Fairview Park Kindergarten parent handbook

www.preschools.sa.gov.au/fairview-park-kindergarten

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Home



Find out more about our goals and our focus in our philosophy statement (PDF 181KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/fairview_philosophy.pdf.pdf).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. You might be able to help out with cooking, gardening, maintenance work or sharing an interest or talent you have. See volunteering in schools, preschools 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 ensure the smooth running of the preschool. 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.

Contact us

Preschool director: Mrs Michelle Slatter

Phone: (08) 8251 2026

Fax: (08) 8289 4461

Email: dl.4616.leaders@schools.sa.edu.au

Street address: 7 Cotton Street Fairview Park SA 5126

Postal address: 7 Cotton Street Fairview Park SA 5126

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, across any of the 7 sessions we offer.

We are open Monday to Thursday.

Morning

Monday	Tuesday	Wednesday	Thursday	Friday
9.00am to 12.00pm	9.00am to 12.00pm	9.00am to 12.00pm	9.00am to 12.00pm	_

Afternoon

Monday	Tuesday	Wednesday	Thursday	Friday
12.00pm to 3.00pm	12.00pm to 3.00pm	12.00pm to 3.00pm	_	_

Fees

The parent contribution is \$100 per term. See our enrolment and fees (https://www.preschools.sa.gov.au/node/1306) page for more information.

Many of our excursions and performances (including some bus travel) are included in our fees.

What to bring

Children need to bring these items each day:

- bag
- sun safe hat
- change of clothes
- a cup or water bottle (water is provided)
- healthy snack
- healthy packed lunch (when attending for full days).

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

What not to bring

Children should not bring these items:

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

Additional information

Read our food policy (PDF 259KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/fairview_healthy-eating.pdf).

Playgroup

We have a staff-coordinated Playgroup every Friday morning. All children aged 0 to 5 are welcome. You or a caregiver must accompany your child.

Times

Friday 9.30am to 11.30am

Cost

This program costs \$25 per term

What to bring

Children should bring these items:

- sun safe hat
- change of clothes
- fruit to share
- drink bottle containing water.

Speech and language/articulation program

We run a speech and language intervention group each morning for children working on speech therapy goals or oral language development.

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Monday to Thursday 9.30am to 10.00am

Cost

Included in preschool fees.

What to bring

Reports and goals from external providers or ECD speech therapist.

Intervention group

Small group for children with disabilities to provide focused support for individual learning and health needs.

Times

9.30am to 10.00am

Cost

Included in preschool fees.

What to bring

Reports and goals from external providers or Education support services.

Additional information

All children will have access to basic Auslan, and have use of additional communication methods to support our inclusive program.

Literacy kits

To help strengthen your child's oral language skills, we have over 160 literacy kits to borrow. Each kit contains a few books and other resources, such as puzzles, puppets, board games, DVDs, CD-Roms and question sheets.

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Cost

Included in preschool fees.

Additional information

To return a literacy kit, please place it in one of the marked tubs on our veranda. Parent helpers for this program are welcomed.

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/fairview-park-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 (http://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 your child starts preschool you can come to pre-entry transition visits. These take place between August and November (3 per term) and will be a chance for you and your child to meet the staff and other children.

Fees

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

The parent contribution is \$100 per term. Families enrolling multiple children pay \$50 for each subsequent child.

We offer other programs that may have an additional cost (https://www.preschools.sa.gov.au/node/1311#fairviewprograms).

Concessions

Concessions are available for families with a school card, health care card or Centrelink concession card at a reduced rate of \$90 per term.

When to pay

Invoices are issued each term in communication pockets and will specify payment due dates.

Please contact us if you are having difficulty paying.

How to pay

You can pay by cash, cheque or EFT. Please put the money, cheque or EFT slip in a sealed envelope with your child's name on the front. Record the details in the 'money' book on the kitchen bench and put the envelope in the payment box located alongside the communications pockets.

EFT details are provided on the invoice.

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).

Plans and reports

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

Children's health and safety: Exceeding NQS

Physical environment: Exceeding NQSStaffing arrangements: Exceeding NQS

5 Relationships with children: Exceeding NQS

6 Partnerships with families and communities: Exceeding NQS

7 Leadership and service management: Exceeding NQS

Rating for: Fairview Park Kindergarten

Rating issued: May 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 512KB)

(https://www.preschools.sa.gov.au/sites/default/files/fairview_gip.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 163KB)

(https://www.preschools.sa.gov.au/sites/default/files/fairview-context-statement.pdf?v=1592378868)

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/4616 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-uken/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.

