

## Table of contents

- Home
- What we offer
- Enrolment and fees
- Reports and plans
- Parenting support
- Policies and guidelines
  - [crystalbrookkindergarten\\_sunprotection](#)
  - [crystalbrookkindergarten\\_pickupanddropoff](#)
  - [crystalbrookkindergarten\\_philosophy](#)
  - [crystalbrookkindergarten\\_parentinvolvement](#)
  - [crystalbrookkindergarten\\_medicationandhealth](#)
  - [crystalbrookkindergarten\\_inclementweather](#)
  - [crystalbrookkindergarten\\_healthyeating](#)
  - [crystalbrookkindergarten\\_generalinformation](#)
  - [crystalbrookkindergarten\\_curriculum](#)
  - [crystalbrookkindergarten\\_behaviour](#)
  - [crystalbrookkindergarten\\_allergiesandanaphylaxis](#)

## Home



We have strong connections with the Crystal Brook community and welcome your involvement at our kindy.

Find out more about our goals and our focus in our philosophy statement (PDF 92KB)  
([https://www.preschools.sa.gov.au/sites/default/files/crystalbrookkindergarten\\_philosophy.pdf](https://www.preschools.sa.gov.au/sites/default/files/crystalbrookkindergarten_philosophy.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.decd.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. For more information about volunteering at Crystal Brook Kindergarten please see our parent involvement guideline (157KB)  
([https://www.preschools.sa.gov.au/sites/default/files/crystalbrookkindergarten\\_parentinvolvement.pdf](https://www.preschools.sa.gov.au/sites/default/files/crystalbrookkindergarten_parentinvolvement.pdf)).

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.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.

## Bushfire risk

On forecasted 'catastrophic' fire danger days we will be closed. Make sure you know how we intend to contact you in this situation. You can find more information about an active bushfire from the CFS website (<http://www.cfs.sa.gov.au/>). See the bushfire page on the Department for Education's website (<https://www.education.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) for general information.

## Contact us

**Preschool director:** Mrs Karena Wilson

**Phone:** (08) 8636 2411

**Fax:** (08) 8636 2002

**Email:** [dl.6613.leaders@schools.sa.edu.au](mailto:dl.6613.leaders@schools.sa.edu.au)

**Street address:** Mais Terrace Crystal Brook SA 5523

**Postal address:** Mais Terrace Crystal Brook SA 5523

## 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 2 full days in terms 1,2,3 and 4. In terms 2 and 3, your child can also attend Wednesdays in even weeks, to make up 15 hours per week.

Monday	Tuesday	Wednesday	Thursday	Friday
8.45am to 3.15pm	8.45am to 3.15pm	8.45am to 3.15pm even weeks only, in terms 2 and 3	—	—

## Crystal Brook Kindergarten parent handbook

[www.preschools.sa.gov.au/crystal-brook-kindergarten](http://www.preschools.sa.gov.au/crystal-brook-kindergarten)

---

### Fees

The parent contribution is \$356 per year. See our enrolment and fees page

(<https://www.preschools.sa.gov.au/crystal-brook-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
- clothes appropriate for weather (warm coat, beanie, gum boots)
- drink bottle containing water
- healthy snack
- packed lunch
- green communication folder.

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

Please apply sunscreen to your child before bringing them to kindy.

### What not to bring

Your child 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.

### Bus service

Preschool children can travel on the bus if there are seats available. The bus drops off and picks up from the front of our kindergarten. An educator will meet the bus every morning and will help your child to get on it in the afternoon. Please call the Crystal Brook Primary School on 86362134 for more information.

### Additional information

Our doors open at 8.45am. It's important that you don't leave your child unsupervised in the playground before this time. Please read our pick-up and drop-off procedure (PDF 112KB)

([https://www.preschools.sa.gov.au/sites/default/files/crystalbrookkindergarten\\_pickupanddropoff.pdf](https://www.preschools.sa.gov.au/sites/default/files/crystalbrookkindergarten_pickupanddropoff.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 under 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
8.45am to 11.45am	8.45am to 11.45am	—	—	—

Children over 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
8.45am to 11.45am	8.45am to 11.45am	—	—	—

## 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)
- change of clothes
- nappies if required
- drink bottle containing water
- healthy snack
- packed lunch
- comforter, such as pacifier, teddy or rug.

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

## **Out of school hours care**

Out of school hours care is available at Happy Haven

(<https://www.happyhaven.com.au/crystal-brook-home-page1/>). Contact them

(<https://www.happyhaven.com.au/crystal-brook-home-page1/#1513210505773-3383bb25-0065>) directly for more information.

