



## Oaklands Estate Kindergarten

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[www.facebook.com/OEKindergarten](https://www.facebook.com/OEKindergarten)



**Government  
of South Australia**

Department for Education

# Oaklands Estate Kindergarten



## Information Book 2022

# WELCOME TO OAKLANDS ESTATE KINDERGARTEN

We hope that your time with us will be enjoyable and rewarding for both you and your child/ren.

## OUR STAFF CONSISTS OF:

**DIRECTOR:** Full time Ali McKenna

**TEACHER:** Full time Rebecca Overstreet

Part time Gay Anderson (Tues, Thur, all day & some Fri Term 1)

## **EARLY CHILDHOOD WORKER:**

Full time Pam Clift (reduced hours in Term 1)

## **PRESCHOOL SUPPORT ECW for children with additional needs.**

Part time : Di McSalley  
Ruth Tebbutt

(Each term we may also have a number of support staff.  
Information will be forwarded to you as needed).

## KINDERGARTEN SESSIONS

Full day sessions (Mon – Fri) - 8:30 am to 3:15pm

MON & TUES group 8.30am to 3.15

WED & THURS group 8.30am to 3.15pm

(and some full day Fridays - see Term planner)



## ONE INTAKE POLICY

Children are entitled to access four terms of preschool in the year before they start school as follows:

If a child turns four years of age **before** 1 May, they may start preschool in Term 1 in that year

If a child turns four years of age **on or after** 1 May, they are eligible to start preschool from the beginning of Term 1 in the following year.

Placement will depend on vacancies in a particular group.

### *PLEASE NOTE*

The Department for Education (DfEd) has an enrolment policy which means that preschools offer spaces to local families in August. Any vacancies in September can be offered to any child living outside our local area.

Please fill in the Expression of Interest form to register for the waiting list.



## PARENTS ARE IMPORTANT

At Oaklands Estate, parents and teachers work together for the benefit of the children. Parents, as the first and most important educators in a child's life, need to guide staff in meeting the needs of your child. Any information regarding your child that you consider to be important needs to be passed on to staff. **All information is treated confidentially**, and it will assist us in planning appropriately for your child.

You are always welcome to join us at the Kindergarten, either observing or working with your child and others, sharing your skills with the children or reading a story to a small group of children during the session. Covid limits means that we ask you to book in with staff so that we can spread visitors over days.

This is your kindergarten and staff are always happy to answer any queries you may have about your child, the programme or any operations at the Centre. If we are working with the children, please wait, or speak to us at the end of the session or ring the Centre between 8:00am – 3.30pm – Monday to Friday or email anytime [Ali.McKenna647@schools.sa.edu.au](mailto:Ali.McKenna647@schools.sa.edu.au)





## DEALING WITH ANY CONCERNS AT THE CENTRE

The process for raising and resolving any concerns parents and staff may have about services, policies, children's learning or other preschool related issues is simple.

We ask that you raise your concerns directly with the staff member involved and/or the Director (Ali). On occasion, you may wish to ask a parent representative from the Governing Council to support you as you raise the issue.

Please be assured that we treat all enquiries and concerns respectfully, seriously and confidentially.

For more information please go to the DfEd website (link below)

<http://www.decd.sa.gov.au/docs/documents/1/ParentComplaintsPolicy.pdf>

We work together to reach a resolution.



## KINDERGARTEN FEES

The Kindergarten's Governing Council (elected from the parent body) is responsible for managing the running costs of the Kindergarten.

To purchase equipment, paint, paper and pay for the cleaner, electricity, gas etc., the committee has budgeted on a fee of \$190 per term per child including lunchtime care. This is payable even if your child is absent during the week. See fee invoice for details.

The Treasurer prefers the fees paid in a lump sum for the term but weekly payment is acceptable – please speak with Ali for any changes.

You will receive an invoice with your child's name on it and the fee details.

There are 3 options for payment of fees:

- 1) Cash or cheque placed inside envelope and post in the black letterbox on the wall inside the front door.
- 2) EFT payment with a copy of the receipt handed to staff for our records. The Treasurer will place a receipt for payment in your notice pocket.

**BSB 065116 Account 10053323** Child's name and reason ie Term 1 fees

- 3) Centre link – deductions from pensions. Please ask Ali for the form.

Exact money is required as the staff does not collect fees or carry change.  
Any over payment is deducted from following fees or a donation in Term 4.

It is not the Council's wish to exclude anyone based on cost.  
Please speak with Ali.





## GOVERNING COUNCIL

The Governing Council is elected each year from the parent body and new members are always welcome.

It is responsible for the wise and equitable management of the Kindergarten, including the development and funding of the annual budget and the maintenance of the centre.

