



Ingle Farm
**Children's
Centre**
for Early Childhood
Development and Parenting



Parent Handbook

2 Belalie Rd

PO BOX 122

Ingle Farm

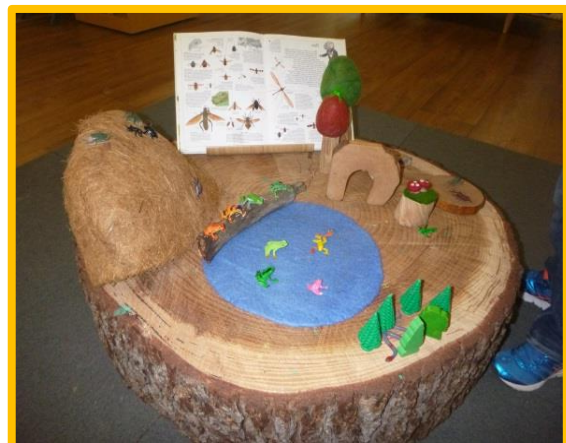
Phone: 8260 3511

Mobile: 0409 384 904

Email: dl.2630.leaders@schools.sa.edu.au

website: inglefarmccc.sa.edu.au

<https://www.facebook.com/IngleFarmChildrensCentre/>



Welcome to Ingle Farm Children's Centre

The IFCC program aims to provide a broad range of experiences which will support your child to become a confident, involved, inquisitive and independent learner with a strong sense of self-worth.

We support children to be resilient and respectful of others by showing care and empathy.

We hope your time with us will fulfil your expectations as you see your child/ren flourish.

What we believe at Ingle Farm Children's Centre

VISION: Ingle Farm Children's Centre for Early Childhood Development and Parenting works in partnership with all families to support children to thrive in a safe, welcome, caring, environment where learning is visible and builds further on children's knowledge and dispositions.

Principles:

Secure, respectful, and reciprocal relationships.

Children, families, and staff feel safe, connected, their needs are valued.

Harmonious partnerships with families and community are evident within the centre.

Quality teaching and learning.

Educators, are responsive to the strengths, needs, interests, ideas, and abilities of all children to ensure that learning opportunities are relevant and engaging.

Children, educators, health professionals and service providers and families work together to identify strengths and needs to plan for future learning through a play-based curriculum. Each child's progress is regularly shared with their families and used for future planning.

High expectations and equity

Educators, health professionals and service providers have high regards for all babies, children, and families, recognising their uniqueness including their: culture, language, beliefs, family structure. We promote inclusion and make decisions to ensure the rights of all are upheld and respected.

Our values:

*** Respect**

***Integrity**

***Collaboration**

***Equity**

***Learning**

Staff

Director: Ela Koczwar

Admin Officer: Samantha Brockhoff

Teachers:

Paige Bowshall-Hill

Tammy Hall

Zoe Howse

Early Childhood Educators:

Dianne McCammon

Rebecca Freer

Rachele Gudge

Pui Truong

Caroline Anderson

Aneela Kalsom

Occasional Care:

Meleta Giannios

Natalie Winter

Allied Health and Community:

Community Development Coordinator – Caroline Goldstone

Speech Pathologist – TBC

Occupational Therapist – Stephanie Wheaton

DfE Speech Therapist – Julia Ramage

Bilingual Assistants and Preschool Support workers are also employed to support children and their families as required throughout the year.

Our Kindergarten session hours

8.00am to 3.30pm

- Children attend on their allocated 2 x full days per week.
- Allocated days are Monday/Tuesday or Wednesday/Thursday

Transition visits

A transition program is offered. This consists of approximately 2 visits at the end of the term prior to starting so they can familiarise themselves with the centre and staff.

TERM DATES:

	Term 1	Term 2	Term 3	Term 4
2023	30 Jan to 14 April	1 May to 7 July	24 July to 29 Sept	16 Oct to 15 Dec
2024	29 Jan to 12 April	29 April to 5 July	22 July to 27 Sept	14 Oct to 13 Dec

When can my child start preschool/kindergarten?

* Children who will turn 4 years of age on or before April 30th will start kindergarten in January of that year and will start school in January the following year.

* Children who turn 4 years of age between May 1st and October 31st have the option to start mid-year (Term 3) or at the beginning of the following year.

* Children who turn 4 years of age after October 31st will start kindergarten in January of the following year.

In Department for Education kindergartens, children are entitled to access a maximum of 600 hours (15 hours per week) of kindergarten for 4 terms prior to starting school.

Kindergarten Fees

- Fees are requested from all families to assist with the purchasing of resources, general maintenance, power bills, cleaning costs and the general running of the kindergarten.
- Fees are set by the Governing Council and are reviewed annually to ensure the kindergarten is financially secure.
- Invoices will be placed in your child's notice tray at the beginning of each term. We ask that these be paid as promptly as possible.

