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## Home – Glencoe & District Kindergarten



Find out more about our goals and our focus in our philosophy statement (PDF 14KB).  
([https://www.preschools.sa.gov.au/sites/default/files/glencoe\\_and\\_district\\_kindergarten\\_philosophy.pdf](https://www.preschools.sa.gov.au/sites/default/files/glencoe_and_district_kindergarten_philosophy.pdf))

### Volunteering

If you'd like to volunteer with us, we'd love to hear from you. See volunteering in schools, preschool and children's centres  
(<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets twice a term to make sure the preschool runs smoothly. Read through what a governing council does  
(<https://www.decd.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>) and speak to us to register your interest.

### Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

### Bushfire risk

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

## Contact us

**Preschool director:** Ms Jes Cook

**Phone:** (08) 8739 4050

**Fax:** (08) 8739 4062

**Email:** [dl.6515.leaders@schools.sa.edu.au](mailto:dl.6515.leaders@schools.sa.edu.au)

**Street address:** 135 Kirrup Road Glencoe SA 5291

**Postal address:** PO Box 66 Glencoe SA 5291

## What we offer – Glencoe & District Kindergarten

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.

| Monday | Tuesday          | Wednesday         | Thursday         | Friday |
|--------|------------------|-------------------|------------------|--------|
| –      | 9.00am to 3.00pm | 9.00am to 12.00pm | 9.00am to 3.00pm | –      |

#### Fees

The parent contribution is \$115 per term. See our enrolment and fees page (<https://www.preschools.sa.gov.au/glencoe-district-kindergarten/getting-started/enrolment-and-fees>) for more information.

## **What to bring**

Your child needs to bring these items each day:

- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- drink bottle containing water
- healthy snack
- healthy packed lunch on full days.

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

## **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 15KB).

(  
[https://www.preschools.sa.gov.au/sites/default/files/glencoe\\_and\\_district\\_kindergarten\\_arrival\\_and\\_departure\\_policy.pdf](https://www.preschools.sa.gov.au/sites/default/files/glencoe_and_district_kindergarten_arrival_and_departure_policy.pdf))

## **Occasional care**

Occasional care is for children under school age who aren't in any other early childhood education and care programs, such as preschool, childcare or family day care. It promotes young children's development by giving them access to high-quality early childhood education.

It may help parents to take part in a range of activities including non-work and casual work commitments.

## **Priority of access**

The education department has a priority of access policy (<https://www.education.sa.gov.au/parenting-and-child-care/your-childs-education/childcare-and-preschool/occasional-care>) to decide who can get into occasional care. This might mean that some families get more sessions than others.

Talk to us about enrolling in occasional care.

## Times

Children generally can go to 1 session a week.

| Monday | Tuesday           | Wednesday         | Thursday | Friday |
|--------|-------------------|-------------------|----------|--------|
| –      | 9.00am to 12.00pm | 9.00am to 12.00pm | –        | –      |

## 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

Children need to bring these items:

- a piece of fruit
- a healthy snack (cheese and crackers, vegetable, yoghurt, additional fruit)
- nappies and wipes for children who need changing while at the centre.

## Additional information

We run a booking system for our occasional care program. Please ensure you book your child in on a weekly basis as we can only offer 8 places each session. If your child is booked in and can't attend please notify the kindy as soon as possible so your place can be given to someone else. If you are booked in and don't attend without cancelling we will charge you.

Please contact the centre if your child isn't booked in and an emergency arises. We keep 2 places each session, strictly for emergency reasons.

## Playgroup

Playgroup allows you and your child to play and socialise with others.

## Times

Friday mornings, 9.30am to 11.30am.

## **Cost**

This program costs \$3.00 per family.

## **Early explorers**

Early explorers is a play-based program for children aged 3 years. It provides meaningful experiences for your child to develop social, creative and physical skills.

We offer this program to children who start full-time kindy the following year.

## **Times**

Each Thursday during term, 9.00am to 3.00pm.

## **Cost**

This program costs \$200 per term.

