



# Kurralta Park Community Kindergarten

35A Barwell Avenue, Marleston, SA 5033

[www.kurraltakgn.sa.edu.au](http://www.kurraltakgn.sa.edu.au)

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children learning through play



Kindergarten *3.8 - 5.8 years*

Occasional Care *2-5 years* Early Entry *negotiated*

Enquiries welcome

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**Government of South Australia**

Department for Education and  
Child Development

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# WELCOME



At Kurralta Park Community Kindergarten our priorities are to meet the needs of all children and ensure good teaching practices in a happy and safe learning environment, inclusion of all, community involvement and good facilities complete our vision.

We believe.....that parents are a child's first teachers and so when your child enters Kindergarten it is important that we work in partnership with you.

"Each child is unique and brings to the learning situation an exclusive set of capabilities and predispositions" Halliwell, g. 1977.

Children learn best when they are active participants. Our program is based on learning through play so that children can practice the skills they will need for life.

We encourage the children to develop a positive self esteem, be curious, problem solve, develop social skills, communication skills along with health and physical skills.

We endeavour to provide a safe, caring, nurturing environment in partnership with parents so that children will reach their full potential.

One of our curriculum tools is the Early Years Learning Framework. We focus on one or two broad themes each term and plan to meet aspects of the 5 learning outcomes. We also plan from children's interests and learning needs as well as community areas of interest, e.g. book week, science week, etc.

Learning documents are available for parents...please ask a staff member.

Our program is planned each term and fortnight. It is displayed alongside photo stories that record the children's engagement and learning.

Our newsletter often includes information about the program and coming events, e.g. excursions, photo days, visitors etc.

# ENROLMENT

Forms are required to be completed and returned to the centre before children can be enrolled into occasional care or kindergarten.

A complete form can be posted out from the centre, collected from staff or downloaded from the department website and brought along already completed. For this you can go to the DECD website and type 'preschool enrolment form' into the search box.

Children enrolled in the occasional care program are not automatically enrolled in Kindergarten unless you indicate this when enrolling. Parents are asked to complete a single page preliminary enrolment form so that kindergarten staff are informed.

If you wish to register your child for kindergarten (and not occasional care) in advance a preliminary enrolment form can be completed with staff over the phone or you may like to visit and complete one on site.

If your child has additional needs please let staff know upon enrolment so that appropriate support can be put into place as soon as possible. Early entry to kindergarten is available only while enrolments remain within site capacity and staffing levels.

In term 3 the Director offers an information session for the parents of children about to commence kindergarten.

## **FEES**

Each family is asked to pay a regular contribution to the Kindergarten to assist with payment of accounts and running of the Centre.

We receive funding from the State Government, but we have many overheads such as:

- \* Electricity, telephone
- \* Upkeep of fire extinguishers
- \* Maintenance of airconditioners, heaters
- \* Electrical testing of equipment (yearly)
- \* Cleaning
- \* Purchase of new equipment and
- \* Maintenance of existing equipment
- \* Rubbish removal
- \* Lunch care workers, Finance officer
- \* Upkeep of grounds/ building and repairs.

Our building is rented from West Torrens Council and this is funded by the Department, however we are responsible for maintaining certain areas and any renovations that we deem necessary.

### ***Fees per term for kindergarten are:***

**Transition/Orientation Program—Week 1 of Term 1—(2-3 visits)**

**Early Entry (Term 4) for children with additional needs (2 sessions per week) \$80** (only if spaces are available and discussion with Director has occurred).

**Kindergarten (15 hours per week) \$160**

(this includes fruit levy)

**Late Pick-Up Fee-** \$5.00 from 3.00pm-3.15pm. For every minute past 3.15pm, \$1 per minute will be charged.

Invoices detailing the fees due are distributed week 1 or 2 of each term. Payment can be made online or with cash. All monies need to be placed in a named envelope (provided) and placed in the wooden fees box near the Children's bathroom. Please do not give money to staff. The box is cleared daily and banked by the treasurer.

A receipt is always issued.

Please see Director if you need to vary payments or have difficulty with these fees.

***Fees for occasional care*** are paid when you arrive for a session.

They are normally \$5 per session but only \$1.50 if the family holds a health care card and there are discounts for siblings attending at the same time.

## **COMMUNICATION**

It is very important that you keep us informed of any changes in family circumstances.

