



# Parent Information Handbook

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# Philosophy

## Notes

Pimpala Kindergarten is a welcoming, inclusive centre where all staff, children and families are supported, respected and valued as individuals.

We acknowledge parents as children's first educators and strive to work in partnership with families to best support and challenge each child to reach their full learning potential. We value and encourage family input and foster shared decision making processes.

We believe that children learn best when they feel safe, secure and supported, so we regard building relationships with children as integral to our work as educators. We believe that learning is a journey and that each child will learn in their own time, and in their own way, when supported by caring and responsive adults. We believe that children are competent and capable learners from birth and regard play as essential to young children's learning.

We provide a play-based, child-centred curriculum which promotes opportunities for children to learn through practice, discovery and social interactions with others. Our daily routine promotes free play and allows children the freedom, time and space to become fully immersed in their learning. This uninterrupted flow allows children to follow their own interests, to notice and be curious about their world, to build confidence and to gain mastery over new learning.

Educators regard the learning environment as the "third teacher" and work intentionally to create a learning environment that fosters children's learning dispositions and joy of learning. Through the provision of loose parts and open-ended experiences, educators provoke children's interest and curiosity, provide challenge and the need for children to manage risk.

We value our outdoor environment and promote nature play within our curriculum, as we recognise the benefits it provides to children's physical and emotional health, social connections and wellbeing. Children at Pimpala Kindergarten are provided opportunities to play outside every day; no matter the weather. Educators promote children's connection to the natural world and aim to embed sustainable practices in our curriculum and foster children's care and respect of our learning environment.

We believe that quality educators are essential to quality learning. Educators at Pimpala Kindergarten are dedicated to growing their own knowledge and in building a shared professional knowledge founded upon evidence-based research. We value critical reflection as a team and are driven by a culture of inquiry that supports continuous improvement.

## School connections/transitions

The kindergarten staff have strong relationships with the local school communities to support a smooth transition from kindergarten to school.

Throughout your child's year at kindergarten there will be planned joint activities. Sometimes school staff visit the centre with their classes and Reception teachers visit to discuss individual children's information.

**Transition visits are arranged by the schools** to allow children to become familiar with the physical surroundings of the school as well as the social and emotional aspects of moving onto school. This familiarisation helps ensure a smooth and successful transition from kindergarten to the school environment.

Another important aspect of transition is **the continuity of learning from one setting to the other**. Kindergarten Summative reports (now referred to as Statements of Learning) are written by teaching staff to support information sharing on your child's development, skills and interests to support their learning as they move into the school setting.

*"A community is more than just a location, or a collection of individuals who happen to live or work in the same place. When we talk about a 'sense of community' we usually mean the quality of the relationships and connections that bind people together, rather than just the fact that they see each other regularly."*

(NQS PLP e-Newsletter No.47 2012)

# Welcome to Pimpala Kindergarten

## Staff

**Director:** Vivienne Hills

**Teacher:** Sophie Both (on Maternity Leave) – replacement Narelle Salman

**Universal Access Teacher:** TBA

**Early Childhood Worker:** Tatiana Matusica

**Early Intervention/Preschool Support:** Ruth Schulz

Pimpala Kindergarten is staffed with a full time Director\*, full time teacher\* and a part-time ECW. We are funded for a 0.4FTE Universal Access Teacher. **\*NB: site is part-time in 2022 & 2023**

All staff participate in ongoing professional development and are committed and passionate about their work with young children. From time to time other support staff work in the centre to provide early intervention and preschool support to children who have additional needs.

## Department for Education Site

Pimpala Kindergarten is a stand-alone Department for Education site and adheres to the Department for Education's Enrolment Policy and Procedures -

<https://www.education.sa.gov.au/departments/policies>

## Sessional Preschool

Children are eligible to attend full-time preschool (15 hours per week) for up to 12 months prior to starting school.

## Early-Entry

Children with additional needs may be eligible to access early entry, if capacity permits, following consultation with the Director.

**Aboriginal, Torres Strait Islander children** and children under the **Guardianship of the Minister** are eligible to commence preschool at **3 years** of age.

