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Home



Kadina Preschool

You can find out more about our goals and our focus in our philosophy statement (98KB)
(https://www.preschools.sa.gov.au/sites/default/files/kadina_philosophy_statement.pdf).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. You might be able to help out with cooking, gardening, maintenance work or sharing an interest or talent you have. See volunteering in schools, preschools and children's centres
(<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

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

Acknowledgement of Country

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

Contact us

Preschool director: Mrs Airlie Meyer

Phone: (08) 8821 3651

Fax: (08) 8821 3615

Email: dl.6609.leaders@schools.sa.edu.au

Street address: 29 Hallett Street Kadina SA 5554

Postal address: 29 Hallett Street Kadina SA 5554

What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

Preschool Program

Times

Your child can attend preschool for up to 15 hours per week and can be part of either Yambu group or Wardu group.

We recognise that through play children learn to experiment, discover, manipulate, invent and draw conclusions in an unthreatening environment. We use the Early Years Learning framework (<https://www.education.gov.au/early-years-learning-framework-0>) to plan your child's learning activities and to monitor and assess their development.

Yambu

Monday	Tuesday	Wednesday	Thursday	Friday
8.30am to 3.00pm	8.30am to 3.00pm	8.30am to 3.00pm in weeks 3, 6 and 9	–	–

Wardu

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	8.30am to 3.00pm in weeks 2, 5 and 8	8.30am to 3.00pm	8.30am to 3.00pm

Fees

Our parent contribution is \$110 per term. See our enrolment and fees (<https://www.preschools.sa.gov.au/kadina-preschool-centre/getting-started/enrolment-and-fees>) page for more information.

These fees include 1 visit to Kindergym per term, cooking and science programs and some excursions in our local area during the year. There may be an extra cost for some excursions.

What to bring

Children need to bring these items each day:

- a bag they can open on their own
- broad brimmed, legionnaire or bucket hat (refer to our sun smart policy)
- change of clothes
- drink bottle containing water
- a piece of fruit for fruit time, packed in its own container
- packed lunch.

Your child will also need a library bag on Wednesdays for our visits to the community library.

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

What not to bring

Children should not bring these things:

- food containing nuts when advised that there is a child with a nut allergy (nut allergies can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home (unless it is a security item such as a blanket, teddy, etc).

Bus service

Your child may be able to access the Kadina Memorial School (<http://www.kms.sa.edu.au/>) bus service if you live out of the Kadina township. For more information on this service read our bus procedure (PDF 111KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/kadina_bus-travel.pdf).

Additional information

Kindergym is run at the Copper Coast Sport and Leisure Centre in week 5 of each term and helps your child to improve their motor skills. Your child will spend time running, jumping, climbing, hopping, swinging, skipping and moving to music.

Your child will participate in our cooking program to help them learn about healthy food and eating habits and food hygiene.

Our science activities will help your child to understand the world around us.

Please read our drop-off and pick-up procedure (PDF 155KB)
(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/kadina_drop-off-and-pick-up.pdf).

Pre-entry sessions

Pre-entry sessions support your child to transition into kindy.

Limited sessions are available in term 4 each year.

To register your child you must provide us with a preschool enrolment registration form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). We will contact you when pre-entry session dates are finalised. An information session will be held towards the end of the year.

Other playgroup and childcare providers

We do not offer playgroup or occasional care at our centre, but there are other options available to you in the community.

Kindergym

Kindergym is held at Copper Coast Sport and Leisure Centre
(<https://www.google.com.au/maps/place/Copper+Coast+Sports+%26+Leisure+Centre/@-33.9617957,137.7074919,16.5z/data=!4m5!3m4!1s0x0:0x87047512ba30276b!8m2!3d-33.9614662!4d137.7071475>) on Doswell Terrace. Email [kadinakindergym \[at\] hotmail.com](mailto:kadinakindergym@hotmail.com) for more information.

Bizzi Beez playgroup

Playgroup is held Wednesday mornings during school terms and runs from 9.30am to 11.00am at the Copper Coast Baptist Church (<https://www.facebook.com/CopperCoastBaptistChurch/>) (Facebook page) in Wallaroo
(
<https://www.google.com.au/maps/place/Copper+Coast+Baptist+Church/@-33.9331392,137.6288109,16.75z/data=!4m5!3m4!1s0x0:0x1f67462803f32682!8m2!3d-33.9334297!4d137.6304215>).

Kadina library activities

Book Bugs

Every Friday at 10.30am is storytime for preschoolers. Visit the Copper Coast Council's children's activities page (<http://www.coppercoast.sa.gov.au/page.aspx?u=1764>) for more information.

Rhythm and Rhyme Time

Rhythm and Rhyme sessions can introduce your child to language through sounds, pattern, rhythm, rhymes, repetition and music. Sessions run at 10.30am on Thursday mornings during school terms. Visit the Copper Coast Council's children's activities page (<http://www.coppercoast.sa.gov.au/page.aspx?u=1764>) for more information.

Chidcare

Kadina Child Care Centre (<http://kadinaccc.org.au/>) provides care and respite care.

Community Kids Kadina Early Education Centre (<https://www.communitykids.com.au/>) also provides day care, out-of-school-hours care and respite care.

Both of these centres offer a drop off and pick up service to our preschool.

Additional information

A Copper Coast mother's group on Facebook (<https://www.facebook.com/pg/coppercoastmothersgroup>) helps local families to connect. Group members often share information on local events and services including playgroups, mother's groups, kindergym and other activities.

Disability support

There is support available for children with disability (<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

Enrolment and fees

When your child can start preschool

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

Priority will be given to children living in our catchment area. If you don't live in our catchment area (<https://www.preschools.sa.gov.au/kadina-preschool-centre#location>) you should indicate at least 2 other preschool options on your form.

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

Fees

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

The parent contribution is \$440 per year. You can choose to pay by the week, month or term.

We offer additional programs that may have an additional cost
(<https://www.preschools.sa.gov.au/node/1531#kadinaprograms>).

When to pay

We will put your invoice in your child's communication tray in the first half of each term
(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Please contact us if you are having difficulty paying.

How to pay

Cash or Centrepay

You can pay by cash at the kindy. Please give your payment directly to a member of staff, who will also ask you to sign a payment form.

You can also pay using Centrepay. Forms are available from us.

EFT information

You can pay by direct deposit.

BSB: 105004

Account number: 071691640

Please use your family code as the reference. Your family code is provided on your invoice.

Immunisations

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

Plans and reports

National Quality Standard rating

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



Overall Rating: Exceeding NQS

Quality Area Ratings

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

Rating for: Kadina Preschool Centre

Rating issued: December 2017

Copyright ACECQA (<https://www.acecqa.gov.au/copyright>)

Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations.

Quality improvement plan (PDF 198KB)

(https://www.preschools.sa.gov.au/sites/default/files/kadina_preschool_quality_improvement_plan.pdf)

Site context statement

A summary of our:

- general information
- key policies
- curriculum
- staff
- facilities
- local community
- partnership arrangements with other groups.

Site context statement (PDF 240KB)

(https://www.preschools.sa.gov.au/sites/default/files/kadina_preschool_context_statement.pdf)

Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) (http://docs.decd.sa.gov.au/Sites/AnnualReports/6609_AnnualReport.pdf)

Parenting support

Giving your child a strong start in the early years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life.

We're working with families to take a 'learning together' approach about child development in the early years.

Parenting resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au/>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting factsheets, videos and upcoming seminars on many parenting topics.

Positive Parenting program
(<http://www.triplep-parenting.net.au/au-uk/en/find-help/triple-p-parenting-in-south-australia/?itb=bc37e109d92bdc1ea71da6c919d54907>) has free seminars, workshops and one-on-one sessions for parents of children aged 3 to 12 years.

Learning with your child (GreatStart)
(<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child's maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.



3 Year Old Kindy Enrolment Policy

Introduction

4.1.1 Aboriginal children and children under guardianship of the minister

Aboriginal children and children under guardianship of the Minister for Education and Child Development may start preschool after their third birthday. These children may attend up to an average of 12 hours per week initially, increasing up to 15 hours per week at the beginning of the year in which the child turns 4 years of age before 1 May.

Aboriginal children and children under guardianship of the minister may have an extended period in preschool up to 6 years of age. All children are required to be enrolled and attending school by the age of 6 as per the *Education Act 1972*.


Session times

- ☺ Preschool sessions for eligible 3 year old children are from **8:30am to 11:30am on Monday, Tuesday, Thursday and Friday (3 hours each morning)**.
- ☺ Eligible 3 year old children are entitled to 12 hours per week but can choose to attend any amount of hours up to this amount – they do not have to attend the full 12 hours.
- ☺ Entrance to the main building after 8.30am is by the two doors at the rear of the building.
- ☺ Families are welcome to drop off their child any time between 8:30 and 9:00am and have the option of staying and playing with their child, or leaving straight away
- ☺ Morning Group time will start at approximately 9.00 am. It is at this time the children are requested to sit on their mats awaiting the teaching staff. If you anticipate that extra security or assistance for your child is needed then it is requested that you leave your child with any one of the staff members.
- ☺ Please be aware that you should only let your child in and out of the gates when entering or leaving the kindy, unless you have specific notification from their families and that staff are aware of this procedure.
- ☺ Families are asked to drop off and pick up their child on time – not before 8:30am and not after 11:30am as staff are setting up, reflecting, having group time with the other children etc.
- ☺ 3 year old children will not be involved in Kindy excursions – only children in their eligible year will be able to attend these
- ☺ Eligible 3 year old children will not be able to attend preschool on the mornings of school transition visits in Term 4 as all staff will be involved in the transition to school program (this usually occurs on Tuesdays and Thursdays in Weeks 2-6 of Term 4).
- ☺ Hours cannot be made up for time missed due to Public Holidays, Student Free Days, Excursions, School Transition visits, sickness or family reasons.
- ☺ Please be aware that children under the age of 4 are not permitted to travel on Department buses
- ☺ Attendance of 3 year old children is subject to staffing capacity limits and then place in order of the priority of access list.