## **Supported playgroup**

Your child can learn literacy and numeracy skills long before preschool. In our supported playgroup, a qualified educator helps you be involved with your child's learning and development. The educator will help out, but parents or carers must supervise their children at all times.

## **Times**

Fridays, 9.30am to 11.30am.

## **Cost**

Gold coin donation.

## **What to bring**

Hat, water bottle and fruit to share.

## **Additional information**

This group is for children from birth to 5 years, parents or carers must join in with their children.

## **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/crystal-brook-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 will contact you in term 3 about an orientation session. This will be a 1-hour session where you can ask questions.

Before they start preschool your child can come to pre-entry transition visits. These will be in November and are a chance for your child to meet our educators and other children.

## Fees

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

The parent contribution is \$356 per year. You can choose to pay the total amount at the beginning of the year or pay instalments of \$89 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). This fee includes a kindy hat, green bag and bus travel for excursions in terms 2 and 3.

We offer other programs that may have additional costs (<https://www.preschools.sa.gov.au/crystal-brook-kindergarten/getting-started/what-we-offer#crystalbrookprograms>).

## When to pay

We will invoice you by week 4 of each term, via your child's communication book.

Payments are due in week 8 of each term.

Please contact us if you are having difficulty paying.



## **How to pay**

EFT information

You can pay by direct deposit.

BSB: 105046

Account number: 192101040

Account name: Crystal Brook Kindergarten

Please use your invoice number as the reference.

Cash or cheque

You can pay by cash or cheque at the kindy. Please put the correct payment in a sealed envelope with your child's full name on the front. Give the payment to our finance officer, who can take money from 8.45am to 9.30am, Monday to Friday.

## **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

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

**Rating for:** Crystal Brook Kindergarten

**Rating issued:** May 2019

Copyright ACECQA (<https://www.acecqa.gov.au/copyright>)

## 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 476KB)

([https://www.preschools.sa.gov.au/sites/default/files/crystalbrookkindergarten\\_qip.pdf](https://www.preschools.sa.gov.au/sites/default/files/crystalbrookkindergarten_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 181KB)

([https://www.preschools.sa.gov.au/sites/default/files/cbk\\_context\\_statement.pdf](https://www.preschools.sa.gov.au/sites/default/files/cbk_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/6613\\_AnnualReport.pdf](http://docs.decd.sa.gov.au/Sites/AnnualReports/6613_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.

# Crystal Brook Kindergarten SunSmart policy

## Crystal Brook Kindergarten's SunSmart policy

This policy applies to all centre events on and off-site.

### Rationale

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

### Objectives

This SunSmart policy has been developed to:

- encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- work towards a safe outdoor environment that provides shade for children and staff at appropriate times
- assist children to be responsible for their own sun protection
- ensure families and new staff are informed of the centre's SunSmart policy.

## Legislation

This policy relates to the following National Law and Regulations:

- **Education and Care Services National Law Act 2010**
  - Section 167 – Protection from harm and hazards
- **Education and Care Services National Regulations 2011**
  - Regulation 100 – Risk assessment must be conducted before excursion
  - Regulation 113 – Outdoor space–natural environment
  - Regulation 114 – Outdoor space–shade
  - Regulation 168: Policies and procedures (2)(a)(ii)–sun protection.

## National Quality Standards

All of the following SunSmart procedures link to:

- **Quality area 2: Children's health and safety.**

There are also links to:

- **Quality area 1: Educational program and practice**
- **Quality area 3: Physical environment**
- **Quality area 5: Relationships with children**
- **Quality area 6: Collaborative partnerships with families and communities**
- **Quality area 7: Governance and leadership.**

# Procedures

Staff are encouraged to access the daily sun protection times on the SunSmart app, or at [bom.gov.au/uv/index.shtml](http://bom.gov.au/uv/index.shtml) to assist with the implementation of this policy.

We use a combination of sun protection measures for all outdoor activities during terms one, three and four (1 August until 30 April) and whenever UV radiation levels reach 3 and above at other times. Extra care is taken during the peak UV radiation times and outdoor activities are scheduled outside of these times where possible.

## 1. Clothing

### Quality area 2: Children's health and safety

When outside, children are required to wear loose fitting clothing that cover as much skin as possible. Clothing made from cool, closely woven fabric is recommended. Tops with collars and elbow length sleeves, and knee length or longer style shorts and skirts are best. If a child is wearing a singlet top or dress they wear a t-shirt/shirt over the top before going outdoors.

## 2. Sunscreen

### Quality area 2: Children's health and safety

SPF 30 or higher, broad spectrum, water resistant sunscreen is available for staff and children's use.

Sunscreen is applied at least twenty minutes before going outdoors and reapplied every two hours if outdoors.

With parental consent, children with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements.

