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Home

We provide a welcoming and inclusive learning environment. Your child is seen as a capable and competent co-contributor and as an active participant in their own learning.

You can find out more about our goals and our focus in our philosophy statement (PDF 65KB)
(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/portpirie_philosophy.pdf.pdf?v=1520467017).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. You might be able to help out with cooking, gardening, maintenance work or sharing an interest or talent you have. See volunteering in schools, preschools and children's centres
(<https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres>) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets twice a term to 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>) and speak to us to register your interest.

Contact us

Preschool director: Mrs Emma Thompson-Wilton

Phone: (08) 8632 1291

Fax: (08) 8633 2549

Email: dl.6659.leaders@schools.sa.edu.au

Street address: 5 Halliday Street Port Pirie SA 5540

Postal address: 5 Halliday Street Port Pirie SA 5540

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
8.45am to 2.45pm	8.45am to 2.45pm	8.45am to 2.45pm	8.45am to 2.45pm alternate weeks	–

Fees

Our parent contribution is \$320 (\$80 per term) per year. See our enrolment and fees (<https://www.preschools.sa.gov.au/node/1401>) page for more information.

What to bring

Children need to bring these items each day:

- a packed, healthy lunch
- a serving of fruit or vegetable for 'fruit time' in a separate container to their lunch
- drink bottle filled with water
- a sun hat
- bag
- change of clothes.

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).

Daily schedule

Time	Activity
8.45am	Kindy opens – milk and cheese offered on arrival
9.30am	Morning meeting, handwashing and fruit time
As finish	Play
11.45am	Reset to make room for lunch time
12 noon	Bells – Group time (singing/dancing/sharing/stories) (sunscreen if UV level is over 3). Handwashing before eating lunch
12.15pm	Lunch
As finish	Play
2.15pm	Pack up begins
2.30pm	Whole group comes together
2.45pm	Dismissal and parent catch-up

Additional information

Please read our arrival and collection procedure (PDF 48KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/portpirie_drop-off-and-pick-up_0.pdf).

Footwear

When they come to kindy your child will need comfortable shoes they can manage by themselves. Thongs are not appropriate footwear for preschool.

Hats and bags

When they start kindy your child will be provided with a hat, which will be worn when outside if the UV rating is 3 or above. Your child's hat will be kept at the kindy and washed each term. When your child leaves to begin school they will be able to take their hat with them.

Your child will be encouraged to pack and carry their own bag, which will be kept in their locker.

Clothes

Clothes in line with our skin protection procedure are encouraged.

For toileting we recommend pants that your child is able to pull up and down easily.

We also recommend packing a spare pair of shorts for water play in the sandpit.

At the end of the session

Your child will be expected to wait and say goodbye to their teacher at mat time before coming to greet you at the end of their session.

Bus service

The Port Pirie community bus stops on Senate Road and Balmoral Road. Both stops are only a short walk to our kindy.

Playgroup

Our supported playgroup is run every week. You and your child can meet other families and spend time learning together. Playgroup activities are facilitated by our preschool staff.

Times

Every Friday during term time from 10 am to 12 noon.

Cost

Gold coin donation per family.

What to bring

Children should bring these things:

- drink bottle filled with water
- a sun hat during terms 1 and 4.

Additional information

Playgroup welcomes babies through to kindy-age children.

Please note, playgroup does not take place in the last week of each term.

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/port-pirie-community-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 September about an orientation session. This will be a 1-hour session where you will find out about the kindergarten and can ask questions.

Before your child starts preschool you can come to pre-entry transition visits. These will be in term 4 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 \$320 per year. You can choose to pay the total amount at the beginning of the year or to pay 4 instalments of \$80 at the beginning of each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

Our pre-entry cost is \$15 for the 3 visits which includes a hat.

We offer other programs that may have an additional cost (<https://www.preschools.sa.gov.au/node/1406#portpirieprogram>).

When to pay

You will receive an invoice at the start of each term. Your invoice will be placed in your child's communication pocket.

Payments are due by week 5 of each term.

Please contact us if you are having difficulty paying to work out a payment plan.

