



Government of South Australia

Department for Education



Live. Love. Learn.

Information for Families

4 Humble Street (Corner Thames Drive and Humble Street)

Reynella, South Australia, 5161.

Telephone: 8381 2086 / Fax: 83228753

Kindergarten Mobile: 0418 183 465

Email us at: dl.3674_leaders@schools.sa.edu.au

Visit our website at: www.reynellakgn.sa.edu.au

Director: Jenny Kustermann (B.ECE)

Teacher : Melissa Landrigan (B.ECE, M.Spec.Ed)

Early Childhood worker: Charli Wootton (Cert III Children's services)

Preschool Support worker: Deb Wannan (Cert III Education Support)

Our logo was developed by Sarah Dale (2013) when we changed our name. It was created in consultation with children, families and staff. Our mulberry tree is a big focus at our kindergarten with children enjoying this "tucker" in term 4 each year. The rainbow colours are the children's idea when staff asked for the children to reflect diversity.

WELCOME!

Welcome to Reynella Kindergarten (formerly Reynella South Kindergarten) - your child's learning centre. We're sure the time your family spends with us will be of benefit to all. We know parents are the most powerful educators of their children and worthwhile learning occurs when home and kindergarten cooperate with and support each other.

Your family may have skills or interests like gardening, cooking, craft, music, working with children or administration which you'd like to share. You're very welcome to participate in any way you feel comfortable - by joining in you'll enrich our educational program. We are a small kindergarten with a community focus. We look forward to your contribution!

Please know that we are a nut-aware site. This means no nuts, peanut butter, nutella, or nut bars. Our policy on this is available to all families, in the white policy folder by the parent/carer pigeon holes.

The approved education provider is the Department for Education. We underwent stringent National Accreditation in 2015 and were awarded with an overall rating of "Exceeding National Standards."

Reynella Kindergarten Philosophy statement

At Reynella Kindergarten our role is to support children and families on their lifelong learning journey through collaboration across our community.

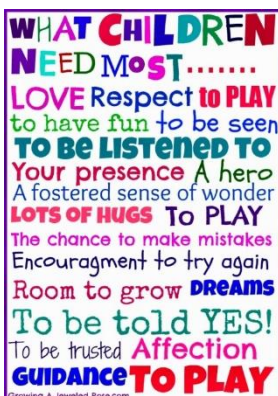
We value the diversity of our community and seek to create a friendly environment where families feel welcome and supported.

We acknowledge the individuality and uniqueness of each child and endeavour to develop a play based learning environment that is both spontaneous and explicit which supports children to be engaged and challenged.

Educators strive to be the best practitioners that they can be through continuous reflection and improvement and support each other to create a highly valued service.



This Philosophy statement was developed in consultation with children, families, staff, the Governing Council and Playgroup community in 2022. It is open to ongoing review and feedback is welcomed.



Policies: Department for Education and Centre policies are available in the folder by the family pigeon holes. These are regularly updated and revised. Feedback and suggestions are welcome.

2023 KINDERGARTEN SESSIONS:

Terms 1, 2, 3 and 4:

TUESDAY: 8.30am – 4pm

WEDNESDAY: 8.30am – 4pm

Children are entitled to 15 hours of preschool per week for 12 months from their eligible start date.

Please remember your child's regular and timely attendance helps them feel secure and happy at kindy. It also profoundly enhances their learning. Please see the Director if you need some support around attendance. We aim for 93% attendance. Every day counts at preschool.

ENROLMENT: Children begin kindergarten at the start of term 1 or term 3.

Children who turn 4: - Before May 1st *start in term 1,*
 - From May 1st to Oct 31st *start in Term 3,*
 - After Oct 31st *start the following year.*

- We are a part-time centre so children attend 2 full days.
- See policy folder for more information.

PROOF OF BIRTH DATE and IMMUNISATION HISTORY STATEMENT ARE NOW REQUIRED AT ENROLMENT. Please supply an original we can copy on site and return immediately.

PRE-ENTRY: To help your child transition to kindy we will offer orientation visits before your child starts kindy, resources allowing. This is not government funded and staff will attend as an additional workload. We highly value this experience for children, therefore the site will subsidise the service.

