



Preschool Handbook



5 Gilbert St Riverton, SA, 5412

Phone: 88472109 Fax: 88472065

Email dl.6669.leaders@schools.sa.edu.au

Web www.rivertonkgn.sa.edu.au



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Other Services

- Access to “**Support Services**” is available through the Centre.

These include:

Speech Pathology

Bilingual Support

Psychologists

Occupational Therapy

Behaviour Management

Social Worker

Aboriginal Community Worker

Other services in response to individual needs

- **Child and Youth Health** (CYH) conduct regular developmental screenings at the Centre for 4 year old children.
- **Healthy Families**

Transitions and Settling In

Home to Centre

It is often an emotional strain for children and families to adjust to a new environment and even if things appear to be going well, your child may feel uncertain for the first few days or weeks and may be very tired. It may help your child to settle in if you can stay for a while, although we understand this may not always be possible. We encourage you to ring the centre during the day to check on your child if you would like to. Please refer to our information sheets provided for more detailed information about settling your child into the centre.

It will help your child and the staff if you share your child's special routines, food preferences etc. when enrolling. For your child's safety it is important to inform the Director at enrolment about any allergies, asthma or medical conditions and the appropriate management strategies. Serious medical conditions require a health care plan.



Curriculum – What Will My Child Do At The Centre?

Our curriculum is based on the Early Years Learning Framework and promotes the development of knowledge, life skills and competencies through play. The 'curriculum' includes everything that happens during the day - all the experiences, routines and interactions. Educators are regularly planning, implementing and evaluating programs to meet the needs of the children.

Children grow and learn best in a safe and caring environment. Educators use the routines, planned experiences and child initiated play as learning opportunities. They meet regularly to discuss and plan for each individual child and for the group as a whole. Developmental records are regularly updated for each child and we welcome the opportunity to share these with the child's parents/caregivers.

One way we record each child's progress during their preschool years is in a 'learning journey' folder. This is a collection of their creative work, photos and achievements and assessments on areas of development. These folders are a valuable and precious record of your child's learning. Parents are welcome to look at them at any time. They will be given to children to keep when they leave our centre.

Routines include times for group play, individual play, eating, resting and cleaning up.

Planned activities will include times for problem solving, creative and imaginative play, music, stories and physical activities.

We believe that children learn and develop skills best through play and staff will continually support and challenge children through interactions of the highest quality.

Staffing

The Centre's most valuable resource is the staff team who have a range of qualifications and experience in working with young children. They love and respect children, and our warm and caring environment enables them to identify and respond to individual children's developmental and learning needs.

The required child: staff ratio will always be maintained.

Family Involvement

Parents and family members are always welcome to visit and be a part of our learning experience. We do need assistance from time to time with preparing materials for children's use. We have working bees and small fix it jobs from time to time so if you have any skills, interests or talents please let us know.

The Governing Council is made up of representatives from Playgroup, Kindy and interested parents that all combine to constitute Riverton Kindergarten. They make decisions that impact on the running of the centre. Governing Council support staff in delivering



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programmes that reflect the needs of the community, fundraise to provide resources and are involved in the development of centre policies and financial management.

Meetings are held twice a term. These meetings give parents to have their say in the running of their kindy, to meet other parents, to discuss children's pre-school activities and interests and have input into the curriculum and programme. All parents can gain and give valuable assistance to the centre by supporting the staff and committee with their attendance at meetings. Guest speakers are invited from time to time. As per our constitution, only members of the management committee have voting rights.

Executive:

Director
Chairperson

Secretary
Treasurer

Service representatives from:

Kindergarten/Rural Care

Play Group

Sub-Committees:

Fundraising

No experience is necessary to join the Governing Council, just interest, enthusiasm and commitment. The Director or any member of the current Governing Council will be happy to give you more information. Current information is available on the noticeboard outside the Directors office. The Annual General Meeting is usually in February.

Mandatory Reporting

Our Centre is committed to the prevention of child abuse and neglect. You are encouraged to come and talk to the Director or any other staff member about any concerns you may have, as the needs and care of young children are paramount.

The staff and Governing Council members at the Centre are mandated notifiers and are obliged by law to report any suspicions of child abuse and/or neglect.

Centre Policies

The Centre policies are reviewed on a regular basis and are available for parents and visitors to read. Please familiarise yourself with them and discuss any concerns with staff.

Thank you for taking the time to read this Information Book. If you require any further information, please do not hesitate to speak with the Director



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