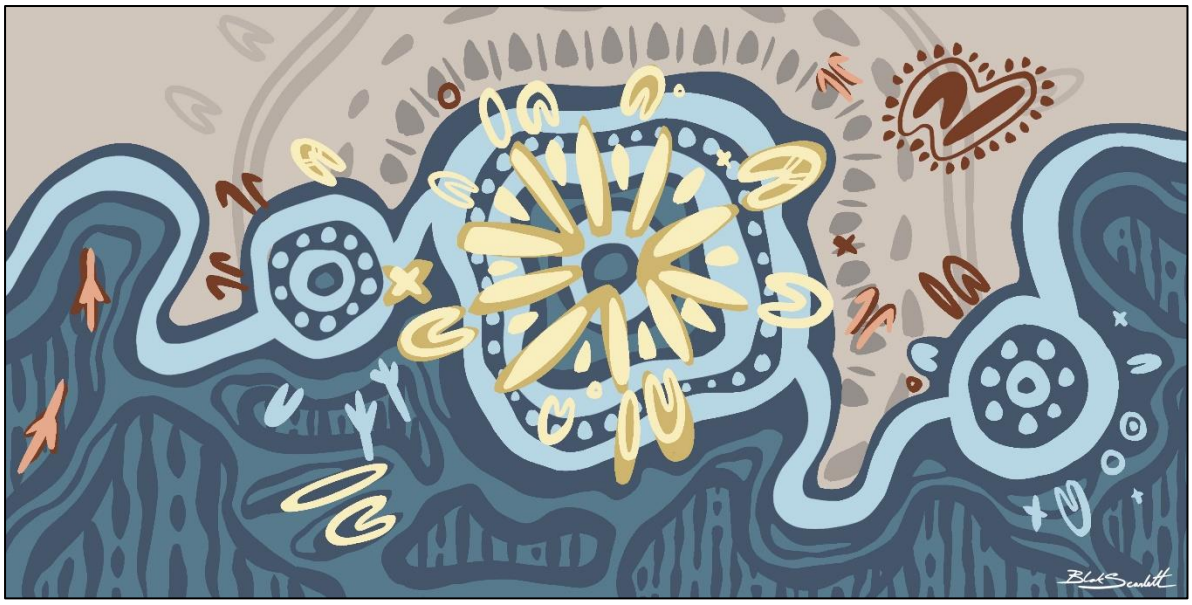
Preschool Information Handbook 2026



"A place where children laugh, play and learn"

Fourth Street
Morgan SA 5320
Tel: (08) 8540 2102
www.morganps.sa.edu.au/preschool
Email: dl.0282.info@schools.sa.edu.au

Our Philosophy Statement - WHAT WE BELIEVE IN

At Morgan Preschool we believe that each child is individual, unique and important, and has the right to develop to their full potential. By working in partnership with families we gain an understanding of each child and what they know, understand and can do. This knowledge is used to inform intentional teaching to further develop children's agency, strengths and capacities.

We believe children thrive when families, community and educators work together in partnership to support children's learning. Educators use a range of communication methods to develop relationships with families and children that are respectful and reciprocal. We recognise that parents and families are children's first and most influential educators, therefore families and children's voices are included in the design of our child centred program. We strengthen connections between preschool and school through inclusion in whole school community learning events and celebrations.

`A place where children laugh, play and learn'

National Quality Standards

Every early childhood site including preschools in Australia is required to be accredited by the Australian Children's Education and Care Quality Authority (ACEQA). The purpose is to provide a guide for parents and local communities in choosing quality education and care for their children. Accreditation is an ongoing process at the Morgan Preschool, whereby the staff and Governing Council regularly evaluate centre equipment, environments, policies and practices to ensure a very high standard is maintained. If you would like more information about the National Quality Standards www.acecqa.gov.au

Working in partnership together for Education, Care, Health, Parenting and Community Development

The National Law and National Regulations apply to all education and care services. For more information please visit the links below:

The Education and Care Services National Law is available at:

https://www.acecqa.gov.au/nqf/national-law-regulations/national-law.

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https://www.acecqa.gov.au/nqf/national-law-regulations/national-regulations.

Families and Community

At Morgan Preschool we aim to develop genuine partnerships with families to support children's learning and development. We embrace diversity and cultural backgrounds. We understand that for Aboriginal families this includes extended family members, Elders and community members. We value and respect families' knowledge of their child and to honour this we include family and children's voice in our design of learning, formative assessment cycle and children's goals. Intentional teaching is then reflected in the design of learning to build on and expand children's concepts, ideas and understandings through purposeful play.