Fee payments

- ☺ Invoices are placed in communication pockets within the first two weeks of each term. Invoices are made up of Fees which are set at the Term 3 Governing Council the previous year.
- ☺ Payment plans are available, but it is a request that regular payments are to be made in order for a terms fee to be completed at the end of each term.
- ☺ Fees may also be paid through CentrePay – forms are available at the Preschool

This policy will be reviewed annually in September.

Signed: 
Chairperson – Stephanie March


Director – Simone Shevchenko

Issue 2: September 2019 Review: September 2020



Kadina Preschool

Kadina Preschool Philosophy Statement

Children...

- Listen to childrens' voice, ideas, theories
- Children as unique, individual learners
- Encouraging children to develop learner habits and dispositions
- All children have strengths and are capable and competent learners
- Children are educators - they can teach others

Families...

- Value family involvement
 - Build positive relationships with families
- Respect and value the individual backgrounds and unique culture and customs of families
- Communicating with families

Learning...

- Strengthening informed risk-taking
 - Play-based learning
 - Foster curiosity
- Use observations of childrens' learning/strengths to plan learning
- Reflect on our practice for improvement
- Allowing children to learn through failure - not 'rescuing' children
- Teaching children to have a growth mindset
- Kindy learning environment fosters a sense of belonging

Educators...

- Caring and supportive Educator team
 - Foster independence in children
- Educators are learners and researchers through current professional development
- Building successful transitions for the wellbeing of children
- Embrace individual differences



Government of South Australia
Department for Education

2020



Kadina Preschool

Kadina Preschool Centre

Programming and Planning Guidelines

OBJECTIVE:

To plan a high quality early childhood program that reflects current theory and practice relating to child development and that is based upon the skills, interests and understandings of individual children within the Preschool.

STATEMENT:

The program is a vital part of children's daily experiences at Preschool. The program includes the daily routine, resources and materials, routine activities and transitions between experiences. It also includes spontaneous and unplanned experiences. It should also be based on the individual strengths, interests and needs of the children. *"Curriculum in the early childhood setting...means all the interactions, experiences, activities, routines and events, planned and unplanned that occur in an environment designed to foster children's learning and development." EYLF, DEEWR, 2009*

LINKS to FRAMEWORKS:

National Quality Framework

- 1.1 – The educational program enhances each child's learning and development
- 1.2 – Educators facilitate and extend each child's learning and development
- 1.3 – Educators and co-ordinators take a planned and reflective approach to implementing the program for each child
- 3.2 – The service environment is inclusive, promotes competence and supports exploration and play-based learning
- 6.2 – Collaborative partnerships enhance children's inclusion, learning and wellbeing

Early Years Learning Framework

- Principles: *"Partnerships", "High expectations and equity", "Respect for diversity"*
- Practices: *"Holistic approaches", "Responsiveness to children", "Learning through play", "Intentional teaching"*

Implementation:

- Routines are flexible and take into consideration the need for children to be engaged in long periods of uninterrupted play.
- Children are given the choice to lead their own learning
- For the majority of play time, children have the choice to play either inside or outside regardless of the weather.
- Staff will maintain detailed observations of individual children through a variety of means. These may include profiles, anecdotal notes, Magical Moments, Kindy books, Literacy & Numeracy indicators, photos, voice recordings and QR codes etc.
- Developmentally appropriate experiences will be programmed based on these observations. Experiences to extend a child's development will be conducted as required (planned or spontaneous).
- The program will be reflected on and added to on a regular basis.
- The program will take into account the Preschool philosophy and policies. It will allow for individual differences, exploration of the environment and will encompass all aspects of development.
- The program will include the voice and ideas of children and families.
- The play environment will provide opportunities for both stimulation, considered risk and quiet times.
- The program will be developed by the staff using the Early Years Learning

Framework and Individual Learning Plans and Magical Moments. The program will be developed to incorporate ideas and skills of parents/guardians and the wider community.

- The program will be inclusive of all children.
- Pre School support is offered to children who are eligible to receive extra support through Disability services. Additional services will be accessed as necessary.

Issue Number: 2

Issue Date: 20/06/2018

Review date: June 2020

Signed: _____

Governing Council Chairperson -
Hayley Boakes

Director – Simone Shevchenko

Support Group Roles

Chairperson

- Chairs the meeting
- Ensures requirements are met
- Ensures decisions are carried out
- Ensures written records are kept
- Works closely with the Director

Vice Chairperson

- Acts for the chairperson in his/her absence
- May chair sub committees and assists in effective functioning of the committee
- Supports chairperson with workload

Secretary

- Maintains and updates Preschool document files and attends to correspondence
- Prepares agenda with the Director
- Write the minutes
- Inform members of meeting reminders
- Has a knowledge of the constitution of the Preschool

Treasurer

- Meet with the finance officer to discuss areas of expenditure
- Reports on financial monthly statements to the Governing Council

General Committee Members

- Attend meetings and participate in discussions and decisions
- Vote on any decisions which have to be taken
- Form and attends sub-committees and participate as required
- Carries out work that you can realistically manage
- Are available for parents to discuss their needs and concerns and present them to the meeting

Who can be in the Governing Council?

Any members of the Community who have an interest in the welfare and development of the Preschool

When and where are meetings held?

Meetings are held at the Preschool. Meetings are held at least 8 times per year. Sub-committee meetings are held when needed. Meetings are either day or evening, depending on the individual members.

Understanding the role and the function of the



Kadina Preschool Governing Council

Why join the Governing Council?

We would encourage you to join the Governing Council so that you can become actively involved in the educational services provided for your child. This is the most important developmental period in your child's life, so it is wise for you to be as involved as possible.

How?

There are elections held at an Annual General Meeting at the beginning of the year.

As a member of the Governing Council you:

- Are expected to remain a member from AGM to AGM
- Should be aware that some ideas discussed may be confidential
- Are aware of the constitution of the preschool

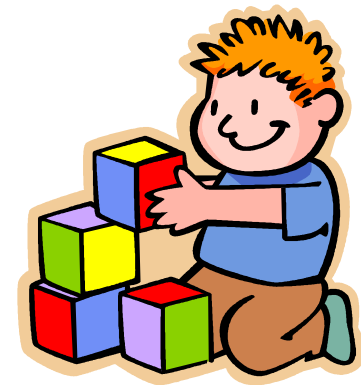
This may seem a little overwhelming but it can be a great experience .

The Governing Council is responsible for:

- Developing sub-committees to assist in the future planning and facilities, ongoing maintenance of the Preschools and resources.
- At all times keeping parents and families informed of the programs and activities provided by the Director and staff.
- Planning and developing policies and services
- The maintenance of the grounds, building and equipment.
- Supporting the staff and other parents in their work for the Preschool
- Raising funds to supplement the income of the Preschool. This is sometimes done by forming a fundraising sub-committee who will work out an annual calendar of fundraising events.

Structure of the Governing Council

- *Chairperson*
- *Vice chairperson*
- *Secretary*
- *Director*
- *Staff Representative*
- *General Committee*



Attendance

ATTENDANCE

Regular attendance at Kindy is encouraged. Children will get used to and maintain their kindy routines easier through regular attendance.

For the convenience of everyone, we ask that the session times are observed as closely as possible.

If, for any reason, you do arrive early, you are welcome to use the outside area until the session commences.

If you know your child will be away on a certain date, we ask you to fill in the pink diary on the sign in table.

If your child is absent due to sickness or family reasons, please phone the Kindy on 8821 3651 or SMS the Kindy mobile on 0448 178 332 and let us know as we need to record a reason for all absences.

Helping your child

What can you do to help your child?

- love them and give reassurance
- listen to them
- read to and with them
- talking with them
- allow them to use pencils, crayons, chalk, scissors, paste and paint
- having scrap paper readily available
- encourage them to dress themselves and to cope with toileting and nose wiping
- show positive interest in the things they do
- show an interest in Kadina Preschool and help in any way you are able
- encourage your child to help prepare their own food boxes.



Kadina Preschool

Kadina Preschool Centre Grievance Procedure



Government of South Australia
Department for Education

At Kadina Preschool we support all children, staff, parents and community members to raise any issues or concerns that may affect their learning or general well being. We have the responsibility to listen to and manage any grievances and deal with them in an appropriate manner.

The preschool will not always be able to meet everyone's needs however we will endeavour to do the best we can in the given situation.

The usual procedure to be followed in addressing a grievance is in the first instance, to approach the person with whom you have the grievance. However, if you feel you are unable to do this, the following is a set of guidelines you may wish to consider. It is important that these grievances are kept **CONFIDENTIAL**.

- Intervene early, to avoid conflict and future problems.
- Monitor and evaluate practices regularly.

Children

1. Try to resolve the problem with the other person first.
2. Speak to a staff member about the problem.
3. Speak to someone they feel safe with.

Parents/Concerned Adults

1. An adult with a concern raises it appropriately with the person concerned.
2. If parents/carers suspect that their child is bullying or is being bullied at Kindy, this must be brought immediately to the attention of staff and not by confronting children or their families suspected of being involved. It is staff responsibility to address behavioural issues in consultation with parents /caregivers.
3. If the grievance is not resolved, arrange a time to speak to the Preschool Director.
4. If the grievance is with the Preschool Director and/or a resolution cannot be achieved, the concerned person may ring the Parent Complaint Unit of the Department for Education (see Raising a complaint with the Department brochure)
Ph. 1800 677 435 (freecall) or by using the 'Feedback/Complaints' link on the bottom of the Preschool's website.

