



Government of South Australia
Department for Education



Happy Valley Kindergarten
12b Regency Road, Happy Valley SA 5159
On Kurna Country
8381 3940
dl.3640.leaders@schools.sa.edu.au

Happy Valley Kindergarten Parent Information Booklet

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Happy Valley SA 5159
On Kurna Country
8381 3940



'Belonging to a learning community. **Being** who we are.
Becoming anything we want to be.'



Read this booklet and keep it in a safe place for later reference. It should contain all the information you need however please see staff if you have any questions!

Current 2023 Staff Team

- Director:** **Maddie Merenda (Full time) to Term 4**
Bachelor of Arts (Psychology)
Post Grad Diploma of Teaching and Learning
- Director:** **Elise Wheaton returning Term 4**
- Teachers:** **Juliet Rooney (Full time)**
Bachelor of Early Childhood Education (Post Grad)
Bachelor of Arts (English)
- Lovleen Kaur (Mon, Tue, Fri)**
Masters of Teaching
- Early Childhood Worker:** **Anissa Silverlock (Full time)**
Certificate III Government Disability Stream
Diploma of Children's Services
- Finance Officer:** **Bridie Talbot**

2023 Governing Council

Jackie Rowlands Chairperson
Alice Hill Co Treasurer
Nicole Longe Co Treasurer
Naomi Kingdon Secretary
Alexis Osmotherly Council Member

All kindergarten parents and carers are invited to participate in the Governing Council. Please see staff for more details.



2023 Term Dates

Term 1: 30/1/23 – 14/4/23

Term 2: 21/5/23 – 7/7/23

Term 3: 24/7/23 – 29/9/23

Term 4: 16/10/23 – 15/12/23

Session Times

Group A (Orange Group): Monday & Tuesday 8:30am -3pm

Alternative Fridays 8.30am - 12.30pm (Odd weeks term 1, even weeks terms 2-4)

Group B (Purple Group): Wednesday & Thursday 8.30am -3pm

Alt. Fridays 8.30am -12.30pm (Even weeks term 1, odd weeks terms 2-4)

Happy Valley Kindergarten Philosophy Statement

At Happy Valley Kindergarten, we believe all children are competent and capable learners who bring their own uniqueness and experiences into the kindergarten. We empower children to think of themselves in the same light.

We want children to feel safe, secure and respected while at kindy and socially supported to form friendships.

We encourage children's curiosity, wonder and enthusiasm for learning through our curriculum. Our rich natural environment supports nature play exploration and wellbeing.

We foster independence, persistence, resilience, cooperation, confidence, emotional regulation, creativity and imagination. Children are challenged within their limits to develop these.

We acknowledge and respect the Aboriginal and Torres Strait Islander culture and perspectives. We seek to collaborate with the children to deepen our understanding of Kurna ways of knowing and being.

We build inclusive and trusting relationships with each child and their family through open communication, transparency and collaborative decision making.

This is the first draft developed by staff in the review of our philosophy in 2023. We will continue to review through consultation and critical reflection with our Governing Council, families and children.

Items for future consideration are: Belonging. We are reflective practitioners. Partnerships. Culture of respect, equity and fairness reflected and communicated to families. Parents and child input. 18 May 2023



Welcome

We thank you for choosing our kindergarten for your child's kindergarten year. We hope that the time your family spends with us will be mutually rewarding. We believe that to experience success at kindy, families need to feel heard, supported and work in collaboration with kindy staff. We believe that parents are the first and foremost educators of their children and that the most worthwhile learning occurs when home and kindy cooperate and support each other. We understand that you know your child best and sharing information with us (even the small things) helps us get to know your child as quickly as possible and to be supportive if there are changes over the kindy year. Your family's involvement is welcome and indeed necessary for the smooth running of the preschool.

Happy Valley Kindergarten is a Department for Education site and follows departmental guidelines and policies.

Stay and Play Sessions

For Group B (purple group) commencing in Term 3, as part of the mid year intake, these sessions will be held on:

- Friday the 16th June 9am-10am (parent and child)
- Friday 23rd June 9am -10.30am (children only bring fruit)
- Friday 30th June 11am -12.30pm (children only bring lunch)

Please bring: A hat, water bottle and a complete change of clothes. Please name each item! We have provided you with a blank page at the end of this booklet for you to record any questions as you read through this information.

Kindy Fees 2023

Term 2 'Stay and Play' Session fee- \$25, which includes a hat.
Kindergarten fees are \$180.00 per term

Please note: If the annual kindergarten fee is paid upfront, by the end of week 4 of term 3, a discount will apply meaning you will pay \$650 for the year instead of \$720.



