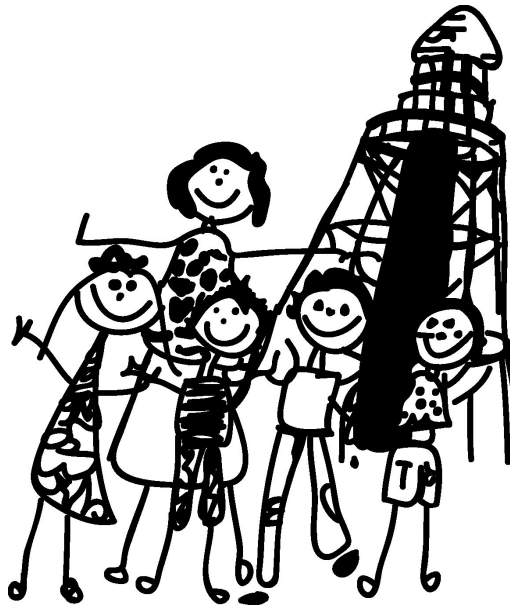


Le Fevre Kindergarten Enrolment Information

**14 Hughes St
Birkenhead S.A.
5015**
(cnr Hughes & Roberts St)



Phone: 8449 4580
Email: dl.5629.leaders@schools.sa.edu.au



Government
of South Australia

Department for Education

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Welcome to Le Fevre Kindergarten

This information book provides insight into the organisation and ethos of the Centre and outlines the services, facilities, and information you may need.

We look forward to meeting you, your child and other family members.

If you have any questions, please do not hesitate to contact us on 8449 4580

Le Fevre Kindergarten is a South Australian Department for Education public preschool.

Staff

Director & Nominated Supervisor: Connie Cowling
Teachers: Sally Morris & Sabine Orchard-Simonides
Early Childhood Worker (ECW): Tracey Veal
Administration & Finance Officer: Sian Klar

We often have additional staff in the centre to ensure we meet or exceed our ratio of 1:10 and for the purpose of various leave and professional development requirements, temporary relief teachers will be on duty at various times.

From time to time, support workers, bilingual staff, childcare, teaching students and work experience students will be on site. We endeavour to inform you via the notice board.

Please approach us with any queries or concerns.

Visit the kindergarten website for further information
www.preschools.sa.gov.au/le-fevre-kindergarten-inc

About

Le Fevre Kindergarten is a Department for Education stand alone, kindergarten. It is situated 19 kilometres, north west of the GPO on the Le Fevre Peninsula. The centre is adjacent Le Fevre Primary School. It is a full-time centre, offering sessional kindergarten. The main feeder schools are the two local primary schools and the private Catholic school.

The kindergarten offers a flexible learning programme. We believe that children learn best through a holistic approach and social interaction. We value and respect each child as an individual with unique talents, interests, and skills. We are committed to providing an accessible, inclusive, quality learning environment, which is safe and stimulating. We provide an educational programme which empowers children to continue developing their life, social, and academic skills with confidence. There is a primary focus on Literacy, Numeracy, children's wellbeing, and environmental awareness.

Access

The Department for Education and Australian Government has committed to implementing Universal Access to Early Childhood Education to ensure that all eligible children have access to 30 hours of preschool per fortnight prior entering school. Our sessions are structured to offer 2 full and a half day between Monday - Thursday.

If your child turns four before May 1, they will start preschool on the first day of term one that year. If your child turns four between May 1-October 31, they will start preschool on the first day of term three.

Children of Aboriginal & Torres Strait Islander background and children under the guardianship of the minister are able to start at 3 years of age.

When enrolments reach capacity, a waiting list in accordance with a Priority of Access policy will be implemented.

The option to offer early enrolment is limited to site capacity and by negotiation with the Director.

A Family Information Night is held in the term prior to children starting full time kindergarten.

Documentation of your child's immunisation record and birth certificate is required on enrolment.

Serious & Minor Accidents

When any head, or back injury occurs at kindergarten, parents/caregivers will be contacted immediately. It is important that contact numbers and emergency contact details are supplied to the kindergarten on enrolment and updated when necessary.

Appropriate medical attention will be provided by staff. If an ambulance is required, it will be charged to the family.

In the event of minor accidents children will be cared for at kindergarten where possible.

Illness

If a child becomes unwell during their kindergarten session families will be contacted and children will be cared for at the kindergarten until they are collected.

If your child is unwell, with any sign of a cold/cough please keep them at home. If they have a contagious illness, please let us know so we can inform the kindergarten community.

Infectious Diseases

Children who have been ill with an infectious disease cannot return to kindergarten until fully recovered, or when indicated by a doctor.

