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Home



We provide a safe, relaxed and happy atmosphere so your child can try new things and learn about their world. Our language activities encourage talking, listening and joining in. We celebrate diversity through our inclusive, supportive environment. We partner with families and communities to create a nurturing space for your child to play, learn and grow.

Find out more about our goals and our focus in our philosophy statement (PDF 329KB)

(
https://www.preschools.sa.gov.au/sites/default/files/dorothy_hughes_kindergarten_philosophy_statement_0.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.

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.

Contact us

Preschool director: Mrs Allirra Rawson

Phone: (08) 8258 2238

Fax: (08) 8285 5160

Email: dl.2610.leaders@schools.sa.edu.au

Street address: Rolleston Ave Salisbury North SA 5108

Postal address: 38 Bagster Road Salisbury North SA 5108

What we offer

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

Preschool program

Times

Your child can attend preschool for up to 15 hours per week. Weekly attendance at our kindy is based on 2 full days and a half day.

Monday	Tuesday	Wednesday	Thursday	Friday
8.45am to 11.45am 11.45am to 2.45pm	8.45am to 11.45am 11.45am to 2.45pm	8.45am to 11.45am 11.45am to 2.45pm	8.45am to 11.45am 11.45am to 2.45pm	—

Sessions are dependent on available spaces and individual family needs.

Fees

The parent contribution is \$55 per term. See our enrolment and fees page (<https://www.preschools.sa.gov.au/dorothy-hughes-kindergarten/getting-started/enrolment-and-fees>) for more information.

What to bring

Your child needs to bring these items each day:

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

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

Your child needs to wear comfortable clothing that covers their shoulders, especially in the warmer months. Avoid your child's best or favourite clothes. Getting dirty is part of kindy life!

You can buy our Dorothy Hughes kindy t-shirts for \$12 each.

What not to bring

Children should not bring these things:

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

Additional information

Please read our drop-off and pick-up procedure (PDF 97KB)

(
https://www.preschools.sa.gov.au/sites/default/files/dorothy_hughes_kindergarten_drop_off_and_pick_up_0.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 (<http://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 2 to 4 years old

Monday	Tuesday	Wednesday	Thursday	Friday
—	8.45am to 11.30am	8.45am to 11.30am 12pm to 2.45pm	—	—

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.

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

Minya Fullas playgroup

We have a playgroup for our Aboriginal families. Your child can enjoy play in a relaxed and happy environment while you share a yarn with other parents and caregivers.

Time

Fridays 9.30am to 11.30am during school terms
(<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Cost

Free.

Additional information

A light snack is provided.

Please contact us if you need transport to attend the playgroup.

Support services

We have on-site staff to provide one-on-one support to children with special needs. We also have access to additional support staff, including:

- speech pathologists
- psychologists
- social workers
- bilingual assistants.

Health screenings

Child and Youth Health Services visit us once per term for health screenings of children from age 4 and a half, with parental permission.

We also work with any outside agencies involved in your child's health and learning.

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/dorothy-hughes-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

Before they start preschool your child can come to pre-entry transition visits. These will be in term 4 and are a chance for your child to meet our staff and other children.

Fees

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

The parent contribution is \$55 each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>) or \$220 for the full year. We apply an early payment discount for families if the full year is paid by week 3 of term 1.

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

Concessions

Concessions are available for families with a health care card or Centrelink concession card. The concession parent contribution is \$50 each term.

Early entry

Children with special needs may be eligible for early entry. Early entry is dependent on our capacity. The parent contribution for early entry is \$15 each term.

When to pay

We will invoice by week 3 each term via reminder note at the gate.

Please contact us in confidence if you have difficulties paying.

How to pay

Cash or cheque

You can pay cash or cheque at the kindy. Please put the payment in a sealed envelope with your child's full name on the front. The envelope can be placed in the wooden payments box above the lockers or handed to staff.

EFTPOS

You can pay your child's fees through EFTPOS. Please ask us for assistance.

Bank Transfer

You can also pay by bank transfer.

Account name: Dorothy Hughes Kindergarten

BSB: 105056

Account number: 237192340

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

Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status

(<https://www.sa.gov.au/topics/education-and-learning/early-childhood-education-and-care/preschool-and-kindergarten#immunisation>).

