



Welcome to Port Pirie West Children's Centre

Information booklet for Kindergarten

> First Street, Port Pirie, SA 5540 Telephone: (08) 8633 0077

Email: DL.6615.leaders@schools.sa.edu.au

Updated: 12 December 2022

We warmly welcome your family to our Centre and look forward to a rewarding, ongoing relationship with you and your child/ren and sharing their learning journey with you. Our staff team consists of professionals with varied qualifications and backgrounds who have a passion for supporting prior to school aged children and their families. Please take the time to read through this information booklet as it will help you to gain an insight into our philosophy, goals, curriculum and routines.

Port Pirie West Children's Centre provides a caring, inclusive and welcoming environment where children can engage in their learning and families can access a range of services to support their parenting needs.

Our Philosophy

We acknowledge the Nukunu people as the traditional custodians of the lands and waters where our centre is located and recognise their continuing connection to the country on which we live and learn. We pay our respects to Elders past and present and extend that respect to all Aboriginal peoples.

Vision

Together, we are building a community of life-long learners who see themselves as capable, competent and active participants in their own learning.

Children, families and communities

- We focus on the whole child, fostering each child's sense of identity, agency, wellbeing and view them as capable, confident and life-long learners.
- We welcome families in all their forms and value the diversity of cultural backgrounds and experiences families bring and educators develop genuine connections and partnerships with children, families and communities
- We value, encourage and facilitate the engagement and participation of Aboriginal and Torres Strait Islander families and community members

Support and inclusion

• We uphold the principles of equity and opportunity so that children have the support they need to engage fully in the preschool program. This includes being responsive, identifying and addressing barriers such as language, physical, emotional and behaviour challenges, and family complexities, and advocating for children and families to overcome them.

Learning and development, quality and outcomes

- We value a child centred, play-based approach which facilitates children's social, emotional, language, cognitive and physical development to allow them to be challenged and extended as they make meaning.
- Through analysis of data educators know where every child is in their learning and make
 responsive curriculum adjustments to meet individual and group needs, fostering positive
 learning dispositions and stretching children towards their next learning goal. Multiple
 viewpoints, including that of educators, the child and their family are sought and considered.
- Our approach is guided by the principles, practices and outcomes of Belonging, Being &
 Becoming the Early Years Learning Framework for Australia; the South Australian Children's
 Centres for Early Childhood development and parenting outcomes framework, Talk, Play, Read,
 DfE early childhood resources and the National Quality Standard,

Leadership, teachers and educators

- Educators are relational, responsive, knowledgeable and intentional in their work with children.
 We are committed to ongoing learning and reflective practice and have high expectations for every child.
- We consider children's needs, ideas, theories and interests to plan for individuals, small groups
 and the whole preschool. We work with and alongside children, co-constructing knowledge
 and building thinking skills, social connection and dispositions. We use intentional teaching
 strategies and high-quality interactions to invite, challenge and provoke children as they extend
 and deepen their experiences and learning.
- We value a positive team culture and recognise the individual strengths each team member brings.

Pirie Partnership Values

Respect, Responsibility, Persistence, Confidence.

Staff

Director:

Administration:

Robyn Rawlins

Teachers:

Leah Kupsch

Tyneil Mayger

Tyneil Mayger Carol Kirchner Jasmine Jenkins

Early childhood educators: Bec Griffiths

Kirsten Bickley

Danaselle Lemmey

Occupational Therapist:

Community Development Coordinator:

Family Practitioner:

Emma McSporran Alison McGuire

Services available at our site

- 1. Preschool/Early Entry
- 2. Community/Parenting groups and space
- 3. Occupational Therapist
- 4. Child care
- CaFHS
- Supported playgroups

What we value

At Port Pirie West Children's Centre we are committed to providing a high quality, flexible educational program that is inclusive, equitable and accessible for all children. The Early Years Learning Framework for Australia, "Belonging, Being & Becoming" guides our curriculum and the outcomes we develop learning programmes around are:

Children have a strong sense of identity

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

We recognise that every child is unique. We promote a strong self-image of the child and view each child as strong, capable, competent, creative and curious. We encourage children to share their experiences, ideas, theories and curiosities, and explore their ideas and working theories with other children.

