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## Home



We work with families and the community to make sure all children have the best opportunities to develop and learn. We provide a safe, supportive and inclusive environment.

Our values are trust and respect, nurturing and caring, responsibility and empowerment. Our philosophy is based on our vision and our motto: play, learn, grow.

You can find out more about our goals and our focus in our philosophy statement (PDF 69KB) ([https://www.preschools.sa.gov.au/sites/default/files/mountbarker\\_philosophy.pdf](https://www.preschools.sa.gov.au/sites/default/files/mountbarker_philosophy.pdf)).

## Governing council

You can join the governing council at any time through the year. The governing council makes decisions that support the safe and efficient operation of the kindergarten. Meetings are usually held twice a term at night. Parents or guardians serving on the governing council will need to do Responding to Abuse and Neglect training for volunteers, which we will arrange.

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>). For more specific detail on Mount Barker Kindergarten's governing council, see our constitution (PDF 667KB) ([https://www.preschools.sa.gov.au/sites/default/files/mountbarker\\_kindergarten\\_constitution\\_0.pdf](https://www.preschools.sa.gov.au/sites/default/files/mountbarker_kindergarten_constitution_0.pdf)).

## Acknowledgement of Country

We acknowledge that the land Mount Barker Kindergarten is built upon is the traditional ancestral land of the Peramangk People. We acknowledge the deep feelings of attachment and relationship of the Peramangk people to this land and their ongoing custodianship. We also pay respects to the cultural authority of Aboriginal people visiting from other areas of South Australia or Australia present here.

## Bushfire risk

On forecasted 'catastrophic' fire danger days we will be closed. Make sure you know how we intend to contact you in this situation. You can find more information about an active bushfire from the CFS website (<http://www.cfs.sa.gov.au/>). See our bushfire action plan (PDF 323KB) ([https://www.preschools.sa.gov.au/sites/default/files/mountbarker\\_bushfire.pdf](https://www.preschools.sa.gov.au/sites/default/files/mountbarker_bushfire.pdf)) and the Department for Education bushfire page (<https://www.decd.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) for general information.

## Contact us

**Preschool director:** Mrs Mandy Smith

**Phone:** (08) 8391 0685

**Fax:** (08) 8391 3082

**Email:** [dl.4637.leaders@schools.sa.edu.au](mailto:dl.4637.leaders@schools.sa.edu.au)

**Street address:** 2B Dumas Street Mount Barker SA 5251

**Postal address:** 2B Dumas Street Mount Barker SA 5251

## 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.

Traditionally we run a Monday-Tuesday group and a Wednesday-Thursday group - please speak with our Director for more flexible options.

### Group A

Monday	Tuesday	Wednesday	Thursday	Friday
8.30am to 3.30pm	8.30am to 3.30pm	–	–	8.30am to 1.30pm 2 Fridays per term

### Group B

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	8.30am to 3.30pm	8.30am to 3.30pm	8.30am to 1.30pm 2 Fridays per term

## Fees

The parent contribution is \$150 per term. See our enrolment and fees (<https://www.preschools.sa.gov.au/node/886>) page for more information.

Fees contribute to services along with resources and materials that support each child's learning to ensure the best possible outcomes from learning through play at kindergarten.

## What to bring

Children need to bring these items each day:

- bag
- hat (-broad-brimmed or legionnaire style)
- change of clothes
- drink bottle containing water
- healthy snack or fruit
- packed lunch, with cool pack on hot days.

Please write your child's name on everything they bring.

Please apply sunscreen at home. We will reapply sunscreen, with your consent, in the middle of the day.



## **Healthy eating**

Because the kindergarten encourages healthy eating please avoid the following items as substitutes for healthy snacks:

- chocolate bars
- lollies and sugary sweets
- food containing nuts – our preschool is a nut-free zone.

## **Communication**

Please check your communication pocket every day. Reminders and other notices will be displayed around the kindergarten and/or emailed.

## **Clothes**

For safety and wellbeing reasons please avoid bringing your children to kindergarten wearing thongs or tops without sleeves. Please dress your child in clothes that nobody minds getting painted or muddy.

We encourage independence when going to the toilet, so please avoid hard-to-undo belts for your child.

## **Kindergarten routine**

Our timetable is flexible and subject to change depending on the children's needs.

Parents pack their children's lunch and around midday we sit as a group to have our lunch. After lunch is relaxation time. Snack and lunch times with friends support children's social skills while they eat, flexible routines mean children are able to eat when hungry.

Songs, music and movement, social games, stories and discussions are the foundation of our interactive group times. Early morning small group work provides strong literacy-based focus in targetted areas according to the children's needs and interests. Midday group focuses on well-being and executive function - particularly self-regulation. Packing up is around 2:45pm. End of day group is a time for social games and turn-taking while ensuring the children's safety across a staggered farewell.

The children initially start their day inside as staff greet each child and their family, settle children and chat informally with parents. Inside and outside supported learning through free play happens across most of the day. If the weather is inclement we make greater use of the large playhouse space.

Please ask a staff member for more detail about our daily routines. 'A day at kindergarten' showing our daily routine is displayed on a noticeboard under the photos of our staff team.

## **Additional information**

Please read our drop-off and pick-up procedure (PDF 60KB)  
([https://www.preschools.sa.gov.au/sites/g/files/net4016/f/mountbarker\\_drop-off-and-pick-up.pdf](https://www.preschools.sa.gov.au/sites/g/files/net4016/f/mountbarker_drop-off-and-pick-up.pdf)).

We have more information (PDF 364KB)  
([https://www.preschools.sa.gov.au/sites/g/files/net4016/f/mountbarker\\_general-information.pdf](https://www.preschools.sa.gov.au/sites/g/files/net4016/f/mountbarker_general-information.pdf)) for when your child starts kindergarten.

## **Gigglebugs playgroup**

On Friday mornings from 9:30am to 11:30am during term time, our educators support playgroup for children from birth to 5.

The cost is \$2.00 per family.

Playgroup provides wonderful opportunities for children and parents to meet other families from our broader community in a friendly environment to chat, play and learn. It also offers an extended transition to kindergarten.

For more information please contact us on 8391 0685.

## **Transition programs**

Our pre-entry program provides a transition to kindergarten during Term 4 each year. The times and number of sessions depend on available spaces and staffing. Our Director will contact you to arrange mutually suitable times once enrolment has been confirmed.

## **Disability or special needs support**

There is support available for children with disability or special needs  
(<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

If you would like your child to attend Mount Barker Kindergarten, please contact us by phone or email with the following details:

- child's name
- child's date of birth
- parent name
- residential and postal address
- home phone number.

Kindergarten staff will contact you prior to your child starting to organise a meeting and complete enrolment forms.

Priority will be given to children living in our catchment area (<https://www.preschools.sa.gov.au/mount-barker-kindergarten#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

We will contact you in term 3 (August/September) to confirm your space.

## Fees

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

The parent contribution is \$150 per term, or \$15 per week.

We offer other programs that may have an additional cost (<https://www.preschools.sa.gov.au/node/961#mtbarkerplaygroup>).

## When to pay

We send invoices via your child's communication pocket, usually in the second week of term (<http://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Please contact us if you are having difficulty paying.

## **How to pay**

Cash or cheque

You can pay by cash or cheque. If you are paying by cash or cheque, please use a sealed envelope with your child's name on the front. Give the envelope directly to a staff member.

EFT information

You can pay by direct deposit.

BSB: 105025

Account number: 046735840

Account name: Mt Barker Kindergarten Inc.

Please put your child's name in the notes 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

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

**Rating for:** Mount Barker Kindergarten Inc

**Rating issued:** June 2015

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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 1161KB)

([https://www.preschools.sa.gov.au/sites/default/files/mt\\_barker\\_kindergarten\\_qip.pdf](https://www.preschools.sa.gov.au/sites/default/files/mt_barker_kindergarten_qip.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 73KB)

([https://www.preschools.sa.gov.au/sites/default/files/mount\\_barker\\_site\\_context\\_statement.pdf](https://www.preschools.sa.gov.au/sites/default/files/mount_barker_site_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/4637\\_AnnualReport.pdf](http://docs.decd.sa.gov.au/Sites/AnnualReports/4637_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.





# Mt Barker Kindergarten Philosophy Statement

Mount Barker Kindergarten provides a safe, inclusive environment that is vibrant, flexible and responsive to each child's interest, needs and abilities as individuals and in groups. We provide high quality teaching and learning in line with the *National Quality Framework*, based on the Principles, Practices and Outcomes of the *Early Years Learning Framework*.

This philosophy reflects our vision and motto, **Play, Learn, Grow**:

**Play** - we implement a play-based curriculum, focused on positive social interactions and wellbeing. Play enables children to make independent choices using open-ended resources, enhancing individual development.

**Learn** - our emergent curriculum is responsive to children's learning ideas, utilising teachable moments and building upon children's interests and existing understandings. We respect each child's individual learning style in tandem with developmental appropriateness.

**Grow** - we provide learning opportunities that challenge and engage children, supporting deeper thinking and problem solving as they understand and make sense of the world around them.

Our educators work in partnership with families, recognising and valuing their place as children's first educators. We acknowledge the traditional owners of the land and their culture. We increasingly build partnerships with our extended community (including parents, caregivers, children, local businesses, service providers, child care centres and children's groups).

This philosophy defines our values of **Trust** and **Respect**, **Nurturing** and **Caring**, **Responsibility** and **Empowerment**, which are the foundation of quality early childhood education:

**Trust** and **Respect** - children gain increasing confidence to further develop their own identity while exploring and taking considered learning risks.

**Nurturing** and **Caring** - children learn about empathy and consideration for others. They develop a sense of what is fair, begin to see alternate points of view, and act in respectful and inclusive ways.

**Responsibility** and **Empowerment** - children strengthen their ability initiate their own interactions and accept some responsibility for themselves, their actions and their environments.

As educators, we are committed to ongoing critical reflection that improves our everyday practice, thereby continuing to provide quality care and education. Our team values are:

open communication; being supportive; shared commitment in working towards common goals; and an overarching positive attitude to work and life-long learning.



Department of Education  
and Children's Services



Government  
of South Australia

## ***CONSTITUTION***

### ***MOUNT BARKER KINDERGARTEN***

APPROVED BY:

EXECUTIVE DIRECTOR,  
SCHOOLS AND CHILDREN'S  
SERVICES

7<sup>th</sup>  
JULY 2004

# **PRESCHOOL CONSTITUTION**

(under *Children's Services Act, 1985*)

## **1 NAME**

The name of the Centre shall be the Mount Barker Kindergarten incorporated (hereinafter called "the Centre").

## **2 INTERPRETATION**

In this constitution, unless the contrary intention appears –

**"the Act"** means the Children's Services Act, 1985;

**"Capital Assistance Fund"** means the Capital Assistance Fund under the control of the Minister;

**"the Centre"** means the Children's Services Centre specified in Clause 1 hereof and has the same meaning as set out in Section 3 of the Children's Services Act, 1985 and the Regulations made pursuant to that Act from time to time;

**"Council"** means the Governing Council which is the Management Committee for the purpose of the Children's Services Act;

**"the department"** means the Department responsible for Children's Services as established by Section 10 of the Children's Services Act;

**"Director"** means the Director of the "the Centre" preschool service who is employed by the Department responsible for Children's Services;

**"Chief Executive"** means the Chief Executive of the department in his/her role as Director of Children's Services pursuant to Section 11 of the Children's Services Act, 1985;

**"Member"** means a member of the Centre and whose name appears in the register referred to in Clause 5.2 hereof;

**"Meeting"** means an Annual General Meeting or a General Meeting or Special General Meeting of members of the Centre convened in accordance with this constitution;

**"Minister"** refers to the person to whom the administration of the Children's Services Act is committed pursuant to the Administrative Arrangements Act, 1994;

**"Parent"** means a parent or guardian of any child

(i) at present enrolled in a program provided by the Centre, or

- (ii) who was enrolled in a program provided by the Centre during the preceding year, or
- (iii) who is entitled to be enrolled in a program provided by the Centre in the following year by virtue of the fact that he or she will turn four during that year and / or his or her name appears on an enrolment waiting list kept by the Centre,

Parent of a child includes –

- (a) a person who has legal custody or guardianship of the child; and
  - (b) a person standing in loco parentis to the child,
- but does not include a parent of the child where another parent or person has legal custody or guardianship of the child to the exclusion of that parent.

‘**Person**’ where the context admits includes a body corporate.

### **3 OBJECT AND ESTABLISHMENT**

The objects and purposes of the Centre are:

- 3.1 To provide preschool education and other programs and activities to further the development, education, care and welfare of young children in the community. In provision of these services the Centre shall:
  - (a) emphasize that the paramount consideration is the interests of the children;
  - (b) reflect the multicultural and multilingual nature of the community;
  - (c) involve parents and other community members;
  - (d) evaluate and monitor the nature of these services to ensure that the highest standards are attained;
  - (e) ensure, as far as possible, that special needs of individual groups of children are addressed by the provision of services from the Centre;
  - (f) ensure that the provisions of equal opportunity as detailed in Section 7 (c) of the Act are applied to services provided by the Centre.
  - (g) To do all other such things as may be incidental to the attainment of the Objects of the Centre.
- 3.2 Upon registration pursuant to Section 42 of the Act, the Centre shall be an incorporated Children’s Services Centre as defined in the Act and has the powers and functions prescribed by this constitution.
- 3.3 Upon incorporation the Centre becomes a body corporate with perpetual succession and a common seal and shall have the powers and functions hereinafter prescribed.

