

Table of contents

- Home
- What we offer
- Enrolment and fees
- Reports and plans
- Parenting support
- Policies and guidelines
 - [pinnaroo_philosophy_statement](#)
 - [pinnaroo-sunsmart](#)
 - [pinnaroo-healthy_eating](#)
 - [pinnaroo-attendance_policy](#)
 - [pinnaroo_kindergarten_general_information](#)
 - [pinnaroo_kindergarten_curriculum-assessment](#)
 - [pinnaroo_behaviour_management_policy](#)
 - [pinnaroo_bus](#)

Home



Find out more about our goals and our focus in our philosophy statement (PDF 92KB)
(https://www.preschools.sa.gov.au/sites/default/files/pinnaroo_philosophy_statement.pdf).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. See [volunteering in schools, preschools and children's centres](https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres) (<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets twice a term to ensure the smooth running of the preschool. 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) (<https://www.decd.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>) and speak to us to register your interest.

Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

Contact us

Preschool director: Mrs Hedy Geroly-Hawthorne

Phone: (08) 8577 8227

Fax: (08) 8577 8651

Email: dl.6539.leaders@schools.sa.edu.au

Street address: 6 Railway Terrace North Pinnaroo SA 5304

Postal address: PO Box 117 Pinnaroo SA 5304

What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

Preschool program

Times

Your child can attend preschool for up to 15 hours per week.

Monday	Tuesday	Wednesday	Thursday	Friday
ALTERNATE Mondays	8.30am to 3.15pm	8.30am to 3.15pm	–	–
8.30am to 11.30am				

Fees

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

What to bring

Children need to bring these items each day:

- bag
- hat
- change of clothes
- drink bottle containing water
- healthy snack
- packed lunch
- library bag (Tuesdays only)
- communication folder and book.

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

What not to bring

Children should not bring these things:

- food containing nuts (some children have nut allergies that can be dangerous)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks)
- toys from home.

Bus service

We offer before-and after-kindergarten care if your child uses the Pinnaroo Primary School bus service. We will meet your child at the bus each morning and walk them out to the bus in the afternoon.

To arrange for your child to use the bus service, contact the school on 8577 8176.

Please read our bus policy (PDF 141KB)

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

Disability support

There is support available for children with disability

(<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

Enrolment and fees

When your child can start preschool

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.

Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

Enrolling your child

You can register your interest to enrol your child with us by using the preschool registration of interest form (<https://www.education.sa.gov.au/doc/preschool-registration-interest-form>). This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

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

If we can give your child a place with us we'll send you an offer letter in term 3 (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

Before your child starts

We will contact you in term 3 about an orientation session. This will be a session where you can ask questions and complete an enrolment form. Please bring your child's health and development record, birth certificate and immunisation record with you

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

Fees

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

The parent contribution is \$100 per term. You can choose to pay the total amount at the beginning of each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>) or arrange for payment by instalments. Please speak with the preschool director for more information.

When to pay

We will invoice you at the beginning of each term via your child's communication folder.

Payments are due by week 4 of each term.

Please contact us if you are having difficulty paying.

How to pay

Cash or cheque

You can pay cash or cheque at the kindy. Please put the money or cheque in the supplied envelope and return in the communication folder. Account details are recorded on the envelope.

EFT information

You can pay by direct deposit to Pinnaroo Kindergarten.

BSB: 015615

Account number: 263152196

Please use your child's name as the reference.

Immunisations

When you enrol your child you will be asked to provide evidence of their immunisation status (<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

Plans and reports

National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.



Overall Rating: Meeting NQS

Quality Area Ratings

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

Rating for: Pinnaroo Kindergarten

Rating issued: May 2013

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

Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 578KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/pinnaroo_quality_improvement_plan.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/6539_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.

PINNAROO KINDERGARTEN PHILOSOPHY

Philosophy:

At the Pinnaroo Kindergarten we will keep children at the centre of everything we do. We value, invite and encourage families and the community to actively participate in our play based Kindy program that meets the needs of children aged 3.5.-6years. Educators support all children to reach their full potential and provide a program that promotes active learning and positive learning dispositions for life such as *creativity, imagination, commitment, cooperation, enthusiasm, confidence and persistence*. Educators will be warm, caring, supportive, flexible, creative and friendly to all children and their families.

We Believe:

- ☺ Children learn and engage when they are happy, safe, secure and supported.
- ☺ All children are unique and need to be valued for who they are.
- ☺ Children learn best when educators, parents, families and the community work together in a partnership.
- ☺ Children learn best through being active participants in their play.
- ☺ Educators need to create an active learning environment with rich play based experiences based on observations, planning and reflection in response to individual children.