EARLY ENTRY: Early admission in the term prior to starting is negotiable and may be offered to children with additional needs, such as developmental delays, giftedness, culture, family and social circumstances, or health/medical conditions. Early admission will only occur following full consultation and agreement between families, the Director, Department for Education and/or others and where capacity allows.

SPECIAL NEEDS including Bilingual Programs are staffed as required. Support may be available from some specialist staff to meet children's and families' individual needs. Free services can include speech therapy, child psychology, special education assistance and behaviour support. Please speak to the Director if you feel your child would benefit from extra support in any area.

Late pick up is not available and will be charged at \$5.00 per 5 minutes or part thereof. PLEASE TELEPHONE if unavoidably running late so your child doesn't worry.

PLAYGROUP: MONDAYS: 9.30 - 11.00 am from the second Monday during term time. It offers a variety of fun craft, musical and play activities and is a lovely way for families to get to know the kindy and other families. All children (birth to 5 years), parents and carers are welcome. Please bring a piece of fruit and water for your child. \$4.00 per family. First visit is free. Please follow *Reynella Kindergarten and Playgroup* on Facebook to keep up with all Playgroup news.

COVID -19 PROTOCOLS: During the COVID-19 pandemic we will be following all advice and procedures as directed by the Department for Education in accordance with those from SA Health to support the safety and wellbeing of staff, students & the broader community. We will continue to create and adapt our site policies and procedures in accordance with latest information and will keep families informed of any changes. In addition, we ask that families DO NOT send children who are unwell. Parents will be contacted and asked to collect children who become unwell whilst at preschool

Education program

Our curriculum is based on the National Early Years Learning framework. It's called "Belonging, Being and Becoming":

BELONGING - *Feeling connected in key relationships.*

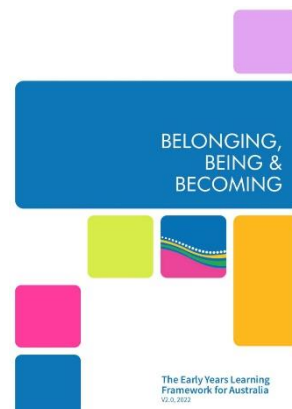
BEING - *Immersion in the here and now of relationships, interests & day to day events.*

BECOMING - *Changing and growing in understandings, skills and possibilities.*

The program aims for learning outcomes across these 3 areas. During your child's time at Kindergarten we will support your child to:

1. Have a strong sense of wellbeing;
2. Develop a strong sense of identity;
3. Be increasingly connected with and contribute to their world;
4. Be an effective communicator; and
5. Be a confident and involved learner.

These are the 5 key outcomes of the above Early Years framework curriculum.



Numeracy key elements



Literacy key elements



We also use the **Preschool Literacy and Numeracy Indicators** to plan and report. This provides more detail to families about Numeracy and Literacy at Kindergarten.

Key indicators include using language, representing our world with symbols, quantifying using number, analysing and reading data, measuring and making comparisons.

We know children learn best through play, discovery and imagining. As educators we constantly reflect on our practice, practice of others, and research to improve learning outcomes, children's enjoyment, quality, equity and wellbeing. We base our beliefs on this reflection and observation of children and our staff team works regularly on these principles.



We respect and celebrate different ways of seeing, knowing and living and we **honour the importance of links with family, culture and community.** Our program focuses on learning experiences which foster development of **social skills and life competencies.** To meet children's individual needs, we collaborate with them and their families to develop experiences that are **age- and stage-appropriate.** We enjoy connections with our local community and value our neighbourhood walks as part of our educational program. The permission slip, included in the enrolment pack, must be signed for your child to be included in these walks. We strongly support children's development of oral language as we know this is a precursor to strength in Literacy. We promote opportunities for informal conversations and more formal presentations during the year. Children's Wellbeing and Numeracy are key focus points for our educators. Your feedback and involvement in our learning program is valued.

