

# Flagstaff Oval Kindergarten



**Enriching powerful learning and wellbeing through  
authentic relationships and reflective teaching practices**



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## **WELCOME TO FLAGSTAFF OVAL KINDERGARTEN**

### **Our Staff Team**

Director - Meegan Barron - Grad. Dip. Strategic Leadership  
Grad Dip. Children's Mental Health  
Bach of ED E.C.E.  
Dip T.E.C.E

Teachers: Sue Mellor - Bach of ED E.C.E  
Dip T.E.C.E

Ruth Oliver - Dip T.E.C.E

Speech & Language Teacher: Kerry Kinnersly - Grad Cert. Special Ed  
Bach. Ed  
Dip T.E.C.E

Speech Pathologist: Sue Lawless - Bach. Applied Science (Speech Pathology)

### **Early Childhood Worker (ECW):**

Rosalie Christie- Cert III Children's Services

Jo Withers - Cert III Early Childhood Education and Care  
Bach Arts Hons (Literature)

Staff, are available from 8.45 - 3.30pm, Monday-Friday  
Staff members are available to answer your questions and work with you to  
support your child.



## **Registration of Interest**

When you have decided that you would like your child to attend Kindy here at Flagstaff Oval Kindergarten, please fill out the registration of interest form with the following details: Child's name, Child's D.O.B, Parents Names, Address, Home and Mobile phone numbers, intended school and any special needs. It is a requirement of the Department for Education that you also register with your local kindergarten. If you do wish to attend Flagstaff Oval Kindergarten you will need to place us as preference one.

Kindergarten educators will contact you two terms prior to commencement to organise information and enrolment sessions where upon enrolments will be taken and all relevant information collected.

## **Drop-off & Collection times**

Upon arrival at each session, please sign against your child's name in the roll book located on the bench as you come in the front gate. Any information required by staff i.e. Aunty Sue is picking up, can be jotted down in the "notes" column. Your authority is required if another person is to collect your child. Check the whiteboard for notices and check your child's communication pocket which is located in the parent area inside.

Please encourage your child to place their own bag and hat in a locker – by doing this children know where to find them when needed.

There is no 'rule' as to how long parents need to stay when first settling their child into kindergarten life. Please do not leave without saying goodbye. Leave your child busy and near a staff member if you anticipate that extra security will be needed when you leave. Rest assured that a staff member will phone you if your child is distressed. It is important to be consistent and return for collection on time.

Please sign your name in the roll book again to show that your child has been collected.



**Lunch/snack suggestions include:**

Lunch – sandwiches, salad, yoghurt (frozen), rolls, meat, cheese, crackers, fruit etc.

Healthy Snacks – 2 pieces of fruit (1 for the morning and 1 for the afternoon)

Fruit and lunches stay in the children's kindy bag for easy access by them and to support growing independence.

On days where the temperature is forecast for 35 or above, children's bags will be relocated inside, but please pack your child's lunch box with an icepack.

Please Note: We are a Nut Free and Allergy Aware Kindergarten. Please do not send foods such as peanut butter, Nutella, muesli bars, lollies, chocolate, chips or roll-ups or anything which may contain nuts. (Please refer to our Healthy Food Policy)

## Kindergarten Routine

Our daily routine will follow a format along that outlined below. We will also be gauging the energy level of the group and it may change accordingly.

8.45 - Children arrive

9.10 - Exercises

9.30 - small group time

10.00 - fruit time

Free exploratory play, inside/outside

11.30 - preparation for lunch

11.45 - large group time

12.00 - lunch time/Relaxation time.

12.45 - Free exploratory play- inside/outside (2:30pm snack time.)

2.45 – pack up time

3.00 – small group times

3.30 – Home time

Please be prompt as teachers need to prepare for the next day, write up learning stories, programme and often have meetings to go to immediately after work.

## Fees Policy

The Government of South Australia (Department for Education) provides a very basic level of funding for the centre, which contributes towards, but does not cover the costs of operating the kindergarten.

Fees are necessary because there is a shortfall between the level of Government funding and the costs of operating a viable, high quality service.

Fees contribute towards purchase of art supplies, toys, equipment, utilities, cleaning, materials etc.

# **Playgroup**

Our Playgroup for children from birth to 5 is run by a staff member and is held on Friday afternoons from 12.00 – 1.30pm, in weeks 1-9 of the Kindy term.

The cost is \$45.00 per family per kindergarten term.

Playgroup Fees, money, notes etc should be placed in the locked Fees Box on the wall near the main office.

