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Home



Find out more about our goals and our focus in our philosophy statement (PDF 576KB)
(https://www.preschools.sa.gov.au/sites/default/files/north_ingle_preschool_philosophy_statement.pdf).

We are a co-located site at North Ingle School (<http://www.northingle.sa.edu.au/>).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. See volunteering in schools, preschool and children's centres
(<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets twice a term to make sure the preschool runs smoothly. Read through what a governing council does
(<https://www.decd.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>) and speak to us to register your interest.

Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

Contact us

Preschool director: Mrs Dina Zunis

Phone: (08) 8264 7498

Fax: (08) 8396 1778

Email: dl.1183.info@schools.sa.edu.au

Street address: 7 Rothwell Avenue Ingle Farm SA 5098

Postal address: c/- North Ingle Primary School PO Box 96 Para Hills SA 5096

What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

Preschool program

Times

Your child can attend preschool for up to 15 hours per week.

Monday	Tuesday	Wednesday	Thursday	Friday
8.45am to 2.45pm	8.45am to 2.45pm	8.45am to 11.45am	8.45am to 2.45pm	8.45am to 2.45pm

Play group

Wednesday 1.30pm - 3:00pm

Fees

The parent contribution is \$50 per term. See our enrolment and fees page (<https://www.preschools.sa.gov.au/north-ingle-preschool/getting-started/enrolment-and-fees>) for more information.

What to bring

Your child needs to bring these items each day:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- drink bottle containing water
- healthy snack
- packed lunch.

Please write your child's name on all their belongings.

Tuesday and Thursday are our long days. Please pack an extra sandwich - busy children can get hungry!

We do messy outdoor activities. Please dress your child in clothes you won't mind getting dirty and protect your child from the sun (https://www.preschools.sa.gov.au/sites/default/files/north_ingle_preschool_sun_protection.pdf). Their shoes should be suitable for running and climbing (no thongs, heels or crocs). Shoes should be easy for your child to put on and take off themselves.

Library day

We visit the North Ingle School library on Wednesdays. Your child will need to bring a library bag from home for the books they borrow.

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home.

Playgroup

Children from birth to 5 years are welcome to attend our playgroup

(

http://www.preschools.sa.gov.au/sites/default/files/north_ingle_preschool_playgroup_information.pdf) with their parents and caregivers. Your child can enjoy craft and play while you both meet other families with young children.

Times

Fridays 9:00am to 11:00am during school terms. We offer a program (https://www.preschools.sa.gov.au/sites/default/files/term_3_2019_playgroup.pdf) of fun activities each term (<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Cost

Donation of \$2 per child or \$3 per family.

What to bring

Your child needs to bring these items each day:

- piece of fruit to share
- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- nappies if required
- drink bottle containing water.

Additional information

Your family must be a member of Playgroup SA (<http://www.playgroupsa.com.au/>) to attend.

Transition to North Ingle School

We provide a weekly play-based transition program with our junior primary school classes. In term 4 your child can have 3 transition visits to the school. During these visits they can enjoy fun activities and meet new friends in a safe, supportive environment.

Your child will also join whole-school activities as part of their on-going transition to school program.

School assembly

Our preschool joins the school assembly. We encourage and welcome preschool parents and caregivers to attend. You can meet other families and learn about our whole-school activities.

Time

Thursdays 9.00am even weeks of the school term.

(<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>)

Place

North Ingle School activity hall.

Disability support

There is support available for children with disability

(<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

Enrolment and fees

When your child can start preschool

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

Priority will be given to children living in our catchment area (<https://www.preschools.sa.gov.au/north-ingle-preschool#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

Before your child starts

We will contact you in term 3 about an orientation session. This will be a 1-hour session where you can ask questions.

Before they start preschool your child can come to pre-entry transition visits. These will be in term 4 and are a chance for your child to meet our staff and other children.

Fees

We ask you to contribute towards the cost of your child attending preschool.

The parent contribution is \$50 per term. You can choose to pay the total amount at the beginning of the year or pay 4 instalments of \$50 each term
(<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

We offer other programs that may have an additional cost
(<https://www.preschools.sa.gov.au/north-ingle-preschool/getting-started/what-we-offer#northingleprograms>).

When to pay

We will invoice by week 2 of each term via your child's communication pocket.

Payments can be made at any time throughout the term.

Please contact us if you have difficulty paying. We will keep this confidential.

How to pay

Cash or cheque

You can pay cash or cheque at the front office of the North Ingle School. Please put the payment in a sealed envelope with your child's full name on the front.

EFT information

You can pay by direct deposit online. Our bank details are provided on your invoice.

Please put your child's full name as the reference.

Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status
(<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

Reports and plans

National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.



