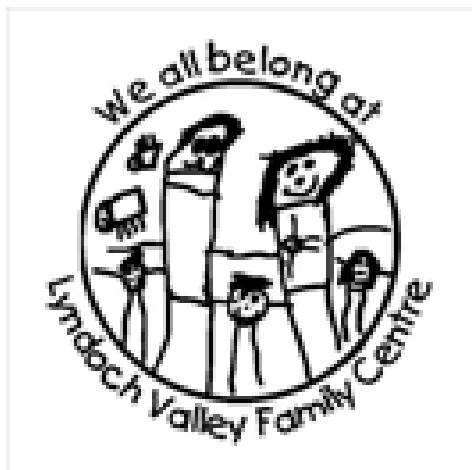


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Home



Find out more about our goals and our focus in our philosophy statement (PDF 108KB)
(https://www.preschools.sa.gov.au/sites/default/files/lyndoch_valley_statement_of_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: Mrs Courtney Rieck

Phone: (08) 8524 4722

Fax: (08) 8524 4378

Email: dl.2692.leaders@schools.sa.edu.au

Street address: 8 William Street Lyndoch SA 5351

Postal address: c/- Post Office Lyndoch SA 5351

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, by attending a maximum of 5 sessions. To make up 15 hours, your child will have to attend 1 full day of kindy.

Morning

Monday	Tuesday	Wednesday	Thursday	Friday
8.45am to 11.45am	8.45am to 11.45am	8.45am to 11.45am	8.45am to 11.45am	–

Afternoon

Monday	Tuesday	Wednesday	Thursday	Friday
11.45am to 2.45pm	11.45am to 2.45pm	11.45am to 2.45pm	11.45am to 2.45pm	–

Fees

The parent contribution is \$100 per term or \$400 per year. See our enrolment and fees page (<https://www.preschools.sa.gov.au/morphett-vale-east-kindergarten/getting-started/enrolment-and-fees>) for more information.

What to bring

Your child needs to bring these items each day:

- bag
- broad-brimmed, legionnaire or sun-safe hat (without chin straps)
- change of clothes
- drink bottle containing water only
- 2 pieces of fruit (1 for the morning session and 1 for the afternoon session)
- packed lunch (only if attending the full day or afternoon session).

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

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
- packaged foods- please think about the environment and your child's health when packing their lunchbox. Please consider the amount of packaged food that you are sending them with each day. See our healthy eating policy (https://www.preschools.sa.gov.au/sites/default/files/morphett_vale_east_healthy_eating.pdf) for 'nude foods' and other healthy options.

Playgroup

Playgroup is an excellent way for children and their families to play, meet other children, and for parents to interact with each other. Playgroup is available to children from birth until they start school. We encourage your child to attend playgroup in the year before starting kindergarten to help them become familiar with the staff and environment.

Times

9.00am to 10.30pm every Friday during term, except for the last day of term.

Cost

\$3 per family

What to bring

We ask that you bring:

- a piece of fruit to share
- a drink bottle
- change of clothes
- any other items your child might need.

Additional information

All children must be supervised by a parent or guardian during playgroup hours.

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/morphett-vale-east-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

Before your child starts preschool they can come to pre-entry transition visits. There are 2 visits at the end of term 4 and they are a chance for your child to meet our staff and other children. If you would like a tour of our kindy or to find out more information outside of these visits, please call in advance to organise a time.

We also encourage families to attend our playgroup prior to commencing preschool. For more information please visit our what we offer page (<https://www.preschools.sa.gov.au/morphett-vale-east-kindergarten/getting-started/what-we-offer#morphettprograms>).

Fees

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

The parent contribution is \$400 per year or \$100 per term. We offer a discount if you pay in full at the start of the year.

Invoices are given out at the start of each term

(<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). We encourage families to set up a payment plan. Please speak to the director if you would like to use this option.

We offer other programs that may have additional costs

(<https://www.preschools.sa.gov.au/morphett-vale-east-kindergarten/getting-started/what-we-offer#morphettprograms>).

When to pay

We will invoice you by week 2 of each term via your child's pigeon hole.

Payments are due by week 4.

Please contact us (<https://www.preschools.sa.gov.au/morphett-vale-east-kindergarten#contact-us>) if you are having difficulty paying.

How to pay

Cash

You can pay cash at the kindy. Please put the payment in a sealed envelope with your child's full name on the front. Put the envelope in the payments box - see a staff member if you are unsure of the location.

EFT information

You can also pay by direct deposit.

