KINDERGARTEN RULES:
We do have some rules at Kindergarten in order to maintain Learner Well Being and a Safe Environment. We are listing them here so you are aware of them and can help your child and any other children that you may bring in, to observe them.

- We adhere to our Site Behaviour Code which includes information on our approach to bullying and volatile behaviour. A copy is included in your information pack
- We are respectful of adults and our peers
- The educators are committed to working in a positive manner with all children and adults
- We have a hands off others rule
- We walk when we are inside
- We walk outside on the cement areas
- We use our quiet speaking voice inside
- Only adults may operate the gate and we ask adults to take care to let only their child exit with them
- We always sit down when eating and stand still when drinking
- Superhero toys, costumes, toys, toy weapons belong at home
- Hats must be worn outside during the months stated in our policy
- Children must have sun cream applied daily
- Children must have healthy food options

The centre operates under the policies and procedures of the Department of Education. Please visit their web site to look at the range of policies and procedures which govern our program and operation [http://www.decd.sa.gov.au/policy](http://www.decd.sa.gov.au/policy). The parent’s complaints policy is available on this link. Remember your first point of discussion, if you have a complaint or issue, should be directly with the Kindergarten as per the site parent grievance procedure policy (copy is included in this pack). We are happy to discuss any issues. The centre also has a range of centre specific policies two of which are included in this booklet and a detailed policy book is available in the parent library for your information. Each parent also receives a copy of the Site Behaviour Code.
THANK YOU FOR YOUR HELP IN THIS

Right Bite Food Supply and Nutrition Policy for Preschools
Healthy Food Supply and Nutrition Policy of: Trott Park Kindergarten

Our preschool:
- encourages healthy food and drink choices for children in line with the Right Bite strategy
- encourages food choices which are representative of the foods of the preschool community
- ensures healthy food choices are promoted and are culturally sensitive and inclusive
- ensures a healthy food supply for preschool activities and events in line with the Right Bite strategy
- displays nutrition information and promotional materials about healthy eating

has the following guidelines for families for food brought from home or provided by staff within preschool time

Fruit Time:
Parents and carers are encouraged to supply fruit and vegetables at fruit time to:
- provide children with important minerals and vitamins
- encourage a taste for healthy foods
- encourage chewing which promotes oral muscle development

Lunch Time:
Parents and carers are encouraged to supply foods based on the Green Category in the Right Bite Guide to Healthy Food and Drink Supply including:
- breads, cereals, rice, pasta and noodles
- vegetables and legumes
- washed fresh fruit, canned fruit in fruit juice, dried fruits
- dairy foods – reduced or low fat yoghurt and cheese
- lean chicken, beef, lamb, pork, canned tuna and salmon, eggs
- water

Foods unsuitable for kindy:
Parents and carers are encouraged not to supply foods based on the Amber and Red Categories in the Right Bite Guide to Healthy Food and Drink Supply including:
- cakes muffins and sweet biscuits
- chips. lollies and chocolate
- breakfast bars, fruit bars and cereal bars
- oil popped popcorn

Many of these foods have a high salt, sugar, fat and kilojoule content per serve. It is recommended that snack foods contain less than:
- 600kj per serve
- 3 grams of at per serve
- 200mg of sodium per serve

We are a nut free kindy. Products containing peanut butter and peanuts, Nutella, and all other nuts are not to be provided for children's snacks. Please read labels carefully. Products with the warning "may contain traces of nuts" are not to be eaten at kindy and will be sent home.

Food and drinks provided to children:
- parents and carers are encouraged to provide healthy food and drink choices in line with the Right Bite strategy
- staff will ensure that food provided to children by the preschool is in line with the Right Bite strategy.

We have a more detailed policy which is given to you at initial enrolment and is also in the policy book in the parent library.

For more information check out the web site

STAFF:
Director: Maura O'Donnell
Teacher: Nicole Van Der Sluy/Rachel Turnbull/Jenny Kustermann
Early Childhood Workers: Naila Khan, Jodie Suisted (Support)

At times we will have relief staff, work experience students and special support people working at the centre. Notice will be given to parents of these people in the newsletter and on the white board.

SERVICES:
5 full days of Kindergarten per fortnight (Monday, Wednesday and alternate Fridays or Tuesday Thursday and alternate Fridays).

