

# Preschool Brochure



## Contents

1. [Welcome and Ninna Marni](#)
2. [What to Bring to Preschool](#)
3. [What to Leave at Home](#)
4. [Session Days and Times](#)
5. [Preschool Fees](#)
6. [What to do when you arrive at Preschool](#)
7. [Negotiated Goodbyes](#)
8. [Collecting your child from Preschool](#)
9. [Communication](#)
10. [Health and Medical Informaiton](#)
11. [Attendance at Preschool](#)
12. [Uniform](#)
13. [Hats and Sunscreen](#)
14. [Progressive Snack](#)
15. [Healthy Eathing and Nutrition Policy](#)
16. [Safe Use of Digital Technologies](#)
17. [Cultural Celebrations](#)
18. [Immunisations](#)
19. [Emergency Plans](#)
20. [Family Participation/Volunteers](#)
21. [The Learning Program](#)
22. [Policies, Procedures and Risk Assessments](#)
23. [Preschool Photos](#)
24. [Services offered at Riverbanks College ELC](#)
25. [OSHC and Daycare](#)
26. [Preschool Information](#)
27. [Governing Council](#)
28. [ACECQA](#)

## Welcome and Ninna Marni

Welcome to Riverbanks College Preschool. Our preschool was established in 2021 and opened in 2022 as a school-based preschool alongside Riverbanks College B-12.

We acknowledge the Kaurna people as the traditional custodians of this land that we live, work and learn on. We recognise that this land always was and always will be Aboriginal land and we pay our respects to elders past, present and emerging.

Our core values are the fundamental guiding principles of how students, staff and community will strive towards the motto of a thriving, inclusive community.

We hope that by providing you with the following information, you and your child's transition into preschool will be a thoroughly rewarding experience.



This Aboriginal flag was painted by Lijurra Wanganeen, one of our preschool children, who proudly identifies as Aboriginal and is from the Narungga Nation.

## What to bring to preschool

**All Items taken to preschool need to be clearly labelled.**

Required items include:

- change of clothes (including socks and underwear for toileting accidents and messy/water play)
- broad brimmed or bucket hat to be worn all year round
- drink bottle (with water only)
- lunchbox with healthy nude foods for snack, lunch and afternoon snack.
- nappies and wipes if your child requires them

Please ensure ALL ITEMS are clearly labelled so that we can return them if they become lost (jumpers, spare clothes, Tupperware containers and lids, icepacks etc). We have a lost property box located inside the preschool foyer, please check this regularly for any unlabelled items.

## What to leave at home

Items not allowed at preschool are:

- nuts and products containing nuts including peanut butter and Nutella (due to children's food allergies)
- unhealthy food or drink such as lollies, chocolate, cordial and soft drinks
- toys and items from home as they may become lost or broken, educators are unable to take responsibility for their safekeeping or replacement
- children's personal digital devices from home. If your child needs their personal digital devices to support their learning, please discuss this with the preschool leader at time of enrolment.

## Session Days and Times

| Group 1 Session Times                                    | Group 2 Session Times                                     |
|--|---|
| Monday 8.15am – 3.45pm<br>and<br>Tuesday 8.15am – 3.45pm | Thursday 8.15am – 3.45pm<br>and<br>Friday 8.15am – 3.45pm |

### Morning Arrival

We encourage parents to arrive with their child between 8.15am and 9.00am. You may arrive at any point during this time frame to ensure a smooth start to your child's day.

### Afternoon Collection

Collection is encouraged between 3.00pm to 3.45pm, with all children needing to be collected by **3.45pm**.

For pick-up or drop-off outside of these designated times, please check in with the receptionist, as the doors will be automatically locked for security reasons.

Children who are eligible to attend preschool are entitled to attend 600 hours of preschool across the year, or 15 hours per week. All children are entitled to access a preschool program for up to 4 terms the year before they start school.

Aboriginal children and children who are or have been in care are entitled to access the entitled preschool program any time after their third birthday.