## **4 POWERS AND FUNCTIONS OF THE CENTRE**

4.1 For the purpose of carrying out its objectives the Centre may, subject to the Act, and other relevant State or Commonwealth legislation and any administrative instructions issued by the Minister

- (a) acquire, hold, deal with and dispose of, any real or personal property;
- (b) administer any property on trust;
- (c) open and operate bank accounts;
- (d) invest its money in any security in which trust monies may, by Act of Parliament, be vested (including any bank or banking group within Australia which is recognised by and subject to the control and provisions of the Reserve Bank of Australia, Government bonds or semi-government Securities) or in any other manner authorised by the rules of the Centre;
- (e) subject to Clause 10, borrow money upon such terms and conditions as the Centre sees fit;
- (f) give such security for the discharge of liabilities incurred by the Centre as the Centre thinks fit;
- (g) appoint agents to transact any business of the Centre on its behalf;
- (h) employ staff, except as teachers in addition to those staff in the Centre who are employed by the Minister, on such terms and conditions as are approved by the Chief Executive;
- (i) enter into any other contract it considers necessary or desirable in accordance with the Objects of the Centre set forth in Clause 3 hereof and in line with the policies and procedures set down by the department.

4.2 The Centre shall appoint a Governing Council to manage the Centre in accordance with this Constitution, the provisions of the Act; other relevant legislation, any rules, guidelines and policies prescribed by the Minister.

## **5 MEMBERSHIP OF THE CENTRE**

5.1 The following persons who have agreed to support the objects are eligible to be members:

- (a) parents (as defined)
  - (b) employees of the Centre and/or staff in the Centre who are employed by the Minister;
  - (c) persons who have applied in writing for membership and who are accepted as members by a majority vote of a General Meeting, and who retain membership until the next Annual General Meeting;
- 5.2 The Secretary of the Council shall keep and maintain a register of all the names and addresses of all Members.
- 5.3 The Council shall notify persons who are eligible to be members pursuant to subclause (5.1) (a) hereof of such eligibility as soon as practicable after such eligibility arises. This requirement can be delegated to the staff of the centre.
- 5.4 Membership of the Centre does not confer on members any right, title or interest in any real or personal property of the Centre.
- 5.5 Membership shall cease when a member:
- (a) dies
  - (b) resigns from membership of the Centre by giving written notice delivered to the Centre;
  - (c) ceases to be a parent, as defined
  - (d) ceases to be employed at the Centre
- 5.6 A member whose membership has ceased under 5.5 (c or d) may reapply for membership under clause 5.1 (c).
- 5.7 Each member shall be eligible to vote at annual, special and general meetings of the centre and for nomination to the Governing Council.

## **6 MEETINGS OF CENTRE**

### **6.1 Annual General Meeting**

- 6.1.1 The Annual General Meeting shall be held at least once in each calendar year and the period between each Annual General Meeting must not exceed 16 months.
- 6.1.2 Members shall each be entitled to one vote at any Annual General Meeting at which they are present.
- 6.1.3 The quorum shall be not less than ten percent of the total members.
- 6.1.4 If at any Annual General Meeting there is no quorum within thirty (30) minutes of the time appointed for the meeting, it shall stand adjourned to such time and place as those members present shall determine.
- 6.1.5 The business of the Annual General Meeting shall be:

- (a) to confirm the minutes of the preceding Annual General Meeting;
- (b) to receive the Chairperson's report for the previous year; the Chairperson must report on:
  - (i) strategic and operational plans;
  - (ii) the proceedings and operations of the Council and Centre for the period since the date of the previous Annual General Meeting; and
  - (iii) the outcomes of those proceedings in relation to the functions of the Council and the operation of the Centre;
- (c) to receive the Treasurer's report including an up-to-date statement of receipts and expenditure with respect to all accounts controlled by the Council, and a copy of the Centre's audited statement of receipts and expenditure for the previous financial year which shall be prepared in accordance with the requirements of this constitution, the Minister and funding agreements in place.

Where any statement has not been audited by the time the Annual General Meeting is held, the audited statement is to be subsequently made available for inspection, at the preschool, as determined at the meeting;

- (d) to receive the Director's report;
- (e) to elect or re-elect the Council members, who must consent in writing or in person, and to announce the commencement of the term of nominated and representative members;
- (f) to conduct any other business placed on the agenda before the commencement of the meeting.

6.1.6 Written notice of the Annual General Meeting shall be displayed at the premises of the Centre and distributed to all members, and users of the Centre who do not visit the premises regularly. The Council shall give notice and call for agenda items for the Annual General Meeting not less than (14) days before the meeting.

## **6.2 General Meeting**

6.2.1 General meetings of the Centre may be held at intervals determined at the Annual General Meeting.

6.2.2 The Council shall give notice and call for agenda items for General Meetings not less than fourteen (14) days prior to the meeting and shall display written notice at the Centre and distribute it to all members, and users of the Centre who do not visit the premises regularly.

6.2.3 Members shall each be entitled to one vote at any General Meeting at which they are present.

6.2.4 A quorum at any General Meeting shall be ten percent of members.

6.2.5 If at any General Meeting there is no quorum within thirty (30) minutes of the time appointed for the meeting, it shall stand adjourned to such time and place as those members present shall determine.

### **6.3 Special General Meeting**

A Special General Meeting shall be called by the Secretary within twenty-eight (28) days of receipt of a directive of the Council or a written request of three (3) Council members or six (6) Centre members specifying the business to be conducted at the meeting.

## **7 GOVERNING COUNCIL**

### **7.1 Membership**

The Council must consist of no less than 8 Councilors and no more than 20 Councilors all of whom must be members of the Centre. Membership will include:

- members of the Centre who are parents, these must be in the majority.
- the Director/s of the Centre employed by the Minister;
- one other staff member elected by the employees at the Centre;
- one representative nominated by any other program or service regularly provided by the Centre;

and may include

- up to three individuals appointed by the Governing Council from the local community who have specific skills and expertise or perspectives that will contribute to the effectiveness of the Governing Council and Centre.

All Councilors shall have one vote each.

### **7.2 Functions Of The Governing Council**

7.2.1 The Council is responsible for involving the preschool community in the governance of the Centre by:



- providing a focus and a forum for the involvement of parents and the preschool community;
- ensuring that the cultural and social diversity of the community is considered and particular needs are appropriately identified.

7.2.2 The Council is responsible for setting the broad direction and vision of the preschool and strategic planning for the preschool including: developing, monitoring and reviewing the objectives and targets of the strategic plan; and

- (i) considering, approving and monitoring human resource and asset management plans.
- (ii) determining the application of the total financial resources available to the preschool including the regular review of the budget
- (iii) monitoring and review of the Site Learning Plan
- (iv) report to the preschool community and the Minister on:
  - (a) the strategic plan;
  - (b) the finances of the school and;
  - (c) operational plans and the Council's operations

7.2.3 The Council is responsible for determining policies for the preschool including policies for the safety, welfare and behaviour management of children.

7.2.4 The Council may appoint such officers and employees as are required to carry out the objects of the Centre,

7.2.5 The Council may establish such sub committees as from time to time are required to further the objectives of the Centre. Where subcommittees are established the Council must detail the terms of reference

7.2.6 The Council may perform such functions as necessary to further and attain the Objects of the Centre.

7.2.7 The Council may raise money for preschool related purposes.

7.2.8 The Council may do all those acts and things incidental to the exercise of these functions.

### **7.3 Functions Of The Preschool Director On The Governing Council**

The functions of the Director in Council are undertaken in the context of the Director's joint responsibility with the Council for the governance of the preschool.

- 7.3.1 The Director is answerable to the Chief Executive for providing educational leadership in the preschool and for other general responsibilities prescribed in the Act and Regulations.

### 7.3.2 The Director must also:

- a. implement the Site Learning Plan, the strategic plan and preschool policies;
- b. provide accurate and timely reports, information and advice relevant to the Council's functions;
- c. report on learning and care outcomes;
- d. supervise and promote the development of staff employed by the Council;
- e. be responsible for the financial, physical and human resource management of the preschool;
- f. be an *ex-officio* member of Council with full voting rights;
- g. be the returning officer for the election, nomination and appointment of councillors if called upon to do so;
- h. contribute to the formulation of the agenda of Council meetings.

## 7.4 Election Of Council Members

- 7.4.1 The Secretary shall call for nominations for membership of the Council pursuant to sub clause 6.1, not less than fourteen (14) days prior to the Annual General Meeting, by notice displayed on the premises occupied by the Centre.
- 7.4.2 If at any election there are fewer nominations than vacancies to be filled, additional nominations shall be called for and accepted at the meeting at which the election is to take place.
- 7.4.3 In the event of there being a greater number of nominations than required for a particular office, a ballot for election shall be conducted.
- 7.4.4 All Council members shall be elected by a majority vote of all those Centre members present and voting.
- 7.4.5 The new Council comes into operation at the declaration of the election.

## 7.5 Term Of Office

- 7.5.1 Elected and appointed members will hold office for a term not exceeding two years

- 7.5.2 Nominated staff members will hold office for a term not exceeding one year subject to being a member of the staff of the preschool.
- 7.5.3 Upon expiry of the term of office, each Council member will remain incumbent until the position is declared vacant at the Annual General meeting.
- 7.5.4 All Council members are eligible for subsequent re-election or appointment, unless they cease to be a member of the Centre or are not re-nominated as a representative of an eligible group.
- 7.5.5 The Council may appoint a person to temporarily fill a casual vacancy in its membership until a councillor can be elected, nominated or appointed in accordance with this constitution.

## **7.6 Vacancies and Removal of a Councillor**

7.6.1 A Councillor shall cease to hold such office upon:

- (a) death
- (b) completes their term of office and is not reelected, re-nominated or re-appointed or
- (c) resignation in writing; or
- (d) removal under Section 7.6.2 as a Councillor of the Centre
- (e) absence for three consecutive Council meetings without leave of absence. Acceptance of an apology at the Council meeting will be deemed a grant of such leave.

7.6.2 The Council may resolve to expel a Councillor upon a charge of conduct detrimental to the interests of the Centre, subject to giving a Councillor an opportunity to be heard or to make a written submission,

7.6.3 If there is a motion to expel a Councillor, the Council must provide to the Councillor concerned in writing particulars of the charge at least 14 days prior to a Council meeting.

7.6.4 Expulsion may only occur where the resolution is carried by a not less than two-thirds majority vote at a Council meeting.

7.6.5 Voting on expulsion shall be by secret ballot.

- 7.6.6 Notice of any expulsion shall be given in writing to the last known address of the Councilor and shall be deemed to have been received on the day following the posting of such notice.
- 7.6.7 A Councillor may be expelled for such period as the Council may decide.
- 7.6.8 Any Councilor expelled may require the expulsion to be reconsidered at a Special General Meeting called for that purpose. The Councilor's member's notification must be received no more than two weeks after receiving the written notification.
- 7.6.9 To rescind the expulsion an affirmative vote of at least two thirds of the members present at the Special General Meeting, convened for the purposes of reconsidering the proposed expulsion, must be recorded.
- 7.6.10 A Councillor may be removed from the Council, but not from membership of the Centre
- 7.6.11 The Director of the Centre may not cease to be a member of the Council without the prior written approval of the Chief Executive.

## **7.7 Office Holders**

The office holders of the Council are the Chairperson, deputy Chairperson (if required), Secretary and Treasurer who must be elected by the Council from amongst its councillors within one month of the Annual General Meeting.

The Council may appoint an Executive Committee comprising the office holders and the Director to:

- (i) meet to carry out business delegated or referred by the Council and
- (ii) report to subsequent Council meetings.

### **7.7.1 Chairperson**

The Chairperson must

- (i) call and preside at the meetings of the Council and the Executive Committee. - If the Chairperson and deputy Chairperson of the Council are absent or unable to preside at a meeting, a councillor elected by the Council must preside;
- (ii) in consultation with the Director and Secretary, prepare the agenda for all Council and general meetings;
- (iii) include on the agenda any item requested by the Director;
- (iv) facilitate full and balanced participation in meetings by all councillors and decide on the manner in which meetings are conducted and matters of order;
- (v) report at the Annual General Meeting on the proceedings and operations of the Council for the period since the date of the previous Annual General Meeting

- (vi) not be a member of the staff of the preschool or a person employed in an administrative unit for which the Minister is responsible.
- and
- (vii) shall act as spokesperson on behalf of the Council unless an alternative spokesperson has been appointed by the Council. The spokesperson may only comment on Council matters
- (viii) shall at any meeting have a deliberative vote and shall not have a casting vote if votes are equal.

### **7.7.2 Secretary**

The Secretary must:

- (i) ensure that notices of meetings are given in accordance with the provisions of this constitution.
- (ii) ensure prior to each meeting that a copy of the meeting agenda is forwarded to each councillor.
- (iii) ensure that the minutes of meetings are recorded and forwarded to each councillor prior to the next meeting.
- (iv) conduct the official correspondence of the Council.
- (v) be responsible for ensuring the maintenance and safekeeping of:
  - the constitution and the code of practice of the Council;
  - official records of the business of the Council and a register of minutes of meetings;
  - copies of notices, a file of correspondence and records of submissions or reports made by or on behalf of the Council;
  - register of members and councillors;
  - contracts or agreements entered into by the Council; and
  - copies of policies of the Centre.
  - the Common Seal and for recording every use of the Common Seal

### **7.7.3 Treasurer**

The Treasurer must:

- (i) ensure that monies received are paid into a Centre account authorised by the Council as soon as is practical
- (ii) ensure that payment of Centres accounts shall be made in cash or by cheque signed by two (2) authorised signatories, of whom there shall be no more than five (5) appointed by the Council.
- (iii) ensure that major or unusual expenditures are authorised in advance by the Council or a General Meeting.
- (iv) not be a member of the staff of the preschool.
- (v) ensure records are kept of all receipts and payments and other financial transactions. These records must be made available for inspection by the Centre's appointed auditor, any member or the Chief Executive when required.

- (vi) ensure that the Centre's financial budgets and statements are prepared;
- (vii) ensure that a report of those finances is submitted to each Council meeting;
- (viii) ensure the Centre's audited accounts are presented to the Annual General Meeting.
- (ix) must be the Chairperson and preside at the meetings of Finance Advisory Committee of the Council (if the Centre has one)

#### **7.7.4 Removal of an Office Holder**

The position of any office holder absent for three consecutive executive committee meetings without leave of absence automatically becomes vacant. Acceptance of an apology will be deemed a grant of such leave.

