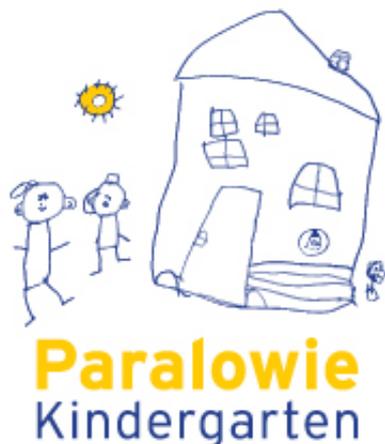


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Home



Find out more about our goals and our focus in our philosophy statement (PDF 25KB)
(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/paralowie_philosophy.pdf).

Volunteering

If you'd like to volunteer with us, we'd love to hear from you. 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 make sure the preschool runs smoothly. 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 Denise Davis

Phone: (08) 8250 2150

Fax: (08) 8285 5164

Email: dl.2655.leaders@schools.sa.edu.au

Street address: 13 Yalumba Drive Paralowie SA 5108

Postal address: 13 Yalumba Drive Paralowie SA 5108

What we offer

We offer a number of programs and services to support your child's early years learning (<http://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.

Monday/Tuesday group

Monday	Tuesday	Wednesday	Thursday	Friday
8.45am to 2.45pm	8.45am to 2.45pm	8.45am to 12.45pm Week 1 (Term 1) to Week 9 (Term 2)	–	–

Thursday/Friday group

Monday	Tuesday	Wednesday	Thursday	Friday
–	–	8.45am to 12.45pm Week 10 (Term 2) to Week 9 (Term 4)	8.45am to 2.45pm	8.45am to 2.45pm

Fees

The parent contribution is \$280 per year. See our enrolment and fees page (<https://www.preschools.sa.gov.au/paralowie-kindergarten/getting-started/enrolment-and-fees>) for more information.

What to bring

Children need to bring these items each day:

- bag
- change of clothes
- drink bottle containing water
- healthy snack
- healthy packed lunch.

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

Clothes and footwear must be suitable for running, climbing, and a range of messy activities. Polo shirts and windcheaters are available to purchase.

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 63KB) (https://www.preschools.sa.gov.au/sites/g/files/net4016/f/paralowie_drop_off_and_pick_up.pdf).

Playgroup

A family-run playgroup for those with children from birth to 5 years.

Times

Mondays 9.15am to 11.15am.

Cost

This program costs \$2 per child each session. There is also a yearly Playgroup SA insurance payment of \$40 per family.

What to bring

You need to bring these items:

- hats for you and your child
- drink bottle containing water
- 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/paralowie-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 (<http://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

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

There may be opportunities for pre-entry or transition sessions before your child starts preschool. These will be in term 4 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 \$280 per year. You can choose to pay the total amount at the beginning of the year or pay instalments of \$140 in terms 1 and 3
(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

You will get a discount of \$30 if you pay the full year's contribution by week 3, term 1.

We offer other programs that may have additional costs
(<https://www.preschools.sa.gov.au/paralowie-kindergarten/getting-started/what-we-offer#paralowieprogram>).

When to pay

We will invoice you twice a year via your information pocket.

Payments are due by week 3 of terms 1 and 3.

Please contact us if you are having difficulty paying.

How to pay

Cash or cheque

You can pay by cash or cheque at the kindergarten. Please put the payment in a sealed envelope with your child's name on the front. Hand the envelope to a staff member and sign the fees register.

EFT information

You can pay by direct deposit.

BSB: 105056

Account number: 097447040

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>).

Reports and plans

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:** Exceeding 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:** Exceeding NQS

Rating for: Paralowie Kindergarten

Rating issued: September 2017

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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 665KB)

(https://www.preschools.sa.gov.au/sites/g/files/net4016/f/paralowie_gip.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/2655_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-uken/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.

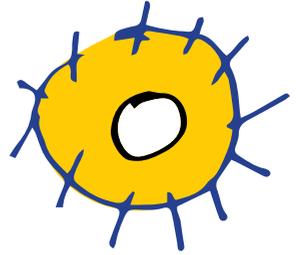
Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.



Welcome to
Paralowie
Kindergarten

Information Booklet

Welcome to **Paralowie** Kindergarten



The staff and Governing Council welcome you and your family to this kindergarten, and look forward to sharing a year of fun and learning. We hope that this booklet will answer most of your questions about the services we offer, but please don't hesitate to ask if you require more information.

Staff

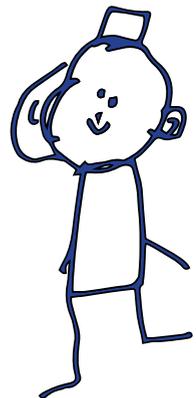
Director: Denise Davis

Teachers: Annika Moisio-Agar and Beck Boteju

Early Childhood Workers:

Wendy Campbell and Gloria Wood

There are a number of part time educators including early childhood workers, preschool support workers and bi-lingual support workers. All staff, visitors, students and volunteers are identified by their name badges.



Services offered

Sessional Kindergarten

Sessional kindergarten children are entitled to a total of 600 hours of preschool. This is delivered through the attendance of 15 hours per week, comprised of Monday/Tuesday group who will attend a full day Wednesday in Terms 1 and 2 (excluding Term 2 Week 10) and Thursday/Friday group who will attend the full day Wednesday, Term 2 Week 10, and Terms 3 and 4.

Session times: Monday to Friday
8.45am–2.45pm

Please note that gates will be open five minutes before the session begins. Staff are busy in the mornings setting up for the day and children cannot be dropped off early unless there are extenuating circumstances. Parents/ carers remain responsible for their child until the session formally begins at 8.45am.

Kindergarten Fees

Kindergarten fees are due by Week 3 of each term. Governing Council have set kindergarten fees at the rate of \$80.00 per term.

Please note that fees paid in advance for the full year (by week 3, Term 1) will attract a discount of \$40.00 (12.5%) ie. Full year \$320.00 - \$40.00 discount = \$280.00

The income received from fees is used to pay the kindergarten running costs and to buy materials and equipment for the children, so it is important that fees are paid regularly. Fees are to be paid twice per year; Terms 1 and 2 fees due by Week 3, Term 1 and Term 3 and 4 fees due by Week 3, Term 3. Please give the correct money in an envelope to a staff member and initial the 'Fees Received Register' located on the counter together with the staff member. Please note we are not able to give change. Fees can also be paid via EFTPOS or direct deposit, bank details are included on the fees tax invoice provided. Alternatively, arrangements can be made via Centrepay that fortnightly deduction from your Family Tax Benefits will be forwarded by Centrelink.

The treasurer will place a receipt in your note pocket the following week.

If you have any difficulty in paying the fees please talk with the Director about other arrangements.

Services offered

Playgroup

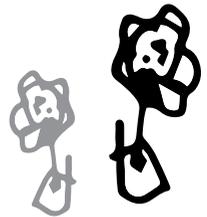
Playgroup is run by parents in a separate playgroup room.

