



Belair Jean Bonython Kindergarten

Family Handbook

2023

Kaurna Country

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Welcome to Belair Jean Bonython Kindergarten

We welcome your family to our kindergarten. We look forward to working collaboratively with you and your child during their learning journey this year.

All our staff are readily available to answer any questions or provide additional information, please approach us at any time if we can provide you with any support.

Philosophy Statement

At Belair Jean Bonython Kindergarten, we believe every child is unique. Both in terms of life experience, developmental readiness and cultural heritage and diversity.

Our goal is to provide a quality service which promotes the physical, emotional and cognitive development of each child by:

- Offering a sound educational program and practice that creates learning opportunities for children with diverse learning styles and backgrounds.
- Ensuring the Health and Safety of all children
- Providing a nurturing, stimulating, challenging environment that helps children become confident, passionate learners and promotes the love of learning as a lifelong pursuit
- Observing National Quality Standards
- Adhering to Department policies, regulations and guidelines
- Establishing respectful relationships with all children
- Building collaborative partnerships with families and children by providing opportunity for open discussion and communication, support and advice
- Ensuring that administrative systems are in place to effectively manage this quality service
- The celebration of cultural diversity.

We believe in play-based curriculum and we strive for a balance between teacher-initiated and child-initiated activities. Parental involvement is also encouraged.

We believe that all children should be given opportunities to explore the world around them and become active, involved, reflective learners, where they feel comfortable in sharing their ideas, thoughts and opinions. Relationships with other children are also fostered and encouraged.

Our program will provide the foundation of a developmentally appropriate early childhood curriculum, based on both the Early Years Learning Framework and the inquiry based approach to learning and assists the children in their transition to school.

Belair Jean Bonython Kindergarten will be a place where children can be successful and discover the foundation for a lifelong love of learning. We believe, with this foundation, children become curious, well rounded learners who are able to make independent choices and act responsibly.

Kindergarten Sessions

Children are allocated into one of the following two groups. Each child is entitled to 15 hours of kindergarten each week.

Group 1 - Mondays & Tuesdays 8:15 AM- 3:45 PM

Group 2 - Wednesday & Thursdays 8:15 AM- 3:45 PM

2023 Term Dates

Term 1	Term 2	Term 3	Term 4
30 Jan to 14 April	1 May to 7 July	24 July to 29 Sept	16 Oct to 15 Dec

Attendance

If your child will be absent from kindergarten for any reason, please let staff know as soon as possible via phone, email or Seesaw. If your child is absent without notification for more than one session, staff will get in touch with you to check on your child's wellbeing.

Attending kindergarten regularly sets up good patterns for school and it is important children attend unless they are sick or due to family circumstances. Regular attendance supports the continuity of children's learning and provides children with time to build relationships with children and adults at the kindy. High levels of absence can mean children find it difficult to make social connections and to feel comfortable at the kindergarten which can negatively impact their learning and wellbeing.

Emergency Care

Emergency care at kindergarten may be available under exceptional circumstances at a cost of \$5 per hour. Please talk to the Director if you are ever in need of this service. Emergency care must be pre-arranged with the Director and accommodatable under the current staffing provision.

Student Free Days

Government kindergartens are given access to a minimum of 2 student-free days per year to undertake staff development programs related to core business. These days are to be endorsed by the Governing Council and families must be given at least 1 month's notice. When considering the timing of each student-free day the kindergarten considers impacts for a particular cohort of children (i.e. not always scheduled on the same day). At times, the Chief Executive can determine and approve additional student-free days, which will be communicated by the Director.

Staff

Emma Durdin	Director
Melanie Crabb	Teacher
Rikki Skrodal	Teacher
Mel Woodley	Early Childhood Educator

Preschool Support Workers and Bilingual Assistants may be employed to support children as required. We maintain a list of regular relief staff to ensure familiarity and consistency of staffing where possible.

Fees

The Department for Education provides all kindergartens with funding for teaching salaries and to assist with some day to day running costs. However, we still rely heavily on fees paid by families to assist with the purchasing of equipment and resources, maintenance, cleaning and other costs associated with maintaining a high quality learning environment for children. Our fees accommodate for the fact that we are a non-fundraising kindergarten.

Fees are set by the Governing Council and are reviewed annually to ensure the kindergarten is financially secure. Invoices will be placed in your pigeon hole at the beginning of each term. We ask that these be paid as promptly as possible.

