



**Clarence Park**  
Community Kindergarten

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## 2023/2024 Parent Information Booklet



### Welcome to our Kindergarten

Clarence Park Community Kindergarten provides a quality early childhood environment for children.

We have high expectations for every child and we support the wellbeing of each child by providing opportunities for them to successfully grow and learn through play-based, hands-on learning. Building respectful relationships with children and families is paramount to all we do.

We seek to build deep emotional connections with every child, which helps each child develop a sense of belonging and a strong sense of well-being. This in turn enables them to develop positive beliefs and dispositions about themselves. We encourage children to make choices, exercise agency, set their learning goals and explore their ideas both in groups and individually.

### 2023 Educators

Director/Teacher	Carolyn Harbord
Teachers	Roxanne Trevor Alexandra Ferrier Natalie Chilvers
Early Childhood Workers and Preschool Support Workers	Anna Wong Charlotte Frost
Enrolment and Administration	Pam Buttfeld



**Government of South Australia**  
Department for Education

## 2023 South Australian School Holidays and Term Dates

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Period	Start	Finish
Term 1	Monday, 30 January 2023	Friday, 14 April 2023
School Holidays	Saturday, 15 April 2023	Sunday, 30 April 2023
Term 2	Monday, 1 May 2023	Friday, 7 July 2023
School Holidays	Saturday, 8 July 2023	Sunday, 23 July 2023
Term 3	Monday, 24 July 2023	Friday, 29 September 2023
School Holidays	Saturday, 30 September 2023	Sunday, 15 October 2023
Term 4	Monday, 16 October 2023	Friday, 15 December 2023
School Holidays	Saturday, 16 December 2023	Sunday, 28 January 2024

## 2023 Kindergarten Sessions

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The Kindergarten is open Monday to Friday during school term with children attending set days based on their grouping.

### Group 1:

Monday and Tuesday  
8:15am to 3:00pm  
Alternate Fridays 8:15am to 11:15am  
Weeks 1, 3, 5, 7, 9 of school term

### Group 2

Wednesday and Thursday  
8:15am to 3:00pm  
Alternate Fridays 8:15am to 11:15am  
Weeks 2, 4, 6, 8, 10 of school term

In addition to the Kindergarten sessions Playgroup will continue to run on a Friday from 11.30 am to 1pm. This is an additional cost (currently \$3 per child or \$5 per family per visit). Parents or carers are required to stay and be present with their child for playgroup.

## Curriculum

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Our curriculum is based on the Early Years Learning Framework: being Belonging Becoming (EYLF)

<https://www.sa.gov.au/topics/education-and-learning/early-childhood-education-and-care/understanding-the-curriculum>

The EYLF outlines 5 broad learning outcomes for children. These relate to children's identity, connection and contribution, wellbeing, communication and learning

Preschool is a time for children to grow and learn through child-centred, play-based experiences which facilitate children's social, emotional, language, cognitive and physical development.

The educators get to know each child and plan experiences to build on their current knowledge and understanding and to extend their learning and development. Educators ensure there is differentiation in our curriculum and practice to ensure individual children's learning and development needs are met

Building strong connections through respectful relationships with children and families is core to what we do. Through this we foster a sense of belonging to the kindergarten community, confidence, resilience, wellbeing and cultural identity.

Children's learning is dynamic and holistic with each child learning in their own way and at their own pace. We work in partnership with families, who are their child's first and most important educators. Your knowledge of your child is incredibly important to us, through your child's year at kindergarten.

Learning through play and hands on experiences is how children build theories and ideas about how the world works and their role in it. Play supports social, emotional, language, cognitive and physical development

The EYLF emphasises the importance of play-based learning, coupled with intentional teaching as a principle pedagogical approach in the early years. The role of the educator is to enhance this through playful engagement with children with a purpose to extend children's play by being responsive and in tune with the child. Intentional educators consider how children are learning and what is being learned as children play.

Throughout a preschool day children have opportunities for initiating play, entering the play of others, watching play, exploring, engaging, being physical, following routines and being part of teacher led experiences.

Literacy and numeracy are key components of our curriculum and we use the guidance of the EYLF as well as the Preschool Numeracy and literacy Indicators to support, extend and enrich children's numeracy and literacy learning.