The running costs of the Centre, excluding staff salaries and some grants, are met by the Kindergarten community and managed by your council.

The council, on your behalf, pays for power, water, paints, books, toys, the building repairs and improvements, grounds and maintenance.

The Kindergarten fees go some way towards meeting the cost of running the centre and the Department for Education (DfED) subsidises the centre but there is always a deficit. This means that the council MUST develop and manage a budget.

Please make it your business to support, wherever possible, the efforts of your council.



## **EARLY YEARS LEARNING FRAMEWORK (EYLF)**

### **CURRICULUM & CHILDREN'S RECORDS**

The staff at Oaklands Estate Preschool Kindergarten provides a program for the children based upon the EYLF (National curriculum) and used by the Department for Education (DfEd) Preschools. We have developed a broad programming format based on an inquiry question and displayed as our learning journey. This is displayed on the windows of the back verandah and at front door area. We also display photos of children participating in the program and curriculum displays on various boards around the centre.

Please discuss any questions you have with the staff. We are always grateful for parent's comments and ideas (add any comments to the program at the entranceway). If you can assist with any area of the program, we would welcome your help.

Linked to the program are the individual records for each child. The staff begins the process in Week 1, Term 1 when we develop a portfolio that begins the records for your child. You are welcome to look through the portfolio at nighttime kindy and thereafter at any time with your child. Just return it to staff when finished. At the end of the year it will be your child's record to keep.

As a staff team, we observe all children during term 1. We aim to have a progress assessment completed by the end of the term, which will be sent home with an invite for parents to make an appointment with staff to discuss the child's progress (in person or by phone given Covid restrictions) and further develop learning goals.

In your child's last term at kindergarten, staff prepare their statement of learning. This is an overview of their progress at kindergarten before starting at school. A copy is sent on to your child's school (with a copy being kept by parents and a copy being kept by the centre). It is a requirement of the department that all children beginning at school have this report.

Staff are also always ready to give you immediate information about your child's progress, so do ask.



## LITERACY

Literacy is the capacity, confidence and disposition to use language in all its forms. Literacy incorporates a range of modes of communication including music, movement, dance, storytelling, visual arts, media and drama as well as talking, listening, viewing, reading and writing.

In an increasingly technological world, the ability to critically analyse texts is a key component of literacy.

At kindergarten we are being guided by the DfED Literacy Indicators which are:

- I use language to connect with my world
- I understand the language of my world
- I represent my world symbolically
- I engage with texts and make meaning

We report against the indicators for your child and have more information over the year.



## NUMERACY

Numeracy is the capacity, confidence and disposition to use mathematics in daily life. Children bring new mathematical understanding through engaging in problem-solving. Spatial sense, structure, pattern, number, measurement, data augmentation, connections and exploring are the powerful ideas children need to become numerate.

At kindergarten we are guided by the four numeracy indicators:

- I explore and understand my place and space in the world (What is it? Where am I? Does it fit?)
- I measure and compare my world (How big is it? Does it fit?)
- I quantify my world (How many?)
- I analyse, read and organise data in my world (What story does it tell? What do I need to find out?)

Overarching all numeracy and mathematics are:

- Noticing, patterning, visualising, communicating, sorting, reasoning and generalising their world (What is it? Will it happen again? Can I think about it, can I prove why I think that? Can I share my understanding?)
- Wondering and thinking mathematically in their world (What is the correct skill or tool to use? Should I estimate/approximate/count or calculate? Should I use a ruler, a calculator or a graph?) Can I think of other ways to do it?)

We report against the indicators for your child and more information is provided over the year.





## **BEHAVIOUR MANAGEMENT**

We seek to ensure a physically and psychologically safe environment, a nurturing environment that promotes a sense of belonging and self-worth. We seek to value children as individuals within the context of the family. We will provide opportunities to extend children's development and build their confidence to meet new challenges.

To this end, early in your child's time at Oaklands Estate, we will express expectations for behaviour and support children in progressing towards this. We regularly discuss individual and group rights and responsibilities and how to ensure fairness. If the behaviour is an ongoing issue staff will always alert parents.

Each kindergarten and school in South Australia also has a Behaviour Code (included on the website) that informs children, parents and staff of expectations and strategies to support children. We ask that you take some time to read the code. Please do not hesitate to talk with staff if you would like further information.





## CHILD PROTECTION FOCUS

Every DfEd Preschool provides the mandated Child Protection curriculum (CPC). We provide parent information about the Curriculum and highlight areas from it in the newsletters. The main themes of the CPC are:

- We all have a right to be safe
- We can help ourselves be safe by talking to people we trust

Oaklands Estate Preschool uses the CPC to support the Behaviour Management code. Children practice assertive role-playing and use CPC strategies to ensure conflict resolution. You will hear children saying “stop, I do not like it when you touch/disturb/throw sand/yell at me, etc., please be sensible/move away/please stop etc.”