Kindergarten fees are \$235 per Term

Fees can be paid via online banking– details are included on your invoice. Please remember to use your child's name as reference.

Families may choose to pay fees in advance ie. the full year. Payment by instalment can be arranged by agreement with the Director.

NB. Excursions, special events and professional photos are not covered by the fee amount and are an extra cost.

Additional Services

As a Department for Education kindergarten, Belair Jean Bonython Kindergarten has access to a range of additional services which can support both children and their families, these include: Speech Pathologist, Psychologist, Special Educator, Social Worker. We also maintain links with other local service providers including Government, private and non-for-profit organisations and professionals that may be of assistance to children's learning, development and wellbeing.

If at anytime you would like to enquire further about these services or believe your child may benefit from additional support, please make a time to meet with the Director, we are more than happy to talk with you and assist with referral pathways if possible.

Literacy Kit Borrowing

The kindergarten has a large collection of literacy packs which have been developed by staff and families over many years. Once children have settled into the regular kindergarten routine these will be made available for borrowing. These kits contain a variety of fiction and non-fiction books with accompanying activities that children can enjoy at home with their families. Literacy kits are to be borrowed one at a time for a maximum duration of a week to ensure equity of access for all families and are to be signed in and out as borrowed.

Settling into Kindy

Every child reacts differently when starting at kindergarten for the first time or transferring from another kindergarten or centre. Some children can be nervous and require a lot of reassurance while others may throw themselves into activities straight away. Some children take longer than others to feel confident and independent in this new environment and however excited your child may be about going to kindergarten, it is a new and different experience.

The separation from a parent or carer is a major step in your child's life. Rest assured that all staff are committed to making it as smooth as possible. We recognise that families know their child best and will be guided by you to develop a regular routine for separation that suits you and your child. This

consistency supports your child to feel safe and secure within the new spaces and as they develop connections with new adults and peers.

We encourage children's independence and it is important for children to be responsible for their own bag and belongings. At the beginning of each session please support your child to place their own belongings where required- this will give them a sense of belonging and security as they will know where their things are and where to find them if needed.

When dropping your child off to kindergarten be as consistent as possible, settle your child and always say good-bye, don't sneak out, even though it can be upsetting. This supports your child to trust that you will return. If you require support as your child is unsettled, please let staff know when you are planning to say goodbye and they will support your child as you leave, to calm and to engage in an activity. You are welcome to call the kindergarten at any time in order to be reassured that your child has settled. However, bear in mind we will always contact you if your child remains unsettled.

We welcome you to discuss your child's progress with staff at anytime. Please tell us of significant events (positive or negative) at home that may affect your child's behaviour and emotional well-being and feel free to ask for privacy if matters are confidential. Our aim is to work collaboratively with your family to support the wellbeing, learning and development of your child. If you have queries or suggestions, please speak staff.

Our Day at Kindergarten

The following is an example of our day at kindergarten. Our day follows a rhythm (sequence of events) rather than a routine and is responsive to children's interests and needs.

8:15 am	Children arrive. Inside/outside play
9:20 am	Group Time- story, discussion, games, project work
9:40 am	Progressive Snack (children are encouraged to access food and water whenever they require throughout the day)
	Inside/outside play
11:30 am	Staff and children set up for lunch; tidy learning spaces
11:40 am	Group Time- sunscreen, story, games, discussion
12:00 pm	Lunch- children eat seated at tables or mats
	Relaxation & Quiet Time
12:50 pm	Inside/outside play
1:50 pm	Progressive Afternoon snack reminder
2:50 pm	Packing up
3:00 pm	Group Time- games, music and movement
3:20 pm	Inside Literacy Play- books, games, drama, music
3:45 pm	End of session

All times are a guide and are flexible and responsive to children's learning and needs