Overall Rating: Exceeding NQS

Quality Area Ratings

- | | | |
|----------|--|---------------|
| 1 | Educational program and practice: | Exceeding NQS |
| 2 | Children's health and safety: | Exceeding NQS |
| 3 | Physical environment: | Exceeding NQS |
| 4 | Staffing arrangements: | Exceeding NQS |
| 5 | Relationships with children: | Exceeding NQS |
| 6 | Partnerships with families and communities: | Exceeding NQS |
| 7 | Leadership and service management: | Meeting NQS |

Rating for: North Ingle Preschool

Rating issued: December 2018

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Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 576KB)

(https://www.preschools.sa.gov.au/sites/default/files/north_ingle_preschool_qip.pdf)

Site context statement

A summary of our:

- general information
- key policies
- curriculum
- staff
- facilities
- local community
- partnership arrangements with other groups.

Site context statement (PDF 269KB)

(https://www.preschools.sa.gov.au/sites/default/files/north_ingle_preschool_site_context_statement.pdf)

Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) (http://docs.decd.sa.gov.au/Sites/AnnualReports/1634_AnnualReport.pdf)

Parenting support

Giving your child a strong start in the early years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life.

We're working with families to take a 'learning together' approach about child development in the early years.

Parenting resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au/>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting factsheets, videos and upcoming seminars on many parenting topics.

Positive Parenting program
(<http://www.triplep-parenting.net.au/au-uk/en/find-help/triple-p-parenting-in-south-australia/?itb=bc37e109d92bdc1ea71da6c919d54907>) has free seminars, workshops and one-on-one sessions for parents of children aged 3 to 12 years.

Learning with your child (GreatStart)
(<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child's maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.

Instruction Sheet for Survey Participation

North Ingle Preschool

Log in to the system as instructed below, using one of the following codes

PS05163401 PS05163402 PS05163403 PS05163404 PS05163405

PS05163406 PS05163407 PS05163408 PS05163409 PS05163410

Login Instructions

1. Access the site by typing in this address:

www.educationsurveys.sa.edu.au/online

2. Click the login button at the top of the page



3. Enter one of the codes specified above in the USERNAME box. Enter it again in the PASSWORD box, ensuring it is in UPPER CASE. Click the grey login button .

Login

Note: all the characters after "PS" in the username/password are NUMBERS - do not enter the letter "O" instead of the number zero.

4. Click the SURVEYS button



5. A list of surveys will appear. Only click on the survey entitled "Parent Survey for Preschools 2019"

Note: If you do not see the *Parent Survey for Preschools 2019* anywhere in the list you are not logged in properly. Go back to Step 2 and follow the directions there.

6. Follow the on screen directions to record your responses and to complete the survey.

7. Press the NEXT button each time you complete a page.

Next

8. You can go back to a previous page by pressing the BACK button.

Back

9. Please ensure you complete the survey within 30 minutes or your session will "time out" and some or all of your responses will be lost.

10. Once you reach the last page, press the FINISH button and that page will close.

Finish

SURVEY INSTRUCTIONS FOR PRESCHOOL STAFF

1. Distribute the attached *Instruction Sheet for Survey Participation* to parents. The survey link is accessible from any computer with internet access. Parents can complete the survey online up until the due date. It will take between 10 and 15 minutes to complete.
2. If paper versions of the survey are used, preschool staff will need to log on to the survey website and enter the responses from the returned surveys as if they were the parent completing the survey. (Staff performing data entry, who may work across more than one site, must make sure that they enter the responses using one of the corresponding logon codes for each site.)
3. All survey responses entered by the due date will be collated into a detailed report for your preschool.

DUE DATE: On-line surveys need to be completed by Friday, 27th September.

The logon codes (usernames) you have been provided on the instruction sheet are unique to your site. These codes will be used to match survey responses to your preschool.

Ten 'usernames' have been provided for each preschool. EACH OF THESE CAN BE RE-USED MULTIPLE TIMES SO YOU ARE NOT RESTRICTED TO ONLY TEN SURVEY RESPONSES.

A 'username' must be used by one person at a time. If you or a parent commences the survey and observes any items already containing a response, they should try one of the other 'usernames', or log out and try again later.

The survey gives parents an opportunity to easily provide information about the preschool and consists of 44 statements across the following four aspects of the site:

- quality of teaching and learning
- support of learning
- relationships and communication
- leadership and decision making.

The Department for Education operates under strict privacy principles which protect the confidentiality of the respondents. The anonymity of all respondents is assured and all responses will be completely confidential.

Directors and principals will receive site and state summary data by early November.

For further information regarding these surveys, please contact Data Reporting & Analytics on 8226 1467.



PRESCHOOL PARENT SURVEY 2019

This survey contains statements relating to aspects of the preschool. Please read each item carefully and choose the response which best reflects your opinion generally on each of the aspects included. For each of the statements, indicate your opinion by choosing one of the response options provided.

The survey is anonymous and completely confidential. The questionnaire contains no names or any other individual identifiers. **Please complete the questions, and return the survey to your preschool as soon as possible.**

Name of preschool: _____

The following questions relate to the **quality of the teaching and learning** at your child's preschool.

