Parent Information Book

Ninna Marni – Welcome

The Staff, Governing Council, children and families welcome your family to our centre.

Kaurna Plains is a place where staff connect with parents, grandparents and families to celebrate children’s learning in the Early Years.
**What is a Children’s Centre?**

A Children’s Centre brings together education, health, development and services for families. Children’s Centre help parents and children to get the support they need within their own community.

At Kaurna Plains Children’s Centre we support Aboriginal children and families to have the best support possible through providing the following services and programs:

- Playgroup
- Counselling and Therapy services
- Family and community programs
- Parenting advice including nutrition, health and support
- Early learning programs
- Targeted Health services

**Our Philosophy**
Kindergarten Staff

Kindergarten Director:
  - Heather Carter

Teachers:
  - Aly Burgan
  - Danielle Rayner
  - Tina Henderson

Early Childhood Workers:
  - Liz Luckett
  - Renae Walker
  - Bianca Levai

Bus Driver:
  - Geof Turner

Community Development Coordinator:
  - Megan Hickman

Family Services Coordinator:
Session Times

The centre is open every day from 8:30 am till 4pm.

Kindergarten sessions are currently held on Monday, Tuesday, Wednesday and Thursday.

The session times are:

- AM 8:45 – 11:45
- PM 11:45 – 2:45

Playgroup

- Monday 9:30 – 12am
- Friday 9:30 – 11:30 (Dads’ playgroup)

The staff are unable to supervise children outside of the official kindergarten session times.

Staff are available to support you or to answer your questions. (Often it is best to make an appointment to talk so that the person you want to see is available).

The centre phone number is – 8252 5936

The bus phone number is - 0434606986

Family Centre number is – 82093840
Enrolment Policy

An enrolment form must be completed prior to commencing kindergarten.

Sessional kindergarten is offered to children prior to them commencing full time in school. Sessional kindergarten consist of children access 5 sessions per week when they are 4 years old and 4 sessions a week when they are 3 years old.

Generally children would attend in either the morning or the afternoon sessions depending on where they live, where they are accessing childcare or where the vacancies exist within the centre. Families are able to request access to full days to support children’s attendance but places will be negotiated based on vacancies within sessions.

Commencement in Kindergarten is determined by:

- The starting date of the school that your child will attend
- The individual needs of your child
- Numbers attending the kindergarten
- Individual family requirements

When do children start school?

Generally in South Australia children start school at the beginning of the school year if they turn 5 before the 2nd of May in that school year. Aboriginal children or Children under the Guardianship of the Minister are able to remain enrolled at kindergarten until they turn 6 years of age. **Families are responsible for enrolling their child in school. See the kindy staff if you are unsure of what to do.**
**What to bring to Kindergarten every day:**

There are several things that children are encouraged to bring to kindergarten every day:

- A healthy snack
- A named bag
- Spare clothing

We encourage you to talk to your child about what they need to bring and to let them help you pack their bags and carry them to and from kindergarten. Letting children practice this routine will help them be ready for the transition into school when they turn 5.

<table>
<thead>
<tr>
<th>Spare clothing</th>
<th>Healthy snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning through play is a busy messy activity so please:</td>
<td>Snack time is an important part of the kindergarten routine and is a time where we all join together as a large group.</td>
</tr>
<tr>
<td>• Dress children in old clothing</td>
<td><strong>We are a nut free kindergarten. Please do not send food containing nuts.</strong></td>
</tr>
<tr>
<td>• Dress children in clothing they can manage on their own</td>
<td></td>
</tr>
<tr>
<td>• Name all clothing</td>
<td>A healthy snack at kindergarten can be:</td>
</tr>
<tr>
<td>• <strong>Send 2 sets of change of clothing</strong></td>
<td>• Fruit</td>
</tr>
<tr>
<td></td>
<td>• Vegetables – carrot, celery, capsicum, cucumber</td>
</tr>
</tbody>
</table>

If your child has special dietary requirements please speak to the Director when enrolling in the kindergarten.
What not to bring to kindergarten

The kindergarten must comply with DECS:

- Healthy food guidelines
- Administration of Medication policy
- Sun safe policy
- Animal ethics policy

To support us to comply with DECS Policy please do not:

- **Send a drink** – children are able to access water to drink during the session
- **Send medication** – staff are unable to give any medication without a DECS medical form completed
- **Send toys** – sometimes toys from home will get lost, broken or cause conflict with other children
- **Send sunscreen** – children need sunscreen applied before coming to kindergarten. It will be reapplied as needed.
- **Bring dogs into the kindergarten grounds** - all Education Department grounds are “dog free” zones.
**Bus Transport**

To support families who do not have transport we are able to provide access to the kindergarten bus.

The bus collects and drops off children:

- AM – Northern side of the Kindergarten (Dav Park, Elizabeth Park etc.)
- PM – Southern side of the Kindergarten (Brahma Lodge, Salisbury, Elizabeth South etc.)

If you do not have access to transport and would like your child collected on the bus then we will enrol them into either the morning or afternoon session. **The session will match where you live and the direction the bus is travelling.**

You can select to enrol in a different session but we are not able to change the bus run. If you would want to enrol in a session that doesn’t match the bus run, we are not able to provide transport.

