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Home



You can find out more about our goals and our focus in our philosophy statement (PDF 15KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/hawthorndene_philosophy.pdf).

Governing council

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.

Bushfire risk

On forecasted 'catastrophic' fire danger days we will be closed. Make sure you know how we intend to contact you in this situation. You can find more information about an active bushfire from the CFS website (<http://www.cfs.sa.gov.au/>). See our bushfire plan (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/hawthorndene_bushfire.pdf) and the bushfire page (<https://www.decd.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information>) on the Department for Education's website for general information.

Contact us

Preschool director: Mrs Cynthia Meredith

Phone: (08) 8278 4161

Fax: (08) 8278 9014

Email: dl.4664.leaders@schools.sa.edu.au

Street address: 1 Kindergarten Avenue Hawthorndene SA 5051

Postal address: 1 Kindergarten Avenue Hawthorndene SA 5051

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.

Option 1

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

Option 2

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

Hawthorndene Kindergarten parent handbook

www.preschools.sa.gov.au/hawthorndene-kindergarten

Fees

Our parent contribution is \$155 per term. See our enrolment and fees (<https://www.preschools.sa.gov.au/hawthorndene-kindergarten/getting-started/enrolment-and-fees>) page for more information.

This amount includes all performances and excursions, plus out-of-hours community events. Your child will also get a kindy hat.

What to bring

Children need to bring these items each day:

- bag
- hat
- change of clothes
- drink bottle containing water
- healthy snacks for morning and afternoon
- packed lunch.

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

There is shared fruit time once a week.

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
- medicines in their bags. Please speak with us if your child has a health requirement.

Additional information

Please read our drop-off and pick-up procedure (PDF 50KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/hawthorndene_drop-off-and-pick-up.pdf).

Playgroup

A family-friendly, parent-organised playgroup.

Times

Fridays during term time from 9.30am to 11.15am.

Cost

This program costs \$3 per family.

What to bring

A piece of fruit to share.

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/hawthorndene-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.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>). You can accept the offer by filling in and sending back the acceptance slip by the due date.

Before your child starts

We will contact you in Term 3 about an orientation session. This will be a 1-hour session where you can ask questions.

Before your child starts preschool you can come to pre-entry transition visits. These will be in term 4 (<http://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>) and will be a chance for your child to meet the staff and other children.

Fees

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

The parent contribution is \$620 per year. You can choose to pay the total amount at the beginning of the year or to pay 4 instalments of \$155 at the beginning of each term (<https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

We offer a playgroup session that has an additional cost (<https://www.preschools.sa.gov.au/hawthorndene-kindergarten/getting-started/what-we-offer#hawthorndeneplaygroup>).

When to pay

We will invoice you week 2 of each term (<http://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates>) via email.

Payments are due by week 4.

Please contact us if you are having difficulty paying.

How to pay

Cash or cheque

You can pay by cash or cheque at the kindy. Please put the payment in a sealed envelope with your child's name on the front. Put the envelope in the payments butterfly box on the kitchen bench.

EFT information

You can pay by direct deposit.

Account Name: Hawthorndene Kindergarten Inc

BSB: 065100

Account number: 10054934

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

Immunisations

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

Plans and reports

National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.



Overall Rating: Exceeding NQS

Quality Area Ratings

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

Rating for: Hawthorndene Kindergarten

Rating issued: April 2016

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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 212KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/hawthorndene_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/4664_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.



Government of South Australia

Department for Education and
Child Development



Hawthorndene

KINDERGARTEN

'Learning and growing together'

Kindergarten Ave, Hawthorndene, 5051, South Australia

Ph. (08) 8278 4161 - Fax (08) 8278 9014

dl.4664.info@schools.sa.edu.au

Hawthorndene Kindergarten Sun Protection Policy

Australia has the highest incidence of skin cancer in the world with two out of three Australians developing skin cancer at some time in their life.

Research suggests that unprotected exposure to the sun during childhood is an important factor in the development of skin cancer in later life. Damage to the skin can occur in as little as ten minutes in children and fair skinned adults.

At our Kindergarten we promote Sunsmart practices as outlined by The Cancer Council SA.

Our practices aim to:

- ensure that all children and staff at our centre are protected from skin damage caused by the harmful ultraviolet rays of the sun.
- promote positive attitudes toward skin protection among children, staff and parents.
- incorporate sun and skin awareness activities into the daily routine in order to promote lifestyle practices which help reduce the incidence of skin cancer.
- help the children to develop a lifelong pattern of responsible exposure to the sun's harmful rays.

Procedures:

- A sunsmart bucket hat is supplied to each child when they begin their time at kindergarten.
- Sunhats are to be worn when outside, as advised by the Cancer Council during Terms 1 and 4. We also encourage the wearing of shirts with collars and sleeves.
- Parents should apply Sunscreen (SPF 30+) before children arrive in the morning.
- Staff will apply sunscreen to the children after lunch on long days during the first and fourth terms.
- Discretion is used by staff concerning outside play during high UV rated days.
- All adults will be encouraged to also model sunsmart behaviours such as wearing hats and shirts with collars and sleeves, applying sunscreen and using shaded areas.

