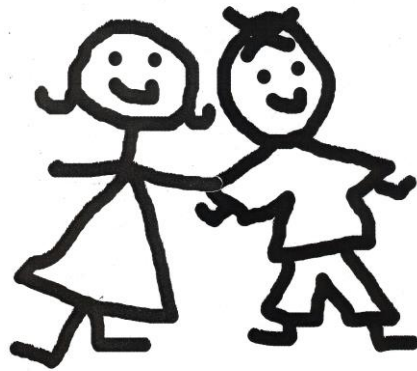


Welcome to....

# Clarence Gardens Kindergarten



*Play...explore...discover...learn!*

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**Clarence Gardens Kindergarten offers a high quality, educational program, staffed by trained Early Childhood Educators, and is funded and managed by the Department for Education and Child Development (DECD)**

## Staff

Clarence Gardens Kindergarten offers an educational teaching and learning program staffed by trained teachers and early childhood workers (ECWs).

Current staff are:

Director:	Amanda Fiedler
Teachers:	Jennifer Buckingham & Sarah Fishwick
Early Childhood Worker:	Katrina Kutcher

## The Kindergarten Program

We provide a welcoming, nurturing and stimulating environment where children are confident to -

***Play ... explore ... discover ... learn!***

Staff plan the educational program as a team for each fortnight. We plan for individual children as well as for group learning. The 'play' based program includes and considers:

- Individual child records, staff observations of children's development, well being, interests and needs, strengths and areas of concern.
- The new Early Years Learning Framework for Australia - ***Belonging, Being & Becoming:***

**Belonging:** is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

**Being:** is about living here and now. Childhood is a special time in life and children need time to just 'be' - time to play, try new things and have fun.

**Becoming:** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

### **The framework has 5 outcomes:**

Outcome 1: Children have a strong sense of identity.

Outcome 2: Children are connected with and contribute to their world.

Outcome 3: Children have a strong sense of wellbeing.

Outcome 4: Children are confident and involved learners.

Outcome 5: Children are effective communicators.

***Our program changes regularly and is displayed on the verandah area for all parents to view – this will enable you to talk to your child about what he/she has been learning.***

## Your Child's Learning Journey

During your child's year at kindergarten staff document both formally and informally your child's learning, interests, areas of strengths and development in a variety of ways. These are communicated to parents via –

- An Individual Learning Plan (ILP) at the completion of your child's first sessional term. This is an overview of how your child has settled in, their strengths and planned future goals
- Regular conversations with staff regarding your child's progress.
- Children's 'Special Books' that include work samples and planned learning experiences with specific links to the curriculum called 'learning Stories'.
- Reflection report – Written mid-year to inform parents of your child's progress.
- Statement of Learning- Final Report which is written in your child's last term of kindergarten. This report relates directly to the learning outcomes of the national curriculum – 'Belonging, Being and Becoming'. One copy is given to parents and another copy to pass onto your child's Primary School.

To support us with knowing your child better we ask that you take the time to fill in both Child Profile forms. One is given out when your child commences with us and the second mid-way through their learning year. Any documentation needing to be return can be done via the '**parent return tray**' located on the parent shelf.

We value this sharing of information between home and kindergarten and reflect on this when planning for your child's wellbeing and learning throughout their time at our centre.

## Our Daily Routine

8.45am	Gates open, welcome children, parent goodbyes, free inside/outside play
9.15am	Bells ring for mat time, songs, learning discussions, roll, then divide into small groups for stories
10.00am	Snack time on verandah
10.20am	Inside/outside play
11.40am	Pack-up time/ <b>Afternoon children arrive</b>
11.50am	Mat time for games, movement and music
12.15pm	Home time for morning children
<u>FULL DAY</u>	
12- 12.30pm	Relaxation – a variety of quiet activities, such as yoga, back massaging, listening to music/stories etc
12.15pm	Morning children are dismissed
12.30pm	Lunch, followed by inside play
1.30pm	Inside/outside play
2.20pm	Pack-up time
2.30pm	Mat time for games, music and movement
3.00pm	Home time

## Absences

If your child is unwell it is in their best interest to remain at home until fully recovered. This will also help the spread of infection (especially if they have a cough or a thick green nose that they can't manage to blow & wipe!) Any child with an infectious disease or illness should remain home until they are past the medically defined exclusion period. If unsure how long your child should be excluded please consult [www.sa.gov.au](http://www.sa.gov.au) search '**exclusion periods**'.