Staff

1. Arrange a time to speak to the person/people concerned.
2. If the grievance is not resolved, speak to the Preschool Director.
3. If the grievance remains unresolved arrange to speak to the Education Director – Ph. 8821 2555

Issue Number: 7 Issue Date: September 2018

Review Date: September 2020

Signed: _____

Chairperson – Governing Council (Hayley Boakes)

Director – Kadina Preschool Centre (Simone Shevchenko)

Family involvement

Parents are welcome to visit and stay at any time during a kindy session. We appreciate assistance with things like preparing materials for children's use; reading stories or displaying art work. We have rosters and working bees to ensure that the workload is shared and that maintenance costs are kept to a minimum. If you have any skills, interests or talents which you would like to share with us, please inform staff, as we can then incorporate these into our program.

GOVERNING COUNCIL

Parent meetings are held approximately twice per term on a Wednesday at 6pm (**at the centre**). These meetings give parents the opportunity to have a say in the running of their kindergarten; to meet other parents; to discuss children's preschool activities and interests; and have input into the curriculum and program.

All parents can gain and give valuable assistance to the centre by supporting the staff and committee with their attendance at meetings. Guest speakers are invited from time to time.

As per our Constitution, only members of the Management Committee have voting rights. The Management Committee is elected at our A.G.M. and is reviewed at the beginning of each year as families move on to school and new families join the kindergarten community.

GOVERNING COUNCIL 2017:

Chairperson:	Hayley Boakes	P. R.:	Georgina Weissmann
Vice Chairperson:	Anita Rundle	Fundraising Rep:	Mingon McDowell
Secretary:	Katie Richardson	Fundraising Sub Committee:	Kellie Watson, Natalie Trusler, Steph March, Katie Browning, Carlee Horsell, Lisa Sze
Treasurer:	Katie Browning	Other Committee Members:	Simone Shevchenko, Helen Penn, Ellen Thomas, Daniel Pridham
Maintenance/OHS&W Rep:	Mingon McDowell		

PARENT HELP ROSTER

We have a paid cleaner employed at the centre to ensure the kindergarten is cleaned to a high standard. In order to keep costs to a minimum, parents at Kadina Preschool have elected to help with weekly washing.

There are usually jobs that families can also help with over the holidays.

Additional services available

RESOURCE BORROWING

On a regular basis, children and their parents have access to several different types of borrowing.

Books can be borrowed from the Community Library.

As part of our regular program we take the children over to the library for a half hour session, during which they participate in literacy activities and have a story read to them. They then have the opportunity to borrow a book to take home and share with their families. This service is also free. Parents are welcome to use this library themselves.

BUSES

As the regulations stand at present the Department has no responsibility to provide transport for pre-school children. However, where possible Kadina Memorial School will endeavor to carry these children to Kindy on a school bus provided there is room to do so. First preference, however, must be given to students who attend the Kadina Memorial School.

It is now the policy of the school to offer transport to pre school children provided there is sufficient room and the bus times fit with Kindy operating times. This offer will be made first to those children who will be next to commence school, and, if there is more than one child, who live farthest from the school.

Please inform a staff member if your child will be travelling to and/or home from Kindy by bus.

Please be aware that it is your responsibility to organise bus travel with Kadina Memorial School.

COMMUNITY KIDS CHILDCARE CENTRE

Community Kids Child Care Centre is located nearby at 58 Port Road and provides Long-Day Care, Occasional Care, Out of School Hours Care and Respite Care. They also pick up children from their kindy sessions at the end of the day if required. For more information, contact the Child Care Centre Director on 8821 1125.

KADINA CHILDCARE CENTRE

Kadina Child Care Centre is located nearby at 19 Doswell Terrace and provides Long-Day Care, Occasional Care, Out of School Hours Care and Respite Care. They also pick up children from their kindy sessions at the end of the day if required. For more information, contact the Child Care Centre Director on 8821 3709.

FAMILY DAYCARE

Family Day Care is provided throughout the Yorke Peninsula. For details of your nearest available provider, contact Maitland Family Day Care Office 8832 2825.

SPECIAL SERVICES

The Education Department (DECD) also provides a range of Special Services personnel. These people are able to provide assessment and help for children with special developmental needs. If you require access to any of these services please talk to staff - a speech pathologist, special educator, social worker, psychologist are all available for consultations.

DECD POLICIES

DECD has a number of policies relating to accidents/first aid, anti-racism, attendance, assessment and reporting, custody, duty of care, records management, enrolment, preschool fees, acceptance and refusal of authorisations and Occupational Health Safety and welfare.

If you would like any more information on these policies please speak to the Director.

TRANSITION

We liaise with all our feeder schools, so please let us know as soon as possible which school you plan to send your child to (once you have decided!).

The transition program occurs during your child's last term at Kindy. Transition programs are consistent across the schools.

KINDY SHOP

Kadina Preschool Centre is very fortunate in having a Kindy Shop - a secondhand clothing shop that helps raise funds for our Kindy. We have a lot less fundraising drives and events as a result of the Kindy Shop's

contribution. Profits from this venture benefit the children directly through more resources and increased opportunities. Please donate any pre-loved children's and adults clothing and other suitable items to the Kindy Shop so that money raised from the sale of these items comes straight back to our Kindy.

If you would like to be a regular volunteer at the Kindy Shop, or know of someone who would, please call into the Kindy Shop and speak to Bev, our Kindy Shop Co-coordinator on either a Monday or Tuesday morning.

Kadina Preschool

Sun Protection & Hot Weather Policy

Link to National Quality Standard:

2.1 Each child's health and physical activity is supported and promoted.

2.2 Each child is protected

RATIONALE

Australia has one of the highest incidence of skin cancer in the world. Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Melanoma is the most common cancer in 12-24 year olds and sun exposure in childhood and adolescence is a critical factor in determining future skin cancer risk.

Cancer Council SA advises skin protection is required when the ultraviolet (UV) radiation level is 3 and above. It is important to balance sun protection with safe sun exposure for the production of vitamin D for bone growth and development. Sensible sun protection when the UV is 3 and above does not put people at risk of vitamin D deficiency.

UV radiation cannot be seen or felt, and differs from infrared radiation that we feel as heat. UV levels are determined by a number of factors including angle of earth to the sun, but are unrelated to temperature, and UV levels can be high on cool and cloudy days. Damage from UV radiation is cumulative and irreversible.

We recognise that, due to physiological differences, children are at greater risk of suffering from heat illness than adults.

STRATEGIES, PRACTICES AND PROCEDURES

1. SKIN PROTECTION

THIS POLICY IS FOR IMPLEMENTATION FROM 1 AUGUST TO 30 APRIL. OUTSIDE THIS PERIOD, CARE SHOULD ALSO BE TAKEN WHEN THE ULTRAVIOLET RADIATION LEVEL IS 3 AND ABOVE AS INDICATED AT www.bom.gov.au

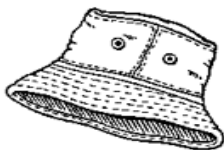
It is an expectation that all staff, students and parents of children attending Kadina Preschool will use the following skin protection strategies between 1st August and 30th April and when the ultraviolet radiation level is 3 and above at other times:

1. Hats are to be worn outside. Hats must be broad-brimmed, legionnaire, or bucket style. Hats are not to have any joined cords as these may pose a choking hazard risk. Children will wear broad-brimmed or legionnaires style hats whenever they are playing or doing activities outside if the UV rating is 3 or above. Caps/beanies are not acceptable as they do not protect the sides of the face, ears or necks. In winter months of May-July when UV levels are normally 2 and below, children may take off hats and sunscreen to promote vitamin D absorption which is necessary for building strong bones and for general well-being.

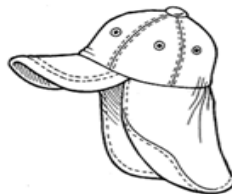
Broad brimmed hat



Bucket hat



Legionnaire hat



Children without a hat will be expected to play inside the kindy or under the verandah or borrow a spare hat

2. Children will be encouraged to wear shirts with collars and sleeves and longer style shorts/skirts. Children wearing singlet tops and dresses will be required to wear a t-shirt or shirt over the top before going outdoors.

3. Broad-spectrum water resistant broad spectrum sunscreen with an SPF of 30 or higher will be applied 20 minutes before children go outside. Sunscreen will be reapplied every two hours if remaining outdoors, or more often if involved in water activities.

4. Parents are encouraged to apply sunscreen before their child comes to the centre. Sunscreen will be available at each group for parents to apply to their child if they have forgotten to apply before coming to kindy.
 5. Parents of children with sensitive skin are asked to supply their child's own sunscreen in its original container, labelled with the child's name.
 7. Shade of trees, verandas, umbrellas and tents will be used when setting up outdoor activities.
 8. The availability of shade will be considered when planning excursions. Hats and sunscreen must be worn on excursions if the UV rating is 3 or above.
 9. The Preschool will review the adequacy of shade and plan tree plantings and additional shade structures if required (sandpit and play equipment areas are to be a priority for shade structure planning).
 10. The Sun Protection message will be included in the centre program, activities and newsletters.
 11. Information about the centre's Sun Protection Policy will be provided to all new staff and families.
 12. Employees, volunteers and visitors to the Centre will act as role models and protect their own skin by wearing sun protective hats and clothing, sunglasses and sunscreen and seeking shade.
- Shade from trees and man-made structures (pergolas, buildings) provide protection from UV radiation, but do not totally block it out. UV radiation can still be reflected off the ground and buildings around you even under dense shade.
- Always use shade as well as clothing, hats, sunglasses and sunscreen for maximum protection from UV radiation.