How to pay

Cash/cheque/EFTPOS

You can pay by cash, cheque or EFTPOS at the kindy. If you are paying by cash or cheque, please put the money or cheque in a sealed envelope with your child's name on the front. Put the envelope in the payment box by the staff office door.

EFT information

You can pay by direct deposit.

BSB: 065509

Account number: 10231082

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

Immunisations

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

Plans and reports

National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard. See our assessment and rating report (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/port_pirie_assessment_and_rating_report.pdf) for more detail.



Overall Rating: Exceeding NQS

Quality Area Ratings

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

Rating for: Port Pirie Community Kindergarten

Rating issued: August 2015

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Quality improvement plan

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

Quality improvement plan (PDF 1.94MB)

(https://www.preschools.sa.gov.au/sites/default/files/quality_improvement_plan_-_port_pirie_0.pdf)

Site context statement

A summary of our:

- general information
- key policies
- curriculum
- staff
- facilities
- local community
- partnership arrangements with other groups.

Site context statement (PDF 374KB)

(<https://www.preschools.sa.gov.au/sites/default/files/port-pirie-community-kindergarten-context-statement.pdf>)

Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) (http://docs.decd.sa.gov.au/Sites/AnnualReports/6659_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.

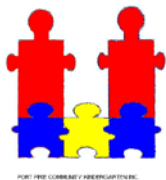
Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

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.



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SKIN PROTECTION PROCEDURES

Rationale

Australia has the highest incidence of skin cancer in the world with two out of every three people developing some form of skin cancer before they are 70. Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Sun exposure in the first ten years of life determines, to a substantial degree, the likelihood of skin cancer developing later in life. Cancer Council SA advises people protect their skin at times when the ultraviolet (UV) radiation level is 3 and above—this is when it is strong enough to cause damage to unprotected skin.

For much of South Australia, UV radiation levels are 3 and above every day from September to April—it is during these months that sun protection is necessary. Cancer Council SA recommends that a skin protection policy be in place from 1 September until 30 April when UV radiation levels are 3 and above. In terms 2 and 3, the UV rating in our area is currently less than 3.

Cancer Council SA also recommends that particular care should be taken during these months between 10.00 am – 3.00 pm, when the UV radiation levels are at their highest. It is important to balance sun protection with safe sun exposure for the production of vitamin D for bone growth and development. During May to August, at times when the UV radiation level is below 3, sun protection for most people is not necessary.

Aims

The aims of the 'Port Pirie Community Kindergarten' skin protection policy' are to promote among children, staff and parents:

- Positive attitudes towards skin protection.
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for and decision making about skin protection
- Awareness of the need for environmental changes in our centre to reduce the level of sun exposure when the UV radiation level is 3 and above.

Implementation

It is an expectation that all staff, students and parents of Port Pirie Community Kindergarten will use the following skin protection/'Sunsmart' strategies:

- Take care to protect the skin when the ultraviolet radiation level is 3 (moderate) and above. Extra care should be taken between 10.00 am and 3.00 pm when UV radiation levels are highest.

- Outdoor play will be cancelled if weather conditions are deemed inappropriate by staff on the day e.g. temperature above 38 degrees, high humidity or severe storms/winds. In the event of air conditioner or a power failure and the forecast is over 38 degrees, parents will be encouraged to keep children at home in the afternoon.
- Whenever possible outdoor activities will be set up in shaded areas, especially during terms 1 and 4. Staff will maximize the use of shade by moving portable play equipment as the shade moves during the day on a hot day.
- The further provision of shade areas will remain a priority for the service.
- **During terms 1 and 4** Staff (Including volunteers) and children will wear appropriate clothing which protects the skin. This includes broad brimmed or legionnaire style hats, shirts with collars and sleeves - Children not wearing an appropriate hat or 'singlet tops' will be expected to play indoors or under the verandah.
- The application of a broad-spectrum, water resistant sunscreen with an SPF of 50+ to clean, dry skin, 15—20 minutes before going outdoors after lunch.
- Parents will be encouraged to apply sunscreen for their children in the morning. They will be encouraged to supply special cream if the child is unable to use the sunscreen available at the service. Permission for staff to re-apply sunscreen will be gained on enrolment.

