



# Parent Information Handbook

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# Philosophy

## Notes

We believe that children have the right to quality education in a warm, caring and nurturing environment.

Children at our kindergarten will learn and develop through an exciting, challenging and rich play curriculum.

They will be encouraged to engage, explore, discover, wonder, imagine and inquire.

## ***Preschool Values***

***Respect***

***Honesty***

***Optimism***

***Responsibility***

***Inclusivity***

***Self-regulation***

## School connections/transitions

The kindergarten staff have strong relationships with the local school communities to ease and ensure a smooth transition from kindergarten to school.

Throughout your child's year at kindergarten there will be planned joint activities. Sometimes school staff visit the centre with their classes and Reception teachers visit to discuss individual children's information.

**Transition visits are arranged by the schools** to allow children to become familiar with the physical surroundings of the school as well as the social and emotional aspects of moving onto school. This familiarisation helps ensure a smooth and successful transition from kindergarten to the school environment.

Another important aspect of transition is **the continuity of learning from one setting to the other**. Kindergarten Summative reports (referred to as Statements of Learning) are written by staff to support information sharing on your child's development, skills and interests to support their learning as they move into the school setting.

"A community is more than just a location, or a collection of individuals who happen to live or work in the same place. When we talk about a 'sense of community' we usually mean the quality of the relationships and connections that bind people together, rather than just the fact that they see each other regularly."

(NQS PLP e-Newsletter No.47 2012)

# Welcome to Pimpala Kindergarten

## Staff

**Director:** Vivienne Hills

**Teachers:** Judy Hardwick/ Alinta Grund

**Universal Access Teacher:** Naomi Beames

**Early Childhood Worker:** Tatiana Matusica

Currently Pimpala Kindergarten has a full time Director, a full-time shared teaching position and a part-time ECW. We currently have a 0.4 Universal Access Teacher.

All staff participate in ongoing professional development and are committed and passionate about their work with young children.

From time to time other support staff work in the centre to provide early intervention to children who have additional needs.

## DECD Site

Pimpala Kindergarten is a DECD (Department of Education and Child Development) centre and adheres to the DECD Enrolment Policy and Procedures - [www.decd.sa.edu.au](http://www.decd.sa.edu.au)

## Early-Entry

Children with additional needs may be eligible to access early entry, **if capacity permits**.

**Aboriginal, Torres Strait Islander children** and children under the **Guardianship of the Minister** are eligible to commence preschool at **3 years** of age.

## Sessional Preschool

Children are eligible to attend full-time preschool (15hours per week) for up to 12 months prior to starting school.

# Sessional Preschool

## Monday

Morning 8.45am-11.45am

Afternoon 11.45am-2.45pm

Whole day 8.45am-2.45pm

## Tuesday

Whole day 8.45am-2.45pm

## Wednesday

Morning 8.45am-11.45am

Afternoon 11.45am-2.45pm

Whole day 8.45am-2.45pm

## Thursday

Whole day 8.45am-2.45pm

## Friday

Morning 8.45am-11.45am

Subject to change depending on  
staffing arrangements and enrolments

## How do you get information?

### Children's Pigeon Holes

Each child is allocated a named pigeon hole where we put your newsletters, receipts, fees invoices and any other specific notes. Please check this daily.

### Newsletters

Regular newsletters are sent home, via your child's pigeon hole. Please check this daily as it is our most effective way of ensuring that everyone has updated information on centre events.

### Whiteboard/Community Notice board

Notes on the whiteboard in the foyer area and community notices provide additional methods of sharing important information with families. Please check these areas regularly.

### Informal Chats/Information Sharing

We are here for your child's benefit, so please don't hesitate to speak with us. If you would like more information or have specific concerns please make an appointment with a staff member so that we are able to give you the attention you need.

### Centre Displays

Please have a look at the notice boards in and around the kindergarten, they contain information, photos and work samples about Early Childhood Education and your child's learning.

