

## Table of contents

- Home
- What we offer
- Enrolment and fees
- Reports and plans
- Parenting support
- Policies and guidelines
  - [west\\_lakes\\_shore\\_kindy\\_philosophy](#)
  - [wlsk\\_registration\\_of\\_interest\\_form](#)
  - [behaviour\\_policy\\_2019\\_revise\\_2021](#)
  - [westlakesshore-committee](#)
  - [westlakesshore-communication-skoolbag\\_information](#)
  - [westlakesshore-environmental-sustainability](#)
  - [parent\\_information\\_booklet\\_2021](#)
  - [food\\_policy\\_revised\\_april\\_2019\\_revise\\_2021](#)
  - [westlakesshore-hot-and-wet-weather](#)
  - [sun\\_safe\\_policy\\_updated\\_2019\\_review\\_2021](#)

## Home



Children have the opportunity to participate in a wide range of experiences in a welcoming, safe and supportive environment. Educators view and respect children as competent, powerful and capable learners. Long uninterrupted periods of play are provided to allow children time to build relationships, develop self-confidence, explore and extend their interests. Play is the fundamental vehicle for learning. The use of natural materials encourages creativity and critical thinking.

Find out more about our goals and our focus in our philosophy statement (PDF 1372KB)  
([https://www.preschools.sa.gov.au/sites/default/files/west\\_lakes\\_shore\\_kindy\\_philosophy.pdf](https://www.preschools.sa.gov.au/sites/default/files/west_lakes_shore_kindy_philosophy.pdf)).

## Governing council

We invite you to join the governing council (also known as the parents and friend's committee). Being part of the committee is a fantastic way to connect with our community, make new friends and be involved in the decision-making processes of the kindergarten. The committee meets twice each term. You can read more detail about what a governing council does  
(<https://www.decd.sa.gov.au/sites-and-facilities/governing-councils/understanding-governing-councils/what-governing-council-does>). Please speak to a staff member for more information or to register your interest.

## Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past and present, and extend that respect to other Aboriginal people who are present today.

## Contact us

**Preschool director:** Ms Mandy Klessens

**Phone:** (08) 8449 1189

**Fax:** (08) 8242 3543

**Email:** [dl.5654.leaders@schools.sa.edu.au](mailto:dl.5654.leaders@schools.sa.edu.au)

**Street address:** Edwin Street West Lakes Shore SA 5020

**Postal address:** Edwin Street West Lakes Shore SA 5020

## What we offer

We offer a number of programs and services to support your child's early years learning (<https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/primary-and-secondary-curriculum/curriculum-taught-south-australia>).

This includes a high-quality early years educational program, planned and delivered by qualified early childhood educators. It is a play-based learning program that focuses on supporting children to be capable and competent learners. We foster the development of independence and resilience to support children to build strong foundations for life.

## Kindergarten program

### Times

Your child can attend kindergarten for up to 15 hours per week. We have 2 separate groups who each attend 2 days a week and alternate Friday mornings. We try to place children in requested groups where possible.

Blue group

Monday	Tuesday	Wednesday	Thursday	Friday
8.25am to 3.10pm	–	8.25am to 3.10pm	–	8.30am to 11.30am weeks 1,3,5,7

Red group

Monday	Tuesday	Wednesday	Thursday	Friday
–	8.25am to 3.10pm	–	8.25am to 3.10pm	8.30am to 11.30am weeks 2,4,6,8

## Fees

The parent contribution is \$660 per year. See our enrolment and fees page (<https://www.preschools.sa.gov.au/west-lakes-shore-kindergarten/getting-started/enrolment-and-fees>) for more information.

## What to bring

We encourage children to carry their own belongings into Kindergarten and put them in the right places without the help of an adult. This encourages them to become independent, develop ownership and know where to locate their belongings during the day.

Children need to bring these items each day:

- bag
- hat
- change of clothes
- drink bottle containing water only (placed inside on the shelf)
- fruit or vegetable snack (this stays in their bag outside in the lockers)
- packed lunch with ice block to keep it cool (placed inside on the shelf)
- raincoat and gumboots for wet-weather play.

Please write your child's name on all their belongings.

## Disability support

There is support available for children with disability (<https://www.education.sa.gov.au/supporting-students/children-disability-and-special-needs>). Talk to us for more information.

## Enrolment and fees

### When your child can start preschool

Your child is entitled to access 1 year of preschool.

If your child turns 4 before 1 May, they can start preschool at the beginning of the year. If your child turns 4 on or after 1 May, they can start the next year.

If you want to delay your child's start to preschool or you're not sure about when they should start, please talk to us about your options.

If your child is Aboriginal or under guardianship (in care) they are eligible for 12 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.



## Early entry

Your child may be able to come to preschool 1 term earlier, in term 4 the year before starting their preschool year, if they:

- have additional needs or disability
- are learning English as an additional language or dialect
- are at significant risk because of family circumstances.

Early entry is for up to 6 hours per week, if places are available.

Access is decided on a case-by-case basis.

Please contact us if you want more information about early entry.

## Enrolling your child

You can fill in our Registration of Interest Form (PDF 318KB) ([https://www.preschools.sa.gov.au/sites/default/files/wlsk\\_registration\\_of\\_interest\\_form.pdf](https://www.preschools.sa.gov.au/sites/default/files/wlsk_registration_of_interest_form.pdf)) for the kindy. This form is also available from us.

Try to register your interest by 30 June, but you can do this any time during the year.

Priority will be given to children living in our catchment area (<https://www.preschools.sa.gov.au/west-lakes-shore-kindergarten#location>). If you don't live in our catchment area you should indicate at least 2 other preschool options on your form.

Please refer to Placement Procedure-page 21-attachment B - <https://edi.sa.edu.au/library/document-library/controlled-procedures/placement-procedure.pdf> (<https://edi.sa.edu.au/library/document-library/controlled-procedures/placement-procedure.pdf>).

We will send a letter on the 1st of August to offer to families in the local catchment area. After getting this letter families will have to provide us with:

- proof of residence (contract of sale or rental agreement)
- utility bill (not water)
- birth certificate
- immunisation records or exemptions.