Tuesday: **9.15am-11.15am**

Attendance cost \$2.00 per family per session. This covers tea, coffee and all materials used. Membership of the Playgroup Association incurs a fee to cover insurance. This also offers other benefits. This insurance fee, of \$40 per family, is payable separately on an annual basis.

Support Services

The services of speech pathologists, social workers, psychologists, special educators and support workers, are available on site through the Department for Education.



What to bring to Kindergarten

Kindy Bag

Bring two small snacks, lunch, a drink bottle of water and spare clothes. All items are to be named.

Lunch and Snacks

Due to a number of children in the community who have nut allergies of varying severity it has become necessary for us to implement an Allergy Aware Policy at the kindergarten. Please ensure that you check labels on any packaged lunch foods.

Paralowie Kindergarten's philosophy is that children should develop within a healthy, safe, caring and supportive environment. An important part of this is the **healthy eating policy** which is implemented at the kindergarten.

Parents need to supply healthy, nutritional foods as described in our Healthy Eating Policy in line with DfE Policy regarding healthy eating.

- Sandwiches, wraps with healthy fillings are suitable. Extras could include vegetable sticks, cheese, cherry tomatoes, yoghurt and fruit of all kinds.

- No cordial, soft drink, juice or flavoured milk is to be sent to kindergarten.
- Pre-packaged or homemade food that is high in sugar, fat, or salt e.g. chips, burger rings, lollies, cakes or sweet biscuits, fruit bars, roll ups are discouraged.
- **Our Allergy Aware Policy also prohibits sending the children with peanut butter or Nutella sandwiches or any other products that contain nuts. This includes any foods cooked in nut oils.**
- Consider the weather conditions and what is suitable to pack.
- At Paralowie Kindergarten we have a strong focus on sustainability. Please consider the packaging used for children's snacks and lunches. Whenever possible please use reusable containers. There are a great range of lunch boxes with separate sections available; these require no additional wrapping materials. Check in store or online. (eg. Nude Food, Bento boxes)

Children will need to place their lunch in the fridge located near the rear door in a labelled lunch box, while separate snacks remain in their bags for morning and afternoon tea. Children are able to eat their snack at any time during outdoor playtime.

No nuts or nut products will be used in the kindergarten's play activities or cooking program.

Clothing

Please send children in clothes that are suitable for your child when taking part in a variety of experiences such as running, climbing and messy activities such as painting. To encourage the children's independence when going to the toilet clothes should be easy for them to manage.

Please put a set of spare named clothes in your child's bag in case they get wet or dirty. We encourage you to

name all belongings, eg. shoes, bags, snack boxes, clothing.

Polo shirts (\$13) and jumpers (\$18), with the kindergarten logo, are available for purchase. Correct change is required whenever possible, please.

Footwear

Sandals, lace-up shoes or sports shoes with velcro strips are most suitable for kindergarten activities. Thongs or clogs are not suitable or safe, particularly for running and climbing.

What not to bring

Please do not send toys from home. We enjoy sharing a special toy or book your child has brought to show us, but unless we ask for them to be

left at kindergarten to be included in our program, we ask that they be taken home to avoid the risk of being lost or broken.

Sun safety

(INFORMATION FROM OUR SUN SAFE POLICY)

Children must wear a named bucket hat when playing outside during Terms 1 and 4. All children will be supplied with an appropriate hat when they begin kindergarten. These are to be kept at kindy. If a child loses their hat parents will need to purchase a new one.

Children are encouraged to cover their shoulders by wearing shirts or T-shirts with sleeves and longer style shorts/skirts. The UV rating will be checked daily with the children. When the rating is **3 or higher** all children and staff must wear a hat between 10am and 3pm.

Toileting

Children who are not yet toilet trained are required to supply their own pull-ups and wipes.

Extra changes of clothes should also be supplied in case of accidents.

Soiled clothing will be bagged up and returned to families for washing. A Continence Care plan may be required to be completed by your GP.



Attendance

Please note: Attendance data is collected by the Department. This data is used to allocate staffing to the kindergarten. If children are absent this could result in a reduction in staffing levels for the kindergarten; this may have a flow on effect to the hours and sessions we are able to offer.

The importance of regular attendance at preschool and school cannot be overstated. The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs. It is crucial that children and students develop habits of regular attendance at an early age. **When you enrol your child at kindergarten you are making a commitment to attend.**

Regular attendance has significant benefits for children/students, parents and the community.

Regular attendance can result in the following benefits:

- Opportunities to make friends and maintain relationships.
- Development of social skills.
- An increased likelihood of success at school.
- Getting the maximum benefit from school will help optimise life choices.

- Supports the development of skills and attitudes that will support later success; such as, self-discipline, punctuality, being organised and sticking to routines.

The more a child attends preschool/school the more they will learn. This will probably mean that they enjoy preschool/school more!

Children and students who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential and are disadvantaged in the quality of choices they are able to make in later life.

These learners may:

- Feel insecure at preschool or school.
- Have gaps in their knowledge and understanding of basic concepts.
- Be socially isolated.
- Place themselves at risk of harm during absence.
- Be more likely to be involved in socially unacceptable and/or illegal activities.
- Be more likely to leave school early.
- Be over-represented in the juvenile justice system.
- Be the victims of bullying or harassment.

Parents who make regular attendance a priority are also helping their

children to value learning and to accept responsibility. These are important lessons for life. Attendance patterns and attitudes to school and learning are formed early. Children who develop good attendance habits in the early years are more likely to maintain them throughout their school years. This is vitally important because students who do not attend regularly miss out on carefully planned sequences of instruction and on active learning experiences and class participation.

At Paralowie Kindergarten we work hard to:

- develop and maintain strong relationships with all of our families.
- ensure the learning program is accessible for all children.
- provide a safe and welcoming learning environment.
- support families who may be experiencing issues regarding attendance.

If your child is going to be absent for any reason please advise the kindergarten as soon as possible by phone call, text message or email.

To find out what is happening in your kindergarten, local schools and community, please check:

Play is Learning books: Each group has a floorbook where we record children's learning, programming and daily experiences. This book is on the kitchen bench, please feel free to look at it when you have time. Ask your child about the information you read.

Note pockets: Please check your child's note pocket daily. They are used for all newsletters, notices, receipts and notes about any first aid given to your child during the session.

Kitchen counter/sandwich board: There may also be notices on the kitchen counter or on a sandwich board outside.

Noticeboard: Community, local schools and Kindergarten information is on display.

Facebook: Follow us on Facebook  search 'Paralowie Kindergarten'

Other information

Updating personal data

It is **important** to inform staff of any changes to you or your child's personal details as soon as possible ie. New telephone numbers, change of address or emergency contact details to avoid any communication delays.

Lost property

All items of lost property are placed in a box just inside the back door, under the art preparation table.

Excursions

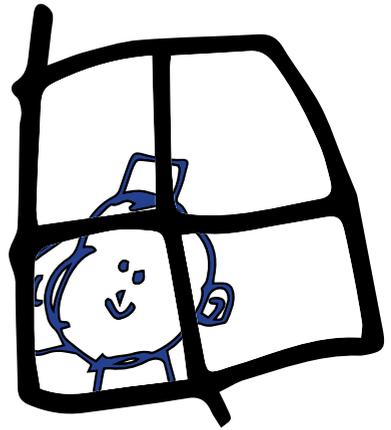
Occasionally children go for short walks outside the Kindergarten, eg to the adjacent oval for nature walks or ball games.

