

# Booleroo Centre & District Kindergarten and Rural Care



## 2021 Handbook

**Booleroo Centre and District  
Kindergarten**  
26 Campbell St. Booleroo Centre,  
5482  
Ph. (08) 8667 2055  
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**Melrose Rural Care**  
25-29 Stuart St. Melrose, 5483  
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# Welcome to Booleroo Centre and District Kindergarten and Rural Care

We look forward to getting to know you and your child.

Parents are their children's first and most important educators, so we really value your input and encourage you to work in partnership with us to provide the best possible program for your child.

You are welcome to visit the Centre any time while your child is at Kindy or Rural Care. Please don't hesitate to discuss any queries, concerns, feedback or suggestions with staff. Longer meetings are best scheduled for a mutually convenient time so please contact staff to make an appointment.

## Our Staff:

**Acting Director:** Sophie Koster

**Preschool Teacher:** Sophie Koster

**Kindy Early Childhood Worker:** Karen Blesing

**Booleroo Rural Care Workers:** Elfie Woolford, Stacy Martin, Lauren Waldon and Rowena Menz

## Contact Details:

	Phone	Mobile*	Fax
Booleroo Kindergarten & Rural Care	8667 2055	0437870556	8667 2039
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## Our Philosophy

N Q S	R I G H T S  O F  T H E  C H I L D	C O D E  O F  E T H I C S	B e l o n g i n g	<p><b>We believe:</b></p> <ul style="list-style-type: none"> <li>• In providing a welcoming, respectful, fun and loving learning environment, where all can see and feel they belong.</li> <li>• Children first belong to their family. We build relationships and communicate with families and children to get to know each child individually and the family they belong to.</li> <li>• In respecting diversity, by learning about one another and our cultures.</li> <li>• Developing partnerships will strengthen our sense of belonging within the community.</li> </ul>	B e i n g	B e c o m i n g	<p><b>We believe:</b></p> <ul style="list-style-type: none"> <li>• In the significance of here and now. Therefore, as educators, we are responsive to each child.</li> <li>• In learning through play where children have the opportunity to express wonder, question and problem solve, communicate, construct their own knowledge and develop at a rate that is appropriate and meets their individual needs.</li> <li>• Intentional teaching is important to complement play based learning and to further facilitate children's learning.</li> <li>• In maintaining relationships with one another.</li> </ul>	B e c o m i n g	<p><b>We believe:</b></p> <ul style="list-style-type: none"> <li>• In a process of continual change therefore we document children's development and scaffold for what's next. In doing so, we promote high expectations in order to achieve the best possible outcomes.</li> <li>• In children as capable and involved learners in our environment. We encourage children taking on responsibility for and contributing to the care of our environment with a sense of ownership.</li> <li>• In building and maintaining partnerships to enable planning for the future.</li> <li>• In the process of critical reflection which enables us to improve practices and develop our skills as lifelong learners.</li> </ul>

## KINDERGARTEN OPERATING TIMES

Tuesdays 8:45am – 3.15pm

Thursdays 8:45am – 3.15pm

Extra full-day sessions are held on Mondays in Weeks 3, 6 and 9 of each term.

- A timetable will be sent home at the beginning of the year as well as a Term Planner at the start of each term for your information.
- Kindy only operates during school terms.
- Bus travel is offered to Kindy children travelling from outside Booleroo Centre subject to seat availability.

## CHILDREN'S EDUCATIONAL PROGRAM

The Centre provides a program that is developmentally appropriate and meets the needs of all children attending the service. The program is based on the Early Years Learning Framework (EYLF) and the Preschool Literacy and Numeracy Indicators to promote the development of each child's social, physical, emotional wellbeing and language and numeracy skills.

Research highlights play as the best way young children learn. We provide many opportunities for play-based learning with intentional teaching and uninterrupted time for children to play and develop important learning dispositions including cooperation, persistence, creativity, problem-solving, experimentation, resilience, confidence and responsibility. Play can be messy, so "best" clothes are not suitable for Kindy or Rural care. Although not required, Kindy shirts and jumpers are available for purchase from the school and many parents prefer these to sending children in 'good' clothes. The program for both Kindy and Rural Care is displayed on the information board.

## ARRIVAL AND DEPARTURE

We encourage you to let your Kindy child to walk into the Centre carrying their own bag and to unpack their bag themselves. If you carry your child in or unpack for them, the opportunity to develop confidence, independence and responsibility is limited.

Anyone collecting your child must be listed on your child's enrolment form as a collection authority. We cannot release a child to an unauthorized person.

If someone who is not a collection authority needs to pick up your child, please let staff know. We will ask them for photo ID if they are not known to us.

## **WHAT YOUR CHILD NEEDS TO BRING TO KINDY**

- Healthy lunch and snack (including fruit)
- Water bottle
- Sun hat (until a new Kindy hat is organised)
- Change of clothing

## **FOOD AND DRINK**

We promote healthy eating habits to support children's nutrition and dental health. Children will be asked to choose a piece of fruit for recess and then other "healthy" food before eating foods with lower nutritional value. Please avoid lots of prepackaged snacks in lunch boxes as these tend to be high in sugar, salt and fat and the packages themselves contribute to landfill. Some children eat a lot more at Kindy or Care than at home and others eat a lot less. It is better to send too much food than not enough. Children are to bring WATER ONLY in their water bottles please.