Families will be invoiced during week 1 of each term. Fees are then due for payment by the end of Week 4 each term.

Payment of fees can take place via electronic bank transfer (please see below for details). Please ensure that your child's name is referenced in your payment so it can be identified.

If families experience difficulty paying the fees, they are welcome to meet with the Director to discuss other payment options, such as paying by instalments, eg through automatic payment schedules

Happy Valley Kindergarten Bank Account Details

Bank: BankSA
Branch: Reynella
BSB: 105 144
Account No: 033 541 140

Please use your child's name and reason for payment as the reference
eg Freddy Smith Fees

Kindergarten for your child

Now that your child is starting kindy they will be exposed to many new people and a range of different learning experiences. As with all new situations, there will be excitement and sometimes hesitation at the unknown. We encourage children to become independent learners for life in a supportive environment. The learning which occurs during these early years lays down a foundation on which all future learning experiences are established.

Programming

The Early Years Learning Framework (EYLF) is the curriculum framework that we use to guide our learning program. We also use the following documents to guide us in planning for learning:

- Preschool Indicators for Numeracy and Literacy
- Child Protection Curriculum
- Respect, Reflect, Relate
- National Quality Standards



Kindergarten environments are designed for "hands on learning" through play as this is the child's natural learning medium. Staff plan individual and group experiences and activities based upon children's interests and developmental needs. We provide children with opportunities to practice the skills they need to develop against all of the 5 Learning Outcomes of the EYLF and positive dispositions towards lifelong learning. These include, but are not limited to, developing resilience, persistence, independence and confidence. We value making mistakes as one of the most powerful ways we all learn. Educators see themselves as life-long learners, being co-learners everyday alongside the children.

Our learning program is available for families to read on Seesaw. Staff spend considerable time planning the program based on their knowledge and experience of Early Childhood Education and child development, and the needs and interests of your individual child. Staff reflect on the curriculum and our teaching approaches each week. They follow up each weekly program with future learning possibilities and experiences, which form the direction of the curriculum for the following week. This ensures that our curriculum is child centred and captures the interests and needs of all children over time. Parent contributions are most welcome—please refer to the 'Parent Help' section ahead. If you would like any further information or clarification regarding our program, please speak to a staff member.

Information about your child's learning

During 2023, we will track and assess individual children's learning over the year.

Why do we assess children's learning?

To inform programming to ensure it meets the needs of individual children

To measure growth and development of each child over their kindy year

How will we assess children's learning?

Interview

A formal interview is offered to families early in the second term of their child's kindy year, to discuss their child's progress. This is an opportunity to discuss the child's interests, their strengths, and areas to build upon. It is also an opportunity for parents to share their knowledge of their child. With this shared information, common goals and future actions will be formed to create an Individual Learning Plan (ILP).



Individual Learning Plan

A plan is created with the family during the formal interview. It will include the child's voice, parent and educator comments and three goals: one created by child, one by the parents/caregivers and an educator goal. The child will work towards these during their time at kindergarten.

Formative Reports

A reflection for each term will be written for each child, discussing their progress and growth. These are collated in a Statement of Learning which will be given to the child and family at the end of their kindergarten year. A copy will be forwarded to their intended school if permission is granted. A copy will be archived at the kindergarten.

Children's Record of Learning

Educators create a digital record of each child's learning on the Seesaw app. This is a chronological written and photographic record of a child's learning that families can connect with across the year as the learning unfolds, allowing them to feel a part of their child's kindergarten story. Children's physical work is expressed with the use of an Art Journal for every child. Paintings, making etc. are either displayed, or travel home.

Nature play

At Happy Valley Kindergarten we have a strong focus on learning through play and developing positive dispositions for learning such as persistence, resilience, trying new things, risk-taking, collaboration, social skills, problem-solving and celebrating making mistakes as a method of learning.

Nature play and loose parts play encourages open ended learning, high levels of creativity and imagination and the opportunity for children to drive their own ideas and learning. They provide possibilities for rich development of language and communication, increases children's need to collaborate, work together, create and test theories and problem-solve with each other, while also exploring endless opportunities for mathematical learning and experimentation with scientific concepts. Socially we know this type of play creates opportunities for children to learn how to actively listen to differing opinions and ideas and supports them to work together to compromise and problem solve in a collaborative way. For more information, please speak to a staff member or visit www.natureplaysa.org.au and www.letthechildrenplay.net



Special Services/Preschool Support

The Department for Education offers assistance for some specialist support staff. Their roles are to support families, children and staff to meet the children's and families' individual needs through a referral process. These free services include speech therapy, child psychology, special education, social work, preschool support and bilingual support.