Your permission is sought as a part of the enrolment process. If the children are to go on long excursions a separate consent form will be sent out for you to sign to give your child permission to go.

Dental clinic

Kindergarten children are eligible for free dental care through the school dental service.

The closest clinic is located at the **Salisbury Community Dental Clinic**, adjacent to Hollywood Plaza.
Phone 8250 9254



Health checks

CaFHS 4 year old health checks

are offered through the kindergarten throughout the year.

If you are unable to attend, or wish to make your own appointment, call

CAFHS on 1300 733 606.

Mandatory reporting

As required by SA

Government Legislation. as

teachers and care-providers

of children, we are legally

obliged to report any

suspicion or incidence of

child abuse.

School enrolment and visits

You are asked to enrol your child at the school of your choice **at least six months before they are due to start**. Please advise us of the name of the school as soon as you have enrolled your child.

The school will notify you regarding dates for transition visits before your child is due to begin school. These visits help the children (and parent) to settle into the new environment before they start full time.

Please note that parents are responsible for organising the time to take their own child to these visits.

There may be occasions where children with additional needs can access extended transition to school. This will be negotiated between the kindergarten and the school, in conjunction with the family.

Health issues

Headlice

Sometimes preschools offer to arrange head checks if there is a community outbreak of headlice. A provision on the enrolment form is provided to gain consent for your child's head to be inspected if the need arises.

Medication must be in the original container, labelled with the child's name, dosage and instructions.

Children with ongoing health concerns, such as asthma, are required to have a medical plan completed by their GP. Please speak to a staff member if you require this form.

Medication

INFORMATION FROM OUR POLICY

It is a requirement that any child attending any service at the kindergarten, who needs medication to be administered by staff **MUST** have a signed form from the child's doctor.

All medications, including asthma puffers, must be handed to staff at the beginning of each session. If possible a spare puffer and spacer should be kept at the kindergarten at all times.

Health issues continued

Medical conditions / allergies / infectious diseases

As advised by the National Health Research Council we ask that you please notify the staff if your child has an infectious disease, allergy or medical condition.

Help to reduce the spread of infection by keeping your child at home if unwell. If you are unsure how long to keep your child at home, please do not hesitate to check with staff. Parents/caregivers will be informed by means of notices about common infectious diseases in the kindergarten.

If your child becomes ill while at kindergarten you, or the contact person you nominate, will be contacted to take the child home. An ambulance will be called for all emergencies. The fee is payable by the parent.



Hygiene Practices / Universal Precautions

INFORMATION FROM OUR POLICY

This kindergarten has policies and practices in place, to prevent infection from diseases including HIV and Hepatitis. *(Please refer to the Policy folder for more information)*. Children are taught about hygiene and safe handling of blood at kindergarten, including:

- Blood can carry viruses that can make us sick.
- All blood spills need to be covered.
- It is not safe to handle someone else's blood.
- It is safe to handle your own blood.
- When assisting injured people, disposable latex gloves should be worn.

Standard hygiene procedures such as hand washing are adhered to by staff at all times, and taught to the children. Children are encouraged to be as independent as possible with personal hygiene and first aid.

It is centre policy for all staff to be trained in first-aid, Asthma and Anaphalaxis Management.

Confidentiality – The confidentiality of parents and children will be protected at all times.

Delivering and collecting children

- When entering or leaving through the gates, please hold your child's hand and ensure that gates are closed properly behind you. Please do not let anyone else's child out the gate.
- Ensure that your child is inside the preschool building, and has said hello to a staff member, before you leave.
- Always inform a staff member when you are taking a child from the preschool grounds.
- At the end of session group time, please wait for a staff member to say "Goodbye" to your child before leaving.
- Make note of the session times and pick your child up promptly. It can be distressing for a child to be left waiting at preschool. **If you are likely to be late, please notify us.**
- Please do not interrupt group time, to take children early, unless there is no alternative. Group times are an important part of our learning.

Car parking is available in front of the kindergarten and in the football oval car park next to the side gate. **Please observe the 25km zone on the roads around the kindergarten and 10 kmh in the car-park area.** We ask you not to park in the staff car park, as spaces are needed for emergencies or specialist staff.

When parking on the road please be considerate of our neighbours and do not park across driveways or in front of bins on rubbish collection day.

Please remember that it is illegal to leave children alone in parked vehicles. This is a reportable offence under Child Protection laws.

Current SA law states that children aged 7 and under must be in a child restraint seat at all times and must not travel in the front seat of any vehicle unless all rear seats are full.

Should you arrange for someone other than yourself to collect your child, we require written permission and the person must provide photographic identification. This is for the protection of your child. To avoid any embarrassment please pre warn any unfamiliar adult that they will need to provide identification.

If your child is to be collected by an unfamiliar adult there is a register that must be completed by a parent when arriving at the beginning of the session. Please check with staff that they are familiar with the adult who will be collecting the child (even if it is the other parent).

Visitor's book

For safety reasons adults who stay for longer than 15 minutes are required by the Department to sign in and out of a visitor's book, located on the kitchen bench. If staying for the session, you are also required to wear a visitor's badge.

Counter disaster plan and emergency procedure

INFORMATION FROM OUR POLICY

In case of an emergency it is important that we know who is in the kindergarten so **please make sure that a staff member knows that your child has arrived at kindergarten.**

As a parent/caregiver or visitor to our centre, it is important that you are aware of our emergency procedure. This is clearly posted in all rooms, so please refer to it for more information.

We have two emergency evacuation areas, depending on the location of the eg. fire.

- The staff car park
- The football club car park

Children and staff practice both evacuation and Invacuation procedures each term. Staff ensure that children understand what is occurring and the need to practice regularly, while remaining calm and reassuring.

Parent/family/community participation

At Paralowie Kindergarten we value, welcome and encourage the participation and involvement of families and like to work together to create a positive environment for the children. To help us do this we would appreciate hearing about you, your family, values, beliefs and traditions.

There are many ways you or other members of your family can be involved in the kindergarten. For example you may like to:

- Share special things, interests or skills with us e.g. music, cooking, story-telling, language.

continued over page ...

Parent/family/community participation continued

- Participate in sessions or excursions.
- Contribute to the program with suggestions, resources, and ideas.
- Be involved in our Governing Council meetings or functions.

When your child first starts kindergarten, feel free to stay to help him/her settle into an activity.

Staff will talk with you about how best to make the transition, as each child is different. Some children are eager for parents/caregivers to go,

while others need a little more time. We want it to be a happy and positive time for all.

The staff make observations of your child and collect samples of their involvement in activities. When children are leaving to go to school it is the responsibility of the kindergarten staff to provide a 'Summative Report' for parents and the school. The report will be an overall summary of your child's development in all curriculum areas.

