GAWLIER EAST PRESCHOOL

POLICY INFORMATION

Gawler East Preschool
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Government of South Australia
Department for Education and Child Development
The D.E.C.D. Mission is to provide quality learning, teaching and care within an integrated and supportive learning organisation. We strive for continuous improvement in service and performance.

As employees of D.E.C.D. the staff at Gawler East Preschool are held accountable to implement D.E.C.D. and government policies.

Some DECS policies that are important for you to know about include:

1. **The Enrolment Policy (new policy will be developed for same first start 2014)**
   
   Each child of no less than 4 years of age is entitled to attend a maximum of 4 terms of kindergarten (15 hours per week).
   
   The day your child commences Kindergarten will depend on the enrolment policy of the school your child will be attending and on the Kindergarten’s existing vacancies. Therefore each child’s commencement date at pre-entry and Kindergarten will be worked out on an individual basis.
   
   4 sessions of preschool is available to children who meet the criteria for 3 year old entry to preschool.
   
   When vacancies are limited the preschool can implement the use of a Priority of Access Policy.

2. **Child Protection Policy**
   
   D.E.C.D. is committed to the prevention of child abuse and the protection of children. Legislation requires all employees to be responsible for the mandatory reporting of suspected child abuse.

3. **Administering Medicine**
   
   Staff are unable to administer medication without signed approval from the child’s **doctor** and parent. Medication needs to be in fully labelled pharmacy container with medication authority form completed and signed by both parent and doctor. Full specific instructions need to be provided. In the interests of child safety, please do not send any medication to Kindergarten without this signed form. Forms are available from the staff. All medication should be handed to staff. It is recommended that children who are not able to fully participate in the preschool day due to sickness remain home until fully recovered, as we do not have “sick room” facilities.
Right Bite Food Supply and Nutrition Policy for Preschools

This is the Policy for use by Gawler East Preschool in line with the Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools incorporating the Eat Well SA DECS Healthy Eating Guidelines (2004).*

Rationale

This 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 DECS 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:
   - staff 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.

This food policy will be established after consultation with staff, governing council and parents within the preschool community.

Curriculum

Our preschool’s food and nutrition curriculum:
- is consistent with the Dietary Guidelines for Children and Adolescents in Australia, and the Australian Guide to Healthy Eating
- 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
- integrates nutrition across the EYLF framework where possible, relating to the Developmental learning outcome: ‘Children develop a sense of physical wellbeing’

The Learning environment

Children at our preschool:
- have fresh, clean "pura" tap water available at all times and are encouraged to drink water regularly through the day
- will eat routinely at scheduled break times in a set seated eating space
- eat in a positive, social environment with staff who model healthy eating behaviours
- use the preschool garden to learn about and experience growing, harvesting and preparing nutritious foods

Our preschool:
- provides rewards/encouragements that are not related to food or drink
- understands and promotes the importance of breakfast and regular meals for children
- teaches the importance of healthy meals and snacks as part of the curriculum
- is a breastfeeding friendly site

Food supply

Our preschool:
- encourages healthy food and drink choices for children in line with the Right Bite strategy
- encourages food choices which are representative of the foods of the preschool community
- ensures healthy food choices are promoted and are culturally sensitive and inclusive
- ensures a healthy food supply for preschool activities and events in line with the Right Bite strategy
- displays nutrition information and promotional materials about healthy eating
- has the following guidelines for families for food brought from home or provided by staff within preschool time
Fruit Time:
Parents and carers are encouraged to supply fruit and vegetables at fruit time to:
- provide children with important minerals and vitamins
- encourage a taste for healthy foods.

Lunch Time
Parents and carers are encouraged to supply food mostly from the GREEN list with some choices from AMBER list for lunch.

We encourage children and parents not to provide food from the RED list for the child’s day at preschool to:
- provide children with important minerals and vitamins
- to acknowledge good nutrition contributes to good health and wellbeing and this is vital for positive engagement in the learning activities at preschool.
- encourage a taste for healthy foods.
- Support preschool curriculum and child’s learning as part of the Right Bite strategy

Food and drinks provided to children:
- parents and carers are encouraged to provide healthy food and drink choices in line with the Right Bite strategy
- staff will ensure that food provided to children by the preschool is in line with the Right Bite strategy.

