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PARENT INFORMATION AND POLICY BOOKLET



Government of South Australia
Department for Education and
Child Development



This booklet is designed to introduce you to your child's kindergarten. Please do not hesitate to talk to the Educators if you have any queries.

Craigmore Kindergarten Educators

Director:

Anna McGovern (Educational Leader)

Teachers:

Michelle Beauchesne

Ronnie Pinneri

Early Childhood Workers:

Jackie Spence

Jennifer Jennings

Benita Gross

Preschool Support / Early Intervention:

Helen

Sandy

Sofie

This is the current staffing it may change slightly due to changes in staff allocation / contract changes and from time to time you may also see others at the kindy. They may include relief teachers, additional Early Childhood Workers, Preschool Support Staff, parent helpers, volunteers and work experience students and special services staff. Please look at the 'welcome board' outside to see the educators who work with your children.

Services Offered

Sessional Kindergarten/Preschool

2x consecutive full day sessions per week (8.45-3.30pm) and

9 Friday sessions (8:45:3:20) in either Terms 1 and 2 or 3 and 4

Children are entitled to attend up to 15 hours of kindergarten sessions per week for four terms before starting school. From the beginning of 2014 all DECD (Department for Education and Child Development) preschools and schools will be following a same first day policy also known as single intake. This means that children who have their 4th birthday on or before the 30th April will start

preschool in January of the same year. Birthdays from the 1st May and after will start January of the following year. If your child attends an independent school with more than one intake your allocated time at kindy may be affected. Please confirm your child's starting date for school with the school you have chosen.

GROUP 1:

**2 x Full Days (8.45-3.30pm) – Monday, Tuesday and
9 Friday sessions odd weeks in Term 3 and 4**

GROUP 2:

**2 x Full Days (8.45-3.30pm) – Wednesday, Thursday and
9 Friday sessions odd weeks in Term 1 and 2**



Stay & Play Orientation Visit

In Term 4 of the year before your child's eligible year of kindy, they will be allocated one short session in which caregivers and children STAY & PLAY. This allows families an opportunity to meet some of the Educators and introduces families to the environment before beginning full-time kindy the following year. By Caregivers staying to play at kindy without leaving, it allows children to engage in play with the security of their caregiver being close by, lessening some of the anxiety they may be feeling visiting us for the first time. The date of the STAY & PLAY will be confirmed with each group.

Special Services (Preschool) Support

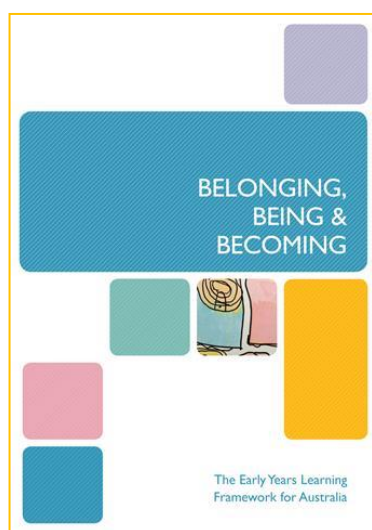
This may be organised through DECD as required. If you have a concern about your child, please approach an Educator to talk about what support we can help you access. At times, Educators may identify a child who has a particular need, such as speech and language difficulties, and we may approach you about seeking support from the DfE support services, these can include:

- Bilingual Support
- Speech Pathology
- Psychologist
- Special Educator
- Aboriginal Community Worker

Funding and Parent Contributions

We really value the Contributions from Parents that support their children's learning at our Kindergarten.

OUR LEARNING JOURNEY



Curriculum

Our Curriculum places great emphasis on play and conversation as the main ways young children learn and develop. Play is a process through which children learn life skills and make sense of the world around them. Through concrete experiences and active involvement at kindergarten children are able to grow and develop.

At Craigmore, we use National curriculum called, The Early Years Learning Framework for Australia – Belonging, Being & Becoming, in line with the National Quality Framework.

The Belonging, Being & Becoming Framework has 5 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; and
- Children are Effective Communicators.

