



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

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Government of South Australia
Department for Education

Kurna Miyurna, ngadlu. Kurna Yarta, tampinhi. We respectfully acknowledge that Aldgate Kindergarten is on the Native Title lands of the Kurna people, and we respect their spiritual relationship with Country. We acknowledge that this land is also recognised as Peramangk Country, and pay our respects to both Kurna and Peramangk cultural and heritage beliefs.

We warmly welcome you and your child, and hope that 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.

2024 TEAM OF EDUCATORS

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

Teachers - Hayley Schroeder (Bachelor of Early Childhood Education), Jen Maddern (Bachelor of Early Childhood Education)

Early Childhood Worker (ECW) - Lyn Wuttke (Cert III Early Childhood Education, Cert III Community Services)

THINGS TO KNOW ABOUT US

Aldgate Kindergarten is co-located with the Aldgate Primary School but is a "stand-alone" preschool, managed by the preschool director and the Aldgate Kindergarten Governing Council. Children who attend Kindergarten here go on to attend many local government and non-government primary schools.

Our groups

We have two separate Kindergarten groups: Mondays and Tuesdays OR Wednesdays and Thursdays 8.30-3.30pm. Children are entitled to 600 preschool hours over 40 weeks. As we offer 2 x 7 hour days per week, we "bank" an hour per week. We offer the "banked" hours through 2 x 5 hour Friday sessions per term, 10:30am-3:30pm.

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 day begins – children can arrive 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:	Short group time
Around 12:00pm:	Lunch, followed by educator guided relaxation session
12:30pm:	Indoor/outdoor play
Around 2:30pm:	Afternoon snack time
2:40pm:	Pack up inside/outside
3:00pm:	OSHC children collected and taken to OSHC. Indoor play experiences for remaining children.
3:30pm:	Kindergarten day 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 so that we can do these important tasks.

Preschool Quality Improvement Plan and the National Quality Standard

Our 2024 improvement goal is: "To increase children's capacity to engage in purposeful play with peers that consolidates, enriches and extends their knowledge, skills and dispositions." Educators will do this by intentionally scaffolding children's development of social skills. We will also intentionally teach children the *Zones of Regulation*, to help them better understand their feelings, and support them to identify and use tools that may help them regulate their feelings. This will also help children to engage in purposeful play with peers that consolidates, enriches and extends their knowledge, skills and learning dispositions. We will be talking about this goal with you and sharing documentation, in relation to your child, throughout their preschool year. Our 2024 Preschool Quality Improvement Plan overview will soon be on our website: <https://www.aldgatekgn.sa.edu.au/about-us/policies-and-reports/> The PQIP will also include our National Quality Standard improvement priorities <https://www.acecqa.gov.au/nqf/national-quality-standard>

A-Z OF IMPORTANT THINGS TO KNOW

Attendance

Regular attendance is important for children to establish and maintain relationships with other children and the staff. Unless they are unwell, it is good for your child if they come to Kindergarten regularly even if they stay for half the day to begin with. This will help them to get into good habits for school (where occasional half-days are also a great idea during their first year). Our days can be very tiring, especially when your child first starts or towards the end of a term. At times we might suggest an early pick up if we notice your child is not coping well, to make sure Kindy remains a positive experience for them. We are mindful of the importance of balancing energetic, exciting experiences with calming rest and relaxation, to support children's ability to regulate their energy levels throughout the day.

Absences

If you need to advise of an absence due to illness, please send us an SMS or an email. You can also email us with any upcoming holiday dates. Unfortunately, we cannot offer any fee discounts if you are holidaying during term time.

Authority to collect your child

We require your authority for any adult collecting your child; these must be recorded on your child's enrolment form. This includes "OSHC educators" if your child will use OSHC in the afternoons - please check that you have given OSHC authority with Bianca.

Car parking and road safety

To help avoid traffic congestion, our start and finish times vary from the Primary School. Please don't park and leave your car in the "Kiss and Drop" lane on Fairview Road during drop-off and pick-up times - this lane is only for quick stops - please share this information with other adults who may pick up or drop off your child, as this is a huge issue at the end of the school day. Please give yourself ample time to find a car park to avoid the congestion and rush. Please help your child develop road safety by not walking behind cars, and by using designated crossings.

Clothing

Please encourage your child to wear clothing and shoes that will enable them to be fully involved in our active learning environment, and to manage local walks (if you have a battle in the mornings, pack a suitable alternative in their bag and we will manage it here). Please refer to our Sun Protection and Hot Weather policy for clothing requirements when the UV is 3 or above. Please pack a change of clothing (or two) with all items clearly named - unnamed items go in our lost property basket. We have heaps of rubber boots here for children to use in the sandpit, mud-patch or Wirra. We encourage children to wear smocks for messy activities, however there is a chance they will still get dirty. The children get a broad-brimmed Kindergarten hat for use at Kindy - the hat stays at Kindergarten until the end of their Kindy time.

