

Flagstaff Oval Kindergarten



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York Drive, Flagstaff Hill

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Government of South Australia

Department for Education and
Child Development

STATEMENT OF PHILOSOPHY

We provide a quality, stimulating and developmentally appropriate learning environment for young children based on developing children's life skills, competencies and learning dispositions using the National Early Years Learning Framework (EYLF) which underpins our programme. Our main focus areas are: literacies, numeracy, child protection, wellbeing and ecological sustainability. We encourage children to be confident, resilient, creative thinkers and social learners who are empowered to direct and evaluate their own learning. We believe that children learn best through play, providing a balance of child initiated and teacher directed learning. We also believe that learning is enhanced when families and staff work together to plan for the best outcomes for children.

Our Vision:

- We will foster a learning culture which develops confident, active and lifelong learners in a supportive and diverse community.
- We respect the rights of children as enshrined in the United Nations Convention on the Rights of the child (1991)
- We will be responsive to children's strengths, abilities, cultural heritage needs, interests and wellbeing to develop a foundation for future success.
- We acknowledge that families are the child's primary educators and will work in partnership with them and the broader community.
- We will encourage successful and confident learners through a sense of optimism and resilience creating powerful learners with a growth mindset.
- We will foster respect and acknowledge our indigenous history and culture. We will be respectful and inclusive of diversity and believe that this contributes to the richness of our community.
- Staff will engage in ongoing professional learning opportunities and reflective practice to ensure improved outcomes for all children.



WELCOME TO FLAGSTAFF OVAL KINDERGARTEN

Our Staff Team

Director - Meegan Barron

- Bach of ED E.C.E
- Grad Dip. Children's Mental Health
- Dip T. E.C.E

Teacher - Sue Mellor

- Bach of ED E.C.E
- Dip T. E.C.E

Teacher - Ruth Oliver

- Dip T, E.C.E

ECW - Rosalie Christie

- Cert III Children's Services

ECW - Krysten Pattison

- Bachelor of Applied Science (Speech Pathology)
- Cert 111 Children's Services
- Working towards Masters in Teaching (Early childhood)

ECW - Monica Henderson

- Cert III Children's Services

ECW - Toni Brown

- Diploma in Children's Services

ECW Pamela Pilgrim

- Cert III Children's Services
- Cert III in Children's Disabilities

Speech & Language Teacher - Kerry Kinnersly

- Grad Cert. Special Ed
- Bach. Ed
- Dip T. E.C.E

Speech Pathologist - Sue Lawless

- Bach. Applied Science
- (Speech Pathology)

Staff, are available from 8.45 - 3.30pm, Monday-Friday

Staff members are available to answer your questions and work with you to support your child.

Session Times

Kindergarten children are eligible to attend 15 hours per week (30 hours per fortnight), for one year prior to attending school.

We offer two full days and 1 half day, Monday through to Friday.

Koala Group: Monday and Wednesdays 8.45am – 3.30pm
Alternate Friday mornings (odd weeks) 8.45 - 11.45am

Kurraka Group: Tuesday and Thursdays 8.45am - 3.30pm
Alternate Friday mornings (even weeks) 8.45—11.45am

Kindergarten Transition

Children will be invited to attend our transition programme which operates alongside playgroup as preparation for entry into the kindergarten programme the following year. Through this transition process children become familiar with the learning environment, staff and some of the routines of the kindy. Parents are seen as a very important part of this transition process and as such we value your time and energy to become involved in this process.

Fees for transition programme are \$50.00, paid at the beginning of term to maintain your position.

Kindergarten

Children are placed in two groups depending on availability of sessions. Children who turn 4 before May 1, in that year will start kindergarten in January. Please contact the Director for available sessions.

Missed sessions of Transition or Kindergarten (due to illness, school visits, holidays, excursions, pupil free days etc) cannot be transferred to another day or refunded.

Preliminary Enrolment

When you have decided that you would like your child to attend Kindy here at Flagstaff Oval Kindergarten, Please contact staff by phone or email with the following details: Child's name, Child's D.O.B, Parents Names, Address, Home and Mobile phone numbers, intended school and any special needs.