Individual Learning Portfolio – Each child will help their educators to develop their own Learning Portfolio. It provides evidence, through samples of drawing, writing and photographs, of what your child knows, can do and understands. Educators assess each child and comment on achievements. The portfolio celebrates little steps and giant leaps in learning. It shows outcomes achieved in line with the curriculum and dispositions your child shows including confidence, creativity, interdependence and independence. Families can access the portfolio any time

What to Bring to Kindy

- **Chemist labelled medication & Doctor's plan** – not to be kept in children's bags and medication will not be given without correct label and plan. **THIS MUST BE PROVIDED AT YOUR CHILD'S FIRST TIME AT KINDY IN ORDER FOR YOUR CHILD TO ATTEND.**
- A **named** bag.
- A **named** water bottle (water only).
- A **named** lunch box or cooler bag with ice pack in summer.
- A **named** roll-on sunscreen to be kept on a high shelf - not in bags.
- A **named** broad brimmed / bucket hat without under chin cord.
- A change of clothes – appropriate to the season and **including socks & underwear.**
- **Morning and Afternoon Fruit Time:** 2 pieces of fresh fruit or vegetables. Morning healthy snack remains in child's bag and afternoon fresh snack goes into sharing basket.
- **Lunch:** We request you pack a **savoury sandwich/wrap/pasta, yoghurt and fruit. No sweet, processed or commercially packaged foods** at kindy as we promote healthy eating, dental care and a healthy lifestyle. Children are encouraged to eat crunchy foods and crusts to develop strong facial muscles which help with speech.
- Please information in pack about Food and Nutrition - **NO NUTS.** We cannot refrigerate lunches so use a freezer pack if you are concerned about food contamination.
- **Water** - We only allow water to be consumed at Kindy. Staff will refill bottles or cups with our filtered water at any time. We encourage drinking water throughout the day.
- **A box of tissues to donate at the start of the year.**

Birthdays -: We have a "pretend" kindy cake with a candle to go out out and sing to, and we always celebrate using this. Due to allergies, parents do not need to supply any food.

Toys & Jewellery - Please don't allow your child to bring their own toys or jewellery to kindergarten because they could get lost or broken.

Clothing and footwear

Children's learning opportunities can be enhanced or limited by the clothes they wear. Please dress your child in clothes which can get messy and don't restrict movements when climbing. Your child should wear shoes or sandals, not thongs or crocs. Children must bring a named, broad brimmed **unsafe hat**. Clothing should always cover shoulders and legs and please tie long hair back. Parents need to apply sunscreen at home or on arrival at Kindergarten in terms 1 and 4 and when UV is over 2. **Please name all clothes and other items and pack spare clothes (including underwear) in your child's bag** - let your child/ren know the clothes are there if they need them. See Policy folder for more information.

To help your child play outside during Spring and Autumn please bring them a complete change of clothes in term 2 and 3. We celebrate the seasons and develop our understanding through hands-on experiences. In summer we often have bare feet so we can experience through all of our senses. As we often play with water your child will need a complete change of clothes so we can help them change if they need to.

We anticipate children will be toilet trained and be able to wipe their own bottom unless there are medical issues, in which case a medical and toileting plan will be developed with your G.P. Staff are available to guide children but not do it for them. Please ask if you need help with ideas for training. Please pack spare clothes including socks in case of accidents.



On Arrival –Please sign your child in and out each day. Parents and/or caregivers must come into kindy (or follow current drop/off collection/ process) to deliver and collect children. NO child will be permitted to leave the Centre until the parent or caregiver has arrived and the child has been farewelled by staff. Please advise staff if somebody other than a person you have authorised on your child's enrolment form is to collect your child by filling in the comments section on the sign-in sheet.

Please read the notice boards and check your note trays at drop off and pick up.

Please encourage your child to find their named shelf and put their bag on it. Morning fruit stays in the bag, afternoon fruit/veg in sharing basket for snack and their lunch bag goes on top of bag shelf. Water bottles remain in bag. We ask that your child does these tasks independently to promote self-confidence and help them remember where their things are.

