



Aldgate Kindergarten. 3 Fairview Road, Aldgate, SA, 5154.

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Welcome to Aldgate Kindergarten!

We warmly welcome you and your child to our community. We respectfully acknowledge the first Australians to live on the land on which we learn and play, the Kaurna and Peramangk people. We hope your time with us will be a happy and rewarding experience. At any time, please don't hesitate to speak to us about your child or the kindergarten. We're really looking forward to working together with you to provide engaging and appropriate experiences that will extend on your child's learning and development during their time at kindergarten.

2020 staff team:

Director *Mondays, Tuesdays, Wednesdays, Fridays,*

Bianca Stanbridge (Bachelor of Early Childhood Education, Bachelor of Special Education),

Director *Thursdays* – Hayley Schroeder (Bachelor of Early Childhood Education)

Teachers - Cathy Willoughby-Tuma (Diploma Teaching – Early Childhood Education), Hayley Schroeder (Bachelor of Early Childhood Education), Jennifer Maddern (Bachelor of Early Childhood Education)

Early Childhood Worker (ECWs) - Vikki Mott (Cert III Children's Services, Bachelor Applied Science (Education – Intellectual disabilities), Lyn Wuttke (Cert III Early Childhood Education, Cert III Community Services)

A bit about us:

Aldgate Kindergarten is co-located with the Aldgate Primary School but is a "stand-alone" preschool – this means that the Kindergarten is managed by a preschool director and the Aldgate Kindergarten Governing Council (separate to the school) Children who attend our Kindergarten go on to up to nine or ten different government and non-government schools. We encourage you to take the time to visit a few of the schools in your local area to work out which school and its community best suits your child and your family needs and values.

We strongly believe in the importance of a child and their family experiencing a supportive transition to Kindergarten and school. We will work closely with you during your child's transition from home and/or other day-care to Kindergarten, as well as during their transition from Kindergarten to school, to make sure they are developing a sense of belonging to their Kindergarten community. Adjusting to a new environment, new peers and new educators can take a while for some children while they develop connections. Where possible, to ensure your child has a happy Kindergarten experience, we will work with you to negotiate an adapted timetable for them (eg earlier pick-ups) while they settle in. We are always happy to organise a time to chat with you about your child's time at Kindergarten.

Our team of educators are committed to improving our practice and the service we provide to children and their families. Our 2020 Quality Improvement Plan can be found on our website <https://www.aldgatekgn.sa.edu.au/about-us/policies-and-reports/> You will be invited to help us refine our 2020 QIP and philosophy/values statement in term 1.

Our 2019 vision statement (2020 philosophy currently being reviewed)

Educators and families working together to nurture and encourage children to develop to their full potential. Children are supported to develop the skills, behaviours and understandings that will enable them to be life-long learners, and creative, flexible thinkers.

Children's social and emotional skills and wellbeing are a central focus. We value children's individual interests, thoughts and opinions, while challenging them to "stretch" their thinking. Educators continuously reflect on the effectiveness of their teaching practice, and create environments and learning opportunities that:

- *respect the diversity of children's individual developmental needs, cultural beliefs and family values;*
- *support children's transition from home to preschool, and preschool to school;*
- *provide opportunities for children to further develop empathy and respect for other people, resources and nature.*

Our services

Kindergarten

The Kindergarten offers two groups to families: Please negotiate your child's sessions with the Director.

Group A – Mondays and Wednesdays 8.30-3.30pm and 2 fun Friday sessions per term, 10.30am-3.30pm (weeks 1 & 2)

Group B – Tuesdays and Thursdays 8.30-3.30pm and 2 fun Friday sessions per term, 10.30am-3.30pm (weeks 3 & 4)

Out of School Hours Care (OSHC)

OSHC for preschool children is available before and after Kindergarten at Aldgate Primary School. Bookings are limited to ten (10) children per session. Please call the OSHC director to enquire or book on 0411 127 481. You will need to complete a separate enrolment form for this service. If your child will be attending OSHC please ensure that you record this on your child's enrolment form under "Authority to Collect" – we need your permission for OSHC to collect your child from Kindergarten on your behalf and walk them down to the OSHC room for sign-in.

