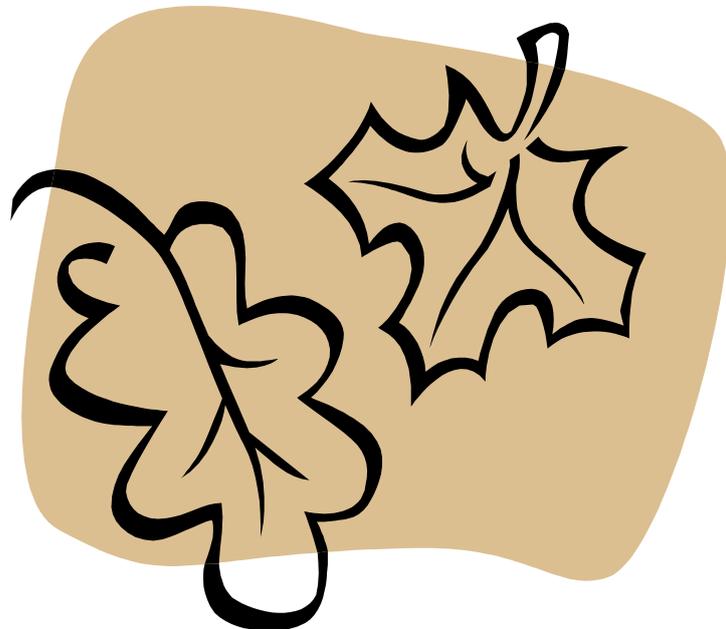


SEAFORD KINDERGARTEN

Parent information handbook



39 Jane St, Pt Noarlunga South

Phone: 8327 2280

Email: Heather.Morony759@schools.sa.edu.au

Welcome to the Seaford K-7 Campus Preschool (Seaford Kindy)

Dear Parents and Carers

Thank you for enrolling your child at Seaford Kindy. For many children and their family starting kindy is a significant event marking the beginning of their educational journey outside of home. Kindy is often the first opportunity that children have to regularly socialise with a large group of children who are a similar age.

We recognise that it can be an anxious and exciting time for you as well as for them therefore we invite you, as your child's first and most important educator, to become as involved with the learning program as you feel comfortable. You are most welcome to 'pop in', to catch up with staff for a chat, observe what goes on, play with your child, join the Governing Council and/or Parent Committee or partner with us in any other way that will help us to support your child to successfully engage with the curriculum at kindy.

We look forward to working closely with you to get to know your child as a capable learner and a unique person. We trust that your child's year of kindy will be an enriching, rewarding experience filled with happy memories

Kind regards

The staff team of Seaford Kindy

Our Philosophy

At Seaford K-7 Campus Preschool, we believe that all children are capable and competent learners and that each child is a unique individual who possesses rights and responsibilities as an important and influential member of their community. We value children being confident and resilient and having the opportunity to become responsible and caring citizens. We believe that children will flourish in a learning environment where they and their families are welcomed, respected and have a strong sense of belonging; where there is a culture of safety to take risks in intellectual, social and physical challenges and where the joy and effort of learning is acknowledged by all. We will therefore work together with each child and his or her family to implement a play-based curriculum which will scaffold, stretch, make visible and celebrate their learning journey at kindergarten.

Preschool Staff 2019

Preschool Director: Heather Morony
Teachers: Bernie Smith
Stephanie Slavik (Mon. Tues.)
Early Childhood Workers/: Beth Boys
Margaret Giles
Julie Hurn, Lisa Marshall
Finance Officer: Helen Briggs

GENERAL INFORMATION

As of 2017, it is now a Dept. for Education (DfE) policy that, on enrolment, children's immunization record is sighted by the kindy and recorded as seen.