Food safety
Food Standards of Australia require that we provide enough refrigerator or insulated boxes with ice bricks to store food to keep food cool. Food can be safely stored using esskies for up to 4 hours. Food not eaten at lunch that needs to remain cold to be safe will be disposed of as it will be outside the 4 hour safety zone. When possible we will send home uneaten food so that as a parent you are aware of what your child has eaten in their day, we recommend that this food is then disposed of at home as it will no longer be fresh.

Our preschool:
- promotes and teaches food safety to children as part of the curriculum
- encourages staff to access training as appropriate to the Right Bite Strategy
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff.

Food-related health support planning
Our preschool:
- liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues.
- Has a current BAN on nut and nut products to support health plans of some children – please do not send anything with nuts in the ingredient list.

Working with families, health services & industry
Our preschool:
- invites parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- provides information to families and caregivers about the Right Bite Strategy through a variety of ways including:
  - newsletters
  - policy development/review
  - information on enrolment
  - pamphlet/poster displays
- promotes the alignment of fundraising with the Right Bite strategy.

The staff at GAWLER EAST PRESCHOOL Preschool thank you in advance for your support of this policy.
This list has been prepared using the Right Bite Guidelines. We have modified this slightly to

- acknowledge the constraints of the preschool
- support the preschool curriculum
- and acknowledging that children are only here for 15 hours of their week, enabling children to access a range of other foods at other times.

The Right Bite strategy teaches children the “traffic light” system of Healthy Eating - **GREEN** - GO - Eat plenty
**AMBER** - SLOW DOWN - Select carefully **RED** - STOP - Occasionally

We recommend packing food with a small ice brick in hot weather. Please place name on containers.

**GREEN LIST** - Choose plenty

Children can bring green list foods for snack and lunch. We encourage fruit and/or vegetables for morning and afternoon snack as these will not spoil without esky/refridgeration.

<table>
<thead>
<tr>
<th>Food type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breads</td>
<td>All types of bread including wraps, borritos, tortillas etc. Multigrain, wholemeal, hi-fibre are extra good!</td>
</tr>
<tr>
<td>Cereal foods</td>
<td>Rice, pasta, noodles etc. (unfortunately we cannot heat these up).</td>
</tr>
<tr>
<td>Breakfast Cereals</td>
<td>Whole grain breakfast cereals that are high in fibre and low in salt and sugar can be great “nibbles” at kindy.</td>
</tr>
<tr>
<td>Vegetables</td>
<td>Any - chop up into sticks and add a low fat dip. (dips for lunch time only)</td>
</tr>
<tr>
<td>Fruit</td>
<td>Any - fresh, dried or fruit packs in natural juice</td>
</tr>
<tr>
<td>Legumes</td>
<td>Any - again we cannot heat up - but many children enjoy cold baked beans!</td>
</tr>
<tr>
<td>Reduced fat Dairy products</td>
<td>Low fat yoghurt, custard (not flavoured please) and cheese. Pack these with a “cold pack” and make sure they are in the esky for lunch only.</td>
</tr>
<tr>
<td>Drinks</td>
<td>Water only at preschool please</td>
</tr>
<tr>
<td>Meats</td>
<td>These need to remain cold - so we recommend always packing with an ice brick and placing in the esky. Lunch time only. No “highly processed” meats such as kabana, salami, metwurst etc. These foods are high risk if contaminated. We have a BAN on NUTS/NUT PRODUCTS in support of children’s health needs.</td>
</tr>
</tbody>
</table>