Purpose:

Our purpose is to provide a quality, fun, play based active learning environment, rich in experiences that enable children to develop a confident self-identity and work in collaboration with their families and local community.

Vision:

Our vision is that all children will develop positive & confident learning dispositions for successful lifelong learning.

Values:

At the Pinnaroo Kindergarten we value:

- Respect
- Fun
- Confidence
- Creativity

TITLE Sun Protection Policy

RATIONALE

Australia has the highest incidence of skin cancer in the world, with 1 out of every 2 people developing some form of skin cancer in their lifetime.

There are four factors, often occurring simultaneously, which contribute to these statistics:

1. The population is predominantly fair skinned.
2. Ultraviolet radiation from the sun is of sufficient intensity to induce skin cancer in this susceptible population.
3. For many years social values have supported the belief that a suntan is healthy and attractive.
4. Lifestyle, work, school and recreation habits expose people to the sun for long periods.

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first 10 years of life is a major factor in determining future skin cancer risk.

Too little UV from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles, and for general health.

Early childhood services are ideally placed to help reduce the incidence of skin cancer and the number of related deaths by encouraging all members of the services' community to use effective skin protection.

OBJECTIVES

The aims of the Pinnaroo Kindergarten Skin Protection Policy are to promote among children, staff and parents:

1. Positive attitudes towards skin protection.
2. Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
3. Personal responsibility for and decision making about skin protection.
4. Awareness of the need for environmental changes in our centre to reduce the level of exposure to the sun.
5. Awareness of the importance of 'safe' sun exposure – particularly over the winter months – for healthy bone development.



IMPLEMENTATION

This Policy is for implementation for the whole year.

- Staff and families may access the SunSmart UV Alert (at <https://www.cancersa.org.au/cut-my-risk/sunsmart/resources/sunsmart-app-and-widget>) for local sun protection times to assist with the implementation of this policy and as a curriculum resource. When the UV radiation levels are 3 and above, sun protection practices will apply. When UV radiation levels are below 3, no sun protection need take place to achieve enough sun exposure to maintain adequate vitamin D levels.

SUN PROTECTION PRACTICES APPLY from 1 September to 30 April

**At any other time of the year, staff will check UV rating
and consider use of hats, sunscreen or shade accordingly.**

All members of and visitors to the Pinnaroo Kindergarten will be strongly encouraged to use the following skin protection strategies:

1. Avoid being in the direct sun between the sun protection hours indicated on the SunSmart UV Alert
 - All outdoor activity sessions will be held in shaded areas.
 - The children's lunch, rest time and indoor activities will be held during peak UVR sun protection times and extra care will be taken during peak UV radiation times if outdoor activities must occur.
2. Use the shade of trees, pergolas and other shade structures whenever outdoors.
 - Tree-logging in the forest area is completed as required to maintain lush foliage for the following summer period
 - The provision of shade areas remains a priority for the service and the service will provide adequate sun-protected areas in the form of trees or shade structures.
3. Wear appropriate clothing which protects the skin.
 - Children, staff and parents will be expected to wear a broad-brimmed or legionnaire style hat (this does not include baseball caps) whenever they are involved in outside activities. Hats should NOT have toggles or straps under the chin for safety reasons. Children not wearing an appropriate hat will be expected to play under the pergola or the UV protected shade cloth over the sandpit.
 - Children will be encouraged to wear shirts and dresses with sleeves and collars and longer-style shorts, skirts or dresses.
4. Liberally apply a broad spectrum, water resistant sunscreen with an SPF of 30+ to clean dry skin upon arrival at the Kindergarten and/or 15-20 minutes prior to going outdoors. Reapply sunscreen every 2 hours if outdoors for long periods of time, or more frequently if involved in water play or perspiring.
 - Adequate time must be allowed for correct application of sunscreen on children before they go outdoors.
 - Parents will be encouraged to apply sunscreen on their children prior to arriving at Kindergarten.
 - Sunscreen will be applied before the children's morning outdoor activities (If not applied by parent) and again 20 minutes before they go outside in the afternoon.
 - Children are encouraged to apply their own sunscreen under the supervision of staff.

5. Reinforcing the SunSmart message in all service activities and in general service procedures is an important strategy in the adoption of skin protection behaviours.
 - Staff will be encouraged to role model appropriate Sun Smart strategies in all service activities including the wearing of appropriate hats and clothes and application of sunscreen.
 - Skin cancer prevention, sun exposure and vitamin D information will be included in age-appropriate teaching activities, reinforced and promoted to the whole community(via newsletters, bulletin boards).
 - Staff will be encouraged to keep up to date with new information and resources through contact with Cancer Council SA's Cancer Prevention Team.

RESPONSIBILITIES

Staff	>Role-model and teach appropriate sun safe practices. >Provide sunscreen and encourage application between 1 st September and 30 th April and at any other time when the UV levels are 3 and above.
Parents	Provide their child with an appropriate broad-brimmed or legionnaire style hat Apply sunscreen before arriving at Kindy, or immediately upon arrival Read the Sun Protection Policy and role model SunSmart behaviours

REVIEW AND MONITORING

The Skin Protection Policy will be evaluated on an ongoing basis and reviewed at least every 3 years to ensure the policy remains current and relevant. Policy issues will be discussed at staff and Governing Council meetings.

Next Review - September 2019

RELEVANT RESOURCES

- **SunSmart UV Alert:** available as a free SunSmart app, online via <https://www.cancersa.org.au/cut-my-risk/sunsmart/resources/sunsmart-app-and-widget> in the weather section of newspapers, or as a free widget to place on your website. The sun protection times show when the UV is forecast to be 3 or above.
- **Be SunSmart, Play SunSmart** by Anne Stonehouse Includes suggested play experiences to help encourage children to play the SunSmart way and incorporates concepts from the new learning and development frameworks. https://www.cancersa.org.au/assets/images/pdfs/Be_SunSmart_Play_SunSmart.pdf
- **Create your own SunSmart poster:** online SunSmart poster templates where children choose the scene, text, upload an image of their own face to place into the scene and print off their very own poster with them as the SunSmart star. There are sun protection, vitamin D and snow posters to choose from www.sunsmartposter.com.au
- **Creating effective shade:** This online shade audit tool allows you to assess whether the existing shade at your service is adequate. It also helps you develop a list of practical recommendations to improve shade <http://www.sunsmart.com.au/shade-audit/>
- **A range of resources for early childhood services** is available at <https://www.cancersa.org.au/cut-my-risk/sunsmart/resources/early-childhood-centres>



Pinnaroo Kindergarten
Railway Terrace North Pinnaroo SA 5304
Phone: (08) 85778227 Fax: (08) 85778651
Email: kindy.director@pinnarookgn.sa.edu.au

Healthy Food Supply and Nutrition Policy of: **Pinnaroo Kindergarten**

Rationale

The Pinnaroo Kindergarten promotes safe, healthy eating habits in line with the **Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools** and relates to the DECD wellbeing strategy.

We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. Short term: maximises growth, development, activity levels and good health.
2. Long term: minimises the risk of diet related diseases later in life.
3. Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities.

Therefore:

- staff at Pinnaroo Kindergarten will model and encourage healthy eating behaviours
- food and drink are consumed in a safe, supportive environment for all children
- parents and caregivers are encouraged to supply healthy foods that fit within the **Right Bite** strategy for their children at preschool.

This food policy has been established in consultation with staff and parents and the Pinnaroo Kindergarten Governing Council.

Curriculum

Pinnaroo Kindergarten's food and nutrition curriculum:

- is consistent with the *Dietary Guidelines for Children and Adolescents in Australia*, and the *Australian Guide to Healthy Eating*
- includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- integrates nutrition across the Early Years Learning Framework where possible, **relating to the Developmental learning outcome: "Children develop a strong sense of wellbeing"**

The Learning environment

Children at Pinnaroo Kindergarten:

- have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day
- will eat routinely at scheduled break times
- eat in a positive, social environment with staff who model healthy eating behaviours
- use the Pinnaroo Kindergarten Herb & Vegetable garden to learn about and experience growing, harvesting and preparing nutritious foods

Pinnaroo Kindergarten:

- provides rewards/encouragements that are not related to food or drink
- understands and promotes the importance of breakfast and regular meals for children
- teaches the importance of healthy meals and snacks as part of the curriculum
- is a breastfeeding friendly site

Morning Tea:

Parents and carers are encouraged to supply fruit and vegetables at morning tea to:

- o provide children with important minerals and vitamins.
- o encourage a taste for healthy foods.

Food and drinks provided to children:

- o parents and carers are encouraged to provide healthy food and drink choices in line with the **Right Bite** strategy
- o staff will ensure that food provided to children by the preschool is in line with the **Right Bite** strategy.

Food Safety

Pinnaroo Kindergarten:

- promotes and teaches food safety to children as part of the curriculum
- encourages staff to access training as appropriate to the *Right Bite Strategy*
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff.

Food-related health support planning

Pinnaroo Kindergarten Staff:

- liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues.

Working with families, health services & industry

Pinnaroo Kindergarten:

- invites parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- provides information to families and caregivers about the *Right Bite Strategy* through a variety of ways including:
 - o newsletters
 - o policy development/review
 - o information on enrolment
 - o pamphlet/poster displays

The staff at the Pinnaroo Kindergarten thank you in advance for your support of this policy.

Date: 1.9.12



Attendance Procedure Pinnaroo Kindergarten

Children need to attend preschool regularly in order to participate fully and gain maximum benefit.

We believe that regular attendance at preschool results in:

- ❖ Familiarity and continuity
- ❖ Building feelings of security within the preschool environment.
- ❖ Optimal opportunities for play activities which enhance social/emotional and cognitive development which helps build self esteem & self confidence
- ❖ Children establishing and maintaining lasting and supportive friendships.
- ❖ Children and families benefiting from established routines and patterns of attendance.

Parents' responsibilities:

- ❖ Parents/Caregivers are responsible for getting their children to and from Kindergarten.
- ❖ If Bus travel is used parents/caregivers are responsible for notifying the bus driver if there is a change to the way they use the bus service eg. absent all day, no pick up in the afternoon.
- ❖ Children should attend each day they are enrolled.
- ❖ Parents/Caregivers are required to promptly notify the preschool if their regular arrangements change: i.e. Notify who will pick up their child and the time. This is to be recorded in the Variation of Pick Folder on the front bench.
- ❖ Parents/Caregivers are responsible for keeping a sick child at home and notifying the preschool of the reason for the absence, particularly an infectious disease or infestation.
- ❖ Parents/caregivers are required to notify the Kindy if their child is away for Family reasons. E.g. appointments, holidays etc.
- ❖ Parents/Caregivers to promptly notify the preschool of any changes to their emergency contact information.

Staff at Pinnaroo Kindergarten will:

- ❖ Record attendance daily and enter into EYS at the end of each week.
- ❖ Aim to follow up absences without notification by 9.30 each morning.
- ❖ Record any absences, changes of drop off and pickup in the variation of pickup folder when notified by phone or communication book.
- ❖ Monitor Children's attendance and contact the family if concerned.
- ❖ Remind families of the importance of attendance through newsletters.
- ❖ Ensure a child, once in care, may only leave the Kindergarten if:
 - the child is given into the care of a parent of the child, or
 - a person authorised by the parent to collect the child, or
 - in accordance with the written authorisation of the child's parent or authorised nominee
 - taken on an excursion with written authorisation
 - the child requires medical care
 - in the event of an emergency (including rehearsed emergency evacuations)
 - when a parent or authorised nominee is unknown to staff, then the identification and authorisation confirmation of the collecting person is to be determined prior to the child being given into their care.

PINNAROO KINDERGARTEN



General information

Active learners through play



Railway Terrace North Pinnaroo SA 5304

Phone: (08) 85778227

Fax: (08) 85778651

Email: dl.6539.leaders@schools.sa.edu.au

www.pinnarookgn.sa.edu.au



Government of South Australia
Department for Education

Welcome to our Kindergarten. We hope your time with us is enjoyable, educational and fulfilling.

Early Intervention Support Services

At Pinnaroo Kindergarten, we are committed to providing all children with the best possible start in life. We are able to provide access to a number of DECD and specialist agencies support services. These may include;

- Disability Co-ordinator
- Speech Pathologist
- Occupational Therapist
- Psychologist
- Murray Mallee Community Health Families and Children Team
- CAMHS and CAFHS

If your child has received therapy prior to starting Kindergarten or you are concerned about any aspect of their development, please bring this to our attention when you enrol or as soon as possible.

Health Checks

A Child and Family Health service (CAFHS) nurse visits the Kindergarten during the year to conduct 4-year-old health checks. This is an opportunity for all children to have their health screening done during their preschool year prior to starting school. Appointment times and consent forms are sent home before the visits.

Children's Medication

If your child has any health issues or requires medications, please make sure you have a current Health Care Plan in place at the Kindergarten. Please see Kindergarten educators if you require the appropriate forms. These forms need to be completed by a doctor and returned to the Kindergarten. Children's medication is not to be left in their bag. It can be placed in the appropriate basket on the front bench.

What your child should wear

Pinnaroo Kindergarten has jumpers, polo shirts, t-shirts and hats available for purchase. Please see educators after the session on a Monday if you would like to purchase anything or for help with sizing. Prices are as follows:

Jumpers	\$30
Polo Shirts	\$22
T-shirts	\$12
Navy Hats	\$10
Pink/Green Hats	\$15



Literacy Kits

Each child has the opportunity to borrow a Literacy kit each week. These kits are designed for you to use with your child. They are a great way for you to help your child develop literacy skills. Each kit contains a book and some activities relating to that book. Only 1 kit may be borrowed at a time and needs to be recorded in the borrowing book. The kits can be found in the white cupboard in the quiet room of the Kindergarten but will be placed out on the craft table at the end of Monday sessions. We ask that you check the kit before returning it to make sure all pieces are clean, back in the bag.



