Port Wakefield
Kindy
Parent Information Book

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We acknowledge that the Kaurna People are the traditional custodians of the land on which Port Wakefield Kindy is situated and we recognise the ongoing links between the Kaurna People and their land.
Welcome!

Thankyou for choosing Port Wakefield Kindy. We look forward to getting to know you and your child and working together throughout your child’s learning journey. We as a staff recognise how important your contribution is to this journey and we will endeavour to involve you at every stage as we value your input.

As a kindy, we provide an extension of care to your child, as well as education. In order to maximise the value of kindy, communication is key. Please feel free to ask staff questions, comments or concerns regarding the kindy and how it operates.

Our Staff

Director: Madi Seymour
E.C.W: Rhiannon Barry
Occasional Care Worker/E.C.W: Andrea Cook

The names written here are correct for 2015. Please be aware that these could change.

All staff above have the required qualification for their role, and are continually involved in professional learning to further their knowledge.

Starting Kindy

Pre-entry sessions will occur towards the end of the year and will coincide with older Kindy Children attending their transitions into school. Information will be distributed to you via mail closer to the date.

All children will start full time kindy at the beginning of Term 1, with children who have turned 4 years old before May 1st of that year. Children are entitled to 15 hours of preschool a week, with our centre offering 30 hours over a fortnight, three days one week and two days the next.

DECD have particular policies relating to Aboriginal children, children with special needs or Guardianship of the Minister children.

As a requirement of DECD, documentation confirming the date of birth of your child will need to be sighted and recorded by the Director. Documentation can include a passport, birth certificate or official Centrelink documentation stating the child’s name and date of birth.
Arrival and Departure of Children

Kindy sessions start at 8.45 and end at 2.45 and we ask that you adhere to these. If you arrive early, please feel free to spend time with your child in the outdoor area. The morning is an important time for staff to prepare activities and discuss plans for the day.

Please ensure you pick up and drop off your child inside the building, and sign in and out. Staff will prompt children when they are able to leave the centre upon sight of a child’s caregiver. If you would like someone else to pick your child up, please let a staff member know, likewise if you feel you are running late. If you child has not been picked up 15 minutes after the end of kindy, we will make a call to caregivers. If no response, we will call emergency contacts. If there is still no response and no contact, police will be notified.

At the beginning of the day, encourage your child to find their name on the bag rack located just inside the door when they enter kindy.

Attendance

Regular attendance at Kindy is encouraged. Children will get used to and maintain their kindy routines easier through regular attendance and also maximise their learning and enhance their relationships.

What to bring to Kindy

- A bag to keep food in and take things home in
- A broad brimmed, bucket or legionnaires style hat
- Healthy lunch, snacks and pieces of fruit (no nuts please)
- Spare clothes (in case of accidents)
- A donation of a tissue box from each family

What not to bring to Kindy

- Money (unless it is for a lunch order from the school)
- Any form of weapons (toy guns, knives etc)
- Toys from home
- Less healthy food
- Good clothes (we do a lot of messy learning at kindy!)
Parent Involvement

We encourage families to spend time at the kindy, joining in on activities, excursions, helping out around the kindy and joining Governing Council. Your input allows us to create a more inclusive and exciting program, as you as families know you children best!

Please be aware however, if you wish to be involved in the Kindy program, it is important to obtain a DECD Criminal History Check Clearance. This ensures the protection of children under our care. Please speak to the Director if you would like further information.

Governing Council

The Kindergarten’s Governing Council is combined with Port Wakefield Primary School, with representatives from both sites. This group is responsible for the financial management of the centre, maintenance of facilities, policy making and budget and asset management. This allows parent input and an opportunity for you to share ideas.

Parent Club is another area where you can help out the Kindy, meeting once a month at the school.

Policies

Policies provide guidelines for us to follow to ensure safety and quality within the centre for children, staff and families. The following link contains DECD policies and procedures as required under Regulation 168 and these policies are to be used by all preschool services for the purpose of compliance, assessment and rating. Where required, complementary site specific policies and procedures which take into account local context and implementation have been developed and are available either on the website or in the Policy Folder located in the office. If you would like a copy of any of them, please see a staff member.

Communication

Before and after kindy, there are short periods of time for a quick chat with staff. If you wish to discuss a more private issue or in greater length, feel free to make a time with a staff member.

There are many notice boards around the Kindy, with information about staff, upcoming events and our learning. We also provide each family with a pigeon hole, located just inside the door, which contains notes to go home. Please try and check this daily, as it may contain important information.

Newsletters are sent out on a regular basis, and notes may come home in between, for more up to date information on up coming events or things that may need to be brought to your attention.

All DECD preschools and schools come under the SA Government Schools and Children's Services and Information Privacy Statement. This statement outlines the commitments of DECD and its early childhood services and schools have to support the confidentiality of information provided in the Departmental Enrolment Forms. In addition, staff are committed to keeping confidential details of children’s education and development.

