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## Home

### Porlis' Pulgi – Children's place



We have an Aboriginal focus. We work with Elders and traditional owners to embed their wisdom in our programs. We learn Kaurna language and celebrate Aboriginal cultural events.

Find out more about our goals and our focus in our philosophy statement (PDF 355KB)  
([https://www.preschools.sa.gov.au/sites/default/files/christie\\_downs\\_philosophy\\_statement.pdf](https://www.preschools.sa.gov.au/sites/default/files/christie_downs_philosophy_statement.pdf)).

## Volunteering

If you'd like to volunteer with us, we'd love to hear from you. See volunteering in schools, preschool and children's centres  
(<https://www.education.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets twice a term to make sure the preschool runs smoothly. Read through what a governing council does  
(<https://www.education.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>) and speak to us to register your interest.

## Acknowledgement of Country

We would like to acknowledge the land on which our kindergarten is situated is the traditional lands of the Kaurna people and that we respect their spiritual relationship with their country.

We also acknowledge the Kaurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

## Contact us

**Preschool director:** Ms Margie Goodwin

**Phone:** (08) 8382 4748

**Fax:** (08) 8326 8253

**Email:** [dl.3616.leaders@schools.sa.edu.au](mailto:dl.3616.leaders@schools.sa.edu.au)

**Street address:** 14 Charles Street Christie Downs SA 5164

**Postal address:** 14 Charles Street Christie Downs SA 5164

## What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

## Preschool program

### Times

Your child can attend preschool for up to 15 hours per week. They can come for 2 full days or 4 half days.

#### Mornings

Monday	Tuesday	Wednesday	Thursday	Friday
9.00am to 11.30am	9.00am to 11.30am	9.00am to 11.30am	9.00am to 11.30am	9.00am to 11.30am

#### Afternoons

Monday	Tuesday	Wednesday	Thursday	Friday
12.30pm to 3.00pm	12.30pm to 3.00pm	12.30pm to 3.00pm	12.30pm to 3.00pm	–

Our supervised lunch break runs from 11.30am to 12.30pm.

### Fees

The parent contribution is \$35 per term. See our enrolment and fees page (<https://www.preschools.sa.gov.au/christie-downs-kindergarten/getting-started/enrolment-and-fees>) for more information.

### What to bring

Your child needs to bring these items each day:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- nappies if required
- drink bottle containing water
- healthy snack
- packed lunch (full day sessions).

Please write your child's name on all their belongings.



## **What not to bring**

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home.

## **Additional information**

Please read our drop-off and pick-up procedure (PDF 464KB).

([https://www.preschools.sa.gov.au/sites/default/files/christie\\_downs\\_drop-off\\_and\\_pick-up.pdf](https://www.preschools.sa.gov.au/sites/default/files/christie_downs_drop-off_and_pick-up.pdf))

## **Bus service**

We provide a free pick-up and drop-off bus service (PDF 411KB)

([https://www.preschools.sa.gov.au/sites/default/files/christie\\_downs\\_bus.pdf](https://www.preschools.sa.gov.au/sites/default/files/christie_downs_bus.pdf)) for Aboriginal children in the local area. Our bus service runs on week days during school terms

(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Contact us (<https://www.preschools.sa.gov.au/christie-downs-kindergarten#contact-us>) to confirm our bus service capacity.

## **Occasional care**

Occasional care is for children under school age who aren't in any other early childhood education and care programs, such as preschool, childcare or family day care. It promotes young children's development by giving them access to high-quality early childhood education.

It may help parents to take part in a range of activities including non-work and casual work commitments.

## **Priority of access**

The education department has a priority of access policy

(<https://www.education.sa.gov.au/parenting-and-child-care/your-childs-education/childcare-and-preschool/occasional-care>) to decide who can get into occasional care. This might mean that some families get more sessions than others.

Talk to us about enrolling in occasional care.

## Times

Children generally can go to 1 session a week.

Children over 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
9.00am to 11.30am	–	9.00am to 11.30am	–	9.00am to 11.30am

## Cost

This program costs \$5 per session and \$2.50 for siblings.

If you have an Australian Government Pensioner Concession or Health Care Card, the cost is \$1.50 per session and 75 cents for siblings.

## What to bring

Your child needs to bring these items each day:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- drink bottle containing water
- healthy snack
- change of clothes.

## Pre-entry transition program

Children 3 years and over can join our pre-entry transition program. Your child will enjoy fun activities and learn about kindergarten life in a safe environment.

## Times

One 3-hour session each week in terms

(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>) 3 and 4.

## Cost

\$10 each term.

## **What to bring**

Your child needs to bring these items each day:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- nappies if required
- drink bottle containing water.

## **Additional information**

Children enrolled full-time at our kindergarten will receive priority. Attendance is voluntary.

## **Disability support**

There is support available for children with disability (<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

## **Enrolment and fees**

### **When your child can start preschool**

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

## Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

## Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

Priority will be given to children living in our catchment area (<https://www.preschools.sa.gov.au/christie-downs-kindergarten#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

## Priority of access

We apply a priority of access ([https://www.preschools.sa.gov.au/sites/default/files/christie\\_downs\\_priority\\_of\\_access.pdf](https://www.preschools.sa.gov.au/sites/default/files/christie_downs_priority_of_access.pdf)) if we meet our capacity.

## What parents can expect before their child starts

Before they start kindergarten your child can join our pre-entry transition program (<https://www.preschools.sa.gov.au/christie-downs-kindergarten/getting-started/what-we-offer#christiedownspreentry>) where they can meet our staff and other children. Your child can attend a 3-hour session each week.

## **Fees**

We ask you to contribute towards the cost of your child attending preschool.

The parent contribution is \$35 each term  
(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

We offer other programs that may have an additional cost  
(<https://www.preschools.sa.gov.au/christie-downs-kindergarten/getting-started/what-we-offer#christiedownsprogram>).

## **When to pay**

We will invoice in week 2 each term via your child's communication pocket.

You can pay weekly, monthly or instalments each term.

Please contact us if you have difficulty paying. We will keep this confidential.

## **How to pay**

Cash or cheque

You can pay cash or cheque at the kindy. Please put the payment in a sealed envelope with your child's full name on the front and hand in at the front office.

EFT information

You can pay by direct deposit.

Bank name: Bank SA

BSB: 105119

Account number: 435161340

Please put your child's full name as the reference.

Receipts and reference number

We use the reference number on your invoice to match your payment with our records. You can attach the tear-off slip from your invoice when you lodge your cash or cheque payment to our office.

We provide receipts for EFT payments at the end of each month.

## Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

## Reports and plans

### National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.



**Overall Rating:** Meeting NQS

### Quality Area Ratings

- 1 Educational program and practice:** Meeting NQS
- 2 Children's health and safety:** Meeting NQS
- 3 Physical environment:** Meeting NQS
- 4 Staffing arrangements:** Meeting NQS
- 5 Relationships with children:** Meeting NQS
- 6 Partnerships with families and communities:** Meeting NQS
- 7 Leadership and service management:** Meeting NQS

**Rating for:** Christie Downs Kindergarten

**Rating issued:** October 2019

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## Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 548KB)

([https://www.preschools.sa.gov.au/sites/default/files/christie\\_downs\\_qip.pdf](https://www.preschools.sa.gov.au/sites/default/files/christie_downs_qip.pdf))

## Site context statement

A summary of our:

- general information
- key policies
- curriculum
- staff
- facilities
- local community
- partnership arrangements with other groups.

Site context statement (PDF 50KB)

([https://www.preschools.sa.gov.au/sites/default/files/christie\\_downs\\_context\\_statement.pdf](https://www.preschools.sa.gov.au/sites/default/files/christie_downs_context_statement.pdf))

## Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) ([http://docs.decd.sa.gov.au/Sites/AnnualReports/3616\\_AnnualReport.pdf](http://docs.decd.sa.gov.au/Sites/AnnualReports/3616_AnnualReport.pdf))

## Parenting support

### Giving your child a strong start in the early years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life.

We're working with families to take a 'learning together' approach about child development in the early years.

## Parenting resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au/>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting factsheets, videos and upcoming seminars on many parenting topics.

Positive Parenting program  
(<http://www.triplep-parenting.net.au/au-uk/en/find-help/triple-p-parenting-in-south-australia/?itb=bc37e109d92bdc1ea71da6c919d54907>) has free seminars, workshops and one-on-one sessions for parents of children aged 3 to 12 years.

Learning with your child (GreatStart)  
(<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child's maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.



# *NINNA MARNI FROM CHRISTIE DOWNS KINDERGARTEN*



## *Philosophy Statement 2019*

We would like to acknowledge the land on which our kindergarten is situated is the traditional lands of the Kaurna people and that we respect their spiritual relationship with their country. We also acknowledge the Kaurna people as the custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kaurna people today.

Our philosophy at Christie Downs Kindergarten Porlis' Pulgi is that every child is special with a connection to land and community. Spiritual growth and valuing the individuality of each child's diversity of cultural background is nurtured. Our play based learning program supports the children's desire to come to kindy and enthusiasm to learn and gain successful outcomes. Relationships with children and their parents are paramount along with a safe and welcoming environment, which are crucial in supporting wellbeing along with the happiness and joy gained from the wonder experienced in early childhood and our learning program. Staff strongly advocate for the inclusion of our Aboriginal children and parents into the wider community in a variety of creative and positive ways. Staff are connected, resourceful and committed to the environment within the kindy and wider community, which also supports our holistic and flexible service delivery program to engage with the community and bond with children.

Our staff believe that how you treat Aboriginal children works for all children but how you treat non-Aboriginal children does not necessarily work for Aboriginal children and this is supported by Professor John Hattie, 2016.

## **CHILD DEVELOPMENT RECORDS / ASSESSMENT & REPORTING**

The staff team at Christie Downs Kindergarten has formulated procedures to record individual child development records, for every child.

### **WHEN A CHILD STARTS.....**

The staff provides each family a **child interest** questionnaire to complete. These are then used to plan around children's interests and strengths, and give the staff an overview of the child and family expectations.

### **AT KINDERGARTEN**

#### **PORTFOLIO FOLDER**

Each child will have a portfolio. Your child's portfolio will contain examples of art work, photos, drawings etc., this is added to throughout their stay at kindergarten. This portfolio belongs to the child. This folder will hopefully show the child's enjoyment, participation, growth and progression through kindergarten displaying interests and achievements. Parents and children may view their portfolio at any time.

#### **FOCUS GROUPS**

Children are given the opportunity to work in small groups to undertake learning experiences, which extend on their literacy and numeracy skills, speech activities, social skills, etc. These group times also give the staff the opportunity to observe pencil grip, speech clarity, social interactions, concentration abilities etc. The children love these experiences and examples of their achievements are placed in their portfolios.

### **STATEMENTS OF LEARNING**

A Statement of Learning Report, using the **Early Years Learning Framework**, is completed for each child in their last term at Kindergarten; and a copy is passed on to the school. Statements of Learning are kept confidentially. In the child's final term of kindergarten their Statement of Learning report is finalized. Parents will view, have the opportunity to provide comment and sign this document, before it goes to school.

### **PARENT INTERVIEW**

At Christie Downs Kindergarten the staff is committed to hold formal interview(s), with the child's parent(s) to discuss their child's progress. These appointments are mutually agreed upon between the parent(s) and staff enabling families to meet after hours, if applicable, in a 1:1 situation. The interview is usually held in the child's third term.

