Prospect Kindergarten

Information Booklet

2016
WELCOME TO PROSPECT KINDERGARTEN

Prospect Kindergarten is a Department of Education and Child Development Kindergarten (DECD) offering preschool sessions, occasional care and playgroup. The preschool program is a play-based program based on the Early Years Learning Framework.

1. STAFF

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Director</td>
<td>Betty Elworthy</td>
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<tr>
<td></td>
<td>Kay Beaumont</td>
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<tr>
<td>Teachers</td>
<td>Simone Harris</td>
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<tr>
<td></td>
<td>Cassandra Willis</td>
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<tr>
<td>Early Childhood Workers</td>
<td>Diane DeRuiter</td>
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<tr>
<td></td>
<td>George Gallos</td>
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<td></td>
<td>Kerry Pirgousis</td>
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We also have a number of Bilingual Workers who support children from culturally and linguistically diverse families. Special Support Services are available for children with high additional needs.

2. PROGRAMMES

2.1 Kindergarten

At Prospect Kindergarten, four year old children are entitled to 15 hours of kindergarten per week, over the four terms prior to starting school.

Children attending four sessions per week generally attend two morning and two afternoon sessions. Prospect kindergarten also offers a full day programme for one or two days per week with an additional cost to cover staffing.

Kindergarten sessions are offered Monday – Thursday, morning and afternoon.

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM</td>
<td>8.00am – 12.00am</td>
</tr>
<tr>
<td>PM</td>
<td>12.30pm – 3.45pm</td>
</tr>
</tbody>
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2.2 Pre-entry

Pre-entry has traditionally been offered to children in the term prior to starting full-time kindergarten. Unfortunately, due to our high enrolments we are operating at capacity and we are not able to offer pre-entry at this time. We are however considering transition visits for those children during term 4. We will contact incoming families later in the year.

2.3 Playgroup

Playgroup sessions are open to all children accompanied by parents or guardians who join in the activities. The sessions are run by parents with kindergarten staff, each Friday morning from 10.00am – 11.30am. Cost is $2 per family, per week. Children at playgroup are supervised by their parent or carer.
2.4 Occasional Care

Occasional Care sessions are offered on Friday mornings, 9am to 11.30 am.

Occasional Care is available for children aged two to four years for one session a week. This must be booked in advance and paid for on the day. Please phone prior to the session if you need to cancel your booking.

2.5 Lunch Care

A limited lunch care program is provided at Prospect Kindergarten. Children bring their own lunch and are supervised by a staff member. Access to the lunch care programme and preschool attendance for full days is available by negotiation with the Director. Lunchcare bookings need to be confirmed with full payment prior to the first day of each term.

3. FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>$70 per term</td>
</tr>
<tr>
<td>Early Entry</td>
<td>$40 per term</td>
</tr>
<tr>
<td>Playgroup</td>
<td>$2.00 per session</td>
</tr>
<tr>
<td>Occasional Care</td>
<td>$1.50 - $5.00 depending on level of income</td>
</tr>
<tr>
<td>Lunch care</td>
<td>$80 per term for 1 session, $160 for 2 sessions</td>
</tr>
<tr>
<td>Occasional Care</td>
<td>$1.50 to $5 depending on income.</td>
</tr>
<tr>
<td>Playgroup</td>
<td>$2 per family per session</td>
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4. TERM DATES

Term Dates 2016

<table>
<thead>
<tr>
<th>Term</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>February 1</td>
<td>April 15</td>
</tr>
<tr>
<td>Term 2</td>
<td>May 2</td>
<td>July 8</td>
</tr>
<tr>
<td>Term 3</td>
<td>July 25</td>
<td>September 30</td>
</tr>
<tr>
<td>Term 4</td>
<td>October 17</td>
<td>December 16</td>
</tr>
</tbody>
</table>

5. ENROLMENT POLICY

Four year old children are entitled to four terms of kindergarten prior to their commencement at school. School intake policies vary and parents need to confirm the child’s school entry date prior to kindergarten entry.

