

KLEMZIG KINDERGARTEN FAMILY HANDBOOK for 2023



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Nurture



Growth



Excellence



We are a Department for Education preschool service.

Our kindergarten service is for children in Term 1 that turn 4 before 1 May and then term 3 intake for children who turn 4 from 1 May to 31 October. Children turning 4 after 31 October start kindergarten at the beginning of the following year.

Children are entitled to access 4 terms of preschool in the year before they start school.

Welcome to the Klemzig Kindergarten Family!

The Staff and Governing Council welcome you to Klemzig Kindergarten. We look forward to sharing your child's learning journey with you and we aim that our time spent together will be a happy and fulfilling experience for both you and your child.

The staff team at Klemzig Kindergarten are always available to answer any questions or respond to any concerns you may have during the initial orientation process and beyond. Please do not hesitate to approach any team member at any time. Please take the time to read through this handbook, as it will help you to gain an insight into our philosophy, goals, curriculum and routines. It will also outline the policies and procedures to ensure you have a smooth transition into the Klemzig Kindergarten Community.

Our Philosophy Statement

Klemzig Kindergarten and Occasional Care is a place of learning for all. We come together to connect, learn and grow every day on the traditional lands of the Kurna people and we pay our respect and give gratitude to Elders past, present and future. We know that learning growth is built upon strong and positive relationships. We believe that children, families and educators are co-constructors of knowledge and we aim to do this together with wonder and excitement. All relationships with children and families at Klemzig Kindergarten and Occasional Care are built on a foundation of respect for and celebration of rights, identity, culture, uniqueness and differences. Reconciliation and respect for diversity is a proud part of the everyday life in our centre as we support children to learn about themselves and others with openness and kindness. We listen to and value the contributions made by children, families and the community and aim to build upon it in our program. This begins with celebrating the strengths of and connections between our children, families, educators, community members and our wider world. Learning at Klemzig Kindergarten and Occasional Care is playful and joyful as children explore, discover, create and investigate together in an active and hands-on way. This learning is supported through a relationship of care with each other as a community and our wonderful space. Our learning environment and educational program is intentional, thoughtful and invites imagination, collaboration, inquiry, possibility, challenge and sustained shared thinking. Each child is valued as a strong, competent and courageous researcher of the world and their place in it. We notice, listen and respond to each child's pursuits, thinking, theories and questions as we support their learning growth. This journey is made visible through the documentation we create that seeks to highlight and understand children's strengths and learning processes. Connection and participation are valued as key to a happy and healthy sense of well-being for all members of our community and we do this through shared events, experiences and building upon positive relationships. Our work every day is underpinned by the principles, practices and learning outcomes of the Belonging, Being & Becoming Early Years Learning Framework and the National Quality Framework. We are also guided by the UN Convention on the Rights of the Child and Marte Meo practices in our everyday work.

Our Services

Kindergarten

Eligible children are offered 15 hours per week for four terms prior to starting school.

Occasional Care

Our occasional care is for children from 2 years of age, who are not in any other early childhood education and care programs, such as preschool, childcare or family day care. It promotes young children's development by giving them access to high quality early childhood education and is a great transition to Kindergarten. We offer it Thursday and Friday - Morning Session: 8:45 – 11:30 -Afternoon Session: 12:30–3:15.

Current Staffing

Ali Hennessy	(Director – Mon-Fri) – Teacher Monday & Tuesday
Angela Underdown	(Teacher – Mon-Thurs)
Amy McIntyre	(Teacher – Wed-Fri)
Zoe Howse	(Teacher – Fri)
Cathy Brooks	(Early Childhood Educator - Mon - Wed)
Nicole Matthews	(Early Childhood Educator - Mon – Tues)
Laverne Budzynski	(Early Childhood Educator – Wed- Fri)
Kinnari Bhavsar	(Early Childhood Educator – Wed-Fri)
Heidi Bowman	(Early Childhood Educator & Support - Mon and Tues)
Tracy Prentice	(Occasional Care Coordinator – Wed-Fri)
Julie Camilleri	(Early Childhood Educator & Support – Thursday - Friday)
Qing Yu Ou	(Bilingual Support/Support)
Mandeep Kaur	(Bilingual Support/Support)

Role of Staff

Director: Responsible for curriculum leadership and preschool management.

Teachers: Responsible for curriculum implementation, planning, implementing, assessing and documenting learning experiences.

Early Childhood Educators: Responsible for assisting in planning, implementing, and assessing learning experiences and supporting the documentation of learning. They assist in the operation of the preschool.