Please be assured if there are any developing concerns *i.e speech, co-ordination, behavioural*, staff will approach par-ents when it arises. Parents are also more than welcome to make time to discuss concerns that they have noted at anytime during their child's time at kindergarten.

### **SPECIAL NEEDS FOLDER**

If your child receives specialist support whilst attending kindergarten – ie speech, coordination development, behavioural – a plan is formulated to meet each child's specific and identified needs. This is completed with parent(s)/caregivers, staff, and other agencies and is designed to 'follow' the child.

These plans are copied and passed onto the school upon parental consent in the child's final term of kindergarten and just prior to commencing school. Children with special needs are catered for within the program.

**Please Note:** Parents receive copies of these reports as soon as they become available.

Sources: <http://www.decd.sa.gov.au/assessment/pages/Guidelines/guidelines/>

Reviewed May 2016 Next Review: May 2017



## INTERACTIONS WITH CHILDREN: *plus* BEHAVIOUR MANAGEMENT POLICIES

**Relationships** of trust are strengthened when interactions with children are warm and responsive. All staff are guided by a variety learning frameworks to ensure interactions are safe – physically and psychologically, equitable, engaging, purposeful and meaningful for the child. Learning Frameworks include the Early Years Learning Framework-**Belonging, Being and Becoming** and **Reflect, Respect Relate**.

Everyone has the right to **feel safe**, all of the time and we actively teach this to children through our protective behaviour programme. To successfully implement this policy it is important that parents, staff and children work together in an honest and cooperative manner and promote open communication at all times.

Behaviour management protects children and teaches responsibility for actions as they get older. The aim is to make children responsible for their own behaviour. If children are to learn self-control, they need to practice making choices and having to cope with the consequences of these choices.

**Aboriginal staff are the extended families, we are the “Aunties” or Nanna to these children and as such we have a different role and need to adhere to Aboriginal child rearing practices. This means the expectation that the child will do as they are asked with love and support, no judgement or criticism and respect for Elders. Non-Aboriginal staff are supported through positive role modelling and the acquisition of cultural competency.**

We can help by:

- Acknowledging that children may feel angry, frustrated and upset at times and need help to express feelings appropriately.
- Respecting children as individuals who come to kindergarten from a variety of social backgrounds.
- Providing children with time, opportunity and space to learn with other children, how to play, share, take turns and care for others as well as their environment.
- Providing the opportunity for children to take risks and experience success.
- Ensuring children’s learning environments are safe, caring & positive, where their skills & abilities are valued.
- Staff and parents sharing responsibility, being consistent at all times, creating a safe, secure, environment for children, and model appropriate behaviours.

*Examples of acceptable and unacceptable behaviour at our kindergarten:*

ACCEPTABLE	UNACCEPTABLE
Respecting and caring for others	Physical hurting others – hitting, biting, pinching, kicking
Sharing, taking turns, participating in activities	Snatching, pushing, throwing things
Being cooperative / helping	Not sharing / avoiding responsibilities i.e packing away
Polite / Manners	Swearing, spitting
Walking inside / under verandah	Running inside / under verandah
Climbing on climbing equipment	Climbing on kindergarten fences / gates
Respecting other peoples property	Taking other people’s property
Using appropriate social language	Bullying /verbal abuse
Listening / contributing at group time	Disturbing others at group time

**At no time will staff use physical punishment, put downs or intimidation to discipline children. Nor do we designate ‘naughty’ chairs/naughty rooms’**

### STRATEGIES/CONSEQUENCES

When children demonstrate inappropriate, uncooperative behaviours, staff will intervene using the following steps:

Remind the child(ren) about safety within the kindergarten with the children. *Staff will ensure strategies/consequences are consistent to all children.*

All children are to be involved in setting “rules”, “limits” and expectations. My way to A is used by the children and supported by the staff and supports children to make positive choices.

Staff member will work alongside children to model appropriate behaviour and discuss consequences of unsafe behaviour. If unsafe or inappropriate behaviour reoccurs redirect the child to another area or provide the child with “quiet time or thinking time” - the child is directed to a safe space to reflect on unsafe behaviour, with a staff member involved throughout this process.

If unsafe behaviour is persistently repeated we will develop a Behaviour Management Plan for that particular behaviour and in consultation with parents. At times it may be deemed necessary for staff and / or families to seek assistance of specialist staff. **Please Note: ONLY in situations when a child becomes physical in an unsafe manner to themselves or another person a staff member will hold the child’s arms across the child’s chest, whilst in the teacher’s lap. Parent’s will be informed if this happens.**

At all times, when children demonstrate appropriate and positive behaviour, children will be praised and encouraged.

Sourced: The Early Years Learning Framework; Reflect, Respect Relate tool; The DECD website: [www.decd.sa.gov.au](http://www.decd.sa.gov.au) and the ACECQA web page: [www.cecqa.gov.au](http://www.cecqa.gov.au) .

## **BUS POLICY**

**It is important to have an Aboriginal staff member on board if possible for parent reassurance**

### **THE BUS CAN:**

- Only be utilised for Kindergarten purposes eg excursions or other Department business
- Only be driven by a DECD employee or outsourced to a private driver
- It is essential that a staff member be present on the vehicle at all times when transporting children
- The bus is provided for Aboriginal children to be transported to and from Kindergarten
- In the event of exceptional circumstances and there are available seats on the bus then non-Aboriginal children are able to be transported in the bus
- Be maintained as per the dealer instructions in the owners manual and to be serviced by the recommended licensed dealer
- Be contactable via the mobile phone which is to be carried by the operator at all times and the DECD phone policy be strictly adhered to by employees
- Be housed over night and during vacation periods on the grounds of the Kindergarten with the front gate secured

### **BUS TIMETABLE :**

- The bus will depart kindergarten at 8am Mon to Friday to start pickup
- The bus will depart Kindergarten at 2:50pm Mon to Thurs to drop off
- Friday the bus will depart Kindergarten at 11:30am to drop off Kindy children and Occasional Care/Pre-Entry children

### **PARENTS:**

- Need to follow the guidelines for their child to access the bus program
- Need to have their child ready at 8am for pickup and be home at 2:50pm to collect their child
- Need to ring if they are running late and an alternative drop off needs to be specified
- Need to be polite and courteous to staff and children on the bus
- Need to keep domestic disputes private
- If travelling on the bus need to sit at the back of the bus and observe the rules

### **STAFF NEED TO:**

- Arrive on time before or at 8am
- Be dressed appropriately with the visibility vest
- Document the numbers of children on the bus for the reporting purposes to the DECD and is required to be archived for future reference
- Check the list for messages and record any new messages
- Ensure all children are on the bus first and off the bus last and check the bus is empty
- Be polite and courteous to parents and community members
- Be calm and respectful to the children
- Assist children with their seatbelts
- Remain seated whilst the bus is moving
- Keep the door way clear
- Be aware of the risk assessment and how to action the plan

### **BUS DRIVER NEEDS TO;**

- Dress appropriately with flat shoes and visibility vest
- Refrain from inappropriate language
- Refrain from playing the radio and CD player unless it is educational
- Refrain from talking to others whilst driving unless necessary
- Have a medical examination every 12 months
- Refrain from using their mobile phone
- Be aware of the risk assessment and how to action the plan

**Please note no adult is allowed on the bus under the influence of drugs or alcohol**

**BE AWARE OF CONFIDENTIALITY AND PROFESSIONALISM**

*Reviewed May 2016 Next Review: May 2017*





# Christie Downs Kindergarten Cultural Care Plans / Reconciliation Action Plan

Goals	Strategies	
Involve parents, extended family and Elders to develop positive relationships	Acknowledge Aboriginal child rearing practices Transition visits Parent morning tea/BBQ Parent acquaintance night Letters of introduction Surveys on cultural/language group Shared identity webs—teachers and children Photo wall Newsletters Invitation to support class program DECD support services available	
Promote health and well-being	Aboriginal employees/HPIs/Speakers Breakfast program Lunch/Recess—teacher to monitor Nutrition programs e.g. vegetable garden Active /Fun activities Recognize spiritual connection to land* Visit from therapy dog program	4 year old health checks C&Y H cultural advisor Immunisations Dental health checks Wellbeing coach to support DV and substance abuse issues NDIS program
Positive transition program	Individual /specific behaviour management strategies with advise from preschool Access to the child wellbeing coach Deadly start to school implemented Resources e.g. hats uniforms backpacks etc Access to the schools ACEO and AET Flexible, inclusive and intense transition Parent meetings and information sharing Kurna girl persona doll home visits and sharing of cultural knowledge	
Inclusive physical environment	Aboriginal language map, flag and posters Kurna Language signs and resources e.g. Counting in Kurna, Body Parts in Kurna and Colours in Kurna Online Aboriginal resources e.g. Kurna for kids, NITV programs Aboriginal Cultural resources e.g. puzzles, books, CDs Reggio Emilio play based approach with an abundance of natural resources, including cane and wooden furniture, shells and plants Murals and mosaic depicting dreaming stories or contemporary issues are installed with support of local artists Wodli, digging patch and fire pit for children to access Chickens in the yard or classroom pets to support emotional wellbeing	
Culture and language is acknowledged and included in the program	All staff to have cultural competency training Kurna language used in classroom Elders and traditional owners included for wisdom and knowledge Opportunities for child to connect with country* NAIDOC and Reconciliation Week are celebrated and child participates in all cultural celebrations/events Acknowledge and incorporate traditional and contemporary weaving, songs, dance, face/body painting, smoking ceremonies and traditional healings including child participation Strive for five and signing program to encourage conversations Learning stories that acknowledge child's role in community	

Please bring your child into the kindergarten. If another adult other than the person who drops off your child at kindergarten is to collect that child then **staff are to be informed personally** or either via a phone call or signed letter by parent giving consent to do so. For instance if your child will be attending Child Care.

**Parents need to follow the bus policy guidelines and ensure they are home at the designated time or an alternate drop off needs to be arranged with staff.**

For children accessing after kindergarten care at Stepping Stones Child Care, staff will deliver kindergarten children to the child care.

During the enrolment process parents are requested to identify emergency contacts if parent or guardian cannot be contacted in an emergency. The enrolment process will also request names of contacts who are authorized to collect your child(ren) as well as permission to provide overnight care.

If there are any current court-sanctioned residency, parental responsibility or contact orders relating to your child(ren) please provide a copy to kindergarten staff. Such copies are for **confidential** use by staff only and will be used to support you and your family in the delivery and collection of your child(ren).

Source: <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Delivery & Collection of children

Reviewed: May 2016 Next Review: May 2017

## CHILD SAFE ENVIRONMENT-CHILD PROTECTION POLICY

**CHILD PROTECTION CURRICULUM:** Staff are trained in providing a child protection curriculum, in line with the South Australian Government's 'Keeping them Safe' child protection reform program, which includes a curriculum package and acknowledges the importance of teachers, support staff and educational leaders in the protection of children from abuse and neglect.

In line with state legislation all staff working in child care, kindergartens and schools, including student teachers in schools and preschools are required to undergo Screening Checks (Police Clearance Checks). **Regular volunteers** and **Governing Council** members are also required to undergo Screening - the payment of these Screening's by the kindergarten will be considered on an individual basis and circumstances.