Once we have sighted these documents you will receive detailed enrolment forms and an orientation letter for a visit in term 4.

Second round offers are made in September. Staff will contact families via phone.

## **Before your child starts**

Orientation days are in term 4. These are held in the afternoon and provide families with an opportunity to meet staff, other children, and explore the kindergarten environment. Educators will do a presentation on the day to parents about kindergarten routines, policies and our philosophy.

## **Fees**

The parent contribution for our kindergarten is \$660 per year. You can choose to pay the total amount at the beginning of the year or pay an instalment of \$220 in terms 1, 2, and 3.

## **When to pay**

We will put an invoice in your child's communication pocket.

Payments are due in week 5 each term

(<https://www.education.sa.gov.au/teaching/south-australian-state-schools-term-dates>).

## **How to pay**

EFT (direct deposit), Cash or cheque

**BSB: 065151**

**Account number: 00900631**

Please put your child's name in the notes as the reference.

## **Immunisations**

When you enrol your child you will be asked to provide evidence of their immunisation status

(<https://www.education.sa.gov.au/supporting-students/health-e-safety-and-wellbeing/early-childhood-services-immunisation-requirements>).

## Reports and plans

### National Quality Standard rating

Our services are assessed and rated against 7 quality areas of the National Quality Standard.



**Overall Rating:** Exceeding NQS

#### Quality Area Ratings

- |          |                                                    |               |
|----------|----------------------------------------------------|---------------|
| <b>1</b> | <b>Educational program and practice:</b>           | Meeting NQS   |
| <b>2</b> | <b>Children's health and safety:</b>               | Exceeding NQS |
| <b>3</b> | <b>Physical environment:</b>                       | Exceeding NQS |
| <b>4</b> | <b>Staffing arrangements:</b>                      | Exceeding NQS |
| <b>5</b> | <b>Relationships with children:</b>                | Exceeding NQS |
| <b>6</b> | <b>Partnerships with families and communities:</b> | Exceeding NQS |
| <b>7</b> | <b>Leadership and service management:</b>          | Exceeding NQS |

**Rating for:** West Lakes Shore Kindergarten

**Rating issued:** June 2016

Copyright ACECQA (<https://www.acecqa.gov.au/copyright>)

### Quality improvement plan

An assessment of the programs we offer against the National Quality Standard and national regulations. It identifies areas for improvement and includes our philosophy statement.

Quality improvement plan (PDF 214KB)

([https://www.preschools.sa.gov.au/sites/default/files/westlakesshore-kindy\\_qip.pdf](https://www.preschools.sa.gov.au/sites/default/files/westlakesshore-kindy_qip.pdf))

## Annual report

A report on our progress, achievements, highlights and challenges for the year.

Annual report (PDF) ([http://docs.decd.sa.gov.au/Sites/AnnualReports/5654\\_AnnualReport.pdf](http://docs.decd.sa.gov.au/Sites/AnnualReports/5654_AnnualReport.pdf))

## Parenting support

### Giving your child a strong start in the early years

Research tells us that quality education and care early in life leads to better health, education and job outcomes in adulthood. Children are learning and growing from the time they are born. The greatest influence on a child's future health, development and happiness is in the first 5 years of life.

We're working with families to take a 'learning together' approach about child development in the early years.

### Parenting resources

Several early childhood parenting resources are available to help your child learn and grow right from the start.

Little Big Book Club (<http://www.thelittlebigbookclub.com.au/>) supports parents to read, sing and play with their children from birth, with access to book recommendations, reading packs and resources.

Dad's Read (<http://dadsread.org.au/>) offers advice for fathers to encourage reading together with their child.

Parenting SA (<https://www.education.sa.gov.au/parenting-and-child-care/parenting/parenting-sa>) has free parenting factsheets, videos and upcoming seminars on many parenting topics.

Positive Parenting program  
(<http://www.triplep-parenting.net.au/au-uk/en/find-help/triple-p-parenting-in-south-australia/?itb=bc37e109d92bdc1ea71da6c919d54907>) has free seminars, workshops and one-on-one sessions for parents of children aged 3 to 12 years.

Learning with your child (GreatStart)  
(<https://www.education.sa.gov.au/parenting-and-child-care/parenting/learning-your-child-greatstart>) gives parents everyday learning ideas and activities to help build their child's maths and language skills.

Raising Children Network (<http://raisingchildren.net.au/>) provides up-to-date, evidence-based, scientifically validated information about raising children and caring for yourself as a parent or carer.





# Philosophy Statement



West Lakes Shore  
KINDERGARTEN



We believe in . . .



## We Value

- Families as the first educators of children • Wellbeing as being crucial to learning •
- Cultural diversity and inclusivity • The development of powerful and engaged learners •
- Curiosity and complexity • The benefits of nature play •
- Sustainability and environmental stewardship • The principles of Reggio Emilia schools •
- Continual staff improvements and professional development •

## We Will

- Provide a welcoming, safe and secure environment •
- Work in partnership with families and community •
- Listen and respect everyone & value the cultural diversity of the families & children who attend our site • Use children's interests to drive the curriculum • Provide long periods of uninterrupted, open ended play opportunities •
- Use the 'You Can Do It' program to help develop dispositions for learning •
- Encourage children to take responsibility for their own actions and view children as capable and confident • Encourage self regulation •
- Encourage and support safe risk taking and problem solving •
- Provide meaningful opportunities to connect with the natural environment and embed sustainability into our daily practice •
- Use the principles of Reggio Emilia schools to inspire our learning spaces •
- Continually engage in reflective practice •





## Preschool Registration of Interest

Please complete the details on this form to register your interest to enrol your child in a government preschool. This form is not confirmation of enrolment. If a place is available, you will be notified of an enrolment offer prior to your child's anticipated preschool starting date. At this time you will be given a preschool enrolment form to complete.

