



# Mary Bywaters Memorial Kindergarten

## PARENT INFORMATION BOOKLET

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Updated August 2023





### About us:

**MARY BYWATERS KINDERGARTEN** is a Department for Education (DfE) Preschool which offers a kindergarten program for children the year prior to starting school.

#### STAFF:

At Mary Bywaters Kindergarten, our educators are all experienced in the area of Early Childhood Education and work as a team to provide the best learning programs for each individual child. Our current 2024 staff team is:

**Director** - Peta Wheatcroft

**Teachers** - Hannah Burns

**Early Childhood Worker** - Monica Henderson

#### Session groups and times

**Monday and Tuesday group is non active**

Monday 8:15 -3:45	Tuesday 8:15 -3:45	Wednesday 8:15 -3:45	Thursday 8:15 -3:45
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***For 2024 at this stage there will be one group only. Wednesday and Thursday***



Mary Bywaters Kindergarten has a strong history in the Township of Old Reynella which spans over 70 years. During this time the kindergarten has made strong relationships with the local businesses and community of Old Reynella. Our learning program has a focus on working collaboratively with our local community to build a stronger sense of belonging.

# Philosophy Statement

## **Mary Bywaters Memorial Kindergarten**

### **Vision**

Our Vision is to create a safe place of learning full of joy and wonder

### **Philosophy Statement**

**Our philosophy is to appreciate and take advantage of inspiration:**

**the inspiration of potential within our children,**

**the inspiration of challenge, as and when it appears,**

**the inspiration within our staff and teachers, past present and future,**

**the inspiration of traditional techniques, modern and emerging practice,**

**the inspiration of Australian culture within our kindy, the outdoors, sport, firepit, mud play, loose parts, art, and music,**

**the inspiration of Australia's natural beauty and the way this is encapsulated by the animals, trees, and river at our kindy,**

**the inspiration of building community both within the kindergarten and finding our place in the wider community,**

**the inspiration of Australia's modern history, both the mistakes and successes,**

**the inspiration of Australia's poetic past and the gentle custodianship provided throughout this region's human history by the Kurna people.**

**the inspiration of success bred by Australia's spirit to always do our best and never give up**

**written by a father as he watched his daughter play in the kindy outside environment**

### **Our Values**

- We value and support strong learning dispositions to inspire children's curiosity and enthusiasm for learning
- We value the environment and nature play to explore, to be challenged and to develop a connection to land and wellbeing
- We value creativity through music, construction, visual arts and dance
- We value kindness and honesty in high regard to develop trust and strong relationships
- We value a strong, cohesive and inspired team at MBMK to support families and children on their educational journey



## Curriculum planning, assessment and reporting:

**Curriculum:** *We use the following documents to plan for learning, assess children's learning and to report to families about progress made throughout the year*

- ❖ The Early Years Learning Framework, "Belonging, Being and Becoming" – a national curriculum framework that supports early childhood educators in planning programs that promote interactive learning, foster individual children's construction of knowledge and develop children's positive feelings of self worth.
- ❖ The Indicators of Preschool Numeracy and Literacy in government preschools – "are used to inform planning and teaching, to monitor children's numeracy and literacy development, and to inform the Statement of learning for discussion with and reporting to families. This information will also be used to support the transition of children from preschool to school".
- ❖ A knowledge of child development theories – which means we will provide a curriculum which is unique to each child and develops individual children's interests as well as focusing on groups of children in a socially constructed learning environment. We will provide a curriculum that acknowledges that young children learn best through hands on experiences that are meaningful to them and that different children learn in different ways.

