

ST HELEN'S PARK KINDERGARTEN



INFORMATION BOOKLET

Koonga Avenue, Prospect 5082

Telephone: 8344 1735

Mobile: 0427 950525

Fax: 8344 5961

Email: Annette.Browne983@schools.sa.edu.au

INFORMATION BOOKLET

Welcome to St Helen's Park Kindergarten. We are happy that you have joined us and hope that you will soon feel at home.

We aim to maintain a friendly and informal atmosphere and would like you to know a few details that will help you along the way.

Please keep this booklet handy for easy reference.

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STAFF

DIRECTOR: Annette Browne

TEACHERS: Carmel Hollitt; Marian Harper (contract)

EARLY CHILDHOOD WORKERS:

Coralie Hodby
Stacey Rawlings
Lina Calabrese
Sue Lawrence
Gabbi Del Duca

OFFICE MANAGER: Susie Thomson

SPECIAL SERVICES:

Access to the following Special Services through the Department of Education and Children's Services:

Bi-lingual Assistant	Speech Pathologist
English as a Second Language	Psychologist
Support Worker	Special Education
Social Worker	

PRE-SCHOOL SESSIONS:

Monday & Wednesday	8.45am - 3.30pm
Tuesday & Thursday	8.45am - 3.30pm
Alternate Friday mornings	8.45am - 11.45am

PHILOSOPHY

We believe

- that each child is unique and that each has potential for development.
- in the concept of the “whole child”, recognizing that physical, intellectual, emotional, spiritual and social development cannot really be divorced one from the other.
- in the importance of each child as a growing, thinking and feeling individual. Each child is a member of a family, a part of the kindergarten community and eventually the wider world.
- that children are interactive, learning by discovery and discovering through play. Through their interactions with the people and materials in their environment, they construct their own ways of thinking and their own ideas about the nature of reality.
- that each child is worthy of respect and trust.

The kindergarten programs reflecting these beliefs involve both freedom and structure. Children are offered a variety of guided opportunities for learning, an environment where they can explore, manipulate, discover, experiment, create, interpret and express themselves in various ways thus acting as agents for their own learning.

Opportunities are created for parents, teachers and children to learn and develop together; our reciprocating ideas and actions being encouraged through interaction based on friendship, respect and trust.

Each staff member has an active and personal role to play in planning, preparing, advising, guiding, facilitating, listening, nurturing, counselling, teaching, problem solving and establishing **positive relationships** within the kindergarten community.

WHY KINDERGARTEN?

In a happy, secure kindergarten environment children have opportunities to

- Develop skills with hands and body and acquire self-confidence and a sense of achievement.
- Develop good relationships with other children and adults and be able to communicate with them.
- Learn to accept rules happily and to handle feelings of anger and aggression
- Grow in independence and at the same time make a contribution to the group.
- Be observant and questioning and able to organize knowledge at an elementary level.
- Take progressive steps to leading to reading, writing and a concept of number.
- Be eager for new experiences.

HOW CAN YOU HELP?

Parents and teachers can work together for the benefit of the children in our kindergarten.

There are many different ways in which you can be involved. You are always welcome to stay for a kindergarten session. Different people contribute in different ways. Some like to work with the children, others like to see a pile of accomplished tasks. We appreciate any and all help we are offered.

Ways in which you can help –

- Join the committee
- Assist with fundraising ventures
- Add your name to the washing roster
- Termly cleaning
- Make children's birthday cards
- Contribute to the program eg cultural interests, hobbies, talents, cooking, gardening
- Offer to assist with sewing tasks

The management committee is very aware of the valuable resource that parents represent. If you would like to be involved in any way please speak to staff or place your name on a roster or come for a session.

KINDERGARTEN INFORMATION

PLEASE LABEL ALL BELONGINGS CLEARLY. PLEASE LABEL THE OUTSIDE OF YOUR CHILD'S BAG WITH THEIR NAME CLEARLY

Management Committee:

An elected committee of the parents in conjunction with the Director is responsible for the management of the kindergarten. This involves input into the kindergarten program, providing support and contributing to the direction of the kindergarten's operational plan and purchase of new equipment. Fundraising is an essential part of the committee's work. Although the Department for Education contributes money for staff salaries and some running costs (based on the number of children attending the centre) it is still necessary to charge fees and fundraise in order to cover our expenses. The fees are reviewed by the committee.

Committee Meetings:

The management committee currently meets twice per term, choosing a suitable day for the majority of members. All parents are most welcome to attend these meetings whether a member or not. We begin between 5.30pm-6pm and meet until 7.00pm; and the night is quite informal, although running to an agenda and offers an insight into the management of the kindergarten.

