



Clarence Park
Community Kindergarten

5 Parker Terrace, Clarence Park SA 5034
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2022 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.

2022 Educators

Director/Teacher	Carolyn Harbord
Teachers	Roxanne Trevor Alexandra Ferrier
Early Childhood Workers and Preschool Support Workers	Anna Wong Serine Kau
Enrolment and Administration	Pam Buttfield



Government of South Australia
Department for Education

2022 South Australian School Holidays and Term Dates

Period	Start	Finish	Length
Term 1	Monday, 31 January 2022	Thursday, 14 April 2022	11 weeks
School Holidays	Friday, 15 April 2022	Sunday, 1 May 2022	
Term 2	Monday, 2 May 2022	Friday, 8 July 2022	10 weeks
School Holidays	Saturday, 9 July 2022	Sunday, 24 July 2022	
Term 3	Monday, 25 July 2022	Friday, 30 September 2022	10 weeks
School Holidays	Saturday, 1 October 2022	Sunday, 16 October 2022	
Term 4	Monday, 17 October 2022	Friday, 16 December 2022	9 weeks
School Holidays	Saturday, 17 December 2022	Sunday, 29 January 2023	

2022 Sessions

The Kindergarten provides sessions on Monday, Tuesday, Wednesday and Thursday.

Morning Session:	8:30am to 11:30am
Afternoon Session:	12:00pm to 3:00pm
Full Day Session:	8:30am to 3:00pm (includes lunch time care)

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 on 8293 5652 or 0439 358 932.

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.

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, please inform a staff member and remind the person collecting your child to have ID with them. For unlisted people a "Collection Authority" will need to be filled out prior to the day of collection.

Our Daily Routine

Our daily routine varies to incorporate activities such as yoga, specialised craft, cooking, bike day and excursions; these are communicated on our term calendar. The following is an approximate guide to a standard day at kindergarten:

8.30am	<ul style="list-style-type: none">• Morning Session commences• Children are signed-in by family and are free to play inside or outside
9.30am	<ul style="list-style-type: none">• 'Funny Hat' time - small group learning
10.00am	<ul style="list-style-type: none">• Morning snack time
10.30am	<ul style="list-style-type: none">• Free play time inside/outside
11.15am	<ul style="list-style-type: none">• Story Time
11.30am	<ul style="list-style-type: none">• Morning session children depart• Full day children wash hands and eat lunch on the mat
12.00pm	<ul style="list-style-type: none">• Afternoon session children arrive• Free play time inside/outside
2.15pm	<ul style="list-style-type: none">• Tidy up from the day's activities• Afternoon snack time
2.45pm	<ul style="list-style-type: none">• End of day relaxation
3.00pm	<ul style="list-style-type: none">• Session completes

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, 3 & 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.

Flat closed shoes are most suitable for climbing.

T-shirts, hats and windcheaters with our Kindergarten logo are available for purchase throughout the year from eduTHreads <https://eduthreads.com.au/collections/clarence-park-kindergarten>

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

Sun Safety

Broad brimmed or legionnaires hats and sunscreen need to be worn in Terms 1, 3 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.

Hats with the kindergarten logo are available for purchase.

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 (no squeeze packs please), 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.



Bike Day

On a designated day each term 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.

Parent Financial Contributions

Term contributions vary depending on the number of sessions attended by your child.

For example, based on a 10-week term 2021 Parent Contributions* were:

2 Full Days and 1 Half Day	\$270 per term
2 Full Days	\$248 per term

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

Talk to staff if you wish to discuss your term 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.

* Parent Financial Contributions are subject to change following an annual review by the Kindergarten and Parent Governing Council members.

Absences and illness

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

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. If symptoms of illness are observed by the educators we will contact care givers to arrange early collection of your child from kindergarten.

Please keep your child home if they show any signs of being unwell.

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>

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

Medication

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 a legal requirement. Forms for anaphylaxis and asthma will need to be filled out at enrolment or prior to the commencement of the Kindergarten year of attendance.

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

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.

Medication must not be left in your child's bag

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.

Communications

We will communicate important notices and weekly activities by posting information via an online medium such as Seesaw or via email.

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.

Housekeeping/General Information

- During COVID-19 restrictions you are required to scan the QR Code or sign-in upon entering the kindergarten.
- 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.
- Please leave bikes, trikes and scooters in the bike racks in the backyard.
- 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.