Site Leaders (Principals and Preschool Directors) have the right to require a parent / adult from the age of 16 to undergo screening at their discretion.

**Student Teachers and Work Experience students** still attending school will be required to provide a 'Letter of Recommendation' from their Principal. The kindergarten reserves the right to request from students a signed affidavit from a Justice of the Peace. Students are also required to undergo a Screening Check prior to beginning their placement.

Site Leaders retain the right to discontinue a volunteer / student teacher at any time if concerns exist about their suitability to be working with children. For more information refer to **Screening and Criminal History Checks Policy Guidelines**: <http://www.decd.sa.gov.au/hrstaff/default.asp?navgrp=default&id=criminalhistory>

**All staff in kindergartens are Mandated Reporters. This means that all kindergarten staff are legally obliged to report any form of suspected child abuse - physical, psychological and or verbal – to Families SA Services.**

It is a departmental requirement for staff, Governing Council members and regular volunteers to update and/or undergo a **Reporting Abuse and Neglect (RAN)** course on a regular basis to ensure all staff are abreast of latest legislation; as well as to ensure optimum levels are maintained in providing a child safe environment at kindergarten. **NOMINATED SITE LEADER & CONTACT PERSON** for **CHILD PROTECTION** matters: **Margie Goodwin**, Preschool Director

**Information Sharing:** There will be occasions where sharing information with others outside of **Department of Education and Child Development (DECD)** will be important to your child's educational progress, safety or well-being. Parental/Guardian consent is sought during the enrolment process prior to any information sharing occurring.

**CONFIDENTIALITY:** Parent Information – addresses, phone numbers, medical information & other enrolment data – is **only** given upon verbal or written consent from the party concerned. Kindergarten staff respects confidentiality of all matters pertaining to the child and family. All child reports/folders are also treated in a confidential manner.

Sources: <http://www.decd.sa.gov.au/docs/documents/1/ProtectivePracticesforSta.pdf>  
<http://www.decd.sa.gov.au/docs/documents/1/InformationSharingGuideli.pdf>  
<http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Child Safe Environment



## HEALTH & SAFETY

### EMERGENCY EVACUATION / INVACUATION PLAN FOR CHRISTIE DOWNS KINDERGARTEN

SIGNAL for EMERGENCY:      EVACUATION:      SHARP BLOWS ON WHISTLE.  
INVACUATION:      RING BELLS

If need for invacuation to protect person/children due to inappropriate actions by an adult - LOCK DOORS IF APPROPRIATE & SAFE TO DO SO.

**INSIDE whistle(s)** located on hook, next to double doors. Also another whistle is located on a hook in the kitchen.

**OUTSIDE whistle(s)** under veranda hanging on the hook near the first aid bag.

EVACUATION POINT:      CAR PARK

INVACUATION POINT:      OFFICE

#### STAFF MEMBER WHO IDENTIFIED EMERGENCY:

BLOW SHARP BLOWS ON WHISTLE. ENSURE IT IS HEARD INSIDE AND OUTSIDE

DETERMINE IF INVACUATION OR EVACUATION AND DIRECT CHILDREN TO APPROPRIATE POINT

#### DESIGNATED INSIDE TEACHER:

DIRECT ALL CHILDREN/VISITORS IMMEDIATELY TO INVACUATION OR EVACUATION POINT.

COLLECT ROLL BOOK

FINAL CHECK TO ENSURE BUILDING / GROUNDS HAS BEEN EVACUATED

STAFF MEMBER TO PROCEED TO DESIGNATED POINT AND CALL ROLL.

INFORM DECD DISTRICT OFFICE – 8391 4705

#### DESIGNATED OUTSIDE TEACHER:

**EVACUATION ONLY:** CALL CHILDREN OUTSIDE TO MEET AT THE CUBBY HOUSE. ENSURE SHOES ARE ON ALL CHILDREN PRIOR TO WALKING OUT THE GATE TO THE CAR PARK.

SUPERVISE CHILDREN AND ATTEND TO ANY INJURIES.

#### EARLY CHILDHOOD WORKER (ECW) OR DESIGNATED INSIDE TEACHER IF NO ECW

COLLECT FIRST AID KIT, FRIDGE MEDICATION & ASTHMA KIT

INSPECT ALL ROOMS FOR CHILDREN/ADULTS - DIRECT CHILDREN TO DESIGNATED POINT

PROCEED TO EVACUATION / INVACUATION POINT

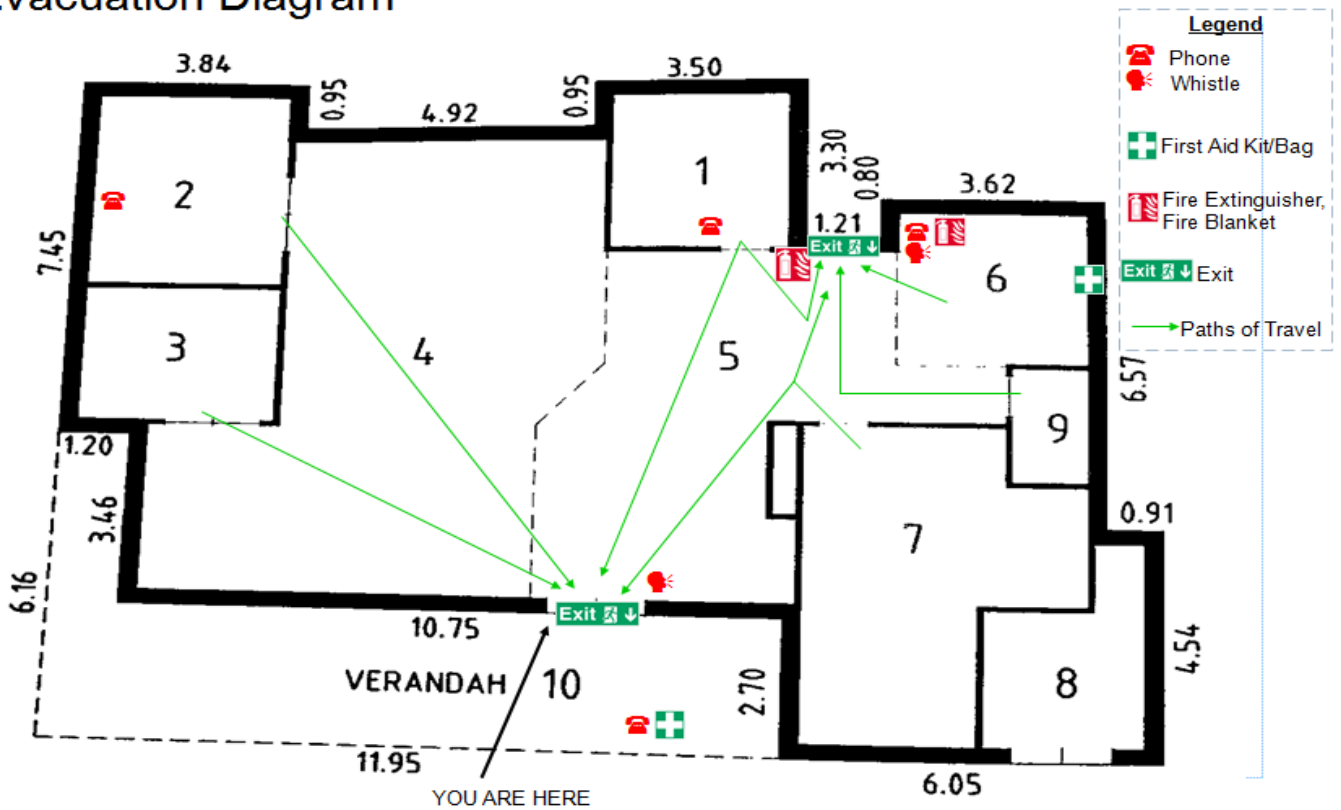
SUPERVISE CHILDREN AND ATTEND TO ANY INJURIES

Source(s): <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Emergency & Evacuation, inclusive of Bushfire Procedure