Reports and plans

National Quality Standard rating

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



Overall Rating: Exceeding NQS

Quality Area Ratings

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

Rating for: Dorothy Hughes Kindergarten

Rating issued: August 2016

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Quality improvement plan

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

Quality improvement plan (PDF 1,153KB)

(https://www.preschools.sa.gov.au/sites/default/files/dorothy_hughes_kindergarten_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 182KB)

(
https://www.preschools.sa.gov.au/sites/default/files/dorothy_hughes_kindergarten_site_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/2610_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.



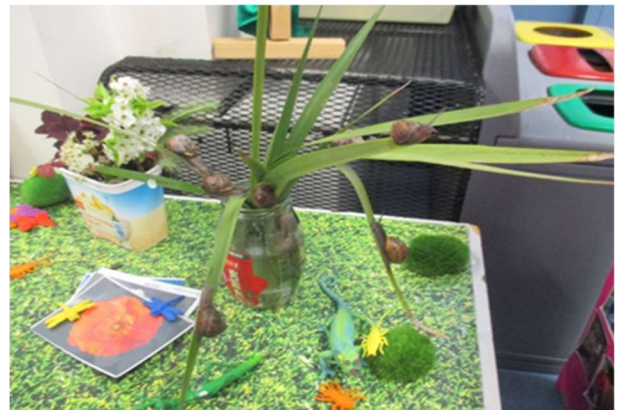
Dorothy Hughes Kindergarten

Philosophy



At Dorothy Hughes Kindergarten we share a common belief that children are the future of Australia and we endeavour to provide them with a quality preschool education. We value all children, families and staff and acknowledge that we come from diverse cultural, socio-economic and skill groups. We believe that a sense of wellbeing and belonging are essential to learning.

We believe that play provides the opportunities for young children to learn the life skills they require to participate in an ever changing world. We believe children need time and opportunity to practise skills in a variety of real life and play situations within an attractive, safe, non-judgemental and supportive environment.



We understand the importance of parents and families as young children's first teachers and welcome and encourage partnerships between teachers, families and communities.

This builds trustful, respectful, confident, positive relationships which value cooperation, collaboration and diversity.

We support transition into the kindergarten and onto school. We aim to provide a safe, relaxed, happy atmosphere which encourages respect, acceptance, tolerance and empathy for all, builds self-esteem and the confidence to have a go at the available learning, encouraging independence and resilience.



We offer a curriculum which fosters childhood development and growth and is fun, developmentally appropriate, flexible and spontaneous, emphasising the development of oral language through socio dramatic play, small group and one to one interactions. When we explore the world around us, we enhance children's physical, intellectual, creative, emotional and social development and help to develop the dispositions of persistence, purposefulness, motivation, problem solving and enthusiasm for learning.



Dorothy Hughes Kindergarten



Fee's & Payment Policy

Dorothy Hughes Kindergarten is a not for profit site that operates under the Universal Access Program. Each child is offered 15 hours of Preschool per week.

The Department for Education funds the warranted staff wages (determined by child attendance data, some Bilingual and special needs programs, preventative/breakdown maintenance and some facilities grants.

Parent's fees fund the supply of materials, resources, grounds and building works. Once your child is enrolled your fees are allocated to meet a budget developed by the Governing Council (elected from the parent body of the Kindergarten).

Description	Fees
Kindergarten Fees (Charged in Term 1, 2, 3 & 4)	Yearly \$220 Termly \$55 (No Concession) \$50 (Concession)
Early Entry (Per Term) <i>Fee to be charged if capacity enables Early Entry for children with Special needs.</i>	Termly \$15

We offer an early payment discount for families if they pay their fees by week 3 of Term 1 i.e. \$20 will be taken off the yearly amount which will take it down to \$200. Invoices will be issued to families at the beginning of each Term by Week 3. A reminder note will be added to the gate and a personal approach towards the end of each Term.

Families who have difficulty paying fees should speak to the Director or Finance Officer in **Confidence** and a payment plan can be developed.

Fees will be requested from all families enrolled including those who take leave to travel overseas and interstate if the place is to be held.

Payment for Performers & Excursions

Performers and excursions are organised and scheduled into the curriculum and will require an additional payment.

This fee is to be paid at the time of handing in the signed consent form in order to participate. The Governing Council will subsidise activities wherever possible to assist families.

