



# Naracoorte North Kindergarten

39 Park Tce,  
Naracoorte SA 5271  
Ph: 8762 1581

## WELCOME

We would like to take this opportunity, to welcome you and your child to the Naracoorte North Kindergarten. We hope that your time with us is enjoyable and rewarding.

Parents and Family are a very important and an essential part of our educational program. It is therefore important for us to have an open communication between Home and Kindergarten. If you have any questions or concerns, during your time with us, please feel free to phone and/or make an appointment to discuss the matter.

We encourage you as Parents, to become involved in the Kindergarten during your time with us. There are many ways in which this can be achieved, from helping with the preparation of materials for the Children's activities, spending a little time in the Kindergarten to read stories, helping with activities, cooking and just enjoying spending some time with your Child. As parents, you are your Child's primary educator and we encourage you to become involved in our Educational Program and to share your skills and talents with us. Other ways of becoming involved include, working bees and decision making on the Kindergarten Governing Council, which is very rewarding. You will be made to feel very welcome.

Enjoy your time with us.

Thank you from

The Naracoorte North Kindergarten Staff

# General Information

## Address:

Naracoorte North Kindergarten  
39 Park Tce.  
NARACOORTE S.A. 5271

Phone: 87621581

Fax: 87623392

E-Mail: [Jillian.Wight872@schools.sa.edu.au](mailto:Jillian.Wight872@schools.sa.edu.au)

## Staff:

Director:	Jill Wight
Teacher:	Sandra Williamson
Early childhood /	Meg Thomson
Support Workers:	Melissa Assen
	Bethany Collins
	Beth Drew

## Staff Times:

8.00am. - 4pm.

## The Centre offers:

Sessional Kindergarten	Bus program
Lunch program	Playgroup
Integration program	Occasional care
All day care	Parent meetings
Emergency care	Parent morning teas
School transition	Occupational therapy
Speech pathology	Dental service (School Dental Clinic)
CAFHS health checks	

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For a reference to Department for Education and Child Development (DECD) Policies and Procedures NQF (Regulation 168)

WEB LINK <http://www.decd.sa.gov.au/policiesreg168>

## **Attendance/Absenteeism ( Policy located in Appendix )**

Regular attendance to Kindergarten is very important.

If your child is going to be away for any reason, please notify the staff as soon as possible, as staff is required to keep accurate records of absenteeism due to sickness, holidays, appointments etc. The kindergarten is staffed according to children's attendances and we therefore need to know why children are absent. The kindergarten is staffed on attendance data collected in weeks 1, 2 and sometimes 3 of each term. Please be aware of this and plan holidays, day trips and appointments accordingly, so staff numbers are not reduced.

## **Allergy Aware Policy (Located in Appendix)**

### **Bus Travel (To Kindergarten)**

Children are able to travel on the school buses to access kindergarten when they commence full time (equivalent of 5 sessions a week), if there is room on the bus. Prior to using the school bus relevant enrolment forms must be completed. These are available from the kindergarten.

### **Naracoorte School Buses**

DECS schools in the Naracoorte area are serviced by school buses. All students are entitled to free travel to their school if:

- this school is serviced by that particular bus
- they live more than 5km from that school

The designated "school of right" for primary aged students on the Wratttonbully, Elderslie Road, Moyhall Road and Hynam buses is Naracoorte South Primary School.

The designated "school of right" for primary aged students on the Stewarts Range, Padthaway, Tresant, Frances, Lochaber and Cadgee buses is Naracoorte Primary School. In extra-ordinary situations (such as an over-full bus, or, Families SA involvement) in which DECS provides the service, the designated school of right is determined by DECS.

Where parents opt to pass the school of right, the cost of access is paid by the family. To cater for students who live in the northern area of Naracoorte within 5 kilometres of Naracoorte Primary and Naracoorte High Schools a user pays Town Bus service has been operating which delivers students to all three Government sites.

Pre- school children are not eligible travellers but will usually be carried if there is room available and they can be adequately supervised. This also applies to students of Sunrise Christian School. If student numbers increase beyond the capacity of a particular bus ineligible students will no longer be carried.

Regular reviews of school bus services are carried out and changes to bus size and route occur. These changes are determined by the Transport Section in DECS in consultation with the Naracoorte Combined Schools Bus Committee.

## **Banking**

Children can bank on Tuesday's through Bank SA.  
Please ask Staff for an enrolment form.

## **Book club**

Book Club brochures and order forms are regularly put in Newsletter pockets for parents to purchase. **[no cash thank you]**

A range of books from visiting book clubs are available for parents to purchase. These are located in the photocopy room. Please see staff for further information.

## **Behaviour Support Policy ( Located in the Appendix )**

## **Celebrations**

### **Birthdays**

Birthdays are very special, especially to young children. We acknowledge these special days by singing 'Happy Birthday'. Parents are very welcome to bring in a cake [or cup cakes] for the Children to share on this special day.

**Please be aware we do have children with severe allergies. Please speak to staff before, if you wish to do so.**

### **Other Special Days, Events and Celebrations**

During the year Families celebrate other Special Days, including, Mothers Day, Fathers Day, Easter, Christmas etc. These celebrations may be different from one family to the next. Although we acknowledge these special days and events, we may not specifically program for them.