# Sessional Preschool

**IF WE RETURN TO FULL-TIME IN 2024**

## **GROUP A**

**Monday, Tuesday & Wednesday**

9.00am-3.00pm\*\* (odd weeks)

**Monday, Tuesday**

9.00am-3.00pm\*\* (even weeks)

## **GROUP B**

**Wednesday & Thursday**

9.00am-3.00pm\*\* (odd weeks)

**Tuesday, Wednesday & Thursday**

9.00am-3.00pm\*\* (even weeks)

**WE ARE PART-TIME\* IN 2022 & 2023  
WE WILL HAVE ONE GROUP**

## **GROUP A**

**Monday, Tuesday & Wednesday**

9.00am-3.00pm\*\* (odd weeks)

**Monday, Tuesday**

9.00am-3.00pm\*\* (even weeks)

\*Due to reduced enrolment numbers in 2022 & 2023 the centre will be part-time.

\*\*Please note that the **timetable has been changed to take advance of the school OSHC program.**

These changes will be reviewed annually to ensure that they continue to be supportive of children's learning needs.

## How do you get information?

### **Children's Pigeon Holes/ Communication Folder**

Each child is allocated a named pigeon hole in the front foyer where we put any communication eg. newsletters, receipts, fee invoice and any other specific notes. Please check this daily.

If parents are restricted from coming onsite due to COVID, this communication will be sent home in a communication folder instead.

### **Newsletters**

Regular newsletters are sent home electronically or, via your child's pigeon hole if requested.

Please read our newsletter as it is our most effective way of ensuring that everyone has updated information on centre events.

### **Whiteboard Board/Community Notices**

Notes on the whiteboard in the foyer area and our community notices provide additional methods of sharing important information with families. Please check these areas regularly.

### **Informal Chats/Information Sharing**

Staff are here to support your child's learning and development, so please don't hesitate to speak with us. If you would like more information or have specific concerns please make an appointment with a staff member so that we are able to give you the attention you deserve.

### **Centre Displays**

Please have a look at the notice boards in and around the kindergarten, they contain information, photos and work samples about Early Childhood Education and your child's learning.

## Infectious Diseases

It is very important to inform the kindergarten if your child contracts an infectious illness so that precautions can be taken to prevent it from spreading to others.

**Please consult with your medical practitioner and follow their directions regarding the length of time your child needs to be excluded from kindergarten.**

**Head Lice:** Regular checking and treatment when detected is necessary to break the lifecycle of head lice. Children with head lice can return once treatment has been carried out. Please speak to staff about treatment options.

## Sun Protection Policy

Every child **MUST** wear a **hat** (broad brimmed, bucket hat with a wide brim **OR** legionnaire style **ONLY**) when playing outside between **1 August and 30 April** and whenever the **UV level is 3 or above**.

- Staff will wear hats to model sun-safe behaviour.
- We ask that parents do also, on excursions or if staying for a session.
- All hats must be **CLEARLY NAMED**.
- **Children without hats/sunscreen will need to remain inside or under the verandah.**

Please apply 30+ Sunscreen **before** arrival at kindergarten during these times. Staff will reapply sunscreen before lunch on a child's whole day. We have a **NO HAT, NO PLAY** policy. Please read our **Sun Protection Policy** which was provided in your enrolment pack for further information.

## Curriculum

The **Early Years Learning Framework for Australia (EYLF)** includes everything that happens at kindergarten. Most important are the positive interactions between teachers, families, children and the environment as we play, talk, rest, eat, and work things out together.

The teaching and support staff at kindergarten work closely with all families and children to share information and to get to know each other so that the curriculum we plan appropriately meets and challenges the strengths and interests of each child. Each day there is a wide variety of planned and spontaneous play experiences to explore within a safe, well organised & supportive environment.

All of the elements of the curriculum framework are important. Our play-based curriculum supports children to develop a strong sense of self and to become active members of our learning community. It is our aim that all children see themselves as successful life-long learners.

**Belonging..... Being..... Becoming**  
underpin this curriculum.

## What will my child be learning at Preschool?

At Pimpala Kindergarten your child will have opportunities to:

- Develop appropriate social skills to work independently, and as part of a group.
- Develop positive relationships with other children and adults.
- Develop effective communication skills and learning dispositions.
- Develop a positive self image, a sense of optimism and self regulation.
- Develop their fine and gross motor skills.
- Be curious and creative.
- Question, observe and construct their knowledge of the world around them.
- Develop literacy skills.
- Develop mathematical and numeracy skills.

