

Ardrossan & Districts Community Kindergarten



**26 West Terrace
ARDROSSAN SA 5571**

Telephone: (08) 88373284

Fax: (08) 88374007

E-Mail: dl.6603.leaders@schools.sa.edu.au

About us

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: Ally Harvey

Teacher: Elyse Atkinson

ECW: Kali Sims

Occasional Care Workers: Belinda Chapman, Kali Sims

Eligibility for Kindergarten

In South Australia, all children are entitled to access a preschool program over 4 terms the year before they start school.

From 2023, there will be two major intakes for children enrolling in preschools, intake 1 for children starting at the beginning of the year (term 1), and intake 2 for children starting mid-year (term 3). Children that start in the mid-year intake will commence reception mid-year 2024 and will undertake 6 terms of reception.

Kindergarten Session Times

Children who are enrolled to attend 15 hours per week will be booked to attend kindergarten on:

Tuesday 8:45am- 2:45pm

Wednesday 8:45am - 2:45pm

Thursday 8:45am - 2:45pm (Fortnightly, even weeks only).

Children who are enrolled to attend 12 hours:

Tuesday 8:45am- 2:45pm

Wednesday 8:45am - 2:45pm

Occasional Care

The kindergarten runs an Occasional Care program, which provides care and respite for children in communities where there are limited childcare options.

Occasional care is available for children 6 months -4 years old. Please call and speak with an educator if you would like to register your interest in bookings.

Materials charges and Fees

Kindergarten fees are \$80.00 per term, \$320.00 per year. Invoices will be sent home with families in their first term of kindergarten. Fees can be paid in one payment, termly or through a payment plan. If you would like to organise a payment plan, please see Ally. Payment can be made with cash or bank transfer. Cash payments will need to be sealed in an envelope with your name, money amount and reason for payment. This can be given to an educator or placed in the cash box on the wall behind the entry door. Bank details for online payment are provided on your invoice.

Attendance

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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 calling or texting the kindy phone. If your child is absent for more than 2 days unexplained staff will phone you to see how things are going.

What to bring kindergarten

What does your child need?

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.

What do you need to put in the bag?

- A **Hat** which can remain at kindy. (Wide brimmed and named please, no string on hats)
- **Fruit, Snack and Lunch containers** so we can separate to put lunches in fridge. please label all containers.
- A **spare set of clothing** in case of accidents or getting wet and muddy
- A **named water bottle**

Change of details

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.

Arrival and Departure

Parents and/or Caregivers **MUST** enter the kindergarten building to deliver and collect children. Children need to be **signed in and out** on the Roll situated 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. 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 as it can sometimes be a little upsetting.

If your child has not been picked up after a session the procedure for staff will be.

1. Wait 15 minutes then phone call to parents/Carers. If No Response
2. Phone call to emergency contacts. If No Response
3. Staff will call the Police. [Police will possibly take child into care until parents are located]

Get Involved

As part of your child's Continuity of Learning we recognise the importance of families. We hope to work in partnership together and encourage your involvement throughout your child's Kindy year. You are welcome to join our day at any time or volunteer to join us for excursions or local walks.

Other activities where your help would be very much appreciated include

- Joining the Governing Council or Fundraising Committee. [more information below]
- Working Bee tasks which may be organised to help maintain and redevelop the kindy environment.
- Participating in fundraising activities or special events

Governing Council

The Governing Council is responsible for the operation and management of the Kindy, i.e. Approving budget and finances, contributing to the site Quality Improvement Plan, reviewing Policies, and the maintenance and development of buildings, grounds and facilities. We need your participation and ongoing support. We need to have volunteers to fill the positions of Chairperson, Secretary and Treasurer as well as general committee members so please think seriously about becoming a member.

Meetings are held twice a term starting with the AGM usually Week 3 Term 1

Policies and Procedures

There are many site policies and procedures, and these can be accessed in the folder by the sign in sheet. We will also provide policies to families throughout the year.

Sunsmart

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 but NO Caps please and no hat strings or cords) and sun safe clothing [tops and dresses with sleeves]. Please check that hats are in Kindy bags each day or leave one at kindy.

Please apply sunscreen before arrival at Kindy. Staff will assist children to reapply at lunchtime. Sunscreen is kept on the shelf by the sign in sheet, please help yourself to use.