Children, once old enough, are encouraged to apply their own sunscreen under the supervision of staff.

## 3. Hats

### Quality area 2: Children's health and safety

All children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad brimmed or bucket hats. Baseball or peak caps are not considered a suitable alternative.

## 4. Shade

### Quality area 2: Children's health and safety

### Quality area 3: Physical environment

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- Management ensures there is a sufficient number of shelters and trees providing shade in the outdoor area.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- Children are encouraged to use available areas of shade when outside.
- Children who do not have appropriate hats or outdoor clothing are asked to play in the shade or a suitable area protected from the sun.

## 5. Sunglasses

### Quality area 2: Children's health and safety

Children and staff are encouraged to wear close fitting, wraparound sunglasses that meet the Australian Standard AS/NZS 1067:1.2016 (Sunglasses: lens category 2, 3 or 4) and cover as much of the eye area as possible.

## 6. Babies

### Quality area 2: Children's health and safety

Our SunSmart practices consider the special needs of infants. All babies under twelve months are not exposed to the direct sun when UV radiation levels are 3 and above.

Infants should be protected by using shade, clothing and hats. Sunscreen should be applied to small areas of exposed skin not protected by clothing or hats.

## 7. Enrolment and information for families

### Quality area 6: Collaborative partnerships with families and communities

When enrolling their child, families are:

- informed of the centre's SunSmart policy
- asked to provide a suitable hat for their child (if applicable)
- asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. covering the shoulders, chest, upper arms and legs)
- asked to provide SPF 30 or higher, broad spectrum, water resistant sunscreen for their child (if applicable)
- required to give permission for staff to apply sunscreen to their child
- families and visitors are encouraged to use a combination of sun protection measures (sun protective clothing and hats, shade, sunglasses and sunscreen) when attending the centre.

## 8. Staff WHS and role modelling

### Quality area 5: Relationships with children

As part of WHS UV risk controls and role modelling, when the UV radiation is 3 and above, staff:

- wear sun protective hats, clothing and sunglasses when outside
- apply SPF 30 or higher broad spectrum, water resistant sunscreen
- seek shade whenever possible.

## 9. Education

### Quality area 1: Educational program and practice

### Quality area 5: Relationships with children

### Quality area 6: Collaborative partnerships with families and communities

- Sun protection is incorporated into the learning and development program.
- The SunSmart policy is reinforced through staff and children's activities and displays.
- Staff and families are provided with information on sun protection through family newsletters, noticeboards and the centre's website.

## 10. Policy review

### Quality area 7: Governance and leadership

Management and staff monitor and review the effectiveness of the SunSmart policy and revise the policy when required (at least once every three years).

Date of next policy review:.....



## **DROP-OFF AND PICK-UP PROCEDURE**

It is important to let staff know if you want someone other than a parent/legal guardian to collect your child.

### **When arriving at Kindy please:**

- Sign your child in (folder on top of lockers)
- Encourage your child to sign in by writing their name or recognising their picture.
- Help your child put their lunch box and water bottle in the fridge
- Help your child put their labelled healthy snack in the tub
- Check the white board for notes
- Say goodbye to your child when you are ready to leave



# SERVICE STATEMENT OF PHILOSOPHY



## WE VALUE

- ⇒ A safe and welcoming environment to engage families and their children as valued members of the Kindy community.
- ⇒ Children, parents, support agencies, volunteers and educators working together to improve learning outcomes for children.
- ⇒ Inspiring indoor and outdoor learning environments where all children can develop dispositions for learning such as confidence, curiosity, communication, resourceful, purposeful and persistence.
- ⇒ Nature pedagogy to give children an opportunity to learn in and with the natural world, including visits to a beyond space, 'Bush Kindy' at Bowman Park in terms 2 and 3.
- ⇒ Our strong connections within the Crystal Brook Community, including fortnightly visits to the Southern Flinders Health, Crystal Brook Campus to visit the elderly residents.
- ⇒ Australia's cultural diversity and the importance of being inclusive and respectful to all.

## WE RECOGNISE

- ⇒ Children need to develop a sense of belonging where their opinions, skills and backgrounds are valued and celebrated.
- ⇒ Children as active participants in their learning and their right to play.
- ⇒ Relationships can be complex but crucial in supporting all members of the Kindy community to engage positively.
- ⇒ Opportunities to develop strong learning dispositions, provides children with a solid foundation for life-long learning.
- ⇒ Importance of children engaging with the natural world, understanding and respecting the natural environment.
- ⇒ Need for children to try new things, take risks, make mistakes, be free to explore, experiment and to discover things that extend their knowledge and understanding.