Arrival at kindy and gate safety

Our door will open at 8:30 in the morning for you to drop off your child. The gate will open prior to this at 8.20am so if you have arrived early you can use the outdoor space. We are very conscious of safety with our children and require families ensure they are only letting themselves and those children in their care in and out of the gate. Although it is polite Please DO NOT hold the gate open for others as this is when there can be confusion over who is coming and going. Please check that the gate shuts behind you. Do not allow children to stand on the gate as it breaks the locking mechanism. Please sign your child in on arrival. We encourage families to discuss with staff if their child is having difficulty saying goodbye in the morning. Children can go to a staff member who will help them separate from their special family member. This reduces anxiety for children as they have seen them leave. We will make contact with the person who drops off if their child has been distressed during drop off. You are also welcome to call or email during the day to check up on your child.

Collection of children

Please sign your child out upon collection. If someone else is collecting your child, please let us know. A diary is located next to the sign in sheet which you can write this in. **Please be aware we cannot release children to people not listed on their enrolment form.**

The door will remain shut during our final mat time, if you need to collect your child before 3pm please let staff know. We understand that emergencies occur and that you may be late to collect your child. If this happens please let staff know so we can reassure your child (no one likes to feel left behind!) Continual lateness will result in late fees at the discretion of the Director.



Parking

Parents have use of the car park we share with the Happy Valley Community Children's Centre . Please:

- Drive with great care and observe the “In” and “Out” signs
- Observe the signs for the Child Care Centre Staff Only Car Park (the carparks closest to the kindy)
- Do not leave siblings in the car during pickup and drop-off

The car park on Regency Road is for only for Kindy staff.

Daily Routine for 2023

We have a general structure to our day but this is flexible to accommodate children's engagement and learning. This will be reviewed at the end of each year. Our daily routine is:

8:30	Children arrive. Children to place their bags on a hook, lunch in the lunchroom, sign in and choose an activity .
9:30	Morning Meeting
9:45	Morning Fruit time
10:00	Inside/Outside free play
11:30	Divide into small groups for mat time
12:00 -12:30	Lunch
2:10	Pack up
2:25	Afternoon Fruit
2:45	Final mat time
3:00	Farewell children

Communication with Parents

We distribute information for families regularly via the Seesaw App. Invoices and consent forms will be handed to you directly or placed in your child's bag if they are going to childcare after Kindy.

The whiteboard on the wall near the main kindergarten entrance provides additional information about daily and upcoming events as well as other important information such as health issues. Please check it daily.



What to wear to Kindergarten

There's a wonderful Norwegian saying – “Det finnes ikke dårlig vær, bare dårlig klær!” which translates to “There is no bad weather, only bad clothes!”

We have an outdoor program all year round, so we expect children to be dressed appropriately for any weather (rain or shine).

They will be involved in a wide variety of activities; paint, water, mud, wet sand and then they will sing and dance!

We do have Happy Valley Kindergarten hats, jackets and t-shirts for sale. You will receive a free hat once the Stay and Play payment has been received. While our clothing is not mandatory it does reduce the morning struggles of deciding what to wear to kindy!

Clothing considerations

- We ask all of our children to bring each day, a complete set of **NAMED** spare clothes and **shoes**, and a **plastic bag to return them home**.
- Children should feel comfortable in their clothes and not worried about getting them “dirty”.
- Children should be able to change their own clothes without assistance. Please think about how clothes and shoes fasten and the ease of removing and putting on independently.
- All children are required to wear a hat while playing outside (a legionnaire, bucket or wide-brimmed hat only) when the UV level is 3 or above.
- All clothing needs to be sunsmart. This means reducing exposed skin eg covering the shoulders – no spaghetti straps.
- Shoes that allow children to climb safely – no thongs.
- We suggest gumboots and wet weather pants/coat in the cooler months.
- We strongly recommend that children with shoulder-length or longer hair wear their hair tied-up to reduce the risk of head-lice.

Sunscreen

It is an expectation that children have had sunscreen applied prior to coming to kindy each day that the UV level is predicted to be 3 or above. We will reapply sunscreen when required.

The kindy will provide Hamilton's Children Sensitive Sunscreen. If you wish your child to use a different sunscreen you will need to give this to staff to keep for the year.

Please see our Sunsmart policy for further information.