**AMBER LIST** - Select carefully - Children may choose from this list to add to their (GREEN) lunch choice.

<table>
<thead>
<tr>
<th>Food type</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savoury products</td>
<td>Check for fat and salt content. Examples could be cheese and tomato (vegetable) pizza, vegetable pastries, quiches,</td>
</tr>
<tr>
<td>Spreads</td>
<td>Use sparingly. Choose reduced salt/sugar if available. Includes vegemite, fruit jam, honey. Sorry no nut spreads.</td>
</tr>
<tr>
<td>Snack food bars</td>
<td>Try higher fibre/low sugar varieties such as breakfast bars, cereal bars, fruit bars. Sorry no nuts or chocolate.</td>
</tr>
<tr>
<td>Savoury snack foods/biscuits</td>
<td>Check for fat and salt content. “Oven Baked” varieties are usually good, dry biscuits, air popped popcorn, rice cakes or crackers.</td>
</tr>
<tr>
<td>Fruit bars or chews</td>
<td>Fruit bars often don’t contain much fruit. Check for sugar content and go fruit over 80% content. Try to avoid those that look like lollies.</td>
</tr>
<tr>
<td>Cakes, muffins etc</td>
<td>English muffins, small muffin high in fibre and fruit, scone, small pancake/pikelet are all acceptable. No icing or chocolate. We know many of you make great healthy muffins, cake and scones. To help our 4 year olds as they develop an understanding of this area we would prefer to keep it simple - so please do not send “cake” - stick to muffins, scones.</td>
</tr>
<tr>
<td>Full fat Dairy products</td>
<td>Full fat Yoghurt, custard (not flavoured please) and cheese. Pack these with a “cold pack” and make sure they are in the esky for lunch only.</td>
</tr>
</tbody>
</table>

“Lunch Only” foods will be disposed of at preschool at the end of lunch due to uncontrolled refrigeration.
GAWLER EAST PRESCHOOL
UV RADIATION, HEAT STRESS AND HOT WEATHER POLICY

Gawler East Preschool is committed to providing and maintaining a safe and healthy environment for its staff, children and visitors.

This policy aims to ensure that all children and staff attending the centre are protected (as much as practicable) from skin damage and heat stress caused by the sun radiation, humidity and heat. It has been formulated with the help of the Cancer Council South Australia information and DECD policies and guidelines. This policy will operate for 12 months of the year. While it is acknowledged that exposure to UVR rays in safe levels (below level 3) is beneficial for all (particularly in the winter months), as children generally only attend preschool for 2 days per week, the preschool will focus on establishing a consistent routine to UVR protection, with the premise that children will obtain their required daily UV exposure at supervised times at home.

CENTRE RESPONSIBILITIES

- The governing council will endeavour to increase and maintain the number of shelters and trees providing shade.
- The governing council will ensure centre air conditioning and fans are maintained.
- Staff and children will be given breaks from outside on hot/humid days.
- The centre will incorporate sun and skin awareness activities into curriculum (particularly August - April each year).
- The preschool will have for sale, at a reasonable cost to parents, appropriate Sun Safe T-shirts and bucket style hats.
- The preschool will provide and apply sunscreen (30+ broad spectrum, water resistant) to those children who stay at preschool for a full day.
- The preschool will provide plentiful cool drinking water accessible to children at all times.
- The preschool will provided suitable eskies with ice bricks for storage of lunches (following food safety guidelines – see further detail in centre Healthy Eating Policy).
- Preschool will ensure Sun Smart behaviour is promoted in our community.

STAFF / VOLUNTEERS RESPONSIBILITIES

Staff will be positive role models who practice skin protection behaviours. This means that staff will:

- be required to wear sun screen, hats and appropriate clothing for outdoor activities.
- be expected to use and direct children to shaded areas in all possible instances and especially on days/peak times of high UVR.
- When possible inside play (in air conditioning) will be encouraged during hot or humid weather (over 38C or high humidity). High numbers of children may require limited play in the shade to continue.
- Educate and encourage children to apply sunscreen provided during lunch period in readiness for outdoor play.
- wear appropriate (legionnaire, bucket, or brimmed) hats when outside (6cm brim or wider).
- be expected to role model appropriate Sun Smart strategies in all centre activities.
- include skin cancer prevention in appropriate teaching activities.
- On hot and humid days, where possible, many activities will include water for its cooling effects – within the State’s Water Restriction Guidelines at the time.
- encourage all children to have regular drinks of water throughout the day.
- be encouraged to keep up to date with new information and resources.