An office holder of the Council may be removed from office, but not from membership of the Council, by special resolution of the Council, provided that:

- (i) at least 14 days written notice is given to all councillors and to the office holder concerned, of any proposed resolution, giving reasons for the proposed removal;
- (ii) the office holder is given the right to be heard at the Council meeting;
- (iii) voting on the special resolution is by secret ballot.

### **7.8 Proceedings Of The Council**

#### **7.8.1 Council Meetings**

The Council will meet as often as may be required to conduct the business of the Centre but not less than 8 times each calendar year at intervals not exceeding ninety (90) days. Notice of meetings shall be provided at the previous Council meeting or by at least seven (7) days' written notice distributed to all Council members or in an emergency by such other notice as shall be ratified by the Council. Notice of meetings must be posted in a prominent place on a notice board at the premises of the Centre

Where there are one or more vacancies in the membership of the Council, the Council is not prevented from acting except in respect of the requirement as to quorum.

The Council may from time to time determine procedures to facilitate and expedite its business.

All acts done or performed by the Council or sub-committee or officer or employee of the Centre, shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment, be as valid as if the Council, sub-committee, officer or employee has been duly appointed and was properly qualified.

**At Council Meetings:**

- (i) a quorum will be the majority of the filled positions. If at the expiration of thirty (30) minutes after the appointed time for the meeting there is not a quorum present, the meeting will stand adjourned to such time and place as those members present shall determine.
- (ii) resolutions shall be passed by a majority of the Council members present and voting
- (iii) the Chairperson will have a deliberative vote only. In the event a tied vote, the Chairperson does not have a second or casting vote and the motion must be taken to be defeated.
- (iv) any member of the Centre may attend any Council meeting as an observer without voting rights, however the Council shall have the right to determine that a particular meeting or part thereof be closed to observers in order to deal with confidential business of the Centre.

### **7.8.2 Extraordinary Council Meetings**

The Chairperson or two (2) other members of the Council shall have power to call a meeting of the Council.

Notice of the meeting must be given notice to all councillors within a reasonable time to ensure as many councillors as possible are available to attend, setting out the time, date, place and object of the meeting.

The business of any extraordinary meeting must be confined to the object for which it is convened.

### **7.8.3 Conflict of interest**

Council members who are also employed at the Centre shall not take part in decisions relating to their employment and at the request of a majority of the Council shall absent themselves from any relevant deliberations.

A Councillor who has a direct or indirect pecuniary interest in a contract or proposed contract with the Centre must:

- (i) disclose the nature of the interest to the Council as soon as the Councillor becomes aware of the interest; and
- (ii) not take part in deliberations or decisions of the Council with respect to that contract.

A disclosure of such interest must be recorded in the minutes of the Council

If a Councilor discloses an interest in a contract or proposed contract:

- (i) the contract is not liable to be avoided by the Council on any ground arising from the fiduciary relationship between the councilor and the Centre; and
- (ii) the member is not liable to account for the profits derived from the contract.

## **7.9 Sub Committees**

**7.9.1** The Council may appoint sub-committees comprised of councilors and non- councilors for specific purposes who shall meet as directed by the Council, and who shall report to the Council as required by Council.

**7.9.2** The Council must specify terms of reference for its sub-committees.

## **8. VOTING**

**8.1** Members of the Centre and appointed Councillors only will be eligible to vote at any meeting of the Centre

**8.2** Persons with special interests or knowledge relevant to the Centre may be invited to attend any meeting and to speak at the discretion of the Chairperson, but such persons may not vote.

**8.3** Voting at all meetings shall be by a show of hands except when the majority of the meeting supports a secret ballot and in the case of:

- a contested election at an Annual General Meeting
- a motion to remove a Council member or office holder

## **9. MINUTES**

**9.1** Proper minutes of all Meetings of the Centre and the Governing Council must be entered into books kept for that purpose.

**9.2** The minutes kept pursuant to this rule shall be confirmed by members at the subsequent meeting, and signed by the Chairperson of the meeting at which the proceedings took place or by the Chairperson of the subsequent meeting.

**9.3** The books containing the minutes of any meetings must be made available for inspection by any member.

**9.4** The Governing Council shall cause to be forwarded to the Chief Executive, a copy of such minutes as may be required.

## **10. FINANCES AND ACCOUNTS**

**10.1** Revenue additional to grants from the Minister shall be derived from contributions by parents of children attending the Centre, donations from others, fundraising and any other arrangements as approved by the Minister.



The Centre may set the level of parent contribution, as determined by the Council, in relation to the programs at the Centre.

- 10.2 No child shall be excluded from the departmental funded preschool program operated at the centre, because of the inability of his or her parent or guardian to contribute financially.
- 10.3 The Centre shall not incur liabilities or borrow moneys other than from the Capital Assistance Fund or approved departmental scheme except where prior written approval has been obtained from the Chief Executive and on such terms and conditions as the Chief Executive sees fit.
- 10.4 The income, property and funds of the Centre shall be used and applied solely towards the promotion of the objects and shall not be paid or transferred to the members or relatives of members provided that nothing herein contained shall prevent any payment in good faith to any person in return for services actually rendered or to any person in furtherance of the objects of the Centre and without undue preference.
- 10.5 The auditor of the Centre must be appointed by a majority vote at a meeting of the Governing Council and must be a member of a category of persons determined by the Chief Executive as suitable auditors, but must not be a member or employee of the Centre.
- 10.6 The Council must ensure that proper accounts are kept of the Centre's financial affairs, and in controlling any account must ensure proper books and accounts are kept of all funds paid to that account, together with details of any dealing involving those funds
- 10.7 All accounts must be operated on the basis of the designated financial year which shall be a calendar year ending on the 31<sup>st</sup> December.
- 10.8 The accounts must be kept in accordance with provisions of the Act, Regulations, administrative instructions and this constitution.
- 10.9 The Council must arrange for any accounts under its control to be audited at least once in every year, as soon as possible after the end of the financial year, or at such other time as determined by administrative instruction.
- 10.10 The Council may arrange for accounts to be audited at such other intervals as the Council determines, by a person appointed by the Council.
- 10.11 The Council must make available for inspection at any time by the Chief Executive or the Auditor-General, any accounts under its control, including all relevant records and papers connected with an account.
- 10.12 The audit of any accounts under the control of the Council must be in accordance with the provisions of the Act, Regulations, administrative instructions and this constitution.

## **11. REPORTING**

11.1 The Council must report to the Centre members at least once a year, at the Annual General Meeting.

11.2 The Council must report to the Minister at least once a year, in accordance with administrative instructions.

## **12. SEAL**

12.1 The Council, through the Secretary, shall provide for the safe custody of the Common Seal of the Centre.

12.2 The Seal shall not be affixed other than pursuant to a resolution of the Council. The Seal shall be affixed in the presence of at least two members of the Council of whom one shall be an office bearer.

## **13. RECORDS AND ACCESS**

13.1 Staff of the department and any other person authorised by the Chief Executive shall be given access to the records, environs and property of the Centre when requested.

13.2 The Council shall provide such information concerning the operations of the Centre as may be required from time to time by the Chief Executive or his/her nominee.

## **14. AMENDMENT OF CONSTITUTION AND RULES**

14.1 This constitution may be amended subject to approval in writing by the Chief Executive and resolution of two-thirds of members present and voting at a meeting of the centre, which not less than fourteen (14) days' written notice, including notice of the proposed amendment has been distributed to all members.

14.2 Rules for the proper administration of meetings or business may be made, repealed or amended by a General Meeting or by a Council Meeting subject to subsequent disallowance at a General Meeting, provided that not less than fourteen (14) days' written notice including notice of the proposed new rule, repeal or amendment has been distributed to all members.

## **15. DISSOLUTION**

15.1 The Centre shall not be dissolved except by:

- (a) approval of not less than two-thirds members present and voting at a Special General meeting called for that purpose, for which not less than one (1) month's written notice, including notice of the proposed dissolution, has been given to all members; or

- (b) the Chief Executive who may, by one (1) month's written notice, direct that the Centre be dissolved in the following circumstances;
  - (i) the Minister has withdrawn funding for the Centre;
  - (ii) the Council has acted beyond the powers conferred by this Constitution
  - (iii) the Centre has failed to comply with a notice to amend this Constitution pursuant to a direction of the Chief Executive in accordance with Section 43 of the Act;
  - (iv) any other proper reason exists.

**15.2** On dissolution all property, rights and liabilities vested in or attached to the Centre shall vest in the Minister.

**15.3** The Council shall provide recommendations to the Minister concerning the transfer and/or dispersal of all or part of the assets to another children's services centre or other entity having similar objectives to those of the Centre.

## **16. LIABILITY**

**16.1** No member of the Centre shall be liable for the debts and liabilities of the Centre. Membership of the Centre does not confer on members any right title or interest in any real or personal property of the Centre.

**16.2** Persons who by authority accept or incur any pecuniary liability on behalf of the Centre shall be held indemnified against any personal loss in respect of such liability.

**16.3** Members of the Governing Council, Public Officers and subcommittees appointed pursuant to section 7 shall be indemnified against any civil liability which attaches for a bona fide act or omission in the exercise or purported exercise of their powers or functions under this constitution.

## **17. CODE OF PRACTICE**

Members of the Council must comply with the code of practice developed by the Centre.

## **18. DISPUTE RESOLUTION**

The Council must participate in a scheme for the resolution of disputes between the Council and the Director, as prescribed in administrative instruction.

## **19. PUBLIC ACCESS TO THE CONSTITUTION and CODE OF PRACTICE**

The Council must keep available for public inspection a copy of its constitution (as in force from time to time) and the code of practice, at the preschool, during normal preschool hours.

## Water safety

Water is a fantastic medium for children to experience and have fun whilst at kindergarten. To manage the associated risks with playing with water direct staff supervision will occur in tandem whenever water experiences are available. For instance water trough experiences and/or water running in the sand-pit.

All containers containing water shall be emptied immediately after use by an adult. Please also refer to excursions policy, Swimming & Informal Water Activities.

## Other resources

- [www.kidsafensw.org/watersafety/index.htm](http://www.kidsafensw.org/watersafety/index.htm)
- [www.royallifesaving.com.au/www/html/156-fact-sheets.asp](http://www.royallifesaving.com.au/www/html/156-fact-sheets.asp)

Reviewed Feb 2017

Next review Feb 2018

# Volunteers / student teachers information sheet

Welcome from the staff of Mount Barker Kindergarten

## Safety matters

Please sign 'Visitors Book' on arrival and read OHSW procedures and practices and what to do in case of evacuation as outlined in booklet. Attach 'Visitors' badge or own name tag. Remember to sign out when leaving.

Please enquiry location of:

- Adult Toilet
- First Aid box. Please see staff if First Aid is required for either yourself or one of the children.
- Telephone(s)

If it has been arranged that you will be attending on a regular basis, please provide emergency contact details to a staff member.

Neat and appropriate dress is essential for safety reasons – both for you and the children. Please avoid the wearing of dangling earrings, heavy and protruding rings, excessively long fingernails, ties, scarves and high heels etc.

If two students in attendance please ensure that one of you is outside and the other inside.

At the conclusion of your placement, volunteers and student teachers will be invited to complete a feedback sheet to help improve our service to future volunteers and/or student teachers.

## Child protection curriculum

In line with state legislation student teachers in schools and preschools are required to undergo a Department for Communities and Social Services (DCSI) relevant History Clearance. Regular volunteers & Governing Council members are also required to undergo a DCSI History Clearance - the payment of these clearances will be considered on an individual basis and circumstances.

Work Experience students are now required to undergo DCSI History Clearance. This applies to ALL students regardless of age.

Site Leaders retain the right to discontinue a volunteer / student teacher at any time if concerns exist about their suitability for working with children.

For more information refer to Relevant History Screening: <https://www.decd.sa.gov.au/working-decd/relevant-history-screening/about-relevant-history-screening>

## Confidentiality

Information of a personal or sensitive nature regarding the children and or their families attending Mount Barker Kindergarten is NOT to be discussed outside the preschool. The same confidentiality rules apply regarding matters related to staff working at the preschool.

## Interactions with children

Ensure our Positive Behaviour practices are followed. Under no circumstances is there to be any smacking, hitting, inappropriate touching etc. Swearing is to be avoided. Refer behaviour management issues to staff.

Encourage children to talk about what they have done / made. Avoid the temptation to guess as it is easy to guess wrongly and the child will lose confidence.

Think and talk positively when around children. Avoid highlighting mistakes or a better way of doing things. Encourage independence. Avoid the 'trap' of doing things for the children i.e painting, cutting, drawing etc. Refer all feeding, changing or toileting issues to staff. Staff supervision is required in these areas.

Please abide by our kindergarten rules/limits:

- We walk inside.
- Sit on chairs and work from tables. Hats on when outside.
- Chasing and running after each other are discouraged.
- Encourage safe play inside, outside and on the equipment.

Come prepared with an activity. Remember you will be working with children from birth to 5 plus years of age so please check appropriateness of materials etc with staff prior to starting. We can help with resources but we need to be informed several days before your arrival. Staff can also help in providing suggestions of suitable activities to conduct with young children.

Unless permission from staff has been given photographs of preschool children *cannot* be taken.

## Tasks / learning experiences that can be done on a regular or incidental basis

- Toy and book repairs, finding missing pieces etc
- Sorting games and activities such as lego, construction sets
- Photocopying, trimming and other office type activities Preparing activities and topping up of supplies for activities
- Tidying shelves, equipment stores
- Gardening and outdoor chores ie sweeping around sandpit.
- Washing / cleaning equipment
- Displaying children's work
- Cooking / preparing simple healthy foods eg fruit salad
- Reading to the children
- Playing games eg lotto, board games
- Helping children write their name on their work.
- Helping children learn new skills (ask staff about correct techniques).