Session times Monday/Tuesday/Wednesday/Thursday/Friday 8.45-2.45

Integrated Early Entry: In negotiation with the Director Special services are also available through DECD for children who meet the access criteria e.g. Speech Pathology, Psychology, Preschool support and Social Work.

ENTITLEMENTS: Children are entitled to up 15 hours of Kindergarten for up to four terms before they start school. Children must be four before April 30th of the year in which they start. In is a DECD requirement that parents provide proof of child's age. If children have recognised special needs they may have additional terms of Kindergarten at the Director's discretion.

FEES:
We are part of the Department for Education and Child Development and receive some funding from the government; however we are dependent on contributions from parent fees for resources purchases and general running of the curriculum program.

KINDERGARTEN…..$90.00 a term which includes a $10 fundraising levy. We do not have outside fundraising at the Kindy but we do have community fundraising events such as BBQ's, raffles etc. We are happy for parents or families to help out at Kindy in lieu of partial fees. EARLY ENTRY - $36.00 term (two half days)

Fee reminders are placed in pockets each term. We encourage you to pay your fees electronically. Or envelopes are available on the kitchen bench. Place the named envelope in the fee box by the telephone on the kitchen bench. Exact money is appreciated as the Kindergarten does not keep money on the premises. We appreciate these being paid in full by week 5 of each term. If you have difficulties please see the Director to arrange a payment procedure that suits your needs. All conversations are confidential.
WHAT TO BRING:
- A bag that your child can manage without help and that they can easily recognise. We recommend that the name be written on the outside of the bag.
- A named water bottle to be kept in their bag. Please do not send other drinks with your child.
- A healthy snack for morning session to be left in their bag... fruit, vegetables, cheese, yoghurt or a sandwich. Rollups, muesli bars and other sugary snacks are not acceptable.
- A healthy lunch name lunch box which is to be put by the child with the parents assistance into one of the two blue crates provided as you enter the Kindergarten.
- A hat which must be either wide brimmed or legionnaires. The Kindergarten has hats available for $5. Hats must be worn for outside play all year.
- A named change of clothes for accidents

CLOTHING: Children need to wear clothes that are comfortable and that they can manage themselves. Dresses often hinder girls when they are climbing. We do provide children with smocks for messy activities but children will still get dirty sometimes so don’t send them in their best clothes.

FOOTWEAR: Thongs and shoes with slippery soles are dangerous when children are at Kindergarten as they are not secure and children often slip and fall especially when they are climbing.

WASHING: We appreciate your help with our weekly washing and you will be notified when it is your turn.

BIRTHDAYS: We celebrate children's birthdays by lighting candles, singing to them and giving them a sticker. We do not celebrate with cakes or other food treats.

ON ARRIVAL: Your child needs to tick their name and you need to sign them in. The "tick in sheet" is located on a table by the entry door. We use this sheet and also take a formal roll at 9.15 incase of any emergencies. The tick in sheet also assists your child to start recognising their name. This sheet should also be used to sign your child out and please note any changes in time. The notice pockets are located in the entry area and it is a good idea to check yours regularly so you know what is happening. There are notice boards in this area also where we display our current program, pictures of children and other notices of interest.

Rationale
Australia has the highest incidence of skin cancer in the world, with 2 out of 3 people developing some form of skin cancer in their lifetime.

Aims
The aims of Trott Park Kindergarten sun smart policy are to promote among children, staff and parents:
- Positive attitudes towards skin protection.
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for decision making about skin protection.
- Awareness of the need for environmental changes in our centre to reduce the level of sun exposure when the UV radiation level is 3 and above.

Implementation
This policy is for implementation from 1 September to 30 April. Outside of this time care will be taken when the ultra violet radiation level is 3 (moderate) and above. It is an expectation that all staff, children and parents of Trott Park Kindergarten will use the following skin protection strategies:

- Plan for and provide play experiences in the shade of trees, pergolas, umbrellas and tents whenever outdoors.
- Wear appropriate clothing which protects the skin:
  - Children, staff and parents will be expected to wear a broad brimmed hat, legoniers style hat or a bucket hat (with a deep crown and minimum 5cm brim for children and 6cm brim for adults). Children not wearing an appropriate hat will be expected to play in the shade under the verandah or wear a spare kindy hat when available.
  - Children will be encouraged to wear shirts with collars and at sleeves and longer style shorts/skirts. Tank tops and spaghetti strap tops are not recommended.