## Recording your Child's Learning

Staff use the **Early Years Learning Framework for Australia** as a basis for planning, assessment for learning and reporting on children's learning.

The 5 Learning Outcomes are:

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

Educators will also report on your child's numeracy and literacy understandings against the **Preschool Indicators of Numeracy and Literacy**.

The staff at Pimpala Kindergarten will use a variety of different forms of documentation to assess and report on your child's learning. This may include learning stories, photographs, videos, written observations, child interviews, work samples, an Individual Learning Plan as well as a Statement of Learning upon their completion of kindergarten.

At times your child will take some of their work home, staff may use it in a display in the kindergarten, or it may be placed into your child's learning folder.

Throughout your child's time at kindergarten please feel free to look at and add learning feedback to your child's learning folder and enjoy the learning displays around the centre.

When your child leaves kindergarten and moves onto school, they will take their Learning Folder with them. It may be worthwhile sharing this work with your child's school as an introduction for the teacher.

## Health & Safety Policies

### Allergies/Medication

**It is vital that staff are notified of any allergies, medical or health conditions which may affect your child at preschool AND that you provide us with an appropriate management plan.**

Before medication can be administered at kindergarten. Parents must complete the appropriate form. Medication must be prescribed for YOUR CHILD and be clearly labelled with their name and dosage requirements. Medication should **never** be left in a child's bag.

### Standard Precautions:

Our Preschool complies with departmental policies and procedures in infection control. Staff follow standard precautions to prevent or minimise the spread of airborne or blood borne disease, which include:

- treating all blood and body substances as potential sources of infection
- following good hand and respiratory hygiene
- using personal protective equipment when dealing with bodily fluids
- using waterproof coverings over any break in the skin
- safe handling and disposal of sharps
- following appropriate procedures for the handling and disposal of contaminated waste
- appropriate cleaning and disinfection of contaminated items.

### First Aid Training:

All teaching staff (including relief staff) have First Aid training.

### Immunisation Requirements:

Following changes to the South Australian Public Health Act 2011, from 7 August 2020, children are not be able to enrol in kindergarten unless all immunisation requirements are met (No Jab, No Play). Parents need to provide us with a current immunisation record that shows that:

- your child's immunisation is up-to-date or on catch up schedule with a future end date, or
- evidence that your child has an approved exemption from the Chief Public Health Officer.

## Early Arrival/ Late Collection of Children

**Please note: Staff officially begin work at 8.30am for an 9.00am start with children.** The time before and after sessions is vital for planning, setting up, preparing and cleaning up in preparation for learning with children.

**If you do arrive early, please stay with your child and engage in a quiet activity together, such as playing outside, reading a story or doing a puzzle.**

**Please let staff continue to do their work until the session begins.**

**If you are running late to pick up your child, please notify the centre. Children can become distressed when they are picked up late and this way staff can provide reassurance that you are on your way.**

## Absences

If you are going on holidays, or your child is going to be away we appreciate it if you can let us know in advanced. If your child will be absent due to illness, we also need to know, so that an explanation for their absence can be recorded. If your child is leaving the kindergarten please let us know so we can finalise our records, you can collect your child's learning folder and so that we have a chance to farewell them appropriately.

## Illness

If your child is ill, please keep them at home even though they may request to come. Illnesses are transmitted easily, so keep your child at home until they fully recover, this helps keep staff and other children healthy. If your child is suffering from any communicable/ notifiable disease please inform staff of this as we will need to inform other parents.

## Changes to Contact Details

Please inform staff of any changes to contact details, including custody issues, home address and telephone numbers, work locations and work numbers. It is extremely important that this information remains up to date in case of an emergency.

modified 09/21

## Attendance

The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs. It is crucial that children develop habits of regular attendance from an early age. Children who have poor patterns of attendance are at risk of not achieving their educational, social and psychological potential and are disadvantaged in the quality of choices they are able to make in later life.