When programming and reflecting together fortnightly we consider the needs and interests of our children and develop our Statement of Intent accordingly. This information is obtained through Educator's observations as well as through Educator's interacting with children as they play.

Nature Play

At Craigmore we have a strong focus on Nature and using the environment as inspiration and provocation for play and learning. Our kindergarten has a very large outdoor area. We utilize this lovely space by working with children to care for the natural environment.

Children are involved in caring for our free-ranging chickens, taking responsibility for the planting and growth of our vegetable garden, playing in our mud kitchen, using natural loose parts as resources for learning, such as large sticks for building cubby houses etc.



We are also in the long term process of establishing our own onsite Bush Kindy space. We have been developing this with the children, using it to explore learning through nature play.

Assessment & Reporting

In your child's year at Kindergarten, they will receive the following:

- Kindy Diary (A child led book where they can record their learning, ideas or simply draw and create)
- Educators document individual and whole group learning in floor books (if you wish to see your child's progress feel free to book a time with an educator or have a casual chat at any time)
- Mid year learning note and end of year Statement of Learning (Provided on completion of their full eligible kindy year)

National Quality Standard

All Services approved under the *Education and Care Services National Law* are assessed and rated by their state or territory regulatory authority. Services are assessed against the 7 quality areas of the National Quality Standard (NQS) and given an overall rating based on these results. Please see information below.

National Quality Standard

The National Quality Standard (NQS) sets a benchmark for the quality of all education and care services across Australia.

The NQS is made up of seven quality areas.

Services are assessed and rated by their regulatory authority to determine the level of quality.

seven quality areas

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

quality ratings

Rated EXCELLENT by ACECQA
Service promotes exceptional education and care, demonstrates sector leadership, and is committed to continually improving.

Rated EXCEEDING
Service goes beyond the requirements of the National Quality Standard in at least four of the seven quality areas.

Rated MEETING
Service meets the National Quality Standard. Service provides quality education and care in all seven quality areas.

Rated WORKING TOWARDS
Service provides a safe education and care program, but there are one or more areas identified for improvement.

SIGNIFICANT IMPROVEMENT REQUIRED
There is an identified significant risk to the safety, health and wellbeing of children. Immediate action will be taken to address issues.

www.acecqa.gov.au 1300 422 327

Service Approval Number: SE -00010284
Assessment and Ratings ID: ASR -00011468



EDUCATION AND EARLY CHILDHOOD SERVICES
Registration and Standards Board of South Australia

CRAIGMORE KINDERGARTEN

achieved the following ratings:

Quality Area 1	Educational program and practice EXCEEDING NATIONAL QUALITY STANDARD
Quality Area 2	Children's health and safety MEETING NATIONAL QUALITY STANDARD
Quality Area 3	Physical environment MEETING NATIONAL QUALITY STANDARD
Quality Area 4	Staffing arrangements EXCEEDING NATIONAL QUALITY STANDARD
Quality Area 5	Relationships with children EXCEEDING NATIONAL QUALITY STANDARD
Quality Area 6	Collaborative partnerships with families and communities MEETING NATIONAL QUALITY STANDARD
Quality Area 7	Leadership and service management MEETING NATIONAL QUALITY STANDARD

The overall rating for a service is determined by a combination of the Quality Area ratings achieved.

If a service is rated below the National Quality Standard in any Quality Area, the overall rating will reflect the lowest Quality Area rating. To achieve an overall rating of Exceeding National Quality Standard, a service needs to achieve Exceeding National Quality Standard in four or more Quality Areas of which two must be from Quality Area 1, Quality Area 5, Quality Area 6 or Quality Area 7.

This service is rated overall at
MEETING NATIONAL QUALITY STANDARD

The Education and Early Childhood Services Registration and Standards Board of SA
Date of issue: 3 August 2015

This service has been assessed against the National Quality Standard for Early Childhood Education and Care and School Age Care and these ratings have been awarded in accordance with the Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011

an independent statutory authority

Freecall 1800 882 413 | www.eecsrbsa.gov.au | ABN 73 995 271 108
GPO Box 1811, Adelaide SA 5001 | Level 4, 162 Grenfell Street, Adelaide SA 5000



GENERAL INFORMATION

Attendance Patterns

"Set the pattern now for your child's future"

It is important that children attend kindergarten regularly. If your child is absent due to illness or other reasons please let us know.

