



# ALLENBY GARDENS PRESCHOOL

2026





## Welcome

Welcome to Allenby Gardens Preschool. As a school-based preschool we operate under the governance of Allenby Gardens Primary School and operate within the school's vision:

A community where we play, learn and grow together. We explore, ask questions and embrace challenges. We want to learn about ourselves, others and the world around us.  
Everyone belongs and we make a difference by being kind.

## Preschool Philosophy

At Allenby Gardens Preschool we acknowledge the Kurna people, the traditional owners of the land on which we play and learn. We pay respect to the Kurna elders, past, present and emerging.

At Allenby Gardens Preschool we practice a holistic approach toward children's learning and development. We are respectful of and recognise the rich potential of every child and encourage children to take ownership of their learning through active participation.

We build strong relationships with families and acknowledge and respect them as a child's first educator. We encourage and support families to contribute to the preschool program.

At Allenby Gardens Preschool children:

- Develop skills to form strong positive relationships
- Develop autonomy and independence and make choices and decisions about their learning
- Become critical and creative thinkers and contribute to decision making and problem solving
- Develop positive dispositions for learning
- Become resilient learners able to take reasonable risks with their learning
- Build respect for the natural environment.

Educators work collaboratively to:

- Provide an active learning environment that empowers children to become critical and creative thinkers
- Respond to children's thinking, ideas, interests and inquiries to develop children's knowledge, skills and understandings
- Create play spaces and experiences to engage children in open-ended inquiry-based learning,
- Be inclusive of all learners.

We believe that through exploration and play, children develop positive wellbeing, which is essential for future learning and development.

We create environments, both inside and outside that foster positive relationships and a strong sense of belonging. We respect the cultural, linguist and religious diversity represented within our preschool from both families and staff. We value reciprocal relationships within the preschool and with the wider community, including the school.

Our approach is underpinned by the Principles, Practices and Learning Outcomes of the Early Years Learning Framework and the National Quality Framework. We are also guided by the United Nations Convention of the Rights of the Child.

*This philosophy was reviewed by the Allenby Gardens Preschool Parent Committee and preschool staff in September 2025. It will be reviewed next in 2026.*

## Children's Learning

The program at Allenby Gardens Preschool is informed by The Early Years Learning Framework v2 Belonging, Being, Becoming.

[EYLF-2022-V2.0.pdf \(acecqa.gov.au\)](https://www.acecqa.gov.au/eylf-2022-v2.0.pdf)

Educators use a holistic approach toward children's learning, development and wellbeing. They are respectful of and recognise the rich potential of every child. Children are seen as competent and capable active participants in their own learning, capable of making choices about what and how they learn. Through exploration and play, children develop strong social and emotional wellbeing, resilience, a growth mindset and positive dispositions for their future learning and development.

At Allenby Gardens Preschool educators practise play-based learning and intentionality. This learning approach recognises the intentional role of both children and educators. Educators collaboratively plan to extend and enrich children's play, thinking, learning and their sense of wellbeing.

What children know, can do, and understand is monitored through several modes including, but not limited to:

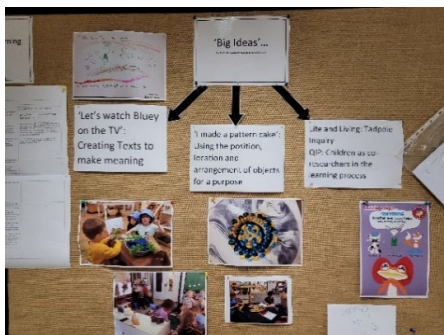
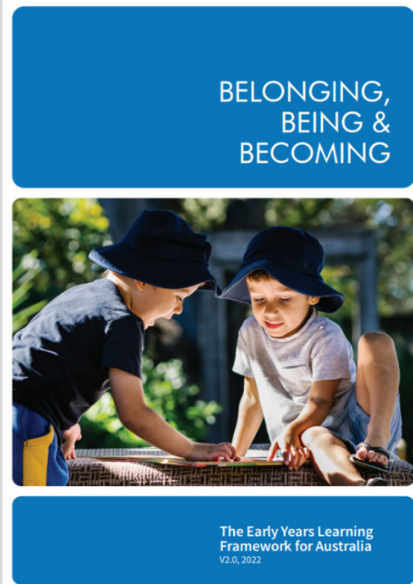
- Written anecdotes,
- Annotated photos,
- Extended observations,
- Children's reflections
- Conversations with families
- Collaborative reflection by educators.

