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Home



Find out more about our goals and our focus in our philosophy statement (PDF 116KB).
(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/salisbury_philosophy.pdf)

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.

Acknowledgement of Country

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

Contact us

Preschool director: Mrs Susan Keane

Phone: (08) 8258 2114

Fax: (08) 8285 9019

Email: dl.2667.leaders@schools.sa.edu.au

Street address: 12 Ann Street Salisbury SA 5108

Postal address: 12 Ann Street Salisbury SA 5108

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.

Children can be part of either the purple group or yellow group.

Purple group

Monday	Tuesday	Wednesday	Thursday	Friday
8.00am to 3.30pm	8.00am to 3.30pm	–	–	–

Yellow group

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	8.00am to 3.30pm	8.00am to 3.30pm	–

Fees

Our parent contribution is \$360-00 per year. You can choose to pay the total amount at the beginning of the year or to pay 3 instalments of \$120-00 at the beginning of Term 1, 2 and 3. Please see our enrolment and fees

(<https://www.preschools.sa.gov.au/salisbury-kindergarten/getting-started/enrolment-and-fees-0>) page for more information.

What to bring

Children need to bring these items each day:

- bag with name tag
- legionnaire or full brim hat
- change of clothes
- drink bottle containing water
- piece of fruit or vegetable for fruit time
- packed healthy lunch
- additional piece of fruit for lunch.

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

What not to bring

Children should not bring these things:

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

Additional information

Please read our drop-off and pick-up procedure (PDF 50KB)

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

Your child will have a note pocket hanging outside the main entrance. Please check this often.

Your child's birthday is celebrated by singing Happy Birthday and they will receive a special sticker. Due to some children having allergies, please do not bring a birthday cake or treats.

Please put sunscreen on your child before they come to kindergarten. We will support your child to re-apply at lunchtime.

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/salisbury-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

Before your child starts kindergarten they can come to 2 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. We will let you know in October the dates for your transition visits.

You will need to stay with your child for the first transition visit. At the visit you will hear about our daily routine, the learning program and the roles and responsibilities of staff and families. A governing council member will also be there to give a parent's view on children attending kindergarten.

Fees

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

The parent contribution is \$360 per year. You can choose to pay the total amount at the beginning of the year or to pay 3 instalments of \$120 at the beginning of term 1, 2 and 3 (<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

When to pay

We will invoice you at the beginning of each term. An invoice will be put in your child's information pocket.

Payments are due by week 3 of each term.

Please contact us if you are having difficulty paying.

How to pay

Cash

You can pay by cash at the kindy. Put your payment in a sealed envelope with your child's name on the front and put the envelope in the payment box in the kitchen area. Envelopes are available next to the fees box.

EFTPOS

Please go to our reception area to pay by EFTPOS.

EFT information

You can pay by direct deposit.

BSB: 065122

Account number: 11142235

Please put your child's name as the reference.

Immunisations

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

Reports and plans

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 for more detail.



Overall Rating: Meeting NQS

Quality Area Ratings

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

Rating for: Salisbury Kindergarten

Rating issued: February 2019

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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 1250KB)
(https://www.preschools.sa.gov.au/sites/default/files/salisbury_qip.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/2667_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.

Salisbury Kindergarten

Toileting and Nappy Changing Policy and Procedure

Statement of Intent - Toileting

We promote independent toileting for all children who have reached this stage.

Our toileting procedure is as follows:

Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs. Educators will:

- encourage parents to bring along clean supplies of clothes - easy for the child to pull down and up themselves - limit fasteners
- encourage and assist the child to sit on the toilet at intervals throughout the day
- Educators will help the child to remove their clothing if needed
- encourage the child to be independent in their toileting habits and provide assistance as and when needed
- help the child to wipe themselves, encouraging them to wipe from front to back
- encourage the child to flush the toilet
- encourage and assist the child to wash their hands, then dry their hands with paper towel and dispose in the bin.

If the child has soiled or wet their clothing, Educators will

- Clean and dry the child
- Assist the child to change their clothing as needed
- Encourage and assist the child to wash and dry their hands
- Place any wet or soiled clothes in a plastic bag and place in the child's bag
- Remove and dispose of gloves and wash and dry your hands.
- Complete 'Changing Children' form and 'change of clothing' notice and place in child's bag

Statement of Intent - Nappy changing

It is our aim to ensure that children are kept clean and comfortable by being changed and checked on a regular basis. Parents/carers of children not yet completely toilet trained are required to provide sufficient disposable nappies and wipes for each day.