We do have an 'End of the Year' celebration and other special events throughout the year, to celebrate the Children's activities.

If you wish to discuss this further, please speak to a staff member.

## **Clothing/Footwear**

Please send your children in old clothes so they can participate in all activities without worrying about getting dirty. Please ensure children have suitable foot wear for safety when climbing etc. thongs are not really suitable.

**Send a spare set of clothes in their bags as we do not keep spares.**

## **Canteen**

Lunch orders are available from the Naracoorte Primary School and **must be given to staff first thing in the morning.**

Canteen price lists are available at the kindergarten; they have been modified to work with our Healthy Eating Program.

## **Childcare/Kindergarten/Early Learning Centre**

Children can access our Kindergarten from the co-located Childcare and also the Early Learning Centre. Please speak to staff regarding these arrangements.

## **Communication regarding your Child's learning at Kindergarten**

There are opportunities at the end of each session for informal discussions with any of the staff regarding your child.

Your child's progress is important to us, and if you wish a more formal discussion, or you wish to discuss a matter confidentially, please arrange for an appointment with one of the teaching staff.

Please contact the Director if you have any questions, queries, concerns or comments in relation to your child.

## **Curriculum (Early Years Learning Framework)**

The Framework's vision is for all children to experience play-based learning, which is engaging and builds success for life.

It is a guide for early childhood educators who work with children from birth to five years. They will use the framework in partnership with families, children's first and most influential educators, to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play. The Early Years Learning framework describes childhood as a time of *belonging, being and becoming*.

**Belonging** - is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

**Being** - is about living here and now. Childhood is a special time in life and children need time to just 'be' - time to play, try new things and have fun.

**Becoming** - is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Through the Framework's five learning goals, educators will assist your child to develop:

- a strong sense of their identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning
- effective communication skills

## **Dental Care**

The Dental Clinic provides a service to our children. It is conveniently located at the Naracoorte Primary School and provides a regular check-up service.

Please contact the Clinic on Phone: 87622614 for further information.

## **Early Intervention Services**

If there is a need, there is a full range of professional services available to us through DECS and Community Health. These include Speech Pathology, Occupational Therapy, Psychology, Physio, Social Work and Podiatry. Please speak to the director for more information.

## **Emergency Procedures**

In the event of an emergency situation we adhere to DECS procedures. Additional information is available from the centre.

### **Emergency Numbers**

<b>POLICE, AMBULANCE, FIRE</b>	<b>ph: 000</b>
<b>AMBULANCE</b>	<b>ph: 87620660</b>
<b>POLICE</b>	<b>ph: 87620466 (Naracoorte)</b>
	<b>ph: 87662200 (Lucindale)</b>
<b>HOSPITAL</b>	<b>ph: 87628100</b>
<b>CLINIC</b>	<b>ph: 87624888</b>
<b>CAFHS 24 HOUR CALL</b>	<b>ph: 1800 188 082</b>
<b>POISONS INFORMATION</b>	<b>ph: 1800 182 111</b>
<b>CRISIS CARE</b>	<b>ph: 131 611</b>
<b>LIFELINE</b>	<b>ph: 131 114</b>
<b>WOMEN'S INFORMATION</b>	<b>ph: 1800 188 158</b>
<b>VIOLENCE - OUTREACH SERVICE</b>	<b>ph: 08 82674830</b>

## **Excursions**

When children start Kindergarten we ask parents to give their consent to their child taking part in local excursions and activities. This is located on the Enrolment Form. Parents will receive full information about any special excursions and a specific consent forms will be sent home.

## **Family Information / Details**

It is imperative; families provide **UP-TO-DATE INFORMATION** about their children and families. If there are any alterations to family structure and/or information, please let the Staff know **ASAP**. This includes changes of address, phone numbers, including mobiles, for themselves or other contact people, change to employment status, new family members, family structure, custody issues, allergies, medications, or any other relevant information in regard to your child or family.

## **Food/drink (Nutrition Policy located in the Appendix and Food ideas for lunchboxes located in General Information)**

Children will require fruit for morning and afternoon snack time. Please put in a named container.

We encourage healthy packed lunches which may include sandwiches, yoghurt, salad and a drink of water. ( Lunch boxes are stored in the fridge)

Please remember our 'Allergy Aware Policy' when packing your child's lunchbox. Peanut paste is not permitted.

We have a 'Water only Policy'. Children can bring a named drink bottle containing water only. Staff can refill water bottles with rain water at any time during the day.

### **Fees (per term ) (Fee Policy located in the Appendix)**

4 sessions per week	\$75 + \$5 gardening levy	= \$80
3 sessions " "	\$40 + \$5 " "	= \$45
2 sessions " "	\$35 + \$5 " "	= \$40
1 session " "	\$20 + \$5 " "	= \$25

It is important that the correct money is enclosed in the fee envelope supplied.

