

Kindergarten Policies



Policies

Our kindergarten policies can be viewed the kindergarten website and on the Auduri App.

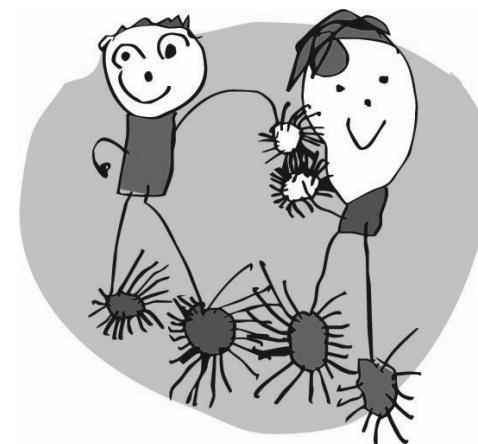
The Department for Education policies are located at www.education.sa.gov.au/department/policies/departmental-policies

Kindergarten Specific Policies

- **Behaviour Management Policy**
- **Dress Code policy**
- **Emergency Evacuation and Invacuation**
- **Healthy Eating Policy** It is vital that this information is adhered to as there are children with life threatening allergies.
- **Sleep and Rest Policy**
- **Sun Safe Policy**
- **Transporting Children as part of an Excursion**
- **Water Safety Policy**
- **Wet Weather Policy**

A copy of this booklet is also available on the Auduri App.

Welcome to WEST LAKES SHORE KINDERGARTEN Information Booklet



*We look forward to being part of you
and your child's learning journey.*

*Edwin Street,
West Lakes Shore 5020
Phone: 8449 1189
Fax: 8242 3543
Kindy.wlsk737@schools.sa.edu.au*

Staff

Director: Mandy Klessens
Teachers: Laura Tyner & Karyn Remphrey
Early Childhood Workers: Marianne Organ, Kylie Wyatt and Lynley Zeitz
Relief Teacher/Early Childhood Worker: Libby Kranz

Kindergarten Sessions

There are two separate group sessions.

Dolphin Group	Mon & Wed all day	8.25 am - 3.10 pm
	Fri odd weeks 1,3,5,7,9	8.30 am - 11.30 am
	& 11 (in term 1)	
Pelican Group	Tues & Thurs all day	8.25 am - 3.10 pm
	Fri even weeks 2,4,6,8,10	8.30 am - 11.30 am

Kindergarten Fees

The parent contribution for our kindergarten is \$700 per year. You can choose to pay the total amount at the beginning of the year or pay two instalments of \$350 in your first **and** second term of kindy.

All fees are due before the end of Week 5 of each term.

EFT details are:

Account Name: West Lakes Shore Kindergarten

BSB: 065 151

Account Number: 0090 0631

Information

We distribute information to families via the West Lakes Shore Kindergarten **Audiri App**. You will need to select either the '**Dolphin Group**' or '**Pelican Group**'. You will also need check regularly your child's 'notice pocket', which hangs near the main entrance.

Absence

Children are to stay home if they are unwell. Please contact the kindergarten if your child will be absent. Sometimes a sick child can 'insist' on coming to kindergarten. It is important that your child remains at home to reduce the spread of infection. When there is a case of an infectious condition such as Influenza, Rhinovirus, Covid 19, Chicken Pox etc, families will be notified via the Audiri App along with information about the condition.

Attendance

Research shows that success in learning is directly proportional to regular attendance and participation in education programs.

Birthdays

At this kindergarten, we acknowledge your child's special day by singing and giving a card and birthday sticker on behalf of the children and staff. We discourage the bringing of gift items i.e. sweets, stickers, balloons etc.

What to leave at home

We ask children not to bring toys from home as they may break, go missing, 'stray' into other children's bags or cause conflict. Toys or special items need to stay at home unless they relate to the kindergarten program.

NO JAB NO PLAY!

Please ensure that you provide the kindergarten with your child's updated immunisation statement. ***Without the provision of your child's updated immunisation statement, your child will be unable to attend kindergarten.***

School Enrolment

We recommend you contact the school of your choice to enroll as soon as possible. This allows the school to plan for expected enrolments and class sizes. Please remember that enrolment at the Kindergarten does not automatically entitle children entry into West Lakes Shore School. West Lakes Shore School has a different zoning policy to the kindergarten.

What to bring to Kindy (Please ensure ALL ITEMS ARE CLEARLY LABELLED)

- A bag/backpack to hold all your child's belongings and easily opened by your child.
- A bucket hat (the kindy supplies a bucket hat for purchase).
- 'Brain Food' – fruit/vegetables for snack time packed separately from their lunch and kept in their backpack.
- A '**nude food**' lunch (food without plastic wrappers). Please pack a healthy lunch in an insulated container with an icepack.
- A drink bottle filled with water ONLY.
- A change of clothes with clear labels (multiple if necessary).
- Wet weather and mud play raincoat and gumboots.

