



5 Parker Terrace, Clarence Park SA 5034
Email | dl.4617.leaders@schools.sa.edu.au
Tel | 8293 5652 Fax | 8371 4958
ABN: 98 792 438 132

2019 Parent Information Booklet



Welcome to our Kindergarten!

Clarence Park Community Kindergarten provides a quality early childhood environment for the education and care of young children. We aim to foster an enthusiasm for learning and to support the wellbeing of each individual child through a holistic educational approach.

Our staff are committed professionals working in partnership with families to deliver a play based child-centred curriculum. The program supports the needs and values of the children, their parents and the community.

We are a government funded, full time Kindergarten through the Department for Education.

Current Staff: -

Director: Rita MacFarlane

Teacher: Roxanne Trevor

Early Childhood Workers and Preschool Support Workers:

Ali Pretorius

Anna Wong



Government of South Australia
Department for Education

The Early Years Learning Framework for Australia: EYLF

Learning through play.

Play provides opportunities for children to learn as they discover, create, improvise and imagine. When children play with other children they create social groups, test out ideas, challenge each other's thinking and build new understandings. Play provides a supportive environment where children can ask questions, solve problems and engage in critical thinking. Play can expand children's thinking and enhance their desire to know and to learn. Early childhood educators take on many roles in play with children and use strategies to support learning. They engage in sustained shared conversations with children to extend their thinking. They provide a balance between child led, child initiated and educator supported learning. Educators recognise spontaneous teachable moments as they occur, and use them to build on children's learning. They actively support the inclusion of all children in play, help children to recognise when play is unfair and offer constructive ways to build caring, fair and inclusive environments.

Intentional teaching is deliberate, purposeful and thoughtful.

Educators who engage in intentional teaching recognise that learning occurs in social contexts and that interactions and conversations are vitally important for learning. They actively promote children's learning through worthwhile and challenging experiences and interactions that foster high-level thinking. They use strategies such as modelling and demonstrating open questioning, noticing and wondering, speculating, explaining, engaging in shared thinking and problem solving to extend children's thinking. A growth mindset is encouraged at all times. Educators monitor and document children's learning in a number of ways. (p 15 Early Years Learning Framework for Australia)

Learning environments.

Learning environments are welcoming spaces that reflect and enrich the lives and identities of our children and families who participate in our programs. Environments that are vibrant and flexible spaces support learning. They cater for the different learning capacities and learning styles of individual children and invite families to contribute and participate. Outdoor learning spaces are key feature of Australian learning environments.

Reggio Emilia inspired practice at Clarence Park Community Kindergarten.

The Reggio Emilia is an inspiring approach to Early Childhood Programs originating in Italy. The approach views each child as strong, capable and competent. At our kindergarten we have worked to incorporate many of the Reggio principles. For several years now our learning spaces have progressively been changed and developed as we have recognised 'the environment as the third teacher' while incorporating children's voice.

You will see this continue in 2019. The mud kitchen, chicken yard and other less permanent child initiated projects as well as children's involvement in the care and maintenance of our gardens shows how children have been invited to influence their play spaces and have real agency. The garden spaces will continue to be used and developed by children. Our floor books provide daily documentation by the children themselves. The books reveal the purpose and power of a high level of involvement and agency.

Literacy and Numeracy

How is numeracy and literacy defined today?

The national early childhood curriculum *Belonging, Being & Becoming: The Early Years Learning Framework (EYLF)* describes numeracy and literacy as follows:

Numeracy is the capacity, confidence and disposition to use mathematics in daily life. Children bring new mathematical understandings through engaging in problem solving. It is essential that the mathematical ideas with which young children interact are relevant and meaningful in the context of their current lives. Spatial sense, structure and pattern, number, measurement, data argumentation, connections and exploring the world mathematically are the powerful mathematical ideas children need to become numerate. (p. 38 Early Years Learning Framework for Australia)

Literacy is the capacity, confidence and disposition to use language in all its forms. Literacy incorporates a range of modes of communication including music, movement, dance, storytelling, visual arts, media and drama, as well as talking, reading and writing.

