Dorothy Hughes Kindergarten

Family Information Book

Site Address: Rolleston Avenue
Salisbury North, SA, 5108
Phone: 8258 2238
Mobile: 0451 153 908

Postal Address: 38 Bagsters Road
Salisbury North, SA, 5108

Staff Team
Director: Allirra Rawson Teachers: Andrea Malik, Denise Davis
Early Childhood Workers: Sarah Harrison, Lisa Stoddard, Krissy Murray, Sam Benson
Occasional Care Coordinator: Sarah Harrison
About us

We offer a play based curriculum with an emphasis on the development of Literacy and Numeracy skills as well as, social skills and personal wellbeing. Programming and planning is based on the needs of individual children and is based around the Early Years Learning Framework. All four year old children are entitled to 5 (1/2 day) sessions of Kindergarten per week which may be taken as 1 full day plus 3 half days or 2 full days plus 1 half day. Times and days are dependent on availability of spaces and individual family needs. Parents are asked to supply their child with a hat and a healthy snack. A healthy lunch will also need to be provided if your child is staying for a full day. We are an allergy aware Kindergarten, so we ask that children do not bring anything to Kindy that contains nut products or traces of nut products. Ingredient information is readily available on product packages.

Kindergarten Session times

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Other Services

Occasional Care:
We have Occasional care available for children 2-4 years of age. We offer an educational program based on the Early Years Learning Framework to assist children in all areas of their development. This program is provided through play in a safe, secure and nurturing environment. Kindy and Occasional care staff work closely to provide continuity of learning for your child. Bookings are essential. All enquiries to Sarah on: (08) 8258 2238

Session Times:
Tuesday and Wednesday mornings: 8.30am - 11.15am
Wednesday afternoons: 12.00 pm – 2.45pm

Playgroup:
We have a playgroup for Aboriginal families every Friday morning from 9.30am to 11.30am. Playgroup is a great chance for children to play together and for parents to get to know other parents in the community. Please ring the Kindergarten for any further information.

Support services:
Preschool support staff are on site to support children with special needs on a 1:1 basis. Individual learning programs are developed through consultation with support staff, families, speech pathologists, observations and any outside agencies involved. We have access to support staff from DECS including Speech pathologists, Psychologist's, Social workers and Bilingual assistants. Child and Youth Health Services visits the Kindergarten once per term to conduct routine health screenings on children from age four and a half, with parental permission. We also liaise with any outside agencies involved in your child's health and learning.
Starting Kindergarten

Children are entitled to four terms of Kindergarten in the year before they begin school. To be eligible to begin in term 1, children must be 4 years of age or be turning 4 by the 1st May of that year. We suggest enrolling siblings as soon as possible to ensure they have a spot on our waiting list when they are eligible.

Please bring to Kindergarten:

A named bag which includes the following:

- A named hat, either broad brimmed or legionnaire
- A healthy snack, a packed lunch box if staying a full day and a piece of fruit to share for afternoon snack.
- **Spare clothes**
- A named drink bottle containing water
- Spare nappies or pull ups if needed (nappy changing facilities are available in children’s bathroom)

We eat snack all together on the mat in the mornings. We encourage healthy eating and ask that children only bring fruit or healthy food for snack times. In the afternoons we have shared fruit and children are given a choice as to whether to join us on the mat for this.

Clothing:
Please dress your child in comfortable clothing that covers their shoulders in the warmer months. **Getting dirty is often part of Kindy life so it is best not to dress your child in their best/favourite clothes.** Smocks are provided, but accidents happen. Kindy t-shirts are available for purchase. **Please ensure that all items (clothing, lunch boxes, bags etc.) are clearly named.**

Attendance:
Continuity is important to your child’s learning experiences and establishes a good routine in readiness for school. Please notify the Kindergarten if your child is unable to attend due to sickness, holidays etc. This Kindergarten is staffed on attendance in weeks 2 and 3 of each term. If your child is away in these weeks, we cannot count them for staffing and risk losing staff members.

