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Home



Find out more about our goals and our focus in our philosophy statement (PDF 30KB)
(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/melaleuca_park_philosophy.pdf).

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 make sure the preschool runs smoothly. 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.

Contact us

Preschool director: Ms Rebecca Devlin

Phone: (08) 8723 5513

Fax: (08) 8723 9815

Email: dl.6534.leaders@schools.sa.edu.au

Street address: Boandik Terrace Mount Gambier SA 5290

Postal address: Boandik Terrace Mount Gambier SA 5290

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.

Monday	Tuesday	Wednesday	Thursday	Friday
9.00am to 3.00pm	9.00am to 3.00pm	9.00am to 3.00pm	9.00am to 3.00pm	9.00am to 3.00pm

Cost

The parent contribution is \$85 per term. See our enrolment and fees (<https://www.preschools.sa.gov.au/melaleuca-park-kindergarten/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
- jacket, hat and boots for cold or rainy weather
- drink bottle containing water
- healthy snack
- packed lunch
- library bag
- 1 piece of fruit each session.

Please write your child's name on all their belongings. Clothing should be suitable for play. Sunscreen will be provided by the centre and re-applied through the day.

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)
- toys from home.

Additional information

Please read our drop-off and pick-up procedure (PDF 64KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/melaleuca_park_drop_off_pick_up.pdf).

Occasional care

Occasional care is for children under school age who aren't 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.

It may help parents to take part in a range of activities including non-work and casual work commitments.

Priority of access

The education department has a priority of access policy (<https://www.education.sa.gov.au/parenting-and-child-care/your-childs-education/childcare-and-preschool/occasional-care>) to decide who can get into occasional care. This might mean that some families get more sessions than others.

Talk to us about enrolling in occasional care.

Times

Children generally can go to 1 session a week.

Children under 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	9.00am to 11.30am	–	–

Children over 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
–	9.00am to 11.30am	9.00am to 11.30am	–	–

Cost

This program costs \$5 per session and \$2.50 for siblings.

If you have an Australian Government Pensioner Concession or Health Care Card, the cost is \$1.50 per session and 75 cents for siblings.

What to bring

Children need to bring these items:

- bag
- hat
- change of clothes
- nappies if required
- drink bottle containing water
- healthy snack.

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

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/melaleuca-park-kindergarten#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

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

We will contact you in October about an orientation session. This will be a 1-hour session where you can ask questions.

Before they start preschool your child can come to pre-entry transition visits. These will be in December and will be a chance for your child to meet the staff and other children.

Fees

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

The parent contribution is \$340 per year. You can choose to pay the total amount at the beginning of the year or pay instalments of \$85 each term
(<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

We offer other programs that may have additional costs
(<https://www.preschools.sa.gov.au/melaleuca-park-kindergarten/getting-started/what-we-offer#melaleucaparkprograms>).

When to pay

We will invoice you each term via your child's notice pocket.

Payments are due by the end of week 5 each term
(<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Please contact us if you have difficulty paying.

How to pay

Cash, cheque or EFTPOS

You can pay by cash, cheque or EFTPOS at the kindy. Please put the payment in a sealed envelope with your child's name on the front. Put the envelope in the payments box on the kitchen bench.

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

Rating for: Melaleuca Park Kindergarten

Rating issued: November 2020

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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 941KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/melaleuca_park_qualityimprovementplan.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 41KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/melaleuca_park-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/6534_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.

Melaleuca Park Kindergarten pick-up and drop-off

This is a matter of great importance to the staff, as well as to you as a parent. If you sometimes arrange another person to bring or to pick up your child, please make sure that the procedures are clearly understood.

Please record daily time in and out as well as signing the Attendance Register alongside your child's name. Each child should be placed in the care of a staff member.

At the end of the session he/she will be released only to the parent or person nominated by them in writing on the enrolment form. (In an emergency the Centre may be notified by email)

Parents must let a staff member know if someone else will be collecting their child and that person must be on the enrolment form as an approved collection authority and they must provide current identification when collecting children if they are unknown to staff.

Staff must be notified when children are leaving (even if a staff member is present and that you think that they have seen you, please tell them personally.)

Arrivals and Departures

The Centre is open from 8.45am. Preschool parents must wait with their children in the foyer until the internal doors are opened 9.00am or 12.00pm.

Please find your child's name on the sheet and sign them in every day. Children will be individually farewelled from the large group at the end of the session.

Children who are remaining in the centre for lunch care will access lunch and learning experiences away from the preschool children who are leaving at 12.00pm.

Parents are to inform the Director of any relevant issues (e.g. Custody, Restraining Orders etc.) Where there is a custody order the Director needs to retain a copy of the details on file. Parents must communicate in writing any specific restrictions relevant to their child.

