Sir Thomas Playford Kindergarten

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Information Book 2014

- Kindergarten Program
- Inclusive Preschool Program
- Occasional Care Program
Sir Thomas Playford Kindergarten

Philosophy

At Sir Thomas Playford Kindergarten we create an inclusive and collaborative learning environment in which children, families and educators feel welcome valued and respected.

Family involvement and a shared sense of community are vital components of our preschool's practices and procedures.

We provide children with a play based curriculum which promotes social inclusion, persistence, confidence, resilience, wellbeing, organisation and special rights. Children are active participants in their own learning. Through observation and engagement in play, Educators will provide a program that is responsive to individual children’s ideas, interests, strengths and abilities.

Emphasis is placed upon the significance of the physical environment and its role in creating opportunities for children to interact and engage in the learning process. We provide challenging and stimulating experiences that foster belonging and embrace children’s individuality.

Belonging In establishing secure, respectful and reciprocal relationships we create partnerships with families and ensure that children feel happy, safe and accepted. Open communication with families is welcomed and confidentiality is maintained. Parents are welcomed to enjoy a collaborative partnership within the preschool community and as part of our Governing Council. Educators promote anti-bias, gender equality and child protection advocacy.

Being At Sir Thomas Playford Kindergarten children discover the pleasure of learning and have fun in the process. We celebrate diversity, identity and uniqueness. We believe that respect for diversity creates a welcoming environment for all. Within our 3 programs we are a specialised centre supporting both intellectual stretch and children with disabilities and high support needs to optimise their own learning. We create an environment in which every student’s needs are provided for. Staff accept professional challenges and seek opportunities to extend career knowledge through training and development. Staff openly communicate and are responsive to others ideas and needs.

Becoming We provide a flexible curriculum that supports and challenges children’s learning. Children are actively involved in choosing their own learning through a play-based curriculum. Staff understand dispositions and individual children’s preferred learning styles. We provide a sensory integrated play based program that values children’s wellbeing and supports active participation. ‘Every chance for every child’ is what we stand for and encompass in our daily practices and relationships with children and their families.

Staff

Director - Kate Walker
Kindy Teacher - Maryann Hogg
IPP Teacher - Kristina Brown
IPP ECW2 - Jodie Peel
Occasional Care ECW2 - Esther Feast
Programs, Session Times and Fees

**Kindergarten**

In our kindergarten program children have access to a wide variety of learning experiences, both inside and outdoors, including play dough, painting, puzzles, role-play, books, climbing, music and construction. We use the Early Years Learning Framework (EYLF) for all of our planning, assessment and reporting. Learning is play-based and all children are encouraged to engage in activities and experiences provided. We encourage learning in a respectful and positive environment and promote the development of life skills including persistence, confidence, resilience, wellbeing, organization and social inclusion. We provide a challenging and safe environment that fosters belonging and embraces children’s interests and needs as learners.

**SESSION TIMES**

Tuesday: 8:45am - 11:45am  
Wednesday: 8:45am - 2:45pm  
Thursday: 8:45am - 2:45pm

**FEES**

The Fees for Kindergarten are $70 a term. This works out to $7 per week for a 10 week term. Fees may be paid at regular intervals or on a termly basis.

For accounting purposes fees need to be settled by the end of each term.

**What to bring to kindergarten**

♦ a named hat  
♦ a named bag  
♦ a named drink bottle (water only)  
♦ a change of clothes  
♦ on Tuesdays a healthy snack (eg. fruit, vegetables, cheese)  
♦ on Wednesdays and Thursdays a healthy snack and lunch  
♦ We would appreciate the bags, hats and clothing to be labelled.
**Inclusive Preschool Program**

The Inclusive Preschool Program (IPP) is a specialised program for children with significant disabilities. In 2012 Sir Thomas Playford Kindergarten became one of 10 preschools state wide offering an Inclusive Preschool Program. This program is designed to support each child’s need in a setting that allows them to access mainstream kindy with intensive support and expertise. The IPP runs with a specialised teacher and an Early Childhood Worker (ECW2). The IPP runs a modified kindergarten program with a focus on inclusion with the space to provide for individual needs. The program can run with up to six children who must be in there eligible year and meet the eligibility criteria for an Inclusive Preschool Program. Children may be referred to this program by parents, support agencies, The Department for Education and Child Development (DECD) or another preschool. An Intake panel considers all referrals and recommends placements on a needs basis.

