ST HELEN'S PARK KINDERGARTEN

INFORMATION BOOKLET
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INFORMATION BOOKLET

Welcome to St Helen's Park Kindergarten. We are happy that you have joined us and hope that you will soon feel at home. We aim to maintain a friendly and informal atmosphere and would like you to know a few details that will help you along the way. Please keep this booklet handy for easy reference.

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STAFF

DIRECTOR: Annette Browne
TEACHERS: Carmel Hollitt
EARLY CHILDHOOD WORKERS:
  Coralie Hodby
  Sue Lawrence
  Lina Calabrese
  Stacey Rawlings

SPECIAL SERVICES:
Access to the following Special Services through the Department of Education and Children’s Services:

  Bi-lingual Assistant  Speech Pathologist
  English as a Second Language  Psychologist
  Support Worker
  Social Worker  Special Education

2015 HOURS

PRE-SCHOOL SESSIONS:
Monday & Wednesday 8.45 - 3.30pm
Tuesday & Thursday 8.45 - 3.30pm
Alternate Friday mornings 8.45 - 11.45
PHILOSOPHY

We believe

• that each child is unique and that each has potential for development.
• in the concept of the “whole child”, recognizing that physical, intellectual, emotional, spiritual and social development cannot really be divorced one from the other.
• in the importance of each child as a growing, thinking and feeling individual. Each child is a member of a family, a part of the kindergarten community and eventually the wider world.
• that children are interactive, learning by discovery and discovering through play. Through their interactions with the people and materials in their environment, they construct their own ways of thinking and their own ideas about the nature of reality.
• that each child is worthy of respect and trust.

The kindergarten programs reflecting these beliefs involve both freedom and structure. Children are offered a variety of guided opportunities for learning, an environment where they can explore, manipulate, discover, experiment, create, interpret and express themselves in various ways thus acting as agents for their own learning.

Opportunities are created for parents, teachers and children to learn and develop together; our reciprocating ideas and actions being encouraged through interaction based on friendship, respect and trust.

Each staff member has an active and personal role to play in planning, preparing, advising, guiding, facilitating, listening, nurturing, counselling, teaching, problem solving and establishing positive relationships within the kindergarten community.
WHY KINDERGARTEN?

In a happy, secure kindergarten environment children have opportunities to

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

HOW CAN YOU HELP?

Parents and teachers can work together for the benefit of the children in our kindergarten.

There are many different ways in which you can be involved. You are always welcome to stay for a kindergarten session. Different people contribute in different ways. Some like to work with the children, others like to see a pile of accomplished tasks. We appreciate any and all help we are offered.

Ways in which you can help -

- Join the committee
- Assist with fundraising ventures
- Add your name to the washing roster
- Termly cleaning
- Make children’s birthday cards
- Contribute to the program eg cultural interests, hobbies, talents, cooking, gardening
- Offer to assist with sewing tasks

The management committee is very aware of the valuable resource that parents represent. If you would like to be involved in any way please speak to staff or place your name on a roster or come for a session.
KINDERGARTEN INFORMATION

Management Committee:
An elected committee of the parents in conjunction with the Director is responsible for the management of the kindergarten. This involves input into the kindergarten program, providing support and contributing to the direction of the kindergarten's operational plan and purchase of new equipment. Fundraising is an essential part of the committee's work. Although the Department of Education and Child Development contributes money for staff salaries and some running costs (based on the number of children attending the centre) it is still necessary to charge fees and fundraise in order to cover our expenses. The fees are reviewed by the committee.

Committee Meetings:
The management committee currently meets twice per term, choosing a suitable day for the majority of members. All parents are most welcome to attend these meetings whether a member or not. We meet at 5.30pm and the night is quite informal, although running to an agenda and offer an insight into the running of the kindergarten.

Payment of Fees:
Fees are currently $150 per term. Invoices will be placed in your notice pocket early in each term. Payment can be paid by electronic funds transfer (EFTPOS: visa, mastercard), direct debit, cheque or cash, with receipts issued by our volunteer treasurer. Please put the correct money in an envelope with the child's name and purpose of payment written on the front and then put in the green letter box attached to the wall near the photocopier.

Attendance:
We believe that regular attendance is of great importance. Children need the security of feeling that they are part of the group, they develop friendships and follow the routines of the program. We urge parents to ensure that children attend as regularly as possible.
If your child is away for any reason please contact the kindergarten as soon as possible.

Illness:
We ask that you keep your child home if unwell and not expose others to his/her illness, if your child is going to be absent please let us know. It is understandable that in work situations this is difficult however we do not have an area for children to rest appropriately, and they are more likely to recover quickly in the home environment.