Fees may be payed in **weekly, fortnightly or monthly instalments, Direct Deposit or Centre Pay**

### **Governing Council**

Governing Council is a body of parents and staff representatives. Their role is:

- To participate in the management and policy development of Naracoorte North Kindergarten
- To manage the kindergarten assets and finances according to the present budget and to evaluate and monitor the accuracy of the predicted income and expenditure.
- To purchase more resources (books, puzzles, games, picture collections) to facilitate the educational program and to provide families information and resources.
- To support fundraising and social functions.

Governing Council meetings are open to all parents. They are held once a month during the school term.

### **Grievance Policy (Please refer to the Appendix)**

More information - **Parent Concern or Complaints** - is located in the *General Information Section*.

**Free call - 1800 677 435 - Department for Education and Childhood Development**

**[www.decd.sa.gov.au/parentcomplaint](http://www.decd.sa.gov.au/parentcomplaint)**

### **Headlice (Information located in General Information)**

An **Inspection for Head lice Form** is located in the 'Forms to be returned to Kindergarten' Section.

### **Immunisation Information (located in General Information Section)**

## **'In-Box' Fees Box/Correspondence Box**

This is a **BLACK METAL MONEY BOX** located on the wall, under the Fire Extinguisher in the kitchen. Please place all Fees and all/any correspondence [including surveys, fundraising etc.] in the box. It is locked and cleared daily.

## **Infectious Diseases**

Common ailments where Department of Education regulations prohibit children from attending Kindergarten are:

- Mumps                    14 days
- Measles                 7 days
- German Measles     7 days
- Chicken Pox            7 days

For more information please contact staff.

## **Kindergarten Information.**

In a happy secure Kindergarten environment children have additional opportunities to:

1. Develop skills with hands and body, and acquire self-confidence and a sense of achievement.
2. Develop good relationships with other children and adults, and be able to communicate with them.
3. Learn to accept rules happily, and to handle feelings of hostility and aggression.
4. Grow in independence and at the same time make a contribution to the group.
5. Be observant and questioning and able to organise knowledge at an elementary level.
6. Take progressive steps leading to reading, writing and a concept of numbers.
7. Be eager for new experiences.

Parents and Teachers can work together for the benefit of the children in our Kindergarten. Information of the many services of the Kindergarten is available from the staff. Please join in the daily activities of the Kindergarten whenever you can and also contribute in the following ways.

1. Take full responsibility for your child travelling to and from kindergarten and advice staff of any variations. Park your car as close as possible to the Kindergarten and go together to greet the teacher.
2. Collect information about school insurance from the Kindergarten.
3. Note the time that sessions begin and finish and try to be punctual when bringing and collecting your child to avoid stressful situations.
4. Send your child regularly. If absent notify the director of the reason as soon as possible, particularly if the absence is due to a condition that is infectious.
5. Dress your child in comfortable play clothes, avoiding clothing that makes movement difficult.
6. The Director will, from time to time arrange interesting sessions for Parents, the success of these depends on your participation.

7. The Governing Council has the responsibility for keeping the Kindergarten in good repair and an attractive place for children. They need the help of all Parents.
8. Please inform the Director of any change of address or phone number.

## **Medications / Health Plan**

### **1-Medication Administration**

Due to Departmental guidelines, staff will not be able to administer any medication to your child unless a **MEDICATION PLAN** has been completed by a **DOCTOR**. If your child is sick and you have a Doctors appointment for them and you think they may need medication, a doctor will need to complete a **Medication Plan**. These are available from the Kindergarten. Please collect one prior to your appointment. The doctor should also have them on hand, but you will need to ask for one to be completed. **If this form is not completed by a doctor, staff will not be able to administer any medication to your child at Kindy.**

### **2-Health Care Plans**

If your child has a medical condition or allergy eg: **ASTHMA, ANAPHYLAXIS, ECZEMA, DIABETES, EPILEPSY, BEE STINGS ALLERGY, ETC, an appropriate Health Care Plan and Emergency Procedures must be completed by your Doctor and returned to the Kindergarten.** These forms are available from the Kindergarten if needed. They should also be available from your Doctor. If further information is required please speak to a staff member.

### **Message / Communication Books**

All bus children are given a message book for communication reasons. These must accompany the children to/from kindergarten each time they attend. Instructions must be clearly written inside. They are also available to other families that the staff do not see regularly so newsletters etc. can be sent home.

### **Newsletters**

We provide a regular newsletter and welcome parent input. These are placed in your child's information pockets. Please check them each time you come into Pre School

## **Notice boards**

Please take time to read information posted on our notice board. This is regularly updated with our centre program etc. The notice board is usually located under the back pergola. Minutes from the Governing Council Meeting will also be displayed.

## **Other Services**

Toy Library - Based at the Naracoorte South Primary School Ph: 87622977

South East Community Information Service - Naracoorte Public Library Ph: 87622338

Naracoorte Community Midwife - Community Health Centre Ph: 87628160

Child and Youth Health - 3 Ormerod Street Naracoorte Ph: 87621236 or  
Toll Free 1300733606

Early Intervention Services - Community Health Service Ph: 87628160

Naracoorte Community Health Service - Cedar Ave Ph: 87628160

Out of School Hours Care & Vacation Care - Ph: 87622014

Women's Community Health Nurse - Community Health Service Ph: 87628160

Child Care - Naracoorte Childcare Centre Ph: 87622850

Early Learning Centre Ph: 87624944

Family Day Care Ph: 87623009

Medical Clinic - KinCraig Medical Clinic Ph: 87624888

## **Parent involvement/Fundraising/Working Bees**

The Staff believe that your child's education should be an active interaction between the Kindergarten and the family. Parents are encouraged to be a part of their child's education at which ever level of involvement they wish. However, Staff actively encouraged discussion with parents and see this two-way process of sharing information is very important. Parents are always welcome to spend time in the Centre whether it be to observe their child in the learning environment, to work with other children or to just come in for a cup of coffee and a chat.