Same First Day Start and Universal Access

Children who turn 4 before May 1st are eligible to start kindy at the beginning of Term 1 and will enter school the following year in Term 1. This brings South Australia into line with other states and territories that have had a single school intake for some time. Aboriginal children or children under the Guardianship of the Minister for Education and Child Development can begin kindergarten when they turn 3 years of age. An enrolment form must be completed prior to commencing preschool. Please provide proof of your child's date of birth

Children who turn 4 BEFORE 1 May, 2019 can start kindy at the beginning of term 1 in 2019. Children who turn 4 ON OR AFTER 1 May, 2019 will start kindy at the beginning of Term 1, 2020.

Universal Access (15 hours of pre-school) is a Federal Government Initiative that gives children in their eligible kindy year an opportunity to attend kindergarten for 15 hours per week. It is not compulsory and parents are not compelled to adhere to the 15 hours that is offered, however research has shown that **children who attend regularly at kindergarten are more likely to attend school regularly and be ready to engage with learning in the school context.**

National Quality Standards

The National Quality Standards (NQS) is the current Early Childhood Education legislation formulated by the Australian Children's Education and Care Quality Authority. It consists of a set of regulations that all pre-schools and other early childhood services nationwide must adhere to. Directors must lodge a **Quality Improvement Plan (QIP)** in preparation for an assessment. After the assessment the kindergarten will be rated in accordance with these 7 quality standards:

Educational Program & Practice

Children's Health & Safety

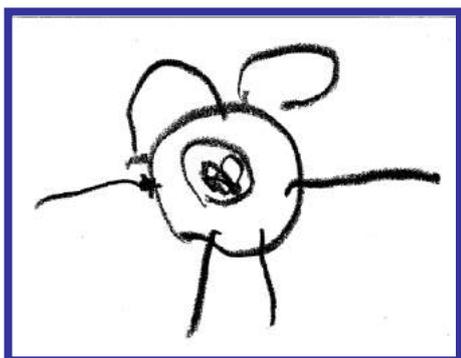
Physical Environment

Staffing Arrangements

Relationships with Children

Collaborative Partnerships with Families & Communities

Leadership and Service Management



In 2017 our kindy was assessed and given an Exceeding rating for the NQS.

Session Times

Operating hours of the Centre are Monday to Friday from 8:15 a.m.- 4.00p.m.

Children may access their 15 Hours of preschool sessions as 2 full days and 1 half day each fortnight

- Monday & Tuesday (8.30am-3.00pm)
- Wednesday & Thursday (8.30am-3.00pm)
- Friday-on alternate weeks (8.30am -12.30pm)

Some children may attend 4 half day sessions Mon-Thurs (8.30am-12.15pm) or other combinations of session times by negotiation with staff and their parents/guardians. Where possible, parent requests for session times are accommodated.

Daily Routine

Monday – Thursday

8:30 - 9:30	Arrive, Inside/Outside play-based learning
9.30 - 9 :940	Welcome Mat Time
9:40 - 9:50	Fruit time
9:50 - 11:20	Inside/Outside Play
11:20 - 11:55	Small Group Time
11:55 - 12:00	Sunblock
12 - 12:20	Lunch (this may take longer)
12.20 - 12.40	Inside Play
12:40 - 1:45	Inside/Outside Play
1:45 – 2:00	Afternoon Snack
2 - 2:30	Inside Play/Outside Play
2:30 - 2:45	Pack Up Time
2.45 - 3.00	Mat Time and Goodbye

Collection and Attendance

All parents are required to *sign in* and *sign out* on the daily attendance sheet every time their child comes to pre-school. Please phone the centre staff if your child will not be attending for any reason including illness and family holidays. Remember to write on the daily attendance sheet if someone other than yourself will collect your child. A name and phone number is required.

We will not release a child into the care of anyone other than the person authorised by the child's parent/guardian.

