



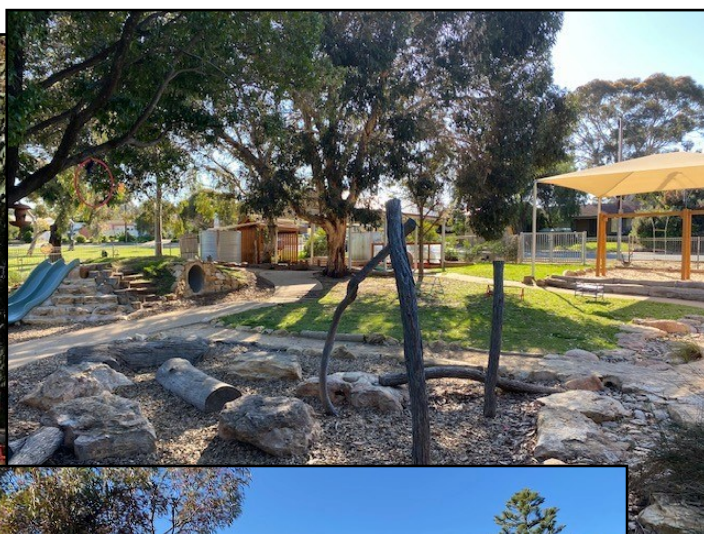
# Brentwood Drive Kindergarten

79 Brentwood Drive  
Huntfield Heights, 5163

Phone: 8384 2783

[louise.zadow826@schools.sa.edu.au](mailto:louise.zadow826@schools.sa.edu.au)

[www.brentwoodkgn.sa.edu.au](http://www.brentwoodkgn.sa.edu.au)



## 2023 Parent Handbook

**2023**

**Term 1**

30 January - 14 April

**Term 2**

1 May - 7 July

**Term 3**

24 July - 29 September

**Term 4**

16 October - 15 December

### Staff team

**Director:** Louise Zadow

**Teacher:** Eliza-Jane Hall

**Speech and Language Teacher:**  
Gill Morris

**Early Childhood Workers:**  
Dianne Stacey & Rebecca Klein

**Speech Pathologist:**  
Jennifer Wadsworth



## **What is Kindergarten?**

Kindergarten is a play based educational programme staffed by teachers and educators who are trained in early childhood education. It is funded through the Department for Education. Kindergarten offers special programmes to support children's developmental needs and social interaction including children with additional needs. The state Government currently requires all Preschools including Brentwood Drive Kindergarten, to offer 15 hours of Preschool per week.

## **How do I enrol my child?**

To enrol your child please call or visit the Kindergarten and fill in an enrolment enquiry form. You can also find this information on our website. The Director will discuss the availability of places with you and any additional needs your child may have. Two terms prior to starting kindy, the Director will make contact and allocate places according to the Department for Education's 'School and Preschool Enrolment policy'. You will be invited to an orientation meeting. Enrolment is confirmed once you have accepted your place and returned all documentation.

**All enrolments must be accompanied by proof of age: birth certificate, passport or Centrelink documentation and proof of immunisation from the Australian Immunisation Register (AIR) accessed via Medicare.**

For more information please go to [www.education.sa.gov.au](http://www.education.sa.gov.au) and search 'School and Preschool Enrolment Policy'.

## **Brentwood Drive Kindergarten Philosophy Statement**

***At Brentwood Drive Kindergarten we are committed to providing a welcoming, safe and educational play environment where children's and families cultures are respected and valued through developing positive relationships.***

***We believe all children learn best in a supportive, inclusive, play based, child initiated and social environment in partnership with their families.***

## **Programming, Assessment and Reporting**

Brentwood Drive Kindergarten uses the Early Years Learning Framework, Indicators for Preschool Numeracy and Literacy, and Keeping Safe - Child Protection Curriculum for programming, assessing and reporting. Our programme engages children through play, using their own interests and ideas. Educators use intentional teaching techniques and scaffolding to support children's learning. Learning Portfolios are available at the end of each term to monitor your child's development. They contain work samples, learning stories, photos, your child's Family Profile, a Learning Quilt and Parent Feedback sheet.

