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Home



We aim to provide an environment where staff, children, parents, families and the community are active participants in children's learning. We are responsive to the needs of all children and families and value collaboration with outside agencies to ensure every child achieves their potential.

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. 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.

Bushfire risk

You can find more information about an active bushfire from the CFS website (<http://www.cfs.sa.gov.au/>). See the bushfire page on the Department for Education

(<https://www.decd.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) website for general information.

Contact us

Preschool director: Mrs Anne Willis

Phone: (08) 8264 3603

Fax: (08) 8395 3607

Email: dl.4626.leaders@schools.sa.edu.au

Street address: 51 Bowen Road Tea Tree Gully SA 5091

Postal address: 51 Bowen Road Tea Tree Gully SA 5091

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.

As we are only a part-time kindy, all children are offered the following session times:

Terms 1 and 2

Monday	Tuesday	Wednesday	Thursday	Friday
–	8.45am to 2.45pm	–	8.45am to 2.45pm	–

Terms 3 and 4

Monday	Tuesday	Wednesday	Thursday	Friday
–	8.45am to 2.45pm	8.45am to 2.45pm	8.45am to 2.45pm	–

Fees

- Term 1 and 2 – \$100 per term
- Term 3 and 4 – \$150 per term.

See our enrolment and fees

(<https://www.preschools.sa.gov.au/kathleen-mellor-preschool-kgtn/getting-started/enrolment-and-fees>)
page for more information.

What to bring

Children need to bring these items each day:

- bag
- hat
- change of clothes
- drink bottle containing water
- healthy snack
- packed lunch
- warm clothes in winter
- shoes that cover their feet.

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

Put your child's lunchbox in the laundry baskets each morning for staff to store in a cool place. Please put an ice pack in the lunchbox in hot weather.

Kindy is often messy (but fun!) so dress children appropriately. We provide painting smocks.

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks, cordial)
- thongs or crocs
- toys from home.

Additional information

We encourage children to borrow library books and story kits. Use your child's calico library bag to take borrowed things home.

We welcome and encourage parent participation at our kindy. There are lots of ways to be involved and help us out. You can:

- collect boxes, egg cartons, wrapping paper, ribbons for the children's creative collage work
- save softwood offcuts for our woodwork bench
- take a turn on our laundry roster
- volunteer for lawnmowing or gardening
- come to regular working bees
- support our fundraising efforts
- stay during sessions to help out with reading stories, assisting children, cleaning up at end of sessions, washing tables, sweeping the floor
- take home some tasks, like cutting things up
- cover library books
- put learning stories into children's profile folders.

Child and youth health screenings are offered at various times of the year. Please keep an eye on our newsletters (<https://www.preschools.sa.gov.au/kathleen-mellor-preschool-kgtn/our-centre/show-and-tell>) for dates.

Pre-entry

Pre-entry is a valuable introduction to kindy. This may be offered in the term just before a child's entry into kindergarten, where vacancies allow.

Times

Term 3 and 4.

One morning a fortnight, in weeks 1,3,5,7 and 9.

Children will be offered a Tuesday, Wednesday or Thursday morning from 9.00am to 11.30am.

Cost

This program costs \$10 per session.

What to bring

- Hat
- Water bottle
- Healthy snack.

Playgroup

Playgroup is for all ages and is run by our playgroup coordinator.

Times

Mondays from 9.00 to 10.30am.

Cost

Our playgroup coordinator will tell you about the fees on your first visit.

What to bring

- Hat
- Water bottle
- Healthy snack.

Additional information

Please ring before attending playgroup for the first time.

Playgroup has a Facebook group (<https://www.facebook.com/groups/759904447527611/>) with information and updates. Cancellations will be posted there.

Out of school hours care

Out of school hours care is available at Tea Tree Gully Primary School.

Please contact the school for more information.

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 (<https://www.preschools.sa.gov.au/kathleen-mellor-preschool-kgtn#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

Fill in our preliminary enrolment enquiry form (Word 215KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/kathleen_mellor_preliminary_enrolment_enquiries.doc) and send it back to the kindergarten.

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.decd.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.

Before your child starts

Before they start preschool your child can come to pre-entry transition visits. These will be in terms 3 and 4 and will be a chance for your child to meet the staff and other children. We will contact you about session availability in term 2.