Kindergarten is the beginning of your child's formal education. **The good habits and positive attitudes that you foster with your child at kindergarten will help him or her to establish regular attendance patterns and a successful transition into school.**

To support your child's successful attendance we ask that you:

- Are punctual when collecting your child at the end of the day.
- Help your child quickly settle at the beginning of the day

To support the staff to ensure that your child is safe and is collected by the correct person at the end of the session we ask you to;

- Wait till your child has been released from the group by the teacher at the end of the session.
- Inform the staff if anyone other than you will be collecting your child. We will not release children to people who have not been identified to us as approved caregivers.
- Notify staff if you intend to collect your child before the end of the session (please try to collect your child before 2.45pm if you need to collect your child early as we often have a short game or story before home time)



Hot weather policy

The kindy will **remain open for the normal session times during hot weather** as our building is air conditioned. To minimise the risk of heat stress, children will be encouraged to play inside, on the veranda or under the shaded sandpit area. They will be reminded to drink plenty of water and will be encouraged to engage in quiet, cooling activities.

What to bring to kindergarten every day

- A healthy lunch in a lunch box- labelled with your child's name
- 2 pieces of fruit or vegetable for the 2 snack times
- On Friday mornings please supply a small lunch (eg a sandwich and a piece of fruit)
- Spare clothing- 2 lots would be good
- A bag with your child's name
- A drink bottle of water
- A broad brimmed or legionnaire hat (please remove any cords on hats)



Encourage your child to be responsible for their belongings by checking that all essential items are packed. Encourage him/her to carry, store and collect their own bag and to check that everything they need is in it before going home. Practising this routine will help your child to be independent and ready for the transition into school. Please remember to name all items.

Spare clothing

Learning through play sometimes results in children getting wet or messy. **Please send 2 sets of change of clothing every time your child comes to kindy.**

Handy Hints

- ⌘ Dress your child in clothing they can independently manage
- ⌘ Send them in clothing you don't mind getting dirty
- ⌘ Remember to name all clothing
- ⌘ Wash all clothing in cold water as it helps to get the paint out.

Water bottle

Children are encouraged to drink water throughout the day to maintain good hydration levels for their bodies. Children need to bring a drink bottle every day (with water). If children forget to bring a water bottle, there will be water and cups available at kindy.

Hat

We are a sun safe centre and children who do not have a hat on a day when the predicted UV level is 3 or higher will need to play inside. **Please remove any cords from hats.**

What not to bring

DRINKS

Cordial, fruit juice, fizzy drinks, sport drinks (unless there is a medical reason)

MEDICATION

The centre staff is unable to give any medication to children unless accompanied by a DfE medical certificate completed by a medical practitioner so please do not place any medication into children's bags.

SUNSCREEN

Except if your child has an allergy to the generic sunscreen product used at preschool. Sunscreen is not instantly effective and requires time to work. Please put sunscreen on your child before they attend each session. The staff will re-apply sunscreen to children during the day.

TOYS

Toys or valuables from home may get lost, damaged or become the cause of conflict with other children. Please leave these precious possessions at home!

ANIMALS

All Department for Education grounds are "dog free" zones. Many children are scared of animals and so we request that you do not bring your dogs onto the school or kindergarten grounds without making arrangements with the staff. (e.g. pet days etc.)

POLICIES AND PRACTICES

Healthy eating practices

Eating a healthy diet is important for children's growth, development and learning.



Please pack a healthy lunch and snack that will sustain the energy levels a growing child needs to play and learn all day at kindy... **sandwiches (not peanut butter or Nutella), wraps, crackers, salad, vegetables, fruit, yoghurt and home made treats.** Please **do not** include chips, packaged sweet biscuits and cakes, snack food bars or fried savoury biscuits. As well as being high in fat, sugar and salt, they present a hazard to children with nut allergies

We aim to be a NUT Allergy Aware Centre



Safe food practices

- Hand hygiene and safe food handling practices are observed by staff and are explicitly taught in the curriculum. Children are supervised while washing their hands before food

SUPER SANDWICHES!