Please report any missing or damaged items to educators.
Please enjoy these kits with your child.

Sharing Time

Each child is given the opportunity to have a sharing time each week. A roster will be sent home at the start of the Kindergarten year outlining when your child will have their turn. At the start of each term a week by week topic list will also be sent home. This is a fantastic opportunity for your child to develop oral language skills, make decisions about objects to bring to Kindy, speak in front of a group and become an audience member.

Dismissals

It is really important that you are prompt in picking up your child at the end of the Kindergarten session. Children can easily get concerned if their parents are late at picking them up. If you are more than 5 minutes late, you will receive a phone call to ensure that you are on your way.

If someone other than yourself is to pick up your child from Kindergarten, we need to be informed. We will not release your child with someone else unless you have written the instructions in the Pick-up Variation book or in your child's communication book or phoned the Kindergarten. They must also be recorded on your child's enrolment form as an authorised collection person.

Please ensure they are clear about the pick-up times.

Parking

Parking is available in the Kindergarten car park as well as directly across the road from the Kindergarten. Please note, there is **NO parking** at the front of the Kindergarten. This area is to be kept clear to allow the School buses to drop off and pick up Kindergarten children.

Personal Information

At enrolment you provide us with important information about you and your child eg. Phone numbers, addresses, health information, emergency contacts. If at any time this information changes, please inform educators as soon as possible so that these changes can be made to your child's records. All personal information is kept confidential.

Photos and Videos

We regularly take photos and videos of children as a way of recording their progress, interests and achievements. These may be displayed at the Kindergarten, in newsletters, on the Kindergarten website and shared with other professionals.

A professional photographer visits the Kindergarten in Term 3 to photograph all the children. Parents are given the opportunity to purchase these photos.

Parent Resource Library

A parent resource library is available above our computing area. Please feel free to borrow materials from this library, by recording your name in the little red/black book. There are some excellent books on helping to raise children and a folder full of useful parenting pamphlets.



How families can help

We really encourage and value your involvement at the Kindergarten. Please feel free to stay a while in the morning and spend some time playing with your child.

There are many ways in which you can help us and the following are just a few suggestions:

- ☺ Help with the weekly washing- a roster is placed on the parent notice board as well as in the newsletter
- ☺ Save useful 'junk' eg. Boxes, cream and yogurt containers and other recyclable materials for us to

use. (please make sure they are clean before sending in)

- ☺ Share your particular interest with us, eg. Cooking , gardening, pottery, music
- ☺ Encourage your child to pack up their toys
- ☺ Help clean up at the end of sessions
- ☺ Accompany us on excursions
- ☺ Be involved in our Fundraising activities
- ☺ Bring your child to Kindy regularly
- ☺ Attend working bees
- ☺ Become a member of the Governing Council
- ☺ Read and share stories often
- ☺ Give practice in games and puzzles to help your child's concentration span
- ☺ **Most of all have fun with your child**

Governing Council

The governing council's role it is to support the director in the governance of the kindergarten. the governing council is responsible for:

- Planning and developing policies and services within the guidelines of DECD
- Financial management relating to the day to day running of the Kindergarten
- Maintenance of the grounds, building and equipment
- Communicating services and events to other families
- Supporting educator and other parents in their work for the Kindergarten
- Organising Fundraising events
- Actively promoting the Kindergarten in the community through supporting and participating in community events

The Governing council is elected annually at the end of the Kindergarten year and is required to meet twice a term at the Kindergarten. All families are welcome to join the Governing Council. Positions of the Governing Council include:

- Chairperson - runs the meetings, liaises closely with the Director, supports the Director when needed, presents a report at the AGM
- Secretary - takes minutes at meetings, distributes minutes to members, responds to correspondence, writes any letters when needed
- Treasurer - receipts money received, takes receipted money to Finance Officer at Pinnaroo Primary School to be banked, writes out fee envelopes each term, presents reports provided by Finance Officer at meetings
- Playgroup Rep - provides a report once a term (when using the Kindy)

**Please note – the kindergarten cannot operate without
a Governing Council.**

it's not "just play"

Play is an essential part of early learning.

It is the lifeblood of the learning process.

As children play they are developing the cognitive, socio-emotional and physical skills they will need to take them into a successful adulthood.

They are developing their curiosity, problem solving, intentionality, flexibility, and verbal & non verbal skills.

