



Hawthorndene
K I N D E R G A R T E N

PARENT BOOKLET

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Welcome!

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www.preschools.sa.gov.au/hawthorndene-kindergarten

“a caring community of learners”



Government of South Australia

Department for Education

We're glad you've joined our kindy. Your child will be encouraged to learn, to enjoy and to participate in a happy and secure environment. This booklet has been created to tell

you about who we are, what we do, and how you can join us in making your family's time here a happy one.

A BIT ABOUT US

Staff team

The staff team take great care in providing a creative, caring environment for your child to flourish.

- Director/Teacher – Louise Montesi – B.Ed. (Early Child), Dip. Child Care, Dip. Mont. Stud.
- Teacher – Helen Creeper—Dip. Teaching Primary, B.Ed. Early Childhood Education (in service)
- Teacher- Megan Jackson- B. Ed Primary, B. Teaching and Learning (in-service) Early Childhood,
- Early Childhood Worker – Tess Gibbs--- Dip. Early childhood Ed. and Care, Cert. 111 Health and Disability

Governing Council

The Governing Council is group of volunteers elected to represent our preschool community in decision-making, as required by Depart for Education.

- The Governing Council will consist of 6 to 23 elected members of parents, caregivers, staff and community members elected to represent the preschool community.
- They are responsible for the whole Community, with whom, they are expected to consult. The Governing Council will be accountable to the Minister for developing, negotiating and meeting the objectives and targets in the current Quality Improvement Plan. T
- The Governing Council is also responsible for local policy development within the broad departmental frameworks. It is responsible for administering the finances, the development of policies, and general maintenance of the building and grounds.

Council bearers are:

<i>Chairperson</i>	<i>Ground/ maintenance person</i>	<i>HPS liaison representative</i>
<i>Secretary</i>	<i>Library/Literacy Kit coordinator</i>	<i>Fundraising representative</i>
<i>Treasurer</i>		<i>Playgroup representative</i>

Parental involvement

Your children gain in many ways by having your participation in the kindergarten program. You can help by spending an occasional session at the kindy helping the staff with odd jobs or by assisting the children with some activities. You can also be involved by:

- Reviewing the learning journal and reading the notices and newsletters distributed.
- Joining the Governing Council.
- Helping the children, sharing their learning, reading to them.
- Helping with fundraising/social functions/ kindergarten activities.
- Participating in working bees.
- Attending Parent Meetings and special functions.
- Helping on the washing roster.
- Providing volunteering support for excursions and Outdoor days/weeks.
- Providing resources pertinent to the Educational Programme.
- Sharing your resources/skills.

All parents who wish to volunteer must have a Working With Children clearance and a RHANN-EC certificate both online.

OUR PHILOSOPHY (endorsed BY GC in 2023)

We are a caring community of learners who place children at the centre of our decision making.

We acknowledge and value families as their child's first teacher.

We prioritise building strong relationships with children and their families to develop a sense of belonging to our kindergarten.

We work in partnership to support children's well-being, dispositions and foundations for better learning outcomes.

We care for ourselves, each other, and the environment.

We respect the Kaurua people as the traditional owners of the land, where we play to learn.

Quality Improvement Plan

This kindergarten is assessed under the National Quality Framework which is a national regulation and the staff team and governing council develop a Quality Improvement Plan (QIP) each year to ensure that we are providing a strong curriculum of education and care for your children. The plan focuses on the following 7 areas:

1. educational program and practice
2. children's health and safety
3. physical environment
4. staffing arrangements
5. relationships with children
6. collaborative partnerships with families and communities
7. leadership and service management

and is available for parents and community members to view if they wish to do so.

Our program uses life skills to help children:

- use language to communicate and help their thought processes
- think and work creatively at a variety of activities
- establish self-confidence and esteem
- start to become independent

- to value all aspects of diversity
- to cooperate and collaborate
- use and coordinate all parts of the body
- protect and care for other people and things
- take interest in the world around them
- be good problem solvers and decision makers.