Bread: White/wholemeal/multigrain/rolls/pita/lavash/rye
- English muffins.

Plain cracker biscuits:
A variety



Fillings:

- Salad: tomato/grated carrot/lettuce/cheese/ beet-root/cucumber/zucchini/bean or alfalfa sprouts
- Meat/fish/chicken/egg
- Baked beans/spaghetti
- Potato salad
- Cheese – grated/sliced/cubed
- Vegemite (with cheese)
- Banana (with a little lemon juice to prevent browning)
- Cottage cheese with corn relish
- Carrot and sultanas
- Tuna and mayonnaise
- *Your own, or your child's creation!*

Reference: Pademelon Press, *There's more to food than eating. Food foundations for children birth to eight years*, 1999

- Children's lunches are stored in a cool place. We are unable to heat, re-heat or refrigerate lunches or snacks at pre-school. An ice brick is a good way to keep food cool in summer.

Skin protection practices

- If the UV index is 3 or higher, NO HAT, NO OUTSIDE PLAY
- Broad brimmed or legionnaire hats only- no cords on hats
- Clothing is the best protection- i.e. sleeves on T-shirts, tops
- Apply 30+ broad spectrum sunscreen 20 minutes before sun exposure. Staff to assist children to re-apply during the day before lunchtime
- Permission to apply sunscreen at kindy forms are distributed with the enrolment pack
- Children are encouraged to play in the shade

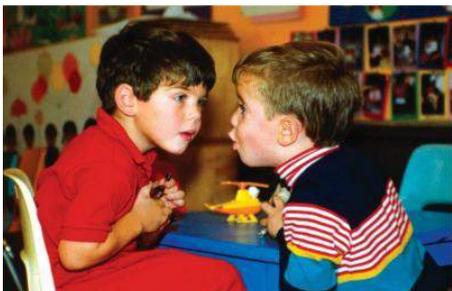
Behaviour guidance

Children have the right to be treated with respect and to be protected from harm. The following guidelines are to ensure that staff, families and children enjoy a safe learning environment with clear, consistent and agreed expectations and guidance strategies for positive behaviour.

Expectations for positive behaviour at Seaford Kindy

At Seaford kindergarten, caring for ourselves, caring for others and caring for the environment looks like this:

- We speak to others by name in a respectful tone using kind words
- We help each other to wait for a turn, share toys and equipment and can include others in our play and conversations
- We encourage and support each other's learning- we value everyone's artwork, making, games and group time participation
- We listen to each other and allow each other time and space to think and respond constructively to reasonable instructions and requests
- We play in safe areas where a teacher is present to supervise at all times
- We wear a hat outside when daily UV indicates 3 or higher
- We follow our hand hygiene practice and respect other people's need for privacy and quiet in the bathroom/ toilet area
- We use toys, equipment and play spaces respectfully and according to the purpose
- We all help to set up and pack up the learning environment
- We resolve conflict through negotiating rather than through physical force, avoidance, blaming or complaining
- We show care and empathy for all at kindergarten including visiting animals and younger children
- If we have wronged or hurt someone, we can take steps toward making things right again



Nurture Negotiating Skills



The behaviour support policy is implemented in the following ways:

- Staff model friendly and respectful words and actions and are always noticing and fostering children's positive behaviours
- The curriculum includes explicit teaching about body awareness, emotional states, self-regulation and action/consequence planning to help children make positive choices. *Keeping Safe: Child Protection Curriculum, Executive function thinking skills, positive learning dispositions through the 'You Can Do it' program and the Reflect Respect Relate resource.*
- Children are explicitly taught strategies and scripts to join in and include others in play, to have their needs met and to keep themselves and/or others safe if a conflict occurs.
- Violent-themed play where others are targeted, attacked or demeaned is stopped immediately and peaceful play alternatives are discussed with children
- Children are supported to put right an upset caused to other people and/or to property in a way that preserves everyone's dignity and provides a fresh start