### Assessment and reporting:

- ❖ DfE Assessment and Reporting policy – which states that "assessment and reporting are integral to teaching and learning programs and are a way of enhancing the curriculum"
- ❖ We meet with each family twice per year to set learning goals that are documented in what we call an Individualised Learning Plan (ILP). These are kept in your child's Learning Portfolio along with documented evidence that supports the progress we have seen your child make over the year, both against the goals we have set together and the 5 Learning Outcomes of the Early Years Learning Framework. These will be included in your child's folder at the end of the year to enable you to gain an insight into kindy life and learning
- ❖ We document learning in a variety of ways. You will see your child's learning in a variety of formats that we call Pedagogical Documentation. This is where we write what we saw (observation) and analyse the learning we can see happening and then planning for possible lines of development (PLOD) to further the child's knowledge, skills or abilities. These will mainly be kept in your child's Learning Folder, but you can also check the planning floor book to see more evidence of your child's learning
- ❖ An understanding of children and families in the community – which takes into account the characteristics of families and the community, their values and expectations and celebrates diversity. We will develop parent partnerships to enable us to work together in the best interests of each child

### Program planning:



Parents are informed of our activities by publishing a program in the floorbook on the table near the entrance doors. In programming, we plan for explicit teaching while also setting up the environment to create intentional moments. We plan termly for big picture learning for all children and also use our fortnightly template to plan for children's interests. We invite parents to share their experiences from home as a way of extending the program and connecting our environment and learning with home. Staff observe and collect information about each child's learning and development, both as individual learners and as members of a group. This is our priority for planning, assessing, and reporting. Children's learning documentation is available for parents to view on request.

## FEES

**Fees for 2024** are \$600 for the year and are subject to change with approval from the Governing Council.

Fees will be paid in 2 instalments of \$300 due term 1 week 6 and the second payment due term 2 week 6  
Alternatively, a full payment by term 1 week 6 of \$550

### Midyear Families

Fees will be paid in 2 instalments of \$300 due term 3 week 6 and the second payment due term 4 week 6  
Alternatively, a full payment by term 2 week 6 of \$550

Alternate arrangements for payments can be made in consultation with the Preschool Director.

These fees contribute to the running costs of the Kindergarten, such as the provision of materials, cleaning costs, updating our facilities and equipment as well as maintenance of our building and extensive outdoor environment.

Families who experience difficulty in paying their fees are asked to speak with the Director.

All such conversations are treated with confidentiality.

## WHAT TO BRING TO KINDERGARTEN

All children are asked to bring:

1. A clearly named backpack for their belongings.
2. Kindy logo hat (or other sun smart hat). Children are required to wear a hat on any day the UV Level is above 3 (SunSmart App)
3. Fresh fruit or vegetables or dried fruit, for a nutritious morning snack. Please name these (eg write on masking tape for whole fruit such as bananas and apples, put small fruit or cut fruit pieces in named snap-lock bags or small containers) and place in the large tub when you arrive in the morning. Please pack enough fruit for an afternoon snack if required.
4. A bottle of water to drink (clearly named). Place this in the esky when you arrive. Water only please.
5. A packed lunch of nutritious food. This stays in your child's backpack and you are asked to include

a small freezer pack to keep it cool. Food suggestions: bread or rice cake sandwiches or wraps with savoury fillings, or a container of salad or other savoury food; something else (depending on your child's appetite) such as another piece of fruit or vegetables, yoghurt, custard.



### We are a nut aware kindergarten

**Please Note: Some children may have severe allergies and reactions to eggs, nuts or nut products. We ask that you refrain from sending any nut products with your child or packaged items which may contain nuts. Some additional foods may be added to this list if a child with anaphylaxis to other foods attends the centre.**

## CLOTHING and FOOTWEAR

Please dress your child in comfortable clothes that allow them free movement on our climbing equipment and easy manipulation for toileting. Our kindergarten has a very large yard, so children are extremely active in the space. We encourage you to layer your child's clothing they can remove layers when they feel hot. It also allows children to put layers back on when they slow down throughout the day. **In hot weather, children still need to wear clothing that covers their shoulders.** A set of spare clothes in your child's backpack will help if your child needs changing.

Good, reliable footwear is essential. We offer a lot of spaces where climbing happens. Sneakers or well fitted sandals are your best option. In winter, we encourage you to bring along rubber boots for jumping in puddles. We do recommend that you still pack your child's regular kindy shoes to change into if they want to run, jump and climb. We encourage children to walk and play in bare feet. Jumping in mud puddles can be so much fun.