## Infectious Diseases

**It is very important to inform the kindergarten if your child contracts an infectious illness so that precautions can be taken to prevent it spreading.**

**REMEMBER - It can happen to anyone, so please let us know! Please consult with your medical practitioner regarding the length of time your child needs to be excluded from kindergarten.**

**Head Lice: Regular checking is necessary. Infected Children cannot attend until treatment has been carried out. Speak to staff about treatment options.**

## Sunsmart and Ultra Violet Policy

Every child **MUST** wear a **hat** (broad brimmed, bucket hat with a wide brim **OR** legionnaire style **ONLY**) when playing outside when the **UV level is 3 and above**.

- Staff will also wear hats to model sun-safe behaviour.
- We ask that parents do also, on excursions or if staying for a session.
- All hats must be **CLEARLY NAMED**.
- **Children without hats will be asked to remain inside or under the verandah.**

Please apply 30+ Sunscreen **before** arrival at kindergarten. Staff will reapply sunscreen before lunch on a child's whole day.

We have a **NO HAT, NO PLAY**

modified 02/13

## Curriculum

The **Early Years Learning Framework for Australia** includes everything that happens at kindergarten. Most important are the positive interactions between teachers, families, children and the environment as we play, talk, rest, eat, and work things out together.

The teaching and support staff at kindergarten work closely with all families and children to share information and to get to know each other so that the curriculum we plan appropriately meets and challenges the strengths and interests of each child. Each day there is a wide variety of planned and spontaneous play experiences to explore within a safe, well organised & supportive environment.

All of these elements of the curriculum framework are important for developing in your child a strong sense of his or herself as a valued, caring community member and a capable, self regulated and self-motivated learner.

**Belonging..... Being..... Becoming**  
underpin this curriculum.

## What will my child be learning at Preschool?

At Pimpala Kindergarten your child will have opportunities to:

- Develop appropriate social skills to work independently, and as part of a group
- Develop positive relationships with other children and adults
- Develop effective communication skills and dispositions
- Develop a positive self image, a sense of optimism and self regulation (Executive Function)
- Develop their fine and gross motor skills
- Be intellectually inquisitive and creative
- Question, observe and construct their knowledge of the world around them.
- Develop literacy skills
- Develop mathematical and numeracy skills.

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# Recording your Child's Learning

Staff use The Early Years Learning Framework for Australia as a basis for planning, assessment for learning and reporting on children's learning.

The 5 Learning Outcomes are:

- Children have a strong sense of identity
- Children are connected with & contribute to their world
- Children have a strong sense of wellbeing
- Children are confident & involved learners
- Children are effective communicators

The staff at Pimpala Kindergarten use a variety of different forms of documentation to assess and report on your child's learning. This may include learning stories, photographs, written observations, child interviews, other child's voice formats, work samples and a Individual Learning Plan's & a summative report upon completion of kindergarten.

At times your child will take some of their work home, staff may use it in a display in the kindergarten, or it may be placed into your child's Learning Folder.

Throughout your child's time at kindergarten please feel free to look at their folder with your child, add learning stories from their home lives (particularly if it relates to what we have been doing at kindergarten) and also enjoy displays of work around the centre.

When your child leaves kindergarten and moves onto school, they take their Learning Folder with them. It maybe valuable for you to share this work with your child's school as an introduction for the teacher.

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# Health & Safety Policies

## Allergies/Medication

**It is vital that staff are notified of any allergies or medical/ physical conditions which may affect your child at preschool AND the appropriate treatment.**

**Standard Precautions:** Our Preschool has policies and practices in place to prevent cross infection of blood borne diseases including HIV and Hepatitis B & C (Universal Safety Precautions). Staff are mandated to be qualified in First Aid training.

The children are taught about safe handling of blood at Preschool. The main points are:

- Blood can carry viruses that can make us very sick.
- All cuts/breaks in the skin need to be covered.
- It is not safe to handle someone else's blood.
- It is safe to handle your own blood. You can put your own hand on your own blood spill. Children are encouraged to apply their own bandaids as the need arises.
- Gloves must be worn when providing first aid to another person who has a cut/ blood spill.

**Staff always use gloves in managing cuts/ blood spills.**

The children are provided with the opportunity to become familiar with and use gloves in play situations e.g. a play hospital.

Before medication can be administered at kindergarten. Parents must complete the appropriate form. Medication must be prescribed for YOUR CHILD and clearly labelled with dosage and the child's name.