Parents may also become involved with the Management Committee. Parents are invited to help at working bees and with any other maintenance needed. Parents who have particular interests, hobbies, talents etc. may wish to share these with the children. Fundraising is vitally important to the running and capital improvements of the Kindergarten, and we ask you to support them.

## **Philosophy**

### **Naracoorte North Kindergarten Philosophy Statement**

The Naracoorte North Kindergarten offers, Pre-School and Playgroup programs with a rich indoor and outdoor learning environment.

### **Philosophy**

#### **Curriculum and Learning**

We believe learning is lifelong and in the importance of providing opportunities for all community members (staff, children and families) to engage in active learning. Children learn through play and are offered a program based on current curriculum and research.

### **We believe:**

- ❖ Children have the right to play in a caring, fair and inclusive learning environment.
- ❖ Children have the right to engage in, and enjoy a variety of experiences to encourage lifelong learning.
- ❖ Families have a right to contribute in their children's ongoing learning and development.
- ❖ Staff have the right to be supported in their ongoing professional development and learning.

### **Therefore we will strive to:**

- ❖ Provide challenging learning experiences giving children opportunities to discover, create, improvise, imagine, problem solve, test ideas, challenge thinking and engage in meaningful conversations.
- ❖ Create an environment that enhances children's learning and connectedness with the world around them.
- ❖ Provide a structured daily routine which is flexible to meet individual needs.
- ❖ Be professional in engaging in a cycle of continuous reflection and improvement.
- ❖ Document and share children's ongoing learning and development.
- ❖ Encourage the development of independence, personal respect and self worth.

### **Partnerships**

We recognize and value the role of families as primary care givers and the importance of relationships in children's learning. We aim to create a connected environment where families and staff value each other's perspectives, and where skills and experiences can be brought together to ensure a high standard of care and learning.

### **We believe:**

- ❖ Children benefit from families and staff working in partnership.
- ❖ Children, families and staff have the right to be acknowledged, consulted, informed and involved in decision making.
- ❖ In the importance of developing nurturing secure relationships that foster confidence, mutual respect and that values individuality.
- ❖ In being open and transparent.

### **Therefore we will strive to:**

- ❖ Ensure children, families and staff are consulted and that their perspectives, feedback and ideas inform our decision making.
- ❖ Foster a culture of open and positive communications.
- ❖ Promote a positive team environment.
- ❖ Involve the wider community where appropriate.

### **Wellbeing**

We recognize, respect and honour the uniqueness of individual children, families and staff within our Service. We understand the importance of providing a safe and secure environment that is inclusive and responsive to the physical and emotional wellbeing of children, families and staff.

### **We believe:**

- ❖ That everyone has the right to a sense of belonging and connectedness to the Service.
- ❖ Children, families and staff have the right to a safe environment which recognizes and respects individual cultural values and beliefs.

### **Therefore we will strive to:**

- ❖ Encourage respect for individuals.
- ❖ Listen to and respond sensitively to all.
- ❖ Provide an environment that is safe, secure and responsive to individual physical and emotional needs.
- ❖ Build secure, respectful and trusting relationships.

### **A Philosophy of Learning**

If a child lives with criticism,  
He learns to condemn.

If a child lives with hostility,  
He learns to fight.

If a child lives with ridicule,  
He learns to be shy.

If a child lives with shame,  
He learns to feel guilty.

If a child lives with tolerance,  
He learns to be patient.

If a child lives with encouragement,  
He learns to be confident.

If a child lives with fairness,  
He learns justice.

If a child lives with security,  
He learns to have faith.

If a child lives with approval,  
He learns to like himself.

If a child lives with acceptance and friendship,  
He learns to find love in the world.

Children learn what they live.  
Children live what they learn.

### **Photographs**

The general consent form sent home at the beginning of the year also covers your child being photographed as part of normal Kindergarten activities. Group, individual and family photos are usually taken in term 3.

## **Playgroup**

Playgroup sessions are held Monday through to Thursday (Friday when needed, depending on numbers)

Am. Session 9.30am - 11am

Pm. Session 1.00pm - 2.30pm

They run in conjunction with normal Pre-School sessions with a range of activities and resources available. Numbers for each group are limited to 7 families to prevent overcrowding of the Centre. The Kindergarten staff seek the assistance of all playgroup Parents/Carers to follow all Kindergarten Policies and Procedures (including the Sun Protection Policy) by working with their children, helping them with activities, packing away and generally maintaining good supervision (respecting other children's constructions and work). We also ask that parents respect any quiet group times held with the Kindergarten children. These are important times for developing good concentration and group skills and quiet surroundings with minimal distractions are essential.