**Documentation** of the curriculum and children's learning is evaluated by the educators every week and we incorporate children's learning and strengths to plan for future progress. A term overview is provided each term and a weekly Seesaw post of key curriculum learning is provided, as well as photos and written documentation of individual children's learning. Your input into the program and feedback on the documentation is invaluable to us.

## What Your Child Should Bring to Kindergarten

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Each day that your child attends kindergarten please ensure they have the following items:

- A bag for their belongings which is easy for them to open and close and sufficiently large enough for them to pack their lunch box and other belongings. A bag tag is provided for all children.
- A named drink bottle containing water only – which the children put on the drink trolley upon arrival.
- Healthy food including a morning **and** afternoon snack as well as lunch in a named container (which the children put in the fridge upon arrival)
- A named sun hat which protects both the front and back of your child's head (either a 'bucket' hat without chin straps or a legionnaires hat)
- At least one change of clothes (including underwear and socks)
- A rain jacket with a hood – we play outside in all weather

Please ensure that all belongings are clearly labelled with your child's name.

## What to leave at home

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Please do not send toys or special items.

If your child needs a comfort/security toy please speak with us - we will of course support your child to feel comfortable and connected with the kindergarten.

Please do not pack sunscreen or any medication in your child's bag – please give to an educator.

## What Your Child Should Wear to Kindergarten

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- A sun safe hat – bucket/legionnaires/broad brimmed (without a chin strap)
- Clothes that are practical, easy care clothing that won't cause concern if it gets dirty. we engage in a lot of messy play and children will often get sandy, muddy and wet
- Clothing that your child can be independent when using the toilet or getting changed e.g. elastic waist
- Sun safe clothing with sleeves to cover their shoulders.
- Footwear suitable for climbing, jumping, running and for bike days – ideally that children can take off and put back on themselves

Optional Kindergarten uniform can be purchased online throughout the year from eduTHreads

<https://eduthreads.com.au/collections/clarence-park-kindergarten>

Each term there is a 'free delivery' to kindy option available or items can be posted direct to your address for a minimal fee.

Samples of our uniform can be viewed at the Kindergarten.

## Daily Routine and what to do when you arrive and leave kindy

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A full copy of our daily routine will be provided separately. Your child will also be provided with a 'Welcome to Kindergarten' book which will give them some detail about what to expect at kindergarten.

In the morning please enter the kindy via the side gate. The gate will be unlocked just prior to 8.15 as the educators are involved in staff meetings and planning prior to this.

Please encourage your child's agency and independence by having them carry their bag, unpack their lunch box and drink bottle and place them in the fridge and drink trolley. All these are learning opportunities for your child.

There is a sign in sheet for families to complete, as well as a sign in sheet for the children to complete. Please encourage them to give this a go – but in a way that they are comfortable with. Please do not compare your child's name-writing to that of others. We are all on a continuum of learning and development.

Once your child is settled and comfortable you may farewell them. Again, every child is different, and we will support you and your child in a way that suits you both. If your child does have some issues around separation, we will talk with you and suggest ways to support you and your child. Part of our philosophy and approach is to validate your child's feelings.

At pick up time please come to the front of the kindergarten. Currently we ask that you wait out the front and an educator will bring your child out to you.

## Sun Safety

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Broad brimmed, bucket or legionnaires hats and sunscreen need to be worn in Terms 1, some of terms 2 and 3 and all Term 4. Please pack a sun safe hat every day of the year. Children without hats are able to play outside under the veranda but not elsewhere when the UV is 3 or above. In Terms 2 and 3 we monitor the UV rating on a daily basis.

Please make sure that your child is wearing clothing that covers their shoulders. This is due to the ease and severity of sunburn on the upper body. We will ask your child to put on a t-shirt if their shoulders are exposed.

In line with our Sun Safe Policy we will reapply sunscreen prior to lunch. If your child has skin allergies and you wish to supply your own sunscreen please let Carolyn know – there is paperwork that needs to be completed and the sunscreen must be clearly labelled with your child's name and kept in a secure place.

You may choose to purchase hats with the kindergarten logo but any sunsafe hat without chin straps is acceptable.

