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Netley Kindergarten

Information Handbook



Government of South Australia
Department for Education and
Child Development

Welcome to Netley Kindergarten.
Thankyou for choosing Netley, we hope
you find your kindergarten year with us
rich and rewarding.



KINDERGARTEN STAFF

Director: Briony Brooks

Teacher: Renee Gordon, Liz Donnellan, Clara Narinli

ECW: Josie Maiese, Penny Young, Emma Golley

Preschool Support ECW: Penny Young, Emma Golley

Playgroup: Emma Golley

Finance Officer: Robyn Elborough

CURRICULUM FRAMEWORK

At Netley Kindergarten we use the Early Years Learning Framework so all children can experience play-based learning that is engaging and builds success for life. The Early Years Learning Framework describes childhood as a time of *belonging*, *being* and *becoming*.

Belonging is the basis for living a fulfilling life. Children feel they *belong* because of the relationships they have with their family, community, culture and place.

Being is about living in the here and now. Childhood is a special time in life and children need time to just 'be' - time to play, try new things and have fun.

Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Play is very important for children. Through play young children explore and learn to understand the world around them as they come to communicate, discover, imagine and create. When children play they are showing what they have learned and what they are trying to understand.

By working together parents and educators can enhance a child's learning and wellbeing.





A Place to Be, Explore and Grow

Our vision is for all children to engage in a flexible and enriched natural learning environment to flourish and become confident lifelong learners.

We Value

- Time for children to be, and to make meaning of their world through their play.
- An enriched, play based, learning environment where all children can develop dispositions for learning such as being curious, confident, a communicator, resourceful, cooperative, purposeful and persistent, and a risk taker.
- Opportunities for children to understand Australia's cultural diversity, and the importance of being inclusive and respectful to all.
- A flexible learning environment to foster children's wellbeing, learning and development.

We recognise

- That all children have a right to play.
- That children are active participants in their learning, have individual strengths and abilities, and are competent and capable learners.
- That children need opportunities to connect to the natural world, fostering an understanding and respect of the natural environment.
- That the learning dispositions we value will prepare our children for lifelong learning.
- The importance of reflective practices and engage in this to provide quality teaching and learning.

We will

- Provide an environment where children feel safe, secure and supported to grow in confidence to explore and learn.
- Embed sustainable practices into our curriculum to highlight our responsibilities to care for the environment and provide for a sustainable future.
- Work in partnership and build respectful relationships with families to foster a learning culture.
- Build upon the range of experiences with language, literacy and numeracy that children already have, and encourage positive attitudes and competencies towards these for successful learning.

ENROLMENT POLICY

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 2017, meaning children at Netley Kindergarten children are entitled to 15 hours of preschool per week. Available sessions for 2017 are Mondays/Tuesdays OR Wednesdays/Thursdays upon consultation with the Director.

PRIORITY OF ACCESS

The Department for Education and Child Development (DECD) is responsible for providing preschool education programs in government funded centres such as Netley Kindergarten. Enrolments in preschools can vary from time to time and sometimes this can mean that Netley Kindergarten will not have vacancies for all children who would like to attend. When Netley Kindergarten's enrolments approach the maximum number of children they are licensed to enrol (i.e. Capacity) the Netley Priority of Access Policy is implemented to ensure enrolment numbers are managed efficiently and a high quality, safe and engaging program is provided for your child.

The Priorities of access are:

- Priority 1
 - (a) Children who live within the kindergarten's Priority of Access areas.
 - (b) The circumstances of the child and the family, such as a child's special rights, cultural, linguistically diverse backgrounds (at the discretion of the Director).
- Priority 2
 - (a) Children who are cared for by a family day care provider, childcare or other carer in the designated priority catchment area OR
 - (b) Children enrolled or siblings are enrolled at a local feeder school OR
 - (c) Children whose siblings have previously attended the preschool previously OR
 - (d) Children who already attend an Associated Program at the preschool – e.g. playgroup, occasional care

Families wishing to enrol their children at another preschool, even though there is a preschool closer to their residential address will only be offered positions if, and when, there are vacancies after all other children have been allocated a place.

POLICIES

Our Kindergarten is regulated by the Education and Care Services National Regulations 2011. Under Regulation 168 all preschools must have a number of designated policies and procedures. Information about these policies and procedures can be found at www.decd.sa.gov.au/policiesreg168.