Governing Council

A Governing Council manages the kindergarten. The council works with the Director and staff in fundraising, policy making, managing finances, maintaining and improving facilities and resources. The Governing Council meets twice per term, with an A.G.M. at the beginning of the year to elect office bearers. Parents are welcome at all times. Meetings are a good opportunity to talk with other parents, learn more about your kindergarten, participate in decision making, and contribute to ensuring that the

kindergarten reflects the quality of education you want for your child.

Volunteers are important to the successful running of the kindergarten. If you would like to become a member of the Governing Council or be involved in cooking, gardening, reading etc please see a staff member.

Donations

The Governing Council have agreed to maintain fees at the present level by asking each family to provide one of the following items each term:- packet of straws, bag of cotton wool balls, packet of envelopes, packet of doilies, brown paper bags, packet of paper plates, packet of patty pans or pop sticks.

We request that a box of tissues and toilet paper be donated when your child starts preschool.

For making we need:

Small and large cardboard boxes eg. cake mix boxes, cereal boxes are used for construction by the children. Please collect them and bring them to the kindergarten.

No milk bottles or cartons, toilet rolls or packets from medications will be accepted due to health regulations.

Parent guide to raising a concern or complaint

We all expect quality and expert care and teaching for your child in order that they achieve their potential. Working together will give us the best chance of solving any problems that may arise during your child's year in preschool.

We also recognise that at times things may go wrong. If you have a concern or a complaint, we want you to let us know. It's important to learn from mistakes or misunderstandings so that we can improve your child's experience and learning, and also improve processes where possible.

The first step in working through a complaint is to talk to your child's teacher, and then the Director if you still are not happy. Included in your information package is the DfE parent complaint brochure. Steps guiding how complaints should be made are explained in the brochure.

Use this guide to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

continued over page ...

Parent guide to raising a concern or complaint continued

About complaints or concerns

This information may be helpful in explaining what a complaint is.

A complaint may be made by a parent if they think that the kindergarten has, for example:

- done something wrong
- failed to do something it should have done
- acted unfairly or impolitely.

Your concern or complaint may be about:

- the type, level or quality of services the behaviour and decisions of staff
- a policy, procedure or practice.

Sometimes a complaint is about something we have to do because of State or Federal law.

In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

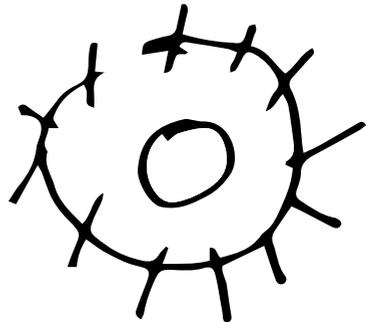
If you'd like more information please contact the Director or visit the department's website at www.education.sa.gov.au/feedbackandcomplaints or email education.education.complaints@sa.gov.au

Free call number: 1800 677 435

Policies

Please note that kindergarten policies are developed, regularly reviewed and approved in conjunction with Governing Council. All policies are available for parents/carers to read. Please ask if you are interested.

If you have any questions please do not hesitate to speak to a staff member. Thank you!



Our statement of philosophy

Learning

- We value a play based curriculum that supports each child to develop and build independence, confidence, curiosity, persistence, cooperation, creativity, resilience and respect. Each child's uniqueness and prior knowledge is recognised and opportunities are provided for scaffolding learning.
- Our intention is to be playful and for play to be open ended, child led, child initiated, educator initiated, engaging and fun!
- We believe that foundations for literacy and numeracy are strongly established through the play based curriculum.
- We believe in providing an environment that supports all children to be successful and to acknowledge achievement.
- We value our outdoor space as an essential feature of our learning environment. This space invites open-ended interactions, spontaneity, risk taking, exploration, discovery and connections with nature.
- We acknowledge that the kindergarten is built on the traditional lands of the Kaurua people and aim to develop awareness of Australia's Aboriginal heritage as a part of our learning program.

Teaching

- We encourage ongoing professional development and collaborative practice for all staff; to ensure that planning for learning supports the program, the needs of individual children and the kindergarten community. Staff will engage in reflection and analysis of themselves and the program. We believe that this will ensure that we offer a high quality education with high expectations of the program, educators and children.
- We aim to intentionally teach children about sustainable practises. This promotes children's understanding about their responsibility to care for the environment.

Community

- Our intention is to provide a welcoming environment that is supportive and positive; that promotes belonging and community and that encourages the involvement of families in the program. A setting where families are valued and recognised as their child's first educators and where children, families, staff and community work together as co-constructors of children's learning.

Our statement of philosophy continued

- We believe in the importance of having open lines of communication with families and positive interactions with children. Where necessary to act as advocates for children and their families within the wider community.
- We believe in building strong, long lasting relationships with children, families and the community.
- We value and respect the diverse cultures of families belonging to our community. We encourage the sharing of cultural traditions and practices.
- We value a sustainable community that develops respect for each other and our environment and that is aesthetically pleasing.

At Paralowie Kindergarten we believe that a philosophy is a working, living document that evolves with the community as new insights are gained and practice is evaluated. Therefore our philosophy will be reviewed on an annual basis. *Reviewed July 2020*