Kindergarten staff will contact you two terms prior to commencement to organise information and enrolment sessions where upon enrolments will be taken and all relevant information collected.

Drop-off & Collection times

Upon arrival at each session, please sign against your child's name in the roll book located on the bench as you come in the front gate. Any information required by staff ie Aunty sue is picking up- can be jotted down in the "notes" column. Your authority is required if another person is to collect your child. Check the whiteboard for notices and check your child's communication pocket which is located in the parent area inside.

Please encourage your child to hang up his/her own bag and hat –By doing this children know where to find them when needed.

There is no 'rule' as to how long parents need to stay when first settling their child into kindergarten life. Please do not leave without saying goodbye. Leave your child busy and near a staff member if you anticipate that extra security will be needed when you leave. Rest assured that a staff member will phone you if your child is distressed. It is important to be consistent and return for collection on time.

Please sign your name in the roll book again to show that your child has been collected.

What to bring to kindy

- A named back pack with 2 shoulder straps.
- A named drink bottle filled with water.
- Healthy snack (fresh fruit, dried fruit, cheese, raw vegetables).
- Spare set of clothes (in case of accidents/muddy play).
- shady hat Term 1 & 4
- Lunch
- ***Please put your child's name on everything!***

Your child should wear comfortable play clothes that he/she is able to manage on his/her own. This is especially important for toileting. Please keep a complete spare set of clothes in your child's bag (accidents do happen). Do not forget to name each item including shoes. (No thongs or crocs please). T-shirts and tops must cover the shoulders to comply with our sun-safe policy.

Hats are essential. A broad brimmed or legionnaire style hat is recommended. We have a no hat – no play policy in terms 1 and 4 of each term. Kindy hats are available for purchase at the kindergarten. Please apply sunscreen to your child prior to arriving at kindergarten each day. Staff will re-apply sunscreen in terms 1 & 4 during the lunch period. The kindergarten has good quality T-Shirts and windcheaters for sale, bearing the kindergarten design on the front. They come in various colours. Please see staff if you want to purchase these items.

Paint stains can be removed by soaking the clothing for a while in a

laundry soaker. Encourage your child to wear paint smocks!

We encourage children to bring interesting natural, unusual or thematic items to Kindergarten, but home toys are special and should stay at home. Lost property is kept for one term in the Lost Property box, and then given to charity.

Lunch/snack suggestions include:

Lunch – sandwiches, salad, yoghurt (Frozen), rolls, meat, cheese, crackers, fruit etc.

Healthy Snacks – 2 pieces of fruit (1 for the morning and 1 for the afternoon)

Fruit and lunches stay in the children’s kindy bag for easy access by them and to support growing independence.

On days where the temperature is forecast for 35 or above, children’s bags will be relocated inside.

Please Note: We are a Nut Free and Allergy Aware Kindergarten. Please do not send foods such as peanut butter, Nutella, muesli bars, lollies, chocolate, chips or roll-ups or anything which may contain nuts. (Please refer to our healthy Food Policy)

Kindergarten Routine

Our daily routine will follow a format along that outlined below. We will also be gauging the energy level of the group and it may change accordingly.

8.45 - Children arrive

9.10 - Exercises

9.30 - small group time

10.00 - fruit time

Free exploratory play, inside/outside

11.30 - preparation for lunch

11.45 - large group time

12.00 - lunch time/Relaxation time.

12.45 - Free exploratory play- inside/outside (2pm snack time.)

2.45 – pack up time

3.00 – small group times

3.30 – Home time

Please be prompt as Teachers need to prepare for the next day, write up learning stories, programme and often have meetings to go to immediately after work.

Fees Policy

The Government of South Australia (Department of Education and Child Development) provides a very basic level of funding for the centre, (which

contributes towards), but does not cover the costs of operating the kindergarten.

Fees are necessary because there is a shortfall between the level of Government finding and the costs of operating a viable, high quality service.

Fees contribute towards purchase of art supplies, toys, equipment, utilities, cleaning, materials etc.