## **Preschool Enrolment Form (Located in the 'Forms to be returned to Kindergarten' Section.)**

**\*Please Note the Kindergarten and School Enrolment Policy will alter in 2013 due to DECS guidelines\***

### **Commencing Kindergarten - 2013**

In 2013 Preschools (Kindergarten's) will continue to enrol children in term 1@2 only. During 2013, children will commence school in their eligible term as they have done previously.

As of 2014,

1. If your child turns 4 before the 1<sup>st</sup> May, they will commence Kindergarten on the 1<sup>st</sup> day of term 1
2. If your child turns 4 on or after the 1<sup>st</sup> May, they will start Kindergarten on the 1<sup>st</sup> day of term 1 the following year.
3. The minimum age for starting Kindergarten will then be 3.8 months

Children with additional needs may be eligible to commence preschool 2 terms before they would normally start

Aboriginal children and children under the Guardianship of the Minister or Education and Child Development can commence preschool from the time they turn 3

For more information please visit [www.earlyyears.sa.edu.au/](http://www.earlyyears.sa.edu.au/)

Call 82072494 or email [decdfirstday@sa.gov.au](mailto:decdfirstday@sa.gov.au)

### **Preschool Support Programs**

Specific time may be allocated to Children with additional needs. To access this, children need to be referred. Please speak to either Jill or Sandra.

## **Profile Folders**

During your child's time at kindergarten, observations and work samples of your child's development will be kept in this folder. These are available on request, for parents to look at and to discuss with staff.

## **Routine - Daily**

8.45am	Welcome
9.15am	Free Play
10am	Fruit Time
10.15am	Free Play
11.20am	Clean Up
11.30am	Story Time
11.45am	Lunch Time
	Quiet Time
12.45pm	Free Play
2.15pm	Fruit Time - variable
2.30pm	Pack up Time
3.00pm	Story Time
3.15pm	Farewell to all Children
	Children to Childcare

**\* This routine is flexible \***

## **Safety Issues**

Safety Issues at this centre are not negotiable- whether it be the safety of the children, the staff, and/or visitors to the centre

Each time you bring your child to kindergarten please come inside so as the teachers can greet you both.

Children will be farewelled by a staff member to a parent or caregiver. Please notify the staff if someone different will be collecting your child. Unless travelling on a bus children must be collected by an adult.

As part of our policy, we will not allow them to leave the kindergarten if we have not been notified of a change.

Teach your child to be safe. Try to make your child familiar with their name, surname and address.

## **Session Times**

8.45am - 11.45am	Mon Tues Wed Thurs
12.45pm - 3.15pm	Mon Tues Wed Thurs
8.45am - 11.00am	(Pre-entry) Friday

All day sessions 8.45am -3.15pm Mon Tues Wed Thurs

We ask all parents to observe the starting and finishing times of sessions. If you are going to be late, please let us know as this alleviates the anxieties for children and staff. We request that children do not arrive early, as the staff needs this time to prepare for each session.

## **Sickness**

Please do not send your child to Kindergarten if they are sick. We understand children often have a slight runny nose, but if they are unwell, please keep them home. It is unfair to your child, other children and staff if they are sent to kindy.

Please notify the kindergarten if your child has any infectious/contagious diseases eg; chicken pox, vomiting & diarrhoea, head lice.

## **Smoke Free Zone**

The Kindergarten is a Smoke Free Zone (at all times).

This is a legislative requirement. It also includes working bees and social events.

## **Sun Protection Policy (Located in the Appendix Section)**

## **Summative Reports**

At the end of your child's time at Kindergarten the staff will write a Summative Report on your child's progress, covering all areas of learning. Parents need to sign the Summative Report granting us permission to forward it to the school your child will attend.

A copy will be retained by the Kindergarten and the original will be given to you.

Interview times are made available for parents to discuss the Summative Report during that term.

## **Toys**

We discourage children from bringing toys to kindergarten as they often get lost or broken which can be upsetting to the child. Please speak to staff if your child requires it for security.

## **Transitions to School**

We believe that it is very important to the child's successful learning continuum, that transition to school be positive, supportive and gradual, and that it be a partnership with the child, parent and staff. Transition Programs are organised by the school(s) and Kindergarten in the term prior to commencing school. A series of transit school visits, increasing in time frame to include recess and/or lunch will be arranged. Information regarding these programs will be given to the families prior to commencing the visits along with a school enrolment form. As schools vary in their intake policies, please ask for more information on this from the Director, or from the school.

Schools Children can attend from the Naracoorte North Kindergarten include:

- Naracoorte Primary School
- Naracoorte South Primary School
- Sunrise Christian School
- Frances School
- Padthaway School
- Apsley School (Children must be 5 by 30<sup>th</sup> April to start school in term 1 of that year)
- Lucindale School
- Edenhope School (Children must turn 5 by 30<sup>th</sup> April to start school in term 1 of that year)

## **School Enrolment**

If you are unsure of which school to send your child to, please make time to visit the Schools and talk to the Principals or a Delegate, before you make your decision.