For the following general infectious diseases, the recommended exclusion periods are:

- Measles - at least 5 days from appearance of rash
- Chicken Pox - exclude until fully recovered, or at least one week after the eruption first appears
- Mumps - exclude until fully recovered
- Hepatitis - exclude until fully recovered
- Diphtheria, Scarlet Fever, Poliomyelitis, Tuberculosis – re-admit after receipt of a medical certificate of recovery
- Whooping Cough - exclude until well and given appropriate medical treatment. Not infectious five to seven days after starting antibiotic treatment.
- Conjunctivitis - exclude until discharge has ceased
- Impetigo (School Sores), Scabies, Tinea (Ringworm) – exclude until effective treatment has been carried out
- Gastroenteritis - Children attending childcare or school should be excluded from attending for 48 hours after the resolution of symptoms
- COVID-19 – exclude for 5 days, or until symptoms are no longer present

Assessment and Reporting

Reports are prepared and shared with families on children's progress during their time at kindergarten. Reports prepared by staff reflect the children's progress at kindergarten based on the learning outcomes of the "Belonging, Being & Becoming" National Early Years Learning Framework 2.0, additional learning documents, professional knowledge, and observations as well as information provided by you, the parents/caregivers.

The Learning Outcomes, together with supporting evidence, provides us with reference points to monitor and support children's progress.

Staff will meet with families two times during the year, to establish and then review progress against learning goals. Additionally, families can make an appointment to see their primary educator to discuss children's progress or have an informal conversation.

A copy of the Statement of Learning report is forwarded to your child's reception teachers, providing a useful tool for the school to plan for children entering the next stage of their learning.

A folder containing samples of children's work, questionnaires, comments by staff and children and photos, is compiled throughout the year. This provides evidence of the "distance travelled" during the year at preschool. This profile is kept at kindergarten for children to use and parents to view. At the end of the year, it is presented to the children and we encourage you to share it with your child's reception teacher.

Attendance

It is a requirement of the Department for Education that attendances are recorded. To help your child gain the most from their time at kindergarten and prepare for school, it is important that they attend each session. Regular attendance supports your child's continuity of learning, sustained social connections, and differentiated teaching. If your child will be absent due to illness, appointments, or other circumstances, please call 8449 4580 at any time, a message service is available.

Behaviour management

We have high expectations of children's behaviour and relationships. We believe that:

- children should be safe at all times.
- a safe and caring environment is central to learning.
- participation in a safe and caring setting is important for building self-esteem.
- it is important to have respect for each other, our differences, and cultural backgrounds.

Educators use a variety of strategies to promote positive behaviour and encourage children to be caring, considerate, and responsible for their actions, to make positive choices and understand consequences and develop appropriate assertive behaviour.

Where there is an incident of inappropriate or challenging behaviour, staff use a variety of strategies based on the particular situation and the child's level of understanding. Staff assist the child to manage inappropriate recurring behaviour. Staff will consult with parents/caregivers if there are repeated incidents of inappropriate /challenging behaviour in order to work together to promote positive behavior.

Site behaviour guidelines and policies are updated regularly and are accessible on request.

Birthdays

We acknowledge and respect every family's beliefs and customs relating to birthdays and other celebrations. Children's Birthdays are acknowledged at kindergarten unless we are informed otherwise, by singing "Happy Birthday." Children are given a birthday card. We do not have birthday cakes or other celebratory foods due to health considerations.

Communication

Regular communication between kindergarten and families is encouraged. This can occur informally on a daily basis through verbal exchanges between parents/caregivers and staff or formally at a planned meeting time. Newsletters are sent out via electronic communication (if a hard copy is required, please ask a staff member).

Staff are happy to talk to you about your child's progress at kindergarten, either informally or at an appointment.

Concerns and Complaints

Parents and caregivers are encouraged to raise issues with the staff member concerned, or the Director. The Department for Education complaint process is based on the belief that complaints are resolved more effectively, and relationships more likely to be maintained, when they are dealt with as close to the local level as possible.

If there is no resolution after conversation with the staff member concerned, or the Director, there is a Parent Complaint Policy available for parents/caregivers, outlining definitions and guidelines when raising a concern or complaint. Further information is available on the Department for Education website, kindergarten website and the kindergarten information folder. The Flinders Park Education Office contact details are: 8416 7303 Education Director - Rick Benallack

Curriculum and programme

Our curriculum planning is based on the Early Years Learning Framework 2.0 “Belonging, Being & Becoming”. The national curriculum framework for children birth to five years.