Not only does regular attendance ensure that children develop healthy attendance patterns and their time at kindergarten is maximized, but it also ensures that the centre is staffed appropriately. Staffing is based on children's attendance during weeks 2 & 3 of each term. It is vital that your child attends each session during these weeks to ensure the centre is staffed to the appropriate level, maintaining the correct child to staff ratio.

However independent your child likes to be, **PLEASE DO NOT ALLOW THEM TO ENTER THE CENTRE ALONE.** Staff members need to be aware of each child's presence in the centre. It also allows staff to speak with you if necessary. **Please ensure that you sign your child in each morning on the daily attendance sheet (and out at departure time).**

- **It is essential that the children arrive on time and are supervised by a parent/carer until the start of a session, 9.00am.** You are welcome to stay and engage in an activity with your child.
- Please let us know if you are likely to be delayed so that we can reassure your child.
- If someone else is to pick up your child please **record this on the note section of the daily attendance sheet & update your child's enrolment information where applicable.** We can only let your child leave the centre in the care of an authorised person.
- We farewell children from the mat at the end of the session and we ask that you encourage your child to remain seated until we have said good-bye.

modified 09/21

## Support Services

As Early Childhood Educators we are trained to observe the development of individual children. At times we may notice areas of a child's development where extra assistance may be beneficial for them to reach their full potential. We will discuss your child's needs with you and get your signed permission to refer them to Department for Education's Support Services.

We have access to a range of specialists through Department for Education who provide individual assessments, programs and reviews. These professionals include Speech Pathologists, Psychologist, Social Worker and Special Educators. These services are free of charge.

If you are concerned about any area of your child's development please have a chat to the staff. The earlier assistance is sought, the better the outcomes are likely to be, for your child.

**At times there could be other staff working in our centre.**

**Preschool Support** staff are allocated to work with individual children as part of the centre program.

**Bilingual Assistants** may be employed to assist children for whom English is their second language or children from Non-English Speaking backgrounds.

**Relief Staff** If a staff member is ill, attending meetings or at training and development, a relief teacher or ECW will be engaged.

We also have **Volunteers, University Students** on teacher placements and **Work Experience** students at various times. These may be parents or members of the community.

## Parental Involvement

We recognise and value, that as parents you are your child's first, and most influential teacher. We strongly encourage, support and appreciate parental involvement. Parental involvement is crucial in the management of the preschool and greatly enriches the kindergarten program. There are many ways you can be involved such as:

- Becoming a Governing Council Member.
- The day to day functioning of the Centre, supporting children in cooking, reading stories, gardening or technology activities etc.
- Assisting staff in planning curriculum activities.
- Staying for a session to observe and interact with your child.
- Sharing your expertise by playing a musical instrument.
- Staying to do a specific art or craft activity.
- Participating and helping to supervise groups of children during special events and excursions.
- Planning and supporting fundraising and social events.
- Caring for the Preschool's pets **during the holidays**.
- Assisting with odd jobs.
- Volunteering on one of our rosters (washing, end of session cleaning).
- Collecting bits and pieces for use at the collage table.

### Please note:

For health and safety reasons we **are not able** to accept the following items for use at the Preschool:

- Toilet Paper Rolls
- Laundry Powder Containers
- Polystyrene Foam
- Cat and Dog Food Containers
- Medicine containers
- Plastic straws



## Fees

Pimpala Kindergarten is a Department for Education service, which means that we receive funding from Department for Education to help run the centre. Department for Education funding covers staff's salaries and provides funds for the general day to day operation of the centre. This funding does not cover all of our expenses which is why we rely on the payment of term fees by parents (ie. parent contribution). Our preschool needs to cover some operational costs, which include utility bills, telephone, cleaning, gardening and grounds maintenance, finance officer, and the purchase of consumable items (toilet paper, tissues, paper, glue, paint) and educational resources (books, puzzles etc).

Once your child is enrolled and attending our kindergarten you will receive a fee invoice. We have a number of flexible fee payment options, including up-front payment, termly payment, fortnightly payment or weekly payment. If you are experiencing difficulties in paying your fees, please see the Director as soon as possible, so that alternative payment arrangements can be negotiated.

Please place **all payments**, along with payment slip, in a plastic bags located near the FEE BOX. Ensuring your payment is CLEARLY NAMED, recording purpose and the amount being paid. Post it in the FEE BOX (under the pigeon holes). Please do this for all payments .