PLEASE MAKE SURE AS YOU ENTER AND LEAVE, THAT THE DOORS AND GATES ARE SECURELY CLOSED.

PARENTS ARE REMINDED OF THE LEGAL REQUIREMENTS TO HAVE CHILDREN RESTRAINED IN AN APPROVED SAFETY SEAT WHILST TRAVELLING IN A VEHICLE.

PLEASE DRIVE CAREFULLY IN THE CARPARK AS CHILDREN ARE OFTEN PRESENT.



Melaleuca Park
Kindergarten
For Early Childhood Development.



General Information

**65 Boandik Terrace
MOUNT GAMBIER SA 5290**

Tel: (08) 8723 5513

Fax: (08) 8723 9815

sharon.devlin448@schools.sa.edu.au

Welcome to Melaleuca Park Kindergarten!

Curriculum:

Our curriculum is planned using the “Belonging, Being and Becoming” Early Years Learning Framework for Australia. This is a national document encompassing Birth to Age 5 and school transition for Early Childhood Educators.

Five Learning Outcomes: are designed to capture the integrated and complex learning and development of all children across the birth to five, age range.

- **Outcome 1:** Children Have a Strong Sense of Identity.
- **Outcome 2:** Children Are Connected With and Contribute To Their Worlds.
- **Outcome 3:** Children Have a Strong Sense of Wellbeing.
- **Outcome 4:** Children Are Confident and Involved Learners.
- **Outcome 5:** Children are Effective Communicators.

The most powerful way young children learn is through play. Play is active and interactive and within it children develop relationships, experiment, create, practice, problem solve, escape, role-play and learn together in their exploration of new and unfamiliar things around them.

- We ensure that each child has the opportunity to learn through play.
- We ensure that each child is helped to develop in all areas including social, emotional, physical, intellectual and creative growth and that their individual needs are met.
- We develop a positive and co-operative relationship with parents.
- We enlist parents as partners with staff in the provision and implementation of the Kindergarten’s core business.
- We maintain ongoing observations, records and evaluations on each child’s development.
- We model positive language, tolerance and empathy in our interactions with children, parents and each other.
- We value each individual family.
- We liaise with the community.
- We monitor and review our service to guarantee continuous improvement.

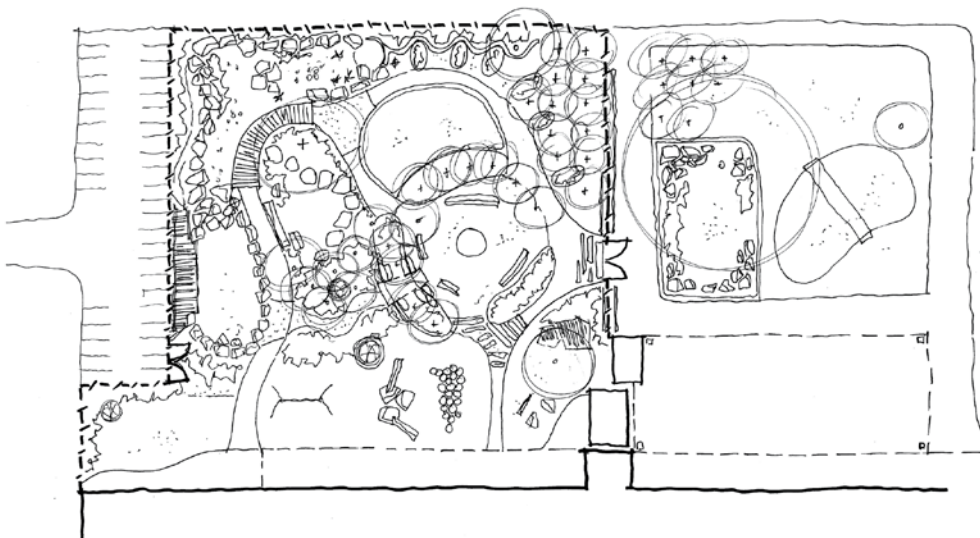
History of Melaleuca Park Kindergarten

Melaleuca Park Kindergarten has been developed as part of a million dollar upgrade to Melaleuca Park Primary School. The Lake Terrace Kindergarten and the Melaleuca Park Child Parent Centre amalgamated and relocated to the new Kindergarten site and opened its doors at the beginning of Term 1 2003.

Awards for Excellence

In early 2014, it was announced that 20 preschools would benefit from redeveloped outdoor learning areas. The initiative is responding to recommendations from Thinker in Residence Carla Rinaldi who challenges all South Australians to provide a wider range of play possibilities for children and the recent establishment of Nature Play SA focusing on increasing outdoor play for South Australian children as well as encouraging families and children to prioritise outdoor play. We were one of the first 5 Preschools to have our outdoor learning area redeveloped. We are concept leaders and support other preschool educators across the State to actively engage children, families and the local community in connecting with nature.

