

# Surrey Downs Kindergarten & Occasional Care

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Surrey Downs SA 5126  
Kindergarten  
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Occasional Care Bookings  
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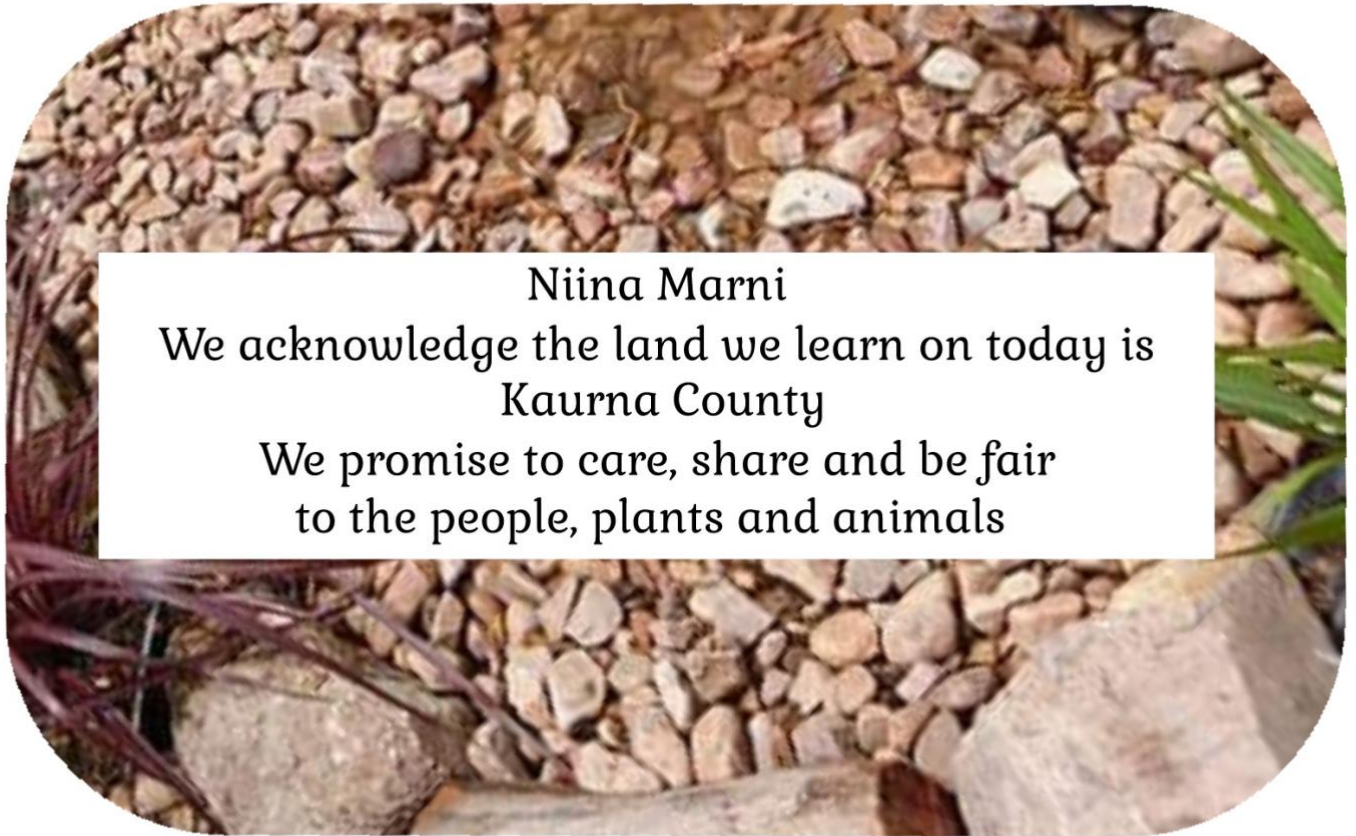


## Information for families

**To educate, is first to care.**

At Surrey Downs Kindergarten and Occasional Care, children develop their sense of **belonging**, feel confident in **being** themselves and support them on their way to **becoming** a capable lifelong learner.

