WELCOME to

Burra Early Learning Centre

BURRA LEARNING

8 Bridge Terrace,
Burra  S.A.  5417
Phone: 8892 2373
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Staff
Director:  Sarah Stoddart
Shepherd, Melissa Agars & Katherine Stoddart
Childhood Worker & Preschool support:  Julie McInnis
Care (ECW2):  Sharyn Burford
Cleaner:  Jayne Merrill

Teachers:  Amanda
Early
Funded Occasional

Gardener:  Janine Weatherstone
Welcome to Burra Early Learning Centre

This is the exciting start of a new stage in your child's development.

Our aim is to nurture each child's self-esteem and independence.

Through PLAY, your child will develop many valuable life skills, including, communication, socialisation and problem solving.

Please feel free to approach staff at any time to discuss your child's development.

It is vital that parents and staff work together to form valuable partnerships so that the best possible learning outcomes can be achieved for your child.

PHILOSOPHY

The wellbeing of children, staff, families and the wider community is paramount to ensuring a safe, happy, supportive and inclusive learning environment.

Burra ELC is dynamic, stimulating, creative and a place where children’s work is highly valued.

A note from your Governing Council

Our Governing Council is made up of parents, just like you. We need your active participation to keep our centre a vibrant and energetic place for our children to learn.

Please come along to our meetings which are held twice a term. These meetings are the best way to learn how a centre operates and for parents to participate in the centre’s decision making.

Please come along, have a chat, a coffee and get to know about your child's centre.

Meetings are advertised through newsletters.
CURRICULUM

Burra Early Learning Centre provides a curriculum based on:

BELONGING, BEING & BECOMING

The Early Years Learning Framework for Australia

This curriculum provides for children from Birth to five years.

The framework has five Learning Outcomes which are designed to capture the integrated and complex learning and development of all children across the birth to five age range.

The outcomes are:

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

The outcomes are broad and observable. They acknowledge that children learn in a variety of ways and vary in their capabilities and pace of learning.

You will become familiar with these outcomes, as you look through your child’s Profile Book.

Pre Entry

Pre Entry is offered to children in the term before beginning Preschool. Pre Entry is held Thursday mornings from 9-12pm.

Playgroup

Friday: 9.30am – 11.30pm

This session is run by parents for children up to school age. Playgroup is a great way to meet other parents with small children and provides an informal atmosphere to relax and spend valuable time learning with your child.

NB: You are responsible for your own child during this time.

Contact Anna Friebel 88923031 for more information.

Preschool

* Alternate weeks each term *

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Week 2</th>
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<tbody>
<tr>
<td>Tuesday 9:00am – 3:00pm</td>
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The Australian Government has allocated $65.4 million to SA with the aim that by 2013 every four year old child will have access to 15 hours per week.

Burra ELC currently offers 15 hours per week over the course of a fortnight. This means, three full days one week and two full days the next. Each day comprises of 6 hours.

Children who are Aboriginal or under the Guardianship of the Minister for Families and Communities are entitled to attend all preschool sessions from 3 years of age, and may continue to attend until they are 6 years old.

What to bring
A piece of fruit with your child’s name on it
A named lunch box & water bottle
A named bag or backpack
Named library bag
Spare clothes (in case of accidents)

Communication Books
All children are provided with a small Communication Book. This is an effective way of sharing messages between staff and parents. This book is read first thing every morning by staff and should be checked again by parents when children arrive home.

Funded Occasional Care
Two sessions available - Tuesday 9.00am – 11.45am and 12.15pm – 3.00pm

Funded Occasional Care (FOC) is ‘now and then’ care for children over 2 years of age. This care is integrated with the Preschool sessions. The primary target group is the children of parent(s) not in the paid workforce. Contribution is based on a sliding scale according to each family’s financial situation.

NB: Please note payment is due as you arrive for each day of care.

What to bring
✓ A healthy finger food snack or fruit with your child’s name on it
✓ A named bag or backpack
✓ A change of clothing (all named)
✓ Nappies and wipes if required
✓ A named hat
✓ A named water bottle

Please apply sunscreen prior to the session

For more information contact our FOC provider or the centre Director.

Clothing
Children are encouraged to wear sandals, sneakers, shoes or boots for their own safety. Shoes with velcro rather than laces are an excellent option as children are able to dress themselves. In case of accidents, please provide spare clothes (i.e. pants, undies, socks).

PLEASE LABEL ALL HATS, SHOES AND CLOTHING!

Although it is not compulsory, we have jumpers, polo shirts and hats for purchase. Please talk to a staff member if you are interested in buying any of the above items.

Jumpers: $15  Polo shirts $25  Hats $12

Bus
If spare seats are available, Preschool children may access the school buses. Bus passes are available from our centre and a staff member will outline the procedure necessary for your child to use the bus system.
A staff member meets the bus each morning at the centre’s entrance gate and at the end of the day walks the children to the bus, which is parked at the side of the Preschool.

**Contributions**

Eligible Preschool children - $80 per term  
Pre Entry children - $20 per term  
(This equates to $3.20 per day)

Please post your contributions in the red post box outside the office.

Our centre is a non-profit organisation and we rely on contributions to pay for:

- Utilities (electricity, gas, water, telephone, cleaning & gardening)
- Art and craft materials
- Resources e.g. books, games, construction activities, musical instruments, puzzles, climbing equipment, sandpit & water play toys, bikes, balls, furniture etc.