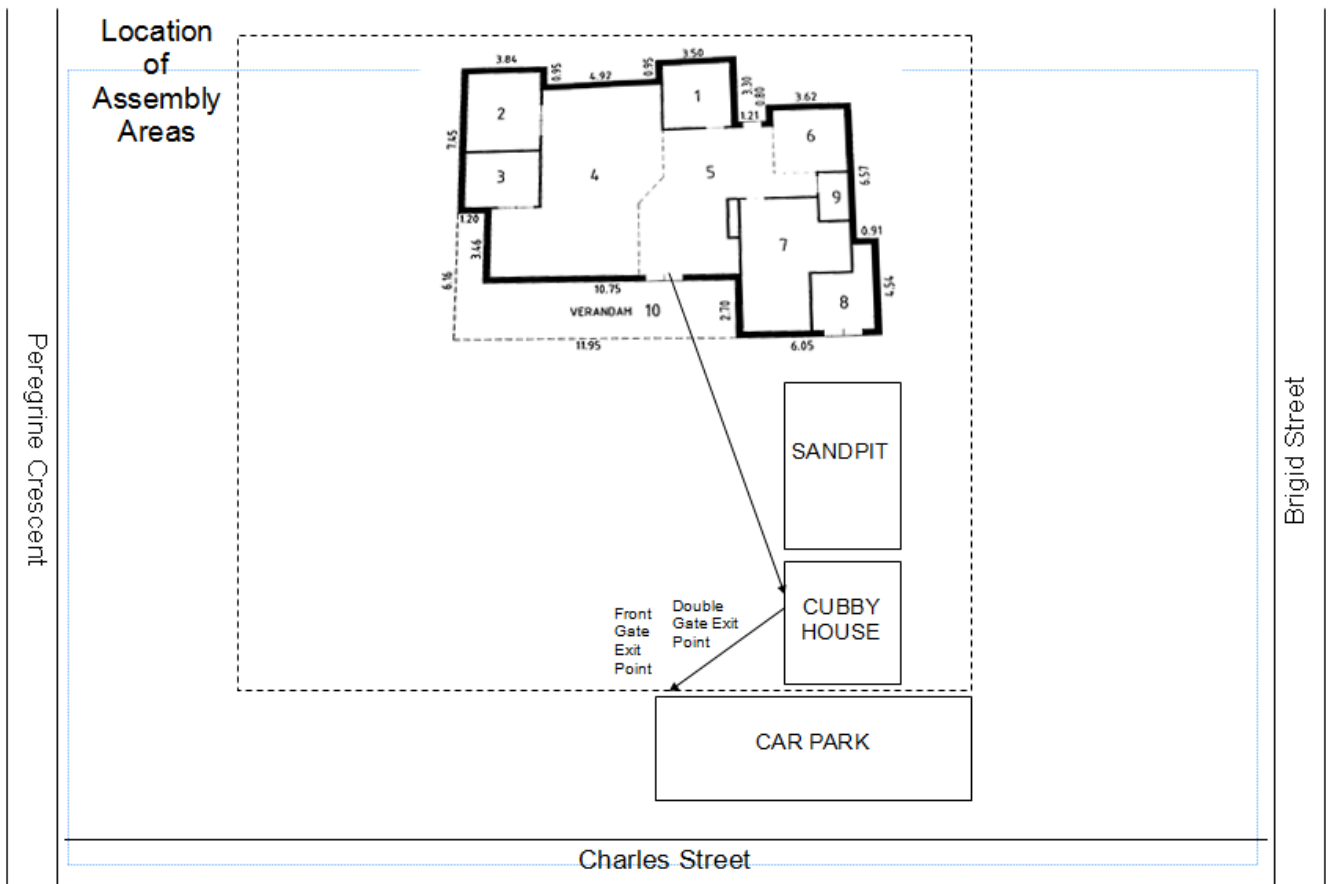
Reviewed May 2016 Next Review: May 2017



# Evacuation Diagram



Validated 11/12/2015



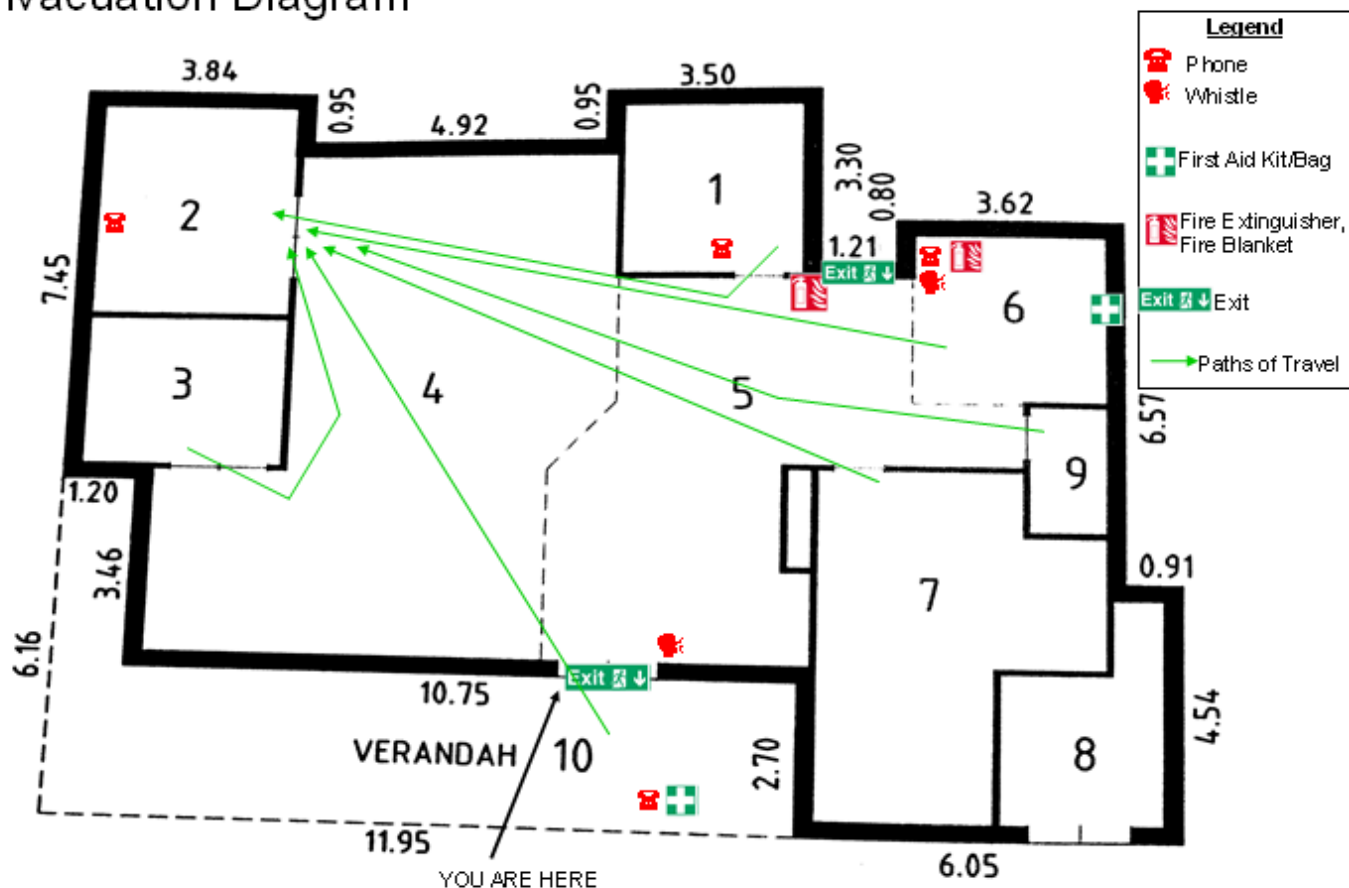
Source: <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Emergency & Evacuation policy

Reviewed: Dec 2015 Next Review: Dec 2017

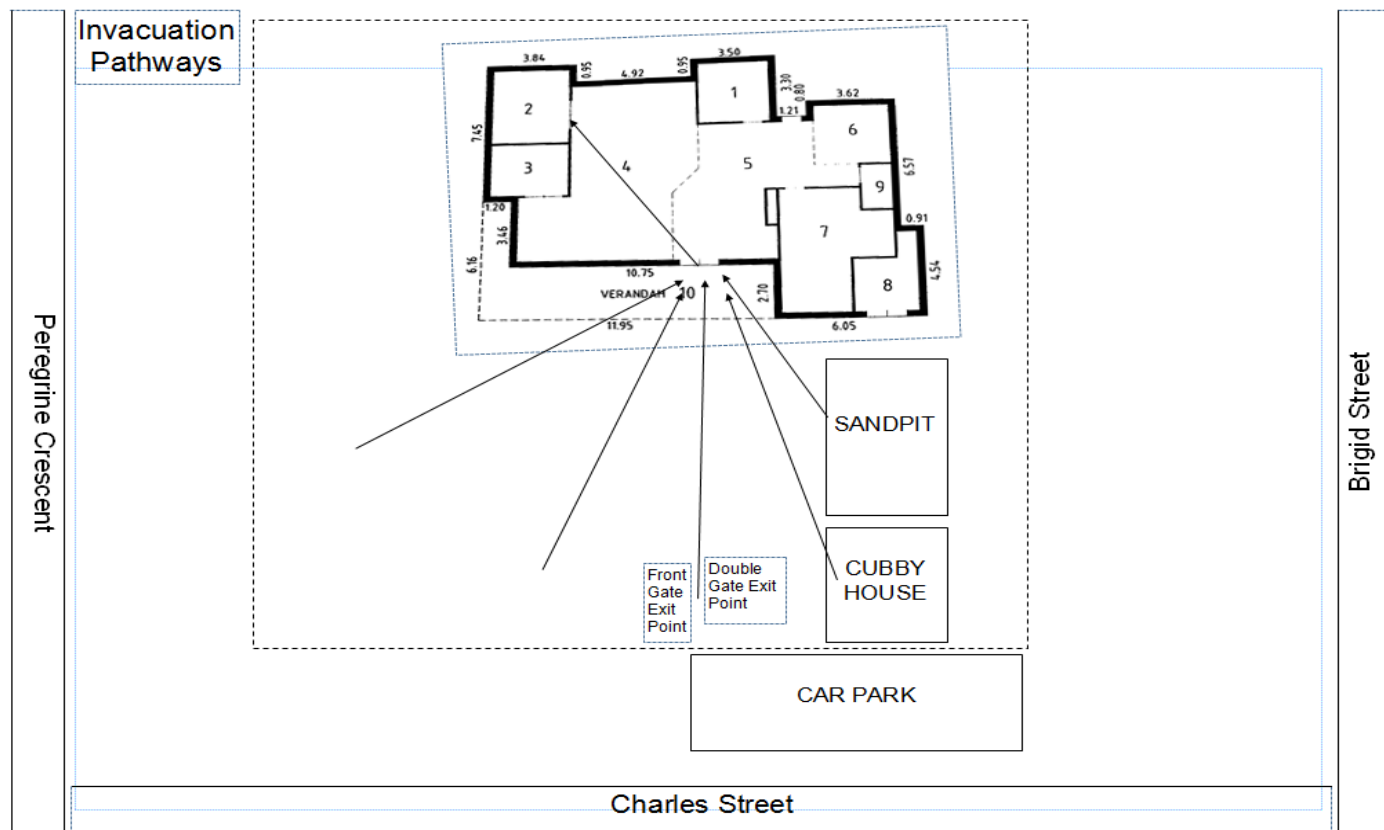




# Invacuation Diagram



Validated 11/12/2015



Source: <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Emergency & Evacuation policy

Reviewed: Dec 2015 Next Review: Dec 2017



**ENROLMENT:**

**Our site has an open door policy it is the children's place and space and parents can meet with staff at any time and complete enrolments and start their child is there is a vacancy.**

**Transient families and those experiencing trauma are welcome to join the kindy program immediately.**

All children starting preschool will start in the first week of term one. Every child will have four terms of preschool and then four terms of reception when they start school.

If your child turns four:

- before May 1 they will start kindergarten on the first day of term one in that year
- on or after May 1, they will start kindergarten on the first day of term one the following year.

All eligible children will have access of up to 15 hours per week of preschool, for 40 weeks of the year before they attend school. Each preschool program will be delivered by an early childhood teacher with four years of university training. Funding to provide 15 hours of preschool is a Federal Government initiative, in partnership with the South Australian State Government, and operates in all states and territories within Australia. This initiative is known as **Universal Access**.

In conjunction with the Universal Access initiative is the national **Early Years Learning Framework (EYLF)**. **The Early Years Learning Framework – Belonging, Being Becoming** has been developed to ensure delivery of a nationally consistent and quality program for all children accessing early childhood education. For more detail on the National curriculum please refer to the **Attachments** section of this policy booklet. Our program is regularly displayed and promoted via notice boards and/or newsletters. **Parents are encouraged & welcome to participate in the program.**

Children with additional needs\* may be able to start preschool two terms before they would normally start. This is decided on a case by case basis. If your child is eligible, they may be able to go to one session (3 hrs: 15 min) a week in the first term and up to two sessions (6 hours: 30 min) a week from the beginning of their second term of early entry.

Talk to your Preschool Director to find out what is available for your child.

**Aboriginal Children** and children under the **Guardianship of the Minister for Education and Child Development** can go to preschool from the time they are three.

*\*(Additional needs include disability, developmental delay, gifted development or children who are at risk because of culturally and linguistically diverse backgrounds or family circumstance)*

**IMPORTANCE of REGULAR ATTENDANCE**

Attending kindergarten regularly will develop your child(ren's) skills and attitudes that will help them be successful in later life.

Attendance affects our staffing allocation – the higher the number of children attending each session, the more likelihood our staffing allocation will increase. Attendance is marked on a roll daily. **Please can parents phone the kindergarten to advise of a child's absence.** Absences of over 1 week are followed up with a phone call. Periods of ongoing unexplained absences are followed up by the Director organizing a meeting with families to plan strategies to work toward regular attendance.

**ENROLMENT FORMS**

An enrolment form must be completed prior to children attending kindergarten. Accuracy is important so parents may be requested to review enrolment forms, from time to time, to ensure information is up to date.

Enrolment forms are available directly from the kindergarten; they can be posted if parents so wish. It is strongly encouraged during the enrolment process that both parents, if applicable, sign the enrolment form. The Director is required to also co-sign the enrolment form. We are also required to sight proof of birth date for child.

The current enrolment form can also be used for enrolling in both the Kindergarten program and Pre-entry program at Christie Downs Kindergarten.

**ORIENTATION: When your child starts.....**

We are here to support and extend your family's early years experiences. Positive relationships between parents, children and staff are important to us and help unite us as a community.