Routine

At Kindy we have a routine for the day, it can vary at times, however we try to keep it the same as much as possible. This helps children to feel safe and gives them a sense of belonging in the kindy environment.

Correspondence

Closed Kindy Facebook Page, 'Craigmore Kindy 2022 Parents and Family' please ensure you request to join the group as many event details, reminders and stories of children's learning is shared here. Each child will be allocated a named notice pocket for newsletters, notes, receipts, etc. Your child's name is at the top of the pocket (Names on Notice Pockets are ordered by **First Name**, alphabetically.) Please check your notice pocket each day to ensure you are kept up to date.

Birthdays

If requested, we will sing to your child on their birthday. Due to the policies at our site *and* we ask that you do not send a birthday cake, lollipops or chocolate to share. If you wish too, we will accept stickers, balloons or other similar non-food related items to be handed out at the end of the session, please check with an Educator for numbers of children on the day.

Library Van

The Playford Mobile Library visits the centre once a fortnight. Children will be able to borrow up to 2 books per visit and will need to return them before borrowing more. Children need to have a named bag to put the books in. Library bags are available to buy from the kindy. If you would like to be part of this service please see a staff member for a registration form.

WHAT TO BRING TO KINDY

- A Kindy Bag

- Hat

Legionnaire, Bucket (5cm rim) or broad-brimmed hat

- A Healthy Snack & Lunch

Lunch-boxes/lunch-bags to be brought inside in the morning

- Drink Bottle
(WATER ONLY)

To be kept on drinks trolley inside

- Changes of Clothes
(ALL NAMED)

including socks and underwear

- Gumboots

- Raincoat

or

Full Body Nature Play Onesies
available for purchase at kindy



**ALWAYS WEAR YOUR OLD CLOTHES TO KINDY
AS WE DO GET MESSY!**

Lost Property

Any articles of clothing, lunch boxes, drink bottles etc. that have been misplaced may be in our lost property box. Please check the lost property box regularly. If not collected within 2 weeks any unnamed items will be donated.

Kindy Uniforms

Optional uniforms are available for purchase at EduThreads.com - please see an Educator for more information.

Independence

It is important for children's development and confidence to be able to do some things independently as this gives your child a sense of success.

It would be beneficial if your child could:

- Hang up their **own** bag
- Remember to bring their hat each day
- Open their drink/snack containers
- Go to the toilet and then wash hands
- Put on own socks/shoes

ARRIVAL AND COLLECTION OF CHILDREN

Upon arrival, please visit the Welcome Area, you will find pictures and names of the Educators on the board. Any other important information you may need to know will be displayed here. On the table is the attendance sheet, please locate your child's name and sign them in at drop off and out at pick up. Please include the time (a clock is on the wall for your convenience, once you have signed in please enter and bring your child into the building. We encourage you to stay and share an activity with your child.

Instructions for Signing In & Out

*Names on the attendance sheet are ordered by **First Name**, alphabetically).*

If you or your regular carer will not be collecting your child, please write in the Sign In/Out book in space provided upon arrival or phone us during the session.

Please Note: An **adult must** drop off and collect your child unless the Educators have been notified.

Children will **NOT** be released to older siblings unless they're of legal age and educators have had prior notification.

Remember we want your child to be safe.

It is also important that you keep your child's records current by informing us of any changes to any of your contact information including your child's emergency contacts and anybody who you have given permission to collect your child.

PARENT INVOLVEMENT

Parents are children's first teachers and good relationships between our Kindergarten and its families and community give our children a greater chance of success. We would like to invite you to come in and join us at kindy at any time. You are always welcome to stay and enjoy the session with your child, be a part of our program or there are always endless jobs to be done.

