Callington Kindergarten Information Booklet

The Staff are:

Director (2.5 days)      Bridget Klingberg
Early Childhood Worker (2.5 days)   Vonny Mahlburg
Early Childhood Worker
(Occasional care)      Michelle Cameron
Early Intervention Support Worker  Rebecca Van Eck (Bec)
Melissa Hutchesson

Fees for sessional kindergarten:

$25 per term for one session (prior to turning 4)
$55 per term for four sessions

Your fees help to support the financial structure of the kindergarten. The State government provides funding for the teaching staff, but the money needed for water, cleaning, maintenance, children’s resources need to be raised from parent contributions.

Fees can be paid in one lump sum or spread out over the term on a weekly basis.
If you are having difficulty paying your fees, or have questions about our fee structure, please see the director.
Kindergarten fees are compulsory and do need to be paid.

Kindergarten Management

The parent volunteers who form our Governing Council are elected each year to manage and coordinate centre operations in partnership with staff.
We encourage your participation at this level, as the quality of our kindergarten relies on the support of the families who use our service.
The Council meets twice each term, and all parents are invited to attend meetings, or join the committee!
The Kindergarten Curriculum

The curriculum at Callington Kindergarten is designed to promote the development of essential life skills and competencies. This is done within the context of a play-based curriculum, and is guided by the departments SACSA framework.

South Australian Curriculum Standards and Accountability Framework (SACSA)

Educators within the birth to five years range of the Early years band use the curriculum scope (learning areas) and developmental learning outcomes as a central part of their engagement with children and as the basis of planning for and reporting achievement.

Through the Learning Areas of SACSA, learners are introduced to new information. In this way they develop the inquiring habits of mind and actions, skills and values which are so fundamental to living in a post-modern world and to lifelong learners.

Learning Areas of SACSA include:
- Self and social development
- Arts and creativity
- Communication and language
- Design and technology
- Diversity
- Health and physical development
- Understanding our world.

Developmental Learning Outcomes of SACSA are broad, long term accomplishments.

They include:
- Children develop trust and confidence
- Children develop a positive sense of self and a confident personal and group identity.
- Children develop a sense of being connected with others and their worlds
- Children are intellectually inquisitive
- Children develop a range of thinking skills
- Children are effective communicators
- Children develop a sense of physical wellbeing
- Children develop a range of physical competencies
The Developmental Learning Outcomes, together with the supporting evidence, provide educators with reference points to monitor and assess children’s progress.

We have a strong relationship with the Monarto Zoological Park, through their Education Officer, Ian Walton (Wally). This aspect of our program supports all areas of the curriculum. We aim to visit the Park twice each term, with other contact with Wally in between visits.

We will report to parents on the development of their child specifically and within the group program in the following ways:

- **Discussion** The staff are always willing to talk about your child’s progress. Although often busy at beginnings and end of sessions, please feel free to arrange a suitable time for long discussions.

- **Curriculum Board** Displayed within the kindergarten, is the program for the term. You will notice that the plan may often develop and change as the term progresses as we try hard to work around the children's current interests. Being flexible to their learning needs.

- **General Displays** show work samples of activities and experiences. These will include photographic record of your child’s learning.

- **Newsletters** inform you of interests and activities at kindergarten.

- **Portfolio folders** are taken home at the end of each term and is a record of your child’s time at Kindergarten. This includes work samples, photographs, observations by staff members and interviews with your child. They are available for your viewing. Please ask a staff member.
• Summative reports  In your child’s last term of kindergarten, a report on their interests and strengths and their progress at kindergarten is developed. This will be included in their Portfolio folders, and should be shared with your child’s first school teacher.

What services are available for my child?

Special Services

Children who may have additional needs, for example speech and language, developmental delays, identified disabilities, high intellectual potential, coming from a family whose first language is not English are able to access support through the director.

Support may include:

- Additional staff support to enable your child to attend,
- Speech pathology
- Special educator support
- Psychology
- Staff training
- Bilingual support
- Support through other specialist agencies

Occasional Child Care

Child care is available on an occasional basis each Thursday. Spaces are provided by DECS for 8 children aged 2 - 4 years. The cost of this service ranges from $1.50 to $5.00 per session. There is a waiting list, and you will need to check with staff on availability prior to attending. Priority is given to families which DO NOT access other child care services.

Children’s Library and Literacy kits

Literacy development is one of our high priorities. These skills are developed through listening, speaking, reading, writing and viewing. We acknowledge that these skills are already developing in your child at home, and wish to support
this. We encourage the borrowing of literacy kits from the kindergarten, as well as providing weekly borrowing opportunities from the school library.