Thinking about the quality of teaching and learning at your child's preschool in 2019, **to what extent do you agree or disagree** with the following statements:

Fill one circle only- Do not tick or cross

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Don't Know
1. I think my child receives high quality teaching at this preschool.	☐	☐	☐	☐	☐	☐
2. My child's teachers know what my child can do and what he/she needs to learn.	☐	☐	☐	☐	☐	☐
3. This preschool has the expectation that children will learn.	☐	☐	☐	☐	☐	☐
4. Teachers are enthusiastic in their teaching.	☐	☐	☐	☐	☐	☐
5. I am satisfied with the learning programs offered at my child's preschool.	☐	☐	☐	☐	☐	☐
6. My child's teachers clearly inform me about the learning program.	☐	☐	☐	☐	☐	☐
7. My child's teachers make learning interesting and enjoyable.	☐	☐	☐	☐	☐	☐
8. Teachers at this preschool really want to help my child learn.	☐	☐	☐	☐	☐	☐
9. The preschool has an excellent learning environment.	☐	☐	☐	☐	☐	☐

Do you have any comments you would like to make about the quality of teaching and learning at your child's preschool? (Please specify details)

The following questions relate to the **support of learning** at your child's preschool.

Thinking about the support of learning at your child's preschool in 2019, **to what extent do you agree or disagree** with the following statements:

Fill one circle only- Do not tick or cross

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Don't Know
10. My child is motivated to learn at this preschool.	☐	☐	☐	☐	☐	☐
11. My child's teachers provide help and support when it is needed.	☐	☐	☐	☐	☐	☐
12. My child has access to quality materials and resources that help him/her to learn.	☐	☐	☐	☐	☐	☐
13. My child is happy at this preschool this year.	☐	☐	☐	☐	☐	☐
14. My child would receive support for any special needs he/she had.	☐	☐	☐	☐	☐	☐
15. The preschool changes its programs and activities to improve achievement.	☐	☐	☐	☐	☐	☐
16. Children know how they are expected to behave at preschool.	☐	☐	☐	☐	☐	☐
17. Teachers at this preschool treat my child fairly.	☐	☐	☐	☐	☐	☐
18. This preschool provides a safe and secure environment.	☐	☐	☐	☐	☐	☐
19. Children have enough materials and resources for their learning.	☐	☐	☐	☐	☐	☐
20. This preschool has information available about other support agencies within the community.	☐	☐	☐	☐	☐	☐
21. This preschool encourages children to have a sense of pride in their achievement.	☐	☐	☐	☐	☐	☐
Do you have any comments you would like to make about student support at your child's preschool? (Please specify details)						

The following questions relate to ***relationships and communication*** at your child's preschool.

Thinking about relationships and communication in your child's preschool in 2019, **to what extent do you agree or disagree** with the following statements:

Fill one circle only- Do not tick or cross

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Don't Know
22. I feel welcome at this preschool.	☐	☐	☐	☐	☐	☐
23. This preschool assists the development of my child's personal and social skills.	☐	☐	☐	☐	☐	☐
24. I am comfortable about approaching my child's teachers to talk about his/her progress.	☐	☐	☐	☐	☐	☐
25. I am given opportunities to have a say in matters about this preschool.	☐	☐	☐	☐	☐	☐
26. There is a broad variety of communications that inform me about the preschool.	☐	☐	☐	☐	☐	☐
27. Children from all backgrounds and cultures are treated fairly at this preschool.	☐	☐	☐	☐	☐	☐
28. The staff always listen to what I have to say about my child's development and needs.	☐	☐	☐	☐	☐	☐
29. I receive helpful information about my child's progress and achievement.	☐	☐	☐	☐	☐	☐
30. This preschool provides opportunities to discuss my child's progress.	☐	☐	☐	☐	☐	☐
31. I am well informed about preschool activities.	☐	☐	☐	☐	☐	☐
32. I believe that if I have concerns or suggestions, the preschool would respond appropriately.	☐	☐	☐	☐	☐	☐
33. I am encouraged to be involved in the preschool in all kinds of ways.	☐	☐	☐	☐	☐	☐
34. Teachers let me know how well my child is doing.	☐	☐	☐	☐	☐	☐

Do you have any comments you would like to make about relationships and communication at your child's preschool? (Please specify details)

The following questions relate to aspects of **leadership and decision making** at your child's preschool. Thinking about leadership and decision making at your child's preschool in 2019, **to what extent do you agree or disagree** with the following statements:

