



Government of South Australia

Department for Education



Smithfield Plains Kindergarten Handbook



17 Bald Street, Smithfield Plains, SA, 5114

PO Box 151

Munno Para West SA 5115

PH: 82840817 MOB: 0428385489

Email: dl.2673.leaders@schools.sa.edu.au

Philosophy Statement

Smithfield Plains Kindergarten promotes a natural learning environment full of play and open-ended experiences that engage children, developing interactions and relationships, wellbeing, and social development. We are committed to an educational philosophy that is based on informed practice and current educational research.

At Smithfield Plains Kindergarten we are passionate about:

- Allowing children the freedom to explore and discover within a natural environment.
- PLAY being an essential aspect of a child's learning. Through play children will have opportunities to develop their dispositions and self-confidence.
- Viewing each child as a unique, capable and competent learner.
- Developing strong, trusting relationships between children, families, communities and colleagues whilst modelling supportive and meaningful relationships that convey acceptance and value inclusivity.
- Recognising the importance of educators and families building strong, respectful and reciprocal relationships to support shared decision making about their child allowing them to be successful learners.
- Honouring differences and striving for all children to feel a sense of belonging to their environment.
- Viewing the environment as the third educator; inviting children into action and guiding them into play.
- Providing a learning space that promotes children's curiosity and invite investigation and inquiry.
- Providing an emergent curriculum where learning is led by the children and are provided opportunities to explore, stretch and think deeply.
- Providing a safe, secure and supportive learning environment where children have opportunities for risk taking.

The Early Years Learning Framework; Belonging, Being and Becoming underpins our commitment to providing quality teaching practices and learning outcomes for children.

Things to Know

Session Times

Smithfield Plains Kindergarten run 2 session options for families to select from. We offer a green group (attending on Monday & Tuesday) and a Blue group (attending Wednesday & Thursdays). There will be additional Kindergarten days throughout the year on a Friday which will be provided to families via a termly calendar.

Our day starts at 8:30am and finishes at 3:30pm everyday.

Fee's

Fee's for 2023 are \$300 per year. This equates to \$60 per term plus a \$60 levy to cover excursions and incursions.

Fee's can be paid via Eftpos, Bank transfer or cash at the Kindergarten. Please see staff to organise payment. Your fee's cover the costs of fruit provided daily, a kindy hat for your child and library bag amongst other things.

Playgroup

We offer an integrated playgroup every Monday throughout term time. Playgroup will run from 10-12pm Monday mornings in 2023. Families are encouraged to join all aspects of the learning program on offer.

Library Van

The Playford Mobile Library Van visits the Kindergarten fortnightly on Tuesdays and Thursdays. All children have the opportunity to borrow books to take home to share with their family.

Celebrations

Smithfield Plains Kindergarten acknowledges that birthdays can be an exciting milestone for your child. We will help them to celebrate these milestones at Kindergarten during group times where your child will have the option for everyone to sing to them, wear the birthday hat and a birthday sticker. We discourage families from bringing in cakes/foods to share due to allergies and our healthy eating guidelines.

What to bring

- Change of clothes (including underwear, top, pants and socks)
- Nappies/pull ups & wipes if required by your child
- Lunch and snack (please adhere to our Healthy Eating policy)
- Drink Bottle (we do have a water fountain & cups available)
- Please make sure you label all of your children's belongings with their name

Kindergarten Polo Shirts

- Kindergarten polo t-shirts are available for families to purchase through the Kindergarten. T-shirts are \$16.40 each and will be printed with the Kindergarten logo.
- Please see educators to order and purchase t-shirts.



Starting Kindy

What an exciting time, your child is about to start their learning journey at Kindergarten. Here are a few things that will help you to understand what your child's learning experience at Smithfield Plains Kindergarten will look like and consist of.

- Smithfield Plains Kindy is child-centred and play orientated. We strive for extended periods of uninterrupted play where your child will have opportunity to explore, create and question based on their interests.
- Your child's emotional and social wellbeing are very important to us and your child's development.
- Your child will be encouraged to utilise all of their senses and at times this means they will get dirty. Sensory experiences such as sandpit and water play, painting and mud are all valued and regular experiences at Smithfield Plains Kindergarten.
- Warm, nurturing and positive relationships and interactions between children, their families and educators are key.
- An environment that encourages and welcomes community and family participation.

Smithfield Plains Kindergarten values and encourages risky play. Children need an environment and opportunities to explore their limits, try new experiences and for their overall development. Smithfield Plains Kindergarten strives to provide an environment where children can test their skills in a safe environment and believe that children need opportunities to learn how to use equipment safely, develop coordination skills, take acceptable risks and learn about the consequences of risk taking (positive and negative).