Payments can be made in 3 ways

1. By placing money (cash or cheque) in an envelope with the child's name, the amount in the envelope and what the money is for. The envelope can either be placed in the wooden box above the lockers or you can hand the envelope to an Educator
2. You can pay your child's fees through Eftpos which is located in the kitchen. Please ask one of the Educators for assistance.
3. By paying electronically (EFT)

BSB Number	105-056
Account Number	237192340
Account Name	Dorothy Hughes Kindergarten

Please quote your child's name as a "**Reference**"



Dorothy Hughes Kindergarten



Allergy Aware Policy

Anaphylaxis is a life threatening condition caused by an extreme allergic reaction. There are children attending Dorothy Hughes Kindergarten who suffer from Anaphylaxis, usually with an allergy to nut products. If they become exposed to nuts, they become seriously ill, or in extreme cases, die.

To protect our children at Dorothy Hughes Kindergarten who have nut allergies, the Kindergarten has a strict **"Nut Aware"** Policy. This policy also provides information on how parents/carers should work with the Kindergarten to ensure that sufferers of Anaphylaxis are safe at Kindergarten.

If nut products are sent to Kindergarten for snack or lunch:

- The food will be confiscated immediately.
- The child will be provided with an alternative food.
- The nut product will be returned to parents/carers at the end of the day. Attached to the food item will be a reminder slip outlining that we are an Allergy Aware Centre.

If a child suffers from Anaphylaxis, families must:

- Provide the Kindergarten with a current health care plan that is signed off by their Doctor/Health Practitioner. The health care plan must include details about health support, emergency details and a photo of the child.
- Ensure that the Kindergarten has appropriate medication for the child. The medication must be clearly named and labelled with a chemist label, be in date and be stored in the, medical cupboard that is located in the kitchen.
- Emergency contact details must be provided to the Kindergarten at the time of enrolment. If your child's contact details change you must inform the Kindergarten immediately.

To be reviewed **January 2020**



Dorothy Hughes Kindergarten



Dealing with Behaviour Support

At Dorothy Hughes Kindergarten we believe that everybody has the right to feel safe.

We offer a play based program that is suited to each child's age and needs.

We value caring, honesty, trust, integrity, responsibility and risk taking.

We work at building a safe, relaxed and happy atmosphere in the centre that encourages children to have a go.

We believe a sense of wellbeing and a healthy self esteem are very important to learning.

Our children are given plenty of time to practise skills in real life and in play settings.

Educators and parents will share responsibility to create a safe, secure environment for children. Early behaviour intervention is effective in preventing and minimising the development and long term effects of ongoing challenging behaviour.

Behaviours we encourage are:

- ❖ Respecting and caring for self, others and their belongings
- ❖ Sharing, collaborating and turn taking
- ❖ Cooperation with routines and requests
- ❖ Being polite, friendly and using manners
- ❖ Listening and helping
- ❖ Using language that is appropriate and non offensive
- ❖ Being resilient
- ❖ Taking responsibility for own behaviour

We maximise positive behaviour in our centre by:

- ❖ Our timetable is designed to allow children to have long periods of uninterrupted play time.
- ❖ Children are encouraged to accept responsibility for their own behaviour and to problem solve appropriately.
- ❖ Behaviour expectations are consistently shared.
- ❖ Effective communication and learning occurs when families and Educators work together to develop common goals for a child's wellbeing, learning and development.
- ❖ Planning for and providing an environment that promotes a sense of belonging, being and becoming and provides enhanced opportunities for learning through play.
- ❖ Using positive verbal and non-verbal guidance. This can be through the use of visuals that Educators carry on them at all times throughout the day.
- ❖ Providing all new families with a copy of the Behaviour Support Policy in their parent information packs on enrolment.
- ❖ Providing an atmosphere of acceptance, respect and trust that is created by treating children, families and staff as valued individuals.
- ❖ Involving children in goal setting, developing behavioural expectations and consequences.

Behaviours we discourage are:

- ❖ Threatening others, bullying
- ❖ Hurting other people or living things (this means hitting, kicking, biting, scratching, spitting etc.)
- ❖ Damaging toys and property
- ❖ Deliberate withdrawal or refusing to participate
- ❖ Ignoring adult's requests
- ❖ Swearing and yelling

Ways to minimise unacceptable behaviours:

- ❖ A gesture or expression may be a starting point.
- ❖ Ignoring the behaviour when there is no risk to others.
- ❖ Providing a distraction for unacceptable behaviour.
- ❖ A verbal warning, clearly stating the inappropriate behaviour and consequence if continued. Reminding children of the expectations while at Kindergarten.
- ❖ Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately.
- ❖ Redirect the play of the child or give a choice of 2 play areas.

