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Welcome to Aldgate Kindergarten!

We warmly welcome you and your child to our Kindergarten community. We hope your time with us will be a happy and rewarding experience.

At any time, please don't hesitate to contact us with your feedback and queries either in person or via the suggestions box. Thanks very much! We're really looking forward to working together with you to provide the most appropriate experiences for your child during their time at kindergarten.

2015/16 staff team:

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

Teacher - Cathy Willoughby-Tuma (Diploma Teaching – Early Childhood Education)

Teacher - Bridget Murphy-O'Neil (Bachelor of Arts, Grad Dip Early Childhood Education)

Early Childhood Worker (ECW) - Vikki Mott (Cert III Children's Services, Bachelor Applied Science (Education) – Intellectual disabilities);

Preschool Support Early Childhood Worker (ECW) - Lyn Wuttke (Cert III Children's Services, Cert III Community Studies, Cert III Special Education)

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 all of the wonderful schools in your local area to work out which school and its community best suits your family and child.

When can your child start Kindergarten/preschool?

In South Australia, there is a single intake of children to school and preschool. If your child turns four before May 1, they will start preschool on the first day of term 1 in that year. If your child turns four on or after May 1, they will start preschool on the first day of term 1 the following year. The minimum age for starting preschool will be three years and eight months from 2013.

Our Statement of Philosophy

Aldgate Kindergarten highly values environmentally sustainable practices and the importance of children connecting with nature. Educators provide engaging indoor and outdoor learning environments that encourage children to:

- 🌻 explore, be challenged and take risks
- 🌻 imagine and pretend in order to make sense of their world
- 🌻 wonder, ask questions and develop strategies for finding out answers
- 🌻 develop creativity, confidence, competence and life-skills
- 🌻 make connections with each other, the educators and the natural world
- 🌻 develop environmentally sustainable practices and beliefs

We are committed to:

- supporting every child to develop a sense of belonging at Kindergarten
- modeling genuine care and respect for ourselves, other people, resources and nature and expecting this from children;
- being active listeners who value children's individual interests, thoughts and opinions;
- respecting the diversity of children's cultural beliefs and family values, and planning learning experiences that reflect our multicultural Australia;
- encouraging children to develop their independence, competence and self-confidence while ensuring their safety and well-being;
- being life-long learners who frequently reflect on beliefs about children as learners, and our teaching practice
- actively teaching children about the first Australians, particularly the original custodians of the Mount Lofty Ranges, the Peramangk people, and their strong connection to the land
- being open-minded and respectful while working with each other, with the children and their families, and with members of the local Adelaide Hills communities and their schools

Our services

Kindergarten

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

Group A – Mondays and Thursdays 8.30-3.30pm and 2 fun Friday sessions per term, 10.30am-3.30pm (weeks 1 and 3)

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

Fees

A fees invoice will be placed in your child's notice pocket early each term. Fees can be paid in cash or by credit card at the Aldgate Primary School front office, or via direct debit.

Fees are \$200.00 per term

This includes all excursions/incursions (at least one per term) and a small fundraising levy – other optional fundraising opportunities may be provided but are not compulsory

Early entry to preschool

Children with additional needs and Aboriginal/Torres Strait Islander children may start preschool early where there are vacancies available – families will need to discuss this with the director.

Pre-entry/transition visits

Pre-entry will be offered when we have the capacity to do so, dependent on preschool enrolments and spaces available. We will notify families of this service if it is being offered. We are committed to offering all children at least two transition visits on Fridays in term 4 (free of charge), which they are encouraged to attend in order to meet the children whom will be in their Kindergarten group the following year.

Playgroup

This weekly session for children accompanied by a parent/care-giver, is an ideal way to begin the transition from home to kindergarten, particularly if your child is unable to attend Pre-entry.

Playgroup is held on **Fridays 9:00 – 10:30a.m.**

Cost: \$5 per family per week. Membership to Playgroup SA is also required.

Out of School Hours Care (OSHC)

OSHC for preschool children is available before and after Kindergarten at Aldgate Primary School. Bookings are limited to eight (8) 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.

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.

Support Services

DECD 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. The staff will discuss any areas of your child's development that would benefit from additional support, and you may choose whether or not to consent to a referral being sent to the Support Services team. Alternatively you may wish to discuss with the director options for more regular support eg private speech pathologist.

How we communicate with families

Each child has a notice pocket in which we can place newsletters, receipts and other notices for parents. Please check your child's pocket regularly. We do prefer to email correspondence and will automatically add your email addresses to our mailing list – it is important that you provide us with an email address that you check regularly. Please regularly check the parent notice board and our website for all the latest newsletters, governing council minutes, calendar dates etc.

Funding

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 heavily on parental financial support by way of fees in order to successfully maintain the kindergarten. These funds pay for high-cost maintenance costs, budget commitments (e.g. cleaning, utilities, gardener, finance officer) as well as to provide excursions/incursions, equipment and materials for the children.