## **WE WILL**

- ⇒ Provide a safe, supported and nurtured environment for children to learn and play.
- ⇒ Offer innovative programs and strive for excellence in our practices.
- ⇒ Plan, program, reflect on children's learning supporting literacy and numeracy development, and incorporating the elements of Science, Technology, Engineering and Mathematics in the cycle of planning.
- ⇒ Value the high level of engagement and respectful relationships that exist.
- ⇒ Implement sustainable practices outlining our responsibility to care for the environment and provide a sustainable future.

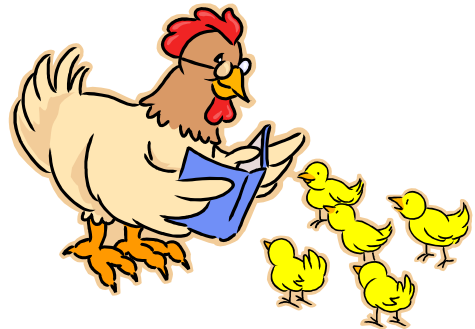


## Parent involvement

### **Parent Participation and Help – your involvement in our Centre is very welcome**

An art duty and washing roster is made up each term. Other ways parents can help out include:

- Helping with jobs around the Centre including sweeping, gardening, preparing art materials etc.
- Talk with children about another culture, or your work e.g. nursing, police, ambulance etc
- Reading stories to the children
- Gardening after hours or with the children
- Cooking with the children
- Cutting up collage
- Sharpening coloured pencils
- Covering books
- Library cataloguing
- Joining Staff on excursions
- Assisting Staff during a session
- Dance/play a musical instrument
- Help clean up at the end of a session
- Donating items of use to the Preschool



### **PLEASE SEE STAFF IF YOU CAN ASSIST!**

We really appreciate and value our volunteers but we also have an obligation to ensure we keep our children safe. This means that regular volunteers, including Governing Councillors need to undergo a DCSI Criminal History Screen. If you are planning to volunteer at the Kindergarten please speak with the Director to ensure you complete the correct Screening application form. We also have an induction process which will be undertaken before you begin working with or around children in the Kindy.



## **Medication and Health Needs**

It is each parent's responsibility to keep the Kindergarten informed about all health issues with your child. If a child has a medical condition such as an allergy or asthma it is essential a Doctor's Care Plan is supplied BEFORE starting Kindergarten. Children cannot attend the Preschool until all documentation about the condition including what to do at Kindergarten has been supplied and signed off by a medical practitioner. Medication such as antibiotics etc can only be administered to children with either a medical practitioner's written permission or the parent's written permission with clear details of the dosage etc. The container the medication is in must be clearly labelled with a pharmacy label and details that match the written permission and the child's name.

If your child has a medical condition or disease and is unable to attend Kindergarten please inform the Staff at the Kindergarten as soon as possible. Children should not attend Kindergarten if they show any signs of illness or disease. Please ask Staff if you need further details regarding our guidelines.



## **INCLEMENT AND HOT WEATHER POLICY**

This policy recognises that children are at greater risk of suffering from hypothermia and hyperthermia than adults and that a child's ability to respond to environmental extremes is due to physiological differences. This policy includes the Hot Weather Procedures.

### **Inclement weather**

Inclement weather is the existence of abnormal climatic conditions including but not limited to the following or any combination thereof:

- Extreme high temperatures
- Exposure to UV
- Rain
- Hail
- High winds
- Severe dust or electrical storm
- High humidity

### **Context**

#### **Outdoor Area**

Crystal Brook Kindergarten has a large outdoor area with mature pine trees at rear of yard, as well as large shade structures over our sandpit, lawn area, digging patch and mud kitchen areas.

#### **Veranda**

A large deck area is attached to the building. Shade cloth blinds can be pulled down when required.

#### **Air conditioning and heating**

- Split system air conditioning and heating units are in the office, quiet room and rest / relaxation room.
- Two refrigerated reverse cycle units are located at back of the building and have ducts in the main area.

### **Strategies for minimising risks for children attending Crystal Brook Kindergarten on extreme weather days**

As part of outdoor yard inspection and preventative maintenance checks, ensure that the tree audits are conducted and trim large trees as required.

On days of extreme weather, educators will use their professional judgement and information (eg. weather warnings from the Bureau of Meteorology, weather reports and observations) to assess risks, including the possibility of falling branches and trees on windy days, then implement appropriate strategies that may include the following:

**Outdoor play may be:**

- restricted to a shorter period of time
- offered in the morning only
- cancelled altogether
- only under the veranda

**Inclement and Hot Weather Policy****Parents may be:**

Asked to use their judgement and consider the level of risk posed to their child during transportation to and from Kindergarten.