### Section 1: Child details

Family name \_\_\_\_\_ Date of birth \_\_\_\_\_

Given name/s \_\_\_\_\_ Calendar year will attend preschool \_\_\_\_\_

Residential address \_\_\_\_\_ Gender \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Does the child identify as Aboriginal or Torres Strait Islander Yes ☐ No ☐

Does the child speak English? Yes ☐ No ☐

Languages including Aboriginal spoken at home \_\_\_\_\_

Child's cultural background \_\_\_\_\_

Does the child have any additional needs, disabilities or medical conditions that may require support?

Yes ☐ No ☐

Details

### Section 2: Parent / Guardian information

Family name \_\_\_\_\_ Given name \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_ to student \_\_\_\_\_

Is the child in care or has been in care (subject of a custody or Guardianship order under the *Children and Young People (Safety) Act 2017 (SA)*)?

Yes  
☐

No  
☐



### Section 3: Placement at your local preschool

My local preschool is: \_\_\_\_\_

Refer to [www.education.sa.gov.au/findaschool](http://www.education.sa.gov.au/findaschool) to determine your local preschool catchment area.

Do you wish your child to attend this preschool? Yes ☐ No ☐

Intended school: \_\_\_\_\_

Siblings attending the school (name and year level):  
\_\_\_\_\_

#### PLEASE TICK group preference

☐ BLUE GROUP – **Mondays and Wednesdays** 8:25am to 3:10pm and alternate odd week Fridays 8:30am to 11:30

☐ RED GROUP – **Tuesdays and Thursdays** 8:25am to 3:10pm and alternate even week Fridays 8:30 to 11:30

Please indicate below which preschool you wish your child to attend:

Preschool 1 \_\_\_\_\_

Preschool 2 \_\_\_\_\_

Preschool 3 \_\_\_\_\_

Please submit a registration of interest form to each nominated preschool including your local preschool.

**Section 4: Request for placement at a non-local preschool.** Only complete this section if this is not your local preschool. Please indicate the reason/s for seeking placement at this non-local preschool.

☐ Sibling attending the school / a local school  
(name and year level) \_\_\_\_\_

☐ Social or family links to the service \_\_\_\_\_

☐ Child care arrangements \_\_\_\_\_

☐ Transport and convenience \_\_\_\_\_

☐ Distance of your home to the preschool \_\_\_\_\_

☐ Compelling or extenuating reasons \_\_\_\_\_

Additional information

I declare that the information provided in this Registration of Interest is, to the best of my knowledge, accurate and complete. I understand that any enrolment following this process will be subject to consideration and acceptance of a completed preschool enrolment form.

Parent / Guardian signature

Date



# WEST LAKES SHORE KINDERGARTEN

## SITE BEHAVIOUR POLICY

### Links to National Quality Standards and Regulations

- 5.2.2 Each child is supported to understand how their own actions affect others
- 5.3 Each child's behaviour, interactions and relationships are guided effectively
- 5.3.1 Behaviour guidance strategies preserve the dignity and rights of the child at all times
- 5.3.2 Each child is supported to manage their own behaviour, respond appropriately to the behaviour of other and communicate effectively to resolve conflicts

Regulation 168 (2) (j) Related Key Regulations: 155, 156

### Policy Statement

- At West Lakes Shore Kindergarten everybody has rights and responsibilities.
- We work together with families to develop responsibilities, rules and consequences which ensure the rights of all are respected.
- We accept that children can feel angry, frustrated and upset at times, and need to express these feelings appropriately.
- Children have the right to learn and play in a friendly, safe and supported environment.
- All staff members have the right to teach in a friendly, cooperative and supportive environment.
- All parents/carers will be provided with a copy of this policy in the enrolment package.

### Rationale

- We believe that all children, educators, families and community members have the right to feel safe, secure and valued.
- Effective learning occurs when families and educators work together.
- Behaviour guidance is most effective when educators and families develop strategies for guiding children's behaviour which can be implemented both at kindergarten and at home.
- Children learn best when they experience success and have positive self esteem

### Process

Guiding children's behaviour is a process that focusses on the 'whole' child. A holistic approach involves collaborating with families to discuss behaviour guidance expectations, and to develop individualised behaviour guidance strategies when required.

### Strategies, Practices and Procedures

ACCEPTABLE BEHAVIOUR	UNACCEPTABLE BEHAVIOUR
Respecting and caring for others	Disrespectful or discriminatory treatment of, or manner towards children and adults
Sharing and turn taking	Harassment - physical/verbal/sexual
Encouraging others to do their best Helping	Heckling
Being cooperative	Intimidation
Being friendly, honest and polite	Obscene gestures and language
Listening to others ideas and opinions	Physical harm to another child or adult – biting, hitting, pushing, kicking, punching,
Valuing and respecting others work	throwing an object with the intention to cause harm
Walking inside the building	Refusal to comply
Using appropriate social language and actions	Sexualized behaviours
(eg. Please stop it, I don't like it!)	Upsetting and frightening other children
	Verbal threats
	Vilification or humiliation – e.g. name calling and bullying
	Victimization
	Willful damage to others' work or property



### **To promote acceptable behaviour Educators will:**

- Set clear goals and consistent rules/limits that are age appropriate.
- Communicate to children the positive behaviour we expect first eg. Please walk inside.
- Guide and scaffold language for positive verbal communication and conflict resolution strategies
- Model the polite use of language and encourage children to imitate our behaviour
- Encourage empathic thinking with questions such as, “Why do you think he is crying?”
- Promote children’s confidence and development of new skills by engaging them in problem solving, for example by asking, “Can you think of a way to help you remember to wait for your turn?”
- Help children learn to recognise and express their feelings in an appropriate way.
- Help children realise the consequences of their behaviour – we may get them to help if they have hurt someone eg. Get a tissue, help them up etc.
- Help children solve their problems in a non-threatening way.
- Encourage and support children to resolve conflict in a positive way.
- Encourage ownership of positive behaviour by giving children choices, e.g. ‘Would you like to pack away the blocks or the puzzles?’
- Redirect or change the play environment in order to make play safer, and simple explanations are given to children.
- Provide positive reinforcement for acceptable behaviour.
- Model respectful behaviour and relationships through positive interactions and use of positive language. Guide, support and model ways to resolve conflict
- Use books/songs/games/puppets to promote acceptable behaviour + Program Achieve – ‘You Can Do It’.