Sun smart policy

All staff, children and other adults working at the Centre will wear hats outside whenever the UV rating for the day is listed as 3 or above; or also at the discretion of staff. The children check the SunSmart App every day. The kindergarten will keep a limited supply of spare hats, due to health issues such as head lice, so parents will be expected to provide a named hat in their child's bag every day, and if one is borrowed, it will be washed by parents and returned to kindy. Hats must meet sunsafe guidelines, ie be broad-brimmed, or "flap hats", that provide protection for ears, necks etc. Hats with cords are not able to be used due to choking hazards. Children who do not have a suitable hat to wear will need to play on the veranda or inside. Term 1 fees will include a kindy logo toggle hat to stay at kindy for daily use.

It is suggested that children wear tops with sleeves to protect their upper body from the sun.

Parents are asked to apply sunscreen to their children at home prior to the session on days with UV ratings over 3, and some is available at kindy if parents need to use it when dropping children off at 9am or 12 noon. Staff will apply sunscreen to full day children at lunchtime prior to them going out to play; any children with allergies to certain ingredients can provide their own- to be kept in the first aid cupboard in the kitchen, not in children's bags.

Children will be encouraged to drink plenty of cool water on hot days, and parents will be expected to supply a named water bottle or cup in their child's bag every day, (we also provide access to filtered water daily).

Children will be encouraged to play in the shade on hot days, and the program will be adapted to suit the weather eg no climbing will be set up in the sun on extremely hot days, water may be added to the sand pit (children may get wet and muddy, so will need to be dressed accordingly), timetable may be changed to play outdoors earlier in the day, and inside during the middle of the day.

Reviewed Jun 2020

Health & safety

We have some basic rules at kindy for being happy and safe. Children help develop these rules, so that they "own" them. Some are non-negotiable. Children may not play outside without a teacher so please bring your child into the building, and make sure one staff member knows you are leaving if you think your child may be upset. Don't worry it is usually a very temporary situation, but we are more than happy to "smooth" the separation as long as is needed. If someone other than the regular person is going to collect your child you must either ring us, or tell us so it is written in the day book on the kitchen bench. If you are delayed at the end of the session, please try to phone, but rest assured we will care for your child in any case.

Please also let us know if your child is not going to be at kindergarten, whether it is holidays or ill-health. It is the parent's, not the four year old's decision as to whether they are well enough for kindy, and we have all the Australian Health Commission Guidelines for contagious infections/viruses, eg with gastro, no attendance until 24 hrs after the last vomit/loose bowels. Exclusion periods apply for all infectious diseases. Please ring us if you have any queries.

Medication at kindy will only be administered with signed forms from you and your doctor — please see us if this situation arises. We ask that families do have ambulance cover if possible, and please keep home/work/emergency contact person phone numbers up to date so staff have maximum chance of contacting you if an accident/illness does occur.

All of our equipment is checked and maintained to keep it as safe as possible. Staff do have First Aid training and update regularly, and practise regular safety drills with the children.

Child and Youth Health nurses conduct a developmental screening for all children aged between 4 years 3 months and 5 years at kindy termly which is very valuable, and children enrolled at kindy are entitled to dental care through the school dental clinic system—staff will give you an enrolment form for this. You can access immunisation clinics at the TTG Council chambers (free) or your doctor. Kindy staff must sight immunisation records prior to enrolment now.

Sandals, hats and any spare clothes in bags must also be named (Please Note: thongs are not safe for climbing so we ask not to send children in these for kindy). A lost property basket is inside the door above the lockers, so check this regularly or phone us if something is missing.

The children are also given expectations about caring for our equipment and the environment: packing away before starting something new, and helping clean up after themselves and others.

DECD and staff, have a strong commitment to the Keeping Safe/ Child Protection Curriculum. "Children have a right to be safe all the time" and "Nothing is so terrible that you can't talk about it". Children learn to identify & verbalise feelings, concepts of trust and safety, body awareness & discussing how they feel in all sorts of situations. This is the beginning of a program they will follow all through their schooling, and meeting our legal requirements and moral obligations that we all have, to make this world a safe place for our children.