**Above all remember to HAVE FUN.**

## Other links

- <https://www.decd.sa.gov.au/working-decd/ran-ec-training/ran-ec-induction-sessions-volunteers>

Reviewed: March 2017

Next Review: March 2018

# Mt Barker Kindergarten service management policies

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## Enrolment and orientation to the service

### Enrolment

All children starting preschool will start in the first week of term one. Every child will have four terms of preschool and then four terms of reception when they start school.

If your child turns four:

- before May 1 they will start kindergarten on the first day of term one in that year
- on or after May 1, they will start kindergarten on the first day of term one the following year.

All eligible children will have access of up to 15 hours per week of preschool, for 40 weeks of the year before they attend school. Each preschool program will be delivered by an early childhood teacher with four years of university training. Funding to provide 15 hours of preschool is a Federal Government initiative, in partnership with the South Australian State Government, and operates in all states and territories within Australia. This initiative is known as Universal Access.

In conjunction with the Universal Access initiative is the national Early Years Learning Framework (EYLF). The Early Years Learning Framework – Belonging, Being Becoming has been developed to ensure delivery of a nationally consistent and quality program for all children accessing early childhood education. For more detail on the National curriculum please refer to the Attachments section of this policy booklet. Our program is regularly displayed and promoted via notice boards and/or newsletters. Parents are encouraged & welcome to participate in the program.

Children with additional needs\* may be able to start preschool two terms before they would normally start. This is decided on a case by case basis. If your child is eligible, they may be able to go to one session (3 hrs: 15 min) a week in the first term and up to two sessions (6 hours: 30 min) a week from the beginning of their second term of early entry.

Talk to your Preschool Director to find out what is available for your child.

Aboriginal Children and children under the Guardianship of the Minister for Education and Child Development can go to preschool from the time they are three.

\*(Additional needs include disability, developmental delay, gifted development or children who are at risk because of culturally and linguistically diverse backgrounds or family circumstance)



## **Importance of regular attendance**

Attending kindergarten regularly will develop your child(ren's) skills and attitudes that will help them be successful in later life.

Attendance is marked on a roll daily. Please can parents phone the kindergarten to advise of a child's absence. Absences of over 1 week are followed up with a phone call. Periods of ongoing unexplained absences are followed up by the Director organizing a meeting with families to plan strategies to work toward regular attendance.

## **Enrolment forms**

An enrolment form must be completed prior to children attending kindergarten. Accuracy is important so parents may be requested to review enrolment forms, from time to time, to ensure information is up to date.

Enrolment forms are available directly from the kindergarten; they can be posted if parents so wish. It is strongly encouraged during the enrolment process that both parents, if applicable, sign the enrolment form. The Director is required to also co-sign the enrolment form. We are also required to sight proof of birth date and Immunisation Schedule for your child.

The current enrolment form can also be used for enrolling in both the Kindergarten program and Transition Program (ie Pre-entry) at Mount Barker Kindergarten.

## **Orientation – when your child starts**

We are here to support and extend your family's early years experiences. Positive relationships between parents, children and staff are important to us and help unite us as a community. In acknowledgment of everyone's busy lifestyle and knowing 'first impressions' do matter we have formulated a 'One Pager'. This one pager highlights our main policies and identifies the 'essentials' required when your child(ren) starts kindergarten. See Attachment section for copy.

## **Parent participation**

Please feel welcome to stay, or drop in, at the kindergarten any time during the session.

## **Child development records – assessment and reporting**

The staff team at Mount Barker Kindergarten has formulated procedures to record individual child development records, for every child.

### **When a child starts**

The staff provides each family a child interest questionnaire to complete. These are then used to plan around children's interests and strengths, and give the staff an overview of the child and family expectations.

### **At kindergarten**

#### **Portfolio folder**

Each child will have a portfolio. Your child's portfolio will contain examples of art work, photos, drawings etc., this is added to throughout their stay at kindergarten. This portfolio belongs to the child. This folder will hopefully show the child's enjoyment, participation, growth and progression through kindergarten displaying interests and achievements. Parents and children may view their portfolio at any time.

#### **Focus groups**

Children are given the opportunity to work in small groups to undertake learning experiences, which extend on their literacy and numeracy skills, speech activities, social skills, etc. These group times also give the staff the opportunity to observe pencil grip, speech clarity, social interactions, concentration abilities etc. The children love these experiences and examples of their achievements are placed in their portfolios.

#### **Statements of learning**

A Statement of Learning Report, using the Early Years Learning Framework, is completed for each child in their last term at Kindergarten; and a copy is passed on to the school. Statements of Learning are kept confidentially. In the child's final term of kindergarten their Statement of Learning report is finalized. Parents will view, have the opportunity to provide comment and sign this document, before it goes to school.

#### **Parent interview**

At Mount Barker kindergarten the staff are available to hold formal interview(s), with the child's parent(s) to discuss their child's progress. These appointments are mutually agreed upon between the parent(s) and staff enabling families to meet after hours, if applicable, in a 1:1 situation.

Please be assured if there are any developing concerns i.e speech, co-ordination, behavioural, staff will approach parents when it arises. Parents are also more than welcome to make time to discuss concerns that they have noted at anytime during their child's time at kindergarten.

#### **Special needs folder**

If your child receives specialist support whilst attending kindergarten – ie speech, co-ordination development, behavioural – a 'One Plan' is formulated to meet each child's specific and identified needs. This is completed with parent(s)/caregivers, staff, and other agencies and is designed to 'follow' the child.

These plans are copied and passed onto the school upon parental consent in the child's final term of kindergarten and just prior to commencing school. Children with special needs are catered for within the program.

Please Note: Parents receive copies of these reports as soon as they become available.

## Conclusion

Many of the assessment and reporting processes at our kindergarten have taken a great deal of time, changing, reorganizing, refining over the past years. At this stage we feel we have the best methods for recording each child achievements; however we are always open to comments, suggestions and different points of view! Please feel free to view any of the mentioned procedures at our kindergarten at any time. Please remember we are always available for you and your child.

Reviewed August 2017

Next Review: August 2018

## Priority of access criteria

Where the demand for preschool/kindergarten places exceeds our capacity (number of places) available then our Priority of Access will be implemented.

Access of priority will be given to children turning 4 years of age before May 1st. They will start preschool on the first week of Term 1 in that year. All 4 year olds will have access to an average of 30 hour fortnights, 40 weeks of the year, prior to school. Preschool children are unable to receive more than the government funded hours service (15 hours a week) by accessing other services. In cases of extreme high demand (i.e over 60 eligible kindergarten children enrolled) a waiting list may be established.

Access of Priority will also take into consideration aspects of the State / Commonwealth's Guidelines, namely:-

- a child at risk of serious abuse or neglect
- children in Aboriginal and Torres Strait Islander families
- children in families with a non-English speaking background
- children in socially isolated families
- children of single parents
- children under the Guardianship of the Minister
- children with specific and identified special needs
- transfer of eligible kindergarten child(ren) into the Mount Barker and surrounding areas

Additionally Access of Priority consideration will be given to children living in the immediate local area and/or attending a local long day Child Care Centre, Family Day Care, sibling(s) attending local public and/or private school(s).

Aboriginal and Torres Strait Islander children and children under the Guardianship of the Minister are able to access funded kindergarten from the age of 3.

In some circumstances, children with identified special needs can also access kindergarten earlier, under Early Entry Guidelines. See Kindergarten Director for further information.

Please note that each enrolment will also be viewed according to individual needs.

## Preschool director responsibilities

- All families, at point of enrolment, are informed of our Preschool Priority of Access Policy
- Staff members are aware and understand the preschool policy
- Liaises with other neighbouring sites to establish geographic boundaries, where appropriate using post codes and/or street boundaries
- Notifies designated DECD personnel and neighbouring sites when Mount Barker Kindergarten is nearing capacity.
- Advises parents /guardians of alternative kindergarten sites if place(s) become unavailable.

## Governing council responsibilities

- Ratify Preschool Priority of Access Policy minimum every two years and/or when numbers dictate.
- Ratifies priority catchment area-when determined due to reaching capacity.

## **Other factors**

### **State and federal legislation**

- Site capacity – 41 children per session
- Staffing ration – 1:11

### **Pre-entry priority of access**

Upon kindergarten vacancies being identified pre-entry to kindergarten may be offered in term 3 and 4 prior to the child's eligible year.

Children may have access to 2 hours of pre-entry a week. Mornings or afternoons will be available and are determined in discussions with the parent(s) & preschool director.

Children turning 4 in the term offered of pre-entry will have priority. If starting in term 3, the pre-entry will continue for the remainder of the year.

This is a kindergarten funded program. A fee is applied and determined annually.

Reviewed: March 2017

Next Review: March 2018

# Governance, management of service and confidentiality

## Governing council

Mount Barker Kindergarten is a government funded/operated kindergarten. We are part of the Department of Education and Child Development (DECD) – HEYSEN PARTNERSHIP- and as such adhere to government policy regarding preschool operations and functions.

Parents serving on the Governing Council ensure the kindergarten continues to operate in a safe and efficient manner. Members are elected annually at the Annual General Meeting. Volunteers and non-parent/guardians of children attending the kindergarten must undergo a DCSI Clearance to join the Governing Council.

Meetings are held (usually) monthly, usually at night.

The governing council, in partnership with kindergarten staff, is responsible for:

- the financial management of the kindergarten - this involves budgeting, maintenance and upgrade of equipment, fundraising
- informing the parent body of all related issues, to enable discussion and endorsement
- assisting with the implementation of the program within the kindergarten
- maintaining accurate records.

All parents are eligible to become members of their kindergarten governing council and may join at anytime throughout the year.

For further detail regarding the roles and responsibilities of the Governing Council please refer to our Governing Council Constitution, which is available for download from our webpage: <http://www.mtbarkerkgn.sa.edu.au/>

## Fundraising and social events

Fund raising and social events decisions are determined via your Mt Barker Kindergarten Governing Council. Monies raised have meant that we have been able to keep our fees low.

All fundraising and social events will be promoted via our newsletters, displays around the kindergarten and time permitting via e-mail and posters around the Mount Barker community.

## Confidentiality

Parent Information – addresses, phone numbers, medical information and other enrolment data – is only given upon verbal or written consent from the party concerned. Kindergarten staff respects confidentiality of all matters pertaining to the child and family.

All enrolment forms and information pertaining to your family/child(ren) is kept securely. Once your child has left the service this information is archived, securely, according to government protocols and regulations.

## Acceptance and Refusal of Authorisations (Consents/Permissions)

To ensure a physical, emotional and psychological safe environment, and to support our 'duty of care' responsibility we seek parental / guardian consent. In some circumstances further consent from your child's doctor and/or other relevant Government agency, eg Families SA may also be sought. Instances include:

- Administration of medication to your child(ren) whilst at kindergarten/occasional care.
- Adminstrating medical treatment, inclusive of transportation in an ambulance. Please see our health and safety policy for exception regarding ambulance.
- Taking of photographs / videos of your child(ren) whilst participating in kindergarten/pre-entry or associated events.
- Collection of children. Initial consent sought at point of enrolment and identified on enrolment form.

- Excursion. A separate consent is provided prior to excursions, outlining route(s), dates/times, transportation and purpose. For detail information please refer to the excursions policy.

Incompletion of consents could lead to refusal to enact the authorisation.

Reviewed July 2017

Next review July 2018

## Payment of fees/amenities and fundraising and budget structure

Mount Barker Kindergarten is a State Government 'locally managed' and Constituted Centre operated by elected Governing Council, comprising of families attending the preschool. The Governing Council reviews the fee/amenity structure on an annual basis. Currently the Governing Council has adopted the following fee structure.

Preschool (Kindergarten) Fees/Amenities per term total \$120.00

This is for a child attending 15 hours per week/30 hours a fortnight.

Transition/Pre-Entry (to kindergarten) Total \$ reviewed annually Our Transition/Pre-Entry program has been introduced to provide transition for children about to commence full time kindergarten in their eligible year. The program has been designed for children to receive 2 hours – 1 session- a week. The program would start annually from Term 3. The program is wholly funded from our kindergarten funds. Attendance to Pre-entry is voluntary with priority given to children enrolled to attend full time kindergarten at Mount Barker Kindergarten. Please refer to page 18 for more information regarding our Priority of Access.

Please feel free to discuss confidentially any financial concerns with the Director (Jakub Tuma)

Parent(s) receive their invoices at the beginning of each term – usually in the second week- you can pay weekly, monthly and/or installments. As the position of Treasurer on the Governing Council is voluntary payments on a termly basis is preferred but not essential.

Fees cover your child's place at the kindergarten therefore refunds are unable to be made for non-attendance. We accept cash (banked regularly), cheque and Electronic Funds Transfer (EFT). Our EFT details are as follows:

Our Bank is BANK SA MOUNT BARKER

BSB: 105-025

ACCOUNT NAME: Mt Barker Kindergarten Inc

ACCOUNT NUMBER: 046 735 840

Please reference EFT's with your child's name. Please also return the slip attached to your invoice with details of the receipt number and reference, to ensure your payment is cross matched with our records. EFT receipts are written as soon as practicable at the end of each month.

## Background information on funding

As a government preschool, the Department for Education and Child Development (DECD) pay:

- Salaries
- Some maintenance costs
- Some special project grants

Fees/amenities obtained from families attending Mount Barker Kindergarten all contribute to payment of:

- Water and Electricity
- Consumables
- Security
- Furniture, indoor and out
- Telephone
- Books, toys, puzzles
- Employment of staff (finance officer, cleaner, lunch care worker, preschool support worker)

This is not a total list of costs. At times situations arise that incur an unexpected expense. Subsidy is available for families of triplets or quadruplets. Please see the Director – Jakub Tuma – for further information.

If you have any queries about the fee structures please do not hesitate to speak with staff or members of the Governing Council. Please refer to the Mount Barker One Pager for account details to pay via EFT. Thank you for your continued support.



## **Fundraisers and social events**

Fund raising and social events decisions are determined via your Mt Barker Kindergarten Governing Council. Monies raised have meant that we have been able to keep our fees low.

