Your Child begins pre-entry on_________________
and Sessional Kindergarten on_________________

Please bring a named water bottle, hat, bag, spare clothes and appropriate healthy food.

The Staff Team consists of:

Director: Kelly Grear
Teacher: Emma Schulz
ECW: Vicki Wrigley
Occasional Care Worker: Toni Rabone

Preschool Support Workers: this will generally vary from term to term.

49 Trevena Road
Tailem Bend SA 5260

Phone: 8572 3348
Fax: 8572 3192
Email: kindy.director@tailemkgn.sa.edu.au
Lunch Care Duties for Parents

Time: The Lunch Care program begins at 11.20am and finishes at 12.15pm.

Staff: Direct children to wash hands, use toilet, instruct them to find their lunch box, and to sit in designated area (indoors/outdoors depending on weather).

Parents: Assist children with their lunch, ie: opening packets, finding spoons. Encourage children to sit quietly with their friends. Staff can assist with appropriate behaviour if needed.

Please help children adopt 'Social Skills', eg: eating sandwiches first, eating with mouth closed, not talking when eating, saying please/thank you, and caring for their property, eg: putting lunch boxes in bag when finished, rubbish in bin, cutlery in the sink, and getting themselves a drink.

Children are to stay seated until they have finished eating. Once possessions are put away, tables wiped and chairs tucked under, children may choose a book or puzzle, until a parent is able to supervise a short play outdoors; until 12.15pm.

Please assist in wiping tables, sweeping floor and general tidying up once children are back inside for a short rest period (Thursdays only at this time).

Please note: Young children are welcome to come with you on the Lunch roster.

If unable to attend on your nominated day, please attempt to find a replacement yourself.
Grievance Procedures

At times families may have grievances or concerns that need to be resolved. Usually a simple discussion can clarify the situation. You can discuss your issues with any of the staff members.

If you feel that the situation has not been resolved we encourage you to take the following steps:

1. Talk to the Director
2. If unresolved, discuss with a Governing Council member or come to a meeting to discuss openly.
3. Speak to David Jolliffe, the District Director who can be contacted on 8532 0700.

Fundraising

During your child’s year at Kindy there will be ongoing fundraisers. We ask that you support the Kindy with these, to assist us in providing valuable curriculum resources for your children. Some may find that due to school card, fees at School can be considerably less than at Kindergarten. This is due to the fact that the government provides more support to its compulsory services. Since Kindergarten is not compulsory, our fee structure and Fundraising efforts may appear to be higher.

Welcome to Tailem Bend Kindergarten
A PLACE WHERE CHILDREN GROW

We welcome you and your child into our kindergarten community and hope that your association with us will be a very rewarding and enjoyable one.

This booklet has been prepared to provide you with information about the centre, how it operates and how you can be a part of it.

Operation Times

Occasional Care
Tuesday mornings: 8.45am-11.30am
Tuesday afternoons: 12.15pm-3.00pm

Pre-entry
Negotiated with Staff

Sessional Kindergarten
Morning 8.45am—11.30am
Afternoon 12.15pm—3.00pm

Sessions Available
Tues am & pm, Thurs am & pm
(Staff are on site Wednesdays as part of their planning and programming time).

Playgroup Contact:
See Staff for name & phone number.
Families are asked to note the session times. Adherence to these times ensure that children are safely and adequately supervised.

Any variations required to these times must be negotiated with staff. Prior to each session staff are involved with setting up, discussion around curriculum areas, and sharing of information (often confidential), which is vital for an effective program.

Fees

Pre-entry: $20.00 term

Sessional Kindergarten: $45.00 term

Occasional Care: varies between $1.50—$5.00/session

Emergency Care: $5.00 per session

Your fees help support the financial structure of the Kindy. Kindergartens receive very little Government funding and need to be mostly self-supporting. The funding we do receive is expected to help with the cost of utilities such as power, water, phone etc. Your fees contribute to covering costs of materials, resources, supplies, cleaner costs, and maintenance costs.

Fundraising helps meet shortfalls and assists with improvement plans i.e. new equipment, furniture, books, games etc. If you have any problems, please do not hesitate to speak to the Director.

All information is treated as strictly confidential.

Notice Board

A ‘Notices of Interest’ board is located near the children’s pockets, and a whiteboard is mounted on the back wall of the Kindergarten. These have essential and interesting news items relating to services, happenings, reminders, rosters and developments within the community.

We ask you to read them regularly.

Governing Council

The parent volunteers who form our Governing Council are elected each year to manage and coordinate centre operations in partnership with staff. We encourage your participation at this level as the quality of our service relies on the effort and support of the families in the centre. The committee meets twice a term and is an enjoyable way of getting to know other families and gain valuable insight into the day to day running of the kindergarten.

