

Ardrossan & Districts Community Kindergarten

26 West Terrace
ARDROSSAN SA 5571

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Web Site: www.ardrossankgn.sa.edu.au



Ardrossan Kindergarten

Information for Families

Welcome To Ardrossan & Districts Community Kindergarten

Our Vision

At Ardrossan and District Community Kindergarten we aim to provide a safe, friendly and caring environment that supports and encourages positive relationships with children, parents, families, staff and community to ensure opportunities for quality learning.

We value the importance of a play-based approach using The Early Years Learning Framework—Belonging, Being and Becoming.

We work together to promote learning for all.

Staff:

Director: Jane Klaebe

ECW: Kali Sims

Occasional Care Workers: Kristin Holdsworth, Belinda Chapman

Address:

26 West Terrace, Ardrossan 5571

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Our Employer is:

D.E.C.D.—Department of Education and Child Development.

We are part of the Southern Yorke Partnership .

Educational Director is Joann Weckert Phone Kadina Office Phone: 8821 2555

Money and Material Charges

Materials Charges are as follows:

Full Time Kindy \$70.00 per term or amount set by GC at AGM

Pre-entry \$20

Material charges need to be paid as these are used to purchase the consumables that children use everyday at Kindy. Fee payment plans are available, please speak to Jane to organise these.

Payment of Money

During the first term you will receive an invoice for the full year. You may pay the full amount or if preferred per term. Payments can be made by cash and placed in a labelled envelope in the silver box behind the main door or by Direct debit to the bank. Details will be provided. All excursion, event or fundraising money needs to be placed in a labelled envelope in the silver box.

[Some changes may occur at the beginning of each year due to staff changes etc and you will be notified ASAP through the newsletter.]

What our Kindy provides:

Kindergarten Sessions

Children are eligible to attend 5 sessions per week of Kindergarten for 4 terms before they start school.

To begin in January your child needs to turn 4 before May 1st of the same year. Under some circumstances children may come to Kindergarten for longer than a year. Some of these circumstances include: distance from the Kindy, special needs and Aboriginal children and may be decided after consultation with families and staff.

Current Sessions times:

Tuesday	8:45am - 2:45pm	(2 sessions)	
Wednesday	8:45am - 2:45am	(2 sessions)	
Thursday	8:45am - 2:45pm	(2 sessions)	[Alternate weeks]

Pre-entry Program

A Pre-entry program will be offered in Term 4 the year before starting Kindy. Enrolments will begin in Term 2. All eligible students serviced by our kindy will be offered placement but please check with us if you are not sure. A Round 2 letter will be sent to any families who would like to attend Ardrossan Kindy but are not in our service area only if we have available space by Term 3.

The Preschool Program of 4 sessions will commence in Term 4 include at least 4 sessions and a Parent Information session.

Occasional Care Program

Occasional Care is also available at the Kindy for children aged 6 months to 5 Years.

The program offers one session for Under 2 year olds and two sessions for Over 2's each week.

Session Times:

Under and Over 2's

Thursday 8:45am –11:30am

Over 2's

Thursday 12:00– 2:45

Please phone and speak to staff to discuss your child care needs and enrolment

The Kindy Program [Please also read the Beach Kindy Information]

All children are capable learners, are unique in how they learn and are at different stages of development. The Early Years Learning Framework [EYLF] provides the curriculum and it's focus is on the whole child. Opportunities for learning are best provided through a play-based program which especially lends itself to developing the dispositions through play which in turn provide a good foundation for learning in the future years. Many opportunities to develop a range of skills and processes like exploring, investigating, discovering, hypothesising and researching are also promoted well through play especially natural play. Beach Kindy every fortnight is part of our ongoing program which provides many of the above opportunities through play in a local natural playspace. Individual programs are developed based on the interests, needs and culture of each child. Planning using the EYLF develops around the individual child's interest, needs, and culture involving all educators, children, families and regional support staff. Throughout the day there are long uninterrupted play opportunities as well as both planned or intentional and spontaneous activities using a scaffolding and inquiry approach at an individual, small group or whole group level.

Attendance

We value regular attendance at Ardrossan Kindergarten as this helps to develop children's and families networks, friendships, trust and learning. Regular attendance provides children with long term benefits of maximum participation in experiences, events and relationships.