2. HOT WEATHER

The following strategies will be undertaken in periods of hot weather:

1. **Shade:** Activities conducted in periods of hot weather/high UV rating are to be undertaken in shaded areas or moved inside.
2. **Drinks:** Children are to be offered water frequently. Drinking water is to be accessible to children at all times.
3. **Clothing:** Parents are to be encouraged to dress children in clothing that minimises heat gain, in layers that can be easily removed. Staff will monitor children's clothing and remove layers as necessary.
4. **Lunches:** Lunches will be stored in the fridge and returned to the fridge after meal times if any uneaten food remains.
5. **Play equipment and surfaces:** All play equipment and surfaces are to be tested by a staff member before children are allowed access. Surfaces and equipment that cannot be touched comfortably with the palm of a hand for a slow count of five are not safe surfaces for children to play on.
6. **Power interruptions/mechanical breakdown:** Kadina Preschool Centre has air conditioning to keep the indoor environment comfortable on hot days. Where power interruptions or mechanical breakdown prevent this, children will be offered quiet activities and will be encouraged to drink water frequently. Fridge temperatures will be monitored. Once the fridge temperature rises above 4 degrees, perishable foods must be eaten within two hours or discarded. When power is interrupted for more than two hours on a hot weather day, staff members will contact parents using mobile phones to advise of the power interruption and to give parents the option of collecting their children. Should a lengthy power interruption make the environment (including temperature, light levels and food supply) unsuitable for the care and education of children, parents of remaining children will be contacted by mobile phone and asked to organise an authorised person to collect their child.

Sources and further reading

- Cancer Council SA SunSmart Program - www.sunsmart.org.au
- Public and Environmental Health Act 1987 SA
- Occupational Health, Safety and Welfare Act 1995 SA

Signed:

Chairperson - Governing Council (Steph March)

Director – Kadina Preschool
(Simone Shevchenko)

Kadina Preschool Centre



Guidelines



Kadina Preschool

Any member of our pages must agree to abide by the DECD Social Media Policy which can be accessed by following this link:

<http://www.decd.sa.gov.au/docs/documents/1/DecdSocialMedia.pdf>

The Kadina Preschool Centre has two facebook pages.

A general page that can be viewed by anyone and a private/closed group.

The Director of Kadina Preschool will be the Administrator for both pages.

GENERAL PAGE: (Kadina Preschool Centre)

Only the Administrator can post on this page.

General information and photos will be posted on this page.

CLOSED GROUP: (Kadina Preschool 2018)

The Administrator at their discretion may approve to become members only;

- Parents/Caregivers/Family of children enrolled at Kadina Preschool
- Staff of Kadina Preschool
- Appropriate DECD staff

Any member of this group can post on this page. Posts will not be published until approved by the Administrator.

No photographs are to be tagged. Any tagging will be removed by the Administrator.

Photographs that are posted on this page are not to be shared or re-posted to any other page.

Any member posting anything deemed inappropriate will be barred from the page.

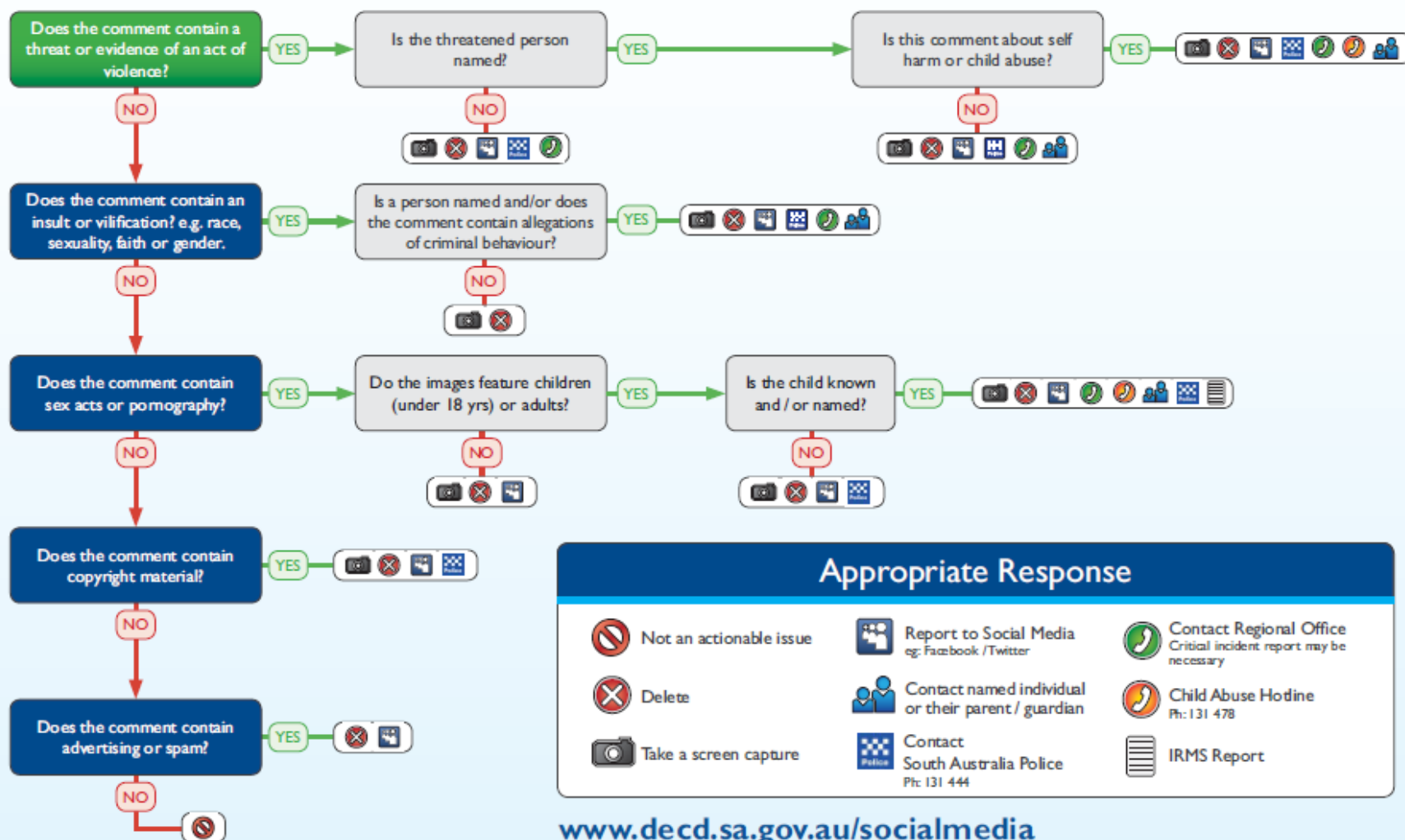
The following guidelines for posting images comes from the DECD Social Media Policy

When posting images of students or using their work the following guidelines apply:

- A consent form must be signed by the parent or guardian prior to taking images of any child/student who is under the age of 18 years.
- Sites must ensure each child shown in the image has a signed consent form. Where a photograph is taken of a group of students (eg, six students have a signed consent form on record but one has not) the image cannot be used unless consent is obtained for all students.
- Images of students/children on a website must not include any names identifying any of the students/children in the image and care must be taken not to reveal personal information about the subjects.
- Only text identifying the school can be used and/or a description of the activity (eg, students from Somewhere High School performing at the Come Out festival).
- Only photographs with students in standard school uniform or day clothing are used. Photos of single students and of children and students in swimming attire should be avoided.
- Parents should be aware of the privacy and security concerns of identifying their children online, within the 'acceptable use' conditions. If they still choose to identify their children, then it is their right. In the case where parents disagree do not identify the student/child.

HOW TO DEAL WITH INAPPROPRIATE COMMENTS ON YOUR SOCIAL MEDIA SITE

A guide for schools, preschools and other departmental services including corporate work groups



Managing Medical Conditions

Including Asthma, Allergies & Anaphylaxis

Kadina Preschool Centre is committed to ensuring that children in our care are provided with the best possible care. This policy is for children with asthma, allergies, anaphylaxis or other medical conditions requiring care.

This policy is done in accordance with Education and Care Services National Regulations. The regulations relating to this policy include:

- Regulation 90 – Medical condition Policy
- Regulation 91 – Medical conditions policy to be provided to parents
- Regulation 94 – Authorisation requirements – Anaphylaxis or Asthma emergency
- Regulation 136 – First Aid Qualification
- 173 – Prescribed information to be displayed

With children that have an allergy or anaphylaxis reaction to a certain product, every step will be taken to ensure that children are not exposed to that allergen while in the centre

Kadina Preschool Centre will take the following action to reduce this risk

1. Obtain medical information

This information will be required from the parent on enrolment. The parent will need to provide the action plan for allergic reaction/anaphylaxis, asthma action plan or a specific medical condition action plan **which has been completed by a register doctor or medical practitioner** and it will include the following information

- o Clear identification of the child – photo must be present
- o Documentation about the triggers
- o Documentation of the first aid response including the medication required
- o Identification and contact details of the doctor/medical practitioner that signed and dated the document.
- On enrolment parents will be asked to sign a consent form that will give the centre permission to display a photo of their child within the main Kindy room, to notify all staff, parents, and children using the room that there is a child with a medical condition, what their triggers/symptoms are, and the steps that need to be taken to assist the child.

- Parents will be responsible for providing the action plan and medication and ensuring that the medication provided has a **current expiry date** (must be updated at least every 12 months).
- An Action Plan Process and Timeline with review dates will be included in the Medical Information folder. Staff will ensure that the process and timeline for plan dates is reviewed regularly, and always at the time of transition. Eg - to school.
- Caregivers will be reminded on an annual basis of this policy to ensure ongoing compliance.
- On enrolment all parents, which have discussed and identified that their child has an allergy or anaphylaxis reaction, asthma or other medical condition, will be given a copy of this policy to ensure they are provided with all the necessary information, on how the centre will address the issues, and reduce the chances of their child being exposed to the triggers.

2. Education of educators

Recognition of the risk and understanding the steps that can be taken to minimise anaphylaxis by all those responsible for the care of children in the centre, are the basis of prevention.

In accordance with the ACEQA guidelines there will be a staff member present at all times who has the recognised training in anaphylaxis and asthma as well as the approved First Aid training.

In accordance with regulation 173 - Kadina Preschool Centre will ensure that all staff with the approved qualification will be displayed on the poster on the kitchen cabinets with the names and qualifications of each staff member employed.