Fees

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

The parent contribution is \$100 per term for terms 1 and 2, and \$150 for terms 3 and 4.

We offer other programs that may have additional costs (<https://www.preschools.sa.gov.au/kathleen-mellor-preschool-kgtn/getting-started/what-we-offer#kathleenmellorprograms>).

Concessions

Arrangements can be made with the director to pay weekly or fortnightly if that is more convenient.

When to pay

We will invoice you in week 1 each term via the parent pockets.

Payments are due in week 3 each term

(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

We might be able to reduce fees depending on your circumstances. Please talk to our director to work something out.

Cash or cheque

If you are paying by cash or cheque, please put the payment in a sealed envelope with your child's name on the front. Put the envelope in the payment box outside the office.

EFT information

You can pay by direct deposit.

Account Name: Kathleen Mellor Pre-School Kindergarten Association Inc.

BSB: 065149

Account number: 00901707

Please put your child's name in the notes as the reference and return the slip from your invoice to the payment box.

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>).

Reports and plans

National Quality Standard rating

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



Overall Rating: Meeting NQS

Quality Area Ratings

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

Rating for: Kathleen Mellor Preschool Kindergarten

Rating issued: January 2015

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Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 650KB)

(https://www.preschools.sa.gov.au/sites/default/files/kathleen_mellor_qip.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 217KB)

(https://www.preschools.sa.gov.au/sites/default/files/kathleen_mellor_site_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/4626_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.



'Zoom' Excursion –Thursday 8th August 2019.

In week 3 we will be taking the children to see a Patch Theatre production called 'Zoom' at the Space Theatre.

"Live theatre encompasses the philosophy of the Early Years Framework particularly well. The theatre often opens us to wonders, as it explores society, different cultures, the world around us and our place within it. By attending the theatre, each person brings their own individuality and experiences and connects this in their own way in a creative, interactive setting.

Combining old school whimsy with state of the art technology, *Zoom* is an enchanting story of a child alone in her bedroom, unable to sleep and curious to understand.

She begins a transformational journey with light and discovers that the dark is a magical place".

The itinerary is as follows:

8.45am: Arrive at Kathleen Mellor Kindergarten

9.30am: Bus arrives to take us to the city

10.30am: Performance

11.30am: Travel back to kindy on the bus

12.30: Back at kindy

Lunch and usual kindy afternoon

2.45pm: Normal Pick up Time

I consent to _____ participating in the

Excursion to the Space Theatre for the Patch Theatre production of 'Zoom' on Thursday the 8th of August.

I have enclosed/ made an EFT payment of \$25.00 for my child (this includes the ticket price and bus fare).

Parent signature _____



ADMINISTRATION OF MEDICATION AT KATHLEEN MELLOR KINDERGARTEN.

Medication required on an occasional basis:

- Medication (including the use of creams and ointments) will only be given when alternative times cannot be arranged.
- When medication needs to be given, parents will
 1. Complete the Administration/ Medication form stating the date, name of the medication, the dosage and the time to be given.
 2. Each entry must be signed by the parent.
 3. Medication needs to be taken out of children's bags and given directly to staff to be stored in the kitchen.
- When administering medication, staff will record the time given and the dosage and will sign the form. This will be checked by another staff member before the child takes the medication and this staff member will countersign the form.
- Medication must be provided in the original container in which it has been dispensed which indicates: the child's name, the dosage, prescribing doctor's name, the date. A chemist label will contain these details.
- It is considered, if children are requiring Panadol, Demazin etc whilst at Kindy, that they are not well enough to be at Kindy.

CHILDREN WITH ASTHMA

- All children with asthma will have an asthma/ allergy plan, completed by the child's doctor, on file at Kindy.
- Asthma and allergy medication can be kept at Kindy and given if staff become aware of signs and symptoms noted in the plan.
- Kathleen Mellor Kindergarten is an "Asthma Friendly Site", as determined by the Asthma Foundation.