# Acknowledgement of country



Philosophy

At Surrey Downs Kindergarten & Occasional Care we aim to provide an environment that maximises all children's individual development. We believe all children can be successful learners and should be given opportunities to develop important lifelong skills including: Confidence, Resilience, Persistence, Organisation, Positive relationships, Embrace diversity and inclusivity, Environmental awareness, A delight for learning – engaged, inquisitive thinkers, Physical and emotional wellbeing.

By providing a play based curriculum using the Early Years Learning Framework we strive to give children the opportunity to be active & interactive, communicate, experiment, imagine, create, problem solve, role play, practice and learn together. As they explore familiar & new experiences around them in a safe and nurturing environment we aim to give them empowerment and agency over their learning. We foster opportunities for feelings of ownership, success, optimism, motivation and build on children's prior knowledge to support, challenge and extend their learning. We respond to children in both a spontaneous and intentional way to provide an optimum level of care and education. Our educators are dedicated and committed to ongoing learning and reflective practice. We follow a process of observing, planning, implementing and evaluating that leads to rich learning outcomes. The cyclic method we follow incorporates children's thinking, interests and prior knowledge that enables us to provide authentic learning opportunities that are linked to relevant observations.

At Surrey Downs Kindergarten and Occasional care our dynamic outdoor *play* space includes *natural* features and invites open-ended interactions, spontaneity, risk-taking, exploration, discovery and connection with nature. We aim to foster an appreciation of the natural environment, develop environmental awareness and provide a platform for ongoing environmental education. The children are given opportunities to take an active role in caring for their environment and to contribute to a sustainable future.

Our daily routine is calm and predictable, it provides opportunities for long periods of uninterrupted play both inside and out to support time for play to develop. We promote health and wellbeing benefits through healthy eating programs, integration of music and movement and opportunities for extensive outside play to practice and master emerging physical skills while gaining physical exercise.

Building trusting and respectful relationships between the Kindergarten educators, children, their families and the community underpins all that we do and we aim to create an environment where we are partners in children's learning. We work in conjunction with the Tea Tree Gully Partnership and are part of the Surrey Downs Community Village that is made up of a Kindergarten, Occasional Care, Child Care Centre, Family Day Care, School R-7 and a Community Centre. We share common goals for children in our area and we incorporate the values of Surrey Downs Primary School 'Valuing success and maximising potential'. We work together with the community to achieve our vision 'To build a larger community education service where families feel valued and children achieve success in all areas of their learning.'

## Session Times

## 2023 Timetable Surrey Downs Kindergarten and Occasional Care

	Monday	Tuesday	Wednesday	Thursday	Friday
Session Type	CENTRE CLOSED	Occasional Care Over 2's	Occasional Care Over 2's	Occasional Care Over 2's	Occasional Care Under 2's Over 2's
Time		9:00- 11:45	9:00- 11:45	9:00- 11:45	9:00- 11:45
Session Type		Kindergarten			
Time		8:50-2:50	8:50-2:50	8:50-11:50	

Government preschools have two major enrolment intakes each year, where children are eligible to access their full preschool entitlement (15 hours per week).

Intake 1 for children starting at the beginning of the year (term 1), and intake 2 for children starting mid-year (term 3).

- Intake 1 - Children who turn 4 years of age before 1 May, are eligible to start preschool at the beginning of each year (term 1).
- Intake 2 - Children who turn 4 years of age before 1 November are eligible to start preschool mid-year the same year (term 3).

Children who turn 4 years of age on or after 1 November are eligible to start preschool in intake 1 the following year.

Eligible children who enrol after the commencement of each intake can start at a mutually agreed time between the parents and principal/preschool director ('director').

It is recommended families consider their child's readiness to commence preschool before enrolling in a preschool program. When a family decide their child will commence school in the year they turn 6 years of age, the child is eligible to access preschool in the 4 terms prior to commencing school.

Some children are eligible to attend Kindergarten for longer than 1 year, under special circumstances such as special needs, English as a second language, children under Guardianship of the Minister and Aboriginal Children. If you believe your child may qualify for extra time or may need extra transition prior to Kindy, please feel free to discuss this with the Director ASAP.