## Preschool Fees

Preschool fees are \$400 per year, or \$100 per term.

The Financial Services Manager is available to discuss individual requirements in person, by email, [dl.1913.info@schools.sa.edu.au](mailto:dl.1913.info@schools.sa.edu.au) or by phone on 8286 2900.

Fees can be paid via:

- cash, credit card, EFTPOS (no withdrawal facility), cheque
- payment by credit card over the telephone
- payment by instalments on application
- Qkr! app – online payment
- Centrepay – a direct bill paying service offered to customers receiving amounts from Centrelink.

Centrepay customers can choose to pay their accounts by having an amount regularly deducted from their Centrelink payments and paid directly to the school on their behalf. To apply for Centrepay please contact the Finance team to discuss.

Invoices will be posted home annually from the time of enrolment. Riverbanks College B-12 offers a confidential discussion with regard to instalment plans and will support families the best way we can to ensure a plan to suit.

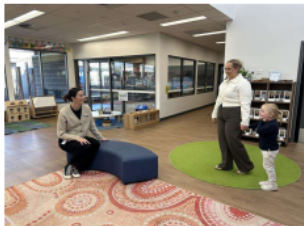
## What to do when you arrive at preschool

When arriving at preschool:

- The foyer doors will be automatically unlocked between 8.15am and 9.00am
- A friendly educator will meet you at the door
- Educators will sign your child in
- Help your child to find their named locker and encourage them to place their bag in their locker and their drink bottle on the trolley
- If your child has any medication (with relevant paperwork provided from the doctor) please give this to an educator to be placed in our secure medication cupboard
- Go to your child's primary educator to complete the Negotiated Goodbye Routine (see next heading).

## The Negotiated Goodbye Routine

### Saying goodbye to your child each day at Riverbanks College Preschool



After you help your child to do their jobs (bag and drink bottles away), take them to your educator who will be sitting on the couch.



Your educator will say to you:  
"Are you ready for me to take charge of \_\_\_ and keep him/her safe until you come back this afternoon?"

**You say "Yes I am."**



Then your educator will say to your child "The good news is, its my job to take charge and keep you safe until Mummy/Daddy/carer comes back this afternoon. And now its your job and Mummy/Daddy/carer's job to say goodbye to each other."

**Then you give your child a hug or kiss to say goodbye.**



Then your educator will say to you:  
"Can you wave when you get to the door? We'll watch for your wave."

**You go to the door and wave to your child.**



Your educator will say to your child:  
"And is your Mummy/Daddy/carer thinking about you? Yes, they are. There they go, see their wave. They're waving again. They are thinking about you again."

## Why do we do this?

### **Responsive Relationships & Play Space Education**

As part of our professional development, our team has been learning about how to build strong, caring relationships with children and families, especially during drop-off and pick-up times. These are important moments in your child's day, and we want to make them feel safe, calm, and supported.

### **Why We Do This**

Transitions—like saying goodbye in the morning or reconnecting at the end of the day—can be big moments for young children. To help with this, we've created gentle routines that we use with all families.

Educators sit calmly in the Play Space, ready to welcome you and your child. We slow things down, offer support, and follow small steps we call "stepping stones" to guide each child through the process. These routines are based on warm, trusting conversations between educators, parents, and children.

We also use something called "triangles of closeness." This means we pay special attention to the emotional connection between child, parent, and educator—so everyone feels seen, included, and supported.

Over time, these routines become familiar, comforting, and shared between all of us.

### **Our Morning Routine**

Each morning, you'll see educators sitting in their Play Space, ready to greet you and your child. We'll help you follow a short, simple script to guide the morning goodbye.

### **What is a Negotiated Goodbye?**

A negotiated goodbye is a calm and predictable way to say goodbye in the morning. This helps your child feel safe, know what to expect, and feel confident when you leave. It also helps you feel more at ease, knowing your child is supported.

By working together, we show your child that they are surrounded by caring adults—and that they are ready for a great day of play, learning, and connection.