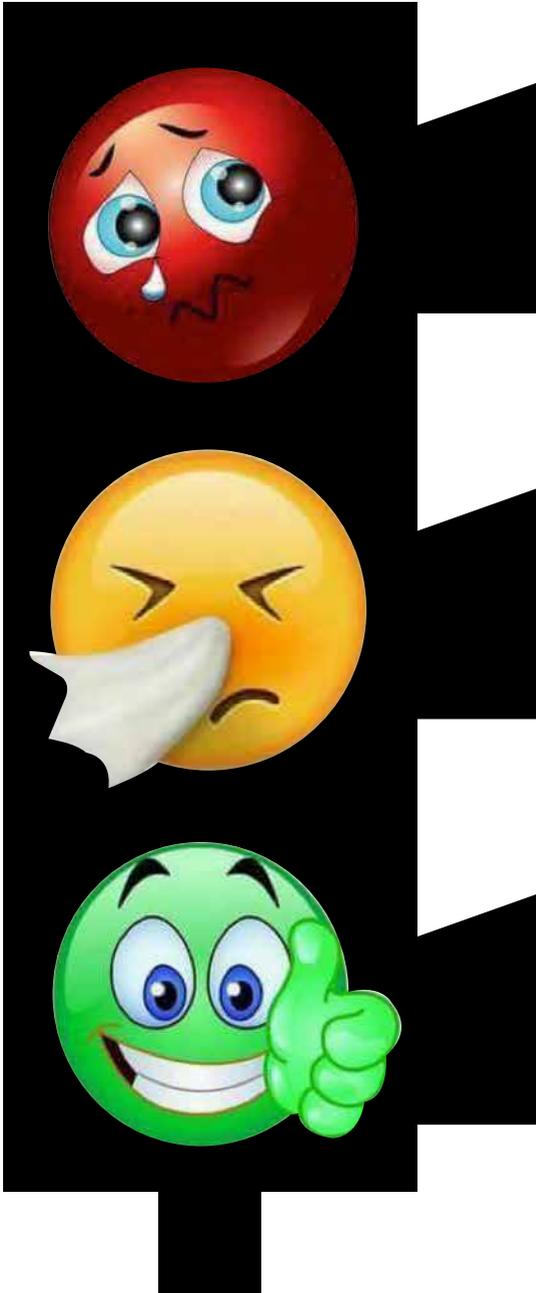


The perfect lunchbox formula

for kids

<p>Fruit</p> <p>Whole piece, container of fruit salad, small tub of fruit in natural juice, dried fruit.</p>  <p><i>For a healthy body.</i></p>	<p>Wholegrain Carbohydrate</p> <p>Wholegrain bread, wrap, pita, crackers, rice cakes, pikelet, airpopped popcorn, pasta, cous cous.</p>  <p><i>For energy.</i></p>	<p>Protein</p> <p>Lean beef, lamb, fish, chicken, turkey, legumes/beans, tofu, eggs.</p>  <p><i>For growth.</i></p>	<p>Water</p> <p><i>To keep you hydrated.</i></p> <p>In hot weather, why not include a frozen water bottle to ensure food remains cool.</p> 
<p>Dairy</p> <p>Reduced fat milk, yoghurt, cheese, custard.</p>  <p><i>For strong bones and teeth.</i></p>	<p>Vegetables</p> <p>Salad in sandwich, wrap or pita, tossed salad, chopped veggie sticks with dip.</p>  <p><i>For lots of fibre.</i></p>		

Sickness traffic light



Try again in 24 hours

Fever above 37.5°C
Hard cough
Constant runny nose
Diarrhoea or vomiting
Undiagnosed rashes
Uncovered sores
Unusual colour
Sore throat or swollen glands

Join us if parents can be on call

Fever free for 24 hours
Sporadic cough
Minimal runny nose

Ok to come in and play!

Mild, infrequent cough
Clear runny nose
Active, playful and rested



Paralowie Kindergarten

Address 13 Yalumba Drive, Paralowie SA 5108

Phone 8250 2150 | **Mobile** 0422 414 346

Email dl.2655.info@schools.sa.edu.au

Visit our website: www.paralowiekgn.sa.edu.au



Government of South Australia
Department for Education



13 Yalumba Drive,
PARALOWIE, S.A. 5108
Ph. 8250 2150 Fax. 8285 5164
Email: dl.2655.info@schools.sa.edu.au

Sun Protection, Policy

The purpose of this policy is to ensure that all members of our Early Childhood Service are protected from skin damage caused by overexposure to ultraviolet (UV) radiation from the sun.

Rationale

Australia has the highest incidence of skin cancer in the world with two out of every three people developing some form of skin cancer before they are 70.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Sun exposure in the first 10 years of life determines, to a substantial degree, the likelihood of skin cancer developing later in life.

Cancer Council SA advises people protect their skin at times when the ultraviolet (UV) radiation level is 3 and above – this is when it is strong enough to cause damage to unprotected skin. For much of South Australia, UV radiation levels are 3 and above everyday from the beginning of August to the end of April (and sometimes in May) and it is during these months that sun protection is mandatory.

Cancer Council SA recommends that a skin protection policy be in place from the 1st of August until the 30th of April when UV radiation levels are 3 and above. It is highly recommended that UV radiation levels are monitored, as they still may be 3 or above during the winter months (May). Cancer Council SA also recommends that particular care should be taken during the sun protection times when the UV radiation levels are at their highest. Daily UV Index and sun protection times can be sourced via the SunSmart mobile phone app or widget on the Cancer Council's website (refer <https://cancersa.org.au/cut-my-risk/sunsmart/resources/sunsmart-app-and-widget>)

It is important to balance sun protection with safe sun exposure for the production of vitamin D for bone growth and development. During May to July, at times when the UV radiation level is below 3, sun protection for most people is not necessary and no hats or sunscreen are required and direct sun is encouraged.

Aims

The aims of Paralowie Kindergarten Sun Protection Policy are to promote among children, staff and parents:

- Positive attitudes towards skin protection.
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for and decision making about skin protection.
- The centre will incorporate sun and skin protection awareness activities into the learning program.

Implementation

This policy is for implementation from 1st August to 30th April. Outside of this time care should also be taken when the ultraviolet radiation level is 3 and above. UV levels can/ will be monitored daily by sourcing the daily sun protection times via the SunSmart mobile phone app or widget on the centre's website (refer <https://www.cancersa.org.au/cut-my-risk/sunsmart/resources/sunsmart-app-and-widget->) or www.myuv.com.au

It is an expectation that all staff, students and parents of Paralowie Kindergarten will use the following skin protection strategies:

1. Take care to protect the skin when the ultraviolet radiation level is 3 and above. Extra care should be taken over the middle of the day when UVR levels are at their highest.
 - 1.1 During outside play children will eat their snack under the verandah at all times to minimise exposure to UV radiation during the day.
 - 1.2 Whenever possible, all outdoor activities will be located in the shaded areas, such as under the large established trees, verandahs, pergolas and sandpit which have the maximum shade cloth protection structure.
2. Use the shade of trees, pergolas, verandahs and umbrellas whenever outdoors.
3. Wear appropriate clothing which protects the skin.
 - 3.1 Children, staff, volunteers and playgroup participants will be expected to wear a named broad brimmed hat, or a bucket hat (bucket hat must have a deep crown and minimum 5cm brim for children under 5 years of age and 6cms for older children and adults) whenever they are involved in outside activities. All kindergarten children will be provided with a suitable hat, this hat must remain at kindergarten. Hats will be washed regularly by kindergarten staff.
 - 3.2 Children need to wear clothing that provides protection for their skin eg covering their shoulders and back and as much skin as possible. Tank tops and shoe string straps are not appropriate and tops/shirts with collars and elbow-length sleeves and longer-style shorts/skirts are recommended.
4. Apply a broad-spectrum, water resistant sunscreen with an SPF of minimum 30+ to clean, dry skin, 15 - 20 minutes before their child arrives to kindergarten. Sunscreen will be reapplied two hours after arrival to the centre (if children continue to remain outdoors) and more often if outdoors over a prolonged period of time or if involved in water activities.
 - 4.1 Adequate time must be allowed for correct application of sunscreen on children before they go outdoors.
 - 4.2 Parents will be encouraged to apply SPF 30+broad spectrum, water resistant sunscreen to their children before or when arriving at kindergarten and there will be sunscreen available at the centre.
 - 4.3 When children attend the kindergarten for a full day they will be assisted to apply sunscreen 15-20 minutes before outdoor activities when the UV is 3 and above.
5. Reinforcing the SunSmart message in all kindergarten activities and procedures is an important strategy in the adoption of skin protection behaviours.
 - 5.1 Staff will be encouraged to role model appropriate SunSmart strategies in all kindergarten activities, including the wearing of sun protective clothing, hats and sunscreen.

- 5.2 Skin cancer prevention will be included in appropriate teaching activities.
- 5.3 Staff will be encouraged to keep up to date with new information and resources from Cancer Council SA.
- 5.4 SunSmart behaviour is regularly reinforced and promoted to the whole community (e.g. via newsletters, bulletin boards) and information about the centre's Sun Protection Policy will be given to all new staff, students and families.
- 5.4 This Sun Protection Policy will be reviewed regularly (at least every three years) to ensure the policy remains current and relevant.

