WELCOME TO PARALOWIE KINDERGARTEN!
The staff and Governing Council welcome you and your family to this kindergarten, and look forward to sharing a year of fun and learning. We hope that this booklet will answer most of your questions about the services we offer, but please don’t hesitate to ask if you require more information.

Staff
Director: Lisa Jackson
Teachers: Di Watkins, Cindy Taverner
Early Childhood Worker Bi-lingual assistants Support Workers
All staff, visitors, students and volunteers are identified by their name badges.

SERVICES OFFERED:

Sessional kindergarten (From Term 1, 2015)

In 2010 the Federal Government introduced Universal Access funding. This allowed kindergartens to increase attendance hours for all children to 15 hours per week/30 hours per fortnight. This funding was allocated for a 5 year period. The 5 years will finish at the end of 2014. At this stage it is not known whether further funding will become available to allow this program to continue.

There are, therefore, two possibilities for sessional hours for 2015; with Universal Access funding and without it.

With Universal Access:

Children will attend 30 hours of sessional kindergarten per fortnight; this will be comprised of 4 full days and 1 half day. There will be a Monday, Tuesday group and a Thursday, Friday group. These will be full day sessions 8.45-3.30 (6 ¾ hours). Children will also attend alternate Wednesday mornings for 3 hours. IE. 6 ¾ x 4 = 27 hours, plus 3 hours = 30 hours in total.

Without Universal Access funding:

Children will attend 24 hours of sessional kindergarten per fortnight; this will be comprised of 4 full days. There will be a Monday, Tuesday group and a Thursday, Friday group. These will be full day sessions 8.45-2.45 (6 hours). IE. 6 x 4 = 24 hours.

Playgroup
Playgroup is run by parents in a separate playgroup room.
Tuesday and Wednesdays : 9:15 a.m. - 11:30 a.m.

Attendance cost $2.00 per family per session. This covers tea, coffee and all materials used. Membership of the Playgroup Association incurs a fee to cover insurance. This also offers other benefits. This insurance fee, of $30 per family, is payable separately on an annual basis.

Fees
$70 per term. The income received from fees is used to pay the kindergarten running costs and to buy materials and equipment for the children, so it is important that fees are paid regularly. Fees are to be paid each term. Plastic envelopes are available at the kitchen counter. Please give the correct money in the envelope to a staff member and initial the ‘Monies Received Register’ located on the counter together with the staff member. Please note we are not able to give change. Fees can also be paid via direct deposit, bank details are included on the fees tax invoice provided. Alternatively, arrangements can be made via Centrepay that fortnightly deduction from your Family Tax Benefits will be forwarded by Centrelink.
The treasurer will place a receipt in your note pocket the following week.
If you have any difficulty in paying the fees please talk with the Director about other arrangements.

**Support Services**
The services of speech pathologists, social workers, psychologists, special educators and support workers, are available through the Department for Education and Child Development.

**Parent Library**
A small selection of books is available for loan, on a variety of topics you may find interesting. Please fill in the ‘Borrowing book’ with name and book title.

**WHAT TO BRING TO KINDERGARTEN:**

**Kindy bag**
Bring 2 small snacks, lunch and spare clothes. All items are to be named. We request that all ‘treasures’ or creations remain at home.

**Lunch and Snack Arrangements**
*Due to a number of children in the community who have nut allergies of varying severity it has become necessary for us to implement a nut free policy at the kindergarten. Please ensure that you check labels on any packaged lunch foods.*

Paralowrie Kindergarten’s philosophy is that children should develop within a healthy, safe, caring and supportive environment. An important part of this is the healthy eating policy which is implemented at the kindergarten.

Our healthy eating policy asks that you provide a *snack of only fresh fruit and vegetables or a piece of cheese.*

**Lunch:**
Parents will need to supply a healthy, nutritional lunch as described in our Healthy Eating Policy in line with DECD Policy regarding healthy eating.