At Melaleuca Park Kindergarten we believe that “The outdoor environment is however far more than a place to move. All aspects of an early year’s curriculum are explored outdoors. Outdoor play contains many valuable opportunities for learning development that are unique to it, such as the interaction with nature, multi-sensory learning that evolves and changes over time, a sense of freedom, and of course the fresh air.”



Programming

Staff plan and implement programs for the children in their care. When planning the program staff consider individual goals, group goals, children’s interests, community events and family participation. Staff refer to the Early Years Learning Framework (EYLF) to support the development of high quality programs. The programme incorporates a balance of individual and group times, inside and outside experiences, quiet and noisy activities. Routine times such as fruit/lunch are also used as learning experiences.

My Learning Journey and Profile Book

Each child has a portfolio of “Learning Stories” which describes children’s involvement and learning during their time with us. When children are ready to leave Melaleuca Park Kindergarten staff will collate the stories so that children can take the portfolios with them. Parents and other family members are encouraged to contribute stories.

Children are welcome to share their stories with family members and friends. Staff uses the stories to plan a program for your child.

Excursions

Excursions facilitate children’s understanding of their world and provide opportunities to learn which cannot always be provided in the centre.

Authorisation to include your child in short, local walks under staff supervision is included in the enrolment form. Any excursion further from the centre or involving transport will be planned well in advance, and a separate consent form issued.

Appropriate safety requirements for excursions are worked out by staff, depending on the type of activity and the age of the children.

Qualified staff will be present at all times.

Nutrition

Each child is asked to provide a piece of fresh fruit to be eaten at fruit time, those children who stay all day will need to bring two pieces of fruit.

Any special dietary restrictions and/or allergies should be notified to the Director in writing.

Mealtimes are regarded as pleasant, social experiences for all to enjoy. Good eating habits are encouraged, but not forced. Food will be used as a learning experience, and at all times the children will take part in activities involving food preparation.

Food will be used to introduce children to other cultures, and parent participation is welcomed.

Birthdays are special occasions which the children enjoy celebrating. If you wish you may bring a tub of plain vanilla ice-cream for the children to share. Please check the label to ensure it does not contain nuts or traces of nuts.

No Nuts, raw vegetable chunks are to be given as per the guidelines set by the Women’s and Children’s Hospital.

Relationships with Children

This Children's Centre is strongly committed to providing a positive environment for young children. Discipline will focus on the positive rather than the negatives. As part of the Centre's programs children will be encouraged to play with sand, water, dough, clay and other potentially messy materials. Children are also encouraged to practice independent self-help skills such as eating drinking and washing hands. We suggest that you dress your child in clothes that children can manage themselves and won't matter if they get dirty. We cannot guarantee that stains will not happen. The Centre will supply the children with a named hat for a small cost upon enrolment. This hat will remain at the Centre and will be looked after by the staff. The staff at all times will attempt to ensure that the children keep their hats on in line with our Sun Smart policy.

Staff

The DECD Preschool is staffed by teachers and early childhood workers.

There will be several staff working at any one time, these staff members will consist of full-time, part-time and casual workers. Each session will have at least two fully qualified workers.

Qualified staff are required to hold a Senior First Aid Certificate; however all staff are encouraged to have first aid training including asthma and anaphylaxis. Please note that all staff are Mandated Notifiers and as such are required by law to notify Families SA if they suspect on reasonable grounds that a child has been or is being abused or neglected by either a family member or another member of staff. (Please refer to the Child, Staff Protection Policy if you require any further information).

From time to time, the Centre may have volunteers or students in the Centre, learning about preschool. They are under supervision and are given duties suitable for their development. Care is taken not to disrupt the children, indeed they often benefit from having extra people around.

Parent Involvement

Families are welcome to visit the Centre at any time.

The Centre is managed by a committee (Governing Council) of parents, staff and school representatives. Less formal involvement with the Centre is also welcome. For example, if you would like to read a book to the children, share a musical instrument or do some cooking we would be delighted. All offers of help are always appreciated.

The Governing Council is keen to encourage all parents to attend the Annual General Meeting, and aimed to keep families informed through information and open days throughout the year.

Your input into this Committee is encouraged. All parents are welcome to attend Governing Council meetings or to participate in the sub committees and in this way to contribute to their child's experience in the Centre.

Communicating with Parents

The notice board in the foyer will be used for general information.

Other information, including fee invoices and newsletters, will be placed in the individual children's pockets.

Parents are encouraged to discuss any issues with the staff or Director. Your comments and thoughts about your child's interests and strengths are an important part of the program and staff look forward to sharing the planning of a quality program for your child.