## **Curriculum, Programming, Assessment and Reporting**

Our curriculum / program is based on a sound understanding of Early Childhood development, theoretical knowledge and practical considerations. Each week we provide a balanced indoor and outdoor programme including both play and structured activities.

The daily program allows for uninterrupted periods of play as well as planned large and small group sessions. We provide a calm, safe & friendly atmosphere which is conducive to learning.

To develop a sense of agency and positive self esteem, children need to be free to experiment, to make mistakes, and to have their best efforts recognised and accepted. We aim to allow each child to progress at his/her own level and we value the learning process as part of the learning experience. We provide stimulating, enriching challenges and new experiences that are appropriate to each child's level of development.

Children will be encouraged to gain independence and to be able to contribute to the group. We encourage independence in everyday matters, such as putting on painting smocks and jumpers, being responsible for bags and own work, etc.

To begin developing self-discipline, we support children to be able to accept limits and exercise self-control. Together with you, we help children to learn acceptable behaviour. We stress that children must respect the rights of others, not damage people and property or hurt feelings. We encourage them to solve problems through the use of restorative practices, say what you see and the 'you can do it' mental health programme.

information is used to further inform the emergent planning process. Educators then place the learning story in your child's learning folder.

- All children receive an individual learning plan by their second term at kindergarten, in the form of a 'cycle of planning', and interviews can be arranged upon request.

Your child's teacher will write a Statement of Learning, in your child's last term of Kindergarten. A Statement of Learning is a summary of your child's learning journey while at kindergarten. With your consent, a copy of this statement is forwarded to your child's Reception teacher at school.

The five **Learning Outcomes** are designed to capture the integrated and complex learning and development of all children across the birth – 5 age range.

### **The Learning Outcomes –**

1. Children have a strong sense of identity
2. Children are connected with and contribute to the world.
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

## **Policies**

All Flagstaff Oval Kindergarten and Department for Education Policies are available for you to look at, at any time. This folder is kept on the kitchen shelves. Some of the policies you may wish to refer to include the Food & Nutrition Policy, Behaviour & Anti- bullying Policy, Sun Protection Policy and our Bushfire Policy.

## **Parent participation**

We welcome help from parents during sessions. This is a good opportunity to see your child and their friends at work and chat to staff. Any skills you would like to share would be welcomed.

## **Illness & Medication**

**Illness-** If a child is unwell prior to coming to kindergarten; we ask that they be kept at home. Children with contagious or infectious diseases including diarrhoea, vomiting, raised temperature and "green" noses are not allowed to attend kindergarten. Please keep your child at home for at least 24 hours after vomiting or diarrhoea.

# Helpful Bits 'n' pieces

## **Communication**

On enrolment, a communication pocket is organised for each child. All paper-based communication from the kindy will be received through your child's communication pocket. (e.g. newsletters, Governing Council Meeting summaries, receipts, fee invoices etc.) Notes and reminders are often available on the sign-in table or the whiteboard next to the children's bag area. These may change daily. If you would like to return notes, surveys, learning story feedback sheets, please hand these to staff.

While sharing an informal chat remains the most immediate and satisfying way of sharing insights about your child's development, on several occasions you will be asked to put pen to paper:

1. Upon enrolment
2. In response to receiving developmental profile statements at the beginning of term two and at the end of your child's preschool year.
3. As required by departmental quality assurance practices.
4. To invite you to participate in decision making.
5. To provide feedback.

We really appreciate your honest responses and information sharing.

They help us to plan, implement and evaluate effectively and to improve our services for you and others.

Please feel free to discuss significant events at home that may affect your child's behaviour. Ask for privacy if matters are confidential

## **Attendance Policy**

Please note that kindergarten staffing is calculated on attendance, (not enrolments), therefore, it is important that your child attends regularly. Staff undertake Data Collection during the first 3 weeks of every term.

## **Specialist Services**

The services of some specialist staff are available through the Department for Education. Please talk to staff if you feel your child may need to use speech therapists, psychologists, social workers or special educators. A social worker is available for you and your family.

## **Payments**

Please return any payments for excursions or fundraising events in a sealed envelope, labelled with your child's name, what the payment is for and the amount enclosed. Please place in the "White Fees Box" located on the wall outside the main office. Kindergarten Term Fees can be made by EFTPOS electronic transfer.

### **Arrival & Departure**

Parents are most welcome to stay and participate in an activity at the commencement of a child's session.

If someone different is to collect your child on a particular day, please write this in the comments column in the daily attendance/roll book when you sign in.