**Strategies for minimising heat related stress for children attending Crystal Brook Kindergarten on hot weather days****Children and adults**

Monitor all children and adults at the centre and follow emergency procedures if anyone shows signs of dehydration, heat stroke or hyperthermia, including contacting parents/caregivers.

**Activities**

Activities conducted in periods of hot weather will be undertaken in shaded areas and will be reduced to the “less active” type. Water play activities will be offered to the children when practical.

**Drinks**

Staff will frequently remind children to drink water. There is access to drinking water at all times. We encourage children to bring their own drink bottles filled with water only. These can be refilled at kitchen. Cups are provided for the children to use if they have forgotten their water bottle.

**Food**

Children are encouraged to put their morning snack and drink bottle inside the building when it is hot. Separate containers will be provided for these. Lunch boxes are refrigerated throughout the day.

**Clothing**

Parents are encouraged to dress children in sun safe clothing that minimises heat gain, in layers that can be easily removed either by the child or staff.

**Surfaces**

Prior to children engaging in outdoor play on hot days, staff will check the surface temperature of items such as swings, climbing equipment and slide in order to prevent burn injuries. This is to be checked by placing their hand on the surface for a slow count of five.

**Power blackout/failure**

During a power blackout or failure, SA Power Network are to be contacted on 131 366. If the Kindergarten becomes too hot, parents are to be notified and children collected. Monitor food stored in the fridge and dispose of food that has sat between 5 and 60 degrees Celsius for longer than four hours. Consider closing the Kindergarten until the power is restored.

**Strategies for minimising risks on cold days****Experiences**

Active experiences will be provided for to allow children to move their bodies.

**Clothing**

Parents are encouraged to dress children in warm clothing, including jackets and beanies.

### **Incident Management Reporting**

Incidents are managed as follows:

- Contact parents and caregivers when required
- Complete an IRMS report and follow procedures
- Contact other emergency personnel as required
- Preserve incident sites

Accepted: \_\_\_\_\_ 2018

Review: \_\_\_\_\_ 2020



## Healthy Food Supply & Nutrition Policy

### Policy Statement

Educators at Crystal Brook Kindergarten aim to promote nutritional eating habits in a safe and supportive environment for children. We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit children by healthy growth and development by minimising long term health risks such as heart disease and diabetes. Advice from speech pathologists and dentists indicates children should be eating crunchy foods.

### Curriculum

#### Our Centre's food and nutrition curriculum:

- Is consistent with the *'Right Bite Easy Guide to Healthy Food and Drink Supply for South Australian Schools'*, *Australian Dietary Guidelines for Children and Adolescents in Australia'*, and the *'Australian Guide to Healthy Eating'*.
- Includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health.
- Includes opportunities for children to develop practical food skills like preparing and cooking healthy food.
- Integrates nutrition across the curriculum where possible, for example foods from a variety of cultures.
- Is inclusive of children with intolerances and allergies and cultural beliefs
- Is part of the Early Years Learning Framework (Outcome 3: Children have a strong sense of wellbeing) and National Quality Standards (Quality Area 2 – Children's Health and Safety).

### The Learning environment

#### Children at our Centre:

- Have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day.
- Are encouraged to bring a named drink bottle containing water only.
- Eat in a positive, appropriate, social environment with staff who model healthy eating behaviours.
- Are encouraged to minimise packaging options which create landfill in an effort to care for our natural environment

Crystal Brook Kindergarten is **NUT FREE**

### Food supply

*Our Centre provides the following guidelines for families for food brought from home:*

### Shared Fruit Time

Families are asked to supply fruit and vegetables at snack time to:

- Share during small group time
- Provide children with important minerals and vitamins
- Encourage a taste for healthy foods



- Encourage chewing which promotes oral muscle development

### **Fresh fruits and vegetables are recommended for shared snack time**

We understand that some children are still acquiring a taste for fruit and vegetables. While these foods will still be offered, a healthy sandwich or plain unsalted crackers are suitable alternatives.

### **Lunch Provision**

- Families are responsible for providing lunch for their children
- Access to a designated fridge is available and encouraged for storage of yoghurt, meat, cheese and other perishable foods
- Families are encouraged to follow the guidelines set below

### **We will work to develop partnerships with community to promote healthy eating and discourage:**

- Foods high in salt such as chips
- Foods high in sugar such as cakes, lollies, roll ups, soft drinks and biscuits
- Chocolate bars, chocolate custard, muesli bars or LCM bars
- Cordials, soft drinks and sweetened fruit juices
- Foods containing nuts pose serious risk to children with allergies. Nut products are not permitted
- Foods which are wrapped in foil, plastic or commercial packaging – we encourage Nude Food

As part of our Centre's commitment toward healthy eating and sustainability we promote our children and staff bringing 'Nude Food' each day. Nude Food is simply food that is not wrapped in foil, plastic or commercial packaging, The best type of nude food consists mainly of fresh food, so that is it healthy and nutritious PLUS environmentally friendly.