If your child is going to be away for any reason including family reasons or sickness

please let staff know by phone, communication book or email. If your child is absent for more than 2 days unexplained staff will phone you to see how things are going.

What does your child need?

We encourage children to be responsible for their own belongings and to keep them in their lockers. A **Kindy bag** helps in this process. Please name the bag and add some type of visual identification e.g. key ring/luggage tag as this will assist your child finding their bag.

What do you need to put in the bag?

- A **Hat** which can remain at kindy [Wide brimmed and named please]
- **Fruit, Snack and Lunch containers** so we can separate to put lunches in fridge. [please label all containers and we encourage Nude Packaging to cut down on the wastage.
- A **spare set of clothing** in case of accidents or getting wet and muddy
- **Rubber boots** for water play in cooler weather [Also can be left at kindy and used for Beach Kindy]
- **Communication book [supplied by us]** for keeping us informed about any issues or for kindy notes and information.
- A **water bottle** [The only drink children will need please for nourishment and brain food]

Please label everything possible

Communication

To help with all forms of communication we offer the following options

- A home/communication book for you to write any notes to staff about any issues, change in arrangements or explanations for absences, and staff to write notes or staple other relevant information. Also includes sheets to record any books read with your child as part of our Read Along program. Any injury notices will need to be read, returned and signed for filing.
- A daily Board outside with an update of news for the week
- Emailed copies of notices and newsletters or hard copies if preferred [let us know]
- Family information Boards inside and out with a shelf containing folders with copies of the policies, QIP and Programming as well as information sheets you are welcome to take home if useful.

Enrolment Details

If you have a **change** of address, phone number, emergency contact, children's medication etc. that differs from that given to us at the time of enrolment, please speak to staff to update your details.

Arrival and Departure of Children

Parents and/or Caregivers **MUST** enter the Kindergarten building to deliver and collect children. Children need to be **signed in and out** on the Roll situated on the table near the door. **NO** child will be permitted to leave the Centre until a Parent or Caregiver has entered the inside of the building and the child has been farewelled by staff. PLEASE if you would like your child to be picked up by another adult, please let a staff member know. If you are running late please phone the centre on 88373284, so we can reassure your child that you are coming as it can sometimes be a little upsetting.

If your child has not been picked up after a session the procedure for staff will be.

1. Wait 15 minutes then phone call to parents/Carers. If No Response
2. Phone call to emergency contacts. If No Response
3. Staff will call the Police. [Police will possibly take child into care until parents are located]

Family Partnerships

As part of your child's Continuity of Learning we recognise the importance of families. We hope to work in partnership together and encourage your involvement throughout your child's Kindy year. You are welcome to join our day at any time or volunteer to join us for excursions or local walks.

Other activities where your help would be very much appreciated include

- Joining the Governing Council or Fundraising Committee. [more information below]
- Contributing to the cleaning/washing roster.
- Working Bee tasks which may be organised to help maintain and redevelop the Kindy environment.
- Participating in fundraising activities or special events

Governing Council

The Governing Council is responsible for the operation and management of the Kindy, i.e. Approving budget and finances, contributing to the site Quality Improvement Plan, reviewing Policies, and the maintenance and development of buildings, grounds and facilities. We need your participation and ongoing support. We need to have volunteers to fill the positions of Chairperson, Secretary and Treasurer as well as general committee members so please think seriously about becoming a member. Meetings are held twice a term starting with the AGM usually Week 3 Term 1

Our meetings are open to everyone and as a new family to the Kindy, you are very welcome to come along and join us and see what goes on.

Our Kindy Policies

The following **site policies** are endorsed by GC and available on our website or you can access a copy through the Kindy

- **Healthy Food and Nutrition**
- **Guiding Children's Behaviour**
- **Sun Safe and Extreme weather**
- **Grievance Procedure**

All other **DECD policies** can be found on the DECD site at www.decd.sa.edu.au or use the link on the Kindy website. All DECD sites are also **Smoke Free** and we appreciate your co-operation.

A Quick Snapshot of Important Information

Healthy Food and Nutrition

Each child is encouraged to bring fruit to eat during our fruit and snack time which is around 10:15am each morning. Other healthy snacks could also be included if your child would like more. Snack boxes are left in box so if perishable food let us know so we can place in fridge or use an icepack.