Sometimes arrival and departure times are stressful and busy for you and the staff. If you have a particular issue, concern or query about your child you may prefer to ring us later in the day, or arrange a confidential chat with the Director.

Throughout your child's preschool time, meetings can be arranged with the educators or Director to discuss any matters which are of importance to you and your child. Please communicate your ideas and knowledge about your child's development and interests, so that we can form a positive partnership which will build a strong foundation for future learning.

Transition to School

Children attending Melaleuca Park Primary School attend transition programs and have visits at the school. This is organised during session times towards the end of the year. A staff member visits with the children, to ensure they are feeling comfortable and secure. The school will contact you about arrangements, as you will be required in some instances to collect your child from the school.

Throughout your child's time at Melaleuca Park Kindergarten, visits to the school and from the school are very much a part of the curriculum. For children attending other schools, the school of your choice will make contact with you as required.

Welcome to Melaleuca Park Kindergarten

Melaleuca Park Kindergarten Health Policy

Every child has the right to feel safe and secure within their environment. The physical safety of the children is one of the important responsibilities of the centre. The Centre has Health and Safety Policies which, as a user of the Centre, you will need to follow.

The Centre Management recognises that any person employed to care for children is in the most special position of trust.

The practice of good hygiene by both staff and children is seen as an integral part of the children's education and the Centre's programme.

All staff is aware of a daily health and hygiene, which includes:

- a. A prompt and strict routine for the changing of nappies and soiled clothing (e.g. disposable gloves are used when changing nappies)
- b. Encouraging hand washing at appropriate times (e.g. after toileting, before meals)
- c. Disinfecting toilet/changing areas regularly during the day.
- d. An ongoing education programme for the children about health and hygiene (e.g. why we wash our hands, clean our teeth, eat healthy food)

The practise of safe play and habits will be promoted and the Governing Council is committed to the maintenance of the equipment, toys and buildings. The safety aspect of toys and equipment will be a primary concern when making purchasing decisions. Toys and equipment are cleaned and checked frequently.

Immunisation: We encourage parents to have children up to date with their immunisation, for the safety of themselves, other children, parents and staff. Please notify the Centre when your child has had their updates. If you choose not to have your child/ren immunised, we would like you to advise the Director of this. If you have not immunised and we have an outbreak of a communicable disease you will be asked to remove your child from the centre until the risk of infection has passed.

Accidents: Children are no left unattended either inside or outside. Every effort is made to prevent accidents, however, should an accident occur the staff will take appropriate action, according to the Centre's policies. An accident report form is kept in each room, showing details of the date, time, and nature of the accident. This report must be read and signed by the person collecting the child.

Illness: When your child is ill, every effort is made to notify the parent/guardian or emergency contact people. In some instances, a child may be required to be collected. This will be advised in consultation with the Director. If immediate medical attention is required and the parent/guardian or emergency contact people are not available an ambulance will be called.

Ambulance: Should an ambulance be required, every effort will be made to contact the parents/guardians or emergence contact people. All ambulance fees are the responsibility of the parent.

Notification of Illness: In the communicable diseases, a notice will be displayed on the foyer notice board.

Medical Fees: The Centre is not responsible or liable for any medical fees or other costs which may arise from medical treatment sought whilst the child is at the Centre, or as a result of the child being at the Centre.

Parents have been asked to provide their Medicare number on the enrolment form, to cover the above instances.

Parents are asked to be equally concerned in maintaining high health standards, and observe the following points:

For the safety of other children, as well as your own, please do not bring a sick child to the Centre. Keep your child home for the recommended time for communicable diseases. (See exclusion policy)

If children have illnesses which are infectious or contagious, or if they are unwell, they are to be withdrawn from the Centre. This Centre does not have the facilities to look after sick children.

Please notify the Director if your child has any contagious illnesses, and be aware of the speed with which such illnesses such as Conjunctivitis and Upper Respiratory Tract Infection (URTI) can spread.

Please ensure that the Centre has been advised and is up to date with any allergies your child may have to food, medicines, creams etc. (refer to Enrolment Form)

The Centre is a totally smoke free environment.

Exclusion of Sick Children and Staff Policy

Sometimes children and adults need to be away from the Centre for the safety of others.

Excluding children and staff is an important way of preventing the introduction of infection into the Centre.

The Centre follows 5th Edition 2012 Staying Healthy Preventing infectious diseases in early childhood education and care services by the Australian Government National health and medical Research Council. For further information about specific exclusion periods please speak to the Team Leaders or the Director.

Medical Conditions Policy

Aim:

This policy has been devised to ensure the appropriate management of medical conditions including asthma, diabetes or a diagnosis that a child is at risk of anaphylaxis.

The nominated supervisor, staff and volunteers of Melaleuca Park Kindergarten will be informed of any practices in relations to managing the above conditions.

