

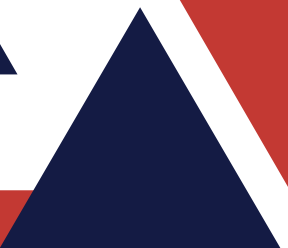
INFORMATION BOOKLET



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Welcome

We are delighted that you have chosen our Early Learning Centre to help guide your child through a play-based educational journey. Our centre offers Occasional Care, Playgroup sessions, and Preschool education following the Early Years Learning Framework. We also support Reception children as part of an integrated class when required.

Our approach is to work in partnership with you and your child, using their interests as a foundation to engage and guide them throughout their early years of schooling.

We are committed to delivering high-quality education through an enjoyable, play-based, and hands-on approach to learning.

This information pack has been prepared to assist in answering some of the questions you may have. Open communication between the School, the Early Learning Centre, and our families is vital. If you require any further information, please do not hesitate to contact us.



*Troy
Cowland*
Principal



*Trish
Horstmann*
Early Years
Teacher



Our Team



Troy Cowland
Principal



Trish Horstmann
Early Years Teacher



Roy McKenzie
Early Childhood Worker



Amanda Ward
Occasional Care Support

Operating Times

Preschool

THU

8:30AM - 2:20PM

FRI

8:30AM - 3:15PM

TUE

WEEKS 3, 5, 7, 9 (T1 & T2) 8:30AM - 3:15PM

TUE

WEEKS 5, 7 & 9 (T3 & T4) 8:30AM - 3:15PM

SERVICE PROVIDER NO. SE-00011010

Occasional Care

FRI

8:30AM - 12:30PM

SERVICE PROVIDER NO. RSE-00014606

Playgroup

TUESDAY

9:00AM - 11:00AM - EVEN WEEKS

SUBJECT TO CHANGE - CHECK WITH FRONT OFFICE



Philosophy Statement

At Swan Reach and Area Kindergarten (Early Learning Centre - ELC), we believe children learn best when they engage in a stimulating, challenging, high-quality, child-initiated, and intentional play-based learning program. We believe children blossom in an environment where they have a sense of belonging and connectedness to their learning environment. This includes building strong, reciprocal relationships with children and their families, respecting their diversity and uniqueness.

We value 'children's voice', ideas, and initiative within our curriculum, promoting wellbeing, trust, respect, and valuing life-long learning. We provide opportunities for children to learn at their own pace and take control of their learning, following their passions and making their own unique marks on the world. We support the development of learning dispositions of gratitude, empathy, mindfulness, and emotional literacy.

Our curriculum is guided by:

- The Early Years Learning, Belonging, Being and Becoming, and Respect, Reflect and Relate Frameworks
- Observations of each child (both as an individual and within a group)
- Children's interests, understandings, family context, and ideas
- Parents' and Carers' knowledge and ideas

We encourage children to be reflective in their learning, to validate current learning and to empower them for future learning. We view children as capable and competent, with agency to make decisions and choices as they develop and learn. Our image of the child is that they are capable, competent, creative, and curious learners who are full of potential. Our children learn best through purposeful play to enrich learning, and intentional teaching to build on and expand children's concepts, ideas, and understandings. Their deeper thinking and knowledge to solve problems, clarify concepts, and extend narratives is developed in partnership with peers, educators, and adults through co-construction and quality interactions during play.

All staff are involved in reviewing our curriculum daily, reflecting on emerging directions, and recording evidence of learning. We aim to stimulate children's thinking and build upon their existing knowledge and skills to enrich learning. Staff have a strong commitment to life-long learning, keeping up to date with current research and engaging in professional reflection and dialogue through formative assessment practices.

Swan Reach Area Kindergarten (Early Learning Centre) has a strong commitment to the authentic and amazing learning that occurs in the ELC learning environments. We actively encourage curiosity, awe, and wonderment, discovery, and engagement in their natural and built environments. Sustainable practices are promoted in kindergarten operations and consistently applied throughout the weekly program.



Signing In

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

Fees

Prechool

Occasional Care

\$70 Per Term

\$1.50 consession per session

\$5.00 no consession per session

½ price sibling discount

*Occasional Care fees to be paid daily

Personal Mobile Phones

In accordance with the Education and Care Services National Law and the Education and Care Services National Regulations, personal devices are not to be used to take images or videos of children while attending the service. For more information, please refer to our 'Safe Use of Digital Technologies and Online Environments' policy, available from staff upon request. As a condition of entry to the site, photography of children by visitors, contractors, and parents is not permitted.