# Staff

Director	Chloe Halliwell
Teacher	Lauren Almond Taryn Deeks
Early Childhood Educators	Sue Willavoys Steph Willett
Occasional Care Co-ordinator	Debbie King



## What to wear/bring

A small named bag for carrying belongings, which can be left in the lockers in the sign in area. Healthy Snack and lunch in a lunchbox to be stored in bags.

Please dress your child in play clothes. We encourage a 'hands on' approach to play which is at times messy and we don't want children to not participate for fear their clothes will get dirty. Make sure your child can remove clothing when they go to the toilet as some clothing can be difficult to manage in a hurry which can cause unnecessary distress for your child.

Shoes with support such as sneakers or sandals are great. Please do not send your child in thongs or 'slip-ons' as they can be inappropriate for activities such as climbing, balancing, running etc. Gumboots in winter are a good idea. Refer to the centre's Sun and Hot Weather policy and wet weather policy for other clothing requirements.

A change of clothes to be kept in your child's Kindergarten bag—This is handy if children get wet or have an accident. We have some spare clothes but they may not be the right size.

# Occasional Care

Occasional Care is funded by Commonwealth Government and available for children **3 months until attending preschool**, and is integrated into the Kindergarten program.

We have 2 trained Child Care Professionals who run sessions. All families, not using other Education / Care services, are welcome to use the service. There may be emergency places available on the day if a child is not able to attend, so please call and check on the day if you need care.

Occasional Care fees are set by Commonwealth Government and need to be paid on day of use.

Occasional Care      \$5 per child per session. \$1.50 with concession. (siblings 50% off)

To book Occasional Care Sessions please call **Debbie on (08) 82512493 or 0447620702**

	Morning Session
Tuesday	9.00-11.45am (Over 2)
Wednesday	9.00-11.45am (Over 2)
Thursday	9.00-11.45am (Over 2)
Friday	9.00-11.45am (Over 2 & Under 2)

## Kindy Fees

Kindergarten fees are set by the Governing Council and are reviewed regularly.

All families will be invoiced for Kindergarten fees each term.

Sessional Preschool    \$110.00 per term (15 hours per week)

We have a policy that **no child will miss out on Kindergarten due to financial hardship**, please feel free to discuss any issues regarding fees/payment in complete confidence with the Director.

**Payments** may either be made by

- 1)- Credit/Bankcard payable to a staff member.
- 2) - Online as per invoice instructions to our Kindergarten Account



## Kindergarten Daily Flow

## 8:50 Kindy door opens

Children arrive, unpack their bags and settle into free play experiences. Saying goodbye can be a tricky time for both children and parents alike. At Surrey Downs Kindergarten and Occasional Care- educators will have familiar drop off points and remain in this spot for consistency. We can support you to develop a goodbye ritual in order to make this a pleasant experience for you both.

## Morning meeting

Together we gather for the 'Welcome to Kaurua Land'. We spend this time greeting each other, learning about the day and engaging in Heggerty- the phonological awareness program to strengthen children's literacy abilities.

## Indoor or outdoor play

Educators and children engage in learning invitations, self-chosen and connected to current inquiry projects. A large block of uninterrupted time to engage and extend their learning. Children are invited to morning snack as they finish their learning experiences progressively, invited to think about their bodies and if they are hungry or thirsty. If children are not at this time they are reminded again as educators tidy up the space and encouraged to refuel their bodies.

## 11.45 Learning Circles

We gather together, to focus on extending our understanding around our current inquiry, reading books or researching and engaging in intentional questioning.

## 12:00 Lunch

Children and educators sit together to enjoy and celebrate lunch, a ritual within their day. Independently choosing where they sit, what to eat from their lunch box and using the colored bin system for their rubbish. Children take care of their Kindy through tidying spaces as they leave, sweeping under their tables, placing their belongings away and tucking in their chairs, building their sense of self through responsibility.

## Mindfulness

Children are invited to join in a form of mindfulness, resetting their bodies, engaging in breathing exercises or yoga and independent reading.

## Indoor or outdoor play

Opportunities are available for children to revisit, extend on or experiment with a variety of experiences.