Together this data is used to contribute to high quality collaborative pedagogical documentation. At Allenby Gardens Preschool pedagogical documentation is an embedded practise.



The Early Years Planning Cycle is used to plan for groups and for individual children. The planning cycle actively guides the learning design, reflective practise and assessment. The learning is designed around children's interest, wonderings and the Principles, Practices and Learning Outcomes of the EYLF v2. Teachers also teach the Child Protection Curriculum. The curriculum is designed by the Department for Education and is taught to all learners from Preschool to year 12.

Our planning books and planning wall are available for families to view. Families are encouraged to provide feedback to staff about the planning wall, books and any displays in the preschool. Children have individual learning folders which are always available for families to view.



## Support Services offered at Allenby Gardens Preschool

At Allenby Gardens Preschool, as with all Department for Education sites, we can access the Department for Education support services including speech pathologists, psychologists, and special educators. If you have any concerns about your child's development, please speak with an educator for possible referral to these services.

Please let staff know during the enrolment process if your child has accessed or continues to access occupational therapy or speech support. Please provide copies of any assessments of your child's speech or development on enrolment. Copies of NDIS plans are also useful if we need to apply for funding for your child. Private providers may work with children at the preschool within our policy guidelines. Please discuss this possibility with preschool teachers.

### Statement of Learning

Under the Education and Care Services National Regulations 2011, educators must ensure that assessments of each child's needs, participation, wellbeing and progress are documented.



At the end of your child's preschool year, you will receive a Statement of Learning.

The Statement of Learning is an assessment and reporting requirement for all Department for Education preschools. Teachers spend a lot of time writing these Statements which are informed by the principles, practices and outcomes of the Early Years Learning Framework. Preschool teachers also use the Indicators of Preschool Numeracy and Literacy to inform the Statement of Learning. A copy is also forwarded to your child's school.

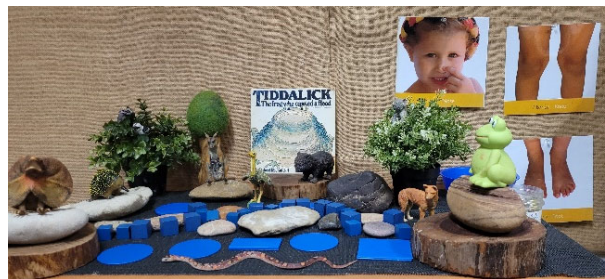
### Session Times

Fifteen hours per week of preschool is available to children in the year prior to starting school. At Allenby Gardens Preschool we distribute these hours across a fortnight with children attending 30 hours per fortnight, by attending 13 hours one week and 17 hours the next.

Children who turn 4 on or before 30<sup>th</sup> April are eligible to commence preschool at the beginning of the school year (term 1). Children who turn 4 between 1<sup>st</sup> May and 31<sup>st</sup> October are eligible to commence preschool mid-year (term 3).

Children of Aboriginal and Torres Strait Islander background can access preschool from the age of 3 years for 12 hours each week.

Early Entry is available under specific circumstances. Requests for early entry will be assessed on a case-by case basis by the preschool team and school leadership. Early entry to preschool may be offered to children:



- with additional needs or a disability
- with significant extenuating family or individual circumstances
- with minimal English
- who are at significant risk due to family circumstances.

Children accessing early entry will attend 1 day per week. Early entry is dependent on the availability of positions within the capacity of the preschool. If you believe your child may qualify for extra time at preschool, please discuss this with a staff member.

### Session times will be as follows:

Group 1: Monday and Tuesday 8:30-3:00 and alternate Wednesdays 8:30-12:30

Group 2: Thursday and Friday 8:30-3:00 and alternate Wednesdays 8:30-12:30

A daily schedule is included at the end of this brochure.

## Preschool Fees

Allenby Gardens Preschool operates within the management of Allenby Gardens Primary School and therefore fees are determined by the School Governing Council. Fees are charged for all children attending Allenby Gardens Preschool.