**WE WILL NOT TOLERATE ANY FORM OF CORPORAL PUNISHMENT, PHYSICAL HARM, HARRASSMENT, BULLYING, OBSCENE LANGUAGE OR GESTURES, VERBAL THREATS, INTIMIDATION, DISPRESEPECT, VILIFICATION AND HUMILIATION.**

### **Process to manage unacceptable behaviours**

1. Give warning and talk to the child involved.
2. Use ‘calm down time’ or ‘time away’ with support by an educator.
3. Notify the child’s family – by phone or end of the day meeting (whichever is more appropriate).
4. Collaborate with the child’s family to develop strategies to support and guide their child’s behaviour via a negotiated behaviour plan. (This process may also include accessing support from DFE Support Services and other agencies.)

If educators observe warning signs that indicate more serious behavioral issues such as:

- Difficulty managing emotional outbursts
- Difficulty managing impulses
- Behaviour that does not respond to discipline
- Behaviour that interferes with learning
- Behaviour that interferes with social interaction
- Self-harm
- Sexualized behaviour that are not developmentally appropriate

A formal meeting will be arranged to discuss how to best support your child and any further steps that may need to be taken to address these issues.

---

### **Measuring Tools**

Review of Site Behaviour Policy with families and staff

### **Links to other Policies**

Child Protection Curriculum Policy

### **Sources**

Parenting SA, 2003-2005, Parenting Easy Guides, Government of South Australia, Children, Youth and Women’s Health Services  
National Quality Standards 2011

Protective Practices for staff in their interactions with children and young people. Government of South Australia 2011

Keeping Safe: Child Protection Curriculum 2<sup>nd</sup> Edition 2017

**Policy Review Date: April 2021**

**Policy Approved by Governing Council: July 2019**

## **PLEASE JOIN OUR PARENTS AND FRIENDS COMMITTEE**

Dear Parents/caregivers,

Welcome to the West Lakes Shore Kindergarten. We hope that the following information may help you further in understanding more about our kindergarten's management committee.

The Parents and Friends Committee (formerly known as the Governing Council) is made up of interested parents who want to be involved in the decision making processes of the kindergarten and to help us with fundraising activities.

The committee meeting is held twice a term (usually on a Monday night in Week 2 and 7 each term). The meetings are not too long and usually run for about 1 ½ hours. During these meetings parents have the opportunity to put forward ideas, ask questions and vote on any proposals, new initiatives, any engage in discussions about policies or guidelines that may need to be introduced or reviewed. All decision making is group based and democratic and we greatly value your input.

Committee members are encouraged to help with fundraising activities. There are normally only three events each year, of which are highly successful in raising money for the purchase of children's learning resources and equipment. Your assistance with these events certainly contribute to this success!

In the past, committee members have really enjoyed the opportunity to support the kindergarten in this way as well as making new friends.

### **THE ROLE OF A GENERAL COMMITTEE MEMBER**

Are you interested in nominating as a committee member for our Parents Committee? Your support will be greatly appreciated to ensure that we continue to provide quality education and fund raising activities which ultimately will be for the benefit of your child.

The role of the committee member will be to:

1. Attend two termly committee meetings each term
2. To offer to help with fundraising events run by the committee
3. Have a voting right
4. To provide support and assistance

We hope that you will nominate as a committee member. Please complete the section below and return to the kindy. If you would like any further information please see one of the staff.

-----

I \_\_\_\_\_ wish to be nominated for one of the General member positions on our Parent's Committee.

The West Lakes Shore Kindergarten uses the Skoolbag App to share information with families, including newsletters, events and notices. The use of the Skoolbag App also allows you to receive 'alerts' or notifications when special things are happening on your child's kindergarten day. This is the only form of communication unless you state otherwise. The use of this APP encourages sustainable practices, which is an improvement goal for the WLSK.



## Skoolbag



Smartphone school to parent communication

Skoolbag is a mobile App for your school to communicate directly to both parents and students. It works through both smart phones and smart devices (such as iPads and Android Tablets). Ideal for:

- > School, free push notification alerts
- > School events
- > School newsletters
- > School documents
- > School RSS feeds
- > School social media (Facebook, Twitter)

Skoolbag delivers school notices directly to parents and students



## How To Install Skoolbag On Your Smartphone

### iPhone & iPad Users

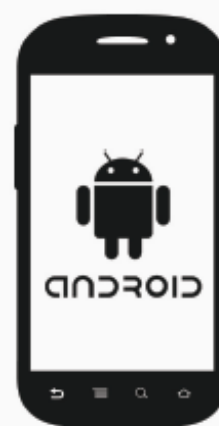
1. Click the "App Store" icon on your Apple device.
2. Type your school name in the search, using suburb name will help.
3. If iPhone, you will see your school appear, click "Free" then "install".
4. If iPad, change the drop list to "iPhone Apps", your school will then be visible, click "Free" then "install".
5. When installed click "Open"
6. Select "OK" to receive push notifications, when asked.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.




### Android Users

You must first have signed up with a Google Account before installing the app.

1. Click the "Play Store" button on your Android Device
2. Click the magnifying glass icon at the top and type in your school name, using suburb name will help.
3. Click the school name when it appears in the search.
4. Click the "Install" button.
5. Click "Accept" for various permissions (please note, we do not modify any of your personal data on your device).
6. Click "Open" when installed.
7. Click the "More" button on the bottom right of the App, then "Setup".
8. Toggle on the Push Categories that are applicable for you.



Don't forget to like us on Facebook! 