If unacceptable behaviour continues:

- ❖ The child will be redirected away from the area, with support from an Educator.
- ❖ When the child is calm, the behaviour can be discussed, feelings acknowledged and positive alternatives can be made.
- ❖ Child will be assisted to re-engage in appropriate play.
- ❖ Families will be notified of the situation, intervention and the outcome.

Managing significantly challenging behaviour:

- ❖ This includes any behaviour that is not effectively managed by the above Behaviour management strategies.
- ❖ Ongoing unacceptable behaviour which puts the child or others at risk of significant injury or harm.
- ❖ Ongoing destruction or damage to equipment, property or facilities.
- ❖ Unsafe dangerous or violent behaviour that significantly impacts on the safe environment and wellbeing of others.
- ✓ Educators will document behaviour on an ABC (Antecedents, Behaviour & Consequences) Chart to observe if there are any patterns or triggers in the behaviour.
- ✓ An Individual Learning Plan will be developed in consultation with the family and support agencies to manage the behaviour where possible.
- ✓ Ongoing communication with families to share current issues, concerns, incidents and strategies being used to manage behaviour.
- ✓ Communication with Support Services to access appropriate support for the centre, child and family.
- ✓ The family may be required to collect the child from the centre where continual, repeated unacceptable behaviour is occurring which is impacting on the safe learning environment and wellbeing of others.

We endeavour to support all staff, children and families so we can work, grow and learn together.



Dorothy Hughes Kindergarten



Drop off and Pick up Policy

When you and your Child Arrive at the Kindergarten, please:

- On arrival, please sign your child 'in' with the time and a signature (located on the sign in table under the verandah)
- If you are running early, please stay with your child until 8.45am when Kindy begins and the doors will open. This allows Educators to be fully prepared for the day.
- Bring your child into the Kindergarten and greet an Educator (for safety reasons children are not permitted to play outside unless an Educator is supervising)
- Encourage your child to place their bag into a locker and to their lunch into the lunch containers located near the entrance.
- We encourage parents to separate their child's lunch and morning snack. Morning snack containers are located next to the pigeon holes above the lockers.
- Please see that your child is happy and settled into an experience before you leave and tell them that are going so they don't suddenly miss you and become upset.
- If your child has trouble separating from you, please approach an Educator for support.
- Please take time to read the information on the white board and check your child's pigeon hole before leaving.
- If someone other than a known contact is collecting your child, please inform an Educator so this can be documented in the communication diary. Please note, identification will be required on collection of your child.

At the End of the Session, please:

- On departure, please sign your child 'out' with the time and a signature (located on the sign in table under the verandah)
- Ensure that your child has been farewelled by an Educator before leaving. Educators will only allow children to leave the centre with parents or carers unless notified that someone different is to collect your child.
- Should an emergency arise please telephone the Kindy so an Educator can reassure your child.
- Check your child's pigeon hole.
- Be careful to allow only the children in your care to exit the gate with you.

To be reviewed January 2020



Dorothy Hughes Kindergarten



Governing Council

The Governing Council plays an important part in the management and development of our Kindergarten. It is responsible for ensuring that the Community's wishes and ideas are incorporated into the Educational Program.

The Governing Council have input into planning long and short goals for the centre, including financial management e.g. ways in which funds will be raised and spent.

Meetings are held twice a term, you are more than welcome to attend these meetings to see how decisions are made and provide ideas.

Most Governing Council members value gaining a better insight into their child's Educational Environment, getting to know Educators better and making friends with others on the Governing Council.

The role on a Governing Council is to work with the site leader to:

- ❖ Involve the Local Community
- ❖ Develop and Approve Local Policies
- ❖ Set the Broad Direction and Vision for the Site
- ❖ Monitor and Review the Quality Improvement Plan



Dorothy Hughes Kindergarten



Head Lice Policy

Head Lice is an unfortunate part of Kindy and School environments.

Parents will be notified when a confirmed case has been identified at the Centre through a visual notice that is displayed on the door.

All families are encouraged to check their child's hair when notified of an 'outbreak' to help prevent the cycle of Head Lice.

Due to the highly infectious nature of Head Lice, children with a suspected case will be sent home for treatment.

Head Lice may be suspected when the following is observed:

1. Continued, persistent scratching of the head, particularly around the nape of the neck or above the ear.
2. Lice is evident in the hair.
3. Eggs are evident in the hair.

When a suspected case of Head Lice is detected, Educators will contact parent/carer to collect the child from the Centre as soon as possible.

Children may return back to the Centre once a recommended treatment has been applied and hair has been combed with a 'fine tooth' lice comb to remove the eggs.