CHILDREN WITH OTHER ALLERGIES

- All children who require medication for their allergies will be required to have DECD Support/Care Plan that has been signed by a doctor. A copy of this plan, along with medication must be kept at Kindy. These plans are available from the Kindy and need to be completed and returned BEFORE a child commences attendance at Kindy.
- When medication needs to be given at set times, parents will complete the Administration/ Medication form stating the date, name of the medication, the dosage and the time to be given. Each entry must be signed by the parent.



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- Medication needs to be taken out of children's bags and given directly to staff to be stored in the kitchen.
- For children to attend kindy at any time they must have their medication/forms.
- When administering medication, staff will record the time given and the dosage and will sign the form. This will be checked by another staff member before the child takes the medication and this staff member will countersign the form.
- Medication must be provided in the original container in which it has been dispensed which indicates: the child's name, the dosage, prescribing doctor's name, the date. A chemist label will contain these details.
- The kindergarten has a current "Nut Aware Policy". In addition to this policy please refer to the Allergy (and Anaphylaxis) aware checklist that is attached.

Reviewed date:



CHANGING OF CHILDREN'S CLOTHING

All employees of this organisation are responsible for promoting the safety and well-being of children and young people by:

- Adhering to this organisation's child safe policy at all times and taking all reasonable steps to ensure the safety and protection of children and young people.
- Not doing things of a personal nature that a child or young person can do for themselves, such as toileting or changing clothes.
- Ensuring another adult is aware that a child is being helped to change their clothes.
- Encouraging children and young people to 'have a say' on issues that are important to them.
- Providing feedback to both children and parents or guardians.

PROCEDURES

- If an "accident" happens and a child's clothes require changing, it is important to respect the child's privacy.
- The Staff Member will assist the child to collect a change of clothes from the child's bag or the cupboard in the bathroom and allow the child the opportunity to change themselves.
- If necessary the Staff Member will help in this process, then double bag the soiled/dirty/wet clothes in two plastic bags and store in the locker next to the child's kindergarten bag-ensuring hygiene practises are adhered to.
- A notice advising the parent that the child has had a change of clothes is attached to the plastic bag (notices in folder next to rollbook).
- Reassurance and comfort will be given to the child.
- The parent/care giver will be informed of the incident and will be asked to return any kindergarten clothes after washing.



FEE POLICY

Fees are requested for all children attending Kathleen Mellor Kindergarten to assist with materials and services expenses. Our Kindergarten is administered by the South Australian Government Department for Education. A yearly budget is provided and staff salaries are paid by the Department.

However, approximately 70% of all expenses are carried by fees and fundraising. Therefore, we rely heavily on parental financial support to pay for cleaning, maintenance, security, consumables (such as paint, paper etc.), as well as provide new equipment and improvements.

- Education fees are GST free.
- Fees are determined by the Governing Council and are comparable to other local preschools.
- It is expected that fees will be paid in the first three weeks of term or in a manner which can be negotiated with our Director.
- Fee notices will be available in notice pockets on Day 1 of each term.
- Follow up late fee notices will be issued when necessary.
- Families are invited to discuss any financial difficulty with the Director, with reductions being at the discretion of the Director (recognising that s/he may be privy to confidential information).
- Fees per child per term are to be as follows:
 - Pre-Entry (non Govt subsidized) \$10.00 per session
 - Sessional: (Govt subsidized) \$100 Term 1 and 2/ \$150 Terms 3 and 4
 - *Lunchtime Care: 2 x sessions /week in Terms 1 and 2*
 - *3 sessions per week in Terms 3 and 4 included in sessional fee*
 - *Emergency Care Session: \$3 per quarter hour (or waived) at discretion of Director.*
- Twins or children attending less than 4 sessions still need to pay full fee.
- Receipts will be issued for all fee payments.

This policy has been developed by the Governing Council. This policy will be reviewed and evaluated regularly by both Staff and Governing Council and modified as required to ensure continued relevance for the Centre.

This policy was endorsed by the Governing Council on

Chairperson

Director



Kathleen Mellor Nut Awareness Policy

Policy Statement

The aim of the Policy is to promote awareness amongst children and parents/caregivers about allergic reactions suffered by certain children after coming into contact with nut products. The policy also aims to alert parents to the potential severity of ANAPHYLACTIC reactions and provide information on how parents can help prevent such reactions by being aware of which products to avoid sending to kindy.