Please ask staff if you are unsure.

### **Special Events**

Our Centre:

- Will ensure a healthy food supply for preschool activities, celebrations and events, strictly limiting availability of high fat, high sugar, or processed foods like chips, pastries, cakes, lollies, crisps and soft drinks to no more than twice a term, in accordance with the Healthy Eating Guidelines
- Will facilitate visits to the canteen as part of our transition and continuity of learning program no more than twice each term
- We will display nutrition information and promotional materials about healthy eating, and provide information updates in newsletters

### **Food safety**

Our Centre:

- Promotes and teaches food safety to children during food learning/ cooking activities
- Provides adequate hand washing facilities for everyone
- Promotes and encourages correct hand washing procedures with children
- Provides recipes for families where possible

### **Food-related health support planning**

Our Centre:

- Liaises with families to ensure a suitable food supply for children with health support plans that are related to conditions and/or cultural beliefs
- Provides support to families around feeding babies, toddlers and pre-schoolers via our Occupational Therapist

**Working with families, health services & industry**

Our Centre:

- Invites health professionals to be involved in food and nutrition activities with the children.
- Provides information from health professionals to families and caregivers on the *Healthy Eating Guidelines* through a variety of media such as:
- Notices
- Policy consultation
- Information on enrolment
- Pamphlet/Poster displays

Version Number	Details of Changes Made	Date Issued



## **General Information**

### **Attendance**

Continuity is important. It is beneficial for your child's social and emotional development whilst also establishes a good routine in readiness for school. Please notify the kindergarten if your child is unable to attend due to sickness, holidays via a text message or phone call.

During the first 1-3 weeks of term attendance data is collected for staffing and funding and we want high attendance to be reflected in this data is possible. As we know, we can't help when our children are not well and the best place for them is at home.

By working together we can support the regular attendance of your child at Crystal Brook Kindergarten and help set up good learning habits for life. DECD attendance target for preschools is 93% which is what Crystal Brook Kindergarten aim to *exceed*. Weekly attendance is published on the whiteboard near the entrance and the Kindergarten Facebook page. Families receive a text message at the end of each term if their child has attended Kindergarten above the DECD target for that term.

### **Change of Personal Details**

It is vital that the Kindergarten has current Contact Details including Emergency contacts. Please advise us at any time if details such as phone numbers etc. change.

### **Clothing**

All clothing should have the child's name clearly marked, including children's shoes, jumpers, hats and lunch/snack containers. Children should wear comfortable easily washed clothing. Although smocks are provided for some activities, it is inevitable that clothes will sometimes get dirty, wet or get paint on them.

Clothes that allow free movement - are not too tight, too loose or too long and allow children to play safely and go to the toilet independently, are most appropriate.

Children should come to Kindergarten in footwear that enables them to climb, run and play safely, and that they can take on and off themselves. Shoes with velcro straps are ideal and thongs should be avoided.

### **Communication Book**

Children will be given a green bag with a communication book. This is where parent information, excursion news, fee accounts and other information is placed. Please check this book regularly. Please feel free to write notes to staff in this book too.

### **Library Borrowing**

We visit the Crystal Brook Primary School library in term 4 as part of our transition to school. Children are encouraged to borrow regularly and can borrow 2-3 items at a time. They need to be returned before another book is borrowed. Please use a bag to carry books, in order to protect them.



### **Lost Property**

There is a box with lost property usually located in the lockers. Please check your child's belongings each day as it is easier to locate a missing item when it is noticed straight away. All items are donated to charity at the end of term.

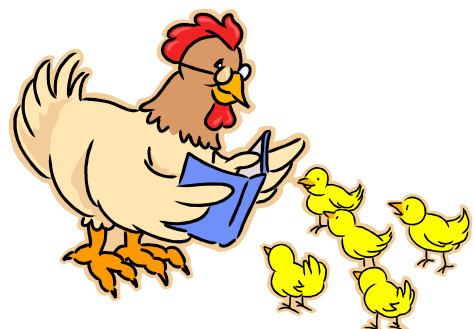
### **'Me Box' – sharing of news**

We have two 'Me Box' for sharing on Monday and Tuesdays. Children are rostered throughout the term and take a small plastic tub home to return the following week with some special things in it. There is a laminated sheet with an outline about the 'Me Box' and a list of what to bring. The Monday 'Me Box' asks children to bring a recipe that they get to make the following day with two of their friends. These healthy recipes are collated throughout the year and a recipe book is given to the children at the end of their kindergarten year.

