



# Information for kindergarten parents and carers



Kaurna Country

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**Government of South Australia**  
Department for Education



# Our Philosophy Statement

**Pennington Children's Centre is a place of learning for all.** We come together to connect, learn and grow every day on the traditional lands of the Kurna people and we pay our respect and give gratitude to Elders past, present and future.

**We know that learning growth is built upon strong and positive relationships.** We believe that children, families and educators are co-constructors of knowledge and we aim to do this together with curiosity and excitement. All relationships with children and families at Pennington Children's Centre are built on a foundation of respect for and celebration of our rights, identity, culture, uniqueness and differences.

**Reconciliation and respect for diversity is a proud part of the everyday life** in our centre as we support children to learn about themselves and others with openness and kindness. We listen to and value the contribution families and communities make to children's learning and development and we know that together, we are creating an educating community. This community begins with celebrating the strengths of and connections between our children, families, educators, community members and our wider world.

**At Pennington Children's Centre, learning is joyful and playful** as children explore, discover, create and investigate together in an active and hands-on way. This learning is supported through a relationship of care with each other as a community and with our natural world. Our learning environment and educational program is intentional, thoughtful and invites imagination, collaboration, deep thinking, inquiry, possibility and challenge.

**Each child is valued as a strong, competent and courageous researcher of the world and their place in it.** We notice, listen and respond to each child's pursuits, thinking, theories and questions as we support their learning growth. This journey is made visible through the documentation we create that seeks to highlight and understand children's strengths and learning processes.

**Connection and participation are valued as key to a happy and healthy sense of wellbeing** for all members of our community.

Our work every day is underpinned by the principles, practices and learning outcomes of the Belonging, Being & Becoming Early Years Learning Framework and the National Quality Framework. We are also guided by the UN Convention on the Rights of the Child, Culturally Responsive Pedagogy and the principles of the Reggio Emilia educational project.

### 2023 Kindergarten Teaching Staff:

Jessica Dubois	<b>Director</b>
Michelle Highfold	<b>Teacher</b>
Tamara Holmes	<b>Teacher</b>
Linda Hughes	<b>Early Childhood educator</b>
Lynne McConnach	<b>Early Childhood educator</b>

*Some members of our team work full time and some work part time, so they may not all work with both groups. We also have support educators working with our team each year.*

Other staff include -

Daniella Caliendo	<b>Admin &amp; Finance Officer</b>
Paula McKenzie-Brown	<b>CDC—Community Development</b>

### Kindergarten Session Times - 2023

Children can access up to 30 hours over a fortnightly period. Children are divided into two groups, Group A and Group B.

#### **Session times for Group A:**

Monday 8:30am—3:00pm

Tuesday 8:30am—3:00pm

Plus 3 x Wednesdays per term 8:30am—3:00pm

These dates are - Term 1 - week 2, 4, 6 and  
Term 2, 3 & 4—week 1, 3, 5

#### **Session times for Group B:**

Thursday 8:30am—3:00pm

Friday 8:30am—3:00pm

Plus 3 x Wednesdays per term 8:30am—3:00pm

These dates are - Term 1 - week 3, 5, 7 and  
Term 2, 3 & 4—week 2, 4, 6

There are 4 pupil free days each year when the kindergarten is closed. We will advise you of these dates well in advance.

### Fees / Parent Contributions

Fees are charged each term to cover costs such as cleaning bills and to ensure we have high quality learning resources for your child.

Our fees are:

**Total cost for whole year = \$480**

**Fees can be paid for a full year OR  
\$120 per term (4 terms /year) OR**

**\$12 per week**

*Please Note—Term 1 fees are \$125 and includes \$5 for a hat to keep at Kindy.*

### Paying Fees

Invoices are emailed to families prior to each term beginning. Payment is requested by the end of week 4 of that term.

