



Government
of South Australia

Department for Education
and Child Development



Welcome to Henley Community Kindergarten

8 White Street
Henley Beach SA 5022

Ph 08 83562300

Please call with enquiries after 3.00pm each day

Email : dl.5620_leaders@schools.sa.edu.au

Enrolment Enquiries : hck.enrolments93@schools.sa.edu.au



Henley Community Kindergarten Philosophy Statement

Our days at Henley Community Kindergarten are like magical mystery tours, each one is different from the last.

At Henley Kindergarten we are committed to fulfilling every child's right to know about Australia's First Nations' histories, knowledge systems, culture and languages as we believe this is the key to advance Reconciliation. We ensure all children see themselves reflected in our environment which we know supports them continue to build a strong identity.

The children are our curriculum – we follow their lead, embrace their energy, share in their joy and celebrate their passion and enthusiasm for learning. They participate collaboratively in everyday routines, events, and experiences and have opportunities to make decisions as they learn to live interdependently.

Our educators create environments in which children experience mutually enjoyable, caring and respectful relationships with people and the environment. We embrace the natural environment and the opportunities it provides for developing sustainable practices. We love mud, sticks and rocks and celebrate the open ended opportunities they provide for learning. We get messy! Children's sense of wonder is nourished through honouring their play at Henley Kindergarten. Children have extended periods of uninterrupted play and opportunities to encounter and evaluate safe risks. Whole group and small group times are responsive to their needs either facilitating intentional teaching or providing more opportunities for high quality interactions to ensure everyone has a voice. Children are listened to, respected and valued in our learning environment.

The children's interactions with each other and educators are rewarding and fun and are built on a foundation of trust. Children navigate their way through each day sharing the way they see the world, their motivations and enthusiasm for learning. The children at Henley Community Kindergarten teach us as much as we teach them. At Henley Community Kindergarten our educators are respectful and open minded supporting the curriculum to be dynamic and evolving. Educators support children to become active and responsible global citizens through authentic engagement in a safe, secure, high quality teaching and learning environment. This provides opportunities for them to feel empowered - building on their developing sense of agency – and fostering the belief that they can and will change the world!

Our educators strive to provide a homelike environment, they enthusiastically share a little bit of themselves and a sense of fun and playfulness which all support our children and their families transition to – for some – their first experience with 'formal education'. At Henley Community Kindergarten we respect diversity and reflect the values, practices and beliefs of our educators, children, families and the wider community. This is evident in our planning and our environment.

We are committed to working with families - the children's first educators. Through collecting information on enrolment, scheduled meetings, emails, See Saw posts and daily communications relationships are built and systems are put in place to support families to share in their child's learning journey at kindy. Families are also supported to build relationships with each other through events organised by the governing council, walks, excursions or even just staying for a cup of tea.

Our gates are always open - Henley Community Kindy belongs to all of us, educators, children, families – past and present.

HENLEY COMMUNITY KINDERGARTEN

Staff:

Director: Trudi Walton

Teachers: Lucy Highett, James Golin

Early Childhood Workers: Corinne Jenner, Sue Edgecombe

Finance Officer/ Admin Support: Jodie Mulyk

Services:

Two groups offered - **Turtles** and **Dolphins**

Monday: 8:30am – 2.50 pm **Turtles**

Tuesday: 8:30am – 2.50 pm **Turtles**

Wednesday: 8:30am – 2.50 pm **Dolphins**

Thursday: 8:30am – 2.50 pm **Dolphins**

Friday: 8.30am – 1.10pm **Turtles weeks 1,3,5,7,9 / Dolphins weeks 2,4,6,8,10**



Entitlements:

Children are entitled to up to 15 hours of kindergarten (preschool) per week, for up to four terms before they start school.

Enrolment Policy:

Enrolments in preschools can vary from time to time. Sometimes this can mean that some preschools may not have vacancies for all children who would like to attend. The capacity of the kindergarten, the child: staff ratio and the needs of the kindergarten children determine the maximum number of children who can enrol. Staff can provide a high quality, safe program for your child by ensuring that enrolments are maintained at a reasonable level. Agreed upon priority of access guidelines provide consistency across the Western Adelaide Shores Partnership when processing enrolments.