Occasional Care Coordinator: Responsible for contributing to planning for occasional care children, implementing, assessing learning experiences, documenting learning and administration.

Bilingual Support Educators: Support children's learning of English as a second language in their vocabulary and language development.

Support Educators: Support children's learning by implementing programs that target agreed and planned learning needs.

Kindergarten Session Times

Currently children are allocated into one of the following two groups. Each child is entitled to 15 hours of Kindergarten each week under the Universal Access Funding (when funding is allocated by the Govt.) if they *turn 4 before 1 May*.

Group A: Monday and Tuesday – 8:15am till 3:45pm

Group B Thursday and Friday – 8:15am till 3:45pm.

Department for Education Term Dates

	Term 1	Term 2	Term 3	Term 4
2020	28 January to 9 April	27 April to 3 July	20 July to 25 September	12 October to 11 December
2021*	27 January to 9 April	27 April to 2 July	19 July to 24 September	11 October to 10 December
2022	31 January to 14 April	2 May to 8 July	25 July to 30 September	17 October to 16 December
2023	30 January to 14 April	1 May to 7 July	24 July to 29 September	16 October to 15 December
2024	29 January to 12 April	29 April to 5 July	22 July to 27 September	14 October to 13 December
2025	28 January to 11 April	28 April to 4 July	21 July to 26 September	13 October to 12 December

Fees

Government Kindergartens in South Australia are administered by the Department for Education. Our Kindergarten receives some money from the Department to pay salaries and to assist with some day to day running costs. We still rely heavily on fees and fundraising to cover the costs of consumables, new equipment, and to maintain a high quality learning environment for the children.

Fees are set by the Governing Council and are invoiced at the beginning of each term via email.

Term fees are:

Kindergarten: \$200 per term

Occasional Care: \$5 full fee, \$1.50 concession and 50% off for consecutive siblings (correct cash appreciated on the day).

Fees can be paid by cash or via online banking. (BSB: 105118 Account No.: 429043240)

****Please note that children need to bring their own packed lunch and fruit time food.****

Outside services

Klemzig Kindergarten has access to connecting to the following services: Speech Pathologist; Psychologist; Behaviour Coach; and Special Education Staff through the Department for Education. To access these services an application process is required. Please see the director for more details. A Child and Family health nurse may visit throughout the year. You will be notified of this date each term and can make an appointment to do the 4 year old health check if they are possible.

Parent and child borrowing library

Parent brochures, books and take home kits are available for families to borrow. Please see staff for more information on how to borrow.

Settling in

Due to COVID-19 our current procedures are that children are dropped off and collected from the Hender Avenue gate. Appropriate social distancing must be applied. Since April 2020 this new process has been in place and the children have been extremely independent in self-managing this, however we recognise that parents know their own child/children best and staff will support you to develop a suitable system of separation that suits. It is also important to keep staff informed of changes in contact details, telephone numbers and emergency contacts. For the first learning session all staff and children will be outside. All children should be at kindy by 9:15am so the children can connect with their peer group through play in a relaxed way. **It is around this time the Hender Avenue gate is locked and the Parkway gate remains closed.** Only a staff member can unlock with a key.

What to do on arrival at Kindergarten

- Arrive via Hender Avenue gate - An educator will be there to greet you.
- Sign your child in with the educator – Please make sure you are contactable on the phone number given so you can be notified immediately if pick up is required
- Child carries own backpack down path and puts bag in a locker
- Child washes hands with soap for 20 seconds (2 x singing happy birthday)
- Water and food stays in bag
- Check emails regularly for notes from the director, and the kindy Facebook to see what's happening at kindy.

Clothing

Please name ALL clothing your child brings to Kindy. Choose clothes that wash easily, are easy to put on, pull down, take off and are suitably comfortable for climbing, running, jumping and swinging, as well as clothes that can withstand a bit of wear and tear as your child will be working with paints, glues, sand etc. Please ensure clothing covers shoulders in the hotter weather and please ensure your child wears appropriate shoes, no thongs or crocs as these are inappropriate for climbing.

We offer Klemzig Kindergarten Windcheaters (\$22) T-Shirts (\$12) and hats (\$8) for sale as our “uniform”, please ask a staff member for further information. We promote nature and inquiry play so children will be encouraged to get wet and muddy!

Medication

Prior to enrolment all children on our site **MUST** be up to date with their immunisations and provide a copy of the child's immunisation history statement from the Australian Immunisation Register (AIR). If your child suffers from a medical condition or allergy, the Kindergarten will require a medical plan from your child's doctor to ensure that staff can look after your child's health needs. A medication agreement form is required for any medicines to be administered. A registered health practitioner is required to complete the medication agreement for the administration of controlled drugs. Please see the Director for the appropriate forms or more information. **Under no circumstances should any type of medication be left in children's bags.** Please note that medical/health care plans **MUST** be given to the Director before your child is able to attend Kindergarten to ensure the safety and wellbeing of your child.