Parents are welcome to:

- Attend as an observer at any time
- Join the Governing Council or any of its sub-committees at any time throughout the year (numbers permitting).

Consultative Structure

This structure allows parents and service providers to have their say about children’s services in South Australia. It provides parents with an opportunity to raise issues that affect your child in a friendly relaxed atmosphere and is made up of parents and other service providers from within the diverse range of facilities provided by DECS.
- Donate boxes, collage materials, paper
- Take home an odd job (sewing, toy repairs)
- Come to Family Nights/ happenings at kindergarten
- Help with fundraising
- Demonstrate a craft, play a musical instrument, or help with cooking or gardening
- Provide support for excursions or staff emergencies
- Read notices and newsletters
- Assist staff in developing resources
- Pick up supplies and shopping
- Help with rosters (end of term clean-up, lunch-care)
- Do dishes daily & help with general tidying of the kindy at the end of session.

Visitors to the Centre
You are considered a visitor to the centre if you stay longer than 10 minutes. You may stay to read a story, help with activities etc. If so, please sign the visitors book and sign out when you leave. This is a safety measure, part of the Occupational, Health & Safety requirements. In case of an emergency we must be aware of all persons on site.

Pockets
Each child has a mailing pocket into which newsletters, excursion notes, Child & Youth Health notices, receipts etc are placed. Please check these daily/weekly.

Newsletter
To keep you informed about kindergarten events and experiences, a newsletter is prepared on a regular basis and placed in your child's named pocket. Newsletters form a very important part of communication within the kindergarten.

Services

Sessional Kindergarten
Children spend four terms in sessional kindergarten. The Curriculum they participate in is play based and assists them in developing their life skills and competencies.

Pre-entry
One term is of pre-entry is offered prior to sessional Kindergarten. This is a non-funded program and provides children with an introduction to Kindergarten as well as the opportunity to socialise and participate in a range of play experiences while becoming familiar with the staff and routines of the centre. Children commence in the term of their fourth birthday.

Occasional Care
This is a funded program provided to children 2 years of age and over. It has been designed for parents/caregivers who stay at home with their children. There are limited places and children need to be booked in prior to attending.

Emergency Care
This service is provided on a needs basis, particularly if families cannot access alternative arrangements of care. Families need to negotiate with staff.
Special Services
Children who may have additional needs, for example speech and language, developmental delays, identified disabilities, high intellectual potential, language other than English or English as a second language are able to access support through discussion with the Director. Support may include staff training, Speech Pathologist, Special Educator, Psychologist, additional staff support, bilingual support, Early Learning support or through partnerships with other specialist agencies.

Children's Library
Literacy skills are developed through reading, writing, speaking, listening and viewing. We acknowledge that these skills are already developing at home and wish to support this by encouraging the borrowing of kits from our Borrowing Kit trolley. Please see staff if you haven't already received a consent form for your child to take part in this.

Adults Library
Resources ranging from behaviour management, raising happy children, learning language, developing social skills, protective behaviours as well as a range of videos are available for borrowing. Articles are also available for photocopying. Feel free to ask any of the staff for assistance. If there is specific information required please talk to staff who will ensure that your needs are met.

Please record any changes when leaving your child. (This is in the interests of keeping your child safe). If you are unable to do this, please phone us of any changes and staff will record in the variation book.

Emergency Plan
Person to notice emergency immediately alert all staff.
1. Director to determine evacuation plan (front gate, double side gate). Sound warning signal (whistle by front/back/office doors). Phone emergency services.
2. Teacher to collect roll book and children, take them to determined evacuation point; check roll.
3. ECW to collect First Aid Box, check all play areas and ensure no children are left behind.
4. Decision taken to move to Pine Street (opposite centre) if necessary.

FOR YOU
Parent Involvement
We are aware of the many demands on your time and appreciate that while you are interested in your child's kindergarten experience your involvement may be restricted. There are many ways to be a part of the centre and we encourage you to participate in whatever way you can.
You may choose to:
• Join the Governing Council
• Help check-in and/or check-out the Borrowing Kits
• Stay and play a game/puzzle or read a book to your child and a few friends
Sunsafe
To protect children from harmful rays of the sun, children are encouraged to play in shaded areas between 11.00am and 2.00pm, especially on high risk days. All children must wear a hat (preferably one that covers the ears and back of neck) to be able to play outside. Parents are asked to apply high factor sunscreen and we seek your permission on enrolment, for staff to reapply sunscreen as necessary.

Child and Youth Health
During your child’s time at kindergarten, the Nurse from C.A.Y.H. (formerly CAFHS) organise a screening to check children’s vision, hearing and general development at the local hospital clinic. Each child is eligible for an appointment sometime between 4yrs 3mths and 5 years of age. There are forms and questionnaires to fill and return to the kindergarten prior to an appointment. Parents are required to go with their child to the appointment. If there are any areas of concern the Nurse will refer the child on to the appropriate professional.