**PARENT PARTICIPATION**

Please feel welcome to stay, or drop in, at the kindergarten any time during the session.



For *Duty of Care* reasons Christie Downs Kindergarten has formulated an Excursion policy. Prior to all excursions a Risk Benefit Assessment & checklist is completed by the staff team to ensure maximum safety in the care of your child(ren). Copies of Risk Benefit Assessment Plans are available from staff upon request. Consents for local walks will be obtained prior to such events.

Our site is committed to our parents and children being front and centre in our community and our children have a sense of belonging in place and space.

The kindergarten families are encouraged to participate in celebrations such as NAIDOC Week, Reconciliation Week, Sorry Day and the local Christmas pageant. Our program is inclusive of sites and dreaming stories of cultural significance as this acknowledges and reinforces the cultural beliefs, practices and celebrations of the Kurna people of the Adelaide plains.

**Kindergarten siblings** are exempt from participating in an excursion. Younger kindergarten siblings will have the opportunity to participate once they start full time kindergarten.

Parents will be invited to help, however we are unfortunately unable to include younger siblings. Please remember, if you are a parent volunteer, you will be asked to help and “supervise” a small number of children. An alternate emergency number for volunteer parents will be sought prior to the excursion.

## LOCAL EXCURSIONS

Ratio of adult: child will be a maximum of: 1:10

Staff will accompany children on walks around Christie Downs

Parental support will be sought & encouraged.

One staff member will take a first aid kit and asthma pack.

**Crossing roads** – one staff member will ascertain road is clear and stand in middle of the road and the children cross. Appropriate crossing points will be used i.e pedestrian walk signs

**Inclement weather**- according to the excursion planned, staff will be responsible for cancelling the excursion if the weather is too hot or wet.

All staff and children will wear hats, in line with our *Sun Safety at Kindergarten* policy.

A roll call will be taken by a staff member before leaving kindergarten and a head count conducted on a regular basis whilst on excursion and before returning from excursion.

## BUS EXCURSIONS

The ratio of adults (including staff and parents) will be a maximum 1:5

Parents will be required to provide separate written consent to participate in any excursion requiring transport.

One staff member will take a first aid kit, asthma pack, tissues and drinking water.

All children will be reminded to remain seated whilst the bus is traveling (adults to enforce this)

Toileting – children will have time to visit the toilet before leaving kindergarten and throughout the day.

A roll call will be taken by a staff member before leaving kindergarten and a head count conducted on a regular basis whilst on excursion and before returning from excursion. A head count will take place once all have boarded the bus.

A mobile phone will be carried at all times, with phone number disseminated to families prior to departure.

When identified by staff as required, a back up vehicle will follow the bus.

Staff will ensure that any child requiring specialist / behavioural care is appropriately supported.

Any child who is attending preschool on a 1:1 adult/child support will only travel on excursions with their support teacher or parent/carer or other parent/staff negotiated arrangements.

Parents will be responsible for supplying food and drink for their child.

All adults, staff and children will wear hats, in line with our *Sun Safety at Kindergarten* policy.

**Inclement weather** – according to the excursion planned, staff will be responsible for cancelling the excursion if the weather is too hot or wet.

**Refunds** for non-attendance cannot be made once a bus has been booked as the kindergarten is liable for costs incurred. *In special circumstances the amount can be cross debited against any term fees owing.*

If you have any comments to make re this policy, please feel free to speak to the staff team, so queries and problems can be dealt with immediately.

Source(s):

DECD Excursions and Camps Guidelines;

<http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/Excursions>

Reviewed: May 2016 Next Review: May 2017



## SERVICE MANAGEMENT

### PAYMENT OF FEES/AMENITIES & FUNDRAISING & BUDGET STRUCTURE

Christie Downs Kindergarten is a State Government 'locally managed' and Constituted Centre operated by elected Governing Council, comprising of families attending the preschool. The Governing Council reviews the fee/amenity structure on an annual basis. Currently the Governing Council has adopted the following fee structure.

#### Preschool (Kindergarten) Fees/Amenities per term

Total **\$35.00**

This is for a child attending 15 hours per week/30 hours a fortnight.

#### Pre-Entry (to kindergarten)

Total **\$10.00** Our

Pre-Entry program has been introduced to provide transition for children about to commence full time kindergarten in their eligible year. The program has been designed for children to receive **3 hours** – 1 session- a week. The pro-gram would start annually from Term 3. The program is wholly funded from our kindergarten funds. Attendance to Pre-entry is voluntary with priority given to children enrolled to attend full time kindergarten at Christie Downs Kindergarten. Please refer to page 17 for more information regarding our **Priority of Access**.

Please feel free to discuss **confidentially** any **financial concerns** with the Director (Margie Goodwin)

Parent(s) receive their invoices at the beginning of each term – usually in the second week- you can pay weekly, monthly and/or instalments. As the position of Treasurer on the Governing Council is voluntary payments on a termly basis is preferred but not essential.

Fees cover your child's place at the kindergarten therefore refunds are unable to be made for non-attendance.

We accept cash (banked regularly), cheque and Electronic Funds Transfer (**EFT**). Our EFT details are as follows:

Our Bank is **BANK SA**

**BSB: 105-119**

**ACCOUNT NUMBER: 435161340**

Please **reference** EFT's with **your child's name**. Please also return the slip attached to your invoice with details of the receipt number and reference, to ensure your payment is cross matched with our records. EFT receipts are written as soon as practicable at the end of each month.

#### BACKGROUND INFORMATION ON FUNDING

As a government preschool, the Department for Education and Child Development (DECD) pay:

- Salaries
- Some maintenance costs
- Some special project grants

Fees/amenities obtained from families attending Christie Downs Kindergarten all contribute to payment of:

- |  |                                    |
|--|------------------------------------|
| ▶ <b>Water and Electricity</b>   | ▶ <b>Consumables</b>               |
| ▶ <b>Security</b>  | ▶ <b>Furniture, indoor and out</b> |
| ▶ <b>Telephone</b>   | ▶ <b>Books, toys, puzzles</b>      |
| ▶ <b>Employment of staff</b> (finance officer, cleaner, lunch care worker, preschool support worker) |                                    |

This is not a total list of costs. At times situations arise that incur an unexpected expense. **Subsidy is available** for families of **triplets or quadruplets**. Please see the Director – Margie Goodwin – for further information.

If you have any queries about the fee structures please do not hesitate to speak with staff or members of the Governing Council. Fees can be paid by instalments. Also, fees can be paid via Electronic Funds Transfer (**EFT**). **Thank you for your continued support.**

#### FUNDRAISERS & SOCIAL EVENTS

Fund raising and social events decisions are determined via your Christie Downs Kindergarten Governing Council. Monies raised have meant that we have been able to keep our fees low.

All fundraising and social events will be promoted via our newsletters, displays around the kindergarten and time permitting via e-mail and posters around the Christie Downs community.

Source: <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Payment of Fees

Reviewed: May 2016 Next Review: May 2017



## CHRISTIE DOWNS KINDERGARTEN GOVERNING COUNCIL

**Christie Downs Kindergarten** is a government funded/operated kindergarten. We are part of the Department of Education and Child Development (DECD) and as such adhere to government policy regarding pre-school operations and functions.

Aboriginal people need to be encouraged to become involved on the governing council and an Elder or traditional owner acknowledged and included.

Parents serving on the Governing Council ensure the kindergarten continues to operate in a safe and efficient manner. Members are elected annually at the Annual General Meeting.

Meetings are held (usually) monthly, usually at night.

The Governing Council, in partnership with kindergarten staff, is responsible for:

- The financial management of the kindergarten - this involves budgeting, maintenance and upgrade of equipment, fundraising.
- Informing the parent body of all related issues, to enable discussion and endorsement.
- Assisting with the implementation of the program within the kindergarten.
- Maintaining accurate records.

For further detail regarding the roles and responsibilities of the Governing Council please refer to our Governing Council Constitution, which is available for download from our webpage: [www.christiekgn.sa.edu.au](http://www.christiekgn.sa.edu.au)

## ALL PARENTS ARE ELIGIBLE TO BECOME MEMBERS OF THEIR KINDERGARTEN GOVERNING COUNCIL AND MAY JOIN AT ANYTIME THROUGHOUT THE YEAR.

**CONFIDENTIALITY:** Parent Information – addresses, phone numbers, medical information and other enrolment data – is **only** given upon verbal or written consent from the party concerned. Kindergarten staff respects confidentiality of all matters pertaining to the child and family.

All enrolment forms and information pertaining to your family/child(ren) is kept securely. Once your child has left the service this information is archived, securely, according to government protocols and regulations.

### Acceptance and Refusal of Authorisations (Consents/Permissions)

To ensure a physical, emotional and psychological safe environment, and to support our 'duty of care' responsibility we seek parental / guardian consent. In some circumstances further consent from your child's doctor and/or other relevant Government agency i.e *Families SA* may also be sought. Instances include:

- Administration of medication to your child(ren) whilst at kindergarten/occasional care.
- Administering medical treatment, inclusive of transportation in an ambulance. *Please refer to page 9 for exception regarding ambulance.*
- Taking of photographs / videos of your child(ren) whilst participating in kindergarten/pre-entry or associated events.
- Collection of children. Initial consent sought at point of enrolment and identified on enrolment form.
- Excursion. A separate consent is provided prior to excursions, outlining route(s), dates/times, transportation and purpose. For detail information please refer to **Excursions – page 14**.

Incompletion of consents could lead to refusal to enact the authorisation.

Source: <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> Acceptance & Refusal of Authorisations

Reviewed: May 2016 Next Review: May 2017





## **Site Governance**

Site Governance is the partnership between Christie Downs Kindergarten's local community as represented on its Governing Council, and the site leader (Director) working together to develop the future directions for the site. Jointly they monitor and report progress to continually enhance the performance of Christie Downs Kindergarten and the achievement of its children. In order to assist Governing Council members and potential members, DECD has developed guidelines that provide advice on the structure, membership, roles and functions of Councils and their committees, meeting procedures, constitutions and support available. This can be found at:

<http://www.decd.sa.gov.au/docs/documents/1/SiteGovernanceGuidelines.doc>

Site Governance occurs at the planning, monitoring and reporting levels, and is achieved through a partnership between the governing council and the site staff. All Governing councils operate with a signed Constitution and behave in line with the Code of practice.

### **What is Site Governance?**

Governance refers to the systems and processes by which strategic directions, policy and the future vision of a school/preschool are decided, monitored, reviewed and reported against to continually enhance the performance of a school/preschool and the achievement of its students. Site Governance is founded on a Legal Framework including the Education Act 1972, the Children's Services Act and the Administrative Instructions and Guidelines. Site Governance in schools and preschools is the joint responsibility of the governing council and the principal/preschool director. Governance also involves accountability to both the local community and the Minister. In addition, schools and preschools as individual parts of a public education system are bound by system policies and procedures. The principal is held accountable for these.

The decisions of a governing council must:

- represent the views of the local community about the priorities and educational needs of the students/children in those communities;
- support the principal/preschool director to carry out their accountability to the Chief Executive.

### **Staff Communication Processes with Governing Council Committee**

The Governing Council Committee (and each individual member) formally communicates with the staff of the Christie Downs Kindergarten through the Director. However, the Director may delegate another staff member to deal with or assist the Governing Council Committee, its Sub-Committee or individual members, either generally or on particular matters. Notwithstanding such delegation, the Director remains responsible for the actions and performance of all staff members.