We believe children learn best through play and in a fun environment where children feel safe, secure and feel free to express themselves, take risks, challenge themselves, problem solve, explore and build resilience and persistence. We strive to find ways for children to connect to their natural environment and learn about sustainable practices. We have created a 'homely' environment which fosters smoother transitions for children between home and Centre.

We value relationships with children, families, staff and the wider community. We recognise parents as their child's first educator and promote a nurturing, welcoming learning environment of trust and confidence where families feel comfortable to leave their children in our care. We value parent and community 'voice' and strive to make connections and develop relationships. We aim to develop partnerships with parents, not just parent involvement.

We value staff diversity and recognise that all of our staff members are passionate, dynamic and professional early childhood educators. We work together to embed a culture of equity, collaboration, openness, honesty, innovation and cohesion with a shared workload towards shared goals and vision.

We foster a culture of learning, respect and growth for parents of young children and ourselves, and for ongoing and lifelong learning.

Regulatory Authority

Our regulatory authority is:

Education Standards Board of South Australia

Website: http://www.esb.sa.gov.au/

Email: EducationStandardsBoard@sa.gov.au

Phone: 1800 882 413 (toll free)

The regulatory authority's primary responsibility is to:

- Administer the National Quality Framework
- Assess approved education and care services against the National Quality Standard and National Regulations, and to determine the ratings of those services
- Retrieve and investigate complaints
- Support and promote continuous improvement in education and care services, in collaboration with ACECQA
- Undertake information collection, reviewing and reporting

With the National Quality Framework, we are required to have a nominated supervisor on at all times during the day. This person is in charge of the day to day operations of the service. You will see a photo on the administration counter displaying who the nominated supervisor is for the day.

The National Quality Framework also stipulates the Centre has an Educational Leader. The Educational Leader is the Director of the Centre and are pivotal in leading the development of strong pedagogical beliefs and a curriculum that is reflective, spontaneous, child and teacher initiated.

Enrolment

Kindergarten is available to all children in their year prior to attending school. Children who identify as Aboriginal or Torres Strait Islander or are a Child in Care are able to attend kindergarten from the time they turn 3 for 12 hours per week. A child must be enrolled at school by the time they are 6 years old – if your child turns 6 on or before 30th April, they must have commenced school that 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.

A mid-year intake into preschool and school is starting in 2023. Parents can enrol children born in the middle of the year at a time appropriate to their age and their stage of development.

Mid-year intake will start in:

- preschools in 2023
- schools in 2024.

Term 1, 2023 – January intake

Children who turn 4 years old before 1 May can continue to start preschool at the beginning of the year.

Term 3, 2023 – July intake (mid-year)

Children who turn 4 years old from 1 May to 31 October can commence preschool at the start of term 3.

All preschool children will receive 600 hours of preschool across 4 terms.

Children starting preschool in the 2023 mid-year intake, will complete terms 3 and 4 plus terms 1 and 2 of the following year. They will then start school in term 3, 2024 for the 2024 mid-year intake.

Prior to your child commencing at our Service, you'll be required to complete an enrolment form, provide an up-to-date Immunisation History Statement for your child, a birth certificate or passport as well as complete a range of other documents.

Kindergarten operates on a Monday, Tuesday, Wednesday and Thursday from 8.45am to 3.15pm. Children in their year prior to school can access 30 hours/fortnight of preschool which is 2 days every week and 3 catch up Fridays per term.

Enrolment Form

If you require assistance completing the enrolment form, please contact our Director or Administration staff for assistance.

We will require a copy of your child's birth certificate (or passport) and Immunisation History Statement from the Australian Immunisation Register. This must show that your child is up to date with vaccinations for their age OR your child is on a recognised vaccine catch up schedule OR has a medical condition preventing them from being fully vaccinated.

Please note, the names written on the enrolment form must match the names on your child's birth certificate to meet legal requirements.

Family law and access

Our Service will uphold any responsibilities or obligations in relation to Family Law and access to the service. We require certified copies of any court order, parenting orders or parenting plans relating to your child and request that if situations change, a copy of the Court Order is provided to our service. We will only allow children to leave the service with the written permission of the custodial parent/guardian. Without a Court Order we cannot stop a parent collecting a child.