3. Practical strategies to avoid exposure to known triggers

Avoidance of specific triggers is the basis of anaphylaxis prevention. Appropriate avoidance measures are critically on education of children, staff and parents.

When a child is enrolled who has an allergy to nuts, Kadina Preschool Centre will be a nut free centre for the duration of time that this child attends. A sign on the fridge will remind caregivers, with a notice that indicates if we currently have any children in the centre will anaphylaxis

For children that have an allergen to other products, when this allergen is identified, Steps will be taken to mitigate the possibility of a child having an anaphylactic reaction.

When the allergen is environmental, e.g. bee stings - educators will have a bag that will contain the children's action plan and the Epi-pen/Ana-pen as well as mobile phone.

Children with anaphylaxis will not be excluded from any activities that are undertaken within the centres environment, unless directed by the parent, or unless it is going to have a detrimentally effect on the child's health.

4.Age appropriate education of children with severe allergies.

Kadina Preschool Centre recognises the importance of parents has having the responsibility of teaching children about allergies, the centre recognises that it has a responsibility to ensure a safe environment of all children in care.

5.Food Policy measures

Kadina Preschool Centre will ensure that the following measures take place

- o There will be no trading or sharing of food, food utensils or food containers
- o Children will severe allergies will only eat food that is prepared and supplied by their family.
- o Items for the children's use e.g. - bottles, cups etc, will be clearly labelled.
- o The use of food in regard to cooking classes or science experiments will be restricted when a child with an allergen is present.
- o Food preparation personnel will be instructed about the measures to prevent cross contamination during the handling, preparation and serving of food.

Refer to the Food Safety Policy and Healthy Eating and Nutrition Policy for more information on general safely measures undertaken within the centres environment.

6.Storage of medication

Each child's medication will be stored in an easily accessible, well marked container out of reach of children. Medication will be taken on all walking and other excursions or whenever the child is taken off the Kindy premises. They will not be stored in the fridge, as this is known to have an effect on the injector.

Exceptions to consent

Kadina Preschool Centre is committed to ensuring that all children in the centre are cared for in a manner that is safe to all users. Kadina Preschool Centre acknowledges that it must gain consent from the parent/guardian before it is permitted to give medication. Kadina Preschool Centre acknowledges that consent does not need to be obtained from the parent/guardian, if it is deemed to be an emergency and is following first aid instructions from an Ambulance officer. In this case

the parent/guardian will be informed as soon as possible that emergency medication has been administered to their child. Kadina Preschool Centre will ensure that the medication record is completed for the parent to fill out and sign as soon as possible after the administration of medication has taken place.

General

- Everyone is encouraged to wash their hands before and after eating
- Food is not given as a reward
- Children do not share or swap food

Food and nutrition education incorporates education about food allergy and any practical food activities are planned with an assumption that some participants have a food-related allergy.

Policy review

- The service will review the Managing Medical Conditions policy annually
- If any changes are identified and made to this policy, it will be done in conjunction with staff and Governing Council, and any necessary training will be undertaken as a result.
- Families are encouraged to collaborate with the service to review the policy
- Staff are essential in the policy review process and are encouraged to be actively involved.

Policy reviewed date November 2017 Policy
next due for review November 2018

DirectorSimone Shevchenko

Chairperson Hayley Boakes

Policy information sourced from

1. ASCIA Guidelines for Prevention of food anaphylactic reactions in schools, Preschools and Child care.
2. Education and Care Services National Regulation 2012
3. Allergy and anaphylaxis aware - checklist for education and children's services.
4. Managing Anaphylaxis in child care settings
5. Australasian society of clinical immunology and allergy - www.allergy.org.au

Right Bite Food Supply and Nutrition Policy for Preschools

Healthy Food Supply and Nutrition Policy of: Kadina Preschool Centre

Rationale

This preschool promotes safe, healthy eating habits in line with the **Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools** and relates to the DECS wellbeing strategy.

We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. Short term: maximises growth, development, activity levels and good health.
2. Long term: minimises the risk of diet related diseases later in life.
3. Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities.

Therefore:

- staff at this preschool model and encourage healthy eating behaviours
- food and drink are consumed in a safe, supportive environment for all children
- parents and caregivers are encouraged to supply healthy foods that fit within the **Right Bite strategy for their children at preschool.**

This food policy has been established after consultation with staff and parents within the preschool community.

Curriculum

Our preschool's food and nutrition curriculum:

- is consistent with the *Dietary Guidelines for Children and Adolescents in Australia*, and the *Australian Guide to Healthy Eating*
- includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- integrates nutrition across the Early Years Learning framework where possible, **relating to the Developmental learning outcome: 'Children have a strong sense of wellbeing'**

The Learning environment

Children at our preschool:

- have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day
- will eat lunch routinely at scheduled break time
- eat in a positive, social environment with staff who model healthy eating behaviours
- use the preschool garden to learn about and experience growing, harvesting and preparing nutritious foods

Our preschool:

- provides rewards/encouragements that are not related to food or drink
- understands and promotes the importance of breakfast and regular meals for children
- teaches the importance of healthy meals and snacks as part of the curriculum
- is a breastfeeding friendly site

Food Supply

Our preschool:

- encourages healthy **food and drink choices** for children in line with the *Right Bite strategy*
- encourages food choices which are representative of the foods of the preschool community
- ensures healthy food choices are promoted and are culturally sensitive and inclusive
- ensures a healthy food supply for preschool **activities and events** in line with the *Right Bite strategy*
- displays **nutrition information** and promotional materials about healthy eating
- has the following guidelines for families for **food brought from home** or provided by staff within preschool time;

Fruit Time:

Parents and carers are encouraged to supply fruit and vegetables for fruit time to:

- o provide children with important minerals and vitamins
- o encourage a taste for healthy foods.



Food and drinks provided to children:

- parents and carers are encouraged to provide healthy food and drink choices in line with the **Right Bite** strategy
- staff will ensure that food provided to children by the preschool is in line with the **Right Bite** strategy.

Food safety

Our preschool:

- promotes and teaches food safety to children as part of the curriculum
- encourages staff to access training as appropriate to the *Right Bite Strategy*
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff.

Food-related health support planning

Our preschool:

- liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues.

Working with families, health services & industry

Our preschool:

- invites parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- provides information to families and caregivers about the *Right Bite Strategy* through a variety of ways including:
 - newsletters
 - policy development/review
 - information on enrolment
 - pamphlet/poster displays
- promotes the alignment of fundraising with the *Right Bite* strategy.

Note: If your preschool has a child with a serious **food allergy** (eg. nuts), a separate policy for the duration of that child's involvement with the preschool should be developed and communicated to parents and staff.

NUTRIENT CRITERIA

If the item you are considering has more than the number specified in the energy, saturated fat or sodium column, or less than the number in the fibre column, it is an 'Occasional' RED food.

Snack foods assessed per serve		Key criteria identified (Thresholds)		
Category	Nutrient Criteria			
Food	Energy (kJ) per serve	Saturated fat (g) per serve	Sodium (mg) per serve	Fibre (g) per serve
Snack food bars and sweet biscuits	>600kJ	>3g		<1.0g
Savoury snack foods and biscuits	>600kJ	>3g	>200mg	
Ice creams, milk based ice confections and dairy desserts	>600kJ	>3g		
Cakes, muffins and sweet pastries etc	>900kJ	>3g		<1.5g

Note: All types of confectionery fit into the RED end of the spectrum. They are products of minimal nutritional value.



Signed: Director

Simone Shevchenko

Chairperson:

Rebecca Rich

Date May 2020

Review Date: May 2022



Managing Medical Conditions

Including Asthma, Allergies & Anaphylaxis



Government of South Australia
Department for Education



Kadina Preschool

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- Parents will be responsible for providing the action plan and medication and ensuring that the medication provided has a **current expiry date** (must be updated at least every 12 months).
- An Action Plan Process and Timeline with review dates will be included in the Medical Information folder. Staff will ensure that these are reviewed regularly and always at the time of transition. Eg – to school.
- **Caregivers will be reminded on an annual basis of this policy to ensure ongoing compliance.**
- On enrolment all parents, who have discussed and identified that their child has an allergy or anaphylaxis reaction, asthma or other medical condition, will be given a copy of this policy. This will ensure they are provided with all the necessary information on how the centre will address the issues and reduce the chances of their child being exposed to the triggers.

2. Education of educators

Recognition of the risk and understanding the steps that can be taken to minimise anaphylaxis by all those responsible for the care of children in the centre is the basis of prevention.

In accordance with the ACEQA guidelines there will be a staff member present at all times who has the recognised training in anaphylaxis and asthma as well as the approved First Aid training.

In accordance with regulation 173 - Kadina Preschool Centre will ensure that all staff with the approved qualification will be displayed on the poster on the kitchen cabinets with their names and qualifications clearly written.

3. Practical strategies to avoid exposure to known triggers

Avoidance of specific triggers is the basis of anaphylaxis prevention. Education of children, staff and parents on appropriate avoidance measures is important to minimise risks

When a child is enrolled who has an allergy to nuts, Kadina Preschool Centre will be a nut free centre for the duration of time that this child attends. A sign on the fridge will remind caregivers, with a notice that indicates if we currently have any children in the centre with anaphylaxis

For children that who an allergen to other products, when this allergen is identified, steps will be taken to reduce the possibility of a child having an anaphylactic reaction.

When the allergen is environmental, e.g. bee stings – educators will have a bag that will contain the child's action plan and the Epi-pen/Ana-pen as well as mobile phone.

Children with anaphylaxis will not be excluded from any activities that are undertaken within the centres environment, unless directed by the parent, or unless it is going to have a detrimental effect on the child's health.

4. Age appropriate education of children with severe allergies.

Kadina Preschool Centre recognises the importance of teaching children about allergies. The centre recognises that it has a responsibility to ensure a safe environment for all children in it's care.

