



# Hawthorndene

K I N D E R G A R T E N

'Learning and growing together'

KINDERGARTEN AVE  
HAWTHORNDENE

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## Information Booklet

## WELCOME

We hope your time here will be a happy one. Your child will be encouraged to learn, to enjoy and to participate in a happy and secure environment.

## STAFF

Director - Cynthia Meredith  
Teacher - Louise Montesi  
ECW - Tess Gibbs

## SESSION TIMES

### From 2015

**Kindergarten: 8am until 3:30pm----Full days in the following pattern**

Monday/Wednesday or Tuesday/Thursday

(alternative arrangements can be made where numbers permit)

## FEES from 2014

**Kindergarten - \$150.00 per Term**

(includes: one kindy logo hat, curriculum excursions and entertainers)

*All kindergarten children receive one free kindy logo hat...extras available for purchase.*

**All money to be placed in locked butterfly cash box which is situated on the kitchen island bench. Please put your payment in a marked envelope indicating what the money is for and ensure that you have the right amount for payment. (PLEASE NOTE: A receipt will be given by the Treasurer.)**

## PLAYGROUP

Playgroup is held on Fridays mornings and is coordinated by a volunteer parent, the staff team are available for consultation at most sessions. However they will be on site but involved in curriculum preparation.

**Fees - \$3 per week.**

## WHAT TO BRING TO KINDY EACH SESSION

1. Two pieces of the following for snack times -
  - Fresh Fruit
  - Raw Vegetable
  - Dried Fruit or Cheese
  - Dry Biscuits or Sandwich
2. A small bag for your child's belongings.
3. A plastic cup (named) kept in your bag or water bottle.
4. A sun hat (kindergarten logo hat)

One morning each week the children have shared fruit. Please send a small plate of interesting savoury food or fruit to share. (Details to be advised)

## **NO NUTS OF ANY KIND ARE PERMITTED AT KINDERGARTEN.**

**This includes sandwich spreads ie: Nutella and Peanut Butter**

*Please do not send sweets, biscuits, cakes, nuts, muesli bars, chips, rollups etc., drink flasks, cordial or fruit boxes . At times other foods may be restricted also.*

*Any food covered in chocolate will be sent home as part of our healthy eating policy.*

*Water is always accessible for the children.*

## CLOTHING

For safety reasons please send your child to kindergarten in shoes which are protective and secure.

(ie: no thongs and backless shoes)

- Please name all clothing and footwear.
- We provide smocks for messy activities eg. Painting and finger painting.
- It is advisable to dress your child in clothes that are easily washed and are not worn for 'best' so that if accidents happen it will not cause distress.
- A spare set of clothing left in your child's kindergarten bag is helpful!

## HAWTHORNDENE KINDERGARTEN PHILOSOPHY

Hawthorndene Kindergarten is a

Department for Education and Child Development site (DECD).

- ensuring the provision of pre-school education and other children's services;
- ensuring the development of an accessible range of children's services to meet community needs;
- encouraging non discrimination against or in favour of any person;
- promoting parent and community involvement.

*We believe in striving for excellence. Our aim is to provide a high quality care and education service which responds to the needs and interests of your children.*

Kindergarten is a learning place where children come together in a stimulating, friendly, safe and attractive environment and are given guided learning opportunities. They learn best when the important people in their lives establish good partnerships; parents with teachers, teachers with children, and children with children.

### **Quality Improvement Plan**

This kindergarten is assessed under the National Quality Framework which is a national regulation and the staff team and governing council develop a Quality Improvement Plan each year to ensure that we are providing a strong curriculum of education and care for your children. The plan focuses on the following 7 areas:

1. Educational program and practice
2. children's health and safety
3. physical environment
4. staffing arrangements
5. relationships with children
6. collaborative partnerships with families and communities
7. leadership and service management

and is available for parents and community members to view if they wish do to so.

#### ***Our programme uses life skills to help children: -***

- use language to communicate and help their thought processes
- think and work creatively at a variety of activities
- establish self confidence and esteem
- start to become independent
- to value all aspects of diversity
- to cooperate and collaborate
- use and coordinate all parts of the body
- protect and care for other people and things
- take interest in the world around them
- be good problem solvers and decision makers.

Appropriately guided play and discovery is the process by which children learn life skills and competencies.

### **ASSESSMENT AND REPORTING**

As part of our commitment to monitoring and assessing individual children's progress we use a range of strategies to focus on the learning outcomes from 'Belonging, Being & Becoming: The Early Years Learning Framework for Australia'. This is an on-going process, both planned and informal, where information gained from/about children's knowledge, skills and attitudes is gathered and interpreted by the staff team.