BSB: 105136

Account number: 510371540

Please put your child's full name as the reference.

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: Exceeding NQS

Quality Area Ratings

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

Rating for: Morphett Vale East Kindergarten

Rating issued: July 2017

Copyright ACECQA (<https://www.acecqa.gov.au/copyright>)

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 444KB)

(https://www.preschools.sa.gov.au/sites/default/files/morphett_vale_east_qip.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/3605_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.



Government
of South Australia

Department for Education
and Child Development

Morphett Vale East Kindergarten



TRANSITION POLICY

- Our main feeder school is Morphett Vale East Primary School. We also have some children who transition to many of our other local schools. Parents of children attending another Primary School need to inquire about their Transition program. The kindergarten staff need to know where each child will attend school and then we can contact the school to discuss the child's needs and progress.
- We have formed strong and positive links with Morphett Vale East Primary School and their staff. Together we have planned for each child to have a happy and positive experience during their Transition visits. These visits will occur in the child's last term at Kindergarten, and help the child to familiarise themselves with school staff, peers, routines and settings.
- The kindergarten and school staff are dedicated to a smooth holistic transition process which will occur during their year at kindergarten (not just the three school visits). This involves using the school facilities including the school library, oval and gym and also sharing of information between kindy and school staff.
- There will be visits in weeks 7, 8 and 9 during term 4. These visits will occur on a Wednesday morning. The transition visit IS INSTEAD OF one of your child's kindy sessions and therefore they need to be enrolled in the Wednesday am session with the kindy.
- The visits will increase in length as the visits progress.
- Parents are to take their children directly to the school administration area (not the kindy) at 9am (NOT EARLIER) and return to the classroom at the end of the visit to collect their child.
- We ask that children do not wear a school uniform as it assists the school teachers identify the transitioning children.
- It is HIGHLY recommended that children attending their school visits use this as their half day of kindergarten and therefore, not return to kindy after their visit. In circumstances where this is unavoidable parents need to discuss with kindy staff to organise alternative arrangements for collection of their child.
- The children's new teacher will visit the kindergarten prior to the school visits to meet the children in a familiar setting. The school teacher will meet with the kindy staff to share information regarding the transition children during the term before starting school. Staff from the kindergarten will attempt to visit the children during one of their visits, however, this may not always be possible.
- New parents will be invited to attend the first visit, and will have a tour of the school and meet with a member of the leadership team.
This will be for approximately one hour.
There may also be short meetings relating to the school curriculum. School will provide information regarding this.

Endorsed by governing council

Date :21/3/2014

Chairperson : Nicole Williams

Director :Kerri Willmott

Policy was reviewed / /



Government
of South Australia

Department for Education
and Child Development



Morphett Vale East Kindergarten

Sunsmart and Hot Weather Policy

Rationale

To avoid future health problems for staff and children.

'Skin cancer rates are higher in Australia than anywhere else in the world. It is the **third** most common form of cancer in Australia affecting all age groups with skin cancers accounting for about 80% of all cancers diagnosed each year in Australia.'

From The Cancer Council S.A. 2015

Policy statement

Staff ensure that there are appropriate steps taken to safeguard users of the centre against skin and eye damage as a result of overexposure to harmful ultraviolet (UV) radiation.

This Policy will be reflected in the planning of all outdoor activities and events. A combination of the five sun protection measures are required/ recommended when UV levels reach 3 and above. When the UV is below 3, children and staff are encouraged not to use sun protection for vitamin D. Staff and children are encouraged to check daily SunSmart UV alert to assist with the implementation of this policy via www.bom.gov.au/sa/uv.

Responsibilities

- **Parents must provide their child with a broad brimmed, bucket or legionnaire hat all year round and apply SPF 30 or higher broad spectrum, water resistant sunscreen on their child prior to attending our centre when the UV level is above 3.**
- Restrictions to outside play and the timetable changed to accommodate peak UV conditions ie. Outside play activities will be rescheduled to avoid the peak UV danger times of the day, between 1st Sept until 30th April.
- In extreme UV and heat conditions staff need to manage outside supervision to minimise their risks as well as the children's (ie. Have half a session outside rather than a whole one or do not go outside). It should be noted that 'UV levels are not related to temperature, so there can be very high levels of UV on cooler days.' *From the Cancer Council SA*
- The centre will consider the availability of shade when planning outdoor activities and events. Activities will be set up in shaded areas where possible and children and staff are encouraged to play in the shade.