Mutual respect should exist at all times between Governing Council Committee members and staff, and recognition be given of the complementary roles of each. The Governing Council Committee should seek and respect the advice of staff members, but must at all times make its own considered decisions upon the issue. Any Governing Council Committee or individual member's complaint regarding any Christie Downs Kindergarten staff member must be facilitated through the Director.



## ***Roles and Responsibilities of Governing Council Members***

### **CHAIRPERSON ROLE**

The Chairperson sees that the Committee/Community Circle works well: This includes:

- Start and finish meetings on time
  - Understanding the aims and philosophy of the service
  - Knowing how meetings are run
  - Keeping the meetings going
  - Giving everyone a chance to join in discussions
  - Making sure the workload is shared fairly between the Committee Members and the Director
- The Chairperson also needs to meet with the Director and understand the current activities at the Centre and get to know the Committee Members and Staff. If members have not attended two consecutive meetings the Chairperson contacts them to remind them of their responsibilities. The Chairperson shares the responsibility for the wellbeing of the Centre.

### **SECRETARY ROLE**

The secretary is the organiser of the Committee/Community Circle They do the following:

- Take the minutes (or organise a minute taker)
- Keep the records and report any correspondence
- Work with Director and the Chairperson to set the agenda and let members know the next meeting times and dates.

### **MINUTES**

Should include:

- The name of the service
- The time and date of meeting and those present
- Who sent apologies
- What was discussed
- What decisions were made
- The exact wording of formal motions and whether they were carried or not
- What follow up action was agreed to
- Who was responsible for the action
- When the action was to be taken
- The date, place and time of the next meeting

### **TREASURER ROLE**

The treasurer is responsible for the financial side of things.

Our centre has a finance officer who is paid to organise accounts such as invoices assist with a budget and prepare documents for the DECD auditor every year.

However the Treasurer takes special interest in the financial side of things and helps other member to understand the financial situation.

For further information on roles and responsibilities refer to DECD Records Management Reference Guide: Roles and Responsibilities

**Endorsed by Staff and Governing Council**

*Reviewed: May 2016 Next Review: May 2016*



*To follow best practice we all need to be aware of and practice universal precautions and teach this to the children so it becomes an everyday routine for them and their families.*

Staff members are currently trained in one or more of the following health areas.

- First Aid
- HIV/Aids/Hepatitis
- Universal precautions – safety for all
- Asthma First Aid
- Anaphylactic Shock – Bee/Wasp/Allergy – administering EPIPEN

**ADMINISTRATION OF FIRST AID, inclusive of INJURY, INCIDENT, TRAUMA & ILLNESS**

The person administering first aid will follow first aid procedures by:

1. Using disposable gloves
2. Cleaning wound with water
3. Covering cut with band aid, if appropriate.
4. Placing contaminated wipes and disposable gloves in a plastic bag, seal and dispose of
5. Wash hands thoroughly with soap and water after treatment.
6. Notifying parents immediately if the injury is serious. General cuts and scratches, parents / carers will be informed when collecting child. Bus/OHSC families will receive a written note explaining the details.
7. **Record all accidents in Accident Report folder. Serious accidents need to be recorded according to DECD policies and procedures within 12 hours. For instance reporting via Injury Reporting Management System (IRMS) via DECD Portal and ACECQA State Office regulators.**

**BLOOD SPILLS & BODY FLUIDS- INCLUDES CHANGING OF CLOTHES / NAPPY CHANGE PROCEDURES**

If an accident occurs and there is a blood spill or body fluid the following procedure will be followed.

1. Use disposable gloves
2. Ask child if they need your help. Assist child with general cleaning and dry clothes. All soiled clothing to be placed in plastic bag and sealed
3. Clean surface with paper towels, firstly with detergent and water, then disinfect with appropriate disinfectant.
4. Place contaminated material, including gloves in a plastic bag, seal and dispose of in a safe manner.
5. Staff to wash hands thoroughly with liquid soap and water.
6. Staff to complete **'Changing Children's Clothing'** sheet located in the cupboard and have it counter signed by another staff member. Staff, where possible, will discuss with the parent/caregiver and provide feedback on the incident.

**NEEDLES AND SYRINGES**

Unfortunately these can be found in parks, beaches or any general areas used by the children and their families.

1. STOP
2. STEP BACK 5 paces
3. Tell an adult
4. ADULTS to use disposable gloves
5. Use 'sharps' container or hard screw top cordial bottle / soft drink bottle, and tongs
6. \*\*\* Do not try to recap needle
7. Place 'sharps' container close to syringe and needle and slide it in with the tongs.
8. Seal container and dispose of safely – Christie Downs Kindergarten has a 'sharps' disposal container
9. Remove gloves and wash hands thoroughly with soap and water.

**ASTHMA FIRST AID**

1. The Parent(s)/ Carer(s) of any child(ren) attending the centre who have asthma to ANY degree must fill out an asthma first aid form.
2. We have an emergency asthma pack with a ventolin inhaler and disposable spacer, this will only be used in an emergency by staff. Parents will need to cover the cost of replacement of spacer.
3. Parents may leave their child's asthma medication at the centre when they attend if necessary

**LOCATION OF FIRST AID BOX**

In kitchen area, adjacent to fridge on the kitchen bench top and a travel first aid bag is hanging on the veranda post.

**HOT DRINK POLICY**

For safety reasons **hot drinks** may **ONLY** be consumed in "travel mugs" **WITH A LID** during session times, during Playgroup or when children are present in the kindergarten environs. The kindergarten will provide a supply of travel mugs with a lid for staff and parents to use whilst at kindergarten.





## HEALTH & SAFETY

### AMBULANCE

*In a medical emergency / accident scenario an ambulance will be contacted when:*

After staff has applied and followed first aid procedures and has determined further urgent treatment is required i.e child is unconscious and/or has just been administered with an EPIPEN due to experiencing an anaphylactic shock. **In these situations an ambulance will be contacted in the first instance, then immediately after parents will be contacted.**

In all other accident/medical situations parents will be contacted in the first instance **AND** consulted to determine the need for an ambulance.

Although it is rare for a kindergarten to contact an ambulance, it can occur and therefore it is advisable that families consider and/or action appropriate medical insurance to cover the cost of their child being transported by ambulance in an emergency.

### ADMINISTERING MEDICATION TO CHILDREN

Prior to any form of medication (including analgesics ie panadol etc) being administered by staff to children either on a regular or one off basis, a signed consent form outlining dosage, times etc **needs to be completed** by the **parent AND a doctor.**

All medication administered must be recorded and signed by parent(s) and staff.

### MEDICAL/HEALTH CARE PLANS

If your child has a medical conditions please advise kindergarten staff. A **Medical Health Care** plan will need to be in operation and signed by you and your Doctor.

Any child who may require hospitalization due to a known illness or condition must have a **Health Care Plan** completed upon enrolment to ensure everyone's responsibilities are clearly defined. See a staff member if you have any further queries.

### INFECTIOUS DISEASES

In the interests of each child's health and safety infectious diseases within the kindergarten must be controlled. Infectious diseases are illnesses caused by the spread of germs. Exclusion periods from kindergarten may apply. Exclusion periods will be determined by reference to the Government of SA Health publication '**You've Got What- 4th Edition**'

If your child is unwell please support in minimising the spread of infection by keeping your child home. If your child becomes unwell during kindergarten, parent(s) will be contacted and arrangements to collect the child will need to be made.

Source(s): Dept. of Health Communicable Disease Control Branch SA publication 'You've got what – 4th Edition'  
DECD web site: [www.decd.sa.gov.au](http://www.decd.sa.gov.au) & <http://www.decd.sa.gov.au/hrhealthsafety/pages/ohsms/policy/>  
Reviewed May 2016

### Water Safety and Saving at Kindergarten

Water is a fantastic medium for children to experience and have fun whilst at kindergarten. To manage the associated risks with playing with water *direct* staff supervision will occur in tandem whenever water experiences are available. For instance water trough experiences and/or water running in the sand-pit. Daily allocation of water will be available for play in the sandpit in large containers with taps attached.

All containers containing water shall be emptied immediately after use by an adult.

Please also refer to Excursions, page 17, Swimming & Informal Water Activities.

Source(s): DECD Risk Assessment Criteria Matrix [www.decd.sa.gov.au/pmia/pages/main/riskmanagement](http://www.decd.sa.gov.au/pmia/pages/main/riskmanagement), [www.decd.sa.gov.au/docs/documents/1/GroundsSafetyInspection-1.doc](http://www.decd.sa.gov.au/docs/documents/1/GroundsSafetyInspection-1.doc) 'Is yard adequately drained (no water pools on walk-ways, lawn/ hard play area?', [www.decd.sa.gov.au/swimmingandaquatics/pages/SwimmingAndAquatics](http://www.decd.sa.gov.au/swimmingandaquatics/pages/SwimmingAndAquatics) [www.kidsafensw.org/watersafety/index.htm](http://www.kidsafensw.org/watersafety/index.htm), [www.royallifesaving.com.au/www/html/156-fact-sheets.asp](http://www.royallifesaving.com.au/www/html/156-fact-sheets.asp) and [http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/water\\_safety](http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/water_safety)

Reviewed May 2016 Next Review May 2017



Dear parents

Immunisation is a simple, safe and effective way of protecting children and others in the community by reducing the spread of disease. It also helps to protect those who cannot be vaccinated for medical reasons from being exposed to preventable diseases.

Your child's immune system is particularly important as the early years is the time when their immune system is still developing.

With this in mind most DECD early childhood services currently ask parents to show that their child has received the scheduled childhood immunisations during the enrolment process. From 2017 that request is being consistently applied across the state.

This means that families with children enrolled in a DECD preschool, rural care, occasional care, family day care or respite care service are asked to provide immunisation evidence to their service by the end of term 1 2017.

Please show your service a copy of your child's:

- SA Child Health and Development record (known as the "Blue Book") or
- Australian Immunisation Childhood register (ACIR) history statement.

If your child is not up to date with their immunisations and there is an occurrence of a vaccine preventable disease at the service, then your child will be asked to stay away from the service for a period of time, known as an exclusion period.

The exclusion period is determined by SA Health and is designed to protect those who are at risk of getting the disease and those who may be able to pass the disease onto others.

If we do not have evidence of your child's immunisation status and there is an outbreak of vaccine preventable disease, your child will be treated as not up to date with their immunisations and excluded.

While individuals, families and public health are ultimately responsible for the prevention and control of infectious diseases, government early childhood services also have a role to play in preventing the spread of vaccine preventable diseases.

I would like to take this opportunity to thank you for your co-operation and support to protect the children at our service and, more broadly, the South Australian community.

Further information is available on [www.decd.sa.gov.au](http://www.decd.sa.gov.au).

Regards

Preschool Director



At Christie Downs Kindergarten we believe in providing an environment which encourages healthy eating and living. Healthy foods coupled with healthy eating habits promote growth and development which, in turn, helps prevent childhood obesity and other health issues that may arise later in life. The kindergarten staff and parents have met with the nutritionist from the Noarlunga Health Village to discuss healthy eating and support to parents with issues around obesity.