Educators at our Kindergarten

- Educators will make observations of children's hair during the Kindy session. Children **will not** be excluded for 'hair checks'.
- When parents fill out the Enrolment Pack, they have the opportunity to say if they give permission for Educators to check their child's hair.

Education and Information

- Tying back children's hair may help to limit the spread of Head Lice.

To be reviewed **January 2020**



Dorothy Hughes Kindergarten



Food and Nutrition Policy

Dorothy Hughes Kindergarten promotes safe, healthy eating habits in line with the **Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools** and relates to the **Early Years Learning Framework**.

We believe that Early Childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in many different ways. Healthy eating benefits young children to grow strong bodies, develop and reach their potential for learning.

Short Term: Maximises growth, development, activity levels and good health.

Long term: Minimises the risk of diet related diseases later in life.

Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities.

Therefore:

- Staff at this Kindergarten model and encourage healthy eating behaviours.
- Food and drink are consumed in a safe, supportive environment for all children.
- Parents and caregivers are encouraged to supply healthy foods that fit within the **Right Bite** strategy for their children at preschool.

Curriculum

Our Kindergarten's Food and Nutrition Curriculum

- 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 Early Years Learning Framework and National Quality Standard.

The Learning Environment

Children at our Kindergarten

- Children have fresh, clean filtered water available at all times and are encouraged to drink water regularly throughout the day.
- Children are asked to bring their own labelled drink bottle.
- Children eat in a positive, social environment with staff who model healthy eating behaviours.
- We use the Vegetable garden to learn about harvesting and preparing nutritious foods.

Food Supply

Our Kindergarten

- Encourages healthy **food and drink choices** for children in line with the **Right Bite strategy**.
- Ensures healthy food choices are promoted and are culturally sensitive and inclusive.
- Ensures a healthy food supply for Kindergarten **activities and events** in line with the **Right Bite strategy**.
- Displays **nutrition information** and promotional materials about healthy eating.

Snack Time

Children who attend a morning session or a full day of Kindy should have a container or a named snap lock bag with their child's morning snack. This is to be placed in the containers that are located above the lockers next to the pigeon holes.

Parents and carers are encouraged to supply a healthy snack e.g. fruit or vegetables, cheese and crackers, yoghurt etc. at snack time to:

- Provide children with important minerals and vitamins
- Encourage a taste for healthy foods.
- Encourage chewing which promotes oral muscle development

If your child is here for the Morning could you please supply a healthy snack.

Lunch Time

Children who attend a full day of Kindy should have a separate container for their lunch and this is to be placed in the Lunch containers that are located near the entrance. Parents and carers are encouraged to supply appropriate food at lunch time, which could include: Sandwiches, salads, meat and cheeses, fruit, vegetables, etc. We also encourage parents to use ice bricks in their child's lunch box to keep food cold during the warmer weather.

We are an Allergy Aware Kindergarten, so we ask that no food containing nuts or nut products be brought into our environment. This includes peanut butter, Nutella and muesli bars containing nut products.

We ask that you do not pack:

- Fruit rolls ups
- Chips
- Sweets/lollies
- Chocolate
- Cakes
- Sweet Biscuits
- Drinks other than water

Please ask a staff member if you are unsure.

Food Safety

Our Kindergarten

- Promotes and teaches food safety to children during food learning/cooking experiences.
- Encourages staff to access training as appropriate to the **Right Bite Strategy**.
- Provides adequate hand washing facilities.
- Promotes and encourages correct hand washing procedures with children and staff.

Special Occasions/Birthday Guidelines

It is acknowledged that on some occasions there is a desire to have foods which are outside the general policy of the Centre, special events, fundraising etc.

We acknowledge children's birthdays with a 'pretend cake' with candles, a song and a Birthday sticker. **Please do not send birthday cakes or other birthday treats to Kindergarten.**

Working with Families & Health Services

Our Kindergarten

- Provides information to families and caregivers about the **Right Bite Strategy** through a variety of ways including:
 - ~ Newsletters
 - ~ Policy development/review
 - ~ Information during Parent Information Meeting
 - ~ Pamphlet/Poster displays
 - ~ Parents will be made aware of the policy upon enrolment of their child at the centre.



Dorothy Hughes Kindergarten



Dealing with Infectious Diseases

Dorothy Hughes Kindergarten follows the recommended exclusion periods for infectious diseases that are outlined by the **National Health and Medical Research Council**. Information about 'outbreaks' of childhood diseases will be displayed on the door using a visual notice. It will also include things to be aware of e.g. signs, symptoms, incubation periods and any other relevant information.

