Parent Information Booklet

Mac Donnell Street
TANUNDA SA 5352
Telephone: (08) 8563 2796
Facsimile: (08) 8563 0725
kindy.director@tanundakgn.sa.edu.au
PHILOSOPHY

As Early Childhood Educators, our philosophy is based on a child centred play approach to learning. We focus on the child’s individual needs and we aim to provide through play experiences a happy, healthy and nurturing environment. This environment will encourage the children to develop in confidence, positive self esteem, independence, creativity, problem solving knowledge, sharing, caring, participation, understanding and appreciation of our many varied cultural groups.

We believe each individual and family has the right and equal opportunity to all services provided within the centre, and we believe in parental / family participation in our centre’s management and decision making.

We will ensure the provision of services that reflect and promote the multicultural and diverse needs of our Australian community.

Our programming is varied providing many different kinds of experiences. We believe in meeting the developmental needs of the children in the physical, emotional, social, creative, language and intellectual areas. We use the South Australian Curriculum, Standards and Accountability Framework as a basis.

Welcome to our kindergarten. We hope your time with us will be rewarding, educational and enjoyable.

STAFF

Director Petrea Smith (Dip T.)

Teachers Sandy Modra (Dip T.)
Penny Gilbertson (Dip T.)

Early Childhood Worker Sue Donohue

SESSION TIMES

Monday, Tuesday, Wednesday and Thursday.
8.45 to 11.30 a.m. 12.30 to 3.10 p.m.
Pre entry group is integrated for two hours throughout the sessions, usually the p.m. sessions.

GENERAL SESSIONAL ROUTINE

<table>
<thead>
<tr>
<th>Morning session</th>
<th>Afternoon session</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.45 - 9.15 a.m.</td>
<td>Inside time. 12.30 – 1 p.m.</td>
</tr>
<tr>
<td>9.15 – 9.30 a.m.</td>
<td>Large Mat Time. 1 p.m. – 1.15 p.m.</td>
</tr>
<tr>
<td>9.30 – 9.45 a.m.</td>
<td>Small Group Time. 1.15 – 1.30 p.m</td>
</tr>
<tr>
<td>9.45 – 10 a.m.</td>
<td>Combined fruit time. 1.30 – 1.45 p.m.</td>
</tr>
<tr>
<td>10 – 11.10 a.m.</td>
<td>Inside/Outside play. 1.45 –2.50 p.m.</td>
</tr>
<tr>
<td>11.10 – 11.15 a.m.</td>
<td>Tidy the kindy. 2.50 – 3 p.m.</td>
</tr>
<tr>
<td>11.15 – 11.30 a.m.</td>
<td>Last mat and dismissal. 3 – 3.10 p.m</td>
</tr>
</tbody>
</table>
TERM DATES
Preschool Term dates are the same as DECS school term dates. They are as follows.

<table>
<thead>
<tr>
<th>Term</th>
<th>2009</th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>27 Jan - 9 Apr</td>
<td>27 Jan - 1 Apr</td>
<td>31 Jan - 15 Apr</td>
<td>30 Jan - 5 Apr</td>
</tr>
<tr>
<td>Term 2</td>
<td>27 Apr - 3 Jul</td>
<td>19 April - 2 Jul</td>
<td>2 May - 8 Jul</td>
<td>23 Apr - 29 Jun</td>
</tr>
<tr>
<td>Term 3</td>
<td>20 Jul - 25 Sep</td>
<td>19 Jul - 24 Sep</td>
<td>25 Jul - 30 Sep</td>
<td>16 Jul - 21 Sep</td>
</tr>
</tbody>
</table>

ENROLMENTS
You may register your child’s name in our enrolment list by contacting the Director or by visiting the centre. The Department of Education & Children’s Services (D.E.C.S.) Enrolment Policy states that 4 year old children are entitled to 1 year of pre school prior to going to school. Therefore, it is important that you plan when your child will start school so that their kindy starting date can be worked out. Pre Entry is the term before the child’s eligible year of pre school.

PRE ENTRY
This refers to the Get to Know You sessions we run for children in the term before they start kindy. We are not funded or staffed for Pre Entry and we run it out of the kindness of our heart when numbers permit. We invite pre entry children to come along for 2 hours a week so that they become familiar with the kindy, staff and children before they start full time kindy. Pre entry group is integrated for two hours throughout the sessions.

KINDY SESSIONS
Your child will need to have already turned four to being full time kindy. For most children that means starting at the beginning of the next term after their birthday. Our Early Entry policy supports some children with special needs but is not applicable to children who intend to begin school before they turn five. Regularly throughout the year you will be invited to request which sessions you would like your child to attend. We do not guarantee that your child will be placed in all of the requested sessions but we try hard to meet family’s needs.