**Program Hours**

Tuesday 9 – 12

Wednesday 9 – 3

Thursday 9 – 3

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Occasional Care

We provide a play-based program where children can participate in a variety of meaningful experiences such as painting, playdough, music, story reading and outdoor play. This is a wonderful opportunity to prepare your child for their transition into kindy. This service is available for children aged from 6 weeks to 5 years old not accessing a kindy program.

Program Hours

Tuesday 8:45 to 11:45
(over 2’s only)

Friday 8:30—11:30 and 12—3pm
(6 weeks to 5 years old not accessing kindy services)

FEES

Concession cost is $1.50 per child; you will need to provide health care card or concession card on enrolment.

Regular cost is $5.00 per child.

What to bring

- Nappies or spare underpants
- a healthy snack
- a sun hat
- a spare change of clothes
- a named water bottle
- We would appreciate the bags, hats and clothing to be labelled.
General Information

**Proof of age**
Due to the single intake policy we now need to see proof of age. This can be your child’s hospital blue book, birth certificate or passport.

**Attendance Policy**
Government preschools and schools in South Australia are committed to ensuring that children and students maximise their attendance at preschool and schools to gain optimum benefit from education. Ensuring regular attendance at preschool/school is a shared responsibility between parents/caregivers, preschools and schools. Research shows that success in learning is directly proportional to regular attendance and participation in education programs. Positive attendance patterns should be fostered with all children and students by all educators within the Department. Pre-school staff is responsible for the recording of kindergarten children’s attendances/absences according to the Department’s requirements. At this kindergarten, we ask all parents to contact the kindergarten by phone/in person if you know that your child will be away for family reasons or is unwell. A follow-up notice will be placed in your kindy pockets should you forget to advise us of your child’s absence. Of course, if your child is unwell common sense must always prevail, and it is always advisable to keep your child home – please just keep us informed!

**Allergy Aware policy**
General Information

Health
If your child is unwell prior to arriving it is in the best interests of other children to keep them home until they have fully recovered. Please inform us when your child has an infectious disease or skin infection:

- Chicken pox  Measles
- Mumps       School sores
- Head lice    Conjunctivitis.

Any child who is running a temperature or showing any signs of being unwell must be kept home. Please keep children home for 24 hours after the last episode of any vomiting or diarrhea to aid your child’s recovery and to prevent the spread of infection.

In the event of your child becoming ill or having an accident at kindergarten, we will contact you or your indicated emergency contact person. In an emergency, staff will not hesitate to call an ambulance (at Parents cost). Please notify staff in writing of your child’s allergies. Labelled medication for asthma and severe allergies are to be given to staff on arrival. A medication plan must be completed and signed by your doctor before staff can administer these medications. These forms are available from the director if required.

Emergency procedures
Please familiarise yourself with the evacuation plan displayed by every door in case you should be in the kindergarten during an emergency or during a fire drill.

Mandatory reporting
Staff are legally obliged to report any indication or incidence of child abuse that comes to our attention.
Our Kindy Day

Arriving and Departing at kindy

An adult must accompany children inside the Kindergarten, at the beginning of each session. There are a number of tasks that your child will need to do to before you leave including:

- Signing in
- Placing their lunch box on the lunch trolley
- Drink bottle in the drink trolley
- Checking pockets for notices

We actively encourage children to greet staff at the beginning of the session and to say goodbye when they leave.

The door will remain closed until 8.45am to allow staff time to set up equipment and plan for the day. Please be punctual when collecting children, as they can become distressed if other children have gone home ahead of them. The door will not be open until 2:45pm as this helps children remain focused on their learning.
Programing and Reporting

Programing
Belonging, Being, Becoming This is Australia’s National Early Years Learning Framework (EYLF) for early childhood educators and we use it as a basis for planning, assessment and recording. The aim of this document is to extend and enrich children’s learning from birth to five years and through the transition to school. The Council of Australian Governments (COAG) has developed this Framework to assist educators to provide young children with opportunities to maximise their potential and develop a foundation for future success in learning. In this way, the Early Years Learning Framework will contribute to realising the Council of Australian Governments’ vision that:” All children have the best start in life to create a better future for themselves and for the nation.” Children learn through play and engagement, i.e. through ‘doing’ The staff provide a safe yet stimulating environment which supports and extends children’s learning and interests. The program contains a balance of quiet/active, indoor/outdoor, independent/group play and explicit teaching times

* Information about the National Curriculum is provided in the back of this booklet.