Kindy uniforms- What to wear

Kindy shirts and bucket hats are available for purchase. Please don't send your child to Kindy in their best clothes as we encourage children to explore using sand, water, mud, paint and glue. Please always send a spare set including underwear just in case of accidents or spills, cold and wet. Sometimes we may have to use the Kindy's Spare sets of clothing so just wash and return please.

Accidents and Illness

Minor Accidents We will endeavour to provide notice of any First Aid administered to your child during the day via a written note. If it has been a head injury, please monitor your child at night in case of delayed concussion.

Major injuries If your child's injury is of a major concern we will endeavour to contact you via phone ASAP. Our first concern will be to administer first aid and if necessary, call 000 for an ambulance.

Illness If your child falls ill during a Kindy Day, we will endeavour to inform you ASAP so they can get home as soon as possible.

Asthma All children needing an Asthma puffer require an updated Asthma Plan from the Doctor. We also require a Puffer and Spacer to be left at the kindy with the child's name on the prescription.

Notifiable Communicable Diseases/ Viruses There are many diseases or virus that go around including Lice, measles, whooping Cough, Gastro/ Diarrhoea etc. Could you please keep your child home if they seem unwell and let us know of the illness as we are obligated to inform families of certain infectious diseases.

If your child requires medication during a Kindy day there are forms that need to be completed and signed to give permission for administration. We will not give any medicines unless prescribed by a doctor and the correct forms are filled out.

If you require medication forms, please see Ally.

Ardrossan Area School BUS

The Ardrossan Area School provides a bus for the Kindy children providing there is room. You may apply to the Ardrossan Area School to gain permission to travel to kindy on the school bus. A booster seat may be required. Staff will sign your child in and out for the day if on the bus. The bus driver needs to know if your child will be on the bus or not and also staff will assume the child is going on the bus unless we have some communication from you.

The bus zone is in front of the gate on West Terrace so **please always keep free.**

Car Parks are provided at the gate on the Maitland Road or behind the Kindy building.

Please note on Catastrophic Days during bushfire season or extreme weather conditions the buses will not run even though the Kindy may remain open. All attempts will be made to notify you of any changes.

Grievance Procedure

We do hope we are able to solve any issues, concerns or complaints ASAP so please your first step is to contact the Director ASAP to discuss any issues. You may ring or see staff to make an appointment.

If your issue is unable to be resolved in this way your next step is to contact the Regional Director at the Kadina Office [88212555]

If issue is still unresolved please contact the Education Complaint unit by

Email: DECD.EducationComplaint@sa.gov.au or Phone: 1800 677 435

Or visit

<https://www.decd.sa.gov.au/departments/about-department/contact-department/feedback-and-complaints-about-school-or-preschool>

Or

the Education and Early Childhood Services Registration and Standards Board on (08) 8226 0077.

<http://www.esb.sa.gov.au/early-childhood>

Anything Else?

Please contact the Kindy if you need any more information.

We all look forward to working in partnership with you and learning more about your child

Programming

We run a play-based learning program where educators are intentional and thoughtful in planning for each individual child. Our programs are based on children's current ideas, knowledge, and interests as well as data and observations collected by educators. The program is sent home with families and always displayed on the back wall.

The program is guided by the Early Years Learning Framework, The Preschool Literacy and Numeracy Indicators and the Child Protection Curriculum.

Element of the Early Years Learning Framework

The Framework puts children's learning at the core and comprises three inter-related elements: Principles, Practice and Learning Outcomes (see Figure 1). All three elements are fundamental to early childhood pedagogy and curriculum decision-making.

Curriculum encompasses all the interactions, experiences, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development. The emphasis in the Framework is on the planned or intentional aspects of the curriculum.

Children are receptive to a wide range of experiences. What is included or excluded from the curriculum affects how children learn, develop and understand the world. The Framework supports a model of curriculum decision-making as an ongoing cycle. This involves educators drawing on their professional knowledge, including their in-depth knowledge of each child.

Working in partnership with families, educators use the Learning Outcomes to guide their planning for children's learning. In order to engage children actively in learning, educators identify children's strengths and interests, choose appropriate teaching strategies, and design the learning environment. Educators carefully assess learning to inform further planning

(Acecqa, Belonging, Being, Becoming the Early Years Learning Framework, p.9, 2023)