Children take home their Memory Work Books to share with their families each term so that progress can be viewed together, and a written summative report is given at the end of the year. The staff are always available for informal chats about the children's learning and the children's memory workbooks are always accessible for viewing by parents. A Learning Journal collating learning experiences at the kindergarten is available at all times for parents.

## **KINDERGARTEN ENROLMENT POLICY (as formulated by DECD – Department for Education and Child Development)**

1. The policy of DECD is to provide universal pre-schooling to all children for the year prior to entry into school. In practice, this means that each child whose fourth birthday occurs on or before April 30<sup>th</sup> is entitled, to attend for one year prior to commencing formal schooling for a limited number of hours.
2. All children will enter preschool in January one year prior to commencing school.
3. Entry into pre-school is conditional on places being available at the kindergarten. In circumstances of enrolment pressure, a waiting list must be established and priority of access will be determined.

### **SUPPORT SERVICES**

Specialised help is available free of charge from qualified Speech Pathologists, Social Workers, Psychologists and a Special Education Adviser - after consultation with the Hawthorndene Kindergarten Director.

### **SEPARATING FROM YOUR CHILD**

You are welcome to stay at kindergarten with your child for as long as it may take for him or her to feel comfortable about being left.

- Prepare your child by gently talking about kindergarten explaining that they are now grown up enough to attend kindergarten without their parents. They will have lots of time to play and learn and that you will return at the end of the day to collect them.
- When it is time to go, be sure to say goodbye. *Never*, go without saying goodbye as your child may lose trust and confidence. ***This is important.***
- If you or your child is having difficulty separating and you are unsure or have any concerns please speak with one of the staff team.

### **GOVERNING COUNCIL**

The Governing Council will consist of 6 to 23 elected members of parents, caregivers, staff and community members elected to represent the preschool community. They are responsible for the whole Community, with whom, they are expected to consult. The Governing Council will be accountable to the Minister for developing, negotiating and meeting the objectives and targets in the current Quality Improvement Plan. The Governing Council is also responsible for local policy development within the broad departmental frameworks. It is responsible for administering the finances, the development of policies, and general maintenance of the building and grounds.

### **COUNCIL BEARERS UNDER THE FOLLOWING**

Chairperson	Fundraising Representative
Ground/Maintenance Person	Literacy Kit Co-ordinator
Secretary	Playgroup Representative
Library Co-ordinator	Treasurer
Hawthorndene P S Liaison Representative	

## Fees

As stated previously \$150 per term. These fees are determined by the governing council with reference to fees at similar sites in the area and the needs of the site.

## HEALTH

Precautions against the spreading of colds, viral infection and contagious diseases are very necessary at kindergarten. Parents should keep a child at home who is running a temperature, or showing any signs of being unwell.

**Children who have had vomiting or diarrhoea should be kept at home for 24 hours after the last episode.**

Please notify the staff immediately should your child contract an infectious disease eg. Head lice, ringworms and staff can advise you of how long your child needs to be absent from kindergarten. Should your child become unwell at kindergarten, parents will be contacted and asked to arrange for an immediate family member or close friend to collect the child and care for them at home.

## PHYSICAL WELLBEING

The staff team provide regular times of exercise in the kindergarten day for the children and at all times encourage the children to be active at many times during their daily life.

## MEDICINES

Staff will only administer medicines when parents/carers have brought in written notification in the form of a medical plan from the child's medical practitioner or written instructions from a pharmacist. **All medicine must be handed to staff/ no medicine should remain in the child's bag even if they have previously administered it themselves.**

## FIRST AID POLICY

If your child has a diagnosed medical condition, please ensure that you discuss this with the director on enrolment and provide the staff team with an action plan and appropriate medication.

All minor accidents will be treated by staff, recorded and reported to parents.

Should your child have a serious accident he/she will be transported by Ambulance to the Women's and Children's Hospital (accompanied by a Staff Member.)

Parents will be contacted and should provide details to their family doctor.

***NB: Parents are responsible for the cost of the Ambulance travel.***

## HEALTH EXAMINATIONS

Your child is entitled to subsidised dental treatment at the GP Plus Healthcare Centre Marion, please contact the clinic at your earliest convenience.

Child, Adolescent Family Health Services - CAFHS conduct regular medical checks at the kindergarten which include hearing and eyesight for all children between the age of 4.4 - 5+ years. The staff team will coordinate suitable appointment times with each child's family.