Appropriately guided play and discovery is the process by which children learn life skills and competencies.

ENROLMENT INFORMATION

If your child is born before 1st April; they can commence kindy in term 1

If your child is born between 1st May- 31st October, they can commence kindy mid-year in term 3
(they will complete terms 3, 4 and 1 and 2 in the following year)

What does this mean for school:

Children starting kindy in term 1 will do 4 terms of reception at school.

Children starting kindy in term 3 will complete 6 terms of reception at school.

For your child to enrol at kindy we need to see the following:

- original Birth Certificate
- record of immunisation Medicare document (Blue Book and overseas documents no longer accepted)
- proof of residency

OUR EDUCATIONAL PROGRAM

The staff team plan our educational program using: *Belonging, Being & Becoming; The Early Years Learning Framework for Australia*. The learning outcomes are: Identity; Connection and

contribution to the world; Sense of wellbeing; Confident and involved learners; Effective communicators

Our '**Learning Journal**' which contains the term overview, weekly planning and critical reflections pages. It is a helpful resource for you to make connections with your child's learning. It is available for you to view at the entrance of the kindergarten. The Learning Journal is a vital piece of documentation that reflects the voices of the children, teachers and families and we value your feedback and reflections ongoing. Any related resources you have to share would be most welcome.

Excursions

Incursions and excursions are planned as an extension of the Educational Program. These may incur an additional cost depending on the event. Some to local points of interest - others take in further afield areas and require transportation. These are planned in advance and parents are notified and informed of the details of the specific excursion in writing. We often require extra parental support on excursions, all volunteers must have security clearance before the commencement of the activity.

Assessment and reporting

As part of our commitment to monitoring and assessing individual children's progress we use a range of strategies to focus on the learning outcomes from *Belonging, Being & Becoming: The Early Years Learning Framework for Australia*.

This is an on-going process, both planned and informal, where information gained from/about children's knowledge, skills and attitudes is gathered and interpreted by the staff team.

Children take home their Memory Work Books to share with their families twice a year so that progress can be viewed together, and a written Statement of Learning is given at the

end of the child's year. A parent/teacher chat is provided for you to discuss your child's transition to kindy and the goals established for them for the rest of their kindy year. The staff team is always available for informal chats about the children's learning and the children's memory workbooks are always accessible for viewing by parents. Our **Learning Journal** is a collation of learning experiences at the kindergarten.

Connecting with schools

It is important to establish positive liaison with the many schools to which the children will transition in the future. A school transition program and school visiting days are organised after consultation with the staff and the principal of the school involved. Parents are notified by the school when these visiting days will take place.

The Statement of Learning mentioned earlier is made available to the school once written permission from parents is obtained.

Connecting with Hawthorndene Primary School

As part of our commitment to a continuity of learning between our kindergarten and primary school we work together to provide specific excursions to the school during your child's year. A Yard Play excursion are arranged in term 2 and term 4, as an opportunity to support the children to develop understanding about a larger learning place in preparation for their school start in the following year.

COMING TO KINDY

Session Times

Kindergarten sessions start at 8.00am and finish at 3.30pm.
Children attend either:

- Mondays and Wednesdays, or

- Tuesdays and Thursdays

Each session includes a morning snack time (around 10:30am), lunch time (around 12noon) and afternoon snack time (around 2:30pm).

Fees

Kindergarten fees are determined by the Governing Council with reference to fees at similar site in the area and the needs of the site. Fees are \$180.00 per term

This includes:

- one kindy logo bucket hat (extras available for purchase)

Payment are received gratefully online using the following details

- Account Name: Hawthorndene Kindergarten Inc.
BSB: 065100
Account No: 1005 4934

A receipt will be issued to you by the Treasurer in due course.

Tips for separating from your child

You are welcome to stay at kindergarten with your child for as long as it may take for him or her to feel comfortable about being left.