(Taken from Clause 90 of the Education and Care Services National Regulation)

Implementation:

Upon enrolment, families are required to complete questions regarding their child's health. In particular the following is included:

Does your child have any known allergies? If yes please list below and provide an allergy management plan:

Has the child any disabilities or medical conditions? If yes please provide a medical condition management plan to the centre.

Does your child have asthma, epilepsy or diabetes? If yes please provide a management plan to the centre:

The nominated supervisor, staff and volunteers of the service must be aware of any medical conditions of any child enrolled at the centre. They must also be aware of the medical management plan that will need to be followed in the event of an accident relating to the child's specific health care need, allergy or relevant medical condition. Upon enrolment

parents will be provided with the relevant medical conditions action plans and these are to be filled out by a health practitioner prior to the child commencing at the centre. A child can't commence at the centre if they have a medical condition unless they have the necessary medical condition forms provided.

We will provide a copy of the Medical Conditions Policy upon enrolment to all families with a child identified with a medical condition. We will ensure that at all times of operation of the licensed space that at least one member of the staff team has recognised asthma, anaphylaxis and first aid training.

A medical condition plan may include the following a modified diet care plan, asthma care plan, medical information, a medical condition plan or individual first aid plan. Medical Condition Plan will:

- ☐ Identify the child's medical condition and a description of the condition.
- ☐ First aid to administer if the condition occurs at the centre.
- ☐ Practices and procedures to ensure parents are notified of any known allergens that pose a risk to a child and strategies for minimising the risk (if relevant)

Parents will be informed that the child will be unable to attend the service without the correct and in date medication prescribed by the child's practitioner in relation to the child's specific health care need, allergy of relevant medical condition.

All staff and volunteers of the centre will be shown where the medical management plans for all children who have a specific health care need, allergy relevant medical condition plans for the child. The folder will also include a copy of the medical conditions policy. Staff, students and volunteers will be informed of these folders and their locations. All medication, allergy and medical conditions need to be reviewed on an annual basis by a medical practitioner. This service currently does not permit the self-administration of medication by children.

Medication Policy

AIM

On occasion it is necessary to administer medication to children in care. It is imperative that this is carried out accurately and in accordance with licensing regulations.

1. The medication must be prescribed by a registered health care provider and contained in the original container stating the name of the medication, date of dispense, date of expiry, child's name, dosage, frequency and route of administration.
2. A Medication Plan must be completed by a registered health care provider for all medications (this includes: antibiotics, teething gel, nappy cream, paracetamol, demazin etc.) The plan can cover a period of up to twelve months and must state the medication name and dosage amount.
3. All details on the centre Medication Form (this is in addition to the Medication Plan) must be filled in by the child's parent/guardian. This form must be filled in accurately and completed or medication cannot be given. In addition, staff should be notified verbally or via communication sheet that medication is to be given.
4. Written and signed permission must be given by guardians for all medication. Verbal permission will not be accepted.

5. Any medication which specifies "3 times daily" will be administered 6 hourly intervals. (i.e. at least 6 hours between doses).
6. All medication must be placed in the medication box located in the children's room in either the store room or locked cupboard. Medication that needs to be refrigerated must be placed in the kitchen fridge. Under no circumstances should any medication be left in a child's bag.
7. The centre will only administer prescribed paracetamol with written confirmation (Medication Plan) from the child's registered health care provider. The plan can cover a period of up to twelve months and must state the medication name and dosage amount.
8. The medication container must have the name of the child and the dosage specified on the label. Staff will not administer a dosage which exceeds that specified on the label unless an authorisation is received. Siblings taking the same medication must have a letter from a registered health care provider stating exact dosage and times.
9. Special medical needs (e.g. asthma and convulsions) shall be discussed with the Director. An Action Plan signed by the Medical Provider will be requested by the Director. Parents may choose to keep medication at the Centre in the case of known conditions and allergies (e.g. bee stings, asthma), or bring it with their child each day. Action Plans will be reviewed periodically according to the Medical Providers instruction.
10. A child should not have the first dose of any medication at child care – if this is necessary, the parent will need to stay with the child at child care for at least 30 minutes after to be sure of no reaction.
11. In the case of a child's health deteriorating or a child's temperature reaching or exceeding 38 degrees, the centre will contact the emergency contacts and the child is to be picked up as soon as possible. While staff awaits collection, they will make the child as comfortable as possible and offer them reassurance and as much extra care as possible. In the case of high temperature staff will undress to allow for cooling (avoiding fans and draughts) and give them frequent sips of clear fluid.
12. **All medication will be checked by two staff members before being administered, one of these staff will be a qualified staff member.**
Both staff is to check that the right child is receiving the correct medication and dosage at the correct time. Both staff must sign the medication form immediately after administering the medication.