## PARENTAL RESPONSIBILITIES

- Parents are requested to bring their children no earlier than 8:00am ready to start the day.
- Collection of children should be no later than 3:30pm so that the staff team can finish all of their regular duties.----- should you be delayed for unforeseen occurrences please phone the kindergarten so that the staff team can let you child know to avoid causing unnecessary stress for your child.

### **Absence from kindergarten**

- If your child is to be absent for more than one day due to illness or holidays, prior notice can be sent by email or alternatively please inform a staff member.

### **Please notify the staff if there is a change to -**

- Home address/ telephone number/ mobile number/or other living arrangements
- Work telephone number
- Your child's medical conditions
- Note that children are supervised between the hours of 8:00a.m. - 3.30pm.
- **Please accompany your child safely into the kindergarten building every day** so that your child's arrival is accounted for by a staff member  
*Do not leave your child at the gate.*
- **Please sign your child in/out each day on the Sign In sheets**  
**Collection of children at the end of a session.**
- Should your child be collected by a person other than yourself, please record the person's name in the Communication column of the Sign-In sheets when you bring your child to kindergarten.
- If collecting your child at any time before 3.30pm please ensure your children is signed out before leaving the kindergarten. **(this is important for our emergency procedure requirements)**
- Please check your child's notice pocket and the white board regularly for notices, and take time to read and view the Learning Journal inside the front entrance.

- Most notices and reminders are sent by email but you may request a hard copy to be placed in your child's notice pocket.

## PARENTAL INVOLVEMENT

Your children gain in many ways by having your participation in the kindergarten program. You can help by spending an occasional session at the kindy helping the staff with odd jobs or by assisting the children with some activities.

*You can also be involved by:*

1. Joining the Governing Council.
2. Helping the children, sharing their learning, reading to them.
3. Helping with fundraising/social functions/ kindergarten activities.
4. Participating in working bees.
5. Attending Parent Meetings and special functions.
6. Helping on the washing roster.
7. Reading the notices and newsletters distributed.
8. Helping in the Library mending or covering books etc.
9. Providing parental support for excursions.
10. Caring for the pets on weekends.
11. Providing resources pertinent to the Educational Programme.
12. Sharing your resources/skills.

**All parents who are involved in the program on a regular basis will need to have a Security Check and this will be arranged by the director and attend training in Responding to Abuse and Neglect for Volunteers. This training can be arranged with the director at a mutually convenient time.**

## CHILDREN'S LENDING LIBRARY AND LITERACY KITS

Library book and Literacy Kits exchange can take place at the end or start of your child's day at kindergarten. Please speak to a staff member if you need assistance.

- Your child may select a book or a Literacy Kit for the week.
- Parents are asked to *supervise the use of books and Literacy Kits at home* and to be responsible for the replacement of books should they become lost or damaged.

***At Home:***

- **Please encourage your child to care for our books or Literacy Kits.**
- **Please keep the book or Literacy Kit in a special place (away from younger siblings.)**



## **PARENT LIBRARY**

Books, pamphlets and videos on various aspects of child rearing and development are available for parental loan. Please ask a staff member for help.

## **SMOKE FREE ZONE**

The Hawthorndene Kindergarten is a **SMOKE FREE ZONE** and parents are asked to observe the prohibition of smoking. This includes both the building and grounds area, including entrance ways.

## **BIRTHDAYS**

Children's birthdays are celebrated by singing "**Happy Birthday**" with our non-edible special cake and the presentation of a card.

Please do not send cakes, biscuits or sweets to share with the other children, as this puts unnecessary pressure on other families to do the same and is contrary to our healthy eating policy.

## **RECYCLING AT KINDERGARTEN**

Hawthorndene Kindergarten has an extensive recycling program. (see separate leaflet)

- Paper is used on both sides and paper is often accessed from large printing companies or from architects where it has been already used on one side.
- Food scraps for the worm farm, 'Bokashi' bins.
- Recycling junk material for children's activities. Boxes, lids, craft items.
- A 'pre-loved' items, (toys, clothes, books) baked goods and plant stall each term to support our World Vision Child
- 'Aerobins' and a compost bins are used for vegetation refuse.
- We welcome your 10 cent refund drink containers. These should be rinsed and lids removed prior to being brought to kindy. The large blue bin for this purpose is located near the ramp at the Kindergarten Ave. entrance.

## **TOYS FROM HOME**

**Please do not allow your child to bring his/her own toys to kindergarten** as they may become lost or damaged and tend to cause disputes amongst the children. Should your child have need for a security toy, please discuss this matter with a staff member.

*However, any toy or resource related to a particular interest or theme, which is current at kindergarten, is most welcome and should be given to a staff member for safe keeping.*

## EDUCATIONAL PROGRAMME

The staff team plan using: Belonging, Being & Becoming;

The Early Years Learning Framework for Australia.