- Prepare your child by gently talking about kindergarten explaining that they are now grown up enough to attend kindergarten without their parents. They will have lots of time to play and learn and that you will return at the end of the day to collect them.
- When it is time to go, be sure to say goodbye. Never, go without saying goodbye as your child may lose trust and confidence. This is important.
- If you or your child is having difficulty separating and you are unsure or have any concerns, please speak with one of the staff team.

Playgroup

A community playgroup for newborn children up to kindy-age children is held on Friday mornings from 9:30 until 11:15am during term time at the Hawthorndene Kindergarten premises. Playgroup is coordinated by a volunteer parent. The Staff team are on site involved in curriculum preparation and at most sessions will be available for consultation.

Fees - \$4 per week, per family preferably paid by EFT using the kindy bank details provided to the playgroup coordinators.

ATTENDANCE, ABSENCE AND KEEPING IN TOUCH

Drop off and pick up process

Please note that children are supervised between the hours of 8:00am. - 3.30pm.

Please sign your child in/out each day on the *Sign In* sheets.

Children are encouraged to take responsibility for their coming and going from kindy and as part of this process will need to place a Velcro square next to their name on the large list located on the landing, and to also find their name tag from the alphabetical pouches and affix it to a locker that will be theirs for the day.

Please bring their children no earlier than 8:00am ready to start the day.

- Please accompany your child safely into the kindergarten building every day so that your child's arrival is accounted for by a staff member

- Do not leave your child at the gate.
- If your child is being collected by a person other than yourself at the end of the session, please record the person's name in the Communication column of the Sign-In sheets when you bring your child to kindergarten.

Collection of children is at the end of a session.

- The afternoon teacher will say goodbye to your child at the end of the session. If your child runs to you before this has happened, please bring them back to the mat. This routine helps ensure that each child is safely handed over to a caregiver before leaving the kindergarten. Please talk to a staff member if you have any concerns about this process
- Collection of children should be no later than 3:30pm so that the staff team can finish all of their regular duties. Should you be delayed for unforeseen occurrences please phone the kindergarten so that the staff team can let you child know to avoid causing unnecessary stress for your child.
- If collecting your child at any time before 3.30pm please ensure your child is signed out before leaving the kindergarten. (this is important for our emergency procedure requirements)

Absence from kindergarten

If your child is to be absent for more than one day due to illness or holidays, prior notice can be sent by email or alternatively please inform a staff member.

Changes to personal circumstances

Please notify the staff if there is a change to:

- Home address/ telephone number/ mobile number/or other living arrangements
- Work telephone number
- Your child's medical conditions

Notices – pockets and noticeboards

Please check your child's notice pocket and the white board regularly for notices and take time to read and view the Learning Journal inside the front entrance. Most notices and reminders are sent by email but you may request a hard copy to be placed in your child's notice pocket. A regular newsletter is sent to all families. A term calendar is sent to all families at the beginning of each term. Please note these dates in your diary immediately so that you don't miss out on valuable learning opportunities for your child.

GETTING READY

What to wear

Please **name all** clothing and footwear.

- For safety reasons please send your child to kindergarten in shoes which are protective and secure (i.e.: no thongs and backless shoes)
- It is advisable to dress your child in clothes that are easily washed and are not worn for 'best' so that if accidents happen it will not cause distress.
- Clothing that is sun safe i.e. covers the child's shoulders, therefore avoid strappy dresses in the warmer weather.

What to bring

- A **small bag** for your child's belongings.
- A sun hat (preferably the kindy logo hat)
- A named water bottle or plastic cup kept in your child's bag. Water is always accessible for children.
- Two items from the following list for morning and afternoon snack time.
 - Fresh Fruit
 - Raw Vegetable
 - Dried fruit or cheese
 - Dry biscuits

- A small packed lunch **in a separate container**
- Please provide a spare set of clothing left in your child's kindergarten bag. A couple of extra pairs of underwear and socks is ideal too.