Parent Library

There are a range of books and videos available for borrowing. These are displayed above the children’s lockers and near the back door. Please complete the borrowing book we use for the children’s literacy kits or ask staff for assistance – and if you have suggestions for material, let us know.

Book Club

Book club catalogues are distributed monthly, giving you an opportunity to order good quality books for your children. This service is provided by the Primary School, and you are asked to pay (cheques to be made out to the Callington Primary School) with your order.

School Buses

Any child travelling by school bus needs approval from the school principal, Ms Judy McPherson, Phone 85385 046. The school arranges for school aged children to care for younger children on the bus, in a formal arrangement. School children bring the kindergarten children to kindy. School buses are not available for children in occasional care.

Child and Youth Health

During your child’s time at kindergarten, the registered nurse from CAYHS (formerly CAFHS) will organise a screening to check children’s vision, hearing and general development at the town hall. Each child is eligible for an appointment from 4 years, 3 months of age. Parents are required to attend the appointment with their child. The nurse will discuss any areas of concern, and referral to appropriate professionals arranged.
Transition to School

Children beginning school at Callington Primary School will be involved in several areas of transition.

- Regular visits to the school library, playground and classes.
- Weekly joint reception / kindergarten interactions.
- Formal school transition is arranged by the school, this occurs in the child’s final 3 weeks of kindergarten.

Students attending Callington Primary School will receive information by letter.

Other schools will have their own arrangements, and will communicate with you about these.

School Interactions

The kindy has a rare and unique opportunity, due to it’s position, to have a close involvement with the school. Both the kindergarten and school children benefit from this relationship through both planned and spontaneous activities. The reception class spends 1 hour per week with the kindergarten children, either in the kindy or in the reception class. Children from the middle primary plan literacy experiences and the upper primary children come and scribe for our children in their blue folders. The school children support our children also in creative play, sporting interactions, dramatic play, tree planting etc.

Due to these interactions, friendships are formed and children feel more comfortable in their transition to school.

Food
Children are encouraged to decide for themselves when they are hungry, any time after 10am. A picnic rug is put in the shade on the verandah, with rubbish bin and worm bin available. Handwashing is encouraged, as well as taking responsibility for cleaning up when they are finished.

At lunchtime, children sit together to eat lunch, with a staff member joining them to eat.

We recommend that children bring nutritious food such as:
- Fruit, fresh or dried - our ‘Apple Machine’ encourages the eating of the skin!
- Cheese
- Vegetables (raw carrot should be grated)
- Sandwiches

Your child should have enough food to give energy for their time at kindy.

**Sweets, chips, and high sugar foods, give short bursts of energy, which do not sustain your child’s learning levels. Please do not send them to kindergarten.**

**Drinks**

Rainwater is available for the children to drink, at all times during the day. Please send only water in your child’s drink bottle. Juice and cordial do not quench thirst as effectively, and contribute to tooth decay and low energy levels.

**Birthdays**

At the centre, we celebrate each child’s birthday, recognising the significance of celebrating important events in our lives. If you would like to send cake for that celebration, please do so. Cup cakes are an easy alternative to cutting up cake in the kindergarten! Please check with staff about numbers and suitable times.

**Behaviour Management**
The kindergarten's comprehensive Behaviour Management code is available on request.
Briefly the code discusses......
- managing inappropriate behaviour immediately when it occurs.
- calmly discussing the inappropriate behaviour with the child/children involved
- an adult supporting the child with “time in” the activity or social situation.
- when inappropriate behaviour continues to occur, after discussion and supported “time in”, then “time out” away from the activity may be necessary
- if necessary and with parent support developing an individual learning plan to help teach a child appropriate behaviour at kindergarten.

Parents can support the code by working in partnership with the kindergarten staff through
- Reading the behaviour code
- Discussing with staff any concerns and changes in the child’s home life
- Supporting staff by adopting similar expectations at home

**Medication**

Please notify staff of any allergies your child may have.
Phone the kindergarten if your child is absent due to illness (this enables us to alert other parents of possible risks of infection for their child)
Help check the spread of infection by keeping unwell children at home.
Please ensure that your contact numbers and emergency contacts are up to date.

If your child requires medication while at kindergarten, DECS policy states that we must have a health plan signed by a doctor informing us exactly when and how to manage medication of any type, (and we encourage you to time dosages outside kindy hours if possible). Please see staff about a Health Plan.

**First Aid**

All kindergarten staff are trained in first aid, and supplies are available within the kindergarten. If your child has an injury we are unable to treat, we will contact you by phone.