## 2:20 End of the day preparation

Children are invited to help reset the inside and outside environment, choosing how we want the environment to look for tomorrow, how will we let our Kindy friends know what sculptures and interesting creations are unfinished? What will we come back to tomorrow? Together we invite one another to take responsibility for our surroundings.

## 2:35 Goodbye group

We enjoy music, dance, stories before reflecting on our favorite parts of the day and sharing any reminders. A teacher will be available to chat to families as we farewell from the group mat.



We use the National curriculum— Early Years Learning Framework 2.0 (EYLF) Belonging Being & Becoming -as a basis for planning, assessment and reporting to families.

Department for education and the Surrey Downs Kindergarten have a strong commitment towards providing a safe learning environment that supports both physical and psychological health and well-being.

Our assessment of children's learning is based on information gathered from parents, caregivers, other professionals, formal

assessments, work samples and

observations. This information on each child forms the basis of our planning of learning experiences and the teaching strategies we use. Our programming is done on an ongoing basis through an inquiry project. We are responsive and flexible to the needs and interests of the children.

Our inquiry is communicated home and presented on the notice board for community to read and learn about.

## Reporting to Families

Each child will have a **pocket** on the wall at sign in area. Please check your pocket regularly, as this is how we **communicate with all families**, as well as by our class Dojo communication app which sends you a notification and **email**.



**ClassDojo**

### Formal Assessment

Once in the child's kindy year Staff will offer a parent-teacher interview, to chat about your child's Learning Plan and to discuss how we can best support your child in their learning at Kindy.

Our kindy has an Inquiry Project focus in which we communicate our learning throughout the term, including all students. The inquiry is shared on our pinboard weekly and added to the project folder on display. We also share pages on Dojo app.

If at any other time you wish to talk about your child's progress please make a time to chat with staff.

In your child's 4th term, staff write a 'Statement of Learning' for your child to take onto school. This is also sent home.

If at any time you have queries or wish to share information please speak to Tess or any of the staff in person or by email.



# Governing Council

The Governing Council, in partnership with staff, are responsible for the effective management of our centre, including policy making, financial management decisions, fundraising, WHS facilities/maintenance, and curriculum issues. Being a committee member is extremely worthwhile, as it not only gives you a better insight into your child's kindergarten but allows you to have a voice in the centre's decision making.

The committee generally meets twice per term. Meeting times are flexible & negotiated by the needs of the parent members each term.

During the February of each year, at our Annual General Meeting (AGM), a Governing Council (parent committee) consisting of parent and staff representatives is formed.

We encourage parents to join the governing council. If interested, please speak to the director.

# Volunteers

The Kindergarten's main source of income are from the Department for Education funds raised by families of children attending and term fees that are set by families attending the Annual General Meeting of the Governing Council.

Financial Management of the Kindergarten is the responsibility of the Kindergarten Governing Council and our Finance Officer.

We rely on parent volunteers to support the kindergarten, and to provide the very best opportunity for all children attending the Kindy.

Please feel free to offer any skills or time you have to assist at the Kindy, it is always welcomed and appreciated.

All volunteers working with children now require a DfE Relevant History Screening which can be organised through the kindy and is current for 3 years so it can also be used when your children goes to school.

# Additional Needs

If you have any concerns for your child's learning or development, please speak to our director about options for assessment, support and programs. We have a great community full of services, knowledge and resources to help support children accessing the curriculum and doing their best 😊

The Department for Education provides some services through our District Office, including Speech Therapists, Hearing Impaired Support, Behaviour Management, Special Education, access to a psychologist and referral to other agencies. If you feel your child needs access to any of these services please see the Director.

If your child is receiving NDIS services, please let us know so we can share support goals consistently to help learning at home and kindy.

Health Plans for a specific need (such as Asthma, Seizure Management, Anaphylaxis, Diabetes) are required if your child has a medical condition. Please ask a staff member if you need any help or a copy of the forms.

Toileting Support-If your child is toilet training or needs support with toileting we require a continence care planned be completed by parents with a GP to give us official permission and documentation.

