



Mark Oliphant College B-12
Children's Centre
for Early Childhood
Development and Parenting

Mark Oliphant College Children's Centre

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Website: <http://moc.sa.edu.au/schools/early-years/childrens-centre/>

Facebook: MOC Children's Centre



Parent Information Book



Government
of South Australia

Welcome

Welcome to Mark Oliphant College Children's Centre!

We look forward to getting to know and working with your family. We hope that your family's association with us will be happy and rewarding.

The success of this kindergarten depends on parents, staff and community working together to provide a positive, caring, happy, secure and stimulating environment that promotes the development of each child.

This booklet provides some information about our Centre and how it operates. If you have any questions or concerns, please feel welcome to ask a staff member.

Our Statement of Philosophy.....

At Mark Oliphant College Children's Centre we believe that children are the citizens of the present, who come to us bearing the future in their hands. It is our responsibility to provide young children with opportunities to maximise their potential and develop a foundation for future success. We want to ensure that our children have the best possible start in life in order to be able to see and create a better future for themselves and the world.

Early childhood is a period of rapid and significant change, a vital period in children's learning and development. In very profound ways – physiological, emotional, social and spiritual – the experiences lived in early childhood form the foundation for future vision, learning and participation in family and community life. The outdoors is a significant part of our environment. Our natural environment enhances wellbeing through connections with nature.

The environment we create at MOC, the curriculum we develop in partnership with children, families and community and the value we place on respectful, honest and understanding relationships all contribute to the emotional and academic capacity of each individual child.

Resilient children are made, not born. Through moderate, predictable challenges presented through play in a nurturing, supportive environment our curriculum provides the challenges and our environment provides the support that allows for the development of a resilient, flexible capacity in our children.

All children, regardless of socioeconomic circumstance, race, language or creed have the right to be literate, numerate and emotionally intelligent. This is a focus of our curriculum.

When we teach a child to make good decisions, we benefit from a lifetime of good decisions.

When we teach a child to love to learn, the amount of learning will become limitless.

When we teach a child to deal with a changing world, she will never become obsolete.

When we are brave enough to teach a child to question authority, even ours, we insulate ourselves from those who would use their authority to work against each of us.

And when we give students the desire to make things, even choices, we create a world filled with makers.

(Seth Godin)

Staff:

Our Children's Centre incorporates health and education services. Staff work across the centre engaging with families and children. All staff photographs, names and roles can be found in foyer.

Head of Children's Centre:	Linda Rich
Administration:	Tasha Creed
Occupational Therapist:	Leah Duthy
Community Development Coordinator:	Tracey Alexander
Family Services Coordinator:	Leonie Stephens
Educators:	Rhianna Woodbury, Karen Breslauer, Sarah Pix, Ashlee McCarthy, Louise Lomu
Support Educators:	Bronwyn Monks, Lucia, Pascazia, Sam Harding
Occasional Care:	Jaimie Schmafeld (coordinator), Rhonda Rigby-Meth
Regular Relief Teacher:	Michelle Varley

Facilities

Children have access to large, open, indoor spaces filled with natural light and to a large outdoor play area incorporating a sandpit, swings, water course, gardens and undercover play areas. As the Children's Centre is located on the same campus of the school there are many opportunities for sharing of resources and joint learning experiences.

Our early learning programs are led by highly qualified early childhood educators. Our Community Development Coordinator and Family Services Coordinator offer programs to support the wide-ranging needs of our families including counselling, parenting programs, playgroups, health services and more. Our Occupational Therapist works with staff, families and children on motor development, self-regulation, play skills and more. Our Centre also has access to a visiting speech pathologist, educational psychologist and other support services through the Department of Education and Child Development.



Materials and Services Charge

- \$250 per year (preschool)
- \$5.00 (\$1.50 concession cared holders) per session (occasional care)
- Preschool fee invoices will be placed in pigeon holes and are payable to Tasha in the front office area of the Children's Centre
- Occasional Care fees are to be paid to Jaimie at the beginning of each session
- EFTPOS facilities are available

Fees are important in ensuring our Centre is resourced appropriately. If you are experiencing difficulty in paying fees please feel welcome to speak to one of our friendly staff. We are very happy to make alternative arrangements in a confidential manner. Fees are set by our Governing Council group.