Gates are locked after parents leave in the morning and opened prior to parents returning in the afternoon.

### **Excursions & Performances**

These are arranged as part of our educational programme to follow up areas of interest or to spark off new ideas. The costs are only partly covered by your fees, and a fee is usually requested at the time to cover expenses. You will always be notified of forthcoming events. Occasionally parents are needed to help supervise the children and in this case it is not appropriate to bring younger siblings along.

Our Kindergarten mobile will be taken on excursions.  
The Number is 0434 220 886.

## **Governing Council**

The Kindergarten Governing Council consists of parents of children attending/attended the centre, interested community members and the Director of the Kindergarten. The Governing Council is elected at the Annual General Meeting.

Being a council member is not only a great way of having an active role in your child's kindergarten but is also a way of getting to know other parents and staff.

A variety of skills & interests are required, including secretarial skills, accounting knowledge, catering ideas, an interest in education, the ability to do odd jobs, etc, OR any parent with an interest in the welfare of their children.

Some positions on the Governing Council entail a few hours of work per week, others require attendance at the monthly meetings and being a general helper. Working parents are also encouraged to participate.

### **Responsibilities of the Governing Council include:-**

Supporting and collaborating with educators in decision making.

Maintenance of the centre.

Organising social events for the kindergarten community.

Budgeting and administrating the finances of the centre.

Fundraising to provide resources for the children's learning activities and equipment.

Providing, input and feedback into policy development.



# Grievance Procedure

The following procedure must be adhered to when resolving any grievance or issue relating to our centre.

- STEP 1** Talk directly to the staff member involved, via phone call, letter or e-mail.  
Contact the Director if issue is not resolved.
- STEP 2** Arrange a time to speak to the Director.  
If issue not resolved proceed to step 3.
- STEP 3** Arrange a time to speak to the Educational Director  
by calling 8207 3700, Southern Adelaide Regional Office.

Each family will receive a brochure titled "Raising a complaint with Department for Education" for reference in the enrolment pack.

Financial issues should be raised with the Director.  
After discussion the Director will follow through the issue with the appropriate person, Governing Council and/or the Department for Education.

Our aim is to implement clear, open and honest communication with families.

**"A problem shared is a problem halved"**

## School Enrolment & Transition

It is the parents' responsibility to enrol children at the school of their choice. Early notification is appreciated to assist in teacher allocations. Your child's summative report which you will receive in term 4 is designed to be shared with the classroom teacher.

## **SNACK IDEAS**

- Small, fresh pieces of fruit: a mandarin, banana, apricot, pear, plum, a bunch of grapes, apples, oranges, melon or pineapple
- A small portion of crackers, pikelets or a savoury scone.
- Vegetable sticks served with dip or cubes of cheese.
- A small tub of yoghurt.

## **What to include – Healthy Options**

Include a variety of foods in your child's lunchbox from day to day. Make sure that the foods packed in the lunchbox are from the basic food groups.

- Vegetables, including different types and colours, and legumes/beans
- Fruit
- Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties such as breads, cereals, rice, pasta, noodles, polenta, couscous, oats, quinoa and barley
- Lean meats and poultry, fish, eggs, tofu, seeds, and legumes/beans
- Milk, yoghurt, cheese and/or alternatives, mostly reduced-fat (reduced-fat milks are not suitable for children under the age of two years).

If you are packing any foods that need refrigeration (such as cheese, yoghurt, or cooked eggs or meat), use an insulated lunch bag with a frozen water bottle or icepack inside. This will keep the lunch cool and prevent it from spoiling.

## **What not to include – Unhealthy Options**

Packaged snack foods such as muesli bars, fruit straps, chocolate bars, lollies, cakes, biscuits, donuts and potato chips. These are 'discretionary choices', foods that are high in kilojoules, added sugars, salt and/or saturated fat and have little nutritional value.

If you want to put a 'treat' in your child's lunchbox, choose something other than food such as a small note, drawing or sticker.

## **The best drink for your child is water. Include a water bottle in your child's lunchbox every day.**

Sweet drinks such as soft drink, flavoured mineral water, flavoured milk, cordial and fruit drink are 'discretionary choices'. They do not provide much nutrition and can fill children up, leading to a decreased appetite for healthier foods. Sweet drinks can also lead to tooth decay and weight gain.

This has been modified from the original document from Australian Government Department of Health and Ageing. Get up and Grow Healthy Eating and Physical Activity for Early Childhood. Lunchbox Ideas: Meals for early childhood settings. Link:  
<http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources>