



Information Booklet

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Welcome

The Governing Council and Staff welcome you to Kapunda Kindergarten.

Kapunda Kindergarten provides a high-quality Preschool and Occasional Care program for 2-5 year-old children from the township of Kapunda and nearby communities.

This booklet provides some information about Kapunda Kindergarten and how it operates. If you have any question or concerns, please feel free to speak to a staff member.

At Kapunda Kindergarten, strive to provide a nurturing and challenging environment where every child is supported to be curious, to explore and to learn.

We look forward to getting to know you and your child and working together to create an active learning community with quality relationships and high levels of wellbeing.

We hope that your time with us will be happy and rewarding.

'Children are at the centre of everything we do'

Staff

Our staff team have a range of qualifications and experience in working with young children. They love and respect children and our warm, caring environment enables them to identify and respond to individual children's developmental and learning needs.

There is a staff photo board as you enter the Kindy to help you identify our team.

Director	Sarah McCarthy
Early Childhood Teacher	Summer Dinnison
Early Childhood Teacher	Abby Walker-Schwartz
Early Childhood Teacher	Kylie Hage
Early Childhood Worker	Maria Towers
Occasional Care Worker	Kirralee Pratt
Pre-School Support Worker	

Familiar relief staff are employed whenever possible to provide continuity and stability for children and families.

Services

- Kindergarten
- Transition
- Occasional Care
- Other Services

Kindergarten

All Children are entitled to access preschool over 4 terms the year before they start school. We have one intake at the beginning of each year for children who turn 4 years of age before 1 May. Children who turn 4 years of age on or after 1 May can start preschool the following year.

It is recommended families consider their child's readiness to starting preschool prior to enrolling. If you decide your child will start school in the year they turn 6, they can access preschool in the calendar year prior to commencing school.

Aboriginal children and Children in care are eligible to attend preschool after their third birthday. They may start school either when they reach the age of eligibility for enrolment at school, or continue at preschool until they turn 6 years of age.

Children with additional needs may attend preschool for up to 6 hours in term 4, prior to starting their eligible preschool year.

Sessions:

The children are separated into two groups and attend Kindergarten for 30 hours per fortnight, two full days each week and a half day alternate Fridays.

Kindy groups are: **Monday, Wednesday and odd Fridays**
 Tuesday, Thurs and even Fridays

Session Times: **Mon-Thurs 8:45am— 3:30pm**
 Friday 8:45am—11:45am

Costs for Kindergarten:

An account for access to materials and services will be placed in your child's pocket each term. Fees are set annually at the AGM by the Governing Council to contribute to the cost of consumable items such as art supplies and equipment. You can pay by the week, month, term or year. If you have difficulties, please see us.

Payment can be made by electronic banking facilities, cash or cheque. Please complete a payment details slip and place in a snap lock bag with money or online receipt and put in the payment box in the end of the kitchen cupboard. Receipts will be issued via your child's pocket.

Bank Details for EFT:

Account Name: Kapunda Kindergarten
BSB: 105 055
Account Number: 035 022 740

Please put your child's name in the description for online payments

What to bring:

- Named bag
- Set of spare clothes, named
- Fresh fruit or vegetables, a serve of dairy and other healthy food for morning snack in a named container. *(place on trolley)*
- A healthy lunch in a separate named container. *(place in fridge)*
- Drink bottle with *Water* only, named *(place on shelf)*
- Roll on 50+ sunscreen – to be left at Kindy, discount vouchers available for local chemist
- Broad brimmed / bucket hat (without adjustable chin cords)
- Coat and rubber boots in winter

Please encourage your child to carry their own bag and place it on their hook under the veranda.

Please ensure that everything your child brings is clearly named including bags, lunch boxes, lids, and all items of clothing. We have permanent textas you can use at the centre or you can order vinyl or fabric labels anytime during the year from our Stuck on You fundraiser (www.stuckonyou.biz)

The lost property basket is in the parent communication bench, please check it regularly.

Transition to Kindy

Transition to Kindy (pre-entry) is offered where staffing permits, usually in Term 4 the year before starting Kindergarten. Parents are encouraged to stay with their child until they are confident to stay on their own.

Transition visits help settle children into the routines of Kindy. For children this means learning new names and making new friends as well as learning the rules and routines of Kindy. One of the main aims of our Kindy program is to encourage children to play co-operatively with others as this helps them to establish friendships. Satisfying relationships with other children are essential for children's social and emotional wellbeing. This wellbeing influences all other areas of development.

Staff invite you talk to them at any time about your child's development and to share any information you feel is important for us to know about your child or family. We will hold an information session for new families to learn more about how our centre operates.

Sessions:

Most children will attend 1- 2, two-hour sessions depending on numbers.

Session time: **9.30am-11.30am** (to be confirmed)

Costs for Transition to Kindy: To be advised

What to bring:

- Named bag
- Set of spare clothes, named
- Fresh fruit or vegetables, a serve of dairy and other healthy food for morning snack in a named container. *(place on trolley)*

- Drink bottle with *Water* only, named (Place on shelf)
- Broad brimmed / bucket hat (without adjustable chin cords)
- Please apply sunscreen to your child before arriving

Occasional Care

Is a short-term childcare service that is integrated with the Kindergarten to promote young children's development and learning. Occasional Care provides respite for parents to give them time to themselves and the opportunity to attend other commitments. Children can attend one session (2 ¾ hrs) once a week or fortnight depending on demand. Bookings are taken on a termly basis, depending on availability and priority of access eligibility.

The program is administered and funded by the department and co-funded by parents/carers via a small fee contribution per session booked.

Priority of Access

- Please see Department for Education Occasional Care Procedure for further information regarding the program

The program is targeted to support children who are not accessing alternate early childhood education and care programs including preschool, a childcare centre or family day care.

Age group of children

Children between the age of 2 and 5 years with a maximum of 8 per session.

Sessions

Thursday AM – 8.45am – 11.30am

Thursday PM – 12pm-2.45pm

Friday AM – 9:00am – 11.45am

Costs for Occasional Care:

Full fee- \$5.00 per session

Reduced Fee - \$1.50 per session (a Health Care Card will need to be shown to receive this).

Family concessions are available for more than one family member using the service.

Session Fees must be paid at the beginning of each session and can be paid termly or weekly by cash or EFT. Please bring the correct amount.

What to bring:

- Named bag
- Set of spare clothes, named
- *Morning session:* Fresh fruit or vegetables, a serve of dairy and other healthy food for morning snack in a named container.
- *Afternoon session:* A healthy lunch in a named container.
- Drink bottle with *Water* only, named
- Broad brimmed / bucket hat (without adjustable chin cords)
- Nappies or pull-ups, if required

- Please apply sunscreen to your child before arriving.

There are no washing facilities, so all soiled clothes will be placed in a plastic bag and put in the white bucket for you to collect from staff. Please name all items.

You are invited to spend time with your child in the centre and meet the staff before your child starts. Please ring to make an appointment.

Other Services

Support Services

Access is available through the centre to a range of special services personnel including;

Speech Pathology
Psychologists
Bilingual Support
Behaviour Support

Social Worker
Aboriginal Community Worker
Other services in response to individual needs

These people are able to provide assessment and help for children with additional developmental needs. If you require access to any of these services, your child has additional needs or you have any concerns about their development please speak with one of our educators.

Often children who access services from other agencies such as CAMHS, Novita or Autism Association have visiting therapists or teachers who work with educators in the centre.

Kapunda Child Care and Early Learning Centre

If your child attends Child Care, they provide a drop off and collection service for children who attend Kapunda Kindy. Please speak with the staff at the childcare centre to organise this service. Kapunda Child Care details must be included in the Authority to Collect section on page 7 of your child's enrolment form.

Enrolling your Child

We encourage all families wishing to enrol their child to visit the centre. A staff member will show you around, explain routines and policies and answer any questions you may have. You will be given a registration of interest form. In early August the first round of enrolment offers are sent out. Regulations require families to provide proof of age and immunisation status for their children. Please bring these documents for us to sight when you collect your enrolment pack. The enrolment pack contains forms, which need to be returned prior to your child starting.

Immunisation Status –Australian Immunisation Register history statement

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, marital status, custody orders and most importantly any allergies, asthma or medical conditions that your child has or the emergency contact numbers provided.

Kapunda Kindergarten is a Department for Education site and is subject to the Departments enrolment guidelines. Children are able to attend up to 15 hours a week of Preschool at a Department for Education site in the year before they commence school. Please inform us if your child is ALSO attending a Department for

Education funded preschool in another childcare centre or private school's preschool. Priority of access is given to families living in Kapunda, and families for whom this is their closest Kindy.

Arrival and Departure

Arrival

Parents and/or caregivers must enter the Kindy grounds to deliver and collect children. All children need to be signed in and out on the attendance sheet each day. This is a requirement of the National Quality Standards.