Children and staff with infectious diseases are excluded from the Kindergarten in accordance with the **National Health and Medical Research Council** guidelines or upon other medical advice. A medical certificate may be required for a child or adult so they can recommence back at Kindy after contracting the infectious disease.

The Kindergarten asks to site a copy of each child's immunisation records in accordance with the Department procedures. In the event where there is an 'outbreak' of a preventable infectious disease for which the child is not immunised, the child will be excluded from Kindergarten for a period of time as determined by SA Health.

If a child becomes ill whilst at Kindergarten with a suspected infectious disease, Educators will follow relevant illness procedures. Incident notifications occur in accordance with **WHS Regulations** that are identified in the **DECD Infection Control Procedure document**.

Educators at our Kindergarten

- Educators promote a high standard of cleanliness and hand hygiene practices.
- Educators will ensure appropriate protective equipment is provided where required.

Education and Information

- The Centre keeps a copy of 'You've Got What' book which is kept onsite for Educators and parents to refer to as needed.

An information Fact Sheet will be available for parents when an outbreak occurs. This will include:

1. Description of the Disease
2. Incubation period
3. Infectious period
4. Adult responsibilities
5. Treatment
6. Relevant exclusion period
7. Any other relevant information related to the disease



Dorothy Hughes Kindergarten



Dealing with Medical Conditions Policy

Dorothy Hughes Kindergarten aims to provide a safe environment for all children in our care. In the event where a child has been diagnosed with an allergy/medical condition, our staff will aim to restructure programs, routines and activities to enable all children to feel valued and actively engage in the curriculum.

We acknowledge that there may be times when staff need to administer medication to children attending the Kindergarten. In such cases, medication procedures will be followed by staff to ensure that children are given the correct dosages, according to their medical plan (as completed by the child's Doctor).

Sickness

- At Kindergarten children and staff work together. Sickness can easily be transferred from one person to another. Please consider the spread of germs and the wellbeing of others.
- If your child is showing signs of being unwell before coming to Kindergarten, it is important to keep them home for the day.
- **Children who have a temperature, diarrhoea or are vomiting must be kept home for 24 hours after the last episode. The aim is to reduce the chance of cross infection and to ensure children have time for a full recovery prior to returning back to Kindergarten.**
- Should any child become unwell while at Kindergarten, parents/carers will be contacted to collect them as soon as possible. Children will be supported by Educators prior to going home.
- Children requiring Panadol or Nurofen before attending Kindergarten are not well enough to attend Kindergarten and should be kept home.

Infectious Diseases

- Please notify the Kindergarten as soon as possible if your child contracts an infectious disease.
- Recommended exclusion periods apply for cases of infectious diseases. These are based on the time that a person with a specific disease might be infectious to others. Please see staff for more information.
- **A notice of an occurrence of an infectious disease will be displayed at the Centre and information sent home to inform families.**

First Aid

- All centre Educators are trained in basic first aid, including asthma and anaphylaxis management. They will be responsible to provide first aid support when needed.
- All minor accidents/injuries will be treated at Kindergarten by a centre Educator.
- A written report is completed if first aid has been administered by an Educator. A copy will be kept on file and the other will be placed in parent's pigeon holes.

Health Care Plans

- Children with asthma, allergies and other long term health issues will require a Health Care Plan to be completed by their Doctor. Health Care Plan forms will be provided as needed.
- Health Care Plans must be in place before children commence at Kindergarten. Parents are responsible for providing updated Plan's, with medication that has a current expiry date.
- Children with significant health issues must be discussed with the Director to ensure staff have completed the relevant training.
- Children who have a Health Care Plan will have their photo displayed in the office on the window to increase staff awareness.

Medication

- **Staff do not administer paracetamol medication**
- If your child requires medication to be administered during Kindergarten hours, the medication must be supplied in the original container, clearly marked with the child's name, dosage and the use by date with a chemist label.
- All medication must be stored securely in the kitchen cupboard, out of reach of children.
- A copy of the child's Health Care Plan will be placed in the named container with the medication for quick reference.

Allergy Aware

- Families are regularly informed about allergy awareness, policy and practice.
- Everyone is encouraged to wash their hands before eating and after they use the toilet.
- Children do not swap or share food.
- Our curriculum incorporates education about food allergy and healthy eating.
- Food preparation follows standard precautions to avoid cross contamination.