Information on Allergies

Many children have allergies. If exposed, allergic reactions include hives, swollen eyes, wheezing and asthma symptoms. A few reactions however, are life threatening. Some children are severely allergic to PEANUT BUTTER, even a tiny amount could be fatal within minutes. Children who have severe allergies to such food substances are exposed to a health risk not only when peanut products are consumed in their environment or shared with them, but from residue left on toys, play surfaces and other equipment (cross-contamination). These children are termed ANAPHYLACTIC ie suffer from ANAPHYLAXIS

What is ANAPHYLAXIS?

(A big word for a big reaction)

ANAPHYLAXIS (pronounced ana-fil-ax-is) is the most severe form of an allergic reaction that can result in death. An anaphylactic reaction (or full body shock) can occur within seconds of exposure to an allergen or it may occur as a delayed reaction several hours after exposure. Anaphylaxis is a critical medical emergency that requires immediate treatment with adrenaline by injection to prevent permanent injury or loss of life. (Adrenaline opens up the airways and blood vessels in the body).

Safety first at Kindergarten

One way to ensure the safety of these children whilst attending kindy is to become peanut and nut allergen aware and to develop an environment that will minimize the risk of exposure to nut allergens. In the event that accidental exposure may occur, the Kindy has an emergency response First Aid procedure in place.

Avoidance of peanut/nut products is the cornerstone of management in preventing an anaphylactic reaction in a child suffering from a nut allergy.

Your Assistance is Vital

Due to these health risks, we ask for your understanding and cooperation by not sending any snacks with your child containing NUT PRODUCTS. It is just a matter of double-checking food labels before putting snacks in your child's lunchbox.



It is recommended that ALL NUTS should be avoided since most nuts are processed with peanuts and therefore cross contamination may occur. It is also possible to have an allergy to more than one kind of nut.

See end of this policy for a list of potential trigger foods. Coconut is not included; however many children may also be allergic to sesame seeds so please avoid these.

Parents responsibilities

- The kindy must be informed of all allergies, if any, upon enrolment of a child.
- Parents of children with allergies must fill out a **CARE PLAN and EMERGENCY PROCEDURE PLAN**. Information on whether or not a child wears Medic Alert identification also needs to be provided
- Parents/caregivers of an anaphylactic child must make sure the appropriate medication is made available to the kindy to use in the event of an emergency. All medication eg. Phenergan, Epipens used for the treatment of anaphylaxis must have clear instructions on a pharmacy label and stored in a secure location. All staff must know of its location in the event of an emergency.
- Parents /caregivers must make arrangements with staff for medication to be taken on any excursions out of the centre.
- Any suspicions of allergies the parents/caregivers have noted must be further investigated by a qualified practitioner.
- The Kindy must be notified of any changes to a child's condition that may affect their existing care at the Centre.
- The anaphylactic child should be encouraged by his/her family (and Kindy staff) not to accept food from anyone other than their own family.
- All families will be asked not to send snacks containing nuts of any kind to kindy.
- Parents are asked to ensure collage materials (eg. boxes/plastic containers) are free from possible contamination Eg. by washing thoroughly or shaking out crumbs/dust etc.
- Parents will be requested not to send cakes or chocolates for birthdays. If a child wishes to share something, non-food items such as balloons or stickers are suitable.

Staff responsibilities

- All children will be encouraged not to share food with each other and to sit down with their group when eating.
- The lunch/snack of the child suffering from a nut allergy is to be held in the staff area to ensure that a staff member is made aware when that child is going to eat.
- Kindy staff will supervise children (and including the child with anaphylaxis) whilst eating their snack.



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- Children's lunches and snacks are to be monitored regularly by a staff member in order to assess potential risks and to educate the children on the necessity of eating 'nut free' food at kindy.
- In the event that a child brings a snack containing nuts, the item is wrapped in a note which lists the foods not allowed at kindergarten and the item is placed in the parent's pocket.
- Kindy staff will ensure any activities provided for the Centre will be nut free (eg. cooking or seed play).
- Any food not eaten is to be placed back in lunchboxes and bags
- Empty wrappers to be placed in bins provided
- Kindy staff will ensure that any soaps and sunscreens used at the Centre are free from "nut oil" (eg. do not contain peanut or nut oil)
- The kindy will display posters highlighting the most common products to avoid for children's snacks at kindy.
- From time to time Kindergarten staff will remind parents/caregivers and children About the policy (eg in newsletters).
- **Parents will be requested not to send cakes or chocolates for birthdays. If a child wishes to share something, non-food items such as balloons or stickers will be acceptable.**
- All kindy staff will undergo St Johns (or equivalent) training in the use of Epipens.
- Children with anaphylaxis need to be identified to any relief and volunteer workers who may help the centre from time to time and instructed what actions are to be taken in the event of an anaphylactic emergency.

