children under the Guardianship of the Minister.

The Preschool Program is offered four days a week, Monday – Thursday. Children attend two days a week, for 7.5 hours per day, and therefore receive the entitlement of 15 hours of preschool each week over those two days.

#### **Occasional Care**

Occasional Care is available on Thursday from 9.00 am – 11.45 am. Occasional Care is an integrated child care service for families to access on a 'now and then' basis.

#### **Community Playgroup**

Playgroup provides opportunities for parents and children aged 0-4 years to interact and socialise in a play-based setting.

Friday

9.30am -11.00am

## **National Quality Standards**

Programs, services and operations at Seaton Children's Centre work within the National Quality Standards Legislation

### **There are 7 different areas of legislation and standards**

1. Educational Program and Practice
2. Children's Health and safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with Families and Communities
7. Leadership and Service Management.

As part of our operations, we are assessed using these Standards by the Education and Early Childhood Services Registration and Standards Board of SA.

Early in 2017 we were assessed against the National Quality Standards and received an

## **Exceeding Rating**

**This means the programs, services, operations and management at Seaton Children's Centre exceeds the Standards set by the legislation.**

# **Preschool and Occasional Care Program**

Seaton Children's Centre offers a Preschool program four days a week, Monday – Thursday.

## **Session Times**

**Monday : 8.15am - 3.45pm**

**Tuesday : 8.15am - 3.45pm**

**Wednesday : 8.15am - 3.45pm**

**Thursday : 8.15am - 3.45pm**

At Seaton Children's Centre, the Preschool program offers Universal Access to Preschool. Universal Access to Preschool is part of the Government strategy to improve the quality of early childhood education and care for all children in Australia. All children are entitled to access 15 hours preschool each week.

## **Occasional Care**

Occasional Care sessions are offered on Thursday from 9.00 a.m. – 11.45 a.m.

This is an integrated childcare program that operates with the Preschool program. Occasional Care is staffed by two Early Childhood Workers.

Children enrolled in the preschool program are unable to access Occasional Care.

Bookings for Occasional Care can be made by contacting the Centre after an enrolment has been completed.

## **Sharing Preschool and Occasional Care with your child**

The involvement of families in programs at SCC is actively encouraged and highly valued. It is important for children to be able to share their time at our Centre with family members. Sharing an activity with your child at the beginning of the session, such as reading a story, completing a puzzle together, playing in the sandpit or helping to complete a painting are activities that can help your child to settle into their time at SCC. It is also a time when families can learn more about their child's interests, meet other families and have informal discussions with staff about your child's time with us.

The time at the end of the session is also an opportunity to share an activity with your child and for your child to tell you about their day. As they are still in the Centre environment it is often easier for them to recall the many things they have done during the day, and they are able to introduce you to their friends.

## **Fees**

### **Preschool**

Fees for attending Preschool sessions each week are \$120.00 per term. Fees are invoiced in the first week of term and can be paid by electronic bank transfer, by cash or by cheque. Fees can be paid by instalment and individual arrangements can be negotiated with the Director.

### **Occasional Care**

For families holding a Health Care Card, the fees are \$1.50 per session (0.75 cents for the second child)

For families not holding a Health Care Card, the fees are \$5.00 per session (\$2.50 for the second child)

## **Timelines for payment**

### *Preschool*

Payment of Preschool fees are due by Friday Week 6 of each term.

Please see the Director to discuss alternative arrangements if required.

### *Occasional Care*

Payment of Occasional Care Fees must be made on the day. Further sessions cannot be booked until payment is made.

## **Change of details**

If you have a change to any details such as address, phone numbers, emergency contacts, people who have authority to collect your child or health details please complete the appropriate form which is available at the front desk.

## **Absences from Preschool**

Preschool is not compulsory but it is very helpful for staff to know if your child will be absent or is absent due to illness or other reasons.

This enables us to keep accurate records of children's attendance.

## **Absences from Occasional Care**

If a family wishes to cancel a session for Occasional Care, this must be done so prior to 4pm the previous day to enable the booking to be offered to another family. If a family does not cancel by 4pm the previous day, they will be charged for the session.

If a child does not attend a session they are booked for (without cancellation as per above), the family will be charged for that session.

Any outstanding fees and charges are to be paid before additional bookings can be made.

## **Collection of Children from Preschool and Occasional Care**

All people collecting your child must be authorised by you. This authorisation is done by completing the appropriate section on the enrolment form or completing changes to these details on the forms available at the front desk. Your child will not be released into the care of any person who is not on the Centre records to collect your child.