Special Lunch Days



Occasionally, the Student Representative Council (SRC) or Parents and Friends (P&F) group will organise fundraising events such as Hot Dog Day, Soup Day, Pancake Day, or Sausage Sizzles. Families will be notified of these events through the school newsletter or a separate note sent home.

Centre Policies

All preschool policies are available to read in the Front Office. We welcome parent input.

Head Lice

Parents are requested to check their child/children's heads regularly for head lice and notify the school if detected. They may return to the service after treatment. Parents will be notified by phone if head lice are detected on their child/children and you will be asked to collect them for treatment. A note will go home if headlice is detected on another child in the centre.



What Does My Child Need?

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



HEALTHY MORNING SNACK



A HEALTHY LUNCH



A HEALTHY AFTERNOON SNACK



A BOTTLE OF WATER. WATER IS AVAILABLE FOR REFILLING



A WIDE BRIMMED HAT IS TO BE WORN FOR OUTSIDE PLAY ALL YEAR ROUND (CENTRE PROVIDED FOR PRESCHOOL)



A SPARE CHANGE OF CLOTHES IS RECOMMENDED. PLEASE LABEL ALL YOUR CHILD'S ITEMS.

Immunisation and Birth Certificate

All children are required to be immunised before enrolment in Preschool and Occasional Care. This is in accordance to the SA Public Health Act 2011.

Proof of birth and residential address is also required at time of Preschool/Occasional Care enrolment.

Parent Complaint Management Procedure

We welcome contact and feedback from parents and care providers, and we actively promote open and honest communication.

If you have any concerns regarding centre operations, preschool policies, children's learning, or any other preschool matters, please refer to the "Raising a Complaint with DfE" brochure included in your information pack or available from the front office. Alternatively, you may contact the Education Standards Board on 1800 882 413 or at educationstandardsboard@sa.gov.au.



Skin Protection Strategies

All members of the Swan Reach Area School Early Learning Centre community are expected to follow the SunSmart skin protection strategies: These strategies will be enforced when the UV is 3 or above.

Sun Protective Clothing

All children are required to wear loose-fitting clothing that covers as much skin as possible, including tops with sleeves, high necklines or collars, and knee-length or longer shorts, skirts, or dresses. If a child is wearing a singlet or shoestring top, they will be asked to wear a t-shirt or shirt over it before going outdoors.

Hats

All children, educators, staff, families, and visitors must wear a broad-brimmed, bucket hat that protects the face, neck, and ears during outdoor activities. Peak caps and visors are not acceptable.

Sunscreen

SPF50 or SPF50+ broad-spectrum, water-resistant sunscreen is provided by the service and/or families. Sunscreen is applied at least 20 minutes before going outdoors and reapplied regularly as directed. Families are encouraged to apply sunscreen to their children before arrival; the centre will also provide sunscreen for use throughout the day.

Shade

Outdoor activities are scheduled in shaded areas where possible. Play equipment and activity areas will be set up and moved to take advantage of shade throughout the day.

Sunglasses

Where practical, children are encouraged to wear close-fitting, wrap-around sunglasses that meet the Australian Standard.

Role-Modelling

Staff and visitors are expected to model SunSmart behaviour by following all the strategies above.



First Aid, Medical Conditions, and Medication Management

First aid will be administered by staff trained in First Aid in an Education and Care Setting, following current guidelines and procedures. In the event of an accident, staff will provide prompt treatment based on the severity of the situation. Parents and caregivers will be contacted if a child needs to go home or requires further medical attention.

Medication

If your child requires medication while at school or kindy, a medication agreement form must be completed and signed by a parent/caregiver and an authorised healthcare professional, where required. All medication, including for allergies or special health needs, must be provided in the original pharmacy-labelled packaging, displaying the child's name, the name and strength of the medication, dosage instructions, and the expiry date. Medication will be stored appropriately, and it is the parent's responsibility to ensure medications are current and replaced as needed.

Health Care Plans

Children with medical conditions such as asthma, anaphylaxis, epilepsy, or diabetes require a Health Care Plan developed in consultation with their doctor. These plans must be provided before enrolment and updated regularly. Staff follow these plans and ensure relevant medication is available and accessible at all times.

Analgesics (e.g., Panadol, Nurofen)

In accordance with DfE policy, schools and preschools are not permitted to administer analgesics for general pain relief unless specifically prescribed as part of a Health Care Plan. If your child requires analgesics, they must be given to the Front Office with written instructions for use and dispensing.