Current fees: \$130 per term (\$520 for the year)

Payment methods

- **Cash** - Please place **correct** money in an envelope provided near the sign in sheet, and remember to include your child's name, indicate what you are paying for, and write the amount that you are paying on the envelope. Envelopes should be placed in the fees box located on the wall above the sign in sheet.
- **Electronic Banking** – details are included on your invoice if you would prefer to pay using this method. Please remember to use your child's name as reference when paying this way. Families may pay fees in advance i.e., the full year or term or may pay by instalments e.g., \$13 each week or \$26 per fortnight.
- **EFTPOS** – is available at the front desk.

Please note: a 20c surcharge will apply for transactions below \$10

Funded Occasional Care

This service is available for children from 6 months to 5yrs of age. The program is integrated with the kindergarten program apart from certain times of the session such as snack time, story time and excursions etc.

***Please note:** Occasional care is only available to children who **do not** access kindergarten or any other form of childcare, family day care etc.

Session times

OVER 2 years of age

Morning Sessions: Tuesday, Wednesday, or Thursday: 8:30am - 11:30am

Afternoon Sessions: Tuesday, Wednesday, or Thursday: 12:15pm - 3:15pm

UNDER 2 years of age:

Morning Sessions only: Wednesday: 8:30am - 11:30am

Cost: \$5.00 a session or \$1.50 with concession.

Sessions must be pre booked and paid for at the time of making the booking.

See staff to enrol and discuss booking times.

Kindergarten information

Curriculum (play-based experiences)

We strongly endorse and understand the importance of nature play and messy play to develop children's disposition, including curiosity, creativity, resilience and thinking skills. The children will have and develop the ability to actively participate in the preschool environment that supports their personal and learning needs. Educators will use intentional teaching approaches to help guide and develop every child's inquisitiveness and 'love' for learning.

All kindergartens and childcare centres in South Australia use *Belonging, Being and Becoming- The Early Years Learning Framework* to plan, assess and report on children's learning.

Recently the DfE provided the Early Childhood sector with newly developed curriculum resources which will enrich our planning and programming.

Support services

If you have concerns about your child's development or learning needs, for example speech and language delay or behaviour, we can organise to have additional support provided. Implementing extra support will require signed consent forms from the child's legal guardian. We are happy to discuss any concerns or questions you may have, and to provide information on available pathways.

Furthermore, at times the child may be already supported through outside agencies. Please let us know as we would like to work together to work on achieving the child's outcomes.

Progress and summative reports

During their time at kindergarten families will be offered information about their child's progress through a 'progress meeting' and end of year summative statements.

- The progress meeting will be offered toward the end of the child's second term of full time kindergarten. The discussion outlines areas of strength and goals for on-going learning.
- The summative statement (Statement of Learning) is a written report at the end of your child's final term of kindergarten and prior to starting school. The report will describe your child's development against outcomes in the Early Years Learning Framework (EYLF).

Health care

Medication

- Please inform staff if your child has any medical conditions/health needs ie, Asthma, Eczema, ANALPHYLAXIS, DIABETES etc.
- All children requiring medication (including EpiPens) to be administered by staff (even once off) **MUST** have a current medication agreement or health care plan filled in and signed by a doctor and provided to the centre **BEFORE** attending.
- All medications provided need to be in sealed bottles/packets dispensed by a chemist in that child's name.
- If your child is asthmatic, ASTHMA forms will need to be completed by your doctor and are available from staff.

Illness

If your child experiences any discomfort or illness please do not bring them to preschool. If your child presents unwell our staff will get in contact with you to organise for your child to be picked up. Preschool staff can request a medical clearance in order for children to return to preschool. We are responsible for everyone's safety and wellbeing.

You must advise us if your child has been diagnosed with a communicable disease such as flu, Covid, gastro, chicken pox, measles, anything that is considered contagious.

First aid, accidents

At IFCC we believe that all students have the right to a safe, inclusive and supportive learning environment.

If a child reports or educators identify that an injury or illness has occurred at Preschool an available staff member attends to the injury. Appropriate first aid is followed as per the basic first aid requirements.

The First Aid Report is completed by educator/s who attended to the situation. Parents will be asked to sign the report. If it is an injury of concern staff will phone you.

Continence plans

Children not toilet trained may require a continence plan from your doctor. A continence care plan will be actively supported by trained staff in changing their clothes after an accident.

Health checks

Children's 4 year old health checks, including visual, hearing and developmental activities, will be offered to all children where possible before starting school. Child and Family Health Services (CaFHS) nurses visit our centre once per term to conduct the health checks. Alternately you can book your own appointment with CaFHS by phoning 1300 733 606.

