



**Government of South Australia**

Department for Education and  
Child Development



# Family Information Booklet

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# Tanunda Kindergarten

## **Vision**

By maintaining a welcoming environment where children love to play and learn, Tanunda Kindergarten will be the first choice for Preschool Education for generations to come.

## **Values**

All members of our Kindergarten community commit to and demonstrate

- On-going learning and improvement
- Respect for each other's thoughts, ideas and opinions
- Communication that is open and honest

## **Mission**

At Tanunda Kindergarten we aim to provide an inclusive program that is foremost continually reflective and responsive to the needs of all children and families in our learning community. We use the Early Years Learning Framework as a basis.

**'Children** are at the centre of everything we do.'

The DFE Strategic Plan 2018-2025 for South Australian Public Education and Care.

## **Philosophy**

These are the beliefs and values which guide our daily practice.

## **Nurture Play Learn Grow**

These 4 key words have developed over a number of years and are based on our image of the child and the vision and values of our families, community and educators.

### **Nurture**

A nurturing environment is one which provides a safe and supportive learning space fostering a sense of belonging for children, families and educators, and which supports every individual child's wellbeing and development.

### **Play**

Play is a child's natural disposition. It's their job! Play allows the child to hypothesise; develop theories of learning and practice; challenge their thinking; explore and discover their world, themselves, and others.

*'Children learn as they play. More importantly, in play, children learn how to learn.'*

*Fred Donaldson*

### Learn

A learning environment is one where every child is challenged to be powerful and engage with a growth mindset. Learners grow and develop through scaffolding, challenge and risk-taking.

### Grow

A growth environment is where children develop a sense of connectedness to their space, environment and educators. Opportunities are provided to foster children's social, emotional, cognitive, physical, and creative growth.



**Welcome to our kindergarten. We hope your time with us will be rewarding, educational and enjoyable.**

Tanunda Kindergarten is located in the Barossa Valley. The traditional owners of the land on which the Kindy stands are called Peramangk (pronounced Perra-monk). The Peramangk word 'Tarr-nanda' means 'rising up place' referring to the land and surrounding hills of the area in which Tanunda is now located.

## Acknowledgement of Country

We acknowledge the Peramangk people as the traditional custodians of the lands and waters where our Kindergarten is located and recognise their continuing connection to country. We pay our respects to Elders past and present and future and extend that respect to all Aboriginal people.



**Children's Acknowledgement of Country**

*Here is the land. Here is the Sky.  
Here are my friends, and here am I.  
We thank the Peramangk people  
For the land on which we learn and play.  
Hands up. Hands down.  
We're on Peramangk land.*

**STAFF**

Director	Karen Shipard (Bach Ed)
Teachers	Kim Smethurst (Bach EC) Emily King (Bach EC)
Preschool Support Finance Ecw	Di Birchard Janice Seager

**SESSION TIMES**

**Monday, Tuesday, Wednesday and Thursday. 8.45 a.m. – 3.00 p.m.**

**Friday (Orange and Green groups x4 sessions per term) 8.45am-3pm.**

Each child will be offered two full days a week plus 4 Friday's full day per term. Family's opt into day that suit them best for the year, they are allocated a Orange/ Green Friday group)  
Your child will be placed in either group depending on vacancies at the time.

**GENERAL SESSIONAL ROUTINE**

8.45 – 10.00 a.m.	Inside/Outside play
10.00 – 10.15 a.m.	Whole/ small group experiences
10.00 – 10.15 a.m.	Hand wash/ First snack
10.30 - 12.00 p.m.	Inside/Outside play
12.00 – 1 p.m.	Hand wash Lunch and Relaxation time
1.00- 2.15pm	Inside/Outside play
2.15- 2.30pm	Hand wash/ afternoon snack
2.30-3pm	Bag packed small group/ goodbyes

**TERM DATES**

Preschool Term dates are the same as DFe school term dates. They are as follows.