At Craigmore Kindergarten your input ideas/feedback are encouraged and valued and we hope that you will celebrate successes and share your concerns with us about what happens at Kindergarten. To ensure your ideas/concerns are handled in an effective way, we have developed clear grievance procedures. Please arrange a time to talk with the most relevant person i.e. teacher or director to discuss any issues. If you feel issues require further follow-up, further procedures are in place.

GOVERNING COUNCIL

WE NEED YOU



The Governing Council is made up of volunteer parents and friends of the kindergarten. All parents are invited to attend Governing Council Meetings, to offer suggestions and opinions about your kindergarten. The Governing Council, in partnership with the staff, is responsible for the maintenance of the Centre, financial planning and management, fundraising, organizing events, consultation and decision making. The council meets twice a term and works

within the framework of DECD (Department for Education and Child Development) policies and procedures.

We want to hear your ideas and suggestions.

Following is a few of our site policies that you might want to read through.

More policies can be found onsite in our policies folder or online at the Department for Education website.

Please ask an educator if you require more information.

Craigmore Kindergarten's

Parent Contributions Collection Policy



Link to National Quality Standards

- 7.3 Administrative systems enable the effective management of a quality service.
- 7.3.2 Administrative systems are established and maintained to ensure the effective operation of the service.
- 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.

Rationale

As a locally managed site, we are run by a Governing Council of parents and Educators. We also receive grants to assist us in meeting our operating costs from DfE (Department for Education). These costs include – maintenance, telephone, gas, electricity, water, security.

However, there are many other costs associated with running a preschool – Curriculum materials (portfolio folder, photography, photocopying, textas, pencils, crayons); Art materials (play dough, paint, paper, collage materials, glue, clay, adhesive tapes, staplers, hole punches, smocks), postage, photocopying, printing/computers, and meeting Work Health & Safety regulations.

The Parent Contribution

The Kindergarten Parent Contribution amount is set by the Governing Council and is reviewed yearly, the amount is inexpensive when compared to other services, such as child care and some other local kindergartens. Contributions equate to \$10 a week (over 40 weeks), this is only \$0.67cents an hour! Costs can only continue to be kept low if ALL families pay their contributions.

Contributions

- Sessional Kindergarten: \$100.00 (Term 1, 2, 3 & 4)
- Full Year Contribution: \$400.00

Policy for Collection of Parent Contributions

1. A contribution account will be issued to all parents at the start of each term. The account will clearly state
 - the preschool's ABN number
 - the child's name
 - the date for contributions
 - the contribution amount and any past amounts(We would appreciate parent contribution amounts by the end of Wk 3 each term)
2. The Governing Council will be kept informed of the percentage of parent contributions being received.

Foods **unsuitable** for kindy include:

- No Cakes and Sweets.
- No Jelly
- No Nuts including Loose Nuts, such as peanuts, cashews, walnuts, almonds, etc.
- No Peanut Butter OR Nutella
- No Chocolate or Chocolate products
- No Cordials and sweetened fruit juices
- No Lollies
- No Chips



Foods suggestions **suitable** for kindy include:

- Any Fruit or Vegetable – Raw or Cooked
- Pureed or Dried Fruit
- Hard boiled Eggs
- Cold Meats (Ham, chicken, turkey, kabana, salami, etc.)
- Sandwiches, Wraps or Rolls
- Cruskits, Saladas and other Savoury Crackers
- Corn / Rice Cakes
- Dry Noodles
- Cheese
- Popcorn (Dry popped, not coloured or coated)
- Yoghurt
- Custard (No Chocolate)



Craigmore Kindergarten's

Allergy Aware Food Policy



Link to National Quality Standards

- 2.1 Each child's health is promoted.
- 2.1.1 Each child's health needs are supported.
- 2.2 Healthy eating and physical activity are embedded in the program for children.
- 2.2.1 Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate.

Rationale

When we have children enrolled at kindy with severe allergic reactions. It may become necessary to implement a **NO NUTS AT KINDY POLICY** to reduce the risk of harm to children and make our preschool a safe environment. Please take the time to read this policy carefully.