Reporting
Staff collect information on each child looking at their skills, abilities, interests and learning style. This is done in various ways, collecting samples of work, observations, photos and discussions with staff and parents. This information is used to write the children's reports. At the start of term 2 your child will receive a formative report and at the end of term 4 they will receive a summative report. When these reports are given to parents you will be given time to talk with staff about the reports any concerns you may have.

Supporting Behavior
We believe that everyone has the right to feel safe all of the time (staff and children). We accept that children feel angry, frustrated and upset at times, and need help to express those feelings appropriately. In each kindergarten day there may be conflicts or problems for children to deal with. We encourage children to articulate "Stop! I don't like it when...because it makes me feel......" and then, if necessary, approach teachers . When a child approaches a teacher with a problem it is important to them and needs to be solved.

We believe that behavior changes more quickly when handled in a positive way. Staff and parents need to share responsibility, be consistent at all times, create a safe and secure environment for children, and model appropriate behaviors. Children need help to learn the difference between appropriate behavior and inappropriate behavior.
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When can my child start kindy

Single intake per year entry to a government kindergarten is linked to school entry. Children are eligible to start kindergarten 12 months prior to starting school. Children who turn 4 before the 30th of April are eligible to start sessional kindergarten at the beginning of that year. If your child turns 4 after the 30th of April they are eligible to start kindergarten the following year in the January.

Emergency Information

Please insure we have current contact numbers for all parents. We ask that you also provide us with at least one emergency contact (not a parent). We also ask that you keep all medical information current by providing appropriate documentation. If you are unsure if you need to provided documents or unsure what documents you need please talk to staff.

Safety

It is essential for safety and administrative reasons that your child is signed in every morning and signed out when you collect your child. It is also important for you to advise us if someone different is going to collect your child. Children remain parents responsibility until 8:45am.
General Information

**Nutritious food**

Please support our encouragement of healthy eating by ensuring your child brings nutritious foods such as:

- fresh fruit and vegetables • cheese and dry biscuits
- rice crackers and rice cakes • sandwiches with healthy fillings
- yoghurt.

**Sun Safe Policy**

All DECS (Department of Education and Children’s Services) Kindergartens have sun safe policies. This means - NO HAT NO OUTSIDE PLAY in terms 1 and 4. Children do not need to wear a hat in term 2 & 3. We do permit children to play under the verandah if they have forgotten their hats. We are unable to provide children with spare hats due to Occupational Health and Safety regulations. Please help us protect your child from the sun by ensuring they are wearing an appropriate sun safe hat (as outlined in the Sun Safe Policy) when they leave home and applying sunscreen before they come to Kindy. We will reapply sunscreen after lunch.

**Car Park**

Car parking is always an issue in every Kindergarten, so we just remind families to be very careful and stick to the 10km in our car park for the safety of our children and users of our car park. Please do not park in the designated disabled park. As we have several families that need to use this park, as well as the disability access taxi.

**Communication**

A communication book is kept near sign in sheets for parents/carers to record alternative collection arrangements for children.

Notice boards have important information about program, announcements and upcoming events. Please read notices regularly. Pockets are provided for each child for notes. Please check daily.
General Information

Parent / Caregivers Participation

Parents are encouraged to be actively involved in the decision making processes of the preschool through attending governing council meetings which are held monthly.

Other ways parents can be involved include:

- Volunteering in the preparation of materials
- Collecting and donating Recyclables (eg: boxes, lids, wood)
- Photocopying/ laminating
- Assisting with special events
- Washing
- Supporting fundraisers
- General house keeping of the kindy

We also encourage parents to attend our Come and Play days, special events and at the start of every session we offer 15 minutes where you may stay and engage with your child in a kindy activity.

How to deal with issues and concerns

Our team is here to ensure you and your child enjoy a happy and healthy experience at our kindy. Should a problem arise that you feel you need to resolve with our staff, then please let us know. Communication is the key. The first person to speak to is always the Educator. In almost all cases, parents together with the Educator will be able to resolve the issue. Should this not be the case and you find yourself unsatisfied with the outcome, please contact the Director, who can work with you and the Educator to resolve the problem. All grievances will be taken seriously and our best efforts will always be forthcoming. Please see our “parent guide to raising a concern or complaint” brochure located in the “policies and procedures” folder in the foyer or on our website.

- The kindergartens Grievance Policy is in this booklet.