

Parent Handbook



Welcome to
Banksia Park Kindergarten

We would like to extend a warm welcome to you and your child. The Educators and Governing Council constantly strive to provide the best quality preschool service. We invite you and your family to join us in partnership to ensure that your child experiences high quality learning at Banksia Park Kindergarten. If you have any questions, queries or concerns, please come and talk to the friendly staff.

Ngaityalya

Acknowledgement of Country

At Banksia Park Kindergarten we play and learn on the traditional lands of the Kurna people. We acknowledge the Kurna people past, present and future as the Traditional Owners of this land and recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.

Philosophy Statement

Respect: Caring for ourselves, caring for others and caring for our environment. Valuing other's opinions and differences. Promoting appreciation for diversity, tolerance, and inclusion.

Relationships: Establishing positive relationships between peers, educators and families. Developing strong connections and a sense of belonging within our community.

Engagement: Delivering a high quality, play based curriculum. Children, educators and families work together to maximise learning opportunities that respect each individual child.

Sustainability: Caring for the world around us and minimising our global footprint. Developing an awareness of the interdependence of people and the environment. Making connections in the community and becoming positive global citizens.

Wellbeing: Promoting compassion, joy, trust, confidence, patience, resilience, self-regulation, and kindness in a safe and challenging environment that empowers children's identity and self-worth.

Kindergarten Eligibility

Children are entitled to access 4 terms (1 year) of government preschool in the year before they start school.

Children who turn 4 years old:

- ✓ before 1 May are eligible to start preschool at the beginning of the year.
- ✓ on 1 May to 31 October can commence preschool through the mid-year intake at the start of term 3 of that year.

Regardless of whether your child starts at the beginning of the year, or through a mid-year intake they will undertake 4 terms of preschool.

Children who turn 4 years after 31 October will be eligible to commence preschool at the start of the following year.

If you're uncertain about the best time for your child to attend preschool or feel your child may benefit from starting preschool later, talk to your preschool director about your options.

Session Times

Children are entitled to 15 hours each week of the school term.

Monday	Tuesday	Wednesday	Thursday	Friday
-	9am – 3pm	9am – 3pm	9am – 12pm	-

Parent Contributions

All preschools rely on parent contributions to cover the costs of consumables and new equipment and to maintain a high-quality learning environment for the children. Parent contributions are set by the Governing Council and are invoiced at the beginning of each term.

Contributions are \$125 per term and are due by Week 4 of each term. Please contact us if you are having difficulty paying.

Payments can be made via direct deposit.

BSB: 065 150

Account number: 107 911 28

Please put your child's name as the reference.

Governing Council

Governing Councils are bodies that govern a school or preschool. They work with the site leader to help set and monitor the direction of a site. Becoming a member is a great way of having an active role in your child's kindergarten and a great way of getting to know other parents. No experience is necessary, and your comments, suggestions, concerns and ideas are always welcome. Meetings are held twice per term, generally on a Thursday after kindy session. We will offer a creche service during this time if needed.

Immunisation Requirements

Under the *South Australian Public Health Act 2011* (the Act), children cannot enrol in or attend early childhood services unless all immunisation requirements are met (No Jab, No Play).

When you enrol your child, you will be asked to provide a copy of your child's current immunisation record.

Student Support Services

If you have any concerns regarding your child's learning or development, please speak to the director about options for assessment, support and programs. We have a great community of services, knowledge and resources to help support children reach their potential.

The Department for Education provides some services through Student Support Services. If you feel your child needs access to speech therapists, special education support, behaviour management support or if you have any other concerns please see the director.

If your child is receiving NDIS services, please let us know so we can share support goals consistently to help learning at home and kindy.

If your child is toilet training or needs support with toileting, we require a continence care plan to be completed by you in partnership with your General Practitioner. See an educator for more information.

Health Plans for a specific need (such as asthma, seizure management, anaphylaxis, diabetes) are also required if your child has a medical condition. Please see a staff member if this applies to your child.

Drop off and Collection

It is a requirement that children are signed in and out on arrival and departure by an authorised adult. The attendance sheet is located under the verandah. Please let staff know if someone else will be collecting your child. Photo identification may be required upon collection.

Communication

We welcome open communication with our families. Feel free to chat to our staff before or after kindy session times. Other ways to communicate are through our DoJo app, notes and newsletters. Each child has their own communication pocket under the verandah. Please direct urgent matters via the phone or in person.

Daily Routine

Below is an outline of our routines for a full day. Times may vary as we are flexible and responsive to the needs of the children. At Banksia Park Kindergarten we encourage children to become independent learners. One way we do this is by having children sign themselves in when they arrive each morning. We encourage you to support your child's independence by getting them to put their own lunchbox and drink bottle on the trolley, fruit snack in the basket and hanging up their bag when they first arrive. A transition resource is available on our website to support children with their independence at preschool. If you would like a printed copy, please speak to a staff member.

9.00am – Children arrive

9.15am – Morning mat time/Small groups

10.00am – Fruit time/inside and outside play

11.45am – Pack up with children

12.00pm – Group Time

12.30pm – Lunch followed by relaxation/quiet time

1.20pm – Inside and outside play

2.30pm – pack up with children

2.45pm – Afternoon Mat Time

3.00pm – Goodbye

Before and after session time is our valuable time to prepare and plan for learning. Please stay on site to supervise your child until session begins.

Curriculum

We value families as children's first educators. We see children as capable and competent, acknowledging that children come to preschool with a diverse range of knowledge and skills. In the enrolment pack, we provide families with a questionnaire that helps us find out more about your child. This helps us design a curriculum that is inclusive of your child's identity.