## **Early Years Learning Framework Outcomes**

- ◇ Children are effective communicators
- ◇ Children have a strong sense of identity
- ◇ Children are connected with and contribute to their world
- ◇ Children are confident and involved learners
- ◇ Children have a strong sense of wellbeing

### **Indicators of Preschool Numeracy**

- ◇ I quantify my world
- ◇ I analyse, read and organise the data in my world
- ◇ I measure and compare my world
- ◇ I explore and understand my place and space in the world

### **Indicators of Preschool Literacy**

- ◇ I understand the language of my world
- ◇ I represent my world symbolically
- ◇ I engage with texts and make meaning
- ◇ I use language to connect with my world

### **Keeping Safe - Child Protection Curriculum topics**

- ◇ The right to be safe
- ◇ Relationships
- ◇ Recognising and reporting abuse
- ◇ Protective strategies

### **Parent Chats/One Plan meetings**

Formal or informal parent meetings to discuss your child's learning, set goals for your child and update any information occur throughout the year as required.

### **Statement of Learning (Term 4)**

This will be provided to you and your child's school at the end of the year. It contains a summary of your child's progress throughout the year. This will be included in your child's Learning Portfolio.

### **National Quality Framework**

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services. Brentwood Drive Kindergarten reviews it's practices using the 7 quality areas of the National Quality Standards and has achieved an exceeding rating.

1. Educational programme and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and leadership

Our Preschool Quality Improvement Plan (PQIP) guides our educational practice and provides educators with opportunities to develop knowledge, skills and goals that support each child's development and learning. Using critical reflection, accountability and team work our educators offer the highest quality programme for all children.

## **Kindergarten sessions**

Brentwood Drive Kindergarten is part time. The children receive 30 hours of preschool over a 5 day fortnight. Children will attend:

**Tuesday & Wednesday**

**8.30am to 2.30pm**

**Monday in odd weeks (1, 3, 5, 7, 9) during term time**

**8.30am to 2.30pm**

If you arrive early you are welcome to play with your child outdoors until the session starts. If you will be late at pick up time, please phone kindy so staff can reassure your child. People collecting your child must have written authority (included on the enrolment form). Please notify staff if someone different is collecting your child, this can be written on the sign in sheet.

Staff may ask unknown people collecting your child for identification and will not release your child to a person without written authority.

## **Additional Programs Offered**

### **Early Entry**

Early entry may be provided in term 4 prior to your child's eligible year. Early entry supports children with additional needs by providing additional time at Kindergarten. Requests for Early Entry are assessed on a case by case basis if current enrolments allow. This is at the discretion of the Director in accordance with the Department for Education 'School and Preschool Enrolment Policy'.

### **Inclusive Education Support Program (IESP)**

Children with additional needs may be eligible for extra support under the IESP program. Depending on the level of support needed, the application process is different. Please see the Director if you are concerned about your child's development or they have an identified disability/health need.

### **Transition to Kindergarten**

To support transition to Kindy, families are invited to attend 2 sessions of '**Stay and Play**' with their child to get to know their way around the Kindy, get to know the educators and begin to get to know each other. This is offered late Term 3 where possible. This is then followed in Term 4 with additional visits where children can be at kindy without their families.

### **Speech and Language Programme**

Brentwood Drive Kindergarten offers a specialised programme supporting children with significant Speech and/or Language needs. Access to this programme is through referral by a Speech Pathologist and a panel process run by the Department for Education. If your child has a Speech and/or Language need, please discuss your child's eligibility with your Speech Pathologist or the Kindy Director.

### **Playgroup**

Playgroup is offered on Thursday mornings, 9.30 - 11.00am. Bookings are not required. Cost is \$2.00 per family. Please bring a piece of fruit to share.