Families are welcome to visit the preschool at any time. All parents are welcome to attend Governing Council. The Governing Council is keen to encourage all parents to attend the annual general meeting and nominate to become a member of our Governing Council committee.

Less formal involvement with the preschool is also welcomed. For example, if you would like to read a book to the children, share a musical instrument or do some cooking we would be delighted. All offers of help are always appreciated. A volunteer screening application will need to be submitted and can be collected from the front office.

Each year we develop a **Quality Improvement Plan** outlining our goals, actions and success measures. The fully comprehensive plan is available for families and we welcome your involvement, decision making, ideas and feedback regarding our programs and services.

Staff

The Department for Education (DfE) Children's Centre is staffed by qualified early childhood teachers, educators and support professionals.

The staff team at Morgan Preschool:

Principal: Carol Colbert

Early Years Educator: Kim Lean

Front Reception / School Support Officer: Jo Jericho

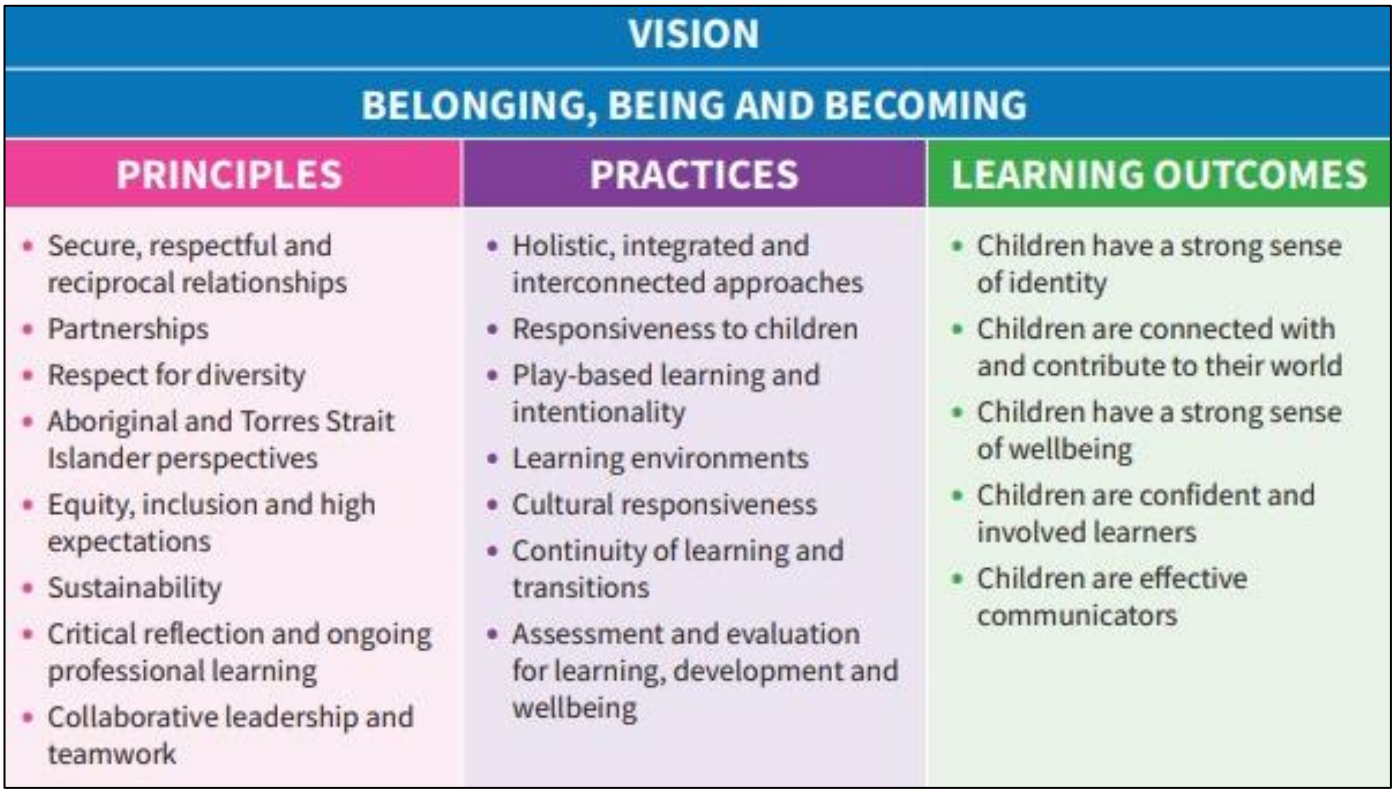
School Support Officer / Preschool Support: Chantelle Oates

Children's Curriculum

Our educators are guided by version 2.0 of the Early Years Learning Framework for Australia.