We will send you an invoice at the beginning of term in your child's communication pocket. We ask that fees are paid by week 4 of the term. See our enrolment and fees page (<https://www.preschools.sa.gov.au/glencoe-district-kindergarten/getting-started/enrolment-and-fees>) for more information.

## **What to bring**

Children need to bring these items:

- a piece of fruit
- a healthy snack (cheese and crackers, vegetable, yoghurt, additional fruit)
- nappies, pull ups and wipes if required
- change of clothes.

## **Additional information**

You child will need to be aged 3 years before 30 April to enrol.

We prefer that your child is toilet trained prior to joining early explorers, though we will support them while they are toilet training.

## **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 – Glencoe & District Kindergarten**

## **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/glencoe-district-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.

## Fees

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

The parent contribution is \$115 per term (<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can choose to pay the total amount at the beginning of the year or pay per term.

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

## When to pay

We will invoice you via your child's communication pocket.

Payments are due in week 1 each term.

Please contact us if you are having difficulty 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 and the amount enclosed on the front, and give the envelope to us.

EFT information

You can pay by direct deposit.

BSB: 065504

Account number: 00901913

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

## **Immunisations**

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

## Reports and plans – Glencoe & District Kindergarten

### National Quality Standard rating

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



**Overall Rating:** Exceeding NQS

### Quality Area Ratings

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

**Rating for:** Glencoe & District Kindergarten

**Rating issued:** October 2018

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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 324KB)

([https://www.preschools.sa.gov.au/sites/default/files/glencoe\\_and\\_district\\_kindergarten\\_qip.pdf](https://www.preschools.sa.gov.au/sites/default/files/glencoe_and_district_kindergarten_qip.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/6515\\_AnnualReport.pdf](http://docs.decd.sa.gov.au/Sites/AnnualReports/6515_AnnualReport.pdf))

## **Parenting support – Glencoe & District Kindergarten**

### **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.

## Little Green Thumbs – Glencoe Kindergarten Sustainability Plan

Glencoe Kindergarten is ready to take up the challenge of education for sustainability. We know that children develop positive attitudes and values by engaging in open ended learning experiences, by joining in discussions that explore solutions to the issues that we face, and by watching the adults around them model sustainable practices. Our aim is for Glencoe Kindy to be a place where environmental education and wonder is embedded in the kindergarten program.

Developing children's understanding of their impact on the environment is the first step towards providing them with the necessary skills to be part of the climate change solution. Teaching children about caring for the natural environment provides them with a range of opportunities for rich, hands on learning experiences about nature and the environment, and provokes curiosity, creativity and critical thinking skills.

We believe sustainability is not so much a lifestyle choice as it is a way of living. By adopting sustainable practices we encourage the children to question and investigate their environment and surroundings, not merely dictate to them a particular set of values.

We feel that environmental education needs to be incorporated into our centre's program and that it will become part of our daily practice and routines; not just seen as an 'add on'. With this, sustainability needs to become a 'whole site' approach. We would like to see all persons with an interest in the site; kindergarten educators, children, parents, the school and wider community have a voice and a sense of ownership of the sustainability plan.

Involving the children in implementing sustainable practices:

In order to change attitudes and behaviours in lasting and meaningful ways environmental education must capture the 'hearts and minds' of children. In essence, this means prompting children to question why things are done in certain ways, and encouraging them to develop their own innovative solutions to problems.

Children's involvement in developing and implementing sustainable practices will be done by stimulating conversations / discussions.

Children's questions and investigations will be the foundation of our sustainability journey.

### **Seeking Family Involvement:**

The key to encouraging environmental awareness and sustainable practice in children's services is consistent environmental programs that promote positive learning experiences for children and enables them to observe adults engaging in environmentally sustainable practice. Seeking family involvement in reaching our environmental goals is important for providing a consistent message for children across the home and kindergarten environment.