Note: On days where the forecast temperature exceeds 34C staff will conduct touch test to ensure metal surfaces are safe for children to use. (Adult can hold hand on surface for a slow count to 10 – surface is safe for use). In the event of air-conditioning malfunction on a day where temperatures exceed 35C families will be informed and provided with the option of picking their children up early.

PARENT’S RESPONSIBILITIES

On enrolment of their child parents will be given a copy of this policy and asked to meet the following requirements:

- provide a named broad brimmed or legionnaire or bucket style hat (bucket style to have a deep crown and minimum of 5cm brim) for their child’s use at kindergarten – to be taken home and brought daily 12 months of the year. Hoods and “beanies” are not considered appropriate for UVR protection.
- use SPF 30+ broad spectrum sun screen on their child at the beginning of each session.
- encourage child to wear clothing suitable for greater sun protection – such as T-shirts with collars, elbow length sleeves and longer style shorts or skirts. No singlet, shoe string or midriff tops are allowed.
- Pack an ice brick with their child’s lunch, which is to be placed in the esky on arrival to kindy (see further detail in Healthy Eating Policy).

CONSEQUENCES

- Children who do not have their hats with them will be asked to move indoors or play under the verandah.
- Children who are not wearing appropriate UVR protective clothing, will be asked to play in shaded areas.

Note: On occasion when available an alternative Sun smart clothing option will be offered. Spare hats are generally not available due to the risk of spread of head lice. Choosing to use a “spare hat” from the Lost Property Basket will present this risk.
Invacuation/Evacuation Procedure

Report problem immediately to staff.

INTERNAL/EXTERNAL THREAT

(Internal / External: Fire/hazardous substance, natural disaster, Bomb threat)

Loud Blast of siren.

→

Evacuate as directed.

Inside ECW Collect roll, emergency bag, contacts list
Close windows, doors in cases of fire, if possible

→

ECW Contact Emergency Services ph. 000
(Police 131444, DECD Regional office 85220900, School Care)

→

Staff members to report to Nominated Supervisor

→

Roll taken. Decision to move to school lawn. Search activated
Rationale
Good relationships between home and preschool give our children a better chance of success. This policy provides information about avenues of communication, which strengthen the partnership between parents and the preschool. It acknowledges the importance of the relationship between caregivers / parents and the teachers and other staff and provides the steps to follow in the event of a concern.

1. CONCERNS OR COMPLAINTS
A person can raise a concern or complaint if they think that the preschool or a preschool staff member has for example
- Done something wrong or acted unfairly or impolitely
- Failed to do something it should have

Your concern or complaint may relate to;
- the type, level or quality of service
- preschool policies, procedure or practice
- another child's behaviour
- another preschool related issue – such as behaviour or decisions of staff

2. PROCESS FOR RAISING CONCERNS OR COMPLAINT
All concerns should be raised directly with the centre through the director or staff.

3. PROCEDURE TO BE FOLLOWED
   Step 1.
   Arrange a time to talk to the person concerned. Your concern deserves time in order to be resolved. Let the person know about the details of your concern with a chat, note or telephone call prior to an arranged meeting. A time can be set up which suits you both. This means all will be prepared and have all the necessary information.
   Stay calm, respectful and honest in your approach. Written or verbal complaints should focus on the facts or details – avoid personal insults, inflammatory statements and threatening or intimidating comments. You should not approach children or the parent/caregiver of any child directly (including email or phone).
   If your complaint is about the Director of the preschool, or you are not comfortable reporting to the preschool person involved, it may be necessary to go straight to Step 3 or 4.
   Step 2.
   The preschool will look into your concern and get back to you as soon as possible. The preschool will aim to keep you informed and resolve the concern as soon as possible – ideally within 15 working days.
   Step 3.
   If together, you are not able to sort out the problem let the person know that you intend to speak to the Director. Arrange a time to speak to the Director, providing information which will enable the meeting to be as useful as possible.
   Step 4.
   If you are not satisfied that the complaint has been resolved (or the Director is the subject of the complaint) you may contact Regional Office (phone 85220900). The Regional Office will review this and work with you to resolve the matter as soon as possible – within 20 working days.
   Step 5.
   If you are not satisfied (or at any time you wish to get advice) you can contact the PARENT COMPLAINTS UNIT on 1800 677 435.
   This unit will
   - assess your complaint
   - decide what action is needed
   - let you know what has been done and when you can expect to hear about the outcome.