Children's behaviour can be affected by a range of issues: if the child has any special needs separation, a new baby, moving house, allergies, death of a family member, illness and death of a pet.

Some events may seem minor to us but will affect children in different ways and may result in inappropriate behaviours.

Parents will be informed of incidents and we are always available to discuss any concerns that arise.

If the matter has been dealt with satisfactorily, we ask that parents do not go over it again to any degree as it reinforces the situation in a negative way.

A recognition to the child that you know what happened may be sufficient.

At times it will be necessary to make a referral, (with parent permission), to our Early Childhood Support Services to help us to work through the situation more effectively. This support assists the teachers, parents and the child to work through the situation more effectively.

## SESSION TIMES:

### **Kindergarten :**

Monday to Thursday 9.00 am to 3pm

Families access either Monday and Wednesday - (group A)

OR Tuesday and Thursday - (group B)

On Fridays children access a full day once per fortnight (9am—3pm) Children are grouped accordingly, in group A or group B.

Early entry for children with additional needs is available when site capacity permits. These sessions are integrated into morning preschool sessions,

Children need to be approximately four years of age to attend kindergarten and eligibility depends on the date of school entry and birth date. There is a start date calculator available on the DECD website at

<http://www.earlyyears.sa.edu.au/default.asp?navgrp=HOME&id=samefirstdaycalc>

Children are entitled to 4 terms of preschool prior to starting school which comprises 15 hours per week across 4 terms of 10 weeks.

Should enrolments reach site capacity a priority of access will help to assign places.

### **Occasional Care:**

Monday morning: 9.00am to 11.45am

Monday afternoon 12.15pm to 3.00pm

Tuesday morning 9.00am to 11.45am

Tuesday afternoon 12.15pm to 3.00pm

Friday mornings 9:00 to 11:45

The **Occasional care** program is available for children from 2 years of age. This program is intended to give parents at home a break. Bookings are best made on days when the program is running (Monday, Tuesday and Friday) or between 3:15 and 4:00 on other days.



## WHAT TO BRING / WEAR

Kindergarten activities can be messy. Please make sure that your child wears clothes they can comfortably and safely play, paint, climb and get involved in activities without feeling that they have to keep clean all the time.

Thongs and clogs make it difficult for children to run, climb and jump safely.

Your child needs to bring these named items:

- \* a bag
- \* a hat
- \* a full change of clothes, including socks.
- \* A water bottle
- \* A nutritious, packed lunch when attending all day in an cooled, insulated pack.



## **BRINGING AND COLLECTING CHILDREN**

- \* Please bring your child into the Centre to greet a staff member. Always say good bye to them.
- \* Come inside to collect your child at home time.
- \* If anyone else is to pick up your child please record this in the diary provided, sign your permission and tell a staff member to cover all bases.
- \* Please be punctual when bringing and collecting your child. Children can become distressed if they are late being picked up. If you are going to be late please telephone if possible so we can let them know why you are late.
- \* We appreciate you keeping to the allocated time of sessions when dropping off and picking up your child.
- \* Staff need to set up and organise materials, equipment and administration to ensure that the sessions run smoothly.
- \* If you are going to be early please stay with your child until the session starts.
- \* You are welcome to stay for all or part of a session at any time.
- \* If you have any questions at any time about what we do, or have concerns about your child please ask the Director or a staff member.

We will be pleased to answer any queries.

## **CUSTODY AND ACCESS**

A copy of any legal restrictions on access provisions must be provided to the Kindergarten. This will be kept in confidence.

If an enrolling parent does not provide full information and documentation we have no right to refuse a legal parent/guardian from seeing or picking up their child.

Please consider this when enrolling and the information you provide to staff.

Staff will use their discretion in difficult situations, will try to act in the best interests of the child and endeavour to contact the enrolling parent as soon as possible in these situations.

Children will not be allowed to leave the Kindergarten with an adult who is not a parent unless notification has been given by the parents.

Please remember to use the diary to record names of relatives or friends who will pick up your child if you are not able to.

Informing a staff member is also recommended.

## **ACCIDENTS/INCIDENTS**

You will be notified if your child has been hurt in any way. Staff will speak to you personally or put a red note in your communication pocket or your child's bag. In case of a serious injury you will be notified immediately. So it is important that we have current information regarding phone numbers at home, work, mobile numbers and emergency contact people.



