## Port Wakefield Kindergarten parent handbook

www.preschools.sa.gov.au/port-wake field-kinder garten

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## Home

We offer a welcoming, safe and stimulating environment where every child and family is respected and valued. Our play-based program values and promotes each child's sense of identity and wellbeing. We work in partnership with children, parents and the community to ensure the best environment for children's learning and development.

## Volunteering

If you'd like to volunteer with us, we'd love to hear from you. You might be able to help out with cooking, gardening, maintenance work or sharing an interest or talent you have. See volunteering in schools, preschools and children's centres

(https://www.decd.sa.gov.au/supporting-students/parent-engagement-education/volunteers/volunteering-schools-preschools-and-childrens-centres) and have a chat to us about how you can get involved.

We invite you to join the governing council, which meets twice a term to ensure the smooth running of the preschool. Read through what a governing council does

(https://www.decd.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does) and speak to us to register your interest.

# **Acknowledgement of Country**

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

### **Bushfire risk**

On forecasted 'catastrophic' fire danger days we will be closed. Make sure you know how we intend to contact you in this situation. You can find more information about an active bushfire from the CFS website (<a href="http://www.cfs.sa.gov.au/">http://www.cfs.sa.gov.au/</a>). See the bushfire page

(https://www.decd.sa.gov.au/sites-and-facilities/bushfires-and-emergency-closures/bushfire-information) on the Department for Education's website for general information.

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www.preschools.sa.gov.au/port-wakefield-kindergarten

#### **Contact us**

Preschool director: Miss Chloe Stephens

**Phone:** (08) 8867 1187

**Fax:** (08) 8867 1370

Email: dl.6629.leaders@schools.sa.edu.au

**Street address:** Thomas Crescent Port Wakefield SA 5550

Postal address: 22 Mine Street Port Wakefield SA 5550

## What we offer

We offer a number of programs and services to support your child's early years learning (https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia).

# **Preschool program**

#### **Times**

Your child can attend preschool for up to 15 hours per week.

Monday	Tuesday	Wednesday	Thursday	Friday
12.00pm to 3.00pm	9.00am to 3.00pm	9.00am to 3.00pm	_	_

### Fees

The parent contribution is \$60 per term. See our enrolment and fees (<a href="https://www.preschools.sa.gov.au/port-wakefield-kindergarten/getting-started/enrolment-and-fees">https://www.preschools.sa.gov.au/port-wakefield-kindergarten/getting-started/enrolment-and-fees</a>) page for more information.

### What to bring

Children need to bring these items each day:

- bag
- broad-brimmed, bucket or legionnaire style hat (term 1 and term 4)
- change of clothes
- nappies if required
- drink bottle containing water
- healthy snack
- piece of fruit
- packed healthy lunch (sandwich, salad).

Children are encouraged to drink water throughout the day and staff will refill their water bottles. We do not share food. Please put an ice block inside your child's lunch box if the weather is hot.

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

### What not to bring

Children should not bring these things:

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

We discourage bringing pre-packaged food which is usually high in sugar and salt.

### **Additional information**

Our school transition program with Port Wakefield Primary School (<a href="http://portwakefieldps.sa.edu.au/">http://portwakefieldps.sa.edu.au/</a>) allows children to develop familiarity and friendships in the kindy and school environment. In term 4, children will visit the school without kindy staff. We share with the school information about children and their learning to ensure a positive transition experience.

#### Occasional care

Occasional care is for children under school age who aren't in any other early childhood education and care programs, such as preschool, childcare or family day care. It promotes young children's development by giving them access to high-quality early childhood education.

It may help parents to take part in a range of activities including non-work and casual work commitments.

### **Priority of access**

The education department has a priority of access policy (<a href="https://www.education.sa.gov.au/parenting-and-child-care/your-childs-education/childcare-and-preschool/occasional-care">https://www.education.sa.gov.au/parenting-and-child-care/your-childs-education/childcare-and-preschool/occasional-care</a>) to decide who can get into occasional care. This might mean that some families get more sessions than others.

Talk to us about enrolling in occasional care.

#### **Times**

Children generally can go to 1 session a week.

Children over 2 years old

Monday	Tuesday	Wednesday	Thursday	Friday
_	_	9.00am to 1.00pm	_	_

#### Cost

This program costs \$5 per session and \$2.50 for siblings.