### **What to wear/bring to kindergarten (Please name all items, we have permanent textas if needed)**

- ◇ bag
- ◇ clothes that can get messy (covered shoulders)
- ◇ please apply sunscreen prior to kindy
- ◇ spare change of clothes (including socks)
- ◇ boots and water proof coat (winter time)
- ◇ sun smart hat
- ◇ water bottle (containing only water)
- ◇ at least 1 serve of fresh fruit or vegetables
- ◇ lunch in a lunch box/bag

We encourage healthy eating and lifestyles, **lunches should contain a range of low salt, low sugar and low fat items**. For example a sandwich, yoghurt, meat, fruit, vegetables, rice snacks, cheese, a wrap or a range of finger foods. Items to save for home include lollies, chocolate, chips, Nutella or jam, juices and flavoured milks.

At times children have allergies that attend our Kindy. You will be notified if this is the case and will be asked to be respectful of all children's safety by adhering to the guidelines supplied.

### **What do I do when I arrive?**

When you arrive for your child's Kindergarten day you can *encourage your child to:*

- ◇ hang up their bag
- ◇ get out the things they need for the day
- ◇ put their water bottle and lunch box on the shelf inside
- ◇ *check the whiteboard for daily notices and your child's pocket for individual notices*
- ◇ *sign your child in and leave any notes - don't forget to sign your child out when you collect them*

### **How do I know what's happening at the kindergarten?**

- ◇ the Parent Information noticeboard outside above the children's bags provides information about Kindy and community events as well as National Quality Standard information
- ◇ the Whiteboard outside above the children's bags gives daily information about what is happening and up-coming events
- ◇ your child's pocket is where you will find your invoice, your newsletter and any other individual communication
- ◇ the Programme noticeboard inside above the sign in sheet, provides information about Kindy and our programming

Please ask a staff member if you need assistance or can't find the information you need.



## **Illnesses and injuries**

All our staff hold current First Aid Qualifications. Staff use Department for Education policies when administering first aid. Injuries or illnesses occurring at the Kindergarten will be treated with the most appropriate, recommended first aid procedures and you will be contacted for collection if necessary. In the event of a serious injury an ambulance will be called.

If an outbreak of any illness occurs an informative note may be sent home to all families stating "A suspected case of... has been identified" and advice about the condition will be included. If an infectious illness occurs, or a child is suffering from Anaphylaxis or Asthma a notice will be placed at the entrance of the Kindergarten.

A child should stay home when running a temperature or showing any signs of being unwell to minimise the spread of any illness to staff and other children. *We suggest children stay home for 24 hours after illness if possible to aid recovery and avoid further spreading illnesses.*

## **Head lice**

If head lice is identified, you or your emergency contact will be phoned to collect your child. Once the head lice has been treated your child is welcome to return to Kindergarten. If head lice is identified an information notice will be sent out to all families.

## **Sun safety**

Brentwood Drive Kindergarten is a SunSmart site:

- ◇ SunSmart hats to be worn outside **from 1st August to 30th April (terms 3, 4 and 1) and when the UV rating is 3 or over**
- ◇ Ensure your child has clothes that protect them from the sun e.g. covered shoulders
- ◇ Apply sunscreen in the morning, we will reapply sunscreen before lunch each day

## **Grievances and complaints**

We aim to help you resolve any concerns you have and work within the public sector Code of Ethics in our relationships with others. If you have a grievance or complaint please see the relevant staff member, or the Director and we will endeavour to resolve the situation. If you require further help to resolve the issue you may phone the Department for Education parent complaint line on 1800 677 435. Further information is available on the Department for Education website.

## **Behaviour Code**

**We will respond to challenging behaviours by:**

- ◇ Reminding children of expectations and limits and the reasons for these
- ◇ Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately
- ◇ Using Restorative Justice practices that support children to empathise with others and restore relationships

- ◊ Communicating with and involving families at the earliest opportunity to work together positively to assist the child's well being and learning
- ◊ Assessing individual children's learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours
- ◊ Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services
- ◊ Being aware of our limitations and seeking assistance when required
- ◊ Withdrawing children when they are at risk of hurting themselves or others, ensuring that an adult is with them all the time

Please see our full behaviour code on our website for more information.