It is imperative that the centre be kept informed of any medical conditions that the child has or develops.

We believe that the best place for children when they are unwell is at home. It is generally recognised that if a child is too ill to participate in normal activities without additional care from staff, that child should probably not be at child care and the centre will use its discretion in regard to exclusion.



HEALTHY FOOD SUPPLY AND NUTRITION POLICY

Staff at this preschool aim to promote nutritional eating habits in a safe, supportive environment for all children attending this preschool. We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. Short term: Maximises growth, development and activity whilst minimising illness.
2. Long term: Minimises the risk of diet related diseases later in life e.g heart disease, strokes, some cancers and diabetes.
3. Advice from speech pathologists and dentists indicates that children should be eating *crunchy* foods.

Curriculum

Our preschool's food and nutrition curriculum:

- o Includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health.
- o Includes opportunities for children to develop practical food skills for example, growing, maintaining, preparing and cooking healthy foods.
- o Integrates nutrition across the curriculum where possible.
- o Is part of our involvement in the Department of Health's Eat a Rainbow and The Early Years Learning Framework, and the National Quality Standards Area 1 and 2.

The Learning environment

Children at our preschool:

- o Have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day.
- o Are encouraged to bring their own named water bottle.
- o Eat in a positive, appropriate, social environment with staff who model healthy eating behaviours.

Our preschool:

- o Understands and promotes the importance of breakfast for children.
- o Teaches the importance of healthy meals and snacks as part of the curriculum.
- o Is a breastfeeding friendly site.

Food supply

Our preschool:

Has the following guidelines for families for food brought from home:

HEALTHY SNACK TIME:

- o Parents and carers are asked to supply fresh fruit and vegetables at healthy snack time to:
- o Provide children with important minerals and vitamins.
- o Encourage a taste for healthy foods.
- o Encourage chewing which promotes oral muscle development.

FOODS UNSUITABLE FOR HEALTHY SNACK TIME: include packaged foods, cakes, sweets, cordials and sweetened fruit juices ***We are a nut aware kindy.***

Health eating Policy: 20 May 2013

Healthy eating Policy October 2015

Healthy eating Policy and updated: 2 March 2016

Approved by Governing Council:

Review date: May 2018

Name and signature of Director: Sharon Devlin

Melaleuca Park Kindergarten Philosophy Statement

We value relationships with children, families, staff and the wider community. We recognize and respect parents and care givers as their child's first educator and promote a trusting and nurturing environment.

We strive to ensure that each child feels a strong sense of belonging to the kindergarten.

We value parent and community 'voice' and strive to develop authentic partnerships with parents and caregivers.

We believe that children learn best through play and in an environment where children feel safe, secure and free to express themselves. Children are encouraged and supported to take risks, challenge themselves, problem solve, explore and build resilience and persistence.

Educators are responsive to children's ideas, interests, strengths and areas of growth to develop a holistic, inclusive and equitable 'program'.

We strive to find ways for children to connect to their natural environment and learn about sustainable practices.

Educators work together to embed a culture of equity, collaboration and innovation towards a shared vision and goals. We foster a culture of learning, respect and growth for the community. We value and respect the culture of our families and strive to celebrate the diversity of our community.

Our vision

All Children will experience success and positive learning outcomes and be active and civil citizens

Our Mission

To provide a safe learning space with a focus on nature play where well being and learning is the focus of everything we do through playful pedagogies and respectful ways of being.

PRESCHOOL CONTEXT STATEMENT

Updated: 09

Centre number: 6534

Centre name: Melaleuca Park Kindergarten

1. General information

- Centre name
:Melaleuca Park Kindergarten
- Centre number
:6534
- Preschool Director
: Ms Sharon Devlin
- Postal address
:65 Boandik Tce Mt Gambier
- Location address
:As above
- Telephone number
:08 87 23 55 13
- Capacity (per session)
:45
- Centre Ownership
:DECD
- Access for children and staff with disabilities
:Yes
- Fax number
:08 87 23 98 15
- e-mail address
:sharon.devlin448@schools.sa.edu.au
- Department of Education
:Blue Lake Partnership
- Geographical location – ie road distance from GPO (450km)

Enrolment/Attendance

Census data has shown enrolments have remained constant over the past 2 years. The pattern of attendance is consistent with previous years and highlights a growing trend in the transient population in our local area. Enrolment and attendance of aboriginal children into occasional care and sessional kindergarten has increased.

Co-located

Melaleuca Kindergarten work collaboratively, sharing facilities across the campus. On site are Melaleuca Park Primary School. The Melaleuca Park Community Hub is collocated on site.

