Parent Information Booklet

Mac Donnell Street
TANUNDA SA 5352
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Tanunda Kindergarten

Values
All members of our Kindergarten community commit to and demonstrate

- On-going learning and improvement
- Respect for each other’s thoughts, ideas and opinions
- Communication that is open and honest

Mission
At Tanunda Kindergarten we aim to provide an inclusive program that is foremost continually reflective and responsive to the needs of all children and families in our learning community. We use the Early Years Learning Framework as a basis.

‘Children are at the centre of everything we do.’
The DECD Strategic Plan 2012-2017 for South Australian Public Education and Care

Philosophy
These are the beliefs and values which guide our daily practice.

Community - involvement, cooperation, sharing, listening, partnerships

High Expectations – persistence, achievement, success, celebration

Independence – identity, confidence, responsibility, initiative, resilience

Learning – play-based, active, developing, motivating, challenging, engaging, fun

Diversity – responsive, multicultural, inclusive

Relationships – respectful, trusting, reciprocal, friendly, teamwork

Equity – equality, uniqueness, choice, decision making

Nurturing – belonging, safe, secure, welcoming, supportive, positive

Welcome to our kindergarten. We hope your time with us will be rewarding, educational and enjoyable.
Tanunda Kindergarten is located in the Barossa Valley. We acknowledge that the Peramangk (pronounced Perra-mongk) people are the traditional custodians of the land on which we live, play and work. The Peramangk word 'Tarr-nanda' means 'rising up place' referring to the land and surrounding hills of the area in which Tanunda is now located.

**STAFF**

**Director**  Karen Shipard (Bachelor of Education Junior Primary – Early Years, Masters in Special Education)

**Teachers**  Kim Smethurst (Bachelor of Early Childhood Education, Diploma Junior Primary)  Richard Sanders (Masters of Early Childhood Education, Bachelor of Arts)

**Early Childhood Worker**  Glenn Wagland (Diploma of Childrens Services)  Di Birchard (Certificate 3, Early Childhood)

**Preschool Support**  Janice Seager (Diploma of Children’s Services)

**SESSION TIMES**

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<tr>
<th></th>
<th>Monday, Tuesday, Wednesday and Thursday</th>
<th>Friday</th>
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<tr>
<td>8.30 a.m. – 3.00 p.m.</td>
<td>8.30 a.m. – 12.30 p.m.</td>
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Each child will be offered two full days a week plus every second Friday. Children are divided into two consistent groups.

- **Group 1** – Monday & Tuesday full days and Friday mornings in ‘odd’ weeks of term (weeks 1,3,5,7,9 of term)
- **Group 2** – Wednesday & Thursday full days and Friday mornings in ‘even’ weeks (weeks 2,4,6,8,10 of term)

Your child will be placed in either group depending on vacancies at the time.

**GENERAL SESSIONAL ROUTINE**

<table>
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<tr>
<th>Time</th>
<th>Activity</th>
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<tr>
<td>8.45 – 9.45 a.m.</td>
<td>Inside/Outside play</td>
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<tr>
<td>9.45 – 10.00 a.m.</td>
<td>Large Mat Time</td>
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<tr>
<td>10.00 – 10.15 a.m.</td>
<td>Combined Fruit Time</td>
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<tr>
<td>10.15 – 12.00 p.m.</td>
<td>Inside/Outside play</td>
</tr>
<tr>
<td>12.00 – 12.45 a.m.</td>
<td>Lunch and Relaxation time</td>
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<tr>
<td>12.45 – 3.00 p.m.</td>
<td>Free Play. Last Mat and Dismissal</td>
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**TERM DATES**

Preschool Term dates are the same as DECS school term dates. They are as follows.

<table>
<thead>
<tr>
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<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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(D.E.C.D.) Enrolment Policy states that 4 year old children are entitled to 1 year of preschool prior to going to school. When your child’s kindy start date approaches you will be contacted as to the availability of a place and further enrolment requirements.
**KINDERGARTEN FEES**
Please place you fees in an envelope with the child’s name and post in the kitchen letter box. We request that fees be paid as soon as possible within the first 2 weeks of each term.