Authorised Nominees

You will be requested to provide information about authorised nominees on your child's enrolment form. These are persons that you provide permission to:

- Collect your child from the service
- Provide consent for medical treatment for your child from a medical practitioner, hospital or ambulance service
- Provide consent for the transportation of your child by an ambulance service or staff member
- Provide consent to go on an excursion

Please understand that it is essential we have up-to-date information on your child's enrolment record in case of an emergency. It is important that you notify the Service of any changes to enrolment information including:

- Your residential address
- Health of your child
- > Telephone/mobile numbers
- Contact details for any parent or authorised nominee
- Family changes (parenting orders)
- Emergency contact information details

Authorisations

The enrolment form / permissions form will include additional authorisations for our Service to seek medical treatment and emergency transportation for your child if required. Authorisations will also be requested for application of sunscreen, photography, local excursions and information sharing.

What to bring to kindergarten

▶ Bag

- ➤ Hat
- Lunch (healthy food options see handout and policy)
- Drink bottle (water only)
- Spare clothing (for 'accidents' and messy play)

Please ensure all items are labelled with your child's name

It is preferred that children's own personal items are NOT brought into the Centre, other than those used for comforting. This will avoid possible damage or loss, for which the Centre cannot take responsibility.

Hat

Your child will need to bring a **named** broad brimmed or legionnaires hat. Hats can be purchased and personalised via the kindy at a cost of \$10.

Our Children's Centre has a policy of "NO HAT, NO OUTDOOR PLAY". This supports the recommendation of the Anti-Cancer Foundation. Children who forget their hat are asked to play indoors. We encourage children to be independent and take on the responsibility of caring for their own hat. Please apply sunscreen to your child before you leave home or encourage your child to apply sun screen when they arrive at the Centre. Sun screen will be reapplied before lunch. As part of our sun protection policy, children need to wear clothing which covers their shoulders.

Clothing

As part of the Centre's programs children will be encouraged to play with sand, water, mud, paint, dough, clay and other potentially messy materials. Children are also encouraged to practice independent self-help skills, such as eating, drinking, toileting and washing hands. Because of this we recommend that children wear washable and comfortable clothes that children can manage themselves, allowing them ease of movement and won't matter if they get dirty. We cannot guarantee that stains will not happen.

Loose fitting shoes such as thongs, slippers, and Crocs are generally unsafe shoes for children especially when climbing and playing outside so we ask that you avoid these.

Please provide a complete set of spare clothes appropriate to the season for your child to change into in case of any accidents (e.g. getting wet whilst playing with water/sand, not getting to the toilet in time etc). Please include underwear (including socks) and ensure items are the correct size. We have centre shirts available in a range of sizes and colours for \$20 each or a navy polar fleeced jumper for \$25.

**Please label all items which your child may bring or take off during their time at the Centre.

Fruit/Snack/Lunch for Kindergarten children

The kindergarten will provide healthy snacks for children. Parents need to provide a healthy lunch. Please see our Healthy Food and Drink Policy for guidelines on foods that are encouraged at the Centre. We will advise you if a child has an allergy to foods such as nuts, eggs, etc. If this occurs you will not be able to send food containing these ingredients to the Centre.

Drink

We encourage children to drink water at Kindergarten. Please supply a named drink bottle of water. This can be kept inside in the drink crates. We also have fresh drinking water at the drink station available at all times.

What to do upon arrival at the Children's Centre

- 1. Sign in your child into the Centre
- 2. Get your kindy child to remove their lunch box/drink bottle from their back pack and place lunch boxes in the fridge, drink bottles can be placed in crates also.
- 3. Get your child to locate their locker and place their bag inside the locker. Child to wear their hat if playing outside.
- 4. Encourage your kindy child to 'sign in' (could be a variety of methods)
- 5. Help your child to settle in to an activity and say 'goodbye' before you leave.
- 6. Check your parent pocket.

Please do not leave your kindergarten child unsupervised prior to 8.45am.

Settling in

Some children need a lot of reassurance to settle into kindergarten, while others settle into activities straight away. There is no right or wrong way, every child is unique. We recognise that parents know their own child best and educators will support you to develop a suitable ritual of separation that suits everyone. Please make sure you always say 'goodbye' to your child when you leave, don't sneak away as it is vital that we work together to build trusting relationships.

We encourage children to be responsible for their own bags and belongings and develop their independence.