**At Kindergarten it is recommended that they are provided daily with:**

- 2 serves of breads and cereals eg. one sandwich
- 2 serves of vegetables
- 1 serve of fruit
- 1 - 2 serves of dairy
- 1 serve of lean meat or meat substitutes such as legumes.

#### Right Bite:

The Right Bite policy is used throughout schools and Kindergartens in South Australia. Foods have been divided into 3 categories:

- **Green** – foods which are the healthiest choices – **Choose plenty**
- **Amber** – foods which are more processed with some added salt, sugar and/or fat- **Select carefully**
- **Red** – foods which are highly processed, energy dense and nutrient poor – **Occasionally**

Kindergarten Staff will use their discretion and provide at least one (1) weeks' notice prior to nominating a 'Red Food Day'. If Red Foods are provided at kindergarten there shall be no more than 2 a term. *A note will be displayed at the site reminding parents of these days.*

Christie Downs Kindergarten is a **Nut Aware Zone**. Nuts and traces of nuts are widely used in processed foods and labels need to be read carefully to ascertain if the foods are nut free. Peanut butter, Nutella, commercially produced muesli bars and nuts are not to be provided at Kindergarten.

At Kindergarten we:

- Encourage healthy eating and living.
- Provide shared bread, fruit and vegetables from the food bank.
- Provide children's birthdays cakes either home made/shop bought ensuring food allergies are noted
- Provide fruit and sandwiches when the families don't have bread or fruit.
- Role model healthy eating
- Provide families with healthy eating information
- Include healthy eating and living within the curriculum
- Plan healthy cooking experiences for the children
- Ask that parents follow the healthy eating guidelines within this policy
- Ensure all children sit whilst eating
- Provide relaxed lunch and snack times where children are able to interact with their peers
- Provide fresh drinking water
- Inform families if food protocols need to change due to children attending kindergarten with life threatening allergies other than nuts.

**NUT (AWARE)  
FREE ZONE**



**Below are guidelines which we ask that you follow to support our healthy eating policy.**

Please **supply** a water bottle for your child whilst at Kindergarten. **Water** is the recommended and **only** drink for children at Kindergarten. We have filtered water at kindergarten and staff will refill bottles as necessary.

**Please supply your child with enough food for a whole day** at Kindergarten, bearing in mind appropriate serving sizes. As a recommendation it is suggested:

- At least one piece of fruit for your child at snack times. Generally morning snack
- A healthy sandwich, roll or wrap for your child's lunch
- One **or** two healthy snacks for your child's lunch including vegetables, yogurt, **homemade** muesli bars (**nut free**), cheese and crackers, small/ medium fruit muffin.
- Ice packs in children's lunchboxes

Please **avoid processed snacks**. *Popcorn* can be a healthy alternative if it is air popped and only a *small serve* is provided. Snacks **high in fat, sugar and salt may be provided ONLY on our nominated 'red food days'**. These include foods such as lollies, biscuits, donuts, chocolates, potato chips, large cakes, cakes with icing or cream, sugary drinks including cordial, sweet pastries, pies, pasties and sausage rolls. These foods will be **sent home** in your child's lunch box except on **Red Food** days. Children will be advised to save such foods/treats till after kindergarten; parents will be advised if this situation should occur.

*Sourced: Rite Bite for schools and preschools - [www.decs.sa.gov.au/eatwellsa/a8](http://www.decs.sa.gov.au/eatwellsa/a8)  
Start Right Eat Right – Lady Gowrie Tasmania and Community Nutrition Unit, Department of Health and Human Services Tasmania, 2002*

*Reviewed May 2016 Next Review May 2017*



**CRITERIA FOR PRIORITY OF ACCESS**

The kindergarten has a 22 seater bus which collects children from the surrounding districts. Aboriginal families want their children to be enrolled at a site which will support their cultural identity through the employment of Aboriginal staff and a program which is inclusive of their needs. Some families and children are isolated and disengaged and this needs to be acknowledged.

Where the demand for preschool/kindergarten places exceeds our capacity (number of places) available then our **Priority of Access** will be implemented.

**Access of Priority** will be given to children turning 4 years of age before May 1st. They will start preschool on the first week of Term 1 in that year. All 4 year olds will have access to an average of 30 hour fortnights, 40 weeks of the year, prior to school. Preschool children are unable to receive more than the government funded hours service (15 hours a week) by accessing other services. In cases of extreme high demand (*i.e over 60 eligible kindergarten children enrolled*) a waiting list may be established.

**Access of Priority** will also take into consideration aspects of the State / Commonwealth's Guidelines, namely:-

- A child at risk of serious abuse or neglect
- Children in Aboriginal and Torres Strait Islander families
- Children in families with a non-English speaking background
- Children in socially isolated families
- Children of single parents
- Children under the Guardianship of the Minister
- Children with specific and identified special needs
- Transfer of eligible kindergarten child(ren) into the Christie Downs and surrounding areas

Additionally **Access of Priority** consideration will be given to children living in the immediate local area and/or at-attending a local long day Child Care Centre, Family Day Care, sibling(s) attending local public and/or private school (s).

Aboriginal and Torres Strait Islander children and children under the Guardianship of the Minister are able to access funded kindergarten from the age of 3.

WHO	ROLES & RESPONSIBILITIES	<b>PRE-ENTRY PRIORITY OF ACCESS</b> <ul style="list-style-type: none"> <li>• Upon Kindergarten vacancies being identified Pre-entry to kindergarten may be offered in Term 3 and 4 <i>prior</i> to the child's eligible year.</li> <li>• Children may have access to 3 hours of pre-entry a week. Mornings or afternoons will be available and are determined in discussions with the parent (s) &amp; Preschool Director.</li> <li>• Children turning 4 in the term offered of pre-entry will have priority. If starting in Term 3, the pre-entry will continue for the remainder of the year.</li> <li>• This is a Kindergarten Funded program.</li> </ul>
PRESCHOOL DIRECTOR	All families, at point of enrolment, are informed of our Pre-school Priority of Access Policy	
	Staff members are aware and understand the preschool policy	
	Liaises with other neighbouring sites to establish geographic boundaries, where appropriate using post codes and/or street boundaries	
	Notifies designated DECD personnel and neighbouring sites when Christie Downs Kindergarten is nearing capacity.	
	Advises parents /guardians of alternative kindergarten sites if place(s) become unavailable.	
GOVERNING COUNCIL	Ratify Preschool Priority of Access Policy minimum every two years and/or when numbers dictate.	
	Ratifies priority catchment area-when determined due to reaching capacity.	
OTHER FACTORS	Relevant Federal and State Legislation – i.e SITE CAPACITY: 33 CHILDREN PER SESSION	
	STAFFING RATIO: 1:11 (under National Quality Standards ratio is 1:13 until 2016)	

In some circumstances, children with identified special needs can also access kindergarten earlier, under Early Entry Guidelines. See Kindergarten Director for further information.

**Roles, Responsibilities and Other Factors** associated with the implementation of **Priority of Access**.

**PLEASE NOTE THAT EACH ENROLMENT WILL ALSO BE VIEWED ACCORDING TO INDIVIDUAL NEEDS.**

Source: [http://www.decd.sa.gov.au/childrensservices/files/links/5\\_Guidelines\\_Dev\\_Imp\\_May\\_2.pdf](http://www.decd.sa.gov.au/childrensservices/files/links/5_Guidelines_Dev_Imp_May_2.pdf) guidelines for develop-

ing and implementing a priority of access policy for preschools.

Reviewed: May 2016 Next Review: May 2016



The kindergarten is located in an area where snakes may be a problem, in that they pose a danger to staff, parents and children. Mid to late spring and summer are times when snakes become active.

Guidelines for the management of snake control/encountering a snake at Christie Downs Kindergarten are:

- Most snakes will avoid humans, and if left alone and not restricted, will move away from any perceived threat.
- If a snake appears in the yard and/or teaching area inside, ensure children are kept away and give the opportunities for the snake to escape.
- If the snake remains and is perceived to be a threat, the first course of action ( after clearing the area to a safe distance ) is to contact the local council and/or Building Management Services and request assistance in removal of the snake. Ring snake away if urgent.
- The introduction of administrative preventative strategies such as keeping long grass cut back, not allowing suitable habitats, should assist in minimising any occurrence of snakes.
- Ensure the First Aid procedures and doctor/hospital phone numbers are clearly displayed. Provide a specifically labelled bandage for snakebite only, in the First Aid Kit.
- It is strongly recommended that children and staff be given specific instructions as to the correct procedures to adopt if they encounter a snake.

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**Prelude:**

*Kindergarten is a time where memories are made in a safe, caring and fun environment. We all appreciate and respect that parents\*, grandparents etc wish to capture these moments on film.*

*In order to respect the wishes of all families attending the kindergarten and or the playgroup program the Governing Council have formulated and endorsed the following e-mail/ photograph / video policy.*

- 
- Upon enrolment all parent(s) are given the option to consent to their child(ren) being photographed for media / promotional purposes *and / or* for their child(ren) to be photographed and displayed in the kindergarten and published in its newsletter. This consent can be changed by the parent(s) at any stage whilst at kindergarten/playgroup, please see a staff member if you wish this to occur.
  - During sessional / operational times – 8.30 am to 3.30 pm and on excursions parent(s) wishing to film / photo their child(ren) continue to be more than welcome to do so. We request that if the photo-graphs / film are to include other non family members that endorsement is sought from a kindergarten staff member prior to commencing to ensure that individual family wishes are respected. For this reason we request photos involving **non family members** and taken at kindergarten, or associated events, are **only** 'uploaded' onto internet media sources such as **Facebook, Twitter** etc **upon writ-ten/verbal consent** from those child(ren)'s parents/guardians. *Thank-you in anticipation for your un-derstanding in this matter*
  - Extended family members may also continue to photograph / film their kindergarten child(ren) with the same request of seeking endorsement from a kindergarten staff member. Please note that staff re-serves the right to seek verbal endorsement from the child(ren) parent(s) if extended family members arrive "unannounced" during sessional / operational times.
  - In after hours situations, such as end of year celebrations, we seek parental understanding and sensitivity to the rights of others with the onus on parent(s) whether their child(ren) will be included in photos outside their immediate family.
  - For obvious reasons we request that photos / filming does not take place in the nappy changing / toilet area of the kindergarten. Similarly we request parents **refrain** from **e-mailing and/or providing cop-ies** to the kindergarten/playgroup photographs of children in situations of various degrees of 'undress' *i.e* in the bath and/or in the nude.
  - This policy is separate to the group / individual photographs taken every year at the kindergarten by a professional photographer. Please note there is *no* obligation to purchase such photographs.

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*\*parent(s) is also inclusive of guardians.*





## Sun Safety at Kindergarten Sun Protection: Hot Weather Policy

### SUN POLICY – ‘NO HAT, INSIDE PLAY ONLY – TERMS 1 AND 4

We need to protect children's skin from UV radiation. Skin cancer rates are increasing, currently in Australia 400 000 people are diagnosed with skin cancers due to over exposure to UV radiation. UV radiation can be high even on cool or overcast days. A UV radiation level of 3 is high enough to cause skin damage. We need to take action when the UV radiation level is 3 or higher. We monitor ratings via the Bureau of Meteorology: <http://www.bom.gov.au/sa/uv/>

Children's skin is more sensitive to sunlight exposure than an adult's skin. It can take less than 10 minutes for a child's skin to burn. They should never be left in the sun on high UV rating days without sun protection. Children are not required to wear hats in Terms 2 and 3 as the UV rating generally does not reach 3 and encourages Vitamin D uptake.