Find out more at [www.skoolbag.com.au](http://www.skoolbag.com.au)

Skoolbag delivers school notices directly to parents and students





# Wipe out Waste



## Nude food info for families

The West Lakes Shore Kindergarten is working towards developing sustainable practices and behaviours and you can help to reduce the amount of material sent to landfill to benefit the environment also. By packing a 'Nude food Lunchbox' (a lunch/snack box with NO packaging) you will be helping the kindy WIPE OUT WASTE!

### Some Tips for parents packing Nude Food lunches

- Help children to make nutritious, waste-less lunches and let them make their own lunches. Try packing lunches the night before and storing them in the fridge overnight.
- Discuss with your child what they like to eat and how much. Bin audits in educational sites across SA show large quantities of unopened pre-packaged foods, including single-serve yogurts, cheese sticks, sandwiches, uneaten apples/fruit and many near full fruit boxes being thrown away. This costs your family money as well as creating waste.
- Cut up fruit and vegetables and pack them in reusable containers so that children can eat some and save the rest for later. For example, it's hard to take some bites from a big apple at recess and save the rest for lunchtime. It's easier to eat a wedge or two and then reseal the container. A rubber band around a sliced apple will prevent browning.
- Encourage your children to bring home uneaten food to eat after kindy. If you're not sure how much they can eat at kindy, start small, eg a piece of fruit and a sandwich, and build it up if they are asking for more.
- If your children have crackers or savoury biscuits, or other snacks try buying a larger bulk pack (rather than the more expensive so called 'convenience' packs with lots of packaging) and have your children put the same quantity into a reusable labelled container that they bring home each day.

For more information you can visit the Wipe Out Waste website - <http://www.wow.sa.gov.au/nude-food.html>

**Wipe out Waste**

**Pack waste free food!**

Did you know that up to 50% of items in school/preschool bins come from food and drink packaging is brought from home?

**Pack**

- Snacks in reusable containers
- Drinks in a reusable bottle
- Reusable utensils when needed
- A reusable lunchbox or back-pack

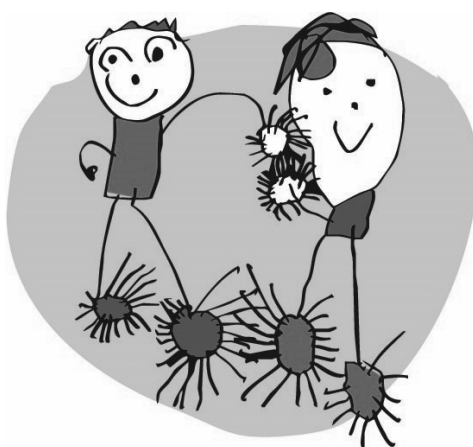
**Avoid**

- Lunches packed in plastic bags, cling film or foil
- Disposable drink boxes, cans, cartons and bottles
- Disposable forks and spoons
- Pre-packaged lunches or single serve items

Government of South Australia  
West Lakes SA

KESAB

*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](mailto:Kindy.wlsk737@schools.sa.edu.au)*

## **Staff**

**Director:** Mandy Klessens

**Teachers:** Laura Tyner & Karyn Remphrey

**Early Childhood Workers:** Marianne Organ, Kylie Wyatt , Lynley Zeitz & Charmaine Maulitz

## **Kindergarten Sessions**

There are 2 separate group sessions.

Blue 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)

Red 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 \$660 per year. You can choose to pay the total amount at the beginning of the year or pay an instalment of \$220 in terms 1, 2, and 3.

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

There is a \$10 late payment fee for any fee paid after this time.

### **EFT details are:**

Account Name: West Lakes Shore Kindergarten

BSB: 065 151

Account Number: 0090 0631

## **Information**

Information is distributed to families via the West Lakes Shore Kindergarten SkoolBag App. You will also need to regularly check your child's 'notice pocket' which hangs near the main entrance.

## **Belonging, Being and Becoming National Framework**

Our program is based on the National Early Years Learning Framework. The aim of this document is to extend and enrich children's learning from birth to five years and through the transition to school.

Play is a context for learning that:

- Allows for the expression of personality and uniqueness
- Enhances dispositions such as curiosity and creativity
- Enables children to make connections between prior experiences and new learning
- Assists children to develop relationships and concepts
- Stimulates a sense of wellbeing.

There are five Learning Outcomes that are designed to capture and integrate learning and development:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

## **Programming**

Each day the educators collect valuable information about children's level of involvement at kindergarten, their developing skills and their knowledge and understandings.

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.

The kindergarten program has a literacy and numeracy focus, sustainable practices, Program Achieve 'You Can Do It' and Child Protection Curriculum.

A big focus in our program planning is nature play. We encourage mud play, water play and risk taking behaviours (climbing trees etc). Your child WILL get dirty and have opportunities to try a wide variety of experiences.

A summary of the program is sent out on the SkoolBag App and is displayed near the main entrance noticeboard. We welcome your feedback on our program via our weekly journal and suggestion box which are located near the sign in sheet.

Please remember to look at our weekly journal, whiteboard for daily reflections and iPad videos of your children learning through their play.

## **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. In order 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 to be important. All information will be treated confidentially.

## **How families can be involved**

We welcome and enjoy parents being part of our learning environment.

If you have any special skills that you could share with us e.g. cooking, playing an instrument, a sport, hobby, special interest, or work interest e.g. police, lifesaving, fire brigade, nurse, doctor etc. we would be most appreciative and will support you in the delivery of a group time experience based on your expertise.

We welcome parents and grandparents to help prepare platters for shared fruit and vegetables on Fridays. (Covid-19 Restrictions may apply)

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 match boxes, toilet rolls and medical boxes.)

## **Parents and Friends Committee**

The Parents and Friends Committee consists of parents, staff and interested community members. We welcome new members at the Annual General Meeting, held in the first term.

Parents and Friends Committee meetings are twice a term. Currently we meet at 6:30pm on a Monday of week 2 and week 7. All parents and caregivers are most welcome to attend meetings and we encourage parents to join the Committee and be part of their child's education. It is an excellent way of finding out about many aspects of the kindergarten, and also 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 will be put into your child's information pocket.