PLEASE PACK...	DON'T	WHY?
Chips		Too high in salt and fat, low nutritional value
Lollies		Too high in sugar, low nutritional value
Nuts/nut products (Nutella, peanut butter, almond meal biscuits etc)		High risk of severe allergic reaction if touched or consumed by another child/baby
Cordial/Fruit Drinks		High in sugar. Water is the recommended drink for children

## **CHILDREN'S BELONGINGS**

Please make sure your child's belongings are named, especially bags, hats, removable clothing (e.g. coats & jumpers), lunch boxes, lids and water bottles.

## **ENROLMENT FORMS**

When you enrol your child there are a number of forms that need to be filled out and returned. Please make sure you return them to the centre before your child begins Kindy. The enrolment pack also contains permission forms.

An identify chart will be sent home at the beginning of Term 1 to help us get to know your child and for programming purposes. Please use this opportunity to contribute to your child's program.

## **PERSONAL/CONTACT 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. It is important that we have current details in case of an emergency.

## **ILLNESS**

If your child requires medication during a session, please see a staff member, as forms need to be completed and signed. Please do not send your child to the centre if they are feeling unwell or they require Panadol (Panadol can mask the symptoms of illness). The best place for them is at home, where they can receive the care that they need. Also, it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at the centre we will contact you. If your child has a communicable illness it is important they remain at home during the contagious stage, we are unable to accept children with communicable illnesses.

## **ADMINISTRATION OF MEDICATION**

Medication includes any drug, mixture, prescription etc. used to alleviate symptoms. Paracetamol, aspirin, cough mixture, asthma preparations/inhalers are all medications for the purpose of the policy requirement.

All medication must:

1. Have written authorisation (e.g. Health Care Plan or letter on letterhead) from the child's treating doctor
2. Be in its original container and be labelled with the child's name by the doctor/pharmacy.
3. Have time/frequency/dosage/method instructions provided by the child's treating doctor on the container
4. Have a current use by date

Before medication can be administered by a staff member the following forms must be received:

- Medication Agreement
- Health Support Plan
- Safety & Risk Management Plan
- Allergic Reaction or Asthma Plan (if applicable)

## **IMMUNISATION**

A new law came into effect on 7<sup>th</sup> August 2020 requiring children to be immunized in order to attend an early childhood service.

Families will need to provide the following information before their child commences Kindy or Rural Care:

- A copy of your child's current immunization record; or
- Evidence that your child has an approved exemption; or
- Evidence that your child is on a catch up schedule

## **ABSENCES**

Please ring or text to let us know if your child is going to be absent. We need to maintain accurate attendance records for the Department of Education so your assistance is appreciated.

## **SUN SMART POLICY**

All children, staff and visitors are required to wear a broad brimmed or legionnaire hat and 30+ sunscreen between 1<sup>st</sup> August and 30<sup>th</sup> April. Outside this period, staff will check UV levels each day and ensure that sun protection is used when the forecast level is 3 or higher.

Please dress children in shirts/dresses with sleeves to protect their shoulders. We will provide a named, broad brimmed hat for your child to keep at the Centre. If your child has skin sensitivities and reacts to our sunscreen, please advise staff and provide a product that they can use. It is really helpful if you apply your child's morning sunscreen before they come to Kindy.

## **KINDY FEES**

Current fees are set at \$85 per term and can be paid by installments or as a lump sum for the whole year. Kindy fees can be paid at the front office of the school or online using the "Qkr!" app (download it on your phone). All payments are receipted.

## **CHILD PROTECTION**

As mandated notifiers, staff members are obliged by law to make a report to the Child Abuse Report Line if they suspect on reasonable grounds that a child has been or is being abused or neglected.

## **CHILDREN WITH SPECIAL NEEDS**

We have wheelchair access to the centre and toilet facilities. We liaise with the Department of Education District Office (Flinders), GowrieSA, GP Plus for assessment of speech pathology, occupational therapy, human resources etc. Please discuss any concerns with the Director so that we can support your child with their individual needs and referrals.

## **BUSHFIRE**

Booleroo is a low/medium risk bushfire site and will operate on days forecast by the CFS to experience 'catastrophic' fire conditions.

***\*School buses do not run on days of 'catastrophic' fire danger which may impact Kindy children.***

## **GOVERNING COUNCIL**

We have a Parent Kindergarten, Rural Care and Playgroup Committee, which reports to the school Governing Council. You are more than welcome to attend meetings, become a committee member or Governing Councilor. Please ask staff about meeting dates.

## **PLAYGROUP**

Playgroup is run by parents for parents with small children. The session operates on Wednesday mornings from 9.30am- 11.30am, at the kindergarten. The cost is \$2 per family. Please feel free to come along and join in. If you would like an in-depth chat with the director about the centre or your child, please arrange an appointment at a convenient time.

## **POLICIES AND PROCEDURES**

All Department of Education Policies and Procedures are available online on the Department Website <https://www.education.sa.gov.au>. Site specific policies are available at the centre or online at <http://www.boolerookgn.sa.edu.au>

## **RURAL CARE**

Rural care is a childcare service that operates from our site from 8.00 am to 6.00 pm. It provides long day care and before and after school care for children aged 0 – 12 years of age. Kindy shares its learning space with Rural Care. Booleroo Centre District Kindergarten and Rural Care also incorporates Melrose Rural Care.

## **COMPLAINTS**

We can't promise to get everything right all the time, but we can promise to listen and respond if you have a complaint. Please refer to the "Guide to Raising a Concern or a Complaint" brochure included with the handbook or online or contact Marianne Clarke on 8667 2055.