Safety and Security
Releasing Children
It is most important that staff know the parent or caregiver who brings and collects each child. If a stranger is sent without notification to the kindergarten the child may not be released into his/her care.

Variation to Picking up Dropping off of Children
There is a drop off/pick up book on the kitchen bench, to record any changes to who will be collecting your child from the centre.

Our Kindergarten Curriculum
Young children are active learners who construct their own understanding and knowledge of the world. Play is an essential aspect of learning for young children and planning for play is a central component for the staff at our Kindergarten so that the curriculum we provide supports and extends children’s Learning and development. We endeavour to do this by seeking initial information from parents and observing children at play, which in turn informs our teaching practice.

Our curriculum is based on our knowledge of children’s developments as well as our curriculum document “SACSA” (South Australian Curriculum, Standards Accountability Framework). Where possible, we provide a termly overview for parents which is located on the wall (near office door) and a fortnightly plan to ensure that the program reflects children’s current interests, needs, and skill acquisitions.

We are committed to providing an environment that provides children with:
- Interactions which promote learning, caring relationships and a positive self-concept,
- Time for active exploration and manipulation of the environment,
- New and exciting challenges which foster children’s development, with a variety of high quality materials and resources,
- An opportunity to choose and take control of their own learning,
- Continuity of experiences and flexible routines.
Reporting to Parents
is achieved by:

Discussion
The Staff are always willing to talk about your child’s progress, but at times, may need to make an appointment with you for a time that’s suitable for all parties. Parents may also contact the kindergarten by phone or email.

Photo displays
Reporting visually about experiences your child has participated in at kindergarten.

General displays
Showing work samples of children’s learning and the knowledge, skills and attitudes acquired.

Newsletters
Informing you of the variety of experiences and events that have been happening at kindergarten.

Portfolio Books / ILP’s / Summative Reports
This is a formal system that staff use to report back to families as well as your child’s school about the progress that children have made whilst at kindergarten. Portfolios can be viewed at any time—just ask a staff member.

Head Lice
As this appears to be a highly emotive issue, clarification was sought from the local Health Inspector, the SA Health Commission, and our Department as to the processes that need to be followed:

- Children with both confirmed and suspected cases need to be excluded from the Kindy (policy of the kindergarten is that exclusion is for 24 hrs). Staff do not need to inspect children prior to informing parents of a suspected case.
- Children, along with the whole family (as well as bed linen, clothing etc), need appropriate treatment (needs to be a chemical in conjunction with other treatment that families feel comfortable with). The Health Commission have stated that the electric comb is not acceptable as an only form of treatment but needs to be in conjunction with other chemical treatment. Vinegar is not considered to be a treatment, rather it is used to make dead eggs come off the hair shaft a little easier.
- Always treat again 7-10 days following initial treatment, to kill any eggs that have survived and hatched.
- The Centre have the right of refusal if children are not treated appropriately, since we have a responsibility to attend to the health needs of all children. The child may be reinspected by staff before parents leave, and before the child is readmitted to the centre.
- Please note that not all families have given their approval for us to check their child, nor do all families regularly inspect their children, so staff cannot guarantee control over existence of head lice at the centre.
- If an epidemic arises, then our local Health Inspector will visit the Kindy and will inspect the children (with or without consent, preferably with) as part of the community responsibility in dealing with an epidemic. This would then be followed up with a home visit.
### Disease Action

<table>
<thead>
<tr>
<th>Disease</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infectious Hepatitis</td>
<td>Excluded until medical certificate of recovery is produced. If this is not available, re-admit once symptoms have subsided.</td>
</tr>
<tr>
<td>Influenza and Similar Illnesses</td>
<td>Exclude until well.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well.</td>
</tr>
<tr>
<td>Measles</td>
<td>5 days from the appearance of rash or when medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude until fully recovered.</td>
</tr>
<tr>
<td>Ring Worms</td>
<td>Not excluded if confined to part of body which can be adequately covered and appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Rotavirus</td>
<td>Exclude until vomiting, diarrhoea has ceased.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude 5 days from the appearance of rash.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases.</td>
</tr>
<tr>
<td>Streptococcal infections (including scarlet fever)</td>
<td>Exclude until appropriate medical treatment is given and a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until a medical certificate from an appropriate health authority is received.</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea is present.</td>
</tr>
</tbody>
</table>

**FOR YOUR CHILD**

**Fruit Nutrition**

Children eat their fruit at a set table and at any time they are hungry during the session. Children are encouraged to wash their hands first and then eat at the fruit table. When they are finished eating, they wash their plate and utensils, leaving it clean for the next child. Some children are hungry early in the session, others are very busy concentrating at an activity, playing a game, or creating; thus by making a choice about when to eat ensures they are not interrupted at a vital point in time.