For more information, please talk to the staff

## **Commencing School 2014**

1. There will be no change until 2014
2. From 2014 the start date for school will be the first day of term 1
3. If your child turns 5 before 1<sup>st</sup> May, they will start school on the 1<sup>st</sup> day of term 1 of that year.
4. If your child turns 5 on or after the 1<sup>st</sup> May, they will start school on the 1<sup>st</sup> day of term 1 in the following year.
5. The minimum age for children starting school will be 4.8 months from 2014

For more information please visit [www.earlyyears.sa.edu.au/](http://www.earlyyears.sa.edu.au/)

Call 82072494 or email [decdfirstday@sa.gov.au](mailto:decdfirstday@sa.gov.au)

## **Visitors Book**

All visitors must sign in/out for OHS&W reasons. This book is located on the yellow bench.

## **Washing Roster**

A Washing Roster is drawn up each term for parents to wash towels etc. This is collected Thursday and delivered back on Monday.

We appreciate your help.

## **Water Policy (drinking water) (located in the Appendix)**

## **Windcheaters / Tee shirts**

Kindergarten logo's are available for screen printing on your child's clothing. Please supply the item of clothing eg: windcheater, t-shirt if you would like this done. Cost - \$3

## WHAT YOUR CHILD NEEDS TO BRING TO KINDERGARTEN

- A Kindy Bag
- A Drink Bottle
- A Wide Brimmed Hat
- Pack fruit in a clearly named Plastic Container (separate from the lunch box container)
- Fruit for morning and afternoon fruit time
- A Nutritious Lunch if your child is staying all day
- A Spare Set of Clothes
- A Message Book (for children travelling on a bus or attending childcare)
- Suitable older clothing, so the children have the opportunity to join in all activities and experiences without worrying about getting their clothes dirty. Although smocks are worn at certain activities, sometimes they still get paint etc. on themselves.
- Please ensure that everything, including drink bottles, fruit containers, lunch boxes and all clothing is clearly named



# Naracoorte North Kindergarten

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## Sun Protection Skin Protection Policy

### AIMS

The aims of the policy are:

- to educate children at a young age on skin protection
- to promote skin protection awareness with in the Kindergarten community including children, parents and staff.
- to promote a positive attitude and personal responsibility towards skin protection

### PROCEDURES

The Sun Protection Policy will be in place throughout the year and implemented between September 1<sup>st</sup>- April 30<sup>th</sup> & when the ultraviolet radiation level is 3 and above, to ensure the protection against skin damage.

Staff and parents are encouraged to be role models for our skin protection policy to help introduce Sun Smart behaviour in the children

Children, staff, parents and visitors will be encouraged to follow these skin protection rules.

- Hats and sunscreen and sun safe protective clothing will be worn by Children and Staff.
- NO HAT - NO OUTDOOR PLAY
- Parents will be encouraged to apply sunscreen to their children before the kindergarten session.
- Staff will apply SPF 30+ broad-spectrum sunscreen to all the children after the lunch break and prior to going outside.
- Parents are encouraged to dress their Children in appropriate sun safe clothing. This includes
  - Tops and dresses with sleeves [and collars where appropriate]
  - No singlet tops or bare shoulders
  - Hats must be a legionnaire style hat, a broad brimmed hat or bucket style hat. Baseball caps are not acceptable.
- The program offered by the Kindergarten will enable Children to access the outdoor environment throughout the day, allowing exposure to sunlight and the intake of Vitamin D.
- Out door activities will be provided in protected and shaded areas between 10.00 am & 3.00pm
- Staff will model positive skin protection awareness by wearing appropriate hats and clothing.
- Staff, parents/carers and play group families will be informed of the Sun Protection Policy.
- Sun Protection awareness will be implemented within the curriculum.

The Sun Protection policy will be reviewed by staff and Governing Council members annually



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## GRIEVANCE POLICY For Parents/ Care givers

All Parents and Caregivers are encouraged to be involved with in the Centre and communicate with the Staff regularly so that they are aware of Policies, Procedures and Planned Programs at all times.

- ☞ Parents are encouraged to talk to the Director as soon as an issue arises so that it can be dealt with immediately.
- ☞ The Director or a nominated Staff Member will deal with these concerns.
- ☞ If the issue can not be resolved in the above manner, Parents may take up the matter as a Formal Grievance Procedure.

If you have a problem -> Raise the issue with the Centre (ph 87621581).and make a time to talk to the staff member involved

- If satisfied                      Great!
- If not                              Make a time to talk to the Director. Inform them of the issue and who is involved.
  
- If satisfied                      Great!
- If not                              Contact the District Director, David Chadwick or the Assistant District Director Chris Shelton at the Limestone Coast Regional Office Mt Gambier (ph 87245300.)
  
- If satisfied                      Great!
- If not                              Contact the Department for Education and Child Development [DECD] Parent Complaint Unit (ph 1800677435) or email [DECD.parentcomplaint@sa.gov.au](mailto:DECD.parentcomplaint@sa.gov.au)  
[www.decd.sa.gov.au/parentcomplaint](http://www.decd.sa.gov.au/parentcomplaint).