4. ROLES AND EXPECTATIONS
   Parents / Children / Staff Can Expect
   - To follow the Policy when lodging a complaint or concern
   - To be listened to
   - To have opportunities to put their own point of view and express opinions and concerns
   - To be treated fairly, respectfully and equitably
   - To be kept informed
   - To be informed of options, advice and support available when raising a complaint or concern
   - Not to be discriminated against

Reviewed March 2012
Review: March 2014
GAWLER EAST PRESCHOOL
BEHAVIOUR MANAGEMENT POLICY

Gawler East Preschool is committed to providing and maintaining a safe and healthy work environment for its staff, children and visitors.
We are committed to providing quality teaching in a supportive and caring learning environment.

BELIEF STATEMENT
We believe behaviour is a form of communication and that children need to express emotions such as anger, frustration and distress, but may need help, at times, to express these feelings appropriately. We believe children learn best when they experience success and have a positive self-image, and have a “good” relationship with their teacher(s). Forming and maintaining a supportive, positive, caring relationship with each child is vital in any learning situation and remains paramount. We acknowledge that each child is an individual who comes to preschool with his/her own culture and already formed behaviour code.

As a staff team we believe:
• All children have the right to feel safe
• Effective learning occurs when families and educators work together.
• No child should be made to feel rejected, insecure, embarrassed or ashamed

EXPECTATIONS
Our expectations of behaviour are based on CARE and RESPECT, and PRESCHOOL SOCIAL EXPECTATIONS. We aim to encourage children to develop empathy and understanding, self-respect, self-discipline and self-control. We support new learners through planning, clear information, modelling and mentoring.

• We respect and care
  o for each other
  o for our things
  o for our environment and
• We use social language and actions

RESPONSE
At Gawler East Preschool we will employ various methods to nurture positive behaviour, reduce inappropriate behaviour and manage challenging behaviour. Inappropriate and unacceptable behaviour can range from simply not following direction to dangerous/hurtful or inappropriate actions or language, through to violence and bullying. Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group. Conflict or fights between equals, and single incidents are not defined as bullying. All bullying and single incidents are treated on an individual basis and, in ongoing or more challenging situations, an individually tailored behaviour plan may be required.

Methods we would use include:
• Teaching and reinforcing “Safe kindy Rules”
• Positive teaching techniques to reinforce appropriate behaviours, including distracting, positive reinforcement, redirecting, ignoring, early intervention, positive guidance and/or visual aids
• Teaching children to recognise and express feelings appropriately through informal and formal learning opportunities
• Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately
• Intentional teaching of appropriate behaviours, communication and play skills
• Providing a nurturing environment that promotes a sense of belonging and self-worth, and values the individual.
• Interacting positively, using positive language and acknowledging and modelling respectful behaviour
• Withdrawing children to be with a supportive adult when they are at risk of hurting themselves or others

In some instances it may be necessary to include the following:
• Using “Time Away” for dangerous or for repeated unacceptable behaviour. The child will be asked to sit quietly to think about the behaviour. The child will be monitored by staff.
• Contacting the parent to collect their child from preschool, if behaviour escalates, and/or it is in the best interests of the child or other children.

Where possible every effort is made to inform parents of any general behaviour issues and/or behaviour issues that involve their child. They will not however breach confidentiality by informing them of any other parent or child involved in any incident(s). It is an expectation of the preschool that parents do not approach any child or parent of that child about any behaviour incident at the preschool. Please consider the Parent Grievance Policy and/or speak to the Preschool Director.