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 SunSmart strategies in all service activities such as:

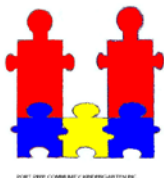
- Skin cancer prevention will be included in appropriate teaching activities
- Staff will be encouraged to keep up to date with new information and resources from "Sunsmart" Cancer Council SA.
- Information about the centre's SunSmart Policy will be given to all new staff, students and families.
- The Port Pirie Community Kindergarten skin protection policy will be evaluated on a yearly basis.
- Parents/Carers will be informed if any action is necessary in relation to their child and this policy e.g: not wearing appropriate sunsmart top



Hot weather hazard: Burns from rubber play surfaces (and other items)

If an adult cannot comfortably hold their hand on a surface for a slow count of five, it is not a safe surface for children to play on.

During warmer weather, such testing should be conducted by a staff member before each play session.



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Food Supply & Nutrition Procedure

Main Philosophy Links

P1: The importance of play is promoted as the foundation of child-centred programs and the structure of daily routines and activities. The children's interests persuade the program content.

P3: Independence, interdependence and self-worth are highly valued and self-help skills are encouraged in accordance with ongoing personal development.

P4: Individuals are valued and our kindergarten environment reflects our appreciation of diversity, family values and cultural backgrounds. We value respect and honesty by promoting an environment that is inclusive, accepting and free of culture and gender bias.

Main Standards and Elements

- | | |
|---------------|---|
| Element 2.2.1 | Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child. |
| Element 5.2.1 | Each child is supported to work with, learn from and help others through collaborative learning opportunities. |
| Element 6.1.2 | Families have opportunities to be involved in the service and contribute to service decisions. |
| Element 7.2.1 | A statement of philosophy is developed and guides all aspects of the service's operations. |

Staff aim to promote nutritional eating habits in a safe, supportive environment for all children attending this preschool. We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. Maximises growth, development and activity whilst minimising illness
2. Minimises the risk of diet related diseases later in life e.g. heart disease, strokes, some cancers and diabetes
3. Advice from speech pathologists and dentists indicates that children should be eating crunchy foods.

Procedures will be formed in consultation with staff, parents and aligned with the 'Eat well, Be active' programme and "Right Bite Healthy Food & Drink Supply Strategy for SA Schools.

Curriculum

Our preschool's food and nutrition curriculum:

- Is consistent with the *Australian Dietary Guidelines for Children and Adolescents in Australia*, and the *Australian Guide to Healthy Eating*
- Includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- Includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- Integrates nutrition across the curriculum where possible
- Is part of the Early Years Learning Framework and National Quality Framework
-

The Learning Environment

Children at our kindergarten:

- Have fresh, clean water available at all times and are encouraged to drink water regularly through the day.
- Eat in a positive, appropriate, social environment with staff who model healthy eating behaviours

Our kindergarten

- Understands and promotes the importance of breakfast for children
- Teaches the importance of healthy meals and snacks as part of the curriculum
- Is a breastfeeding friendly site
- Requests parents to be involved in cooking activities and promotes diversity in foods

Food supply

Our kindergarten encourages healthy food and drink choices for children and ensures healthy food choices are promoted. We have the following guidelines for families for food brought from home:

FRUIT TIME

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

- Provide children with important minerals and vitamins
- Encourage a taste for healthy foods
- Encourage chewing which promotes oral muscle development

LUNCH TIME

Parents are asked to provide a healthy lunch. This might include a sandwich, salads, a cold serve, yoghurt, extra fruit, veggie sticks, a yoghurt or cheese. Parents are encouraged to provide healthy drink choices e.g water

Food unsuitable for kindergarten: include packaged foods, cakes and sweets - NUT PRODUCTS if Allergy Aware procedure in place. Please do not provide chocolate, muesli bars, roll ups etc. Cordials and fruit juices are also not recommended.

Our kindergarten will ensure a healthy food supply for preschool activities, celebrations and events, strictly limiting availability of high fat, high sugar, or processed foods like chips, pastries, cakes, lollies, crisps and soft drinks **to no more than twice a term, in accordance with the Healthy Eating Guidelines.**

Food safety

Our kindergarten:

- Promotes and teaches food safety to children during food learning/ cooking activities.
- Encourages staff to access training as appropriate to the *Healthy Eating Guidelines*
- Provides adequate hand washing facilities for everyone
- Promotes and encourages correct hand washing procedures with children.
- We cook healthy options and, whenever possible, we provide recipes or tastings for families.