### **Parent Participation and Help – your involvement in our Centre is very welcome**

An art duty and washing roster is made up each term. Other ways parents can help out include:

- Helping with jobs around the Centre including sweeping, gardening, preparing art materials etc.
- Talk with children about another culture, or your work e.g. nursing, police, ambulance etc
- Reading stories to the children
- Gardening after hours or with the children
- Cooking with the children
- Cutting up collage
- Sharpening coloured pencils
- Covering books
- Library cataloguing
- Joining Staff on excursions
- Assisting Staff during a session
- Dance/play a musical instrument
- Help clean up at the end of a session
- Donating items of use to the Preschool



## **PLEASE SEE STAFF IF YOU CAN ASSIST!**

We really appreciate and value our volunteers but we also have an obligation to ensure we keep our children safe. This means that regular volunteers, including Governing Councillors need to undergo a DCSI Criminal History Screen. If you are planning to volunteer at the Kindergarten please speak with the Director to ensure you complete the correct Screening application form. We also have an induction process which will be undertaken before you begin working with or around children in the Kindy.

### **Primary School Enrolment**

Please inform the Director as soon as you know the school your child is attending or if there are any changes to the nominated school.

Crystal Brook Kindergarten has a highly valued relationship with Crystal Brook Primary School (CBPS). We have regular visits to the school including to the library, the Reception classroom and to join with the school for special events.

In term 4 CBPS run a formal transition programme for school starters beginning with a parent meeting to complete school enrolment forms. Transition is a long term process that involves a child's identity, being able to internalise the leaving of one setting and then developing a sense of belonging within the new setting. Successful transition requires input and effective communication from both educational settings and families, including the children.

Please remember that children are only entitled to four terms of Kindergarten.



## Curriculum

### Program of Experiences

Educators develop a new program of experiences each fortnight for children using the National **Early Years Learning Framework (EYLF) 'Belonging, Being, and Becoming'**.

Our program is flexible enough to make changes during the two weeks to fit in with children's learning needs. Content for the programme is also drawn from the children's strengths and interests, identified areas of need, from children's ideas and parent input. Staff evaluates learning activities daily and program fortnightly to ensure it is appropriate for the children. The program is displayed in the Kindergarten. We welcome parent participation and involvement in our program.

In recent years the direction and philosophies of the Kindergarten have changed to better reflect a nature play focus. As a Centre, we strive to make positive changes in the lives of young children and their families, by providing opportunities for children to explore, create and reconnect with nature. Reasons that have fuelled our desire to change our direction include

- Some children spend less than 2 hours outside
- 87% of children spend more time playing indoors than outdoors.
- In South Australia, children spend an average of 4.5 hours a day in front of a screen, exceeding the national average by half an hour!
- "The Average Australian child spends less time outside than a maximum security prisoner" (Griffin Longley, CEO, Nature Play WA)
- 1 in 4 children have climbed a tree!

Nature Play SA provided reasons behind the statistics; these included children leading lives that are very structured, some parents are time poor and over protective. Environments are more urbanised than ever and technology has a greater pull, and at a younger age.

Research published by Nature Play SA tells us.

- Children who play regularly in natural settings are **sick less often**
- Mud, sand, water, leaves, sticks, pine cones and gum nuts can help to **stimulate children's immune system** as well as their imagination
- Children who play in natural settings play in more diverse, imaginative and creative ways and show **improved language and collaboration skills**
- Symptoms of Attention Deficit Disorder **are reduced** after contact with nature

At Crystal Brook Kindergarten, children will be encouraged to design and create using loose parts, make mud cakes in the garden using sticks, leaves, flowers and bark etc, explore the waterway and one of our favourite activities is climbing trees at Mercowie Park! We also have fortnightly visits to Bowman Park as part of our Nature Kindy.

These rich experiences will benefit children through developing skills and dispositions, such as being curious, confident, resourceful, cooperative, purposeful, persistent and a communicator. All of these dispositions are necessary to be life-long learners.

### **Records on Children's Learning and Development**

When children begin at the centre, parents are asked to fill out a questionnaire regarding their child's strengths and interests, areas that may need further development and any specific information that will assist individual planning.

At Kindergarten, Educators spend time talking to children and observing their play, their interactions with others, and noting their interests and needs.

The observations and the information collected enable Educators to formulate an Individual Learning Plan for every child. This is referred to when planning and programming, and shared with parents.

Educators collect relevant pieces of children's work that demonstrate skills and development, particular interests, creativity and experimentation with writing, drawing, patterning, and emerging numeracy skills. Educators continue to record observations about children's social interactions, physical skills, language, speech and vocabulary development and their participation in play and activities.