	Term 1	Term 2	Term 3	Term 4
2023	30 Jan- 14 April	1 May- 7 July	24 July- 29 Sept	16 Oct-15 Dec
2024				
2025				
2026				

## **ENROLMENTS**

You may register your child's name on our enrolment list by contacting the Director or by visiting the centre/ pre-registration form online via the website. The Department for Education (D.F.E) Enrolment Policy states that 4 year old children are entitled to 1 year of preschool prior to going to school. Therefore, it is important that you plan when your child will start school so that their Kindy starting date can be worked out. In 2023 Children are able to access a beginning of year/ mid-year intake option according to age.

## **KINDY SESSIONS**

Our Early Entry policy supports some children with special needs but is not applicable to children who intend to begin school before they turn five. Regularly throughout the year you will be invited to request which sessions you would like your child to attend. We do not guarantee that your child will be placed in all of the requested sessions but we try hard to meet family's needs.

## **KINDY FEES**

Please place you fees in an envelope with the child's name and post in the kitchen letter box. We request that fees be paid as soon as possible **within the first 2 weeks of each term.**

**FEES are \$110.00 for five sessions**

**\$125.00 for four sessions or less**

**Or alternately make payments via Direct Bank deposit:**

**Account name: Tanunda Kindergarten**

**BSB 105 024**

**Account Number: 112221940**

**Please use this reference \* child's name\* first name and surname please.**



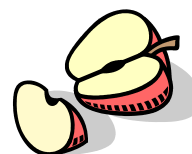
All money for excursions or book orders and the accompanying forms should be placed in the letter box. Your child's Kindy fees, together with Government Grants cover the running costs of this centre, eg. telephone, electricity, water rates and consumables. Money from our fundraising activities buys resources for your child.

## **SPECIAL SERVICES**

We are committed to providing all children with the best possible start in life. So DFE provides special services to assist children with their speech and psychological development and provides support for children with disabilities. As a Kindy we are also able to put families in contact with many government or community support agencies. If your child has received therapy prior to their start at Kindy or you are concerned about any aspect of their development, we invite you to bring this to our attention when you enrol or as soon as possible. In many cases we are able to work in collaboration with the specialists, providing additional adult support, an individual programme and some therapy time.

## **WHAT YOUR CHILD NEEDS TO BRING**

- Children should bring **WATER** in a drink bottle. Do not bring milk or cordial as they attract ants and tooth decay.
- Packed lunch, morning and afternoon snack.
- A kindy bag.
- A spare set of clothes.
- Our centre provides tissues, sunscreen, paper towels in the bathroom.



### **RITE BIGHT STRATEGY:**

- A healthy snack. One piece of fruit or vegetable or savoury biscuits, cheese or sandwiches. *No cakes, muesli bars or sweet biscuits please.* We do not share our kindy food so please give your child enough for themselves only.
- We do not have a fridge for children's lunches. Freezer packs in lunch boxes are more than adequate and suitable food is recommended. We also bring lunch boxes and water trolley inside every am and have additional ice packs under these to supply cooling.
- We are a nut aware Kindergarten due to children with severe allergies.

WHAT DOES NUT AWARE MEAN? - Do not bring food which has a **may be processed with nuts** warning on its packet. This covers almost every kind of sweet and savoury biscuit and muesli bar. No peanut paste or Nutella. Thank you!



### **WHAT YOUR CHILD SHOULD WEAR**

The clothes that children wear should not hinder their learning.

- If children are frightened of getting their good clothes dirty they may not choose to paint or play in the sand pit. So dress them in old clothes.
- Shoes should fit well and provide support. Crocs and thongs do not do this.
- As a Sun Smart Kindy we ask that all children bring a hat with them. A shady hat (not cp) must be worn outside. If your child does not have a hat in Terms 1 and 4 they will need to play inside or under the verandah. We check the UV Rating daily with children and if the UV is above 3 all year round children will wear hats and sunscreen.
- Families can supply own sunscreen or alternate use supplied sunscreen.