The best way to protect children's skin from sun exposure is to **Slip, Slop, Slap, Seek and Slide**.

- **Slip** on a t-shirt
- **Slap** on a hat
- **Slop** on some sun cream
- **Seek** shade

At Christie Downs Kindergarten we:

- Provide families with sun safe information.
- Provide SPF 30+ sun cream for children and staff; **Families can supply their own if required-please name containers and hand over to staff for safety reasons.**
- Reapply sun cream to all children prior to having lunch
- Include sun safety in the curriculum and children's learning
- Ensure all children playing outside are wearing appropriate hats and clothing, including shoulder coverings.
- Provide shade for children to play outside
- Activities will be provided within the shaded areas
- Where possible activities will be conducted inside at times of peak UV radiation or held undercover/shade
- Act as positive role models, staff will wear appropriate sun protection whilst outside including hats, clothing and sun cream

**Hats** must be broad brimmed, legionnaire style or large bucket hats that cover the face, head, ears and back of neck. Children will be required to play inside or under the veranda if their hats do not meet guidelines. **Parents can provide their child with appropriate head wear, named, each day during Terms 1 and 4. Alternatively, hats may be utilized from the kindergarten.**

**Clothing** must cover children's shoulders and backs. Singlet's, spaghetti strapped tops or dresses, tank tops and backless dresses are not appropriate clothing for effective sun protection. Parents are asked not to send their child dressed in these types of clothing. Staff will loan children suitable tops or pants.

**Sun Cream** will be provided at Kindergarten and will be reapplied to children prior to lunch and whenever needed / required at other times of the day. If your child is sensitive to sun cream you will need to provide the Kindergarten with their own, clearly labeled and named, sun cream. Any sun cream provided must be SPF 30+.

**Hot Weather**—Children are sensitive to hot temperatures and can become ill when overheated. Children absorb heat much more quickly and have greater difficulty getting rid of heat than adults therefore we need to ensure all children are provided with a comfortable environment to prevent heat illnesses such as dehydration, heat exhaustion and heat stroke.

At Christie Downs Kindergarten we:

- Provide experiences inside or under shade on days of high temperature
- Have purpose built outdoor play spaces with grass, sand, natural and constructed shade to provide cool areas for children to play
- Provide drinking water which is easily assessable to children throughout the day
- Recommend parents provide ice bricks in children's lunch boxes
- Ensure children are dressed appropriately for the temperature
- Provide air conditioning and ceiling fans for children, family and staff comfort
- Provide water play for children on hot days
- Recognise that it is not only the heat but humidity that can cause heat distress
- Minimise excessive exercise such as running during times of high temperature Provide rest periods for children and staff Plan excursions and outings during the cooler months or postpone/ cancel events if temperature is too high
- Plan outside play in the cooler parts of the day

As Christie Downs Kindergarten is air conditioned we do not have an early dismissal time on days of high temperatures. In cases of black-outs or breakdown of air conditioning strategies such as cold flannels, blinds, fans (paper or cane) and water play will be used to help cool children. Parents may choose to keep their child home on extreme weather days, for instance when temperatures are over 36 degrees. If an excursion is planned and temperatures are to be in the extreme, staff will review the decision and notify parents via telephone if the excursion/event is to be postponed/ cancelled.

In cases of unforeseeable circumstances and air conditioning cannot be restored in a timely manner coupled with temperatures over 36 degrees the Kindergarten may close early to prevent child heat illnesses. Parents will be notified of this by telephone.

Sources:

Smart Play [www.smartplay.com.au/ImageLibraryAssets/Resources/National/policy-guidelines-2008-hot-weather-guidelines-nat.pdf](http://www.smartplay.com.au/ImageLibraryAssets/Resources/National/policy-guidelines-2008-hot-weather-guidelines-nat.pdf)  
 DECD Department for Education and Child Development [www.decd.sa.gov.au/docs/documents/1/HeatStressProceedure.pdf](http://www.decd.sa.gov.au/docs/documents/1/HeatStressProceedure.pdf)  
 Sports Medicine Australia [sma.org.au/wp-content/uploads/2011/03/beat-the-heat-2011.pdf](http://sma.org.au/wp-content/uploads/2011/03/beat-the-heat-2011.pdf)  
 Child and Youth Health – Babies in Hot Weather [www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=114&np=305&id=1605](http://www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=114&np=305&id=1605)  
 Cancer Council SA [www.cancersa.org.au](http://www.cancersa.org.au)

Reviewed May 2016 Next Review May 2017

**Christie Downs Kindergarten School Transition Plan / Reconciliation Action Plan**

Priority (SMART)	Action/Strategies (How will we do it)	Success Indicators (How will we know)	Timeline	Responsibility (Who will lead/drive)	Resources (Human & financial)
Positive transition to school Cultural care plans are implemented	Reception and Year 8 teachers have 2 days of cultural competency training.	All teachers have completed training	Term 3	Nellie Egan Jasmine Graham	Site budget Corporate funding Aboriginal Education Partnership funding
	All teachers will be given a cultural care pack which includes an Aboriginal/Torres Strait Islander flags, Kurna language kit and CD. Classroom resources for implementing Aboriginal culture.	Every school will have their RAP and Aboriginal Strategy in place and on display.	Term 3	Aboriginal advisory group. Nellie Egan ACEO ASETO and Aboriginal ECW	Aboriginal Education unit Local MP (flags)
	Every student/child has a cultural care plan in place	All parents and teachers ACEO ASETO Aboriginal ECW are familiar with a cultural care plan.	Term 4 Week 2	Parents Kindy staff ACEO ASETO Aboriginal ECW DECD Psychologist Second story Behaviour coaches Families SA Senior Aboriginal practitioner	
	Morning tea for information sharing from parents and teachers of school expectations. Children have a play based kindy session and year 7s have art project to complete.	100% participation from parents, school and kindy staff and children	Term 4 Week 2	Nellie Egan ACEOs, ASETO and Aboriginal ECWs	
	Extended transition visits. All the Aboriginal kindy children will visit the school site for transition visits supported by the ACEO and Aboriginal ECW	All the children will participate in the extra transition program.	Weeks 3, 4 & 5.	Nellie Egan Aboriginal Education Unit	
	Graduation ceremony for all the Aboriginal children including the High School students BBQ and performance from students	All the parents, teachers, ACEOs ASETO and Aboriginal EWC from kindy, reception and year 8 attend. 100% participation from the students.	Term 4 Week 8	Aboriginal Advisory group members	



## **STAFFING ARRANGEMENTS**

### **PARTICIPATION OF VOLUNTEERS & STUDENTS**

THE BELOW VOLUNTEERS / STUDENT TEACHER INFORMATION SHEET IS TO BE PROVIDED TO ALL VOL-UNTEERS & STUDENTS PRIOR TO COMMENCEMENT OF WORK AT CHRISTIE DOWNS KINDERGARTEN IT ALSO FORMS AS OUR 'PARTICIPATION OF VOLUNTEERS & STUDENTS POLICY'

## **VOLUNTEERS / STUDENT TEACHERS INFORMATION SHEET**

### **SAFETY MATTERS**

Please sign '**Visitors Book**' on arrival and read OHSW procedures and practices and what to do in case of evacuation as outlined in booklet. Attach '**Visitors**' badge or own name tag. Remember to sign out when leaving.

Please enquiry location of: Adult Toilet

First Aid box. Please see staff if First Aid is required for either yourself or one of the children.  
Telephone(s)

If it has been arranged that you will be attending on a regular basis, please provide emergency contact details to a staff member.

Neat and appropriate dress is essential for safety reasons – both for you and the children. Please avoid the wearing of dangling earrings, heavy and protruding rings, excessively long fingernails, ties, scarves and high heels etc.

If two students in attendance please ensure that one of you is outside and the other inside.

At the conclusion of your placement, volunteers and student teachers will be invited to **complete a feed-back** sheet to help improve our service to future volunteers and/or student teachers.

### **CHILD PROTECTION CURRICULUM:**

In line with state legislation student teachers in schools and preschools are required to undergo Police Checks. In certain circumstances regular volunteers are also required to undergo a Police Check - the payment of these checks will be considered on an individual basis and circumstances.

Site Leaders (Principals and Preschool Directors) have the right to require a parent / adult from the age of 16 to undergo screening at their discretion.

**Student Teachers and Work Experience students** still attending school will be required to provide a '*Letter of Recommendation*' from their Principal. The kindergarten reserves the right to request from students a signed affidavit from a Justice of the Peace. Students are also required to undergo a Screening Check prior to beginning their placement.

Site Leaders retain the right to discontinue a volunteer / student teacher at any time if concerns exist about their suitability to be working with children.

For more information refer to **Screening and Criminal History Checks Policy Guidelines:**  
<http://www.decd.sa.gov.au/hrstaff/default.asp?navgrp=default&id=criminalhistory>

### **CONFIDENTIALITY:**

Information of a personal or sensitive nature regarding the children and or their families attending Christie Downs Kindergarten is NOT to be discussed outside the preschool. The same confidentiality rules apply regarding matters related to staff working at the preschool.



## **STAFFING ARRANGEMENTS**

### **VOLUNTEERS / STUDENT TEACHERS INFORMATION SHEET (continued)**

#### **INTERACTIONS WITH CHILDREN**

Ensure our **Positive Behaviour** practices are followed: Under no circumstances is there to be any smack-ing, hitting, inappropriate touching etc. Swearing is to be avoided. Refer behaviour management issues to staff.

Encourage children to talk about what they have done / made. Avoid the temptation to guess as it is easy to guess wrongly and the child will lose confidence.

Think and talk positively when around children. Avoid highlighting mistakes or a better way of doing things.

Encourage independence. Avoid the 'trap' of doing things for the children *i.e* painting, cutting, drawing etc.

Refer all feeding, changing or toileting issues to staff. Staff supervision is required in these areas.

Please abide by our kindergarten rules/limits:

We walk inside.

Sit on chairs and work from tables.

Hats on when outside.

Chasing and running after each other are discouraged.

Encourage safe play inside, outside and on the equipment.

Come prepared with an activity. Remember you will be working with children from birth to 5 plus years of age so please check appropriateness of materials etc with staff prior to starting. We can help with resources but we need to be informed several days before your arrival. Staff can also help in providing suggestions of suitable activities to conduct with young children.

Unless permission from staff has been given photographs of preschool children *cannot* be taken.

#### **TASKS / LEARNING EXPERIENCES THAT CAN BE DONE ON A REGULAR OR INCIDENTAL BASIS:**

Toy and book repairs, finding missing pieces etc.

Sorting games and activities such as lego and construction sets.

Photocopying, trimming and other office type activities

Preparing activities and topping up of supplies for activities

Tidying shelves, equipment stores

Gardening and outdoor chores *ie* sweeping around sandpit and along the path.

Washing / cleaning equipment

Displaying children's work

Cooking / preparing simple healthy foods *i.e* fruit salad

Reading to the children

Playing games *i.e* lotto, board games

Helping children write their name on their work.

Helping children learn new skills (ask staff about correct techniques)

***Above all remember to HAVE FUN.***

Source: <http://www.decd.sa.gov.au/childrensservices/pages/policies/NQFpolicies/> participation of volunteers & stu-

dents

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