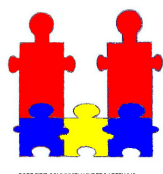
Food-related health support planning

Our kindergarten will liaise 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

Our kindergarten:

- Invites parents and caregivers to be involved in the review of these procedures
- Invites health professionals to be involved in food and nutrition activities with the children
- Provides information from health professionals to families and caregivers on the *Healthy Eating Guidelines* through a variety of media such as:
 - Newsletters
 - Review Information on enrolment
 - Pamphlet/Poster displays
- Promotes the alignment of fundraising with the *Australian Dietary Guidelines for Children and Adolescents in Australia*
- Works within guidelines of minimising exposure to teratogens (pollutants) through hand washing and care in food consumption
- If a child attending kindergarten has a serious food allergy (e.g. nuts) a separate policy will be developed in consultation with families and communicated to families.



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GRIEVANCE PROCEDURE POLICY

At Port Pirie Community Kindergarten we promote open communication and believe that we provide a welcoming, supportive & safe place for children, parents and staff. We aim to build positive, open relationships between all members of our preschool community.

However, in the event of a grievance, the following guidelines must be used.

For further details refer to the Department's documents: - "Grievance Procedures for Employees" & "Grievance Resolution Policy" (located on DECD website)

PRINCIPLES OF OUR POLICY:-

- Everyone deserves to be treated with respect
- Meetings to discuss grievances will be suspended if any person(s) behave in an insulting or offensive manner

CHILDREN With a grievance should	PARENTS/CARERS With a grievance should	STAFF With a grievance should
1. Children are encouraged to say "Stop it, I don't like that" and talk to the person about the problem. 2. Seek help from a staff member to talk to the person about the problem or talk to their parent/carer. 3. Staff will use protective behaviour strategies to teach the children to use assertive language and express their feelings	1. Arrange time to speak to the relevant staff member about the problem. 2. Allow a reasonable time frame for the issue to be addressed. 3. If the grievance is not addressed satisfactorily, arrange a time to speak with the Director about the situation. 4. If your grievance is still not resolved, arrange a time to discuss the situation with the Regional Director or a Representative at the District Office.	1. Arrange a time to speak to the person concerned 2. Allow reasonable time for the issue to be addressed. 3. If the grievance is not resolved speak to : ➤ Director ➤ OHS&W rep ➤ Union Rep ➤ Other in DECD Ask for their support in addressing the grievance by: * Accompanying you to speak to the person * Monitoring the situation * investigating your concern * acting as a mediator 4. If the issue is not resolved within a reasonable time, arrange time to speak to the Regional Director or representative.

Review dates :- (policy will be reviewed annually)

13/05/2002 16/09/2004 26/05/2005 4/03/07 01/04/08 13/02/09 5/3/2010 25/3/2011 25/5/2012

EXCURSION POLICY

- *Short walks and visits to adjoining parks will be informed in newsletter. Parents to sign consent on enrolment form.*
- Before an excursion, a staff member will need to do a risk assessment and complete an Excursion Risk Management Plan : (See Excursion folder in kitchen area)
- It is recommended this plan be discussed at a staff meeting.
- Parents/carers will be informed of the excursion and be required to sign and return the consent form.
- A ratio of one adult to six children will be maintained on excursions.
- Parental assistance on excursions will be requested when necessary.
- Procedure in case of emergency
 1. Administer first aid
 2. Phone ambulance if needed
 3. Phone parents
- Staff must take the following items on excursions;
 1. first aid kit
 2. roll
 3. emergency contacts list
 4. medical list and medications
 5. mobile phone
 6. whistle
- Children will need to wear shoes, have sunscreen applied if a high UV day and wear hats.
- Notify visitors by a note on front door and notify Regional Office if off site for the day.
- Notify phone callers of mobile phone number & whereabouts via message on answering machine.

ARRIVAL AND COLLECTION PROCEDURE

Main Standards and Elements

Standard 2.3 **Each child is protected.**

Element 7.2.1 A statement of philosophy is developed and guides all aspects of the service's operations.