- families encouraged to donate materials that can be reused by the kindergarten – materials for the mud kitchen, loose parts, wood off cuts, items for tinkering, natural resources collected

- inviting families to join the children in the veggie patch, planting trees or on our nature walks
- 'litter-less lunch boxes' – reducing the amount of packaging used in children's lunchboxes.

## Curriculum

Glencoe Kindergarten's curriculum is based on the National Early Years Learning Framework for children aged 0-5 years 'Belonging, Being & Becoming'.

**Belonging:** is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

**Being:** is about living here and now. Childhood is a special time in one's life and children need time to just 'be' - time to play, time to discover, time to try new things and time to have fun.

**Becoming:** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they become.

The framework has 5 learning outcomes:

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

## SUN SMART POLICY

During terms 1 and 4, children will need to wear hats outside. Glencoe Kindergarten acknowledges that Australia has the highest incidence of skin cancer in the world due to harmful exposure to ultraviolet rays from infancy.

To avoid this:

- ensure that each child has a named sunhat
- ensure that each child wears his/her sun hat whenever outdoors in term 1 & 4
- ensure all staff members wear sunhats when outdoors to act as role models for the children
- encourage children to arrive at ELC wearing SPF 30+ broad spectrum, water resistant sunscreen
- encourage children to use available shade for outdoor play activities on days of risk of ultraviolet exposure
- children who do not have a sunhat, play in an area protected from the sun, e.g. under the verandah; in the sandpit area
- skin protection as part of the education program
- it is recognised that Vitamin D is important.

Outside play is encouraged daily.



### Health and Safety

We have available to us a team of DECD specialists. They specialise in the areas of child development, including special educators, speech pathologists, hearing impairment coordinators, psychologists, social workers and behaviour support coordinators. Should you have any concerns about your child's development, please see the Director. Children who are identified as needing extra support can be referred to these specialists. Children who are eligible are then entitled to extra support time while at kindergarten.

### Unwell children:

Please do not send your child to the centre with a significantly runny nose, excessive sneezing, or a cough as it is impossible for educators to isolate children and infection may spread amongst other children. If your child is unwell, it is in their and others best interests to remain at home until fully recovered. This will help stop the spread of infection. If your child is going to be absent please notify by phoning the kindergarten.

Should your child become unwell or be involved in an accident while at the centre you will be notified. For this reason it is important that telephone numbers and emergency contacts are kept up to date at all times.

### Infectious diseases & exclusion policy:

Please let an educator know if your child has an infectious illness (chicken pox, measles etc..) so that we can notify other parents. The centre follows the recommendations and guidelines contained in the document "staying Healthy in Child Care", published by the National Health and Medical Research Council.

If your child has vomiting and/or diarrhoea they should not return to the centre until they have been symptom free for 48 hours and do not have loose bowel actions.

As a centre, we don't have the facilities to look after sick children for extended periods.

### Allergies:

Please ensure the kindergarten has received written guidelines or action plans for all allergies and is up to date with any allergies your child may have to food, medicines, creams etc.

### Head lice:

Please help us to minimise this problem by:

- regularly checking your child's hair
- tie long hair back
- notifying your child's educator immediately
- should you detect any evidence follow the best available practices to eliminate infestation.

### Immunisation:

On enrolment, parents are required to provide documentation of their child's immunisation record. It will then be noted on your child's enrolment form that there immunisation

schedule is up to date and documentation has been sighted. If there are medical reasons for a child not to be immunised, or a parent has a personal, philosophical or other objection to immunisation, a statutory declaration stating the reasons for non-immunisation needs to be completed. If a child is not immunised he/ she may be excluded from the centre during outbreaks of some infectious diseases, even if not displaying any symptoms.

#### Asthma:

Parents of children who suffer from asthma are required to complete an Asthma Management Plan in conjunction with their medical practitioner, which provides the educator with further knowledge about the child; what is likely to trigger the child's asthma and the Action Plan on how to best treat the child in the event of an asthma attack. These forms need to be completed prior to the child attending the Centre.