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 opens
9:00am	Welcome group time – please try to arrive in time. Farewell to caregivers. Group split in half for small group time learning
9:45am (approx)	Morning snack time, followed by indoor/outdoor play
11:00am	Tidy up inside and outside
11:30am	End of morning session for children attending Early Entry Group time
11:45am	Lunch - Kindy café
12:15pm	Group time, followed by indoor/outdoor play
2:00pm (approx)	Afternoon snack time
2:40pm	Begin packing up inside/outside
3:00pm	Group time learning experiences
3:05pm	Booked children taken to OSHC
3:30pm	Kindergarten finishes
3:40pm	Curriculum planning/staff meeting/preparation of experiences

Please try to be on time to collect your child so that we have time to reflect on children's learning and plan for and prepare learning experiences for your children. If you will be collecting your child earlier than 3:30pm please let us know! Thank you ☺

The curriculum

Kindergarten experiences are provided that extend children's horizons and broad understandings and develop their capacity for initiating their own learning.

We will provide an integrated play-based curriculum in a child centred environment, which is 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
- child's previous experiences and current knowledge.

Belonging, Being & Becoming: the Early Years Learning Framework for Australia is used as a guideline for curriculum planning, assessment and reporting.

Assessment and reporting

Staff 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. This information will be used to inform the planning of appropriate learning experiences for your child on an individual basis or as part of a group.

Progress meetings are held in term 2 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. 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.

Children's Learning Journals

Each child has a Learning Journal which may contain any of the following:

- examples of work, matched to articulated curriculum outcomes
- learning stories of children's learning linked to the educational outcomes from the Early Years Learning Framework for Australia: "Belonging, Being and Becoming"
- 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! When children make the transition to school, the Journal is an invaluable document to share information about your child's learning with their new teacher.

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. You will need to sign your child in and out each day. The children also sign themselves in each day.

What to bring to Kindergarten

FOOD AND DRINKS:

You will need to supply all food for your child. They will need a healthy snack ("brain food"), lunch and afternoon tea. Please pack snacks and lunch separately, and leave snacks in children's bags. Lunch boxes are placed on the shelf or in the trolley (ask us if you're unsure)

Please refer to our *Food and Nutrition Policy* – speak to staff if you have any questions. Drink bottles are not necessary as we have fresh drinking water available inside, however if you prefer your child to have their own bottle please ensure it contains water only.

SPARE CLOTHING (AND WHAT TO WEAR TO KINDY):

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. He or she needs to be able to 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 KINDY HAT ON THEIR FIRST DAY!

Collecting your child

Please collect your child punctually at the end of a session. 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 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 need to collect your child early, perhaps in order to pick up older children from school, please let us know what time this will be so that we can adapt our planned group time learning experiences appropriately so that your child does not miss out. Thank you.

Attendance

Regular attendance is important for children to establish and maintain relationships with other children and the staff. Also, our staffing is dependent on children's attendance in the first two weeks of term (sometimes weeks two and three) so we would appreciate high attendance in those weeks (unless your child is ill of course!) Please call to let us know if your child is not attending on any given day, or to advise us of coming holidays etc.

Borrowing library

We have a selection of books available for borrowing. This service is provided to help children develop a love of literature as well as language and literacy skills. We also provide books and resources for parents to borrow in our Parent Library. If you can't find what you are after, please see staff for help. You are responsible for lost or damaged items.

Books can be borrowed as often as you like. To borrow books please record the title of the books and borrowing date on your child's card. Upon returning books, write the return date on your child's page and replace the books on the rack. Please return all books at the end of each term. Please encourage your child to care for our books. At home leave the book away from younger siblings in a safe place.

Parent involvement at Kindergarten

We encourage all parents to contribute and be part of the administration, management and day to day activities of the kindergarten! Parent involvement is not only encouraged, it is VITAL 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 to the kindergarten curriculum
- saving useful junk/waste materials e.g. boxes, lids etc
- volunteering to be on the children's borrowing library roster

If you think you might like to help on a regular basis at Kindergarten, join the Governing Council or attend excursions as a volunteer supervisor, you will need a DCSI clearance to work with children. The kindergarten will cover the cost and verify your 100pt ID before submitting the paperwork. We strongly encourage you to apply for the clearance "Just in case". Please see or email Bianca for the paperwork!

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.

Please seriously consider being a part of your child's education by joining the Council. If you are interested please speak to the Director or any member of your Governing Council.

Policies and Procedures

Our Policies and Procedures can be found on our website or in the Policies and Procedures folder located on the sign-in table. They are reviewed at least annually and you are welcomed to provide feedback and suggestions at any time via the "Returned notes and suggestions" box on the sign-in table or to the Director.

Please also refer to the following website for Department for Education and Child Development policies

<http://www.decd.sa.gov.au/childrensservices/pages/earlychildhoodreform/PoliciesandProcedures/>

The following provides a brief summary of policies you will need to be well aware of on a day-to-day basis.

Cyber Safety policy

In order to protect the children and respect the wishes of all members of our community, we ask that these security guidelines be followed by all staff, parents and Kindergarten community members when using personal social media such as Facebook, Flickr, Twitter and others.