Information regarding your priority catchment area can be accessed on the Department for Education website.

Note:

- Special circumstances do arise on some occasions. The director has the discretion to make decisions based on these special circumstances.

Proof of Age

As a part of our enrolment policy a child's age must be verified prior to the acceptance of an enrolment and a child commencing preschool. Acceptable documentation will be

- A Passport;
- A Birth Certificate; or
- Official Centrelink documentation stating the child's name and date of birth.

Proof of Address

Our enrolment policy also states that we need to sight proof of address. Acceptable documentation will be

- A copy of the contract of sale for the property (or a recent council rates notice) **and**
- A recent gas or electricity bill for that property.

For parents or guardians who rent their residence, they must provide

- A rental agreement that covers the first 12 months at the preschool and
- A bond receipt lodged with Consumer and Business Services and
- A recent gas or electricity bill for that property

Immunisation

Offers of enrolment at Henley Community Kindergarten will be made subject to *your child* meeting the immunisation requirements in accordance with the *South Australian Public Health Act 2011 (No Jab, No Play)*.

Fees:

Henley Community Kindergarten is part of the Department for Education and Child Development (DECD). We receive some funding from the government however also rely on term fees to be paid to operate effectively.

KINDERGARTEN SESSIONS.....\$180.00 per term (subject to annual review)

Invoices will be issued at the beginning of each Semester for 2 terms of Kindergarten; (2 Semesters totalling \$720 for the year)

Our preferred form of payment is by direct deposit to our bank account with your child's name as the transaction description field. Payment is appreciated by the due date (30 days).

Account Name: Henley Community Kindergarten
BSB: 105-050
Account Number: 204006040
Description/Field: <Your Child's name>

Payment by instalment is by negotiation with the Kindergarten Director before the due date.
Cash or cheque payments can be accepted.
All negotiations will be confidential.

Attendance

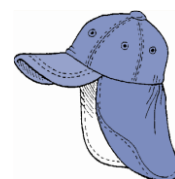
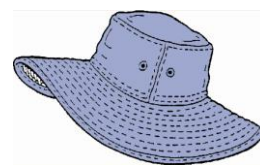
Children who attend kindergarten regularly have opportunities to develop friendships, learn new things, build on what they already know and follow routines. Regular attendance supports your child's participation in the education program so they feel part of the group and teachers can plan to support their learning. Our funding is also tied to attendances. We are allocated staffing and funding based on who attends. Regular attendance benefits us all.



What to bring:

Each child will be given a named tag which we will attach to their kindy bag. This will have words and pictures to help them get organised for kindy each day. They need to bring:

1. A **bag** that your child can manage without help and that they can easily recognise. We recommend that the name be written on the outside.
2. A **hat** which must be either wide brimmed or with a flap at the back. Caps are not suitable. This must be worn for outside play from 1st September until 30th April.
3. **Spare clothes** in case of accidents or messy play
4. A **lunch box** with a healthy sandwich, wrap, salad etc, ensuring your child can open their own items. Please try to avoid packaging as we encourage 'nude food'.
5. **In their Kindy bag** include 2 pieces of fruit, one for the morning and one for the afternoon (separate from their lunch box please)
6. A **water bottle**.



Please label all items with your child's name.

Lunch Box Ideas



What to leave home

Toys or special items unless they are related to the curriculum.
Should your child need a security toy please discuss with an Educator.

Clothing:

Children need to wear clothes that are comfortable and that they can manage themselves. The children are very active at kindy and need to wear clothing and footwear that will not hinder their running, jumping, climbing etc. We do provide children with smocks for messy activities but children will still get wet and dirty sometimes. Clothes that are well worn are great for kindy. Weather appropriate clothing will allow children to feel comfortable during nature play. Please label all your child's clothing with their name, including their hat to prevent lost items.

Birthdays:

We celebrate children's birthdays by lighting candles on a pretend cake and singing Happy Birthday. In line with our Healthy Eating and Physical Activity Policy we do not celebrate with cakes or other food treats.