Daily routine for kindergarten

8.45am Children arrive, families sign in own child – indoor/outdoor play

9.15am Group time (including roll check)

9.25am Small learning groups

9.40am onwards Progressive snack time and indoor/outdoor play

11.50am Reapplication of sun screen and washing hands for lunch

12pm Lunch

12.15 Indoor/outdoor play

2.55pm Group time including relaxation

3.15pm Session finishes

Medical conditions – asthma, anaphylaxis, allergies, diabetes or epilepsy

It is a requirement that children attending the Children's Centre requiring medication to be administered by staff (even once off) MUST complete an authority form. Educators cannot legally administer any medication unless the parent/carer completes this form.

If your child requires medication, the medication must be supplied in the original container, clearly marked with the child's name, dosage and the use by date. Please ask a staff member for the necessary "medication record" forms. Children with allergies and other long term health issues may require medication to be held at the Children's Centre for use in emergency situations.

If your child is asthmatic, an ASTHMA action plan will need to be completed by your Doctor. If your child is ANAPHYLACTIC an ANAPHYLAXIS action plan must be completed by your Doctor.

If your child has an allergy, an ALLERGY action plan must be completed by your Doctor.

Please inform staff if your child has any life threatening illness such as ANAPHYLAXIS, ASTHMA, ALLERGIES or DIABETES as a **HEALTH SUPPORT AGREEMENT** and **RISK MINIMISATION PLAN** must be completed on enrolment to ensure everyone is aware of their responsibilities. Staff may also require additional training prior to your child starting at the service.

Any further queries or any other health and dietary concerns, please speak to staff.

Under no circumstances should any type of medication be left in children's bags.

Please note that these medical/health care plans MUST be given to the Director before your child is able to attend the Children's Centre to ensure the safety and wellbeing of your child.

First Aid

All minor accidents will be treated by staff and reported to parents/carers on the day the incident occurred via a minor incident/injury/trauma/illness form. If your child is involved in a serious accident or incident that requires medical assistance we will contact you by phone. This will be reported on a different form and the parent/carer is required to sign this. An ambulance will be called in the case of an emergency. All staff are trained to administer first aid.

If your child has an injury to the head/face or is bitten, you will be phoned by staff to advise. If your child becomes unwell during the day you will be phoned and asked to collect your child from the Children's Centre as soon as possible but within one hour.

Child absences

If your child is going to be absent from kindy for any reason, please let staff know.

Attending kindergarten regularly sets up good patterns for school. It is important children attend on their allocated days unless they are sick or due to family circumstances.

Regular attendance:

- Supports children's learning
- Provides children with time to build relationships with children and adults at the centre. High
 absences can mean children find it difficult to make friends and to feel comfortable at the
 kindergarten. This negatively impacts on their learning and well-being.

If your child is running a temperature or showing any signs of being unwell please keep them home. Children must stay home for 48 hours after the last episode of any vomiting or diarrhoea to aid your child's recovery and to prevent the spread of infection. We also ask for notification in the incidence of infectious or contagious diseases in the family.

Please advise of your child's absence via text message or a phone call to the Centre.

Our commitment to child safety

Our service is committed to ensuring the safety and wellbeing of children is maintained at all times whilst being educated and cared for by educators and staff at Port Pirie West Children's Centre. We promote a child safe environment that minimises the risk to all children in our care from all types of abuse, harm and neglect. We understand our responsibilities and statutory duty of care to adopt and comply with the National Principles of Child Safe Organisations and the Reportable Conduct Scheme to build our capacity as an organisation to prevent and respond to allegations of child abuse.

Our staff carry out their responsibilities as mandatory reporters as required by law under the Children and Young Persons (Care and Protection Act 1998) and maintain up to date knowledge of child protection law and child protection training.

We have a zero tolerance for inappropriate behaviour towards children and any breach of child protection law. Any allegation or concern will be responded to promptly by management. We request that you contact our Director if you have any concerns on 8633 0077 or DL.6615.LEADERS@SCHOOLS.SA.EDU.AU

Code of conduct

The Code of Conduct establishes the standards for all employees of our service. Employees are committed to adhere to the ethical responsibilities of early childhood professionals outlined in the Early Childhood Australia's Code of Ethics. The values that underpin our work ethic include equality, respect, integrity and responsibility.