Fill one circle only- Do not tick or cross

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Don't Know
35. This preschool is well organised this year.	☐	☐	☐	☐	☐	☐
36. I have confidence in how the preschool is managed.	☐	☐	☐	☐	☐	☐
37. I believe there is effective educational leadership within the preschool.	☐	☐	☐	☐	☐	☐
38. The preschool seeks parents' opinions about educational programs.	☐	☐	☐	☐	☐	☐
39. I am given the opportunity to be involved in the preschool's educational activities.	☐	☐	☐	☐	☐	☐
40. The preschool is always looking for ways to improve what it does.	☐	☐	☐	☐	☐	☐
41. Parents are invited to participate in decisions about their child's education.	☐	☐	☐	☐	☐	☐
42. Parents have the opportunity to be involved in the development of school plans through the Governing Council.	☐	☐	☐	☐	☐	☐
43. The preschool includes parents and community in decision making.	☐	☐	☐	☐	☐	☐
44. Overall, I am satisfied with the preschool's planning.	☐	☐	☐	☐	☐	☐
Do you have any comments you would like to make about leadership and decision making at your child's preschool? (Please specify details)						

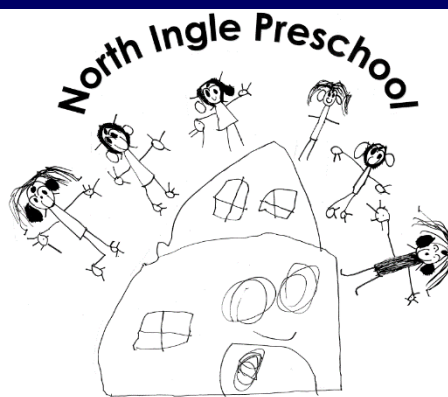
Do you have any other comments you would like to make?

Thank you for completing this survey.
Please return your survey to the preschool as soon as possible.

Philosophy

Mission statement...

**'At North Ingle Preschool
our mission is to inspire
children to explore their
true potential and
cultivate a lifelong
passion for learning'**



Ph. 8264 7498
7 Rothwell Avenue
Ingle Farm



We believe families are the primary and most influential educators and therefore work together to build trusting relationships which provides opportunities for communication and encourages family participation. We encourage families to share and celebrate their culture and family values. We work with families to set out various learning goals and encourage their input into the curriculum through conversations and reflection in the floor book.

We believe children are powerful and curious learners. We foster this by responding to the unique set of skills and interests that each child possesses and by providing an inquiry rich play-based environment. We encourage children to develop resilience and take risks with their learning within a safe and secure environment. We inspire children to use their voice and celebrate the cultural beliefs of the community.

Parent Statements...

How do you believe children learn?

Angela 'They learn by watching and observing'

Faye 'Learning through music. Learning through vision and hands on'

Laura 'Through play'

Melissa 'Observing having a go and encouraged to persist'

Staff response ...

At North Ingle Preschool we will endeavour to scaffold each child's learning to accommodate their needs. We will promote a play based environment full of music and movement where children are given the opportunity to observe and are encouraged to be involved in hands on experiences.

We foster a strong sense of community by establishing partnerships and accessing support within our local area. Staff network in early years' meetings to foster school readiness and enhance the continuity of learning across the site. We are working in partnership with the site to prioritise literacy and numeracy development.

Educators value their own learning and are committed to improving practices and pedagogy through critical reflection and implementing current research. Educators embrace the Reggio Emilia approach to learning and incorporate the environment as the third teacher.



NORTH INGLE PRESCHOOL



Behaviour Policy

At North Ingle Preschool we believe

- All children have the right to feel secure, to learn and develop in a safe environment
- Children have a right to express their feelings and to be supported to develop positive behaviours that underpin the development of relationships with peers and adults
- Self-Regulation of behaviour and language is important for children to learn
- Effective communication and learning occurs when families and educators work together to develop common goals for a child's wellbeing, learning and development
- That the consideration of children's individual, and contextual needs is crucial to successful learning and the development of positive behaviours
- That family consultation is valued and their individual perspectives respected
- Children have the right to be supported by educators who model appropriate behaviours and ensure consistent limits are set
- No child should be made to feel rejected, insecure, embarrassed or ashamed

Strategies for supporting Children's Behaviour

- Planning for and providing an environment that promotes a sense of belonging, being and becoming and provides enhanced opportunities for learning through play.
- Ensuring that preschool limits set are reasonable and understood by all children and adults
- Providing an enriching and engaging program that enables each child to experience success, a sense of wellbeing and gives opportunities to express feelings through sensory and other forms of play
- Using positive verbal and nonverbal guidance through visual cards and cues
- Demonstrate empathy and sensitivity to each child being mindful of the variety of factors that influence behaviour
- Planning enabling opportunities for the development of skills including resilience, agency, entry and exit skills when playing, appropriate risk taking, conflict resolution, independence, leadership, respect for others and communication.
- Interacting positively, using positive language and acknowledging and modelling respectful behaviour
- Valuing children as individuals within their family and cultural context
- Involving children in goal setting, developing group norms and the development of behavioral expectations and consequences
- Intentional teaching of appropriate behaviours and play skills, building on each child's strengths and achievements and providing choices when possible
- Encouraging open two-way communication with families to ensure that each child's rights are met

Staff Responsibilities

- Reminding children of expectations and limits and the reasons for these
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately
- Using Restorative Justice practices 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, Department for Education behaviour coach and support services
- Being aware of our limitations and seeking assistance when required