- Take care to protect the skin when the ultraviolet radiation level is 3 (moderate) and above. Whenever possible plan outdoor activities before 10am or after 3pm or in the shaded areas of the kindy.

- Plan for and provide play experiences in the shade of trees, pergolas, umbrellas and tents whenever outdoors.
- A broad spectrum sun cream, water resistant sunscreen with an SPF of 30+ will be applied by parents prior to Kindergarten each day.
- Parent will be encouraged to supply sunscreen for their children, preferably in a named roll on container. Bulk sunscreen packs will be available at Kindergarten for children without their own sunscreen.
- Sunscreen will be reapplied at part of the lunch time routine, allowing adequate time before afternoon outdoor play.
- Staff will model appropriate Sun Smart strategies in all service activities.
- Sun smart strategies and skin cancer prevention will we included in developmentally appropriate teaching and learning experiences.

Information about the centre's Sun Smart Policy will be given to all new parents, staff and families.
Assessment and Reporting

- We ask you to fill out a Preliminary Profile to tell us about your child.
- We take anecdotal observation notes about your child and what they know, understand and engage in at Kindy.
- We use digital pictures and work samples as assessment tools.
- The staff team will discuss their observations of your child’s Development and how they play at Kindy.
- Each child has an art bag and a portfolio which contains work samples, reports and developmental learning check lists.
- We use some basic skill tick sheets to ascertain your child’s skill levels. In their second term we write an Individualised Learning plan for your child. This includes what they are good at or interested in, any areas needing strengthening or extending, and what strategies we will put in place to assist them with their learning. Once the plan is in place we invite you to an interview to discuss their progress and input into the plan i.e. what you see them do at home.
- Mid way through their third term we write how they went with the plans. You are given a copy of this and we keep a copy in their file.
- When your child is about to go to school we write a Summative Report about what your child knows, does and understands. We report against the South Australian Curriculum Framework developmental Learning Outcomes. You will have an opportunity to input into the report. A copy is given to you, a copy goes to the school and the original is kept on file at the Kindergarten.
- We are happy to talk to you at any time about your child at a mutually convenient time.

Our Current Improvement Priorities 2015
Science
Visual and Performing Arts
Diversity
Literacy and Numeracy
Focus on Learning
Engagement and Learner Well Being
Implementing the Early Years Learning Framework

FEEDER SCHOOLS
Sheidow Park Primary School
St. Martin de Porres Primary School
Woodend Primary School
Hallett Cove East
Various independent schools
FAMILY DAY CARE
Mano Chettiar
Mobile 0433388967
Our Kindergarten Philosophy

We believe in and foster: Respect, Delight of Being, Individuality, Friendship, Optimism and Initiative

The child and their families are central to everything we do. We aim to provide a quality educational program that engages and supports children to construct and challenge their own understandings. Educators work in collaboration to plan, teach and review the curriculum based on their professional knowledge and an in-depth understanding of each child.

We provide opportunities for:

- Learning which promotes creative flexibility in thinking and problem solving
- Learning which assists to build on existing knowledge
- Learning which fosters oral language development and social abilities
- Learning which achieves excellence now and in the future for all children, educators and the kindergarten community to ensure we are equipped to meet the demands of our ever changing world

We achieve this by:

- Providing a nurturing and respectful Early Learning Environment that prepares our children for the joy of self-discovery, lifelong learning and friendship.

We believe in:

- Teaching with optimism and encouragement
- Learning from our children and the wider kindergarten community
- Leading by example and encouraging our site core values
- Creating safe environments and meeting national standards

Educators demonstrate this by:

- Creating a learning environment which is structured so that it provides for learning at different levels and in a variety of ways to meet the needs of all children.
- Planning and assessing individual children’s learning in consultation with their parents and setting clear goals for engagement, support and extension
- Reflecting and reviewing our individual and site practice and pedagogy and seeking to improve our skills as educators
- Having a positive attitude to trying new approaches in teaching and seek to challenge all children in their learning

Children show this by:

- Developing a range of life skills, learning skills and dispositions which support them to be independent learners; including emotional resilience, social competence, self-motivation, independence, persistence and resourcefulness
- Having a voice in the curriculum so their ideas are fostered and developed in ways which are meaningful to them and which lead to more complex learning
- Having the opportunity to take considered risks and learn from their mistakes