## **Arrivals and Departures**

The doors are opened for Preschool sessions at 8.10am each morning.

Before this time, staff are busy planning and preparing activities for the children.

Children must be signed in on arrival with the time noted on the Sign-In Sheet located inside the main entrance door to the preschool area.

When collecting your child, the time must be noted on the Sign-In Sheet with your signature.

Please inform other people who may collect your child of this procedure.

## **Health**

If your child is showing signs of being unwell they should be kept home until they have recovered.

This ensures that other children in the Centre are not exposed to possible illness and also enables your child to recover quicker by having rest and support at home.

Please notify staff immediately if your child contracts an infectious disease.

## **Medication**

Staff are unable to administer any medication, including asthma medication, unless the appropriate forms have been completed. These forms do require a doctor to complete some details and sign the form and are available from the Director.

## **First Aid**

All minor accidents requiring basic First Aid are treated by staff.

A First Aid report will be completed which families are required to sign and a staff member will also be available to discuss the incident with you. Other adults collecting your child are able to sign the First Aid Report when collecting your child. If your child suffers a knock to the head, or receives any other head injury or other significant injury, staff will contact you.

## **Lost Property**

Lost Property is kept in baskets at the bottom of the Sign-In table. Staff will return belongings to your child wherever possible, and having belongings labelled with your child's name assists staff to do this. Any lost property that is not collected by the end of term is donated to local charity shops.

## **Special Occasions and Celebrating Birthdays**

We appreciate that birthdays are very special occasions for children and are acknowledged in the Centre by staff and other children during the session. We do ask that birthday cakes and other treats are not brought to the Centre as part of your child's birthday celebrations as some children may have nut or food allergies. This also ensures Centre practice adheres to the guidelines in our Healthy Eating Policy.

## **Healthy Eating Policy**

Seaton Children's Centre has a Healthy Eating Policy.

The purpose of the Healthy Eating Policy is to promote healthy lifestyles amongst families and children. The Healthy Eating Policy ensures that the health and wellbeing of children is safeguarded and promoted, in line with the National Quality Standards for Early Childhood Education and Care and School Age Care.

The Healthy Eating Policy applies to all staff and programs within the Seaton Children's Centre.

### **What does this mean for me and my child?**

When sending food with for your child, please pack foods that are healthy and nutritious. A general guideline we are currently using is that no cakes, biscuits, chips, lollies or food containing chocolate are bought to Preschool.

If you have questions or would like information about food choices for your child's lunch box please talk to a staff member.

## **Allergy and Anaphylaxis Policy**

To reduce the risk to children who have been diagnosed at risk of anaphylaxis, no nuts or nut-based products are to be brought into the Children's Centre, including in lunch boxes or shared food. This applies across all activities that occur within the Centre.

## **Child Safety and Privacy**

At Seaton Children's Centre, only staff members are to take images (including photographs and video footage) of children and families.

The purpose of this is to protect the privacy and safety of children and families while they are accessing services at the Seaton Children's Centre and applies to all staff and programs within Seaton Children's Centre.

The objective of this practice is to maintain a level of privacy for all children and families who access services at the Seaton Children's Centre and it provides protection for children and families against the misuse of digital images.

It will protect the images of children and families from being modified, used inappropriately or for purposes not originally intended.

### **What does this mean for me and my child?**

- Families are not able to take photos of their child within the Centre. If you would like a photo of your child, staff are able to take this photo and print it for you.
- Explicit permission is gained from families for the use of their child's photo within the Centre and for Centre purposes, as outlined in the permission form completed on enrolment.

### **What to send with your child each day**

- An appropriately sized bag to hold your child's belongings.
- A set of spare clothes.

Please do not send toys or special belongings to Preschool or Occasional Care as we cannot guarantee the safety of these. Please label all belongings to assist staff to return them to your child if they are misplaced (including clothing, shoes and food containers). We encourage children to develop a sense of independence and self-help skills by beginning to be responsible for their own belongings.

### **Dressing for play at Preschool and Occasional Care**

Please dress your child in comfortable and practical clothing and footwear for active play while at Preschool and Occasional Care. We will often offer messy activities for the children such as mud play, wet sand play, water play, Slime etc. so children will get dirty while playing. We do not want children to feel they cannot participate in activities because they are wearing 'good' clothes. It is also important the clothing children wear protects them from the sun during the warmer weather.