- Sandwiches, wraps with healthy fillings are suitable. Extras could include vegetable sticks, cheese, cherry tomatoes, yoghurt (not custard) and fruit of all kinds.
- No cordials or highly sweetened juices including fruit boxes to be sent to kindergarten.
- No pre-packaged or homemade food that is high in sugar, fat, or salt e.g. chips, burger rings, lollies, cakes or sweet biscuits, fruit bars, roll ups
- Our Allergy Aware Policy also prohibits sending the children with peanut butter or Nutella sandwiches or any other products produced on lines which also process nut products. Please note that almost all crackers are processed on the same lines as items that contain nuts and are, therefore, not suitable for kindergarten.
- Consider the heat and what is suitable to pack. All children require a lunch container with a frozen cold pack.
- At Paralowrie Kindergarten we have a strong focus on sustainability. Please consider the packaging used for children’s snacks and lunches. Whenever possible please use reusable containers or recyclable packaging such as zip lock bags.

Children will need to place their lunch in the large blue esky/cooler located near the rear door in a labeled lunch box, while a separate snack remains in their bags for morning and afternoon tea. Children are able to eat their own snack at any time during outdoor play-time. If your child does bring inappropriate foods the food will be sent home and your child will be offered an alternative. **No nuts or nut products will be used in the kindergarten’s play activities or cooking program.**

**Clothing**
Please send children in play clothes that are suitable for your child when taking part in a variety of experiences such as running, climbing and messy activities such as painting. To encourage
the children’s independence when going to the toilet. Clothes should be easy for them to manage.
Please put a set of spare named clothes in your child’s bag in case they get wet.
We encourage you to name all belongs, eg. Shoes, bags, snack boxes, clothing.

Footwear
Sandals, lace-up shoes or sports shoes with velcro strips are most suitable for kindergarten activities. Thongs or clogs are not suitable or safe, particularly for running and climbing.

Sun Hat  
(INFORMATION FROM OUR SUN SAFE POLICY)
Children must have a named broad brimmed hat, or a bucket hat when outside during term 1 and term 4. All children will be supplied with an appropriate hat when they begin kindergarten. These are to be kept at kindy. If a child loses their hat parents will need to purchase a new one. Children will be encouraged to wear shirts or T-shirts and at least elbow length sleeves and longer style shorts/skirts.

Sunscreen Permission
Children will require parental consent for staff to apply sunscreen when they play outside after lunch. Please apply sunscreen to your child before arriving each day.

WHAT NOT TO BRING:
Please do not send:

*Bottled Drinks* – Fresh water is supplied and encouraged at kindergarten as part of our health program. Drinks in bags can leak or be mistakenly drunk by another child whose bag looks the same.

*Toys from home.* We enjoy sharing a special toy or book your child has brought to show us, but unless we ask for them to be left at kindergarten to be included in our program, we ask that they be taken home to avoid the risk of being lost or broken.

OTHER INFORMATION:

**Update Information**
It is *important* to inform staff of any changes to you or your child’s personal details as soon as possible ie. New telephone numbers, change of address or emergency contact details to avoid any communication delays.

**Washing**
We would appreciate it if you could help us by doing a bag of washing at some stage during your child’s year at kindergarten. However, if it is inconvenient when we ask, just let us know.

**Lost property**
All items of lost property are placed in a box just inside the doors, under the art preparation table.

**To find out what is happening in your kindergarten, local schools and community, please check:**

*Note pockets* - Please check your child’s note pocket daily. They are used for all newsletters, notices, receipts and notes about any first aid given to your child during the session.

*Kitchen Counter* - There may also be notices on the kitchen counter or on a sandwich board outside.

*Notice board* – Community, local schools and Kindergarten information is on display.

*Curriculum / Program / Policy Information* – Please read if you would like to know more about what we do and why.

**Excursions**
Occasionally children go for short walks outside the Kindergarten, eg to the adjacent oval for nature walks or ball games. A Permission slip is provided at the time of enrolment.
If the children are to go on long excursions a separate consent form will be sent out for you to sign to give your child permission to go.
School Enrolments and Visits.
You are asked to enroll your child at the school of your choice at least 6 months before they are due to start.
The school will notify you regarding school visits before your child is due to start. These visits help the children (and parent) to settle into the new environment before they start full time. Parents are responsible for organizing the time to take their own child to these visits.