For more information about sun protection, please don't hesitate to contact:

SunSmart Team
 Cancer Prevention Unit
 Cancer Council SA
 Phone: (08) 8291 4356
 Fax: (08) 8291 4268

Or visit the website on www.sunsmart.org.au

Endorsed by Governing Council: Date:

Endorsed by Preschool Director: Date:

Endorsed by OHSW Rep: Date:

:

Paralowie Kindergarten: Statement of Philosophy

Learning:

- We value a play based curriculum that supports each child to develop and build independence, confidence, curiosity, persistence, cooperation, creativity, resilience and respect. Each child's uniqueness and prior knowledge is recognised and opportunities are provided for scaffolding learning.
- Our intention is to be playful and for play to be open ended, child led, child initiated, educator initiated, engaging and fun!
- We believe that foundations for literacy and numeracy are strongly established through the play based curriculum with a focus on collecting data through intentional teaching during group times and 1:1 screenings throughout the year.
- We believe in providing an environment that supports all children to be successful and to acknowledge achievement.
- We value our outdoor space as an essential feature of our learning environment. This space invites open-ended interactions, spontaneity, risk taking, exploration, discovery and connections with nature.
- We acknowledge that the kindergarten is built on the traditional lands of the Kurna people and aim to develop awareness of Australia's Aboriginal heritage as a part of our learning program.

Teaching:

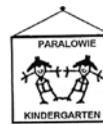
- We encourage ongoing professional development and collaborative practice for all staff; to ensure that planning for learning supports the program, the needs of individual children and the kindergarten community. Staff will engage in reflection and analysis of themselves and the program. We believe that this will ensure that we offer a high quality education with high expectations of the program, educators and children.
- We aim to intentionally teach children about sustainable practises. This promotes children's understanding about their responsibility to care for the environment.

Community:

- Our intention is to provide a welcoming environment that is supportive and positive; that promotes belonging and community and that encourages the involvement of families in the program. A setting where families are valued and recognised as their child's first educators and where children, families, staff and community work together as co-constructors of children's learning.
- We believe in the importance of having open lines of communication with families and positive interactions with children. Where necessary to act as advocates for children and their families within the wider community.
- We believe in building strong, long lasting relationships with children, families and the community.
- We value and respect the diverse cultures of families belonging to our community. We encourage the sharing of cultural traditions and practices.

At Paralowie Kindergarten we believe that a philosophy is a working, living document that evolves with the community as new insights are gained and practice is evaluated. Therefore our philosophy will be reviewed on an annual basis.

Reviewed January 2021



ADMINISTRATION OF FIRST AID AND MEDICATION POLICY AND PROCEDURES

Policy

The Kindergarten supports all aspects of children's health, with a focus on:

- Ensuring that their individual health and comfort requirements are met effective hygiene practices to control the spread of infectious diseases are in place the management of injuries and illness.
- Physical wellbeing contributing to children's ability to concentrate, cooperate and learn (*Early Years Learning Framework*, page 30; *Framework for School Age Care*, page 30).
- By being healthy, well rested and free of illness assists children to be able to participate happily and successfully in the learning environment.
- Responsibility that must be taken seriously, due to the potential health risks, and litigation issues that may arise as a result of incorrect administration.

We aim to achieve:

- To develop a strong sense of wellbeing, it is important that children are supported to take increasing responsibility for their own health and physical wellbeing. By acknowledging each child's cultural and social identity and responding sensitively to their emotional states, educators build children's confidence, sense of wellbeing and willingness to engage in learning (*Early Years Learning Framework*, page 30; *Framework for School Age Care*, page 30).
- Awareness of the health requirements of all children and that there are effective processes to support and monitor these.

Children can also have specific health requirements and these often change over time and as children develop. The kindergarten will work closely with children, families and, where relevant, schools and health care professionals to promote healthy lifestyles and ensure they understand and meet children's specific health requirements.

Administering medication to children at the request of their parents is a task that requires attention to detail, meticulous record keeping, team work and common sense.

Responsibilities of preschool staff:

- During orientation the Director will clearly explain to parents the centre's policy for administering medication. It is important that parents understand both the centre's expectations and the parents' responsibilities prior to the child becoming ill.
- Explain to all parents the centre is unable to administer medication unless it is in its original container with the dispensing label attached listing the child as the prescribed person and the dosage to be given. This applies to all medications; regardless of whether they are non-prescribed (such as cream, paracetamol, cough medicines etc) or prescribed (antibiotics etc). Pharmacies need to provide dispensing labels for non prescribed medication.
- Advise parents that the centre is unable to administer a medication at a different dosage or frequency other than that recommended on the medication label, unless alternative written advice is received from a medical practitioner.
- Advise parents that the centre will not administer medication that is labelled for another person or that is past the recommended 'use by' date.
- Ensure parents fully complete the 'Medication Record Form'.

- A Management Plan is completed by the treating doctor and parent/caregiver and given to the centre's staff.
- Ensure parents deliver medication to a staff member, so that it can be stored securely in the First Aid box located in the kitchen, out of children's access, and at the recommended temperature (eg in the fridge, cupboard etc). It is vital that medication is not left in the children's bags where children may gain access.
- All medication must be checked by two staff members before being administered to children. The medication record form is to be signed by the staff member administering the medication and the staff member who has cross-checked that the correct medication and dose has been given to the correct person at the right time according to the Medication Record Form. Complete appropriate form and hand to carer.
- Effective hygiene practices are promoted and implemented i.e. washing of hands and wearing disposable gloves.
- Ensure medication is administered promptly at the prescribed intervals.
- Checking the written authorisation from the parent or guardian
- Checking that the medication does not exceed its use-by date and is supplied in its original packaging
- Checking that prescribed medication displays the child's name
- Storing medication appropriately
- Discussing health issues with children
- Use of nebulisers is permitted providing parents demonstrate their use to staff to ensure correct administration.
- The centre's medication policy must address the management of unused medication or medication: that needs to be returned for use at home.
- Staff must not prepare respirator or bronchodilator mixtures for use in air pumps. If a doctor prescribes a nebuliser, instead of a 'puffer' and it is necessary for the child to bring the pump to the kindergarten, the parent should supply an appropriately labelled container with the solution pre-mixed. The parent will need to be at the centre to administer the medication.
- Before medication is given to the child, the staff member will verify the correct dosage with another staff member. After giving the medication, the staff member will complete the necessary details on the "Medication Record Form". Where medication is required for the treatment of long-term conditions or complaints, such as asthma, epilepsy or ADHD, the kindergarten will require an individual health support plan from the child's medical practitioner or specialist detailing the medical condition of the child, the correct dosage and how the condition is to be managed.
- All conditions/complaints will be recorded and kept confidential.
- Staff must not administer injections except Epi-pen. In the case of children with chronic conditions which could be life threatening, alternative fast-acting oral medications or an Epi-Pen must be available. The enrolment form/medical forms completed by parents/carers should disclose immediate measures to be taken in a life-threatening situation. A summary of these must be prepared and made available to staff.
- Emergency contact numbers will be displayed at all telephones (eg ambulance, poisons information unit).