FEES are $125.00 for five sessions  
$110.00 for four sessions or less

All money for excursions or book orders and the accompanying forms should be placed in the letter box. Your child’s Kindergarten fees, together with Government Grants cover the running costs of this centre, eg. telephone, electricity, water rates and consumables. Money from our fundraising activities buys resources for your child.

**WHAT YOUR CHILD NEEDS TO BRING**
- Children should bring WATER in a drink bottle. Do not bring milk or cordial as they attract ants and tooth decay.
- A kindy bag.
- A spare set of clothes.
- Our centre provides tissues, painting smocks, paper towels in the bathroom.
- A healthy snack. One piece of fruit or vegetable or savoury biscuits, cheese or sandwiches. **No cakes, muesli bars or sweet biscuits please.** We do not share our kindy food so please give your child enough for themselves only.
- A piece of fruit to share.
- We do not have a fridge for children’s lunches. Freezer packs in lunch boxes are more than adequate and suitable food is recommended.
- We are a nut aware Kindergarten due to children with severe allergies.

**WHAT DOES NUT AWARE MEAN?** - Do not bring food which has a **may be processed with nuts** warning on its packet. This covers almost every kind of sweet and savoury biscuit and muesli bar. No peanut paste or Nutella. Thank you!

**WHAT YOUR CHILD SHOULD WEAR**
The clothes that children wear should not hinder their learning.
- If children are frightened of getting their good clothes dirty they may not choose to paint or play in the sand pit. So dress them in old clothes.
- Shoes should fit well and provide support.
- As a Sun Smart Kindergarten we ask that all children bring a hat with them. A shady hat (not cap) must be worn outside during Terms 1 and 4, but is encouraged all year round. If your child does not have a hat in Terms 1 and 4 they will need to play inside or under the verandah.

Tanunda Kindergarten polo shirts, hats and windcheaters are available for purchase.

**CURRICULUM**
This may be a very unfamiliar word. Basically, we use the word CURRICULUM when we refer to all we teach and all the children learn. CURRICULUM = TEACHING + LEARNING. At Tanunda Kindergarten we consider carefully how this teaching and learning will happen. Preschool teachers have the same tertiary qualification as secondary and primary school teachers.
However, we specialize in the education of young children. We create a programme of learning experiences especially designed to develop children’s individual skills, abilities and understanding. DECD provides us with a curriculum document called ‘The Early Years Learning Framework for Australia’.

This curriculum document and our programme address specific learning outcomes:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

You will regularly receive ‘Curriculum News’ in the newsletter which outlines our programme and the experiences the children have been involved in across all of these learning areas.

ATTENDANCE

Attendance at preschool is not compulsory. However, local schools often give us feedback that those children who attend Kindergarten are in a better position for making a successful start to school. You can choose to have your child attend all or some of their 15 hours per week. What is vitally important is that attendance is regular and not a decision you make based on whims and tantrums. A sick child will find it difficult to enjoy their day and may be infectious to others. It is best that children who are not well or excessively tired do not attend until they are 100%.

Remember, attending Kindy is your decision, not your child’s. If your child will not be attending a session we would appreciate you letting us know.

A table with the sign in sheets is located at the entry to the kindergarten. In order to maintain our Duty of Care and in the case of an emergency could you please ensure you sign your child in at the beginning of each session and sign your child out at the end of their session by initialling in the box next to your child’s name on the appropriate day. If you are late in dropping off your child or picking your child up early for some reason please also note the time in the box and initial. Thank you!

PROFILE BOOKS

The children are given a folder when they start Kindergarten. This display book is kept on the shelf in the main room; the children’s names and photo are on their folders. This display book is called their Profile Book. It will contain art, photos and stories written by the teachers describing your child’s learning. This is one way that we report on your child’s development. The children are welcome to take this special profile book home at any time to show their families. You are invited to comment on anything you see in the profile book and add photos or artwork from home.

