

BUDGET AND FEE/ AMENITIES STRUCTURE

Willunga Preschool is a State Government “locally managed” and Constituted Centre operated by an elected Governing Council (Parent Voice) comprising of families attending the preschool. The Governing Council (Parent Voice) reviews the fee/amenity structure on an annual basis.

Currently the fees are \$75.00 per term

The Parent Voice decided that from 2013 parents would be invoiced \$300.00 for the year but can choose to pay \$75.00 instalments each term if they wish.

BACKGROUND INFORMATION ON FUNDING

As a government preschool the Department of Education and Child Development (DECD) pay:

- Salaries
- Some maintenance costs
- Some special project grants

Fees obtained from families attending Willunga Preschool contribute to payment of :-

Water and Electricity

Consumables

Security

Furniture, indoor and out

Telephone

puzzles, books resources.

Employment of staff : finance officer, cleaner, grounds person, lunch care worker

This is not a total list of costs. At times situations arise that incur unexpected expense.

FUNDRAISING

Each term the Parent Voice organise a fundraiser for special projects. In 2012 our aim was to purchase IPADS and it was through a wonderful fundraising effort that we were able to do this.

Some very successful fundraisers have been: spring bulbs, wheel-a –thon, raffles, toy catalogues, sausage sizzles, Biggest Morning tea, and cupcake shop. Some fundraising goes to charity.

EXCURSIONS

We try to either organise an excursion or have a guest artist visit the preschool each term.

This is an extra cost to parents although the preschool subsidises travel on the bus when it is needed.

EXCURSION POLICY

For *Duty of Care* reasons Willunga Preschool has formulated an Excursion policy.

We endeavour to facilitate a couple of large excursions on an annual basis and smaller special events on the terms we remain at the preschool and invite a performer or special visitor.

We also participate in local walks in around the Willunga area. At times parents will be invited to help, however unfortunately we are unable to include younger siblings. If you are a parent volunteer you will be asked to help supervise a small number of children. All Parent volunteers need to have a DCSI criminal history screening, forms are available at the centre.

LOCAL EXCURSIONS

Ratio of adult: child is 1:10

- All staff will accompany children on walks around Willunga
- When preschool numbers are high parental support will be sought.
- One staff member will take first aid kit and asthma pack
- Children will be expected to hold hands and walk in pairs.
- Crossing roads – one staff member will ascertain that the road is clear and stand in the middle of the road while the children cross.
- Inclement weather – too hot (35 C) or too wet excursion will be cancelled.
- A risk assessment will be done prior to each excursion.
- All staff and children will wear hats in term 1 and 4
- A roll call will be taken by a staff member before leaving the preschool and before returning from the excursion
- All parents will be required to consent for their child to participate in local walking excursions when enrolling their child.

BUS EXCURSIONS

- The ratio of adults: child will be 1:5
- Parents will be required to provide separate written consent to participate in any excursion requiring transport.
- One staff member will be responsible to take a first aid kit, asthma pack, tissues and drinking water.
- All children will be expected to stay seated.
- Children will have time to visit the toilet before leaving the preschool and through out the day.
- Staff member will take a roll call before leaving the preschool and when returning to the bus.
- Emergency contacts will be taken on the excursion and a mobile phone will be taken.

- Staff will ensure that any child requiring specialist/behavioural care is appropriately supported.
- Any child who is attending preschool on a 1:1 adult child support will only travel on excursions with their support teacher or parent/care or other parent/staff negotiated arrangements.
- Parents will be responsible for supplying food and drink for their child.
- Hats will be worn in terms 1 and 4
- Inclement weather – according to the excursion planned, staff will be responsible for cancelling the excursion if the weather is too hot or wet.
- Refunds for non-attendance cannot be made once a bus has been booked as the preschool is liable for costs incurred.

CHILD DEVELOPMENT RECORDS/ASSESSMENT AND REPORTING

The preschool uses the Early Years Framework to plan, program and report on students learning achievements. Our program is displayed at the main entrance of the preschool.

When a child begins at Willunga Preschool we provide you with a “sharing about your child” sheet. We collate this information to find common interests and include these interests in our program at the preschool. Our weekly program is displayed and promoted via our newsletters. Parents are encouraged to participate in the program.

ASSESSMENT AND REPORTING

In the child’s first term of preschool the educators will make observation of your child’s dispositions, social skills and basic skills such as colour, shape recognition, name writing, drawing and gross motor skills which they will share with you. These observations will continue throughout your child’s year at preschool in the form of anecdotal records, learning stories and work samples. This will show us the distance your child has travelled while at preschool. At the end of your child’s time at Preschool you will receive their portfolio folder containing work samples and learning stories. The portfolio is designed to show your child’s enjoyment, participation, growth and progression while they have been at preschool. A summative report which will outline the highlights of your child’s learning journey will be presented along with the folder.

Each Preschool group also has a floor book which contains examples of the groups learning and the Preschool program. These are added to weekly and are available at all times for families to have a look through.

We will display the day’s learning on a white board at the entrance of the preschool on a regular basis. This will enable you to have a conversation with your child about what happened at kindy today.

FOCUS GROUPS

Children are given the opportunity to work in small groups to undertake activities, which extend on their literacy and numeracy skills, language activities, social skills etc. These group times also give the educators the opportunity to observe children. The children love these activities and participate enthusiastically in group times.