## HEALTH / ILLNESS AND MEDICATION

Please let us know if:

- ⇒ Your child is ill and going to be absent for any length of time
- ⇒ Your child has an infectious disease.
- ⇒ Your child develops any allergies.
- ⇒ Requires medication while at Kindergarten, such as an asthma puffer or antibiotics. Staff cannot always assume responsibility for giving medication and will need to discuss this with you.

**Please do not put any medication in your child's bag**, give it to a staff member who will get you to sign a form detailing the medication to be given, dosage and time of administering it.

Please keep your child at home if they have:

- ⇒ Had a bump to the head
- ⇒ A temperature
- ⇒ Been vomiting in the last few hours before Kindergarten
- ⇒ Has conjunctivitis
- ⇒ Head lice that has not been treated
- ⇒ Bad cold with runny nose.

Some families bring their child to Kindergarten because the child says they feel better and desperately want to come to Kindergarten. Staff then have to be the ones to tell them to go home.

### HEALTH CARE PLANS

Children with known medical conditions may need a health care plan developed by their doctor before they attend occasional care or kindergarten. Appropriate forms are available at the centre and this will be discussed during the enrolment process.

### IMMUNISATIONS

The West Torrens City Council provides a free immunisation Service.

## PHOTOGRAPHS

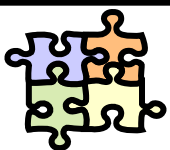


Each year a professional photographer visits the Kindergarten to take individual and group photos of the children. Purchase of these packages is optional. There is a cost incurred for photographs. Additional photos can be ordered.

Staff also take photos of the children to record their work and progress. Also to record events and excursions.

If you do not wish your child to be photographed please let staff know.

**Consent forms** are issued with enrolment forms so that staff can take video and digital photos of your child. We include these photos in slide show presentations to show families and visiting teaching staff.



## LOST PROPERTY

Please name your child's clothing, snack/lunch containers, bags, hats etc so that they can be easily returned. There is a lost property basket near the entrance. Please check this from time to time. Items left at the end of the term are given to a Charity. We cannot keep all items indefinitely.



## LUNCH TIME

The lunch program is part of the children's educational experience and teaches the children to sit quietly at tables to eat lunch with others and to manage their own lunch containers and water bottles.

Learning includes healthy eating and sustainability practices around reusing, recycling and reducing waste sent to landfill. No wrap lunch boxes are encouraged.

After lunch children are then encouraged to find a quiet activity and engage in a short period of relaxing activity led by a teacher. This could be tai chi, listening to told stories, watching animated story books. We do **not** have the facilities to offer a sleep time.

Please send your child's lunch in a named, insulated pack with a cold pack in it to keep meat and dairy products cool and fresh. We do not have refrigerator space for the children's lunches.

## NO NUTS POLICY

**Reminder not to send peanut paste sandwiches or any food with traces of nuts. Please check the labels on muesli bars and fruit bars. If a child with other severe allergies is enrolled a notice will be displayed near the entrance to help us keep them safe. Thank you.**

## FRUIT/SNACK TIME

The Kindergarten supplies fruit for all children to have at fruit/snack time so there is no need to pack this. If your child is staying for lunch you may like to include an extra piece of fruit.



## ALLERGIES

If your child develops any allergies or health conditions during their time at Kindergarten please let us know as soon as possible. As we share fruit and cook as a part of our program staff need to have up to date knowledge of allergies. Families will always be informed about Cooking / tasting activities beforehand so that children's safety is ensured.

Children need to have a sunhat every day!

## SUN POLICY



Our sun policy is that children, teachers, other staff are to wear hats when the UV reading is 4 or higher. There are "hat" or "No Hat" signs displayed on the verandah. Children who do not have or wear sunhats on appropriate days will be supplied a kindergarten hat and it should be taken home, washed and returned to the kindergarten. In terms 2 and 3 staff check the UV index as determined by the bureau of meteorology on a daily basis and a visual guide near the entrance shows whether a hat needs to be worn so that children can understand and make good choices.

We do not let children share hats due to head lice.

If a clean spare hat is provided for your child, we ask that you wash it and return it as soon as possible.

### **Sunscreen:**

Please apply sunscreen to your children before they arrive at Kindergarten.