Staff are not permitted to perform any task deemed a medical procedure.

Responsibilities of parents:

Individual children’s health requirements and routines must be recorded on the child’s Enrolment Form. The Director will confidentially meet with families whose children have specific health requirements and routines for further discussion.

- A Management Plan must be completed by the treating doctor and given to the centre’s staff.
- 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 treating doctor.
- Parents must notify staff if children are taking any medication that may have possible side effects.
- Hand the medication and the medication record form to the staff member upon arrival at the centre.
- Parents must not leave medication in the child’s bag.
- Collect medication from the first aid cupboard on departure from the centre.
- Confirm the child was given the required medication by speaking with appropriate staff on collection of the child.

Staff:

- Complete/review the ‘Medication Record form’ regularly when the child attends and medication is required. This form must include details such as the name of the child, the name of the medication, dosage, storage requirements, how it is to be administered (e.g. ear drops, oral medicine, nebuliser etc) and how often it is to be administered.
- Ensure that all medication is in its original container with the dispensing label attached listing the child as the prescribed person and the dosage to be given.
- Copy of medication record given to parents when medication has been administered.

Endorsed by:

Governing Council:

Date:.....

Preschool Director:.....

Date:.....



Healthy Food Supply and Nutrition Policy of: **Paralowie Kindergarten**

Rationale

Paralowie Kindergarten promotes safe, healthy eating habits in line with the **Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools** and the National Quality Standards (Standard 2.2- Healthy eating and physical activity are embedded in the program for children).

We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in five ways:

1. Short term: maximises growth, development, activity levels and good health.
2. Long term: minimises the risk of diet related diseases later in life.
3. Good nutrition contributes to good health and wellbeing and this is vital for positive engagement in learning activities.
4. Advice from speech pathologists indicates that preschool aged children should be eating crunchy foods that promote the development of muscles in the mouth.
5. Advice from dentists indicates the importance of avoiding foods and drinks that are high in sugar to promote strong, healthy teeth.

Therefore:

- staff at this preschool model and encourage healthy eating behaviours
- food and drink are consumed in a safe, supportive environment for all children
- parents and caregivers are encouraged to supply healthy foods that fit within the **Right Bite** strategy for their children at preschool.

This food policy has been established after consultation with staff and parents within the preschool community.

Curriculum

Our preschool's food and nutrition curriculum:

- is consistent with the *Dietary Guidelines for Children and Adolescents in Australia*, and the *Australian Guide to Healthy Eating*
- includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- integrates nutrition across the curriculum where possible, **relating to the EYLF developmental learning outcome: Children have a strong sense of wellbeing.**

The Learning environment

Children at our preschool:

- have fresh, clean tap water available at all times and are encouraged to drink water regularly through the day
- are encouraged to bring their own named drink bottle, containing water for use throughout the day
- are provided with an esky to store their lunch boxes to ensure foods are kept cool
- eat in a positive, social environment with staff who model healthy eating behaviours
- use the preschool garden to learn about and experience growing, harvesting and preparing nutritious foods

Our preschool:

- understands and promotes the importance of breakfast and regular meals for children
- teaches the importance of healthy meals and snacks as part of the curriculum
- is a breastfeeding friendly site

Food supply

Our preschool:

- encourages healthy **food and drink choices** for children in line with the *Right Bite* strategy
- encourages food choices which are representative of the foods of the preschool community
- ensures healthy food choices are promoted and are culturally sensitive and inclusive
- ensures a healthy food supply for preschool **activities and events** in line with the *Right Bite* strategy
- displays **nutrition information** and promotional materials about healthy eating
- has the following guidelines for families for **food brought from home** or provided by staff within preschool time

Snack Time:

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

- provide children with important minerals and vitamins
- encourage a taste for healthy foods.
- encourage chewing which promotes oral muscle development

We understand that at times families may run out of fruit or vegetables. A healthy sandwich with savoury filling, plain unsalted crackers or rice cakes, cheese or yoghurt could be alternatives at these times.

Food and drinks provided to children for lunch:

- parents and carers are encouraged to provide healthy food and drink choices in line with the **Right Bite** strategy and the **Australian Guide to Healthy Eating**
- A healthy lunch box may contain a balance of foods from all food groups. For example a sandwich with savoury filling, a piece of fruit, vegie sticks, yoghurt or a slice of cheese.
- Packaged foods or heavily processed foods like chips, chocolate, lollies, LCM bars, roll ups, cakes and sweet biscuits etc. should be avoided as they provide little nutritional value and are high in salt, fat and sugar. Children will be encouraged to eat their healthy food options first and to save these packaged foods for home.
- **Due to severe allergies any foods containing nuts cannot be brought to kindergarten. No peanut butter, no Nutella, no products that contain nuts and no foods that have been cooked in peanut oil or other nut based oils.**

Food safety

Our preschool:

- promotes and teaches food safety to children as part of the curriculum. For example cooking and preparing foods with the children, providing recipes to families, having fresh food sharing days, exploring the eat a rainbow program, etc.
- encourages staff to access training as appropriate to the *Right Bite Strategy and The Australian Dietary Guidelines for Children and Adolescents*.
- provides adequate hand washing facilities for everyone
- promotes and encourages correct hand washing procedures with children and staff.

Food-related health support planning

Our preschool:

- liaises with families to ensure a suitable food supply for children with health support plans that are related to food issues.

Working with families, health services & industry

Our preschool:

- invites parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- provides information to families and caregivers about the *Right Bite Strategy* through a variety of ways including:
 - o newsletters
 - o policy development/review
 - o information on enrolment
 - o pamphlet/poster displays
- promotes the alignment of fundraising with the *Right Bite* strategy.

The staff and governing council at Paralowie Kindergarten thank you in advance for your support of this policy.

Reviewed and approved by Governing Council on 15th May 2017



Government of South Australia

Department for Education and
Child Development



13 Yalumba Drive,
PARALOWIE, S.A. 5108
Ph. 8250 2150 Fax. 8285 5164
Mob: 0422 414 346

Email: dl.2655.info@schools.sa.edu.au

ARRIVAL AND COLLECTION OF CHILDREN PROCEDURE:

- When entering or leaving through the gates, please hold your child's hand and ensure that gates are closed properly behind you. **Please do not let anyone else's child out the gate.**
- Ensure that your child is inside the preschool building, and has said hello to a staff member, before you leave.
- Always inform a staff member when you are taking a child from the preschool grounds.
- At the end of session group time, please wait for a staff member to say "Goodbye" to your child before leaving.
- Make note of the session times and pick your child up promptly. It can be distressing for a child to be left waiting at preschool. **If you are likely to be late, please notify us.**
- **Please do not interrupt group time**, to take children early, unless there is no alternative. Group times are an important part of our learning.

Car parking is available in front of the kindergarten and in the football oval car park next to the side gate. **Please observe the 25km zone on the roads around the kindergarten and 10 kmh in the car-park area.** We ask you **not** to park in the staff car park, as spaces are needed for emergencies or specialist staff.