Ambulance

Parents and caregivers are advised to have private ambulance cover. In an emergency, ambulance transport will be arranged without delay, regardless of insurance status (costs may be incurred by the parent/caregiver).

Illness

Children must be kept at home if they exhibit any signs or symptoms of illness. If a child becomes unwell or displays symptoms while at school or kindy, emergency contacts will be called for prompt collection. Please ensure your contact details are kept up to date at all times.

Child Absences

If your child will be absent from preschool, please notify the centre as soon as possible. You may inform the Front Office by phone on 8570 2053, or send a text message to the Kindy mobile on 0408 374 106 or school mobile 0439833424. Prompt communication helps us to ensure the safety and wellbeing of all children.



Healthy Food Policy

To promote healthy eating and physical wellbeing, families and carers are asked to provide a healthy snack for their child each day. Suitable options include fresh fruit, vegetables, yoghurt, or cheese.

If your child has a food allergy or intolerance, please inform centre staff immediately. This ensures we can support your child's needs, maintain a safe environment, and make any necessary adjustments or risk minimisations.

We are committed to the wellbeing of every child and promoting healthy eating habits, as required by our policies and the National Quality Standard. Thank you for your cooperation in helping us keep all children safe and healthy.



Parent Bodies

Governing Council

The Governing Council is made up of elected parents, teaching staff, and nominated representatives from community organisations. The Governing Council's key functions include:

ADVISING THE PRINCIPAL ON THE EDUCATIONAL NEEDS AND PRIORITIES OF THE LOCAL COMMUNITY

PROVIDING ADVICE TO THE DEPARTMENT FOR EDUCATION REGARDING IMPROVEMENTS TO SCHOOL BUILDINGS, EQUIPMENT, AND GROUNDS

OVERSEEING THE FINANCIAL MANAGEMENT OF THE SCHOOL/ELC

Governing Council meetings are held at the school twice each term, or more often if required.

Parents and Friends (P&F)

The Parents and Friends (P&F) group plays an important role in keeping the local community informed about developments at the school. P&F also assists with fundraising activities and provides valuable feedback to the Principal about community educational needs.

P&F meets at the school approximately twice a term. Meeting dates and times are advertised in advance through the school newsletter.

SeeSaw App

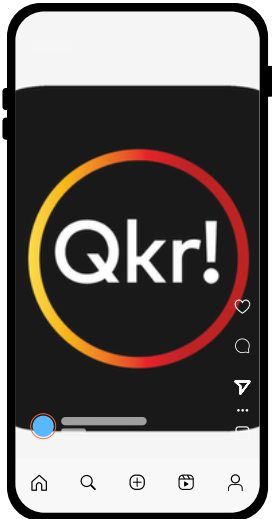
The Early Learning Centre uses the Seesaw app as a secure communication tool between students, parents, and educators. Seesaw is an online learning journal where educators document and share learning experiences. Access to each child's portfolio is restricted to their family. Some posts are shared with the whole preschool class community, while others are personalised for individual families.

The app is available for download on Android and iOS devices, and can also be accessed via the Seesaw website.

Photographs and recordings are shared in accordance with the permissions provided on the General Consent form completed during enrolment.



School Uniforms



School uniforms for Reception students are available for purchase. Please see the Front Office for information about online ordering. All students from Reception to Year 12 are expected to wear the approved uniform as outlined in the school's Uniform Policy. Approved sun-safe hats are also available, and all new students receive a free hat, courtesy of Parents and Friends (P&F).

Preschool children are welcome to purchase and wear a school uniform if desired; however, wearing a uniform is not required for preschoolers.

Newsletter

A school newsletter is produced every fortnight during term (even weeks). Community members are welcome to use the newsletter to advertise meetings and share relevant information.

All material for the newsletter should be submitted to the school by 10am on the Tuesday of newsletter week.

The newsletter is available electronically on the school's website: www.swanrchas.sa.edu.au, or you can receive it by providing your email address at the Library.

Swan Reach Community Library



0460 366 067

The library at Swan Reach is a School Community Library, operating as both a school and community library connected to the Public Library consortium. Registration is immediate and free of charge. The library's opening hours extend beyond normal school times; an opening hours leaflet is available from the library. Students in Reception to Year 5 require a library bag to borrow books and resources. The library provides a reusable bag to each child on their first class visit.