ARRIVAL

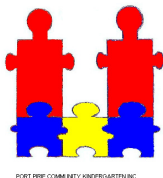
- ☐ Parent/carers fill in the sign-in book and escort their child into the kindergarten building. If in a hurry, they are expected to ensure a staff member knows that their child is present.
- ☐ The sign-in book is used for signing in and signing out. Missed signatures are highlighted for follow up.
- ☐ Parents/carers write the names of any changes to the collection person in the sign-in book on arrival or by phoning the kindergarten. This person needs to be one of the adults listed on the enrolment form or verbal permission from the key parent/carer needs to be provided to staff.
- ☐ Signs on the door and gates remind parents/carers to only let the children in their care through.

COLLECTION

- Parent/carers wait for the child's name to be said at dismissal time and, when possible, extra staff attends to parents/carers at dismissal time so that a child's safe delivery to their parent is further ensued.

EXTRA

- ☐ The importance of listing all adults allowed to collect children is emphasised on enrolment by director.
- ☐ The importance of providing Custody Orders is also emphasised.
- ☐ Parents/carers are reminded to update this information through the newsletter each term.



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CODE OF CONDUCT FOR CHILDREN

All children at Port Pirie Community Kindergarten have the right to feel safe.

Therefore, any behaviour, which is harmful to others, is not allowed.

This includes; hitting, name calling etc. Bullying will be addressed working with the perpetrator, victim and their families through restorative justice principles.

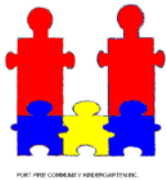
- Children are to play in a friendly manner; taking turns with equipment.
- Children are to use all toys and equipment in a safe and sensible manner.
- Smocks must be worn when painting and with water play.
- All children's belongings must be kept in designated spots e.g. bag in locker, shoes/hats in baskets etc.
- Children need to wash hands properly after going to the toilet and before eating times.
- Play items to be kept in their "home" areas after use
- All children are expected to assist in packing up.

INSIDE RULES:

- Children are to walk inside at all times & keep walkways clear.
- Scissors are to stay at collage table (unless this is an accepted activity by the teacher).
- No children are allowed in the kitchen, storeroom or offices without an adult.
- Children are to be sitting while eating.
- Children are to use talking voices inside

OUTSIDE RULES:

- No children are allowed in or behind the sheds.
- Children are to walk on pavers and cement areas.
- Hats must be worn in the sun, or children play under the verandah only
- No throwing sand in sandpit or splashing water on others.
- Children must ask to have water to play with.
- Sand and pine chips are not taken around the yard
- No climbing on fences or high in trees.
- No bikes ridden under verandah or into others / things.



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BEHAVIOUR MANAGEMENT PROCEDURE

Main Philosophy links

P2: By offering an environment that is nurturing and supportive, children are encouraged to make positive choices and learn through repetition and without fear of failure. Indoor and outdoor environments will provide opportunities to provoke interest, invite open-ended interactions, connect with nature and challenge children.

P3: Children's independence, interdependence and self-worth are highly valued and self-help skills are encouraged in accordance with their ongoing personal development.

P5: We endeavour to empower children through their taking responsibility for their feelings, behaviour, environment, materials and personal belongings.

Main Standards and Elements

Standard 5.1	Respectful and equitable relationships are developed and maintained with each child.
Standard 5.2	Each child is supported to build and maintain sensitive and responsive relationships with other children and adults.
Element 1.1.5	Every child is supported to participate in the program.
Element 6.3.1	Links with relevant community and support agencies are established and maintained.
Element 6.3.3	Access to inclusion and support assistance is facilitated.
Element 7.2.1	A statement of philosophy is developed and guides all aspects of the service's operations.

We believe that: - Everyone in this centre has the right to feel safe.
All children and adults should be treated with respect.

At Port Pirie Community Kindergarten we are committed to providing quality teaching, learning and care in an environment where children are appropriately challenged while feeling safe and nurtured.

Part of this provision involves a consistent and positive approach to behaviour management, which cares for the needs of the individual child, and the well being of the larger group.

We believe that behaviour, both verbal and non-verbal, is a form of communication.