Arrival time is from 8:45am. The doors will be closed until the session begins so we can set up ready for the day. We ask that the session times are observed as closely as possible. Please supervise your child outside until we open the doors. Remember to bring your child to unpack their bag once we are open.

Encourage your child to:

- Put their water bottle on the shelf.
- Put their snack box on the trolley.
- Put their lunch box in the fridge.
- Hang their bag on their hook
- Sign in
- Say hello to a staff member then choose an activity

Leaving your child

You are welcome to stay with your child until they are settled for the day. When it is time to go, be sure to say goodbye. It is important that you do not go without saying goodbye as your child may lose trust and confidence. Sometimes your child may become upset when you leave, if you are having difficulty with separation please see an educator. If your child does not settle when you leave, we will call you. Please feel free to ring and check how your child is at any time.

Here is an example of a conversation that may assist your child with separation.

Dad to Jack: "Jack, I'm leaving now. Summer is here to look after you and keep you safe for me." (or if Jack is upset Dad might say to Jack: "I know you feel sad to say goodbye and you will miss me, I will be thinking about you today. Summer is here to look after you and keep you safe for me.")

Dad to Summer: "Summer will you look after Jack today?"

Summer to Dad and Jack: "Yes Jack, I'm happy I get to keep you safe and play with you until Daddy comes back. I'm always here when you need me."

It is often an emotional strain for children and parents to adjust to a new environment and even if things appear to be going well your child may feel uncertain for the first few weeks and may also be very tired.

Collecting your child

Pick up time is by 3.30pm on full days and 11.45am on Fridays. Staff will farewell children when we see their parent /caregiver. Please help your child to gather their work and belongings. If you are running late, please phone the centre so we can reassure your child you are on your way.

Security and collection of children

No child will be permitted to leave the Centre until the parent or caregiver has arrived and the child has been farewelled by staff. Only parents and authorised people nominated on the enrolment form may collect your child unless you have advised staff beforehand, preferably in writing. The age of the person collecting must be 16 unless parent/caregiver provides written consent.

Please advise staff if somebody other than a parent or regular caregiver is to collect your child and note their name on the attendance sheet in the 'notes' section next to your child's name. If you forget to record this or plans change during the day, please phone to let us know. We will confirm the child is going with the right person and may ask an unfamiliar person for identification, such as a driver's licence. Please see Attendance Procedure in policy folder for more information.

If at any time a Family Court Order is made in relation to your child, the Director must be advised immediately and be provided with a copy of any such order.

Attendance

Children will get used to and maintain their Kindy routines easier through regular attendance.

General Session Routine:

8:45 - 12:00	Morning routines Inside/outside learning experiences During this time, children can access fruit and snack when they are hungry. We will remind them around 10.30am.
12:00-12:15	Group Time and Sunscreen application
12:15-1:00	Lunch at tables all together Relaxation
1.00 – 2.50	Inside / outside learning experiences
2:45-3:20	Play whilst tidying the Kindy
3:20	Group time and Goodbye
3:30	Session Finish

Why is Kindergarten so important for your child?

Kindy is a stepping-stone from the home environment before the child starts school and provides the child a new sense of independence. Staff at Kapunda Kindergarten aim to provide a happy, warm and secure environment, rich in many play and learning activities which will stimulate and nurture each child's social, emotional, creative, physical and intellectual development.

In a happy, secure Kindergarten environment, children have additional opportunities to:

- Be independent
- Develop positive self esteem
- Communicate with other children and adults
- Separate from parents
- Follow instructions
- Ask for help
- Understand and express needs feelings and ideas
- Share adult attention
- Take turns and share
- Listen for longer periods- stories etc.
- Concentrate for longer periods
- Remember and follow rules and routines
- Play cooperatively
- Learn to accept rules happily, and to handle feelings of hostility and aggression in a positive manner
- Solve problems peacefully
- Work alone and in a group
- Make friends
- Be involved
- Be eager for new experiences
- Be happy, have fun and develop a sense of humour
- Listen and take turns to talk
- Develop speech and language skills
- Respect others people-their ideas, their feelings and their property
- Develop and awareness of and respect for the environment
- Develop an awareness and understanding of other cultures
- Develop an appreciation of expressive arts- music, singing, drama, etc.
- Observe, question, reason and begin to organize knowledge and solve problems
- Extend their interest, knowledge and understanding of basic concepts (colour, shape, etc.) numbers, words and letters through relevant and meaningful activities
- Develop coordination skills



Learning through Play

Curriculum

Educators use the national Early Years Learning Framework to guide the children's learning. We support the development of knowledge, skills and dispositions for learning through play based learning experiences especially designed to develop children's individual skills, abilities and understanding.