What to bring each day

Please NAME LABEL ALL items that your child brings to kindy

- ✓ **A backpack- hangs on hook outside on veranda**
- ✓ **Two healthy snacks (morning & afternoon)- stays in kindy bag**
Snacks could include fruit, vegetables, cheese and crackers, yoghurt etc. but please **NO NUTS** or nut products as we are a nut aware centre. On hot days please include a cold pack.
- ✓ **A packed lunch – goes in lunch trolley**
These are kept inside during the day but please include a cold pack on hot days. NB. we are not able to re-heat foods at lunch time.
- ✓ **A drink bottle– goes in drink bottle trolley**
We will refill drink bottles with filtered water throughout the day as required.
- ✓ **A sun safe hat (broad brimmed or legionnaire with NO DRAWSTRING)**
Please ensure your child brings a hat in their bag every day. The Cancer Council recommends that hats should be worn whenever the UV rays are 3 or above. Hats should be broad brimmed (without draw string), bucket or legionnaire style to protect the neck and ears as well as the face. Children who do not have a hat will need to play inside or on the veranda.
- ✓ **Sunscreen- to be supplied by family at beginning of year (stored at kindy)**
As recommended by the Cancer Council sunscreen should be applied by families in the morning before coming to kindergarten. Staff will assist your child to apply it again at lunch time using the tube supplied at the beginning of the year.
- ✓ **Wear comfortable and weather appropriate clothing and shoes**
 - Send your child in comfortable clothing which will not get in the way whilst playing
 - Clothes should be easy for the child to independently manage when going to the toilet or changing so that their independence is supported.
 - We encourage the wearing of raincoats, waterproof pants and gumboots as we believe outdoor learning is an “all weather” activity.
 - Well fitting, weather appropriate shoes support your child when climbing and playing outside. We ask that avoid loose fitting shoes such as thongs, slippers, Crocs and dress up shoes as these can be unsafe for children during play.
- ✓ **A complete set of spare clothes appropriate to the season-**
Please provide for your child to change into in case of any accidents (eg. getting messy during play with water/sand, not getting to the toilet in time). Please include underwear and socks and ensure items are the correct size. Please include a 'wet bag' or plastic bag for used clothes.

Please DO NOT Bring:

- ✗ **Nuts and Nut products (Nutella, peanut butter etc)**
- ✗ **Sometimes foods such as sweets, chocolate & lollies-** Please discuss with the director if this is something your child requires for dietary reasons.
- ✗ **Toys-** We discourage children from bringing toys as they may get lost or broken. We actively encourage children to bring items and resources related to our current learning.

Health care

It is a requirement that children attending the kindergarten who require medication to be administered by staff (even as a once off) **MUST** have approved forms completed and signed by their doctor and subsequent relevant departmental forms completed in conjunction with the director. This includes asthma, allergies, diabetes and anaphylaxis. Please see the Director to obtain the relevant forms or for more information. Under no circumstances must any medication, prescription or otherwise, be left in children's bags.

Ambulance Cover

Staff have training in first aid, asthma, anaphylaxis and CPR but families are reminded that in the event of an emergency or accident, where staff feel urgent medical assistance is required, an ambulance will be called. You will be notified as soon as possible after we have phoned the ambulance to ensure the safety of the child.

Families are advised that in most cases you will be responsible for paying the ambulance costs which can amount to many hundreds of dollars. We advise families to consider taking out ambulance cover to cover any associated costs. Some private health funds include this cover. Please talk to staff with any concerns.

Children's Learning

Early childhood education is based in play. Research throughout the world has shown that children learn best when they are involved in active, hands on learning, when they are active participants in constructing their understanding about the world around them. As educators we start with what children already know and we then build upon that knowledge.

The role of teachers is to extend children's thinking, to create environments and plan experiences that will challenge, encourage problem solving, exploration, creating, constructing and building relationships with peers and adults.

All kindergartens and child care centres in Australia use [Belonging, Being and Becoming- The Early Years Learning Framework](#) to plan, assess and report on children's learning and development. The framework has been developed by the Commonwealth Government in consultation with all Australian states and territories. In addition to this Belair Jean Bonython Kindergarten as department kindergarten also uses the [Indicators for Literacy and Numeracy](#) to identify, plan for, assess, monitor and report on each child's learning, development and growth in numeracy and literacy.

Communication with Families

We believe it is important to establish strong, trusting relationships with your family in order to best support your child's learning and development during their time at kindergarten. One of the best ways that we can establish and maintain this relationship is through consistent, open and reciprocal communication. There are a range of methods through which we communicate with our centre families both formally and informally:

Seesaw

Seesaw is our primary form of communication with families and we use this to send home notices, information, consent forms and information about events and the children's learning. Staff will post photos and learning stories to your child's Seesaw profile so you can see what learning experiences the children are engaging in during kindergarten and the links to the curriculum. You can respond to educators, comment on your child's learning and also privately message the kindergarten through this application.