*Standard precautions are adhered to at all times*, with staff encouraging children to attend to their own cuts when possible, and wearing gloves when our assistance is necessary.

**Suncare**
The kindergarten's comprehensive Suncare Policy is available on request.

To protect children from skin damage from exposure to the sun,
- They should wear clothing that covers their arms, legs and neck. Tank tops and sundresses without sleeves do not provide protection.
- They are required to play in shaded areas between 11am and 2pm.
- All children must have a hat - legionnaires or slouch hat style - in order to play outside.
- Parents are asked to apply sunscreen to their child’s exposed skin prior to arrival at kindergarten.

**Clothing**

As stated above, each child should have their own hat - we keep some spares in the freezer for emergencies. Children who do not bring a hat to kindergarten after one week will be given a hat and this will be charged to the child’s fees the following term.

Children will be involved in active, creative play at kindergarten.
We recommend comfortable, easily cleaned clothing in which they are able to climb, roll - and manage their own toileting.
Please pack a spare set of clothes in case of accident.

**Please label things you want back!**

Paint spills - even with smocks, many children manage to paint their back, sides and fronts - can be removed in COLD WATER. The use of hot water will set the dye.

**Lost Property**

Please label your child’s hat, clothing, shoes, lunch box, drink bottle and bag. Each child has a labelled locker for their belongings - labelled things find their way home.
We have a lost property box inside the front door. Please check this for missing items.

**Toys**
Children are encouraged to share things they find - like shells, nest, insects, etc. But please leave their precious toys at home. The loss or destruction of a loved and valuable toy is upsetting for all of us, and can be avoided by playing with them at home.

If your child needs a security toy, please discuss the matter with staff.

**Safety and Security**

**Arrival and Departure of Children**

Please enter the kindergarten through the gates and escort your child right into the building on every occasion. It is extremely important that staff know that your child is present!

Likewise, the collection of children at the end of sessions needs to be after dismissal from staff. This will only happen when the staff member knows the person who has arrived to collect your child. If someone different will be collecting your child, you must notify us (in writing at the beginning of the session is preferable), or we will not allow them to go.

Help children to use footpaths to keep them safe from reversing cars.

**Evacuation Plan**

The kindergarten has an emergency evacuation plan posted at exit points in the building. Please make yourself familiar with its detail.

The evacuation plan is rehearsed regularly.
- Person to notice emergency immediately notifies staff.
- Staff sound warning signal. Phone Emergency services.
  Inside staff member collects roll and children, take to evacuation point, check roll.
- Other staff member collects first aid box; double checks play areas to ensure no children are left behind.
- Decision is taken to move onto town oval.

**Visitors to the Kindergarten**
You are considered a visitor to the centre if you stay longer than 10 minutes. You may stay to read a story, help with activities, etc. If so, please sign the visitors’ book and sign out when you leave. This is a safety measure, part of our Occupational Health Safety and Welfare requirements. In case of emergency, we will be aware of all persons on site.

What can you do at kindergarten?

We are aware of the many demands on your time and energy; and appreciate that, while you are interested in your child’s kindergarten experience, you will choose your own level of involvement. There are many ways to be part of the kindergarten and we encourage you to participate in whichever way you feel most comfortable.

You may choose to:
- Stay and play a game, do a puzzle or read a book to your child
- Donate boxes, collage materials, paper
- Take home an odd job (sewing, toy repairs)
- Join the Management Committee
- Come to family functions
- Help with fundraising
- Demonstrate a craft, play a musical instrument, help with cooking or gardening
- Provide support for excursions or staff emergencies
- Read notices and newsletters
- Assist staff in developing resources
- Pick up supplies and shopping – including Nature Education Centre animals
- Help with rosters (washing)
- Help with end of term jobs (cleaning tables, chairs, fridge, etc)

What else do you need to know?

- A Notice Board is located at the door containing items of interest, coming events, suggestions for helping, rosters and children’s program.
- Display boards around the kindergarten show children’s work, photographs, information and happenings.
- Power Point displays of children’s activities are used on our lap top computer in the entry area when you collect your child, occasionally.

What if you have a Problem?
At times, families may have grievances or concerns that need to be resolved. Usually a simple discussion within the kindergarten will clarify the situation. Please discuss concerns with a staff member in the first instance. The staff in the kindergarten will deal with your concern in a confidential manner, and we ask that you do the same.

If you feel that the situation has not been resolved, we encourage you to take the following steps:

- Talk to the Director
- If unresolved, speak to the chairperson of the Management Committee
- District Education staff are available on 85320700 –to assist where necessary.