This approach to early learning aims to help your child develop:

- a strong sense of identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning
- effective communication skills.

We use this Framework to plan, monitor and assess the children so all children experience play based learning that engages and builds success for life. We work in partnership with the families, (children's first and most influential educators), to develop learning programs responsive to children's ideas, interest, strengths and abilities.

Pre School Numeracy and Literacy Indicators

Educators use the indicators to inform their planning and teaching, to monitor Children's numeracy and literacy development and for discussion with families.

Child Protection Curriculum

Parents/Caregivers are informed when the Child Protection Curriculum is to be taught and what will be taught. Parents/caregivers are encouraged to talk to their children and the teachers about the Child Protection Program.

Children's Behaviour

Children are encouraged to develop social skills that will allow them to resolve conflicts and meet their needs without the use of aggressive or destructive behaviours. We encourage children to respect themselves and others and educators help guide children's behaviour and provide clear guidelines as to why a particular behaviour is unacceptable while they are at the Kindergarten.

Children are encouraged to 'use their words' to convey their needs and feelings. We teach the children to use words like "Stop, I don't like it." and to seek adult help if that doesn't work. Each child will be supported by appropriate and positive

guidance with clear, consistent and realistic limits. For more information please speak to staff and read our behaviour policy.

Assessment and Reporting

We use a variety of methods to record each child's progress during their preschool year. One of these is their "Learning Portfolio's" which is a collection of their creative work, learning stories, photos of play and achievements and observations on areas of development. These books are a valuable and precious record of your child's year at Kindy. Learning Portfolios are kept on the bookshelf to the left as you enter the building and parents 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 Kapunda Kindergarten.

We hold family interviews at the end of Term 1 and there will be several opportunities to contribute to your child's Individual Learning Plan throughout the year. Families are welcome to chat with educators at any time. Families are provided with a Statement of Learning when children leave for school.

The Statement of Learning provides information about their strengths and interests as well as areas the staff have been supporting. With your consent, a copy is forwarded to the school your child will attend and a copy is included in your child's portfolio for your family to keep.

Every week, digital photos are taken and displayed on the TV near the entrance. This enables families to see the sorts of learning activities their children have been taking part in at Kindy.

Transition to School

Kapunda Kindergarten values a transition program from Kindergarten to school and understands it is a big step for your child and you. We feel that is beneficial for the Kindergarten children to have as much interaction with the school environment, children and staff. Throughout the year, we participate in some of the activities provided by Kapunda Primary School and classes will visit the Kindy during the year for various events. In your child's final term of Kindergarten, they will have several formal transition visits organised by the school they are enrolled to attend.

Excursions and walks

Excursions and local walks are an important way to extend children's experiences. They provide variety and fun interesting opportunities for learning and are planned as part of our program.

There are prescribed guidelines for excursions to ensure supervision for your children. You will be given details of all walks and excursions and your written consent must be provided for your child to participate.

Birthdays

We celebrate the children's birthdays by singing 'Happy Birthday' at group time and lighting candles on our make believe cake. Children are presented with a Happy Birthday certificate.

In line with our healthy eating policy, we ask that cakes and other surprises are not provided. If you have any questions, please see staff.

Celebrations

We celebrate yearly calendar events including Easter and Christmas. If you prefer your child not to participate in activities relating to these events, please speak with a staff member.

Toys from home

Where possible we ask that children keep their toys at home, to avoid the risk of having them damaged or lost and causing distress to your child, yourself and the staff. If your child has a security toy that they need to bring please see staff. At times, children may have a toy or item related to our curriculum and they are most welcome to share these. Please make sure it has their name on it, and give the item to an educator so we can share it with the group and keep it safe afterwards.

Nutrition

We aim to provide a service that not only cares for your child but also promotes good health and development. The food that children eat is important for healthy growth and development. We actively support the DECD Healthy Eating and Right Bite policies, promoting healthy eating and sound nutrition. Please refer to the Women's and Children's Hospital Kidsafe 'Prevention of choking guidelines' for suitable food for your child's age.

Parents are welcome to discuss with staff what their child has eaten/drunk throughout the day. Uneaten food is always sent home so you can monitor their intake.

Morning Snack

We ask children to bring fruit or vegetables and a serve of dairy for their morning snack, as well as another healthy choice such as crackers. Children can choose when they would like to eat their fruit and snack during the morning. This helps them to monitor their own body's needs. Families are encouraged to provide these items in a labelled container and place on the trolleys labelled fruit and snack.