All fundraising and social events will be promoted via our newsletters, displays around the kindergarten and time permitting via e-mail and posters around the Mount Barker community.

Reviewed: July 2017

Next Review: July 2018

## Raising and resolving parent concerns/complaints

Good relationships between home and preschool give our children a better chance of success. Our learning, teaching and care programs are underpinned by our commitment to the following principles:

- A constant focus on quality and standards
- Equity and access for all children
- Accountability
- Partnership

This hand out provides information about avenues of communication, which strengthens the partnership between parent / care providers and the preschool providing quality education.

- Your concerns may relate to:
- Your child's progress and development
- Your child's behaviour
- Preschool policies
- Another child
- Other preschool related issues such as:
  - Excursions
  - Concerns about facilities
  - Preschool closures

### Process for raising concerns

1. In the first instance arrange to talk to the person who knows the situation, The Director or Teacher or Early Childhood Worker, A Governing Council Member. It will always help the situation if you are calm and honest in your approach. You should not approach children directly.
2. Your concern deserves time in order to be resolved. Let the person know about your concern with a note or telephone call. This means they will be prepared and have all the necessary information. A time can be set up which suits you both.
3. If at the end of this meeting the problem is still unresolved you may contact the Department for Education and Child Development (DECD). A direct link is available via our web page:  
<http://www.mtbarkerkgn.sa.edu.au/>.

Just click on the icon 'complaints' and download 'Our parent guide to raising a concern or complaint.' This brochure will outline the necessary processes that will aid toward mutually agreed, positive outcomes for all. Alternatively you may also wish to provide feedback. Just click on the 'feedback' icon, then 'more information'. The feedback icon is above the complaints button.

There may be times when you feel, for a variety of reasons, that you are unable to speak to the person described as the first point of call. If this is the case, let a preschool staff member know. Where possible it is best if you speak directly to the person concerned.

All personal matters such as those about children, parents or staff relationships should be raised directly with the preschool through the Director or another staff member, in a confidential manner.

### Roles & expectations

#### Parents/children can expect

- A safe learning environment
- A balanced curriculum
- Information about all aspects of children's education

- Information about preschool policies and procedures  
Opportunities to put their point of view and express opinions and concerns
- To be treated fairly and equitably Opportunities to be involved and to participate in activities in the preschool.
- Clear accessible communication channels
- Confidentiality.

### **The kindergarten expects**

- Support for Kindergarten policies and procedures such as Behaviour Management, Sun Safe and Health policies.
- Parents to treat staff with respect and listen to their point of view.
- Concerns will be raised at the Preschool through the agreed channels including the Preschool's documented Resolving Concerns Procedures (this document).
- Confidentiality will be maintained.
- Mediators – are available in some communities to assist in the resolution of some concerns, such as councillors or social workers.
- Advocates – support might be enlisted in specific areas about particular concerns, such as children with disabilities.
- Support People – at times support people might be enlisted to assist in the resolution of concerns or to debrief with the person or attend a meeting with another person.

### **Confidentiality statement**

It is important that your concerns are kept confidential, and although at times you may wish to seek support from friends or an advocate, it is important to do wisely.

When the matter is discussed within the child's hearing, it is important that the child understands that you have the confidence that the issue will be resolved confidentially, at the preschool level. Criticism of the Preschool or staff can undermine trust and confidence.

Similarly, staff are expected to keep concerns raised confidential and must not discuss the issue/s in front of children. Staff would also expect the matters to be resolved with parents & caregivers appropriately.

Next Review: April 2018

## Email/photograph/video/internet policy

Kindergarten is a time where memories are made in a safe, caring and fun environment. We all appreciate and respect that parents/guardians, grandparents etc wish to capture these moments on film.

In order to respect the wishes of all families attending the kindergarten and or the playgroup program the following e-mail/ photograph / video policy has been created.

Upon enrolment all parent(s) are given the option to consent to their child(ren) being photographed for media / promotional purposes and / or for their child(ren) to be photographed and displayed in the kindergarten and published in its newsletter. This consent can be changed by the parent(s) at any stage whilst at kindergarten/playgroup, please see a staff member if you wish this to occur.

During sessional / operational times – 8.30 am to 3.30 pm and on excursions parent(s) wishing to film/photo their child(ren) continue to be more than welcome to do so. We request that if the photographs/film are to include other non family members that endorsement is sought from the parent of the child(ren) directly prior to taking a photo/film. This is to ensure that individual family wishes are respected. For this reason we request photos involving non family members and taken at kindergarten, or associated events, are only 'uploaded' onto internet media sources such as Facebook, Twitter etc upon written/verbal consent from those child(ren)'s parents/guardians. This procedure is also requested for extended family members and/or friends. Thank-you in anticipation for your understanding in this matter

Please note that staff reserve the right to seek verbal endorsement from the child(ren) parent(s) if extended family members arrive "unannounced" during sessional / operational times.

In after hours situations, such as end of year celebrations, we seek parental understanding and sensitivity to the rights of others with the onus on parent(s) whether their child(ren) will be included in photos outside their immediate family.

For obvious reasons we request that photos / filming does not take place in the nappy changing / toilet area of the kindergarten. Similarly we request parents refrain from e-mailing and/or providing copies to the kindergarten/playgroup photographs of children and in particular NO emailing and/or providing copies to the kindergarten/playgroup photos of children in situations of various degrees of 'undress' i.e in the bath and/or in the nude. Thank-you in anticipation for your understanding in this matter

This policy is separate to the group / individual photographs taken every year at the kindergarten by a professional photographer. Please note there is no obligation to purchase such photographs.

Reviewed (by staff): March 2017

Next Review: March 2018

## Photography

Kindergarten is a time where memories are made in a safe, caring and fun environment. We all appreciate and respect that parents/guardians, grandparents etc wish to capture these moments on film.

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Reviewed (by staff): March 2017

Next Review: March 2018



Government of South Australia  
Department for Education

# Information for Families



## Welcome to Mount Barker Kindergarten

A very warm welcome is extended to you and your family from the staff and Governing Council of Mount Barker Kindergarten. We hope you will see the kindergarten as an extension of your home as we work in partnership with you to achieve the best possible learning outcomes for your child. Our aim is to provide quality education that utilises the individual strengths and interests of your child.

### Contact Details:

*Location:* 2B Dumas Street

Mount Barker, SA 5152

*Phone:* (08) 8391 0685

*Fax:* (08) 8391 3082

*Email:* [dl.4637.leaders@schools.sa.edu.au](mailto:dl.4637.leaders@schools.sa.edu.au)

*Website:* <https://www.preschools.sa.gov.au/mount-barker-kindergarten-inc>

*Facebook Page:* <https://www.facebook.com/Mount-Barker-Kindergarten-and-Gigglebugs-Playgroup-100164488340871/>

### Staff:

*Director:* Mandy Smith

*Teachers:* Ann Atkins

Deb Paech

Beryl Barnard

*ECW/Finance:* Floria Talajan

## SESSION TIMES

**Kindergarten:** Full days: 8:30 am to 3:30 pm (2 days each week)  
Fridays: 8:30 am to 1:30 pm (2 days each term)

Children are entitled to attend up to 15 hours of kindergarten. We do our best to accommodate parents' preferences for days, taking into account the needs of the child, family and vacancies at the centre. Traditionally we run a Monday-Tuesday group and a Wednesday-Thursday group - please speak with our Director if you would like to discuss other flexible options.

For your child's safety you will need to **sign them in and out** of the kindergarten. Should you arrange for somebody other than yourself to collect your child, it is imperative that both your child and an educator are informed.

**Fees:** \$150 per term

Fees are set by Governing Council and reviewed annually. Fees and fundraising money contribute a major part of the kindergarten income, supplementing the minimal funding provided by the Department of Education and Child Development. The fees contribute significantly to the running costs of the centre including: educational equipment, painting and craft resources; upgrading and maintenance of equipment and grounds; and utilities (eg electricity, water and telephone). Payments may be made through online direct debit, cash or cheque. If you are experiencing financial difficulties please speak with our Director for confidential arrangements.

**Playgroup:** Fridays: 9:00 am to 11:00 am Cost: \$2.00 per family

Playgroup provides wonderful opportunities for children and parents to meet other families from our broader community in a friendly environment to chat, play and learn. Please bring a piece of fruit for a share snack at about 10:30 am, followed by song and story time before saying farewell at 11:00 am. All families are welcome.

## GOVERNING COUNCIL

Mount Barker Kindergarten is a Department for Education service and is supported by parents serving on the Governing Council. Members are elected at the Annual General Meeting in Week 3 of Term 1, and meetings are held twice a term, usually at night. All parents and carers are welcome to attend.

The Governing Council is responsible for the overall management of the centre in consultation with the Director and has responsibility for:

- ♦ Financial management of the kindergarten, including budgeting, maintenance and upgrade of equipment and fundraising.
- ♦ Facilitating discussion of related issues within the parent body.
- ♦ Setting future goals for the kindergarten and managing WHS practices.
- ♦ Contributing to implementation of the kindergarten program.
- ♦ Reviewing and maintaining policies and guidelines.



## A DAY AT KINDERGARTEN

	Parents/Carers sign-in their child on arrival
9:00	Inside activities while children settle
9:20	Inside and outside supported free play
10:00	Fruit/healthy snack Children are able to eat when hungry throughout the day
10:15	Inside and outside supported free play
11:30	Tidy up and set up for lunch
11:45	Middle group time Stories, music/dance, relaxation, inquiry activities
12:00	Lunch time Re-apply sunscreen (as appropriate)
12:30	Relaxation/quiet activities (eg reading or puzzles)
12:45	Inside and outside supported free play
2:45	Pack up time
3:10	End of day group Songs, stories and group games
3:30	Farewell children Parents/Carers sign-out their child before leaving

*These times are approximate and vary from time to time according to the children's needs and interests. This schedule ensures long periods of uninterrupted play supported by educators who extend children's learning.*

## LEARNING PROGRAM

We deliver an emergent program that responds to the strengths and interests of each child, drawing on their prior knowledge and family experiences. Our curriculum documents include *The Early Years Learning Framework for Australia* (EYLF) and *The Preschool indicators of Numeracy and Literacy* in line with the National Quality Standards (NQS) and Department for Education directives. Learning outcomes are:

- ♦ Children are connected with and contribute to their world.
- ♦ Children have a strong sense of wellbeing.
- ♦ Children have a strong sense of identity.
- ♦ Children are confident and involved learners.
- ♦ Children are effective communicators.

The program is displayed on the Curriculum Board along with highlights of children's learning. Walls displays and each child's learning journal provide further evidence of the children's engagement with the curriculum as it unfolds. Our cycle of planning involves observation of each child, planning, implementation and reflection.



## SETTLING INTO KINDERGARTEN

Settling will vary according to each child. Please be patient during this big step in the life of your child. We want to work in partnership with you to ensure the best outcome for your child so that they become comfortable and develop a sense of belonging to the kindergarten environment.

*"When children feel safe, secure and supported they grow in confidence to explore and learn" (DEEWR, 2009).*

### Understanding and Managing Separation:

Parents and carers can help reduce their child's distress by:

- ♦ Supporting your child to develop helpful thinking and reminding them of what usually happens when you are away from each other. "When I leave you, you are ok and I'll come back for you."
- ♦ Giving your child some ways to cope when they are apart from you - "here is a photo of us together to remind you we will be together again soon" "Let's take some deep breaths to calm us down."
- ♦ Being calm and helping your child to be calm too - "Mummy seems happy and relaxed, everything is ok. I feel safe."
- ♦ Calling the kindergarten about half an hour after leaving to see how your child is going.

*Source: Understanding and managing separations distress (Kids Matter).*

## WHAT TO BRING

- ♦ A bag to put their belongings in and a broad brimmed or legionnaire hat.
- ♦ A water bottle - educators will refill with filtered water as required.
- ♦ A piece of fruit or nutritious snack for morning and afternoon - cheese and crackers, dried fruit, carrot, celery are appropriate. Please do not send lollies, chocolate treats, sweet biscuits or chips. Snacks are kept in the bags for ease of access by your child.
- ♦ Mount Barker Kindergarten is an **Allergy Aware** site and we will inform you of any foods to avoid that may impact the health of our community.
- ♦ When your child stays for lunch, please pack a nutritious lunch in a separate lunch box. Lunch boxes go on the shelf under the parent sign-in.
- ♦ We understand that some children will benefit from a special toy or comforter that they may wish to access during the day, especially at relaxation time. Please discourage your child from bringing other toys from home to kindergarten as they can easily be lost or broken.
- ♦ Please pack two complete changes of clothes in case of messy/water play or the occasional toileting accident.

*Please ensure you name all your child's belongings.*

## OUR PHILOSOPHY

Mount Barker Kindergarten provides a safe, inclusive environment that is vibrant, flexible and responsive to each child's interest, needs and abilities as individuals and in groups. We provide high quality teaching and learning in line with the *National Quality Framework*, based on the Principles, Practices and Outcomes of the *Early Years Learning Framework*.

This philosophy reflects our vision and motto, ***Play, Learn, Grow***:

***Play*** - we implement a play-based curriculum, focused on positive social interactions and wellbeing. Play enables children to make independent choices using open-ended resources, enhancing individual development.

***Learn*** - our emergent curriculum is responsive to children's learning ideas, utilising teachable moments and building upon children's interests and existing understandings. We respect each child's individual learning style in tandem with developmental appropriateness.

***Grow*** - we provide learning opportunities that challenge and engage children, supporting deeper thinking and problem solving as they understand and make sense of the world around them.

Our educators work in partnership with families, recognising and valuing their place as children's first educators. We acknowledge the traditional owners of the land and their culture. We increasingly build partnerships with our extended community (including parents, caregivers, children, local businesses, service providers, child care centres and children's groups).

This philosophy defines our values of ***Trust*** and ***Respect, Nurturing and Caring, Responsibility and Empowerment***, which are the foundation of quality early childhood education:

***Trust*** and ***Respect*** - children gain increasing confidence to further develop their own identity while exploring and taking considered learning risks.