What should your child bring to Kindy?

- A named bag, preferably a backpack that will fit in a locker
- Fruit/healthy snack (separate from lunch box so children know this is what they have first)
- Lunch Box – please put a food ice pack in your child's lunch pack to keep it cool throughout the day
- Drink Bottle - We ask that children bring and be responsible for their own drink bottles. These are to be kept in children's bag/locker. Staff can refill water bottles should it be required.
- A change of clothes with **NO TOGGLES due to choking hazard**
- A hat is supplied from the kindy and is required to be worn when the UV radiation is 3 or above.
- Please apply sunscreen to your child before kindy when the UV rating is scheduled for 3 or above. Kindy sunscreen will be reapplied after lunch.

PLEASE LABEL EVERYTHING WITH YOUR CHILD'S NAME

Please note that we have a Healthy Eating policy that prevents families from bringing foods that contain nuts and nut products. Sugary foods are also discouraged.



Daily routine

(Full day – approximate times)

8.15: Children arrive/ and connect with peers through outside play

9.45: Large group mat time

10.00: Smaller group times

10.20: Fruit/Healthy snack

10.30: Inside/outside play

12.00: Large group mat time

12.30: Lunch

1.00: Inside/outside play

2.15: Optional snack time

2.45: Pack up inside/outside play

3.10: Large group time

3.45: Kindy closed

If a child needs a rest or relaxation they will be offered it. We have 2 portable beds that can be used and a quiet area (Wellbeing corner).

Our Learning Program

At Klemzig Kindergarten our curriculum is child centered and evolves as interests, inquiries and needs change. We base our curriculum around the Early Years Learning Framework and its vision that all children ‘Experience learning that is engaging and builds success for life.’

Our play based curriculum supports children to build on their communication, social, emotional, cognitive and physical skills. The learning environment is set up to invoke curiosity, challenge and enjoyment as educators work closely with children to extend their learning to deeper levels. Numeracy and Literacy are a continual focus for learning and children are engaged in many opportunities to learn the processes of Preschool Literacy and Numeracy.

The goal is for all children to become confident and involved learners. We achieve this by encouraging children to develop these key learning dispositions for lifelong learners: **curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.**

We value the multicultural community of Klemzig Kindergarten and the myriad of skills and knowledge that families bring to our site. We strive to seek parent input to enhance our learning program and view ourselves as co educators, in connection with families.

The local community is very important to us. We are in partnership with local schools and businesses and offer opportunities for children to develop understandings of their wider world, we also encourage local people and organizations to connect with us.

Staff have been trained in the Marte Meo approach which encourages children to build relationships through every day communication. This helps to build upon a sense of belonging which supports their overall learning and development.

Play! Play! Play!

The staff team spends time each day setting up high quality inside and outside play environments based on children’s interest and inquiries, strengths and needs. Most of the day, children are given uninterrupted time to explore and engage in these environments, developing learning skills with every experience. Children are encouraged to inquire deeper by staff using effective questioning techniques. We also adapt the learning environment with the children to allow for emergent curriculum.

Group Time

Time is set aside each day to communicate and engage in songs and games with the whole group. Each day the children join a small learning group typically focused on literacy and numeracy that involve discussions, brainstorming, and other activities suited to the smaller group size.

Excursions/Incursions

Each year we try to plan a trip on a big bus for an excursion (depending on COVID-19 restrictions). Previously we have been to the Road Safety Centre at Thebarton, Farm Barn (Hahndorf), Adelaide Zoo to name a few. We also have events where experiences come to us (Fringe presenters, Animals Anonymous, Science Guy etc.). We also have family events for you to join, obstacle-a-thon, Harmony day, Campfire, End of year concert.

Collection of Children

No child will be released into the care of any persons not known to staff members or named on your child's enrolment form (Please note that anyone who is picking up your child **MUST** have authority to collect on your child's enrolment form). If staff members do not know the person by appearance, the person may be asked to produce some form of photo identification to prove that they are an authorised, nominated person to collect the child. Should an emergency arise on the day, and you are unable to collect your child, please phone us to let us know who will be collecting your child in your absence. See our Collection of Children policy for more information.

Communication

Communication with families is of high priority and supports the best possible learning outcomes for each child. In addition to ongoing conversations with families, regular communication includes:

Email: As the need arises emails will be sent. We have learnt from COVID-19 that having all families contactable via email is crucial. Make sure you add your email on the enrolment form.