Tanunda Kindergarten polo shirts, hats and windcheaters are available for purchase.

### **SLEEP POLICY:**

Although our program doesn't have capacity for regular sleeping across the day, we do enact a sleep policy/ guideline which is located on site for family's reference. Children will be provided quiet spaces indoors and outdoors for calm and relaxation across the day. If a child does fall asleep across a session, a staff member will locate sleep mat and keep child/ren in safe quiet space checking regularly. We will let families know if their child has fallen asleep at time across the day.

### **CURRICULUM**

This may be a very unfamiliar word. Basically, we use the word CURRICULUM when we refer to all we teach and all the children learn. CURRICULUM = TEACHING + LEARNING. At Tanunda Kindy we consider carefully how this teaching and learning will happen. Preschool teachers have the same tertiary qualification as secondary and primary school teachers. We specialize in the education of young children. We create a programme of learning experiences especially designed to develop children's individual skills, abilities and understanding. DfE provides us with a curriculum document called 'The Early Years Learning Framework for Australia'.

This curriculum document and our programme address specific learning outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

You will regularly receive 'Curriculum News' which outlines our programme and the experiences the children have been involved in across all of these learning areas.

### **CHILD PROTECTION CURRICULUM:**

All DfE sites B-12 are required to teach the mandated Child Protection Curriculum as part of our teaching across the year at Kindergarten. Families will be shared the modules of each section of the CPC via letter and email. An overview is in the front of our program folder for families reference.

## **ATTENDANCE**

Attendance at preschool is not compulsory. However, local schools often give us feedback that those children who attend Kindy are in a better position for making a successful start to school. You can choose to have your child attend all or some of their sessions per week. What is vitally important is that attendance is regular and supports children's development and socialisation.

A sick child will find it difficult to enjoy their day and may be infectious to others. It is best that children who are not well or excessively tired do not attend until they are 100%. Remember, attending Kindy is your decision not your child's. If your child will not be attending a session we would appreciate you letting us know via the landline phone.

By the Kindy entry door you will notice our program and sign in table, upon which is our sign in sheets. In order to maintain our Duty of Care and in the case of an emergency could you please ensure you sign your child in at the beginning of each session **and** sign your child out at the end of their session by initialling in the box next to your child's name on the appropriate day. If you are late in dropping off your child or picking your child up early for some reason please also note the time in the box and initial. Thank you.

## **KINDY BOOKS**

The children are given a book when they start Kindergarten. Our kindy books are for children to place their child's work into their books at their choosing. The children are welcome to take this special book home at any time to show their families. Children will take this book home at the end of the year to keep.

## **COMMUNICATION WITH FAMILIES**

If you have any concerns at all, no matter how small they are, please discuss them with the staff, informally during the session, or make an appointment to speak to the Director.

There is a

- \* Parent Whiteboard which displays timely information.
  - \* Newsletters are placed in the information pockets. Check your child's pocket each session. And we will email/ post to our website.
- \* Program folders on display at front entrance.
- \* Many general notices are placed on entrance doors/ whiteboard.

## **REPORTING**

Throughout your child's Kindy year you will receive individual information about your child's learning. You are welcome to initiate a chat about your child at any time. Otherwise the following processes are in place:

- Your child's kindy book can be accessed anytime you like.
- In your child's first term you will be invited to meet with teachers to talk about your child's development.
- When your child leaves for school you will receive a written report which is a summary of their learning here at Kindy. This report is also forwarded to your child's school. This is called a Statement of Learning.
- Across terms 2-4 learning inquiry's and Individual Learning plans will be shared with families via Email and in hard copy's.

## **GOODBYE TIME**

It is important that families are prompt when collecting their children. Some children get quite concerned if their families are late. Children will be gathered in the group room ready to go home. They will be asked to put their hand up when they see the person who is picking them up. The teachers will farewell each child in turn rather than having them all rush out at once. In general, children are brought and collected by their own parents. When this is not the case, notify us of the



alternative arrangement and write up on the white board in the mat/piano room, so that we know it is safe to send your child with them.

