Ardrossan & Districts Community Kindergarten

1 West Terrace
ARDROSSAN SA 5571

Telephone: (08) 88373284
Fax: (08) 88374007
E-Mail: kindy.director@ardrossankgn.sa.edu.au
Web Site: www.ardrossankgn.sa.edu.au

Information for Families

Updated 17/07/2012
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: Michelle Wheare, Belinda Chapman

Address:       E-mail Address:
1 West Terrace, Ardrossan 5571       Jane.Klaebe425@schools.sa.edu.au
Phone:       Fax:
(08) 88373284             (08) 88374007

Our Employer is:
We are part of the Yorke & Mid North Region
Kadina Office   Phone: 8821 2555
Clare Office   Phone: 8842 6650
Services We Offer

Sessional Kindergarten
Children are eligible to attend 5 sessions per week of Kindergarten for 4 terms before they start school. 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 - 11:45am (1 session)
- **Thursday**: 8:45am - 2:45pm (2 sessions)

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.

Occasional Care Program
Occasional Care is 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.

Session Times:
- **Under 2’s & Over 2’s**: Thursday 8:45am - 11:30am
- **Over 2’s**: Thursday 12:00pm – 2:45pm

Kindy Bus Service
Rural children may apply to the Ardrossan Area School to gain permission to travel to Kindy on the school bus.

Playgroup
Our local playgroup is run by parents and is held at the Kindy from 9:30 - 11:30 am on Friday mornings during the term. Children up to 5 years old are given the opportunity to play, create and socialise with other children and parents. This is a wonderful opportunity for children to become familiar with the Kindy environment and parents to get to know each other. Ask one of the staff if you would like more information.

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 forms 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.

- It can be an upsetting time when all other children are leaving and your child isn't. If your child has not been picked up after a session this is the procedure staff take.
  - Wait 15 minutes then phone call to parents.
  - If no response, phone call to emergency contacts.
  - If no response and child still hasn’t been collected staff will call the Police.
  - Police are notified as the child is put into their care until parents can be located.

Money

Materials Charges
Materials Charges are as follows:
- Full Time Kindy $65.00 per term

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 few weeks of the term you will receive an invoice for Materials Charges. Payments can be made by cash and placed in a labelled envelope in the silver box behind the main door. All excursion, event or fundraising money needs to be placed in a labelled envelope in the silver box.

Parent Involvement
We encourage you as parents/caregivers, to spend time in our sessions and join in our various curriculum activities. Your interest is most beneficial to your child feeling good about themselves and recognise the importance of what they are doing. This is your centre and our aim is that you will take every opportunity to be involved.
You can also help by:
• Offering to spend a session or part thereof to assist.
• Helping to transport or come on excursions outside of the centre.
• Maintenance tasks, which are sometimes done at a working bee, or at another time that is convenient to you.
• Participating in fundraising activities and special events.
• Placing your name on the cleaning roster.

Governing Council
The Governing Council is responsible for the operation and management of the Kindy, i.e. fundraising, maintenance and development of buildings, grounds and facilities, budget, finance, policies and programs that the Kindy may undertake. We need your participation and ongoing support.
Meetings are held twice a the term.
Our meetings are open for everyone to attend and as a new family to the Kindy, you are very welcome to come along and join us and see what goes on.

Parent Noticeboard
At the Kindy there are noticeboards with relevant information for you to read and keep up to date with what is happening at Kindy including other community information.

Curriculum
At Ardrossan Kindy we provide a warm, supportive and secure environment. We promote play-based learning where children can move and choose activities to learn from. Explicit teaching opportunities are also used to develop children's learning. We also promote child choice - where the children choose their learning activities. Any one activity may cover one or more of the learning areas from the curriculum framework: Belonging, Being & Becoming (The Early Years Framework). Learning Areas: Children have a strong sense of identity; Children are connected with and contribute to their world; Children have a strong sense of wellbeing; Children are confident and involved learners; Children are effective communicators. We also use the You Can Do It! Program which has focus units of confidence, persistence, organisation, getting along and resilience. We have a cooking program and skill focus program as well as a strong literacy focus.
Our Kindergarten promotes each child’s self esteem, social skills and skills for life. Our program is planned to include children’s skill levels and interests based on their previous experiences and knowledge.

What does your child need?
Bag
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.
Fruit
Each child is encouraged to bring fruit to eat during our fruit time which is at 10:00am each morning. Fruit stays in the snack box so please pack with an ice brick during warmer weather. On Wednesday mornings you need only send a piece of fruit or vegetable to share.