Nappy changing procedure:

- Children who are soiled will be changed immediately.
- Gloves will be worn by Educators.
- Assist the child to use the steps to get onto the change table
- Wet/soiled nappies will be removed and the child cleaned with baby wipes (unless aware of allergy)
- Changing mat will be washed with detergent and warm water and left to air dry.
- Soiled nappies, used wipes and gloves will be disposed of
- Hands will be washed thoroughly following recommended hand washing procedures.

Salisbury Kindergarten SUNSMART policy

This policy applies to all service events on and off site.

Rationale

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

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

Objectives

This SunSmart Policy has been developed to:

- Encourage children and staff to use a combination of sun protection measures whenever UV Index levels reach 3 and above
- Work towards a safe outdoor environment that provides shade for children and staff at appropriate times
- Ensure all children and staff have some UV exposure for vitamin D
- Assist children to be responsible for their own sun protection
- Ensure that families and new staff are informed of the service's SunSmart Policy.

We use a combination of sun protection measures for all outdoor activities from **1 September to 30 April** and whenever UV levels reach 3 and above at other times. Sun safety is embedded in our curriculum. We have a poster at the site which displays the UV reading for the day and if children need to wear a hat. This poster is displayed all year round and we regularly have discussions about what UV is and that the sun does not need to be out for the sun's rays to damage our skin. We regularly talk about the need to be hydrated with water and the effects on our bodies if we do not take care of ourselves. We incorporate a number of songs and stories into our regular program which reinforce the sun safe messages.

1. Shade

- A shade audit is conducted regularly to determine the current availability and quality of shade.
- We ensure there is a sufficient number of shelters and trees providing shade in the outdoor area.
- The availability of shade is considered when planning excursions and all other outdoor activities.
- Children are encouraged to use available areas of shade when outside.
- Children who do not have appropriate hats are asked to play inside or under the verandah.

2. Clothing

- When outside, children are encouraged to wear loose fitting clothing that covers as much skin as possible. Clothing made from cool, closely woven fabric is recommended. Tops with short sleeves and if possible, collars and knee length or longer style shorts and skirts are best.

3. Hats

- **All** children are required to wear hats that protect their face, neck and ears, i.e. legionnaire, broad-brimmed or bucket hats. Baseball or peak caps are not considered a suitable alternative.

4. Sunscreen

- Parents will be responsible for applying sunscreen to children before they arrive for kindergarten.
- Parents are welcome to provide their own sunscreen if their child has sensitive skin or requires specific sunscreen.
- Sunscreen will be provided during Terms 1 and 4 for parents to use if required.
- With parental consent, children with naturally very dark skin are not required to wear sunscreen to help with vitamin D requirements.
- Children are encouraged to apply their own sunscreen under the supervision of staff.

When enrolling their child, families are:

- Informed of the service's SunSmart policy
- Asked to provide a suitable hat for their child
- Asked to provide their child with suitable outdoor clothing that is cool and covers as much skin as possible (i.e. that cover the shoulders and chest, upper arms and legs)
- Required to give permission for staff to apply sunscreen to their child
- Encouraged to practice SunSmart behaviours themselves when at the service.

Staff Role Modelling

Staff will:

- Wear sun protective hats and clothing when outside
- Apply SPF 30 or higher broad spectrum, water resistant sunscreen
- Seek shade whenever possible.

Salisbury Kindergarten Medication Policy

At Salisbury Kindergarten we are committed to providing and maintaining a safe and healthy environment for staff, children, families, volunteers and visitors. This is achieved through an effective approach to the management of occupational health, safety and welfare, which includes the administration of medication to children.

On enrolment families are asked to identify any known medical conditions. Medical information, action plans and health care plans are completed before the child commences kindergarten and arrangements are negotiated with the Director. A summary of these is prepared and made available to staff.

The following guidelines have been established for the administration of medication.

Wherever possible medication should be administered by the parent.

Medication will not be administered unless the following procedures are undertaken:

- A management plan is developed and signed by the treating doctor
- Parent/guardian approval via the 'medication record' form.

It is the parent's responsibility to advise the kindergarten of any change to the child's dosage/medication via a doctor's letter or management plan signed by the doctor.