Preschool fees are \$180 per term, (\$18/week) or \$ 720 per year.

The Financial Services Manager, Belinda Twynstra is available to discuss individual requirements in person, by email, [dl.1647.finance@schools.sa.edu.au](mailto:dl.1647.finance@schools.sa.edu.au) or by phone on 8346 1541.

Fees can be paid via:

- cash, credit card, EFTPOS (no withdrawal facility), cheque
- credit card over the telephone
- instalments on application
- Qkr! app – online payment



Invoices will be sent home each term. Allenby Gardens Preschool offers a confidential discussion regarding instalment plans and will support families the best way we can to ensure a plan is created to suit your family's needs.

## Communication

Here are some ways we can share information together:

- Seesaw– this is a free app that provides a way to communicate privately with messages, photos, and information about your child. Information about this app will be provided at the beginning of your child's first term
- Email – [dl.1647.info@schools.sa.edu.au](mailto:dl.1647.info@schools.sa.edu.au) (please include Preschool in the email subject)
- Talking with us in person or over the phone on 8346 1541.



## Enrolment

Allenby Gardens Preschool operates a priority of access procedure in order to be equitable to families. Offers of enrolment are made in accordance with the Department for Education guidelines.

### Priority 1

- Children who live within the designated catchment zone of Allenby Gardens Primary School

### Priority 2

- Children with a sibling attending Allenby Gardens Primary School
- Children who live outside the school catchment area.

Families who are offered a place in the preschool are provided with an enrolment package which will contain an official enrolment form. This must be completed prior to your child beginning Preschool.

Other children will be offered positions if and when there are vacancies. Families on the waiting list may be contacted at any stage. Enrolment at the preschool also places your child on a priority list for starting school at Allenby Gardens Primary school.

## No Jab No Play

It has been SA Government policy since August 2020 that children will not be able to enrol in or attend early childhood services unless all immunisation requirements are met. This is known as the **'No jab, No Play'** policy. On enrolment you will be asked to



**Government of South Australia**  
SA Health

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 during their preschool year to ensure your child can continue to attend preschool.

## 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 diarrhoea, vomiting, and conjunctivitis or raised temperature cannot attend preschool. Any open wounds must be covered with bandages, we ask that this be done prior to bringing your child to preschool. Children with Covid-19 like symptoms will need to be kept home or may be sent home.

If your child develops a need for medical attention during a session, staff will contact you. Please ensure we have your correct phone number and please put the school phone number in your contacts, so you know if we are ringing you. If staff cannot reach you, they will then contact your emergency contacts.

An injury form will be completed by staff, which you will be asked to sign as proof that you have been notified of an injury/illness. In the case of head or facial injuries staff will always contact you (even if considered mild). In the rare case of an emergency, an ambulance will be called, and contacts informed.

Please ensure that any relevant information regarding your child's health care needs is recorded on their enrolment form. A child with health care needs will require a health care plan to be completed as part of the enrolment process. If your child requires medication while at preschool, appropriate forms will need to be completed by a doctor. Medication must be properly labelled with your child's name, expiry date, correct dosage and instructions.

We are unable to administer over the counter medication such as Panadol or Nurofen.

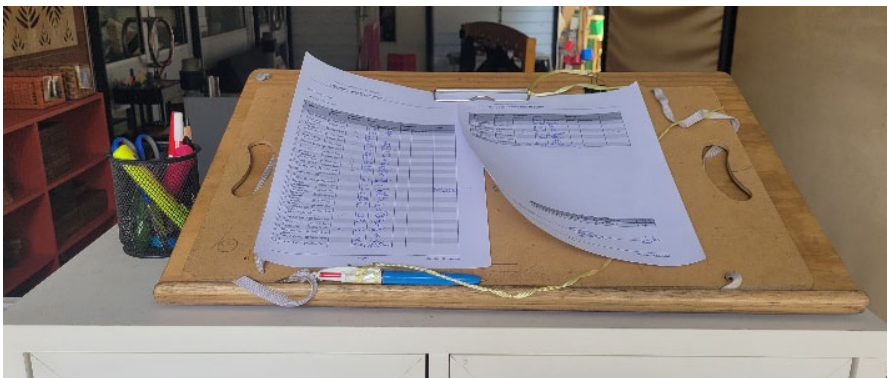
## Drop off and pick up

When arriving at preschool:

- sign your child in on the roll and please, check the UV rating and indicate on the roll if/when sunscreen was applied, this is especially important in terms 1, 3 and 4. See our Sun Protection Policy for more details,
- encourage your child to unpack their own bag and put their lunch box and drink bottle away
- help your child put their name tag in the appropriate place on the wall
- greet an educator and pass on any relevant information
- help your child to choose a learning experience to start the day.

