



Prospect Kindergarten

Parent Information Booklet

RATED
EXCEEDING
NATIONAL QUALITY STANDARD



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Government of South Australia
Department for Education

WELCOME TO PROSPECT KINDERGARTEN

Prospect Kindergarten is a Department for Education Kindergarten (DfE) offering preschool sessions and playgroup. The preschool program is a play-based program based on the Early Years Learning Framework.

Director:	Betty Elsworthy	
Teachers:	Ash Keskar	Natalie Coccoa
Early Childhood Educators:	Diane DeRuiter George Gallos	Lorinda Reade Jigesha Shah
Business manager:	Tania Barr	

We also have a number of Bilingual Workers who support children from culturally and linguistically diverse families and Support Services are available for children with high additional needs.

PROGRAMS

Kindergarten

Children can attend up to 15 hours of kindergarten per week.

Children attend in a pattern of two full days: Monday & Tuesday or Wednesday & Thursday

Session start	8.15am (drop off from 8.15am to 8.45am)
Session end	3.45pm (collect from 3pm to 3.45pm)

Playgroup

Playgroup is held within Kindergarten sessions. Please contact us for current session days and times. Cost is \$2.00 per session

WHEN CAN YOU 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 that 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 turns 4 on or after 1 May, they start the following year.

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.

INFORMATION SESSIONS

Meetings for new parents are offered in September and February each year. We will contact you in term 4 with a meeting date where you will receive information about our preschool and an opportunity to ask questions.

TERM DATES 2021

Term 1	Term 2	Term 3	Term 4
27 January - 9 April	27 April - 2 July	19 July - 24 September	11 October - 10 December

WHAT TO BRING

- ✓ Bag
- ✓ Hat
- ✓ Change of clothes
- ✓ Drink bottle containing water only please
- ✓ Healthy lunch and snack

Snack/lunch suggestions include: fresh fruit, cheese, vegetables, dried fruit, a savoury sandwich etc. Please choose food with minimal packaging.

Please write your child's name on all belongings.

Hats are required for outside play all year. Wide brims hats with no neck ties/toggles please. Hats are available to purchase from kindergarten for \$10. T Shirts are also available for \$10.

Please apply **sunscreen** to children before they come to kindergarten and sign the permission form for sunscreen to be re-applied at lunchtime.



What to wear

Children at kindergarten need to wear practical play clothing suitable for active and sometimes messy play. Every effort is made to protect clothes with smocks when doing messy activities.

Sandals are the best footwear for summer weather, while comfortable closed shoes / boots with socks are encouraged for cold weather.

Ensure that your child wears clothing they can manage independently.

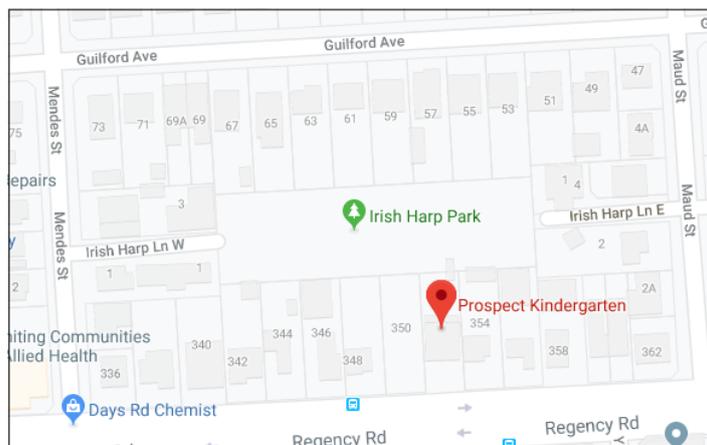
What not to bring

We ask that children do not bring:

- food containing nuts (some children have anaphylaxis reactions to nuts)
- unhealthy food or drink (lollies, chocolate, chips, fizzy drinks, muesli bars)
- toys from home

PARKING

Regency Road has **bike zone restrictions** between 7 to 9am and 4pm to 6pm. There is no parking in front of kindergarten between these times. Council regularly patrols and fines. We recommend you park in Maud St and use the children's safety crossing or on Mendes Street.



PARENT CONTRIBUTION

The kindergarten parent contribution is \$150 per term with an additional cost for visiting performers.

You can choose to pay the total amount at the beginning of the year or pay \$150 each term.

When to pay

We will invoice you by week 2 of each term via your child's kindergarten pocket.

Payments are due by week 6 of term.

Please speak to Betty if this causes difficulty.

How to pay

Cash, cheque, Direct Deposit, QkR App or EFTPOS at site.

You can pay cash, cheque, via the QkR App or EFTPOS at the kindergarten. We prefer payment with card via EFTPOS.

The kindergarten does not keep cash on site so correct change at all times please.

Direct Deposit information BSB: 065 106 Account number: 10466596

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

Centrelink

You can also arrange with Centrelink to have deduction paid fortnightly direct to kindergarten.