We have a designated eating table for them to sit and eat. On the table is a picture to encourage/remind them to wash their hands before eating. To support our sustainability practices we have a container for scraps for our chickens and a tub for yogurt containers to wash for recycling at the making table.

Snack Ideas

Fruit:

- Small pieces/slices of fruit
- Frozen fruit pieces (orange segments, sliced banana, seedless grapes (sliced longways) & watermelon)
- Dried fruit
- Tinned/stewed fruit

Vegetable:

- Vegetable pieces (cucumber, broccoli, cauliflower) with dip e.g. cream cheese and corn relish

Dairy foods:

- Cheese/ cheese sticks/ cheese shapes
- Yoghurt
- Dairy desserts

Breads and cereals:

- Rice cakes with Vegemite, cream cheese etc.
- Pikelets
- Scones
- Weetbix™/Vitabrits™ with cream cheese
- Raisin bread/toast
- Sandwiches on different types of bread
- Plain cracker biscuits with cheese and Vegemite™

Lunch

Please pack a separate named lunch box with a healthy nutritious lunch and place in the fridge. Lunch is eaten at the tables all together with staff members.

Lunch ideas

- Sandwich, roll or flat bread with favourite filling
- Savoury muffins/slice/ pikelets
- Pizza muffin
- Rice crackers or multigrain Salad's
- Cold meat & salad
- Cheese slice/stick/shapes
- Yoghurt or custard
- Fresh or tinned fruit

We are an Allergy Aware site

Please see our Food, Nutrition and Beverage Policy for more information.

Water Bottle

Children will need to bring in a named drink bottle with WATER ONLY. This is placed on the bench labelled drink bottles, for children to have free access during the day. We also encourage children (and adults) to drink water as current research into brain development suggests that drinking water is vital for optimum brain development. It is also excellent for general growth and wellbeing of the whole body. We have filtered water readily available for the children who need to re-fill their drink bottles and for those who forget to bring their drink bottle.

Sun Safety

We are a SUNSMART Centre!

Due to the damage to our skin caused by UV rays, we follow the recommendations of the Anti-Cancer Foundation Sunsmart policy. Our Centre's policy is based on this. All children must wear a broad-brimmed, legionnaire or bucket style hat, without an adjustable chinstrap, when playing outside if the daily UV rating is 3 or above. We check this with the children each morning. We have a UV chart located on the right as you enter the building and the children can use this as a reminder throughout the day.

Sunscreen

In hot weather, please apply sunscreen before arriving at Kindy. We will assist them to reapply at lunchtime.

- Please provide your child with a named container of SPF 50+ roll-on sunscreen. This is to be stored at the Kindergarten so that children can re-apply throughout the day. A basket for your child's Kindy days is located on the fridge. Staff encourage children to re-apply before lunch. The local Kapunda Chemplus has provided a 20% discount voucher to purchase sunscreen. This will be provided to families at the beginning of their term at Kindy.

Hats

Your child will need a broad brim (5cm) or legionnaire style hat, without an adjustable chinstrap, to be kept at Kindy. We have bright, colourful broad brim hats available for sale or you can provide your own as long as it is in keeping with our Sunsmart Policy.

Clothing

What your child should wear

Please dress your child in suitable clothing for, climbing, running, painting, gluing, watering, gardening, sun protection and most importantly getting dirty!

Shoes should fit well and provide support. Crocs and thongs are inappropriate.

Singlet tops and strappy dresses do not provide sufficient protection from the sun.

Kindy Uniforms

The Kindy has supply of Polo Shirts with the Kindy logo for sale. They are on display in the Kindy. They are in bright colours and meet our Sunsmart policy.

Spare Clothes

The Kindy has a small supply of spare clothes in case of 'accidents'. If your child has to borrow Kindy clothes, please wash and return them as soon as possible. It is advisable to have a spare set of labelled clothes in the bottom of your child's bag, just in case.

Communication with families

Communication

Family Communication Bench

Here is where you will sign your child in & out each day and find other important information such as; upcoming events, our Community Book, which staff are here for the day, policies, information from the Governing Council, parent library and information about local activities for children. Please check this area regularly to be aware of all that is happening in your Kindergarten.

Notice Board & Community Noticeboard

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 further to the left in the window near the family communication bench.

Pockets

Newsletters and notices will be placed in your child's POCKET – this is clearly labelled and is on the hanging information pockets. Please check your child's pocket at the end of every day.