Fees are set by the Governing Council on annual basis. The Governing Council may review and change fees to ensure the budget balances.

Kindergarten (fees per term) is \$155.00 and need to be paid in the first 3 weeks of each term.

Emergency Care can be provided for families in the case of an emergency depending on capacity at the time. These situations are treated individually. Please contact staff.

An \$8.00 fee applies and must be paid on the day.

(For further information regarding fees, please refer to our fees policy)

Payment of Kindergarten Fees

Fees will be invoiced to families in the first week of term. Fees are due by the end of week 3, after which time a reminder letter will be sent to families where no payment has been received and a penalty of \$5.00 incurred.

We also have the option to pay the yearly fees in Term 1.

Please Note: Access to the full day program will be withdrawn if there are overdue fees owing.

Fees may be paid by cash, cheque or Electronic Funds Transfer. Please place your fees in an envelope with your child's name clearly marked and place it in the "white Fee Box" located on the wall outside the main office. The Treasurer will collect fees and issue receipts for all fee and place in the children's communication pockets.

We would prefer EFT Transfers if at all possible (Electronic Funds Transfer).

Our Account Number and BSB is as follows:

BANK: BANK SA
BRANCH: ABERFOYLE PARK SA
BSB: 105-186
ACCOUNT NUMBER: 019726540

Payments are receipted at the end of the month and cross checked with our Financial Records. **Please return the slip on the bottom of the fee invoice with your Reference number. Please use your child's name as the reference name.**

If your family is experiencing financial difficulty, please see the Director to make plans for a payment plan.

Refunds: Refunds are not given to families who do not use their designated kindergarten sessions.

Playgroup

Our Playgroup for children from birth to 5 is run by a staff member and is held on Friday afternoons from 12.00 – 1.30pm, in weeks 1-9 of the Kindy term.

The cost is \$45.00 per family per kindergarten term.

Playgroup Fees, money, notes etc should be placed in the locked Fees Box on the wall near the main office.

Curriculum, Programming, Assessment and Reporting

Our curriculum / program is based on a sound understanding of Early Childhood development, theoretical knowledge and practical considerations. Each week we provide a balanced indoor and outdoor programme including both play and structured activities.

The daily program allows for uninterrupted periods of play as well as planned large and small group sessions. We provide a calm, safe & friendly atmosphere which is conducive to learning.

To develop a sense of agency and positive self esteem, children need to be free to experiment, to make mistakes, and to have their best efforts recognised and accepted. We aim to allow each child to progress at his/her own level and we value the learning process far more highly than the final product. We provide stimulating, enriching challenges and new experiences that are appropriate to each child's level of development.

Children will be encouraged to gain independence and to be able to contribute to the group. We encourage independence in everyday matters, such as putting on painting smocks and jumpers, being responsible for bags and own work, etc.

To begin developing self-discipline, we support children to be able to accept limits and exercise self-control. Together with you, we help children to learn acceptable behaviour. We stress that children must respect the rights of others, not damage people and property or hurt feelings. We encourage them to solve problems through the use of restorative practices, say what you see and the 'you can do it' mental

health programme.

The staff use an 'Emergent Curriculum Planning Process' to programme together fortnightly, as well as in an ongoing manner, based upon observations of children's learning, interests and needs. These also include special events in the local community.

A summary of the programme is included in newsletters, and usually covers learning which has been happening at Kindy, planned learning experiences and ways parents can support children's learning at home.

Our programme is connected to the Early Years Learning Framework (EYLF). This is a curriculum document developed by the Federal Government, Department of Education, Employment & Workplace Relations and is a National Document.

The Principles reflect contemporary theories and research evidence concerning children's learning and early childhood pedagogy (teaching practices).

The **Principles** –

1. Secure and respectful relationships
2. Partnerships
3. High expectations and Equity
4. Respect for Diversity
5. Ongoing learning & reflective practice

The principles of early childhood pedagogy underpin teaching **practices**.

