Christies North Kindergarten parent handbook

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Home



We provide a stimulating program to develop a wide range of life-skills and competencies. Children are capable and competent, and we encourage them to be active participants in their learning.

Your child will have long periods of uninterrupted time in unstructured play to be adventurous, take risks, wonder, deeply explore their ideas, solve problems, be creative and to broaden their understanding of the world around them.

Find out more about our goals and our focus in our philosophy statement (PDF 213KB) (https://www.preschools.sa.gov.au/sites/default/files/christies_north_kindergarten_philosophy.pdf).

Governing council

We invite you to join the governing council, which meets twice a term to ensure the smooth running of the preschool. Read through what a governing council does

(https://www.decd.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 acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

Contact us

Preschool director: Ms Tania Liston

Phone: (08) 8382 2176

Fax: (08) 8326 8254

Email: dl.3617.leaders@schools.sa.edu.au

Street address: 27 Shepherd Road Christies Beach SA 5165

Postal address: 27 Shepherd Road Christies Beach SA 5165

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 or 30 hours per fortnight.

Sessions are 2 full days in one week, and 3 full days the next week. We try to be flexible and accommodate the needs of working parents where possible.

Monday	Tuesday	Wednesday	Thursday	Friday
9.00am to 3.00pm	9.00am to 3.00pm	9.00am to 3.00pm	9.00am to 3.00pm	_

We understand it can be hard sometimes to get to kindergarten by 9.00am. It's ok if you arrive a bit later.

Fees

The parent contribution is \$80 per term. See our enrolment and fees page (https://www.preschools.sa.gov.au/christies-north-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 (including underwear and socks)
- drink bottle containing water
- a piece of fruit
- packed lunch.

The clothes your child wears or brings to kindy are important. Please make sure your child wears or brings:

- old clothes so they can get dirty
- clothes that are easy to undo so they can go to the toilet by themselves
- shoes suitable for running and climbing
- wet-weather clothing such as a raincoat, wet-weather pants and gumboots so they can participate in wet-weather play.

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 or precious items from home.

Additional information

Please read our drop-off and pick-up procedure (PDF 388KB)

https://www.preschools.sa.gov.au/sites/default/files/christies_north_kindergarten_arrival_and_departure_policy.pdf).

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 11.45am 12.15pm to 3.00pm		9.00am to 11.45am 12.15pm to 3.00pm	_

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:

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

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

Playgroup

Playgroup is an informal session where parents, carers, babies, and young children can come together in a relaxed environment and socialise. Regular playgroup sessions can benefit you and your child, as it is a chance for you to enjoy spending time with your child as well as other parents or carers and children.

Playgroup is also a great way for you and your child to become familiar with the kindergarten, the educators and some of the families and children in the local community.

Times

Playgroup is each Friday 9.00am to 11.00am during school terms. You do not need to book.

Cost

This program costs \$2 per family.

What to bring

Your child needs to bring these items each day:

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

Pre-entry

We offer a pre-entry program for children before they start kindergarten. Your child can attend preschool for 1 session per week in terms 3 and 4, where there spaces are available. This program gives your child a smooth transition to their kindergarten year. It also helps them to get to know our staff, the flow of the day and the kindergarten environment.

Cost

This program costs \$35 per term.

What to bring

Your child needs to bring:

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

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

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/christies-north-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.

Before your child starts

We offer a pre-entry program for children before they start kindergarten. Your child can attend preschool for 1 session per week in terms 3 and 4, where there spaces are available. This program gives your child a smooth transition to their kindergarten year. It also helps them to get to know our staff, the flow of the day and the kindergarten environment.

Fees

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

Fees are \$400 per year, or \$100 per term. We have flexible payment options – payment in full, term by term, fortnightly or weekly payments.

We offer other programs that may have an additional cost (https://www.preschools.sa.gov.au/christies-north-kindergarten/getting-started/what-we-offer#christiesnorthprograms).

When to pay

We will send you an invoice at the beginning of the year, as well as fee reminders each term.

Payments are due by the end of each term (http://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates).

If you have difficulty paying the fees, please see the director as soon as possible to make other arrangements.

How to pay

Cash or cheque

You can pay cash. Please put the payment in a sealed envelope (available at the kindergarten) with your child's full name on the front.

EFT information

You can pay by direct deposit.

BSB: 105119

Account number: 435070640

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

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: Exceeding NQS

Quality Area Ratings

1 Educational program and practice: Exceeding NQS

2 Children's health and safety: Meeting NQS

Physical environment: Exceeding NQSStaffing arrangements: Exceeding NQS

5 Relationships with children: Exceeding NQS

6 Partnerships with families and communities: Exceeding NQS

7 Leadership and service management: Exceeding NQS

Rating for: Christies North Kindergarten

Rating issued: November 2016

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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 652 KB)

(https://www.preschools.sa.gov.au/sites/default/files/christies_north_kindergarten_gip.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 158KB)

(

https://www.preschools.sa.gov.au/sites/default/files/christies_north_kindergarten_preschool_context_state ment.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/3617_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-uken/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.