## Please sign your child in and out each time they attend.

Please ensure the contact details on your enrolment form are correct and ensure you have given the people who collect your child/ren authority to do so. Please inform preschool staff if someone different will be collecting your child on any particular day. They will be required to produce photo identification in line with the Department for Education policy.



Preschool gates open at 8:30 and sessions finish at 3pm on Monday, Tuesday, Thursday, Friday and 12:30 on Wednesday. If you require care for your child before or after these times, please contact our OSHC (Out of School Hours Care) staff on 0423 475 593 or email [OSHC.AGPS618@schools.sa.edu.au](mailto:OSHC.AGPS618@schools.sa.edu.au)

## Attendance at preschool

Attendance at preschool is not compulsory. However 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.

## Clothing

Children like to bring a small 'school bag'. This is handy for spare clothes and is good practise for school. Preschool is a messy and busy place. Please send your child in clothes that are comfortable, easy to manage and easy to wash. Children need to be able to move and climb freely and engage happily in activities using paint, glue and mud. Please send a spare set of clothes for those messy days and label everything!

In winter, children are invited to bring gumboots and a raincoat to continue outdoor play. We also have some spares for children to access. Independence with clothing and personal hygiene is very important for young children to develop a strong sense of agency and positive sense of self. Please encourage your child to be responsible for their own belongings as much as possible. Having clothes that are easy to put on and take off will make changing much easier for your child.

Please also ensure that children wear sun safe clothing. T shirts are acceptable, singlet tops are not appropriate. If a child needs to change their clothes while at preschool, staff will encourage them to change themselves as much as possible. If necessary, an educator will help them. A note will be given to the child to take home, so that you will know why the child had to change their clothes.

## Hat and Sunscreen Information

In accordance with our policy regarding wearing sun-safe hats, children need to wear their hats all year round. Your child will be given a preschool hat on their first day of preschool. Please encourage your child to look after their preschool hat and bring it to preschool every time they attend.



We ask that parents apply sunscreen to their child before the preschool session and indicate on the roll what time this has occurred. Children will be supported to reapply sunscreen after each group time, before they go outside.

## Healthy Eating and Nutrition Policy

Children's early years are an essential time to help them establish healthy eating habits. A positive attitude toward healthy food in the early years will set the pattern for their future eating behaviours and provide them with long term health benefits.

At preschool we promote healthy, safe eating habits in line with our Food and Nutrition Policy. We are required by national regulations to implement a healthy

eating policy and promote healthy eating at our preschool. We ask that families pack a balanced, nutritious lunchbox that contains fresh fruit or vegetable snacks, or snacks based on a core food group like a yoghurt, cheese, and a main lunch item such as a sandwich, wrap or roll. Chocolate, cake, lollies, chips etc. are not acceptable foods. The promotion of healthy eating is a regulatory requirement under the National Quality Standards.



**Nuts and nut products such as, peanut butter, Nutella and nut bars are not permitted.**

**Water is the only acceptable drink at Allenby Gardens Preschool, and we ask that children bring a refillable water bottle.**

Drink bottles and lunch boxes are kept on these trolleys for children to easily access during the day.