Contact Centrelink quoting the Kindergarten's ID number **555063680L** and account details:

BSB: 065 106 Account number: 10466596

GENERAL INFORMATION

Absences

If your child is unwell or has an illness which may be infectious, please keep at home and advise the kindergarten. Ensure that your emergency contact information is up to date as educators will use these contact numbers if your child becomes unwell during a session.

If you will be away on holiday or your child is ill please let us know by phone or by email.

Arrival / Departure

- ✓ Parents/Carers are required to sign in and sign out of the site, with a time recorded on each day.
- ✓ Please greet an educator so that we know that your child has arrived.
- ✓ Please try to be punctual at the start and finish of each session – it can be unsettling for a child to arrive after the session has begun or to be picked up after it has ended.
- ✓ Please advise educators if you are going to be late. This helps to avoid your child becoming unduly concerned.
- ✓ Please let us know if when someone other than the regular caregiver will be bringing your child to or picking up from the kindergarten.

Birthdays

We celebrate children's birthdays by singing 'Happy Birthday'. In line with our Healthy Food and Nutrition Policy and in the interests of fairness to all, we ask that parents do not bring cake, lollies or party foods for children's birthdays. We will instead celebrate with the child being the focus of our attention!

Medication

We require the signed consent of a Doctor to administer regular medication. Please see the Director if your child needs to take medication during a kindergarten session. Health Care plans are required. Please do not place any medication in your child's bag.

Newsletters / Notices

Newsletters and notices are an important means of communication between the kindergarten and parents / caregivers. The Skoolbag App, email and Facebook are the preferred means of communication. Each child also has a notice pocket for printed notes. Please check your pockets daily.

CHILD AND YOUTH HEALTH CHECKS

Once a term, Child and Youth Health conduct developmental health, hearing and vision screenings for children who are a minimum of 4 years and 3 months of age. Parents are informed when appointment times are available at the kindergarten.

Parents attend the screening with their child and bring their "blue book".

PARTNERSHIPS WITH PARENTS

Prospect Kindergarten Governing Council

Prospect Kindergarten is a locally managed centre.

The purpose of Governing Council:

- Work with Educators to plan for improvements
- Identify and direct centre goals
- Maintain the facilities

All parents are invited to attend meetings and become members of the kindergarten Governing Council. It involves a meeting once a month and helping in various ways to support the kindergarten.

Benefits of being a member of the Governing Council include being involved in the decision making of the centre, keeping in touch with current issues in the centre and in the field of early childhood education and meeting other parents / caregivers with a common commitment to young children and their learning.

Parent Participation

Children's learning involves a partnership between educators and parents. Parents are invited to read the curriculum and program on display in the centre and are encouraged to become involved in the program.

Reporting

Parents are encouraged to make an appointment or phone the kindergarten at any time to discuss their child and any issues or concerns they may have. When children continue on to school, a Statement of Learning and Portfolio which documents the child's learning journey during their time at kindergarten, is prepared for the family and school.

SCHOOL ENROLMENTS

Private school enrolments are usually made prior to kindergarten entry. Some private schools offer two intakes a year. Please contact your preferred school for this information.

Public schools have a single intake as do kindergartens. Children are eligible to start school if they turn 5 before the end of April in that year. Please visit the local schools and enrol your child as soon as you have chosen a school. Many schools are zoned and it is vital that this is clarified with schools prior to kindergarten entry.

GRIEVANCE PROCEDURE

We aim to be welcoming and friendly. Good relationships between parents and educators are important. If parents have concerns or issues about their child or kindergarten policy, the following guidelines are recommended for resolution:

- At a mutually convenient time, parent to meet with the Director to discuss issue. If issue is not resolved...
- Contact Department for Education Parent Complaints Unit on 1800 677 435
- Please refer to our Parent Concerns and Complaints Procedure or our website for additional information and contact details on raising a complaint or the Department's page <https://www.education.sa.gov.au/department/about-department/contact-department/feedback-and-complaints-about-school-or-preschool>

BEHAVIOUR GUIDANCE CODE

We seek to provide a safe, respectful and caring environment for children and adults.

At Prospect Kindergarten we encourage the following:

- Participation in a variety of activities
- Sharing and respecting equipment and materials
- Taking turns
- Actively listening and responding to others
- Cooperating with each other
- Respecting each other

There are times when we need to support children to manage inappropriate behaviour.

This includes:

- Behaviour which places others at risk or in danger
- Behaviour which is disruptive to the child's or other children's learning
- Behaviour that is socially unacceptable (e.g. spitting, swearing) or that which may frighten or harass another child

We manage inappropriate behaviour using the following strategies

- Establishing clear expectations using language children understand
- Encouraging and praising positive ways of behaving
- Distracting or redirecting the child
- Being consistent in our expectations and practice
- Providing children with support as they use strategies and language to appropriately resolve conflict
- Ignoring attention seeking behaviour if it not harmful to others
- Providing children with a place, time and support as they regain control of their behaviour

Please speak to educators if you have any questions about your child's behaviour.

CONFIDENTIALITY

We respect all the information that you give us about your family or child. This will remain appropriately confidential at all times and communicated with only those agencies to which you have consented.