HOME TIME

It is important that parents are prompt when collecting their children. Some children get quite concerned if their parents are late. Children will be gathered on the mat ready to go home. They will be asked to put their hand up when they see the person who is picking them up. The teachers will farewell each child in turn rather than having them all rush out at once. In general, children are brought and collected by their own parents. When this is not the case, notify us of the alternative arrangement and write up on the white board in the mat room, so that we know it is safe to send your child with them.
COMMUNICATION WITH FAMILIES
If you have any concerns at all, no matter how small they are, please discuss them with the staff, informally during the session, or make an appointment to speak to the Director. There is a
- Parent notice board which displays timely information.
- Whiteboard on the wall outside.
- Note pocket hanging by the front door with children’s names on them. Check for newsletters and notes each session.
- Whiteboard in the room to the left of the entry where any “pick up” changes can be written.
- Process for regularly displaying and changing community notices on walls near entrances.
- Tear off slip on each newsletter which invites your feedback. Please use it.

REPORTING
Throughout your child’s year at Kindergarten you will receive individual information about your child’s learning. You are welcome to initiate a chat about your child at any time. Otherwise the following processes are in place:
- Your child’s profile book, which will contain their Individual Learning Plan, photos and learning stories, can be accessed anytime you like.
- In your child’s third term you will be invited to meet with teachers to talk about your child’s development.
- When your child leaves for school you will receive a written report which is a summary of their learning here at Kindergarten. This report is also forwarded to your child’s school, with your permission.

SPECIAL SERVICES
We are committed to providing all children with the best possible start in life. So DECD provides special services to assist children with their speech and psychological development and provides support for children with disabilities. As a Kindergarten we are also able to put families in contact with many government or community support agencies. If your child has received therapy prior to their start at Kindergarten or you are concerned about any aspect of their development, we invite you to bring this to our attention when you enrol or as soon as possible. In many cases we are able to work in collaboration with the specialists, providing additional adult support, an individual programme and some therapy time. DECD support services are free of fees.

ENCOURAGING POSITIVE BEHAVIOUR
Your children are new to this environment and our routines and expectations may seem unfamiliar to them. It would be unfair to expect this age group of children to ALWAYS share, use manners, wait in line, be careful with sand and stay clean while painting. That is why our approach is one of encouragement and demonstration of appropriate behaviours. You will rarely hear a staff member raise their voice or ‘tell a child off’. Instead you may hear staff redirect a child to a more appropriate behaviour i.e., “Save your drink for when you are thirsty, put it away now, please.” Rather than, “Don’t pour your water all over the floor!!!” Children are encouraged to say sorry if they hurt someone and most attention is given to the injured party. We don’t dwell on issues but we move children on as quickly as appropriate, to a more positive frame of mind.

HEALTH
Minor injuries and illnesses are treated by the staff and you will be notified by an ALERT sticker on the sign in sheets. You will then be required to sign the Accident Register. Precautions against spreading colds, viral infections and contagious disease are very necessary at Kindergarten, so parents please keep your child at home if he/she is showing any signs of any infections and contagious diseases as soon as they have been identified.

IMPORTANT: For us to administer or apply medications we need paperwork completed and signed by your GP, we need the medication to be stored and labelled in a specific way. It is
not appropriate to bring a sick child and their medication to Kindergarten without the appropriate forms being completed prior.

**SUN SMART**
We have a Sun Smart Policy at our Kindergarten. During 1st and 4th term all children must bring a hat (broad brimmed or legionnaire style) to kindergarten. This hat must be worn at all times while playing outside. **NO HAT – NO OUTDOOR PLAY.** Parents are asked to use SPF 30+ sunscreen on their child’s exposed skin prior to coming to Kindergarten. Singlet tops and strappy dresses do not provide sufficient cover from the sun, so please dress your child appropriately. Please note that while it is not essential to wear a hat during Terms Two and Three, due to the possible high UV rays even on a cloudy day.

**DENTAL HEALTH**
The South Australian School Dental Service is offering free dental care to all the children at this centre. The School Dental Clinic is situated at the Nuriootpa Community Dental Clinic, 37 Tanunda Road, Nuriootpa. Enter via the side door not the dental surgery. It is open Mon, Tues, Wed, & Thurs and its phone number is 8562 1588. For emergency advice on Fridays, please phone 8562 1544.