All medication must be prescribed by the doctor and has the original label detailing the child's name, required dose and storage requirements (medication will be kept in the cupboard in the kitchen or in the fridge – whichever is appropriate).

Medication should be given directly to a staff member and not left in the child's bag.

Before administering medication, the staff member will:

- Verify the correct dosage, used by date and time with a second staff member.
- This second person also needs to witness the administration of the medication.
- After giving the medication the staff member will complete the details on the 'medication record' form and get the witness to sign as well.

At Salisbury Kindergarten staff and families work together in the best interests of the children and occasionally staff may apply non-prescription medications - mosquito creams etc. in consultation with the Director and with written permission from families. A note will be sent home to notify families if and when this happens.

Salisbury Kindergarten Hot Weather Policy

The Salisbury Kindergarten outdoor area has many large trees and structures which provide shade to most areas during the day. During periods of hot weather all preschool activities will be set up in these shaded areas. Activities will also be provided under the veranda but will be moved when staff feel that the levels are no longer safe for outdoor play.

The centre has air-conditioning in each of the indoor play areas which allows the children to engage in activities in a cool climate.

Children are encouraged to drink water during the day. Please provide your child with a named drink bottle. These can be placed in the trolley under the veranda in the morning and will be moved indoors when all children have arrived. Drink bottles will be easily accessible to children at all times during the day.

During extreme heat children will play indoors.

Parents:

We encourage parents/carers to pack food with an insulated brick to keep cool during the session.

Parents will be responsible for applying sunscreen to children before they arrive for kindy. Sunscreen will be provided on the outside shelf during Terms 1 and 4 for parents to use if required. Staff will remind children to reapply sunscreen before lunch and will assist them as required. Sunscreen will be provided.

Children should be dressed in clothing which minimises heat and wear layers that can easily be removed during the day. Children should wear sun safe clothing (no tank tops or midriff tops).

If there is an extended power outage on a day of extreme heat, the staff will contact families to come and collect their child. If children remain at the site, the staff will provide water play activities and provide plenty of drinking water for the children.

Salisbury Kindergarten Healthy Eating and Nutrition Policy

At Salisbury Kindergarten we encourage and support the development of healthy eating practices. Healthy eating has a positive impact on children's growth, weight, development and learning and contributes to preventing lifestyle diseases such as overweight, type 2 diabetes, high blood pressure and dental disease.

Curriculum

Our kindergarten's food and nutrition curriculum

- Is consistent with *'The right bite healthy food and drink supply strategy for South Australian schools and preschools*
- Includes experiences that provides children with knowledge, skills and attitudes to make positive healthy food choice
- Provides opportunities for children to be involved in food skills such as growing, preparing, cooking and serving food
- Forms part of the Early Years Learning Framework (Outcome 3 – Children have a strong sense of wellbeing) and National Quality Standards (Quality Area 2 – Children's Health and Safety)

The Learning Environment

- Encourages children to eat in a positive social environment with educators modelling healthy eating behaviours
- Includes a fruit and vegetable snack time
- Provides access to clean drinking water at all times
- Provides nutritional information to parents

Food supply

Our kindergarten

- Encourages healthy food and drink choice for children in line with the *Right Bite strategy*
- Ensures healthy food choices are promoted and culturally sensitive and inclusive
- Displays nutritional information about healthy eating
- Ensures healthy food choices for kindergarten experiences, celebrations and community events in line with the *Right Bight Strategy*

Fruit Time

Parents and carers are encouraged to supply fruit and vegetables at fruit time to

- Provide children with important vitamins and minerals
- Encourage a taste for healthy foods

Food and Drinks provided to children

- Parents and carers are encouraged to provide healthy food and drink choices in line with the *Right Bite Strategy*
- Educators will ensure that food provided by the kindergarten will be in line with the *Right Bite Strategy*



Food and Drink Spectrum



GREEN

choose plenty

Encourage and promote these food and drinks. They:

- reflect the five food groups in the circle of the Australian Guide to Healthy Eating
- are excellent sources of important nutrients
- are low in saturated fat and/or sugar and/or salt
- help to avoid an intake of excess energy (kilojoules or calories).



AMBER

select carefully

Do not let these food and drinks dominate the choices and avoid large serving sizes. They:

- have some nutritional value
- contain moderate amounts of saturated fat and/or added sugar and/or salt (often added during processing)
- can, in large serve sizes, contribute excess energy (kilojoules or calories).