Facebook Page: Every family is encouraged to add "Klemzig Kindergarten" as a person in Facebook. We will send out the 2023 link later in the year. We regularly post images of the program in action and pictures of the learning spaces. We have learnt from COVID-19 that having access to this communication method for all families is highly beneficial.

News: New about curriculum, upcoming events, important information, and parent resources to support children's learning is sent out regularly via email.

Whiteboard Board: (At gate) Shares messages with families, and highlights any staffing changes for the day.

Learning Program: Published as an overview of the learning program for the fortnight. It includes the learning outcomes and initials of the children who were planned for. It is sent out via email and on Facebook.

Child Profiles: in enrolment pack invites parents to share information about the child, family and culture.

Individual Learning Goals: are developed in collaboration with each child and family and shared via a parent-teacher interview. These are a working document for the educator to refer to while supporting each child's learning.

Child/Parent/Teacher Interviews

These are held during term 1 and a chance for families to follow up on any points of concern and growth areas. It is also a time for goal setting.

Statement of Learning: is a final statement on each child's learning journey over the year. It is shared with parents and sent on to the chosen school.

We will also keep in communication with you about your child's learning through sharing documentation with you and via chats at drop off and pick up, email etc. If your children has a minor injury/accident at kindy we will chat with you at pick up.

Birthdays

We love to celebrate birthdays and we make sure that the birthday children feel special by everyone singing Happy Birthday to them and then putting their kindy birthday photo in their learning folder. This celebration will also include children who have their birthdays in school holidays, etc. **Please do not send along any items for your child to give out to the other children including birthday cake, etc.**

Absences

Please advise staff of any absences. To enable each child to gain maximum benefit from the Kindergarten programme, it is essential that children attend regularly however any child who is running a temperature or showing any signs of being unwell must be kept home. Due to COVID-19 if your child is or becomes unwell at kindy we will phone you to collect your child. We also ask for notification in the incidence of infectious or contagious diseases in the family.

Car parking

Car parking is at times difficult, so we just remind families to be very careful in our carpark for the safety of our children and users of our carpark. You can park on Hender Ave. and The Parkway for drop off and pick up. Please make sure you only park in designated parking spots as emergency vehicles need clear access through.

Fire and Emergency Policy

Fire extinguishers are strategically located around the Kindergarten. All children in attendance are noted on an attendance sheet when they arrive at Kindergarten. This attendance sheet is used to identify all children in the event of a fire and/or an evacuation process. This is why it is important for you to notify us should your child not be attending Kindergarten for their nominated session. Evacuation and invacuation procedures are practised with the children and staff at least once a term.

Website

You can visit our website to find more information about Klemzig Kindergarten.

<https://www.preschools.sa.gov.au/klemzig-kindergarten>

Behaviour Management

Children are encouraged to develop socialisation skills that will allow them to resolve conflicts and restore relationships and meet their needs without the use of aggressive or destructive behaviours. We encourage children to respect themselves and others, including staff members. Staff will guide children's behaviour choices and provide clear guidelines as to why a particular behaviour is unacceptable while they are at the Kindergarten. See our Site Behaviour Code for more information.

Grievances

Our staff are here to ensure you and your child enjoy a happy and healthy experience at Klemzig Kindergarten. Should a problem arise that you feel you need to resolve with our staff, then please let us know. Communication is the key, the first person to speak to is the Educator. 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 contact the Director, who can work with you and the Educator to resolve the problem.

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" brochure for more information

Positives

Please also tell us about the good things Klemzig Kindergarten offers, 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. Klemzig Kindergarten staff are committed to provide quality educational programmes and services for children and families and are always looking for improvement ideas. Have a chat with us, phone us or write an email.

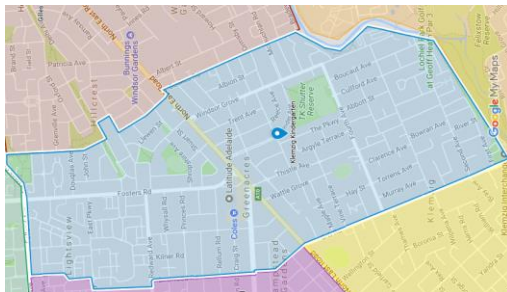
Taking photos at Kindy

Please note that while your child is at kindergarten, staff will take their photo and video image which are used for on-site teaching and learning purposes. Also, please do not publish Klemzig Kindergarten images on social media.