The learning outcomes are: *identity: connection and contribution to the world; sense of wellbeing; confident and involved learners; effective communicators*

Any related resources you have to share would be most welcome.

A 'Learning Journal' which contains the term overview and weekly planning pages as well as the day to day learning experiences at kindergarten. It is a helpful resource for you to make connections with your child's learning and is available for you to view at the entrance of the kindergarten.

## EXCURSIONS

Excursions are planned as an extension of the Educational Programme. Some to local points of interest - short walks away from the centre - others take in further afield areas and require transportation. These are planned in advance and parents are notified and informed of the details of the specific excursion in writing.

We often require extra parental support on these occasions, all volunteers must have **security clearance** before the commencement of the activity.

## VOLUNTEERS

From time to time secondary school students undertaking work or community experience from local high schools and independent schools are allocated to attend our kindergarten. We also support volunteers from other organisations as appropriate, for your child's safety these volunteers are strictly supervised and have undertaken required clearances and training.

## SCHOOL LIAISON

It is important to establish positive liaison with the many schools to which the children will transition in the future.

A school transition programme and school visiting days are organised after consultation with the staff and the principal of the school involved.

Parents are notified when these visiting days will take place.

The summative report mentioned earlier is made available to the school once written permission from parents is obtained.

Each week, two of the Junior Primary classes from Hawthorndene Primary School make a regular play visit to the kindergarten and in this way kindergarten children are able to interact with older children and share some insights into the learning achievements, older children make at school.

## PARENT COUNSELLING

We offer our services for Parent Counselling about young children's education. Should you have a need to discuss any aspect of your child's development with us please do not hesitate to make a time to see Cynthia. If you need the services of a trained social worker this can be arranged.

## SUNSMART POLICY

Australia has the highest incidence of skin cancer in the world with two out of three Australians developing skin cancer at some time in their life.

Research suggests that unprotected exposure to the sun during childhood is an important factor in the development of skin cancer in later life. Damage to the skin can occur in as little as ten minutes in children and fair skinned adults.

### **Aims:**

- To ensure that all children and staff at our centre are protected from skin damage caused by the harmful ultraviolet rays of the sun.
- To promote positive attitudes toward skin protection among children, staff and parents.
- To incorporate sun and skin awareness activities into the daily routine in order to promote lifestyle practices which help reduce the incidence of skin cancer.
- To help the children to develop a lifelong pattern of responsible exposure to the sun's harmful rays.

### **Procedures:**

- Sunhats are to be worn when outside, with particular attention at the start of September until the end of April. The hat should shade the face, back of neck and ears. We also encourage the wearing of shirts with collars and sleeves. (During the winter months the children may wear a warm hat.)
- Parents should apply Sunscreen (SPF 15+) before children arrive in the morning.
- Staff will apply sunscreen to the children after lunch on long days during the first and fourth terms. If your child is sensitive to sunscreen please see staff.
- Discretion is used by staff concerning outside play during very hot weather.

**Reference:** Cancer Foundation of the Universities of South Australia  
Sunsmart Advice for Early Childhood Centres

## BUSHFIRE ACTION PLAN

- As a requirement of DECD, this kindergarten has a detailed Bushfire Action Plan and we practice Emergency Procedures each term with the children.
- In the instance of Catastrophic Fire Weather conditions being forecast, this Kindergarten **will be closed** for the safety of all.
- If you would like to know more about our action plan or emergency procedures please ask a staff member for more information.

## **DONATIONS OF FREQUENTLY USED ITEMS**

Each term the staff team request donations of the following items asking that each family supplies one which will keep fees at the current low level:

> Toilet paper > cream of tartar > plain flour > Tissues

## **CREATING WITH SCRAP MATERIALS**

At kindergarten, we make many constructions with the children using scrap materials. We would be most grateful if you could collect such scraps for us and we have listed some suggestions below, please make sure they are clean and free of any unwanted debris before leaving them at kindergarten:

*baubles*

*cardboard scrap*

*egg cartons*

*beads*

*pegs*

*sequins*

*birthday/  
Christmas cards*

*plastic containers*

*shoe boxes*

*Fabrics / Lace /  
ribbon*

*tubes*

*timber offcuts  
(soft)*

*cellophane*

*used CDs/DVDs*

*Lids*

*postage stamps*

*Magazines*

*raffia*

*boxes*

*computer paper*

*buttons*

*corks*

*net bags*

*seeds*

*new paper bags*

*cotton reels*

*calendars*

*driftwood*