When children engage in unsafe behaviour, staff will:

1. Redirect the play or the child toward a positive alternative
2. Offer choices/warn of natural consequences (if you throw sand, you need to leave the sandpit)
3. Use a problem solving approach with the child (What happened? What do you need? Let's think of a fair way to get what you need)

If unsafe behaviour continues, staff will:

1. Remove the child to provide time and a safe space (supervised) for him/her to re-gain calm and the capacity to make a positive choice
2. Staff will notify his/her family. A behaviour support plan in consultation with the family may be written to ensure that everyone is working together to support the child

If unsafe behaviour escalates, staff will:

3. Contact DfD Support Services and Work Health & Safety Services to seek further advice and support.

Medical conditions and health care plans

Some children will have a medical condition or a health care need that will require additional support to ensure equitable access to the kindy curriculum for the child and a safe work environment for the staff. Prior to enrolment, the nominated supervisor or preschool director will consult with the parent/guardian to obtain relevant information about practices required to manage the medical condition of the child.

A *health care plan* written by relevant health professionals which outlines recommended emergency and routine health and personal care support must be provided by the child's parents/guardian before commencing kindy. This includes medical conditions such as asthma, anaphylaxis, epilepsy, diabetes, allergies and food intolerances.

All staff will be informed by the kindy director about a child's medical condition and health care plan upon acceptance of the child's enrolment and prior to their commencement at kindy. A *health support plan* in consultation with parents/guardian may be put in place and regularly reviewed to ensure each child's dignified inclusion at preschool and that staff are adequately trained and supported in their duties.

Asthma and anaphylaxis trained staff can locate medication and administer if required.

All staff are aware of children’s medical conditions including allergies and food intolerance before preparing, handling and serving food.

This information is confidential. All children’s health and personal care needs are sensitively and inclusively addressed in the preschool curriculum.

First Aid

In the event that a child sustains an injury at pre-school, there are qualified staff to administer first aid. If a child sustains a head injury of any description, parents will be immediately contacted. All accidents are documented and parents are given notes informing them of their child’s injury.

Infection control

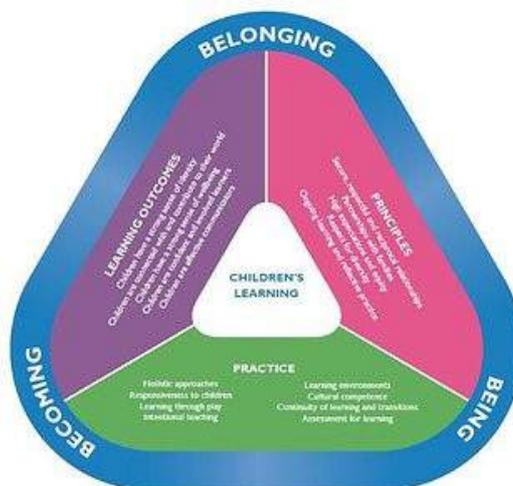
A high standard of cleanliness and hand hygiene is practiced at kindy to prevent cross infection however young children are vulnerable to many illnesses and ‘bugs’ circulating in the community. Please keep your child at home if infectious or unwell and notify a staff member of the nature of their infection and when they are likely to return to kindy. Some diseases or medical conditions are notifiable conditions under the *Public Health Act 2011*. A notice of infection will be posted to alert others so that all children can be monitored for symptoms and treated promptly. DfE requires that kindies request to have a record of each child’s immunizations.

CURRICULUM

Your child’s learning program is based on the Early Years Learning Framework for Australia, **Belonging, Being and Becoming**. We work towards all children achieving in the following 5 learning outcomes during their time at kindy:

1. A strong sense of identity
2. An ability to connect with and contribute to their world.
3. A strong sense of well-being
4. A confident and involved learner
5. An effective communicator

Our kindy supports children’s learning dispositions through the ‘You Can Do It’ program: **Getting along Confidence Persistence Resilience and Organisation**



A *Learning Statement* which describes your child’s learning in these areas will be provided to you at the end of their time at kindy. If your child is attending a Dept. for Education school this report will also be shared with your child’s Reception teacher. If the school is not a DfE school, you can choose to have the report shared with your child’s school. The report is a helpful means of communication to support children as they move through into school.