KINDY FEES
Please place you fees in an envelope with the child’s name and post in the kitchen letter box. We request that fees be paid as soon as possible within the first 4 weeks of each term.

- 4 sessions $60.00 per term (full time)
- 3 sessions $55.00 per term
- 2 sessions $50.00 per term
- 1 session $45.00 per term
- Pre Entry $30.00 per term

All money for excursions or book orders and the accompanying forms should be placed in the letter box. Your child’s kindy fees, together with Government Grants cover the running costs of this centre, eg. telephone, electricity, water rates and consumables. Money from our fundraising activities buys resources for your child.
PLAYGROUP
A parent run group for families with children from 0 to 5 years. It is affiliated with the SA Playgroup
Association.
Play group runs on Friday mornings 9.30 am-11.00 am. $3.00 per family plus Playgroup Association
of S.A. membership. (Includes insurance, member discounts etc).

SPECIAL SERVICES
We are committed to providing all children with the best possible start in life. So DECS provides
special services to assist children with their speech and psychological development and provide
support for children with disabilities. As a kindy we are also able to put families in contact with many
government or community support agencies. If your child has received therapy prior to their start at
kindy or you are concerned about any aspect of their development, we invite you to bring this to our
attention when you enrol or as soon as possible. In many cases we are able to work in collaboration
with the specialists, providing additional adult support, an individual programme and some therapy
time.

WHAT YOUR CHILD NEEDS TO BRING
• Children should bring WATER in a drink bottle. Do not bring milk or cordial as they attract ants
  and tooth decay.
• A kindy bag.
• A spare set of clothes.
• Our centre provides tissues, painting smocks, paper towels in the bathroom.
• A piece of fruit or vegetable or savoury biscuits, cheese or sandwiches. No cakes,
muesli bars or sweet biscuits please. We are a nut free kindergarten due to children with severe
allergies.

WHAT DOES NUT FREE MEAN? - Do not bring food which has a may be processed with
nuts warning on its packet. This covers almost every kind of sweet and savoury biscuit and
muesli bar. No peanut paste or Nutella.

WHAT YOUR CHILD SHOULD WEAR
The clothes that children wear should not hinder their learning.
• If children are frightened of getting their good clothes dirty they may not choose to paint or play in
  the sand pit. So dress them in old clothes.
• Shoes should fit well and provide support. Crocs and thongs do not do this.
• Sometimes little girls have been taught to behave modestly when wearing dresses and skirts.
  That’s fine but at kindy it means that they are less likely to enjoy physical play, climbing, bike
  riding etc. Dresses get caught under feet when climbing, so shorts or track pants are a better
  option.
• As a Sun Smart Kindy we ask that all children bring a hat with them. A shady hat (not cap) must
  be worn outside during terms 1 and 4. If you child does not have a hat they will need to play inside
  or under the verandah.
Tanunda Kindergarten polo shirts, hats and windcheaters are available for purchase.

CURRICULUM
This may be a very unfamiliar word. Basically, we use the word CURRICULUM when we refer to all
we teach and all the children learn. CURRICULUM = TEACHING + LEARNING. At Tanunda
Kindy we consider carefully how this teaching and learning will happen. Preschool teachers have the
same tertiary qualification as secondary and primary school teachers. We specialize in the education of
young children. We create a programme of learning experiences especially designed to develop
children’s individual skills, abilities and understanding. DECS provides us with a curriculum
document called the SACSA Framework (SA Curriculum, Standards and Accountability Framework). This curriculum document and our programme address specific learning areas:

- Diversity,
- Communication and Language,
- Self and Social Development,
- Arts and Creativity,
- Design and Technology,
- Health and Physical Development,
- Understanding Our World.

You will notice that our programme, beautifully displayed on the pin board by the front door outlines what experiences the children will be offered in all of these learning areas.

**ATTENDANCE**

Attendance at preschool is not compulsory. However, local schools often give us feedback that those children who attend kindy are in a better position for making a successful start to school. You can choose to have your child attend all or some of their 4 sessions per week. What is vitally important is that attendance is regular and not a decision you make based on whims and tantrums. A sick child will find it difficult to enjoy their day and may be infectious to others. It is best that children who are not well or excessively tired do not attend until they are 100%. Remember, attending kindy is your decision not your child’s. If your child will not be attending a session we would appreciate you letting us know. As you enter the kindy door you will notice a round table upon which is our sign in sheet. Please initial by your child’s name each day when you drop off.