Sandwiches, fruit and a healthy treat are popular for lunch, but trust your own judgement and knowledge of your child's eating habits in consultation with our Healthy Eating and Nutrition policy.

Please no lollies, high fat or sugary content foods.

Lunchtime is around 12:30pm before some Relaxation Time.

Lunch boxes (with a name written on the front) are placed into the fridge by staff once all children have arrived.

Sunsafe and Extreme Weather policy

When the UV rating is over 3; children will not be permitted to play outside unless they are wearing a sun smart hat (broad brimmed, legionnaire style or bucket hats but NO Caps please) and sunsafe clothing [tops and dresses with sleeves]. Please check that hats are in Kindy bags each day or leave one at kindy.

Please apply sunscreen before arrival at Kindy. Staff will assist children to reapply at lunchtime. Forgot sunscreen??? Sunscreen is kept on the shelf in the kitchen, please help yourself to use.

If the UV rating falls below 3 staff will inform families as getting Vitamin D is also important.

For beach Kindy and water play we need great clothing like shorts in summer and boots for colder days. GC has purchased some fantastic wet pants and Jackets which we will use when necessary. We really do not have an excuse for being able to go outside or to the beach unless it is severe weather.

Kindy logo Polo's and bucket hats are available for purchase. Please don't send your child to Kindy in their best clothes as we encourage children to explore using sand ,water, mud, paint and glue. Please always send a spare set including underwear just in case of accidents or spills, cold and wet. Sometimes we may have to use the Kindy's Spare sets of clothing so just wash and return please.

Accidents/Medication/Illness

- **Minor Accidents** We will endeavour to provide notice of any First Aid administered to your child during the day via a written note or stapled form in your communication book. Please sign and return any forms for filing. If it has been a head injury please monitor your child at night in case of delayed concussion.
- **Major injuries** If your child's injury is of a major concern we will endeavour to contact you via phone ASAP. Our first concern will be to administer first aid and if necessary call 000 for an ambulance.
- **Illness** If your child falls ill during a Kindy Day we will endeavour to inform you ASAP so they can get home as soon as possible.
- **Asthma** All children needing an Asthma puffer require an updated Asthma Plan from the Doctor. We also require a Puffer and Spacer to come every day or leave at the kindy with the child's name on the prescription.
- **Notifiable Communicable Diseases/ Viruses** There are many diseases or virus that go around including Lice, measles, whooping Cough, Gastro/ Diarrhoea etc. Could you please keep your child home if they seem unwell and let us know of the illness as we are obligated to inform all families of many of these illnesses or conditions. It is always good to have a heads up.
- **Other Medications** If your child requires medication during a Kindy day, please see a staff member, as there are forms that need to be completed and signed to give permission for administration. We will not give any medicines unless prescribed by a doctor.

Kindy Bus Service

The Ardrossan Area School provides a bus for the Kindy children providing there is room. You may apply to the Ardrossan Area School to gain permission to travel to kindy on the school bus. A booster seat may be required. Staff will sign your child in and out for the day if on the bus. The bus driver needs to know if your child will be on the bus or not and also staff will assume the child is going on the bus unless we have some communication from you.

The bus zone is in front of the gate on West Terrace so **please keep free at all times.**

Car Parks are provided at the gate on the Maitland Road or behind the Kindy building.

Please note on Catastrophic Days during bushfire season or extreme weather conditions the buses will not run even though the Kindy may remain open. All attempts will be made to notify you of any changes.

Any Issues or Complaints ?[Grievance Procedure]

We do hope we are able to solve any issues, concerns or complaints ASAP so please your first step is to contact the Director ASAP to discuss any issues. You may ring or see staff to make an appointment.

If your issue is unable to be resolved in this way your next step is to contact the Regional Director at the Kadina Office [88212555]

If issue is still unresolved please contact the Education Complaint unit by

Email: DECD.EducationComplaint@sa.gov.au or Phone: 1800 677 435

Or visit

<https://www.decd.sa.gov.au/department/about-department/contact-department/feedback-and-complaints-about-school-or-preschool>

Or

the Education and Early Childhood Services Registration and Standards Board on (08) 8226 0077.

<http://www.esb.sa.gov.au/early-childhood>

Anything Else?

Please contact the Kindy if you need any more information.

We all look forward to working in partnership with you and learning more about your child