Governing council

Each year at the Annual General Meeting a committee of parents is formed who work with staff to ensure appropriate governance of the centre, including financial management, ways in which funds will be raised and spent, general maintenance etc. They have input into planning long and short term goals for the centre, contributing to site reviews and working on the QIP – Quality Improvement Plan, addressing both the physical environment and supporting the educational program.

As usual, many hands make light work – most Governing Council members will tell you it is very worthwhile: gaining a better insight into their child's educational environment, getting to know staff better, and making friends with others on the Governing Council – we can't do it without you!

Meetings are held twice a term for approximately two hours – presently alternating evenings, and daytimes with a crèche, but adjusted each year to suit that group's preferred times.

Parent support

Besides the Governing Council, parents have the opportunity to be involved in the kindy program if they have time and wish to do so. It may be:

- coming and talking to the children about your job, or sharing family news, pets, special things from home
- · reading stories, helping with literacy kit borrowing
- helping with a cooking activity, craft, music, games or other interest areas
- helping the children on the computer
- attending a Night Kindy session, or special event day with your child.

We also appreciate help with the following tasks:

- taking a turn to take the washing bag one week
- helping the children tidy up at the end of session
- supporting our fundraisers
- covering books, typing, laminating, photocopying, preparing resources.

We regularly hold social events, and parent workshops and appreciate your input as to topics you are interested in, eg, Literacy, Numeracy, Social Skills, Learning Dispositions, Sustainability, Family First Aid, Children's Eating Habits, Behaviour Management Ideas, Asthma Foundation, etc.

Preschool program

Our program is based around the Early Years Learning Framework (EYLF), The National Early Childhood Curriculum.

Our program will assist children to develop understandings, dispositions and skills that contribute to their overall growth. Whilst we plan for the 'whole child', we endeavour to ensure children access learning experiences from across all curriculum areas.

Children's' learning and progress is monitored, recorded and assessed using 5 broad Developmental Learning Outcomes, with many subsections.

The EYLF document, called "Belonging, Being, Becoming" examines Principles & Practice, and describes what we will see from both children and Educators, if the various outcomes are being met.

Principles

- secure, respectful and reciprocal relationships
- partnerships
- high expectations and equity
- respect for Diversity
- ongoing learning and reflective practice.

Practices

- learning through play
- learning Environments
- holistic Approaches
- responsiveness to Children
- cultural Competence
- intentional teaching
- continuity of learning and Transitions
- assessment for learning.

The Developmental Learning Outcomes

- children have a strong sense of Identity
- children are connected with and contribute to their world
- children have a strong sense of Wellbeing
- children are confident and involved Learners
- children are effective Communicators.

Staff will collate and share with you an extensive portfolio over your child's time at kindergarten; a special keepsake when they leave for school containing lots of photos, curriculum jottings and a Summative report / Statement of Learning including Literacy and Numeracy Indicators, and Learning Dispositions information, for you and the school.

Information sharing

This will take several forms:

- 1. Orientation visits prior to enrolment
- 2. Enrolment time discussions, family / child questionnaires
- 3. Acquaintance sessions at the beginning of the year
- 4. Attendance at AGM in March for report on previous year and plans for the coming year.
- 5. Informal discussions any day, or booked specific times for longer conversations
- 6. Newsletters by email, or in your named pocket on the veranda a few per term
- 7. Whiteboard by the locker room door entrance please check daily
- 8. Community Noticeboard in the locker room
- 9. Programme and curriculum photos inside and outside the window of the verandah by main door, changed / added to fortnightly, + regular slide shows on the computer
- 10. Browsing your child's portfolio folder
- 11. Reading group 'Floor book" with your child
- 12. Mid-year parent teacher interviews / goal setting
- 13. Governing Council meetings –twice termly
- 14. Viewing the Kindergarten's Quality Improvement Plan listing the current year's priorities (A copy avail for borrowing on locker room shelf)
- 15. Pamphlets, books, DVDs and information packs in our Parent Library to borrow, selection on shelf in locker room, more available on request, Suggestions for new topics / purchases are welcome.
- 16. Phone calls/email/letters
- 17. Annual parent survey for Quality Assurance purposes, and participation in Site Reviews
- 18. End of year Summative reports / Statement of Learning and exit interviews.