Dental clinic
Kindergarten children are eligible for free dental care through the school dental service. The closest clinic is located at the Salisbury Dental Clinic, adjacent to Hollywood Plaza.

Mandatory Reporting
As required by SA Government Legislation, as teachers and care-providers of children, we are legally obliged to report any suspicion or incidence of child abuse.

HEALTH ISSUES:

Headlice
Sometimes preschools offer to arrange head checks if there is a community outbreak of headlice. A provision on the enrolment form is provided to gain consent for your child’s head to be inspected if the need arises.

Medication
(INFORMATION FROM OUR POLICY)
It is a requirement that any child attending any service at the kindergarten, who needs any medication to be administered by staff MUST have a signed form from the child’s doctor. Medication must be in the original container, labeled with the child’s name, dosage and instructions. All medications, including asthma puffers, must be handed to staff at the beginning of each session.

Medical conditions / allergies / infectious diseases.
As advised by the National Health Research Council we ask that you please notify the staff if your child has an infectious disease, allergy or medical condition. Help to reduce the spread of infection by keeping your child at home if unwell. If you are unsure how long to keep your child at home, please do not hesitate to check with staff. Parents/caregivers will be informed by means of notices about common infectious diseases in the kindergarten.
If your child becomes ill while at kindergarten, you or the contact person you nominate will be contacted to take the child home. An ambulance will be called for all emergencies. The fee is payable by the parent.

Hygiene Practices / Universal Precautions
(INFORMATION FROM OUR POLICY)
This kindergarten has policies and practices in place, to prevent infection from diseases including HIV and Hepatitis. (Please refer to the Policy folder for more information). Children are taught about hygiene and safe handling of blood at kindergarten, including

- Blood can carry viruses that can make us sick.
- All blood spills need to be covered.
- It is not safe to handle someone else’s blood.
- It is safe to handle your own blood.
- When assisting injured people, disposable latex gloves should be worn.

Standard hygiene procedures such as hand washing are adhered to by staff at all times, and taught to the children. Children are encouraged to be as independent as possible with personal hygiene and first aid.
It is centre policy for all staff to be trained in first-aid, Asthma and Anaphalaxis Management.
Confidentiality – The confidentiality of parents and children will be protected at all times.
**DELIVERING AND COLLECTING CHILDREN:**

- When entering or leaving through the gates, please ensure that they are closed.
- Ensure that your child is inside the preschool building before leaving.
- Always inform a staff member when you are taking a child from the preschool grounds.
- At the end of session group time, please wait for a staff member to say “Goodbye” to your child before leaving.
- Make note of the session times and pick your child up promptly. It can be distressing for a child to be left waiting at preschool. **If you are likely to be late, please notify us.**
- Please do not interrupt group time, to take children early, unless there is no alternative. Group times are an important part of our learning time.

Car parking is available in front of the kindergarten and in the football oval car park next to the side gate. **Please observe the 25km zone on the roads around the kindergarten and 10 kmh in the car-park area.** We ask you **not** to park in the staff car park, as spaces are needed for emergencies or specialist staff.

It is the responsibility of each parent/care-provider to bring their child into the kindergarten at the beginning of each session, so that staff can greet them.

Should you arrange for someone other than yourself to collect your child, we require **written permission** and the person must provide photographic identification. **This is for the protection of your child. To avoid any embarrassment please pre warn any unfamiliar adult that they will need to provide identification.**

Permission forms are given at enrolment. Alternatively, there is also a register that **must** be completed by a parent when arriving at the beginning of the session. Please check with staff that they are familiar with the adult who will be collecting the child (even if it is the other parent). If you are unavoidably delayed, please let us know so we can reassure your child.

**Visitors book**

For safety reasons, adults who stay for longer than 15 minutes, are now required by the Department to sign in and out of a visitor’s book, located on the kitchen bench. If staying for the session, you will also be required to wear a visitor’s badge.