Guidelines for families:

- You are most welcome to photograph or record your child while at Kindergarten or after-hours Kindergarten coordinated events (eg their first day of Kindergarten, end of year graduation, disco, Dancify showcase, family picnics, concerts or excursions)

HOWEVER!!!!

- If your photographs or video-recordings contain the image of children other than your own these **must not** be uploaded to any websites eg Facebook, emailed to third parties or reproduced/printed and used outside of your home (*note: at times there may be children enrolled whose parents have not granted permission for their child's image to be recorded or published outside of Kindergarten*)
- Please do show others the learning experiences documented within your child's Learning Journals, however please do not photocopy/scan and share with third parties any photographs containing the image of children other than your own
- Please! No online posting of details (eg dates, times and locations) of events organised by the Kindergarten (such as excursions, family picnics and morning teas)
- If the parent group wishes to create a closed-group social networking page as a communication tool or to organise outside of Kindergarten social events, the Kindergarten or its staff must not be named and the above dot points apply

Sun-smart policy

Aldgate Kindergarten is an accredited Cancer Council Sun-Smart Centre. Children must wear appropriate hats when outside when the UV index is 3 and above and at all other times children can be exposed to a healthy amount of Vitamin D. We provide children with their very own broad-brimmed hat which stays at Kindergarten. Sunscreen should be applied at home and parental permission is required for staff to reapply during the day. You may provide your own sunscreen for use on your child. Please ensure that your child's clothing covers their shoulders.

Bushfire Action Plan

The kindergarten is located in an extreme fire risk area and will be closed on catastrophic days. You will receive a summary when your child begins attending any of our services, and will need to complete and return an emergency contacts form as soon as possible. Please refer to our Policies folder on the sign-on table or our website for more detailed information and carefully monitor the CFS website on total fire ban days.

Parent Complaints

We all expect quality and expert care and teaching for your child in order that they achieve their potential. Working together will give us the best chance of solving a problem that may arise during your child's time in our kindergarten. We also recognise that at times things may go wrong. If you have a concern or a complaint, we want you to let us know. It's important to learn

from mistakes or misunderstandings so that we can improve your child's experience and learning, and also improve processes where possible. Please visit our website for the appropriate procedures to follow.

Nutrition and food

All children need to bring a healthy morning and afternoon snack plus lunch each day. Please take some time to read our Nutrition and Food policy

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 has a NUT BAN in place, 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 Kindy. Educating your child about the importance of not sharing each other's foods is very important. Thank you.

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. All others are referred to you and/or Medical Officers. Refer to our First Aid procedures policy for further information.

Administration of medication including asthma or EpiPen for anaphylaxis

If your child requires staff to administer preventative or on-going medication, a written Health Care Plan needs to be completed by your child's doctor.

Staff are unable to give ANY medications without consent from a Doctor.

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. We remind the children to catch their sneezes and coughs in their elbows or a tissue rather than their hands. 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.

VOMITING/DIARRHOEA:

Children who have had vomiting or diarrhoea should be kept at home for 24 hours after the last episode. Resting at home aids your child's recovery, as well as preventing the spread of infection.

PLEASE notify the staff immediately should your child contract an infectious disease (see Infectious Diseases). If your child becomes unwell at kindergarten you will be contacted immediately.

Common notifiable childhood illnesses and their infectious periods (exclusion from Kindy):

Chicken Pox: Incubation period 2-3 weeks, usually 14-16 days but may be longer. Infectious from 2 days before rash appears until at least 5 days after the rash first appears. Exclusion from Kindergarten until all blisters have crusted over

Common cold: Incubation period 1-3 days. Infectious period from one day before symptoms appear and for first 5 days of illness

Conjunctivitis: Incubation period 24-72 hours. Exclusion from Kindergarten while discharge is present

Head Lice: Incubation period: eggs usually hatch in 7-10 days. Infectious period: as long as the eggs or lice are alive. Once hatched, the lice are capable of laying eggs after 10 days and lice live for up to 35 days on the scalp. They do not survive more than 2 days away from a human host. Children can return to Kindergarten the day after appropriate treatment has been given

Influenza: Incubation period 1-3 days. Infectious period 1 day before onset of symptoms and 3-5 days after onset of symptoms in adults, up to 21 days in young children. Exclusion from Kindergarten until the child feels well

Measles: Incubation period generally 10-14 days. Infectious period 3-5 days before rash appears until 4 days after the rash appears. Exclusion from Kindergarten for at least 4 days after onset of rash

Parvovirus B19 aka Fifth Disease, Slapped Cheek: Incubation period 4-14 days from exposure, up to 20 days. Infectious period – usually not infectious once rash appears (no exclusion)

School sores (Impetigo): Incubation period 4-10 days. Infectious period while sores have discharge. School sores are extremely contagious and children will be excluded from Kindergarten until appropriate treatment has commenced. Any sores should be completely covered with a dressing.

Please let us know if your child is suffering from something more than a cold so that we can notify other families. Thank-you!

If you have any further questions about our Kindergarten, please don't hesitate to ask!