Donations of frequently used consumables

To help keep our fees low, we rely on donations from families of frequently used items and ask that each family provide one of the following each term:

- Tissues/toilet paper/cream of tartar/plain flour/handwash

WHAT NOT TO BRING

NO NUTS OF ANY KIND ARE PERMITTED AT KINDERGARTEN.

This includes sandwich spreads i.e.: Nutella and peanut butter—we are a **nut aware site**.

Sweets

Please **do not** send sweets, biscuits, cakes, nuts, muesli bars, chips, rollups etc., cordial or fruit boxes. At times other foods may be restricted also. Any food covered in chocolate will be sent home as part of our healthy eating policy. Please see information about *Celebrating Birthdays* later in this booklet.

Toys

Please do not allow your child to bring his/her own toys to kindergarten as they may become lost or damaged and tend to cause disputes amongst the children. Should your child have need for a security toy, please discuss this matter with a staff member. The exception to this is if any toy or resource related to a interest or theme, which is current at kindergarten.

In these situations, these types of items are most welcome and should be given to a staff member for safe keeping.

Smoke Free Zone

The Hawthorndene Kindergarten is a SMOKE FREE ZONE and parents should observe the prohibition of smoking. This includes both the building and grounds area, including entrance ways.

What to do if your child is unwell

Precautions against the spreading of colds, viral infection and contagious diseases are very necessary at kindergarten.

Parents must keep a child at home who is running a temperature, or showing any signs of being unwell. Children who have had vomiting or diarrhoea should be kept at home for 24 hours after the last episode.

Please notify the staff immediately should your child contract an infectious disease e.g. COVID, Head lice, ringworms and staff can advise you of how long your child needs to be absent from kindergarten.

Should your child become unwell at kindergarten, parents will be contacted and asked to arrange for an immediate family member or close friend to collect the child and care for them at home.

Children who need medication

Staff will only administer medicines when parents/carers have brought in written notification in the form of a medical plan from the child's medical practitioner or written instructions from a pharmacist. All medicine must be handed to staff/ no medicine should remain in the child's bag even if they have previously administered it themselves.

First aid policy

If your child has a diagnosed medical condition, please ensure that you discuss this with the director on enrolment and provide the staff team with an action plan and appropriate medication.

All minor accidents will be treated by staff, recorded and reported to parents.

Should your child have a serious accident he/she will be transported by ambulance to hospital. (accompanied by a Staff Member, where parents do not arrive before the ambulance.) Parents will be contacted and should provide details to their family doctor. **Please note that parents are responsible for the cost of the Ambulance travel.**

Health examinations

Your child is entitled to subsidised dental treatment at the GP Plus Healthcare Centre Marion, please contact the clinic at your earliest convenience. Child, Adolescent Family Health Services - CAFHS conduct medical checks each term at the kindergarten which include hearing and eyesight for all children between the age of 4.3 - 5+ years. Parents are to book in promptly as appointments are limited.

Support services

Specialised help is available free of charge from qualified Speech Pathologists, Psychologists and a Special Education Adviser - after consultation with the Hawthorndene Kindergarten Director.

LIVING WELL WITHIN OUR ENVIRONMENT

Sunsmart Policy

Australia has the highest incidence of skin cancer in the world with two out of three Australians developing skin cancer at

some time in their life. Research suggests that unprotected exposure to the sun during childhood is an important factor in the development of skin cancer in later life. Damage to the skin can occur in as little as ten minutes in children and fair skinned adults.

Aims:

- To ensure that all children and staff at our kindergarten are protected from skin damage caused by the harmful ultraviolet rays of the sun.
- To promote positive attitudes toward skin protection among children, staff and parents.
- To incorporate sun and skin awareness activities into the daily routine in order to promote lifestyle practices which help reduce the incidence of skin cancer.
- To help the children to develop a lifelong pattern of responsible exposure to the sun's harmful rays.