Pigeon holes

You will receive a range of information in your family pigeon hole- although we do try to keep this to a minimum for sustainability. Primarily this is used for important notices so please check these each day your child is at kindergarten. Information shared via this method will include: first aid notices, toileting and change of clothes notices and consent forms for excursions or upcoming events. You are also more than welcome to use these as families for party invitations etc. to prevent these from being lost in children's bags.

Email

At times, particularly when connecting personally with families we use email to send information and communicate with information about events and the children's learning. You can also contact us via email with any enquiries or forward relevant allied health reports etc for your child at dl.4665.director@schools.sa.edu.au.

Meetings with staff

All of our staff are available at the beginning and the end of each kindergarten session to speak with you about your child's interests, progress etc. If there is more specific or detailed information that you would like to share with us or wish to engage in a more detailed discussion we welcome you to make an appointment to meet with staff at any time throughout the year.

At least once a year we invite each family to attend a more formalised discussion about your child's learning and development and to enable us to set children's learning goals in conjunction with families. This forms a part of our assessment and reporting process.

'Intentions for Learning'

Educators meet continuously to consider the children's learning and development needs and interests in order to develop an emergent curriculum. These reflections are documented and each fortnight the teachers communicate these curriculum decisions and experiences through a printed programme. This can be found displayed in the centre as well as on Seesaw.

Website

You can visit our website at <https://www.preschools.sa.gov.au/belair-jean-bonython-kindergarten> for general information.

Facebook

We have not yet launched our Facebook page- this is a development for 2023. As a kindergarten we intend to use Facebook to communicate with families and our wider community about upcoming events, important information, articles of interest and examples of the children's learning and progress as a community of learners. This will promote the kindergarten within the local and broader community and provide an opportunity for educators and children to be increasingly active citizens of their world-affecting change on a larger scale.

Phone

Periodically we may send important reminders via text message to your phone- particularly in an emergency where we need to reach a large number of families quickly. Please put the kindergarten mobile number in your phone so that you can easily identify if we are attempting to contact you. You are welcome to contact us via phone call or text message at any time to communicate with staff:

Phone: 8278 3392

Kindergarten mobile: 0408 469 733

Director mobile: 0437 527 708

Assessment and reporting to families

Progress and summative reporting

During your time at kindergarten families will be offered information about children's progress through a 'parent-teacher chat' and end of year summative report.

- Typically the 'parent-teacher chat' will be offered toward the end of the child's second term of full time kindergarten. The discussion outlines areas of strength and goals for on-going learning.
- The summative report (Statement of Learning) is a written report at the end of your child's final term of kindergarten and prior to starting school. The report will describe your child's development against outcomes in the Early Years Learning Framework (EYLF).

Learning Journal: Each child has an individual learning journal. These hold a variety of information about your child's learning and development during their time at kindergarten. Items may include photos, work samples and observations by staff. We encourage you to look at your child's folder with your child and to talk about their learning. You are also very welcome to borrow their journal over night, the weekend or holidays- please just let a staff member know.

Anecdotal observations: As staff work with your child they will observe and record notes about your child's learning, development, skills, interests and abilities. These notes are then used for future planning to ensure we are supporting your child's on-going learning,

Quality Improvement Plan (QIP): 2012 saw the introduction of the National Quality Standards. This is a Federal Government initiative, the outcome of which is to improve the quality of care and education in child care, kindergartens and out of hours school care services (OHSC) throughout Australia. Sites are assessed every three years to ensure the standards are being met. The QIP is part of an improvement cycle which highlights the areas we will be focussing on for improvement. The plan will be displayed and information will be provided about our progress throughout the year and in the annual report which is presented at the kindergarten's annual general meeting each year.

Family Involvement

Families are encouraged to be involved in whatever capacity they feel comfortable. There are many ways you can be involved in your child's kindergarten.

Families can:

- join the Governing Council or Reconciliation Action Plan Committee
- help children with activities, games, reading books etc. during the session
- share a skill or hobby such as cooking, gardening or your professional knowledge
- participate in working bees
- attend open nights, community events, parent sessions etc.
- help with rosters such as weekly yard clean up, washing etc
- read notices
- assist with excursions and incursions
- assist with literacy packs
- assist with other odd jobs such as book covering, creating resources, laminating etc
- join us at local community events such as the Reconciliation Week walk, Blackwood Christmas Pageant etc

Governing Council

The Governing Council supports the Director to manage the service and is made up of parent/carer representatives who meet twice per term. It is responsible for the general running of the centre, is accountable to the members of the centre and also the Department for Education in regard to the

financial management of the centre. Any parent or guardian of a child attending a program of the centre may become a member. Members are elected to the Annual General meeting held early each year. The council makes decisions in relation to policies, fundraising, planning and approving redevelopments or major expenditure along with the Director.