Local Community Description

Melaleuca Park Kindergarten is a DECD public preschool facility providing education and care to all our families with young children. Melaleuca Park Kindergarten is a full time Preschool situated in the Mount Gambier east area, co-located with the Melaleuca Park Primary School and Melaleuca Park Community Hub, which provides programs and services for families in our community.

We feed into both Public and Private Schools in the Mount Gambier Community and small schools situated on the outskirts of town.

Our families are very diverse, the parents ranging from middle class, two income parents to the lower socio-economic, single parent families, blended families and children in extended family care. Caregivers and grandparents are very much part of some children's routines.

Irregular attendance impacts on children's learning and we support families to access as much preschool as possible. We cater for a number of children coming from families with different background and cultures.

Our Kindergarten offers Universal Access to preschool, 15 hours of preschool for all children in their eligible year, and we operate Monday to Thursday 8.45am to 3.15 pm and Friday's 8.45 am to 12.45 pm. Mixed ages and abilities attend all sessions, including our Aboriginal three-year-old children. A funded Occasional Care program runs weekly offering three sessions a week and is fully integrated into the kindy program.

There is also a Kindy Connect Supported playgroup that runs weekly on a Friday morning alongside the kindy program

Public transport access

Mt. Gambier City Bus Service – some students do use this service to access school. Travel between Adelaide and Melbourne is serviced by a bus service and one airline.

Programs operating

- **Pre Entry:** is offered prior to commencing kindergarten 2 full days during week 8 term four each year.
- **Transition:** A transition to reception program is provided the term prior to commencing School. (for children going on to Melaleuca Park School)

Sessional Kindergarten for eligible children

Sessional Kindergarten is offered to children in their eligible year with single intake policy now up and running. Each child is entitled to 15 hours of preschool a week. Other policies for Early Entry, Aboriginal 3 year olds and children with additional needs are also in place. A Lunch care program is also offered.

Occasional Care (indicate whether funded or unfunded)

Melaleuca Park Kindergarten has a funded Occasional Care Program running two mornings a week with one session for under twos and two sessions for over twos. The Occasional Care Program is an integrated program within the kindergarten program. The program is very popular and has been in operation since term one 2009. We currently have a waiting list and as each week our sessions are fully utilised. We have two occasional care workers who are line managed by the Director.

Bilingual Support

Currently no Bilingual support however we have a growing numbers of enrolment from the local Karenni Families.

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Philosophy:

At Melaleuca Park Kindergarten:

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Our vision:

All Children will experience success and positive learning outcomes and be active and civil citizens

Our Mission:

To provide a safe learning space with a focus on nature play where well-being and learning is the focus of everything we do through playful pedagogies and respectful ways of being.

PQIP GOALS 2020

Goal 1 - If Educators engage in quality interactions with children to extend children's language and use pedagogical documentation as a tool for formative assessment then we will see children increasingly using language to communicate their ideas and thinking with others.

Goal 2 -Educators implement the Circle of Security (COS) and Berry Street Education Model (BSEM) then we will see children's well being and engagement in learning increase.

Curriculum:

We provide a curriculum that is developed through the ongoing assessment and planning cycle of observation, analysing learning, documentation, planning, implementation and reflection. We strive to incorporate critical reflection of our assessment and planning cycle to ensure each child's current knowledge, strengths, ideas, culture, abilities and interests are the foundation of the program. We reflect fortnightly in focus group teams where we discuss and track each child's learning, our observations and analysis for each individual child informs future possibilities, which then informs curriculum planning. This includes developing Individual learning plans (ILP's) and written learning summaries for each individual child communicated either in a learning summary or a learning conversation engaging with an educator about child's progress and areas for growth. Children with identified special rights have individual learning plans.

We ensure that staff have a deep understanding of the EYLF and the Indicators of Preschool Numeracy & Literacy to provide quality pedagogical practice. Educators facilitate learning by providing intentional learning provocations to guide children's thinking and wondering and offer opportunities for reciprocal shared conversations. Educators are respectful of parents and building trusting relationships and strong connections with children, families and each other to ensure everyone is included, are respected and work together in the best interest of the child. Through shared sustained thinking children work alongside their peers in play co constructing their learning through sustained meaningful conversations.

Curriculum Cont....

We ensure our Kindergarten is inclusive of all families cultures and languages and endeavours to support children's identity and build children's understanding of diversity. Of significance is our acknowledgement and respect for our nations first people and it is our aim to ensure our practices acknowledge the unique cultures of all peoples and to ensure that no one is disadvantaged while accessing our kindergarten. We have established strong links with the local Indigenous community and have built mutually respectful relationships through our work in The Aboriginal Family Literacy Inquiry Project.

Inquiry projects.

Aboriginal Family Literacy Strategy.