Each term Educators write a summary of your child's term at kindy, and also comment on evidence of your child's literacy and numeracy achievements. In the child's final term of Preschool a Summative Report (DECD Statement of Learning) is given to parents with a copy going to the school your child will be attending (with parent permission).



## **SITE BEHAVIOUR CODE**

### **WE BELIEVE**

- All children's physical, social, emotional, cognitive and spiritual wellbeing is paramount to their successful development.
- Everyone has a responsibility to demonstrate appropriate behavior and attitudes
- Children have a right to be provided with a safe and secure learning environment
- Children will behave responsibly and appropriately, following the Kindy rules and expectations
- Parents and carers have a responsibility to behave appropriately within the Kindy grounds
- Staff are to be respected by both children and adults
- Staff, parents and the community need to share responsibility, create a safe and secure environment for children and model appropriate behaviours

### **BEHAVIOURS WE ENCOURAGE**

- Valuing ourselves and others
- Following kindergarten routines and expectations
- Playing Safely
- Positive encouragement and reinforcement
- Turn taking and listening to others
- Mutual respect for people and their property
- Helping others and asking for help

### **WAYS WE MAXIMISE POSITIVE BEHAVIOURS**

- Provision of safe and secure indoor and outdoor environment that stimulates learning
- Being consistent and help children to recognize and articulate their feelings
- Modeling and demonstrating appropriate behaviour and language
- Positive reinforcement and feedback for appropriate behaviour
- Welcoming and inviting parents/caregivers and wider community to be involved in Kindergarten activities.
- Visual cues and role-play of appropriate behavior inside and outside
- The involvement of both parents and children in the development of Individual Learning Plans and progress through informal conversations

### **BEHAVIOURS NOT ACCEPTABLE OR APPROPRIATE**

- Any physical action that hurts someone else e.g. hitting, kicking, pushing, punching, hair pulling etc
- Destruction of property
- Throwing things inappropriately
- Running inside



- Being unkind or offensive
- Harassment or bullying
- Threatening
- Verbally or emotionally hurting someone, swearing and name calling

## **WAYS WE MINIMISE CHALLENGING BEHAVIOURS**

- Informing children and adults of what is appropriate behavior and the consequences for inappropriate behaviour
- Role modeling and reminding children about Kindergarten routines, expectations, appropriate behavior, language and problem solving strategies
- Having short discussions regarding appropriate and inappropriate behavior at the time
- Re-directing the play or the child
- Call parents to collect their child if inappropriate behavior continues

## **INFORMING CHILDREN**

- Discuss and regularly role-play and model appropriate behavior
- Encouraging children to take responsibility for their actions and their safety
- Encourage children to seek staff when needing help or/and reassurance

## **CONSULTING AND INFORMING PARENTS**

- Informal discussion at the end of a session or by telephone if required to parents of all children involved in incident/s
- Record extreme incidents that may have caused harm to child or others
- Record ongoing bullying behavior
- Confidentiality will be observed in all discussions with parents and in exchange of information with other agencies

## **HOW PARENTS AND STAFF CAN HELP SUPPORT THE SITE BEHAVIOUR CODE**

- Involvement in the initial draft and regular updating of the code
- Support their child's regular attendance
- Parents to reinforce in the home the Kindergarten routines and expectations
- Adhering to the Site Behaviour Code at all times
- Support the behavior management process
- Mutual sharing of relevant information regarding children and the centre

## **HOW STAFF WILL SUPPORT CHILDREN AND THEIR PARENTS**

- Provide timely and ongoing communication to parents
- Provide parenting/behavior management tips in newsletter
- Provide parents of new children with a copy of this policy
- Provide information resources available for parents to borrow
- Initiate consultation with parents and discuss support required for child
- Provide Department interagency support if required

## **INFORMING STAFF**

- Regular revision and updating of the Site Behaviour Code
- Induction for new staff and volunteers



## **Allergies and anaphylaxis**

### **VERY IMPORTANT – NO NUT FOODS PLEASE**

**The preschool has a 'No Nut' policy – National Quality Framework Regulation 173 [172] (f).**

**We are aware some children have serious allergies to Nuts, and ask parents to please avoid bringing food with NUTS to Kindergarten (including to social functions such as morning and afternoon tea).** This includes products such as Nutella and Peanut Butter.

**Please read the labels** of all food before sending food to Kindergarten and consider those with allergies. If your child is allergic to nuts, please be aware the Kindergarten cannot guarantee that there are no nuts on the premises in lunches and snacks as these are packed from home. We do ask all parents however to consider the health needs of those with allergies and avoid sending them to preschool.