The playgroup will also adhere to this policy. This will reduce the risk of contamination of any play equipment used. All playgroup members will be given a copy of this policy and any other relevant information on enrolment.



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What Nuts Need to be Avoided?

The following is a list of foods commonly used in children's snacks/lunches which are at risk of containing nuts

Peanut butter/ peanut paste	Walnuts
Cakes, muffins, biscuits, pastries	Brazil nuts
Dunkaroos and similar products	Mixed nuts
Health foods and muesli bars	Macadamias
Satay flavoured rice crackers	Pistachio nuts
Chocolate/Nougat Sweets	Chestnuts
Nutella/ Nudge spread	Hazelnuts
Cashew nuts	Candle nuts
Pine nuts	Dips
Almonds	Sesame seed
Pecans	Breakfast cereals
Peanuts	

This policy will be reviewed and evaluated regularly by both staff and Governing Council and modified as required to ensure continued relevance to the centre.



PARENT COMPLAINT POLICY

Parent guide to raising a concern or complaint

We all expect quality and expert care and teaching for your child in order that they achieve their potential. Working together will give us the best chance of solving a problem that may arise during your child's years in preschool and school.

We also recognise that at times things may go wrong. If you have a concern or a complaint, we want you to let us know. It's important to learn from mistakes or misunderstandings so that we can improve your child's experience and learning and improve processes where possible.

The first step in working through a complaint is to talk to the teacher or the Director. If you still are not happy, ask for a copy of the kindergarten's *Parent Guide to Raising a Concern or Complaint* brochure. Steps guiding how complaints should be made are explained in the brochure.

Use this guide to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

About complaints or concerns

A complaint may be made by a parent if they think that the kindergarten has, for example:

- done something wrong
- failed to do something it should have done
- acted unfairly or impolitely

Your concern or complaint may be about:

- the type, level or quality of services
- the behaviour and decisions of staff
- a policy, procedure or practice.

Sometimes a complaint is about something we have to do because of State or federal law. In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

If you would like more information, call the Director, Anne Willis on 82643603 on Mondays, Tuesdays or Thursdays. Alternatively, you can visit the department's website at: www.sa.gov.au
Phone: 1800 677 435

Email: education.educationcomplaint@sa.gov.au



KATHLEEN MELLOR SUN PROTECTION POLICY

Policy Statement

Research continues to highlight skin protection, especially in the first 18 years of life, as a major strategy in the fight against skin cancer. Outdoor Activities are part of a child's day at kindergarten, so skin protection measures must become a part of their daily routine. This policy will work best when implemented by staff and parents together, so we request your cooperation.

National Quality Standards 2.3.2 states that every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury. As exposure to harmful UV rays is considered a hazard, it is our duty to protect children from these harmful rays.

Our Policy States :

- Children will be encouraged to avoid direct exposure in the sun between 10.00am and 2.00 pm (11.00am - 3.00pm in daylight saving times) when ultra violet light levels are highest.
- Children will wear hats at all times when the UV levels are 3 and above when playing in the outdoor area.
- Children who do not have hats will play in well shaded areas (e.g. verandah).
- Children are required to wear appropriate sun protective clothing. If they are not wearing appropriate clothing for sun protection, they will need to remain in well shaded areas.
- Apply a broad-spectrum sunscreen of SPF 30 to children 20 minutes prior to going outside and re-apply every 2 hours.
- Outdoor activities will be placed in shady areas.
- On very hot days, or when UV ratings are high, only indoor and verandah activities will be provided, and children will not be permitted outside.
- Excursions/outdoor functions will be planned with shade provisions in mind.
- Shade provisions will be given priority in any forward planning for outdoor areas.
- Staff will incorporate sun and skin awareness activities into teaching activities.
- Staff will be positive role models by wearing hats and appropriate clothing for all outdoor activities, by directing children to shady areas and by ensuring children wear their hats.