Rosters - Your name will be included in the washing roster and, at the end of each term, there will be tasks we will ask you to please help with. You will be asked to help in a variety of other ways such as fundraising BBQ's and/or events. Your help takes pressure off staff, saves the kindergarten money, raises funds for the Kindergarten and is greatly appreciated. 😊

Governing Council - Governing Council consists of interested parents and staff who work together to effectively manage the kindergarten. We meet twice per term at kindy (Weeks 3 & 8) to discuss the educational program, funds, fundraising, maintenance, community needs and more. Everyone is welcome to attend; it is a great way of meeting other parents and having an active role in decision making.

Volunteer! - If you'd like to be part of your child's kindy we'd love you to join us, gardening, cooking, building, creating art works big and small, sharing music and song. Please don't be shy – come and talk to one of the educators and we will help you work something out! Volunteer guidelines are followed – please see Policy folder. Your child's confidence will greatly increase as a result of your involvement.

Communication

Our aim is to work with families to assist children to achieve their full potential while at kindergarten. We do this by regularly discussing your child's progress with you. We encourage you to discuss any concerns with us as they arise. Staff are available for quick chats between 8.45 am and 3.30 pm. If you'd like to discuss important issues that may take longer please make an appointment for another time to meet or telephone. You're welcome to telephone to check your child is settled if worried.

- Your family has a **note tray** located on the shelves above the bag shelves. It is labelled with your child's name. Please check this each day for any notes.
- Information will be emailed. If you prefer a paper copy please ask staff.
- We have several **noticeboards** displaying information for your interest. The kindergarten program is displayed near the entry – please ask a staff member for more information.
- A written Individual Learning Plan is written at the end of term one and reviewed throughout the year and at the end of term 3.
- A written **exit report** ('Statement of Learning') and learning portfolio of children's achievements are provided for each child when they leave kindergarten to attend school.
- **Feedback** is always welcome from children and families about all issues. We value diversity in backgrounds and culture so please share some of your family traditions and celebrations with us so we can celebrate with you.
- We hope you feel comfortable to discuss any ideas with staff or to write a note and drop it into the suggestion box on the shelf by the parent note trays
- You can ring, text the kindy mobile or email or request a meeting at any time. Please note that staff work days are Mon- Wed and, while we try to reply as soon as possible, it may take time for a response.

Children's Behaviour

Children are supported to engage with each other and staff in a friendly, sociable way. At around 4 years of age children are undergoing great changes in themselves and in relation to others. Skills are constantly developing. Staff support children to act with care for themselves, others and kindergarten property. Should a child need to move from an area or from other children they will be supported to do this and have "time in" with a staff member. They will have the time to calm so they can think about what has happened and how people (including themselves) have been affected. They will have the opportunity to make amends if this is deemed important by themselves, staff or other children. Staff encourage children to make positive choices at every opportunity and praise them for doing so. Please see the Director immediately if you have any concerns about the behaviour of your child, another child, another adult, the policy or staff actions at our centre. Please ensure confidentiality, especially in front of children. Please see the Policy folder for further information.

Sick children - Please do not send sick children to kindy, as staff and other children can become ill as a result. If your child becomes ill at kindy staff ring parents first, then the people on your emergency contact list. Please contact kindy asap when you know your child will not be attending. Leave a message on the kindy landline / mobile the night before if it's easier.

PLEASE MAKE SURE YOU UPDATE CHANGES IN CONTACT INFORMATION FOR YOUR FAMILY AND EMERGENCY CONTACTS.

Complaints

1 Please speak to the Director if you have any issues. Confidentiality will be maintained. Please refrain from discussing concerns with other parents until resolution is achieved. Please **do not** discuss problems in front of your children as this can negatively impact on their relationships. The Director will provide the Kindergarten community with all reasonable resources to achieve mutually agreeable outcomes, with the centre's and children's best interests in mind.

2 If there is no resolution with the Director parents can contact Heather Makris at the Southern Adelaide Regional Office (ph. 82073700).

3 If there is still no resolution you can contact the Parent Complaint Unit on 1800 677 435 to discuss concerns or to seek advice about resolving kindergarten or school issues.

Please see the kindy Policy folder and/or website (www.reynellakgn.sa.edu.au) for further information about the Department of Education's Parent complaint and resolution guidelines and pamphlet.