Inclement Weather Procedure

National quality standard 2.3 Regulation 168 (2) (a) (ii) Related key regulations: 114

Inclement weather is existence of abnormal climatic conditions, including but not limited to - rain, hail, snow, high wind, severe dust or electrical storm, high humidity, extreme high and low temperature or any combination thereof. Exposure to UVA and UVB is also included in this definition.

In the event of inclement weather the Educators will use professional judgment in offering appropriate activities for the conditions. Educators will ensure that children are wearing appropriate clothing according to the weather, including hats and suncream when required. In the event of extreme heat children's lunch boxes will be stored indoors to remain cool. Children will have access to drink bottles or drinking water at all times.

Educators will access the Bureau of Meteorology for weather warnings and UV ratings and act accordingly. Children will be brought indoors if the Educators deem it to be the best option for the weather conditions.

Sun Protection Policy

National quality standard 2.3 Regulation 168 (2) (a) (ii) Related key regulations: 114

Our centre follows advice from Cancer Council SA, to ensure that all children attending this kindergarten are protected from sun damage caused by ultraviolet rays of the sun.

Facts from the Cancer Council of South Australia:

- Australia has the highest rate of skin cancer in the world
- Currently one out of two Australians develop some form of skin cancer during their lifetime (much of this damage occurs during childhood and adolescence)
- Ultraviolet radiation can cause damage in as little as 10 minutes of exposure
- Sunburn is the immediate damage caused by ultraviolet radiation
- Long term damage such as wrinkling and premature aging of the skin occur, even in people who do not burn

When children are enrolled:

- Parents will be made aware of this policy and asked to provide a legionnaire or wide brimmed hat each day. (Kindy hats are available for purchase)
- Parents will be expected to put sunscreen on their child prior to coming to Kindergarten. If your child requires their own sunscreen for reapplication, it must be stored in the Kindy kitchen not in your child's bag.

At Kindergarten we will:

- Enforce the sun protection policy every day by encouraging children to wear their hat during outside activities
- Include sun protection and sun safety lessons in our everyday teaching
- Provide shade areas for children's play (eg. verandah, sandpit, swings and trees)
- Act as positive role models, adhering to this policy
- Reapply suncream at lunchtime when the UV index is above 3, between August and May

If you have any questions or concerns with this policy please feel free to speak to educators.

Positive Interactions with Children

(Site Behaviour Code)

National Quality Standard 5.1, 5.2 Regulation 168 (2) (j) Related key regulations: 155, 156

Expectations of Behaviour at Kindergarten

Conversations about respectful behaviour at Kindergarten will happen as part of the on-going program. Expectations will be reasonable and clear, like walking inside, climb on the climbing equipment, respecting each other and Kindergarten equipment etc. It is normal and to be expected, that sometimes children will need reminders.

If unsafe situations and inappropriate behaviors persist, educators, children, and parents will work together to make positive changes. Through the use of natural and logical consequences, we will invite children to take responsibility for their behaviour choices according to their individual developmental abilities. Educators will act on as many of the following steps as necessary, for a child to make a positive change to his/her inappropriate behavior.

Children will be supported to redirect their feelings and behaviour to more appropriate actions and activities.

If a child is harmed, they will be supported immediately. The child responsible for the inappropriate behaviour will be included, where possible, to take some responsibility in caring for the harmed child and then supported to reflect and discuss their behaviour.

The consequences of any inappropriate behaviour would be redirection to another activity or to a guiet thinking area.

If a child continually goes through these steps without significant progress, educators will endeavour to gather information through observation and conversation with parents and support staff. Then they will put into place an individualised learning plan.

We acknowledge successes, big and small, in various ways. We celebrate children's achievements as individuals and as a group. We communicate regularly with parents and caregivers both formally and informally.

What we believe

- Everybody has a right to feel and be safe.
- We are responsible for providing a high quality, care and learning program for all children attending our Kindergarten.
- Teaching and reinforcing positive, appropriate behaviours, gives best long-term results.
- A consistent, positive approach to behaviour accounts for the needs of individual children and the wellbeing of the larger group.

What we do

We expect everyone (adults and children) to behave respectfully toward others at all times. We equip and empower children by:

- planning a program, which acknowledges and values children's diversities, and which is appropriate to their development, understanding and abilities.
- promoting the development of children's self-esteem and self-worth
- encouraging children to develop and maintain an appreciation for the needs of others
- being positive, clear and consistent about behaviour expectations
- talking with children about behaviour choices
- demonstrating appropriate behaviours ourselves
- acknowledging and reinforcing appropriate behaviours
- assisting children to develop effective communication and problem solving skills

Outcomes for the children

Through the implementation of this policy and the guidelines of the Early Years Framework, we aim to promote the development of life skills and competencies.

Healthy Eating Policy

National Quality Standard 2.2 Regulation 168 (2) (a) (i) Related key regulations: 77, 78, 79, 80

Policy Statement

Christies North Kindergarten is committed to promoting and educating children and their families about healthy eating habits.

The importance of a good diet is the benefit to all and good nutrition plays an important role in the health and wellbeing of children, their families and the community.