Procedures:

- Wide Brimmed Sunhats are to be worn when outside, with particular attention when the uv rating is above 3. The hat should shade the face, back of neck and ears. We also encourage the wearing of shirts with collars and sleeves. (During the winter months the children will be encouraged to wear their beanie.)
- Parents should apply Sunscreen (SPF 15+) before children arrive in the morning and provide a roll on sunscreen for their child during the day so it can be reapplied before lunch.
- Where the temperature exceeds 34 degrees outside the children and staff will remain inside.

Reference: Cancer Foundation of the Universities of South Australia, Sunsmart Advice for Early Childhood Centres

Bushfire Action Plan

As a requirement of the education department, this kindergarten has a detailed Bushfire Action Plan and we practice Emergency Procedures each term with the children. **In the instance of Catastrophic Fire Weather conditions being forecast, this kindergarten will be closed for the safety of all.** If you would like to know more about our action plan or emergency procedures please ask a staff member for more information.

REDUCING, REUSING AND RECYCLING

Hawthorndene Kindergarten has an extensive recycling program (see separate leaflet).

- Art paper is often accessed from large printing companies who have left over reams of paper from printing contracts.
- Food scraps for the worm farm, 'Bokashi' bins.
- Recycling junk material for children's activities. Boxes, lids, craft items.
- 'Aerobins' and compost bins are used for vegetation refuse.
- We welcome your 10 cent refund drink containers. These should be rinsed and lids removed prior to being brought to kindy. The large blue bin for this purpose is located near the ramp at the Kindergarten Ave. entrance.

Creating with scrap materials

At kindergarten, we make many constructions with the children using scrap materials. Please make sure they are **clean and free of any unwanted debris** before leaving them at kindergarten. Some examples are; beads, stickers, cards, buttons, material, small boxes, timber off cuts (soft wood), cardboard scraps, magazines, lace, ribbon, cotton reels etc.

LEARNING RESOURCES

Lending library and literacy kits

Library book and Literacy Kits exchange can take place at the end or start of your child's day at kindergarten. Please speak to a staff member if you need assistance.

Your child may select a book or a Literacy Kit for the week.

Parents are asked to supervise the use of books and Literacy Kits at home and to be responsible for the replacement of books should they become lost or damaged.

At home:

- Please encourage your child to care for our books or Literacy Kits.
- Please keep the book or Literacy Kit in a special place (away from younger siblings.)

Supporting parents to understand young children's education

We hold Parent/Teacher chats in the first term your child begins kindy. This offers the opportunity for parents to share more about their children and teachers to share their progress. Check-Ins are invited throughout the rest of the time at kindy where needed.

CELEBRATING BIRTHDAYS

Children's birthdays are celebrated by singing "Happy Birthday" with our non-edible special cake and the presentation of a certificate.

Please **do not** send cakes, biscuits or sweets to share with the other children, as this puts unnecessary pressure on other

families to do the same and is contrary to our healthy eating policy.

FUND RAISING

The kindergarten relies on the contribution from the parent's fees and fundraising to assist in the running of the kindergarten curriculum. There will be fundraising opportunities that you can help contribute to during the kindy year.

Our passive forms of fundraising currently are;

- Drakes Dollars- Hawthorndene Kindy is all setup on the Drakes 'Community Dollars' app. 1 cent of every \$2 spent at Drakes Blackwood will go to the Kindy when the barcode is scanned at checkout. **Step 1 – Download** the 'myDrakes App' to your smart phone, **Step 2 – Select** 'Settings' then 'Community Dollars', **Step 3 – Search** for 'Hawthorndene Kindergarten' & Save, **Step 4 – Scan** your barcode at the checkout at Drakes Blackwood. **Money earned will be added directly to Hawthorndene Kindy's account**
- 10c Refund drink containers Sustainability Initiative