Belonging, Being, Becoming

The aim of the *Belonging, Being and Becoming* Framework is to support early childhood providers, teachers and educators to extend and enrich children's learning from birth to 5 years and through the transition *to* school.



Preschool Times

Even Weeks
Monday and Tuesday
9:00am – 3.00pm
Odd Weeks
Monday, Tuesday and Wednesday
9.00am – 3.00pm
The preschool is closed on public holidays and school holidays.

Preschool Services

Children are eligible to access 15 hours of preschool per week (including Universal Access)
Morgan Preschool provides a total of 10 x 3hour sessions per fortnight with children attending 3 full days one week and 2 full days the following week over 40 weeks.
Children are entitled to access 4 terms (1 year) of government preschool in the year before they start school.

- Before 1 May are eligible to start preschool at the beginning of the year.
- On 1 May to 31 October can commence preschool through the mid-year intake at the start of term 3 of that year.
- After 31 October will be eligible to commence preschool at the start of the following year.

Regardless of whether your child starts at the beginning of the year, or through a mid-year intake they will undertake 4 terms of preschool.
If your child has special needs or you have concerns in regards to their development and how this impacts on their preschool or school readiness, please see the principal or preschool teacher. Your child is not legally required to start school until the age of six.

Student Support Services

Children's needs can be discussed with the early year's teacher or principal, and consultation and requests for additional support can occur with the Student Support Services team if necessary, to support your child's development within their time at preschool.
Further information for parents on the process/service can be found at:
https://www.sa.gov.au/topics/education-and-learning

Preschool Pre-entry Community Care Program

Our Pre Entry program continues to offer 4 places each Tuesday in our Preschool to children who have already turned 3. This is to support development of social skills and an experience of preschool prior to formal entry. It is created in the essence of our site philosophy to work in partnership with families and community to develop children's agency.
Who can attend: Any child has already turned 3 and is already a part of our school community or intends to enrol in our preschool. Four places available each week.
When: Tuesday's 9-12
Where: Morgan Preschool with Kim and Chantelle
Cost: $5
Bookings: Not currently required, however subject to change depending on numbers. See link for priority of access detail in the policy.
Please contact the school for more information 85402102.
https://morganps.sa.edu.au/wp-content/uploads/2024/01/Morgan-Preschool-Preentry-community-care.pdf

Home to preschool transition – Term 2 and 4

We offer a Pre entry Community Care every Tuesday, so therefore the home to preschool transition is fulfilled when children attend this program. However, if your child does not attend the Pre entry Program we offer transition visits prior to them commencing preschool.
An enrolment form is to be completed for each child prior to the commencement of the transition program.
If your child is unable to attend their session, please notify the school.

Commencing preschool

On the first day please ensure that you can be easily contacted. If your child is upset we will call you. We encourage you to say “goodbye” to your child before leaving so that they become familiar with you leaving them at the preschool. This is better than 'sneaking out' while they are engaged in play and then discovering you are gone when they look up, this is important to help develop children's trust and sense of security. **“Orientation” is very flexible** and will be negotiated between parents, the primary caregiver and the principal.

Playgroup

Our playgroup for 0 to 5 year old’s is lead jointly with MPS school community and families, with everyone helping to set up and pack away the resources and equipment. Cost is free.
During term time - Fridays 9.00 – 11am

Preschool Fees

Given the importance of maintaining a rich and broad curriculum for your child, the Governing Council have asked for your support through prompt payment of fees. Early notice is given so that you can budget accordingly.

Fees are set by the Governing Council and are reviewed yearly. Your child’s fees are a vital component of the kindy budget; fees go towards buying paint, paper, educational resources, photocopying, utility costs, centre cleaning etc.