On arrival:

On arrival and when leaving, please initial your child's name on the sign in sheet.

This is important in case of emergencies.

The sign in sheet is located on the bench near the door.

Please write in the diary if someone different will be collecting your child.

The notice pockets are located on the main door and it is a good idea to check yours every day for any information. We use them to communicate small accidents/incidents that may have required a bandaid or cold pack or change of clothes.

How you can help:

We welcome and enjoy parents being part of our learning environment.

If you have skills/knowledge you can share with us we would love to know, eg cooking, playing an instrument, a sport, hobby, special interest or work interest eg life saving, police.

We always need materials for pasting and woodwork, so boxes, material, lids, corks, feathers, gumnuts, cards, wrapping paper, shells, ribbons, leather and so on are welcome. The exceptions with boxes are washing powder, cigarette and match boxes, toilet rolls and medical boxes.

Parent Rosters are placed near the entry where you can add your name if willing to help.

Weekly volunteers are needed to help with washing, and weekend caring for our resident chickens.



Child and Family Health Checks

During their year at Kindergarten, families will be invited to book a health check for their child.

These checks often pick up things that have been previously missed and are a great way to reassure you that your child's development is on track.

If you would prefer not to wait for an invitation you can contact the Cowandilla Child and Family Health Service on 1300733606 to make your own arrangements.

Curriculum

Our curriculum is based on the National **Early Years Learning Framework - *Belonging, Being and Becoming*** (EYLF). It describes the outcomes on which learners from birth to five years of age can expect their education to be built.

LEARNING OUTCOMES:

1. Children have a strong sense of identity
2. Children are connected with 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.

The Framework supports a model of curriculum decision-making as an ongoing cycle. This involves educators drawing on their professional knowledge, including their in-depth knowledge of each child. Working in partnership with families, educators use the Learning Outcomes to guide their planning for children's learning. In order to engage children actively in learning, educators identify children's strengths and interests, choose appropriate teaching strategies and design the learning environment. Educators carefully assess learning to inform further planning.

Under the Children's Protection Act Department for Education staff have a duty of care to protect and care for every learner and to ensure that effective abuse prevention programs are implemented.

Across your child's year at kindy we will be working with them to explore the Child Protection Curriculum - covering rights, responsibilities, relationships and ethical behaviour.

Play

Through play children express their ideas and engage in exploration, imagination, experimentation and manipulation.

These skills are essential for the construction of meaning and knowledge that will contribute to the development of representational thought.

It is through their exploratory, sensory, social, physical, constructive, imaginative, projective, role and dramatic play that children examine and refine learning in relation to environments and other people. As children's play becomes more rule oriented, their social, emotional and intellectual development is enhanced through the development of autonomy and cooperation. Children's knowledge, skills, understandings and dispositions will be extended and strengthened effectively through both child-initiated and adult-initiated play experiences.





Information about your child's learning and development is available through:

- **Statement of Learning:**

At the end of your child's time at kindy a copy of their statement of learning will be given to you and a copy will be forwarded to their school. This is an accumulative reflection of your child's learning during their time at kindergarten.

The Statement of Learning is informed by the **EYLF**.

- **Newsletters/Notes/Reminders**

We find Seesaw to be very effective for keeping parents informed about what is happening at kindy. Please ensure you are connected to Seesaw. Information is also displayed on the notice board and some hard copies are available from staff.

- **Portfolios:**

Each child's learning will be shared with families via the Seesaw app.

- **Work displayed**

or on show at the kindergarten

- **Discussion**

or chats with staff team can be held at any time during your child's time at Kindergarten. Appointments are appreciated to avoid interruptions through sessions.

- **Program information**

is written up every two weeks and is on display. Parent contributions to this program are very welcome.



The Governing Council welcomes you to Henley Community Kindergarten

As a parent, guardian or person responsible for a child attending the Kindergarten, it is important that you are aware of the objectives of the Kindergarten.

These objectives are:

To provide preschool education and other programs and activities to further the development, care and welfare of young children in the community.