We ask that you observe the session times. The staff request that children and their families arrive no earlier than the session starting time as staff are preparing for the session. Gates and doors opened at 8.35. If you arrive a bit early, please stay with your child inside until **8.45 a.m.** Please feel free to read a story or do a puzzle.

**COUNTER DISASTER PLAN/EMERGENCY PROCEDURE:**

**INFORMATION FROM OUR POLICY**

In case of an emergency it is important that we know who is in the kindergarten so **please make sure that a staff member knows that your child has arrived at kindergarten.**

As a parent/caregiver or visitor to our centre, it is important that you are aware of our emergency procedure. This is clearly posted in all rooms, so please refer to it for more information. We have two emergency evacuation areas, depending on the location of the e.g. fire.

- The staff car park
- The football club car park

Children and staff practice both evacuation and invacuation procedures each term. Staff ensure that children understand what is occurring and the need to practice regularly, while remaining calm and reassuring.

**ATTENDANCE:**

The importance of regular attendance at preschool and school cannot be overstated. The likelihood of success in learning is strongly linked to regular attendance and appropriate
participation in educational programs. It is crucial that children and students develop habits of regular attendance at an early age. Regular attendance has significant benefits for children/students, parents and the community.

**Regular attendance can result in the following benefits:**
- Opportunities to make friends and maintain relationships.
- Development of social skills.
- An increased likelihood of success at school.
- Getting the maximum benefit from school will help optimise life choices.
- Supports the development of skills and attitudes that will support later success; such as, self-discipline, punctuality, being organised and sticking to routines.

The more a child attends preschool/school the more they will learn. This will probably mean that they enjoy preschool/school more!

Children and students who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential and are disadvantaged in the quality of choices they are able to make in later life.

**These learners may:**
- Feel insecure at preschool or school.
- Have gaps in their knowledge and understanding of basic concepts.
- Be socially isolated.
- Place themselves at risk of harm during absence.
- Be more likely to be involved in socially unacceptable and/or illegal activities.
- Be more likely to leave school early.
- Be over-represented in the juvenile justice system.
- Be the victims of bullying or harassment.

Parents who make regular attendance a priority are also helping their children to value learning and to accept responsibility. These are important lessons for life. Attendance patterns and attitudes to school and learning are formed early. Children who develop good attendance habits in the early years are more likely to maintain them throughout their school years. This is vitally important because students who do not attend regularly miss out on carefully planned sequences of instruction and on active learning experiences and class participation.

**At Paralowie Kindergarten we work hard to:**
- develop and maintain strong relationships with all of our families.
- ensure the learning program is accessible for all children.
- provide a safe and welcoming learning environment.
- support families who may be experiencing issues regarding attendance.

If your child is going to be absent for any reason please advise the kindergarten as soon as possible by phone call, text message or email. If advice of absence is not received a text message will be sent requesting the reason.

**PARENT/ FAMILY/ COMMUNITY PARTICIPATION:**

At Paralowie we value, welcome and encourage the participation and involvement of families and like to work together to create a positive environment for the children. To help us do this we would appreciate hearing about you, your family, values, beliefs and traditions. There are many ways you or other members of your family can be involved in the kindergarten. For example you may like to:
- Share special things, interests or skills with us e.g. music, cooking, story-telling, language.
- Participate in sessions or excursions.
- Contribute to the program with suggestions, resources, and ideas.
- Be involved in our Governing Council meetings or functions.

When your child first starts kindergarten, feel free to stay to help him/her settle into an activity. Staff will talk with you about how best to make the transition, as each child is different. Some
children are eager for parents/caregivers to go, while others need a little more time. We want it to be a happy and positive time for all.

The staff make observations of your child and collect samples of their involvement in activities. When children are leaving to go to school it is the responsibility of the kindergarten staff to provide a ‘Summative Report’ for parents and the school. The report will be an overall summary of your child’s development in all curriculum areas.

**GOVERNING COUNCIL:**
A Governing Council manages the kindergarten. The council works with the Director and staff in fundraising, policy making, managing finances, maintaining and improving facilities and resources. The Governing Council meets twice per term, with an A.G.M. at the beginning of the year to elect office bearers. Parents are welcome at all times. Meetings are a good opportunity to talk with other parents, learn more about your kindergarten, participate in decision making, and contribute to ensuring that the kindergarten reflects the quality of education you want for your child.