Socio-emotionally they are developing their emotional intelligence – learning confidence, cooperation, negotiation, sharing, empathy and how to communicate appropriately.

Physically their fine motor and gross motor skills are being practised and developed.

**It's not "just play" they are
skills for life!**

Pinnaroo Kindergarten curriculum and assessment

Play-based program

The Pinnaroo Kindergarten's purpose is to provide a quality, fun program in a play based active learning environment, rich in experiences that enable children to develop a confident self-identity and worth in collaboration with their families and local community. Educators use 'The Early Years Learning Framework: Belonging, Being and Becoming' to program for the individual needs and interests of the children. This Framework and our program address the following learning outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Assessment and reporting

At Pinnaroo Kindergarten we use a variety of ways to assess and report on children's achievements and progress.

Educators regularly review children's progress based on observations, interviews, information from parents and work samples. We use this information to help plan learning activities for the children on an individual and whole group basis.

Learning Conversations (Parent Interviews) are offered during your child's 1st and 3rd terms at Kindergarten. These are an informal chat where educators are able to discuss how your child is progressing. This also gives you another opportunity to comment on your child's learning and raise any concerns.

A portfolio containing your child's Individual Learning Plan, photos and work samples is sent home at the end of Term 2 and will be given to your child when they finish Kindergarten.

Finally, a Statement of Learning is written at the end of the Kindergarten year. This is a summary of your child's learning at Kindergarten. With your permission, it is passed onto the school your child will be attending.

You are welcome to make a time to see educators to discuss your child's progress at any time.

Communication with parents

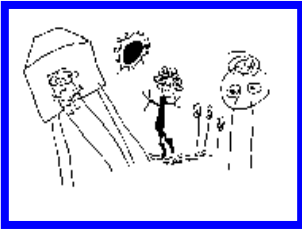
At the beginning of the year, children will receive their own large plastic folder containing a communication book. This folder and book is for educators and families to communicate about your child's needs. Please use the communication book for

- positive communication about your child's learning
- a message you need to get to educators
- change of pick up,
- any concerns you may have.

The plastic folder may also contain Kindy newsletters and other important notes that need to go home. Please check these folders each day to make sure you don't miss anything important and also for sending anything into Kindy, such as fees. Educators will acknowledge messages in the communication book. It would be appreciated if families could do the same. Please take these notes and newsletters out of the folder and keep them at home. This way we know that you have seen the information and it stops the folder from getting too full.

Important notices and information is also displayed on the Parent Notice Board, which is located just inside the front door.





Pinnaroo Kindergarten Behaviour Management Code

Our Behaviour Management Policy has been developed to ensure that all children have the right to feel safe in the Kindergarten environment and that they are given opportunities to practice appropriate, safe behaviour with other children and adults in a caring setting. Children learn best when they experience success and have positive self-esteem.

We accept that children feel angry, frustrated and upset at times, and need help to express these feelings appropriately.

Staff and parents need to share responsibility, being consistent at all times, creating a safe, secure environment for children, and modeling appropriate behaviors

ALL CHILDREN ARE UNIQUE AND VALUED AS INDIVIDUALS.

Behaviours we encourage:

- ❖ Self help / independence skills
- ❖ Turn taking / sharing / cooperation
- ❖ Courtesy / politeness / good manners
- ❖ Caring for others, equipment & belongings
- ❖ Safe play toward self & others
- ❖ Communication / negotiation with staff and peers
- ❖ Listening to peers and staff
- ❖ Helping others
- ❖ Valuing other's property
- ❖ Moving appropriately at preschool and whilst on excursions
- ❖ Hand Washing at appropriate times; before eating, after using toilet

Behaviours we discourage:

- ❖ Aggression: physical e.g. biting, hitting, pushing, kicking etc
Verbal e.g. name calling, swearing etc
- ❖ 'Unsafe' behaviour or play
- ❖ Not sharing / inappropriate behaviour
- ❖ Disruptive behaviour / including damaging or destroying work of others
- ❖ Rudeness

Bullying & Harassment at Kindergarten

The Pinnaroo Kindergarten works within DECD guidelines to provide a learning environment which is safe, inclusive, conducive to learning and free from harassment and bullying. Staff will work with children, families and community to resolve any issues that may arise from bullying or harassment. Please speak to the Director if you have any questions or concerns in regards to this matter or please refer to the DECD Bullying and Harassment at School brochure for more information.

Behaviour Management Strategies:

- ◆ When children behave in an inappropriate way, a friendly reminder about appropriate alternatives is given.
- ◆ Children are encouraged to think about consequences of their actions.
- ◆ Children are encouraged to talk about the problem
- ◆ Children are encouraged to use assertive language eg "Stopbecause...."