RED

These foods and drinks are banned from sale in SA school canteens and preschools. Schools and Preschools may provide some RED category products a maximum of twice a term on whole of school or preschool occasions. They:

- lack adequate nutritional value
- are high in saturated fat and/or sugar and /or salt
- can contribute excess energy (kilojoules or calories).



The Red Category

The statement "I have read the Salisbury Kindergarten Healthy Eating and Nutrition Policy and agree to provide my child with food/drink as outlined within these" is an agreement that families sign on the Permissions form upon enrolment. The table below clearly outlines 'banned' foods as stated in this policy.

Food Type	Example
The following foods and drinks are always in the RED category and do not need to be checked against the criteria.	
Drinks	Soft drinks, artificially sweetened soft drinks, energy drinks, sports drinks, flavoured mineral waters, sports waters and fruit drinks.
Confectionery	Confectionery – all types.
Drinks containing caffeine or guarana	Drinks containing caffeine, such as coffee milk, or guarana (a natural caffeine source), such as energy drinks*.
Icy-poles and ice crushes	All types unless 99% or more fruit juice and 250ml or less.
Artificially sweetened food and drinks	All types
The following foods may be provided on a maximum of two occasions a term in certain situations such as celebrations or fetes in which the whole school community is involved	
Deep Fried Foods	All types
Snack Foods	Savoury snack foods – crisps, chips, biscuits and other
Ice Creams	All types
Cakes and Slices	Cakes, muffins, sweet pastries and slices – croissants, doughnuts, cream-filled buns/cakes, sweet pastries, slices and bars. Medium to large serves of many cakes and muffins.
Savoury pastries	Pies, pasties, sausage rolls.
Other savoury hot and cold foods	Pasta meals, pizzas, baked potato products, dim sims, fried rice and noodles, crumbed and coated foods, frankfurts and sausages

Food safety

Our kindergarten:

- Promotes and encourages correct hand washing procedures with children before eating and cooking
- Provides adequate hand washing facilities for everyone
- Promotes and teaches food safety to children during food learning and cooking experiences

Food related Health Support Planning

Our kindergarten will:

- Liaise with families to ensure suitable food for children with health support plans that are related to conditions and /or cultural beliefs

To ensure the safety of children who have severe allergies to nuts, the following foods are **NOT TO BE SENT TO KINDERGARTEN**

- Nuts of any kind
- Nut spreads including Nutella and Peanut Butter
- Muesli bars with ANY nuts
- Packaged foods with **"May contain traces of nuts"** warning

Working with Families and the Community

Our kindergarten:

Provides information to families and caregivers on healthy eating guidelines via

- Notices
- Policy consultation
- Information on enrolment
- Pamphlets/Displays

Salisbury Kindergarten Sickness and Illness Policy

This policy has been devised to ensure that children who become unwell whilst at the kindergarten are treated with sensitivity and respect. It is also to help us to protect other children from illness and the spread of infection. Children should not be left at kindergarten if they are unwell. If a child is unwell then they will prefer to be at home with their parent(s) rather than at kindergarten with their peers.

PROCEDURE

We will follow these procedures to ensure the welfare of all children within the kindergarten:

- If a child becomes ill during the kindergarten day, the parent(s) will be contacted and asked to pick their child up as soon as possible. During this time the child will be cared for in a quiet, calm area with a member of staff.
- Should a child have an infectious disease, such as an ear infection or sickness and diarrhoea, they should not return to kindergarten until they have been clear for at least 24 hours.
- It is vital that we follow the advice given to us by our registering authority and exclude specific contagious conditions, e.g. sickness and diarrhoea and chicken pox to protect other children in the kindergarten. Illnesses of this nature are very contagious and it is exceedingly unfair to expose other children to the risk of an infection. With a case of conjunctivitis, we ask that the child does not return to kindergarten for 24 hours after starting medication.
- If a contagious infection is identified in the kindergarten, parents will be informed via the Parent Notice Board to enable them to spot the early signs of this illness. All equipment and resources that may have come into contact with a contagious child will be cleaned and sterilised thoroughly to reduce the spread of infection.
- Information/posters about head lice are readily available and all parents are requested to regularly check their children's hair. If a parent finds that their child has head lice we would be grateful if they could inform the kindergarten so that other parents can be alerted to check their child's hair.