Contemporary texts include electronic and print-based media. In an increasingly technological world, the ability to critically analyse texts is a key component of literacy. Children benefit from opportunities to explore their world using technologies and to develop confidence in using digital media. (p. 38 Early Years Learning Framework for Australia)

The indicators are underpinned by the principles, practices, and learning outcomes in the Early Years Learning Framework.

2019 Sessions

The Department for Education preschool enrolment policy states that children turning 4 before May 1 can access sessional preschool of up to 15 hours per week. These children start preschool at the beginning of 2019 and will be able to start at a Department for Education school at the beginning of 2020. It is important that you also enrol your child in Primary School.

Children who turn 4 on or after May 1 start preschool the following year. Families are required to provide a proof of age document and immunisation records.

The Kindergarten provides sessions on Mondays, Tuesdays, Wednesdays and Thursdays

Morning Session:	8:30am to 11:30am
Afternoon Session:	12:00pm to 3:00pm
Lunchtime Care:	11:30am to 12:00pm

When children attend a full day morning and afternoon session, which includes lunch time care, this counts as 2 of the 5 sessions (6 hours) and incurs an additional Parent Financial Charge for lunchtime care.

Parent Financial Contributions

The kindergarten is funded partly through Government funds (Department for Education) and parent contributions.

Term contributions:

- \$21 per session (5 sessions are \$105 per term)
- Lunch care \$8.00 per lunchtime. This contribution partly funds additional staff to cover the lunch period supervision and to facilitate staff lunch breaks.

Invoices are placed into the children's note pockets and/or emailed at the beginning of each term. Parent financial contributions are due by the end of Week 5 each term. If you have not paid by then you will receive a reminder note or prompt via email. Talk to staff if you wish to discuss your invoice. In some circumstances payment plans can be negotiated. Our preferred method of payment is via Internet Banking funds transfer directly into our bank account:

Account Name:	Clarence Park Community Kindergarten
Bank:	BankSA
BSB:	105 150
Account:	007405240
Description Field:	Your child's name

If paying cash (or cheque) please ensure the correct amount is placed in a sealed envelope clearly marked with your child's name, reason for payment and the amount paid and place it in the 'Returns Box' located next to the office door.

There may be additional costs during some terms to cover costs for visitors/performers to the kindergarten or for excursions. Parent contributions are also subject to change after an annual review.

Please Note: Parent financial contributions are subject to change after an annual review by staff in conjunction with the Governing Council.

2019 SA School Holidays and Term Dates

Period	Start	Finish	Length
Term 1	Tuesday, 29 January 2019	Friday, 12 April 2019	11 weeks
School Holidays	Saturday, 13 April 2019	Sunday, 28 April 2019	
Term 2	Monday, 29 April 2019	Friday, 5 July 2019	10 weeks
School Holidays	Saturday, 6 July 2019	Sunday, 21 July 2019	
Term 3	Monday, 22 July 2019	Friday, 27 September 2019	10 weeks
School Holidays	Saturday, 28 September 2019	Sunday, 13 October 2019	
Term 4	Monday, 14 October 2019	Friday, 13 December 2019	9 weeks
School Holidays	Saturday, 14 December 2019	Monday, 27 January 2020	

Governance and Support from our Parent Community.

The South Australian Government through the Department for Education primarily funds the Kindergarten. The kindergarten manages a budget, which is determined by the number of eligible enrolments and the site's context. This funding covers staff costs (within the allocated annual financial resource entitlement), breakdown maintenance and some of our operating costs. The funding does not cover operating expenses. Curriculum materials and equipment, cleaning costs and garden maintenance are outside of this funding. Sites endeavour to plan and develop their services. They continually seek to improve their grounds, update curriculum materials and replace and /or maintain equipment. This is done with the help of parental financial contributions (kindergarten contributions) and through fundraising activities.