**PROFILE AND DRAWING BOOKS**

The children are given two books when they start kindergarten. The smaller drawing book stays at kindy and the children use it for their drawings and stories. The larger book is kept in group boxes under the window in the mat room, the children’s names are on the boxes. We ask parents to paste their child’s work into their books, (please check the boxes for their work). The children are welcome to take this special book home at any time to show their families.

**COMMUNICATION WITH PARENTS**

If you have any concerns at all, no matter how small they are, please discuss them with the staff, informally during the session, or make an appointment to speak to the Director.

- * there is a parent notice board which displays the weekly programme.
- * newsletters are placed in the information pockets. Check your child’s pocket each session.
- * whiteboard in the Piano room where any “pick up” changes can be written up.
- * many general notices are placed on entrance doors.
REPORTING
Throughout you child’s kindy year you will receive individual information about your child’s learning. You are welcome to initiate a chat about your child at any time. Otherwise these following processes are in place:

- Your child’s profile book can be accessed anytime you like.
- In your child’s third term you will be invited to meet with teachers to talk about your child’s development.
- When your child leaves for school you will receive a written report which is a summary of their learning here at kindy. This report is also forwarded to your child’s school.

DISMISSAL TIME
It is important that parents are prompt when collecting their children. Some children get quite concerned if their parents are late. Children will be gathered on the mat ready to go home. They will be asked to put their hand up when they see the person who is picking them up. The teachers will farewell each child in turn rather than having them all rush out at once. In general, children are brought and collected by their own parents. When this is not the case, notify us of the alternative arrangement and write up on the white board in the mat/piano room, so that we know it is safe to send your child with them.

ENCOURAGING POSITIVE BEHAVIOUR
Behaviour concerns are very rare here at Tanunda Kindergarten. Generally speaking, we are dealing with preschoolers behaving like preschoolers. Because many of these children are new to this environment, our routines and expectations may seem unfamiliar to them. It would be unfair to expect this age group of children to ALWAYS share, use manners, wait in line, be careful with sand and stay clean while painting. That is why our approach is one of encouragement and demonstration of appropriate behaviours. You will rarely hear a staff member raise their voice or ‘tell a child off’. Instead you may hear staff redirect a child to a more appropriate behaviour i.e., “Save your drink for when you are thirsty, put it away now, please.” Rather than, “Don’t pour your water all over the floor!!!” Children are encouraged to say sorry if they hurt someone and most attention is given to the injured party. We don’t dwell on issues but we move children on as quickly as appropriate, to a more positive frame of mind.

BOOK LIBRARY AND LITERACY KITS
We encourage the children to borrow 1 book or kit at a time. Maximum of 1 week loan. Parents please help your child to select a book or literacy kit, fill out the borrowing card at the back and then place the card into the card container on top of the library cupboard. To return the book, please place it into the square basket at the bottom of the cupboard. Books can be borrowed any day and Literacy Kits are displayed on Wednesdays. We have a selection of books for parents too, so please follow the same procedure when you borrow, these are on the shelf by the front door and others are on display in the Toy Library.
TOY LIBRARY
The Toy Library has a wide range of toys and DVD’s available for families to borrow. It is a great way to refresh you child’s interest in play by bringing something new home each week. You may be able to borrow items which would otherwise be unaffordable.

FEES

<table>
<thead>
<tr>
<th>Category</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 child</td>
<td>$26 per year or $7 per term</td>
</tr>
<tr>
<td>2 children</td>
<td>$30 per year or $8 per term</td>
</tr>
<tr>
<td>Family</td>
<td>$34 per year or $9 per term</td>
</tr>
</tbody>
</table>

Opening time - 9 am – 11am each Thursday of term. Look out for the signs directing you to the Toy Library.

HEALTH
Minor injuries and illnesses are treated by the staff and First Aid slips will be put in your child’s pocket to notify you if necessary. You will then be required to sign the Accident Register. Precautions against spreading colds, viral infections and contagious disease are very necessary at kindergarten, so parents please keep your child at home if he/she is showing any signs of any infections and contagious diseases as soon as they have been identified.

SUN SMART
We have a Sun Smart Policy at our Kindergarten. During 1st and 4th term all children must bring a hat (broad brimmed or legionnaire style) to kindergarten. This hat must be worn at all times while playing outside. NO HAT – NO OUTDOOR PLAY. Parents are asked to use SPF 30+ sunscreen on their child’s exposed skin prior to coming to kindergarten. Singlet tops and strappy dresses do not provide sufficient cover from the sun, so please dress your child appropriately.

DENTAL HEALTH
The South Australian School Dental Service is offering dental care to all the children at this centre. The School Dental Clinic is situated at the Nuriootpa Community Dental Clinic, 37 Tanunda Road, Nuriootpa. It is open Mon, Tues, Wed, & Thurs and its phone number is 8562 1588. For emergency advice on Fridays, please phone 8562 1544.