***Nurturing*** and ***Caring*** - children learn about empathy and consideration for others. They develop a sense of what is fair, begin to see alternate points of view, and act in respectful and inclusive ways.

***Responsibility*** and ***Empowerment*** - children strengthen their ability initiate their own interactions and accept some responsibility for themselves, their actions and their environments.

As educators, we are committed to ongoing critical reflection that improves our everyday practice, thereby continuing to provide quality care and education. Our team values are:

open communication; being supportive; shared commitment in working towards common goals; and an overarching positive attitude to work and life-long learning.

## **ASSESSMENT AND REPORTING**

A questionnaire at the beginning of the year starts our collaborative work with families to achieve the best possible outcomes for your child. Our team share aspects of your child's learning through informal chats and you are welcome to make an appointment time for more formal conversations at any time. Towards the end of Term 4 you will receive a summative Statement of Learning that captures your child's key friendships, progress and achievements at kindergarten.

Each child has a Learning Journal that provides a snap-shot of individual and group learning outcomes during their time at kindergarten. This evidence is sourced through learning stories, art work, photos, stories from home, celebrations and other artefacts related to your child's year at kindergarten. We encourage parents, carers and extended families to look through your child's journal with them from time to time. Your child will be presented with their book to take home and keep at the end of the year.

## **PARTNERSHIPS WITH PARENTS**

As educators we respect that you are your child's first educators and experts regarding their development. We believe that positive partnerships with you and your family will enhance learning outcomes for your child. Please tell us of significant events at home that may impact on your child during their time at kindergarten and be assured of our confidentiality as appropriate.

You are always welcome to stay, or drop in at the kindergarten anytime during the session. If you have time, stay with your child and share an activity for a few minutes when you arrive. You may like to observe, help out, or simply enjoy being here. We are available to listen to your concerns or queries and have conversations about your child's learning, so please feel free to approach us.

Please let us know if you have any hobbies or interests you would like to share with the children (examples include: playing a musical instrument, cooking, craft, photography).

## **SPECIAL SERVICES**

Through the Department for Education we have access to a team of specialists in the area of child development, education and welfare. Included in this team are speech therapists, psychologists, social workers and special education advisers. Our experienced Preschool Support team work in partnership with families and service provided to inclusively ensure the best possible learning outcomes for children with diverse needs. Should you have any concerns regarding your child's progress or feel you would like access to a member of our specialist team, please talk with the Director.

## BUSHFIRE AND EMERGENCY INFORMATION

Mount Barker Kindergarten is a Category 1 High Risk Bushfire Kindergarten. **We will be closed on 'Catastrophic Days.'** Please ask staff for a copy of our policy. The staff and Governing Council have developed a plan in case of emergency such as internal or external fire, earthquake or threatening situation. We practice emergency drills with the children in a relaxed manner.

## CHILDREN'S HEALTH

### Illness:

Please call us on 8391 0685 when your child is ill or going on holidays. Alternatively we can be notified by email on [dl.4637.leaders@schools.sa.edu.au](mailto:dl.4637.leaders@schools.sa.edu.au).

### Known Conditions and Medications:

It is now a requirement that children attending kindergarten needing medication to be administered by staff must have a form completed and signed. All medication must be prescribed by a GP and be given to the staff to be safely stored away from children. Staff will only accept medication for non-contagious conditions and when the child is otherwise well.

Any child who may require hospitalisation due to a known illness or condition must have a **HEALTH CARE PLAN** to ensure everyone's responsibilities are clearly defined. Please see the Director if you have any further queries.

### First Aid:

At times children have accidents at kindergarten. Educators have an up-to-date first aid certificate and take great care when assisting your child. When an incident occurs during the session educators will place a first aid note into your parent pocket and speak with the parent or carer who collects your child. You will be notified by phone at the time of a more serious incident.

### Immunisations:

During an outbreak of some illnesses within our kindergarten community (specifically those preventable by immunisations) children who do not have up-to-date immunisations may be excluded from kindergarten for the duration of the outbreak.

Current information and immunisations are available from your doctor, local council, or Child & Youth Services (Ph: 8391 3922).

### Child and Youth Health Screenings:

Regular 4-Year Old Health Screenings are encouraged for all children during their year at kindergarten. You will be invited to attend with your child.

## COMMUNICATION

Emails are used to send newsletters and other relevant notices to parents. Please let us know if you prefer hard copies. Other communications (such as accounts, receipts and other notices) are placed in Parent Pockets, located in the main kindergarten room. Please check these regularly and read the notice board at the entrance as these are an important part of our communication with you.

## POLICIES

Key policies and procedures are available on our website [www.preschools.sa.gov.au/mount-barker-kindergarten-inc](http://www.preschools.sa.gov.au/mount-barker-kindergarten-inc). A complete set of our current policies and procedures is available for you to view at the kindergarten. For more information regarding policies, please visit the Department for Education Policies and Procedures webpage for Early Childhood Services.

## CELEBRATIONS

Celebrations are an important part of life for our children, their families and communities. They promote a sense of belonging and positive self-esteem. Educators celebrate each child's birthday at kindergarten by singing *Happy Birthday* and placing a commemorative photo in their Learning Journal.

We value sharing and celebrating the diverse cultural heritage and customs of our families (such as language, food, art and festivals). Please speak with one of our educators if you or a relative are able to share aspects of your family culture.

## IMMUNISATION

From 7th August 2020 new South Australian legislation requires every child attending kindergarten to be vaccinated. You will need to give the kindergarten a copy of your child's **Immunisation History Statement** before they start.

## PUBLIC HOLIDAYS AND CLOSURE DAYS

As public holidays fall on Mondays, where possible our closure days (4 each year) will be held on Wednesdays or Thursdays.

## Excursions policy

For Duty of Care reasons Mount Barker Kindergarten has formulated an Excursion policy. Prior to all excursions a Risk Benefit Assessment & checklist is completed by the staff team to ensure maximum safety in the care of your child(ren). Copies of Risk Benefit Assessment Plans are available from staff upon request.

Consents for local walks will be obtained prior to such events.

Kindergarten siblings are exempt from participating in an excursion. Younger kindergarten siblings will have the opportunity to participate once they start full time kindergarten.

Parents will be invited to help, however we are unfortunately unable to include younger siblings. Please remember, if you are a parent volunteer, you will be asked to help and “supervise” a small number of children. An alternate emergency number for volunteer parents will be sought prior to the excursion.

### Local excursions

Ratio of adult: child will be a maximum of: 1:6

Staff will accompany children on walks around Mount Barker Parental support will be sought & encouraged.

One staff member will take a first aid kit and asthma pack.

Crossing roads – one staff member will ascertain road is clear and stand in middle of the road and the children cross. Appropriate crossing points will be used i.e pedestrian walk signs

Inclement weather- according to the excursion planned, staff will be responsible for canceling the excursion if the weather is too hot or wet.

All staff and children will wear hats, in line with our Sun Safety at Kindergarten policy.

A roll call will be taken by a staff member before leaving kindergarten and a head count conducted on a regular basis whilst on excursion and before returning from excursion.

### Bus excursions

The ratio of adults (including staff and parents) will be a maximum 1:6

Parents will be required to provide separate written consent to participate in any excursion requiring transport. One staff member will take a first aid kit, asthma pack, tissues and drinking water.

All children will be reminded to remain seated whilst the bus is traveling (adults to enforce this)

Toileting – children will have time to visit the toilet before leaving kindergarten and throughout the day.

A roll call will be taken by a staff member before leaving kindergarten and a head count conducted on a regular basis whilst on excursion and before returning from excursion. A head count will take place once all have boarded the bus.

A mobile phone will be carried at all times, with phone number disseminated to families prior to departure. When identified by staff as required, a back up vehicle will follow the bus.

Staff will ensure that any child requiring specialist / behavioural care is appropriately supported.

Any child who is attending preschool on a 1:1 adult/child support will only travel on excursions with their support teacher or parent/carer or other parent/staff negotiated arrangements.

Parents will be responsible for supplying food and drink for their child.

All adults, staff and children will wear hats, in line with our Sun Safety at Kindergarten policy.

Inclement weather – according to the excursion planned, staff will be responsible for canceling the excursion if the weather is too hot or wet.

Excursions will only occur outside Declared Bushfire Season(s).



Refunds for non-attendance cannot be made once a bus has been booked as the kindergarten is liable for costs incurred. In special circumstances the amount can be cross debited against any term fees owing.

## **Swimming & informal water activities**

### **Beach**

A minimum of one (1) member of the leadership, staff, team to hold a current Certificate 2 Public Safety & Aquatic Rescue qualification. This person must be on duty during all water activities. Staff child ratio to be 1:2 on all beach excursions.

If you have any comments to make re this policy, please feel free to speak to the staff team, so queries and problems can be dealt with immediately.

Reviewed: March 2017

Next Review: March 2018

# Child safe environment – child protection policy

## Child protection curriculum

All staff are trained in providing a child protection curriculum, in line with the South Australian Government's 'Keeping them Safe' child protection reform program, which includes a curriculum package and acknowledges the importance of teachers, support staff and educational leaders in the protection of children from abuse and neglect.

In line with state legislation all staff working in child care, kindergartens and schools, including student teachers in schools and preschools are required to undergo Relevant History Clearances through the Department of Communities and Social Inclusion (DCSI). Regular volunteers and non-current parent/guardian Governing Council members are also required to undergo Screening - the payment of these Screenings by the kindergarten will be considered on an individual basis and circumstances.

Site leaders (principals and preschool directors) have the right to require a parent / adult from the age of 16 to undergo screening at their discretion.

Work Experience students in kindergartens are also required to undergo a DCSI clearance.

Site Leaders retain the right to discontinue a volunteer / student teacher at any time if concerns exist about their suitability to be working with children. For more information refer to Relevant History Screening Checks Policy Guidelines: <https://www.decd.sa.gov.au/working-decd/relevant-history-screening/about-relevant-history-screening>

All staff in kindergartens are Mandated Reporters. This means that all kindergarten staff are legally obliged to report any form of suspected child abuse - physical, psychological and or verbal – to Families SA Services.

It is a departmental requirement for staff, Governing Council members and regular volunteers to update and/or undergo a Reporting Abuse and Neglect (RAN) course on a regular basis to ensure all staff are abreast of latest legislation; as well as to ensure optimum levels are maintained in providing a child safe environment at kindergarten.

Nominated site leader & contact person for child protection matters: Jakub Tuma, Preschool Director

## Information sharing

There will be occasions where sharing information with others outside of Department of Education and Child Development (DECD) will be important to your child's educational progress, safety or well-being. Parental/Guardian consent is sought during the enrolment process prior to any information sharing occurring.

## Confidentiality

Parent Information – addresses, phone numbers, medical information & other enrolment data – is only given upon verbal or written consent from the party concerned. Kindergarten staff respects confidentiality of all matters pertaining to the child and family. All child reports/folders are also treated in a confidential manner.

Reviewed: March 2017

Next Review: March 2018



## Snake policy

The kindergarten is located in an area where snakes may be a problem, in that they pose a danger to staff, parents and children. Mid to late spring and summer are times when snakes become active.

Guidelines for the management of snake control/encountering a snake at Mount Barker Kindergarten are:

- Most snakes will avoid humans, and if left alone and not restricted, will move away from any perceived threat.
- If a snake appears in the yard and/or teaching area inside, ensure children are kept away and give the opportunities for the snake to escape.
- If the snake remains and is perceived to be a threat, the first course of action ( after clearing the area to a safe distance ) is to contact the local council and/or Building Management Services and request assistance in removal of the snake.
- If the snake is assessed as posing an immediate and unavoidable danger to staff and children, then a staff member should attempt to dispose of it. This should be done in the most efficient and safe way possible and should take into account the sensibilities of any children who may be witnesses. Staff should not be compelled to dispose of snakes and all other avenues of managing the situation safely should be explored before this option is employed.
- The introduction of administrative preventative strategies such as keeping long grass cut back, not allowing suitable habitats, should assist in minimising any occurrence of snakes.
- Ensure the First Aid procedures and doctor/hospital phone numbers are clearly displayed. Provide a specifically labelled bandage for snakebite only, in the first aid kit.
- It is strongly recommended that children and staff be given specific instructions as to the correct procedures to adopt if they encounter a snake.

Adelaide Snake Catchers: 0413 511 440

Reviewed: 2017

Next Review: Sept 2018

## Sun smart

We need to protect children's skin from UV radiation. Skin cancer rates are increasing due to over exposure to UV radiation. UV radiation can be 3 or above even on cool and/or overcast days. A UV radiation level of 3 is high enough to cause skin damage. We need to take action when the UV radiation level is 3 or higher. We monitor ratings via the Bureau of Meteorology: <http://www.bom.gov.au/sa/uv/>

Children's skin is more sensitive to sunlight exposure than an adult's skin. It can take less than 10 minutes for a child's skin to burn. They should never be left in the sun without sun protection on days when the UV rating is 3 or above. Children will be required to bring their hats and keep in their bags in readiness for ALL YEAR wearing, when the UV rating level is 3 or higher.

The best way to protect children's skin from sun exposure is to Slip, Slop, Slap, Seek and Slide:

- slip on a t-shirt (preferably with a collar to keep neck covered)
- slap on a hat
- slop on some sun cream
- seek shade
- slide on sun glasses

At Mount Barker Kindergarten we:

- provide families with sun safe information and promote role modelling by families and visitors including wearing of sun protective hat, clothes and applying sun cream
- provide spf 30+ broad spectrum, water resistant sun cream for children and staff; families can supply their own spf 30+ broad spectrum, water resistant sun cream if required – which should be named and handed over to staff for safety reasons
- reapply sun cream to all children 20 minutes prior to going outdoors to provide enough time to be absorbed
- include age appropriate sun safety information in the curriculum and children's learning
- ensure all children playing outside are wearing appropriate hats and clothing which should include tops with collars, covered shoulders, elbow-length sleeves and longer-style shorts / skirts, for ideal sun protection
- provide shade for children to play outside when the uv is 3 or higher
- activities will be provided within the shaded areas
- where possible activities will be conducted inside at times of peak uv radiation (over the middle of the day) or held undercover/shade
- act as positive role models ie staff will wear appropriate sun protection whilst outside including hats, clothing and sun cream
- encourage the use of sunglasses for children and staff.