The aim of this policy is to promote awareness amongst children and parents/caregivers about allergic reactions suffered by some children after coming into contact with these products. The policy aims to alert parents to the potential severity of ANAPHYLACTIC reactions and provide information on how parents can help prevent such reactions by only providing **fresh fruit, fresh vegetables, or plain cheese, meat or sandwiches** so as to avoid a possible fatal reaction. For this reason, the policy must be adhered to at all times within the kindy grounds. If food is brought into the centre that is unsuitable it will not be eaten but packed safely to take back home.

The duty of care of the Director, Educators and Community is to ensure the safety of all children whilst attending preschool; therefore, we need to provide an environment that will prevent the risk of exposure to nuts and other allergens. In the event that accidental exposure may occur, the preschool has an emergency procedure in place.

Information on Allergies

Many children have allergies and if exposed react in the following ways; hives, swollen eyes, wheezing and symptoms of asthma, itching especially around the mouth, swelling tongue, flushed face, cramping and nausea, vomiting, diarrhoea, and loss of consciousness. A few reactions are life threatening, some children are severely allergic to foods such as peanut butter and products that may contain traces of nuts. Even tiny amounts could be fatal within minutes. Children who have severe allergies to such food substances are exposed to a health risk not only when peanut products are consumed in their environment but from residue left on fingers, toys and other surfaces this is called cross contamination. These children are termed "ANAPHYLACTIC" – i.e. suffer from ANAPHYLAXIS.

What is anaphylaxis?

Anaphylaxis is the most severe form of an allergic reaction that can result in death. An anaphylactic reaction (or full body shock) can occur within seconds of exposure to an allergen or it may occur as a delayed reaction several hours after the initial exposure. Anaphylaxis is a critical medical emergency that requires immediate treatment with adrenalin by injection to prevent permanent injury or loss of life (Adrenalin opens up the airways and blood vessels in the body).

Craigmore Kindergarten's

UV Radiation, Sun Protection & Heat Stress

Policy



Link to National Quality Standards

- 2.3 Each child is protected.
- 2.3.2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury.

Rationale

Craigmore Kindergarten is committed to providing and maintaining a safe and healthy work environment for its staff, children and visitors

This policy aims to ensure that all children and Educators attending the Site are protected (as much as practicable) from skin damage and heat stress caused by the sun and its radiation. As part of this policy, staff, visitors and children will practice a combination of sun protection measures from 1 September-30 April and any other time UV is 3 and above. When UV levels reach 3, it is strong enough to damage unprotected skin. When UV radiation levels are below 3, sun protection will not be encouraged, allowing Educators and children the opportunity for safe UV exposure to assist with vitamin D production.

The Educators and Governing Council of the Kindy with the help of The Cancer Council South Australia "Sun Smart Advice for Early Childhood Centres" booklet and Department for Education and Child Development policies have formulated this policy.

Director Responsibilities

The director will ensure that:

- The Governing Council will endeavour to maintain the number of shelters and trees providing shade, ensuring they provide adequate shade and are in good repair.
- The Governing Council will make sure Centre air conditioning and fans are maintained.

Educator Responsibilities

Each employee is legally responsible for their own health and safety and must avoid adversely affecting the health and safety of any other person.

Educators will be positive role models who practice skin protection behaviour. This means that educators will:

- Where practical, set up planned outdoor activities in shaded areas or inside. Peak UV times and shade availability will be considered when planning outdoor activities/excursions.
- Educators will supply and assist children to apply SPF 30 or higher, broad spectrum, water resistant sunscreen before going outdoors. Sunscreen should to be applied 20 minutes before sun exposure and reapplied every 2 hours when outdoors.

