Wynn Vale Community House Kindergarten

Information Booklet

Bright Start / Bright Future

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WELCOME TO WYNN VALE COMMUNITY HOUSE KINDERGARTEN

A Department of Education & Children’s Services Kindergarten

We would like to extend a warm welcome you and your children. The staff and Governing Council of parents consistently strive to provide the best quality preschool services and we invite you and your family to join us in partnership to ensure that your child experiences high quality learning outcomes to enable them to be successful learners.

If you have any questions, queries or concerns, please come and talk to us.

Staff Team:

Janet Rae                    Director                    Dip Teaching Early Childhood Education
Meredith Clarke            Teacher                     Dip Teaching Early Childhood Education
Heather Morton             Early Childhood Worker  Dip Early Childhood Education and Care
Noella Saad                Early Childhood Worker   Cert III Children’s Services

Our Vision: The Wynn Vale Community House Kindergarten Governing Council of parents and staff have identified values which underpin the delivery of a stimulating and challenging program including:

Respectful relationships, Active Engagement, Teamwork, Learning Through Play and Focus on Achievement & Success

This means:

- Staff and parents work in partnership to plan and implement a stimulating and active learning environment for children
- Staff support parents in their role as the child’s prime educator and assist parents with information about child development as necessary
- Parents have opportunities to be active participants in their child’s education
- The Kindergarten Curriculum is based on the Early Years Learning Framework
- The Kindergarten Curriculum is relevant, meaningful and developmentally appropriate to individual children’s knowledge, interests, skills and needs
- Children are empowered to be an active participant in their learning through the process that is most meaningful to them – play
- Children will have the opportunity to engage in a variety of learning experiences including small structured groups that are teacher directed
- Activities will be focused on success, development of self esteem and challenge
- Inclusive Practices will ensure the relevance for children & families of differing culture, race & socioeconomic status, sex and ability
- Teaching practice is based on attention to all aspects of children’s development, responsiveness to children, learning through play, intentional teaching, an appropriate learning environment, cultural competence, continuity of learning and transition and assessment and planning for learning
- Quality Assurance processes are implemented to achieve ongoing continuous improvement
SERVICES AVAILABLE AT THE KINDERGARTEN

PRE-SCHOOL SESSIONS

15 Hours Per Week - 2 full days and a half a day on Fridays.

FULL DAY SESSIONS 8.45 am – 3.15 pm
Full day sessions are available in combination of
Either Mondays & Wednesdays 8.45am – 3.15pm and Fri am or
Tuesdays & Thursdays 8.45 – 3.15pm and Fri pm
Children accessing full day sessions will usually need to access a paid lunch care session.

MORNINGS Friday 8.45am – 11.45am
AFTERNOONS Friday 12.15pm – 3.15pm

BEFORE AND AFTER SCHOOL CARE
It may be possible for you to negotiate Out of School Hours Care (OSHC) through St Francis Xavier Regional Catholic School. Parents need to organize care with the school.

CENTRE OPERATING HOURS
Please ensure that people responsible for collecting children have been notified of session times and their responsibilities and the kindy contact number.
Parents are responsible for children when on site prior to and after session times.

The time prior to 8.45am, after 3.15pm and during Fri lunch time is for staff to set up, prepare and plan for sessions, to maintain children's records and assessment & reporting, to receipt money, attend staff meetings and professional development, have lunch, undertake administration and schedule enrolment interviews and appointments with parents etc to maintain a high quality program.
As such, we request that you respect the above Preschool session times by not arriving early for sessions or late for pickup unless there has been prior negotiation with the staff for before or after kindergarten care.
FEES (paid termly in advance)

Please note fees are a termly fixed amount payable in advance. We are unable to offer refunds for pupil free days, holidays etc or offer makeup sessions.

Preschool
2½ days per week (5x½ day sessions) $200.00 per term

Pre-Entry (currently not being offered)
1 session per week $--.00 per term
(this includes a sunhat provided by the centre)

Emergency/Occasional Care $5.00 per session
(The availability of this is strictly limited & dependent upon the numbers of pre-school children we have attending sessions and is only available with prior notice)

FEE PAYMENT

Parents will be invoiced at the beginning of each term. Fees are payable in advance. Fees may be paid by cash or online banking

Please note that the payment of fees is a vital source of income for the Kindergarten. Fee payment ensures the viability of the centre and allows us to provide appropriate staffing, salaries, cleaning, maintenance and utilities. Fees also allow us to pay utilities like electricity. If you experience any difficulty paying fees you will need to speak to the Director confidentially to discuss options for payment.
WHAT I NEED TO BRING TO KINDERGARTEN

What to Wear
- I need to be comfortably dressed for kindy in clothing that makes my climbing and moving easy, where I can go to the toilet independently and play freely & explore the kindy activities without being worried about my clothes.
- Clothes and shoes that are easy for me to manage eg Velcro, no belts.
- All my clothing, including jackets, shoes and socks should be named.
- The Centre maintains a supply of spare clothes for accidents.
- Kindy has T shirts & rugby tops for sale.