PAYMENT OF FEES
• Cash or cheque
• EFT from your nominated bank account into Morgan Primary School account.
Direct Debit
Commonwealth Bank
BSB: 065-521
Account Number: 10012585
(Please note we do not have credit card facilities on our site)
Parents will be invoiced each term and are asked to **pay each term in full** by the end of that term. You may arrange weekly/ fortnightly payments options with the school finance officer. All fees paid in cash/cheque are to be paid at the front office of Morgan Primary School (located next to the preschool)

Preschool fees:
$70.00 per term
Total: x 4 terms = $280 per year

What your child will need to bring:

All items need to be clearly named.

• Healthy lunch, snack and water bottle
• Kindy bag
• Wear practical clothing and footwear, an additional change of clothes

SPF 30+ or higher sunscreen will be supplied by the preschool and applied throughout the day. Parents are encouraged to apply sunscreen to their child on arrival at the centre. If your child has any allergies towards sunscreen you will need to provide appropriate sunscreen for your child and advise staff.

All items brought to the preschool MUST be clearly named. The preschool cannot take responsibility for any items which may get lost.

Healthy Eating Policy:

FAMILIES: Food Supply

Parents are encouraged to supply fresh fruit and vegetables at fruit time and a healthy lunch to:

- Provide children with important minerals and vitamins
- Encourage a taste for healthy foods.
- Provide water only.
- Encourage chewing which promotes oral muscle development.

Morgan preschool requests that families do not send items such as: cakes, sweets, chips, cordials, fruit juice etc

Families whose children require special diets or have specific food allergies (anaphylaxis and severe allergy) or who require oral eating and drinking support, to ensure that the site has a good understanding of that child's needs and a support plan is in place.

right bite

Excursions

Excursions facilitate children's understanding of their world and provide opportunities to learn which cannot always be provided in the preschool. Children at Morgan Preschool participate in local excursions including visits to the school, The Gully (Outdoor Education Program) and the Morgan Community Library. Any excursion further from the preschool or involving transport will be planned well in advance, and a consent form will be issued to families. Appropriate safety requirements for excursions are worked out by staff, depending on the type of activity and the age of the children. Qualified staff will be present at all times.

Emergency and evacuation procedures

The wellbeing and safety of our children, staff and families is a main priority here at Morgan Primary School. During the preschool year your child will be trained in the necessary emergency procedures. They will learn how to react, where to assemble, and what to expect in an emergency situation.
Please contact the school of centre staff if you have any questions or comments about our emergency preparations.

Security and Collection of Children

The preschool is open from 9.00am. Preschool parents are responsible for their child until commencement at 9am and are asked to stay with their children and help them settle in. Preschool finishes at 3.00pm.

We aim: To provide an environment where children and parents feel safe and secure.
This is a matter of great importance to the educators, as well as to you as a parent. If you sometimes arrange another person to bring or to pick up your child, please make sure that the procedures are clearly understood.
Please sign the attendance register alongside your child's name. Each child should be placed in the care of the educator before you go. At the end of the session they will be released only to the parent or person nominated with approved collection authority, as in writing on their enrolment form. The nominated person must be over 18 years of age. (In an emergency the preschool may be notified by phone.) Parents must let a staff member know if someone else will be collecting their child and that person must be on the enrolment form as an approved collection authority and they must provide current identification when collecting children if they are unknown to staff. Staff must be notified when children are leaving (even if a staff member is present and that you think that they have seen you, please tell them personally.)

Where there is a custody order the school needs to retain a copy of the details on file. Parents must communicate in writing any specific restrictions relevant to their child.

PLEASE MAKE SURE AS YOU ENTER AND LEAVE, THAT THE DOORS AND GATES ARE SECURELY CLOSED.

Communicating with Parents

The notice board in the verandah will be used for general information. Information specific to families and the program will be displayed in the centre and is visible through the learning journal.

Other information, including fee invoices and newsletters, will be placed in the individual children's notice trays. Parents are encouraged to discuss any issues with the staff or Principal. Your comments and thoughts about your child's interests and strengths are an important part of the program and staff look forward to sharing the planning of a quality program for your child. Sometimes arrival and departure times are stressful and busy for you and the staff. If you have a particular issue, concern or query about your child you may prefer to ring us later in the day, or arrange a confidential chat with the Early Years Educator or Principal.

Throughout your child's time at Morgan Preschool meetings can be arranged with the educator or Principal to discuss any matters which are of importance to you and your child. Please communicate your ideas and knowledge about your child's development and interests, so that we can form a positive partnership which will build a strong foundation for future learning.