Reference: Cancer Foundation of the Universities of South Australia
Sunsmart Advice for Early Childhood Centres



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POLICY FOR HOT WEATHER CONDITIONS

Sometimes during the summer months, we can experience extreme hot weather conditions. To help children be comfortable during these times we have the following policy and procedures.

1. Where the temperature outside reaches 34 degrees the children and staff are not permitted to remain in the outdoor learning environment.
2. The inside play area is cooled by 2 reverse cycle air conditioners and this keeps the environment at approximately 24 degrees.
3. The children are encouraged to drink water at regular intervals and the staff team monitor and model this behaviour.
4. Parents are encouraged to put all morning and afternoon snacks and lunches in the refrigerator unless they are cooled by other means. i.e. cooler blocks
5. Staff will provide a variety of stimulating activities both sedentary and physical to encourage all aspects of the children's learning and development.
6. In the event of the air conditioners being inoperable I will inform you of further arrangements after consultation with the DECD Education Director and the Kindergarten Governing Council.



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Healthy Eating and Nutrition Policy

We promote a healthy eating policy at Hawthorndene Kindergarten, so that children will grow up with the best opportunities for a healthy body and to develop healthy life-long eating habits. We believe that good nutrition contributes to children's well-being and this positively contributes to children's involvement in their learning.

Therefore:

- Parents and caregivers are encouraged to supply children with healthy snacks and lunches.
- Clean drinking water will be available at all times for the children
- Staff at this site will model good eating and drinking practices
- We will promote healthy options within our curriculum and are considerate of food allergies, intolerances and different family cultures.

Snack and lunch times are part of the everyday learning program at kindergarten. To support this we ask families to consider the following suggestions for snacks and lunch.

SNACKS: Fruit (fresh or dried), vegetables sticks, crackers and cheese, healthy home baked cakes, pikelets or muffins.

LUNCHES: Sandwiches, wraps or rolls with healthy fillings, salads, cold meats, yoghurt and fruit.

DRINKS: We encourage children to drink only water at all times.

We encourage children to eat routinely together at scheduled food times which we believe supports families in regular meal times.

Food Guidelines for Special Occasions *ie Shared lunches and cooking with parents.*

At Hawthorndene Kindergarten we aim to supply predominantly healthy food choices for our celebrations. Sometimes, we may have special occasions where a less healthy option is provided. In doing this we want children to learn that if we have regular healthy eating habits, the occasional treat is okay.

In line with the Right Bite Food Supply and Nutrition policy our Kindergarten provides:

- Information about healthy options which are available to children and their families
 - Rewards/encouragement which are not related to food or drink
 - Experiences in which children learn about growing, harvesting and preparing nutritious foods
 - A breast feeding friendly environment
 - A safe and supportive environment for the consumption of all foods and drinks, including hygienic practices during cooking and at meal times.
-
- **Food Allergies**

Some children have serious allergies which may be life threatening. As a result, our kindergarten is a Nut Aware Site and at times other foods may be restricted.

Treat Foods:

Chocolate coated items, crisps and lollies should not be eaten at kindergarten snack or lunch times. These items are often high in sugar or fat and are therefore not part of our Healthy Eating Guidelines. They also put pressure on other parents to supply similar items. Such items will be sent home with your child to be eaten away from kindergarten.

For the long term health of your child and their teeth, we appreciate your co-operation in supporting and implementing this policy.

Drop off/ Pick up Policy

Please bring all children into the kindergarten and sign them in with the time of arrival. Parents may like to stay for a while to settle their children but make sure to say goodbye when you leave. If your child is unsettled when you wish to leave the staff team will be happy to help your child to engage in an activity. Do not leave your child before 8am as that is the official start of the session.

The session ends at 3:30pm please ensure that when your child is collected from the kindergarten they are signed out with the time they left. All adults collecting children must be noted on the enrolment form. Children must not be collected by older siblings, only by a responsible adult and a staff member must be notified when a child is collected.

OUR PHILOSOPHY

Hawthorndene Kindergarten is a Department for Education and Child Development site (DECD):

- ensuring the provision of pre-school education and other children's services;
- ensuring the development of an accessible range of children's services to meet community needs;
- encouraging non-discrimination against or in favour of any person;
- promoting parent and community involvement.
- Play in the outdoor environment

We believe in striving for excellence. Our aim is to provide a high quality care and education service which responds to the needs and interests of your children.

Kindergarten is a learning place where children come together in a stimulating, friendly, safe and attractive environment and are given guided learning opportunities. They learn best when the important people in their lives establish good partnerships; parents with teachers, teachers with children, and children with children.