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

- A bag/backpack that can be opened easily by your child
- A sun hat (bucket hats are available for purchase)
- 'Brain Food' – fruit/vegetables for snack time morning and afternoon
- A 'nude food' (food without plastic wrappers) healthy lunch packed in an insulated container with an icepack
- A drink bottle filled with water ONLY
- A change of clothes (multiple if necessary)
- Wet weather and mud play raincoat and gumboots

### **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 are related to the kindergarten program.

### **Arrival and Departure**

- An adult must accompany children into the kindergarten
- Please sign your child in each day
- 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 write the details on the sign in sheet and inform a staff member
- Please be punctual when collecting children, as they may become distressed
- 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

### **Covid- 19 Hygiene practice**

Adults must sanitize hands upon arrival (Hand sanitizers are available near the main gate and at the sign in sheet). Please social distance.

Children must wash their hands upon arrival. Only children and staff can access the locker area.

### **Absence**

Children are to be kept at 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 stays at home to reduce the spread of infection.

When there is a case of an infectious condition such as chicken pox, head lice etc. families are notified via the SkoolBag App along with information about the condition.

## **Policies**

Our kindergarten policies are easily accessible for parents to view on the kindergarten website.

The Department for Education policies are located at

[www.education.sa.gov.au/department/policies/departamental-policies](http://www.education.sa.gov.au/department/policies/departamental-policies)

## **The following policies are located on the SkoolBag APP**

### **Food Policy**

It is vital that this information is adhered to as there are children with life threatening allergies.

### **Nude Food Information for Families**

### **Site Behaviour Code**

### **Raising Rights, Grievances and Resolving Concerns Policy**

### **Sun Protection Policy**

Hats to be worn as per Sun Safe Policy.

### **Wet Weather Policy**

### **Dress Code policy**

---

## **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. Parents are invited to the group room for their child's birthday celebration. We discourage the bringing of gift items i.e. sweets, stickers balloons etc.

## **Attendance**

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

## **NO JAB NO PLAY!**

Please ensure that you provide the kindergarten with your child's updated immunization statement.

## **C&YH Screening**

The Child and Health Service offer 4 year old screenings at the Kindergarten once per term. You will be notified when your child is due for a screening by a staff member. If your child is not screened, then it is your responsibility to book a time through your local branch of C&YH or your GP, before your child turns 5.

## **School Enrolment**

We recommend you contact the school of your choice to enroll as soon as possible. This allows the school to plan ahead 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 R-7 has a different zoning policy to the kindergarten.

## **South Australian State Schools Term Dates for 2021**

	<b>Term 1</b>	<b>Term 2</b>	<b>Term 3</b>	<b>Term 4</b>
<b>2021</b>	27 January - 9 April	27 April - 2 July	19 July - 24 September	11 October - 10 December

## **South Australian Public Holidays during the school term 2021.**

**The kindy will be closed on these days.**

Australia Day	Tues, 26 January
Adelaide Cup Day	Mon, 8 March
Good Friday	Fri, 2 April
Easter Monday	Mon, 5 April
ANZAC Day Public Holiday	Mon, 26 April
Queen's Birthday	Mon, 14 June

## WEST LAKES SHORE KINDERGARTEN FOOD POLICY

At WLSK we believe childhood is such an important time to establish life long, healthy eating habits. Healthy eating habits in a social environment have a positive influence on your child's food choices. These benefits can support children in the following ways.

1. Short term – maximises growth, whole body development including brain development, activity levels and improved cognition
2. Long term – minimises risk of diet related diseases
3. Good nutrition contributes to health and wellbeing and this is vital for positive engagement in learning activities.

**WE PROMOTE NUDE LUNCHBOXES. WE ENCOURAGE PARENTS AND CARERS TO PACK CHILDREN'S FOOD THAT IS FREE FROM PACKAGING, PLASTIC AND CLING WRAP.**

In promoting a balanced and healthy diet we ask families to follow these guidelines.

### **WATER IS THE ONLY ACCEPTABLE DRINK**

As water is an essential nutrient and is vital for life we encourage children to drink throughout the day as poor hydration can effect physical and mental performance.

**DRINK BOTTLES ARE KEPT INSIDE FOR CHILDREN TO ACCESS THROUGHOUT THE DAY**

### **IDEAS FOR FRUIT TIME**



### **ALL FRESH FRUIT & VEGETABLES**

**CHEESE** on its own

**DRIED FRUIT** sultanas, dates, apricots (NO Balls, Bars, Straps)

**THESE ARE KEPT IN CHILDRENS BAGS OUTSIDE TO ACCESS DURING MORNING & AFTERNOON PLAY**

### **FOOD IDEAS FOR LUNCHTIME**



**SANDWICHES/WRAPS** with cold meats and salad **COLD MEAT** (chicken drumsticks, meat patties, sausages)

**SALADS** pasta salad, garden salad, chicken salads **RICE CAKES** with healthy toppings

Use your own **THERMOS** with leftovers such as *pumpkin soup, spaghetti bolognaise, fried rice, stews etc.*

*You can also provide a snack to have with lunch such as:*

**YOGHURT, PLAIN POPCORN, CRUSKITS, RICE CRACKERS, DRIED FRUIT (no bars ball or straps), CHEESE**

**LUNCHBOXES ARE PLACED INSIDE ON THE TABLE NEAR THE FEES BOX**



**PLEASE ENSURE THAT YOU INCLUDE A FREEZER BLOCK**

**IN YOUR CHILD'S LUNCH and SNACK boxes so that food remains cold at all times.**

### **WE ARE AN ALLERGY AWARE KINDERGARTEN**

It is extremely important for us to provide a safe environment for ALL children, including those with allergies. For some children the slightest exposure (even without eating the food) could endanger their lives. All parents/carers can appreciate the severity of this issue. **WE ENCOURAGE PARENTS AND CARERS NOT TO PROVIDE FOOD CONTAINING NUTS**, including **Nutella/chocolate products, Peanut butter, Muesli bars etc.**

### **WE ENCOURAGE PARENTS AND CARERS NOT TO PROVIDE THE FOLLOWING FOOD**

Packaged food, Roll Ups, Dried fruit balls/bar, Muesli Bars, Hot Cross Buns, Cakes, Muffins, Chips, Donuts, Lollies, Chocolate, Sweet Biscuits, Custard, Fruit Bars, Jelly, Pancakes, Fast food, Homemade slices.