The parents at the Annual General Meeting elect the Governing Council at the beginning of each year. This group represent the community. New members are welcome and able to join GC throughout the year. The Governing Council meets twice a term. Being involved in governance is a good way to find out what is happening at the centre, help make decisions and plan for improvements. Governing Council supports the budgeting process for the year, reviews policies, plans possible functions and is involved in curriculum matters. Many members find it is a great opportunity to meet other parents and make new friends.

The Governing Council group partner with staff and have many key responsibilities. These can include governance in relation to:

- Accountability and transparency re the running of the service. Each year this will involve information about the centre's Quality Improvement Plan, any relevant National Quality Standard accreditation matters and financial management.
- The discussion and review of financial management for the site in relation to Department for Education policies and any improvement priorities determined at the local level.
- Being informed of any directives and mandated policies as they become available.
- Determining local community contexts and priorities as well as liaison and engagement with the wider community (inclusive of local & state government).
- Reviewing site-specific policies.
- Involved in Workplace, Health and Safety matters that relate to the service.
- Joining in fundraising events and opportunities.
- Supporting fundraisers and social functions.
- Attending working bees for the kindergarten.
- Joining sub-committees as needed.
- Planning and outlining proposals to ensure continuity between successive governing council groups.

Please consider joining the 2019 Governing Council for our kindergarten.

How can you become involved in your child's education and Clarence Park Community Kindergarten?

Without the cooperation and support of parents and friends, we would not be able to offer such diverse services to children, families and the community.

Your involvement is valued and you are always welcome to share special skills and work alongside the children in their activities.

Some ways parents may get involved at Clarence Park Community Kindergarten are:

- Sharing in the planning process for your child's learning.
- Checking our Facebook page for regular updates.
- Participating in excursions and sharing your skills, knowledge and interests.
- Helping out at the beginning or end of sessions.
- Assist with a cooking or craft session.
- Washing roster.
- Offering program resources and suggestions.
- Gardening.
- Taking home small jobs to do.
- Joining the Governing Council.
- Supporting children's learning during a session.
- Reading stories or helping with the library kit making.
- Share your culture.
- Or generally help with the daily routines of the kindergarten.

Keep in touch with what is happening by checking information pockets and displays, looking at our Floor Books, via email, our community Facebook page, posters, and your child's individual pocket:- each child has a material pocket which hangs inside the Kindergarten.

What to Bring to Kindergarten

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

- A bag for their belongings
- A drink bottle containing water only
- A healthy snack of fruit or vegetables for morning and afternoon snack times
- If staying for a full day a packed lunch
- A sun hat and sunscreen applied during Terms 1 & 4 (refer Sun Safety)
- A change of clothes

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

What to wear to kindergarten

Please dress children appropriately in clothes that won't cause concern if they get dirty. In addition, dress your child in clothes that they can manage themselves. Tight fitting pants, belts and buckles make it difficult for your child to be independent when using the toilet or getting changed. Pack a spare set each day in case your child needs to be changed.

In summer wear loose longer sleeved tops that cover shoulders as these offer the best UV protection.

Flat closed shoes are most suitable for climbing.

Remember kindergarten is FUN. Your child will get sandy, wet, muddy and dirty.

T-shirts with our logo are available for purchase all through the year.

Food, Nutrition and Sustainability.

Our healthy food and nutrition policy is in line with the Department for Education guidelines and the Right Bite strategy.

Morning and afternoon snack can be fresh fruit or vegetable.

We teach the children about sustainable practices and would like you to think carefully about how you package your children's food to reduce the landfill footprint.

We promote 'Nude Food', which is food without excess packaging, therefore we request that you please refrain from packing foods that are wrapped in plastic or add to our waste as we actively participate in the South Australian state-wide Wipe Out Waste (WOW) program.

Lunches need to be healthy and nutritious and might include a fresh sandwich with healthy savoury fillings, yoghurt, dried fruit cheese and crackers, culturally appropriate foods.