Payment of Fees:

Fees are currently \$150 per term. Invoices will be placed in your notice pocket early in each term. Payment can be paid by electronic funds transfer (EFTPOS: visa, mastercard), direct debit, cheque or cash, with receipts issued by our volunteer treasurer. Please put the correct money in an envelope with the child's name and purpose of payment written on the front and then put in the green letter box attached to the wall near the photocopier.

Illness:

We ask that you keep your child home if unwell and not expose others to his/her illness. If your child is going to be absent please let us know. It is important to reduce the chance of spreading any illness/infections and we appreciate your understanding. **If your child is taking antibiotics they need to remain home for the first 3 days.**

Administering Medication:

Staff cannot administer any medication unless an appropriate medical schedule is provided and signed by your Doctor is received. This includes any antibiotic, asthma medication or cough suppressant etc. Staff are unable to administer over the counter medication at all under legislation. Children on antibiotics should be kept home for the first 3 days to prevent cross infection.

Attendance:

We believe that regular attendance is of great importance. Children need the security of feeling that they are part of the group, they develop friendships and follow the routines of the program. We urge parents to ensure that children attend as regularly as possible.

If your child is away for any reason please contact the kindergarten as soon as possible.

Travelling to and from kindergarten:

Take full responsibility for your child. Make a note on the sign in sheet of any variations in either the person collecting your child or your arrival time at the end of the session. Children can often become worried by such changes and it helps if staff can offer them an explanation. All children must be signed in and out of the centre, this is for our WHS procedures in case of emergency.

Arriving and Leaving:

Parking:

For safety reasons please park in an orderly manner in the car park. Please note that there are **NO PARKING** signs and a yellow painted line on Koonga Avenue outside the kindergarten. Double ranking is also an offence. The traffic inspector does patrol this area. Please pass this information onto whoever is transporting your child.

ON ARRIVAL PLEASE SIGN IN YOUR CHILD AT THE DESIGNATED TABLE BEFORE ENTERING.

Please note that our session start time is 8.45am. You are welcome to play with your child prior to this. We would appreciate your co-operation in remaining with your child until sessions begin. In time of emergency please contact the staff if you require additional assistance.

At the beginning of the session:

We have cooler bags available for your child's lunchbox, please ensure that the lunch is placed in here so we can then transfer them to the fridge. Children's brain break (recess) MUST stay in their kindy bag. Please bring your child into the kindergarten on arrival allowing them to carry their own bag and find a place to hang it. Children are then able to select an activity with you until settled. We encourage you to spend time with your child exploring the curriculum choices and celebrating in their successes. Within 40 minutes we will call the children together for some more formal teaching time and sharing of information.

At the end of the session:

ON COLLECTING PLEASE SIGN OUT YOUR CHILD PRIOR TO LEAVING.

Pickup time is anywhere from 3.00pm- 3.30pm, please wait quietly until a staff member says goodbye to your child and acknowledges you are there.

Nutrition and Food:

NUTS OF ANY KIND AND EGGS ARE BANNED FROM KINDERGARTEN.

Some children have severe allergies to nuts and eggs. This includes Nutella, peanut paste, fresh peanut products such as almonds, walnuts, & peanuts. Also NO fresh egg products please. All children with allergies must have a health plan provided by their doctor, including a photo of your child.

As part of our program we are always discussing what is good for our bodies, teeth, muscles and brain and like to back this up with what we actually eat. This is why we have a policy of **fresh fruit or vegetable only** for brain break (snack time). We ask that all children bring a bottle of water, for hydration.

Lunch: We cater for a variety of culturally appropriate foods for lunch, and ask that the children are provided with a nutritional lunch, eg sandwiches, wraps, salad, rolls, yoghurt etc. you may add a muffin, or biscuit however **no** lollies or crisps, chocolate products such as mousse or muesli bars with chocolate pieces, rice bars etc with lolly pieces.

Clothing:

Dress your child in comfortable, washable play clothes, avoiding clothing which makes movement difficult. Children wear smocks for painting or messy activities, but accidents do happen. Long skirts and loose floppy shoes can be dangerous on the climbing equipment and are **not** encouraged. **Thongs** and **crocs** are not an appropriate footwear for kindy.

Spare clothing: Although some spare clothing is kept at kindergarten, it is not possible to supply spare clothes suitable for every child. If possible please keep a change of clothes in your child's bag.

Hats: Wide brimmed or bucket hats are to be worn outside play from **September 1 to April 30**. Please provide a hat every day and ensure that it is named.

Sunscreen- please provide a **roll on** sunscreen for your child to apply after lunch. Due to skin reactions the centre does not apply sunscreen to all children however we do have Cancer Council sunscreen available if needed.

Emergency Care:

This service can be offered between the hours of 8.30 – 8.45am and 3.30 – 4.00pm at a charge of \$5 for **emergencies only**, and is offered when there is no other alternative. Please see staff.