**WE ENCOURAGE** families to cut foods such as grapes in half to eliminate choking hazards –see WCH

Link [http://www.cyh.com/HealthTopics/library/Preventing\\_Choking\\_Fact\\_sheet.pdf](http://www.cyh.com/HealthTopics/library/Preventing_Choking_Fact_sheet.pdf)

**DUE TO THE RANGE OF ALLERGIES AT OUR KINDERGARTEN IT IS IMPORTANT THAT WE KEEP THIS POLICY IN PLACE.** If anyone else brings your child to the Kindergarten, please make them aware of this policy.

Policy updated and endorsed by the Parents and Friends Committee April 2019





# West Lakes Shore Kindergarten hot and wet weather policies

## Hot weather policy

### Purpose

The purpose of this Policy is to outline the relevant details and to include specific strategies that are aimed at reducing the risk of heat illness to young children at our kindergarten. This Policy has been developed in consultation with staff from the WLS Kindergarten and members of the Governing Council, and is in line with ACECQA regulations (NQS) and DECD Policy.

### Objectives

The objective of this Policy is to ensure that:

- all employees (including leaders) must take reasonable care to protect their own health and the safety of others in the workplace <sup>1</sup>
- all site leaders have a duty of care towards *children as the paramount consideration*
- the objects of the *Children's Services Act 1985* are upheld
- the requirements of the National Quality Standards are met

This policy will recognise that children are at greater risk of suffering from heat illness than adults and a child's ability to respond to environmental heat and acclimatise to heat is due to physiological differences.

The WLS kindergarten's Policy takes into account the need to consider the inclusion of strategies to reduce the risk of heat illness in young children, such as:

- **Shade and Outside Play:** When the forecast for **West Lakes Shore** is **36 degrees** or higher, and at staff discretion. Children have the choice as to whether they would like to play inside or outside during these times. When playing outside, all children will be encouraged to play in shaded areas and activities involving physical exertion will be kept to a minimum.
- **Drinks of water** are to be frequently offered and drinking water is to be accessible to children at all times.
- **Lunch - Parents** are asked to pack food in insulated containers with a freezer brick or frozen water. WLS kindergarten provides a cool place to store food that is required to keep the food to be kept cool (please refer to the WLS Food Safety Policy).
- **Clothing - Parents** are to be encouraged to dress children in clothing that minimises heat and children can be dressed in layers that can be easily removed during activity and of a type that is Sunsafe and complies with the Clothing Policy.  
Refer to [www.arpana.gov.au/radiationprotection/factsheets/is\\_UVProtection.cfm](http://www.arpana.gov.au/radiationprotection/factsheets/is_UVProtection.cfm)
- **Parents** are asked to consider whether they put themselves and their children at risk if they are walking to and from the kindergarten on very hot days. If walking to and from

kindergarten they are asked to consider whether keeping the child at home in their own air conditioned comfort may be far more beneficial to the child/family.

- **Monitoring** of the effectiveness of the ventilation/cooling system will be ongoing during *hot weather. Children and adults are susceptible to heat stress on days of high humidity and heat. Staff will continuously monitor children's and educator's wellbeing and act accordingly.*

## **Operating hours in Extreme weather or Electrical Breakdown**

**WLS kindergarten** has effective cooling systems and during normal operating hours this kindergarten will remain open for normal kindergarten sessions.

In the event of inadequate provision of cooling (breakdown of air conditioning or power failure) when the temperature is above 36 degrees, children's families will be contacted to collect children early. Kindergarten staff will remain on duty on these days. Remaining children will be supervised with water cooling activities and kept as comfortable as possible until collected.

### **MONITORING, EVALUATION AND REVIEW**

The Director of WLS kindergarten will monitor, evaluate and review the effectiveness of site hot weather policies in September biannually.

The Preschool and Centre Based Care Unit, Early Childhood Programs and Service Development will monitor, evaluate and review the effectiveness of the Hot Weather Guidelines for Preschools in October biannually.

***Endorsed and Approved by Staff, Parent and Friends***

***Updated 2017***

***Review date 2019***

### **References**

Child and Youth Health – Babies in Hot Weather

[www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=114&np=305&id=1605](http://www.cyh.com/HealthTopics/HealthTopicDetails.aspx?p=114&np=305&id=1605)

Cancer Council SA – SunSmart Early Childhood Program

[www.cancersa.org.au/asp/SunSmart\\_program\\_policy\\_resources.aspx](http://www.cancersa.org.au/asp/SunSmart_program_policy_resources.aspx)

Sports Medicine Australia – Hot Weather Guidelines

[www.smartplay.com.au/ImageLibraryAssets/Resources/National/policy-guidelines-2008-](http://www.smartplay.com.au/ImageLibraryAssets/Resources/National/policy-guidelines-2008-)

[hot-weather-guidelines-nat.pdf](#)

Sports Medicine Australia – Beat the Heat Brochure

[www.smartplay.com.au/ImageLibraryAssets/Resources/National/policy-guidelines-2008-beat-the-heat-brochure-nat.pdf](http://www.smartplay.com.au/ImageLibraryAssets/Resources/National/policy-guidelines-2008-beat-the-heat-brochure-nat.pdf)

DECD WH&S – Heat Stress Procedure

[http://www.decd.sa.gov.au/docs/files/communities/docman/1/Heat\\_Stress\\_Procedure.pdf](http://www.decd.sa.gov.au/docs/files/communities/docman/1/Heat_Stress_Procedure.pdf)

DECD WH&S – UV Radiation/Sun Protection Procedure

<http://www.decd.sa.gov.au/docs/documents/1/UvRadiationProcedure.pdf>

DECD Hot weather Policy (Preschools)

<http://www.decd.sa.gov.au/docs/documents/1/HotWeatherGuidelinesPresc.pdf>

---






## **Wet weather policy**

### **Purpose**







The purpose of this Policy is to outline the relevant details in relation to wet weather play at this kindergarten. This Policy has been developed in consultation with West Lakes Shore Kindergarten staff and members of the Parents and Friends Committee.