We use 'The Early Years Learning Framework (EYLF) Being, Becoming and Belonging' to design an inclusive play-based curriculum. The EYLF has 5 learning outcomes designed to capture the integrated and complex learning and development of all children;

- ✓ 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

The Child Protection Curriculum is embedded into the program for every child, every day. More information about the Child Protection Curriculum is provided in the enrolment pack.

Our curriculum is documented through our Inquiry, which is guided by educator's observations of children's ideas, wonderings and learning needs.

Bush Kindy

We run a Bush Kindy program in Terms 2 and 3, generally on Thursdays in Weeks 4, 6 and 8. Our Bush Kindy Program is run at Anstey Hill Recreation Park.

Bush Kindy provides children the freedom to develop a diverse range of skills whilst they explore their natural environment. The bush is full of uneven surfaces, places to climb and hang, materials to build, animals to observe and so much more. We connect in meaningful ways to local natural ecology, indigenous culture and seasonal changes.

Our Bush Kindy program relies on the support of our parent community to volunteer. Please see a staff member if you are happy to volunteer.

Assessment and Reporting

Assessment and reporting is an important aspect to the preschool, allowing us to work in partnership with families to monitor and plan for your child's learning. At Banksia Park Kindergarten we do this by;

- ✓ Gathering parent input via the questionnaire provided in the enrolment pack.
- ✓ Acknowledging children as a community of learners, documenting learning within an inquiry-based research approach. The Inquiry documents what was observed, the identified learning and possible lines of development (where to next).
- ✓ Weekly updates on Class DoJo. These are designed to show a snapshot of learning and provide families with information on what is happening next.
- ✓ Collecting data on children's phonological awareness in Terms 1 and 4.
- ✓ Collecting data using an EYLF observational tool in Terms 1 and 4.
- ✓ Parent interviews where individual learning plans (ILPs) will be discussed.
- ✓ Providing a formal statement of learning in Term 4.

What to bring

- ✓ Drink bottle (water only)
- ✓ Fruit snack
- ✓ Packed lunch
- ✓ Spare clothes
- ✓ Sun safe hat

Please make sure everything is named.

What not to bring

- ✓ Toys from home
- ✓ Lollies, chocolate, drinks other than water (keep these for special treats at home)
- ✓ Food containing NUTS

Birthdays

Due to food intolerances and allergies please do not send cake or food items to share. We will acknowledge and celebrate children's birthdays by singing happy birthday and giving them a special birthday certificate.

Sun Safety

Sun hats must be worn in Terms 1, 3 and 4. During Term 2 hats are to be worn when the UV rating is above 3. We ask families to apply sunscreen to their child before kindy each day. Sunscreen will be re-applied when the UV rating is above 3.

Healthy Food and Nutrition

We encourage healthy eating at our kindergarten and follow the Department for Education Right Bite Healthy Eating Policy. We ask families to send healthy food to kindergarten and refrain from sending items for your child that are high in sugar. Red foods including chips, lollies, chocolates, or sweetened drinks are also not appropriate foods for kindergarten. Please see our Healthy Food and Nutrition Policy for more information.

Due to the risk of anaphylaxis we ask that you do not pack anything containing NUTS. Children are not to share food at kindy.

We enjoy cooking activities at kindy, so it is vital that we are kept up to date with any allergy or food concerns,

Illnesses and Absence

Please let us know if your child is going to be absent from kindergarten, whether for sickness, holidays or family reasons. We are guided by the Australian Health Commission guidelines when children have contagious illnesses. We can then let other parents know that there has been an infection at kindergarten. Your privacy is important and no names will be shared.

If your child has a coloured nasal discharge, fever or has had VOMITING AND/OR DIARRHOEA IN THE LAST 48 HOURS PLEASE DO NOT SEND THEM TO KINDY. If in doubt, please see your doctor.

Medication

We cannot legally administer any medication without a medication agreement signed by both you and your doctor. A medical action plan is also required for children who have chronic illnesses/conditions such as asthma, epilepsy, food allergies etc.

Please note that we **cannot administer any non-prescription medication** such as Panadol, cough syrups etc.

Volunteers

We value our parent community and welcome volunteers to our preschool. We have many ways that you can help;

- ✓ Volunteering at Bush Kindy (our program cannot run without our wonderful volunteers)
- ✓ Sharing skills and knowledge
- ✓ Helping at working bees or with small jobs around the kindy
- ✓ Helping with washing and gardening

All volunteers working with children will require a current Responding to Risk of Harm, Abuse and Neglect (RRHAN-EC) certificate and Working With Children Check (WWCC). Please see the director for more information.

Parent Grievances

Our staff are here to ensure you and your child enjoy a happy and healthy experience at Banksia Park Kindergarten. Should a problem arise that you feel you need to resolve with our staff, then please let us know.

Communication is the key, the first person to speak to is always the educator. In almost all cases, parents together with the educator will be able to resolve the issue. Should this not be the case and you find yourself unsatisfied with the outcome, please contact the director, who can work with you and the educator to resolve the problem. All grievances will be taken seriously and our best efforts will always be forthcoming. Complaints about education and early childhood services can be made to;

Education Complaint Unit

Phone: 1800 677 435

Email: <https://www.education.sa.gov.au/departments/feedback-and-complaints/raising-complaint-department>



Banksia Park

KINDERGARTEN

Contact us

Director: Meg Green

Phone: 8263 0487

Mobile: 0448 677 204

Email: dl.4604.leaders@schools.sa.edu.au

Address: 11 Spring Crescent, Banksia Park SA 5091

Website: www.preschools.sa.gov.au/banksia-park-kindergarten



**Government
of South Australia**

Department for Education