Coming to Kindy...

Preschool Session Times

Children who are eligible for full-time preschool are entitled to access 15 hours each Week. Children at this centre are offered two days each week 8:30am – 3:30pm as well as an additional full day and a half each term. Families are notified of their child's additional full and half days at the beginning of the preschool year.

Please Note:

- Our doors open at 8:30am and sessions finish at 3:30pm. If your child requires care outside of these times please book Out of School Hours Care. We are unable to supervise children outside of these hours.

What to bring

- Two pieces of fruit to share
- Labelled change of clothes (including socks/underwear for toileting accidents and wet/messy play)
- Drink bottle (water only - labelled)
- Lunch

Hats will be provided by the centre.

What to leave at home

- Foods high in sugar/salt/fat. Our Centre implements a healthy eating policy which means chips, lollies, cakes, bars (LCM for example) are not suitable.
- Fruit boxes and other sweet drinks
- Foods stored in disposable packaging
- Nuts and products containing nuts. We have children enrolled at our centre who experience life-threatening reactions when exposed to nuts

Clothing

Please send your child in clothing which you and your child do not mind getting dirty. Paint, mud, dough etc. are all regular parts of our program. Make sure all clothing is labelled. During warmer weather dress your child in clothes that provide suitable sun protection. During cooler months we encourage you to send a coat, water boots and perhaps a beanie as we play outdoors all year round. Current research indicates that it is beneficial for children to play barefoot. As such, children will be able to take off their shoes if they wish when playing indoors and outdoors. Please make sure your child's shoes are labelled.

We are a SUNSMART Centre

Due to damage to our skin caused by UV rays, we follow the recommendations of the Anticancer Foundation. Our Centre's policy is based on this. All children wear a broad-brimmed bucket hat and sunscreen when playing outdoors if the UV rating is 3 or above. We check this each morning and record on the chart near our 'SunSmart' display and sign in charts. On days of high UV, please apply sunscreen before arriving at preschool and staff will help children to re-apply during the day.

Drop off/collection of children

Please sign your child 'in' when you drop them off, and 'out' on dismissal, and record the time. Please ensure you have given the people who collect your child/ren authority to do so. Ensure you inform us when someone different will be collecting your child. They will be required to produce photo identification in line with Department of Education and Child Development policy.

Attendance

Due to the high demand for places at Mark Oliphant College, we ask that you keep us informed regarding any absence that your child may have. Non-attendance may result in cancellation of sessions, particularly if we are unable to make contact. Attendance is important for the long term success of your child's education. Please call the school each day your child is absent.

Long Day Care

Munno Para Stepping Stones Child Care Centre operates Monday Friday 6:30am -6:30pm and offers a pick-up/drop off service to the Children's Centre. For further information please call 8254 1243.

Out of School Hours Care (OSHC)

CAMP Australia provides an onsite service for families of Mark Oliphant College. Please visit their website for more information <https://www.campastralia.com.au/>

Transition to School

We integrate experiences within the wider school throughout the year. We support families through the process of enrolment for Mark Oliphant College. We keep families informed of how we are supporting children and families through this process over the year.

Lost Property

If your child has misplaced an item please check our lost property box, it is located under our sign in table. Labelled items are able to be returned promptly.

Health and Medical Information

If your child is unwell prior to attending we ask that they kept at home. Children with contagious or infectious diseases including head lice, diarrhoea, vomiting and conjunctivitis or raised temperature cannot attend programs. If your child develops a need for medical attention during a session staff will contact your or your emergency contacts. In the case of head injuries we will always contact you (even if considered mild). In an emergency there will be no hesitation in calling an ambulance as well as emergency contacts. Please ensure that your enrolment form has information regarding your child's allergies, chronic complaints, asthma and regular medications required. Your child may require a health plan on enrolment. If your child requires medication during session times an action plan and/or administering medication form needs to be completed by a doctor.