Communication with families

At IFCC we believe it is important to establish strong, trusting relationships with your family in order to best support your child's learning and development during their time at the centre. There are a range of methods through which we communicate with our centre families both formally and informally:

Email

Emails are sent to priority contact no 1. You can also contact us via email with any enquiries dl.2630.leaders@schools.sa.edu.au.

Notice Trays

Each child has a notice tray by the entrance to the kindy room. From time to time we will put notes in this tray so please check it daily.

Class Dojo (CD)

Staff will from time-to-time post photos and learning stories to your child's CD profile so you can see what learning experiences your child is engaging in during session time. We also use this format to communicate with you about any upcoming events, important information etc. Please ensure that you have provided us with an updated email address and download the free application ClassDojo. We will send out a private invitation for you to join.

Phone calls/text messages

Periodically we may send important reminders via text message to your phone. You are welcome to contact us via phone call or text message at any time to communicate with educators or other staff:

Phone: 8260 3511

Mobile: 0409 384 904

Meetings with staff

All of our staff are available at the beginning and the end of each kindergarten session for a brief chat about your child's interests, progress etc. If there is more specific or detailed information that you would like to share with us or wish to engage in a more detailed discussion we welcome you to make an appointment to meet with staff.

Program provided for children

The planning cycle is vital for planning a preschool curriculum. It allows educators to assess children's needs, set objectives, involve families, and evaluate children's learning and development.

By following the planning cycle, educators can create a comprehensive and individualised learning experiences that foster children's overall growth and well-being.

Parents can see an overview of the learning experiences provided on the wall above the sign in table.

Website

You can visit our website at <https://www.preschools.sa.gov.au/ingle-farm-childrens-centre> for general information.

Facebook

As a centre we occasionally use Facebook to communicate about upcoming events, important information, articles of interest and examples of the children's learning and progress as a community of learners. We welcome families to 'like' our page www.facebook.com/IngleFarmChildrensCentre

Parental Responsibilities & Information

Respect session times

Parents/carers are requested to respect session times when bringing or collecting your child as staff will be involved in setting up and preparing activities at the beginning and end of the day. Late pick up fees will apply.

Ingle Farm Primary School have an **OSHC program** if you need to drop off early or pick up late. **OSHC 8262 7208** to book/enrol your child.

Drop off/pick up:

Please accompany your child safely into the kindergarten building each day so that staff are aware of children coming and going and that relevant information is passed on. Children must always be accompanied by an adult (16+) to and from kindy.

Sign your child in and out

Sign your child in/out on the sign in sheet (located on the table as you enter the kindy)

Attending kindergarten regularly

- sets up good patterns of commitment and motivation for learning.
- Supports children's learning
- Provides children with time to build relationships with peers and adults at the centre.

Separation

Starting preschool can be a difficult time for both parents/guardians and children. This is often the first experience with separation and can lead to initial unease. We will help to support you and your child through this experience through regular communication and updates of your child's experiences.

Changes to who is picking up your child

If someone other than yourself is going to be collecting your child please write this in the 'comments' area on the sign in sheet and inform a staff member.

Child absence: if your child is going to be absent from Kindy for any reason, please let staff know by contacting the centre. If your child has been absent for a period of more than one week and we have not been informed of their absence, the kindy staff will contact you to ensure everything is ok. **Make up sessions or swapping of sessions will not be available.**

Change of details

Please notify staff if any of your contact details change (phone numbers, address, family situation etc). All information shared with staff is confidential.

Notices

Please check your child's notice tray each day for notices.

Lost Property

Please NAME all items that come to kindergarten.

Any clothing or other items (e.g. lunch boxes, drink bottles etc) that have been misplaced may be found in our lost property pile. Please see a staff member to show you where the lost property is kept. All unnamed and unclaimed items are given to charity at the end of the term.

Parent photos

For the safety and protection of all children attending IFCC, all adults, including parents and guardians, are to refrain from taking photos on site that include any child who does not belong to them.

If an adult takes a photo of or including another child (even in the background) then staff will ask that adult to delete the photo.

Fees/ excursion /gov council

Fees are set by the governing council and are used to buy additional resources to support curriculum needs.

Local walks within 1km radius will be organised spontaneously. Parents will be given a general permission slip to allow their child to come along.

Excursions taking place further away, for example to the museum, will require a specific permission slip to be signed and will incur a cost.

Enrolling in Primary School

It is your responsibility to enrol your child in the school of your choice. It is important that your child is enrolled at least 6 months prior to beginning school.

