

The staff and governing council welcome you and your family to the Kindergarten. We have included in this booklet, some basic information about the centre. Please don't hesitate to ask the staff if you have any queries or suggestions.



## STAFF

### **DIRECTOR:**

**Candice Clark**

Qualifications: Bachelor of Early Childhood Education

### **TEACHERS:**

**Kay Belamarie**

Qualifications: Bachelor of Early Childhood Education

**Kendall Perry**

Qualifications: Bachelor of Early Childhood Education

**Jan Young (Relief Teacher)**

Qualifications: Diploma of Teaching (Early Childhood Education)

### **EARLY CHILDHOOD WORKER:**

Level 1

**Jo Kovacic**

Qualifications: Associate Diploma of Community Services (Child Care)

Level 1

**Michelle Spirat**

Qualifications: Diploma in Children's Services

Level 1

**Jodie Summerton**

Qualifications: Diploma in Children's Services

### **STAFFING**

Staffing is allocated by attendance of children based on a 1:11 adult/child ratio. As funding is based on attendance, it is important that children **attend regularly**.

Please phone the kindergarten if your child is going to be absent for a prolonged period or if he/she is suffering from communicable/notifiable diseases e.g. measles, headlice etc. Confidentiality is assured.

Please advise the centre if your work/home phone number changes, address or a custody issue arises. All DECD services are non-smoking areas.

## Statement of Philosophy

At Win Newby Kindergarten we believe that all children are unique, capable and resourceful learners who are active contributors to their own learning. We believe that all children's learning is dynamic, complex and holistic and that all children need to be valued as individuals within the context of their family and the community. Therefore we will provide a safe and secure environment that encourages all children to reach their full potential. To do this we will include important factors that influence the program.

## Individual children and how this reflects the program

All children need to know that others care about them, know them well, and are interested in what they do, think and feel. From birth children are connected to family, community, culture and place. Children's lives are characterised by *belonging, being and becoming* (Early Years Learning framework). Children experience a sense of *belonging* as they know where and with whom they belong. It's about the relationships they build with preschool educators and peers and about the interdependence they display. All children belong at Win Newby and additional programs will be put in place for children with additional needs, ensuring equity and inclusion. *Being* is the here and now, it's the time to be, to seek and to make meaning of the world. Preschool educators provide experiences where children can explore the environment around them, build relationships and take risks. *Becoming* is about children's identities. About the knowledge, understandings, capacities, skills and relationships they have. Preschool educators build on this knowledge and understanding of each child through observations and programming for each child and their needs including supporting children with additional needs. Having supportive relationships with preschool educators enable children to develop confidence in their ability to express themselves, work through differences, learn new things and take risks. Using the Early Years Learning Framework - belonging, being and becoming preschool educators will provide a play based learning environment which reflects children's current abilities and needs. It allows children to be challenged and to consolidate skills. It allows for intentional and spontaneous teaching. Preschool educators will empower children to have input into the program and their learning and by providing a rich, stimulating and nurturing environment children have the potential to use their imagination and creativity.

## Families and the Program

Families are the most influential people in children's lives. Strong and effective relationships between preschool educators and families is vital to the quality of the program and the care that children receive. Families will be encouraged to have active participation in the Kindy program, through cooking, special events, governing council and decision making processes and information days where families can look through children's learning scrap books. Preschool educators will provide regular feedback and information about the kindy program and their child's learning and development through face to face discussions with families, through regular newsletters and information placed on gate and parent information board. Children's learning books will always be available for families to look through on a daily basis.

## Community

Our centre prides itself as being a positive part of the Whyalla community. It's the connections we have with local schools, child care centres, health services and local businesses that provides the link needed to ensure children and families have access and utilise these services in a meaningful

way. Full participation where possible in community events will be of high priority.

The Governing Council is our voice in the local and preschool community. They work together with the Director to ensure informed decisions are made in regards to equipment, buildings, program and curriculum. All parents are encouraged to be a member of the governing council and are given the opportunity to attend the AGM at the beginning of the year. Parents who are not members are also encouraged to attend meetings.