Sun Safety

All children are to wear their hat and sunscreen for outdoor play in Term 1 and Term 4. Please remember to pack a hat in your child's backpack and apply sunscreen before your child attends kindergarten.

Arrival and Departure

- An adult must accompany children into the kindergarten.
- A staff member will sign in your child's attendance.
- Children to place their lunchbox and drink bottle in appropriate place inside. Their 'Brain Food' remains in their bag.
- If your child is to be collected by anyone else, please inform staff so that the details are recorded on the sign in sheet. (Only nominated authority of collection on your child's enrolment form can collect your child).
- Please be punctual when collecting children, as they may become distressed if you are running late.
- The gate remains closed until 8.25 am (Fridays 8.30 am) to allow staff time to set up equipment and plan for the day.
- The gate locks soon after departure time.

Kindergarten Program

Our kindergarten program encompasses your child's interests, knowledge and abilities. The observations we collect each day about your child and the conversations we share with you form the foundation for our program.

Each fortnight the educators discuss, reflect, review, evaluate and plan for individual and group learning and play experiences. The fortnightly program is a combination of educator and child-initiated activities and provides learning that follows the children's interests.

Our program is based on the National Early Years Learning Framework. '**Belonging, Being and Becoming**'. This framework is designed to support our curriculum decision making to extend and enrich children's learning from birth to five years and through the transition to school.

The Early Years Learning Framework identifies that positive attitudes and competencies in **literacy and numeracy** are important aspects of communication and are vital for children's successful learning. At West Lakes Shore Kindergarten, our program reflects literacy and numeracy in the planning, teaching and monitoring of children's literacy and numeracy development.

Play is the primary pedagogy for preschool learning. In the Early Years Learning Framework, play-based learning is defined as 'a context for learning through which children organise and make sense of their social worlds, as they engage actively with people, objects and representations' (p49). At West Lakes Shore Kindergarten, our outdoor and indoor learning environments encourage children to explore, discover, imagine, improvise, solve problems, create, and construct. Play is the vehicle for children to learn.

A big focus in our program planning is nature play. We encourage mud play, water play and exploring other natural elements of the outdoor environment. Children WILL get dirty and have opportunities to try a wide variety of experiences.

The kindergarten program along with photographic examples of planned learning opportunities are posted via the Audiri App. We display the program both indoors and outdoors for you to read. We welcome family input to the kindergarten program. Each week we display events and children's involvement and learning via the Weekly Journal. We welcome your feedback and comments.

When possible we create videos of your children learning through their play for families to view at the end of each day.

Embedded in our kindergarten program are:

1. Keeping Safe: Child Protection Curriculum

KS:CPC is a child safety program for children and young people from age 3 to year 12. It teaches children to:

- Recognise abuse and tell a trusted adult about it
 - Understand what is appropriate and inappropriate touching
 - Understand ways of keeping themselves safe.
- The KS:CPC is a mandated program.

There are two main themes.

We all have the right to be safe

We can help ourselves to be safe by talking to people we trust

The program covers

- The right to be safe
- Relationships
- Recognising and reporting abuse
- Protective strategies

2. 'You Can Do It' Program

This program teaches children the social and emotional skills they need to be confident and relate to other people; to be persistence, be organised and cope with life's disappointments and strong emotions. The 'You Can Do It' Program uses puppets to teach its social-emotional skills. These are: Connie Confidence, Pete Persistence, Oscar Organisation, Gabby Get Along and Ricky Resilience.

Keepsake Folder and Statement of Learning

Your child receives a Keepsake folder, and, in this folder, you will find:

- Samples of the your child's work
- Photographs of your child's participation in the kindergarten program and events
- Observations that demonstrate your child's developing skills, understandings and the dispositions that are essential to their learning.

Parents are Important

At West Lakes Shore Kindergarten, parents and staff work together for the benefit of all children. We respect that parents are the first and most important educators in a child's life. To meet the needs of your child and to plan appropriately for them we ask that you pass on any information about your child that you consider being important. All information is treated confidentially.

Parent Donations

We always need materials for pasting and woodwork. Boxes, material, lids, corks, feathers, gum nuts, cards, wrapping paper, shells, ribbons, leather and so on are welcome. (The exceptions with boxes are washing powder, cigarette and matchboxes, toilet rolls and medical boxes and containers.)

Governing Council

The Governing Council consists of parents, educators and interested community members. An Annual General Meeting takes place in the first term of each year.

Governing Council meetings are once per term. If another meeting is required, the governing council members and the kindy community are notified via the Audiri App. All parents and caregivers are most welcome to attend meetings and we encourage parents to join the Governing Council and be part of their child's education. It is an excellent way of finding out about many aspects of the kindergarten and an opportunity to meet other parents.

A Washing Roster

We ask families to assist by taking home washing at least once while their child is at kindergarten. Washing pick up day is Friday. A washing roster goes out every term.

Pupil Free Days

The Department for Education authorises pupil free days for professional learning and development for educators. Families are notified of pupil free days via the Audiri App.