Parental Involvement

Parents are encouraged to be involved in the centre in whatever capacity they feel comfortable

- join the Governing Council
- participate in activities, games, reading books etc. during the session
- help us in organising and learning special events-cultural celebrations
- share a skill such as cooking or gardening
- attend open nights, centre community events, parent meetings etc.
- help with rosters such as the end of term cleaning
- assist with excursions

Governing Council

The council advises the Director in relation to policies, fundraising, planning and approving redevelopments or major expenditure along with the director.

If you are interested in becoming a governing council member, speak to any staff member at the centre or come along to one of the regular governing council meetings. Meetings dates and times are advised through emails, Class Dojo and notices and are usually held on a Friday morning at 9.00am.

Community Services

IFCC is one of over 45 children's centre located across the state. Each children's centre is unique to their community but each offers a combination of education, care, health and community services with a focus on early intervention and supporting parenting.

At Ingle Farm we offer:

- Kindergarten
- Occasional care
- Allied health – speech pathology and occupational therapy
- Health; Child and Family Health Services. A team of nurses are located at the centre
- Community Development
- Playgroups
- Family workshops

IFCC has a Community Development Co-ordinator (CDC). Their role is to support parenting, to make links with organisations within the community that can support families. Activities and services will also be offered at the children's centre. Please ask for the term program.

Family Zone, Ingle Farm Hub
Corner Montague and Belalie Roads, Ingle Farm
(On the grounds of Ingle Farm Primary School)
Tel: 8349 6099
www.salisburyc4c.org.au



Dental Clinic

A number of School Dental Clinics in the north eastern area have now closed and formed the new SA Dental Service.

***Dental care is **free** for toddlers and preschool aged children. Adults may receive care at a reduced cost.

Our closest SA Dental Service is located at:

GP Plus Super Clinic, Modbury
77 Smart Rd, Modbury PH:7425 8700



Our Day at Kindergarten

8:00am	Children arrive Inside or outside activities (all in or all out).
9:15am	Main group (divide into small groups) Heggerty, story, discussion, games, project work
9:45am	Snack time
11:30 am	Set up for lunch Staff and delegated children clear and set tables.
11:45am	Group Time (short group to gather for lunch) Send children to wash hands. Children collect their lunch box & drink bottle & sit at tables
12.00-12.15pm	Lunch time Children eat seated at tables. Educator's support/supervise children. Children put lunchbox and drink bottles away.
12:15-12.30pm	Quiet time (main group area) Children relax (story, yoga, read a book, lay down). Educator supports with sunscreen.
12:30pm	Inside/outside activities (as per staff ratio)
2:00pm	Afternoon snack reminder
2:30pm	Pack up inside & outside Staff & children do this together.
2.45pm	Group Time - Children gather on main mat as a large group for games, music and movement. All children to have packed their bags and have their shoes on.
3:20pm	Pack Bags - Remaining children gather their belongings & quietly read, talk or draw.
3:30pm	All children will have departed.

All times are a guide and are flexible and responsive to children's learning and needs

What your child needs to bring each day

▪ Bag



▪ Hat



▪ Drink bottle- water only



▪ A spare change (or two) of weather appropriate clothing

Please remember to put your child's name on ALL items

▪ Lunchbox or lunch and snack boxes with:

- 2 healthy snacks (for morning and afternoon snack) eg. fruit, vegetables, cheese or yoghurt
- A packed healthy lunch eg. sandwich, wrap, rice, sushi, snack box etc



Snack & lunch containers must be left in your child's bag. We strongly suggest you pack a freezer pack to keep food cool in the warmer weather.



****no nuts or product containing nuts****

Please inform staff if your child has any type of allergy/allergic reaction.

Foods we DO recommend for snack and lunch include:

Fresh fruit, vegetables, pikelets cheese, eggs, rice cakes, sandwiches (healthy savoury fillings), dried fruit, fruit bread, dry biscuits/crackers, salads, pasta, rice, meat, scones, flat bread

Please note: we cannot heat children's lunches; please include ice/cold packs in your children's lunch boxes to keep food cold.

The following foods are NOT recommended for snack and lunch:

Nutella/chocolate spreads, peanut paste, chips, cakes, sweets, muesli bars with nuts/chocolates, milk drinks, cordial, chocolate, lollies, rollups, custard, sweet biscuits (e.g. Tiny Teddies), soft drinks, fairy bread (hundreds and thousands/sprinkles)

These foods are high in sugar, fats and salts and provide low nutritional benefits.

No toys from home

We provide a rich learning environment and therefore ask children not to bring any toys from home as our staff cannot be responsible if anything gets lost.

Centre Policies

See more about our centre policies available at the front desk or on our IFCC website

**We hope this booklet has provided you with sufficient information about IFCC.
If you require any further information please see a staff member.**

With warm regards from the IFCC staff team