Hats must be broad brimmed, legionnaire style or large bucket hats-all cordless- that cover the face, head, ears and back of neck. Children will be required to play inside or under the veranda if their hats do not meet guidelines. Parents must provide their child with appropriate head wear and named.

Clothing must cover children's shoulders and backs. Singlets, spaghetti strapped tops or dresses, tank tops and backless dresses are not appropriate clothing for effective sun protection. Parents are asked not to send their child dressed in these types of clothing. Children wearing clothing that does not provide effective sun protection will be required to play inside or under the verandah.

Sun Cream will be provided at Kindergarten and will be reapplied to children 20 minutes prior to lunch and whenever needed / required at other times of the day before going outdoors when the UV is 3 or above. If your child is sensitive to sun cream you will need to provide the Kindergarten with their own, clearly labeled and named, sun cream. Any sun cream provided must be SPF 30+ broad spectrum, water resistant.

This policy will be reviewed regularly – at least every 3 years – to ensure the policy remains current and relevant.

## Hot weather

Children are sensitive to hot temperatures and can become ill when overheated. Children absorb heat much more quickly and have greater difficulty getting rid of heat than adults therefore we need to ensure all children are provided with a comfortable environment to prevent heat illnesses such as dehydration, heat exhaustion and heat stroke.

At Mount Barker Kindergarten we:

- provide experiences inside or under shade on days of high temperature
- have purpose built outdoor play spaces with grass, sand, natural and constructed shade to provide cool areas for children to play
- provide drinking water which is easily accessible to children throughout the day
- recommend parents provide ice bricks in children's lunch boxes
- ensure children are dressed appropriately for the temperature
- provide air conditioning and ceiling fans for children, family and staff comfort
- provide water play for children on hot days
- recognise that it is not only the heat but humidity that can cause heat distress
- minimise excessive exercise such as running during times of high temperature
- provide rest periods for children and staff
- plan excursions and outings during the cooler months or postpone/ cancel events if temperature is too high
- plan outside play in the cooler parts of the day.

As Mount Barker Kindergarten is air conditioned we do not have an early dismissal time on days of high temperatures. In cases of blackouts or breakdown of air conditioning strategies such as cold flannels, blinds, fans (paper or cane) and water play will be used to help cool children. Parents may choose to keep their child home on extreme weather days, for instance when temperatures are over 36 degrees. If an excursion is planned and temperatures are to be in the extreme, staff will review the decision and notify parents via telephone if the excursion/event is to be postponed/ cancelled.

In cases of unforeseeable circumstances and air conditioning cannot be restored in a timely manner coupled with temperatures over 36 degrees the Kindergarten may close early to prevent child heat illnesses. Parents will be notified of this by telephone.

Please note: on declared 'catastrophic days' the kindergarten is **closed**.

Reviewed Feb 2017

Next Review October 2020

## Healthy eating

At Mount Barker Kindergarten we believe in providing an environment which encourages healthy eating and living. Healthy foods and water intake coupled with healthy eating habits promote growth and development which, in turn, helps prevent childhood obesity and other health issues that may arise later in life. This policy links with the Early Years Learning Framework – Outcome 3 “Children have a strong sense of well-being”. Specifically “Children show an increasing awareness of healthy lifestyles & good nutrition” – ‘Belonging, Being & Becoming”

### Lunch and snack time

At kindergarten lunch time please supply a healthy lunch, which may include:

- 2 serves of breads and cereals eg. one sandwich, roll or wrap
- 2 serves of vegetables
- 1 serve of fruit
- 1 - 2 serves of dairy
- 1 serve of lean meat or meat substitutes such as legumes.

Fruit/Snack Time please provide at least one piece of fruit and/or vegetable for your child at snack times. We have two snack times morning and afternoon. Examples: vegetables, yoghurt, homemade muesli bars (nut free), cheese & crackers, small/medium fruit muffin, popcorn if it is air popped and only a small serve is provided. Please supply ice packs in your child's lunchbox, especially in warm weather.

### Right Bite

The Right Bite policy is used throughout schools and Kindergartens in South Australia. Foods have been divided into 3 categories:

- Green – foods which are the healthiest choices – Choose plenty
- Amber – foods which are more processed with some added salt, sugar and/or fat- Select carefully
- Red – foods which are highly processed, energy dense and nutrient poor – Occasionally

Kindergarten Staff will use their discretion and provide at least one (1) weeks' notice prior to nominating a 'Red Food Day'. If Red Foods are provided at kindergarten there shall be no more than 2 a term. A note will be displayed at the site reminding parents of these days.

### Nut-aware zone

Mount Barker Kindergarten is a Nut Aware Zone. Nuts and traces of nuts are widely used in processed foods and labels need to be read carefully to ascertain if the foods are nut free. Peanut butter, Nutella, commercially produced muesli bars and nuts are not to be provided at Kindergarten due to health and safety reasons i.e anaphylactic/choking. Parents will also be informed if other anaphylactic causing food allergies are present and are to be avoided at kindergarten. The kindergarten will display such notices at the kindergarten.

### Our learning environment

- Plans healthy cooking experiences for the children by creating food, introducing recipes and using the produce from our garden for the children to enjoy.
- Encourages healthy eating and living.
- Role models healthy eating
- Provide families with healthy eating information

- Include healthy eating and living within the curriculum
- Ask that parents follow the healthy eating guidelines within this policy
- Ensure all children sit whilst eating
- Provide relaxed lunch and snack times where children are able to interact with their peers
- Provide fresh drinking water
- Inform families if food protocols need to change due to children attending kindergarten with life threatening allergies other than nuts.

We are also a breast feeding friendly site.

To support our healthy eating, hydration and nutrition policy please follow the guidelines below.

Please supply a water bottle for your child whilst at Kindergarten. Water is the recommended and only drink for children at Kindergarten. We have filtered water at kindergarten and staff will refill bottles as necessary.

Please avoid processed “red” food and snacks. Snacks high in fat, sugar and salt may be provided ONLY on our nominated ‘red food days’. These include foods such as lollies, biscuits, donuts, chocolates, potato chips, large cakes, cakes with icing or cream, sugary drinks including cordial, sweet pastries, pies, pasties and sausage rolls. Children will be advised to save such foods until after kindergarten; parents will be advised if this situation should occur.

## Birthday celebrations

Birthdays are celebrated at Mount Barker Kindergarten and are inclusive of everyone. Consequently, parents are asked to refrain from providing cake for their child's Birthday as this reinforces our Healthy Eating, Hydration and Nutrition policy and is inclusive of everyone, including those who have food allergies/restrictions. Celebrations include a special time during ‘mat-time’ in which the child is a focus, a pretend cake with candles for the child to blow out and a Birthday song.

Consideration and respect is also given for families that wish to abstain from participating in birthday and/or other celebratory occasions due to religious reasons.

## Other resources

- Government of South Australia Right Bite  
<http://www.decd.sa.gov.au/docs/documents/1/theEasyGuidetoHealthyFood.pdf>
- Eat a Rainbow (a suite of resources to promote learning about the importance of eating a variety of fruit and vegetables to young children and their families)  
<http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/healthy+living/healthy+eating/healthy+eating+at+different+ages+and+stages+of+your+life/healthy+eating+for+kids+and+teens/eat+a+rainbow+resources>
- Obesity Prevention and Lifestyle (OPAL)  
<http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/healthy+living/healthy+places/where+we+live+and+play/opal>
- Nature Play website to promote outdoor engagement, creativity and exercise  
[www.natureplaysa.org.au](http://www.natureplaysa.org.au)
- Australian Government Get Up & Grow: Healthy Eating & Physical Activity for Early Childhood (resources include Family Book, Cooking for Children book and posters)  
<http://www.health.gov.au/internet/main/publishing.nsf/Content/phd-early-childhood-nutrition-resources>
- Eat for Health (includes new meal and snack ideas and recipes based on the recommendations from the Australian Dietary Guidelines and the Australian Guide to Healthy Eating)  
<http://www.eatforhealth.gov.au>

Healthy eating policy, revised March 2017. Next review March 2018.

## Health and safety

To follow best practice we all need to be aware of and practice universal precautions and teach this to the children so it becomes an everyday routine for them and their families.

Staff members are currently trained in one or more of the following health areas.

- First Aid
- HIV/Aids/Hepatitis
- Universal precautions – safety for all     Asthma First Aid
- Anaphylactic Shock – Bee/Wasp/Allergy – administering EPIPEN

## Administration of first aid, inclusive of injury, incident, trauma & illness

The person administering first aid will follow first aid procedures by:

1. Using disposable gloves
2. Cleaning wound with water
3. Covering cut with band aid, if appropriate.
4. Placing contaminated wipes and disposable gloves in a plastic bag, seal and dispose of
5. Wash hands thoroughly with soap and water after treatment.
6. Notifying parents immediately if the injury is serious. General cuts and scratches, parents / carers will be informed when collecting child. If applicable, Bus families will receive a written note explaining the details.
7. Record all accidents in Accident Report folder. Serious accidents need to be recorded according to DECD policies and procedures within 12 hours. For instance reporting via Injury Reporting Management System (IRMS) via DECD Portal and ACECQA State Office regulators.

## Blood spills & body fluids – includes changing of clothes / nappy change procedures

If an accident occurs and there is a blood spill or body fluid the following procedure will be followed.

1. Use disposable gloves
2. Ask child if they need your help. Assist child with general cleaning and dry clothes. All soiled clothing to be placed in plastic bag and sealed
3. Clean surface with paper towels, firstly with detergent and water, then disinfect with appropriate disinfectant.
4. Place contaminated material, including gloves in a plastic bag, seal and dispose of in a safe manner.
5. Staff to wash hands thoroughly with liquid soap and water.
6. Staff to complete 'Changing Children's Clothing' sheet located in the cupboard and have it counter signed by another staff member. Staff, where possible, will discuss with the parent/caregiver and provide feedback on the incident.

## Needles and syringes

Unfortunately these can be found in parks, beaches or any general areas used by the children and their families.

1. STOP
2. STEP BACK 5 paces
3. Tell an adult

4. ADULTS to use disposable gloves
5. Use 'sharps' container or hard screw top cordial bottle / soft drink bottle, and tongs
6. \*\*\* Do not try to recap needle
7. Place 'sharps' container close to syringe and needle and slide it in with the tongs.
8. Seal container and dispose of safely – Mount Barker Kindergarten & Outreach has a 'sharps' disposal container
9. Remove gloves and wash hands thoroughly with soap and water.

### **Asthma first aid**

1. The parent(s)/carer(s) of any child(ren) attending the centre who have asthma to ANY degree must fill out an asthma first aid form.
2. We have an emergency asthma pack with a ventolin inhaler and disposable spacer, this will only be used in an emergency by staff. Parents will need to cover the cost of replacement of spacer.
3. Parents may leave their child's asthma medication at the centre when they attend if necessary

### **Location of first aid box**

In kitchen area, adjacent to micro wave; attached to wall.

### **Hot drink policy**

For safety reasons hot drinks may ONLY be consumed in "travel mugs" WITH A LID during session times, during Playgroup or when children are present in the kindergarten environs. The kindergarten will provide a supply of travel mugs with a lid for staff and parents to use whilst at kindergarten.

### **Ambulance**

In a medical emergency/accident scenario an ambulance will be contacted when:

After staff has applied and followed first aid procedures and has determined further urgent treatment is required i.e child is unconscious and/or has just been administered with an EPIPEN due to experiencing an anaphylactic shock. In these situations an ambulance will be contacted in the first instance, then immediately after parents will be contacted.

In all other accident/medical situations parents will be contacted in the first instance AND consulted to determine the need for an ambulance.

Although it is rare for a kindergarten to contact an ambulance, it can occur and therefore it is advisable that families consider and/or action appropriate medical insurance to cover the cost of their child being transported by ambulance in an emergency.

### **Administering medication to children**

Prior to any form of medication (including analgesics ie panadol etc) being administered by staff to children either on a regular or one off basis, a signed consent form outlining dosage, times etc needs to be completed by the parent AND a doctor.

All medication administered must be recorded and signed by parent(s) and staff.

### **Medical/health care plans**

If your child has a medical conditions please advise kindergarten staff. A Medical Health Care plan will need to be in operation and signed by you and your Doctor.

Any child who may require hospitalization due to a known illness or condition must have a Health Care Plan completed upon enrolment to ensure everyone's responsibilities are clearly defined. See a staff member if you have any further queries.

## Infectious diseases

In the interests of each child's health and safety infectious diseases within the kindergarten must be controlled. Infectious diseases are illnesses caused by the spread of germs. Exclusion periods from kindergarten may apply. Exclusion periods will be determined by reference to the Government of SA Health publication 'Yo u' ve G ot Wh at - 4th Edition'

If your child is unwell please support in minimising the spread of infection by keeping your child home. If your child becomes unwell during kindergarten, parent(s) will be contacted and arrangements to collect the child will need to be made.

As of 2017 we are also required to sight your child's Immunisation Records to ensure Immunisations are up to date.

Reviewed Feb 2017

Next review Feb 2018



# Emergency management

## Signal for emergency

- Evacuation – sharp blows on whistle.
- Invacuation – ring bells or ring hand bell (if need for invacuation to protect person/children due to inappropriate actions by an adult) and lock doors if appropriate & safe to do so.

Inside whistle(s) located on hook, next to double doors. also another whistle is located in kitchen, on hook attached to side of cupboard.

Outside whistle(s) attached to wall near double door entrance, under verandah. also another whistle on hook under play house verandah, near door.

Bell(s): set kept on shelf above inside paint pot wash trough, plus one (1) bell is kept in main outside shed.