The library offers a wide range of materials & services, including:

ADULT FICTION, NON FICTION, CHILDREN'S FICTION & PICTURE BOOKS

REGISTRATION IS FREE

YOUR LIBRARY CARD GIVES YOU FREE ACCESS TO THE LIBRARIES SA APP

PUBLIC INTERNET ACCESS/WIRELESS PRINTING

ACCESS TO ALL SA PUBLIC LIBRARIES MATERIALS/BOOKS

For further details, please contact the library directly. Alternatively download the LibrariesSA app and explore the possibilities.

The LibrariesSA app

- Library card
- Catalogue
- Place holds
- Manage loans

SCAN ME

National Quality Standards (NQS)

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

EDUCATIONAL PROGRAM AND PRACTICE



CHILDREN'S HEALTH AND SAFETY

PHYSICAL ENVIRONMENT



STAFFING ARRANGEMENTS

RELATIONSHIPS WITH CHILDREN



COLLABORATIVE RELATIONSHIPS WITH FAMILIES AND COMMUNITIES

LEADERSHIP AND SERVICE MANAGEMENT

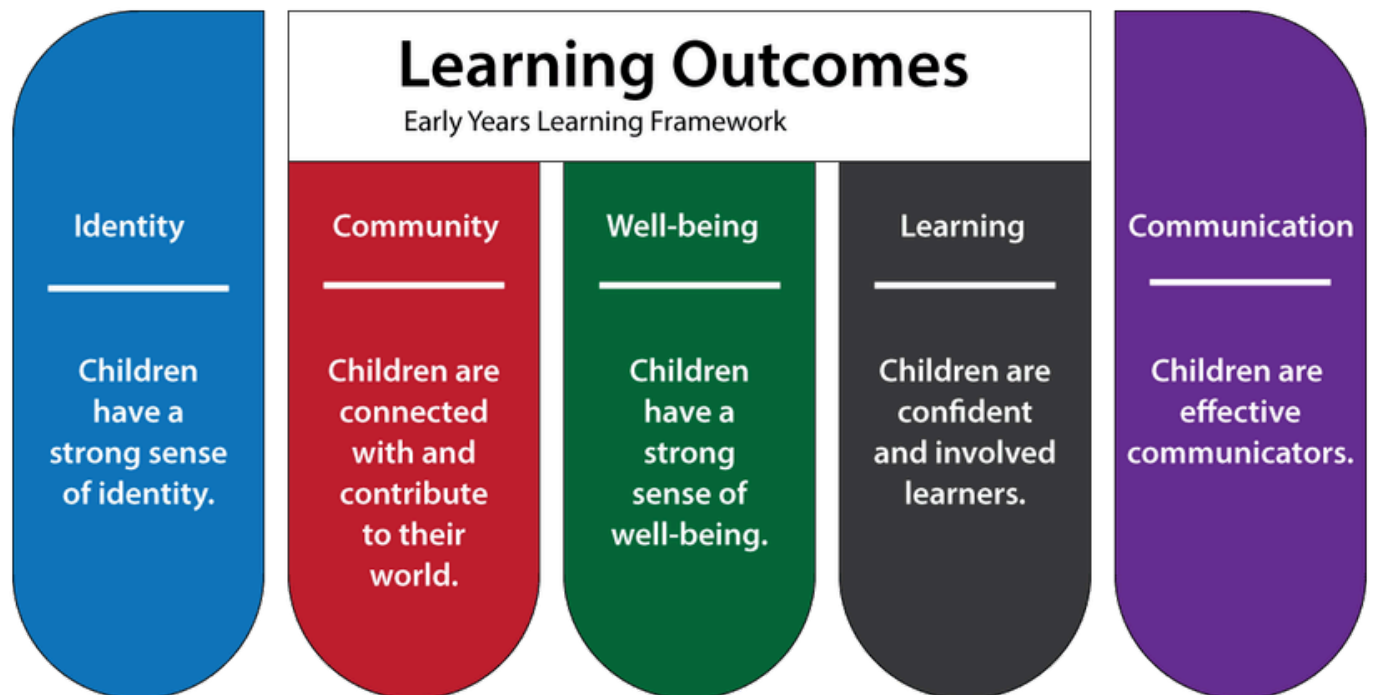


<https://www.acecqa.gov.au/>

Why is Play Important?

Play is vital for all children. Through play, babies and young children explore and make sense of the world around them as they communicate, discover, imagine, and create. Play provides an opportunity for children to demonstrate what they have learned and discover new concepts. This is why play forms a key component of the Early Years Learning Framework (EYLF) and the foundation level of the Australian Curriculum.