Sometimes children are sick, you are going away or you want to come into the centre, please contact the bus or the centre if **you are not needing transport for that day.**

The bus run is created every Friday. **We can not alter the bus run on a daily basis.**

Kindergarten: 8252 5936  
Bus: 0434606986
**Kindergarten Daily Routine:**  Monday – Thursday

<table>
<thead>
<tr>
<th>Morning</th>
<th>Afternoon</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>8:45</strong> - Kindergarten starts (inside / outside play)</td>
<td><strong>11:45</strong> - Kindergarten starts (inside / outside play)</td>
</tr>
<tr>
<td><strong>10:00</strong> - Snack time</td>
<td><strong>12:15</strong> - Lunch time</td>
</tr>
<tr>
<td><strong>11:15</strong> - Big Group time (focus story and songs)</td>
<td><strong>1:45 pm</strong> - Snack time</td>
</tr>
<tr>
<td><strong>11:30</strong> - Small group time (home group teacher)</td>
<td><strong>2:15</strong> - Big Group time (focus story and songs)</td>
</tr>
<tr>
<td><strong>11:45</strong> - Return to large group for farewell</td>
<td><strong>2:30</strong> - Small group time (home group teacher)</td>
</tr>
<tr>
<td></td>
<td><strong>2:45</strong> - Return to large group for farewell</td>
</tr>
</tbody>
</table>

The kindergarten does not provide lunch to children attending the afternoon session or accessing full days.

**Lunch is provided by the family and complies with DECS food policy. If your child has dietary requirements please inform the staff. Lunch will be stored in the fridge until the lunch time.**
**Kindergarten Fees**

Kindergarten fees are charged once per term.

You will receive an invoice that identifies any outstanding fees and the current charges for the term. Fees can be paid weekly, as a lump sum or via instalments.

**Kindergarten Fees: $40 per term.**

Children starting during the term or who are siblings of another child will receive a reduced rate.

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**Collection and Attendance Policy**

The kindergarten staff will only release children to adults identified on the enrolment form. Please remember to write in the collection diary if someone different is collecting your child. The collection diary can be found on the end of the kitchen bench. A name and phone number is required.

Please ring the centre if your child will not be attending for any reason. When staff are notified of illness we are able to monitor any illness that is around and notify all families if needed.
**Centre Management and Family Involvement**

Our centre is managed by a Parent Committee, which consist of parents, staff and community members, who contribute a small amount of their time to ensure the effective running of the centre. Families are welcome to stay and help at any time. We have an open door policy and we encourage parents to be involved in their child’s learning whenever it suits.

**Governing Council**

All parents and community accessing programs offered by the centre are welcome to join the Children’s Centre Governing Council. Business related to policy development, the running of the Children’s Centre and financial management is discussed at the meeting.

Meetings are held on a Monday night 6-8pm twice a term.

**Parent Advisory Group**

All parents are invited to attend our informal advisory group held monthly in the Family Centre Building. The role of the group is to provide advice on what services could be run from the centre to support the needs of the community. The group also provides the opportunity to provide feedback on current programs or gaps in service delivery.

**Parent and Family Feedback**

The families attending the preschool program are invited to provide feedback on their experience of the preschool each year. The feedback is provided via a DECS parent survey. The information gained from the survey is used as part of the site annual report and supports improvement at a site level.
**Information exchange** - Effective information exchange supports the building and maintaining of respectful relationships with families.

At Kaurna Plains we share information with you and your family through:

- **Newsletters** - newsletters are sent home with children every 2 weeks
- Your child’s learning
- Social events and get togethers
- Phone calls
- Individual Learning plans
- Family Meetings
- Informal conversations
- Children’s curriculum books

Sometimes it is hard to get into the centre to see what is happening or to talk to staff about what is happening for your child. Remember that you can always phone the centre to have a chat or to let us know of any concerns you may have.

Children’s learning is documented in their curriculum folders. The curriculum folders celebrate and document your child’s ongoing learning progress. The curriculum folders will contain a variety of your child’s work that demonstrates their development of:

- Fine motor, gross motor and physical development eg cutting, threading, climbing, catching and throwing.
- Problem solving and thinking skills
- Literacy and numeracy skills
- Communication and language skills
- Independence, health and wellbeing

The folders are the possession of you and your child so please feel free to share them with your family and the school when the time comes to move into the next stage of their learning.
First aid Policy

At times children will injure themselves at kindergarten and staff will administer appropriate first aid. All Staff at Kaurna Plains are trained in first aid.

If your child does hurt themselves, eg falls over, bumps their knee we will administer basic first aid and provide you with an accident slip to let you know what has happened.

Any head injury will be treated with appropriate first aid and then the staff will inform the parent by phone.

If a serious accident occurs the centre will contact an ambulance straight away.

Behaviour Management Policy

We believe that everyone has the right to feel safe, and that children should respect themselves, each other and the environment.

We understand that children feel angry, frustrated and upset at times and need the opportunity to express these feelings in an environment that is safe and supportive of them. At Kaurna Plains the staff will support children to manage their emotions, develop a positive self concept and respect for others by:

- Redirecting inappropriate play
- Role model positive behaviour including expressing feelings and emotions through language and communication
- Define with children the behaviour limits eg no hitting, no biting
- Removing children from unsafe or disruptive play.

Behaviour guidance is carried out in a positive way that is based on the needs of the individual child.