## Food, Nutrition and Sustainability.

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Our Healthy Eating Policy is that children bring healthy snacks that support their learning and bodies such as fresh fruit, vegetables, or cheese or a combination of these for snacks.

We have three eating times a day:

- Morning fruit/vegetable snack
- Lunch
- Afternoon healthy snack

We do not insist a child eat if a child tells us that they are not hungry although we will encourage them. The early years are a key time to learn lifelong, healthy eating habits, including giving children agency to decide how much they want to eat.

We encourage healthy lunches in a lunch box that can be independently opened. Please supply enough healthy food for your child's appetite and needs. We will let you know if your child is eating all of their food and is still hungry.

Suggestions of healthy food choices include fruit, vegetables, rice-cakes, sandwiches with a savoury filling, wraps, sushi, rice, noodles, and salads. Dairy products such as cheese and yoghurt without excessive added sugar (and not in squeeze pouches). Homemade popcorn and other homemade food items without high amounts of sugar are also suitable.

During the year we grow produce in our garden and we cook regularly using the produce and the eggs from our chickens. We encourage the children to give this food 'a go' and this can be a way for them to explore new tastes and textures.

Please do not send food containing any nuts. This includes peanut paste, many muesli bars and Nutella.

We teach the children about sustainable practices and as part of our curriculum we monitor and measure our landfill; we practice composting, feeding food scraps to our chickens and recycling and re-using what we can. We encourage the children to take this learning home and you may wish to discuss with your children about the packaging you use to reduce the landfill footprint. We promote 'Nude Food', which is food without excess packaging and without plastic packaging. We actively participate in the South Australian state-wide Wipe Out Waste (WOW) program.

Information relating to the WOW program and Nude Food can be found at <https://www.wow.sa.gov.au/activities/nude-food>.

Children should bring their own named water bottle, (with water only please). Please do not send other packaged drinks. Cold filtered water is always available for them to refill their bottle



## Absence and Illness

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If your child is unwell prior to kindergarten please keep them at home. We understand that it can be difficult for you to take time off work when your child is sick, but infection spreads rapidly to other children (and educators). If symptoms of illness are observed by the educators we will contact care givers to arrange early collection of your child from kindergarten.

Please let us know by phone, Seesaw or email if your child will be absent from kindergarten due to illness, holidays or for family reasons.

Please let us know if your child has an infectious disease or skin condition.

If your child has an infectious illness and you are unsure of how long your child should stay away from kindergarten please feel free to talk with any of the educators.

In the event of your child becoming ill or having an accident at kindergarten, we will contact you or your indicated emergency contact person. In an emergency we will not hesitate to call an ambulance.

## Medication

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If your child requires prescribed medication either on a short-term or long-term basis, appropriate paperwork must be completed including signed information from your doctor with dosage instructions. For staff to administer medication to children (even if it is available over the counter) it must be in original packaging with child's name, correct dosage recorded on the pharmacy label and it must not have passed its expiry date.

We are not able to administer paracetamol to children.

Anaphylaxis and asthma medication must be left at the kindergarten when your child attends, along with a current management plan from your child's doctor. Forms for anaphylaxis and asthma will need to be filled out at enrolment or prior to the commencement of the Kindergarten year of attendance.

**Please do not leave medication in your child's bag**

## Celebrations, values and diversity

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We celebrate children's birthdays by lighting real candles on our pretend cake and singing happy birthday. There is no need to send in any special food and we ask that you do not send in sweet food or other 'treats'

We acknowledge and value our diverse and rich community when programming. Please let us know of special celebrations that are part of your family life and we encourage you to come in and share information about it with all of the children.

We encourage you to share your culture's food celebrations with us by cooking with the children using food that is consistent with our Healthy Eating Policy (i.e. no nuts, cakes or lollies)

## **Bike Day**

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On designated days for each group, children can bring their own bike/scooter/helmet or use a kindergarten trike to practice road skills on the bike track located in the front yard. This is part of our curriculum and incorporates physical activity, risk assessments, road safety and care of others.

Children may ride to Kindy on any day that they attend and can store their bike in the backyard bike racks.

The bike track is accessible to the community on weekends.