Collection and Delivery:
Please bring your child into the Kindergarten and sign them in. If another adult is to collect your child at the end of the session, please inform staff or place a note on the sign in sheet. Children will be unable to leave with any adult that is not on your child’s approved pick up list.

Children’s Safety:
We have double gates at the entrance to the Kindergarten. Please ensure that both of these are closed properly on entry and exit. Please ensure that you are only letting the child in your care out of these gates.

Fees:
Full time Kindergarten fees are $40.00 per term.
Fees are set by the Governing Council and are essential to assist with the payment of expenses and resources for the children. The fees can be paid on a weekly or termly basis. Please place your money in the envelopes provided and put into the wooden box at the end of the lockers with your child’s name on it. Alternatively, families can pay via Centrepay. Please feel welcome to discuss any difficulties with fee payments confidentially with the Director.
Our Philosophy

We offer a curriculum which fosters childhood development and growth and is fun, developmentally appropriate, flexible and spontaneous, emphasising the development of oral language through socio dramatic play, small group and one to one interactions. When we explore the world around us through an inquiry approach, we enhance children’s physical, intellectual, creative, emotional and social development and help to develop the dispositions of persistence, purposefulness, motivation, problem solving and enthusiasm for learning.

We share a common belief that children are the future of Australia and we endeavour to provide them with a quality preschool education. We value all children, families and staff and acknowledge that we come from diverse cultural, socio-economic and skill groups. We believe that a sense of wellbeing and belonging are essential to learning.

We understand the importance of parents and families as young children’s first teachers and welcome and encourage partnerships between teachers, families and communities. This builds trustful, respectful, confident, positive relationships which value cooperation, collaboration and diversity.

We believe that play provides the opportunities for young children to learn the life skills they require to participate in an ever changing world. We believe children need time and opportunity to practise skills in a variety of real life and play situations within an attractive, safe, non-judgemental and supportive environment.

We support transition into the kindergarten and onto school. We aim to provide a safe, relaxed, happy atmosphere which encourages respect, acceptance, tolerance and empathy for all, builds self-esteem and the confidence to have a go at the available learning, encouraging independence and resilience.
Programming and Planning

Our program consists of a tri-weekly plan with goals for all children, using the Early Years Learning Framework; Belonging, Being, Becoming. This document consists of 5 Outcomes for learning:

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

Our program is located on the parent notice board with an area for parent suggestions and children’s ideas. We encourage you to read about what is happening so that you can talk to your child about their learning journey.

Each child has a core teacher who is responsible for planning around their needs and interests, through observations, teacher judgement, parent information and children’s voice. All children have a portfolio which contains learning snapshots, pieces of their work and information on curriculum goals and events. These are kept under the parent information table.

A Statement of Learning is written for each, which informs parents of their learning journey while at our centre. Parents are invited to discuss these with teachers at the beginning of term 3 and again at the end of term 4.

Excursions and Special Events

Parents are asked on enrolment to sign a form allowing us to take their child on short walks to the local school. We will often join Salisbury North School for any special events such as Reconciliation week, Aboriginal Cultural Awareness Week activities, Special Education van or any visitors or concerts they have that may be relevant to our learning. We also visit their playground and attend the school assembly.

We also may go on excursions outside the Kindergarten, to places such as; The Botanical Gardens or Patch Theatre. When we have outside excursions, special permission forms for these will be placed in the children’s pigeonholes for parents to sign. We will often ask for volunteer parents on excursions. DECD require that staff perform a risk assessment before leaving on any excursions.

Governing Council

The Governing Council is a committee made up of staff, parents and carers, as well as community members, who meet at the Kindergarten twice per term. All parents are invited to join, and a crèche is provided. The Governing Council works closely with the staff and is responsible for the development of the centre, maintaining equipment, maintenance, financial management, fundraising and approving center policies.