Please remember that it is illegal to leave children alone in parked vehicles. This is a reportable offence under Child Protection laws.

Current SA law states that children aged 7 and under must be in a child restraint seat at all times and must not travel in the front seat of any vehicle unless all rear seats are full.

Should you arrange for someone other than yourself to collect your child, we require **written permission** and the person must provide photographic identification. **This is for the protection of your child. To avoid any embarrassment please pre warn any unfamiliar adult that they will need to provide identification.**

If your child is to be collected by an unfamiliar adult there is a register that **must** be completed by a parent when arriving at the beginning of the session. Please check with staff that they are familiar with the adult who will be collecting the child (even if it is the other parent).

Visitors' book

For safety reasons adults who stay for longer than 15 minutes are now required by the Department to sign in and out of a visitor's book, located on the kitchen bench. If staying for the session, you will also be required to wear a visitor's badge.



BEHAVIOUR GUIDANCE CODE

Documented guidelines regarding behaviour and guidance for children help ensure that children, families and staff have a safe environment, and consistency and clarity around acceptable behaviour and guidance measures that will be implemented.

<u>Behaviours that are encouraged at our kindergarten</u>	<u>UNACCEPTABLE BEHAVIOURS</u> are those which threaten the safety and enjoyment of other people at kindergarten.
Respecting and caring for others	Hitting, kicking, pinching or biting other people
Sharing, collaborating and taking turns	Excluding others
Being cooperative	Spitting at others
Being polite, friendly and using manners	Threatening others
Participating in kindergarten play activities	Breaking trees and equipment
Demonstrating self-control	Pushing other people
Listening	Throwing things unsafely
Helping	Deliberate withdrawal or refusal to participate
Using appropriate language	Swearing, yelling
Caring for equipment and valuing other people's property	Name calling and putting others down

As a staff team we believe:

- All children have the right to feel secure and to learn and develop in a psychological and physically safe environment
- Children have a right to express their feelings and to be supported to develop positive behaviours that underpin the development of relationships with peers and adults
- Effective communication and learning occurs when families and educators work together to develop common goals for a child's well being, learning and development.
- That the consideration of children's individual and contextual needs are crucial to successful learning and the development of positive behaviours
- That family consultation is valued and their individual perspectives respected
- Children have the right to be supported by educators who model appropriate behaviours and ensure consistent limits are set
- No child should be made to feel rejected, insecure, embarrassed or ashamed

As a staff team we promote positive behaviour and interactions by:

- Planning for and providing an environment that promotes a sense of belonging, being and becoming and provides enhanced opportunities for learning through play
- Ensuring that limits set are reasonable and understood by all children and adults

- Providing an enriching and engaging program that enables each child to experience success, a sense of well being and gives opportunities to express feelings through play
- Using positive verbal and non verbal guidance
- Demonstrate empathy and sensitivity to each child being mindful of the variety of factors that influence behaviour
- Planning enabling opportunities for the development of skills including resilience, agency, entry and exit skills when playing, appropriate risk taking, conflict resolution, independence, leadership, respect for others and communication.
- Interacting positively, using positive language and acknowledging and modelling respectful behaviour
- Valuing children as individuals within their family and cultural context
- Involving children in goal setting, developing group norms and the development of behavioural expectations and consequences
- Intentional teaching of appropriate behaviours and play skills, building on each child's strengths and achievements and providing choices when possible
- Encouraging open two-way communication with families to ensure that each child's rights are met

We will respond to challenging behaviours by:

- Reminding children of expectations and limits and the reasons for these
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately
- Using Restorative Justice (cooperatively acknowledging, resolving between all parties) practices that support children to empathise with others and restore relationships
- Communicating with and involving families at the earliest opportunity to work together positively to assist the child's well being and learning
- Assessing individual children's learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours
- Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services
- Being aware of our limitations and seeking assistance when required

When we observe unsafe, unacceptable behaviour occurring deliberately we will talk about safety in the kindergarten and then use one, or a combination of the following, strategies

- Talk with the child about using acceptable, safe, non threatening ways to solve the problem
- Offer the child the choice of other activities
- Offer the child the option to stay at the activity, playing safely
- Re direct the child to other play activities
- Use visual schedules to guide the child to make appropriate choices

If the unsafe and unacceptable behaviours are repeated, or there is repeated non compliance staff will provide children with a

- "quiet time" or "thinking time"

This will only be for brief periods. The child will not be left on his/her own. It will be provided by staff only, not volunteers or students.

When unsafe behaviour is persistently repeated we will develop, in consultation with the parents/caregivers a

- Behaviour Management Plan. If appropriate, referrals will be made to the Early Childhood Support Services.
- Where required we will formulate protocols for the behaviours of individual children. These protocols will be developed in negotiation with the child's family/caregivers to better support the learning of all children at the kindergarten.
In conjunction with these approaches to unacceptable behaviour we will continually talk with *all* the children about what to do when another child threatens their rights or safety. We will encourage the children to:
 - tell the other child to stop the behaviour and describe why they do not like the behaviour.
 - seek help from the teachers if the behaviour does not stop

Attendance:

Please note: Attendance data is collected by the Department. This data is used to allocate staffing to the kindergarten. If children are absent this could result in a reduction in staffing levels for the kindergarten; this may have a flow on effect to the hours and sessions we are able to offer.

The importance of regular attendance at preschool and school cannot be overstated. The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs. It is crucial that children and students develop habits of regular attendance at an early age. **When you enrol your child at kindergarten you are making a commitment to attend.**

Regular attendance has significant benefits for children/students, parents and the community.

Regular attendance can result in the following benefits:

- Opportunities to make friends and maintain relationships.
- Development of social skills.
- An increased likelihood of success at school.
- Getting the maximum benefit from school will help optimise life choices.
- Supports the development of skills and attitudes that will support later success; such as, self-discipline, punctuality, being organised and sticking to routines.

The more a child attends preschool/school the more they will learn. This will probably mean that they enjoy preschool/school more! Children and students who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential and are disadvantaged in the quality of choices they are able to make in later life.

These learners may:

- feel insecure at preschool or school
- have gaps in their knowledge and understanding of basic concepts
- be socially isolated
- place themselves at risk of harm during absence
- be more likely to be involved in socially unacceptable and/or illegal activities
- be more likely to leave school early
- be over-represented in the juvenile justice system
- be the victims of bullying or harassment.

Parents who make regular attendance a priority are also helping their children to value learning and to accept responsibility. These are important lessons for life. Attendance patterns and attitudes to school and learning are formed early. Children who develop good attendance habits in the early years are more likely to maintain them throughout their school years. This is vitally important because students who do not attend regularly miss out on carefully planned sequences of instruction and on active learning experiences and class participation.

At Paralowie Kindergarten we work hard to:

- develop and maintain strong relationships with all of our families
- ensure the learning program is accessible for all children
- provide a safe and welcoming learning environment
- support families who may be experiencing issues regarding attendance.

If your child is going to be absent for any reason please advise the kindergarten as soon as possible by phone call, text message or email.