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

Please ensure that only water is sent to Kindergarten in your child's drink bottle.

If your child has specific dietary needs, you will need to talk to the Educators.

Absences and when to keep your child at home

Sometimes it's difficult to know when to keep your child home from kindergarten?

The following are guidelines that should be used:

Please keep your child at home if they:

- are very tired.
- have had gastro symptoms e.g. vomiting or diarrhoea.
- have vomited in the past 24 hours. (Even if they say they are feeling better)
- have an ear infection.
- have any discharge from the eyes, as this is very contagious.
- have a body rash especially with fever or itching.
- have a sore throat, laryngitis or any viral or bacterial infection, heavy cough or swollen glands in the neck.
- have mucus from the nose that is very thick and not clear.
- have any other contagious illness/disease.

We understand that can be difficult for you to take time off work when your child is sick, but infection spreads rapidly to other children. Try to make "just in case" plans with a neighbour, friend or relative.

We are not able to administer paracetamol to children. If your child has prescribed medication they need to take during the day, please see staff to complete a permission form. This also needs to be signed off by a doctor with dosage instructions.

Please note in order for staff to administer medication to children 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.

If you are unsure of how long your child should be excluded from kindergarten please consult

<https://www.sa.gov.au/topics/education-and-learning/health-wellbeing-and-special-needs/infectious-diseases-and-exclusion>

Regular attendance is important. Please notify the kindergarten by phone or email if your child will be absent from kindergarten due to illness, holidays or for family reasons.

Bike Day

On a designated day each term children are able to bring their own bike/scooter/helmet or use a kindergarten trike to practice road skills on the bike track located in the front yard.

The bike track is accessible to the community throughout the year outside of normal kindergarten hours.

Celebrations, values and diversity

We acknowledge and value our diverse and rich community when programming. We are sensitive to individual needs, family situations and beliefs of all families at Clarence Park Community Kindergarten.

We believe children and their families can choose their level of involvement in any specific celebration. Every child gets an opportunity to take home the 'Bag of Belonging' (BOB) and do an oral presentation about what makes them who they are. This is a great way for us to find out about each other.

Children with additional needs and Department For Education Support Services Information

Children with special needs attend the centre. With parental consent, we are able to refer children to speech pathologists, psychologists, special educators and family support workers.

Preschool Support hours are allocated to services when children are eligible for help with their learning. Health and other needs also attract a level of support. Any additional funding enables preschools to engage extra staff to work either individually or in small groups with children as per a Negotiated Education Plan.

If you have any concerns about your child's development and learning, please talk to staff.

The Department for Education Preschool enrolment policy gives detailed information about eligible children and other programs. <https://www.education.sa.gov.au/doc/preschool-enrolment-policy>

Collection Times

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 immediately.

Emergency Contact Details

It is important that Emergency Contact Details provided to staff at the time of enrolment are kept up to date with names, telephone numbers, addresses and medical information in case of illness or accident while your child is in attendance at kindergarten. Please ensure that if your details change you immediately notify the kindergarten.

Emergency Procedures: Evacuation and In-vacuation

If you hear continuous short whistle blasts everyone must move to the front fence near the letterbox.

Staff will direct all people to a safe alternative location and assign roles as necessary.

We practise our Evacuation and In-vacuation each term.

Each main door in the kindergarten displays our emergency procedure.

Enrolling at school

It is advisable to enrol at a school around the same time as your child starts at Kindergarten. It is important to let us know which school your child will be attending so the kindergarten staff can be actively involved in their transition to school. We can direct families to information sources about schools in our area if required.

Excursions/Incursions

These occasions are an important way of celebrating and reinforcing children's learning. Should opportunities for excursions arise, parental permission will be gained in writing and depending on the number of children, extra adult supervision may be called for. If a performer or visitor to the centre is organised as part of the program we will also notify parents.

A charge in addition to the regular parent financial contribution may also be necessary.