DIARRHOEA AND VOMITING

All children must be kept away from kindergarten for a minimum of 24 hours after the last episode of diarrhoea or vomiting (SA Health, 2017). If a child is sent home from the kindergarten the 24 hour exclusion still applies. Therefore, if your child is due in the following day they will not be able to attend. Children should only return to kindergarten when they are well enough to attend.

FEVER

All children should be kept away from kindergarten for a minimum of 24 hours or until their fever has returned to normal. Families must provide written documentation or action plan from their doctor before any medication can be administered.

IF A CHILD BECOMES UNWELL WHILST AT THE KINDERGARTEN

If a child begins to show signs or symptoms that could pertain to illness they should firstly be comforted by an educator.

If it is deemed to be in the best interests of the child to go home, an educator will ring the parent/carers, getting the number from the child's enrolment form which is held in the filing cabinet in the office. They will explain the signs and symptoms the child is displaying and ask them to come and collect him/her.

If the educator is unable to contact the parent/carer they will then go on to the next person on the contact list, usually the second parent/carer, continuing down the list of emergency contacts as necessary.

Whilst their parent/carers are being contacted the child should continue to be comforted by members of staff.

Should a child's symptoms deteriorate whilst waiting for their parent/carers the Director/Nominated Supervisor should be informed immediately.

If the Director/Nominated Supervisor feels that it's necessary, they should call for an ambulance. The Director/Nominated Supervisor must then inform the parent/carers to meet them at the local hospital. First aid should be administered to the child as necessary.

TRANSPORTING CHILDREN TO HOSPITAL PROCEDURE

If the sickness is severe, educators should call for an ambulance immediately. Educators MUST NOT attempt to transport the sick child in their own vehicle. • Whilst waiting for the ambulance, contact the parent and arrange to meet them at the hospital.

CALLING AN AMBULANCE

Dial 000 and ask for an ambulance. Answer all questions honestly and clearly. When asked to give the address and telephone number, use the following details:

Salisbury Kindergarten

12 Ann Street

Salisbury 5108

Ph: 8258 2114

The Director/Nominated Supervisor if possible, will go with the child to the hospital, taking the child's enrolment form, medication and medical plan.

Reports should be written up by the Director/Nominated Supervisor, key person and any witnesses to be kept on file. Members of staff will be offered time and an opportunity to discuss what happened and how they are feeling.

FEBRILE CONVULSIONS, ANAPHYLACTIC SHOCK AND ANY OTHER FIT OR SEIZURE

If a child has any of the above an ambulance must be called immediately and the same steps taken as above.

All critical incidents and illnesses requiring hospitalisation must be reported to the Educational Director and the incident entered into the IRMS system within 12 hours.

Governing Council:

The Governing Council plays an important part in the management and development of our kindergarten. It is responsible for ensuring that the community's wishes and ideas are incorporated into the education program, and is a key body in kindergarten decision making. Meetings are held monthly and you are welcome to attend these meetings to see how decisions are made and provide ideas.

Salisbury Kindergarten Site Behaviour Code

Salisbury Kindergarten is committed to assisting children develop behaviour that increases self-esteem, encourages cooperation and helps children become resourceful, proactive, resilient and more independent. Management is designed to assist the emergence of positive group and individual behaviours.

At Salisbury Kindergarten we believe:

- All children are individual, therefore, strategies used for guiding their behaviour reflects this.
- Children learn best when they feel safe, secure, valued and can participate in a harassment free environment – We teach the Child Protection themes ***“We all have the right to be safe”*** & ***“We can help ourselves to be safe by talking to people we trust”***.
- Educators and families share the responsibility for modelling appropriate behaviours and need to work together to develop consistent expectations.
- Behaviour expectations should be developmentally appropriate.

Behaviours we encourage include:

- Sharing and turn taking
- Positive, friendly interactions
- Cooperation
- Respecting people’s opinions
- Caring for materials & equipment, the environment and each other
- Participation
- Appropriate group skills such as listening, eye contact (if appropriate), hands up to speak
- Safe play

Ways we maximise positive behaviours include:

- Providing a stimulating, challenging learning environment
- Reinforcement of positive behaviours through specific verbal feedback
- Involving children in developing behaviour expectations
- Modelling desired behaviours and interactions
- Providing children with opportunity to practice positive behaviours through social play
- Supporting problem solving/helping children to reach a compromise
- Supporting children to withdraw or remove themselves from a situation that they can’t manage positively/safely
- Providing children with an alternative activity or behavioural option
- Providing the child with information about potential risks or hazards that certain behaviours may result in
- Use of visual cues as reminders