Fees

Our fees are currently $50 per term, but will be reviewed. Fees are due to be paid in full by week 3 of term. Please enclose the correct amount in a sealed envelope with your child’s name, date, amount and what it is for (fees, fundraiser, excursion etc) shown clearly on the outside of the envelope. Payments can be left in the money box near the pigeon holes. Receipts will be placed in your child’s pigeon hole. Change will not be given and considered a donation. Cash is not kept on the premises as our finances are done in conjunction with the school. Please see the Director if you are experiencing difficulty paying fees.
Curriculum

Our curriculum is based on the Early Years Learning Framework (EYLF), Belonging, Being and Becoming. This promotes the development of knowledge, skills and dispositions for learning through play and includes all the interactions, experiences and routines children have throughout the day.

The Framework is a means to plan opportunities to foster children's learning and development with the following learning outcomes in mind:

- Children have a strong sense of identity
- Children have a strong sense of wellbeing
- Children are effective communicators
- Children are connected with and contribute to their world
- Children are confident and involved learners

Children learn and grow best in a safe and caring environment. The use of routines, planned experiences and child initiated play opportunities best cater for this. Routines include group time, individual play, eating, resting and cleaning up. Planned activities involve times for problem solving, literacy and numeracy activities, creative and imaginative play, music and physical activities.

Staff observe and collect information on these experiences so they can add and extend each child’s learning.

A way in which we communicate to families what we have been exploring at Kindy is through the ‘Learning Journey’ book. This is a collection of creative work, photos, achievement and assessments in line with the curriculum. This book is a great keepsake for the future, but also a way for you and your child to interact with their kindy experience. It also gives you the opportunity to give feedback to staff on how you feel they are going. They are sent home at the end of each term, and are to come back at the beginning of the next.

Be Sunsmart

Due to the damage caused to our skin by U.V. rays, we follow the recommendation of the Cancer Council SunSmart Policy. All children are required to wear a bucket, broad-brimmed or legionnaire hat when playing outside, all year when the U.V. rating is over 3. Singlets and strappy dresses don’t provide sufficient cover from the sun, so please dress your child appropriately. Please apply sunscreen before kindy. Staff will help children reapply throughout the day.
National Quality Standard

The National Quality Standard communicates a national view about the quality of early childhood education and care and school age care all families should expect to find in the diverse types of education and cares settings available across Australia.

Six principles apply across the National Quality Standard and all seven quality areas of the National Quality Standard. These principles inform the delivery of quality early childhood education and care and school age care. Services should consider these principles when working to achieve the standard and improve quality at the service. These principles are:

- The rights of the child are paramount
- Children are successful, competent and capable learners
  - Equity, inclusion and diversity
- Valuing Australia’s Aboriginal and Torres Strait Islander cultures
- The role of parents and families is respected and supported
- High expectations for children, educators and service providers

The National Quality Standard is organised into the following quality areas:

- Educational program and practice
  - Children’s health and safety
    - Physical environment
    - Staffing arrangements
    - Relationships and children
- Collaborative partnerships with families and communities
  - Leadership and service management

Throughout the year, staff record and review how well we are achieving in these quality areas. Caregivers are also given the opportunity to have input on an ongoing basis. We also seek input from children in relevant areas.

At some stage the centre will be given a rating, which will be displayed at the Centre.

As a site we also develop a Quality Improvement Plan which documents focus areas for the year. Please see displays in the Centre for further information. If you would like a copy of any of these documents, please see the Director.
Food and Drinks

Brain Drinks
Research into brain development has shown that drinking water helps people (of all ages) to develop and maintain healthier brains. Parents are asked to pack a named drink bottle, with water only please. Please do not send cordial, soft drink, juices etc. Water is a thirst quenching and healthier option. Staff regularly encourage children to drink water throughout the day and refill them when asked by the children. Children are free to drink water anytime through the day.

Brain Food
We also encourage healthy eating and dental care. Children will need to bring a piece of fruit or vegetable for Fruit Time and a healthy lunch. We do not share food, so your child will eat only what has been packed, apart from when we do cooking at Kindy. A sandwich or salad and a yogurt or piece of fruit is usually adequate for most children. Packaged goods are usually high in sugar or salt and are discouraged. Remember to put your child’s name on their lunchbox.

Children are supervised during eating times, providing us with an opportunity to interact with children and to discuss and model eating healthy foods and using appropriate eating manners.

Illness/Medication/Injury
Please do not send you child to kindy if the feel unwell or have had vomiting or diarrhoea in the past 24 hours. Please notify staff if you child is suffering from any infectious illness. If your child becomes ill at kindy, you will be contacted. If your child experiences a minor injury at kindy, a completed injury report form will be placed in your pigeon hole. In the rare circumstance that a serious injury occurs, caregivers will be contacted immediately. An ambulance will be called in an emergency situation.

If your child requires medication during a kindy session, please see a staff member, as there are forms that need to be completed (including for asthma puffers). Those children with an asthma plan or puffer need to have their medicine kept in the kitchen at kindy, not in their bags.
**Behaviour**

Children start kindy with a variety of different behaviours as they come from a variety of different homes with a variety of different expectations. As children are new to this environment, our routines and expectations may seem unfamiliar to them. It would be unfair to expect at this age group of children to always share, use manners, wait in line, be careful and stay clean while painting.