In provision of these services the Centre shall:

- 1) Emphasize that the paramount consideration is the interests of the children.
- 2) Reflect the multicultural and multilingual nature of the community.
- 3) Involve parents and other community members.
- 4) Evaluate and monitor the nature of these services to ensure that the highest standards are attained.
- 5) Ensure as far as possible, that special needs of individual groups of children are addressed by the provision of services from the Centre.
- 6) Ensure that provisions of equal opportunity as detailed in Section 7(c) of the Act are applied to services provided by the Centre.
- 7) To do all other such things as may be incidental to the attainment of the objects of the Centre.

Support of the above entitles you to be a member of the Kindergarten eligible to vote at meetings. Members are invited to join the Governing Council which meets approximately 8 times during the year to organize such things as fundraising activities and fund allocation. Governing Council members and office bearers are elected at the Annual General Meeting., However, members may elect to join at any time during the year. All members are welcome to attend Governing Council meetings as observers. Dates and times of upcoming meetings are published in our newsletters. We encourage all members to attend the Annual General Meeting, which is usually held in November.

From time to time sub-committees are formed to organize special events, such as the Spring Fair.

Member participation is vital to the continued operation of the Kindergarten.

If you can spare some time and are interested in being part of the Governing Council, please speak to the Director. Your help will be greatly appreciated.

Health and Safety Procedure

If your child is unwell prior to coming to kindergarten it is in their own best interest and the interests of the other children and staff to keep them home until they are well. Please inform the centre when your child has an infectious disease so the spreading of disease can be minimised. A number of contagious illnesses require children to be exempt from attending kindergarten – please talk to staff if you are unsure.

Minor injuries will be treated by educators, recorded and reported to parents.

In the event of your child becoming ill or having an accident at kindergarten, we will contact you or your emergency contact person. In the event of an emergency our first aid training may dictate that an ambulance be called.

Please always let us know of any changes to contact telephone numbers and your home address.

Staff must be notified of any allergies your child has. A health support plan must be completed and signed by the doctor before staff can administer any medication. Any asthma and severe allergy medications are to be given to staff on arrival.

Behaviour Support Policy

At Henley Community Kindergarten we aim to support the children to develop positive relationships with other children and adults. We expect our children to behave in a manner which ensures the right of themselves and others to feel safe and valued in the learning environment. Our complete Behaviour Support Policy can be accessed in our policy folder or on our website.

Concerns and Complaints Procedure

The relationship between educators and families/caregivers is fundamental to the quality of care and education that children receive. Open communication in a respectful way ensures the best outcome for you, your child and the Pre School.

The Department for Education has a procedure for raising complaints which can be accessed via the Department for Education website or can be obtained from the preschool. It recommends that the child's Pre School should be the first point of contact whether that be the staff member involved (teacher, ECW) or the Director. If you are still not satisfied that your complaint has been addressed, you can contact our Education Director Brendyn Semmens (Brendyn.semmens@sa.gov.au) at the Flinders Park Education Office. If you are not satisfied that your complaint has been addressed at the local level you can get help from the Department for Education Customer Feedback Unit (see Henley Community Kindergarten and DfE websites)

Please know that any issues raised with us will be reviewed to improve our processes and procedures to ensure we develop a strong partnership with families and caregivers.

Sun Smart Policy

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure during childhood and adolescence is a major factor in determining future skin cancer risk.

Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health. Sensible sun protection when UV is 3 and above does not put people at risk of vitamin D deficiency.

Our Sun Protection policy has been developed to:

- encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- work towards a safe outdoor environment
- that provides shade for children and staff at appropriate times
- assist children to be responsible for their own sun protection
- ensure families and new staff are informed of the centre's Sun Protection policy.

Healthy Eating and Physical Activity Policy

At Henley Community Kindergarten we know that children's early years are arguably their most important and establishing healthy behaviours from birth will lay the foundation for lifelong health and wellbeing. Our policy promotes the supply of nutritious food and regular physical activity to support the normal growth and development of children and reduce the risk of developing chronic lifestyle related diseases later in life (Get up and Grow – Healthy eating and Physical Activity for early Childhood).

Complete policies and procedures are available on our website, will be shared via see saw and our team is always available to point you in the right direction.

Revised 1/02/2024