## **Communications**

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We use Seesaw to communicate children's learning and to communicate information regularly about our program and what is happening at kindergarten. Seesaw is an on-line learning platform. Each child will have their own learning journal in Seesaw which will contain information about their learning that only their family can see. You can use this to comment and privately message the educators.

We also share group information. You will receive weekly updates with key dates and reminders, as well as a post each week capturing the learning of the groups. We recommend you use this as a conversation starter with your child – you will be amazed how much more you learn from them with the visual prompts of some photos and when you ask them specifically

At morning drop off and pick up there will be an educator welcoming and farewelling your child. The educators are able to have brief discussions with you at these times and will seek you out if there is anything we need to talk with you about. If a longer chat is required, we may suggest a specific meeting time. In addition, we are happy to make a time to speak with you at any time throughout the year should you require. We also have parent/educator meetings twice a year – towards the end of term 1 and term 3.

We value your input and want to hear from you. The information you provide about your child at home and your feedback allow us to better know your child and plan for their learning.

We also have a Facebook page which provides regular general updates on activities and events happening at Kindergarten; please 'Like' or 'Follow' our page to keep up to date with happenings throughout the year.

## **Partnership with Families**

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We value family involvement and there are many ways that you can be involved. These include:

- Joining Governing Council
- Coming on excursions and local walks
- Attending working bees
- Being on a roster for washing, gardening
- Helping with the library, transporting animals to and from the Nature Education Centre
- Sharing information about your work/your culture/your interests with the children e.g. coming and playing a musical instrument, cooking with the children, reading a story with a small group
- Participating in curriculum activities involving the family – , Twilight Kindergarten, "Bring a Plant, Plant a Plant", attending information evenings and events, sharing Seesaw information with your child and giving us your views on their learning

## **Parent Financial Contributions**

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Our preschool Parent Contributions for 2023 are \$270 per term or \$1,080 per year.

Invoices are emailed at the beginning of each term. Parent financial contributions are due by the end of Week 3 each term.

Our preferred method of payment is via Internet Banking funds transfer directly into our bank account.

BSB : 105 – 150

Account : 007405240

Parent Contributions do not cover additional costs such as Kindy photos, uniform, or fundraising. This year for the first time we will generally be covering the costs of excursions or incursions as part of the term fee. There may be exceptions to this and an additional fee may be charged for example to cover the cost of bus hire.

Please contact either Carolyn or Pam if you have any concerns about your invoice or payment.

## **Lost / Found Property**

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Please label **all** property belonging to your child to enable it to be returned should it become misplaced around the Kindergarten. This includes socks, drink bottles, lunch and snack containers as well as all clothing. There is a lost property basket that is generally located outside the front door, which we ask parents to check for missing items, any unclaimed items will be donated or recycled.

## Housekeeping/General Information

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- A copy of our policies is available on our website and in hard copy in our "Policies Folder"
  - Please advise us during the year if any of your contact details change for example if you change address, phone or schooling plans.
  - Families can volunteer for various rosters at the beginning of each term. These may be to take home laundry, wash the construction kit, some gardening and sweep/blow vac around the veranda.
- Please let us know of any hazards you see on the kindergarten grounds

## Collection Times

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Please collect your child/children promptly at the completion of each session. If you are unable to collect your child on time due to an unforeseen event or emergency, please phone the kindergarten staff on 8293 5652.

## Sign in / Sign out

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As part of our ongoing practice in providing quality supervision of children in our care, all parents/caregivers will be required to sign in and sign out their child on a daily basis.

## Permission for others to collect your child

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When completing your child's enrolment form please provide the details of people who are authorised to pick up your child. If you need a person who is not on your list of authorised people to collect, please notify us on the day as well as providing written confirmation (via email or Seesaw) of the person's name, contact details and relationship to your child (e.g neighbour, friend, aunt etc)

## Support Service Available

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There are support services provided by the Department for Education including:

- Bi-lingual support for children who attend kindergarten with very little spoken English
- Preschool support services including Speech Pathology, Special Educators, Social Worker, Psychologist to provide support to the educators and children who may have additional needs to assist their learning and participation at kindergarten

If your child has specific needs these will be discussed with the Carolyn and appropriate referrals will be made with your permission.