Fees

The payment of fees is a vital source of income for the Children's Centre. The PPWCC relies on the contributions from families who use the Centre to provide your child/ren with a high quality educational program. When the Governing council set a contribution increase, families will be given at least 2 months' notice and informed through the newsletter. Fees for 2022 have been set at \$90/term or \$80/term for concession card holders and \$70 for 3 year olds. Termly invoices will be placed in your parent pocket. Fees can be paid by:

- ➤ Direct debit: Port Pirie West Children's Centre, BSB 065 509, Account number: 10217694 (please put your child's name as a reference); or
- ➤ EFTPOS

Families can make part payments or have a confidential chat with the Director or Office Administrator to set up a payment plan.

Parent communication

How will you know what is going on at kindy?

- > Talk with your child
- > Talk with your child's primary educator
- ➤ Look at their profile book (your child will have a profile book which will be available for you and your child to look at any time. This will be given to your child to keep once they leave kindy).
- Look at the Noticeboard
- Read the Newsletter
- Like our Facebook page (Port Pirie West Children's Centre)
- > We have a closed Facebook group which you will be invited to join when your child starts kindy
- Look at our Website: https://www.preschools.sa.gov.au/port-pirie-west-childrens-centre

How you can help us and be involved

Parents/families are encouraged to be involved in whatever capacity they feel comfortable. There are many ways you can be involved in your child's education.

Parents can

- > join the Governing Council
- > help children with activities, games, reading books etc. during the session
- > share a skill such as cooking or gardening
- participate in working bees
- > attend open nights, parent meetings etc.
- help with rosters such as the end of term cleaning
- > read notices, newsletters
- assist with excursions
- help out with fundraising events
- collect food packaging, loose parts, old electrical items see loose parts brochure and display in foyer

Governing Council

The Governing Council is representative of the families of Port Pirie West Children's Centre Kindergarten. It is responsible for the general running of the centre and is accountable to the members of the Centre and also the Department for Education in regard to the financial management of the centre. Any parent or guardian of a child attending the centre may become a member.

The Governing Council is responsible for deciding how we raise funds for the Centre (levies, fundraising) for paying bills, decision making for the benefit of the Centre and the children, buying

furniture and equipment, obtaining the services of cleaners, and the planning of social functions. It is made up of parents from the Centre plus the director, a staff member, community representative and allied health representative.

If you are interested in becoming a governing council member, speak to any staff member at the Centre or come along to one of the regular governing council meetings. Meetings dates and times are advertised in the centre newsletter and are usually held monthly on the last Wednesday at 6.00pm.

Birthdays

We support and encourage participation in a range of cultural celebrations including birthdays. We celebrate birthdays at the Centre by singing "happy birthday" and finding ways to make each child feel special. We support family choice for those who prefer their child isn't involved in this celebration; please let staff know. If you wish to provide birthday cupcakes for your child these will be handed out to children when they go home.

Policies

The Children's Centre has a range of policies that the Centre implements to meet National Quality Standards, national legislation and licensing requirements. Our policies aim to support the wellbeing and development of children, families, staff and other community partners who use the Centre. Please refer to the policies tab on our website.

Taking photos at the Children's Centre

Please note that you are very welcome to take photos of your OWN child at the Children's Centre but please ask a staff member for permission BEFORE you take any photographs. Some children's families have not given permission for their child to be photographed at the Children's Centre by other families. Please do not publish children's photographs on Facebook or any other social media platforms unless you have gained permission from their parents.

Parent Complaints/Grievances

We are committed to working together in partnership with families and aim to provide an environment that encourages open communication. You are invited to approach any member of staff if you have any questions, queries or concerns.

Should a problem arise that you feel you need to resolve with our staff, then please let us know. Communication is the key, the first person to speak to is always the Educator. In almost all cases, parents together with the Educator will be able to resolve the issue. Should this not be the case and you find yourself unsatisfied with the outcome, please contact the Director, who can work with you and the Educator to resolve the problem. All grievances will be taken seriously and our best efforts will always be forthcoming. Please see our "Parent guide to raising a concern or complaint" brochure in this pack and on our website. All issues or concerns are kept confidential.