- Everyone asked to wear 30 or higher broad spectrum, water resistant sunscreen when the UV is 3 and above. Notices in the newsletter to ask that sunscreen be applied on children prior to arrival.
- Children accessing full days need to reapply sunscreen prior to going outside in the afternoon. Re-application of sunscreen will occur at lunchtime, 20 minutes prior to going outside. Parents need to sign a form upon enrolment giving permission for this to occur. This ensures children with allergies are provided for. If parents choose to provide their own sunscreen for their child it must be clearly named and kept on top of the fridge in the kitchen not in children's bags.
- Children and staff are encouraged to come wearing clothing that protects the skin including tops with collars and elbow length sleeves and longer style shorts, skirts, dresses and trousers.
- Good behaviours concerning appropriate choices for high heat and UV conditions are modelled by staff and taught explicitly in the curriculum .i.e. drinking plenty of water, restricting vigorous activity, playing in shady areas, wearing clothing that provides adequate skin protection (eg no midriff or singlet tops) and discussions, songs and stories that reinforce sun safety behaviours.
- Everyone using the centre (including parents, volunteers, playgroup families) asked to wear either legionnaire or broad-brimmed hats when outside (hoods are not appropriate). The cancer council's recommendations now have 'healthy sun exposure' and we require some exposure to the sun. When the UV is 3 or above, hats must be worn. Part of the daily routine with the children and staff is to look up the UV level for that day.
- The centre policy will be reinforced through centre activities, newsletters and displays. Information about the policy is available on the centre website and is given to all new staff and families.

This policy was endorsed by the Governing Council on.....

Date :21/3/2014

Chairperson :Nicole Williams

Director :Kerri Willmott

Policy was reviewed 19 / 6 / 15

Chairperson :Renee Henley

Director :Kerri Willmott

Policy was reviewed 18 / 5 / 18

Chairperson :Anne Stockwell

Director :Sarah Weightman



Our Philosophy



Government
of South Australia

Department for Education
and Child Development

ENGAGED

RESILIENT

CREATIVE

SUCCESSFUL

CHALLENGED

- We believe that children begin to develop as individuals from birth
- We have a responsibility to develop the whole child
- We acknowledge that parents are the child's first educators and that we need to build effective relationships in order to work collaboratively with all stakeholders
- We believe in a holistic approach when it comes to children's learning
- We acknowledge that all children are unique and therefore all children learn differently

We, as educators, aim to facilitate all children's learning by:

- Building trusting and respectful relationships
- Being responsive to children's engagement and programming reflectively
- Ensuring that each child has a voice that is embedded into the program
- Providing a supportive and enriching environment
- Promoting a sense of wonder
- Promoting a growth mindset and the power of 'yet'
- Fostering a sense of wellbeing
- Enabling children to have some control over their learning, including Children's voice in all aspects of their development



Government
of South Australia

Department for Education
and Child Development

Morphett Vale East Kindergarten Healthy Food Policy



Staff at this preschool aim to promote nutritional eating habits. 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.

This food policy has been developed following SA Government guidelines with the Governing Council.

Curriculum

Our preschool's food and nutrition curriculum:

- Is consistent with the *Australian Dietary Guidelines for Children and Adolescents in Australia*, and the *Australian Guide to Healthy Eating*
- 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
- Includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- Integrates nutrition across the curriculum where possible.
- Is part of the Early Years Learning Framework and the National Quality Standards

The Learning environment

Children at our preschool:

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

Our preschool:

- Promotes the importance of healthy meals and snacks as part of the curriculum
- Is a breastfeeding friendly site

Food supply

Our preschool:

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

1. **FRUIT TIME** (CHILDREN ATTENDING PRESCHOOL):

Parents and carers are asked to supply fruit and vegetables at fruit 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

Fresh fruits, vegetables or a slice of cheese are recommended for fruit time

We understand that at times families may run out of fruit. A healthy sandwich (multigrain or wholemeal bread) with savoury filling or plain unsalted crackers (e.g Vitawheat) are most acceptable.

FOODS UNSUITABLE FOR FRUIT TIME: include packaged foods, cakes, sweets. ALL NUT PRODUCTS.

LUNCHTIME

The Healthy eating guidelines will still be in place.

Parents are encouraged to follow the above guidelines, and ask staff if they have any issues.

A healthy lunch box might include a sandwich, fruit, yogurt, vegie sticks etc.

Please do not include chocolate, muesli bars, roll ups etc.

Please ask staff if you are unsure.