The practices –

1. Holistic approaches
2. Responsiveness to children
3. Learning through play
4. Intentional teaching
5. Learning environments
6. Cultural competence
7. Continuity of learning and transitions
8. Assessment of learning

Educators take many digital photographs every day. Teachers use photographs and their observations of children to write LEARNING STORIES. Learning Stories are written for children when Educators observe a significant moment of learning for that particular child. The Learning Story contains:

- Digital Photographs
- A narrative section, describing the play sequence
- What learning happened here? Learning is described against the Early Learning Years Framework Learning Outcomes.
- What next? Teachers describe how children's learning can be extended from this significant learning experience.
- Parent and Child's voice. Learning stories are placed in children's communication pockets. Families are asked to make a written

comment about the learning story, or about another of their child's recent passions and return the learning story to Kindy. This information is used to further inform the emergent planning process. Educators then place the learning story in your child's learning folder.

- All children receive an individual learning plan by their second term at kindergarten and interviews can be arranged upon request.

Your child's teacher will write a summative Report, in your child's last term of Kindergarten. A Summative Report is a summary of your child's learning journey while at kindergarten. With your consent, a copy of this Summative Report is forwarded to your child's Reception teacher at school.

The five **Learning Outcomes** are designed to capture the integrated and complex learning and development of all children across the birth – 5 age range.

The Learning Outcomes –

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

Policies

All Flagstaff Oval Kindergarten and DECD Policies are available for you to look at, at any time. This folder is kept on the kitchen bench. Some of the policies you may wish to refer to include the Food & Nutrition Policy, Behaviour & anti-bullying Policy, Sun Protection Policy and our Bushfire Policy.

Parent participation

We welcome parents' participation in the kindergarten. When parents and teachers genuinely share the responsibility for the child's Development, the benefits can be enormous. By regular interaction and communication, parents and teachers can help each other to appreciate children's individual interests, strengths & needs.

We welcome help from parents during sessions. This is a good opportunity to see your child and their friends at work and chat to staff.

Involvement can range from working with children e.g. cooking, computing & reading stories etc; preparing materials; cleaning tasks or minor maintenance.

Occasional weekend working bees and Family Fun Days are other avenues for getting involved. Excursions and performances are arranged from time to time and parents may be invited to help. All levels of support are much appreciated.

Illness & Medication

Illness- If a child is unwell prior to coming to kindergarten; we ask that they be kept at home. Children with contagious or infectious diseases including diarrhoea, vomiting, raised temperature and "green" noses are not allowed to attend kindergarten. Please keep your child at home for at least 24 hours after vomiting or diarrhoea.

If a child appears to develop a need for medical attention during the kindergarten session eg a raised temperature, you will be phoned by staff.

Medication - If a child has to have medicine during the day, parents must sign a form to authorise staff to give the medication. The medicine, along with a medicine glass, must be given to staff and not left in the child's bag.

Do not instruct your child to take medicine without adult supervision

Minor injuries will be treated by Kindergarten staff. Staff are trained in Senior First Aid, Asthma and Anaphylaxis. We use Universal/Standard Precautions when dealing with accidents and injuries (eg, staff wear gloves). You will be notified of any incidents concerning your child and asked to sign a form if your child has had any accidents/injuries at kindergarten.

In an emergency, there will be no hesitation in calling an ambulance. Parents or care givers or the emergency contact on your child's information sheet will be contacted as soon as it is possible.

Please inform the kindergarten of any allergies e.g. bee stings, chronic complaints e.g. asthma, or regular medications used, and that this information is on your green enrolment form. **Please advise staff if your child's situation or medical conditions change.**

Child Absences

Please ring or email the kindergarten on 8270 5135 if your child will be absent for any reason.

If you wish to email information or a query our email address is:
DL.3630.leaders@schools.sa.edu.au

Please inform staff of any change of address and phone numbers.

Helpful Bits 'n' pieces

Communication

On enrolment, a communication pocket is organised for each child. All

paper-based communication from the kindy will be received through your child's communication pocket. (e.g. newsletters, Governing Council Meeting summary's, receipts, fee invoices etc.) Notes and reminders are often written on the whiteboard next to the children's bag area. These may change daily. If you would like to return notes, surveys, learning story feedback sheets, please hand these to staff.