Communication

Please check your child's notice pocket at drop off and pick up - most of our correspondence is sent via email or *Seesaw*, but things like fees invoices and excursion consent forms will be put in notice pockets. Please let us know if you aren't receiving emails from us, or if you would like to add another email address. Check our website for a calendar, policies and procedures and lots of other things! There is also a notice board for community notices on the black board opposite the notice pockets.

If you are not going to be dropping off or collecting your child very often (e.g. if you will be using OSHC or other caregivers will be dropping off/picking up), we strongly encourage you to schedule regular catch-ups to discuss how your child is going. We are happy to chat over the phone or make a time that suits you before or after work. Please also 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.

Complaints and feedback

Our team are committed to continuously improving our practice and the service we provide to children and their families. We encourage you to give us feedback, or talk to us if you are worried or unsure about something. We recognise that there may be a time that you have a concern or complaint, and we encourage you to speak to us if that happens. If you need more information about providing feedback or making a complaint, there is a link at the bottom of every page of our website.

Food and drinks

You will need to supply all food for your child (please read our Food and Nutrition policy). They will need: a healthy morning snack, lunch and an afternoon snack. Please pack morning snacks and lunch/afternoon snacks separately - morning snacks stay in children's Kindy bags, and lunch plus afternoon snacks go in the lunchbox trolleys. Please include a cold pack in your child's lunch box when the weather is warm (we will bring the trolleys inside on warm days). You might like to invest in an insulated food container if your child likes a warm lunch. Please provide a clearly named water bottle every day. Extra drinking water and cups are always available. No other drinks are necessary e.g. fruit boxes. Please let us know if your child is a fussy eater and you would like to discuss food/drink options. No nuts please! And if there are other foods that cannot be sent because of the risk of allergic reactions, we will let you know.

Fees

Kindergarten fees are \$180 per term. Fees are used to cover curriculum expenditure - all excursions and incursions, and purchase of resources, equipment and materials. Fees can be paid in cash or by credit card at the school front office, or via direct debit/instalment plans. Fees invoices will be placed in children's notice pockets by week 3 of each term.

"Seesaw"

In 2024, our focus will be on documenting children's learning and development in their learning journals. *Seesaw* will be predominantly used for messages and quick updates e.g. a shared learning experience that day (a photo or a video), or something your child wants to show you. Some documentation that is added to your child's Learning Journal may also be posted to their private *Seesaw* page. We will send you an invitation with a QR code to request access to *Seesaw* – note: there will be a new group created for each intake term (terms 1 & 3) so please make sure that you join the new group when invited, as old groups will no longer be used.

Transitioning to Kindergarten

Adjusting to Kindergarten is different for each child and family. We are sensitive to these differences and respond to individual needs, and will support you in making a decision that is best for you and your child. You might choose to stay with your child initially to minimise separation anxiety, and assist with their familiarisation to the kindergarten setting. Please be clear with your child as to when and how you will leave them (e.g. stay to read one book on the couch), and communicate with staff. Separation trauma is difficult for both children and parents, however staff are experienced in dealing with this. If you feel your child will be very upset, we will work out strategies with you.

PARENT INVOLVEMENT and ENGAGEMENT

Please visit the Department's website <https://www.education.sa.gov.au/parents-and-families> for a wealth of great information for parents and families, including parent involvement, volunteering, term dates, curriculum and safety and wellbeing. 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. Some ways you can help at Kindy are:

- tidying at end-of-sessions, end-of-term clean-up
- maintenance and repairs to equipment, working bees
- volunteering to care for the chickens over weekends or holiday breaks
- contributing your ideas or talents (e.g. craft, sewing, sport, carpentry, cooking, job "show and tell", mechanics, art)
- bringing in materials e.g. boxes, lids, leaves/gumnuts, ribbons, buttons and other "loose parts"
- help to hand pull weeds in our "Wirra" (remnant Stringybark forest).

The Governing Council

Aldgate Kindergarten is a locally managed site (we are separate from the Primary School). 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.

Primarily, the Council's responsibility is to help plan and authorise the use of funds; provide parent perspective on a range of matters, support the implementation of the Quality Improvement Plan, and promote interest in the kindergarten throughout the local community. Your voice is valuable to us! If you are interested please speak to Bianca 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 support

We have a selection of interesting books and resources available for borrowing. We also encourage you to check out the parents and families section of the Department for Education website as there are some fantastic resources: <https://www.education.sa.gov.au/parents-and-families> Additionally, you may be interested in this free 25 minutes parent training: "Helping your child thrive socially and emotionally: learn to parent a sensitive, anxious, or reactive child" [Free-Parent-Training – Generation Mindful \(genmindful.com\)](#) Throughout the year, we may forward emails to you regarding parenting workshops and articles that you might find useful.

