

# Balharrie Memorial Kindergarten

## Parent Information Handbook



Dear Parent/Carers,

Welcome to Balharrie Memorial Kindergarten. We hope you find your time with us rich and rewarding. Please keep this Information Handbook for your reference.

### Staff:

Director/Teacher: Kate Foreman

Teacher: Georgia Turland

Relief Teachers: Michele Oliver

Early Childhood Worker: April Bretag



### Kindy Sessions

Kindergarten runs in accordance with the Department for Education term times. We operate on Tuesdays, Thursdays, and alternating (even week) Wednesdays.

	Tuesday	Wednesday	Thursday
Weeks 1, 3, 5, 7, 9	8.30am– 3.00pm		8.30am– 3.00pm
Weeks 2, 4, 6, 8, 10	8.30am– 3.00pm	8.30am– 3.00pm	8.30am– 3.00pm

For children beginning Kindergarten the following year, Pre-Entry visits will be offered. Due to changing groups sizes, the structure of Pre-Entry visits can change from year to year. Please speak to staff in Term 3 to confirm when these visits will occur.

### Our Vision

Balharrie Memorial Children's Centre will provide an inclusive, respectful, safe and stimulating environment, where children are nurtured and supported to develop necessary skills and dispositions for life-long learning.

## Enrolment

Kindergarten is an important part of your child's learning journey. All children will start kindergarten 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 4 on or after May 1, they will start kindergarten on the first day of Term 1 the following year.

Aboriginal children and children who are or have been under the guardianship of the Minister for Education may start kindergarten after their third birthday. These children may attend up to an average of 12 hours per week initially, increasing up to 15 hours per week at the beginning of the year in which the child turns 4 years of age (before May 1).

At the time of enrolling, 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. We also require a copy of your child's immunisation records.

## Governing Council

The Governing Council works in partnership with the Kindergarten Director to ensure the smooth running of the centre. Governing Council meets twice a term to discuss Kindergarten priorities, financial matters, facilities and curriculum directions. Governing Council members are elected at the Annual General Meeting, however members may elect to join at any time throughout the year. We strongly encourage family members to become members of the Governing Council.

## Bus arrangements

Children travelling to Kindy via school bus will need to complete additional paperwork from Lucindale Area School to seek approval from the Principal. Children will be accompanied by staff when arriving and departing on buses at the Kindergarten.





## Curriculum Framework

At Balharry Memorial Kindergarten we use the Early Years Learning Framework, the National Quality Standards, the Department's Literacy and Numeracy Indicators and playful pedagogies to underpin our planning for children. All of these research based approaches follow individual children's interests and enquiry.

The Early Years Learning Framework consists of the following 5 learning outcomes:

- 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

Playful Pedagogies include ~ bookmaking, story tables, small world experiences, loose parts play and 2D/3D making, blocks and construction.

Processes and Learning Dispositions we focus on throughout the child's learning and are connected with the Literacy and Numeracy Indicators include ~ wondering, noticing, patterning, reasoning, generalising, comparing, communicating, sorting, visualising, creating and making meaning, encoding and decoding, and reflecting critically.

Learning portfolios will go home throughout the year, providing families with information about how their child's Kindy learning is going. Please don't hesitate to ask and or speak with the educators if you have any questions, wonderings or concerns. Interviews can be arranged, and Summative Reports will be sent home termly.

Transition to school will be organised each year in consultation with the school. It usually begins in term 4. Information about transition will be provided during term 3.

## Communication

Each child has a pocket on the wall as you enter the site. Notes and newsletters will be placed in these pockets. Please check them every day. Children travelling on the bus, will be reminded to collect these notes, educators will help them with this. Newsletters are usually sent out two to three times a term.

Communication books will be sent home with children accessing the bus, families are encouraged to use these to send messages between home and Kindergarten. However please feel free to call the Kindy, text or email quick messages through.



## What to bring to Kindy

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

- A hat (between August 1st and April 30th) - must be broad brimmed, bucket or legionnaire's cap)
- A change of clothes (including underwear and socks)
- A piece of fruit and a healthy snack for Healthy Snack time
- A packed lunch (please see Right Bite information)
- A drink bottle with water only

The bag can be placed in your child's locker in the Kindergarten foyer.

## Clothing

Please label all of 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
- Please send your child in comfortable clothing that is not precious is preferable

## Leaving and collecting your child

Upon arrival at Kindergarten parents/caregivers must enter the centre. Please sign your child in using the attendance folder and ensure staff members are aware of your arrival to ensure continuity of care. Parents must not leave their children at Kindergarten until the Kindergarten staff have returned from collecting children who arrive on buses.

No child is permitted to leave the centre without a parent/caregiver present and the child has been signed out. If you cannot collect your child a phone call or written message about alternative arrangements needs to be made.

## Please note that we are a NUT and HONEY FREE site.

This means that no nut or honey products are allowed on site due to the potential allergy and anaphylaxis risk.

This risk will be assessed each year and will depend on the needs of the children in our care.

Packaged products which say  
**'may contain traces of'** are ok.



### **Allergies, Anaphylaxis and Medical Conditions**

It is vital that staff are notified of any child's medical conditions. Families will be required to obtain a Medical Action Plan from their GP. Please see our allergies and anaphylaxis policy for further information.

### **Smoke Free**

Smoking is not permitted in the Kindergarten grounds or at the Kindy bus stop. State Government Laws prohibit smoking within 15 metres of a children's playground.

### **Special Education Services**

Special Education Services, such as Speech Pathology are available for children who have additional needs. Please don't hesitate to discuss your child's needs with Kate. We can also help you to refer your child to Community Health or Child and Youth Health to support your child's learning.

### **Rural Care and Playgroup**

Balharrie Memorial Children's Centre also runs an integrated Rural Care (child care) service. Rural Care runs Monday to Friday 8am until 6pm in the same site as Kindergarten. Differentiated learning happens between Kindergarten and Rural Care, but the space is shared. Spots are limited though. If you would like to know more please ask Balharrie staff.

Playgroup runs every Friday during term time 9.30am until 11am. All are welcome, families are responsible for their child during playgroup sessions.

### **Toys**

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

### **Other policies and information**

Please see the Balharrie Memorial Kindergarten website and or staff for copies of our policies and procedures including:

- Toileting and changing
- Support services
- Sun smart
- Hot weather
- Healthy eating
- Governing Council
- Drop off and pick up
- Communication
- Behaviour
- Attendance