- Our Kindergarten will ensure a healthy food supply for preschool activities, celebrations and events, strictly limiting availability of high fat, high sugar, or processed foods like chips, pastries, cakes, lollies, crisps and soft drinks to no more than twice a term, in accordance with the Healthy Eating Guidelines.
- We will Display nutrition information and promotional materials about healthy eating, and provide information updates in newsletters.

Food safety

Our preschool:

- Promotes and teaches food safety to children during food learning/ cooking activities.
- Encourages staff to access training as appropriate to the *Healthy Eating Guidelines*
- Provides adequate hand washing facilities for everyone
- Promotes and encourages correct hand washing procedures with children.

Food-related health support planning

Our preschool:

- Liaises with families to ensure a suitable food supply for children

Working with families, health services & industry

Our preschool:

- Has Invited parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- Periodically invites health professionals to be involved in food and nutrition activities with the children
- Provides information from health professionals to families and caregivers on the *Healthy Eating Guidelines* through a variety of media such as:
 - o Newsletters
 - o Policy development/review
 - o Information on enrolment
 - o Pamphlet/Poster displays
- Promotes the alignment of fundraising with the *Australian Dietary Guidelines for Children and Adolescents in Australia*

Endorsed by governing council

Date:

Director:.....

Chairperson.....



Government
of South Australia

Department for Education
and Child Development

Morphett Vale East Kindergarten FIRST AID POLICY



Rationale

It is a Departmental requirement for staff to manage first aid issues in their duty of care role to the Preschool community. Preschool children are exposed to situations where they may require some medical intervention of a minor or major nature. They also may have a medical condition that for their protection requires staff knowledge, training and the availability of medication on site.

Policy statement

Procedures need to be in place to manage the risk of injury or health concern for those adults and children involved in the preschool. For example, children's personal health information, action plans and medication plans needs to be documented and systems employed for the recording and notification of health or accident issues including a review process. There also needs to be provision of first aid requirements.

Responsibilities

- All medication (including sunscreen) needs to be kept in the original container and given to staff to place in the kitchen out of children's reach. It must **NOT** be left in children's bags.
- Staff to ensure documentation completed for children with significant health issues, resourced from ECD First Aid in Early Childhood Centres and Schools manual and the NEP (Negotiated Education Plan) process. These must be completed by a doctor, for example, an asthma or anaphylactic plan. These need to be completed before a child can attend preschool.
- Parents are strongly encouraged to return to the centre to administer their child's medication. Where this is not possible staff will administer medication, which has been ordered by a doctor on the condition it is provided in the original container and is accompanied by the signed, dated documentation. The only exception to this is in an emergency, ie an asthma or anaphylactic episode. All medication provided by families must be given to a staff member, labelled with the child's name and stored in the first aid cupboard.
- In some circumstances, such as when children are unwell, have head lice or conjunctivitis they need to be excluded from the Preschool. Periods of exclusion for specific conditions are outlined in the "You've got what?" guideline book.
- Staff are responsible for regularly checking and restocking the first aid cupboard according to DECS requirements. **If your child requires a particular brand of bandaids, it is the responsibility of the family to provide these to the kindergarten.**
- Staff to meet the DECD requirements for regular first aid training, and in administering Ventolin and Epi-pens.
- Staff to employ hygienic, safe work practises including suitable hand washing, appropriate cleaning and use of work areas and equipment, wearing of disposable gloves for cleaning blood, vomit, excrements and bodily fluids. Refer to included page from "ECD First Aid in Early Centres and Schools" for explicit regulations, particularly on management of blood and body fluid.
- Staff need to complete an accident/incident report form to record all injuries and incidents- parents **MUST** be offered a copy of this form. An injury requiring a person to seek medical

expertise requires an ED155 to be completed for Departmental notification. Staff review injury report details periodically at staff meetings. Serious injury requires an accident investigation report to be sent to the OHS&W department and an IRMS report to be completed ASAP.

- Staff ensure any open wounds are cleaned with medi-prep and covered with elastoplast or bandages (Children to apply their own where possible)
- Safe practises will be taught to children and modelled by staff in particular, the need for safe management of blood and body fluids and only by an adult.

OUTCOMES

People using the centre will be exposed to the least possible risk of infection or injury, have trained staff capable of administering basic first aid when required, be aware that notifications will be made when necessary, and that a review process ensures that health and safety standards are maintained.

This policy was endorsed by the Governing Council

Date :23/3/12.....

Chairperson :Karina Carlisle.....

Director :Kerri Willmott.....