Parent Responsibilities

- Familiarise themselves with the Behaviour Development Policy and Code of Behaviour
- Support and encourage their children to understand the site expectations
- Act on plans and strategies developed by staff, families and Early Childhood Support Services
- Inform staff of any family issues and circumstances that may impact on the behaviour of their children



Ratified by Governing Council April 2018

Updated 2018



NORTH INGLE PRESCHOOL



First Aid/ Medical Condition and Infectious Diseases Policy

This procedure is consistent with the requirements of the:

- *Education and Care Services National Law and Regulations*
- *Protecting children against vaccine preventable diseases procedure Staying healthy guide*
- *Staying healthy preventing infectious diseases in early childhood education and care services, 5th edition, 2012, National Health and Medical Research Council*

At North Ingle Preschool all staff have a primary duty of care to all children's health and wellbeing.

Staff responsibilities:

- Staff will participate in the appropriate Professional Development required by the National Quality Standards and Regulations.
- Staff will work with the family to determine the child's medical needs in the Preschool and will store and follow Health Care plans correctly.
- Staff's first duty is to the child. All staff will familiarise themselves with medical care plans.
- Staff will provide basic First Aid to the child and seek medical assistance in an emergency without delay.
- If First Aid has been administered such as cleaning and dressing a cut to the knee a First Aid record is entered by filling out the appropriate First Aid form and this is then sighted and signed by families at departure.
- If a child receives a bump to the head the child's family are immediately notified by phone call and staff work with parents to determine if the child needs to be collected or if staff will monitor their child at preschool.
- In case of a serious accident or illness requiring medical attention, a report is made on the Departments Incident Response Management System and the regulatory authority is notified where appropriate. Follow up actions are completed.
- Staff will ring parent/guardians and emergency contacts if needed if an ambulance is not required. If the child's parents/guardians is delayed in picking up the child and their health deteriorates medical services will be contacted.
- A staff member will go with the child in an emergency vehicle.
- Staff will not take a sick child in a private vehicle.
- Staff will only give children medication that is prescribed by doctors. Medications forms will need to be filled out by doctors and parents for any medication.

- Staff will maintain a safe environment, inclusive to all children. They will be alert to changes of children behaviours especially children who have recently taken medication. In some cases staff will develop specific learning plans and negotiated learning plans that maximise children's learning needs while accommodating health plans.
- Records of First Aid and children taking medication will be kept in the First Aid Folder.
- Staff will check First Aid kits each term.

Parents will:

- Fill out the child's enrolment regarding medicals condition and needs.
- Provide the Preschool with a health care plan or medical plan from a health practitioner and well labelled, doctor prescribed medication. These will be reviewed by Parent/Caregivers/ medical practitioner annually.
- Update any information regarding the medical condition, for example change of medication, other allergies that occur and ensure the child's medication is in date.
- Pay for an ambulance or any other emergency services if required.
- Liaise with doctors to make sure staff understand their child's health care plans and needs.

Please note:

Medication needs to be provided with an expiry date, written instructions, medication form filled out and signed and labelled container.

Critical Management:

- All First Aid intervention will be recorded in a First Aid Register
- Staff will complete an injury report ED155 form as required by Department for Education
- All critical injuries and critical incidents will be recorded on IRMS by the Principal

Infectious Diseases:

As part of the enrolment process, parents are requested to make immunisation records available for sighting. The enrolling staff person will initial the enrolment form to confirm that the record has been sighted.

Preschool will record the immunisation status in the Early Years System (EYS). The status will be recorded in the 'Child Details screen', 'Health tab', 'Scheduled Immunisations Received' as either:

- immunisation received
- not immunised
- information not supplied.

Exclusion requirements

If there is an occurrence of an infectious vaccine preventable disease (VPD) covered by the Childhood Immunisation Program at a service, then a child who is recorded as non-immunised is to be excluded in accordance with the SA Health exclusion period guidelines.

Reporting requirements

The occurrence of a communicable disease, including a vaccine preventable disease covered by the Childhood Immunisation Program, is a reportable matter in accordance with clause 174(2) of Schedule 1 of the Education and Early Childhood Services (Registration and

Standards) Act 2011. All services are to lodge a report of an occurrence to the principal and on IRMS in accordance with the Injury Incident Reporting and Investigation Procedure. Note: an occurrence of a vaccine preventable disease is also a notifiable condition that is required by law to be reported by medical practitioners and health laboratories to SA Health

The most important ways to break the chain of infection and stop the spread of diseases are:

- effective hand hygiene

- exclusion of ill children, educators and other staff
- immunisation.

Other strategies to prevent infection include:

- cough and sneeze etiquette
- appropriate use of gloves
- effective environmental cleaning.

These steps will be followed by staff and families as a standard precaution to prevent an outbreak of an infectious disease.