Fee notices are put in your note tray, above the bag shelves at the end of Week 1 term1 and are due by end of week 5 term 1. Fees are \$400. Families may elect to pay in 3 instalments of \$160, \$140, \$100, all due by end of term 2. Please see fee policy for more information.

Parents experiencing difficulty in paying fees are respectfully asked to discuss this confidentially with the Director.

Payment options are EFT or with correct cash amount in named envelope into locked fees box.

Payment by EFT is preferred. Please use the following details:

Bank: BankSA

BSB 105 144

Account Name: Reynella Kindergarten Inc

Account 5410 27640

Please note your child's surname as a reference and confirm payment by emailing:

dl.3674_leaders@schools.sa.edu.au

Parent contribution is vital for effective running of the kindergarten. Excursions may be an extra cost but are usually limited to \$25.00 once per term.

School enrolment

Our children go to a great range of primary schools. **School enrolment is parents' responsibility** and we recommend children be enrolled at least six months before they are due to start school. Please ask us if you have any questions.

Term dates - government preschools and schools

Please check information at the Department for Education website for dates.

- **Children's Health/Parent Helpline ph. 1300 364 100 - 24 hrs**
- **SA School Dental Service ph. 8384 9244 - Free for pre-schoolers & toddlers**
- **Chid & Youth Health ph. 1300733606**
- **GP Plus Noarlunga ph. 81649111**
- **Kindy Patch Reynella ph. 8381 1269**
- **DECD, Southern Adelaide Office, Noarlunga ph. 82073700**
- **DECD, Flinders Street ph. 82261000**
- **Reynella Kindy Mobile ph. 0418183465**
- **Reynella Kindy Landline 83812086**

Reynella Kindergarten Daily Schedule

Inside setup – follow children’s interests – may include paint, pasting table, home corner, puzzles, blocks, magnetics/ maths/science/story table/art/music table activity

Outside setup follow children’s interests and includes sandpit toys/buckets/ trucks, cubby house props, plastic plates etc & pencils/paper etc, swings, climbing frames, soft fall mats, mini tramp. Children’s interests on the lawn? – eg balls/sport/”picnic”/camping/ cubby.

We acknowledge, when having “free play” at kindy, children are making choices, building social relationships and skills, sharing, taking turns and doing lots of communicating. To promote this learning we aim to maintain uninterrupted, supported free play sessions during the day. Educators are always present to direct, facilitate, scaffold and observe play. Educators are always involved with children and take opportunities to ‘teach’ and question in supportive ways during play.

Apart from drop off and pick up, times listed below are approximate and always subject to change according to the needs of individuals and the group.

8:30 – 9:45	Arrive, sign in, get organised. Inside play.
9:30 – 10:00	Large group
10:00 -10:20	Focused learning small groups
10:20-10:40	Fruit time
10:40 -12:30	Inside/outside play
12:30- 12:50	Large group time
12:50 – 1:00	Relaxation
1:00 -1:30	Lunch and quiet activity inside when finished
1:30 – 3:00	Inside/outside play
3:00 – 3:20	Pack up inside and outside
3:20 – 3:40	Afternoon shared fresh snack
3:40 – 4:00	End group time
4pm	Farewell

Children can play outside if there is an educator present. Children can help with outside setup, promoting children’s voice and choice. Children help with pack up (good learning opportunity showing responsibility, self-discipline, care for others and environment). Times are flexible to allow for extended learning opportunities.

Verbal discussions with children are encouraged at all times to develop oral communication skills. Staff will take photos and make observational notes of individual learning, questions and interests when possible.

Families are asked to respect our valuable teaching and learning time. If you arrive early for pick up you are welcome to quietly watch the group time. If you would like to chat to another parent, please step outside as it can distract the children from their learning. If your child comes to you before we say goodbye, please direct them back to the carpet so we know they are safe.

Our educators will help children practice their social skills, encouraging them to show they are ready, sitting formally on the mat and making eye contact with the educator/s. Children are expected to have a formal verbal exchange with further eye contact and use their words to say goodbye. Please help your child to do this if they need support.