While sharing an informal chat remains the most immediate and satisfying way of sharing insights about your child's development, on several occasions you will be asked to put pen to paper.

1. Upon enrolment
2. In response to receiving developmental profile statements, halfway through and at the end of your child's preschool year.
3. As required by Departmental quality assurance practices.
4. To invite you to participate in decision making.
5. To provide feedback.

We really appreciate your honest responses and information sharing. They help us to plan, implement and evaluate effectively and to improve our services for you and others.

Please feel free to discuss significant events at home that may affect your child's behaviour. Ask for privacy if matters are confidential

Attendance Policy

Please note that kindergarten staffing is calculated on attendance, (not enrolments), therefore, it is important that your child attends regularly. Staff under take Data Collection during the first 2 weeks of every term.

Specialist Services

The services of some specialist staff are available through the Department of Education and Children's Services (DECD). Please talk to staff if you feel your child may need to use speech therapists, psychologists, social workers or special educators. A social worker is available for you and your family.

Payments

Please return any payments for excursions or fundraising events in a sealed envelope, labelled with your child's name, what the payment is for and the amount enclosed. Please place in the "White Fees Box" located on the wall outside the main office. Kindergarten Term Fees can be made by eftpos electronic transfer.

Birthdays

As birthdays are an exciting time for your child we are happy for you to bring along objects such as stickers, pencils, balloons for your child to hand out to other children. Please Do Not send Food/lolly items due to allergies.

We have a 'wax cake' and will sing Happy Birthday at the end of the kindergarten session. Parents are welcome to join in at this time.

Newsletters

The staff will compile newsletters to inform parents of current issues and upcoming events. This is an important part of our communication with you, so please take time to read it carefully and return any communication tear off sheets as soon as possible.

The Parent Area

Parent/community notices are displayed in the parent area or put in your child's communication pocket. Please check your pocket daily. The parent area also contains the parent library, the floor book with photos of the daily programme as well as individual children's portfolios. Please take the time to see what your child has been doing at kindy.

You may borrow books on a variety of subjects including child development, family matters, behaviour management, grief, healthy living, community groups etc. Please feel free to have a cuppa and a browse. Should you wish to borrow, please record your loans in the book provided.

Laundry Roster

During your child's year of kindergarten, you will be rostered to assist with the kindy washing. A roster will be drawn up and a notice will be put into your child's communication pocket when it is your family's turn to take the washing.

The laundry consists of paint smocks, tea-towels, table cloths and anything else which may require washing from time to time. It will be placed into a large bag for collection at the entrance door. We thank you for assisting us in this way.

Health Screening

A free Health Screening is available before children begin school. These appointments are conducted once a term by the Child & Youth Health Service on set dates. The health check is held during normal kindergarten sessions. The child must be a minimum age of 4 years 3 months to be eligible for this service.

Notices will be placed outside on the notice board to inform parents of the next available appointment date, or for you to see a staff member when your child becomes eligible for this service. Parents or a Caregiver must attend this appointment with the child. You will be asked to complete a consent form prior to the appointment and on the day you will also need to bring your blue/red baby book.

Arrival & Departure

Parents are most welcome to stay and participate in an activity at the commencement of a child's session.

Please do not leave your child unattended in the playground before a session as Educators are unable to supervise at this time.

If someone different is to collect your child on a particular day, please write this in the comments column in the daily attendance/roll book when you sign in.

Excursions & Performances

These are arranged as part of our educational programme to follow up areas of interest or to spark off new ideas. The costs are only partly covered by your fees, and a fee is usually requested at the time to cover expenses. You will always be notified of forthcoming events. Occasionally parents are needed to help supervise the children and in this case it is not appropriate to bring younger siblings along.

On excursions only, our Kindergarten mobile will be switched on. The Number is 0434 220 886.

Governing Council

The Kindergarten Governing Council consists of parents of children attending/attended the centre, interested community members and the Director of the Kindergarten. It is elected at the Annual General Meeting, held in November every year.