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Kadina Preschool Centre will ensure that the following procedures take place:

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- Food preparation personnel will be instructed about the measures to prevent cross contamination during the handling, preparation and serving of food.

Refer to the Food Safety Policy and Healthy Eating and Nutrition Policy for more information on general safety measures undertaken within the centres environment.

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General

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- Families are encouraged to collaborate with the service to review the policy
- Staff are essential in the policy review process and are encouraged to be actively involved.

Policy reviewed date: June 2019 Policy next due for review June 2020

Director



Simone Shevchenko

Chairperson



Stephanie March

Policy information sourced from

1. ASCIA Guidelines for Prevention of food anaphylactic reactions in schools, Preschools and Child care.
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3. Allergy and anaphylaxis aware – checklist for education and children's services.
4. Managing Anaphylaxis in child care settings
5. Australasian society of clinical immunology and allergy www.allergy.org.au



Kadina Preschool Centre

29 Hallett Street, Kadina, 5554

Kadina Preschool

Telephone: 08 8821 3651

Fax: 08 8821 3615

E-mail: dl.6609.leaders@schools.sa.edu.au Website: www.kadinapre.sa.edu.au

Centre No. 6609



Government of South Australia
Department for Education

EMERGENCY ACTION PLAN

1. Warning Signal (whistle – continual short blasts) sounded by staff person first aware of the danger.
*Note: Whistles located:
 - 1/ on side of fridge in kitchen.
 - 2/ outside on fire extinguisher in large cream shed.
 - 3/ hanging near first aid bags
 - 4/ hanging near most door exits
2. Staff to ensure all children vacate area. Staff to check toilets, library, office, etc. Staff to check outside cubby, tunnel, etc
3. Roll book, visitors' book, phone, first aid kit/s, children's medication and asthma kit to be collected by closest staff person, if safe to do so.

Evacuation Procedure

Upon hearing short blasts of whistle, a staff member will be pointing to the back gate (Plan A) or front gate (Plan B). Other staff members will then also point in this direction.

4. All staff to supervise children to exit building and grounds by either
 - (Plan A) Back gate to school oval through back gate, or
 - (Plan B) Front gate to Croquet Club shelter area.
 Final check of building to be conducted by Fire Warden and doors to be closed if safe to do so.
 A head count of all children and adults is conducted at this stage, before leaving grounds.
 Director to initiate search for missing persons if necessary and safe to do so.

PLAN A

All persons present muster at Kadina Primary School Oval. Staff check roll and initiate search action if necessary. Move to Leisure Complex Oval; depending on the extent of the emergency. Decision to be made by the Director.

PLAN B

All persons present muster at Kadina Croquet Club area on Hallett Street. Staff check roll and initiate search action if necessary. Decision to be made by the Director.

Invacuation Procedure

(Plan C) Upon hearing short blasts of whistle, the staff member will be pointing towards the Kindy building with both hands. Other staff members will then also point in this direction.

All staff to supervise children to enter building by most appropriate entrance.
 A head count of all children and adults is conducted at this stage, when children are inside.
 Staff are to ensure all doors are locked from the inside
 All blinds to be closed
 Director to initiate search for missing persons if necessary and safe to do so.

PLAN C

All persons to remain inside building unless it becomes unsafe. Staff check roll and initiate search action if necessary. If necessary, follow Plan A or B. Decision/s to be made by Director.

5. Staff to monitor health of children; administer first aid and contact parents or medical assistance, if necessary.
6. Staff person nominated to call Emergency Services:

Fire.....	8821 1000 or 000
Police.....	8828 1100 or 000
Ambulance.....	000
Kadina Medical Centre	8821 3133
Animal/Snake control (Council).....	8821 1600

Emergency Evacuation and Invacuation Drills will be practised with the children each term in Week 3 & 8 (at least every 3 months)

Signed:

Director – Simone Shevchenko
Chairperson – Rebecca Rich



Kadina Preschool

DELIVERY AND COLLECTION OF CHILDREN PROCEDURE

Kadina Preschool



Government of South Australia
Department for Education

Link to National Quality Standard

2.2 Each child is protected.

6.1.1 Families are supported from enrolment to be involved in the service and contribute to service decisions.

7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service.

Procedure:

1. Enrolment information must be provided on current approved enrolment forms before children are able to attend preschool along with proof of birth date as per requirement of the Department.
2. The names and contact numbers of collection authorities and emergency contacts are to be listed on each child's enrolment form.
3. The preschool attendance roll will be marked at the beginning of each preschool session.
4. Children attending preschool must be signed in upon arrival at the centre and signed out by a parent / collection authority.
5. Children are not to be left unattended by their parent/carer before Preschool commences at the starting time of 8:30am, when staff will take over responsibility and duty of care of the children.
5. Children arriving by school bus will be signed in by a staff member and signed out by a parent / collection authority or staff member if returning home on a school bus.
6. Families will be contacted by SMS straight after the morning group time when their child has been marked as absent and no explanation has been provided.
7. Accurate preschool attendance data will be provided to the Department for resourcing and reporting purposes.
8. Preschool attendance must be recorded on EYS on a regular basis.
9. Sign in sheets will be filled out daily and will include:
 - Date of attendance
 - Full name of each child
 - Time of arrival (to be amended if a child arrives after the session starting time)
 - Time of departure (to be amended if a child departs before the session finishes)
 - A caregiver will sign a child in/out every day they attend. The staff member will then sign the sheet accordingly.
 - A staff member signature if the child enters and exits via bus.
10. Once on site, children may only leave the premises if:
 - The child is given into the care of a parent of the child, or
 - The child is given into the care of a collection authority listed on the child's enrolment form, or
 - The child is given into the care of a person for whom written authorization from the child's parent has been provided, or
 - The child is taken on an excursion and written consent has been obtained, or
 - The child requires medical care, or
 - An emergency situation (including a rehearsed emergency evacuation) arises
11. When a person arriving to collect a child is unknown to staff the parent / caregiver will be contacted so the identification and authorization of the collecting person can be confirmed prior to the child being given into their care.
12. If a child is not collected at the end of a preschool session, the family will be contacted. If the family is unable to be contacted then another listed emergency contact will be rung.

13. Attendance records will be stored securely at the centre.
14. The Centre must be notified of any court orders at enrolment or when they arise.
15. The Centre must be notified if there is a restriction of access in place.
 - All reasonable precautions will be taken to ensure only the residential parent can collect the child.
 - A description and photo of the restricted member must be supplied to the Centre and retained in the office for identification purposes.
16. If the unauthorized parent arrives to collect his / her child, staff will instruct the unauthorized parent that:
 - There is a legal document in place
 - The issue cannot be discussed
 - That he/she must leave or the police will be called
 - Wherever possible, the child will be moved to an area so to avoid direct contact with the unauthorised parent/person as necessary and supervised closely until safe.
17. Staff may not prevent a parent accessing the child if there is no legal documentation.
18. In the event of a threat to staff / children, the police then the residential parent will be called immediately.

Signed:

Director – Simone Shevchenko



Chairperson – Rebecca Rich



Communication

TRAYS

Please collect all newsletters and notices from your child's TRAY - this is clearly labeled and is on the bookshelf inside the Kindy door. Please encourage children to carry their own bag and place it in their locker on the verandah.

NEWSLETTERS

Our newsletters are published three times per term and delivered via children's trays. The newsletter includes coming events, rosters, learning events, photos, health news, community news and any other interesting information. Please take the time to read them. These are also found on our website.

NOTICE BOARD and COMMUNITY NOTICE BOARD

Please read the whiteboard located to the right of the entrance door at the beginning and end of each session for important information. This has relevant information for you to read and keep up to date with what is happening at Kindy. Other community information is also displayed on the notice board on the side wall of the Preschool.

FACEBOOK

We have 2 Facebook pages. A general page that is open to anyone to "like" and a closed group for families of the children currently enrolled at Kindy. We keep these up to date with photos, reminders, messages, etc.

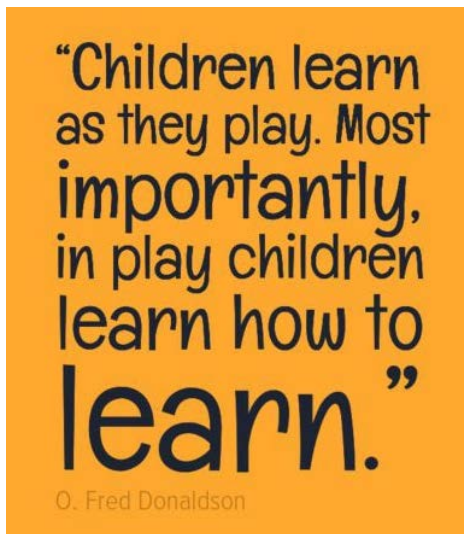
[Kadina Preschool 2018](#) - closed group

[Kadina Preschool Centre](#) - open page

ENROLMENT DETAILS

Please notify staff if any details supplied on your original enrolment form changes during your child's time at Kindy. This includes address, telephone number, and marital status and MOST IMPORTANT: any allergies that your child has; or the emergency contact number provided.

Child protection curriculum



It is a fundamental principle in Australian society that parents have the responsibility to protect their children and keep them safe.

Australia supports a United Nations agreement that children are to be protected from all forms of abuse, exploitation and violence. Abuse may be sexual, physical and emotional. Australia has laws to prevent and respond to the abuse or neglect of children.

In South Australia this law is called the *Children's Protection Act*. Under this Act people who work and volunteer in schools, preschools and care settings are called mandated notifiers. This means that they must report child abuse or neglect if they have reasonable belief that a child is being harmed. All people employed in the Department of Education and Children's Development receive regular training in this responsibility. When people report child abuse it is a confidential exchange of information with the Department of Families and Communities.