BUSHFIRE EMERGENCY.

FIRE REPORTED IN THE LOCAL DISTRICT

1. Director and staff will monitor ABC radio for CFS information and maintain a visual check of surrounding area.
2. Director to advise Education Director of fire in area.
3. The Director will assess if it is safe for children to be released at normal dismissal time. Prior to this, children may be released to parents or authorized adults if safe to do so.
4. Staff to monitor that all early releases have been noted in the **Parent Communication Book**.
5. Director to assess if it is safe for children to be engaged in outside activities.
6. If directed by CFS staff and children will relocate to Shelter In Place at Hawthorndene Primary School.
7. The staff will prepare the equipment to take to SIP.

FIRE IN IMMEDIATE AREA
or IMPACTING ON SITE.

1. Follow **EXTERNAL EMERGENCY PROCEDURE**
2. Staff to listen to ABC radio updates and work through staff checklist for:
A DAY OF EXTREME FIRE DANGER
3. The Director will turn off air conditioners, close windows and doors.
3. When advised by CFS the Director will assemble all staff, children, visitors and volunteers to move to SIP at HPS.
4. A nominated staff member will search for unaccounted persons if necessary.
5. The Director will advise the Education Director Richard Costi and CFS once everyone has moved to the SIP at HPS required information.
ED Ph: 83914705, CFS Ph:000

EMERGENCY PROCEDURE.

EXTERNAL EMERGENCY :-

1. Fire Warden rings the bell and calls **INSIDE**.
2. Inside staff to ring 000, collect roll book/attendance sheets and phone/mobile phone.
3. Children, staff and all adults to gather inside and sit down quietly in main room. If a lockdown is warranted everyone to move into the office, lock the door from the outside, close the blind and cover the door window with black card. **STAY CLEAR OF WINDOWS**
4. Outdoor staff to ensure that all children and adults have left the outdoor area including sheds.
5. Close all doors and windows.
6. Roll is called to ensure that every child is accounted for.

External Emergency

1. Fire/Smoke or hazardous fumes.
2. Dangerous predator (human or animal).
3. Hazardous weather conditions

EMERGENCY PROCEDURE

INTERNAL EMERGENCY:-

1. Staff member blows whistle 3 times and calls **OUTSIDE, OUTSIDE, OUTSIDE!**
2. Inside teacher to get roll book and phone.
Call 000.
3. Check to ensure all persons are out of the building, including toilets, storeroom & office.
4. Children, staff and adults to make their way to the double car park gates and wait quietly.
5. Roll is called to ensure that every child is accounted for.
6. Where necessary staff and adults move to SIP at HPS.

Internal Emergency

1. Smoke or fire.
2. Major plumbing issue.
3. Major medical issue
4. Structural or unforeseen building hazards

A DAY OF EXTREME FIRE DANGER.

1. **Extreme Fire Danger Day** signs to be hung on gates to Kindergarten to advise parents.
2. Fill 2 metal buckets with water and place on verandah.
3. Fill drinking water containers and check snacks available.
4. Check battery in radio.
5. Staff to check attendance at the beginning of the session. Remind children of Emergency Procedures and drills.
6. Monitor ABC radio for CFS warnings.
7. Excursions away from the site will be cancelled, and staff will not leave the site to attend meetings.
8. Staff will monitor weather conditions while children are outside and report any concerns to Director.

CATASTROPHIC (Code Red)
FIRE RISK DAY.

Should a day of Catastrophic Fire Danger be declared in the Mount Lofty Fire District Hawthorndene Kindergarten will act in accordance with directives from CFS and the Department of Education.

The kindergarten will be closed and no staff or children will be allowed onsite.

On the day before parents are advised to:-

- Check CFS website
- Check Bureau of Meteorology Website
- ABC radio will have regular updates detailing fire risk information.
- Catastrophic Days will be declared by 4pm by CFS on the day prior

EMERGENCY PROCEDURE -EXTERNAL EMERGENCY



1. Outside teacher **rings the bell** and calls **INSIDE, INSIDE, INSIDE**.
2. Inside staff ring **000**, collect roll book/attendance sheets.
3. Everyone inside and sit down on carpet/if a lock down is indicated all persons move to the office/lock door from outside. **STAY CLEAR OF WINDOWS**
4. Outdoor staff to ensure that all children and adults have left the outdoor area.
5. Close all doors and windows/blinds down.
6. Roll is called to ensure that all children and adults are assembled in designated area.

EMERGENCY PROCEDURE - INTERNAL EMERGENCY:-

1. Inside teacher **blows whistle 3 times** and calls **OUTSIDE, OUTSIDE.**



2. Inside staff member to Call **000** get roll book and cordless phone.

3. Check to ensure all persons are out of the building, including toilets, storeroom, office and kitchen

4. Children, staff and adults to make their way to the double car park gates and wait quietly.



5. Roll is called to ensure that every child and adult are accounted for