Payments can be made a number of ways:

- **EFTPOS** - Available at the front desk.
- **CASH** - Place money in an envelop with your child's name and the amount written clearly on the front. Place in the fees box at the front desk. We do not keep cash on site to give change. Please bring correct money.
- **DIRECT DEBIT**  
If you pay by Direct Debit, please let us know (via email or in person).
- **CENTREPAY** - A free direct bill paying service from your Centrelink payment. Please let us know if you'd like to set up a Centrepay deduction.

### **South Australian Term Dates**

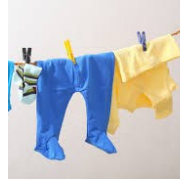
	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
<b>2023</b>	30 January to 14 April	1 May to 7 July	24 July to 29 September	16 October to 15 December
<b>2024</b>	29 January to 12 April	29 April to 5 July	22 July to 27 September	14 October to 13 December

## Your child needs to bring these everyday

- 1.) A small backpack



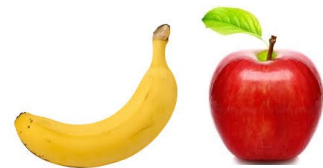
- 2.) A change of spare clothes, socks & underwear



- 3.) Water bottle (No cordial or fruit juice, no fruit boxes)



- 4.) Fruit for morning snack—(pieces of fruit or vegetables).



- 5.) Lunch box with healthy food (see below for ideas)

**PLEASE PUT YOUR CHILD'S NAME on EVERYTHING to avoid it getting lost.**

## Nutrition Policy

We promote safe, healthy eating habits in line with the *Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools*. Through this policy, we are enabling children to establish lifelong, healthy eating habits that support their development, learning and wellbeing.

### Lunch box ideas:

- Sandwich, roll or wrap with a savoury filling
- Salad or fresh vegetables
- Pasta or rice
- "Leftovers" - Left over home cooked meals
- Fresh or dried fruit
- Cheese and savoury crackers



We also recommend put an ice pack in with your child's lunch.





## **NUT AWARE ZONE**

We may have children attending kindergarten with a nut allergy. In some cases NUT allergies can be life threatening so our kindergarten is a no nut zone. To keep everyone safe, products containing NUTS **must not** be brought to kindergarten.

Children with nut and other allergies will be supervised closely at snack and lunch times.



**No peanut butter**



**No Nutella**



**No nuts**



**No chocolate**

## **Sun Safety**

Every child needs to wear a hat when playing outside in Terms 1 & 4.

The hat must provide protection to the face, ears and neck.

**Included in Term 1 fees is a hat that we will keep at Kindy for your child.**

Children must also wear **protective, sun-safe clothing**.

Please **apply sunscreen** to your child's exposed skin each morning.

The children will re-apply their sunscreen after lunch each day. With staff support, the children will quickly be able to do this independently.



## **Illness: Keeping Healthy**

While it is important that children attend kindergarten regularly, please help us keep everyone safe and healthy by keeping your child at home if they are not feeling 100%. Children cannot attend if they are unwell and this includes all cold and flu symptoms such as cough, fever, blocked/runny nose.

To ensure that cross infection does not occur between children, children with colds, congestion and temperatures should be kept at home.

**DO NOT send your child if they have diarrhoea or vomiting within the past 24 hours.**

We will contact you if your child becomes sick at kindergarten we will call you and ask you to collect them. **For this reason it is very important that we have your most up to date contact details - If you, your partner or emergency contacts get a new phone number, remember to tell us!**

## **Infectious diseases**

Please notify staff if your child contracts an infectious disease such as diarrhoea, chicken pox, Covid-19 or conjunctivitis. Staff or your doctor can tell you when your child may return to kindy.

### **Arriving at kindy**

- The Kindy day starts at **8:30am**

Before the session begins staff are setting up the room and the yard ready for a day of learning. If you arrive early you are welcome to wait under the verandah.

**An adult must accompany children at arrival time and drop off time.**

### **Encourage and support your child to**

- Put their drink bottle in the drink trolley.
- Put their bag in their locker.
- Find a staff member to connect with.
- Children can choose to play inside or outside.