If you'd like to talk more about how to support your child with goodbyes, just let us know—we're always happy to help

## Collecting your child from preschool

When collecting children:

- The foyer doors will be automatically unlocked between 3.00pm and 3.45pm
- Please reconnect with your child's primary educator to complete goodbye routine
- We will greet you at the door, upon farewell, let an educator know you are leaving so we can lock the door behind you
- Ensure you have given the people who collect your child/ren authority to do so
- Ensure you inform us when someone different will be collecting your child. They will be required to produce photo identification in line with the Department for Education policy
- Sessions finish at 3.45pm, please ensure your child has been collected by this time

If your child requires care outside of these times please book Out of School Hours Care (OSHC) through YMCA. We are unable to supervise preschool children or school aged siblings outside of session times.

## Communication

Here are some ways we can share information together:

- Seesaw– this a free app that provides a way to communicate privately with messages, photos and information about your child. Information about this app will be shared with you.
- Facebook and Instagram– Riverbanks College B-12. Please like our page for regular information about the school community.
- Email – [dl.1913.info@schools.sa.edu.au](mailto:dl.1913.info@schools.sa.edu.au).
- Talking with us.

## Health and Medical Information

If your child is unwell prior to attending we ask that they are kept at home. Children with contagious or infectious diseases including head lice, diarrhoea, vomiting, conjunctivitis or raised temperature cannot attend preschool. If your child develops a need for medical attention during a session, staff will contact you or your emergency contacts.

In the case of head or facial injuries we will always contact you (even if considered mild). In an emergency there will be no hesitation in calling an ambulance as well as emergency contacts.

Please ensure that your enrolment form details information regarding your child's allergies, chronic complaints, asthma and any regular medications required.

**Your child will require a health care/asthma plan upon enrolment if they have medical conditions.**

If your child requires medication during session times an action plan and/or administering medication form needs to be completed by a doctor including your child's name on the medication, expiry date, correct dosage and when to administer it to your child. We are unable to administer over the counter medication such as Panadol or Nurofen. A webster pack is required for your child's medication.

**If your child requires assistance with attending to their toileting needs, a Contenance Care plan must be completed by a doctor.**

Nurses from Child and Youth Health visit our service. All preschool children are encouraged to meet the nurses with a family member to have a 4 year old health check. This health check is free and involves the nurse examining the child's eyesight, hearing, height, weight and general development.

## Attending Preschool

Current research suggests that attending preschool on a regular basis is critically important for children to become successful life-long learners. Attending preschool helps children make friends, learn, have fun and prepare them for good attendance patterns in school. If your child will be absent please contact the preschool either via phone or Seesaw.

## Uniform

Children are expected to wear the preschool uniform which consists of a navy polo shirt with the school logo embroidered on the left chest and a bucket hat. Uniforms and hats are available to purchase through Noone uniform shop.

[Shop Online | Riverbanks College B-12 | Noone](#)

Hats are also available to purchase through our friendly receptionist.

Preschool Polo



Bucket Hat



## Hats and Sunscreen

In accordance with our policy regarding wearing sun-safe hats, children are to wear their hats all year round. Your child must have a name labelled sun-safe hat that covers their face, ears and neck. Suitable hats are legionnaire, bucket and broad brimmed styles.

Any hats with cords need the cords to be removed, as a safety requirement from the Department for Education. The preschool does not provide spare hats. The Cancer Council recommends that when the UV index is 3 or above, children come to preschool with sun screen already applied. Sunscreen (Cancer Council Kids sunscreen) is available throughout the day which children are encouraged to reapply every two hours when the UV Index reaches level 3 or above as advised on the Sunsmart App.

## Progressive Snacks

Please note: Due to health care needs, the Inclusive Preschool Program does not use a progressive snack model.

### What is Progressive Snack?

Progressive snack means children eat when they feel hungry, rather than at a set time. During a longer snack period, children can choose when to eat, wash their hands, and return to play—without interrupting others who are still learning or playing.