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Parents are requested to comply with this policy by:

- Providing a hat for every day. The hat should shade the head, neck and face (e.g. broad brimmed and legionnaire). Hats should be named and left in children's bags.
- Encouraging children to wear clothing which protects as much of the skin as possible (e.g. no tank tops, shoe string strap dresses /tops).
- Applying a broad-spectrum sunscreen of SPF 30 or more before their child comes to kindy.
- Providing positive role models by practising the above measures themselves.

A copy of this policy will be on display in the centre at all times.

The policy will apply to all users of the centre, including playgroups and volunteers etc.

This policy will be reviewed and evaluated regularly by both staff and Governing Council and modified as required to ensure continued relevance to the centre.



KATHLEEN MELLOR COMMUNICATION AND SHARING

Assessment and Reporting Policy Statement

Early childhood educators in preschool work together with the families and children to support learning and development in the best possible way. This page provides you with some information about how we use assessment and reporting to do this.

"When children view themselves, their family members and educators as partners, there is a positive effect on their learning and motivation"(Arthur et al 1996)

What is assessment?

Assessment involves

- Collecting information over time to find out what your child can do, what they know and what they understand
- Using this information to make decisions about ways to build on your child's learning and development so he or she can achieve his/her personal best
- Keeping track of your child's progress and achievements

Families, children and early childhood educators all have a very important role in assessment.

We collect information for assessment by:

- Talking with you and your child about their interests, skills and abilities
- Encouraging children to be involved in assessing their own learning
- Observing, listening and interacting with your child daily as she or he plays or is involved in group activities
- Collecting samples of children's work eg drawing, language, pastings etc.
- Talking, with your permission, to other professionals working with your child eg speech pathologists, psychologists, social workers etc.

Families are an important part of the assessment process

You have very special knowledge of your child and family. When you talk with us you might want to discuss things like:

- What your child is good at and interested in
- What your child is learning at preschool and what might help them to learn better
- Any concerns you have
- Your child's progress and ways you could help your child
- What happens at preschool



What is reporting?

Reporting happens throughout your child's preschool year when we share information about your children's learning and development with

- You and your child
- The school of your choice (with your permission)
- Other professionals such as psychologists, speech pathologists and social workers who may be working with your child (with your permission)

Formative reporting

Formative assessments and reports provide ongoing information about what children know, understand and can do and are used to plan for each child's ongoing learning and development. At this centre formative reporting happens in a variety of ways including:

Ongoing formal and informal discussions

- Parent interviews by invitation or on request

Collections of your child's work

- Have a look around the walls for displays of children's work
- Photographs of children at play
- Portfolios, containing work children have done, photos, learning stories etc.

Written information

- Newsletters
- Weekly program
- Day book

Reporting – Statement of Learning

When you enrol your child in a preschool program you will be asked to sign the following "I give permission for information to be transferred to the school of my choice and for this data to be used for statistical, planning and similar purposes"

As your child moves from preschool to school you will be provided with a written Statement of Learning which you will be asked to sign. A copy of this report will then be given to the school. This report is developed to help families, children and early childhood educators in the preschool and school setting to work together to support children's learning and development in the best possible way. It will form part of the school entry assessment process.

The Statement of Learning for Kathleen Mellor includes:

- Areas of strength, interest, confidence
- Future learning goals
- Brief summary of development of time, friendships, learning styles etc.

We use the **Australian Early Years Learning Framework (EYLF)** as the basis for these reports.



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Choosing a school

Choosing and enrolling your child in a school is your responsibility. You may like to visit local schools before making your choice, or talk with parents whose children attend that school etc, to help with this. All our local schools have a transition (or visiting) program for children in the term prior to their beginning school term. Each school will contact you directly regarding dates/times for these. Parents are responsible for accompanying your child on these visits. If your child has special needs, kindy staff may be able to help you choose a school and negotiate a suitable transition plan.