Policy was reviewed 17 / 5 / 13

Chairperson :Nicole Williams.....

Director :Kerri Willmott.....

Policy was reviewed 19 / 6 / 15

Chairperson :Renee Henley.....

Director :Kerri Willmott.....

Policy was reviewed 18 / 5 / 18

Chairperson :Anne Stockwell.....

Director :Sarah Weightman.....

Morphett Vale East Kindergarten

Emergency Procedures

Emergency Procedures will be displayed

- Shed
- At each exit
- Next to each of the phones – office and two in the kitchen

Emergency Procedures will be rehearsed each term.

Fire Extinguishers

Are located:

1. Near the staff toilet on the kitchen wall.
2. In main playroom near the main entrance.

Fire Blanket

On the outside wall of the sensory room, with the keys.

Whistles

Whistles are located on hook just inside the main play room entrance also in the shed and office

Keys to Double Emergency Gates:

Keys to the double gate are attached to each whistle.

ETSA Power Box

In case of an emergency the ETSA box can be found on the exterior wall of the kindergarten building near the parent entrance gate. Keys are located in the kitchen, on the doorway to the sensory room.

Snakes

The outside teacher will wear a whistle when outside and implement emergency procedure immediately if a snake is visible.

Policy Reviewed by

Director.....Kerri Willmott.....

Governing Council Chairperson.....Renee Henley.....

Date.....19/6/15.....

Morphett Vale East Kindergarten

Emergency Procedures

EMERGENCY PROCEDURE Evacuation and Invacuation

1. When threat is seen blow continuous short blasts on whistle and select safest assembly point (generally the double gates).
2. **All children to go to the staff member blowing the whistle.**
Evacuation = to the double gate
Invacuation = inside
3. Another Staff Member(s) to
 - a) collect **RED** emergency contact folder and roll book
 - b) collect cordless phone
 - c) check building to ensure all children have gone outside
4. All persons move to whistle blower.
5. Staff person to check roll.
6. Another staff member to telephone emergency services (000) and if required, Morphett Vale East Primary School (8382 4311).
7. Decision will be made to move/not to move to the school

Reviewed June 2015

Policy Reviewed by

Director.....Sarah Weightman.....

Governing Council Chairperson.....Anne Stockwell.....

Date.....18-05-2018.....

Behaviour Management and Anti-Bullying/Harassment Policy

This policy has been developed in line with

- EDC policies and procedures
- The Early Years Learning Framework
- Keeping Safe (Child Protection Curriculum)

Behaviour is an expression of feelings. Behaviour communicates needs, anxieties, concerns, pride, and happiness. Our role is to help the children in our care express their feelings in a manner that shows care and respect for others and in a way that supports their personal needs.

When we are safe, happy and feel supported we are best able to grow and learn.

At Morphett Vale East Kindergarten, we believe that...

Children and adults in our kindergarten community have the right to feel...

- | | | |
|-------------|-------------|-------------|
| * Trusted | * Secure | * Supported |
| * Respected | * Accepted | * Cared for |
| * Valued | * Emotional | * Safe |
| * Welcomed | * Have Fun | |

With this right comes the responsibility for everyone to display...

- | | | |
|-------------------------------|-------------------------|-----------|
| * Tolerance to Diversity | * Fairness | * Honesty |
| * Their emotions | * Respectful Behaviours | * Equity |
| * Cooperation & Collaboration | | |

Behaviours we will encourage to maximize positive interactions are...

- Caring for others
- Inclusive and acceptance of all peoples
- Sharing of activities and resources
- Age appropriate positive interactions and language
- Helping and supporting each other
- Talking through conflicts
- Taking responsibility for their own actions
- Protective Behaviour skills ie. "Stop! I don't like it when you....."
- affirmation and celebration
- Negotiation and cooperation
- Encouraging children's voice

Behaviours we will discourage are...

- Being hurtful, emotionally and physically
- Harassment / Bossiness / Bullying
- Being disrespectful

- inappropriate language
- Inappropriately questioning people's differences

How can staff support the site behaviour policy and the process?