Schools, Preschools and Child-Care Centres have the responsibility to protect children and keep them safe when they are under their care. Schools and Centres work with parents and other agencies to keep children safe. Some of the ways they contribute to children's safety are through:

- screening the people who want to work with children and young people
- providing staff and volunteers with expected standards of behaviour towards children and young people
- providing supervision of children in the class, in the yard, and on school excursions and camps

- implementing the school policies to ensure that children are treated in a just way and to respond to racial, sexual, verbal and physical harassment
- educating about living safely and being healthy in Australia. This includes road safety, water safety, sun protection, hygiene and healthy eating
- providing education about the dangers of drugs and alcohol
- involving students in making decisions about their school and class
- teaching children how to develop positive relationships and providing opportunities to build self esteem
- teaching the Child Protection Curriculum.

The Child Protection curriculum teaches all children from a young age, in an age appropriate way, to

- recognise abuse and tell a trusted adult about it
- understand what is appropriate and inappropriate touching
- understand ways of keeping themselves safe.
- A range of books, videos and classroom strategies are used in the curriculum.
- Some strategies used with students are:
 - *networks*: a list of 4 or 5 trusted adults that the student can seek help from
 - *one-step removed*: students are given 'What if....' scenarios eg 'What if someone went home after school and found that he or she had lost their key and nobody was home?' These situations are discussed and a number of strategies that might help to keep the children safe are developed

- *persistence expectation*: students are taught to continue to tell people or take action until they are safe
- *protective interrupting*: teachers interrupt a student to prevent a disclosure in a group that may lead to further feelings of being unsafe - discussion time with these students is arranged in privacy after the lesson.

The Child Protection Curriculum is embedded into the Kindergarten program and is also a focus on the Wednesday session. The upcoming program can be found on the program wall. Parents/caregivers are encouraged to talk to their children and the teachers about the Child Protection program.

Educators have training to teach the Child Protection curriculum.

Kadina Preschool Centre Bus Procedure



Introduction:

Kadina Preschool Centre supports the provision of a bus service to enable children to access preschool sessions. It is a service not an entitlement that we have access to the Kadina Memorial (KMS) bus run if space permits. As KMS is the site managing the service there are various expectations around behaviours of any age student to ensure the safety and well being of all passengers as well as the driver. There is a brochure outlining the safety messages relating to waiting for the bus in the morning and afternoon as well as expected behaviour while on the bus. There are consequences for inappropriate and unsafe behaviour for any age child who is travelling on the bus and they are clearly listed on the brochure. We support and endorse the schools decision and will pass on any outcomes due to unsafe behaviour to a child's family, thereby ensuring the safety of all other children travelling on the bus.

During extreme weather conditions and in case of bushfire we have been advised the bus service will not run; therefore it is the responsibility of the families to monitor weather reports the previous evening and morning of attendance.

Preschool staff responsibilities:

1. Direct parents to Kadina Memorial School to obtain permission for bus travel.
2. The bus will drop children directly to Preschool. When the bus arrives, the driver will blow the horn and a staff member will go out and collect the children off the bus. This staff member will sign the children in.
3. At the end of the Kindy day, children will be collected by the bus out the front of the Preschool. A preschool staff member will wait with the children and make sure they board the bus and put their seat belt on.
4. Maintain a bus roster for all children with approval to catch the school bus.
5. Families to be given KMS Bus Safety Brochure reinforcing the schools decision re any behaviour issues when accessing the bus service.

Parent/Caregivers responsibilities:

1. Obtain permission from Kadina Memorial School for their children to access the school bus service.
2. Inform the Preschool with details, once permission has been obtained.
3. Discuss responsible bus travel with their child.
4. Inform Preschool staff if children are not going to be on the bus on their regular day/time.
5. Ring the Preschool if there are any notes etc. in the child's Kindy bag.
6. Make alternative travel arrangements when regular bus service is not operating due to school closure days, early vacation breaks, etc.



Kadina Preschool

Kadina Preschool Centre

29 Hallett Street, Kadina, 5554

Telephone: 08 8821 3651

Fax: 08 8821 3615



E-mail: dl.6609.leaders@schools.sa.edu.au

ABN: 31 705 761 793

Website: www.kadinapre.sa.edu.au

Centre No. 6609

BUSHFIRE ACTION PLAN

- Centre notified by Regional office via SMS in relation to 'Catastrophic' rated day.
- Fire warden or Director to contact families via SMS, whose children would normally travel home using the school bus as these will not be operational on a 'Catastrophic' Day.
- Staff to keep battery operated radio (tuned to local ABC station) in prominent position to alert whereabouts of fire.
- South Australian Police (SAPOL) & Country Fire Service (CFS) will contact the Centre if we need to **evacuate** the Centre staff will enact **Plan A**
- If recommended by SAPOL or CFS and the decision is to **remain indoors** – staff will enact **Plan B**.

Initial procedure for Plan A or B

1. Warning Signal (whistle – continual short blasts) sounded by Fire Safety Officer or Director.
*Note: Whistle/torch located:
 - 1/ on side of fridge in kitchen.
 - 2/ Hanging near the first aid bags
 - 3/ outside near fire extinguisher in large cream shed.
2. Staff to ensure all children/visitors vacate area. Staff to check toilets, library, office, etc. Staff to check outside cubby, tunnels, etc)
3. Roll book, visitors' book, phone, first aid kit/s, children's medication and asthma kit to be collected by closest staff person, if safe to do so.
4. Children to pack up bags including lunch boxes and water bottles and put on shoes and socks – children will carry their bags with them

PLAN A

Evacuation Procedure (if directed by SAPOL or CFS)

Upon hearing short blasts of whistle, a staff member will be pointing to the back gate. Other staff members will then also point in this direction.

All staff to supervise children to exit building and grounds by back gate to Kadina Football Oval (near the sporting complex)

Final check of building to be conducted by the last staff member leaving the building and doors to be closed (only if safe to do so)

The daily roll books are checked so that an accurate number of persons present if available A head count of all children and adults is conducted at this stage, before leaving grounds.

Director to initiate search for missing persons if necessary and safe to do so.

All persons present muster at Kadina Football Oval. Staff check roll and initiate search action if necessary.

Staff to reassure children and keep them in a calm state.

Staff to monitor health of children, administer first aid and contact medical assistance, if necessary.

Fire Safety Warden or Director to contact all families via SMS notifying them that their child has been moved to a BUSHFIRE READY area. Children are to remain with staff members at all times and will only be released to persons nominated/specified on a child's enrolment form. If a different person is picking them up then the family must SMS the fire warden or director to inform them and ensure that the person who is picking up the child will have photo id to provide confirmation.

PLAN B

Invacuation Procedure

- Upon hearing short blasts of whistle, the staff member will be pointing towards the Kindy building with both hands. Other staff members will then also point in this direction.
- All staff to supervise children to enter building by most appropriate entrance and direct them to the area in front of the whiteboard.
- A head count of all children and adults is conducted at this stage, when children are inside.
- Director to initiate search for missing persons if necessary and safe to do so.

Emergency procedures to be implemented by staff in an invacuation:

- Close windows, doors and block crevices, cracks and gaps
- Plug downpipes and fill roof gutters with water if there is time
- Check that taps are working and fill available containers with water
- Remain inside until main fire front passes – keeping children as calm as possible
- Staff to monitor health of children; administer first aid and contact parents or medical assistance, if necessary.
- Listen to local ABC radio station for information.
- Fire Safety Warden or Director to contact families via SMS, whose children would normally travel home using the school bus as these will not be operational on a 'Catastrophic' Day.

All persons to remain inside building unless it becomes unsafe and directed by SAPOL or CFS to evacuate to Football Oval. In this instance Plan A comes in to effect.

Emergency Services

CFS Bushfire information line1300 362 361

Fire.....000

Police.....000

Ambulance.....000

Kadina Medical Centre88 21 3133

Signed:

Director – Simone Shevchenko



Chairperson – Rebecca Rich



Kadina Preschool Centre

Behaviour Guidance Policy

Belief Statement

- Kindy is a place to learn, have fun and feel safe
- With help from families, volunteers and staff, children will build on their knowledge of how to demonstrate appropriate behaviour in a safe, supportive and caring environment.
- Children will be able to continue to build upon their life-long learning towards becoming responsible members of their community.

At Kadina Preschool Centre children are expected to:

1. Keep themselves and others safe
2. Speak appropriately to others
3. Respect themselves, other people and their things
4. Respect kindy property and pets
5. Try to solve their own problems and/or ask for help when needed.
6. Follow Kindy routines and expectations
7. Children are encouraged to develop these following positive behaviours:
 - Sharing and taking turns
 - Including/ inviting others
 - Negotiating with peers
 - Active listening to the speaker (other child, staff member or parent/ carer)
 - Identifying a problem and attempting to solve it
 - Displaying empathy for others
 - Managing emotions and behaviours appropriately;

Preschool staff and helper responsibilities

1. Upon enrolment staff will ensure that parents are provided with a copy of the behaviour guidance policy.
2. During enrolment staff will discuss behaviour guidance expectations and strategies used at home and the centre. Parents will be informed that strategies that are employed at home may not be able to be employed at the centre.
3. Remind children of kindy routines, expectations, appropriate touching, respect for each other and their environment.
4. Give encouragement and acknowledge appropriate behaviour
5. Provide an inclusive learning environment that is stimulating
6. Role model appropriate behaviour, language and problem solving strategies.
7. Encourage and assist children to solve their own problems and intervene when necessary.
8. Acknowledge and respect that children come to kindy from a variety of backgrounds and with a range of skills and attitudes

Behaviour Guidance Steps

Inappropriate behaviours such as biting, physical aggression and bullying are discouraged. We will respond to challenging behaviours by:

- Reminding children of expectations and limits and the reasons for these
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately
- Using Restorative Justice Practice that supports children to empathise with others and restore relationships More information in this link:
(<https://www.education.vic.gov.au/about/programs/bullystoppers/Pages/methodrestorative.aspx>)
- When children are at risk of hurting themselves or others, ensuring that an adult is with them all the time following through with Restorative Justice Practice procedures.
 - Gain the attention of the child- remind of appropriate behaviour (ie toys are not for throwing they are for playing with)
 - Acknowledge feelings (ie I can see you are angry, you can ask for a turn instead of shouting)
 - Children who display inappropriate behaviour that persists after the above approaches will have a plan put in place after consultation with staff and family that is suitable for the individual child
- Communicating with and involving families at the earliest opportunity to work together positively to assist the child's wellbeing and learning
- Assessing individual children's learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours
- Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services
- Being aware of our limitations and seeking assistance when required

Record incidents that have resulted in children being engaged in inappropriate behaviour and contact parents if severe inappropriate behaviour has occurred or if a pattern is forming.