### **Parents need to**

- Sign their child in on the attendance sheet.
- Notify staff if your child is going to be collected by someone different and we will record this on the attendance sheet.

### **Leaving your child**

#### ***“Saying goodbye”***

Saying goodbye for children and transitioning to such a new and different environment can be difficult to begin with. Children feel very comfortable, happy and familiar in their known lives with you, their family. Our role is to help your child become familiar and feel safe at kindy through developing a strong connection with us and with each other. This process will be different for each child. Some children may find this quite easy and others may be upset. An educator will be available to help you say goodbye if needed.

You are welcome to call the centre at anytime if you want to check on your child but please know that we will call you if needed.

Please speak to a staff member if you need support during this process.

### **Collecting your child**

- The Kindy day finishes at 3:00pm.
- **Children MUST be collected by 3:00pm. Please be punctual.**
- An adult (over the age of 18) must collect children from kindergarten.
- You are welcome to collect your child earlier than 3pm if this is necessary for logistical reasons for your family situation, please inform us prior.
- Staff will farewell your child when we see you or the identified person collecting your child.
- The adult collecting your child must sign them out on the attendance sheet.

### **Collection of children by friends and extended family**

We ensure every child is collected by a responsible adult who you, as parents, have nominated with authority to collect. On your child's enrolment form, you have nominated who has permission to collect them. If someone else needs to collect your child, you must inform a staff member before pick up time. We will confirm your child is going with the correct person and we may ask for identification.

### **Children's Birthdays**

We like to acknowledge this special day by singing happy birthday, asking your child to share about their day and by giving your child a very small, special birthday gift.

Due to the number of children with different food allergies, cultural requirements and in keeping with our healthy eating policy, we are unable to allow children's party food. Families are very welcome to provide a fruit and vegetable platter on their child's birthday to be shared with the group in celebration if they so wish.

Thank you for your support.

### **What to wear to kindy**

In our kindergarten we encourage appropriate clothing and footwear that enables your child to fully participate in the learning program offered here. Your child should be able to run, climb, crawl, play in the sandpit, join in art activities and join in water play.

**Clothes should be comfortable and easily washable.**

**Please ensure all clothing is sun safe.**

**We can guarantee that children will get dirty and messy at Kindy!**

**This learning is always important and joyful!**



Although smocks are provided for some activities, it is inevitable that some clothes will still get wet or dirty. Staff will encourage children to wear smocks but they are not responsible for ensuring children stay clean - your child needs to be able to paint, draw, glue, cut, dig, play in the sandpit, play in mud, play in water and engage with the many other 'messy' learning experiences without worry.

### **Shoes**

Please do not send your child in thongs, slippers or slip on shoes as these can be dangerous when children are climbing and running.

### **Health and/or medical conditions**

All children who have either a serious OR minor health and/or medical condition will need a Health Support Agreement and a Safety and Risk Management plan completed by kindergarten staff with parents before they can attend.

If your child has a serious health and/or medical condition, they also need a formal health care plan completed by a medical or nurse practitioner. We can provide one of these care plans for you to take to your GP.

This includes (but is not limited to): asthma, anaphylaxis, allergic reactions, epilepsy.

Minor ailments and less severe health and/or medical conditions may include (but not limited to): minor allergies, eczema, lactose intolerance, band-aid allergy, sunscreen rash.

It is your responsibility to update us throughout the year as any changes present to your child's health and/or medical conditions. Likewise, any changes to your child's health that impacts on their learning and/or wellbeing must be communicated between parents/carers and kindergarten staff daily.

### **Sharing information & Confidentiality**

We encourage families to share as much information with staff as possible to support your child's learning. There will be a number of opportunities to do this throughout the year and we thank you in advance for your support.

Please know that all of the information you share with us, including medical and health information, is treated confidentially.