C.Y.W.H.S  (Formally CAHFS/CYHS)
We encourage parents to have their child’s development screened by the C.Y.W.H.S. clinical nurse before they start school. We will arrange an appointment for your child in their third or fourth term here. Screenings are held in the Toy Library. If your child needs an immunisation or you have an urgent need you may make an appointment at the local clinic by phoning 1300 733 606.

INVOlVEMENT IN THE COMMUNITY
We are part of a very supportive community. We also participate with a display at the Tanunda Show and join in the Christmas Parade.
**HOW PARENTS CAN HELP**
Come on in, Stay a while, have some fun, grab a coffee. Parental involvement in our centre is highly valued and we welcome you to stay at any time. There are many ways in which you can help us and the following are just a few:
  * washing the smocks and towels.
  * cleaning up at the end of sessions.
  * join in the activities with your child.
  * read a story.
  * save useful “junk” eg. egg cartons, boxes, cream and yogurt containers and recyclable material etc. for us to use
  * encourage your child to have their food in containers that are friendly to the environment rather than pre packaged snack packs, glad wrap etc.
  * share your particular interest, eg. Cooking, pottery, gardening, spinning, playing an instrument etc.
  * accompany us on excursions.
  * be involved with our fund raising activities.
  * attend the Governing Council Meetings.
  * attend working bees and end of term clean-ups.
  * with gardening (you will be rostered at least twice a year)

**ROLE OF THE GOVERNING COUNCIL.**
The Governing Council is the body whose role it is to support the director in managing the finance and maintenance of the centre. DECS pays the staff their wages and provides a small grant towards the running costs of the kindergarten. The Governing Council supports the director by:-
  * monitoring the budget
  * assisting in creating / reviewing policies
  * organising fundraising events
  * monitoring the Site Learning Plans
  * being a conduit for information to and from families.
Meetings are held once a month during terms. Dates are determined after the A.G.M. This group of parents are very productive and enjoy the opportunity to find out about how the kindy operates and make links with other parents. Come along.

**BIRTHDAYS**
If a child’s birthday falls on a kindy day we are happy to celebrate it with them and this usually happens by:-
  * lighting candles on our make believe cake
  * singing “Happy Birthday” at mat time
This fun is usually enough to acknowledge their special day, therefore it is not necessary for parents to supply cakes or treats. We are no longer able to share birthday food due to the increased number of children with food allergies. It is not necessary to provide treats for the other children.
TOYS FROM HOME
Do not send toys from home. They usually distract children from our kindy programme and rarely add anything other than squabbles or time wasted looking for missing toys. This is a parent responsibility. If children want to bring something from home as a ‘morning talk’ it is a good strategy to say ‘no’ to toys but ‘yes’ to found objects like shells, rocks, snails, leaves, rusty cogs etc.

WORLD VISION CHILD
Our kindergarten sponsors a World Vision child, Malistane Mohlolo, from Lesotho in Southern Africa. We encourage parents to use this opportunity to talk with their child about helping others and consider supporting Malistane with a regular contribution. There is a colourful “Piggy Bank” on top of the Book Borrowing Cupboard for your kind donation.

CONFIDENTIALITY
All DECS preschool and schools come under the SA GOVERNMENT SCHOOLS AND CHILDREN’S SERVICES INFORMATION PRIVACY STATEMENT. This Information Privacy Statement outlines the commitment of the Department of Education and Children’s Services and its early childhood services and schools to supporting the confidentiality of information provided in the Departmental Enrolment Forms. In addition to enrolment information, staff are committed to keeping confidential, details of individual children’s education and development.

SCHOOL
Enrolling at school is an important decision and one which we are happy for you to take your time over. As soon as you have made a decision, please let us know so that we can ensure your child’s transition to school runs smoothly. The limited private school reception intakes may affect the quantity of kindy sessions for your child. Please be aware and inform the kindy as soon as you can. This is not a concern for those intending to enrol at DECS schools.
“Life for too many children is turned into a serious business too soon”

CHILDREN are the foundation of the world’s future. Children have played at all times throughout history and in all cultures.

PLAY, along with the basic needs of nutrition, health, shelter and education, is vital to develop the potential of all children.

PLAY is instinctive, voluntary, and spontaneous. It is natural and exploratory.

PLAY is communication and expression, combining thought and action: it gives satisfaction and a feeling of achievement.

PLAY touches all aspects of life.

PLAY helps children to develop physically, mentally, emotionally and socially.

“Play is a means of learning to live, not a mere passing of time”