ASSESSMENT, REPORTING and CURRICULUM

Working together to enrich your child's learning and development

Your child will have a Learning Journal which will contain samples of their work, links to videos posted on Seesaw, photographs of children etc. Children and families will be encouraged to collaborate with educators so that the Learning Journal contains many voices, remembering that it belongs to the child. Educators will document children's learning and development (linked to curriculum outcomes) and analysis of what learning has occurred and where to next, and information for parents to support/extend children's learning at home. The Learning Journal belongs to the child and we encourage you to borrow it when convenient for sharing with others at home - please keep it safe while you have it, feel free to add notes e.g. your child's comments about their learning, and return it on their next Kindy day.

NOTE: *You are encouraged to provide comments or share information regarding our documentation, 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.*

Educators will be frequently collecting information regarding your child's learning and development in a variety of ways, including work samples, written observations, video footage, photographs and appropriate checklists. A lot of this information, but not all, will be documented and shared in children's Learning Journals. Documentation will be used to inform planning of appropriate learning experiences for your child, on an individual basis or as part of a group.

Formal children's progress meetings will be offered in your child's first term and third term, however you are welcome at any time to speak with staff or to make an appointment to discuss your child's learning and development. At the end of your child's final term of kindergarten you will receive a *Statement of Learning* that summarises your child's learning and development (a copy is sent to your child's school), along with your child's Learning Journal.

The learning programme

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"*. <https://www.education.sa.gov.au/parents-and-families/curriculum-and-learning/early-years>. *We are always interested in your feedback about our learning programme.* Programme overviews will be found on the "Learning at Aldgate Kindergarten" notice board (above the parent/caregiver sign-in/out bench). We welcome you to let us know your questions, thoughts, and any way that you might be able to contribute your expertise or knowledge to enhance the children's learning!

Child Protection Curriculum: It is mandated that we teach the *Keeping Safe: Child Protection Curriculum*. Please note the importance of following up on this learning at home. <https://www.education.sa.gov.au/parents-and-families/curriculum-and-learning/early-years/keeping-safe-child-protection-curriculum-information-parents-and-carers>

Zones of Regulation framework: We teach the children the *The Zones of Regulation* – it is a simple way to think about, talk about and take care of our feelings. We have found the Zones useful in helping children to develop their ability to self-regulate – self-regulation is also known as "self-control", "self-management", "anger control" and "impulse control". These terms all describe people's ability to adjust their level of alertness and how they display their emotions through their behaviour to attain goals in socially adaptive ways (Bronson, 2001). Some children need more adult support than others to learn to regulate their sensory needs, emotions and impulses to meet the demands of the environment, reach their goals and behave in socially appropriate ways. To successfully self-regulate, three critical neurological components need to be integrated: sensory processing, executive functioning and emotional regulation. All three of these components depend on one another. If one of these doesn't function adequately, the person's ability to self-regulate will be diminished (Leah M. Kuypers, 2011). The goals of the framework are to teach children to: identify feelings, energy and levels of alertness; know what regulation tools work and when/how to use them; understand the social context as it relates to regulation and goals; problem solve positive solutions...and ultimately move towards independent regulation and well-being.

- Read more about the Zones [THE ZONES OF REGULATION: A SOCIAL EMOTIONAL LEARNING PATHWAY TO REGULATION - Welcome](#)
- How we use the Zones at Kindy [The curriculum - Aldgate Kindergarten \(aldgatekgn.sa.edu.au\)](http://The curriculum - Aldgate Kindergarten (aldgatekgn.sa.edu.au))
- SA Department for Education's free online parent/carer resource "An introduction to regulation" [Introduction to regulation - parent resource - Overview | Rise 360 \(articulate.com\)](#)

We also have access to a sensory regulation room adjoining the Kindergarten under our verandah. If we think your child might benefit from using the tools in this room to support their regulation needs, we will discuss this with you and seek your permission to give it a try. If your child already sees an Occupational Therapist and has a sensory diet, please make sure we have this information so that we can continue supporting your child while they are at Kindergarten.