**DONATIONS:**
The Governing Council have agreed to maintain fees at the present level by asking each family to provide one of the following items each term:- packet of dish sponges, packet of straws, packet of scouring pads, bag of cotton wool balls, Trix detergent, packet of envelopes, bag of cooking salt, packet of doileys, packet of brown paper bags, bag of plain flour, packet of paper plates, packet of patty pans.

We request that a packet of tissues and toilet paper be donated when your child starts preschool.

Small and large cardboard boxes eg. Cake mix boxes, cereal boxes are used for construction by the children. Please collect them and bring them to the kindergarten. No milk bottles or cartons, toilet rolls or packets from medications will be accepted due to health regulations.

**PARALOWIE KINDERGARTEN GARMENTS:**
The kindergarten has available Windcheaters- $12.50, Track pants- $12.50, Bucket hats-$8.50, T-shirts- $9.00 with the kindergarten logo. Please note that correct change is required to purchase these garments.

All garments are available in various colours. Please see a staff member if you wish to make a purchase.

**PARENT GUIDE TO RAISING A CONCERN OR COMPLAINT:**
We all expect quality and expert care and teaching for your child in order that they achieve their potential. Working together will give us the best chance of solving a problem that may arise during your child’s year in preschool.

We also recognise that at times things may go wrong. If you have a concern or a complaint, we want you to let us know. It’s important to learn from mistakes or misunderstandings so that we can improve your child’s experience and learning, and also improve processes where possible.

The first step in working through a complaint is to talk to your child’s teacher, and then the Director if you still are not happy. Ask a staff member for a copy of the preschool’s Parent Guide to Raising a Concern or Complaint brochure. Steps guiding how complaints should be made are explained in the brochure.

Use this guide to help you think through what you are concerned about and how to resolve the matter respectfully and effectively.

**About complaints or concerns**
This information may be helpful in explaining what a complaint is:

A complaint may be made by a parent if they think that the kindergarten has, for example:
• done something wrong
• failed to do something it should have done
• acted unfairly or impolitely.

Your concern or complaint may be about:
• the type, level or quality of services
• the behaviour and decisions of staff
• a policy, procedure or practice.

Sometimes a complaint is about something we have to do because of State or Federal law. In such cases we are able to talk to you about the matter and help you understand the requirements and why they exist.

If you’d like more information please contact the Director or visit the department’s website at www.decd.sa.gov.au/parentcomplaint or email DECD.parentcomplaint@sa.gov.au. There is also a Free call number 1800 677 435.

**POLICIES:**
Please note that kindergarten policies are developed, regularly reviewed and approved in conjunction with Governing Council. All policies are available for parents/carers to read. Please ask if you are interested.

**PARALOWIE KINDERGARTEN EDUCATION PHILOSOPHY**

We believe that children:
• Have different needs, abilities and interests.
• Should feel safe, respected and valued.
• Learn best through play in a planned, challenging and stimulating environment that encourages creativity, independence, exploration and success.

The program we offer:

• Is responsive to the changing needs of children and families.
• Is based on our knowledge of child development, best practice, continuing observation and assessment, and curriculum documents such as ‘Belonging Being and Becoming’ the Early Years Learning Framework for Australia, the principles and the quality areas of the National Quality Standard and the underpinning principles and focus of Reflect, Respect and Relate.
• Is based on principles of equity which actively promote acceptance and respect for others.
• Builds on the knowledge, skills and attitudes children bring from home.
• Caters for children’s differing developmental levels and learning styles.

The staff:

• Work with other services, parents, caregivers and each other, to best meet the needs of children and families.
• Are committed to ongoing training and development.

The staff welcomes the opportunity to talk with you at any time. If you would like to arrange an appointment to discuss your child or other issues, please ask the Director or teachers. We look forward to a time of learning, sharing and fun.

**From the staff at Paralowie Kindergarten**