Some of these policies apply generally to all preschool settings across Australia. Others, whilst aligned to the nationally mandated policies, are specific for our local context (a copy of relevant policies will be given to families on induction).

KINDERGARTEN FEES

We are a part of the Department for Education and Child Development (DECD). We receive some funding from the government, however we are also dependant on contributions from parents and fundraising. Fees are used to assist with the costs of running the kindergarten and improving the site.

Fees are \$165 for the term. Netley Kindy also has a termly \$15 Quality Improvement levy that is charged in lieu of holding regular fundraising activities.

Invoices will be emailed to families by the end of Week 2 of each term.

Payment of fees is required by the end of Week 5 of each term.

Payment options include direct deposit (use student's surname to identify payment) to BSB: 105-124 and Account Number: 456190940. Or payment by cash with the invoice into the fees cupboard located near the entrance door.

Receipts will be issued for all cash payments and placed in the parent pockets.

Reminder notices will be issued for all unpaid fees in Week 6 of each term.

Families are invited to discuss any financial difficulty with the Director, with negotiated payment plans/fee reductions being at the discretion of the Director (recognising that he/she will be privy to confidential information).

There will be no refunds for days missed.



GOVERNING COUNCIL

The Governing Council works in partnership with the kindergarten team to ensure the smooth running of the centre. It is a friendly group of parents who meet twice a term to discuss kindergarten priorities, financial matters, facilities, possible kindergarten functions, and curriculum directions. It is an excellent avenue to gain an understanding of how the kindergarten operates while making some good friends along the way. Governing council members and office bearers are elected at the Annual General Meeting. However, members may elect to join at any time during the year.

ANNUAL GENERAL MEETING

The Governing Council is elected each year at our AGM in Term 1. New members may elect to join throughout the year and attend council meetings. Once elected onto the Governing Council all volunteer parents must have a current approved criminal history screening at all times. The Department for Communities and Social Inclusion (DCSI) Screening Unit provides a screening service for DECD volunteers. National Police Certificates from a SAPOL branch are not acceptable as a criminal history screening by DECD. The DCSI screenings will be required to be updated every three years. Forms can be downloaded from www.dcsi.sa.gov.au or requested from the kindergarten.

WHAT TO BRING TO KINDY

Please provide your child with a clearly named bag for their Kindy belongings including:

- A hat
- A change of clothes (including knickers and socks)
- Two pieces of fruit to be left in your child's bag for morning and afternoon tea
- A lunchbox to be placed on the lunchbox trolley
- A drink bottle with water
- The bag can be placed in the lockers on the veranda

CLOTHING

Please name your child's clothes and shoes. Children should wear:

- Clothes that can get wet, sandy or dirty (water play, sand play, mud play)
- Clothes suitable for climbing
- Suitable footwear – no thongs please.

LEAVING AND COLLECTING YOUR CHILD

A sign sheet is available each morning to sign in your child. A sign in sheet is also available for your child to sign themselves in. Please encourage them to have a try at signing their own name. Please indicate on the adult sign in form if someone different will be collecting your child on that day. Staff will sign your child out upon dismissal from the mat area.

If your child is reluctant to let you go on arrival, please approach a staff member.

If doors are open, you are welcome to watch the group time quietly inside.

A staff member will say goodbye to your child at the end of the session. If your child runs to you before this has happened, please bring them back to the mat. This routine helps ensure that each child is safely handed over to a caregiver before leaving the kindergarten.

Please talk to a staff member if you have any concerns about this process.

TOYS

We ask that children do not bring their own toys to kindergarten in case they get broken or lost. If your child takes home a toy or item that you think is from the kindergarten, please return it as soon as you can.

LOST PROPERTY

We have a lost property basket located near the lockers outside. Please check this regularly for your child's belongings.



NUTRITION POLICY

At Netley Kindergarten we are passionate about providing an environment that supports and encourages healthy eating for happy, healthy bodies and minds. At Netley we provide many opportunities for children to experience a range of healthy foods and to learn about food choices from educators and other children (EYLF, pg. 30). Healthy eating practices are also important in the development of children's speech and sounds. The chewing action is necessary to exercise and strengthen the jaw, needed for the complex development of speech. Very fine coordination of the tongue, lips, jaw and palate is necessary for the production of the many different sounds we make when talking.