Child and Family Health Service (CaFHS) screenings

Your four year old will have the opportunity to have a health/medical screening with a CaFHS nurse at Kindergarten before he/she begins school. You will get a form and invitation in your child's notice pocket when it is their turn, and will need to book an appointment time. There is also a CaFHS office located at the Heathfield Primary School and in Mount Barker.

Support Services

The Department for Education can provide specialised help (free of charge but usually only once per term) from qualified Speech Pathologists, Social Workers, Psychologists and Special Education advisers. During enrolment, please let the Director know if your child has any additional needs or if you have concerns about your child's development. If we identify areas of your child's development that would benefit from additional support, we will let you know. Alternatively you may wish to discuss with the director options for more regular support eg private speech pathologist.

Funding and fees

The Kindergarten is locally managed – this means that we receive a budget which pays for staff salaries and some other minor costs e.g. facilities maintenance. We rely on parental financial support (fees) in order to successfully maintain the kindergarten. These funds help to cover excursions and incursions, maintenance costs, budget commitments (e.g. cleaning, utilities, gardener, finance officer), and resources, equipment and materials for the children's use.

Kindergarten fees: \$220.00 per term (inclusive of all excursions and incursions – at least two per term)

You will receive a fees invoice in your child's notice pocket early each term. Fees can be paid in cash or by credit card to staff at the Aldgate Primary School front office, or via direct debit. We encourage you to ask about payment plans or set up a regular direct debit. We are happy to discuss other payment options – please speak to Bianca.

What to bring to Kindergarten

FOOD AND DRINKS:

You will need to supply all food for your child. They will need a piece of fruit or vegetable for healthy snack ("brain food"), lunch and afternoon tea. Please pack healthy snacks and lunch separately, and leave healthy snacks in children's bags. Lunch boxes are placed in the trolley (ask us if you're unsure). We are unable to store lunch boxes in a fridge so please include a cold pack in your child's lunch box. Lunch boxes are stored inside in the air conditioning to help keep food storage at a safe temperature. On very warm days you may want to provide food that is less at risk of food contamination. If your child likes a warm lunch, you might like to invest in an insulated food container! We are unable to heat food.

Please also refer to our nutrition and food policy (on our website) and do not send any nuts to kindergarten. Please speak to staff if you have any questions.

Please send your child with a named water bottle every day. Extra drinking water is available inside.

SPARE CLOTHING (AND WHAT TO WEAR TO KINDERGARTEN):

It is important for your child to wear clothing and shoes that will allow them the freedom to be fully involved in our active learning environment. It's great for your child's self-confidence if they can manage their clothing and shoes independently, particularly in regards to toileting. Please pack a change of clothing with all items clearly named – anything left behind at the end of the day with no name will go in the lost property and at the end of term any unclaimed items will be donated to Goodwill. We encourage children to wear smocks for messy activities however we can't guarantee they won't get covered in paint or water (in a nutshell, try not to send your child in their best clothes!)

YOU DON'T NEED TO SUPPLY A HAT AS WE PROVIDE CHILDREN WITH A KINDERGARTEN HAT DURING TRANSITION OR ON THEIR FIRST DAY! Kindergarten hats stay at Kindergarten until your child's last day in term 4.

Bringing your child – saying goodbye can be hard!

Adjustment in the first few weeks of children's kindergarten experience varies from family to family. We are sensitive to these differences and respond to individual needs of children and their families. We will support you in making a decision that is best for you and your child. You may choose to stay with your child to minimise separation anxiety, and assist with his or her familiarisation to the kindergarten setting. Please be clear with your child as to when and how you will leave them, and communicate your decision to staff.

If your child is upset, you can choose to leave them with a staff member. When you make this decision it is often best to make the separation quickly! Separation trauma is difficult for both children and parents, however staff are experienced in dealing with the children. Children respond to a warm, caring adult. If you feel your child will be extremely upset with separation, we can talk about and work out strategies to alleviate the problem.

Please accompany your child safely into the kindergarten building so that their arrival is accounted for by a staff member. It is a requirement that you, or another adult with authority to collect your child, sign your child in and out each day. To encourage children to learn to read and write their own name, we provide them with an opportunity to sign themselves in each day.

Collecting your child

The kindergarten day is long – 7 hours – and can be very tiring for your pre-schooler. Your child will likely get very tired to begin with, or exhaustion might start appearing as the term progresses (we have school terms and school holidays). Feel free to collect your child early or start with half days initially to help them to transition smoothly. We understand that often this is not possible due to work commitments, and we will do our best to keep the days as calm as possible with many places and opportunities for rest and relaxation.

If someone other than yourself will be picking up your child please let one of the Kindergarten team know so that we can record this in our diary – we require collection authority for anyone collecting your child (usually this has been provided by you on your child's enrolment form – if you need to add a new adult, please let us know) Should an emergency arise please call if possible, so that staff can reassure your child - late collection can be stressful and upsetting for some children.

If you arrive to collect your child at an unexpected time and we are not here, please check the sign on the front door which will notify you of our location and remind you of our mobile phone number (we ask for your permission to take your child on short walks in the local area, such as the nearby Bandicoot trail and Aldgate Valley reserve)

Car parking

Car parks can be difficult to find, and to help avoid congestion our Kindergarten start and finish times are slightly earlier than the Primary School in the morning and later in the afternoons. Please avoid parking in the staff car park during Kindergarten/school times (there's more staff than car-parks!) and keep the "Kiss and Drop" zone on Fairview Road clear during drop off and pick up times (refer to the signs). There is alternate parking on Oxford Road, at the cemetery on Strathalbyn Road, at the Village Well and on the corner of Oxford and Strathalbyn Roads. Please give yourself ample time to find a car park to avoid the congestion and rush. Help your child develop road safety by not walking behind cars to get to footpaths or your car, and by using designated crossings.

Attendance

Regular attendance is important for children to establish and maintain relationships with other children and the staff. Unless they are unwell, it is beneficial for your child if they come to Kindergarten regularly, even if they only stay for half the day. This will help them to get into good habits for school (where occasional half-days are also a great idea during their transition year - reception)

Absences: If you need to advise of an absence due to illness, please send us an SMS or call the landline or let us know in person so that we can record this in our diary. You are welcome to email us with upcoming holiday dates.

How we communicate with you

Each child has a notice pocket in which we place hard copies of some notes e.g. excursion consent forms, however we try to limit our paper and toner usage to be environmentally sustainable. **PLEASE NOTE:** we send most of our correspondence by email! We will automatically add the parent/primary caregiver email addresses on your child's enrolment form to our distribution list – it is important that you provide us with an email address or two that you check regularly. And please let us know promptly if you do not receive any emails from us in the first week of Kindergarten so that we can fix the problem! Also, check out our website and the parent notice board (at the sign-in/out table) for calendar dates, newsletters, governing council minutes etc. There is also a notice board for community notices at the front entrance gate.

How you can communicate with us

You can ask to speak to us at any time during the Kindergarten day, however if you would like to discuss a sensitive matter or have a longer discussion please make a mutually convenient time. If you are not going to be dropping off or collecting your child very often, we encourage you to schedule regular catch-ups to discuss how your child is going. This is particularly important if your child will be attending OSHC or other family members are assisting with dropping off and collecting most days.

Our daily routine

Our routine is flexible, to ensure that children are given optimum time to explore the learning experiences that are available. Because of this, we do not always have our planned group times at the same time each day HOWEVER we do ask that children arrive by 9am for our first group time of the day. If you need to collect your child earlier than 3pm in order to collect older children from school, that's completely fine. Just let us know!

- 8:30am: Kindergarten begins – children can be signed in from this time
- Around 9:15am: Welcome group time – please try to arrive in time for this as we set the scene for the day ahead.
- Around 9:45am: Morning snack time, followed by indoor/outdoor play
- 11:15am: Tidy up inside and outside
- 11:45am: Relaxation/group time
- 12:00pm: Lunch (split in two groups – half at tables, half on snack mat)
- 12:30pm: Indoor/outdoor play
- Around 2:30pm: Afternoon snack time
- 2:40pm: Begin packing up inside/outside
- 3:00pm: Booked children collected by OSHC staff. Indoor play experiences for remaining children.
- 3:30pm: Kindergarten session ends. Educators work on documentation of children's learning, reflection on the day to plan the "what next?" and preparation of experiences for the following day.