The Parent Complaint Unit has a dual function:

- To provide advice and support to parents about their concern or complaint
- To objectively review complaints that have not been resolved at the school or regional level.

A parent may contact the unit's hotline at any time to discuss their concern or complaint or to seek advice. Staff will follow up at a later stage to check about progress.

Please Note:- If you are unsure about an issue that your child has raised, contact the Centre, bearing in mind that you only have one side of the story. By working together, we can usually resolve the issue.

### Rights and responsibilities

When raising a concern or complaint with staff, parents can expect to:

- be treated with respect, courtesy and consideration.
- have the complaint dealt with in a confidential and timely manner.
- have access to appropriate and easily understandable information regarding the complaint resolution process.
- have the complaint considered impartially and in accordance with due process and principles of natural justice.
- be kept informed of the progress and outcome of their complaint.

CONFIDENTIALITY should be observed at all times by both parties.



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## ATTENDANCE POLICY

The Staff of the Naracoorte North Kindergarten believe it is important that Children enrolled benefit from regular attendance. We strive to provide a safe, nurturing and engaging environment for Children to form positive relationships and engage in successful learning. To gain maximum benefit from their Kindergarten experience, Children need to attend regularly.

All Children are to be signed in and out by their Parents/Carers - including Childcare Staff, Early Learning Centre Staff, OSHC Staff.

Bus Children are to be signed in and out by the Kindergarten Staff assigned to Bus Duty.

### Regular attendance:

- Enables the Children to develop friendships.
- Enables Children to engage in the Educational Program
- Enables the Children to develop positive and ongoing relationships with Staff and peers.
- Enables the Children's social, emotional and physical needs to be met.
- Enables the Children and their Families the opportunity to be part of and actively engage in the Educational Programs at the Centre.
- Enables the ongoing continuity of individual programs and planned learning outcomes, including Pre-school Support Programs and Early Intervention Programs, Individual Learning Plans and Transition Programs.
- Enables Staffing Levels to be maintained, therefore ensuring programs are maintained.

### Parents/ Carers Responsibilities.

- Ensuring their Child attends each day they are enrolled.
- Provide the Kindergarten Staff with a copy of any Custody or Restraining Orders
- Keeping their sick Child at home and notifying the Kindergarten of the reason for their absence particularly if it is an infectious disease or infestation
- Parents/Caregivers are to inform Staff if;
  - Their Child is - or will be absent.
  - The arrangements for the collection of their Child is different or changes.
  - Any changes in their enrolment details, especially emergency contact details
  - The Child is to be collected early.

### Staff Responsibilities

- Monitor attendance by keeping Daily Attendance Records.
- Contact parents after 1 week (either 4 or 5 consecutive sessions) of unexplained absences.



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## Behaviour Support Policy

We believe that everyone has the right to feel safe at all times.

We ignore behaviour if it is not dangerous and only attention seeking.

Children learn best when they experience success and have a positive self-esteem.

We accept that children feel angry, frustrated and upset at times and need help to express those feelings appropriately.

It is important that staff and parents share responsibility, being consistent at all times, creating a safe, secure environment for children and modeling appropriate behaviours.

Naracoorte North Kindergarten staff follow a six step approach.

- Gain eye contact with the child who is acting up, as a signal/reminder to alter their behaviour.
- Give the child time to self correct
- Ask child if they need our help
- State the behaviour we want to the child.
- Help the child to see what they should be doing
- As a last resort, isolate the child from the situation, giving them time to think.



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## **URGENT INFORMATION FOR FIRE BAN SEASON**

HIGH TEMPERATURE – FIRE BAN – BUSHFIRE RISK – CATASTROPHIC BUSHFIRE RISK

NARACOORTE / FRANCES / LUCINDALE are in the **LOWER SOUTH EAST FIRE BAN DISTRICT**

On days when identified sites are closed due to catastrophic conditions:

1. All buses will be cancelled in the fire ban area whether or not they are identified as extreme, very high or high risk schools.
2. Information regarding site closures and therefore cancellation of buses will be broadcast on ABC radio 1161 just before 6am, 6.30am, 7am, 7.30am

The only identified site in our hub is:

Naracoorte High School  
and will therefore be closed.

Although buses will not run other sites in our hub:

Balharrie Kindergarten  
Frances Primary School  
Lucindale Area School  
Naracoorte Primary School  
Naracoorte South Primary School  
Naracoorte North Kindergarten  
Michelle de Garis Kindergarten  
Sunrise Christian School

will remain open for those parents who choose to have their children attend school.

## **CANCELLATION OF AFTERNOON BUSES DUE TO ADVERSE CONDITIONS**

In the event of fires threatening a bus OR bus routes – any affected buses WILL NOT be permitted to leave the school until it is declared safe by the CFS. Children will be kept at school and cared for by staff, volunteers and welfare services for as long as is necessary.

Parents / caregivers will be contacted as soon as practically possible.

Children will be released only to:

1. their parents
2. to other persons authorized by the parents:
  - ☞ in writing
  - ☞ documented phone call

## **ACTIVITIES DURING EXTREME TEMPERATURES (WHETHER OR NOT THERE IS A TOTAL FIRE BAN)**

The DECS policy is that there is to be no travel out of town when the forecast is for extreme temperature. In the past some flexibility has been exercised around this after risk assessment by sites, however, to avoid any confusion in this hub area activities out of town will be cancelled if the forecast is for temperatures 36C or over.