Children and families are introduced to MYTERN (Take Emotional Responsibility Now) language early in the year. This language uses the analogy of driving on Red and Green roads where children are in control of their own steering wheels. They are encouraged to take responsibility for their choices and recognise that there are consequences for their actions.

- ◆ If the behaviour continues, the child is encouraged to use 'thinking time' about his / her actions in a quiet space.
- ◆ 'Thinking time' is usually 3 to 5 minutes – equivalent to the age of the child.
- ◆ During this period, the child has time to think of more positive ways to play and does not interact with staff or peers.
- ◆ At the end of the 'Thinking time' the child rejoins the group.
- ◆ This is recorded in child's communication book and parents are notified.

****'Thinking time' will be carried out by staff not students or volunteers. Children will not be left alone.*

Staff will discuss Kindergarten rules for safe play and appropriate behaviours as part of the regular curriculum and programmed activities. Stories and games relating to 'sharing' and 'feelings' provide opportunities for children to contribute in a non-threatening way to our behaviour management program.

Staff Will:

- ❖ Model appropriate behavior and language
- ❖ Provide opportunities for children to take risks and experience success
- ❖ Be positive
- ❖ Value children as individuals
- ❖ Encourage children to accept responsibility
- ❖ Provide opportunities for problem solving
- ❖ Provide lots of opportunities for talking and asking questions
- ❖ Help children to recognize and acknowledge their feelings
- ❖ Be fair and patient
- ❖ Be consistent and follow through when managing behaviours
- ❖ Listen to children's concerns

Children have ownership of the policy and are empowered to be pro-active in maintaining a safe and secure learning environment.

Children Will:

- ❖ Be Safe
- ❖ Be Happy
- ❖ Become Assertive
- ❖ Become Confident
- ❖ Be Relaxed
- ❖ Share
- ❖ Show Initiative
- ❖ Take Risks
- ❖ Solve Problems
- ❖ Be able to express feeling, wants and needs
- ❖ Be able to work together in a co-operative manner
- ❖ Respect Others
- ❖ Take responsibility for their own actions

Please feel free to discuss any difficulties you have with the staff. We are here to help you!

Policy Ratified 2017
Policy Review 2019

Pinnaroo Kindergarten Bus Policy and Procedure

Kindergarten children are permitted to travel on departmentally provided school buses subject to the following conditions:

- they must be enrolled in Kindergarten or Pre Entry sessions at the Kindy.
- Kindergarten children are only allowed to travel on the bus on their allocated Kindy days and they are NOT able to use the bus service to travel to other services.
- individual approval is given in writing by the principal controlling the bus
- there is available room on the bus
- the bus is not involved in any additional travel
- the child is considered by the principal to be mature enough to travel safely on the bus and without causing difficulties for the driver
- the child is met at the set-down point/s
- permission may be withdrawn if the bus becomes overcrowded with primary and secondary school students eligible for bus travel.

At Pinnaroo Kindergarten, the children access two different bus systems;

1. DECD funded buses that are managed through the school, and
2. A private bus contractor.

DECD and contractor buses are managed through the school. The kindergarten has no role in the approval for travel on a DECD bus or contractor bus.

Travel Approval

Parents / Caregivers are required to fill in a *Permission to Travel on School Bus* form and return it to the front office of the school prior to their child travelling on the bus (these forms can be collected from the school). This form needs to be sighted by the Nominated Supervisor at the Kindergarten and a copy kept in the child's file for future reference.

Once permission has been gained from the school, parents / caregivers are required to let the Kindy know;

- that permission has been granted,
- the name of the bus run that their child will be on, and
- the days and times that their child will be travelling on the bus.

Bus Communication

If a child has a change in their routine, it is necessary to let the Kindy know. Parents / caregivers need to ring the Kindy to notify of changes in their child's bus travel or put a note their child's Communication Book.

It is also the parent / caregiver's responsibility to let the bus driver know if their child is not travelling on the bus both in the mornings and/or the afternoon.

If there are any changes to the bus run or times that children will be using the bus the Kindy must be notified.

Supervision at bus stops

Parent /caregivers are responsible for the supervision of their children while waiting for the bus and when collecting their children from the bus. Where possible parents are advised to meet and collect their children on the side of the road in the direction the bus is travelling so that children are not crossing roads to meet the bus or their parents / caregivers.

Cancellation of Permission to Travel on Buses

DECD – if the DECD bus becomes full preschool children will no longer be able to travel on the bus. The school would notify parent's caregivers in this instance.

Please contact the school Principal if you require additional information or have any bus issues.