### **Objectives**

The objective of this Policy is to ensure that:

-  Suitable guidelines are in place for wet weather play.
-  Children are adequately dressed when playing outside in the wet weather.
-  There is suitable storage of wet weather wear.
-  Children are kept safe when playing outside in the wet weather.
-  Children's wellbeing is taken into consideration before they engage in wet weather play.

The WLSK's Policy takes into account the need to consider the inclusion of the following strategies:

-  **Guidelines** – Children will be given the opportunity to engage in wet weather play throughout the entire year. Wet weather play will not occur if the rain is extremely heavy or if storms/strong winds are present.
-  **Wet weather wear** – Children are to be dressed in a rain coat, preferably with a hood, and gumboots if they are to engage in wet weather play. If they do not bring these items then they will remain playing under the verandah or inside.
-  **Storage of wet weather wear** – On arrival children are to place their labelled rain coat on the hooks, and their gumboots are kept underneath their raincoats. Children can then swap their shoes for gumboots when outside play begins. Just before outside play finishes, educators will ensure children have taken off their wet raincoats and placed these on the drying rack by the fruit table. Their wet/muddy gumboots will then need to be placed under their coats also. They then either change back into their normal shoes or just have their socks on, ready for group time. All items are to be collected at the end of the day.
-  **Children's safety is paramount** - Educators are to restrict children playing on the climbing equipment and platform during wet weather play as surfaces become slippery. Running is not permitted during wet weather playtime.
-  **Children's wellbeing** – Children are discouraged to play outside in the wet weather if recommended by a parent or if the educator thinks it is not in the best interest for the child's health.
-  **Families** – Are to provide spare clothing from home to enable wet weather play.

### **MONITORING, EVALUATION AND REVIEW**

Educators will monitor, evaluate and review the effectiveness of the wet weather policy at the end of Term 3, 2017, in consultation with the Parents and Friends Committee.

***Endorsed and Approved by Staff and Parents and Friends Committee March 2017***  
***REVIEW DATE APRIL 2020***



## West Lakes Shore Kindergarten Sun Protection Policy

Australia has the highest incidence of skin cancer in the world, with skin cancers accounting for around 80% of all new cancers diagnosed each year in Australia. At least 1 in every 2 Australians will be diagnosed with skin cancer in their lifetime.

Most skin cancer and skin damage is the result of cumulative exposure to the sun and mainly occurs during childhood and adolescence. Children of all nationalities & skin types have very sensitive skin that will burn easily.

Children with fair or pale skin are most likely to burn but even children with dark skin can suffer sun damage. Sun protection during childhood & adolescence means life long reduced risk. Skin cancer is preventable.

Preschools are ideally placed to help reduce the incidence of skin cancer by developing good habits in and an understanding of the effects of the sun by the children at the centre.

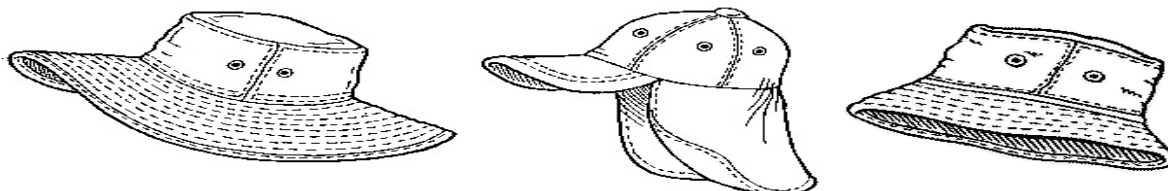
Our Centre's philosophy ensures the child's right to be safe at the Centre.

The aims of our policy are to promote amongst children, staff and parents:

- ☀ Positive attitudes towards skin protection.
- ☀ Lifestyles practices that help reduce the incidence of skin damage.
- ☀ Awareness of the need for environmental changes in our Centre to reduce the level of exposure to the sun.

### IMPLEMENTATION

- ☀ All children are to wear hats and sunscreen outside in Term 1 and Term 4.
- ☀ Children without hats will need to play inside or under the veranda (please consider this can be very difficult for a child who is staying for a full day).
- ☀ Hats must be either broad brimmed, legionnaire or bucket (baseball caps, visors, beanies and hoods are not considered appropriate sun safe hats).
- ☀ In Term 2 and Term 3 children are not required to wear hats. Towards the end of term 3 staff will monitor the weather and will notify families via the Skoolbag App and notices if a hat is required. The children will be informed about the need to wear a hat. It is advisable to keep a hat in your child's kindergarten backpack at all times.



- ☀ Brims on broad brimmed hats should be at least 7.5cm wide. These hats reduce the amount of ultraviolet radiation reaching the face and eyes by up to 50%.
- ☀ Legionnaire style hats should have a flap that meets the sides of the front peak to provide protection to the side of the face
- ☀ A bucket hat should have a deep crown so it sits low on the head and have a brim of at least 6 cm.
- ☀ NO strings/cords on hats <https://www.education.sa.gov.au/departments/media-centre/news/school-hat-safety-alert>



- ☀ Parents are to apply sunblock to their own children before coming to kindergarten. Educators will reapply sunscreen after lunch in Term 1 and Term 4, if your child has sensitive skin please provide appropriate sunscreen.
- ☀ Outdoor activities will be located in the shaded areas on hot days.
- ☀ Shaded areas will be increased by the tree planting and shade coverings.
- ☀ Staff will incorporate sun and skin awareness activities into our teaching programs.
- ☀ Appropriate sun protection clothing is to be worn –no singlet or midriff tops.
- ☀ Staff and children can wear protective eye wear, ie sunglasses, if they choose.
- ☀ Children are encouraged to drink water frequently.