Fairview Park Kindergarten behaviour management policy

Fairview Park Kindergarten aims to provide a safe and stimulating educational environment which encourages children to co-operate, enhance their self-esteem, encourage their ability to interact with others and support their successful transition to school.

The Fairview Park Kindergarten's Behaviour Management Policy is intended to help provide the best educational environment for all the children.

Acceptable Behaviour: respecting and caring for each other, sharing, taking turns, being cooperative, being polite, participating in activities, being friendly, listening, helping and using appropriate social language and actions.

Unacceptable Behaviour: hitting, spitting, pinching, swearing/name calling, pushing, punching, throwing things, bullying/intimidation, kicking and biting.

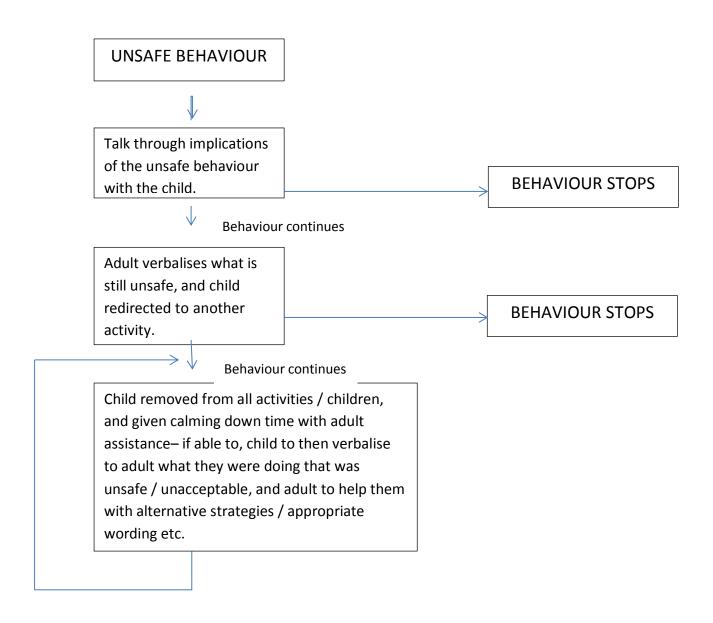
To decrease the frequency of unacceptable behaviour at Fairview Park Kindergarten we support children to develop the skills to manage and display appropriate behaviour. By focusing on positive behaviour and giving praise for the correct actions, children gain a sense of success and build their self-esteem. When unacceptable behaviour is displayed we will not reinforce it with attention, (as long as the behaviour is not dangerous or disruptive to others). We encourage children to take responsibility for their actions and learn about their own and others' safety. We scaffold children in following logical and natural consequences of their behaviour – eg if you knock down another child's building – you need to help them build it back up, and Restorative Justice principles such as supporting children to build positive relationships.

We acknowledge that children feel angry, frustrated and upset at times. We teach strategies for managing and expressing these feelings appropriately. Some children with disabilities may need extra help with this, which will be negotiated with parents. Staff may need to negotiate specific behaviour management strategies with parents of children with Additional Needs. This may include physically supporting children to keep themselves and/or others safe.

On occasions staff may be required to physically support a child who is acting violently, endangering themselves or others, or who needs a 'deep pressure hug' as Occupational Therapists often suggest. Other children may need time on a staff member's lap when upset at separation time for a short while. Please be mindful that any physical contact will be in a respectful and professional manner, with other adults around. Staff realise and practise the necessity of keeping parents informed of their child's behaviour. Please discuss any concerns with staff.

Reviewed Jun 2020

Behaviour management policy part 2



FAIRVIEW PARK KINDERGARTEN: FOOD POLICY

Morning Sessions: Crunch&Sip

Fairview Park Kindy uses morning snack time (between 10 am and 11.30 am) for Crunch&Sip time. This means when the children choose to eat their snack, it will be fresh fruit and vegetables (i.e. healthy, crunchy foods) and water to drink.

<u>Please send children to kindy with fresh fruit and/or salad vegetables and water to have during Crunch&Sip time for their morning sessions.</u>

It is helpful if the fruit/salad is prepared so that the children can be independent. For example, pre-cut pieces of fruit or sticks of salad items work well. However, we do have an apple slinky machine which the children love to use to make apple spirals.

Afternoon and Full-day Sessions: Lunch

Children who are attending afternoon or full day sessions need to bring a healthy lunch and water to drink.