### Benefits for Children

- Builds independence and decision-making skills
- Encourages self-care routines (washing hands, opening packets, managing belongings)
- Helps children recognise hunger cues
- Supports positive, relaxed mealtimes
- Allows for sustained, uninterrupted play

### Managing Risks

We understand families may wonder how we ensure safety and supervision. Our educators:

- Closely monitor children throughout the morning
- Record who has eaten and remind those who haven't
- Ensure hands are washed and belongings packed away
- Are always nearby to support and supervise
- Encourage children to save their main lunch item for our shared lunchtime

### Families may choose to:

- Pack lunch items separately so main foods can be set aside, or
- Add extra snacks if your child tends to eat everything early

### What We've Noticed

Children have shown great independence, responsibility, and care for others. They've managed routines confidently, invited peers to join them, and created a positive, social mealtime environment.

If you have any questions or concerns, please speak with an educator – we're always happy to discuss your child's needs.

## Healthy Eating and Nutrition Policy

At preschool we promote healthy, safe eating habits in line with our Healthy eating and Nutrition Policy. We believe that early childhood is an important time for establishing lifelong, healthy eating habits. We ask that families pack a balanced, nutritious lunchbox that contains fresh fruit or vegetable snacks, snacks based on core food groups like a yoghurt, cheese and crackers or plain popcorn and a main lunch item such as a sandwich, wrap or roll.

**Children require enough food for morning snack, lunch, and afternoon snack.**

We are unable to heat children's food due to food safety guidelines.

We are a nut aware preschool. Nuts and nut products such as; peanut butter, Nutella, nut bars are not permitted.

Lunch orders are available from the school catering service through the Qkr! app.



## Safe Use of Digital Technologies

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 our the policy and the site procedure. Below is some information detailed in the policy:

- Families are discouraged from using mobile devices in areas primarily used by children
- Families must not take images of other children including for special events such as Book Week or Sports Day
- Please do not bring children's personal devices from home. If your child requires a personal device for their learning, please discuss this with the Preschool Leader (augmented communication devices (AAC) for a child with additional needs or disability will be permitted, however this still requires documented approval)
- Seesaw – educators are only able to access this app using service issued devices. Please understand that due to this, educators are unable to check and respond to these outside of work hours. During preschool session times, educators will not be able to monitor Seesaw regularly. If there is an emergency and you need to speak with an educator, please call the school on 8286 2900. Grandparents and extended family members will no longer be allowed to connect with our seesaw account.
- All families must complete media consent forms upon enrolment

Educators will:

- only take images or videos on service issued devices
- seek children's consent before taking images or videos
- ensure children's privacy, dignity and rights are respected
- where possible another educator or staff member will be present when images are taken
- continue to critically reflect on our use of digital images to ensure that images or videos relate directly to children's learning, development and wellbeing
- be intentional in our approaches to documentation of children's learning
- ensure we prioritise active supervision, interactions and engagement with children in their learning.

## Cultural Celebrations

Our preschool acknowledges the recommendations of The National Heart Foundation that snack foods such as, cakes, biscuits, and takeaway foods are limited to once a week. However, we acknowledge, support and encourage participation in a range of cultural celebrations, including children's birthdays. We celebrate children's birthdays with the tradition of singing happy birthday or other favourite songs of your child's choice. When celebrating a special occasion or cultural event the food supplied to the children by the preschool will be in line with the Healthy Eating Policy and Department for Education Healthy Eating Guidelines.

We support families who wish to supply a birthday cake, lollies or chocolate, the food must not contain nuts or alcohol. Any food supplied for celebrations will be handed out at the end of the day to allow families to decide whether their child will consume it.

## Immunisations

Following changes to the South Australian Public Health Act 2011, from August 2020, children will not be able to enrol in or attend early childhood services unless all immunisation requirements are met.

When you enrol your child with our services you will be asked to provide evidence of your child's Medicare immunisation record. A child cannot attend or continue to attend an early childhood service if all immunisation requirements are not met. This means updated immunisation records must be provided to us to ensure your child can continue to attend preschool.