- Children who do not have their hats with them when the UV level is over 3 will play under veranda area protected from the sun. ***“No hat today, no outside play”*** policy. This policy is in effect all year.
- Educators will incorporate sun and skin awareness activities into teaching programs.
- Educators will promote sun smart behaviour and model appropriate practice.
- Be expected to use and direct children to shaded areas in all possible instances.
- Provide drinking water and encourage all children to keep up fluid levels, including making sure they maintain their own fluid intake.
- Educators will be given the opportunity to have a break from outside duties on hot days to relieve heat stress. The onus is on the Educator to request a break.
- To assist in preventing heat stress, children will have access to shaded and indoor play areas when temperatures reach over 35 degrees.

Parent's Responsibilities

On enrolment of their child, parents will be asked to meet the following requirements:

- Become familiar with this policy
- Provide a hat that has the child's name cleared labelled on it for their child's use at kindergarten – **(broad brimmed, bucket style with a 5 cm+ brim or legionnaire style hats)** N.B. These are the only acceptable hats all year round. Caps are not suitable protection and do not substitute for a hat and are not allowed to be worn. Beanies and hoods are not acceptable either as they don't provide proper protection.
- Use of SPF 30 or higher, broad spectrum, water resistant sunscreen on their child at the beginning of each session and be aware of what the sunscreen is made of so as to keep to the Allergy Aware policy at kindy. (please check to make sure the sunscreen has not been made with nut oils, e.g. “Hamilton Sunscreen” brand has no nut oils/traces in it).
- Think about clothing suitable for greater sun protection for their child - shirts/tops with collars and elbow length or long sleeves are recommended for best protection as are longer style shorts/dresses. To wear a sun safe hat outside if helping at the centre/on excursions.
- To role-model by wearing a sun safe hat and clothing including shirts with sleeves when helping at the centre and on excursions.

The centre will not supply hats for borrowing, however a small number of emergency hats will be available at parent request & are to be returned at the end of the session.

This policy will operate throughout the year to reinforce the sun protection behaviour, and to acknowledge that damaging UV rays are present all year round.

Review and Evaluation

Evaluation of the effectiveness of this policy and associated procedures will occur through analysis of accident and incident reports, staff meetings, during annual hazard checks and annual review of the policy.

Craigmore Kindergarten's

Sick Children Policy



Link to National Quality Standards

- 2.1 Each child's health is promoted.
- 2.1.1 Each child's health needs are supported.
- 2.1.4 Steps are taken to control the spread of infectious diseases and to manage injuries and illness, in accordance with recognised guidelines.

Craigmore Kindergarten's Staff expect parent/carers to consider the comfort of their child and not send children to kindergarten when they have relatively mild conditions such as

- 'Green runny noses' (green mucus is infectious so please don't send your child to kindy if they have a green runny nose).
- Influenza and influenza like illnesses
- Earache
- Bladder infections
- Gastro-enteritis (vomiting, diarrhoea – particularly within the last 24 hours)
- Skin conditions requiring application of cream during session time
- When your child is on a course of antibiotics
- Conjunctivitis
- Head lice (until treated)
- And headache

If your child develops any of the above during session time, a staff member will contact you or an emergency contact and request the collection of the child.

For long term conditions requiring medication please discuss the child's needs with the Director as medication forms need to be completed and verified by the child's Doctor.

Staff have the responsibility to the child, other children and Staff, to request the exclusion of a child who we suspect is not well enough to attend kindergarten. Staff will make this decision based on information written within this Policy and ECD Policies and medical advice if necessary.

Infectious Disease Policy

Please let staff at the centre know if your child has a diagnosed infectious disease. Ask doctor for exclusion period or ring the Centre.

Medication

No medication will be given at all, including pain relievers, other than for long term conditions where a medication plan is provided by a doctor.

Asthma

Educators are trained in Asthma First Aid, however if your child has Asthma - a signed declaration by a Doctor (please see staff regarding this form) is needed for Educators to administer asthma medication.

In order to attend kindy, children diagnosed with Asthma must have: a care plan, reliever medication and a suitable spacer – all of which is to be either kept on site or handed to staff upon arrival each session.



Exclusion from Kindergarten activities

If your child requires exclusion from a particular activity/area i.e. sandpit play, it is **up to you** to inform your child not to access that area, as staff are unable to constantly monitor or remind your child.