By drawing on the EYLF and the Australian Curriculum, educators support your child's development through open-ended learning experiences and carefully designed activities within stimulating indoor and outdoor environments.



Sample Day

Please note that our days are very flexible, so times and activities may change as needed.

8:00 AM

STAFF SET UP

8:30 AM

CHILDREN ARRIVE - UNPACK BAGS LUNCH BOXES/WATER/FOLDERS - SIGN IN - LUNCH BOXES TO BE PUT IN THE FRIDGE

8:40 AM

MORNING MEETING (BEFORE GOING OUTSIDE) - HELLO SONG/ACKNOWLEDGEMENT OF COUNTRY/TIMETABLE/UV - RATING/DAY OF THE WEEK/YARNING CIRCLE/APPLY SUNSCREEN/HAT 'PLAY AND LEARN' INSIDE AND OUTSIDE - SNACK TABLE IS ACCESSIBLE DURING THE MORNING FOR CHILDREN TO USE WHEN THEY ARE HUNGRY

12:00 PM

TIDY-UP

12:15 PM

TOGETHER TIME

12:30 PM

LUNCH

12:45 PM

RELAXATION/MINDFULNESS/READING

1:45 PM

'PLAY AND LEARN' INSIDE AND OUTSIDE - REAPPLY SUNSCREEN GET HAT IF NEEDED

2:30 PM

PACK UP - PACK UP INSIDE AND OUTSIDE AREAS - BRING BAGS INSIDE TO PACK LUNCHBOXES AND FOLDERS

2:50 PM

TOGETHER TIME

3:15 PM

HOME TIME - GOODBYES

*THURSDAY EARLY FINISH: 2.20PM

Behaviour Code

We will respond to challenging behaviours by:



REMINDING CHILDREN OF EXPECTATIONS AND LIMITS AND THE REASONS FOR THESE



SUPPORTING CHILDREN TO PROBLEM SOLVE, NEGOTIATE, FIND RESOLUTIONS AND MANAGE EMOTIONS APPROPRIATELY



USING A STRENGTH BASED APPROACH THAT SUPPORT CHILDREN TO EMPATHISE WITH OTHERS AND RESTORE RELATIONSHIPS



COMMUNICATING WITH AND INVOLVING FAMILIES AT THE EARLIEST OPPORTUNITY TO WORK TOGETHER POSITIVELY TO ASSIST THE CHILD'S WELLBEING AND LEARNING



ASSESSING INDIVIDUAL CHILDREN'S LEARNING AND DEVELOPMENT AND REFLECTING ON AND REVIEWING OUR PLANNED PROGRAM AND HOW THE ACTIVE LEARNING ENVIRONMENT SUPPORTS POSITIVE BEHAVIOURS



PLANNING, IMPLEMENTING, MONITORING AND REVIEWING INDIVIDUAL BEHAVIOUR PLANS IN PARTNERSHIP WITH FAMILIES AND SUPPORT SERVICES

EMPOWERING CHILDREN AND FAMILIES: PROGRAMS AND PARTNERSHIPS

Support Family Involvement and Communication:

- Family information sessions and transition programs
- Parenting resources and information

Connect Learning with Community:

- Integration of events and activities
- Access to the school and community library
- Participation in community events and resource sharing
- Stephanie Alexander Kitchen Garden program
- The Resilience Project for wellbeing and emotional development

Tailor Learning to Each Child:

- Setting individual and group learning goals
- Focus on literacy and numeracy development
- Fine and gross motor coordination programs
- Data collection to inform targeted learning

Provide Early Intervention and Additional Support:

- Early intervention and shared support programs
- Collaboration with government agencies (e.g., Families SA, Regional Office Support Services, Riverland Community Health, Mid-Murray Family Connections, CAFHS) to ensure holistic support for children and families

By working closely with families and community partners, we aim to create a safe, nurturing, and resource-rich environment where children are supported to reach their full potential - both in their learning and their wellbeing.

Contact us

If you would like to learn more about our Early Learning Centre, facilities, or programs, please don't hesitate to reach out. Our team is available to answer any questions and provide further information to support your child's early education journey. We look forward to welcoming you to the Swan Reach Area School community.



8570 2053



0408 374 106
Kindy Mobile



0439 833 424
School Mobile



dl.0423.info@schools.sa.edu.au



www.swanrchas.sa.edu.au



8 Showground Road, Swan Reach, SA 5354



**Government
of South Australia**

Department for Education

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