- Modelling verbal and non-verbal behaviours that are respectful and inclusive of all children and their families.
- Engaging the children in developing the sites behavioural expectations and goal setting
- The use of 'Thumbs up and Thumbs down' choices- adapted from A choices and B choices
- Introduce children to the story "Filled your bucket today".
- Assist children with their sensory needs and challenges to help them manage themselves and have the ability to self-regulate. For example, recognising when a child is hungry or angry
- Use Interoception
- Shared discussion - staff and children, looking at potential problems and managing current issues
- Meeting with children to discuss what makes them feel safe and unsafe at kindy.
- Modelling and supporting children in problem solving, negotiation and conflict resolution skills
- Explicitly teaching and facilitating conflict resolution strategies and child protection strategies so children can protect themselves from inappropriate behaviour of others.
- Noticing and acknowledging appropriate behavioural responses by children
- Managing inappropriate behaviour immediately when it occurs.
- Calmly discussing the inappropriate behaviour with the child/children involved
- Determining logical consequences for the inappropriate behaviour with the child.
- An adult supporting the child with "time in" the activity or social situation.
- When inappropriate behaviour continues to occur, after discussion and supported "time in", then "time out" away from the activity may be necessary.
- Ensuring that the children understand why things are happening.
- Having a calm routine
- Supporting children to adjust their behaviours to cope with change
- Maintaining consistency with the policy
- Adopting a team approach - staff with staff, staff with children and staff with parents/caregivers.
- Communicating with parents/caregivers both informally and formally. Parents or staff may arrange an interview time for longer conversations. All conversations remain confidential.
- If necessary and with parent support developing an individual learning plan to help teach a child appropriate behaviour at kindergarten.
- Where staff and families need extra help to manage a child's inappropriate behaviour, a departmental referral form for special services will be completed.

Parents and caregivers can support the site behaviour policy by...

- Reading the behaviour policy and seeking clarification if needed.
- Working in partnership with the kindergarten staff to support a unified approach.
- Discussing with staff any concerns
- Informing staff of any changes in the child's home life
- Supporting staff by adopting similar expectations at home

This policy was endorsed by the Governing Council on

Date :17/3/13.....

Chairperson :Nicole Williams.....

Director :Kerri Willmott.....

Reviewed: 19/6/15

Chairperson: Renee Henley

Director: Kerri Willmott

Reviewed: 18/05/2018

Chairperson: Anne Stockwell

Director: Sarah Weightman



Assessment and Reporting Policy

At Morphett Vale East Kindergarten our curriculum is based on a number of required documents including:

- the EARLY YEARS LEARNING FRAMEWORK
- Keeping safe Child Protection Curriculum
- Respect Reflect Relate

These documents inform the way we program, monitor, review and report.

Ongoing strategies

Information about each child will be collected and reviewed by all staff through:

- Staff debriefing at the end of each day and at staff meetings.
- Observations
- Use of the floor book to display photos and information about the 'Kindy Day'
- Examples of your child's work which is kept in their learning folder. (Parents and children are welcome to look at their child's profile book at ANY time).
- Learning Stories will be placed directly into their profile folder.
- Informal chats with parents throughout your child's kindergarten time. The staff have an open door policy and parents are welcome to talk to staff at any time.
- Staff offer a formal interview with parents at various stages of the year.
- Meetings occur with Morphett Vale East Primary School with the leadership team and or JP teachers to ensure a smooth transition to school.
- Statement of Learning- a report that is given to families and schools in the middle of the year and at the end of the year. Parents and schools are also given the opportunity to provide feedback.
- Parent opinion surveys and feedback forms are given to families throughout the year

The Kindergarten year:

Children are entitled to access four terms of preschool in the year before they start school. There is one intake at the beginning of each year for children who turn four years of age **before** 1 May.

An Individual Learning Plan is devised specifically for your child. This focuses on your child's strengths, interests and any areas of need and is reviewed throughout the year. Families are given opportunities during the year to formally meet with either the Director or Teacher for a 15-minute discussion about your child's progress. Your input is an important part of this process. Each term the staff will also conduct a short interview with each child.

Tracking and monitoring of children is done throughout the year to inform of progress and development and this is conducted by using the above mentioned strategies.

In your child's final term of kindergarten staff will review your child's progress. This will be collated in your child's final report. Parents are given a copy to read, sign and return to staff. If permission is granted a copy will be forwarded to the school your child will be attending. You will be given a copy to keep after this process is finalised.

At your child's final kindergarten session your child will be presented with their Learning Folder and a certificate.

This policy was endorsed by the Governing Council on:

Date :11/5/12.....

Chairperson :Karina Carlisle.....

Director :Kerri Willmott.....

Policy was reviewed

Date :19/6/15.....

Chairperson :Renee Henley

Director :Kerri Willmott.....

Policy was reviewed

Date :18/05/18.....

Chairperson :Anne Stockwell

Director :Sarah Weightman.....