#### Medication:

Parents will be encouraged to administer prescription medication where possible before and after sessions at the Centre. The Medical Practitioner can prescribe children's antibiotics to be given twice daily (at home times) rather than 3-4 times a day. We acknowledge that we are not health care professionals. Some medications will be invasive and will require home administration. (eg eye drops, ear drops, nose drops, skin creams).

#### MEDICINES

If a child has to take medicine during the time he/she is in the Centre, written authorisation from the parent/guardian must be sent with the medication, along with instructions from a Doctor.

The container must bear the original label with the child's name, dose and time the medication is to be administered. Medication must be handed to the Director at the beginning of the day and documentation completed. An educator will administer and document the medication during the day. Parents or guardians will need to sign the documentation when they collect the child at the end of the day.

The Centre has a Policies and Procedures Folder located in the parent information rack by the front door. This is available for parents to read as it is important that all families are familiar with our policies.

You can view DECD policies online: [http://www.decd.sa.gov.au/childrensservices/pages/earlychildhoodreform/Policies and Procedures/](http://www.decd.sa.gov.au/childrensservices/pages/earlychildhoodreform/Policies%20and%20Procedures/). If children are receiving medication at home but not at the Centre, the Centre should be advised of the nature of the medication and its purpose and of any possible side effects it may have for the child.

Staff will not administer non-prescription medicines. This includes paracetamol, gum gels, creams or lotions.

Medications such as an epipen or Ventolin will be administered in an emergency.

## Arrival and Departure

### Arriving at kindy

Before 9am educators are busy planning and preparing for children's learning. Please do not come too early as this interrupts educator's preparation time.

You will find the appropriate sign in sheet on the table at the front entrance. Please record who will be picking your child up that day - this is an important safety precaution.

In case of an emergency and plans change during the day, please phone the kindy to notify who will be collecting your child.

Please encourage your child to place their bag and other belongings into their named locker. Please encourage and support your child to find their own name on the children's sign in experience.

One of the first things a young child needs to learn is how to be away from his/her parents or primary caregiver. This may take some time for some children as they learn to cope with their new environment and routine. It is very important that each child feels happy and comfortable in their new environment.

Educators will work closely with families to ensure that your child is given the best chance to settle in at their own pace. Please speak to an educator if you are worried about how your child will cope with your departure.

At the beginning of each session families are more than welcome to read your child a book, do a puzzle or engage in any other learning experiences to help settle your child before saying goodbye.

### End of session

Please collect your child promptly at the end of each session. Children will be in group time at the end of every session. You are welcome to come in and watch quietly. We expect children to remain seated until we have said goodbye individually to them and encourage them to make eye contact and reply by saying goodbye or waving before they leave. Your support of this social skill would be appreciated.

Please ring if you're unable to collect your child on time or someone different to that indicated on the sign in sheet is collecting your child. Please remember to sign your child out before you leave.

Parking is available in front of the kindergarten or school. As this is a shared vehicle and people space, we ask you to take due care when using it. Please keep your child safe at all times.

## **Our Philosophy**

At Glencoe Kindergarten all children are seen as unique individuals. We respect where they have come from and where they are going taking into account their own interests, experiences, knowledge, dispositions, skills and processes for lifelong learning. We promote a culture of respect and trust with children, educators, parents and other caregivers. We aim to provide a safe, secure and positive learning environment which values the participation of the child's family and the wider community in their learning. As educators we value the opportunity to build deep connections and relationships with the child. Through noticing, engaging and listening our planning for learning document evolves to provoke opportunities and experiences to encourage further discovery, exploration and wondering; reflective of current interests and developmental needs through play. We endeavour to provide a learning environment which is inspiring, dynamic, engaging, challenging and open ended. The environment that is created by working alongside the child is one that nurtures their creativity, imagination, individuality and curiosity to thrive.

## **Our Vision**

To enable each child to be the best they can be throughout their life.

## **Our Values Respectful Relationships**

Alongside our learning community we build trust, honesty and compassion through open communication Building Connections With community and environment Lifelong Learners