



Tatura Children's Centre



Preschool 2018 Information for Families

Reviewed October 2017

Tatura Children's Centre Preschool educators look forward to working alongside you as partners in your child's development and education. The best experiences for children happen when there is a strong relationship between a child's family and educators. An appreciation of each other's knowledge and experience together with shared goals and aims is what is best for your child.

We trust that your child will feel happy and secure in our Preschool environment and be stimulated by the variety of activities and learning experiences we provide.

This booklet provides valuable information about the Preschool experience and will help you to prepare for this important time in your child's life. Please keep these documents in a safe place as it is a handy reference for the year.



Preschool education

Preschool is offered in the year prior to starting school, it is perfectly placed to build on your child's existing skills while furthering those needed for the future. Research has shown that

children who participate in a high-quality Preschool program are well prepared for formal education. At Tatura Children's Centre our Preschool education program is based on the children's interests as well as educator knowledge and understanding of children's development.



Contact information

For further information in regards to fees, enrolments and payments, please contact the office.

Phone: 03 5824 1415

Preschool Email:

preschoolattcc@gmail.com

Centre Email:

taturatcc@outlook.com.au

Website:

www.taturachildrenscentre.com.au

Address: 5 - 9 Kerferd Street

Tatura, 3616 OR

PO Box 234, Tatura, 3616



Introduction to Tatura Children's Centre

Tatura Children's Centre is a community managed Centre, with places for 103 children. The Centre features four different aged rooms; the Nursery, Toddler, 3 year old Fungroup and Preschool rooms. Preschool is located in the separate building at the front of the Centre and can be accessed via its own fenced yard or from the Centre itself.

PRESCHOOL ROOM OPERATING HOURS in 2018

Funded Preschool Program

Monday and Wednesday 8.30am to 4.00pm
and

Tuesday and Thursday 8.30am to 4.00pm
OR

you can do long day care on these days which means you can attend anytime between 7.30 am and 6.00pm.

4yr old Long Day Care is offered on a Friday.

There is limited opportunity for long day between Monday and Thursday.

If you are interested please see Sheree for availability.

Any accounts and Preschool correspondence will be placed in your child's individual pocket, located within the Preschool Room; unless they have a sibling within the Centre (in which case your pocket will

remain in the foyer). Please ensure that you check this pocket daily. All accounts are payable at the office anytime during the day. Preschool term fees are issued to families at the commencement of each term. If you have a health care card and you are a Preschool term paying family, it needs to be presented to the office at the **start** of each term so your account can be adjusted accordingly. For further information regarding the Centre please refer to TCC's Family Handbook.

All families are requested to provide an email address so regular correspondence can be maintained by both yourselves and us as your child's educators.



Term dates

Please refer to the Term Dates page for further information. Also please ensure you take note of the dates specific to your child's group. These are either colour coded green/yellow or alternately will have the group name indicated next to them.



Parent/educator interview

Before your child commences Preschool you have the opportunity to be part of a Parent/educator interview. This is an opportunity for us to have a more specific discussion about your child's development and to set goals for your child during 2018.

A sign-up sheet will be available on Transition Day then located near the Fungroup room door during December.



General information

Arrival and departure

The Attendance Sheet is located near the entry door to Preschool. Please ensure that this document is always signed as it is a legal requirement for the Centre. Parents are asked to stay in the front yard until the door is opened

by educators at 8.30am, at which time you are welcome to enter the room. Please ensure you sign the Attendance Sheet when collecting your child. Late fees (as indicated in your Centre Family Handbook) apply if you are late. If you would like to pick up your child earlier please let us know so that bags etc. can be packed and ready.

Long Day Care children and their families are free to enter the Preschool room anytime when the room is open. The Preschool room opens at 8.00am; children who arrive prior to this time are included in family grouping situated in the Toddler room with the Attendance Sheet available in the Centre foyer. The children are gathered from the Toddler room along with the sign in book and moved into the Preschool room for the commencement of their day. At the end of the day, the children and Attendance Sheet are returned to the Fungroup room and foyer respectively at 5.00 pm

Centre policies

The Preschool has a range of procedural guidelines regarding issues relating to you, your child and TCC. These guidelines are kept in a Policy book located in the Preschool room.

Medical conditions

If your child suffers a medical condition (especially asthma or

anaphylaxis/food allergy), please discuss this with us.

Collection of children

Only the legal parent/guardian listed on the enrolment form is able to have access to your child.

Parents/guardians can nominate other people to collect their children on the enrolment form. Parents are to inform educators if an authorized person will be collecting their child. Authorised person/s will be asked to show identification upon arrival if educators have not met them before.

Parental concerns

Tatura Children's Centre has a policy that any concerns should be forwarded to an educator. If necessary they will then be forwarded on to the Centre Director. Please refer to the Centre Policy manual for further details.

Lost property

Please check from time-to-time for lost property.

Photographs/media

There may be times when the media will visit the Preschool to take footage or photographs of the children and where possible, parents will be notified.

Throughout the year, educators will take photographs of the children to use in the program and on wall displays. Educators are sensitive to

the religious, cultural beliefs and custodian issues for families.



Preschool Early Childhood Educators



Preschool Teacher - Lee Power

Lee has a Bachelor of Early Childhood Studies through the University of Melbourne. She has been employed as the Preschool Teacher at TCC since 2010.

Lee works Monday to Thursday and her hours are 8.00 am to 4.45 pm with program planning occurring on Tuesday and Wednesday.



Educators



Janine has an Advanced Diploma and is currently responsible for Health and Safety at TCC. Janine works Monday to Thursday from 8.30 to 5.15.



Nicole has a Diploma qualification and is working full time in the Preschool room, Nicole will be Room Leader on a Friday for the Long Day Care children.



Jessie will be covering planning on both Tuesday and Wednesday.

Vicki F will be covering lunch breaks on Monday and Friday. Elise will be covering lunch breaks on Tuesday, Wednesday and Thursday.

Traci or Debbie will be covering all educator holidays.

All educators have a current Level 2 First Aid, Anaphylaxis and Asthma Accreditation.

Preschool Curriculum

The curriculum in Tatura Children's Centre Preschool room offers a range of child initiated and educator initiated learning experiences. The program flows from the child's ideas, interests and experiences both inside and outside of the Preschool environment, indicated by parents in the 'Memorable Moments' sheets; available in the preschool room, together with educators observations. Reflection folders, individual portfolios and project folders are available in the Preschool room for viewing on a daily basis.

A group notice board will be displayed at the front door (please look for your group colours), detailing information about the concept of the week, along with any special events or notices to parents from your child's early childhood educators.



Early Years Learning Framework

This Australia wide initiative provides the framework from which the curriculum will be implemented and assessed. The key visions encompassed by the framework are **BELONGING** (knowing where and with whom you belong), **BEING** (recognising the significance of the here and now in children's lives) and **BECOMING** (reflects the process of rapid and significant changes that occur in the early years as young children learn and grow).

These key visions are further split into five learning outcomes:

- **IDENTITY,**
- **COMMUNITY,**
- **WELLBEING,**
- **LEARNING,** and
- **COMMUNICATION.**

Each of the above five learning outcomes are expanded to provide examples of evidence that we, as educators can observe in the children as they learn. This helps us to design a curriculum that meets the needs and interests of the children as individuals and a group.

Eight Key Learning/Curriculum Areas

The following learning areas will be incorporated into the curriculum on a daily basis.

The Arts - includes music/movement, drama, visual arts, puppet and mask making as well as sewing and weaving; a variety of drawing mediums along with dramatic play.



Language and literature - includes literacy; language and literature.



Mathematics - includes number concepts; sets; quantity; length; distance; temperature; time; estimation; problem solving; shape and patterns.



Science - includes observing details, testing, experimenting, describing/clarifying, making generalizations and wondering why; life and living; energy; earth and space; water; magnets; sounds and ecology.



Technology - includes investigation, inventions, exploring processes and products, creating and researching. Children will also have access to computers and iPads.



Health and Physical Education - includes health and hygiene awareness and physically active play. We will also look at how our body

works and how to look after our bodies.



Languages other than English - during the course of the year the children will be introduced to greetings and songs from the various cultural backgrounds; along with key word signing.

Studies of Society and the Environment - includes an awareness of our local community, animals and plants along with learning about environmental sustainability.



Within the TCC Preschool room, these curriculum areas are introduced to the children in an active, play based learning environment where the children can follow their interests and make choices. The Early Childhood Educators role is to set up environments which will facilitate

this, and to challenge and guide children in their learning.

Introduction to Concepts

Concepts that your child will be introduced to throughout the year are as follows:

**"Colors of the Week" Program -
Term 1**

**"Number of the Week" Program -
Term 2**

**"Letter of the week" Program -
Terms 3 and 4**



Individual Programming

Each child in our program is valued as an individual and our aim is to develop their potential in an individually appropriate way. We believe that children bring to a group setting, particular learning styles and learning needs. As a result of this belief, we carefully observe and gather information about your child's journey with us, which is kept in an individual portfolio for each child. Each portfolio contains:

- copies of the Memorable Moments and Educator Voice sheets,
- Reflection stories pertinent to the individual child,

- Together with mid year reviews and your child's transition statement, and
- Samples of your child's art work (if they don't take them home).



Small Group Programming

As we know, children learn best in groups, a great deal of learning occurs in small group interactions.

Through small groups children have the opportunity to share ideas with each other, listen to each other, be actively involved in a shared experience, and have regular involvement with an adult.

Small group time occurs regularly throughout the day in a spontaneous manner. As educators we use interests to extend the children's learning and through an adult guided learning experience, we can introduce new concepts or explore further familiar concepts with the children. Educators take the lead and set challenges for the children.



Large Group Programming

Large group times are a time for the entire group of children to share important information or to participate in experiences which are suitable for large groups. Group times will include show and tell bags, group games, a music, physical, health or language experience; and regular planning sessions, which encourage the children's input into the activities provided. This is also the time where educators can introduce new ideas to the children; those that are important for the children to learn such as road safety, nutrition, cultural awareness, cooking or gardening and sustainability practices.



By utilising the above three programming initiatives, at the end of your child's Preschool year we aim for your child to be displaying independence in thinking; an understanding of Preschool routines,

rules and expectations and a responsibility and care for belongings and Preschool equipment.

This is achieved through:

- "group times" which are gradually extended in time and increasing in structure throughout the year;
- guidance in routines and turn taking;
- the development of responsibility over their belongings;
- an ability to listen to others and
- most importantly, developing an ability to follow their own ideas.



Healthy Together Program (Healthy Lunch Box Ideas)

Each child is required to bring along a piece of fruit for their morning tea every day. A list of suitable items is included in the package. Preschool only children are required to bring a lunch box with enough suitable food items for morning and afternoon tea, together with lunch. Two tables will be set up for the children to eat morning tea and lunch when it suits them, rather than at a set time.

In Term 4 we encourage all children bring a lunch box along to help them with their transition into school; enabling them to understand the difference between morning tea and lunch as well as managing the packaging their food comes in.

TCC's "Nude food" program

TCC have adopted a "Nude food" initiative. This means we are encouraging all food products bought into TCC to be in a plastic container. By reducing the amount of wrappings within the Centre we are aiming to educate children about looking after the world in which they live and on sustainability practices. Please refer to TCC's sustainability policy for more information on sustainability initiatives.



Suitable food items to bring to Preschool

Fruit - including kiwi fruit, sultanas, bananas, apples, pears, peaches, nectarines, grapes, oranges, mandarins, cherries, strawberries, dates, watermelon, pineapple, apricots or plums.

Vegetables - celery, carrot, avocado, mushrooms, garden salad, capsicum,

tomato, olives, corn cobs, cucumber or coleslaw.

Bread - rolls, pita bread, English muffins, fruit bread, crumpets, sandwiches, pikelets, rice/corn cakes, jaffles, cooked fried rice, or pizza slices.

Cheese/dip and biscuits, plain popcorn

Yoghurt or custard

Cheese sticks, slices or wedges

Water in their drink bottle

Purchased BIRTHDAY CAKE (for your child's special day)

Unsuitable foods to bring to Preschool

Chocolate covered items, Nut or nut based items, Lollies or sweet treats.

Cordial or juice

Commencing Preschool Settling in

On the first few days, your child may need support with settling in to the Preschool environment. This can be done by greeting educators inside the Preschool room and then saying 'goodbye' confidently when you and the educators feel it is time to go. Some children take longer to settle than others. If you have any concerns, please do not hesitate to speak to an educator.

What your child needs to bring

- a medium sized backpack,
- a sunhat (Terms 1 and 4),

- a complete change of clothes, including underwear,
- a jumper (when appropriate),
- a water bottle,
- a packed lunch (for Preschool only),
- a piece of fruit for morning tea.

All items should be clearly labelled.

Clothing and footwear

It is best to send your child in casual, comfortable clothes. This allows them to freely participate in messy experiences such as playing with paint, clay, mud and water. While smocks are supplied, they don't always prevent clothes from getting dirty. In winter, jackets are needed for outdoor play. Runners, shoes or sandals (no thongs) are recommended for safe play. Children will be allowed to take off their footwear for outdoor play in warmer months.



Transition to school

To facilitate a smooth transition from Preschool to School, we at TCC have developed a close working relationship with the local schools. During Term 2 the children will have

the opportunity to visit the Tatura schools, to explore the environments and see the teachers at the school.

During Term 3, the schools visit us at Preschool. During Term 4 the children visit the schools on a more regular basis through their Transition program, prior to the State Transition Day. Each child will have a Transition Learning and Development Statement compiled by both their family and teacher prior to this day, to provide their future teacher with information regarding your child.

Local School Contact Numbers

Tatura Primary School: 5824 1684

Sacred Heart School: 5824 1841

Dhurringile Primary School: 5826 6222

Harston Primary School: 5854 8317

Our Routine

Time	Routine activity
8.00 – 8.30am	Indoor play – setting up rooms
8.30 am	Preschool Begins – Monday to Thursday
8.30 – 10.15 am	Indoor/outdoor play
9.45 – 10.15 am	Floating Morning tea (children choose when

	they want to eat)
10.15 – 12 noon	Indoor/outdoor play
Anytime	Group time session
12.00 – 12.45pm	Lunchtime
12.45 – 2.30 pm	Indoor/outdoor play
Anytime	Library bags (children choose their own books)
2.30 – 3.00 pm	Group time session
3.00 – 3.30 pm	Afternoon Tea and packing bags (children pack their own bags)
3.30 – 4.00 pm	Indoor/outdoor play
4.00pm	Preschool Ends
4.00 – 5.00pm	Tidy up and reset play spaces.
Children are encouraged and welcome to help educators prepare the tables for all meals (including packing up activities and wiping the tables). Children also help to set up and pack up the room with educators.	



Family engagement

Our Preschool program is further enhanced for the children when families understanding of their child is shared with educators. This will occur in many different ways. Families can also participate in the service through other facets of the environment and program. These are highlighted below.

How will I know what is occurring in the Preschool program?

We provide information in the following ways:

- A noticeboard,
- Program outline,
- Displays in the room
- Fortnightly newsletters,
- Handouts
- A message sheet for Long Day Care families,
- Parent/educator interviews,
- Transition learning and development statements,
- Emails, Facebook and
- Daily interactions.

Family participation

You can do this by sharing ideas to enhance your child's current interests,

- Supplying TCC with recycled materials (see included list), and
- Sharing own hobbies and special interests with the children; for example art, music, cooking, gardening, sewing or story telling,
- Going on excursions.



Information for Parents about Preschool

Excursions

All children will be able to attend excursions with their Preschool group only. We are planning to provide an opportunity for both groups to engage in the same experiences, therefore children attending long day care on days other than their Preschool day will remain at Preschool with an educator whilst the Preschool children are involved in the event.

Sun Protection

Tatura Children's Centre is a SUNSMART Centre. Sunhats must be worn by the children during September and April. If your child doesn't bring a suitable sun hat, then

there is a 'no hat, no outside play' policy. Hats can be left at Preschool in a basket provided (all hats are washed weekly). TCC provides sunscreen to the children and this is put on half an hour before the children go out to play.

Library bags

Your child will be able to borrow a library book to take home from second term. The book must be returned the following week. A calico bag will be provided for your child to decorate and use as a library bag. If a book is damaged or lost families are responsible for replacing the book or have a fee charged to cover the cost of replacing them.

Uniforms

The following uniforms are available for you to purchase if you wish. Please note these items are on display in the foyer for you to consider.

TCC Logo Hats	\$12.00
TCC Logo Drink Bottles	\$5.50
TCC Logo Jumpers	\$10.00
TCC Preschool Logo Polo Shirts	\$17.00

(colours available in Polo Shirts are pink, purple, navy and royal blue).



Cooking with the Preschoolers

We will be cooking some delicious foods with the children throughout the year. These sessions allow your child to learn about:

- Science,
- Maths
- Reading and time telling skills
- Encouraging healthy food choices
- Building confidence and creativity.
- Basic literacy and reading concepts.

Some of the healthy items your child could be cooking include:

- Pancakes,
- Bread,
- Soup,
- Savoury muffins,
- Dips and
- Other items using produce from our vegetable garden.

Do you have any healthy recipes? We would love to try them out.



Everything we do at Preschool is to develop your child's skills to prepare for their transition into their Foundation year at school. Your child will be given opportunities to participate in these small group experiences, to create something from scratch, try new foods and communicate with their peers. These are all life skills that require communication to succeed.