**Fruit & Lunch time**

Following the centre’s mandatory Healthy Eating Policy all children and staff are encouraged to eat a healthy, balanced diet.

Time is set aside in the morning to enjoy a healthy snack or fruit.

A part of health education is learning about hygiene (i.e. washing hands before eating) and healthy eating habits. We ask for you assistance by NOT sending sweet biscuits, cakes, lollies, chocolate, chips and cordial.

**Library**

The centre has a large assortment of books for children to borrow. Please provide a named library bag for your child to borrow regularly.

You are encouraged to help your child select three books each week so that you can share stories with them at home. A staff member will explain the borrowing system to you.

**Treasure Box & Special Show ‘n’ Tell**

- Your child will have a turn to take home the ‘Treasure Box.’ Special treasures may be placed in the box and at group time your child will have the opportunity to use the microphone to tell their friends all about their special items.
- Children are welcome to bring special items for show and tell e.g. a special birthday gift or something they may have found e.g. a birds nest, creepy crawlies or something they have made

**Hats and Sunscreen**

Children **must** bring a named hat in Terms 1 and 4. **NO HAT! NO PLAY!**

This is part of our Sun Smart Policy.

Please apply sunscreen to your child before preschool on hot days. The staff will re-apply more sunscreen during the day.

**School Transition Program**

The local schools provide a transition program allowing children to become familiar with their school environment, procedures, teachers and their new school friends. During your child’s time at Preschool we will also be involved in cross-age activities and opportunities for children to engage in learning with school children.
You will receive a letter from the school outlining the dates & times which your child will transition into their respective schools. Transition days are arranged on non-preschool days, which will enable your child to come to our centre as usual until they graduate at the end of the term.

### Illness

There are a number of illnesses which would require your child to stay away from Preschool, including; Chickenpox, Ringworm, Ruebella (German Measles), Headlice, Conjunctivitis, Mumps, Measles and School sores.

Please notify staff if your child is ill and be mindful of others if your child has cold/flu symptoms.

### Accidents

Injuries of a minor nature will be treated at the centre and documented. You will receive a note in your child's pocket that will require a signature on the accident report sheet. Parents will be contacted if an injury or illness is more serious. In an emergency when parents or the emergency contact person cannot be contacted, appropriate medical help (doctor, hospital, ambulance) will be sought.

### Medication

Please note our staff members are unable to administer medication without a signed doctor's certificate and parental permission. If your child is anaphylactic or has severe allergies please notify staff so an Action Plan can be put in place. If your child needs ventolin, please ensure that there is a management plan at the centre.

### Evacuation & Invacuation Procedure

In the event of an emergency a whistle will be blown. All children and adults are to go immediately to the designated area. The children will then be directed to the safest area or exit. This procedure is practised regularly.

### Arrival and Departure

Please bring your child into the centre through the side gate and supervise them whilst they undertake their morning jobs.

If someone other than yourself is to pick up your child, please write instructions in your communication book or on the daily notice sheet.

Please note that staff are not required to or obliged to look after children before 9.00am (except bus children) and after 3.00pm, unless previously organised. Time before and after sessions is staff preparation/pack up time.

### Child Protection Curriculum

Child Protection is implemented through the ‘You Can Do It’ program (YCDI) and through interactions with the children. There are five protective behaviours that Burra ELC focus on throughout the year and they are taught with the use of character puppets.

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<thead>
<tr>
<th>Oscar Organisation</th>
<th>Ricky Resilience</th>
<th>Connie Communication</th>
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<tbody>
<tr>
<td>Pete Persistence</td>
<td>Gabby Get Along</td>
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### Reporting

Communication between parents and staff teams is extremely important. You will be informed of your child’s progress through:

- Informal discussions
- Daily slide shows
- Phone calls
- Notes in Parent Information Pockets
- Communication Books
- Parent/Teacher meetings
- Profile Books (which will be sent home at the end of each term)

Summative Reports on completion of your child's preschool education. Staff will always try to speak to parents/caregivers personally regarding any information or issues that arise. Please feel free to use any of the above methods to inform us of celebrations or concerns you would like to share.
Parent Information Pockets
Each family has a named pocket on the wall as you enter through the side gate. These are used to share newsletters and information with parents. Please check your information pocket at the end of each day as this will keep you informed as to what is happening at our centre. Staff will put notes in the bus children’s bags.

Health Screening
Children aged 4.5 to 5 years are screened by the CAYHS/Health Sister and appointments arranged in conjunction with Preschool staff.

Lower North Health - Growing Healthy Kids
The Growing Healthy Kids team is an early intervention service based on the premise that the first few years of life in the child’s development are crucial in setting the foundation for lifelong learning, behaviour and health outcomes.

The team consists of a social worker, occupational therapist, speech pathologists, dieticians, a physiotherapist and a podiatrist. Please see a staff member for more information.

Out of School Hours Care - OSHC
OSHC provides after school care, pupil free day care and vacation care for children in primary school. Preschool children may access care depending on bookings. There are OSHC Information Packs available at our centre. For more information and bookings call 0428 440 227.

School Dentist
The School Dental Service is available to children aged from birth until 18 at public dental clinics throughout South Australia. Dental care is provided by teams of dentists, dental therapists and dental assistants. For all toddlers and preschoolers dental care is free. The School Dental Service recommends children have their first dental visit at around 12-24 months.

CLINIC: Clare School Dental Clinic
Phone: 8842 4196
Email: SADS.clare@health.sa.gov.au
Address: c/- Clare Primary School
Powell Place
CLARE SA 5454