Please try to be on time to collect your child. If you are running late, a phone call would be appreciated (if it is safe to do so).

Assessment and reporting

Educators will frequently collect information regarding your child's learning and development in a variety of ways, including work samples, written observations, video footage, photographs and appropriate checklists. This information will be used to inform planning of appropriate learning experiences for your child on an individual basis or as part of a group.

Children's progress meetings will be held with families in term 1 (invitations will be sent home) however you are welcome at any time to speak with staff or to make an appointment to discuss your child's learning and development. If you are unable to meet staff at Kindergarten due to other commitments, please do not hesitate to call for a chat or make a mutually convenient time. Please keep us informed of any changes in your child's life that may impact on their wellbeing or learning e.g. moving house, parent separation, death or serious illness of a pet or family member. At the end of your child's final term of kindergarten you will receive a Statement of Learning (which is sent to children's school) along with your child's learning journal.

The curriculum

Kindergarten experiences are provided that extend children's understandings and develop their capacity for being self-directed, inquisitive learners. We provide an integrated play-based curriculum in an engaging environment, relevant to the individual and group needs of the children. Each child's social, emotional, physical and intellectual growth are equally important considerations when developing the curriculum. The kindergarten curriculum is planned on the basis of:

- ✿ philosophy and theory of early childhood education (e.g. Learning through play and first-hand experience, education of the whole child)
- ✿ developmental levels of children
- ✿ cultural and linguistic background of children
- ✿ children's previous experiences, current knowledge and interests (please return the "Help us get to know your child" parent questionnaire!)

"Belonging, Being & Becoming: the Early Years Learning Framework for Australia" is used as a guideline for curriculum planning, assessment and reporting, along with the *"Indicators of Preschool Numeracy and Literacy"*. We also intentionally teach the *Keeping Safe: Child Protection Curriculum* and there is information about this in your welcome pack. Please note the importance of following up on this learning at home.

Working together to enrich your child's learning and development

We welcome you to approach us for a chat about your child's learning and development at any time, or you can make a mutually convenient time e.g. after hours. We also send out invitations for parent/teacher conversations at the end of term 1. Your child will have a Learning Journal which may contain any of the following:

- ✿ examples of work, matched to articulated curriculum outcomes
- ✿ stories of children's learning linked to the educational outcomes from the Early Years Learning Framework for Australia: "Belonging, Being and Becoming" and the Preschool Indicators of Numeracy and Literacy.
- ✿ an end-of-year Statement of Learning written in your child's final term of kindergarten.

The Journal belongs to your child and can be borrowed out for sharing with family at home as often as you like, however we only have one copy so please keep it very safe while you have it! And please return it quickly so that we can keep adding to it. **NOTE:** When children make the transition to school, the Journal is an invaluable document to share information about your child's learning and development with their new teacher.

You are encouraged to comment on our documentation, or share further information, to deepen our collective understanding of your child's learning. For example, if we notice your child playing a "camping" game at Kindergarten and write a page about it, perhaps you've recently been camping and can provide more information which may help us in extending your child's learning.

We also encourage you to download the *Seesaw* app and subscribe to your child's private page, as we will post updates about children's learning and development and kindergarten events via this app. Every addition to your child's Learning Journal is also posted to their *Seesaw* page. You will receive a letter with a QR code to access your child's *Seesaw* page.

Injuries – first aid

Only minor injuries and illness, such as those that require simple first-aid e.g. a band-aid, icepack etc are treated by the staff. More serious injuries and illnesses will be referred to you and/or Medical Officers. Refer to our First Aid procedures policy for further information.

Allergies/intolerances and other health conditions

Upon enrolment families need to provide the director with as much information as possible and a medical action plan if their child has a health condition, allergy or intolerance. The Kindergarten is an ALLERGY AWARE SITE and we ask that no nut products are brought to kindergarten please, however sometimes there will be children with other allergies and a plan will be developed with the child's family to determine if other foods will be unacceptable at Kindergarten. Educating your child about the importance of not sharing each other's food is very important. Thank you.