Staff will provide and teach children how to apply kindergarten sunscreen before afternoon playtime on "Hat Days". Please provide your own, named, non-allergenic sunscreen if your child has sensitive skin and cannot use ours.



# DEVELOPING POSITIVE BEHAVIOUR



**At Kurralta Park Community Kindergarten** we respect the diversity of our community and encourage all children to be independent and act in a safe and caring manner, with an understanding of the rules of social behaviour. Our priorities are to meet the needs of all children and ensure good teaching practices in a happy and safe learning environment. Inclusion for all, community involvement and good facilities complete our vision.

## **Teachers:**

Will endeavour to provide a safe learning environment where children develop trust in the teachers and staff and that they:

- ◇ are able to express their feelings confidently and in a positive manner
- ◇ work with others cooperatively
- ◇ understand the 5L's of Listening—Looking, Listening, hands in Laps, Lip's Locked, Legs, crossed
- ◇ make friends with other children and staff.
- ◇ handle conflict in an appropriate manner
- ◇ respect themselves and others
- ◇ show responsibility for their actions
- ◇ understand that all behaviour has consequences.

## **Behaviour:**

When teachers and staff see behaviours that are:

- unsafe,
- inappropriate by one child to another or
- inappropriate to a teacher or staff member

We will use strategies appropriate to the situation. One approach we will use is called Restorative Practices and for Preschoolers it uses 3 questions:

- What happened?
- Who has been hurt or what went wrong?
- What do we need to do to make things better or right?

Therefore restoring the situation.

We will also remind children to **Stop** what they are doing, **Think** about what needs to be done and then **Do** it.

## **Consequences:**

It is necessary to make children aware of the consequences of their behaviour and if necessary it may include time-limited withdrawal of attention, which is non-emotional and followed by redirection (formerly called Time Out).

We believe that each situation is different and while we will use the above approach, the specific way we do this may vary depending on our knowledge of the child, age and developmental level.

## **Positive Behaviour Outcomes:**

The **outcomes** we want to achieve are that the children are able to learn in a safe, caring and trusting environment. That they will develop positive social skills and be able to:

- ◇ experiment and take risks
- ◇ use their initiative
- ◇ choose positive behaviours
- ◇ share and communicate with others
- ◇ express their feelings confidently
- ◇ develop respect for themselves and others
- ◇ handle conflict in an appropriate manner.
- ◇ be responsible for their actions.

## **Parent involvement:**

- ◇ Any concerns regarding behaviour will be discussed with parents as soon as possible to seek your cooperation and collaboration in developing a plan to work through the situation.



## **GRIEVANCE PROCEDURES**



A grievance procedure is in place at the Kindergarten as part of our Work Health and Safety practice.

If you have any issues or grievances please ask for a copy of this document. It is also displayed on our website.

## **CHILD PROTECTION/PROTECTIVE BEHAVIOUR**

At this Kindergarten our program incorporates inclusive protective behaviour language and activities. We want children to develop skills to look after themselves in situations where they feel unsafe.

A pro-active approach is taken as well as incidental reinforcement of Protective Behaviour Principles. This occurs at teaching times and during free play situations to assist children to acquire skills.

This includes children being able to :

Identify their feelings

Understand what Safe and Emergency means

Understanding their Early Warning Signs...how their body feels when they are unsafe.

The concept of Networks.. Who can they ask for help.

And Problem solving.

The two themes of Protective Behaviours are

1. We all have the right to feel safe all the time
2. Nothing is so awful that you can't talk about it with someone you trust.

## **MANDATORY NOTIFICATION**

Staff are all trained in Mandatory Notification and are legally required to make a notification if necessary of any form of suspected child abuse.



## **NO SMOKING PLEASE**

Smoking is not allowed on Kindergarten grounds. This includes inside and outside play areas.

## **POLICIES**

A policy folder which contains full copies of all Centre policies is available at the kindergarten for parents and visitors to look at.

Policies are written and reviewed regularly by staff and the governing council to ensure that they reflect best practice and current knowledge.



## **SUPERVISION**

Children are always supervised by a trained teacher, assisted by support staff. Children must not play outside unless an adult is there.

## CURRICULUM

In programming and reporting Staff the **Early Years Learning Framework for Australia** which is being introduced in all early childhood sites throughout Australia.

It describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning in providing the most appropriate stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

### **The five learning areas are :**

- ♦ Children develop a strong sense of agency
- ♦ Children are connected with and contribute to their world
- ♦ Children develop a strong sense of well being
- ♦ Children are confident and involved learners
- ♦ Children develop effective communication skills.

Staff also use other recommended programs including The **REFLECT, RESPECT, RELATE** package which includes a set of scales for critically examining the interactions that take place between adults and children, educators' pedagogy, children's wellbeing and children's involvement. The Observation Scales have proved valuable for critiquing and informing practice through self reflection and inquiry, ideally in collaboration with others.

**The daily timetable** allows for large group, small group and individual activities through the day.



Children spend time both indoors and outdoors in constructive and imaginative play and are encouraged to revisit and build on projects / experiences over time. Lunch and snack times are part of children's learning and a short rest period is programmed after lunch. Children are always greeted and farewelled indoors.

## **DOCUMENTING AND PLANNING FOR CHILDREN'S LEARNING**



When children enrol their child they are also asked to complete a **short survey** about their child which gives staff a starting point when planning for the child's initial learning at the centre.

Staff collect observations and anecdotes about each child's involvement and take photographs to record activities and evidence of learning and development. Learning stories using these photographs are displayed and also placed in your child's **learning folder** for you to share with your child and family.

As your child progresses through their preschool time you will be offered the opportunity to sit down with a teacher to **review your child's progress** and make plans for their future involvement and learning.

When your child leaves kindergarten, a teacher will create a **Learning Statement** about your child's development while at kindergarten. A copy of this will be sent to your child's next school, one will sit in their learning book and one will be retained on site for centre records.

**Staff are always available to chat informally** with you at the beginning and end of sessions but if in depth or personal information needs to be communicated than please make an appointment for an agreed time that suits all parties.

## **PARENT COMMITTEE** **OR** **GOVERNING COUNCIL**



Our Parent committee, otherwise known as....

The Governing Council is a group of parents who participate in the management of the Kindergarten and Occasional Care.

Within the Council we aim to:

- ◇ Provide support and work in partnership with the Kindergarten Director and staff
- ◇ Create a better environment for children
- ◇ Raise funds for the Kindergarten
- ◇ Provide ongoing support and education to committee members.
- ◇ Assist with maintenance and the running of the Kindergarten.
- ◇ Ensure that all parents within the Kindergarten community have equal access to programs and support at the Centre.

We would like to welcome all parents to the Kindergarten and encourage you to join the Governing Council. Meetings are currently held week 3 and 8 of each term on a Monday 6:30pm to 8:30pm and the centre.

## **LOCAL SCHOOLS**

Most children go on to one of the following schools after completing their preschool year at Kurralta Park Community Kindergarten.

Richmond Primary School  
8 Surrey Road,  
Keswick Ph: 8293 1863

Plympton Primary School  
Owen Street,  
Plympton. Ph: 8293 1227

William Light R-7 School  
Errington Street,  
Plympton, Ph: 8297 0488

Tenison Woods Primary School (Catholic)  
68 Brooker Tce.,  
Richmond. Ph: 8352 2706

St. John Bosco (Catholic)  
19 Lipsett Tce.,  
Brooklyn Park. Ph: 8352 7073

St. George College  
75 Rose St.,  
Mile End. Ph: 8234 5474

St. John The Baptist School (Catholic)  
342 Anzac Highway,



*It is your responsibility to enrol your child in your local school or school of your choice.*

*Please let us know as soon as possible where your child will go to School as Schools need to know for staffing information.  
Thank you.*

Many schools have information mornings and are more than happy to show you around and discuss your child's needs.

## **Cowandilla Dental Clinic**

The school dental service is available to children aged from birth up until 18 at public dental clinics throughout South Australia. Dental care is provided by teams of dentists, dental therapists and dental assistants.

**For all toddlers and preschoolers dental care is free.**

The school Dental Service recommends that children have their first dental visit at around 12-24 months. The visit might include a dental check up and an application of fluoride to prevent tooth decay.

It is very important for children to develop good dental health habits early in life. Dental staff can talk to you about your child's individual dental health needs.

Your local School Dental Clinic is the Cowandilla Dental Clinic and their contact details are:

**Cowandilla Dental Clinic  
c/- Cowandilla Primary School  
Jenkins Street  
Cowandilla SA 5033  
Ph: 8352 8402**

**Open: Monday-Friday, 8:30-4:30**