Newsletters

Our newsletters are delivered via children's pockets. The newsletter includes coming events, learning experiences, photos, health news, community news and any other interesting information. Please take the time to read them.

Facebook

The centre has a CLOSED Facebook group for families to see photos, reminders of events, interesting links etc. It is a great method to transmit information to our Centre community. Please look up '*Kapunda Kindy Families*' and send a request to join. Only families with a child enrolled in Preschool or the Occasional Care program can be approved to join this group. Only children of families who sign a consent form may have their photo uploaded to this page, and there is strictly no naming of children in photographs, tagging or sharing. The social media consent form is filed in a central location at the Centre.

<https://www.facebook.com/groups/Kapundakindyfamilies>

Website

You can also visit our website. Here you will find lots of information about Kapunda Kindergarten www.kapundaKindergarten.sa.edu.au

Parent Grievances

Our team is here to ensure you and your child enjoys a happy and healthy experience at Kapunda Kindergarten. Should a problem arise please let us know as soon as possible. Communication is the key. In almost all cases, parents together

with the Educator will be able to resolve the issue. Should this not be the case and you find yourself unsatisfied with the outcome, please follow the Grievance Procedure. All grievances will be taken seriously and our best efforts will always be forthcoming. Please see our 'Parent guide to raising a concern or complaint' located in the policies folder on the family communication bench.

What about good things

Let us know! Don't be shy to tell us about the good things Kapunda Kindergarten staff do or say, if you don't tell us....we won't know! Positive feedback reinforces the good things that are happening and lets staff know what is working. On this note, we are always happy to have constructive feedback or ideas for improvement. Kapunda Kindergarten staff are committed to provide quality educational programmes and services for children and families and are always looking for improvement ideas. You will find a 'suggestion box' located on the Family communication bench.

Family Involvement

Parents are welcome to visit and stay at any time during a Kindy session. Come on in, stay a while and have some fun!

If you have any skills, interests or talents that you would like to share with us, please inform staff, as we can then incorporate these into our program.

How Parents can help...

There are many ways in which you can help us and the following are just a few:

- Read a story
- Push children on the swings
- Do a puzzle or play a game
- Washing the smocks and towels
- Help clean up at the end of a Kindy session
- Join in with the activities with your child
- Save useful recyclable items for construction making
- Encourage your child to have food items in containers rather than pre-packaged
- Be involved with fundraising activities
- Help with end of term clean-up's
- Share your culture and/or skills with the children. Tell us if you play an instrument, paint, draw, love to cook or garden or can help us celebrate a special cultural event.
- Help with gardening
- Sweep the paths or veranda
- Attend family events
- Help with excursions'
- Attend Governing Council meetings
- Being involved lets you see the learning you child is participating in at Kindy and children show great pride when their parents are involved.

What can you do to help your child?

- ❖ Love them and give reassurance;
- ❖ Listen to them;
- ❖ Read to and with them;
- ❖ Talk with them;
- ❖ Allow them to use pencils, crayons, chalk, scissors, paste and paint;
- ❖ Have scrap paper readily available;
- ❖ Encourage your child to dress themselves, to cope with toileting and nose wiping;
- ❖ Show positive interest in the things your child does;
- ❖ Show an interest in Kapunda Kindergarten and help in any way you are able;
- ❖ Encourage your children to help prepare their snack and lunch boxes.

We have working bees to ensure that the workload is shared and that maintenance costs are kept to a minimum. We have a paid cleaner employed at the centre for 7 hours per week to ensure the Kindergarten is cleaned to a high standard. Fund Raising contributes to paying for this service.

Governing Council

What is Governing Council?

The Kapunda Kindergarten Governing Council is a wonderful opportunity for parents to become involved in the Kindergarten community by strengthening the partnership between families and staff. The Governing Council aims to provide a supportive network of interested parents who can provide suggestions, advice and feedback to the Director and staff about how the Kindergarten is run and where any improvements can be made in meeting the needs of the children. The Council is also the base from which fundraising ideas are developed and organised – a vital and important aspect of the Kindergarten community.

Who can join the Governing Council?

All parents and care providers of children at Kapunda Kindergarten are invited to join. At the Annual General Meeting in Term 1, the Council elects a committee of Office Bearers and various small roles are shared between Council members. You do not have to have been involved in a committee at all before to be a member of the Council, as a parent or caregiver of a child at the Kindergarten your opinions and ideas are highly valued – all we ask is that you bring a positive and enthusiastic attitude towards strengthening the Kindergarten community partnerships.