If this does not halt the unwanted behaviour then children seek help from friends or teachers. If a child persists in ‘disturbing’ others they sit near a teacher until they are ready to be ‘sensible’. This may take 5 seconds or 5 minutes but it is their responsibility to modify their behaviour and respect others rights. Staff support children through this process.





## ILLNESS

Please keep children at home when they are ill.

If sent to Kindergarten your child will not be able to fully participate and enjoy the session and they may also pass on their illness to others. Given the Covid restrictions currently in place we will ask you to take any sick child home.

If your child is ill with Covid please ring the staff so that we can warn other parents.

We do appreciate a telephone call before the session begins, if your child will be absent. Ring between 8:00am – 8.15am on 82767843.

You can also leave a message on the answering machine before 8:00am or after 3:30pm.



## ARRIVALS AND DEPARTURES

To ensure children are safe as they arrive and depart, we require an **ADULT** (18 years plus) to accompany their child/ren into the centre and sign the roll. Staff cannot accept Duty of Care until the roll is signed. Adults may not drop children off at the front gate.

If there is going to be a change in the collection routine for your child, please let a staff member know and record the change alongside your child's name on sign in sheet in the roll.

Encourage your child to carry their bag in and put it on a hook. They will know where their bag is during the day. Then they can put their lunch box in the basket. Fruit and their water bottle stay in their bag.

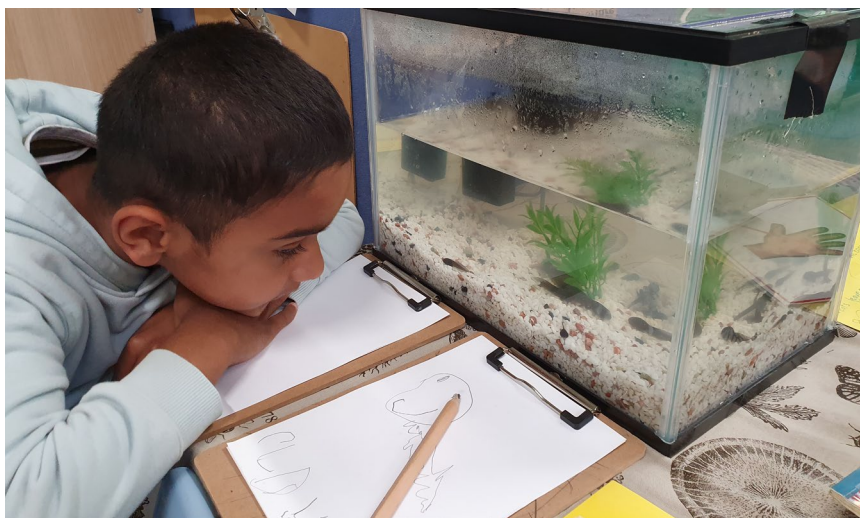
At the farewell time an Adult MUST collect children. During Covid restrictions please collect your child from staff at the front door.

We are unable to release children to any person who you have not given collection authority to on the enrolment form. If staff do not know the person collecting your child by sight listed on the enrolment form we will ask them to produce photographic identification to confirm their identity and may ring you.

If you need to collect your child early, please inform a staff member before removing your child. If you have to make an unexpected pick-up during a session, please ring the Centre with details on 8276783.

**Please only open the gate for your child.** Do not let other children through.

Unfortunately, we are unable to provide care before and after kindergarten. We ask that your child is dropped off and collected on time, both for social reasons – children do not like to be the last - and respect for the important work staff do before and after children are at kindergarten each day.





## MEDICAL CONDITIONS & MEDICATION

If your child has a medical condition such as asthma or anaphylaxis an Action Plan will need to be completed by a Doctor and provided prior to your child starting kindergarten. Families are responsible for providing asthma and anaphylaxis medication and associated equipment such as a spacer. We recommend providing a set of medication and equipment to be left at kindergarten. If not, parents are responsible for ensuring the medication is at kindergarten each day of their child's attendance.

If you have indicated that your child has asthma or anaphylaxis, they are not able to attend kindergarten until we have received a current action plan and associated medication. We use an "Allergy Buddy" which has a space for each child's Action Plan and Medication.

Staff are not able to administer medication for short term medical conditions, such as antibiotics or pain killers. If they need this kind of medication, they really are not well enough for kindy. If your child requires medication please speak with their Doctor about a dose that can be provided outside of kindergarten hours.

Please note staff are unable to administer the first dose of any medication and children should not be administered the first dose of any medication immediately prior to attending kindergarten in case of an adverse allergic reaction.

Staff are unable to administer medication without the appropriate written medical authority, including over the counter medications, ointments and creams.