### **How can I be involved in Brentwood Drive Kindergarten?**

Volunteers are a valuable part of our programme and help to expand the opportunities each child has. Volunteers at Brentwood Drive Kindergarten can assist in multiple ways, if you are interested please see the Director.

### **Governing Council**

The Governing Council help to make decisions about the Kindergarten, plan and run fundraising events, family days and review and update policies and procedures as needed. Meetings are twice a term, on a day that suits the parent volunteers.

### **Gardening**

Volunteers are welcome to help develop our vegetable gardens, plant plants, compost and care for our garden. This occurs as a part of our programme. General sweeping, weeding and pruning is also helpful.

### **Take home packs**

These take home packs are a great way to use different books and activities at home with your child. A parent volunteer supports the borrowing of kindy packs on a Wednesday afternoon and then checks and re-files the packs as they are returned (usually Monday's).

### **Washing**

Each week Kindy has a small amount of washing to be done consisting of tea towels, towels, smocks, fruit mats. Families can assist by taking this home on a Wednesday and returning it on Monday.

### **Annual Events**

We offer a range of opportunities for families to engage in community events, excursions and fundraisers at kindy, some are:

- ◊ Australia's Biggest Morning Tea
- ◊ Reconciliation Week
- ◊ Easter Stay & Play
- ◊ Literacy and/or Numeracy Open Day
- ◊ Lapathon
- ◊ Twilight Kindy and Christmas concert



## **Fees**

Brentwood Drive Kindergarten fees for children in their eligible year of preschool are \$400 per child, per year. This is based on 15 hours of preschool per week. This can be paid in full at the beginning of the year, via termly instalments of \$100 per term or over 40 weeks at \$10 per week.

Children in care or Aboriginal or Torres Strait Islander children from age 3 can access 12 hours of preschool. These fees are \$320 per year or \$80 per term (or \$8 per week).

Families are invoiced the total amount due at the beginning of the year. Payment by cash, cheque or direct deposit is accepted.

## **Kindy hats and T-shirts are available for purchase**

This is a good way to prevent other clothes getting dirty or paint on them. A good sized bucket or legionnaires hat is required for your child at kindy. Please speak to educators if you would like to purchase either item. Payment can be made via cash/cheque or direct deposit.



***We look forward to the opportunity to get to know your child and family and support you in the education and care of your child.***

### **Local services**

Brentwood Drive Kindergarten feeds into several schools including, but not limited to;

◇ Antonio Catholic School	83254500
◇ Christies Beach Primary School	83821511
◇ Christies Downs Primary School	83823266
◇ Flaxmill Primary School	83823057
◇ Hackham East Junior Primary School	83823824
◇ Hackham West R-7 School	83820955
◇ Hallett Cove East Primary School	8322 3677
◇ Hallett Cove South Primary School	8381 4080
◇ Hallett Cove R-12 School	8392 1020
◇ Huntfield Heights Primary School	83845300
◇ Moana Primary School	83861144
◇ Morphett Vale East Primary School	83824311
◇ Noarlunga Downs Primary School	83844395
◇ Old Noarlunga Primary School	83862093
◇ Port Noarlunga Primary School	83822455
◇ Reynella Primary School	83811493
◇ Reynella South Primary School	83811407
◇ Seaford Rise Primary School	83270232
◇ Seaford K-7	8327 2280
◇ St John the Apostle School	83822064
◇ Prescott College Southern	83814290
◇ Woodcroft College	83222333
◇	

Families may also access support from local community groups:

• Aboriginal Family Clinic	8384 9577
• Child, Adolescent and Mental Health Service (CAMHS)	83261234
• Child & Family Health Service	1300733606
• Hackham West Children's Centre	83826161
• Hackham West Community Centre Inc.	83841065
• Noarlunga GP Plus Super Clinic	8164 9111
• Southern Primary Health Seaford	8392 4500
• Southern Women's Community Health Centre	83849555
• The Smith Family	8224 1400