Reviewed March 2012 Review: March 2015
Gawler East Preschool is committed to providing and maintaining a safe and healthy work environment for its staff, children and visitors. We are committed to providing quality teaching in a supportive and caring learning environment.

DEFINITIONS

“illness”: (for the purpose of this policy) refers to any temporary condition that affects a child’s ability to participate in the preschool curriculum and/or requires additional care that may affect the quality of the preschool program offered to that child and the remaining preschool children.

Illness includes:
- Influenza and influenza like illnesses
- Running noses where this is not able to be managed independently or discharge is not clear
- Earache, headache, stomach ache
- Temperature
- Bladder infection or loose bowels
- Gastro-enteritis
- Head lice infestation – before successful treatment ie while live eggs and/or lice are present
- Vomiting, diarrhea within the last 24 hours
- Any illness or condition that requires the temporary application or administration of any medication or ointment whilst your child is at preschool
- Conjunctivitis
- When on a course of antibiotics for the first 24 hours of being medicated
- Any infectious disease – chicken pox, measles, etc.
- Any infectious skin complaint – school sores, ring worm etc
- Any temporary illness where the child is unable to fully participate in the curriculum
- Excessive and/or continuous nose bleed ie a nose bleed that does not stop within a reasonable period of time
- Any injury where the child would require additional supervision or care, without this first being negotiated with the Director

It excludes:
- Asthma
- Eczema – or other ongoing skin complaints
- Allergies or sensitivities
- Any ongoing, long term or permanent condition that requires care

These exclusions and some others will require Health Management Plans and/or Medication Permission forms to be completed by parent, director and Doctor to ensure the child’s health can be managed appropriately by the staff in the preschool. It will sometimes also include negotiations with The Department to ensure an appropriate level of health care is provided. Any medication required (negotiated through this process) will need to be kept on site, with appropriate permission forms.

Note: All staff have been trained in Asthma Management, however we are unable to administer Asthma medication without signed forms and individual medication. An ambulance will be called in the event of an Asthma attack without signed forms and medication on site. All families should ensure appropriate insurance to cover medical and ambulance has been considered.

POLICY

This policy aims to ensure that all children and staff attending the centre are protected as much as practicable from disease and infection. It covers events such as sudden and temporary illness (see definition), temporary contagious infection as well as incidental soiling or “wetting” of clothing. It considers the physical resources of the preschool (no “sick room” or bed, no access to warm water for cleaning children/clothing nor access to medication) as well as the lack of additional staff to manage or monitor children in times of illness (staff ratio of 1:11 – all “on the floor” with the children – no additional administrative or support staff). It also considers Child Protection issues around changing and cleaning of soiled children. It does not apply to ongoing or permanent illnesses such as Asthma, incontinence, HIV, etc. Any long term or permanent illness should be discussed with the Director to organize an appropriate Asthma or Health Management Plan to support the child’s attendance at preschool.

PROCESS

In the event of a child becoming ill at the preschool, a staff member will contact the first emergency contact person to inform you of the illness and arrange for the child to be collected from preschool as soon as is practicable. If the first contact person is not able to be contacted the additional contact numbers will be used – with the knowledge that these people have the parents’ permission to collect your child from preschool.
In the event of a child soiling/wetting themselves at preschool, the child will be encouraged to change themselves (in a private area) and place soiled clothing in a plastic bag for collection by the parent/carer. If the child is particularly messy or distressed or upset, the parent will be contacted to collect the child. For Child Protection reasons children should not be cleaned by staff, (although every support will be given with this task). Unfortunately due to lack of facilities clothing can not be washed or cleaned prior to bagging, as this could pose a health risk (using sinks unsuitable for this purpose). Every effort will be made to inform parents of the incident. If soiling becomes a “regular” occurrence then a Continence Plan may need to be negotiated between staff and parents.