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## Fee Policy

Fees are requested for all Children attending the Naracoorte North Kindergarten at assist with the purchase of materials and services expenses. Naracoorte North Kindergarten is administered by the South Australian Government Department for Education and Child Development (DECD). A yearly budget is provided and Staff salaries are paid by DECD. However, approximately 75% of all expenses are carried by fees and fundraising. Therefore, we rely heavily on parental financial support to pay for cleaning, maintenance, telephone, power, water, consumables such as paint, paper, glue, etc., as well as provide new equipment and improvements.

A Kindergarten Budget is prepared by the Finance Officer with help from the Director at the beginning of each year.

- Educational Fees are GST free.
- Fees are determined by the Governing Council
- All fees will be paid in full each term.
- Late fee notices and overdue notices will be issued.
- Accounts will be posted into notice pockets during the 1<sup>st</sup> week of each term.
- Families are encouraged to discuss any financial difficulty with the Director. With reductions of fees being at the discretion of the Director (recognizing that s/he may be privy to confidential information)
- Fees per Child per term are as follows
  - Pre Entry \$20.00 + \$5.00 Gardening Levy = \$25.00
  - 4 & 5 Sessions \$75.00 + \$5.00 Gardening Levy = \$80.00
  - Before hours care \$2.00
  - Emergency care \$2.00 (This may be waived at the discretion of the Director)
- Twins or siblings attending in the same term can have the 2<sup>nd</sup> Child's fees reduced by half.
- Please place the Fees in the named envelope provided and post it in the locked Black Money tin in the Kitchen. This applies to any other money to be paid to the Kindergarten. Any change needed will be given when the money is receipted by the Treasurer.
- Receipts will be issued for all fee payments
- Fees can be paid electronically, (details provided on the invoice), weekly/fortnightly instalments, in full or via the Centre - Pay option (please talk to the Director)





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## NUTRITION POLICY

### AIMS:

- To promote a healthy, nutritious and varied eating environment
- To provide a positive, safe eating environment.
- To teach children about food and nutrition in the curriculum.
- To communicate with families about the importance of good nutrition.
- To ensure parents are aware of food that is appropriate/not appropriate for young children.

### PARENT INFORMATION

- Information disseminated to parents upon enrolment and at the Information Session. [Held on the 1<sup>st</sup> Friday morning of each term for new families]
- The kindergarten program provides 2 fruit times. 1 at 10.00am and another at 2.15pm
- Parents are to supply a snack of fresh fruit, fresh vegetables, dried fruit or cheese only for fruit time.
- Fruit to be stored in a clearly named plastic container [1 piece for 1 session and 2 pieces for 2 sessions]
- Lunches should be nutritious, low in fats and sugars. Lollies, chocolates, rollups and ice creams are not considered healthy food for kindergarten.
- Lunches to be placed in the fridge. [All lunches need to be in a clearly named lunch box]
- Lunches can be ordered from the Primary School canteen. The Canteen list is considerably modified to meet the policy requirements.
- Staff will remove any inappropriate food or drink from lunch boxes. [This will be returned to parents at the end of the session with an accompanying note]
- Parents will be informed of the **NUT FREE POLICY** and the **WATER ONLY POLICY**.

### THE EATING ENVIRONMENT

- The Kindergarten encourages lunches to be nutritionally balanced.
- Staff and children to be encouraged to wash their hands before eating.
- Fruit times and Lunchtimes should be a social occasion. Good eating and table manners will be encouraged.
- A staff member[s] will sit and participate with the Children to provide a good role model and encourage conversations

**This policy is to be reviewed as necessary.**



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## Allergy Aware Policy

Due to some Children having an allergic reaction, including life threatening Anaphylactic Reactions, to PEANUTS and PEANUT PRODUCTS

The Kindergarten Policy is

- ❖ NO PEANUTS OR PEANUT PRODUCTS allowed at Kindergarten in any form.
- ❖ Please check all labels very carefully
- ❖ Products will be sent home unopened, with a reminder note
- ❖ This is an OHS&W issue.



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## WATER POLICY (DRINKING WATER)

As a result of a concern, regarding the spread of Meningococcal Bacteria and other Infectious Diseases,

### The Kindergarten Policy is

#### ❖ PARENTS ARE REQUIRED TO PROVIDE FOR THEIR CHILD

a

- ❖ CLEARLY NAMED and easily IDENTIFIABLE DRINKING FLASK.(Bottle)
- ❖ Containing WATER ONLY.
- ❖ Flasks will be placed inside in a container for easy access (and not left in their bags)
- ❖ If drinking from a cup is preferred, rainwater will be available.
- ❖ Cups will be washed by the staff.
- ❖ Drink Bottles will be available to the Children at all times
- ❖ Drink Bottles will be offered to the Children at regular intervals during the Day
- ❖ Fruitboxes, Poptops, Cordial and Milkdrinks ARE NOT ACCEPTABLE and will be RETURNED HOME UNOPENED with a reminder note



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