Parents demonstrate this by:

- Working with educators to form strong beginnings for their children by linking the learning from home to kindy and kindy to home
- Supporting children’s attempts, celebrating their successes, providing guidance for future learning through encouragement
- Communicating openly with educators about children’s needs, passions and interests
- Collaborating with educators in planning for future learning and improvements

Our Program

We plan and program and report using a The Early Years Learning Framework for Australia:

**Belonging** - Children belong first to a family, a cultural group, a neighbourhood and a wider community. Belonging acknowledges children’s interdependence with others and is the basis of relationships in defining identities. In early childhood, and throughout life, relationships are crucial to a sense of belonging.

**Being** - Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the here and now in children’s lives.

**Becoming** - Children’s identities, knowledge, understandings, capacities, skills and relationships change during childhood. They are shaped by many different circumstances. Becoming reflects this process of significant change that occurs in the early years as young children learn and grow.

The learning outcomes for children from Birth to 5 years

- Children are effective communicators
- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children are confident and involved learners
- Children have a strong sense of wellbeing

This curriculum document supports our quality educational program which offers children a combination of play based learning experiences and intentional teaching which are engaging, enriching and enjoyable and build success for life long learning.

Children have opportunities to play on their own, and with other children. We provide a wide range of activities and experiences including blocks, puzzles, books, drawing, sandpit, climbing, swings, painting, construction sets, home corner, pasting and playdough.

We have small and large group times for stories, snack, songs and discussions.

Children are encouraged to develop numeracy and literacy skills through play and group times.

The development of thinking skills is another important part of our program, and this also happens throughout the sessions.

Children are able to develop their social skills, through sharing, turn taking, negotiating and playing.
PARENT RESPONSIBILITIES:

PUNCTUALITY – please be as punctual as possible. It is important to establish routines in children for lifelong responsibilities therefore please try to drop your child off on time. If you will be late collecting your child please ring to inform staff so we can reassure your child. Late collection can be stressful and upsetting for children. Continuous late collection will incur a fee. Children should not be left unattended before the session.

CHANGE OF PERSONAL DETAILS: Please Notify the Kindergarten immediately.

CHILD SAFETY: You must accompany your child into the Kindergarten building every day. If another person is collecting your child please note the name of the person in the diary on the table as you enter.

NOTE COLLECTION: Each child has a pocket where all information is put that is relevant to you and your child. Please ensure you check these pockets daily.

HEALTH CARE: Please do not send your child to Kindergarten if they are unwell. It is especially important that you notify staff if your child has an infectious illness. It is very important that you notify us of any medical conditions your child has e.g. Asthma, allergies etc. We need a form completed and signed by your doctor.

If your child is hurt or has an accident at Kindy we will put a red notice in your pocket and the incident is also documented on a sheet in the Kindy accident book.

LIBRARY: We have a book borrowing basket located in the reading area simply write the book title, child’s name and date in the copy book provided.

HOME BORROWING LITERACY AND NUMERACY KITS: We have a range of educational kits for you to share at home with your child. These are situated on a hanging frame as you enter the Kindy. Simply write the kit number, your child’s name and the date borrowed on the green form and date of return. These kits were expensive to make and we would be grateful if you could ensure they are treated with respect at home.

PARENT INVOLVEMENT:

Parents help to run the Kindergarten through the Governing Council. There is an Annual General Meeting each year in November and the council is elected. There are meetings two to three times a term and the date and time is arranged each year with the new Council in order to facilitate maximum participation.

Some of the responsibilities include:
- Management and administration of Centre
- Financial Management of the Centre
- Maintenance and development of grounds and equipment
- Supporting staff in the provision of a quality service

HOW YOU CAN HELP: We welcome and enjoy parents being part of our sessions, especially in reading to children, cooking, helping on the computer and playing board games with them, which are things we often get interrupted when doing.

If you have skills you can share with us we would love to know, e.g. cooking, playing an instrument, a sport or hobby or a special interest. We always need materials for pasting and woodwork, so boxes, material, lids, corks, feathers, gum nuts, cards, wrapping paper, shells, ribbons, leather and so on are welcome. The only exceptions with boxes are washing powder, cigarette boxes, match boxes and toilet rolls.