### **Toileting**

Please let us know if your child needs help with toileting. Some children may still wear pull ups, if so please pack some in their bag so we can help them change during the day.

## **Working together**

- We know that learning outcomes are most likely to be achieved when we work in partnership with families. Pennington Children's Centre is a place of learning for all. You can help teach us about your child, your family, your culture and your community. We really look forward to building a strong partnership with you as we work together to support your child's learning & development.
- **Everybody is welcome to come and contribute to our learning program, this can include grandparents, siblings and extended family members too.**
- Your child will have a 'guardian teacher' who will lead the planning for their learning at preschool, keep in contact with you and write your child's Statement of Learning at the end of the year. You will also be invited to meet with your child's guardian teacher for a parent: teacher interview in Term 1 or 2.
- We will regularly share information with you in newsletters, by email and when chatting together. Please come and speak to us if you have any questions at all.

There are lots of ways that you can be part of our kindergarten community. You could:

- Spend time reading a story, helping with an activity or teaching us something new! Just tell a staff member that you have some time and would like to stay.
- Share your culture, area of interest and/or skills with the staff and children. Please share with us if you play a musical instrument, sing, paint, draw, love to cook or garden or if you can help us celebrate a special cultural event. There are so many options—we invite everyone to learn together with us here.

Being involved lets you see the many varied learning opportunities your child is participating in at kindy and children show great pride when their parents are involved.

### **Governing Council**

Governance of our kindergarten is the responsibility of our Governing Council. The Governing Council is a group of parents, staff and community members. Members are elected each year at the Annual General Meeting, held in the first term.

**Please consider joining our Governing Council.**

We meet twice a term for a meeting at a time that suits the committee members.

All parents and caregivers are most welcome to join the committee.

It is a good way to find out what is happening in the kindergarten and contribute to kindergarten decisions. It is also a great opportunity to meet other parents and make new friends.

Please let the Director or your child's guardian teacher know if you would like to join or have more questions.



### Things you need to keep updated

1. Your child's health and medical information.
2. Your address and contact phone numbers.
3. The contact phone numbers of your child's emergency contacts.
4. Your email address.
5. Custody and access information.

From time to time we may need to contact you if your child becomes unwell, has an accident or is not collected on time. It's really important we are able to contact you or one of your child's emergency contacts. Please remember to keep us updated if any of these details change.

### Facebook

The centre has a Facebook page which we use to post updates and reminders. Please 'like' our page - **Pennington Children's Centre**.

### Questions or concerns

Our team are committed to providing a high quality preschool for all of our children and families. Children's sense of belonging, wellbeing and safety is of the utmost importance to us.

We know that from time to time families may have questions or concerns and we encourage you to speak to us if these arise. Sometimes talking things through will put you at ease. You can talk to our Director, your child's guardian teacher or the educator you feel most comfortable chatting with.

These are the 4 steps to take to resolve a question or concern.



*\*Department for Education—Schools and Preschools*

### Enrolling your child for Primary School

We encourage you to enrol your child for Primary School by the end of Term 3. This is really important as schools begin planning their classes for the following year in Term 3 and 4.

Once your child is enrolled please let your child's guardian teacher know where they will be going to school.

If your child will be starting school mid-year please inform our admin officer or Director.



We are lucky to be co-located with **Pennington School R-6**. We work closely with the Principal, Jasmine Marrett and teachers. We are able to use their play spaces, visit the garden and care for the school's chickens one week each term. We also use the library and visit with the reception classes.

We encourage you to speak with the staff at the front desk to book a school tour early in the year to meet the Principal and learn more about the school.

Pennington School R-6 expect to be offering **Out of School Hours Care (OSHC)** starting in Term 2, 2023. We expect preschool children will be able to access OSHC. Please contact the school for more information.

We acknowledge that we meet to learn and play on the lands of the Kurna people.

We respect the Kurna people as the traditional custodians of this land and pay our respects to Elders both past and present.

We strive to teach in a spirit of reconciliation and to nurture strong learners.