Kathleen Mellor Healthy Eating Policy

Policy Statement

Healthy eating helps young children to grow strong bodies, develop normally and reach their potential for learning. Children mainly learn eating habits from their parents and other people in whose care they are. These habits learnt during childhood tend to continue into adulthood. As young children cannot select and prepare food for themselves, the adults in the child's life become responsible for making healthy food choices for them.

Based on the DECD HEALTHY EATING GUIDELINES and AUSTRALIAN DIETARY GUIDELINES for children and adolescents, it is emphasised that there is a need to

- Enjoy a wide variety of nutritious foods.
- Eat plenty of breads and cereals, vegetables and fruits.
- Include dairy products such as milk, cheese and yogurt
- Eat foods that are low in saturated fat
- Balance food intake with physical activity
- Eat only a moderate amount of sugars and foods containing added sugars.
- Choose low salt foods and use salt sparingly.

Nutrition Policy Aims

The purpose of this policy is to:

- Encourage and support children to develop healthy eating habits.
- Promote children's understanding of how food affects health and the relationship between healthy eating and good health.
- Ensure that food provided at the kindergarten and foods brought from home will reflect the Australian Dietary Guidelines for children and adolescents.
- Support children who have health and cultural needs relating to special diet requirements.
- Raise awareness of good nutrition principles amongst our community.

Snack Guidelines

- Children should bring either a piece of fruit, salad, vegetables, boiled eggs and/or a sandwich to eat at snack time. Sandwiches can contain any fillings (protein is recommended i.e. cheese/meat) except for peanut paste or nutella.
- Foods linked with a high risk of choking will be minimised. Hard fruits, lollies etc. should be avoided.



- Foods that are high in fat and sugar (e.g. muesli bars/ "roll ups"/ potato crisps) will be discouraged, with parents given alternative suggestions

Lunch Guidelines

- Children should bring a lunch containing some or all of the following: sandwich, fruit (fresh or dried), salad vegetables, cheese, or savoury biscuits (plain i.e. rice crackers). Sandwiches can contain any fillings except for peanut paste or Nutella.
- (Protein is recommended i.e. cheese/meat) except for those containing nut products.
- Children will be encouraged to drink water with their lunch, so a separate drink is unnecessary.
- Children who attend the lunch time program should have a separate container for their lunch and this is to be placed in the lunch basket each morning.

Drinking Guidelines

- Fresh drinking water is to be available to the children at all times.
- Children are encouraged to bring their own water bottle.

Special Occasion / Birthday guidelines

It is acknowledged that on some occasions there is a desire to have foods which are outside the general policy of the centre, special event, fundraising etc.

These occasions will be discussed and decided upon at Governing Council meetings.

We acknowledge children's birthdays with a "pretend" cake and song, so it is not necessary to send anything along to share.

Staff responsibilities

- Staff will encourage children to try new foods.
- Staff members will supervise children when eating.
- Learning about food and nutrition will be included into the curriculum, e.g.: growing vegetables, hands on cooking and tasting experiences; food awareness activities.
- Principles of good hygiene practice will be incorporated into daily routines to support this policy, e.g. hand washing.
- Food will not be used as a form of punishment or reward either by its provision or denial.
- Staff will respect the food preferences of children.
- Staff will provide parents with nutrition information via pamphlets, newsletters and the noticeboard, about the importance of good nutrition, healthy food choices and balanced, varied meals.
- Nutrition education events for parents will be provided by the centre from time to time
- Staff will act as role models in relation to their own food choices at the centre.



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Parents' responsibilities

- Parents will be made aware of this policy upon enrolment of their child at the centre
- Parents will be encouraged to support this nutrition policy and where difficulties arise in the provision of suitable foods, parents will be consulted.
- Children who require specific foods because of dietary health needs or because of cultural/religious beliefs, then provision for this can be discussed with the Director.

Governing Council responsibilities

- Support staff in the implementation of the NUTRITION POLICY and in the provision of nutrition education events.
- Encourage families to engage in good eating habits and to raise awareness of the link between GOOD NUTRITION and GOOD HEALTH.
- This policy has been developed by the Governing Council in consultation with staff members of the centre.
- This policy will be reviewed and evaluated regularly by both staff and Governing Council and modified as required to ensure continued relevance for the centre.