Our outdoor classroom: The "Wirra" (Kaurua/Peramangk for "bush/forest")

We are fortunate to have a patch of remnant Stringybark forest adjoining the Kindergarten. This is accessible to the local community outside of Kindergarten hours (the community access gate is locked when we are in it). We welcome you to visit the Wirra anytime! If you are keen, there are always weeds to hand-pull. If bush-care is something you or an extended family member (e.g. grandparent) is interested in, please let us know! Our website has further information about the Wirra. <https://www.aldgatekgn.sa.edu.au/about-us/the-wirra/> We would love some help to further develop these web pages.

HEALTH and SAFETY

Allergies/intolerances and other health conditions

Upon enrolment we ask that you provide us with as much information as possible and a medical action plan if your child has a health condition, allergy or food intolerance. Bianca will work with you to develop a Health Support Agreement and a Safety Risk Management Plan. The Kindergarten is an ALLERGY AWARE SITE. Our Nutrition and Food policy requests that no products containing nuts are sent in children's lunches and snacks however sometimes there will be children with other allergies, and a plan will be developed to determine whether other foods will be unacceptable at Kindergarten to minimise risk. Please educate your child about the importance of not sharing their food with others.

Administration of medications or creams at Kindy

If you need us to administer preventative or on-going medication for your child's medical condition (e.g. asthma, epilepsy) a Health Care Plan needs to be completed by your child's doctor. For us to administer temporary medications e.g. antibiotics you will need to complete a Medication Agreement. Please inform the staff of any medication your child is taking at home, as children can experience side effects such as drowsiness, hyperactivity, clumsiness, etc.

Injury management

All staff are qualified in first aid and CPR, and will manage any minor injuries that your child may experience. All injuries, incidents or illnesses will be reported to you via a form for you to read and sign, and we will also contact you in the case of anything that requires more than a Band-aid and/or icepack. Emergencies will be referred to emergency services as per our duty of care responsibilities.

Controlling the spread of disease

Precautions against the spreading of illness are essential, so we ask that you please keep your child at home if they are unwell. Please let us know via SMS if your child will be away from Kindergarten due to illness. We also need to know if your child is suffering from something more than a common cold so that we can notify other families (this includes head lice). Visit the SA health website if your child is unwell to check the exclusion from preschool/school period.

<https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/infectious+diseases>

Risk assessments

We have several risk assessments for things such as local walks, off-site walks (to the Primary School), campfires and climbing trees/school play equipment. You are welcome to view these at any time if you are interested. Risk assessments are also created for all excursions and will be attached to consent forms for your information.

POLICIES AND PROCEDURES

Our site policies and procedures can be found on our website. Please familiarise yourself with them before your child starts kindergarten. <https://www.aldgatekg.n.sa.edu.au/about-us/policies-and-reports/>

<i>Behaviour guidance policy</i>	<i>Bushfire procedure</i>	<i>Safe arrival of children procedure</i>
<i>Emergency management plan</i>	<i>Nutrition and food policy</i>	<i>Safe sleep and rest procedure</i>
<i>Safe transportation procedure</i>	<i>Sun protection and hot weather policy</i>	<i>Sustainability policy</i>

Please visit this link for all Department for Education policies: <https://www.education.sa.gov.au/departments/policies>

OUR OTHER SERVICES/COMMUNITY SERVICES

Out of School Hours Care (OSHC): OSHC is available before and after Kindergarten at Aldgate Primary School. Please call the OSHC director to enquire or book on 0411 127 481, or email Aldgate.OSHC368@schools.sa.edu.au You will need to complete a separate enrolment form. If your child will be attending OSHC we need your permission for OSHC staff to collect your child from Kindergarten on your behalf and walk them down to the OSHC room for their sign-in procedure (this will be added to your child’s enrolment form under “Authority to collect only”)

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, Behaviour Support and Special Education. During enrolment, please let Bianca know if your child has any additional needs or if you have concerns about their development. If we identify areas of your child’s development that would benefit from additional support, we will let you know. We may suggest assessments and/or more regular targeted support e.g. private speech pathologist, Occupational Therapists.

CaFHS four year old health screenings

CaFHS screenings are still not being done at our Kindergarten – we are unsure when they will resume. If your child is 4.3 years or more, we suggest that you get this done at your GP or at a CaFHS clinic, especially if you have any concerns about your child’s vision or hearing.

Playgroup

Playgroup is on Fridays during term time, 9:00-10:30am. Our playgroup coordinator for 2024 will be one of our Kindergarten preschool teachers, Jen Maddern.

Other community services: The Adelaide Hills Services Directory is a useful website to help families locate services:

<https://adelaidehills.servicesdirectory.org.au/>

Thank you for taking the time to read this information. Please keep it in a safe place for future reference and share it with any other adults who will be involved in your child's care throughout their time at Kindergarten. We hope that this information answers many of your questions, but if you are still unsure about something please don't hesitate to ask us at any time.
The Aldgate Kindergarten staff team