### **Communication with families**

- Your child's information pocket is the primary place that information is put for families. This will be located in the Preschool entrance area and we encourage families to check this on each arrival at the Centre in order to receive current news and information.
- Information is written on the whiteboard above the Sign - In table daily about events occurring on that day, reminders and the weekly teaching program.
- Staff are available to chat with families when children arrive or are being collected. As this is a very busy time, staff are not generally available for extended periods of time. However, if you would like to discuss your child's time with us at Preschool or any issues, please contact the Director and a suitable time can be arranged to ensure the discussion meets your needs.
- Interviews are held with all families during your child's time at Preschool to discuss your child's learning and development and to gain feedback from families.
- Your child's learning folder is always available for families to look through and for your child to share it with you.

### **Addressing concerns**

We understand that at times there may be concerns families raise and we work in partnership with families to address these concerns. At Seaton Children's Centre we work with families to resolve concerns or complaints, following a process that is founded on fairness, impartiality, accessibility, respect and responsiveness. The three step process involves:

1. Contacting staff at SCC to discuss your concerns
2. Contact the Flinders Park Education Office ( Phone: 84167333)
3. If issues remain unresolved, families are able to contact the Education Complaint Unit.

*Further information is available in the Education Complaint Policy which is available on the DfE website*

### **Becoming involved in our Centre**

We invite families to share their interests and skills with us throughout the Centre.

In the Preschool Program we would welcome families to:

- Demonstrate a particular skill or talent with all the children
- Help out in a general way by assisting staff with daily activities
- Join us on regular excursions
- Participate in regular discussions with staff about your child
- Complete and return Parent Opinion Surveys given to all families in their child's third term of preschool. This gives staff valuable feedback across a wide range of areas of the Preschool Program

- Becoming a member on Governing Council.

### **Family Participation on Excursions**

At SCC we value family participation and invite parents and caregivers to accompany staff and children on our excursions. There are many ways to support staff and children during the excursions and staff will guide you in how you can help. If you would like to join us, you are not required to have a Criminal History Screening.

### **Governing Council**

Governing Council is the legal Governance body of Seaton Children's Centre. There are parent representatives from programs across the Centre. Governing Council meets twice a term and assists in making a range of decisions for the Centre in areas such as policy development, finances, facilities and program delivery.

Parents are highly encouraged to become involved in our Governing Council to help guide the direction of Seaton Children's Centre.

### **Curriculum in Education And Care Programs**

#### **Curriculum**

The Preschool Curriculum is guided by the Early Years Learning Framework.

We believe families are children's first and most influential educators. Therefore, staff use the Framework in partnership with families to develop learning programs responsive to children's ideas, interests, strengths and abilities.

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.

Through the Framework's five learning goals, educators will assist your child to develop:

- a strong sense of their identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning; and
- effective communication skills.

### **Learning Priorities in Education and Care programs at Seaton Children's Centre are:**

#### **Literacy**

Literacy in the early years includes a range of modes of communication including music, movement, dance, storytelling, visual arts, media and drama, as well as talking, reading and writing.

At Seaton Children's Centre part of the literacy learning for all children is Oral Language and Communication. The development of Oral Language is part of the development of literacy skills throughout life. There is a strong focus in all activities to promote the learning of vocabulary, speech and language to support the oral language development of children. Learning about rhyme, the sounds and names of letters, beginning to learn about written language and developing knowledge of books and a love of shared reading are all part of the literacy learning at Seaton Children's Centre.



## **Numeracy**

Numeracy in the early years broadly includes understandings about numbers, patterns, measurement, spatial awareness and data as well as mathematical thinking, reasoning and counting.

## **Learning Dispositions**

At Seaton Children's Centre we support children to develop the dispositions for effective learning. Dispositions are habits of the mind that are ways to make sense of, and act in our world.

These dispositions are:

Being ***curious***, where a child may reach out, try new things, ask questions, investigate or explore ideas.

Being ***resourceful***, where a child might make the most of what is available, seek out sources of help, try new ideas or transfer learning to new situations.

Being ***communicative***, where a child might respond to others, practice ways of communication, and initiate and maintain communication.

Being ***cooperative***, where a child might accept and take part in routines, work together with others, follow the lead of another child or adult or show a sense of other's needs.

Being ***purposeful and persistent***, where a child might stick at activities, try a range of options, show determination or work toward a set goal.

Being ***confident***, where a child might take a chance, try new things, overcome challenges or cope with change

## **Assessment and Reporting to parents**

Learning Folders are established for each child when they begin Preschool and are developed throughout your child's time at Preschool. The Learning Folder is a documented journey of your child's learning and achievements while at Preschool.