Minya Fullas Playgroup



Play is so important for your child's future success in life.

Come, have a yarn with other parents and let the children play in a relaxed and happy environment.

When: Friday Mornings
Time: 9:30am – 11.30am
Where: Dorothy Hughes Kindergarten
Rolleston Avenue, Salisbury North, 5108
Cost: Free – light snack will be provided

If free transport is required, please contact
Thurza – 0428 286 349
OR
7285 1600



Dorothy Hughes Kindergarten



Sleep, Rest and Relaxation Policy

At Dorothy Hughes Kindergarten we promote and model safe sleep and rest practices and environments to families and children. We aim to meet each child's needs for sleep. Rest and relaxation in a safe and caring manner that takes into consideration the preferences and practices of each child's family.

Most children will benefit from periods of rest which will help them grow and prepare them for meaningful learning experiences. Relaxation periods are included in all children's daily routine consistent with their development needs, including a short period of relaxation when children are having their lunch.

Educators have a legal obligation to ensure children are safe and are offered sleep or rest when they need it. If a child is displaying signs of tiredness, Educators must offer the child to sleep or rest for a reasonable period. A quiet place will be designated for rest and sleep, away from interactive groups.

Learning Environment

Children at our Kindergarten

- Children have access to a quiet place for sleep and rest opportunities throughout the day that are quiet and restful.
- The designated quiet place will be away from the other children and play areas.
- The area will be set up to be a calm and inviting place for the children.
- There are comfortable spaces for children to engage in quiet activities if they're not sleeping or resting.
- There will be provisions made when required for both inside and outside sleep/quiet areas at all times.
- All children's circumstances and needs will be taken into consideration when enabling them to sleep and rest.
- The sleep and rest environments and equipment are regularly checked for hazards and comply with the **Australian Standards, Red Nose & Sleep & Rest Policy**.

Educators at our Kindergarten

- Educators will be placed within the sleeping and resting area when children are present to ensure adequate supervision.
- Educators will ensure regular checks are made to ensure children are safe.
- Provide children who do not require sleep or rest with quiet activities.
- Communicate with families if their child has had a sleep, if their child is tired at the end of the day.
- Children are to sleep and rest with their face uncovered.
- Temperature of rest environment monitored to ensure it's not too hot or cold.

Hygiene

To ensure sleeping environments are hygienic Educators will:

- Clean bed with disinfectant and wash linen and blanket covers after each use before being stored in the storeroom.



Dorothy Hughes Kindergarten



Sun Smart Policy

A balance of ultraviolet (UV) radiation exposure is important for health.

Too much of the sun's UV radiation can cause sunburn, skin, eye damage and skin cancer. Too little UV from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health.

Therefore, in line with the **Cancer Council of South Australia's** recommendations, children are required to wear a hat for all outdoor activities from **1 September to 30 April** and whenever UV levels reach **3** and above at other times.

The aim of Dorothy Hughes Kindergarten's Sun Safe Policy is to promote among young children, Educators and parents a positive attitude towards skin protection and lifestyle practices which can help reduce the incidence of skin cancer. It is an expectation that all Educators, children and parents of the Preschool will use the following skin protection strategies.

**All children will be given a Legionnaire style hat when they begin Kindy.
These hats are required to stay at Kindy.
Please remember, 'No Hat, No Outside Play'.**

Staff will model positive sun safety behaviours by:

- ❖ Wearing appropriate head wear while outdoors.
- ❖ Setting up outdoor activities in shaded areas on hot days, where possible.
- ❖ Monitoring the heat levels of all outdoor equipment and surfaces.
- ❖ Directing children to play in shaded areas when appropriate.
- ❖ Reminding children to wear their hats.
- ❖ Encouraging children to drink plenty of water.
- ❖ Regularly practice and review emergency invacuation and evacuation procedures.

Sunscreen

- ❖ On days where the UV levels are predicted to be 3 and above, it is recommended that **children have sunscreen applied at home before they arrive** at Kindergarten.
- ❖ Sunscreen is available for families to use on arrival that is located on the sign in table.
- ❖ Staff and children apply SPF 50+ broad spectrum water resistant sunscreen after lunch times, before going outdoors. (During Terms 1 & 4, with care taken when the Ultraviolet radiation level is 3 and above)
- ❖ When attending a full day of Kindergarten, **SPF 50+ broad spectrum water resistant sunscreen will be applied** during the lunch break.
- ❖ Children who are allergic to generic brands are asked to supply their own.
- ❖ Sunscreen is to be stored in a cool place and the use by date monitored.