### **ENCOURAGING POSITIVE BEHAVIOUR**

Behaviour concerns are very rare here at Tanunda Kindergarten. Generally speaking, we are dealing with preschoolers behaving like preschoolers. Because many of these children are new to this environment, our routines and expectations may seem unfamiliar to them. It would be unfair to expect this age group of children to ALWAYS share, use manners, wait in line, be careful with sand and stay clean while painting. That is why our approach is one of encouragement and demonstration of appropriate behaviours. You will rarely hear a staff member raise their voice or 'tell a child off'. Instead you may hear staff redirect a child to a more appropriate behaviour i.e., "Save your drink for when you are thirsty, put it away now, please." Rather than, "Don't pour your water all over the floor!!!" Children are encouraged to say sorry if they hurt someone and most attention is given to the injured party. We don't dwell on issues but we move children on as quickly as appropriate, to a more positive frame of mind. Please refer to site policy folder for further information and website.

### **HEALTH**

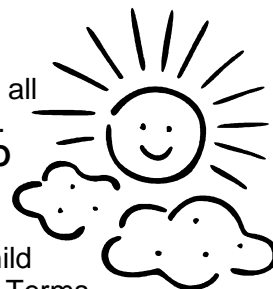
Minor injuries and illnesses are treated by the staff and First Aid IRMS form and you will be asked to sign for all incidents. (Major, Medium and Minor). Precautions against spreading colds, viral infections and contagious disease are very necessary at Kindergarten, so parents please keep your child at home if he/she is showing any signs of any infections and contagious diseases as soon as they have been identified.

**IMPORTANT** : For us to administer or apply medications we need paperwork completed and signed by your GP, we need the medication to be stored and labelled in a specific way. And medical plans for our site must be signed. It is not appropriate to bring a sick child and their medication to Kindy without the appropriate forms being completed prior.

Please refer to DFE Medical conditions policy via DFE website for further details. Upon enrolment a copy of medications plan will be shared and discussed. Staff will monitor infectious diseases and will notify families of any reportable to SA Health and families via email/ letter as required. A list of these are kept in the sites policy folders.

### **SUN SMART**

We have a Sun Smart Policy at our Kindergarten. During 1<sup>st</sup> and 4<sup>th</sup> term all children **must** bring a hat (broad brimmed or legionnaire style) to kindergarten. This hat must be worn at all times while playing outside. **NO HAT – NO OUTDOOR PLAY.** Families are asked to use SPF 30+ sunscreen on their child's exposed skin prior to coming to Kindergarten. Singlet tops and strappy dresses do not provide sufficient cover from the sun, so please dress your child appropriately. Please note that while it is not essential to wear a hat during Terms Two and Three, due to the possible high UV rays even on a cloudy day, **wearing a hat year-round at Tanunda Kindy is encouraged.**



### **DENTAL HEALTH**

The South Australian School Dental Service is offering free dental care to all the children at this centre. The School Dental Clinic is situated at the Nuriootpa Community Dental Clinic, 37 Tanunda Road, Nuriootpa. It is open Mon, Tues, Wed, & Thurs and its phone number is 8562 1588. For emergency advice on Fridays, please phone 8562 1544.

### **C.Y.W.H.S (Formally CAHFS/CYHS)**



We encourage parents to have their child's development screened by the C.Y.W.H.S. clinical nurse before they start school. We will arrange an appointment for your child in their third or fourth term here. Screenings are held at kindy. If your child needs an immunisation or you have an urgent need you may make an appointment at the local clinic by phoning **1300 733 606**.

### **INVOLVEMENT IN THE COMMUNITY**

We are part of a very supportive community. We also participate with a display at the Tanunda Show and join in the Town Day & Christmas Parade.