- identify potential sources of infection from activities, poor hygiene or provision of first aid.
- all staff will maintain a high standard of cleanliness and support children to follow correct handwashing and cough and sneeze etiquette
- provide appropriate personal protective equipment and ensure availability of training.
- inform the Preschool families with a notice displayed on site and communication sent through a parent information letter

Staff will:

- Cover cuts and abrasions with waterproof bandages
- Wear gloves during continence care and first aid and wash hands after the procedure
- Educate the children on correct hygiene.
- Safely handle sharps

Use safe hand washing practices with the children

- Hand wash before meals and snacks
- Hand wash before preparing foods
- After toilet and nappy changes, gardening, handling mucus/blood/saliva etc wash hands



NORTH INGLE PRESCHOOL



Healthy Eating Policy

This procedure is consistent with the requirements of the:

- *Education and Care Services National Law and Regulations*
- *Easy Guide to Healthy Food and Drink Supply in SA Schools and Preschool*
- *Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschool*

North Ingle Preschool promotes safe, healthy eating habits in line with the Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools and relates to the Department for Education wellbeing strategy.

We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways: 1. Short term: maximises growth, development, activity levels and good health. 2. Long term: minimises the risk of diet related diseases later in life. 3. Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities.

Therefore: - Educators at this preschool model and encourage healthy eating behaviours - food and drink are consumed in a safe, supportive environment for all children - parents and caregivers are encouraged to supply healthy foods that fit within the Right Bite strategy for their children at preschool.

Curriculum

- Preschools consistent with the Australian Healthy Eating Guidelines for Children and Right Bite, Easy Guide to Healthy Food and Drink Supply for South Australian Schools and Preschools
- Includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- Includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- Healthy eating is embedded across the curriculum where possible
- Integrates nutrition across the Early Years Learning Framework and National Quality Standards

Staff Responsibilities

- Encourage children to bring their own named water bottle, and to refill from the Puratap when empty
- Provide a positive, appropriate, social environment at eating times and model healthy eating behaviours
- Promote the importance of breakfast for children
- Teach the importance of healthy meals and snacks as part of the curriculum in correlation to the Right Bite strategy
- Display nutritional information and promotional materials about healthy eating for children and families
- Be aware of and cater for any allergies or intolerances identified by parents, and in some cases may need to restrict or ban some food products
- Be aware of nut free processes if allergies are identified

Parent responsibilities

- To provide a drink bottle filled with water (not cordial or soft or fruit drinks)

- To provide food for healthy snack time, and recess and lunch on full days in accordance with our Healthy Eating Guidelines .

Healthy Eating Guidelines:

- For healthy snack / fruit time: Fresh fruit, vegetables or salad.
- Recess and lunch: Cheese and biscuits, rice crackers, fresh fruit, vegetables or salad, dried fruit, yoghurt, vegetable sticks with dip, or a healthy sandwich/wrap, fried rice, sushi, nann bread, noodles, roti bread, are some healthy suggestions
- **Sometimes foods such as chocolates, cakes, chips, lollies for example are actively discouraged**
- Celebrations: A small plate of savoury or sweet food to share as nominated by staff

Food safety

- Staff will promote and teach food safety to children during food learning/ cooking activities.
- Staff will access training as appropriate to the Healthy Eating Guidelines
- Staff will provide adequate hand washing facilities for everyone
- Staff will promote and encourage correct hand washing procedures with children before preparing and eating food and after toileting.
- Staff will liaise with families and adhere to medical plans for food related issues
- Staff may need to prohibit certain foods due to anaphylactic allergies
- Staff are not permitted to re heat food



Ratified by Governing Council August 2018

Updated August 2018

Welcome to North Ingle Playgroup

WHERE

North Ingle School (Preschool area)
7 Rothwell Avenue, Ingle Farm



WHEN

Friday during school terms

9:00am – 11:00am

Donation per session - \$2 a child or \$3 a family

MEMBERSHIP

Your family **MUST** become a member of Playgroup SA Inc. to attend playgroup. This ensures that our playgroup is appropriately insured against any accidents or injuries that may occur. As a member of Playgroup SA, you are able to attend any playgroup in South Australia. You will also receive an Australian Baby Card which entitles you to an extensive range of discounts and special offers.

2017 Playgroup SA membership costs:

Full Year early bird: \$35.00 per family

Full Year: \$40.00 per family

Half Year: \$25.00 per family

Concession: \$30.00 per family

Per Term: \$18.00 per family (no ABC card with this option)



NB: to be eligible for the full year early bird rate, payment must be received by 16/3/17. If you are a family day care provider, add \$5 to the above options (no concessions available).

A Playgroup SA membership form will be given to you on or before your first visit to our playgroup. The form (and payment) must be returned before your third visit to be eligible to continue attending playgroup.

A voluntary gold coin donation is appreciated each playgroup session you attend. This contributes to the purchase of quality craft and play resources. It will also allow us to purchase a small gift for each child on special occasions such as Christmas and birthdays.