We ask if you have any questions or concerns that you raise them with one of our friendly staff members. It is inappropriate to use social media forums such as Facebook to discuss these matters. Please contact us during hours of operation on 8633 0077 or via email at DL.6615.leaders@schools.sa.edu.au

Lost property

All items that are left at the Centre are placed in the lost property box. Please check the box regularly.

Family Room and Programs

The centre's family room is available for use. Please see our friendly administrator, Robyn, to make a booking.

Please make yourselves comfortable in our foyer. Coffee and tea facilities are available, please see a staff member if we are running low on supplies, e.g. milk, coffee etc. Cold water is also available.

Supported Playgroup

Supported playgroup is available for children 3 to 5 years and families during the school term in the kindy space. There is no cost. (Days and times to be determined)

Occupational Therapist

Children's healthy development is vital for their learning and wellbeing and lays the foundation for a happy and healthy life. The Occupational Therapist works in collaboration with parents and caregivers around developmental goals such as physical, social, emotional, sensory, behaviour or daily activities (such as toileting, sleeping, eating) for their children birth-3 years. To help achieve typical developmental milestones the Occupational Therapist provides child-specific, practical at home strategies for parents to implement with their child. The Occupational Therapist can further help build parenting confidence, link families into support systems, or advocate for further therapeutic support. Parent and Child group programs are further offered in the centre focusing on developmental goals and building parenting capacity around topics such as behaviour, emotional regulation, toileting, sleep etc. these are open to all members of the community.

Child Care

Child care offers long day care for children aged from 6 weeks to school age, providing breakfast, cooked lunch and afternoon tea. Hours of operation are Monday to Friday, 6:30am to 6:30pm (excluding public holidays).

<u>CaFHS</u>

Child and Family Health Service is available on site for your child's health and development for children aged 0 – 5 years. Appointments can be made on: 1300 733 606. The parent helpline number is: 1300 364 100.

A baby 'Weigh Station', nappy change facilities and breast feeding facilities are available on site. For more information, please talk to a staff member.

School Dental Service

Dental services are available to preschool children through the school dental service. Services are provided at no cost to toddler and preschool children and to school age children who are dependents of, or holders of Health Care Cards, Pension Concession Cards or School Cards.

When children play how and what are they learning?

As parents we all want our children to be as successful as possible for their future development. What skills will be needed for the future? Interaction with others? Conflict management? Negotiating with others? Turn taking? Role play of "adult type" occupations? Play is where the child practices many different ways of representing reality, creating symbols with clay, paint, blocks, sand, water and dress ups.

In a competitive and turbulent environment where no job is ever secure, the idea of expertise must include: versatility, imagination, reliability, and inventiveness. At the early childhood level, play is the perfect activity for the development of these qualities. Play can help young children deal with things they can't always put into words. Tension, anxiety, fear and anger can be acted out in play. An experience can be replayed many times while children gradually come to grips with it. "Play starts at birth and early childhood environments that promote play for all children and allow children to feel motivated, esteemed and appreciated are cause for celebration." (Elspeth Harley 1999)

Observation of children participating in dramatic play demonstrates that they are using a wide range of cognitive skills as they plan and implement their play. (Observe your child at play!) These skills include; divergent thinking, understanding concepts, problem solving, imagining, limitation, visual/spatial discrimination, anticipation, attending behaviours, planning, concentration, reasoning, linking cause and effect, taking the perspective of another, choice and use of resources, testing relationships and adapting responses, classifying, and memory recall. When children initiate pretend play they often become totally absorbed, and can be observed demonstrating skills and behaviours, which are more refined and advanced than at other times. The environment, props and the social interactions serve as scaffolds whereby the child can progress to high levels of development and understanding. Through play experiences children develop self-motivation and the ability to make their own choices. They balance individual freedom with social cooperation, negotiation and responsibility for the welfare of others. They develop the ability to reflect and learn from their own mistakes with courage and confidence in themselves and learners. Play can be the perfect context for developing these life skills.

Play is fundamental to young children's learning as they engage in exploration, imagination and investigation, while socialising and communicating with children and adults around them. Our environments both indoors and outdoors are valued equally as important learning spaces. We believe the role of the learning environment is to provide flexible, open-ended materials and spaces to enable children to participate uninterrupted, to work alone, or in small intimate groups or as a member of a large group.