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## At the Beginning of Sessions

**Please note: Staff officially begin work at 8.30am for an 8.45am start with children.** The time before and after sessions is vital for setting up, preparing and cleaning up activities etc. for your children.

**If you do arrive early, for a morning, whole day or afternoon session, please stay with your child and do a quiet activity, such as playing outside, reading a story or doing a puzzle. Please let staff continue to do their work until the session begins.**

## Absences

If you are going on holidays, or your child is going to be away we appreciate it if you can let us know in advanced. If your child is sick we also need to know, as we may need to inform other parents. If your child is leaving the kindergarten please let us know so we can finalise our records and collect any of your child's work.

## Illness

If your child is ill, please keep them at home. Often parents arrive at kindergarten saying "My child was sick this morning, but still wanted to come". Please be considerate of the other children and staff (who also get sick) and keep your child at home to fully recover. If your child is suffering from any communicable/notifiable disease please inform staff.

## Changes To Names and Contact Details

Please inform staff of any changes to contact names and contact details, including custody issues, home address and telephone numbers, work locations and work numbers. It is extremely important that this information remains up to date in case of emergency.

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# Attendance

The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs. It is crucial that children develop habits of regular attendance at an early age. Children who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations.

Not only does regular attendance ensure that children develop healthy attendance patterns and their time at kindergarten is maximized, but it also ensures that the centre is staffed appropriately. Staffing is based on children's attendance during weeks 2 & 3 in term 1 and weeks 1 & 2 in terms 2, 3 & 4. It is vital that your child attends each session during these weeks to ensure the centre is staffed to the appropriate level, maintaining the correct child to staff ratio.

However independent your child likes to be, **PLEASE DO NOT ALLOW THEM TO ENTER THE CENTRE ALONE.** Staff members need to be aware of each child's presence in the centre. It also allows staff to speak with you if necessary. **Please initial the roll beside your child's name.**

You are welcome to stay and join in an activity with your child.

- **It is essential that the children are collected on time and are supervised by a parent/carer until the start of a session, 8.45am or 11.45 am.**
- Please let us know if you are likely to be delayed so that we can reassure your child.
- If someone else is to pick up your child please **record this on the roll.** We cannot let your child leave the centre in any other person's care until we have your permission.
- We farewell children from the mat at the end of the session and we ask that you encourage your child to remain seated until we have said good-bye.

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## Support Services

As Early Childhood teachers we are trained to observe the development of individual children. At times we may notice areas of a child's development where extra assistance may be beneficial for them to reach their full potential. We will discuss your child's needs with you will refer with, your signed permission, to DECD Support Services.

We have access to a range of specialists through DECD who provide individual assessments, programs and reviews. These professionals include Speech Pathologists, Psychologist, Social Worker and Special Educators. These services are free of charge.

If you are concerned about any area of your child's development please have a chat to the staff. The earlier assistance is sought, the better for your child.

**At times there could be other staff working in our centre**

**Preschool Support** staff are allocated to work with individual children as part of the centre program.

**Bilingual Assistants** may be employed to assist children for whom English is their second language or children from Non English Speaking Backgrounds.

**Relief Teacher** If a staff member is ill, attending meetings or training and development, a relief teacher will be engaged.

We also have **Volunteers, University Students** on teacher placements and **Work Experience** students at various times. These may be parents or members of the community.

## Parental Involvement

We recognise and value, that as parents you are your child's first, and most influential teacher. We strongly encourage, support and appreciate parental involvement. Parental involvement is crucial in the management of the preschool and greatly enriches the kindergarten program. There are many ways you can be involved such as:

- Becoming a Governing Council Member.
- The day to day functioning of the Centre, supporting children in cooking, reading stories, gardening or technology activities etc.
- Assisting staff in planning curriculum activities.
- Staying for a session to observe and interact with your child.
- Sharing your expertise by playing a musical instrument.
- Staying to do a specific art or craft activity.
- Participating and helping to supervise groups of children during special events and excursions.
- Planning and supporting fundraising and social ventures.
- Caring for the Preschool's pets **on the weekends and during the holidays.**
- Assisting with odd jobs and maintenance
- Volunteering on one of our rosters (washing, end of session cleaning).
- Collecting bits n' pieces for use at the collage table.