Please ensure you name **all** items of removable clothing, including socks, shoes and underwear.

**Information for parents** on a broad range of topics is available on the Parenting SA website. You are encouraged to speak to a staff member if you would like help with a particular issue relating to your child, especially if you feel we may be able to provide child-appropriate resources to address a situation.

### CHILD AND YOUTH HEALTH SERVICES

Child and Youth Health Services carry out a general developmental/medical screening for all children aged four. Screenings include general testing of each child's hearing, eyesight, co-ordination, speech and a general health check. We highly recommend this service. Please book your appointment. 1300733606 Between 9:00am- 4:30pm, Monday to Friday. Website: Cafhs.sa.gov.au

### DENTAL SERVICES

The SA Dental Service Clinic provides general dental care for the children. Parents are invited to bring 3 - 5-year-olds to the Clinic before they acquire dental problems. If parents would prefer to make a separate appointment for a pre-school child, they should telephone the Clinic (**8384 9244**). Please feel free to call the Clinic for any advice concerning care of the teeth of your children or babies. All children from birth up to 18 years of age are eligible for care with the School Dental Service. Fees may apply

The Dental Clinic is open Monday-Friday 8.30am – 4.30pm.

**SA Dental Service Noarlunga is located at: 2 Alexander Kelly Drive, Noarlunga Centre SA 5168**

### DfE SUPPORT SERVICES STAFF

DfE offers specialist staff to work with children and families with special needs. These include services such as speech therapy, psychology, social work or a special educator. If you have any concerns about your child's development, please make a time to speak with one of the staff.

When children are referred early or as soon as possible, programs can be put in place for children to reach their maximum potential. Staff can assist with referrals to relevant DfE services, such as speech pathology, psychology and social workers.

### PHOTOGRAPHS

A commercial photographer is engaged each year to take photos of each child and a group photo. There is no obligation to buy. **Our yearly booking is in Term 4**

Staff take digital photographs of children throughout the year, to record children's interests, learning and involvement in the environment. These photos become important supporting evidence when we are assessing children's learning and development.

### GOVERNING COUNCIL

Our Governing Council provides a focus and a forum for the involvement of parents in the kindergarten. The Governing Council is responsible for setting the broad direction and vision of the preschool, including

- monitoring the total financial resources of the kindergarten and setting parent contributions (fees)
- determining maintenance and improvements of our grounds and buildings.
- supporting the staff in developing quality services to meet the needs of the community.
- contributing to the development of priorities and policies (including children's safety and welfare).

Another vital responsibility is to ensure that the cultural and social diversity of the community is considered, and particular needs are appropriately identified.

Meetings are held twice a term at the kindergarten in the evening. The day and time are determined by the Governing Council members.

Governing Council Members are required to obtain a Working with Children Check and RAN certification. Please see staff with any questions.





**NOTE: Volunteering one off visits do not require WWCC or RAN**

**Ways in which you can be involved at the kindergarten:**

- Come along on our Community Walks
- Attend your Parent/Teacher conversation nights and any parent session we provide throughout the year
- Attend the Annual General Meeting and consider becoming a member of the Governing Council
- Be a parent volunteer on our excursions
- Share one of your interests with the children such as cooking, building/construction, gardening, painting etc
- Support working bees and fundraising events
- Come to our celebration days and nights so your child can show you his/her friends and favourite things to do



Come and enjoy a cup of tea with us

**KINDERGARTEN CAR PARK**

To make our car park work effectively, please help with the following:

- Parents are reminded not to double park
- Please keep the area behind allocated parks free of cars at all times. If there is not a park available, please use the area next door on the Council Reserve property
- Please do not let any child who is not with you in or out of the gate. Help the child find the adult they are with so we can keep them safe
- For safety reasons, please do not park on the street. This is quite unsafe

## POLICIES

At Mary Bywaters Memorial Kindergarten we are required under Regulation 168 of the Education and Care Services National Law and National Regulation to have the following policies and procedures to guide our daily work with children.