### **THE SERVICES WE OFFER**

#### **KINDERGARTEN SESSIONS**

MORNING:	<b>9.00am - 12:00pm Monday to Friday</b>
AFTERNOON:	<b>12.30pm – 3:30pm Monday to Friday</b>
COST:	<b>\$55 per term or \$5.50 per week</b>

Adherence to start and finishing times would be appreciated. Staff need time to plan and set up the learning environment prior to each session as well as time to eat their lunch. Please note that staff are not responsible for children until the session starts.

Children will have access to a locker space whilst at kindergarten, where they can place their bag and any other items (hat, jumper, and snack). A fridge is available in the kitchen if lunches or snacks need refrigerating; please ensure it is clearly named.

Our Kindergarten is a Universal Access site; therefore preschool aged children (who fit in with the Same First Day policy) are entitled to 15 hours of kindy per week. The Same First Day Policy states that **if your child has turned four years of age by 29<sup>th</sup> January, they may start preschool in term 1. If your child turns four years of age before 1<sup>st</sup> May, they may start preschool on the first day of term 2. If there is available space, then children who are eligible to start kindy in term 2, may start in term 1, if spaces are available and if staffing arrangements can accommodate this.** Children who start in term 2 will only have 3 terms of kindergarten. Arrangements may be made to have additional hours per week to make up time lost, if available, once again according to space and staffing arrangements.

The graph below will hopefully explain it better.

Year of birth	Child's Birthday	Can Start Preschool
<b>2009</b>	Prior to 29 <sup>th</sup> January	Term 1, 2013
	From 29 <sup>th</sup> January to 30 <sup>th</sup> April	Term 2, 2013
	From 1 <sup>st</sup> May to 31 <sup>st</sup> December	Term 1, 2014
<b>2010</b>	From January 1 <sup>st</sup> to 30 <sup>th</sup> April	Term 1, 2014
	From 1 <sup>st</sup> May to 31 <sup>st</sup> December	Term 1, 2015
<b>2011</b>	From 1 <sup>st</sup> January to 30 <sup>th</sup> April	Term 1, 2015
	From 1 <sup>st</sup> May to 31 <sup>st</sup> December	Term 1, 2016

## **Proof of Age**

When enrolling children to preschool, because of the new Same First Day Policy, staff are now required to ask for Proof of Age through the following means:

1. Birth Certificate
2. Passport
3. Official Centrelink Documentation stating child's name and date of birth.

## **SESSION ALLOCATION**

Prior to your child starting full time kindergarten and an enrolment form has been received, a letter will be sent notifying you of your child's start date, as well as a session preference form for you to fill out and return to the kindergarten ASAP. Sessions are allocated according to availability, so we hope that we can accommodate you the best we can.

## **EARLY CARE/ LUNCH CARE**

We do offer early care and lunch care for parents who require this. Please see a staff member to organise this.

EARLY CARE: 8.30 am – 9:00am \$1 a session

LUNCH CARE: 12:00pm -12.30pm \$5 a session

If payments are not made and kept up to date with these additional non-funded services, the service will no longer be available to families and you will be taken off the list.

## **COLLECTION OF CHILDREN**

If someone other than parents or regular caregivers are picking up your child, a staff member needs to be advised. When signing your child in, place this information in the 'notes' column as well as inform staff. This person should be on the 'authority to collect' on enrolment. See the policy and procedure handbook for parents for more information.

## **FEES**

Fees can be paid weekly, fortnightly or by the term. Enclose the amount in the envelopes provided, write your child's name and the amount on the outside and place in the fees box. This is located on the white cupboard, where children's books are located. All other monies (i.e. for book clubs, excursions, fundraising etc) are to be put in the fees box also. Receipts will be issued regularly and fee statements are sent out as required. Kindergarten Fees are \$55 per term.