Children may be sent home in situation when their extreme behaviour places staff or other children at risk and all attempts to diffuse behaviour and calm the child have not been successful.

If children continue to display high risk inappropriate behaviour, the Director, in consultation with parents, may choose to submit a referral for additional support and/or develop an Individual Behaviour Plan.

Parent/Caregiver responsibilities:

1. Role model appropriate language, behaviour and problem solving strategies.
2. Inform staff of issues that may affect a child's behaviour (short or long term).
3. To support the Behaviour Guidance Policy, whilst their child is at the centre.

Signed - _____

Chairperson- Governing Council (Hayley Boakes)

Director (Simone Shevchenko)

Issue Number 11 Issue Date: September 2018

Review Date: September 2020



Kadina Preschool

Kadina Preschool Centre

Bullying & Harassment Policy



Government of South Australia
Department for Education

Purpose:

- To ensure that our Preschool environment is safe, inclusive, conducive to learning, free from harassment & bullying and respectful of all
- To define unacceptable bullying and harassment behaviours

Context:

The Department for Education (DfE) is accountable to the Minister for Education for safe, respectful learning environments.

At Kadina Preschool we expect all members of our community to support, respect and protect the rights of others to participate, work and learn in a safe environment free from bullying, harassment, discrimination, violence, or abuse of any form.

Bullying is defined as repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons.

Harassment refers to behaviour that targets an individual or group due to their identity, race, culture or ethnic origin, religion, physical characteristics, gender, sexual orientation, marital, parenting or economic status, age, ability or disability and that offends, humiliates, intimidates or creates a hostile environment.

Scope:

Includes everyone within or connected to the Centre. This policy is inclusive of everyone and applies to all children, and all adults including parents and guardians, DfE staff, Tradespersons and Governing Council employees, persons from the wider community who enters the gates or communicates in any way with or about a member of our Preschool community.

Objectives:

- To provide a safe environment for all
- To provide an environment conducive to positive wellbeing, learning and work
- To ensure every member of our community takes responsibility for their own behaviour
- To support and be an advocate for others who are vulnerable and at risk of harm or injury; whether psychological or physical
- To educate children and model respectful, positive relationships, appropriate behaviour and conflict resolution towards others

Roles and responsibilities of staff

- Teach children to report bullying to a trusted adult
- Listen to all involved
- Help children to appropriately assert themselves and resolve the problem
- Teach all children about Centre values and Centre expectations when appropriately dealing with conflict and/or anger
- Educate all children about respecting themselves and others
- Inform parents/carers of all children concerned if an incident occurs, and discuss how the problem has been addressed

- Seek parent and staff partnerships to remain a strong, cohesive and supportive team
- Use the Behaviour Guidance Policy to determine appropriate actions for unacceptable behaviour
- Devise behaviour plan and put in place if necessary after consultation with parents and all staff
- Staff training as necessary to facilitate supporting positive behaviours
- Ensure that programs meet the child's developmental, social, emotional and cognitive needs
- Ensure all staff members have access to training opportunities

Roles and responsibilities of parents/carers

- Teach children to report bullying to a trusted adult
- Ensure communication between home and Preschool to remain open and inclusive
- To follow up with staff regarding bullying incident
- To ensure continuity of agreed plans of action between Preschool and home environments
- Report any incidences that may affect child's behaviour at Preschool. This may include but is not limited to; access visits, bereavements and sibling rivalry
- Parents/Caregivers have the ethical responsibility to act appropriately and deal with issues as per our grievance procedure

Roles and Responsibilities for children

- Children will support the Preschool in maintaining a safe and supportive environment when they are respectful towards themselves, other children, staff and members of the Community and the Preschool environment and materials.

Procedure Details

- Unacceptable behaviour includes but is not confined to; bullying or harassment (as defined above), discrimination, intentional physical force actual or threatened, provoked or unprovoked.
- Bullying and harassment may include hitting, kicking, teasing, threats, name calling, text messages, use of social media, gestures, standover tactics, rumours, putdowns, physical, verbal or nonverbal sexual conduct. It includes indirect as well as direct misuse of power, threat, or continuance over time.
- If parents suspect that their child is bullying or is being bullied at Kindy, this must be brought immediately to the attention of staff and not by confronting children suspected of being involved. It is staff responsibility to address behavioural issues in consultation with parents/caregivers.
- In the event of your child being bullied, please stay calm, listen to your child and reassure your child that telling is the right thing to do and that something will be done about the situation to make it safe.
- Staff may document observed child or adult behaviours that are considered unacceptable to support any consequent reports which are made in addressing bullying or harassment issue.

Issue Number: 4

Issue Date: September 2018

Review Date: September, 2020

Signed: _____

Chairperson - Governing Council (Hayley Boakes)

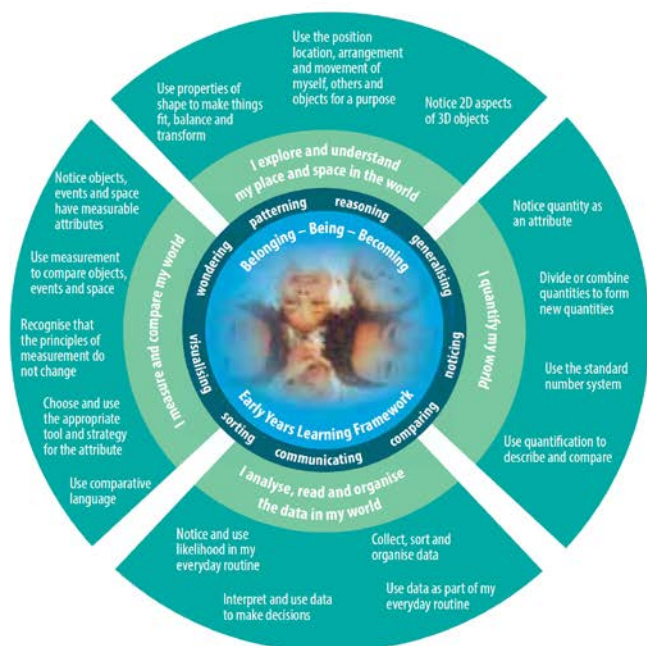
Director (Simone Shevchenko)

Assessment and reporting

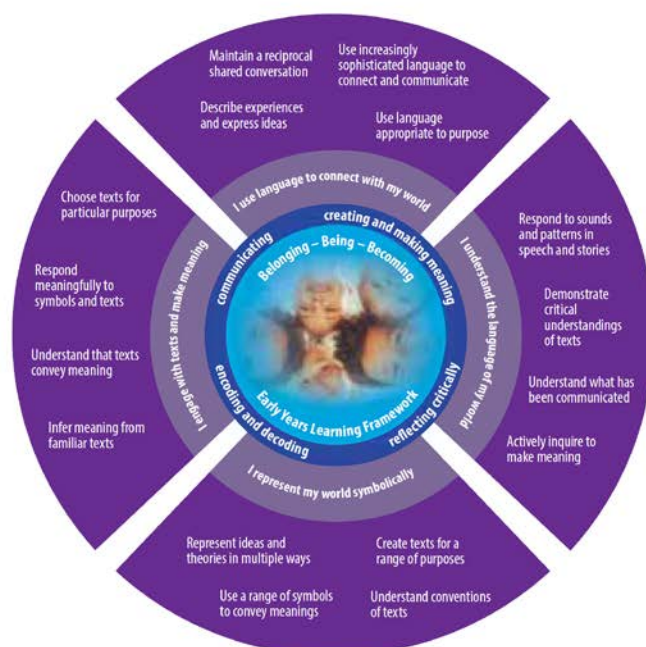
We use a variety of methods to record each child's progress during their preschool year. One of these is their **"Kindy Learning Book"** which is a collection of their creative work, Magical moments (learning stories), and observations on areas of development. These books are a valuable and precious record of your child's year at Kindy. "Kindy Learning Books" are kept in bookshelves near the sign in sheets and families are most welcome to have a look through their child's book at any time. They will be given to children to keep when they leave our centre.

All children have a **"Preschool Literacy and Numeracy Indicators Chart"** onto which staff records the learning that children have demonstrated whilst at Kindy. Children also have **Individual Learning Plans** (ILP's) that focus on specific areas and are updated throughout the term.

Numeracy key elements



Literacy key elements



"Magical moments" are written for your child throughout their time at Kindy. These are emailed directly to families, placed in "Kindy Books" and collected/displayed on our program board. We value and appreciate families responding to the magical moments with comments and suggestions.

We hold **interviews** as needed. Parents are welcome to request an interview at any time.

QR CODES

Assessing through Capturing Children's Voice using Audio Boom.

At Kadina Preschool we incorporate children's voice as one of our ongoing assessment strategies. We record children for different reasons—asking them to explain their learning or what they liked about a task, reflection, capturing their language used in play, recording "in the moment" explanations or descriptions, etc.



The first time you scan a QR code you will be asked to sign up for a free account – this doesn't take long and then you can listen to your child! Scan the code just above and listen to a welcome message.

Please ask a staff member if you need a demonstration of how to do it.