Grievance Procedure for Parents

If you feel you have a grievance, or are unhappy or uncomfortable with any aspect of your child's care, you are encouraged to discuss this concern, in the first instance, with your child's Educator.
If this is not possible / appropriate, or the matter is still unresolved, the Principal should then be approached. Parents are also able to contact the Customer Feedback Unit on 1800 677 435 if their grievance is unable to be resolved at any other level.

Transition to school

Children attending Morgan Preschool attend orientation / transition programs and have several visits at the school. This is organised during session times throughout the year. The educator visits with the children, to ensure they are feeling comfortable and secure. Your child will also attend two official transition days at the end of term two or four. Throughout your child's time at Morgan Preschool, visits to the school and from the school are very much a part of the curriculum. For children attending other schools, the school of your choice will make contact with you as required. The children attending other schools benefit from the same opportunities to develop their confidence and skills as they join in learning experiences at Morgan Primary School. (A detailed transition letter will be provided)

Policies

Morgan Primary and Preschool reviews its philosophy and policies regularly to ensure that they are still relevant to the users of the school. Governing Council review policies as required. Policies are available to view either on the Morgan Primary School website or copies are available at the front office.
https://morganps.sa.edu.au/

Safe use of digital technologies and online environments

From 1 September 2025, a ban is in place on the use of personal mobile devices in early childcare services and programs. This helps to support a safe preschool environment and ensures that parents and carers consent to images of their child being taken, used, or stored.

Our staff use department-issued devices in the course of their duties. We encourage families to speak to staff for more details about the policy and the site procedure.

- We only use service issued devices to take and access images and videos of children.
- Only staff are authorised to take images of children which must be on a service issued device.
- Prior to taking images and videos, appropriate consents from parent and carers will be obtained.
- Staff and volunteers are prohibited from having personal devices when working directly with children except in exceptional circumstances and only for the approved purpose.
- Visitors and parents are discouraged from using mobile devices in areas primarily used by children.
- Parents must not take images of other children including for special events such as book week or end of year celebrations etc.
- Please do not bring children's personal digital devices from home. If your child needs their personal digital devices to support their learning, please discuss with the site leader at the time of enrolment.
- Parents are discouraged from sending inappropriate digital images of their child to the service, for example, photos of a child's nappy rash.

Please visit the school website for a copy of this policy. www.morganps.sa.edu.au

Preschool - Morgan Primary School

Behaviour Guidance

Morgan Primary School and Preschool is strongly committed to providing a positive environment for young children. Behaviour guidance practices endorse the 'Circle of Security' principles and encourage a focus on the positives in accordance to the Behaviour Guidance Code.

Dress for mess*:* As part of the Preschool's programs children will be encouraged to play with sand, water, dough, clay and other potentially messy materials. Children are also encouraged to practise independent personal health and hygiene skills such as eating, drinking and washing hands. We suggest that you dress your child in clothes that children can manage themselves and won't matter if they get dirty. We cannot guarantee that stains will not happen.

Immunisation: No Jab, No Play

Under the *South Australian Public Health Act 2011* (the Act), children cannot enrol in or attend early childhood services unless all immunisation requirements are met (No Jab, No Play).
Early childhood services cannot enrol children into their service if their parent or carer has not given them current immunisation records.
Children who are already enrolled will no longer be able to attend if they have reached an immunisation schedule point and their parent or carer has not provided:

- a copy of their child's current immunisation record that shows that the child's immunisation is up to date or on catch up schedule with a future end date or
- evidence that their child has an approved exemption from the Chief Public Health Officer

A current approved immunisation record needs to be supplied:

- at the time of the child's enrolment
- after the child turns 7 months of age but before the child turns 9 months of age
- after the child turns 13 months of age but before the child turns 15 months of age
- after the child turns 19 months of age but before the child turns 21 months of age
- after the child turns 4 years and 2 months of age but before the child turns 4 years and 8 months of age.

Records must be given at these times to show that the child is up to date with all vaccinations. The specified times reflect the childhood immunisation schedule points.

If a child is enrolling in or attending the service for the first time and is aged outside of the specified times when records must be given, the record should be downloaded no earlier than 1 month before. The record must indicate the child is up to date for their age. Talk to your early childhood service if you're not sure.