The goals of Behaviour Management are to enable the child to:

- ◆ See the possible consequences of their actions
- ◆ Explore alternative behaviours
- ◆ Make choices
- ◆ Develop self discipline
- ◆ Establish habits of self control
- ◆ Become increasingly independent
- ◆ Take responsibility for their behaviour
- ◆ Learn new behaviours

Extreme or on-going anti-social behaviour

Unacceptable/dangerous behaviours which are repeated or prolonged such as “bullying” require parent consultation to formulate a behaviour management plan for both the ‘bully’ and ‘victim’. This process will involve:

- Observation
- Determining of any triggers
- Explicit teaching of appropriate alternatives
- Monitoring of the situation
- Application of restorative justice principles

Restorative Justice Process involves:

- Listening to each other
- Learning empathy and reading body language
- Providing sincere apologies as needed
- Making retribution if needed

Informal advice can be sought from Special Services Staff. Parent permission is necessary for a referral.

Children are not isolated as a consequence of their behaviour.

BEHAVIOUR MANAGEMENT GUIDELINES

At Port Pirie Community Kindergarten we use the following guidelines when managing children’s behaviour.

1. Talk with the child(ren) about the situation that has occurred & about acceptable behaviour and kindy rules. Always use child protection strategies with children.
E.g. “STOP! I don’t like it when you, I feel sad/angry/mad . . . ”
2. If behaviour continues redirect the child away from the situation to an alternative activity and discuss child’s behaviour with them. Positive language used by educators to redirect children.
3. Inappropriate behaviour may involve children spending time playing closer to a staff member i.e. using a ‘Circle of Security’.
4. Educators provide a safe place for child to be safe and calm down if needed. Educators to provide ways to calm down e.g bubble blowing, straw blowing, sensory toys
5. If severe unacceptable/unsafe behaviour continues and a successful resolution cannot be reached, parents may be contacted and asked to remove the child from the kindy until procedures and support for children’s safety can be implemented.

Review dates: (policy will be reviewed annually)

Last review: 29/06/17 reviewed at Governing Council Meeting and endorsed.

ATTENDANCE PROCEDURE

- The Director will include information about the value of regular attendance in the initial interview and Parent Enrolment Package.
- Parents will be asked to contact the Centre if their child is to be away.
- Families will be reminded of the importance of regular attendance through the newsletter, at least once per term.
- If a child is away for more than one week, the Director will contact the family by phone. It is advisable to keep a record of contacts, even if unsuccessful. This information should be stored in the child's file.
- If a child's attendance pattern is irregular, the Director will offer an interview time to discuss any concerns.



Statement of Philosophy

At Port Pirie Community Kindergarten we provide a welcoming and inclusive learning environment where educators, families and community value and recognise children as capable, competent and active participants in their own learning.

Statement of Principles: The following are the main principles and practices that best support our philosophy.

- The importance of play is promoted as the foundation of child-centred programs and the structure of daily routines and activities. Long uninterrupted play periods are scheduled.
- The children's interests persuade the program content. We use the children's voice to plan and extend children's learning experiences.
- By offering an environment that is nurturing and supportive, children are encouraged to make positive choices and learn through repetition and without fear of failure. Indoor and outdoor environments will provide opportunities to provoke interest, invite open-ended interactions, connect with nature and challenge children.
- Children's independence, interdependence and self worth are highly valued and self help skills are encouraged in accordance with their ongoing personal development.
- Children are valued as individuals and our kindergarten environment reflects our appreciation of their diversity, family values and cultural backgrounds. We value respect and honesty by promoting an environment that is inclusive, accepting and free of culture and gender bias.
- We endeavour to empower children through their taking responsibility for their feelings, behaviour, environment, materials and personal belongings. Developing their dispositions for learning.
- We support parents/carers in their role as primary caregivers and share information about their child's development, needs, strengths and abilities.
- Educators strive to maintain a high quality programme and contribute openly towards continuing improvement (Quality Improvement Plan) and critical reflection practices.
- We appreciate the many levels of experience, backgrounds and skills that staff, parents/carers and children bring and endeavour to utilize these in a fashion that values all contributions.
- We maintain the privacy and delicate nature of information about children, parents/carers and staff members.