

Dunbar Terrace Kindergarten
Parent Information Booklet
2020

Welcome to our Kindergarten. Our Centre is a Department for Education operated site. The Centre has been an active and integral part of the Glenelg environs since 1953. As we continue your child's learning journey together we celebrate the knowledge, interests and capabilities that your child brings with them and acknowledge our shared responsibility with parents, to support the development of their capacity and confidence to engage in lifelong learning.

Centre Staff

Director	Alexandra Scott
Teacher	Chess Francis
Teacher	Marie Heinrich

Early Childhood Workers

Vicki Kyriacou
Brooke McDonald

From time to time, additional staff will be resourced through the Department, to accommodate children's individual learning. The Centre is actively engaged in supporting Uni SA, Flinders Uni and a range of high schools with student placements.



A Vision For Children's Learning

We have access to a range of resource documents to guide our planning, including the **EYLF** (The Early Years Learning Framework), **Reflect, Respect, Relate** – Assessing Learning and Development in the early years and the **Preschool Numeracy & Literacy Indicators**.

Philosophy and Curriculum

Within our curriculum, children have the opportunity to co-construct their learning with peers and adults and to deepen their knowledge, understandings and skills and believe that children learn best through play.

We believe in **all children's capacities to succeed** and convey to them our high expectations for achievement in learning.

Our practise respects the importance of allowing time to deeply listen to children about an experience and respond accordingly, which is most often immediate to a child's request to facilitate their further learning.

Children's wellbeing is fundamental as children are supported to play and learn with educators who are "present", promote self-awareness, practise mindfulness and support self regulation.

Our "Emotion face cards" help children to identify a range of emotions in themselves and others. These visuals facilitate conversations in building relationships and in children understanding and managing their engagement with others.

Play

We believe that **play** should be valued and recognised as the appropriate context for learning because it...

- *allows for the expression of personality and uniqueness
- *enhances dispositions such as curiosity and creativity
- *enables children to make connections between prior experiences and new learning
- *assists children to develop relationships and concepts
- *stimulates a sense of wellbeing

As such, there are long blocks of uninterrupted time throughout the session/day to facilitate children in the processes of play.

We understand that children thrive when families and educators work together in partnership to support young children's learning. With informal conversations, sharing children's learning and achievements, through photos, work samples, children's interests, questions and comments, we are able to effectively plan for current and future learning opportunities.

In Term 2 staff meet with individual families to share children's ongoing learning.

The **Statement of Learning** is prepared in Term 4 and forwarded to the child's school.

Curriculum information, news, events, details of parent workshops are emailed regularly and displayed across the noticeboards on the verandah.

GENERAL INFORMATION

Session Times

BLUE GROUP:	TUES	FULL DAY	8.30am – 3.00 pm
	THURS	FULL DAY	8.30m – 3.00pm
	FRIDAY	AM(alternate)	8.30am – 12.30pm

RED GROUP:	MON	FULL DAY	8.30am – 3.00pm
	WED	FULL DAY	8.30am – 3.00 pm
	FRIDAY	AM	8.30am – 12.30pm (At the beginning of each term The Red Group will begin on the first Friday of each term)

Please pay close attention to these times, as staff use the periods before and after sessions to set up, co-ordinate and share information. Our duty of care begins when a child has been officially “handed over” to a member of staff, and children **must not be left unattended** prior to a session commencing. Please ensure all your **contact details** are current, and **phone through** if your child is unwell and will not be attending. For security reasons, the side gate is locked at 9.15 each morning. Access after this time will need to be via the front door).

Fees : payment is requested within the first 3 weeks of term and EFT details are

BANK SA BSB: 105 145 Account Number: 545 004 040

Fees: \$200 per term

What children need (all items should be named please)

- * A bag to carry their belongings
- * A sunhat, drink bottle with **water**, spare change of clothes, fruit snack and lunch.
- * Comfortable clothes that the children can manage themselves and doesn't matter too much if they get dirty!
- * Well fitting shoes that are suitable for active play, eg climbing. “Crocs”, thongs and slip-on shoes have proven to be dangerous and in the interests of your child's safety, we request that children not wear these to kindergarten.

Child-Safe Practices

Please enter and leave the kindergarten via the side gate, ensuring **only your child exits with you**. Encourage your child to greet staff on arrival and always let us know if someone different is collecting them. It is imperative that if your child is to be collected by another adult, that this information is recorded in the diary, located on the table with the attendance registers.

Library

An amazing array of children's books are available for loan. Please feel welcome to borrow books any time, encouraging your child to take good care of them. The Borrowing Procedure is displayed on the library trolley. Parent resource books and articles are also available.

A Roster is displayed each term for washing of smocks, tea- towels etc. We do not roster parent involvement as this is a very personal choice, but please know **you are more than welcome to join us during sessions at any time.** Often parents like to spend the first 15 -30 minutes of a session with their child, or if you are interested in sharing any special skill or interest with us, please speak with staff.

Governing Council is the parent body, generally elected at the Centre's AGM in February of each year, who are responsible for overseeing the Centre's operation in conjunction with the Director. Parents are always welcome to attend these meetings, held twice a term. Involvement in this body offers additional networks and friendships as well as a deeper understanding of the nature of preschool education.

Learning books

Each child is given a learning book which they are able to access at anytime during the day and take home to add work or share with their family. These books document children's learning and development over time.

POLICIES :

Social Competence Policy and Restorative Practise policy (see attached)

Grievance Policy (see attached)

Sun Care Policy

Children will wear hats whenever they are playing outside from September to June. In the winter months a NO HAT PLAY IN THE SHADE policy will apply. The centre will incorporate sun and skin awareness into the curriculum. Outdoor activities where possible will be held in shady areas of the garden.

Nutrition Policy

Our role as Early Childhood Educators is to model and teach sound nutrition and health practises as outlined by the Department for Education "Right Bite Policy". Your child will need fruit for morning snack. Children are encouraged to eat fruit first before anything else.

LUNCH – Sandwiches, rolls, wraps with healthy choice fillings, salads, left overs (soup, pasta, rice, pizza).

There are many children with threatening allergies and it is vital that children do not 'share' their snacks. Site specific allergies will be posted once all families are enrolled.

NUT AWARE POLICY - All muesli bars, peanut butter, nuts and Nutella can trigger allergies for children and should not be included in lunchboxes.

We are committed as a service to reduce **LANDFILL** production and ask that you consider the benefits of **reusable containers** in lunchboxes.

Child Protection

Department for Education is committed to the prevention of child abuse and the protection of children. Legislation requires all employees to be Mandatory Reporters. We incorporate the Child Protection Curriculum in our interactions with the children. A brochure outlining the Child Protection Curriculum is in the information pack.

Administering Medication

Staff will administer medication that has been prescribed by a doctor and is in the original container as dispensed by the pharmacy with your child's name and dose on it. Please see staff to obtain a Health Care Plan if your child has a specific medical condition. This will need to be completed and signed by your child's doctor.

Children's Injuries at kindergarten

If your child receives an injury, parents will be advised of the incident. If a child's injury requires medical attention, parents or emergency contacts will be contacted. Children's injuries are documented.

Emergency/Invacuation Procedures

Each term these safety procedures are practised with the children.

Lastly, as staff, we know that kindergarten life should not only be fun for the children but for parents too! We invite you to share in your child's experience by using the many opportunities provided throughout the year to be involved.