Being a council member is not only a great way of having an active role in your child's kindergarten but is also a way of getting to know other parents and staff.

The council currently meets in the evening in weeks 2 & 7 during term times. Responsibilities include general maintenance of the centre, organising social and fundraising events, budgeting and administering finances, purchasing equipment and providing input and feedback on policy development.

A variety of skills & interests are required, including secretarial skills, accounting knowledge, catering ideas, an interest in education, the ability to do odd jobs, etc, OR any parent with an interest in the welfare of their children.

Some positions on the Governing Council entail a few hours of work per week, others require attendance at the monthly meetings and being a general helper. Working parents are also encouraged to participate.

Responsibilities of the Governing Council include:-

Supporting and collaborating with staff in decision making.

Maintenance of the centre.

Organising social events for the kindergarten community.

Budgeting and administering the finances of the centre.

Fundraising to provide resources for the children's learning activities and equipment.

Providing input and feedback into policy development.

We appreciate the sharing of your time and skills in any way you can contribute– valuing the benefits to you, your child, staff and the

Kindergarten community.

All Council meetings are open and the minutes and agenda are displayed on the notice board in the parent room for your information.

We appreciate the sharing of your time and skills in any way you can contribute– valuing the benefits to you, your child, staff and the Kindergarten community.

Emergency Procedures

Emergency routines are taught and practiced. We have a bushfire policy. Our procedures are displayed by EXIT doors. Please familiarise yourself with these routines if you are to spend time at the Kindergarten.

Allergy Aware Kindergarten

Because of the increasing incidence of severe allergies to nuts in children, the kindergarten is now allergy aware. This means that no nuts, fish, eggs, seafood, crustaceans of any kind are to be brought to kindy, to ensure the health and well-being of children and staff. Please do not send any foods containing nuts, including peanut butter, nutella, or other nut based products.

If a staff member discovers that a child has brought food containing nuts etc the food will be removed and put aside until pick up time. A substitute will be offered such as sultanas. The child's parent or caregiver will be consulted and reminded of our Policy and a note will be placed into the Child's lunchbox.

Occasionally, children with severe allergies may be attending Flagstaff Oval Kindergarten. If the allergy is life threatening, similar procedures to those described above will be implemented, to ensure the child is kept safe. All families will be informed if the situation arises.

Grievance Procedure

The following procedure must be adhered to when resolving any grievance or issue relating to our Centre.

STEP 1 Parents are asked to talk directly to the staff member involved.

STEP 2 The staff member will make an appointment with the parent and Director to enable the issue to be discussed fully.

STEP 3 If the issue is unresolved the parent should approach the Director.

STEP 4 If the grievance or issue cannot be resolved, parents can contact wither a Member of the Governing Council, or the DECD Regional Office in Noarlunga.

Financial issues should be raised with the Director.

After discussion the Director will follow through the issue with the appropriate persons, Governing Council and / or the Department of Education and Children's Services.

Our aim is to implement clear, open and honest communication with families.

"A problem shared is a problem halved"

School Enrolment & Transition

It is the parents' responsibility to enrol children at the school of their choice. Early notification is appreciated to assist in teacher allocations. Your child's summative report which you will receive in term 4 is designed to be shared with the classroom teacher.

Smoking

It is DECD Policy that all Kindergarten property is a Smoke Free Zone.



Kids Stuff !!!!

Playdough

4 cups plain flour
1 cups salt
2 Tablespoons cream of tartar
2 Tablespoons of oil
4 cups boiling water
Food colouring or dye

Goop

1 cup cornstarch
2 cups baking soda
1 ¼ cups water

Mix dry ingredients and add water a little at a time.

(This is important, as you may not need all of the water)

Mixture should be scoopable with hands – not too runny. When a lump is squeezed, it melts, then becomes more solid again. (food colouring can be added if desired but it can stain hands)

Bubble blowing

Mix together 1 teaspoon glycerine, 2 cups dish washing liquid and 4 cups of water.