Accidents:

Children are not left unattended either inside or outside. Every effort is made to prevent accidents, however, should an accident occur the staff will take appropriate action, according to the preschool's policies. An accident report form is kept showing details of the date, time, and nature of the accident. This report must be read and signed by the person collecting the child.

Illness:

When your child is ill, every effort is made to notify the parent/guardian or emergency contact people. In some instances, a child may be required to be collected. This will be advised in consultation with the early year's educator. If immediate medical attention is required and the parent/guardian or emergency contact people are not available an ambulance will be called.

Ambulance:

Should an ambulance be required, every effort will be made to contact the parents/guardians or emergency contact person on their enrolment form.

Notification of Illness:

In the event of a communicable disease, a notice will be displayed on the foyer notice board.

Medical Fees: The preschool is not responsible or liable for any medical fees or other costs which may arise from medical treatment sought whilst the child is at the preschool, or as a result of the child being at the preschool. Parents are asked to be equally concerned in maintaining high health standards, and observe the following points: For the safety of other children, as well as your own, please do not bring a sick child to the preschool. Keep your child home for the recommended time for communicable diseases.

If children have illnesses which are infectious or contagious, or if they are unwell, they are to be withdrawn from the preschool. This preschool does not have the facilities to look after sick children. Please notify the front office and the educator if your child has any contagious illnesses, and be aware of the speed with which such illnesses such as conjunctivitis and upper respiratory tract infection (URTI) can spread.

Please ensure that the preschool has been advised and is up to date with any allergies your child may have to food, medicines, creams etc. (refer to enrolment form)
The preschool is a totally smoke free environment.

Toileting Policy

While the majority of children enrolling in Preschool are able to toilet themselves independently, a number of children of preschool age are not developmentally ready. The preschool promotes the inclusion of all children, including those with health care needs and to deny them enrolment would be discriminatory. Families receive the toileting policy in their enrolment pack and nappy changing procedures are displayed in the centre for playgroup families.

Medical Conditions

Aim:

To ensure children's health and safety through the appropriate management of medical conditions including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis. The nominated supervisor, staff and volunteers of Morgan Primary School and Preschool will be informed of any practices in relations to managing the above conditions.
(Taken from Clause 90 of the Education and Care Services National Regulation)
Implementation:
Upon enrolment, families are required to complete questions regarding their child's health. In particular the following is included:

Does your child have any known allergies? If yes please provide a completed health profile. More information may be required.

Has the child any disabilities or medical conditions? If yes please provide a completed health profile and individual or non-specific health plan from your medical practitioner condition to the centre.

Does your child have asthma, epilepsy or diabetes? If yes please provide a completed health profile and individual or non-specific health plan from your medical practitioner condition to the centre.

The nominated supervisor, staff and volunteers of the service must be aware of any medical conditions of any child enrolled at the preschool. They must also be aware of the medical management plan that will need to be followed relating to the child's specific health care need, allergy or relevant medical condition. Upon enrolment parents will be provided with the relevant medical condition action plans and these are to be filled out by a health practitioner prior to the child commencing at the centre.

A Health Support Plan will be completed with the family to support risk minimisation.
We will ensure that at all times of operation that at least one member of the staff team has recognised asthma, anaphylaxis and first aid training. A medical condition plan may include the following: a modified diet care plan, asthma care plan, medical information, a medical management plan or individual first aid plan. A medical management plan will identify the child's medical condition, a description of the condition and first aid to administer if the condition occurs at the Preschool. Practices and procedures to ensure parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk (if relevant)

Parents will be informed that the child needs to attend the service with the correct and in date medication prescribed by the child's practitioner in relation to the child's specific health care need, and will be accompanied by the medication management plan. All staff and volunteers of the centre will be shown the medical management plans for all children who have a specific health care needs. The folder will also contain the centre's Medication Plan. Staff, students and volunteers will be informed of these folders and their locations.

All medication, allergy and medical conditions need to be reviewed on an annual basis by a medical practitioner. This service currently does not permit the self-administration of medication by children.

Outdoor Education – "The Gully"

Nature is an essential element that promotes children's health and wellbeing. Children are able to immerse themselves in having fun and being messy and the freedom to pursue their own ideas and play directions. Nature play promotes and extends children's learning dispositions as they work with open ended materials. The natural world provides limitless play possibilities and all the sensory experiences young children need as they explore, wonder and discover.

Morgan Primary School and Preschool provides creative play spaces and natural materials that generate curiosity, a sense of wonder and spark children's imaginations.