The following guidelines are in place at Netley Kindergarten for our children to develop safe and healthy eating habits:

We have two meal times, a morning fruit/snack time which is stored in your child's bag, and a healthy lunch meal that is in a separate container and placed inside on the lunchbox trolley.

Ideas for your child's snack bag and lunch box include:

Fruit and Vegetables for vitamins, minerals and fibre e.g. carrot sticks, cherry tomatoes, apples, pear, strawberries, bananas, diced fruit in natural juice.

Breads and Cereals for body and brain energy and to help fill hungry tummies e.g. Wholegrain sandwiches, rolls and wraps, pikelets, fruit bread, wholegrain plain savoury biscuits, rice, pasta.

Meat and other protein foods for strong muscles e.g. Lean meat in wholegrain sandwiches or salads, left-over meat based casseroles and pastas.

Dairy foods for strong bones e.g. Reduced fat cheese slices, reduced fat cheese in sandwiches, reduced fat yoghurt with chopped fruit (*full fat dairy for children under 2 years).

Children are to bring a named drink bottle filled with water.

High fibre foods are good for supporting happy, healthy and regular tummies. Try to include plenty of high fibre foods everyday e.g. wholegrain/wholemeal bread or wraps, fruits and vegetables (skin on where possible), grains such as rice, pasta and noodles (try brown or whole grain varieties), and beans and lentils.

Examples of foods not consistent with the healthy eating policy are: plain sweet biscuits and flavoured savoury crackers (e.g. Shapes), flavoured rice crackers, nutella, cakes, chocolates, chips, lollies, muesli bars, fruit straps and bars, fruit juice, cordials.

We will also encourage safe and healthy practices around meal times through the following guidelines:

- Children are encouraged to wash their hands prior to handling any food
- Children are encouraged to be independent in managing their own food
- Children are encouraged to sit down whilst eating in the designated areas
- Staff will supervise children while they are eating
- Children will be encouraged to dispose of their own food scraps in the appropriate buckets for recycling and composting.

Netley Kindergarten is a NUT AWARE Kindergarten and will have children attending over time that have severe allergies to nuts and nut products. To ensure that these children are not at risk please be diligent in ensuring that nuts and nut products such as peanut butter are not brought into the kindergarten.

BIRTHDAYS AND SPECIAL EVENTS

At Netley Kindy we enjoy celebrating your child's birthday or special occasion in a way that supports our healthy eating policy and is as healthy for young bodies as it is for young minds. We celebrate with your child at mat time by inviting them to stand in front of the group, having a birthday chat, singing happy birthday and then blowing out the candles on the play dough cake. We also give them a birthday certificate from the Kindy.

Bringing in extras for your child's celebration is not expected, but if you wish to it is a great opportunity to support our healthy eating policy and make healthy fruits and vegetable shine. Another great idea is to take the focus off food and bring in a party game or other non-food items.

Some food ideas are:

Fruit or veggie platter

Fruit kebabs

Rice cake fruit and veg funny faces

Some non-food ideas are:

Balloons or stickers

Craft supplies for a special project

A favourite book to be read and donated to the kindy

Please see staff for some more fun ideas and recipes. There is also a folder in the Parent Information Area that can be accessed for more ideas.

We ask that you do not bring in anything extra that is inconsistent with our policy such as birthday cakes, cupcakes, lollies or high sugar, salt and fat foods such as chips, chocolates and biscuits.

HEALTH AND MEDICAL INFORMATION

At Netley Kindergarten the health and wellbeing of the children in our care is of the highest priority.

Children who are unwell should not come to kindergarten. Instead, they need time to recover in an environment where the sickness cannot be passed onto other children and staff.

The following information is to provide guidance as to when your child is likely to be infectious and therefore needs to be excluded from kindergarten.

This is likely to be when your child has:

- A temperature of 38C or higher,
- Been vomiting in the last 24 hours,
- Diarrhoea,
- A productive cough,
- Conjunctivitis,
- Coloured nasal mucous,
- An undiagnosed rash,
- Head lice (until treated),
- Cold sores.

In the event of your child becoming ill at kindergarten we will telephone you to collect your child.