### Health and safety policies and procedures – National Quality Area 2

- [Nutrition, food and beverages, dietary requirements](#)
- [Water safety](#)
- [Administration of first aid](#)
- [Incident, injury, trauma and illness](#)
- [Dealing with infectious diseases](#)
- [Dealing with medical conditions](#)
- [Emergency and evacuation](#)
- [Delivery and collection of children](#)
- [Excursions](#)
- [Child protection](#)
- [Safe sleep for infants and young children.](#)

### Staffing arrangements – National Quality Area 4

- [Code of conduct](#)
- [Determining the responsible person present](#)
- [Volunteers.](#)

### Relationships with children – National Quality Area 5

- [Interactions with children](#) (behaviour support).

### Service management – National Quality Area 7

- [Enrolment](#)
- [Orientation](#)
- [Acceptance and refusal of authorisations](#)
- [Payment of fees](#)
- [Prescribed information to meet NQF requirements](#)
- [Provision of preschool services in rural communities policy \(PDF, 136.4 KB\).](#)



**A policy folder is available for you to read if you would like to access these policies and procedures in full.**

Here is a much briefer version of the important information you need to know for day one of kindergarten:

### Delivery and collection of children:

An authorised adult must accompany their child into the building at the beginning of each session. Parents or "Care Providers" are asked to initial their child's attendance on the "SIGN IN ROLL" which is located on top of the note pocket cabinets inside the kindy building. This ensures our knowledge of each child's presence and safety inside the premises. Children remain with a staff member at the end of the session, until we say "goodbye". This ensures children's safety at all times.

Staff require information if someone other than a parent or regular caregiver is collecting your child. Please either write these details in the diary next to the roll sheet or call us to notify us of who will be collecting. We may ask for identification if an unfamiliar adult comes to collect for the first time. Please note, children are not released without parental permission.

### Infectious Diseases

From time to time, children may contract a common disease, for example cold, flu, bronchitis, gastro enteritis, chicken pox, headlice etc. We ask that parents contact the centre to inform us of any spreading infections. We provide information for parents through newsletters and on our noticeboard to watch out for symptoms occurring with their own children. It is important that children remain at home if they are unwell,



## Administration of Medication

Administration of medication can only be carried out when parents and a doctor give written approval. A Medication Plan, with reference to Asthma, Epilepsy, Allergic Reactions, Anaphylaxis and or a Medication Agreement form for education and care will need to be completed. If you believe your child will need medication to be administered, please seek the advice of one of the educators prior to arrival on the day so we can make sure you have all the correct paperwork completed.

**Ambulance Cover:** DfE advises that legal responsibility for paying ambulance service fees (where an ambulance is called for a child) rests with parents or guardians and not with the preschool.

## Interactions with children – Supporting positive behaviour

Our aim is to support children to become positive, caring and contributing members of our community. We believe all children have the right to learn in a safe, secure, and caring environment.

### Our Goals:

- Adults and children will treat each other with respect at all times
- Every child will be free from harassment and bullying (physical/emotional)
- Children will develop awareness of their own behaviour and how it effects themselves and others
- Supporting children to independently regulate their emotional responses to others and what is happening to them and around them
- Children will learn to take responsibility for the way they choose to respond to others and the environment

### How we ensure this:

- Children are supervised at all times
- Teachers, parents and caregivers' model responsible and respectful interactions and behaviours
- Children are encouraged to approach staff for assistance and support
- Our program actively values diversity
- We work together with children to establish clear rules, expectations, and consequences
- We encourage children to talk through situations and make good choices within their experiences
- We provide positive reinforcement for appropriate behaviour such as praise and encouragement

## Celebrating Birthdays

Staff like to help each child celebrate their birthday. We use a pretend "birthday cake" to celebrate with on their special day.