Behaviours which are unacceptable:

- Physically aggressive behaviour
- Bullying
- Swearing
- Damaging property
- Verbal abuse

Strategies for unacceptable behaviours included:

- Ignoring the behaviour if it is safe to do so
- Redirecting the child towards acceptable, constructive activities/experiences and provide encouragement and support
- Reminding the child of agreed behaviour expectations
- Removing the child from the other children to talk through the situation that has occurred
- Discussing the incident with the child's parents to work collaboratively on strategies that will support the child's behaviour.

How families can support the behaviour code:

- Set boundaries at home
- Role modelling positive behaviours
- Inform staff of any change at home that may influence a child's behaviour – no matter how insignificant they may be
- Alert staff to any medication your child may be taking
- Be supportive of actions of staff at the kindergarten
- Discuss any concerns about other children with staff rather than individual families or children
- Speak with staff if concerned about your child's behaviour

Please feel free to discuss your concerns or this policy with a member of the staff team.

Salisbury Kindergarten Attendance Policy

Regular attendance at kindergarten is important for children's learning and their ability to develop relationships with adults and their peers. Research shows that participating in a quality preschool program can significantly increase positive education and life outcomes for children, especially those from disadvantaged backgrounds.

To support children and families we will:

- Remind families during enrolment and in the information handbook that although attending kindergarten is not compulsory, we recommend and encourage regular attendance.
- Ask parents/caregivers to inform us if and when their child is going to be absent.
- Ask parent/caregivers to notify us if their child has a communicable disease so that we can inform other families in the community.
- Record absences on the daily attendance register and maintain sign in and out sheets.
- Work with other agencies to provide support for children requiring early entry, speech therapy, preschool support, bilingual support and extended transition to school.
- Ensure regular attendance at kindergarten is a shared responsibility between parents/caregivers and the kindergarten.

Salisbury Kindergarten Arrival and Departure Policy

Salisbury Kindergarten has a duty of care to protect each child at our centre. To maintain a safe environment, we have systems in place for arrival and departure times.

Arrival

The daily sign in and out register will be used to determine who is present at the kindergarten each day & in case of emergencies.

Children are to be sighted by an educator before the parent or person responsible for the child leaves. This ensures that an educator is aware that your child has arrived and has been recorded on the daily register.

Departure

Parents are requested to arrive to collect their child/children by **3.30pm**. If you have not arrived by **3.30pm** you will be contacted. If we are unable to contact you and your child has not been collected, we will call alternative contacts as listed on your enrolment form to organise the collection of your child.

If parents wish to collect their child before 3:30pm, they must inform one of the educators before leaving the kindergarten so they can be signed out on the daily register.

Educators will only release children to an authorised person verified on the individual child's enrolment form. People listed as emergency contacts and person authorised to collect child the kindergarten, as per family's preferences submitted on their child's enrolment form, still need to provide photo identification when collecting for the first time.

[Families who are separated cannot deny another parent access to the child at the Service unless there is a court order in place.]

Parents are to advise their child's teacher/educator if someone different is picking up their child. In the case of an emergency, where the parent or a previously authorised contact is unable to collect the child, the parent or person responsible for the child (as listed on enrolment form as having a parenting role) may telephone the kindergarten and arrange an alternative person to pick up the child.

The Director will ensure that the authorised nominee pick-up list for each child is kept up to date. It is our policy that we do not allow anyone under the age of 16 to collect children.

Salisbury Kindergarten Statement of Philosophy

At Salisbury Kindergarten we provide an environment which is fun, warm, welcoming, supportive of all families and fosters a sense of wellbeing.

We believe that each child is a unique individual, who is confident and capable, bringing with them a range of skills, knowledge, beliefs, values and experiences.

We respect and acknowledge the diversity of our families and community and celebrate the opportunities this provides for us.

We strive to provide an environment which reflects our belief of learning through play. Our environment is carefully planned with a strong focus on nature, which promotes the child's development of dispositions such as risk-taking, creativity, collaboration and persistence.

Educators spend time with children listening to, talking with and observing through play to provide a quality learning program based on the needs and interests of our community of children. Educators work closely with families – who we recognise as the primary educators of their children to promote a collaborative approach to children's learning and engagement.