Travelling to and from kindergarten:
Take full responsibility for your child. Make a note in the diary at the end of the kitchen bench of any variations in either the person collecting your child or your arrival time at the end of the session. Children can often become worried by such changes and it helps if staff can offer them an explanation. If you collect your child prior to 3.15pm you must sign them out by making a note in our diary and signing, this is for our OHS &W procedures in case of emergency.

**Arriving and Leaving:**

*Parking*:
For safety reasons please park in an orderly manner in the car park. Please note that there are NO PARKING signs and a yellow painted line on Koonga Avenue outside the kindergarten. Double ranking is also an offence. The traffic inspector does patrol this area. Please pass this information onto whoever is transporting your child.

*Please note the starting times of sessions*:
We would appreciate your co-operation in remaining with your child until sessions begin. In time of emergency please contact the staff if you require additional assistance.

*At the beginning of the session*:
We have cooler bags available for your child’s lunchbox, please ensure that the lunch is placed in here so we can then transfer them to the fridge. Children’s brain break (recess) MUST stay in their kindy bag. Please bring your child into the kindergarten on arrival allowing them to carry their own bag and find a place to hang it. Children are then able to select an activity with you until settled. We encourage you to spend time with your child exploring the curriculum choices and celebrating in their successes. Within 40 minutes we will call the children together for some more formal teaching time and sharing of information.

*At the end of the session*:
Pickup time is anywhere from 3.00pm-3.30pm, please wait quietly until a staff member says goodbye to your child and acknowledges you are there.

**Nutrition and Food**:
*NUTS OF ANY KIND AND EGGS ARE BANNED FROM KINDERGARTEN*. Some children have severe allergies to nuts. This includes nutella, peanut paste, fresh peanut products such as almonds, walnuts, & peanuts. Also NO fresh egg products please. All children with allergies must have a health plan provided by their doctor, including a photo of your child.
As part of our program we are always discussing what is good for our bodies, teeth, muscles and brain and like to back this up with what we actually eat. This is why we have a policy of fresh fruit or vegetable only for brain break (snack time). We ask that all children bring a bottle of water, for hydration.
**Lunch:** We cater for a variety of culturally appropriate foods for lunch, and ask that the children are provided with a nutritional lunch, eg sandwiches, wraps, salad, rolls, yoghurt etc. you may add a muffin, or biscuit however no lollies or crisps, chocolate products such as mousse or muesli bars with chocolate pieces, rice bars etc with lolly pieces.

**Clothing:**
Dress your child in comfortable, washable play clothes, avoiding clothing which makes movement difficult. Children wear smocks for painting or messy activities, but accidents do happen. Long skirts and loose floppy shoes can be dangerous on the climbing equipment and are not encouraged. Thongs and crocs are not an appropriate footwear for kindy.

**Spare clothing:** Although some spare clothing is kept at kindergarten, it is not possible to supply spare clothes suitable for every child. If possible please keep a change of clothes in your child’s bag.

**Hats:** Wide brimmed or bucket hats are to be worn outside play from September 1 to April 30. Please provide a hat every day and ensure that it is named.

**PLEASE LABEL ALL BELONGINGS CLEARLY. PLEASE LABEL THE OUTSIDE OF YOUR CHILD’S BAG WITH THEIR NAME CLEARLY**

**Emergency Care:**
This service can be offered between the hours of 8.30 – 8.45am and 3.30 – 4.00pm at a charge of $5 for emergencies only, and is offered when there is no other alternative. Please see staff.

**Hot Weather:**
As the kindergarten is air conditioned sessions will be held as usual during hot weather. Outside play may be suspended if the heat is extreme. Attendance is left to parent’s discretion.

**Library:**
All children may borrow books each week from the kindergarten library which is located on the verandah on Wednesday and Thursday. Your child will need a fabric bag approximately 38cm square. Bags may be purchased from the kindergarten for $3.00.

**Personal Toys:**
Please discourage children from bringing toys from home unless it is a really special occasion such as a birthday or for “Show and Tell”. Much loved toys can so easily become lost, broken or soiled causing sadness to the owner. Please keep toys safe at home.

**Focus child:**
Each child will have an organised time for “Show and Tell” as part of the focus child program. As parents you will receive a letter stating when it is their turn to be “Focus” of which “Show and Tell” will be a part.

**Birthdays:**
Birthdays are celebrated as a child’s special day with birthday songs and card. If you wish your child to a treat we ask that you only send a fruit
platter. We want to promote the importance of the day, not the party favour!

**Administering Medication:**
Staff cannot administer any medication unless an appropriate medical schedule is provided and signed by your Doctor is received. This includes any antibiotic, asthma medication or cough suppressant etc.