Some healthy lunch ideas include:

- Sandwiches - Fruit and vegetables - Wraps

- Savoury slice / quiche - Sushi - Cold meat/egg and salad

- Rice cakes with cheese/dips - Wholemeal muffins

We suggest talking about both Crunch&Sip and lunch times when you are packing your child's lunchbox so they are aware of what food they have with them and when they are to eat it.

Eat A Rainbow

The FPK curriculum incorporates the 'Eat a Rainbow' programme. This is a new nutrition-based programme which focuses on encouraging the children to choose and try a wide variety of fruits and vegetables which are different colours/textures.

As children will be offered the opportunity to cook and try such foods as part of this programme, please advise staff of any special dietary considerations as soon as possible. It is the responsibility of parents to notify staff of any foods that their child must not have for any reason.

'Sometimes Foods'

The Governing Council has given careful consideration to the debate of 'sometimes foods' being allowed to be eaten during session times, taking into account the current 'National Quality Framework Guidelines' and the recommendations from the 'Dietary Guidelines for Children and Adolescents about Food and Nutrition'.

The Council has decided that 'sometimes foods' should not be brought to kindy in children's lunch boxes. Children will be asked to take these items home as they are not appropriate kindy foods, and your child may get upset – this situation is best avoided.

Examples of 'sometimes foods' include:

- Chips - Chocolate - Cakes/biscuits/muffins* - Lollies

- LCMs - Roll ups / Processed, sticky fruit snacks

NO NUT Policy: Allergy Awareness

We are an allergy aware centre and support families whose children have severe allergies. Please be aware that FPK has a NO NUT policy. This means that <u>NO NUT PRODUCTS OF ANY KIND</u> are to be brought to kindy (including Nutella).

Recipes and Healthy Eating Resources

A range of resources are available to support parents to supply healthy foods for their children to eat during their time at FPK. (see Parent Library or speak to staff for more information)

Safe and Sustainable Food Practice

Safe food storage is an important issue. Please pack a cold freezer brick in your child's lunch box to keep food at safe temperatures. Alternatively, please speak to a staff member if you require fridge storage. There is also a microwave available.

Staff members promote and encourage correct hand washing procedures with children before they eat their Crunch&Sip or lunch items, and supervise children while they eat. FPK staff also encourages children to recycle and/or compost food wrappers and scraps in the interests of environmental awareness and sustainable practice at our site.

The Fairview Park Kindergarten Food Policy has been agreed upon and ratified by the Governing Council and staff will follow this policy.

Reviewed: Jun 2020. Next review: 2021.



^{*} Homemade savoury or fruit muffins/scones/pikelets are acceptable. Chocolate chip or double- and triple-chocolate baked goods are considered 'sometimes foods'.

At Fairview Park Kindergarten we strive for "Excellence for all!"

"We are a community who are committed to working together to provide quality inclusive preschool education. Children are provided with opportunities to engage in learning within a challenging and supportive environment."

Our families state the identity of FPK is summed up by values: Relationships and Community, Trust and Respect, Acceptance and Equality.

We believe children's learning is maximised in a safe, caring atmosphere where our passionate, skilled staff support and facilitate a play-based programme of activities and experiences, and where individuals' levels of development are planned for and monitored using "The Early Years Learning Framework for Australia".

We see **learning dispositions** as important to foster as they enable children to develop and maintain emotional self-regulation, self-esteem and deeper engagement with their learning. Promoting children's curiosity, risk taking, persistence and problem -solving skills supports the development of **"Powerful Learners!"**.

Children are given the opportunity to explore the natural environment and find out about their world, and their ideas and reflections are valued, incorporated and extended in an **emergent curriculum**. Ongoing critical reflection by staff ensures the learning cycle of experiences planned, presented, assessed and reported on is appropriate and fair for all.

We believe it is vital for children to learn to interact positively with other children and adults, so we provide opportunities for time to play, and support for imaginative dramatic play; & see how important this is in developing both oral language skills and strong social connections.

Relationships are central to all we do at FPK; we are committed to building deep and trusting relationships with our local community inc Child Care Centres, kindies/ schools, and businesses. By providing our children a relevant and positive kindergarten experience and supporting the development of those with a wide range of Additional Needs (inc Autism, Speech/Language difficulties, Physical Disabilities, complex health needs), we are also supporting families and in turn improving outcomes for children!