Waiting List: Parents are able to place their child’s name on the waiting list from two years of age. Families will be contacted in the term prior to children’s commencement at kindergarten.

5. ENROLMENT POLICY

Four year old children are entitled to four terms of kindergarten prior to their commencement at school. School intake policies vary and parents need to confirm the child’s school entry date prior to kindergarten entry. Please note that the Director has the discretion at any time to consider special circumstances (eg. equity, social justice, individual developmental needs) as criteria for extraordinary attendance.

Waiting List: Parents are able to place their child’s name on the waiting list from two years of age. Families will be contacted in the term prior to children’s commencement at kindergarten.
Aims

At kindergarten we aim to help children:

- Experience a supported and 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.
- Have fun as they learn.

6.2 Vision

Our vision is to provide an exciting environment and strong learning community for children, families and educators. We seek to foster a love of learning, pursuit of excellence and growth of wellbeing.

6.3 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’.

Staff 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 on the noticeboard 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 once a term for staff to share information about curriculum, assessment and reporting as well as the detail about everyday “kindergarten life”!

6.4 Support Services

If you or staff have concerns about your child’s development we are able to call on the Special Education Support Services for extra assistance. These include:

- Disability Coordinators
- Psychologists
- Speech Pathologists
- Social Workers
- Bilingual Workers

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

7. Partnerships with Parents

7.1 Prospect Kindergarten Governing Council

Prospect Kindergarten is a locally managed centre. Each year we set our strategic directions for the year based on achievements and goals set the previous year. This is a cyclical process and is developed by staff and parents.

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.

What is the role of the Governing Council?
- Work with staff to plan for improvements
- Identify and direct centre goals
- Maintain the facilities.

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.

7.2 Parent Participation

Parents are encouraged to be involved in the program and the centre. Children’s learning involves a partnership between staff and parents. Parents are invited to read the curriculum and program on display in the centre and to discuss with staff how they can be actively involved.

Parents can participate by contributing to the program in various ways e.g. by reading stories, presenting a craft activity, playing musical instruments, singing with children, joining in, cooking, demonstrating art techniques, sharing hobbies, assisting with set up and pack-up, listening and talking with children, assisting with gardening, involvement in fundraising, or by becoming a member of Governing Council.
7.3 Reporting

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

7.4 Newsletters / Notices

Newsletters and notices are an important means of communication between the kindergarten and parents / caregivers. Each child has a notice pocket, so please check this regularly for communications.

8. WHAT TO BRING TO KINDERGARTEN

8.1 A Kindergarten Bag

Provide your child with a named kindergarten bag. Encourage your child’s self-help skills by asking them to hang up and carry their own bag.

8.2 A Healthy Snack

Children need to bring a healthy snack to eat during the session. We promote sensible eating habits so please send fresh fruit, cheese, vegetables, dried fruit, a savoury sandwich etc. Please choose food with minimal packaging, and low fat, salt and sugar content.

**NO NUTS OR NUT PRODUCTS SUCH AS PEANUT BUTTER OR MUESLI BARS**

Several children have life-threatening allergic reactions so this is a "NUT FREE KINDERGARTEN".

8.3 A Bottle of Water

Children are required to bring a bottle of drinking water. (No cordial or fruit juices please).

8.4 A Named Hat for Outside Play

We have a Sun Safe Policy. Hats are required for outside play in terms 1 and 4. Please apply sunscreen to children before they come to kindergarten. If your child is staying for a whole day please sign the permission form for sunscreen to be re-applied at lunchtime.

8.5 Suitable Play Clothes and Shoes

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.

Please send a named change of clothes each day. Ensure that your child wears clothing they can be managed independently, especially for toileting.
9.0. GENERAL INFORMATION

9.1 Absences
If your child is unwell or has an illness which may be infectious, please keep them at home and advise the kindergarten. Please ensure that your emergency contact information is up to date as staff will use these contact numbers if your child becomes unwell during a session. In the case of an emergency, the staff will seek the appropriate attention for your child. If you will be away on holiday or your child is ill and will not be attending during the term, please phone the kindergarten. We are required to record and report on this information.