Seesaw App

We use the Seesaw app to post all our relevant information. Each child has an individual learning journal that is only visible to that child's parents/family, some group learning experiences may also be posted, and all families will have access to those posts. You will all receive a barcode that will link you to your child's journal, up to four people from each family can access the journal. This app can also be used to send you messages and for you to send us messages. You can notify us of your child's absence using the app. This is more sustainable and it prevents the loss of notices between home and kindy.

Changes to Details

If at any stage during your child's time at kindergarten, there are changes to your circumstances such as phone number, address, family situation, intended school and medical conditions it is important that you inform us as soon as possible.

Kindy Bags

Bags need to be large enough to fit ALL children's belongings. Children need to bring a named bag containing their fruit, drink bottle, spare clothing and hat. Your child will receive a bag tag to attach to their bag, this is to promote independence when packing their bags for kindy. To foster your child's independence ensure that your child carries and hangs up their own bag, and places their own lunchbox in the lunchroom. This is also so they can locate their bag during the day.

Healthy Food Policy and Food Allergies

A copy of the Healthy Food Supply and Nutrition Policy is included in your information pack. Please read it thoroughly.

Each child needs to bring 2 portions of either fresh fruit, vegetable or dried fruit when attending the full days, but only one portion on Fridays. ***Fruit and Vegetables are to be packed separately and left in your child's bag.***

We have an **Allergy Friendly Policy** at our kindergarten. **PLEASE DO NOT include nuts or nut products or eggs**, for example boiled eggs, quiche/frittatas/omelettes or egg sandwiches. Eggs that have been cooked into recipes are acceptable.



Lunch Time

Please provide children with a lunch that they are able to unpack and eat independently. Parents are required to provide their children with a healthy lunch. It is sufficient to supply your child with two or three items for lunch as it can be overwhelming if there are too many choices. Some healthy lunch suggestions include: sandwiches/wraps with salad fillings, salad plate, rice, pasta, savoury/fruit muffin. Parents may also choose to include: cheese, a piece of fruit, vegetable sticks, yoghurt, banana bread, ham etc. Please **DO NOT include chocolate, chips, nuts, lollies etc.** as these items cannot be eaten at kindy and will be sent home. A place is provided in the lunchroom for children to put their lunch boxes each day. In warmer weather please place a cold pack/frozen drink bottle in lunch boxes to help keep them cool. We **DO NOT** heat or refrigerate food. Children have around 20-25 minutes to eat their lunch.

Drinks

As part of our Healthy Food Policy all children will only have access to water to drink. Children need a NAMED drink bottle in their bags at all times. We have a water filter if children require a re-fill during the day.

Celebrations

We celebrate every child's birthday with a "pretend" kindy cake and a certificate. Please do not provide cake, lolly bags or toys for other children on your child's birthday or at the end of the year.

Lost Property

Un-named items will be placed in our lost property box. Named items will be returned via your parent communication pocket if they fit. We understand that items from kindy or other children sometimes end up at home. If this is the case please return them, we thank you and your child for returning them.

Toys & special items from home

Please do not bring toys or special items (including jewellery) from home to kindergarten. Staff cannot be responsible for the items children bring and they are often lost or get broken which can cause distress.



First Aid

Every 3 years staff complete training in how to 'Provide an Emergency First Aid Response in an Education and Care Setting'. Children will have "learning accidents" while at kindy. We will communicate this with you via a form in your parent pocket. This will need to be signed and returned.

If appropriate we will use your emergency contact list to phone and advise you of a serious injury or if your child has had a bump to the head. If required we will phone an ambulance for your child.

Illness

If your child is unwell the best place for them is at home or with their carer. Parents need to be wise and use their best judgment in these situations as 4 year olds can be very persistent about going to kindy. A list of exclusion periods for common contagious diseases is available upon request. If your child is going to be absent please let staff know through the Seesaw app, via email or phoning (we have an answering machine).

Medication

Staff are not permitted to administer medication to children unless we have a signed Authority Form from both your doctor and you. This also includes over the counter medication. If your child has an ongoing need such as Asthma we are required by law to have an Action Plan in place with your Doctor's authority. Please speak to staff if your child requires a plan. Please do not leave medication of any type in a child's bag for safety reasons.

Parents need to supply all medication in a clearly named package. A complete set is to remain at kindergarten. **If your child has Asthma or is Anaphylactic it is a requirement that you provide a current Medication Plan and appropriate medication which remains onsite.** Please check your child's medication on a regular basis to ensure it is in date and that all equipment is working and in good condition. Staff are unable to administer out of date medication.