### Please note:

For health and safety reasons we **are not able** to accept these things for use at the Preschool:

- Toilet Paper Rolls
- Laundry Powder Containers
- Polystyrene Foam
- Cat and Dog Food Containers
- Medicine containers

## Fees

Pimpala Kindergarten is a DECD service, which means that we receive funding from DECD to run the centre. DECD funding covers staff's salaries and provides funds for the general running and day to day operation of the centre. This funding does not cover the entire cost of running the kindergarten making the payment of fees highly important.

Our preschool needs to cover all of its running costs, which include water rates, cleaning, gardening, electricity, maintenance, telephone, finance officer, paper, glue, paint, educational resources, books, etc.

Once your child is enrolled and attending this kindergarten service you will receive a fee invoice. We have a number of flexible fee payment options, including up-front payment, termly payment, fortnightly payment or weekly payment.

Please place **all payments/invoices** in plastic bags located near the FEE BOX . Ensuring your payment is CLEARLY NAMED, recording purpose and the amount being paid. Post it in the FEE BOX (under the pigeon holes). Please do this for all payments for excursions, etc. A receipt will be placed in your pigeon hole at a later date. If you are experiencing any difficulties in paying your fees, please see the Director as soon as possible, so that other arrangements can be made.

## Full Time Sessional Preschool

(15 hours per week) - \$100.00 per term

## What your Child Needs to Bring

- A bag
- A change of clothes
- A piece of fruit or vegetable **only** for snack time
- A water bottle containing water **only**
- A Hat (broad brimmed or legionnaire style)
- **Please send along a spare set of clothes in case of accidents!**

Please ensure that **all** your child's belongs are clearly **named**, as we cannot always be responsible for their belongings.

## What Not to Bring

Toys and Special Belongings. We have plenty of toys and children and parents get upset when things go missing or are broken.

## What to Wear

Children can feel limited by their clothing and may miss out on learning opportunities. Please send your child in practical, comfortable clothes which they can manage independently. Braces, belts and button up overalls are often very difficult for young children to manage independently. Kindy t-shirts are available for purchase.

## What Not to Wear

**Thongs** and **plastic boots, slippers/ugg boots** are discouraged and children will be asked not to climb while wearing them. This footwear is quite dangerous as children cannot grip correctly and often slip. Baseball style caps, singlet tops and strappy dresses are not appropriate for kindy and DO NOT comply with our Sunsmart and UV Policy

## Healthy Eating at Kindy

Staff feel it is part of their role as educators to inform both children and parents about the importance of maintaining healthy lifestyles.

We can be pro-active in this by firstly implementing the healthy eating policy and secondly, ensuring healthy lifestyle education is part of our on going curriculum. We have been a part of the 'Eat Well Be Active' program and a Healthy Eating and Physical Activity (HEPA) project which has supported our focus on children's healthy life styles.

## Snack Time

We have a Healthy Eating Policy, which was developed in consultation with parents, staff and the Governing Council, to support you in teaching your children to develop good eating habits. You should have received a copy of this policy in your Enrolment Pack, if you do not have a copy please ask a staff person for one.

The Healthy Eating Policy aims to promote the development of healthy lifestyle choices when it comes to selecting food for snacks.

At Snack Time children may bring **fruit or vegetable snacks** only.

During snack time the children and staff sit together to eat their snack, have a drink and 'have a chat' before play time.

modified 04/17

## Drinks

Children are to drink WATER ONLY, while at kindergarten. To prevent the spread of infections, each child needs their own drink bottle. (CLEARLY **NAMED** please!!) Please do not send juice, milk or cordial.

**Snack and water must remain in your child's bag.**

## Lunch Time

When accessing a whole day or arriving for an afternoon session, please provide a healthy lunch box for your child. Lunches cannot be refrigerated so please ensure that they are kept cold with an ice brick and/or insulated container.

## Birthdays

We celebrate the children's birthdays at our Preschool by singing "Happy Birthday" and blowing out candles on a pretend cake. If such celebrations conflict with family's beliefs or culture, this will be respected.

## Nut Aware Preschool

Due to the incidence of allergies, our kindy environment is **NUT Aware**.

Please take care to **NOT** provide any food containing nuts eg nutella, peanut paste, muesli bars etc.

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