We understand that through risk there can, at times, be injuries. Minor injuries will be documented and parents will be spoken to at the end of the day. Any major incidents will also be documented, the parents will need to sign an injury form and they may be contacted. Injuries are a universal part of childhood and a child's development.

Policies & Procedures

You can locate a copy of all of Smithfield Plains Kindergarten's policies and procedures in a folder near the office or alternatively you can view them on our website.

- Sun Protection policy
- Healthy Eating Policy
- Behaviour Policy
- Invacuation/Evacuation procedures
- First Aid Procedures
- Safe Sleep Policy
- Water Safety Policy

Healthy Eating Policy Reminders

- We are a NUT AWARE environment (NO Nutella, peanut paste, raw nuts and nut containing products).
- Nutritious foods promote fuller tummies, clearer minds and sustained energy and are highly encouraged at Kindergarten. A variety of foods in your child's diet will fuel their growing body including:
 - Protein
 - Fats
 - Carbohydrates
 - Fibre
 - Vitamins
 - Minerals
- We discourage families from packing high sugar, salt or fatty foods for their child and encourage them to eat their healthy alternatives first.
- We support our Multicultural community and encourage families to pack foods from their culture.

Sun Protection Policy Reminders

- Educators will check the UV rating daily to guide us in our Sun Protection protocols for the day. When the UV is 3 or above children are encouraged to wear a hat, apply sunscreen, wear appropriate sun safe clothing and play in the shade when possible.
- Sunscreen will be reapplied throughout the day as required.

Educators

Leon - Teacher/Co-Director

(BEd(EC), majoring in Aboriginal Education)



Jordan -
Teacher/Co-Director

B. Ed.(EC); Grad. Cert Special Education

Di - Teacher

B. Ed.(EC); B.App. Sc



Educators



Rosie - ECW

(Dip.ECEC)

Kathy - ECW

(Dip.Chn'sServices)



Rabbecca - ECW

(Dip. ECEC; Cert. III Chn's Services; Bilingual (English, Dinka)

Raising a Complaint

We recognise that sometimes things go wrong and you may feel that your expectations are not being met. If you have an unresolved complaint or want to provide feedback, we would like to hear from you. It's important to work together, talk, listen and find solutions in a courteous and respectful manner, so we can improve our services.



Before making a complaint you should:

- clearly identify issues and the resolution you are after
- provide complete and factual information
- cooperate with any requests for more information
- not include deliberately false or misleading information
- treat staff handling the complaint with courtesy and respect.

Types of concerns and complaints you may choose to make a complaint about if you believe that the school, preschool or corporate office has:

- done something incorrect
- failed to do something they should have done
- acted unfairly or impolitely.

Your complaint or feedback may be about:

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

Complaints and feedback may be about something we have to do because of state or federal law. We will talk to you and help you understand the requirements and why they exist.

Step 1 – frontline complaint handling and early resolution Talk to the school, preschool, area or the person that made the original decision. We encourage a process where the original decision maker is given the opportunity to resolve the concern or complaint wherever possible. In a school setting this might be a teacher or a year level coordinator. In a corporate office it might be an officer or team leader.

If you're still not satisfied that your complaint has been addressed, you can contact that person's line manager. This might be a principal or preschool director in a school setting or a manager or director in a corporate office. Ask to make a time to contact them to discuss your concerns. You may want to put your concerns in an email. [Find the school or preschool contact details](#).

Most complaints are resolved quickly, but some complex matters may take more time. We will advise you if this is the case.

Step 2 – central complaint resolution If you're not satisfied that your complaint has been addressed at the local level, you can get help from our Customer Feedback Unit (CFU).

Contact the CFU:

- [online complaint form](#)
- [feedback and complaints about a school or preschool](#)
- phone 1800 677 435 (toll free).

We can help you in relation to preschool and school complaints by:

- giving advice about the issues behind the complaint
- liaising with schools and preschools to ensure all options for resolution have been explored
- objectively reviewing complaints that have not been resolved at the local level, including through a review. Refer to [internal and external reviews for complaints](#) for more information.

We can support you in relation to corporate office complaints by:

- connecting you to the correct person or area to address your complaint
- referring your matter if unable to be resolved, to the relevant manager or executive.

Step 3 – external complaint resolution If we haven't been able to resolve your complaint through steps 1 and 2, you may choose to seek independent advice from the [Ombudsman SA](#). The circumstances of your complaint will determine if they can help.

External agency contact:

Ombudsman SA (OSA)

Free call: 1800 182 150

Email: ombudsman@ombudsman.sa.gov.au

Depending on the nature of the matter, the OSA will usually ask if you have taken your complaint to the school, preschool or the CFU before approaching the Ombudsman.