We appreciate a call to the centre if your child is unwell, has an infectious illness and/or if your child is going to be absent for holidays or any other reason that day. It is also requested that if holidaying for more than a few days that this is put in writing, dated, signed and given to staff.

## Collection times

Please collect your child(ren) promptly at the end of each session. Some children can become distressed when they are collected late – a few minutes can seem a long time to a child when they are left. If you are unable to collect your child on time (**within 10mins**) due to an emergency / unforeseen event, please organise for someone else to collect your child (ren) and **phone staff** at the Centre so we can reassure your child (ren). If someone else is collecting your child please fill-in and sign the collection form on the white board for casual occurrences. If this is happening weekly please ensure that we have this persons contact numbers either on your enrolment form or written separately to attach to your file.

## Emergency Contact Numbers

It is crucial that the '**emergency numbers**' given to staff at enrolment are kept up to date with names, addresses, telephone numbers and medical information in case of illness or an accident.

## Parent Involvement

Parents (and grandparents) are encouraged to participate at the Kindergarten in whatever capacity they feel comfortable with. Some examples of how you can become involved are:

- Working with small groups of children – reading, playing at dough, clay, helping with writing, puzzles, outside games, woodwork...
- Gardening (weekend parent roster)
- Covering books
- Sticking work in children's Special Books
- Helping with lunch care program (Mon, Tues & Thurs 12.15 – 1.15pm, involves setting up, cleaning tables, washing dishes & general assistance.)
- Taking weekly washing home
- Mending and sewing
- Cutting up materials for pasting/art activities
- Cleaning tables/washing up/sweeping at the end of sessions
- Helping with excursions and special events
- Become a regular volunteer
- Become a member of the Governing Council

***Your involvement will help to make our Kindy a better community service!***

## **Management Committee/Governing Council**

The Kindergarten is managed by parents/people interested in the direction and function of the Kindergarten. The Committee members undertake a range of initiatives and activities including organising and running fundraising activities, developing centre policies, our Quality Improvement Plan, financial management, program input and general improvements, to name a few.

There are main parent roles that need to be filled each year and we ask that you consider volunteering for these, being – Chairperson, Banking Treasurer, Secretary, Fundraising Coordinator and Communications Officer. At our AGM - the last meeting of each year these positions are filled.

The Governing Council meet twice a term to discuss any current issues. Please consider being part of this group – it benefits YOUR child, the families attending kindergarten and the wider community. **New members always welcome and always needed!**

## **Parent Communication**

Community/ parent information and rosters are displayed on the notice board on the back verandah and inside the kindergarten on the eastern side pin-up boards. Parent pockets are clearly marked with each child's name alphabetically and are located on the east end of the verandah. Please check your pocket frequently for newsletters, communication and receipts.

## **Parent Shelf**

Community resources and local school information is displayed on the parent shelves for you. If there is further information you require, or if you have information you would like to promote please see the Director.

We have a number of reference books and children's literacy packs & readers that we encourage parents to borrow.

## **CAYHS**

Children will have the opportunity to have a general health/development screening before beginning school. These screenings are free, and are highly recommended. CAYHS recommend that children are screened when older than 4yrs 6mths and staff remind families when in their last term of kindy. If you wish to make an earlier appointment, please Phone: 1300 733 606

## **School Dental Clinic**

The South Australian Dental Service provides a range of dental services for children at clinics throughout Adelaide and all major country regional centres. All children from birth up to 18 years of age are eligible for care with the School Dental Service, however under five year olds are free. For more information please contact your local Clinic on: 83742053 Clapham School Dental Clinic. We strongly encourage a dental check-up during your child's year at kindy if one hasn't been done previously.

## **Local Feeder Schools**

Edwardstown Primary School	Ph	8293 2753
Westbourne Park Primary School	Ph	8271 7430
Colonel Light Gardens Primary School	Ph	8276 1523
Black Forest Primary School	Ph	8293 1204
St Anthony's School	Ph	8293 2532

***Thank you for enrolling your child at  
Clarence Gardens Kindergarten.***

***We hope your time with us is happy and beneficial, for you  
and your child.***

***If you have any concerns or queries, please see the  
Director.***

*(All information is confidential.)*