Parent Concerns

Our relationships with Parents and families are very important to us. If you, at any time feel unhappy with some aspect of the service we are providing, or are concerned about the behaviour of children or families within our centre, please do not hesitate to talk to a staff member. We are here to meet your families’ needs and, where possible, we endeavour to do so. After discussion with staff, if you still feel issues are not resolved we encourage you to contact the Educational Complaint Unit on: 1800677435
Policies

Healthy Eating:
Due to the Kindergartens practice of encouraging healthy eating and the National Quality Standards, we ask that no junk food, chocolate, chips etc. be placed in your child’s lunch box. We are also an allergy aware centre so we ask that you do not supply your child with a peanut butter or nutella sandwich, or anything that may contain nuts. These products can cause severe anaphylactic shock in children with allergies, who may be sitting next to your child or handling the same resources. We thank you for your help in keeping all our children safe and healthy.

Sunsmart Policy:
All children and adults at this centre are required to wear a hat outdoors when UV levels reach 3 or above. If children do not bring a hat they will need to play indoors or in the shade. The Kindy does not supply spare hats. In the warmer weather, parents are asked to apply sunscreen on their children before Kindergarten. Staff will reapply sunscreen in the afternoon on those children who stay for full days.

Illness:
We ask that families contact the centre if their child has developed a contagious illness or condition. These could include colds, flu, gastro, chickenpox, conjunctivitis, hand, foot and mouth disease etc. All children with contagious conditions should be excluded from Kindergarten until they are no longer contagious or until a doctor has cleared them. If your child is ill, please do not send them to Kindergarten. If your child becomes ill while here we will contact you in the first instance, and then your nominated emergency contact person if we cannot get in touch with you, to collect your child. In the case of an emergency an ambulance will be called and the child will be taken to hospital accompanied by an Educator. Parents will be contacted as soon as possible.

Health Needs:
If your child has a health condition such as asthma, please indicate this on your enrolment form. Children with asthma need a current asthma plan completed by their doctor. Please ask staff for a form if you have not already been supplied with one. Medications cannot be administered to children unless we have a medication plan signed by your child’s doctor.

Further DECD policies are available at www.decd.sa.gov.au
These include:
- Water safety
- Emergency and Evacuation
- Delivery and collection of children
- Excursions
- Child safe environment
- Code of conduct
- Government and management of service
- Administration of first aid
- Incident, injury, trauma and illness
- Dealing with infectious diseases
- Dealing with medical conditions
- Participation of volunteers and students
- Acceptance and refusal of authorisations

Information and links to policies are available in the Parent Information and Policy folder located on the sign in table.
Behaviour Support Policy:
At Dorothy Hughes Kindergarten we believe that everybody has the right to feel safe. We offer a play based program based on the Early Years Learning Framework curriculum document, which is suited to each child’s age and needs. We value caring, honesty, trust, integrity, responsibility and risk taking. We work at building a safe, relaxed and happy atmosphere in the centre that encourages children to have a go. We believe a sense of wellbeing and a healthy self-esteem are very important to learning. Our children are given plenty of time to practise skills in real life and in play settings. We focus on social skills, oral language and comprehension, and we respect and value each other’s differences and cultural backgrounds.

Behaviours we discourage are:
- Gun play or violent activity
- Hurting yourself, other people or living things (this means hitting, biting, kicking, scratching, spitting etc.)
- Damaging toys and property

Staff will manage inappropriate behaviour by:
- Being positive
- Helping a child to talk about their problems
- Discussing the consequences of actions
- Using ‘Stop, I don’t like it when........’
- Staff will take into consideration each situation and the child’s level of understanding, and choose the appropriate action from among the following........
  - Giving a warning
  - Redirecting child to another activity
  - Giving a limited choice
  - Using stop, listen, think, do process
  - Providing time away/thinking time from the situation or activity with a staff member, then return in a positive way with staff help
  - Contacting parents for repeated unacceptable behaviour which may harm your child or others, to share ideas that will promote positive behaviour

*We endeavour to support all staff, children and families so we can work, grow and learn together.*