Of course we do want children to feel safe and happy at kindy, so we take the approach that ‘children are learning how to be at kindy.’ That is why our approach is one of encouragement and demonstration of appropriate behaviours. Rather than hear staff members raise their voice, you may hear staff redirect a child to an appropriate behaviour. Children are encouraged to say sorry of they hurt someone and most attention given to the injured party. We do not dwell on issue and try to move on as quickly as appropriate. Learning through play is the ideal environment to learn and practise appropriate social skills.

If children are experiencing ongoing behaviour difficulties, we will discuss these with parents and work together and support each other.

On a more rare occasion that children exhibit extreme behaviour issues, a referral for behaviour support may be put in place with parent consent.

**Special Programs**

Further details of these programs will be forwarded throughout the year.

**You Can Do It!**: Focuses on confidence, getting along, organisation, persistence and resilience. (social and emotional wellbeing focus)

**Child Protection Curriculum**: Focuses on the right to feel safe, relationships, recognising and reporting abuse and protective strategies. (Wellbeing Focus)

**Library Visits**: We get to listen to a story and borrow a book from the school library. (literacy and transition to school focus)

**Cooking**: Children love to chop, grate and measure. We make recipes that are healthy to share with everyone. (numeracy and health focus)

**Environmental Awareness**: Children will be involved in a variety of gardening activities throughout the year, including growing and eating of their own fruit and vegetables. They will also take part in activities which promote recycling and reusing resources, appreciating natural resources and caring for our Kindy.
Celebration and Events

**Birthdays:** We celebrate children’s birthdays at Kindy by lighting our make believe cake and singing Happy Birthday. If you do not want your child to participate in birthday celebrations, please let us know.

**Family Celebrations:** Our Kindy celebrates events such as Mother’s Day, Father’s Day, Christmas and Easter. We also acknowledge and share the different ways families may celebrate different events. If you prefer your child not be involved in these, please let us know.

**Kindy Photos:** Group and individual photos are taken every year by a professional photographer. Order forms will be sent home.

**Excursions:** We try to go on at least one major excursion a year. Parents (with a current Criminal History Check) are more than welcome to join us. Often we do not have enough room on the bus, but parents are encouraged to drive and meet us at the location.

**Farewell Celebrations:** Children who are leaving Kindy to start school participate in a farewell ceremony. Family and friends are invited to join us for the celebration!

**Special Days:** We also take part in a variety of different days throughout the year such as Harmony Day.

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Transition to School

Our transition to school program is very comprehensive as we have the advantage of being able to walk over to the school. This allows us to develop in the children a sense of belonging and familiarity. The school children also have an opportunity to come over and meet the children in the Kindy, so they can develop friendship in a safe and familiar environment, as well as allowing the older children to reconnect with a place from their learning journeys.

This all leads up to Term 4, where the visits will increase in time and eventually happen without the staff from Kindy being present. By this stage, most children will have had the opportunity to explore the area and feel safe in the school environment.

Kindy and school staff will also exchange information about children, to ensure the best possible transition experience.
Other Information

**Reporting Abuse and Neglect:** Our centre is committed to the prevention of child abuse and neglect. You are encouraged to come and talk to the Director or any other staff member about any concerns you may have, as the needs and care of young children are paramount. The staff at the Centre are mandated notifiers and are obliged by law to report any suspicions of child abuse and/or neglect.

**Enrolment Details:** If you have a change of address, phone number, emergency contacts, children’s medication etc. that differs from the information given to us at enrolment, please write down the information and give it to a staff member A.S.A.P.

**Fundraising:** We offer a variety of fundraisers in conjunction with the school. We greatly appreciate your support.

**Belongings named:** Can you please make sure your child’s belongings are named, especially hats, bags, removable items such as jumpers, lunchboxes and lids.

**No Smoking Policy:** DECD has a “Smoke Free Environment Policy”. This policy prohibits smoking at all times in indoor and outdoor areas of kindergartens, schools and childcare centres. Anyone smoking inside the boundary fence or within 50 metres of the gate at our Centre, will be asked politely to put out their cigarette. This Policy includes activities at anytime, including after hours.

Other Services Offered at the Kindy

**Occasional Care:** We offer care for children over 2 years of age from 8.45-11.30 on Wednesdays. Places are limited to 8 places per session. To ensure a booking, please see our Occasional Care Co-ordinator, Andrea Cook. Fees are $5 per session or $1.50 per session with a Health Care Card.

**Playgroup:** Playgroup is held at the Kindy 9.30-11.00 on Friday mornings during the term. Children up to 5 years are given the opportunity to play, create and socialise with other children and parents. This is a great opportunity for children to become familiar with the kindy.

**Preschool Support Program:** Support for children with identified additional needs.

**Support Services:** Access to support services is available through the Centre. These include Speech Pathology, Bilingual Support, Psychologists, Occupational Therapists, Behaviour Management, Social Workers etc.