How much time is involved in being on the Governing Council?

Just two meetings per term! Meetings are a great opportunity for parents to have real input into the financial management of the Kindergarten, term planning and fundraising activities. Outside of meetings, you may be asked by the Director to provide your opinion or suggestions on various matters via email or in person – what a great opportunity to have input and get to know the inner workings of the Kindergarten environment!

Will I enjoy being on the Governing Council? Yes!

The Council is a great way to get to know other parents and the Director and Staff. The Council fosters a team environment where parents work together with staff to make Governing the Kindergarten a fun and enjoyable experience for all involved.

Governing Council positions

**Chairperson
Vice Chairperson
Secretary
Treasurer
Fundraising Rep
Occasional Care Rep
Market Rep
General Members**

For a list of current members, please see the list displayed on the family information board.

Health and Safety

Please do not send your child to Kindy if they are feeling unwell. The best place is for them at home where they can receive the care that they need. It is not reasonable to expose other children or staff unnecessarily to viral and bacterial infections. If your child is sick, please call the centre and inform them of the illness. If your child becomes ill at Kindy, we will call you or your emergency contact to collect them.

Infectious Diseases

The following information has been supplied by the National Health and Medical Research Council re exclusion from Kindergarten of a child suffering with the following diseases / ailments. For more info visit <http://www.sahealth.sa.gov.au> You've got what. Or call Health Direct 1800 022 222

Please notify us if your child contracts an infectious disease.

Disease	Incubation Period	Period of Exclusion from Centre
Chicken Pox	14-21 days	Exclude until all blisters have dried.
Conjunctivitis		Exclude until all discharge from eyes has ceased
Diarrhoea		Exclude for 24 hours after return of normal bowel motion.
Hand, Foot and Mouth Disease		Exclude until symptoms disappear and blisters have dried.
Head Lice		Excluded until effective treatment has been given and hair is free of nits and eggs.
HIB		Exclude until person has received appropriate antibiotic treatment for at least 4 days
High Temperature		The Kindy will not accept children with a high temperature – it is usually an indication that

		something is wrong. A child may convulse when the temperature is above 39°C.
Hepatitis A		Exclude until a medical certificate of recovery is received, but not before 7 days after onset of jaundice or illness
Herpes – Cold Sores		Young children unable to comply with good hygiene should be excluded while the lesion is weeping. Lesions to be covered by a dressing where possible.
Impetigo (Sores)		Excluded until sores are healed, unless they are in a position that can be kept covered or until Medical Certificate of recovery is produced.
Infectious Hepatitis	14-60 days	Excluded until Medical Certificate is produced.
Influenza and flu like illness		Exclude until well
Intreptococal		Excluded until appropriate treatment and Medical Certificate of recovery are given.
Measles	10-14 days	Excluded at least 7 days from appearance of rash.
Meningitis (bacterial)		Exclude until well and have received appropriate antibiotics
Meningococcal infection		Excluded until Medical Certificate of recovery is produced.
Mumps	14-21 days	Excluded at least 9 days from the appearance of rash.
Ringworm, pediculosis (lice), trachoma, scabies		Exclude until day after appropriate treatment has begun
Rubella German Measles		Excluded at least 7 days from the appearance of rash.
Salmonella		Exclude until no diarrhoea for 24 hours
Scabies		Excluded until Medical Certificate of recovery produced.
Thrush		Need not be excluded if spots are covered.
Tinea		Not excluded if lesions are on a part of the body that can be covered.
Vomiting		The Centre reserves the right to exclude a child that has vomited once. Children can return if vomit-free for 24 hours.
Whooping Cough		Excluded 4 weeks, or until Medical Certificate of recovery produced.

If any child in the centre contracts such a disease specific details are displayed on the parent communication bench, see staff for further information.

First Aid

All minor injuries will be treated by staff, recorded and reported to parents/caregivers. In the event of a more serious injury, staff will contact parents so they can consult with the child's doctor.

Child & Youth Health

As part of C&YH services to young children, the nurse is available to visit your child to provide health checks. This involves you and your child meeting the nurse here at Kindy. The C&YH attends Kindy once per term. This is undertaken in order of age. If your child is not able to be seen by the Nurse at Kindy, please contact the Child and Youth Health on 1300 733 606.

These checks are carried out to identify possible health conditions, which might otherwise go unrecognised. The free health check involves the nurse examining the child's eyesight, hearing, height and general development. Staff will communicate with you to schedule an appointment.