If you are interested in becoming a Governing Council member, speak to any staff member at the centre or come along to one of the regular. Meetings dates and times are advised through emails, Seesaw and notices and are usually held on a Wednesday evening at 7:30 PM.

Reconciliation Action Plan

Belair Jean Bonython Kindergarten recognise that we are situated on the land of the Kaurua People. At Belair Jean Bonython Kindergarten we acknowledge Aboriginal and Torres Strait Islander peoples as the custodians of the land on which we live, work and play. Our vision for Reconciliation is to embed respect for First Nations Peoples, recognise history and understand injustices, celebrate and build awareness of cultures and connection to Country, and to come together in the spirit of learning and community. This will be reflected in our philosophy and values, and embedded in our practice.

Belair Jean Bonython Kindergarten has a Reconciliation Action Plan Committee who meet twice a term to further develop and implement our Reconciliation Action Plan (RAP) as a formal commitment to reconciliation. A RAP documents how our kindergarten will strengthen relationships, respect and promote opportunities in the centre, around the kindergarten and with the community. It is our intent that our RAP will be published by the close of 2022 and be available via the [Narragunnawali website](#). If you would like to know more about how we enact our RAP within the kindergarten or are interested in joining our committee, please talk to our staff.

Parental Responsibilities

Session Times

Parents/carers are requested to please be respectful of the set session times when bringing or collecting your child from kindy. Prior to and after kindergarten sessions the staff are involved in setting up and preparing activities, meeting to discuss children's learning and at times are also required to attend meetings outside of the kindergarten. If for some reason you do have to drop your child off early or will be running late, please contact staff as soon as possible

Pick Up and Drop Off

Please accompany your child safely into the kindergarten building every day and greet an educator so that staff are aware of children coming and going and that relevant information is passed on.

Different Pick Up Person

If someone other than those people listed on your child's enrolment form will be collecting your child as a once off, please write this in the 'Child Collection Diary' and inform a staff member. We will request identification if we are not familiar with this person. If this will be someone regular picking up your child- please ask a staff member to amend your child's enrolment form.

Contact Detail Changes

Please notify staff if any of your contact details change (phone numbers, address, family situation etc). All information shared with staff is confidential.

Road Safety & Parking

- Please be sure to adhere to the 25km/hr speed limit within the 'school zone' outside the kindergarten to ensure the safety of children and families.
- Parking is available in the parks outside the kindergarten gate and in front of our neighbouring houses but please obey line markings (no parking on yellow lines or dotted lines) and be respectful of our neighbour's driveways.

- Please do not turn your car around (u-turn) out the front of the kindergarten, this is unsafe for children and families walking along the paths to the kindergarten and primary school and also affects the flow of traffic.

Lost Property

Any clothing or other items (e.g. lunch boxes, drink bottles etc) that have been misplaced can be found in our Lost Property blue bin. Please see a staff member to show you where this is kept. Labelled items will whenever possible be returned to their owner or placed in the family pigeon holes. The basket is emptied of all unnamed articles at the end of each term and donated to charity.

Please NAME ALL ITEMS that come to kindergarten.

Smoking

Smoking, including using e-cigarettes (commonly referred to as 'vaping') is prohibited at all department premises and activities, including: all buildings and structures, outdoor areas, buses, government vehicles and private vehicles being used for department purposes, within 10 metres of a children's playground, at the perimeter of a department premise, at camps and excursions and its facilities which are an extension of the site (premises).

Transition to School

It is a parent/carer's responsibility to enrol your child in the school of your choice. It is important that your child is enrolled at least 6 months prior to beginning school – we would advise you do this by June of the year prior to starting school. This allows the school to plan for the number of new children starting school, class placements and also allows your child the opportunity to participate in school transition visits where they can spend some time in the classroom.

Most private schools require that your child be booked possibly years in advance.

Please note although we have a strong transition process with **Belair Primary School, your children are not automatically enrolled** even if you have confirmed with us that is your choice of school. Please ask for an enrolment pack from the front office of the school.