ABOUT OUR PLAYGROUP

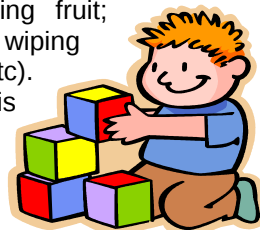
At North Ingle Playgroup we offer craft, painting, play dough, puzzles, indoor sandpit, outdoor activities, singing, story time, music, shared fruit time and more. Parents/grandparents/carers stay to interact with other adults & to play with and supervise the children.

We hope to also organise some incursions and excursions this year.

No child is too young for playgroup. Children from 0-5 years love new experiences and benefit from developing sensory, social and communication skills through the varied activities offered at playgroup. We have toys for babies and a playpen for safe playtime.

For parents with more than one child attending playgroup together, please feel free to ask another parent to keep an eye on your older child or cuddle your baby if you need to give special attention to your other child.

North Ingle Playgroup is run by parents who attend the playgroup. Playgroup runs most smoothly when everyone lends a hand to do the small jobs that need to be done each session (e.g. Cutting fruit; washing dishes, packing up toys, wiping tables, leading story/song time etc). This ensures that no one person is busy with these jobs all session and missing out on spending quality time with their child/ren. Many hands make light work!



North Ingle School staff are very supportive of our playgroup. The school principal, Dina Zunis, has offered to take playgroup families on a tour of the school. She is happy for us visit the school library for our story time and is also happy to negotiate for some of the school children to come into the playgroup to interact with the kids and perhaps lead some craft activities or read stories to the children if this is something we would like to happen.

Many of the children who attend Playgroup also continue on to North Ingle Preschool and School. They have the opportunity to become familiar with the preschool environment and routines with the security of their parents/carers close by before they are required to start preschool on their own. This can make the transition a lot easier and less overwhelming for children and set them off to a positive start for their many years of formal education to come.

BEHAVIOUR

Playgroup aged children are in the midst of a rapid cycle of learning about their world. All children learn at different paces, have different personalities and different skills and interests.

Social development is a huge area of growth for children 0-5 years of age. Children aren't born knowing how to share or use their manners or "play nicely" with other children. It is something they learn through consistent and respectful guidance from parents and other adults as well as from good role modelling from the adults and older children in their lives. Please don't be embarrassed if your child has difficulty sharing or

refuses to play with another child. Likewise please don't judge other parents or carers if their child/ren demonstrate these behaviours. Let's work together to provide our children with that consistent and respectful guidance to learn how to interact appropriately with others which will set them up nicely for becoming a member of a pre/school class in the near future.

PLAYGROUP SCHEDULE

We understand that families are not always able to arrive at playgroup at 9am and sometimes have to leave early. We aim to be flexible with our schedule and have most playgroup activities available throughout the 2 hour period for all families to enjoy. If your child/ren chooses not to join in with the shared activities (fruit time and story/songs), that's fine but we do suggest some initial gentle encouragement to join in. The following is a loose schedule that we follow each session:



9am Playgroup Open
Craft activity set up on kitchen tables
Indoor and outdoor play
Sandpit open

10.15am Shared fruit time

10.45am Pack up indoor/outdoor activities

10.50am Shared story and song time

11am Goodbye Song
Playgroup finished

FRUIT TIME

Parents/carers are asked to bring a piece of fruit or vegetable (per child) to share at fruit time. Please let the playgroup coordinator know of any allergies that your child has so we can avoid those foods. Hard fruits/veg like apples and carrots will be finely diced or grated to minimise the risk of choking.



A fully functional kitchen is available.

At times we may use the oven or other kitchen equipment for cooking activities with the children.

Tea, coffee & milo are available free for adults - please help yourself! With many young children around it is imperative that you keep hot drinks out of the children's reach and restrict them to the kitchen area.

OUTSIDE PLAY

North Ingle School's Sun Safe Policy requires all (pre)school students to wear hats while playing outside during Terms 1, 3 & 4. At playgroup, we also encourage hats to be worn during outside play to start practising



this good habit and developing an awareness of sun safety.

TOILETTING

A change table, child sized toilets and an adult toilet are available for use. The school has asked that nappies are not left on school premises. Please bag and take used nappies home with you for disposal.



DONATIONS

If you have any toys, books, sporting equipment etc. for the 0-5 age a group in reasonable condition that you no longer need, we would love you to pass it on to us for use at playgroup. We are a not for profit organisation and so primarily rely on donations and fundraising to expand and update our craft, play and learning resources.

Where possible, we like to recycle household items for use in craft and play. We would appreciate it if you could set aside your empty egg cartons, plastic bottle lids, paper towel rolls etc. and bring them into playgroup when you can.



We want playgroup to be an enjoyable and worthwhile experience for both you and your child/ren. We want you to look forward to Friday mornings each week! Please let us know of any particular interests or abilities your child(ren) has and we will try to set up some craft/play/story experiences to match these. If you'd like to contribute ideas to the running of the playgroup or have any ideas about craft activities, incursions/ excursions or fundraising please let us know. Please also feel free to let us know (in a respectful manner!) of any complaints you may have or changes you would like made.