CENTRE RESPONSIBILITIES

- The Governing Council will where ever possible support staff to access relevant Professional Development in managing health, hygiene and illness.

PARENT’S RESPONSIBILITIES

On enrolment of their child, parents will be given a copy of this policy and asked to meet the following requirements

- Become familiar with this policy.
- Inform staff of any temporary illness the child may be suffering and provide any documentation as may be required.
- Keep home any child “suffering” any of the ailments mentioned in the policy
- Inform your emergency contact people of this policy, and the possibility of them being contacted to collect your child in the event of illness.
- Collect their child from preschool if they become ill or an illness is aggravated at preschool
- Consider Child Protection issues - Begin training children in wiping own bottoms

STAFF RESPONSIBILITIES

- Staff are responsible for “duty of care” which requires staff to take reasonable care to protect children from foreseeable risk to health or injury.
- Staff are not responsible for administering any medication without a health care / medication plan in place
- Staff are responsible for ensuring Child Protection Principles are considered when managing an incident that may require changing of a child.
- Staff will inform parents of any contagious illness that may be present
- Staff will verse children in appropriate hygiene practices to help manage control of disease and illness – including washing hands before eating and after toileting, putting tissues in the bin etc.
- Staff will include “being healthy” as part of the curriculum
- Staff will refer child and or family to relevant DECS Special Services for additional support, or to external organizations who may provide expertise to support the preschool, child and family with health needs and planning.

Review April 2012
PLEASE NOTE: This policy will remain in effective for enrolments eligible to start up until April 29 2013. A new policy will then come into effect taking into consideration Same First Day rules.

Note: Enrolment at Gawler East Preschool does not guarantee access to any primary school.

Gawler East Preschool operates a Priority of Access in times of high enrolments to support equitable access to a preschool service. When limited vacancies exist priority is given to children in the following order:

**PRIORITY ONE**

1. a. Children who live in the following areas: Gawler East, Kalbeeba, Cockatoo Valley, Sandy Creek, Concordia, Gawler, Rosedale and Parts of Gawler Belt and Willaston.
   b. Children for whom this is the closest preschool.
   c. Children who use either the Gawler Community Child Care Centre or an approved Family Day Care provider living in the Priority of Access Area.

Therefore, priority for a vacancy will go to an eligible* child, who is living in the area described above, or is using FDC in the Priority Areas, or attends Gawler Community CCC.

*an eligible child is a four year old child one year prior to school start or an Aboriginal or GoM child in their eligible year(s)

**Waiting List Priority:**
Priority one will always have first entry into the preschool. If you do not meet Priority one criteria and still wish to attend this centre you will be placed on a waiting list for vacancies using the following criteria in the order listed below. Enrolments will be placed on this list according to when they enrol – however a child who meets higher criteria will have access to the preschool before a child in a lower priority – even if they enrol later.

**PRIORITY TWO**

2. a. Siblings attend the closest School (Gawler East Primary School)

**PRIORITY THREE**

3. a. No vacancies at your Priority of Access preschool
   b. Any other reason

**NOTE:**
DECD enrolment policy states children will receive a MAXIMUM of 4 sessions for a MAXIMUM of one year (with some exceptions). During peak periods children may be offered fewer sessions. Eligible Priority one (P1) children will receive their full sessions as soon as vacancies allow. During extremely busy periods 2 waiting lists may exist - a primary list, of those who meet P1, and a secondary list, of those who do not. Children on the second list will only be offered positions if and when there are vacancies after all P1 children have their full entitlement.

**Early Entry** and **Extended time** may only be approved once all P1 children are placed.

**Pre-entry** sessions and **Playgroups** are not funded by DECD and are only available where preschool resources permit. Pre-entry will only be offered to those children meeting **Priority One** criteria one term prior to their eligible preschool attendance when vacancies and building capacity allows. Playgroups will only run when available time and capacity allows.

*This policy was formulated using DECD Preschool Enrolment Policy and Guidelines and has been prepared to support Gawler/Barossa preschools to maintain National Quality Standards. Please direct any queries initially to the Director of your chosen preschool*