Centre Based Staff

Staff profile

Our service has a stable team of 7-8 educators /staff who have a strong connection with children's families. We have regular relief staff that support routines and continuity of learning. Qualifications of all staff are maintained at all times. Our service meets the required child educator ratio at all times. We have an Aboriginal Family Literacy teacher position which is currently shared by two 0.4 teachers working collaboratively across sites this allows for the service to have access and truly support our knowledge of curriculum and pedagogical leadership to create better outcomes for 3-year-old Aboriginal children and all our children. Processes in place for reflective practice and staff programming. Our service is very supportive and encourages and support new staff.

All staff value life long learning and there is high levels of participation and engagement in professional training and development individually and as a whole site team. All staff are respectful with their interactions with each other and support each others strengths and interests. There is open dialogue and critical reflection embeded in the kindergarten practice.

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Performance Management

The Staff at Melaleuca Park kindergarten will follow the Department of Education and Child Development guidelines and policy regarding Performance Development (PDP). Performance and development planning is a cycle of individual performance planning. Professional learning and performance review that will support ongoing learning and improvement at our site.

Educators use the Performance Development Plan Performa to identify performance objectives for that year. When writing personal PDP plans, educators take into account the frameworks and documents which guide our practice: current site priorities written in the Preschool Quality Improvement Plan (PQIP), the Early Years

Learning Framework Outcomes, Principles and practices, and the National Professional Standards for Teachers (NPST), Respect, Reflect, relate (RRR) and Aboriginal Family Literacy Strategy Talk, Play, Read Resource. Educators should also be aware of and take into consideration the Code of Ethics, and Protective practices for teachers.

Access to special support staff: Melaleuca Park Kindergarten has developed strong networks with DECD local support services team, Country Health Connect- OT and Physiotherapy and Child Development Unit. Staff are proactive in seeking Inter agency referrals support individual children's needs. All new families are greeted and invited to tour the centre, with effective enrolment and orientation process at the kindy for all occasional care and kindy children.

Centre Facilities -Buildings and grounds

Melaleuca Park Kindergarten has been developed as part of a million-dollar upgrade to the Melaleuca Park Schools. Lake Terrace Kindergarten and Melaleuca Park Child Parent Centre have combined and relocated to the new kindy site and opened its doors from the beginning of term 1/ 2003. We provide a new look service that offers an extended range of high quality programs to meet the needs of local families to advantage user groups in the local community. Our vision of a "one stop shop" has advantages in terms of ease of access, transition between programs, access to educational and community services in a familiar setting.

Local Community (intended for country preschools)

General characteristics

Melaleuca Park Kindergarten is located on the southeast side of Mount Gambier, a city of 25,000 people. Mount Gambier is a well-organised and close knit community, with a variety of medical, commercial, recreational, cultural and sporting facilities and organisations available.

Parent and community involvement We have an active group of parents who are members of our Kindergarten Governing Council There are regular centre newsletters and face book posts. We respect involvement and parent's contributions at every level. A supportive playgroup program operates every Friday morning during term time.

Our Community Parent Hub space connects to the kindy and is available for families with a Coffee and Chat group and Supported Playgroups and a range of parent programs. We have strong connections to relevant education and support agencies for families to have access to a range of community resources and services through our ongoing work with the development of the Melaleuca Hub. Melaleuca Pak Kindergarten are actively working with outside agencies and the community to provide a range of social services in the Melaleuca Hub working in collaboration with the Melaleuca Park School. We have strong connections with inclusive Directions and Playgroup SA along with the support of a Family Services Coordinator to support families at Melaleuca as an out-reach service from the Mount Gambier Children's Centre. We provide and support families to have further opportunities to be connected to the local community and local parent/ family sup-port services.

Feeder schools: Children mostly attend the Melaleuca Park Schools, however some attend a number of other Schools including small rural schools, private and public. A significant number of students enrol each year from Interstate.

Other local care and educational facilities:

The educational community is well established with excellent facilities for child care, pre-school, primary and secondary education. The local TAFE also offers a range of courses for both vocational and personal development. Schools are well serviced by other government agencies.

Commercial/industrial and shopping facilities

Mount Gambier is a large regional centre with excellent commercial/industrial and shopping facilities.

Other local facilities

Mount Gambier is a well-known tourist centre. A number of medical clinics, a public and private hospital, cinemas, theatre and library are amongst the facilities available.

Availability of staff housing

A range of housing options are available including private and government rental or purchasing your own home or unit.

Accessibility

Mount Gambier is easily accessible from major cities, with daily bus and air services available.

Local Government body

The local council is The City of Mount Gambier Council. Their offices are located at the Civic Centre, 10 Watson Terrace Ph 8724 1711. Information about Mount Gambier and Districts is also available from "The Lady Nelson" Tourist/Interpretive Centre, Jubilee Highway (East). Ph 8724 1730.