**COMMUNICATION**
Our fortnightly program is on the noticeboard, explaining what the children will be doing. If you have any questions please ask staff. Reading this regularly helps open up discussion points when talking with your child. Tell us if you like what you see, but also tell us if anything happens that you are not happy about. If you have any concerns or worries we would appreciate an opportunity to discuss these. By working together we hope to do the best for each individual child.
You can make an appointment at any time to speak with the teaching staff about your child’s progress, we work together to meet the learning needs for each child and are keen to see each child reach their potential.
Each child will have a notice pocket on the hanger as you enter the building. Remember to check your notice pockets and the noticeboard DAILY.
Each fortnight we have 4-5 “Focus Children”. It is these children that we are observing (not that we are ignoring the others) and jotting down anecdotes recording abilities, skills, social interactions, interests and confidence levels. It is during this time that your child will have their turn for “Show and Tell” to bring one thing that is important TO THEM to share with the rest of the group. We ask that it is limited to one thing each week of their fortnight of being “Focus”. Your child will receive a letter notifying them just before their turn. We will then work together with you to identify areas of learning or concerns to provide an inclusive learning environment and support for them.
During Term 3 the will have the opportunity to have show and share one more time. At the end of your child’s time with us, just before they go to school a Statement of Learning is written and shared with parents. It covers the Developmental Learning Outcomes in the Early Years Learning Framework, using Belonging, Being and Becoming as a guiding document. This used for programming and discusses your child’s development within these. This document is passed onto your child’s school.

**IN CONCLUSION**
We hope that both you and your child will soon feel a part of this kindergarten. Please note that you are welcome to stay for a session if you would like. We appreciate any assistance parents can offer in any of the many ways mentioned.

KINDERGARTEN POLICIES

Sunsmart Policy:
To ensure that all children and staff are protected from skin damage caused by the harmful ultraviolet rays of the sun:

1. Children will be encouraged to avoid direct exposure to the sun between 10 am and 2 pm (11 am and 3 pm daylight saving time).
2. Children will wear wide brimmed or bucket hats from September 1- April 30, whenever they are playing or doing activities outside.
3. Children who do not have their hats with them will play under the veranda.
4. Outdoor activities where possible will be held in shady areas.
5. The management committee will endeavour to maintain the number of shelters and trees providing shade.
6. The kindergarten will incorporate sun and skin awareness activities into teaching programs.
7. Staff will be positive role models who practice skin protective behaviours.
8. On enrolment of their child, parents will be:
   a) informed of the Sunsmart Policy
   b) requested to provide a wide brimmed or bucket hat every day for their child’s use in all outdoor activities. A roll on sunscreen must be provided for reapplication after lunch.
   c) encouraged to clothe their child in shirts and tops with collars and sleeves.
   d) encouraged to apply a broad spectrum sunscreen on their child before every session.
   e) encouraged to practice skin protective behaviours themselves as a positive role model for their children.

Wellbeing Policy
We believe:

- Behaviour is part of a cycle: we think-we feel-we behave.
• Everyone needs to and has the right to feel safe and secure.
• A respectful environment facilitates the rights of children and teachers to learn and teach.
• A partnership between staff, children and their families is crucial. We share the responsibility for modelling appropriate behaviours and sharing information with each other.
• Early behaviour intervention is effective in preventing and minimizing the development and long term effects of ongoing challenging behaviours.
• Strategies must address the needs of individual children, including those with disabilities, developmental delay, gifted development and children with emotional needs.

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<thead>
<tr>
<th>Encouraged Behaviours</th>
<th>Discouraged Behaviours</th>
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<tbody>
<tr>
<td>Language that encourages others</td>
<td>Name calling, teasing</td>
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<tr>
<td>Action/words that include others</td>
<td>Excluding others</td>
</tr>
<tr>
<td>Giving, sharing and taking turns</td>
<td>Threatening others</td>
</tr>
<tr>
<td>Positive attitude</td>
<td>Hitting, kicking, pinching, biting, spitting</td>
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<td>Caring and kindness</td>
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<tr>
<td>Safe/constructive play</td>
<td>Disrespecting others work or property</td>
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<tr>
<td>Working together co-operatively</td>
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<tr>
<td>Taking responsibility for own behaviour</td>
<td>Avoiding to disrespectsing group norms</td>
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<tr>
<td>Being polite</td>
<td>Manipulating</td>
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<tr>
<td>Self control</td>
<td>Deliberate withdrawal &amp; refusing to participate</td>
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<tr>
<td>Listening to others</td>
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<tr>
<td>Using appropriate social language</td>
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Ways we maximize positive behaviour
• The timetable is designed to allow children long periods of uninterrupted play to explore equipment and the environment.
• Children are encouraged to choose the activities they would like to be involved in.
• Behaviour expectations are continuously reinforced.
• An atmosphere of acceptance, respect and trust is created by treating each member of the community (children, families and staff) as valued individuals.
Ways to minimize challenging behaviours