We may take the children on short walks: crossing no main roads. This may include having lunch and a play at the park. Your general consent form will cover these walks. A risk assessment is always implemented by the educators.

Facebook

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

Lost / Found Property

We recommend you label all property belonging to your child to enable it to be returned should it become misplaced around the Kindergarten. 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.

Medication

All regular medication including 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. This is required in order for staff to give this medication to your child.

Children's medication is stored in the First Aid cupboard in the kitchen.

If your child requires medication 3 times a day we would prefer that you, please give it to them in the morning, immediately after kindergarten and before they go to bed in preference to medication being given while they are at kindergarten. If they have been unwell and are still requiring medication, please consider keeping them home from kindergarten.

Medication must not be left in your child's bag

Notice Board

A white board is positioned to the right of the main door as you enter Kindergarten. This board is used to communicate important notices and weekly activities. It is important that parents check the board at drop-off or pick-up.

Permission for others to collect your child

When completing your child's enrolment form please provide the details of people who are authorised to pick up your child. If someone else will be collecting your child, we ask that you write their name and contact details in the parent diary near the sign in/out folder. Also please inform a staff member and remind the person collecting your child to have ID with them.

Professional Photography

Professional photos are taken in the second term each year on an agreed date. You are under no obligation to buy these photo packs. You will be able to view the photos at the kindergarten although they need to be paid for before they can be taken home.

Sign in / Sign out

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. Sign-in sheets can be accessed each day at the sign-in desk located near the door to the backyard of the kindergarten. Any special arrangements regarding drop offs and pickups can be communicated via the sign-in sheets.

Sun Safety

Broad brimmed or legionnaires hats and sunscreen need to be worn in Terms 1 and 4, however please send along a sun safe hat every day of the year because when the UV rating is high it is advisable to be protected. A No Hat – No Outside Play applies to children who do not have the appropriate sun protection.

Our staff will monitor the UV rating on a daily basis. Remember also that loose fitting long sleeved shirts offer great UV protection.

In line with our Sun Safe Policy staff will reapply sunscreen at lunchtime for children attending a full day at kindergarten. If your child has skin allergies we ask you to supply your own sunscreen (clearly named) for staff to apply.

Hats with the kindergarten logo are available for purchase.

Take Home Literacy and Numeracy Kits

Your child may borrow Literacy and Numeracy Kits and books on the designated day each term.

Please limit borrowing to one kit at a time to allow other children to have a good range to choose from. Please record your details in the Take Home Kits/Books borrowing book.

Housekeeping/General Information

- No children are allowed in our storage sheds (unless under the direct supervision of an educator).
- Smoking or DOGS are not permitted in Department for Education buildings or grounds.
- Bikes, trikes and scooters are to be left in the bike racks in the backyard when we have Bike Days.
- Children must be brought into the building on arrival and must be signed in. Children are dismissed one by one as parents arrive at the end of the session. Please sign your child in and out.
- All members of the kindergarten community are encouraged to notify staff of potential hazards and risks to ensure that appropriate action is taken.
- All visitors who stay longer than just dropping off or collecting children are required to sign into the Visitor's Book.
- Please find all policies in the Community Information Area.
- Families can volunteer for various rosters at the beginning of each term. These may be to take home laundry, wash the construction kit and sweep/blow vac around the veranda.
- Please advise us if any of your contact details change or for example if you have changed address, phone or schooling plans.

Prior to commencement families may be offered an orientation visit or visits.

Children enrolled for 2019, and their parent/caregiver, will be invited to attend one of two 'Come and Try' sessions, which will be held on Friday 30th November & Friday 7th December from 9:15am to 11am.

Throughout the year families that may be considering enrolling at Clarence Park Community Kindergarten in the future are invited to attend Playgroup, which is run by parents on a Friday morning from 9:15am to 11am. Please refer to our Facebook page for updates on Playgroup.

WE HOPE YOU ENJOY YOUR YEAR WITH US

Rita MacFarlane, Roxanne Trevor, Ali Pretorius and Anna Wong