Priority of Access

Klemzig Kindergarten experiences a healthy numbers of enrolments. The Governing Council and the staff have worked together collaboratively to produce a "Priority of Access" policy. We have a catchment area that we offer to in Round 1 (usually R1 offers go out in early term 3). Families out of that area are welcome to also fill out a waitlist form to have their child's down for Round 2 offers (go out in September), depending on vacancies. Please visit

<https://www.education.sa.gov.au/sites-and-facilities/education-and-care-locations/find-school-or-preschool> to find out education department catchment areas



Your Help

At Klemzig Kindergarten we understand that families lead busy lives, but would like to contribute where they can.

You can get involved with the Kindergarten through:

Parent/ Governing Council: The kindergarten is governed by our governing council which is made up of parents. They play an important role in general goal setting, decision making, oversight of the preschool's finances, and organizing community and fundraising events. Meetings are held twice each term and new members are always welcome.

Curriculum Support: We invite parents to assist us in the curriculum through excursions, cooking experiences, art experiences, sharing cultural knowledge and celebrations and in any other way possible.

General Help: We always need help at the kindergarten to enhance our learning environment and get little jobs done. We have a weekly washing roster and ask for assistance with end of term clean ups. Any help in the garden, preparing resources, or tidying up is always appreciated.

Donated Materials: Regular donations of recycled boxes and other interesting adjuncts (lids, fabric, containers etc.) help us keep our box construction area fully stocked for children's creative use.

Feedback: Feedback from families is a valuable reflection tool for educators. We are constantly striving to improve our learning environment and practices and feedback from families guides this. Informal feedback is welcome at all times and there are opportunities to provide written feedback over the year.

Chicken Sitters – *We hope to get the kindy chickens back which means the following information will apply. Over the weekends and holidays we value our families looking after the kindy chickens. Add your name to the chicken roster. Staff will run you through the chicken caring process.*

All Governing Council Members and regular volunteers obtain a 'Working with Children Check'. They also receive Mandatory Notification Training for Volunteers. The director can support you with this.

Local Feeder Schools

To help with continuity of learning for your child when they move on to school, we maintain links with the following schools:

<ul style="list-style-type: none"> • Klemzig Primary • Hillcrest Primary • The Avenues College • East Marden Primary 	<ul style="list-style-type: none"> • St. Pius X • St Martin's Catholic Primary • Cedar College • Plus other government and independent schools.
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Policies

Site policies are shared with families. You can also request an extra copy by emailing the director and they are published on our website.

Our logo



Klemzig Kindergarten

The Klemzig Kindergarten Logo represents our values of nurturing; growth and excellence. The tree depicts strength and its branches show that we aim to provide many pathways depending on individual needs. The leaf floating represents the child gradually growing in confidence, being able to be more independent and moving on to the next place. Even so, each child will always have their roots as part of the Klemzig Kindergarten community.

Our curriculum: Early Years Learning Framework

The Early Years Learning Framework has been developed to ensure your child receives quality education programs in their early childhood setting. This is a vital time for them to learn and develop. The Framework's vision is for all children to experience play based learning that engages and builds success for life.

The Framework has been set up as a guide for Early Childhood Educators who work with children from birth to five years of age, and is used 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. The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

Belonging – is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with family, community, culture and place.

Being – is about living in the here and now. Childhood is a special time in life and children need to just “be” – time to play, try new things and have fun.

Becoming – is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

OUTCOME 1: CHILDREN HAVE A STRONG SENSE OF IDENTITY

Children feel safe, secure, and supported

Children develop their emerging autonomy, inter-dependence, resilience and sense of agency

Children develop knowledgeable and confident self-identities

Children learn to interact in relation to others with care, empathy and respect

OUTCOME 2: CHILDREN ARE CONNECTED WITH AND CONTRIBUTE TO THEIR WORLD

Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.

Children respond to diversity with respect

Children become aware of fairness

Children become socially responsible and show respect for the environment

OUTCOME 3: CHILDREN HAVE A STRONG SENSE OF WELLBEING

Children become strong in their social and emotional wellbeing

Children take increasing responsibility for their own health and physical wellbeing

OUTCOME 4: CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS

Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity

Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating

Children transfer and adapt what they have learned from one context to another

Children resource their own learning through connecting with people, place, technologies and natural and processed materials

OUTCOME 5: CHILDREN ARE EFFECTIVE COMMUNICATORS

Children interact verbally and non-verbally with others for a range of purposes

Children engage with a range of texts and gain meaning from these texts

Children express ideas and make meaning using a range of media

Children begin to understand how symbols and pattern systems work

Children use information and communication technologies to access information, investigate ideas and represent their thinking

Contact Details

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