## Emergency Plans

The preschool has an emergency evacuation and invacuation (lock down) procedure. These procedures are displayed around the preschool and are practiced with the children at least every 3 months, as per Regulatory requirements.

## Family Participation/Volunteers

Riverbanks College encourages families to be actively involved in their child's education. Opportunities for volunteers will be advised along with the Volunteer policy.

## The Learning Program

The program at Riverbanks College Preschool is based on the curriculum framework; Belonging, Being and Becoming – The Early Years Learning framework. The Early Years Learning framework focuses on your child's learning and has five learning outcomes that educators will assist your child to develop.

The five learning outcomes are:

1. children have a strong sense of identity
2. children are connected with and contribute to their world
3. children have a strong sense of well-being
4. children are confident and involved learners
5. children are effective communicators.

An overview of our program is always available and is located in the foyer and in the preschool. Additionally, an overview of the term focus is also located in the foyer for families to refer to. Each preschool child will have their own learning documented in the form of an electronic portfolio which can be accessed via Seesaw app. This will include samples of their writing, art work, interviews, comments about their own learning, learning stories and more from their time spent with us.

You would have received an 'About Me' form when you enrolled your child. We use this form to plan for your child and to gain an understanding of their interests.

All children will receive two learning stories which track their development at preschool and a Statement of Learning when they finish preschool. Additionally, some children will also receive One Plans to support their learning.

## Policies, procedures and risk assessment

You can locate our site specific policies, procedures and risk assessments inside the folders located in the foyer and on our website.

## Preschool Photos

Professional photographers are engaged by the preschool to take student photos. Families have the option of purchasing photographs directly from photographers. Your child will only be photographed if you have purchased this service.

## Services Offered at Riverbanks College Early Learning and Care

- preschool program
- Inclusive Preschool Program (IPP)
- preschool support – we are able to access services provided by the Department for Education including speech pathologists and inclusive educators. If you have any concerns with your child’s development please speak with an educator to be referred to these services
- We are co-located with YMCA Long Day Care and OSHC, and while we collaborate closely with these services, we are separate and distinct programs. Our preschool operates alongside these private services, working in partnership to support the needs of children and families, but we each have our own unique structure, policies, and offerings.

## OSHC and Daycare

YMCA provide Long Day Care and Out of School Hours Care at Riverbanks College. Please see the website for more information.

Daycare: <https://www.sa.ymca.org.au/what-we-do/elc/riverbanks>

OSHC: <https://www.sa.ymca.org.au/what-we-do/oshc/riverbanks>

## Preschool Information

Address 1 Harvest Boulevard Angle Vale SA 5117

Phone 8286 2900

Website [www.riverbankscollege.sa.edu.au](http://www.riverbankscollege.sa.edu.au)

Email [dl.1913.info@schools.sa.edu.au](mailto:dl.1913.info@schools.sa.edu.au)

## Governing Council

The Governing Council is a very important part of the preschool (and school). Meetings will be held twice a term. The Governing Council consists of parents elected by parents and are involved in decision making that affects the children. Our Governing Council is a combination of preschool and school representation. Future membership: prior to the Annual General Meeting, parents/caregivers will be invited to nominate for a position on the Governing Council, after which the positions will be decided by a vote of the parent/caregivers attendees at the meeting. The selection process considers the skills and experience that best meet the needs of the Governing Council. For further information please see the school website.

## ACECQA

### **National Quality Standard**

The National Quality Standard (NQS) sets a high national benchmark for early childhood education and care and outside school hours care services in Australia.

The NQS includes 7 quality areas that are important to outcomes for children.

Services are assessed and rated by their regulatory authority against the NQS, and given a rating for each of the 7 quality areas and an overall rating based on these results.

### **National Law and Regulations**

The National Law and National Regulations outline the legal obligations of approved providers, nominated supervisors, and educators and explain the powers and functions of the state and territory regulatory authorities and ACECQA.

To learn more, please visit [ACECQA](https://www.acecqa.gov.au)