What to Bring
- A named kindy bag to put my belongings in is preferable.
- A spare change of clothes in my bag would be appropriate.
- A named kindy hat for outdoor play in all seasons.
- A piece of fruit or veg for my morning and afternoon snack in a named lunch box that I can open without any grown-up help.
- A bag large enough for my lunch box, snack boxes, hat, spare clothes & kindy creations.
- A raincoat or parka so that I can participate in our regular visits to St Francis Xavier School or other short walks.
- Sunscreen - please put this on me before kindergarten & please put a named roll-on sunscreen in my bag so I can reapply it after lunch.

Snack & Drink Routine
- Fruit or vegetables are required for my snacks at kindy. Fruit needs to be in a suitable named container that I can open by myself & is kept in my kindy bag.
- I need 1 snack per session (ie 2 snacks for full day attenders)
- I am encouraged to bring my own bottle of water for during the session, but water is provided at all times for me to help myself.
- My snack times are supervised by staff & held at regular times each day.
- It is DECS and kindy policy that children are encouraged to bring healthy food to kindergarten - fruit, vegetables Research indicates that 33% of children’s food is required to run their brain effectively.

- Our kindy is Allergy Aware so it is particularly important that you check all foods to ensure they do not say “Contains nuts” to assist us to provide a safe secure environment. Please do not send these foods.

TOYS AND TREASURES
- Children occasionally want to bring toys etc to kindy. We ask that children do not bring their own toys to kindy unless prior arrangements have been made. They are welcome to bring items for sharing talks that are relevant to the program eg a bird’s nest or have special meaning such as a photo. These items need to be named.
ARRIVALS AND DEPARTURES

When you & your child arrive at kindy, please:

- Bring your child into kindergarten to greet staff and encourage your child to be independent and carry and hang up their own bag so they can find it later. You are welcome to stay and involve yourself with the children and the activities...this makes for a far more settled day.
- Place your child’s lunch box in the marked box by the kitchen if staying all day.
- If you are running early please stay with your child until the session starting time. This allows staff to set up for the session & ensures your child remains supervised.
- Please see that your child is happily settled into an activity before you leave and tell them when you are leaving so you maintain their trust & they do not suddenly miss you and become upset.
- If someone other than the person bringing them or a regular contact will be collecting your child, please write this on the whiteboard on the verandah.

At the end of the session please:

- Collect your child punctually.
- Ensure your child has been fare-welled from the mat by staff before leaving. Staff will only allow children to leave the Centre with parents or designated carers unless we are notified that someone different is to collect your child. Let them know the kindy end of session time & routines like checking your notice pockets.
- Each child will be dismissed individually from the group on the mat.
- If the unexpected occurs for you during session time - you are running late or cannot pick up your child, please phone the kindergarten to tell staff the change of arrangements and we will reassure your child (Our phone number is listed under “PRESCHOOLS” in the White Pages or at the front of the folder.) It would be advisable to carry the number with you for emergencies or programmed into your phone.

SICKNESS/ABSENCES

- Please do not send your child when he/she is sick. If your child is showing signs of being unwell, it is important to keep them home for the day.
- Children who have diarrhea, vomiting or a fever must be kept home for 24 hours after the last episode.
- Please give us a call...we need this information for statistic purposes because preschools are staffed according to child attendance every term & not the number on the roll.
- Staff are unable to administer medicine or medication without official signed forms. Please see the Director in case of medication, asthma, allergies etc.
MEDICAL ISSUES

Medication

- If your child has an identified regular health need such as asthma or allergy, you are required to provide the kindy with a health care plan completed by your doctor. Please see the Director to organize this before your child commences kindy.
- If your child requires any medication including ‘over the counter’ during kindy, the medication must be supplied in a container clearly marked with the dosage, a measure & time the medication is required in a named zip lock bag. You will be required to sign a form for staff to be able to administer the medication.

First Aid

- Staff have basic first aid training and all minor accidents will treated by staff and a written report placed in your communication pocket. For any accidents or injuries requiring further assistance we will contact you or your designated emergency contacts. Emergencies will be dealt with by calling an ambulance and a staff member will accompany your child until a parent or designated person can be contacted.

Health Checks

- Health checks are conducted at the kindy each term by Child and Youth Health. Children will usually receive their checkup in the term before they go to school. You will be notified when your child’s check is due & you or a responsible adult will be asked to accompany them.