Clothing

- ❖ When outdoors, staff and children are encouraged to wear Sun Safe clothing that cover as much of the skin (Especially shoulders, back and stomach) as possible.
- ❖ Please Note – Midriff, crop or singlet tops do not provide enough sun protection and therefore are not recommended.

Water Consumption

- ❖ Children are asked to be provided with a water bottle every day. Alternatively, water is always available at the Kindergarten for the children to use.
- ❖ Staff will remind children to drink water at all times.

Extreme Heat

- ❖ Staff will limit outdoor activities on extremely hot days.
- ❖ Staff will encourage children to drink water throughout the day.
- ❖ In the event of inadequate provision of cooling (breakdown of air-conditioner, power failure) we will contact families and make them aware of the situation and if possible collect children early. Remaining children will be supervised with restricted activities.

Education and Information

- ❖ Sun protection will be incorporated into the Educational program.
- ❖ Children will be educated as to how to apply sunscreen to their body, supported by Educators as necessary.
- ❖ Sun Protection information will be promoted to staff, families and visitors.
- ❖ Staff will be encouraged to keep up to date with new information/resources from the Cancer Council SA.
- ❖ Staff will refer to Bureau of Meteorology for information related to extreme weather conditions.

On Enrolment of their child parents will be

- ❖ Informed of the Sun Safe Policy.
- ❖ Requested to apply sunscreen prior to arrival at Kindergarten.
- ❖ Requested to dress their child in tops as recommended by the Cancer Council SA.
- ❖ Encouraged to practice Sun Safe behaviours themselves as positive role models for their children.



Dorothy Hughes Kindergarten



Guidelines for Volunteers and Students

As many students and volunteers pass through this Centre, it is necessary to have Guidelines so that everyone knows what is happening and expected.

Use your time as a learning experience: Do not hesitate to ask questions, observe regular staff as they interact with children, read information and participate in the daily programme.

All volunteers must obtain and provide a copy of a DCSI Criminal History Screening prior to commencing work.

Before starting your involvement:

- Read through the Induction Folder
- Become familiar with the physical layout of the centre

Responsibilities: As a student or volunteer you are not a paid employee, therefore you do not have certain responsibilities.

For these reasons:

- **Do not** discuss a child's developmental progress or problems with parents. All information about children is CONFIDENTIAL.
- **Do not** smack, threaten, use coarse language or carry out any form of punishment. The centre has a Behaviour Management Policy in place.
- **Do not** answer the telephone. If authorised to do so, take a message and refer it to the appropriate staff member.
- **Do not** give medication to any child. If you are handed medication by a parent, refer the parent to a staff member.
- **Do not** give first aid to any child, refer the parent to a staff member.
- **Do not** allow yourself to be left with the ultimate responsibility of children, either inside or outside. There should always be a regular staff member with you.

Please Do:

- Join in activities and participate where appropriate.
- Ask about resources and materials you would like to use.
- Assist staff in setting up and clearing away materials etc.
- Assist staff in supervision of children's activities as appropriate or requested.
- Report accidents/incidents to a staff member.
- Use your initiative with cleaning up and assisting in general activities.
- Respect the confidential nature of teacher discussions at staff/lunchtime meetings.
- Follow basic hygiene and safety requirements when carrying out duties.

If you have any concerns regarding a child protection issue, please speak confidentially to the nominated supervisor or responsible persons within this centre.

Enjoy your time at Dorothy Hughes Kindergarten

Dorothy Hughes Kindergarten Volunteer Agreement

As a Volunteer at Dorothy Hughes Kindergarten I agree to:

- Provide a copy of a DCSI Criminal History Screening
- Discuss any concerns in relation to preschool matters with the appropriate staff member or the Director.
- Keep all preschool related matters confidential and under no circumstances approach parents or community members in relation to issues arising at the preschool. I understand that this is the responsibility of the Director.
- Abide by the terms and conditions detailed in the volunteer policy.

As a Volunteer:

- I have participated in an induction program and I understand my responsibilities regarding duty of care of students and confidentiality.
- I understand that I am not to be left alone with any children under any circumstances.
- I understand that if I breach any of the above agreements my service as a volunteer may be terminated.

Volunteer:

Name: _____

Signed: _____

Date: _____

Preschool Director (or Delegate)

Name: _____

Signed: _____

Date: _____