## Emergency Procedure

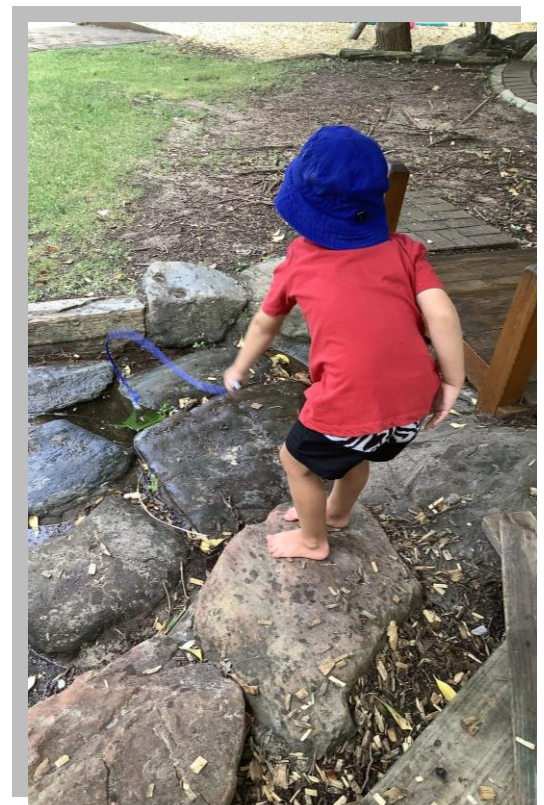
Our emergency procedure plan is displayed in a prominent place in each section of the building. Procedures are practised with children each term in week 3

## Non-Smoking Policy

In the interests of community health, all kindergartens are designated SMOKE FREE ENVIRONMENTS both INSIDE BUILDINGS and WITHIN KINDERGARTEN GROUNDS. Please do not smoke anywhere near the Centre.

## Family Pets

Please ask staff if you consider bringing a family pet to the kindy as part of our learning program. As a rule, we ask that you tether dogs outside the gate.



**Mary Bywaters Kindergarten is in the Panalatinga Partnership of the Department for Education (DfE). Our DfE Regional Office is located at Noarlunga House.**

The Education Director for the Partnership is Heather Makris  
The Early Years Leader for the partnership is Pip Fisher

### **Transition-To-School**

Children at Mary Bywaters Memorial Kindergarten transition to several different Government and Private schools. Our main feeder school is Reynella Primary.

Please note that we do not pass your enrolment information on to school. **Many of the local schools start transition visits as early as term three.**

**It is your responsibility to complete the required paperwork at the school of your choice. Please do this promptly to ensure your placement in the school of your choice.**

### **IMPORTANT NOTES**

❖ Please notify staff if:



- you change address, telephone number, or your child's medical information changes
- someone else other than you is going to pick up your child
- your child is sick, especially if your child has an illness or condition that can be transmitted to other children, such as head lice, conjunctivitis, gastroenteritis, measles, or a viral infection. If a child is unwell at Kindergarten, staff will contact parents to recommend the child be taken home
- your family situation changes. This will enable staff to support your child more effectively.

❖ When you arrive each day, please help your child to



- ✓ Wash their hands before they join the play, this helps reduce virus and infections
- ✓ put his/her Sip and Crunch in one of the baskets
- ✓ leave her/his drink bottle in their bag
- ✓ put his/her lunch into one of the trolleys
- ✓ put his /her kindy bag in a locker
- ✓ wash her/his hands before starting the day

❖ Please sign your child in and out every day. If you realise that you forgot to do this, please phone us and we can make a notation on the attendance register. This is the record we will use to ascertain who should be here at any given time if there is an emergency.

❖ Check your child's notice pocket when you arrive in the morning and again when you collect your child. This is where you will find the most important correspondence. Please also check the planning floorbook on the trolley near the door to see what we are planning for children's learning and for our recording of experiences. **Please also ask other people who bring or collect your child to also check the notice pocket.**

❖ **Every day:** Please check your child's notice pockets, the veranda whiteboard for daily notices, timetables and rosters and collect your child's painting and artwork.

We are excited to have you join our Kindergarten Community

