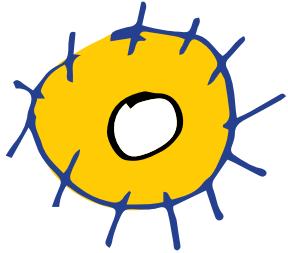




Welcome to
Paralowie
Kindergarten

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

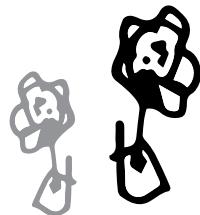
Playgroup is run by parents in a separate playgroup room.

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

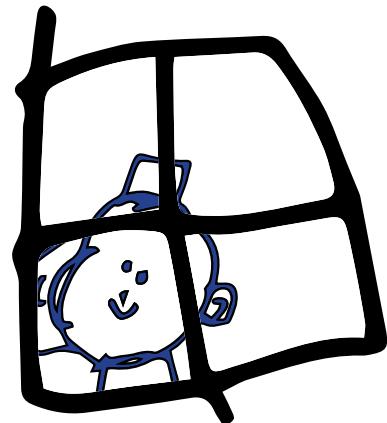
Occasionally children go for short walks outside the Kindergarten, eg to the adjacent oval for nature walks or ball games.

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

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.

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.

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.

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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.

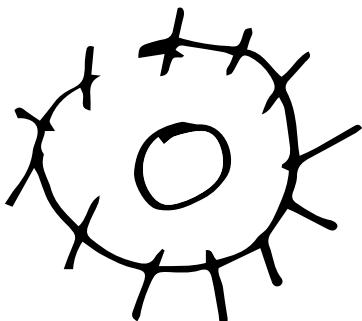
If you'd like more information please contact the Director or visit the department's website at www.education.sa.gov.au/feedbackandcomplaints or email education.complaints@sa.gov.au

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 Kaurna 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.

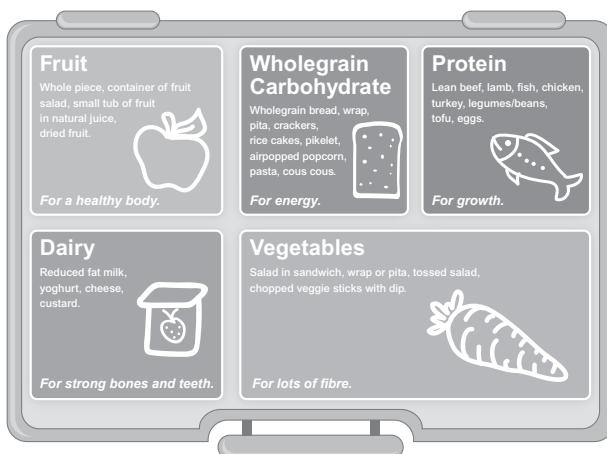
Our statement of philosophy continued

- 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**



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