Processes for children using buses

Records

A list (Bus roster) will be compiled detailing;

- The names of children travelling on the bus
- the bus they travel on
- the days and times that they will be using the bus
- Parent names and emergency contact details and phone numbers.

The list will be used each day to cross reference the service attendance records before and after each bus run.

Bus driver accreditation and approval process and records is completed by the school.

Permission Forms

Parents must provide written consent for their child to travel to and from the service (school and Kindy forms are separate and follow this policy).

The Kindy permission form requires emergency contact details, and details of nominated adults who may collect the child).

Booster seats

The principal (in consultation with parents) is responsible for determining whether a small child can travel safely on a school bus. If it is deemed the child cannot travel safely in a seat belted bus (e.g., due to the seatbelt cutting across the child's throat) then parents can be invited to supply a booster seat, as well as ensuring the child is correctly seated. Drivers are not responsible for ensuring children use booster seats and seatbelts.

Seating plan

An established seating plan will position younger children toward the front of the bus, as close as practicable to the driver.

Responsibilities

Kindergarten educators

- Sighted and retained a copy of the Permission to Travel form in child's file.
- Greets the bus and supports children to get off the bus.
- Take children to the bus in the afternoon and help them use seatbelts, and where required booster seats.
- Acknowledge the arrival of bus children with children following their sign-in procedure, aiming to record their attendance on the roll by 9.30am daily.
- Contact parents/caregiver if a child is expected on the bus and does not arrive.

Parents/guardians

- Parents/guardians are responsible for transporting their children to and from authorised bus stops and their safety at the bus stop while waiting for the bus.
- If deemed necessary, provide a booster seat for their child which is compliant with Australian Safety Standards
- Drivers of school buses are not required to ensure that children wear seat belts or are appropriately secured if a booster seat is in operation.
- It is most important that parents waiting for bus passengers at a roadside bus stop should wait on the same side of the road as the bus to prevent accidents.
- Arrive at the bus stop 5 minutes prior to departure in the mornings
- School bus travel is a privilege and not a right and consequences will follow a breach of these conditions. It is understood that bus travel is provided and accepted on these conditions.

Conditions of travel

To ensure the safety of all passengers on the school buses, the following conditions apply at all times.

To ensure safe travel on school buses, children must agree to the following:

- Not to play on the road at the bus stop or try to get on the bus before it has stopped.
- Make sure you and your belongings are inside the bus at all times.
- Not throw anything from a bus window or have anything hanging out a window.
- Place bags and other belongings in the allocated storage areas.
- Get on and off the bus quietly and in an orderly manner
- Stay in your seat while the bus is moving.
- Not distract drivers with screaming, shouting or unruly behaviour.
- When you get off the bus, only cross the road when the bus has left and accompanied by a parent/caregiver.
- No dangerous or flammable goods are allowed on the bus, for example aerosol cans.
- Travel on the bus service allocated to you, to and from your approved bus stop only. Do not change to one that will take you to a sports or social event.
- Wear a seat belt where fitted.

To ensure children are considerate to one another and their bus driver, they must agree to:

- Not eat, drink or smoke while on the school bus.
- Use a standard conversational tone and do not call out to others on board or to passing traffic or people.
- Listen to the bus driver and bus captain. They are responsible for maintaining the school bus safety and also have the authority to report any misbehaviour or vandalism.

Behaving inappropriately on a school bus places the safety and wellbeing of all on board at risk.

Non-compliance with any of the above conditions may result in the following:

- The driver will stop the bus.
- The offender's name and full details of the breach will be recorded.
- The offender will be transported to school or to their normal drop off.
- The breach will be reported to the coordinating principal, who in turn will notify the Kindergarten if incident involves Kindergarten children
- The coordinating principal will take disciplinary measures in accordance with the guidelines below.

Following the report of a relevant incident, the coordinating principal may take the disciplinary action below:

- First offence – verbal warning to student
- Second offence – written warning to parent/guardian.
- Third offence – one-week suspension of student from school bus travel.
- Fourth offence – the student will not be allowed to travel on the school bus for the remainder of the year

A serious offence that endangers other students, bus staff or property will result in immediate suspension.

Induction

Staff

All DECD teaching staff (including known relief staff) will review the site bus policy at the beginning of each school year.

No staff member will be responsible for collecting children from, or taking children to buses without having first being shown the process by an experienced staff member.

Families

Families will be provided with a copy of the Bus policy and related documents prior to their children using the Bus service. Forms must be signed and returned to the school for the Principal's approval before bus travel is allowed.

Children

Educators will support bus children to feel confident and capable in managing bus transport safely.

Policy ratified April 2018

To be Reviewed February 2019, or after an incident has occurred and then every two years