NO medication is to be left in a child's bags - thank you.



## NATURE PLAY

You will notice our outdoor learning area has many natural elements, logs, rocks, water, mud, and sand. Children are encouraged to assess, take safe risks, and use the natural elements within the space to construct their own learning. We actively encourage and support children to access all areas of the kindergarten and they will get muddy and wet during their time with us.

We have a blue tongue lizard that lives in the garden and children are taught about watching but not touching if they see it walking around. We have wild ducks that like to shelter in the old gum tree, possums that visit at night, a butterfly garden that attracts them, bees, ants, spiders, insects and flies like any garden. We will be focusing on “life skills’ to play alongside them in safety and harmony.

We encourage families to access further information about the importance of nature play through the Nature Play SA website [www.natureplaysa.org.au](http://www.natureplaysa.org.au)





## SUNSAFE POLICY

The SUNSAFE policy of the Centre means that all children (and staff) MUST wear a hat and SPF30+ broad spectrum sunscreen outside from 1<sup>st</sup> September until 1<sup>st</sup> June the following year. During winter (1 June – 1 Sept) they can chose to be hatless.

We also ask that children wear tops with sleeves that cover the shoulders – please no sleeveless tops or shoe-string straps.

It is NO HAT, NO SLEEVES and SUNBLOCK – NO OUTSIDE PLAY

## CLOTHING

Please label ALL clothing, including shoes, with your child's full name. Do dress your child in comfortable, easily washed clothing. Children will be climbing, digging, painting and running almost every day and so casual clothing is best.

Footwear should be runners, sandals or lace up shoes. Sling backs, high heels, party shoes and thongs are not suitable due to the likelihood of slipping, tripping and stubbing toes.

Accidents do happen, so if your child wets their pants etc., we do change them. Soiled clothing will be placed in a plastic bag and available for collection from the adult toilet. Clothing wet in water or mud play is stored in plastic bags and tied to the child's bag. We do appreciate children having a change of clothes in their bag but we do have a few sets of spare clean clothing. Please wash and return our spare clothes A.S.A.P.



## LOST PROPERTY

Please check the lost property basket by the front door. Label all your child's possessions to avoid confusion and so that we can return them to you. We have indelible markers if you need one.

## RECYCLING

The Kindergarten advertises when it needs materials for the children's creative use. We might need boxes, wool, material, corks, plastic food containers, washed 1 lt milk cartons or small pieces of wood that has not been treated.

We do not use matchboxes, cigarette boxes, medication boxes, toilet rolls, egg cartons or glass.

We actively encourage participation in recycling by using different coloured bins for all waste.





## FOOD AND DRINK

**WATER** is the only drink suitable for kindergarten. Please send a plastic bottle of water each day.

As a part of our Health and Physical development curriculum, we focus on fruits and vegetables that are good fuel for growing bodies. NO NUTS of any kind or EGGS as we have children who are highly allergic to them. (A copy of the Food Policy is included on the website).

Morning fruit: Please provide a serve of fresh fruit, raw vegetables, cheese or dried fruit. This is to be kept in their bag so they can access it.

Lunch: Please provide (in suitable, easy to open containers) small serves of nutritious foods as recommended in the Right Bite Guidelines and summarised below: Placed in the basket at the beginning of the day so they do not eat it at fruit time.

- Fresh sandwich with healthy savoury fillings or unsalted crackers
- Yoghurt
- Fresh fruit / Dried fruit / Salad
- Cheese
- Culturally appropriate food that avoids nuts and eggs

## BIRTHDAYS

We will celebrate birthdays as instructed by parents. With your permission, we do sing 'HAPPY BIRTHDAY' to your child.

Occasionally families wish to send in food to share. We ask that you consider the nutrition policy mentioned above. Send fruit or vegetables to share.

We do not celebrate with a cake, gifts or stickers – that is something special for home or the party.



## **PLEASE LEAVE TOYS AT HOME**

The Kindergarten has ample toys for children to use and we ask that you remind your child to leave toys at home. They are likely to be lost, broken or cause disputes about use.

We understand at times children require the support of a special comfort toy and we have a number of special soft toys that we are happy to share with children.

We do not have 'Show and Tell' at kindergarten. Children can, of course, bring in things that they have made or found which they can share sometime during the session but please NO TOYS. Thank you.

## **TERM DATES 2022**

TERM 1 31 Jan - 14 Apr

TERM 2 2 May- 8 Jul

TERM 3 25 Jul - 30 Sep

TERM 4 17 Oct - 16 Dec

## **SCHOOL FOR 2023**

It is parents' responsibility to enrol for school.

Schools appreciate enrolments by May 2022.

Once you have handed in your enrolment form at school could you please let Ali know your school choice.