We recommend that children bring nutritious food such as fresh fruit, dried fruit, cheese, edible vegetables (carrot, celery, cucumber etc.). Food scraps are collected and given to the chooks next door, any left over fruit is either taken home by children, or is saved for cooking. Nothing is wasted.

Please see your copy of our 'Nutrition Policy' for further information on healthy eating at kindy.

*It is important to note that we are a 'Nut-Free Kindergarten' to safeguard the health of children with allergies.*

**Drinks**

Please provide a bottle with water for your child to drink during the day. Water is available for children if they forget.

It is the centre’s policy that children do not bring cordial, juice or store bought drinks as they then have a tendency to share, thus risking the spread of infections. Sweet drinks also encourage ants.

(Water is the best thirst quencher in warm weather).
Clothing and Hats

Children coming to kindergarten need to be in comfortable, practical clothing in which they can climb easily and can manage on their own for toileting. As active participation is encouraged, children may feel restricted if they are concerned about getting dirty. Please pack a spare set of clothes in the event of an accident. Children need to wear hats (please name) when engaging in outdoor play.

Lost Property

It is advisable to have your child’s clothing, shoes and bag named as these articles are often ‘mislaid’. When Staff find items, they are placed in your child’s pocket or given directly to you or your child. All items left unclaimed are recycled (to St. Vinnies) at the end of each term.

Toys

Children are encouraged to keep toys home since at times, they are lost, broken, coveted, create disputes, borrowed etc. The loss or destruction of a loved and valuable toy can be upsetting for both the child and the parent/caregiver. If there is a need for a security toy, please discuss the matter with staff. Any resources that children may find or gather are more appropriate to share eg bones, nests, feather, insects, snake skins, shells etc.

War toys and/or toys that lead to anti-social, aggressive play are discouraged from being at the Centre.

<table>
<thead>
<tr>
<th>Disease</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude for 7 days from the appearance of spots or until all lesions have crusted</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge has ceased</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased</td>
</tr>
<tr>
<td>Giardia</td>
<td>Child with infectious diarrhoea should not attend</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Hand Foot and Mouth Disease</td>
<td>Exclude child until well and all blisters have dried</td>
</tr>
<tr>
<td>Haemophilus type b (HIB)</td>
<td>Exclude until medical certificate of recovery is received</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Exclude until effective treatment has been carried out</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of Jaundice or illness</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
</tr>
<tr>
<td>Herpes (“cold sores”)</td>
<td>Young children unable to comply with good Hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible</td>
</tr>
<tr>
<td>Hookworm</td>
<td>Exclusion not necessary</td>
</tr>
<tr>
<td>Human immune-deficiency virus Infection (HIV AIDS virus)</td>
<td>Exclusion is not necessary unless the child has a secondary infection</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
</tr>
</tbody>
</table>
Smocks
We provide a few smocks for the children when painting etc. If you are concerned about their clothes you can provide a smock for your child, or alternatively, send them in old clothes that can be stained or dirtied, or one of the kindergarten T-shirts available for purchase.

Book Club
Parents/Caregivers are able to order good quality books for children. Please pay with order.

Health and Safety
Please keep us informed of any medical conditions or allergies that your child develops, and phone the Kindy if your child is going to be absent. Help check the spread of infection by keeping children at home if they are unwell, and notify the Kindy if your child is suffering from any communicable/notifiable disease. (See next page). Always ensure that the kindergarten has your work number and your caregivers number.

Medication
Please notify staff of any allergies your child may have. Supply medication if required and a consent form needs to be signed on the days your child attends (kept with first aid above the fridge). Hand any medication on to staff, as it is not safe in your child’s bag.

Birthdays
Due to the fact that children often attend for up to 2-3 years (if in occasional care), birthdays can become quite hectic at the centre. For this reason we tend to only celebrate a child’s fifth birthday as it is one that marks a time of significant change as they move off to school. Please remember that this is optional but should you wish to celebrate your child’s birthday at kindergarten, we prefer that you only send cup cakes on the day. Check with staff as to the numbers of children.

Lunch-time Care
Lunch-time care is in addition to session time and should be not considered as part of the kindergarten session. Staff are required to have a lunch break so support for this program is provided by parents and/or volunteers. A roster is supplied at the beginning of each term for you to choose a day suitable for you. It is up to you to swap or change with other parents/caregivers if this day becomes unsuitable. Parents/ Caregivers are encouraged to pack a nutritious lunch for their child. This service is evaluated by the Governing Council from time to time. (See back of book for lunch time duties).

Transition to School
Children are generally involved in school visits in the last few weeks of term. Schools will notify you by letter when your child is due to start and the times they can attend. The routines for these can change depending on the classroom teacher at the time.