Medication and Special Requirements

If your child requires medication during a Kindy session, please see a staff member, as a form needs to be completed. We can only administer medication which has been ordered by a doctor, pharmacist or authorised prescriber. All medication needs to be in its original packaging with the prescription label attached. Please give all medication to a staff member so that it can be stored appropriately.

Educators are not trained to monitor the effects of medication so it is recommended that children do not attend within the first 24 hours of a new medication being administered.

If your child has special health requirements, we will work together with you (and your doctor, if necessary) to ensure that we provide the best care that we are able to. For example, if your child has a medical condition such as Asthma or Anaphylaxis please notify staff at enrolment so a health care plan can be set up. You will receive a copy of our Medical Conditions Procedure.

Emergency Procedures

Emergency Action practices

At least once a term we practice what to do if there was an emergency at Kindy.
Our emergency evacuation and invacuation plans are by both exit doors.

The table below shows what procedures we undertake in the case of an emergency at the Kindergarten.

Emergency Procedure

Inside Educator	Outside Educator
<ul style="list-style-type: none">Sound horn as necessaryProceed with children to safe areaCheck all roomsLock the doors and windowsCollect the red emergency trolley from the Director's officeCollect children's medication from behind the Director's office doorCollect the staff sign in sheetContact Emergency Services as requiredContact families as required	<ul style="list-style-type: none">Sound horn as necessaryCollect the roll and visitors bookProceed with children to the safe areaAlways call the roll once in the safe area

Policies and Procedures

Many of our policies are briefly outlined in this booklet. All policies and procedures are available in a folder on the communication bench. Please make yourself familiar with them and if you have any comments or concerns please speak with one of our educators.

These policies are reviewed regularly and are always presented to the Governing Council for input and endorsement.

Department for Education Policies

The Department for Education 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/procedures, please speak to the Director.

No Smoking Policy

The Department for Education has implemented a "Smoke Free Environment Policy". This policy prohibits smoking at all times in indoor and outdoor areas of Kindergartens, Schools and Child Care Centres.

Anyone smoking inside the boundary fence of our centre will be asked to politely put out his or her cigarette or go outside the fence to smoke.

This policy includes all activities such as working bees.

Confidentiality

All Department for education Preschools and Schools come under the South Australian Government Schools and Children's Services Information Privacy Statement. This information Privacy Statement outlines the commitment of the Department of Education and Child Development and its early childhood services and schools have to supporting the confidentiality of information provided in the Departmental Enrolment forms. In addition to enrolment information, staff are committed to keeping confidential, details of individual children's education and development.

Department for Education

Goyder and Light Partnership

Kapunda Kindergarten is part of the Goyder and Light Partnership of the Department for Education. The Goyder and Light Partnership includes other Preschools, Primary Schools and High Schools in our local area. Kapunda, Eudunda, Robertstown, Freeling Roseworthy and Wasely's. Our Partnership vision is;

To work collaboratively with stakeholders to create environments of learning, care and development with the expectation of high achievement, that supports each individual to flourish in life.

Our Education Director, Mrs Kathryn Bruggemann and Early Childhood Leader, Jasmin Lowcock/Megan Noack are located at the Gawler office, Phone 8522 0900. Regional office staff visit the centre throughout the year and are available for discussion/advice for staff, parents and the Governing Council. The Department for Education directs the centre financially and administratively.

Further information about Department for Education programs and services are available on the web at <https://www.education.sa.gov.au/>

National Quality Standard

In 2012, the National Quality Framework was introduced. The NQF sets out a National Quality Standard for all early childhood education and care services throughout Australia. Over time, all services will be assessed against the standard by an independent body. In South Australia, the Registrations and Standards Board do this.

7 Quality Areas are assessed. These are:

- Educational program & practice
- Children's health & safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and community
- Leadership and service management.

Each year all centres review their work towards the standard and write a Quality Improvement Plan that outlines their priorities for improvement that year. The work towards these priorities are reported each year in the centre's annual report. Kapunda Kindergarten was assessed in 2017 and received an 'Exceeding' rating. Further information is available from our educators.

Please remember this is your Kindergarten...

It is here for your child and your family. Kindergarten is often the child's first encounter of life outside of the home. Parents/caregivers are the child's first teachers; therefore, we encourage you to continue to share in this role with us. You are welcome to spend time in the Kindergarten whenever your child is attending. You are also welcome to contribute stories about your child's learning to their portfolio folders.

Once again, welcome to our Kindy.

Thank you for taking the time to read this information book. If you require any further information, please do not hesitate to speak to an educator.

Rebecca, Sarah and staff team