- A gesture or expression may be a starting point, eg. Stop in sign language.
- Planned ignoring in order to reduce behaviours that are purely attention seeking but not dangerous may be the optimum strategy to use.
- Verbal warning – stating clearly the nature of the inappropriate behaviour.
- Second verbal warning and redirection to another learning area.
- For some children a choice of 2 activities given to aid the child to gain control of actions.
- Reflection time – support for the child to reflect on issues at hand and how to resolve them. This can be any space dependent upon the factors within the circumstances at the time. It is not behind closed doors and can be inside or outside.
  - the child is supervised and is not expected to communicate with other children.
  - When the child’s emotional anxiety is reduced and they are able to think in a more calmly, discuss the incident acknowledging their thoughts and feelings. Talk with the child about ways of behaving and/or solving problems – modelling to the child the words and actions they need to use. The child may practice these words and actions back to the adult.
  - Find opportunities to give positive reinforcement.

Please note

1. It is sometimes necessary to assist children to self calm by holding them or redirection. Staff do this with care, consideration and humility. This strategy is implemented when all other actions have been used.

2. Educators will seek advice from DECS support services where strategies such as reflection time or physical holding to prevent the child from injuring themselves or others are being considered.

Informing children
Positive, pro-active programs will be used to encourage appropriate play. Children will be reminded of rules and guidelines during group times and individually as the need arises.
Use of playground equipment
1. Staff are to ensure that equipment is safe when set up.
2. Children are encouraged not to move climbing or other static equipment.
3. Children are not to play or climb on stacked equipment
4. Small, old climbing boards are to be on the ground surface only.
5. Children are to wear appropriate clothing and footwear when using equipment, particularly climbing equipment.
6. Kindergarten staff are to use reputable firms that are knowledgeable with standards and guideline when constructing new fixtures.
7. Sand is to stay in the sand pit and on the ground.

DAILY TIMETABLE
(all time are approximate)

8.45 am  Children arrive and participate in the curriculum choices.
9.45am   Group time - songs, games, discussion. Small groups for story/literacy experience. Brain break/ fresh fruit or vegetable time
10.15am  Free play time, in or out; outside only when a teacher is present.
12.10    tidy of equipment
12.15    Everyone inside for mat time and sharing
12.30pm  Lunch break, relaxation and regroup time.
1.15     Continued curriculum choices, offered in both indoor and outdoor environments.
2.50     Pack up
3.00pm   final mat time with fluid pickup time to suit parents
3.30     Farewell
Our program is a fluid reflection of early childhood learning and development and will change in line with children’s engagement and interests.

**MATERIALS WE NEED**

Computer Paper  
Cardboard  
Wallpaper  
Corks  
Sponge foam pieces  
Wool  
Buttons  
Small strong plastic containers  
Plastic  
Large paper bags  
Clean wood shavings  
Smooth soft wood for carpentry  
Greetings  
Wrapping paper  
Ric-rac braid, ribbon etc  
Clean bottle tops  
Bright material scraps  
String  
Lids  
Boxes  
Shredded paper scraps  
Felt pieces  
Leather or vinyl offcuts

We can no longer accept toilet rolls, egg cartons and washing powder boxes.

**KINDERGARTEN RECIPES**

**Playdough**

4 cups plain flour  
2 cups salt  
6 tbspns oil  
4 teaspns cream of tartar  
4 cups hot  
food colouring

Mix well.

Please note: Children should not eat playdough as it does contain excessive amounts of salt.

**Iridescent Soap Bubbles**

1 cup of water  
2 tbspns of liquid detergent  
1 tbspn glycerine  
1 teaspn of sugar
Mix well.

**EMERGENCY EVACUATION**

**Staff:**
- Discovers emergency and sounds alarm - Air Horn
- Directs other staff

**Children:**
- Stop
- Look for a teacher
- Listen and move to the area as directed

**Staff**
- Phones emergency services, gathers roll book, diary, bags, phone, and car keys
- Direct children to muster point

**Staff**
- Turn off gas/electricity (where appropriate)
- Direct children to muster point

Roll call when all children/staff/visitors are at the muster point.
Decision to be made as to whether to evacuate further

**Muster points:**
- Outside - gate at the park entrance
- Inside - mat