A nurse from Child and Youth Health visits our service each term. All preschool children are encouraged to meeting the nurse with their guardian to have a health check. This health check is free and involves the nurse examining the child's eyesight, hearing, height, weight and general development. These checks are carried out sometime after your child turns 4 years and 3 months.

We also have a General Practitioner who works from within our Centre each Wednesday. Appointments can be made at <http://www.threebearshealth.com.au/>

Parent Communication

Communication with parents occurs regularly through informal conversation. Written communication is placed in family pigeon holes in the hallway of the Children's Centre. Please always ask a staff member if you have any concerns or queries. We are often very busy, particularly at the beginning of sessions, so feel free to make an appointment if your issue needs to be discussed at length. An excellent way of keeping up-to-date with preschool life is to 'like' MOC Children's Centre on Facebook or you can arrange with us to be contacted via email. Our program is always displayed on the television near the front desk. We are working toward emailing newsletters to promote a sustainable approach. Please ensure all contact details are current, including email.

An Individual Learning Plan will be written for your child during their first six months of preschool. Families are invited to work with educators to write this plan.

Concern/Complaint

Working with our families to resolve any concern or complaint is very important to us. If you have a concern, please take the first steps to working together to resolve the issue as outlined in the MOC Parent Guide to raising a Concern/Complaint and/or DECD Parent Concern/Complaint Brochure and or collect these from the Front office. Please contact the appropriate person detailed in the flowchart in the MOC Parent Guide to raising a Concern/Complaint (see appendix). Our commitment is to get back to you within 24 hours.

If you are still not satisfied you can refer your feedback or complaint to the Education Complaint Unit by contacting them via email at DECD.ParentComplaint@sa.gov.au or calling on 1800 677 435.

Family Involvement/ volunteers

We always welcome volunteers in our centre. Due to departmental policy, there are requirements that must be met by people who wish to volunteer. Please speak to a staff member to gain further information. We appreciate assistance with things like cleaning, cutting fruit and working with children.

We are always keen to incorporate the interests of children and also the cultural values of families into our program. We gather this information formally through meetings and through invitations to contribute to displays or surveys.

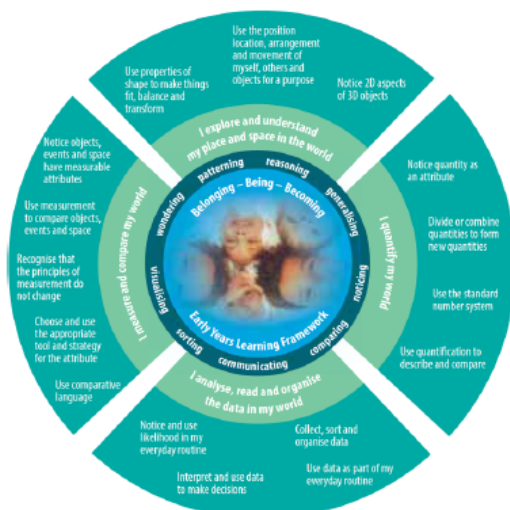
You may also like to join our School Governing Council or Parent Engagement Group. These groups give an opportunity to have input in decision making relevant to the Children's Centre and school, meet other parents, and learn more about the preschool and school program. Please speak with Linda or Tracey for more information.

Community Room

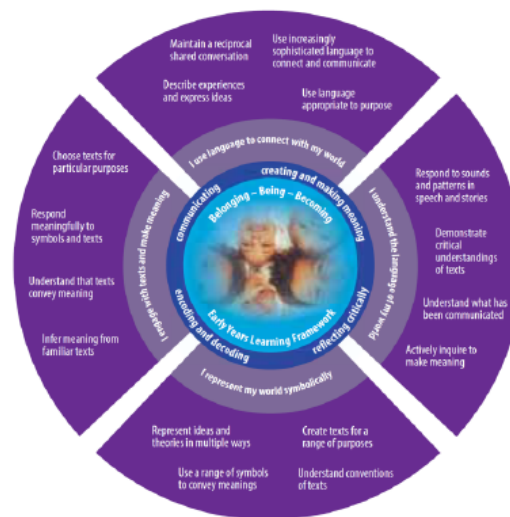
This space is coordinated by Tracey Alexander and Leonie Stephens, and is responsive to the needs of the community. Families are always welcome to drop in to this space for a coffee and a chat. Each term a program is published featuring a range of parenting programs, groups (including playgroups) and guest speaker events. There is always something interesting to attend!