Emergencies

- Staff & children practice the emergency drill every term.
- Report any problem immediately to staff
- The Emergency Evacuation procedure is 3 repeated blasts of the whistle.
  Evacuate to the large tree in centre of the grounds.
  Designated staff check the roll, that the building has been evacuated and decide on an appropriate course of action
- The Emergency Invacuation procedure is used as a result of an outside threat is the ringing of the bell
  Children and staff go to the inside carpet area and staff will decide on an appropriate course of action.
KEEPING INFORMED

Parents are responsible for keeping themselves up to date with kindy information

Communication Pockets

- All children who attend kindergarten have a communication pocket. Please make it a priority to check this pocket each time you arrive and leave the kindy. It is there that you will find receipts, accounts, newsletters, first aid reports & other correspondence from us.
  Occasionally communication leads to misunderstandings.
  Any concerns or queries are best resolved through direct contact with Staff or the Director as soon as possible and we will address your concerns.

Notice Boards

- Each week we display some important notices. These notices will be displayed on the whiteboard on the verandah or the noticeboard by the main entrance.
  We try to assist parents by providing reminders as often as possible about upcoming return dates & events.

- We also have displays that keep you informed about the programme around the kindergarten and the current curriculum focus. This information does change so please check these regularly.

Communication between each other

- From time to time you will change your contact details. It is very important that you keep staff informed of any changes to mobile numbers, address, emergency contacts etc

- Staff try to have as many conversations as possible to keep you informed of your child’s progress & well being.

  Beginning & end of session is particularly busy settling and farewelling children & communicating with parents.

  Don’t feel we are so busy you don’t want to bother us. If you can wait for a few minutes one of the staff should be free to speak to you. If you would like a longer conversation we are happy to make an appointment time for discussion at a mutually convenient time.

You are welcome to look at children’s portfolios at any time & we will give you periodic updates about your child’s development.
SPECIAL OCCASIONS/ BIRTHDAYS

- While we appreciate children's birthdays are very special occasions we ask that if you do wish your child to share treats with other children to celebrate that you only send / provide non-food treats. Children receive a birthday certificate in recognition of their special event and we sing Happy Birthday unless you request us not to.

TAKE HOME PACKS

- We have a large number of Take home Packs for borrowing. The Take Home Packs may contain a story book with related questions to extend and build on children's literacy and numeracy. Please place all returned packs in the box marked returns as packs need to be checked for content before re issuing.
- Mark all borrowing on the card numbered the same as the pack.

LOST PROPERTY

- Please ensure all your child's clothes and items like drink bottles, lunch boxes etc are named.
- All lost property is placed in the lost property box. Please check the box regularly. At the end of each term any remaining items are displayed and then disposed of or given to charity.

TRANSITION TO SCHOOL

- Throughout their time at the kindergarten regular weekly visits with St Francis Catholic School take place prior to their formal transition to school.
- Parents are responsible for enrolling their child at the school of their choice and informing kindergarten staff of their chosen school so that staff can make contact with the school.
- The individual school will contact you regarding their formal transition visits which are usually held in their last weeks of kindergarten.
- Staff make very effort to attend at least 1 transition visit with children at the school of your choice.
ASSESSMENT & REPORTING

➢ Our curriculum is based on the Early Years Learning Framework of Belonging, Being and Becoming. This indicates Developmental Outcomes and is based on learning through play in the Outcomes
  - Children have a strong sense of identity
  - Children are connected with & contribute to their world
  - Children have a strong sense of wellbeing
  - Children are confident and involved learners
  - Children are effective communicators

The document is too vast to represent here but if you would like to know more we would be happy to discuss it with you or provide you with further information. More detail is provided in your child’s portfolio.

The Reporting Process

➢ During your child’s time at kindergarten they work in small groups.
  While in these small groups they will access a variety of activities including language & literacy, numeracy, cooking, You Can do It: social skills programme, music, protective behaviours and group games. Each staff member observes the children as they participate. We also observe & engage with children during play. We discuss children’s progress at regular staff meetings. We discuss their interests, skills and interactions with others. We exchange information when talking with parents.

➢ All children in their eligible year of kindergarten have a kindergarten achievement folder. This portfolio contains examples of photos and observations by staff of their progress during their kindergarten year. These folders are accessible during the year for parents to have an opportunity to talk to your child about their learning and provide opportunities to encourage and praise your child. Parents are welcome to access the folders at any time and make an appointment to discuss your child’s progress during the year if you need any further information. When your child leaves their portfolio is ready for them to take.

➢ Information regarding your child’s progress and participation in their small group can be accessed through the staff member responsible for your child’s group or the Director. We keep track of your child’s progress through a variety of observation and assessments such as a skills check, phonological awareness, skill development, speech. These all form part of their final report. You are welcome to make an appointment to discuss your child’s progress during the year.

➢ At the end of the kindy year all parents receive a summative report detailing the achievements of your child at that stage. After you sign it parents receive a copy of this report, one copy is sent to the school of your choice and a copy stays on file at the kindergarten.