## **OTHER SERVICES**

Staff can help you locate other services for example:

CAFHS

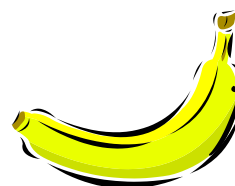
DENTAL CLINIC

Through D.E.C.D we have access to the following specialists:

- Speech Pathologists
- Social Workers
- Special Educators
- Bi Lingual Assistance
- Psychologists
- Hearing Specialists

## **WHAT DOES YOUR CHILD NEED AT KINDY**

- A suitable carry bag
- a piece of fruit (only 1 or 2 things not a lunch box full)
- comfortable, practical play clothes
- a spare set of clothes in their kindy bag
- suitable footwear (No thongs)
- a broad brimmed or legionnaire style hat



**Please label all clothing, footwear and hats** and discourage children from bringing other belongings (e.g. toys) from home.

## **PARENTAL INVOLVEMENT**

**GOVERNING COUNCIL:** There are many aspects to consider in the running of the kindergarten. The Governing Council together with the support of staff is responsible for the paying of bills, purchase of new equipment and keeping the environment safe and aesthetically pleasing. They organise fundraising events, organise repair of equipment, assist with ground maintenance and are involved with decision making. A centre cannot function effectively without parent support and one way is by belonging to this council. The meetings are held on evenings twice a term on a night that suits current governing council members. Dates for these meetings are advertised on the notice board and in the newsletter. All parents/carers are welcome to attend these meetings.

**SHARE-A-SESSION:** All families are encouraged to be involved in the kindergarten. Feel free to stay with your child at any time to read stories or participate in play experiences provided, help with the computer, play a game or share in our cooking program. Remember we value your skills in our program and the children benefit from the input of your knowledge e.g. cooking, music, occupations etc. We encourage parents as volunteers also. Speak to staff if you are interested.

**WASTE/RECYCLABLE MATERIALS:** Don't throw it out, we want it! Any boxes, leather, wool, buttons, paper, fabric etc. can be used at the gluing table. Also pieces of soft wood can be used for hammering. While we appreciate that families collect and save 'bits' for us we ask that toilet rolls, tins/cans, pizza boxes etc not be sent as there are health issues involved in storing and reusing these items.

## **ADDITIONAL INFORMATION**

**BOOK BORROWING:** We strive to have all families have access to all the literacy experiences that we have to offer. Our Library books are available for borrowing in the white bookshelf/cupboard along the back wall (nearest the office). Please fill out the borrowing book, with date/child's name/ date returned. This book is located in the cupboard.

**LITERACY KITS:** We have wonderful Literacy Kits which are located on the hanger outside the main gate. Again, please fill in the borrowing book located on or near the rack, so tracking of the kits can be maintained. These are a wonderful idea for you to spend 1 on 1 time with your child when time allows.

**SCHOLASTIC BOOK CLUB:** Book brochures are found in your pigeon hole approximately twice a term, depending on the book club. If you would like to place any orders, fill out the appropriate page and place in an envelope (clearly labeled) with your money and put in the blue and white fees tin. The books will be handed out when they arrive.

## **COMMUNICATIONS**

**STAFF TO PARENT COMMUNICATION:** A set of pigeon holes is located outside by the entrance gate and each pigeon hole is named. Any communication from the centre to you will be placed in your child's pigeon hole. This will include regular newsletters, receipts, fee statements, 1<sup>st</sup> Aid notifications, fundraising information etc. Please check this pigeon hole daily.



On arrival at kindergarten please sign your child in using the sign on sheets. Each child's name is on the sheets, locate your child's name, and then sign alongside to show staff they have been officially entered. Children then proceed to the indoor environment where they place their belongings in a vacant locker and choose an inside play activity until the commencement of mat time. There are no staff allocated to the outdoor area until this time. At the end of the session please do not take children until a staff member has said good bye to them from the mat. While parents are waiting, we realise it is a good opportunity to catch up with other parents, but we ask that you **please chat outside**, as the extra noise can make it difficult for children and staff to hear and concentrate. We appreciate your cooperation at this busy time. On entering and leaving the centre, please make sure the gate is locked shut behind you. DO NOT let other children out the gate.