## Childcare

Our Kindy is next door to Surrey Downs Child Care Centre, staff from both centres walk children to and from. If you need care for your child at the beginning and end of sessions this may be the answer. We also have local Family Daycare providers who drop off children and pick them up as part of their routine. Ask staff for more details

## Health and Safety

**Every child's health and well-being is important to us!**

Please sign your child IN and OUT of the centre each time they attend.

**Healthy eating** -please refer to the kindergarten Food and Drink policy.

Healthy eating is encouraged and we ask that you do not send “sometimes foods” ( i.e. lollies, chips, chocolates ) as snacks. Healthier options are fruit, cheese, yoghurt....etc.

From time to time we may have children attending with allergies. We will always notify you if it affects the nature of foods brought from home. Children may only eat their own food they have bought from home.

We enjoy cooking activities throughout our program and will communicate things being cooked at kindy to you on our information board.



## Illnesses and Absences:

Please let us know if your child is going to be absent from kindergarten, whether for sickness, holidays or family reasons. We are guided by the Australian Health Commission guidelines when children have contagious illnesses. We can then let other parents know that there has been an infection (no names) at kindergarten.

**If your child has a coloured nasal discharge, fever or has had vomiting and/or diarrhoea in the last 48 hours please do not send them.**

**If in doubt, please see your doctor, pharmacist or talk with us.**

## Medication and Health plans:

A medical action plan is required for those children who have chronic illnesses/conditions such as asthma, epilepsy, food allergies etc. Any child who has a medical plan for either allergies or medical condition will require a health support meeting with the Director and all correct documentation organised BEFORE your child begins Surrey Downs Kindergarten and Occasional Care.

We cannot legally administer any medication without your own & your doctor's written consent. A copy of our *medication policy*, including a medication release form is included in our enrolment package.

Please note that we **cannot administer any non-prescription medication** such as Panadol, cough elixirs etc.

# Sun and Hot Weather Safety:



Our Sun Protection and Hot weather policy states that we need to wear **hats** outside from Sept. 1st to April 30th and when UV rating is over **3**. However, children may certainly wear their hats on all days.

Hats will be provided, or your child can bring their own providing it is broad brimmed or legionnaire style. All children need to wear **clothing** that provides sun protection all year round ie; clothing must cover shoulders.

Please apply **sunscreen** to your child before attending. Staff will reapply your child's sunscreen at lunchtime – when the UV rating is over 3.

We will supply sunscreen, unless your child requires their own, due to sensitivities. If your child does, please ensure we have the required sunscreen at kindergarten for us to reapply.

## School Transition Visits

When you choose a school for your child it is a good idea to enrol them so that they are in the enrolment figures early and teachers can be allocated accordingly.

This ensures that you have a place and that staffing levels will be able to cater for your child when you decide which school best suit the needs of your child and family.

### TRANSITION TO SCHOOL:

**Surrey Downs Primary School -**

[www.surreydr7.sa.edu.au](http://www.surreydr7.sa.edu.au)

Surrey Downs Primary School is our feeder school, and we continue to actively work on establishing a deeper connection to support children in their transitions into their schooling journey. Transitions to school are more than just classroom visits. In 2024, we are looking to

establish regular visiting opportunities to allow children to become familiar with the school grounds.

Children from our Kindergarten also feed into private schools including the following...

Kings Baptist Grammar School

[www.kingsbaptist.sa.edu.au](http://www.kingsbaptist.sa.edu.au)

St David's Parish School

[www.stdavids.adl.catholic.edu.au](http://www.stdavids.adl.catholic.edu.au)

Golden Grove Lutheran Primary School

[www.goldengrove.sa.edu.au](http://www.goldengrove.sa.edu.au)

Pedare Christian College

[www.pedarecc.sa.edu.au](http://www.pedarecc.sa.edu.au)

## Lost Property

Please remember to **name all your child's property** so that belongings can be returned if misplaced.

Any un-named clothing or other items left at Kindy will be placed into the lost property box, near the Kindergarten entrance.

Please check regularly for your child's property, as anything unclaimed in the box at the end of term **will be given to charity**.

## Notes

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