Library Borrowing

To support children's literacy development we have a large number of books for families to borrow. Books are available for borrowing at the beginning of each session. With books available for a 7 days loan. A Maximum of 4 books can be borrowed at a time. Please refer to the Library Lending Policy for further information.



Photographs

A professional photographer comes to the kindergarten each year and photographs all of the children. You are not under any obligation to purchase these photos.

Photographs and videos taken by families while involved in kindergarten activities **MUST NOT** be published or uploaded on social media such as but not limited to Facebook, Twitter, etc. Parents please be mindful when taking a photo or video, that you are capturing only your own child.

The Role of the Governing Council

The Governing Council consists of parents, staff and local community representatives, who collaborate to effectively manage the kindergarten. Their role is to assist staff in decision making, financial management, fundraising, maintenance and implementing policies and new initiatives from the Department for Education.

The council meets twice a term for about an hour. These meetings are generally held during week 3 and 8 at 4pm depending upon other commitments.

All parents are welcome and encouraged to attend. The Annual General Meeting is held in February at the first meeting for the year. At the AGM all positions are declared vacant and a new Governing Council is formed. To nominate to be part of our Governing Council there will be information at the Stay and Play Sessions available at any time by asking staff. Families joining the kindy in the midyear intake are invited to join the Governing Council.

Being part of our Governing Council is the best way to find out what we are doing at the kindy and to be part of the decision making process. It is also a great way to meet other family members and make friends. New members are always welcome throughout the year.

Parent Help

There are many ways parents can participate and help out at the kindergarten and without your help we simply couldn't operate! You may be interested in the Governing Council, helping with the laundry roster, processing the literacy packs or library books, helping on excursions, reading stories, sharing a work skill, playing a musical instrument, sewing, fundraising. We also have a Parent Help Box in which we place items which need cutting, sorting or fixing. If you are interested in helping at the kindergarten please speak with staff.



Excursions and Incursions

We provide children with opportunities to take part in both incursions and excursions over their kindy year. You will be given information via Seesaw and for excursions you will need to sign consent forms for your child to participate.

School enrolment

Choosing a school for your child can be daunting. We will provide information about local school open days as they arise. Staff are happy to discuss with you your child's needs in relation to starting school. Please note that we cannot make recommendations about schools. The best way for you to find out about what each school offers is to organise a school tour or attend an open day. You can also speak to other parents who have already enrolled at school.

Please ensure you inform us when you have selected and enrolled your child at a school.

Happy Valley Community Children's Centre

We work collaboratively with Happy Valley Community Children's Centre to meet the kindergarten and child care needs of the Happy Valley community. Where capacity allows, Happy Valley Community Children's Centre is able to offer before and after kindy care.

Staff from the child care centre can bring your child to kindy in the morning and we drop them back in the afternoon (if your child is booked in for before and after care). Bookings can **only** be made at the child care centre. Should you need to access child care you can contact the Centre on 8381 1380.

Please let staff know if your child is to be taken to child care after kindy.

Policies

As a Department for Education site we must adhere to all Departmental policies and procedures. We have many site specific policies. Copies of our policies can be found on our website and we can show you our hardcopy policy folder on request. If you would like a copy of any particular policy, please ask staff.



Equal Opportunity

No family will be disadvantaged or discriminated against because of their race, religion, nationality, ability, gender, financial situation, or marital status. Please do not hesitate to contact staff if you have any questions or concerns.

Parent concerns or complaints

You are always welcome to speak to the Director about any issue of concern. Most issues can be resolved if they are discussed openly and honestly. Copies of the parent concern policy and brochures are available on request.

If this conversation does not resolve the issue, you may wish to contact the Department for Education Regional Office on 8207 3700. The office will be able to advise you of the process to take if you do not feel that the matter has been dealt with to your satisfaction.



Record your notes, comments and questions here

Your feed back is always welcome.



What to bring to kindergarten everyday

- Named bag or backpack
- 2 pieces of fruit or vegetable for snack time, packed separately and left in bag
- Lunch packed in a separate named lunch box, to go in lunch room
- Named water bottle containing **water only**
- Named change of clothes and a spare pair of shoes
- Plastic Bag to return wet clothes home
- Named sun smart hat
- We assume that all children have had sunscreen applied prior to coming to kindy each day.

Please ensure your child is independently able to manage their bags, lunch boxes, drink bottles and clothing and that their kindy bag is of an appropriate size to hold all of their belongings.

Remember to put your child's name on everything!!

Thank you.