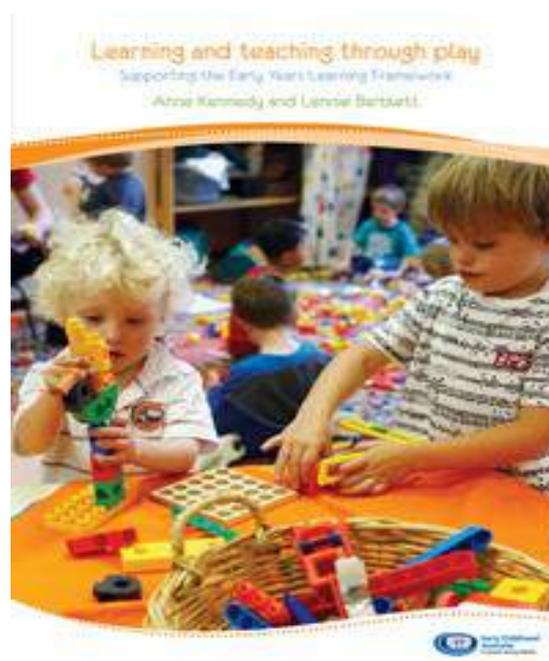
Learning through play

Play is a child’s work and when children are playing they are acquiring life skills and competencies that will equip them now and for the future. Our play based learning curriculum is:

- 1) Responsive to individual children’s interests and development
- 2) Inclusive of the child’s background and prior learning
- 3) Designed to connect the child’s learning between home and pre-school.

4) Set up to give children opportunities to learn in many different ways:

- dramatic role play
- small and large group investigations
- imaginative play
- exploratory play
- creative play
- multi-sensory play
- boisterous active play
- cooperative play



Child protection curriculum

All children will access approved child protection curriculum delivered by teachers who are trained in its use. **For the safety of children, ALL contractors and staff including student teachers, must have a current DfE approved police clearance to work at DfE sites.**

Literacy and numeracy

Children come to preschool with a wealth of literacy and numeracy understandings which they use in their daily life and which they are further developing through their conversations and play. At Seaford Kindy, we recognise the importance for children to have a positive attitude and a range of competencies in their literacy and numeracy learning and so we ensure that the learning environment provides ample opportunities for children to engage meaningfully with texts, discussions, problem-solving exercises and mathematical concepts. Intentional teaching to introduce or extend a concept is planned each day in small groups or 1:1 so that all children are actively supported to become effective communicators.

Preschool support

Some children qualify for extra support to help them progress in their learning at kindergarten. Please speak with the Director if your child has a disability, additional needs or if you have any concerns about his/her development e.g. speech and language. A consistent, individualised, early intervention program produces great results for children.

Assessment and reporting

The children's *individual learning portfolios* are located in the orange drawers under the pigeon holes. This portfolio documents your child's learning progress through, photographs and annotated work samples which demonstrate a wide range of knowledge, attitudes, skills and more importantly, their dispositions for learning.

Images of the children are displayed as a record of their learning at preschool on posters, day books, floor books, learning stories and video presentations. These images are shared within the kindy community and are not used in newsletters, advertising or for web applications.



Persistent Inquiring Collaborating Courageous "Can do" attitude

"The fundamental purpose of education for the 21st Century, it is argued, is not so much the transmission of particular bodies of knowledge, skill and understanding as facilitating the development of the capacity and the confidence to engage in lifelong learning. Central to this enterprise is the development of positive learning dispositions, such as resilience, playfulness and reciprocity."
- Claxton and Carr 2002

"I am someone who...tries new things...keeps going when it is hard...knows when to stop and And ask...learns from making mistakes...."