**Evacuation point:** Mount Barker primary school refuge hall.

**Invacuation point:** upstairs main group room

## Staff member who identified emergency

- Blow sharp blows on whistle.
- Ensure it is heard inside and outside.
- Determine if invacuation or evacuation and direct children to appropriate point.

## Designated inside teacher

- Direct all children/visitors immediately to invacuation or evacuation point.
- Collect roll book
- Final check to ensure building/grounds has been evacuated staff member to proceed to designated point and call roll
- Inform decd district office – 8391 4705

## Designated outside teacher

- **Evacuation only:** call children outside to meet at gates. ensure shoes are on all children prior to walking to refuge hall at mt barker primary school.
- Supervise children and attend to any injuries.

## Early childhood worker (ecw) or designated inside teacher if no ECW

- Collect first aid kit, fridge medication, asthma kit & emergency trolley
- Inspect all rooms for children/adults - direct children to designated point
- Proceed to evacuation / invacuation point
- Supervise children and attend to any injuries

Invacuation (and/or lockdown) maybe necessary due to sudden hazards outside – for instance flooding, vehicle accident on dumas street, violent action, snake, strong winds/storm, etc.

## Evacuation diagram



## Approaching bushfire

If our school or preschool is open and a bushfire is approaching, the safety of children is our highest priority.

Our school or preschool's designated bushfire refuge is the safest place for us to be if a bushfire is approaching and this is why schools are not evacuated unless there is no other option or as advised by CFS.

When we move to our bushfire refuge we activate the following emergency procedures:

- moving everybody inside, closing windows, doors, and turning off the air-conditioning
- filling available containers with water
- if it is safe to do so and time permits, turning on all sprinklers and irrigation systems
- remaining inside and enacting out bushfire response plan with the children until the main fire-front passes

- listening to local ABC radio station and 5AA radio stations for bushfire updates and information
- liaise with the DECD bushfire and emergency management team and the CFS to know when the bushfire is approaching and changing conditions.

We hope that we will never have to enact our bushfire response plan. However we are working with out school and preschool communities to be ready in the event of a bushfire emergency and trust that as parents and carers we will have your support.

Reviewed Feb 2017

Next review Feb 2018

Please see also the bushfire document.

## Drop off and pick up

Please bring your child into the kindergarten. If another adult other than the person who drops off your child at kindergarten is to collect that child then staff are to be informed personally or either via a phone call or signed letter by parent giving consent to do so.

We are unable to have parent(s) leave children before 8.30 am due to duty of care reasons. In case of one off emergencies please see staff. You are most welcome to arrive prior, however please remain with your child till 8.30. If parent(s) find themselves running late to collect their child(ren) please contact the kindergarten to re-assure your child that you are on your way. Your understanding in this matter is sincerely appreciated.

During the enrolment process parents are requested to identify emergency contacts if parent or guardian cannot be contacted in an emergency. The enrolment process will also request names of contacts who are authorized to collect your child(ren) as well as permission to provide overnight care.

If there are any current court-sanctioned residency, parental responsibility or contact orders relating to your child(ren) please provide a copy to kindergarten staff. Such copies are for confidential use by staff only and will be used to support you and your family in the delivery and collection of your child(ren).

Reviewed: Jan 2017

Next review: Jan 2017

## Bushfire policy

Mount Barker Kindergarten will be closed on the day of a catastrophic fire weather forecast.

Parents will be contacted by SMS, email (where appropriate), sign on the gate and/or notes sent home to advise of the kindergarten closure.

Please familiarise yourself with the “fire danger season parent brochure” for detailed information about how Mount Barker Kindergarten and Primary School are working together for bush fire survival. The brochure will be given out twice a year (term 4 and term 1) to all families before the declared bushfire season.

Parents must become familiar with the CFS information and warning system, which keeps the community informed about bushfires. On high to extreme bush fire days, you should listen to ABC radio and 5AA/NOVA, which are the official bushfire information and warning stations. For more information about the bushfire information system go to [www.cfs.sa.gov.au](http://www.cfs.sa.gov.au). Please place this notice in a prominent position, eg on your fridge.

Bushfire season can be an anxious time for children and families. Our kindergarten is in a “high risk” bushfire area so the following emergency plans are to ensure the safety of everybody in the event of a bushfire.

## Evacuation drills

In the first two weeks of terms 1 and 4, staff and children will practice the emergency evacuation procedure.

## ‘Catastrophic’ (code red) fire danger days

A sign advising the kindergarten families will be placed by the front gate. The kindergarten will be closed. No sessions will be offered and all staff will remain off site.

A message will be sent to families via mobile phone text reminding them of the closure.

## ‘Total fire ban’ and ‘extreme fire danger’

- The kindergarten will offer normal sessions.
- A notice will be displayed on the front gate.
- Children will be required to wear shoes all day in case of evacuation.
- The radio will be tuned on to the ABC and staff will monitor the CFS website.
- Staff will be alert to signs in the immediate area and report to other staff, eg smoke, high winds, sirens, reports on the radio and web site.
- Staff will ensure the first aid kit and medical conditions box are ready to take in case of evacuation.

## Fire reported in the district

Staff will advise the regional office and liaise with Mt Barker Primary School and the local CFS.

## Staff responsibilities

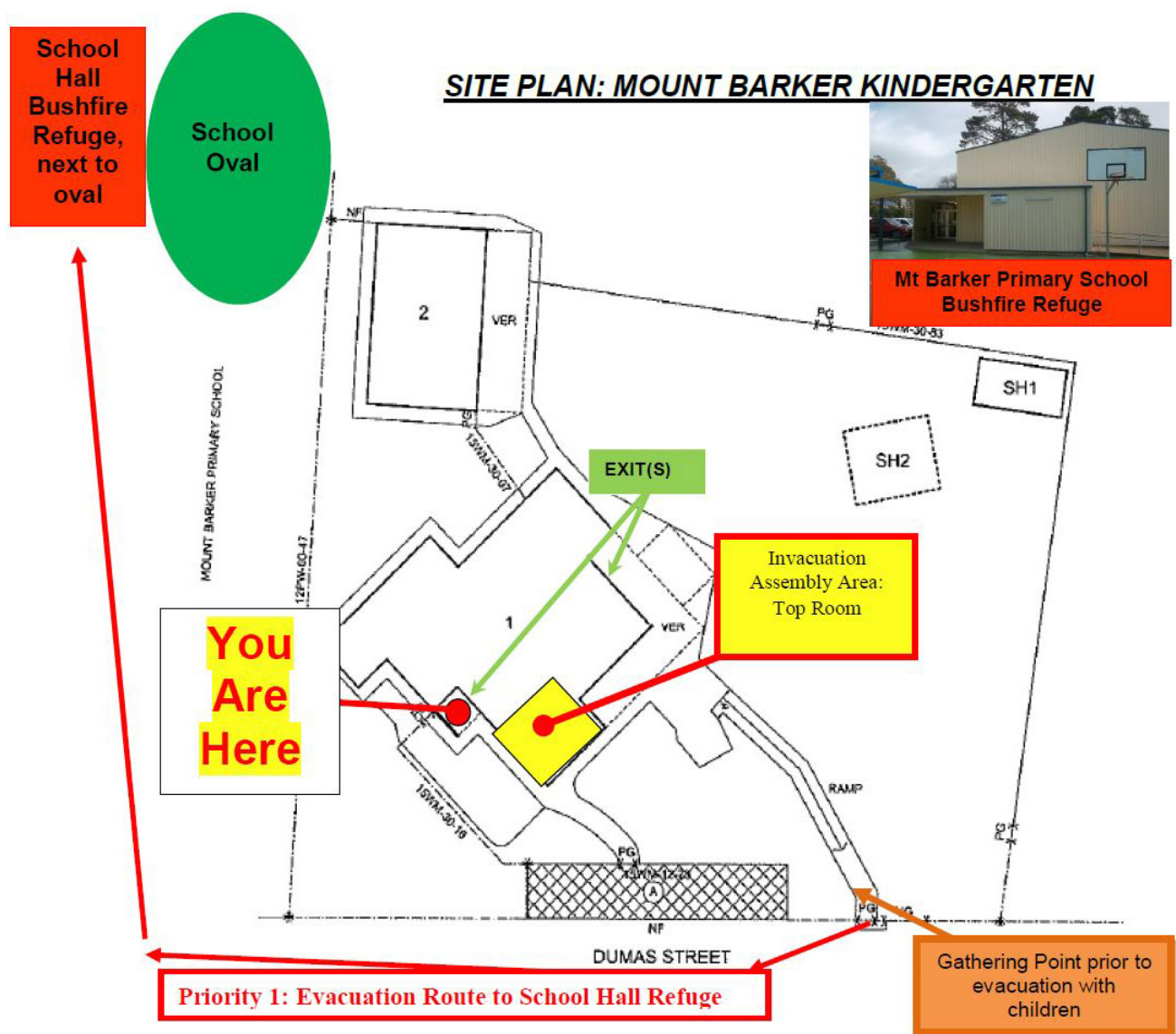
- One staff member will ring bell to gather all children inside.
- Prepare the sprinkler system and collect a fire extinguisher to take with us.
- Outside and inside staff to do a sweep of the kindergarten to ensure all children are gathered together.

- Staff will then advise children of the situation and prepare to evacuate to the school safe refuge hall.
- Staff will then call the roll to ensure all children are accounted for.

### **Bushfire in immediate vicinity**

- Assemble children to playhouse gate or main gate, depending on the direction and location of fire.
- Staff to collect roll book with all emergency contact information.
- Do a head count and call the roll.
- Turn on sprinkler system (control in children's bathroom) and outside bushfire sprinkler (handle above outside tap).
- ECW to take first aid, individual health care plans (medical box) and satellite/mobile phone.
- Move children and staff to school safe refuge hall.
- Roll call again.
- All children to remain in hall until situation is assessed as safe by emergency services.

## Evacuation diagram



## Approaching bushfire

If our school or preschool is open and a bushfire is approaching, the safety of children is our highest priority.

Our school or preschool's designated bushfire refuge is the safest place for us to be if a bushfire is approaching and this is why schools are not evacuated unless there is no other option or as advised by CFS.

When we move to our bushfire refuge we activate the following emergency procedures:

- moving everybody inside, closing windows, doors, and turning off the air-conditioning
- filling available containers with water
- if it is safe to do so and time permits, turning on all sprinklers and irrigation systems
- remaining inside and enacting our bushfire response plan with the children until the main fire-front passes

- listening to local ABC radio station and 5AA radio stations for bushfire updates and information
- liaise with the DECD bushfire and emergency management team and the CFS to know when the bushfire is approaching and changing conditions.

We hope that we will never have to enact our bushfire response plan. However we are working with out school and preschool communities to be ready in the event of a bushfire emergency and trust that as parents and carers we will have your support.

Please see also the emergency management document.



# Mt Barker Kindergarten bullying and behaviour policy

Relationships of trust are strengthened when interactions with children are warm and responsive. All staff are guided by a variety learning frameworks to ensure interactions are safe – physically and psychologically, equitable, engaging, purposeful and meaningful for the child. Learning Frameworks include the Early Years Learning Framework-Belonging, Being and Becoming and Reflect, Respect Relate.

Everyone has the right to feel safe, all of the time and we actively teach this to children through our protective behaviour programme. To successfully implement this policy it is important that parents, staff and children work together in an honest and cooperative manner and promote open communication at all times.

Behaviour management protects children and teaches responsibility for actions as they get older. The aim is to make children responsible for their own behaviour. If children are to learn self-control, they need to practice making choices and having to cope with the consequences of these choices. We can help by:

- Acknowledging that children may feel angry, frustrated and upset at times and need help to express feelings appropriately.
- Respecting children as individuals who come to kindergarten from a variety of social backgrounds.
- Providing children with time, opportunity and space to learn with other children, how to play, share, take turns and care for others as well as their environment.
- Providing the opportunity for children to take risks and experience success.
- Ensuring children's learning environments are safe, caring & positive, where their skills & abilities are valued.
- Staff and parents sharing responsibility, being consistent at all times, creating a safe, secure, environment for children, and model appropriate behaviours.

Examples of **acceptable** behaviour at our kindergarten:

- respecting and caring for others
- sharing, taking turns, participating in activities
- being cooperative/helping
- polite/manners
- walking inside/under verandah
- climbing on climbing equipment
- respecting other peoples property
- using appropriate social language
- listening/contributing at group time.

Examples of **unacceptable** behaviour at our kindergarten:

- physically hurting others – hitting, biting, pinching, kicking
- snatching, pushing, throwing things
- not sharing/avoiding responsibilities i.e packing away
- swearing, spitting
- running inside/under verandah
- climbing on kindergarten fences / gates
- taking other people's property
- bullying/verbal abuse
- disturbing others at group time.

At no time will staff use physical punishment, put downs or intimidation to discipline children. Nor do we designate 'naughty' chairs/naughty rooms'

## Strategies/consequences

When children demonstrate inappropriate, uncooperative behaviours, staff will intervene using the following steps: Remind the child(ren) about safety within the kindergarten with the children.

Staff will ensure strategies/consequences are consistent to all children.

All children are to be involved in setting “rules”, “limits” and expectations. Children to use “Let’s walk and talk”

approach to encourage problem solving, listening and to be aware of the rights of others.

Staff member will work alongside children to model appropriate behaviour and discuss consequences of unsafe behaviour.

If unsafe or inappropriate behaviour reoccurs redirect the child to another area or provide the child with “quiet time or thinking time” - the child is directed to a safe space to reflect on unsafe behaviour, with a staff member involved throughout this process

If unsafe behaviour is persistently repeated we will develop a Behaviour Management Plan for that particular behaviour and in consultation with parents. At times it may be deemed necessary for staff and / or families to seek assistance of specialist staff.

Please note: **only** in situations when a child becomes physical in an unsafe manner to themselves or another person a staff member will hold the child’s arms across the child’s chest, whilst in the teacher’s lap. Parent’s will be informed if this happens.

At all times, when children demonstrate appropriate and positive behavior, children will be praised and encouraged.

Reviewed March 2017.