The Framework’s vision is for all children to experience learning that is engaging and builds success for life. The Framework is implemented in partnership with families, children’s first and most influential educators, to develop learning programmes that are responsive to children’s interests, strengths, and abilities.

The Early Years Learning Framework describes childhood as a time of “*Belonging, Being & Becoming*.”

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

Being is about living here and now. Childhood is a special time in life & children need time 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 adult they will become.

Through the Framework’s five learning outcomes, educators will support children to develop:

- A strong sense of identity
- Connections with their world
- A strong sense of wellbeing
- Confidence and involvement in learning
- Effective communication skills

The curriculum content is based on **children’s needs, interests and abilities** and planning the programme is a collaborative process.

CHILDREN make suggestions that come from pre-existing knowledge, interests and skills.

PARENTS/CARERS can share skills, organise an event through their networks or share strategies that support their child’s learning.

STAFF observe, collaborate with parents/caregivers, children and each other to develop a programme that best meets each child’s needs and interests in a holistic learning environment.

CURRENT EVENTS such as relevant celebrations

PARENTS/CAREGIVERS are asked to share information about their child through enrolment, questionnaires, informal conversations, and individual appointments, if requested.

Dental Clinic - Le Fevre 8449 3364

Children can access the Le Fevre Dental Clinic based at the Le Fevre Peninsula Primary School, Shorney Street, Birkenhead. The service is free for School Card Students. There is an annual fee for all other students. Further information and enrolment forms are included in your child’s information pack. The clinic is open Monday to Friday from 8.30am – 4.30pm.

Emergency Procedures

The kindergarten has emergency procedures, and these are practised termly with staff and children.

Excursions and Incursions

These activities are valuable in the educational programme and held at various times throughout the year. Information about excursions/incursions is given to parents/caregivers prior to the event and a signed consent form is required.

Fees

Families will be invoiced each term for fees. Payment details are on the invoices and can be made either by paying cash or direct deposit. Please see the Director if a payment plan is required.

Governing Council

The Governing Council consists of parents/caregivers, staff, and other interested parties. Their role is to assist the Director in the running of the centre, have input and support decision-making matters related to policies, maintenance, fundraising, fee setting, community input, and resources. Meetings are held twice per term (eight meetings per year) and are open to all parents/caregivers. If you are interested in becoming involved, please see staff.

Members of the Governing Council are required to complete training in Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)

<https://www.education.sa.gov.au/working-us/rrhan-ec/how-volunteers-access-rrhan-ec-training>

The Annual General Meeting (AGM) is usually held in February.

Hats

In accordance with the kindergarten Sun Safe and Hot Weather Policy, all children and staff must wear a sun safe hat and sunscreen and/or appropriate sun safe clothing when outdoors and the UV Index is 3, or above. Sunscreen will be provided for reapplication on any day that the UV Index is forecast to be over 3. Please refer to the Sun Safe and Hot Weather Policy in the family information folder.

Head Lice

Occasionally, head lice are prevalent, and families and carers are asked to check their children's heads regularly. The main areas to check are the nape of the neck and behind the ears. Children with head lice may not attend kindergarten until they have been treated. All family members should be treated when a child is identified as having head lice. The kindergarten community will be informed if there is a case of head lice and information relating to head lice will be displayed.

Healthy Eating

Up to 40% of a child's food intake can happen at preschool and school. The food and drink they eat in that time can make a difference to their learning and concentration.

The kindergarten aligns with the Department for Education Healthy Eating Guidelines. We encourage vegetables or fruit for snacks and a nutritious lunch. We endeavour to grow ingredients used in cooking experiences in our garden. Right Bite is available in the kindergarten information folder.

Lending Library

In our lending library we have books for children and their families.

Local Schools

Le Fevre Peninsula Primary School – 8449 6417

Le Fevre After School Care - 8449 7227

Largs Bay School - 8449 2000

Semaphore Dominican - 8449 6225

Please contact the school of choice to obtain relevant documents for enrolment. The school will arrange orientation visits prior to commencing school.

Lost Property

Please ensure all items are clearly labelled, including clothing, bags, toys, lunchboxes, drink containers and hats. We have a lost property container for you to check. At the end of each term, unclaimed items will be displayed, and will be given to a suitable charity if not collected.

Newsletters

Newsletters are provided electronically, once or twice per term. Please request a hard copy, if required.

Noticeboards

Noticeboards at the front of the kindergarten and above the children's sign-in desk provide information about the fortnightly programme and other events. Please also check emails and SMS for updates.

Family Pockets

Each child has a named pocket on the notice holder. This is located in the verandah near the bag hooks. Please check this daily.