A mid-year interview appointment between parents and teachers is offered to discuss your child's progress at kindy. These **Learning Conversations** are a valuable opportunity for you to provide constructive feedback about how the curriculum is meeting the needs of your child. Information from these interviews helps us to refine and improve the curriculum for children.

The preschool *statement of learning* is informed by ongoing assessment records contained in their learning portfolio, teacher observations and conversations with their family. We trust that it will authentically reflect and celebrate your child's achievements throughout their year at kindy.

Transition to school

It is the responsibility of parents/guardians to select a school and to complete and submit the school enrolment forms. Our local schools provide open days for parents to help with this decision. Children are invited to participate in formal transition visits once enrolled. Kindergarten staff work closely with families and teachers to ensure a positive, affirming school transition experience for children.

In order to provide valuable ongoing, everyday 'school experiences' for all children we also participate in daily 'interchange visits' with the early years classes at the school, and have planned learning activities and community events with the Early Years classes at Seaford K-7 Campus Primary School.

PARTNERSHIP WITH PARENTS

The preschool staff are approachable and willing to answer your questions during operating hours (8.15am-4.00pm) however if it is a confidential matter or you need to make an appointment, please speak with the Preschool Director.

Family Connections

A playgroup for babies, young children and their parents and carers is supported by preschool staff on Friday mornings during term times from 9am-11am. This is a great opportunity for children and families to become familiar with the preschool, to meet people and network. A gold coin donation per family is requested. Parents must use the Family Connections sign-on and sign-out sheet as a Work Health and Safety requirement.

Governing Council

All parents are invited to join the Seaford K-7 Campus Governing Council which makes decisions concerning the interests of both the school and preschool. Meetings occur twice a term after school hours and are a great way to both learn about and have input into what is happening at both the school and kindy. The kindy also has its own committee that usually meets prior to the Governing Council meetings. Both the school and kindy are in the River Hub Partnership.

Complaints

If you have a concern about anything at preschool, we strongly encourage you to discuss the matter with the Preschool Director in an open, constructive way with our focus on the best

interests of children. If the matter is not resolved to your satisfaction, you may contact the Education Director at the Noarlunga Education Office on 8207 3700 for help. Parents may also contact the DfE Complaint Unit's hotline on 1300 677 434 at any time to discuss the concern/complaint and to seek advice.

Kindergarten fees

The annual kindergarten fee is \$500 (**\$125 per term**) This helps towards covering general operating costs, excursion subsidies and the purchase of equipment and materials for a high quality, play-based learning program. An invoice from the finance officer will be issued at the beginning of the year. Fees may be paid weekly, termly or as a lump sum. Fees can be paid as cash or cheque in an envelope given to a staff member. (Envelopes are located next to the phone in the kitchen) or by direct debit, BSB 015-205 Account 4910-09957 Seaford Area Kindergarten. Please include your child's name. A receipt will be placed into your child's pigeon hole once the money has been receipted and payment has been recorded on the system by the finance officer.

Further Information-

Our **Quality Improvement Plan (QIP)** along with our **Policy Folder** is displayed near where the children place their kindy bags. The Quality Improvement Plan is reviewed and updated annually. The plan looks at all the 7 Quality Areas and focusses on our priorities for improvement in each area. We welcome your feedback. There is a display of the program and kindy information above near **sign in area**.

We Value :

CHILD CENTRED LEARNING

CURIOSITY

CARING

CHILDREN BEING COMPETENT AND CAPABLE LEARNERS

BEING A COMMUNITY



Thank you for taking the time to read through this Parent Handbook- If you have any questions or comments, a staff member will be happy to listen and help.

We look forward to working with you and your child.

*Kind Regards from
All the staff at Seaford Kindergarten*