This term there are renovations to our normal preschool/playgroup area so we are not in our usual room. At present we do not have access to our full kitchen facilities but will hopefully be back there next term.

Welcome to North Ingle Playgroup! We hope to see you on Friday morning.

Anita McDonald

North Ingle Playgroup Coordinator
0433 338 696
anitamcdonald@live.com.au



NORTH INGLE PRESCHOOL



Rest and Sleep Procedure

This procedure is consistent with the requirements of the:

- ***Education and Care Services National Law and Regulations***
- ***Department for Education Safe sleeping for infants and children Procedure July 2017***
- ***Safe infant sleeping standards policy directive (SA Health)***
- ***Red Nose***
- ***Kid safe SA safe sleeping recommendations***

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment. The preschool will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs.

Guidelines and Procedures

- A quiet place will be designated for rest and sleep, away from interactive groups. The space will allow for a calm play experience.
- Children are to sleep and rest with their face uncovered.
- Ensure that areas for sleep and rest are well ventilated and have natural lighting
- The sleep and rest environment and equipment will be safe and regularly checked for hazards. This includes all equipment complying with the Australian Standards.
- Supervision planning and the placement of educators across our service will ensure educators are able to adequately supervise sleeping and resting children.
- Educators will closely monitor sleeping and resting children and our sleep rest environments. This involves checking/inspecting sleeping children at regular intervals, and ensuring that we are always within sight and hearing distance of sleeping and resting children so that we can assess a child's breathing and the colour of their skin. Service providers will consider the risk for each individual child, and tailor sleep and rest to reflect the levels of risk identified for children at our service. Factors considered include the age of the child, medical conditions, individual needs and history of health and/or sleep issues.
- Educators will regularly review and update sleep and rest policies and procedures to ensure they are maintained in line with best practice principles and guidelines.
- Educators will consult with families about children's sleep and rest needs. Educators will respect family preferences regarding sleep and rest and consider these daily while ensuring children feel safe and secure in the environment
- Ensure that mattresses are clean and in good repair. Mattresses will be wiped over with a neutral detergent between each use
- Create a relaxing atmosphere for resting children by playing relaxation music, reading stories, engaging in yoga and mindfulness activities

- The environment should be tranquil and calm for both educators and children. Educators will sit near resting children and support them by encouraging them to relax and listen to music or stories
- Educators will maintain adequate supervision and maintain educator ratios throughout the rest period
- Communicate with families about their child's sleeping or rest times and the service policy regarding sleep and rest times

August 2018



NORTH INGLE PRESCHOOL



Sun Protection Policy

This procedure is consistent with the requirements of the:

- **Education and Care Services National Law and Regulations**
- **Cancer Council SA Early Childhood Centre Sun Smart policy**

Rationale

Taking effective skin protection measures to ensure that staff and children can work and play in a safe and secure environment can contribute to the reduction of cases of skin damage.

The purpose of this policy is to promote positive attitudes and effective behaviours that will protect staff and children from skin damage.

Hats

All children and staff must wear a broad brimmed, legionnaire or bucket hat whenever they are outside when the UV levels is 3 and above. Children who do not have hats will need to play in areas where they are protected from the sun.

Clothing

The Cancer Council recommends that clothing should cover shoulders, arms and the back of the neck, therefore singlets, strappy tops and midriff tops are not acceptable.

Sunscreen

Parents will be encouraged to apply SPF 30+ broad spectrum to their children prior to attending preschool. Staff will supply sunscreen (Cancer Foundation recommended sunscreen) for the children to apply with staff support before outdoor activities. This will occur 20 minutes prior to children going outside. Parents will sign consent to apply sunscreen during enrolment. In cases of specific sensitivities staff must be given the personal sunscreen for the child to apply, along with written permission.



Staff Responsibilities

- To act as role models by applying sunscreen and wearing sun safe hats and clothing
- support children to apply sunscreen before outdoor activities when the UV is 3 or above
- where possible position outdoor activities in appropriately shaded areas
- include sun protection in the educational program
- promote sun protection to the community via newsletters and ensure all new staff and families are informed of the policy
- monitor the UV levels during May to August and take appropriate action



Parent Responsibilities

- become familiar with and support the site's Sun Protection policy by applying sunscreen to their children before commencing sessions
- give written consent for staff to supply sunscreen (or provide own sunscreen for their child if needed)
- supply an approved hat
- ensure sun safe clothing is worn by their children whilst at preschool

Hot Weather Strategies

If the temperature rises to 36C the hot weather policy for North Ingle School and Preschool is enforced and children will not be permitted to play outdoors.

If high temperatures are forecast for the day, outside play will only occur early in the day if the temperature has yet to reach 36C.



Ratified by Governing Council April 2018

Updated August 2018