### **HOW FAMILIES CAN HELP**

Come on in, stay a while, have some fun, grab a coffee. Parental involvement in our centre is highly valued and we welcome you to stay at any time. There are many ways in which you can help us and the following are just a few:

- \* washing the rugs and towels.
- \* cleaning up at the end of sessions.
- \* join in the activities with your child.
- \* read a story.
- \* save useful "junk" eg. egg cartons, boxes, cream and yogurt containers and recyclable material etc. for us to use
- \* encourage your child to have their food in containers that are friendly to the environment rather than pre packaged snack packs, glad wrap etc.
- \* share your particular interest, eg. Cooking, pottery, gardening, spinning, playing an instrument etc.
- \* accompany us on excursions.
- \* be involved with our fund raising activities.
- \* attend the Governing Council Meetings.
- \* attend local excursions/ walks.

Please refer to Governing Council information and RAN training and volunteer DFE policy's online for further reference.

### **ROLE OF THE GOVERNING COUNCIL**

The Governing Council is the body whose role it is to support the director in managing the finance and maintenance of the centre. DECD pays the staff their wages and provides a small grant towards the running costs of the Kindergarten. The Governing Council supports the director by:-

- monitoring the budget
- assisting in creating/reviewing policies
- organising fundraising events
- monitoring the Quality Improvement Plans
- being a conduit for information to and from families.

Meetings are held once a month during terms. Dates are determined after the A.G.M. This group of parents are very productive and enjoy the opportunity to find out about how the Kindy operates and make links with other parents. Come along.

**BIRTHDAYS** – If you prefer that your child's birthday not be acknowledged please let staff know at enrolment.

If a child's birthday falls on a kindy day we are happy to celebrate it with them and this usually happens by:-

- lighting candles on our make believe cake
- singing "Happy Birthday" at a group time
-

This fun is usually enough to acknowledge their special day, therefore it is not necessary for parents to supply cakes or treats. We are no longer able to share birthday food due to the increased number of children with food allergies. It is not necessary to provide treats for the other children.

### **TOYS FROM HOME**

Where possible try to encourage children to keep their special toys at home. They usually distract children from our kindy programme and can lead to time wasted looking for missing toys. This is a parent responsibility. If children want to bring something from home as a 'morning talk' it is a good strategy to say 'no' to toys but 'yes' to *found objects* like shells, rocks, snails, leaves, rusty cogs etc. where you can.

### **CONFIDENTIALITY**

All DFE preschool and schools come under the SA GOVERNMENT SCHOOLS AND CHILDREN'S SERVICES INFORMATION PRIVACY STATEMENT. This Information Privacy Statement outlines the commitment of the Department of Education and Child Development and its early childhood services and schools have to supporting the confidentiality of information provided in the Departmental Enrolment Forms. In addition to enrolment information, staff are committed to keeping confidential, details of individual children's education and development.

### **SCHOOL**

Enrolling at school is an important decision and one which we are happy for you to take your time over. As soon as you have made a decision, please let us know so that we can ensure your child's transition to school runs smoothly. The limited private school reception intakes may affect the quantity of Kindy sessions for your child. Please be aware and inform the kindy as soon as you can. This is not a concern for those intending to enrol at DFE schools settings.

**"Life for too many children is turned into a serious business too soon"**

**CHILDREN** are the foundation of the world's future. Children have played at all times throughout history and in all cultures.

**PLAY**, along with the basic needs of nutrition, health, shelter and education, is vital to develop the potential of all children.

**PLAY** is instinctive, voluntary, and spontaneous. It is natural and exploratory.

**PLAY** is communication and expression, combining thought and action: it gives satisfaction and a feeling of achievement.

**PLAY** touches all aspects of life.

**PLAY** helps children to develop physically, mentally, emotionally and socially.

**"Play is a means of learning to live, not a mere passing of time"**

I tried to teach my child with books:  
he gave me only puzzled looks.

I tried to teach my child with words:  
they passed him by often unheard.

Despairingly, I turned a side;  
"How shall I teach this child?"  
I cried.

Into my hand,  
he put the key;

"Come," he said,

**" PLAY WITH ME!"**