Administration of medication/creams including sunscreen, Ventolin, EpiPen, antibiotics

If you require us to administer preventative or on-going medication, a written Health Care Plan needs to be completed by your child's doctor. Temporary/one-off medications e.g. antibiotics require you to complete the form included in your welcome pack. Please inform the staff of any medication your child is taking as occasionally children experience side effects which may cause drowsiness, hyperactivity, clumsiness, etc.

Controlling the spread of disease

Precautions against the spreading of colds, viral infection and contagious diseases are essential so PLEASE keep your child at home if they have a temperature or are showing any signs of being more unwell than just a regular cold. We remind the children to catch their sneezes and coughs in their elbows or a tissue rather than their hands.

Please let us know if your child is suffering from something more than a cold so that we can notify other families, as some children may not be immunised and/or a family member may have a compromised immune system. Thank-you.

Visit the SA health website if your child is unwell to check the exclusion from preschool/school period.

<http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+conditions+prevention+and+treatment/infectious+diseases/exclusion+from+childcare+preschool+school+and+work>

Parent and carer involvement at Kindergarten

We encourage all parents/carers/extended family to contribute and be part of the administration, management and day to day activities of the kindergarten! Family involvement is not only encouraged, it is vital in order for the kindergarten to operate effectively.

You can help in one or more of the following ways:

- 🌻 sharing in tasks such as end-of-session clean-up, end-of-term clean-up
- 🌻 maintenance and repairs to equipment, attending working bees
- 🌻 contributing your ideas or talents to the kindergarten curriculum (e.g. craft, sewing, sport, carpentry, cooking, talking about your job, mechanics, art)
- 🌻 saving useful materials e.g. boxes, lids, fallen autumn leaves or gumnuts, pieces of ribbons, buttons and other "loose parts"

We would love it if you could help on a regular basis at Kindergarten. You may like to stay to read a story at drop off, join the Governing Council, help supervise on excursions, wash the dishes at the end of the day, sweep sand back into the sandpit, pull some weeds in the garden beds or our patch of remnant Stringybark bush, the Wirra...the list is endless! We look forward to your involvement.

The Governing Council

Aldgate Kindergarten is a locally managed site. We have a parent committee known as the Governing Council, the members of which represent the kindergarten community and volunteer members are requested at the AGM held early each year. The council comprises a Chairperson, Secretary, Treasurer, a Kindergarten teacher or ECW and the Director, plus at least three other members. Meetings are held twice per term (the day is decided by the new Governing council at the start of each year) and run for approximately two hours.

The Council's responsibility is to:

- ✿ plan and authorise the use of kindergarten funds;
- ✿ arrange optional fundraising activities;
- ✿ arrange for the development and maintenance of the kindergarten;
- ✿ maintain the building, grounds and equipment;
- ✿ promote interest in the kindergarten throughout the local community.

If you are interested please speak to the Director for more information! We can also put you in touch with a current member to ask for their thoughts on their experience.

Parenting and child development information

We have a selection of interesting books and other resources available for borrowing. There is also a wealth of information on the Department for Education website: Check it out! <https://www.education.sa.gov.au/parenting-and-child-care/parenting>. We are always happy to make a time to discuss your child's development, e.g. challenging behaviours, and if we can't help we can point you in the right direction. Throughout the year, we will forward emails to you regarding parenting workshops that you might find useful.

Policies and Procedures

Our policies and procedures can be found on our website. PLEASE familiarise yourself with them before your child starts kindergarten. <https://www.aldgatekgn.sa.edu.au/about-us/policies-and-reports/> Our policies are reviewed at least annually and you are welcome to provide feedback and suggestions. Please also refer to the following website for Department for Education policies <https://www.education.sa.gov.au/department/policies>

Thank you for taking the time to read this information. We hope that it helps to answer many of your questions, but if you are still unsure about something please don't hesitate to ask us at any time (there are no such things as silly questions – it's better to ask rather than wonder!)

We look forward to a fantastic year with you and your child!

The Aldgate Kindergarten team