Lunch
Sandwiches, fruit and a healthy treat are popular, 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 and high fat or sugary content foods. As we have an ANAPHYLAXIS POLICY (severe life threatening allergy) please NO NUT PRODUCTS such as peanut paste, nutella, sesame seeds & nuts. Thanks.
Lunchtime is around 11:45am where children sit at the tables and eat their lunch before relaxation. Lunch boxes (with a name written on the front) are placed into the fridge by staff once all children have arrived and are put out on tables ready for children at lunchtime.

Water Bottles
Water is the most thirst quenching drink and is good for the brain. Please send your child a water bottle (named) so they can drink water throughout the Kindy day. Water bottles are to be placed on the shelf near the door for easy access.

Hat and Sunscreen
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) Caps are not sun smart. Please check that hats are in Kindy bags each day. Staff will tell children in the morning when it is a day for hats outside. Please apply sunscreen before arrival at Kindy. Staff will assist children reapply at lunchtime. Forgot sunscreen??? Sunscreen is kept on the shelf in the kitchen, please help yourself to use.

Articles Named
Can you please make sure your child’s belongings are named, especially bags, hats, clothing (e.g. coats, jumpers, etc.), lunchboxes and lids. Please check the lost property box regularly. Any items left at the end of the term will be given to charity.

Clothes
Please send children to Kindy wearing sun safe clothing (tops must have sleeves). We sell Polo's and Jumpers with the Kindy logo. These are a good idea and you can make them “Kindy clothes”. Please don’t send your child to Kindy in their best clothes. Paint, glue and sand all take their toll on clothes. During activities especially during warm weather we have lots of water activities. It is a good idea to send along a change of clothes including underwear. The Kindy has a supply of spare clothes in case of accidents. If your child has had to wear Kindy clothes, please wash and return them as soon as possible. If your child is prone to “accidents” please keep a spare set of clothes in their bag.

Communication Book
You will receive a communication book which is to be brought to Kindy everyday. It is used to write notes to staff about any issues, different arrangements or absences, and staff to write notes to parents.

Other Policies
Please read through the following policies included in the Parent pack or check our website for links to all policies required at our Kindy.
- Grievance Procedure
- Guiding Children’s Behaviour including Antibullying
- Sunsafe and Hot Weather Policy
- Healthy Eating

Other Useful Information

Car park
Car parking is available to the side of the Kindy, off Maitland Road, as well as in the car park behind the kindy.
**Bus Zone**
Is located in front of the Kindy on West Terrace.
**Please keep this space free at all times!**

**No Smoking Policy**
DECD has implemented a “Smoke Free Environment Policy”. This policy prohibits smoking at all times in indoor and outdoor areas of Kindergartens, Schools and Child Care Centres. Anyone smoking inside the boundary fence of our centre, will be asked politely to put out his or her cigarette or go outside the fence to smoke. This policy includes all activities; i.e. pooled lunches, working bees, Twilight Kindy sessions, excursions and fundraising events.

**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.

**Medication/Illness**
If your child requires medication during a Kindy session, please see a staff member, as there are forms that need to be completed (this includes Asthma Puffers). Those children with an asthma plan or puffer need to have their medicine kept in the kitchen are at the Kindy—not in their bags, please inform staff.
Please do not send your child to Kindy if they feel unwell. The best place for them is at home, where they can receive the care that they need. Also it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at Kindy we will contact you.
Please notify staff if your child is suffering from any infectious illness.

**Additional Services Available**

**Child and Youth Health**
Contact Phone number (08) 88322185
A free service is available for any queries regarding the health and development of your child. Developmental screenings for all children are offered before the commencement of school at the Child Youth Health Clinic, Robert Street Maitland.

**Dental Clinic**
We encourage all children to be enrolled in the School Dental Service.
Parents are able to contact the Maitland Clinic phone: (08) 88322254 or Kadina Clinic (08) 88211300 to make an appointment.

**Family Day Care**
This office is located at 11 Robert St, Maitland.
Staff can be contacted on (08) 88322825.
Care Providers are available across Yorke Peninsula

**CYP Gym Jams**
A physical coordination program for preschool age children held in the gymnasium at the Ardrossan Area School.
Sessions are held each Tuesday morning between 9:30am and 10:30am
Enquiries Phone (08) 88373063

**Little Groovers**
A musical program for 18 months – 4 years commences each school term for 10 weeks held in the Performing Arts Centre at Maitland Area School.
Enquiries please Phone: (08) 88341282