If you have an Australian Government Pensioner Concession or Health Care Card, the cost is \$1.50 per session and 75 cents for siblings.

#### What to bring

Children need to bring:

- bag
- broad-brimmed, bucket or legionnaire style hat (term 1 and term 4)
- change of clothes
- nappies if required
- drink bottle containing water
- healthy snack
- piece of fruit
- packed healthy lunch.

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

#### **Additional information**

There are 8 places available per session.

## **Associated program**

This program is offered to the older children in occasional care. If occasional care is full and there are spaces available in the preschool session, your child will be invited to attend. Children can attend once a week.

#### **Times**

Monday	Tuesday	Wednesday	Thursday	Friday
_	9.00am to 1.00pm	9.00am to 1.00pm	_	_

#### Cost

This program costs \$5 per session or \$1.50 for health care cardholders.

### What to bring

Children need to bring:

- bag
- broad-brimmed, bucket or legionnaire style hat (term 1 and term 4)
- change of clothes
- · nappies if required
- drink bottle containing water
- healthy snack
- piece of fruit.

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

## **Playgroup**

Our supported playgroup is run every week during school term. You and your child can meet other families and spend time learning together. This is a great opportunity for your child to become familiar with the kindy and to play, create and socialise with other children. Children up to 6 years old can attend.

#### **Times**

Playgroup is on Mondays from 9.00am to 10.30am.

#### Cost

There is no cost to attend playgroup.

### What to bring

You will need to bring a drink bottle containing water. We supply fruit for morning tea.

## **Disability support**

There is support available for children with disability (<a href="https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs">https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs</a>). 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 (<a href="https://www.education.sa.gov.au/doc/preschool-registration-interest-form">https://www.education.sa.gov.au/doc/preschool-registration-interest-form</a>). 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 (<a href="https://www.preschools.sa.gov.au/port-wakefield-kindergarten#location">https://www.preschools.sa.gov.au/port-wakefield-kindergarten#location</a>). 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 (<a href="https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates">https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates</a>). 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 4 about an orientation session. This will be a 1-hour session where you can ask questions.

Before they start preschool your child can enrol in our weekly occasional care and associated program sessions. These are held in school terms and will be a chance for your child to meet the staff and become familiar with the kindergarten setting and routines.

#### **Fees**

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

The parent contribution is \$240 per year. You can choose to pay the total amount at the beginning of the year or to pay instalments of \$60 each term (<a href="https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates">https://www.decd.sa.gov.au/teaching/south-australian-state-schools-term-dates</a>).

We offer other programs that may have additional costs (<a href="https://www.preschools.sa.gov.au/port-wakefield-kindergarten/getting-started/what-we-offer#portwakefieldprogram">https://www.preschools.sa.gov.au/port-wakefield-kindergarten/getting-started/what-we-offer#portwakefieldprogram</a>).

#### When to pay

We will invoice you each term via your child's parent pocket.

Payments are due by week 3 of each term.

Please contact us if you are having difficulty paying.

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### How to pay

Cash

Please put the correct money in a sealed envelope with your child's name, date, amount and payment reason on the front. Put the envelope in the payments box over the bench next to the kitchen. A receipt will be put in your child's parent pocket. We do not give change, and extra money will be considered a donation.

**EFT** information

You can pay by direct deposit.

BSB: 065503

Account number: 10111968

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 (<a href="https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements">https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements</a>).

# **Plans and reports**

## **National Quality Standard rating**

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



Overall Rating: Meeting NQS

## **Quality Area Ratings**

Educational program and practice: Meeting NQS

Children's health and safety: Meeting NQS

3 Physical environment: Meeting NQS4 Staffing arrangements: Meeting NQS

**5** Relationships with children: Meeting NQS

6 Partnerships with families and communities: Meeting NQS

7 Leadership and service management: Meeting NQS

Rating for: Port Wakefield Kindergarten

Rating issued: December 2018

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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 195KB)

(https://www.preschools.sa.gov.au/sites/default/files/portwakefield\_gip\_0.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/6629 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 (<a href="http://www.thelittlebigbookclub.com.au/">http://www.thelittlebigbookclub.com.au/</a>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad's Read (<a href="http://dadsread.org.au/">http://dadsread.org.au/</a>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<a href="https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa">https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa</a>) 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 (<a href="http://raisingchildren.net.au/">http://raisingchildren.net.au/</a>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.