**NEWSLETTERS:** These are distributed approximately every two weeks and will be found in your pigeon hole. Please read these carefully and complete diary dates, as this is our main form of communication.

## **PROGRAMMING FOR CHILDREN'S LEARNING**

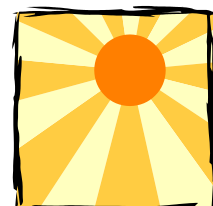
When we program for preschool children we create a learning environment that builds on your child's current interests and abilities. Play is a vital part of this process. Through play children learn and explore the world around them, they communicate, they discover, imagine and create. Staff use the Early Years Learning Framework (EYLF) which is the National Curriculum document for all Early Childhood settings. It is called 'Belonging, Being and Becoming.' Staff sit down together on a weekly basis to discuss children's learning and interactions and we review the program, and make changes where needed. Children are also included in the planning process. We discuss as a group skills that have been learned, what children have enjoyed, and how they can learn and extend new and existing skills. These ideas are identified on the program as being children's ideas. Included in this pack is an information sheet regarding the Early Years Learning Framework and explains why this is a valuable curriculum document that staff use. The program is available for parents to see on the outside information board.

**ASSESSMENT AND REPORTING:** Each child has a scrapbook for the duration of their time at kindergarten which records their learning through photos, observations, collections of work, etc. Children have access to their scrapbooks at any time and are encouraged to use it sensibly to record what they learn. Staff regularly add to each child's scrapbook. Parents are encouraged to look through their child's scrapbook with them on a regular basis and discuss the contents.

At the end of each term, a summary of your child's time at kindy will be placed in their pigeon hole and a copy can be found in their scrapbook. This summary is an outline of what activities occurred throughout the term, as well as, your child's view of the term. If you have any concerns arising from this summary, please feel free to approach a member of staff to discuss further. This summary is a reflection of the term, not an assessment on your child's developmental capabilities. Staff will approach parents/ caregivers if we have any concerns regarding developmental progress.

## **CENTRE POLICIES**

**SKIN PROTECTION:** The centre has a Skin Protection Policy. It is this centre's policy that the parent/caregiver applies the sunscreen to the child. Please send your child to Kindy in suitable sun safe clothing – ie no singlets, tops with thin straps etc. We also have a **no hat – no outside play** policy. Children are to wear a legionnaires or broad- brimmed hat at all times, to protect them from the sun during outdoor play. Children who forget, lose or do not have the appropriate hat will be restricted to indoor play. Please ensure your child remembers their hat each day. Sunscreen is available to put on your child. Please refer to our Skin Protection Policy and Hot Weather Policy in the handbook on enrolment.



## **FOOD AND NUTRITION POLICY**

The early years are a very important time in establishing lifelong healthy eating habits. At Win Newby we promote healthy eating practices, this meaning foods that are high in sugar, fat and salt are not appropriate foods for kindergarten. We recommend and promote the foods such as fresh fruits or vegetables, yoghurts, cheese etc. Please refer to our Food and Nutrition Policy in the handbook on enrolment.

## **TRANSITION TO SCHOOL**

It is the responsibility of the parent/caregiver to enrol their child/children at school. If you are unsure about which school meets your needs, visit them, ask them about the learning program, have a tour around the school and visit the reception classrooms. It's important to remember that transition policies differ between each school. The transition program the school provides is aimed to create a positive experience for all and develops confidence and independence for the child to pursue their next step in learning. When your child leaves the centre for school they will have a transition package, this includes a summative report, a portfolio book with photos, observations and other pieces of work, as well as a collection of the child's artwork. Keep an eye out for information about school orientation times on the Kindy notice board.