Hot Weather:

As the kindergarten is air conditioned sessions will be held as usual during hot weather. Outside play may be suspended if the heat is extreme. Attendance is left to parent's discretion.

Personal Toys:

Please **discourage** children from bringing toys from home unless it is a really special occasion such as a birthday. Much loved toys can so easily become lost, broken or soiled causing sadness to the owner. Please keep toys safe at home.

Focus child:

Each child will have an opportunity to be a focus within the program when we will collate information to share with you. During this time they can take home some learning experiences, please make this a special time for them (these resources are not for siblings).

Birthdays:

Birthdays are celebrated as a child's special day with birthday songs and card. If you wish your child to celebrate in the group we ask that you only provide a fruit platter. We want to promote the importance of the day, not the party favour!

Use of Playground Equipment

1. Staff are to ensure that equipment is safe when set up.
2. Children are encouraged not to move climbing or other static equipment.
3. Children are not to play or climb on stacked equipment
4. Small, old climbing boards are to be on the ground surface only.
5. Children are to wear appropriate clothing and footwear when using equipment, particularly climbing equipment.
6. Kindergarten staff are to use reputable firms that are knowledgeable with standards and guideline when constructing new fixtures.
7. Sand is to stay in the sand pit and on the ground.

COMMUNICATION

Our program web is on the noticeboard as you enter the building, explaining what the children will be doing. If you have any questions please ask staff. Reading this regularly helps open up discussion points when talking with your child. Tell us if you like what you see, but also tell us if anything happens that you are not happy about. If you have any concerns or worries we would appreciate an opportunity to discuss these. By working together we hope to do the best for each individual child.

You can make an appointment at any time to speak with the teaching staff about your child's progress, we work together to meet the learning needs for each child and are keen to see each child reach their potential. Each child will have a notice pocket on the hanger as you enter the building. Remember to check your notice pockets and the noticeboard DAILY.

Each child will be a focus to a particular educator for 10 weeks where we collect developmental information to ensure our program meets the needs of all children. Information is shared with you at a mutually agreed time before the end of Term 2 with the opportunity to set some shared goals.

At the end of your child's time with us, just before they go to school a Statement of Learning is written and shared with parents. It covers the Developmental Learning Outcomes in the Early Years Learning Framework, using Belonging, Being and Becoming as a guiding document. This document is passed onto your child's school.

IN CONCLUSION

We hope that both you and your child will soon feel a part of this kindergarten. Please note that you are welcome to stay for a session if you would like. We appreciate any assistance parents can offer in any of the many ways mentioned.

DAILY TIMETABLE

(all time are approximate)

8.45am	Children arrive and participate in the curriculum choices.
10.00am	Group time – songs, games, discussion. Small groups for story/literacy experience. Brain break/ fresh fruit or vegetable time
10.30am	Free play time, in or out; outside only when a teacher is present.
12.10pm	Tidy of equipment
12.15pm	Everyone inside for mat time and sharing
12.30pm	Lunch break, relaxation and regroup time.
1.30 pm	Continued curriculum choices, offered in both indoor and outdoor environments.
2.50pm	Pack up
3.00pm	Final mat time with fluid pickup time to suit parents
3.30pm	Farewell

Our program is a fluid reflection of early childhood learning and development and will change in line with children's engagement and interests.

EMERGENCY EVACUATION

Staff:	Discovers emergency and sounds alarm – Air Horn Directs other staff
Children:	Stop Look for a teacher Listen and move to the area as directed
Staff	Phones emergency services, gathers roll book, diary, bags, phone, and car keys Direct children to muster point
Staff	Turn off gas/electricity (<u>where appropriate</u>) Direct children to muster point
Roll call when all children/staff/visitors are at the muster point. Decision to be made as to whether to evacuate further	
Muster points:	Outside - gate at the park entrance Inside - mat

MATERIALS WE NEED

Computer Paper
Cardboard
Wallpaper
Corks
Sponge foam pieces
Wool
Buttons
Small strong plastic containers
Plastic
Large paper bags
Clean wood shavings
Smooth soft wood for carpentry

Greeting cards
Wrapping paper
Ric-rac braid, ribbon etc
Clean bottle tops
Bright material scraps
String
Lids
Boxes
Shredded paper scraps
Felt pieces
Leather or vinyl offcuts

We can no longer accept toilet rolls, egg cartons and washing powder boxes.

KINDERGARTEN RECIPES

Playdough

4 cups plain flour
6 tablespoons oil
4 cups hot

2 cups salt
4 teaspoons cream of tartar
food colouring

Mix well.

Please note: Children should not eat playdough as it does contain excessive amounts of salt.

Iridescent Soap Bubbles

1 cup of water
1 tablespoon glycerine

2 tablespoons of liquid detergent
1 teaspoon of sugar

Mix well.