9.2 Arrival / Departure
Please greet a staff member so that they know that your child has arrived and advise staff if you intend to collect your child before the end of the session. Children are gathered together at the end of each session and are formally passed back into your care. 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 staff if you are going to be late. This helps to avoid your child becoming unduly concerned.

Staff must be notified when someone other than the regular caregiver will be bringing your child to or picking up from the kindergarten. This adult is required to be entered on the child’s enrolment form and must be recorded in the “Collection Book” as required. Please ask staff where this is located.

9.3 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 card making and singing, with the child being the focus of our attention!

9.4 Library
Literacy kits and books for adults and children are available for borrowing each day. Please fill in your child’s name in the record book and check that all kits are complete when you return them. If kits are incomplete, please let us know!

9.5 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. All medications need to be labelled and handed to a staff member with written instructions about use. All staff are trained in Emergency First Aid according to DECD and Federal Regulations.

9.6 Toys
Please do not allow children to bring toys to kindergarten, they may get damaged or lost and this can be distressing for children.
10. SCHOOL ENROLMENT AND TRANSITION

Please visit the local schools and enrol your child as soon as you have chosen a school. Many schools are zoned and entry dates vary. It is vital that this is clarified with schools prior to kindergarten entry.

Transition visits to schools before school entry are an important part of our program. Schools usually organise several transition visits to help your child become familiar with the school environment and routines before starting school. Links between teachers at the local primary schools and kindergarten staff are strengthened with regular meetings and visits between sites to help children develop their confidence about school.

11. HEALTH CHECKS

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

Parents attend the screening with their child.

12. UNIVERSAL PRECAUTIONS AND SAFE BLOOD HANDLING

Our kindergarten has policy and practices in place to prevent cross infection of blood born diseases including HIV and Hepatitis B & C. Children are taught about safety and blood and all injures are required to be covered at kindergarten.

13. GRIEVANCE PROCEDURE

We aim to be welcoming and friendly. Good relationships between the parents and staff 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 DECD District Director at Regional Office who will take the matter up and attempt to resolve the issue.
- Please refer to our Parent Concerns and Complaints Procedure

14. BEHAVIOUR GUIDANCE

It is necessary to have a policy in order to provide a safe 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.
As both Parents and Staff, there are times when we need to help children manage their behaviour if it is inappropriate. This includes:

- Any behaviour that puts the child or other people at risk - behaviours that hurt or frighten others, and behaviours that place the child in danger.
- Any behaviour that is disruptive to the child’s or other children’s learning.
- Any behaviour that is socially unacceptable (e.g. spitting, swearing).

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 the way we deal with the child.
- Providing children with support as they use strategies and language to appropriately resolve conflict.
- Giving and following through with consequences.
- 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.

The type of strategy used will vary depending on the particular situation and the child’s level of understanding.

Please speak to staff if you have any questions about your child’s behaviour.

### 15. CENTRE POLICIES

A number of site specific policies have been developed by staff, parents and the Governing Council to ensure the safe operation of the kindergarten. These include:

- Behaviour Guidance Code
- Allergy Aware Policy
- Healthy Food and Nutrition Policy
- Sun Safe Policy
- Hot Weather Policy
- Infectious Disease Procedure
- Parent Concerns and Complaints Procedure
- And Risk Assessments

A copy of these policies is available for you to read, please see staff or refer to our website.

There are many additional DECD policies by which we are also governed for example: School Enrolment, Privacy of information, OHSW etc. Please refer to the DECS website for further information [www.decd.sa.gov.au/policy/pages/OSPP/policy_index](http://www.decd.sa.gov.au/policy/pages/OSPP/policy_index)

### 16. 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.