

Win Newby



Kindergarten

Parent Information Booklet

42 Ring Street
(enter via Simmons St carpark)
PO BOX 2303
Whyalla Norrie SA 5608

Phone: (08) 8645 7959
Fax: (08) 8645 7731
Email: Candice.Clark104@schools.sa.edu.au

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

Level 1

Cindy Francis

Qualifications: Diploma in Children's Service (Currently undertaking her Bachelor in Education)

Our Philosophy

At Win Newby we believe all children are capable and competent individuals who all have the right to contribute and achieve success in their own learning.

Therefore, we will.....

- *Provide safe, secure environments that fosters a sense of belonging and enables children to establish trusting relationships and be supported to learn*
- *Use the environment as the third teacher where staff and children co—construct learning and play experiences where they can explore, discover, inquire, imagine, create, challenge, wonder and take risks together*
- *Acknowledge and build on the range of experiences that children already have with literacy and numeracy*

We know that families are children's first educators and we value the importance of working in partnerships with families and our community. We strive to be culturally aware, inclusive and value how diverse our families in our Kindergarten community are.

Therefore, we will.....

- *Respect each families' nature, culture and home language*
- *Develop multiple strategies to engage families in meaningful ways that underpin everyone's sense of belonging, being and becoming*
- *Develop respectful relationships and value the families voice to strengthen the connections between families and our community.*

Kindergarten is an important early step in your child's journey through our education system, giving them the chance to play, learn, grow and develop as part of an educational program.

All children will start kindergarten and school on the same day; the first day of Term 1. If your child turns 4 on or before April 30, they will start kindergarten on the first day of Term 1 in that year. If your child turns four on or after May 1, they will start kindergarten on the first day of Term 1 the following year.

At the time of enrolling in kindergarten, parents/guardians are required to provide proof of their child's age. The following documents will be accepted; passport, birth certificate, official Centrelink documentation stating the child's name and birth date.

Children attend kindergarten in the year prior to starting school. Universal Access has been approved for 2018, meaning children at Win Newby are entitled to 15 hours of preschool per week.

THE SERVICES WE OFFER

KINDERGARTEN SESSIONS

Group 1 - Monday and Tuesday: 8.30am - 3:45pm
(Make up session week 5 Friday – 8:30-12:30pm)

Group 2 - Wednesday and Thursday: 8:30am – 3:45pm
(Make up session week 6 Friday – 8:30-12:30pm)

COST: \$70 per term

Playgroup – Friday's 9:30am-11:30am (except for week 5 and 6 of every school term)

COST: \$3 per session

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.

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.

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 \$70 per term.

OTHER SERVICES

Staff can help you locate other services for example:

CAFHS

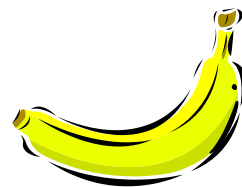
DENTAL CLINIC

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.

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, play a game or share in a cooking activity. 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. We also appreciate any type of old 'machines' that can be used for us to tinker with. Anything with screws, cogs, springs etc. we would love to explore.

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, 1st 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. Alternatively, we can have these emailed to you – to reduce the use of paper. Please see staff if you would like this option.

FACEBOOK PAGE: The Kindergarten now has a closed Facebook page to help keep parents informed about what is happening in the program. It will also serve as reminders. Please find Win Newby Kindergarten and asked to be accepted into the closed group. Candice is the Admin on this page. Families of children present will be accepted only.

PROGRAMMING FOR CHILDREN'S LEARNING

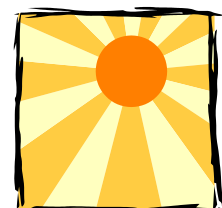
When we program for preschool children we create a learning environment that builds on your child's current interests and abilities. Play is a vital part of this process. Through play children learn and explore the world around them, they communicate, they discover, imagine and create. Staff use the 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. Child voice is an integral part of the program and they are included in the planning process. 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 Portfolio book for the duration of their time at kindergarten which records their learning through photos, observations, collections of work, etc. Children have access to their Portfolio books at any time and are encouraged to use it sensibly to record what they learn. Staff regularly add to each child's Portfolio. Parents are encouraged to look through these 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 given. This summary is an outline of what learning 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



during the months of August – April. May-July the UV rating will be regularly monitored and if the rating is a 2 and below, children are not required to wear hats. 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 discouraged 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 Statement of Learning, 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.