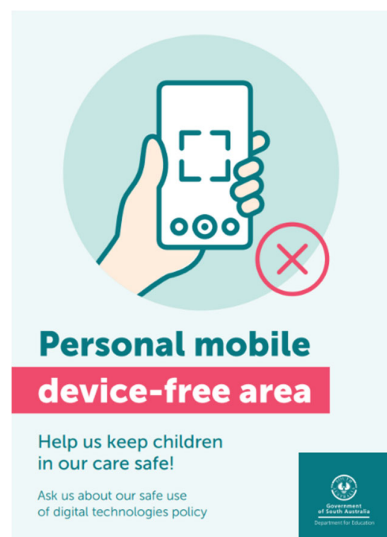


## Emergency Plans



The preschool has emergency evacuation and invacuation (lock down) procedures. These procedures are displayed around the preschool and are practised with the preschool children in week three of each term. Please talk with your child about the importance of

these procedures. During evacuations everyone goes to the school oval. The safe place for lock downs, is in the preschool kitchen.



## Mobile Digital Device Ban

Parents are discouraged from using their personal electronic devices when in attendance at the preschool. This is a Department for Education requirement and complies with National Guidelines. Posters are displayed in various locations around the preschool to remind families.

Parents are able to take an image of their own child, but must not take images of other children, including where their child is part of a group. If a parent takes images of children, other than their own, we will request that they stop taking images and delete any taken images.



## Preschool Parent Committee

The preschool has a Preschool Parent Committee that is a sub-committee of the Allenby Gardens Primary School Governing Council. The committee usually meets six times a year at a time that is convenient for members. Meetings usually last an hour. These are very

informal meetings where parents chat about upcoming preschool events. This committee also helps with the Term 2 Disco!

Please speak to preschool staff if you are interested in learning more about this group. We love to welcome new members.

## Parent participation/volunteers

Allenby Gardens Preschool encourages all parents to be actively involved in their child's learning. Please discuss possible involvement with preschool staff.

## Preschool Photos

Preschool photos are organised during Term 2. These are done separately from the primary school. Information is sent home via Seesaw.

We look forward to welcoming your family into our preschool community.

## Preschool Information

Address      33 Barham St Allenby Gardens SA 5009

Phone        08 8346 1541

Website      <https://www.allenbyps.sa.edu.au>

Email         [dl.1647.webmasters@schools.sa.edu.au](mailto:dl.1647.webmasters@schools.sa.edu.au)

## ***General daily routine***

Games, songs and stories are intentionally planned to support literacy and numeracy learning. Children are also explicitly learning about social skills such as eye-contact, taking turns, using names, talking in a group and listening. Movement and relaxation activities develop body awareness and self-regulation.

During the indoor and outdoor play program educators engage with children, extending, documenting and assessing their learning and development. Children develop positive dispositions for learning such as curiosity, commitment, persistence, enthusiasm and imagination. Children develop skills and processes such as problem solving, experimentation, researching and investigating.

### **8.30 Welcome to Preschool**

Families arrive, sign in and settle their child.

**8.30-9.30 Indoor and outdoor experiences** Children engaged in the preschool play program. Literacy, numeracy, sensory experiences as per the documented program and selected by the children.

### **9.30 Group time followed by morning fruit**

Songs or movement activity in the large group followed by small groups for games or stories following the focus of the program.

Children eat in groups on picnic rugs provided for that purpose.

### **10.00-11.40 Indoor and outdoor experiences**

Both environments are available for children's learning.

### **11.30-11.50 Tidy up and short group time**

Children are encouraged to help with tidying up and wiping tables

Game or songs

### **1200-12.15 Children's lunch time**

Children wash hands in preparation for eating.

Children eat their lunch in a picnic style around plastic tablecloths or at a table.

After eating children wash hands, look at books or listen to relaxation music as a calming, quiet time, before resuming the afternoon program.

### **12.45-1.45 Indoor and outdoor experiences**

Both environments available for children's exploration

#### **1.45 - 2.15**

### **Assess the play environment; offer choice for snack time, may gather for large Group time or small groups**

Songs, relaxation or movement activity in the large group or numeracy literacy experiences

### **2.15-2.45 Indoor and outdoor experiences, packing up**

Both environments are available for children's exploration

Children are encouraged to help with packing up and wiping tables.

### **2.45-3.00 Short group gathering and farewell**

## ***General daily routine: Wednesday***

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Children wash hands in preparation for eating

Children eat their lunch in a picnic style around plastic tablecloths or at a table.

### **12.15-12:30 Story and games**

As children finish lunch they gather in group room for story and/or games.

### **12:30 End of Session**