**Payments by EFT are preferred, and can be paid directly into our bank account.**

**Account Name: Pimpala Kindergarten**

**BSB: 105 136**

**Account No: 510108140**

A receipt will be placed in your pigeon hole at a later date.

## Full Time Sessional Preschool

(15 hours per week) - \$495 per annum

1<sup>st</sup> instalment of \$165 due week 5, term 1

2<sup>nd</sup> instalment of \$165 due week 5, term 2

3<sup>rd</sup> instalment of \$165 due week 5, term 3

## What your Child Needs to Bring

- A bag
- A change of clothes
- A piece of fruit or vegetable for snack time (we discourage other foods for snack times)
- A water bottle containing water **only**
- A Hat (broad brimmed or legionnaire style)

Please ensure that **all** your child's belongings are clearly **named**, as we cannot always be responsible for their belongings.

## What Not to Bring

**Toys and Special Belongings** -please discourage your child from bringing items from home. We have plenty of toys and children and parents get upset when things go missing or are broken.

## What to Wear

Children can feel limited by their clothing and may miss out on learning opportunities. Please send your child in practical, comfortable clothes which they can manage independently. Braces, belts and button up overalls are often very difficult for young children to manage independently. Kindy t-shirts and bucket hats are available for purchase.

## What Not to Wear

**Thongs, plastic boots, slippers and ugg boots** are discouraged and children will be asked not to climb while wearing them. This footwear is quite dangerous as children cannot grip correctly and often slip. **Baseball style caps, singlet tops and strappy dresses** are not appropriate for kindy and **DO NOT** comply with our **Sun Protection Policy**.

## Healthy Eating at Kindy

Staff feel it is part of their role as educators to inform both children and parents about the importance of maintaining healthy lifestyles.

We are pro-active in this by firstly supporting our families to implement our **Healthy Food & Nutrition Policy** and secondly, by ensuring that physical activity is part of our daily curriculum program.

## Snack Time

We have a **Healthy Food & Nutrition Policy**, which was developed in consultation with parents, staff and the Governing Council, to support you in supporting your children to develop good eating habits. You should have received a copy of this policy in your Enrolment Pack, if you do not have a copy please ask a staff member for one. Our policy is reviewed every 3 years to ensure that it reflects current dietary evidence and research.

The **Healthy Food & Nutrition Policy** aims to promote the development of healthy lifestyle choices when it comes to selecting food for snacks.

At Snack Time children may bring **fruit or vegetable snacks** only. During snack time the children and staff sit together to eat their snack, have a drink of water and 'have a chat' before returning to play.

## Drinks

Children are to drink WATER ONLY, while at kindergarten. To prevent the spread of infections, each child is asked to bring their own drink bottle. (CLEARLY **NAMED** please!!) Please **do not send** juice, milk or cordial.

**Snacks and water are to remain in your child's bag.**

## Lunch Time

Please provide a healthy lunch box for your child. Lunches cannot be refrigerated so please ensure that they are kept cold with an ice brick and/or insulated container.

## Birthdays

We celebrate the children's birthdays at our Preschool by singing "Happy Birthday" and blowing out candles on a pretend cake. If such celebrations conflict with family's beliefs or culture, this will be respected.

## Allergy Aware Preschool

Due to the incidence of nut allergies, our kindy environment is **NUT FREE**.

Please take care **NOT** to provide any nuts or food containing nuts eg Nutella, peanut paste, muesli bars etc.

## Parking

Onsite parking is for school and kindy staff and official visitors only. We ask all parents to park on the street. If for any reason you are required to drive onto the school grounds, please follow the speed limit. Children can be unpredictable and are more likely to be seriously injured if struck by a vehicle.

## Pimpala Primary OSHC

Children who attend Pimpala Kindergarten are able to access the OSHC program – Before & After kindy and Vacation Care.

The **Family Handbook** can be found on the school's website at: [https://pimpalaps.schoolzineplus.com/\\_file/media/1255/family\\_handbook.pdf](https://pimpalaps.schoolzineplus.com/_file/media/1255/family_handbook.pdf)

### Contact information

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