KATHLEEN MELLOR POSITIVE BEHAVIOUR POLICY

Policy Statement

We believe that everyone has the right to feel safe all the time. Children learn best when they experience success and have positive self-esteem. We accept that children feel angry, frustrated and upset at times, and need help to express these feelings appropriately. Staff and parents need to share this responsibility by being consistent at all times, creating a safe secure environment for children and modelling appropriate behaviours.

Acceptable Behaviour

Respecting and caring for others
Sharing and taking turns
Being cooperative
Participating in activities
Being friendly
Listening
Helping
Using appropriate social language and actions (e.g., "please stop, I don't like that")
Valuing other people's property (including something they make or build)
Walking inside the building

Unacceptable Behaviour

Hitting / Pushing
Kicking (including karate kicking)
Spitting / Biting
Hair pulling
Pinching
Swearing
Bullying / name calling
Speaking unkindly or rudely
Fighting with sticks
Climbing fences
Running inside the building
Destruction of property (including plants and trees)
Violence based play with war toys / guns etc. (Please discourage your child from bringing these to school)

To promote acceptable behaviour:

- We set clear and consistent rules / limits, which are simple and suitable for the age group.
- We give children the positive behaviour we expect first e.g. please walk inside, don't run.
- We help children learn to recognise and express their feelings (especially negative) in an appropriate way.
- We help children understand the consequences of their behaviour, we may get them to help if they have hurt someone. (e.g. get a tissue / give a hug)
- We help children solve their own problems in non-threatening ways, we encourage and support children to offer solutions / resolve conflict in a positive way.



- We re-direct or change the play environment to make play safer and give the children simple reasons for this.
- We let children know as often as possible that they have behaved in an acceptable way, we use smiles, hugs, verbal praise or special stamps / stickers and activity rewards as soon as possible after the behaviour.
- Children copy adults, so we model the behaviour we want.
- We use books / songs / games / puppets and even T.V characters that promote acceptable behaviour.
- We will offer support (including referral to Special Services) / resources and quality information to parents and children who may need additional help with behaviour management

As a result of this policy

Staff will

Model appropriate behaviour
Provide opportunities for children to take risks and experience success
Be positive
Value children as individuals
Provide opportunities for problem solving
Provide lots of opportunities for talking and asking questions
Listen and respect children's thoughts and ideas
Help children recognise their feelings
Help children handle their feelings
Make learning relevant and manageable for children
Be fair and patient
Be consistent and follow through when managing behaviours

Children will

Be safe
Be happy
Become assertive
Be confident
Be relaxed
Share
Show initiative
Take risks (not only physical, but emotional etc)
Solve Problems
Be able to communicate effectively
Be able to express feelings, wants and needs
Be able to work together in a cooperative manner
Respect others
Take responsibility for their own actions

Please feel free to discuss any concerns/queries etc with staff.... We are here to help .



KATHLEEN MELLOR INCLEMENT WEATHER POLICY

Policy Statement

Inclement weather is the existence of abnormal climatic conditions including but not limited to the following or any combination thereof:

- Extreme high temperatures
- Exposure to UV
- Rain
- Hail
- High winds
- Severe dust or electrical storm
- High humidity

The site manager must ensure, where hazards have been identified, a risk assessment is completed to determine the level of risk to staff, children and parents while performing work, activities and services in inclement weather.

The kindergarten has many large trees, which occasionally lose branches in high wind.

Falling objects and tree branches are highly hazardous and Staff will make a decision based on experience when the wind is considered to be too high for outside play.

Our Policy States:

Where practicable, work tasks or activities should be:

- Performed in areas that are away from trees at times when there are high winds during the day.
- Relocated to indoors
- Children who are dressed appropriately are permitted to play in light rain providing there is a staff member willing to go out with the children to ensure their safety
- When playing in the rain children will be reminded of the rules for playing on wet surfaces, eg. no running etc.

All parents will be given a copy of this policy upon enrolment and are requested to:

Ensure children have appropriate clothing for the weather, including hats, warm jumpers, rain coats and rain boots.

A copy of this policy will be on display in the centre at all times.

The policy will apply to all users of the centre, including playgroups and Volunteers etc.

This policy will be reviewed and evaluated regularly by both staff and Governing Council and modified as required to ensure continued relevance to the centre.