**CHILD & YOUTH HEALTH**
We encourage parents to have their child’s development screened by the C & Y Health clinical nurse before they start school. We can arrange an appointment for your child in their third or fourth term here. Screenings are held in the Toy Library. If your child needs an immunisation or you have an urgent need you may make an appointment at the local clinic by phoning **1300 733 606.**

**INVOLVEMENT IN THE COMMUNITY**
We are a part of a very supportive community. Our programme of learning experiences often reflects community events. We also participate in the community with a display at the Tanunda Show and join in the Town Day & Christmas Parade.

**HOW FAMILIES CAN HELP**
Come on in, stay a while, have some fun, grab a coffee. Parental involvement in our centre is highly valued and we welcome you to stay at any time. There are many ways in which you can help us and the following are just a few:
* washing the smocks and towels.
* cleaning up at the end of sessions.
* join in the activities with your child.
* read a story.
* save useful “junk” eg. egg cartons, boxes, cream and yogurt containers and recyclable material etc. for us to use
* encourage your child to have their food in containers that are friendly to the environment rather than pre packaged snack packs, glad wrap etc.
* share your particular interest, eg. Cooking, pottery, gardening, spinning, playing an instrument etc.
* accompany us on excursions.
* be involved with our fund raising activities.
* attend the Governing Council Meetings.
* attend working bees and end of term clean-ups.
* with gardening
ROLE OF THE GOVERNING COUNCIL
The Governing Council is the body whose role it is to support the director in managing the finance and maintenance of the centre. DECD pays the staff their wages and provides a small grant towards the running costs of the Kindergarten. The Governing Council supports the director by:

- monitoring the budget
- assisting in creating/reviewing policies
- organising fundraising events
- monitoring the Quality Improvement Plan
- being a conduit for information to and from families.

Meetings are held twice during each term. Dates are determined after the A.G.M. This group of parents are very productive and enjoy the opportunity to find out about how the Kindy operates and make links with other parents. Come along.

BIRTHDAYS – If you prefer that your child’s birthday not be acknowledged please let staff know at enrolment.

If a child’s birthday falls on a kindy day we are happy to celebrate it with them and this usually happens by:

- lighting candles on our make believe cake
- singing “Happy Birthday” at mat time

This fun is usually enough to acknowledge their special day, therefore it is not necessary for parents to supply cakes or treats. We are no longer able to share birthday food due to the increased number of children with food allergies. It is not necessary to provide treats for the other children.

TOYS FROM HOME
Do not send toys from home. They usually distract children from our kindy programme and rarely add anything other than squabbles or time wasted looking for missing toys. This is a parent responsibility. If children want to bring something from home as a ‘morning talk’ it is a good strategy to say ‘no’ to toys but ‘yes’ to found objects like shells, rocks, snails, leaves, rusty cogs etc.

WORLD VISION CHILD
Our Kindergarten sponsors a World Vision child, Malistane Mohlolo, from Lesotho in Southern Africa. We encourage parents to use this opportunity to talk with their child about helping others and consider supporting Malistane with a regular contribution. There is a pink “Piggy Bank” on top of the Book Borrowing Cupboard for your kind donation.
CONFIDENTIALITY
All DECD preschool and schools come under the SA GOVERNMENT SCHOOLS AND CHILDREN’S SERVICES INFORMATION PRIVACY STATEMENT. This Information Privacy Statement outlines the commitment of the Department of Education and Child Development and its early childhood services and schools have to supporting the confidentiality of information provided in the Departmental Enrolment Forms. In addition to enrolment information, staff are committed to keeping confidential, details of individual children’s education and development.

SCHOOL
Enrolling at school is an important decision and one which we are happy for you to take your time over. As soon as you have made a decision, please let us know so that we can ensure your child’s transition to school runs smoothly. We do not enrol your child in a school but we will support you in that process if you need help.

“Life for too many children is turned into a serious business too soon”

CHILDREN are the foundation of the world’s future. Children have played at all times throughout history and in all cultures.

PLAY, along with the basic needs of nutrition, health, shelter and education, is vital to develop the potential of all children.

PLAY is instinctive, voluntary, and spontaneous. It is natural and exploratory.

PLAY is communication and expression, combining thought and action: it gives satisfaction and a feeling of achievement.

PLAY touches all aspects of life.

PLAY helps children to develop physically, mentally, emotionally and socially.

“Play is a means of learning to live, not a mere passing of time”