As part of the kindy routine, children will be offered a morning fruit time, lunch time and afternoon fruit time. We will promote healthy eating and the development of healthy eating habits now and for later life.

Food Allergies

From time to time we have children who attend the kindergarten that have severe food allergies. These foods generally include nuts, dairy, seafood and egg. For these children coming into contact with these foods can cause a life threatening situation.

Educators will inform families when we have a child with food allergies attending the centre and the foods that they are allergic to.

To ensure the safety of the children in our care, educators will diligently supervise children with food allergies and promote washing of hands and faces before and after eating.

Please make sure you inform Kindergarten educators if your child has any allergies.

Fruit time

Children are encouraged to eat a fresh piece of fruit or vegetables eg:- bananas, apples, oranges, pears, kiwi fruit, mandarins, strawberries, apricots, peaches, plums, celery, cucumber, carrot etc.

Lunch time

Children are encouraged to eat healthy lunch options first before consuming treat items. Lunch suggestions: Rolls, sandwiches, tuna, pasta, salads, cold meats, yoghurt. Left over meals can be reheated.

Due to their high sugar content food items such as fruit bars, roll ups, chips, chocolate, lollies, biscuits are discouraged. Treat items should be kept to a minimum.

Curriculum

As part of our role, educators will ensure children receive positive education through the play based curriculum about healthy lifestyles. This will include the importance of a balanced diet and the recognition that some foods are acceptable in moderation eg. special occasions such as birthdays and other celebrations.

Cooking

Cooking is a valuable experience for the children and involves much learning. Educators will endeavour to make our cooking experiences of a healthy nature and have good nutritional value.

Drinks

Children are to drink water only during Kindy sessions. Children should bring their own water bottle to drink during session time. Educators can assist children to access the Pura-tap to refill their bottle as needed.

Our Curriculum

Christies North Kindergarten provides a stimulating program which promotes the healthy development of a wide range of life-skills and competencies. We believe children are capable and competent and encourage them to be active participants in their learning. Children at Christies North Kindergarten are given long periods of uninterrupted time in unstructured play to be adventurous, take risks, wonder, deeply explore their ideas, solve problems, be creative and to broaden their understanding of the world around them.

Experiences are planned from educators' observations of children's interests using the National Early Years Learning Framework 'Belonging, Being, Becoming' and the SA Department for Education Pre-school Indicators of Numeracy and Literacy. These all guide our planning and reporting.

The Early Years Learning Framework has five learning outcomes, these are:

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

We program over a fortnight, but we are flexible and responsive to children's needs and interests as not to miss out on valuable learning opportunities. Our program involves many different experiences including excursions and endeavor to keep associated costs affordable for all. We welcome all parent feedback and ideas. If you have any questions, please don't hesitate to ask.

Child Protection Curriculum

Recognising and expressing feelings

Fostering an understanding that we all have the right to be safe

Developing trusting and safe networks

Identifying early warning signals

Exploring identity and relationships

Making safe choices

Understanding fair/ unfair

Recognising abuse and safe/ unsafe touching

The danger of secrets

Identifying body parts

Child Development Records/ Assessment & Reporting

The Educator team at Christies North Kindergarten has formulated procedures to record individual child development records, for every child.

When a child starts 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 year at kindergarten. This portfolio belongs to the child. This folder will 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.

Small Group-time 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 educators 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.

Term 1 Formative Report is completed for each child summarising how they have settled in at kindergarten, and their initial learning. A copy is given to the parents to sign and comment.

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 finalised. Parents will view, have the opportunity to provide comment and sign this document, before it goes to school.

Parent Interview At Christies North Kindergarten the educators are 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 educators enabling families to meet after hours, if applicable, in a 1:1 situation. The interview is usually held in the child's second term.

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

Special Needs 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, educators, 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.

Arrival and Departure Policy

National Quality Standard 2.3 Regulation 168 (2) (f) Related key regulations: 99, 158, 160, 176

Parent responsibilities:

- Parents and/or caregivers <u>MUST</u> accompany their child inside the kindergarten gates and to a supervised area.
- Parents are requested to wait outside until the door is opened by an educator. Children cannot be dropped off before this time. This is a busy time when educators are preparing for the session and are not able to take on supervision of children.
- Parents are encouraged to sign their child <u>in</u> and <u>out</u> on the Attendance Sheet.
- Parents are responsible for advising educators when their child will be picked up by someone
 other than themselves. This can be done at drop off via the 'Changes to picking up person
 form' located at the back of the sign in folder or by phoning the centre. Children must be picked
 up by an adult.
- Children will not be permitted to leave the centre until the parent or caregiver has entered the centre and the child has been farewelled by an educator.

If there is a current court-sanctioned residency, parental responsibility or contact order relating to your child please provide a copy to the Kindergarten. Such copies are for confidential use by educators only, and will be used to support you and your family in the delivery and collection of your child.

Our Philosophy

At Christies North Kindergarten we believe in providing a numeracy and literacy rich learning environment that fosters respectful relationships through play and supports strong connections between children, families, educators, the wider community and the environment.