CENTRE POLICIES

A number of site specific policies have been developed by educators, parents and Governing Council to ensure the safe operation of the kindergarten. These include (but are not limited to):

- Behaviour Guidance Code
- Allergy Aware Policy
- Anti-bullying Policy
- Healthy Food and Nutrition Policy
- Sun Safe Policy
- Hot Weather Policy
- Social Media Policy
- Infectious Disease Procedure
- Parent Concerns and Complaints Procedure
- And many more!

Copies of these policies are available, please see educators or refer to our website.

There are many additional DfE policies i.e. School Enrolment, Privacy of information, WHS etc.

<https://www.education.sa.gov.au/department/policies/departmental-policies>

SOCIAL MEDIA

We send information/reminders on Facebook and Skoolbag!

Facebook ~ Search "Prospect Kindergarten"



Skoolbag Free App ~ Search "Skoolbag" in your phone's app store, download, then select Prospect Kindergarten to add.



We send most notices, reminders and messages via Facebook and SkoolBag.

PRESCHOOL EDUCATION

Philosophy Statement

We believe that children are our future.....

- that every child has the potential to bring something unique and special to the world.
- that every child is capable and has the ability to be successful

We believe that the Kindergarten is a unique community of learners.

- that every child has varying abilities and different learning styles
- that every child deserves individual attention and teaching

We believe that each child is part of a family, a community and culture.

- we respect all these educators, as having an integral role in the life of each child

We believe that children learn best in safe, nurturing, equitable environments.

- that every child deserves to be supported to be the best version of themselves
- that children will grow into responsible participants in a world community

We believe that learning and teaching are owned by both adults and children, within the Kindergarten. Above all, we believe that children and adults can laugh, love and learn together.

Core Values

Our core values underpin our vision and expectations of a powerful learning community with children, families and community.

Our Values:

- Quality Leadership
- Expert Teachers
- Focus on teaching and learning and reflective practice
- Achievement growth for every child
- Research based methodology and practice
- Evidence based improvement and accountability
- Targeted funding and resources
- Engagement of parents and community
- Multicultural family and community
- Inclusivity and individuality
- Lifelong learning

Vision Statement

Our vision is to inspire an adventurous and challenging learning program within a co-constructed, play-based environment. We seek to foster cultural exchange and celebrate diversity; to develop self-exploration and understanding through the arts; to nurture wellbeing and promote social justice and to build an optimistic learning community engaged with the wider society.

Aims

At kindergarten we aim to help children:

- Experience a supported a successful transition from home to kindergarten and from kindergarten to school
- Feel safe and secure in a caring, stimulating and challenging learning environment
- Develop the confidence to cope with new situations and experiences
- Develop a positive image of themselves as learners
- Experience success
- Take risks and try new experiences
- Develop skills in getting along with others and making new friends
- Learn co-operatively with others
- Demonstrate interest and sensitivity to the environment
- Learn from literacy, numeracy, science and technological experiences
- Participate in play experiences where they have time to foster their natural curiosity and experiment freely

Curriculum

Kindergarten offers a curriculum which develops children's confidence, independence, knowledge and understanding of their world in a safe, caring and stimulating environment. Children learn through play, so the curriculum offers varied play activities as well as opportunities for the children to participate in groups. Play is children's 'work'.

Educators use the interests, skills, and attitudes of the children in the group as a basis for planning the curriculum using the Early Years Learning framework. The curriculum is developed using a term overview approach and this is reviewed on a fortnightly basis. The kindergarten curriculum is displayed for parents and visitors to view. Displays of children's work and portfolios are an important aspects of our reporting to parents.

There is a strong focus on wellbeing, on equity and challenging bias, as well as developing children's literacy and numeracy skills. Parent meetings are held upon request for educators to share information about curriculum, assessment and reporting as well as the detail about everyday "kindergarten life"!

Specific Curriculum Goals:

- To program literacy learning around oral language experiences
- Use the Literacy and Numeracy Indicators to plan and record against outcomes
- Program with an environmental and sustainability focus
- Enrich and develop our Music Program with approaches including Kodaly and Orff methodology
- Use the Arts to foster belonging and success for all children regardless of language and ability
- Seek continual improvement of inclusive practice for Culturally and Linguistically Diverse families and support all families to be a part of our kindergarten culture
- Improve curriculum outcomes for Aboriginal and Torres Strait Islander children

- Reflect on and foster children's wellbeing and engagement
- Improve the Kindergarten's physical environment and facilities
- Include Occupational Therapy and Physiotherapy Students on Placement from UniSA
- Provide curriculum training for Preschool Bilingual Educators

Support Services

If you or educators have concerns about your child's development, we can engage the Special Education Support Services for assistance. These include:

- Disability Coordinators
- Psychologists
- Speech Pathologists
- Social Workers
- Bilingual Workers
- Aboriginal Service Engagement Officers

These professionals work with the centre educators to provide an individual educational program for your child and preschool support may be allocated to children with additional needs.