Involvement and Volunteering

Is encouraged and appreciated. Examples of parent/carer involvement include

- Gardening and cooking
- Engaging with children in technology i.e. iPad etc.
- General support work and material preparation in the library, kitchen and in general
- Reading
- Sharing skills, for example, music, art, woodwork, etc.
- Supporting kindergarten events such as excursions and fundraising

Parents/caregivers who volunteer on a regular basis need to undertake a volunteer's induction which includes completion of training in Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)

<https://www.education.sa.gov.au/working-us/rrhan-ec/how-volunteers-access-rrhan-ec-training>

Personal Belongings

It can be distressing for children if toys or special possessions are lost or broken. We encourage these belongings to remain at home, unless required for transition and settling.

Collection of Children

If your child is to be collected by another person, please inform a staff member and write the name of the person and their telephone contact on the sign-in sheet. Located near the entrance.

Playgroup

Is available each Friday morning – 9.00 – 10.30am (apart from the final Friday of each term)

COST: \$2.00 per family per session GST free

Rosters

Washing roster. Each family will be asked to assist with the washing during their time at kindergarten.

Cooking roster (voluntary). Parents/caregivers are encouraged to cook with the children.

Sessional preschool

The Department for Education (DFE) has committed to implementing Universal Access to Early Childhood Education to ensure that all eligible children have access to 30 hours of preschool per fortnight prior to entering school.

Session structure and times

Our sessions are structured to offer 2 full and one half day (15 hours per week) between Monday – Thursday

Full Days 8.45am – 2.45pm. ½ Day is either 8.45am-11.45am or 11.45am-2.45pm.

Term Fee: \$140.00 per term. Arrangements can be made for weekly payments. Speak to the Director if required.

Smoking

Is not permitted in the kindergarten, or within ten metres of the kindergarten boundary.

Social Media

The kindergarten has guidelines for the use of social media in line with the Department's Social Media Policy. All parents/caregivers are required to sign the social media consent form. A copy of the social media guidelines and permission form is in the enrolment pack. We also have a website with information about the kindergarten.

Support Services - Please speak to the Director

The kindergarten has access to the Department for Education's Support Services including

- Speech pathologists
- Bilingual support workers
- Special educators
- Psychologists

In consultation with parents/caregivers a referral is made to the Preschool support team who consider the needs of the child and allocate support.

Term Dates

Term dates are the same as state schools, and are available on the DFE website -

www.education.sa.gov.au

Visitors

All visitors to the centre are required to sign the Visitors Book which is located on the table at the front door. Visitors are required to wear a visitor or volunteer badge.

Website

For information about the kindergarten, newsletters and other information, please see our website www.preschools.sa.gov.au/le-fevre-kindergarten-inc

Le Fevre Kindergarten Philosophy Statement

We believe that every child is unique and brings their individual strengths and knowledge to share with the Kindergarten community.

Therefore, we

- provide a safe, nurturing, stimulating environment that accommodates and embraces diversity.
- plan differentiated experiences
- value and build on children's strengths, skills, knowledge, and interests.

We believe children's first and most influential educators are families and caregivers.

Therefore, we

- work in partnership and collaboration to build positive and respectful relationships with children and their families and caregivers, to maximise children's learning and wellbeing.
- encourage and support participation in the kindergarten and wider community

We believe in a balanced approach to learning that provides academic rigour and support for social and emotional development

Therefore, we plan a curriculum which is

- aligned with the Principles, Practices and Outcomes of the Early Years Learning Framework 2.0, "Belonging, Being & Becoming".
- supportive of individual learning, development, and the wellbeing of children through strong relationships, positive interactions and differentiated goals.
- built on children's existing knowledge, skills, and interests.
- empowering to children and supports the development of their agency
- Promotive of a passion for lifelong learning
- supportive of the development of independence and an awareness of the rights and responsibilities of others and self

We believe in developing a foundation for future success in learning.

Therefore, we

- draw on our professional knowledge, judgement, collaboration with families and professional learning to plan and develop programmes.
- are flexible, to promote children's wellbeing and involvement.
- engage in Professional Learning, research, and Practitioner Inquiry to develop continuous improvement in practice.
- collaborate with colleagues in a culture of ongoing critical reflection to provide a socially just and equitable programme.

We ask that children bring:

- A bag clearly labelled with your child's name
 - Suitable footwear (not thongs)
- Appropriate clothing to allow ease of movement

(your child may get dirty as they access paint, sand, water and mud)
- Spare clothing and underwear
- Sun safe hat – broad brimmed or legionnaires (clearly labelled).
- Vegetable or fruit for morning and afternoon snacks
 - Lunch
 - Water