Infectious disease: Please notify staff if your child contracts an infectious disease. Your doctor will be able to inform you when your child can return to kindergarten.

First Aid: Staff have first aid training and will treat minor injuries. Anything else is referred to parents so that they can contact their own doctor. In an emergency an ambulance will be called and parents contacted. If we cannot contact you we will call your listed emergency contacts.

Medication: Staff will only give medication (e.g. antibiotics), that has been prescribed by a doctor and which is in the original container as dispensed from the pharmacy. Children with a medical condition such as asthma will need a health care plan completed by a doctor detailing the condition, medication and any action to be taken.

Sun Protection and Hot Weather Policy

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first ten years of life is a major factor in determining future skin cancer risk. Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles for general health.

Staff are encouraged to access the SunSmart UV Alert at <http://www.bom.gov.au/sa/uv> to find out daily local sun protection times to assist with the implementation of this policy. At Netley Kindy we use a combination of sun protection measure for all outdoor activities from 1 September to 30 April, and whenever UV radiation levels reach 3 and above at other times.

Sun Protection Procedures:

- All children must wear their hat when outdoors between 1 September and 30 April, and whenever UV radiation levels reach 3 and above at other times. If they do not have a hat to wear their play will be restricted to indoor and veranda play only.
- Acceptable hats for outdoor play are broad brimmed or legionnaires style, which protect the face, back of neck and ears.
- SPF 30 or higher broad spectrum, water resistant sunscreen will be applied 20 minutes before going outside (and every 2 hours if outdoors for extended periods). Sunscreen will be available for all children to apply to exposed skin areas. (Parents to apply sunscreen prior to arrival in morning).
- Locate outdoor activities in shaded areas.
- Encourage children to play in shaded areas.
- Staff and children are encouraged to come dressed in clothing that covers as much skin as possible. Tops with higher necklines and collars, and longer style shorts, dresses and skirts are best.
- Encourage parents and visitors to role model sun protection behaviours.

Incorporate sun and skin awareness information into our teaching program.

On Extremely hot days the following procedures will apply:

- Locate outdoor activities in shaded areas.
- Encourage children to play in shaded areas.
- Limit outdoor activities on extremely hot days.
- Encourage children to drink water.
- In the event of inadequate provision of cooling (breakdown of air-conditioning) when temperature is above 36 degrees, children's families will be contacted to collect children early, and remaining children will be supervised with water cooling activities until time of collection.

COMMUNICATION

We endeavour to keep in regular touch with families, informing them about their child's progress and any events happening in the kindy. Newsletters are regularly emailed to each family. Each family also has a notice pocket near the main entrance door. Please check these pockets daily for notices, receipts and newsletters. Netley kindergarten also has a Facebook Page. Like the page for quick updates about the developments of the kindy.

Samples of children's work which indicate progress and development are kept throughout the year in individual Portfolios. These will be presented to each child at the end of the kindergarten year. You are welcome to view your child's portfolio at any time. They are located in the Parent Information Area.

The Assessment and Reporting Practices at Netley Kindergarten include an Individual Learning Plan written for each child in their first term. In Term 2 there is an opportunity for a kindy and family dialogue providing opportunities to reflect on each child's progress and future learning goals. A Statement of Learning will be written for each child in their last term of kindergarten to be passed onto parents and shared with the chosen Primary School.

If you would like to discuss anything throughout the year with staff please arrange a time to meet so there is time for a thorough discussion, rather than a rushed 5 minutes at the beginning or end of the day.

LIBRARY BORROWING

Every Tuesday/Wednesday is Library Day. Children are able to borrow one book from the kindergarten library to read at home. Library bags are available for purchase through the kindy at a cost of \$4 which will be decorated by your child. Please see a staff member if you would like to be included in this program.



Playgroup



Every Friday during term time we offer a Playgroup session from 10am until 12pm. Our Playgroup coordinator will be able to help you on arrival with Playgroup Association fees and Playgroup costs. This is an opportunity for parents to stay with their child and participate in some great learning experiences. The Playgroup is for children aged 0 - 5 years old. Please bring some morning fruit for a mid morning snack. There is no need to book your session, simply arrive and introduce yourselves to the Playgroup coordinator.

Netley Kindergarten - a place to be, explore and grow.