Assessment and Reporting

Numeracy key elements



Literacy key elements



Each child will have a folder which contains documentation on their individual learning. The folder will include reflections, learning stories and photographs and sometimes work samples. Wall displays, the program (located in big, black book near television) and Facebook posts reflect the group program. All children have a preschool literacy and numeracy indicators chart (see previous page) onto which observations of learning that children have demonstrated while at kindy can be documented.

Occasional Care

This program caters for children birth to 4 years of age. Activities and experiences designed to encourage social, cognitive, fine and gross motor skills are provided. The Occasional care operates within the preschool program providing a great opportunity for continuity of learning between programs. Sessions are offered on Tuesdays, Thursdays and Wednesday mornings. Under twos are able to attend mornings only. Over twos are available morning and afternoons. Please contact Jaimie Schmafled for more information

Policies

We are a Department of Education and Child Development site. Our site specific policies will be located in our 'Policy Folder' next to Tasha's desk, and can also be located on our website. Our site specific policies include:

- Health Food Supply and Nutrition
- Behaviour Guidance Code
- Hot Weather
- Skin Protection
- Nappy Change Procedure
- Environmental
- Dealing with Complaints Procedure
- Evacuation and Invacuation Procedures

These policies are reviewed on a regular basis and always presented to the Parent Engagement Group and Governing Council for endorsement. DECD also has a number of policies relating to accidents/first aid, anti-racism, attendance, assessment and reporting, duty of care, records management, enrolment, fees and more. If you would like any more information on these policies please speak to the Head of Children's Centre.

Our Curriculum:

We are guided by the principles of the National Quality Framework:

- The rights of the child are paramount
- Children are successful, capable and competent learners
- We strive for equity, inclusion and diversity
- Australia's Aboriginal and Torres Strait Islander cultures are valued
- The role of parents and families is respected and supported
- The provision of high quality education and care is expected

Our play-based curriculum is developed using the national Early Years Learning Framework for



Australia: Being, Belonging and Becoming. We recognise, value and advocate for children to learn through play. Through play children experiment, discover, manipulate, invent and draw conclusions.

Belonging is the basis for living a fulfilling life, Children feel they belong because of the relationship 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.

Learning Outcomes:

Our key learning outcomes are aligned to the National Early Years Learning Framework and encompass the following key understandings:

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

Educators use the Early Years Learning Framework to create learning programs which build on the interests and abilities of your child. They engage in shared sustained conversations with children to extend thinking and take on a variety of roles during play. Educators use the framework to observe your child's learning and then carefully plan activities and create stimulating indoor and outdoor learning environments in order to foster learning and development. Educator's observations, along with the experiences provided for your child will be documented through photos, work samples and learning stories. We value our parents as a child's first educator and appreciate you sharing information and ideas and asking questions

Child Protection Curriculum

Australia supports a United National agreement that children are to be protected from all forms of abuse, exploitation and violence. Abuse may be sexual, physical and/or emotional. Australia has laws to prevent and respond to the abuse or neglect of children. In South Australia this law is called the Children's Protection Act. Under this Act people who work and volunteer in schools, preschools and care settings are called mandated notifiers. This means that they must report child abuse or neglect if they have reasonable belief that a child is being harmed. All people employed in the Department of Education and Child Development receive regular training in this responsibility.

Schools, preschools and Childcare Centres have the responsibility to protect children and keep them safe when they are in their care. Schools and Centres work with families and other agencies to keep children safe. The Child Protection Curriculum is a key program designed to teach all children from a young age, in an appropriate way, to:

- Recognise abuse and tell a trusted adult about it
- Understand what is appropriate and inappropriate touching
- Understand ways of keeping themselves safe

The Child Protection Curriculum is embedded into the program and also includes focus sessions. Information will be sent home about content prior to the sessions. Educators have training to teach the Child Protection Curriculum.

Appendix