Information Handbook

PLYMPTON SOUTH
KINDERGARTEN

13 Yapinga Street
South Plympton  SA  5039
Ph : 82935178
Fax: 83714973
dl.3695_leaders@schools.sa.edu.au
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**Session Times:**
The Kindergarten is open Monday to Friday.
All day sessions: *9.00am to 3.00pm.*

Group A: Monday/Wednesday and alternate Fridays.
Group B: Tuesday/Thursday and alternate Fridays.

**Flow of the Day:**
9.00am: Arrival - Activities inside and outside
9:30am: Group Time - Story and Project time
10:00am: Fruit
10:15am: Activities inside and outside
11:45am: Group time - Games
12:00pm: Lunch/Relaxation
12:30pm: Activities inside and outside.
2:00pm: Fruit
2:45pm: Mat time
3:00pm: Goodbye
KINDERGARTEN STAFF

Director: Sarah Moore

Group A: Monday/Wednesday and alternate Fridays.
Teacher: Sue Tennant
Teacher: Sarah Belleli-Taylor. (Monday and Friday Only)
Teacher: Barb Webb (Wednesday)
ECW: Margaret Buckingham/Lyn Kerr

* Monday and Friday afternoon- will be an Administration day for Sarah Moore, Sarah Belleli-Taylor will replace her on these days.
* Friday morning - will be Non Contact time for Sue Tennant, Sarah Belleli-Taylor will be the replacement Teacher.

Group B: Tuesday/Thursday and alternate Fridays.
Teacher: Barb Webb
Teacher: Sarah Moore
Teacher: Sarah Belleli- Taylor (Thursday and Fridays only)
ECW: Lyn Kerr

* Friday Afternoon - will be an Administration day for Sarah Moore, Sarah Belleli-Taylor will be replacement Teacher.
* Friday Morning - will be Non Contact time for Barb Webb, Sarah Belleli-Taylor will be replacement Teacher.
STATEMENT OF PHILOSOPHY

At the Plympton South Kindergarten all children are encouraged to engage in a supportive learning environment, where they become confident learners through partnerships with families and staff.

BELIEFS:

At the Plympton South Kindergarten we believe that:
- Children learn best through an inquiry and play-based curriculum that is child initiated.
- All children need to respect themselves, others and the environment.
- Teachers act as facilitators and need to have trusting relationships with all children.
- Families need to be involved in their child’s education, as they are the first and most influential teacher.
- The culture and values of all families are acknowledged and respected.
- All children need to have a positive sense of wellbeing in order to engage in learning.
- Communication between home and kindergarten is important in maintaining positive relationships.
The Plympton South Kindergarten is inspired by the Reggio Emilia Approach.

The core Principles of the Reggio Emilia approach are:
- The Image of the Child
- Role of the teacher: The teacher is a partner, nurturer and guide
- Role of the parent: Parent participation is considered essential and takes many forms
- The environment acts as the 3rd Teacher

The four key factors of the Reggio Emilia Approach to Early childhood education are:
- Observations: taken by the adults
- Representation: How the child represents their learning and knowledge (The Hundred Languages of Children—see poem on next page)
- Documentation: Teacher documents the learning process—portfolios and displays
- Revisitation: Teacher and child revisit their learning and knowledge

**The Project Approach:** Many different projects will take place at the kindergarten. They might last for 1 hour, 1 day, 1 week or 1 term. Projects are usually started from children’s interests or wonderings. It is an inquiry into what they already know and what they don’t know about a topic. “A project approach emphasizes the teacher’s role in encouraging children to interact with people, objects, and the environment in ways that have personal meaning. As a way of learning, it emphasizes children’s active participation in their own studies” (Katz, 1997: Engaging Children’s minds—The project Approach).
The Plympton South Kindergarten uses the Early Years Learning Framework for Australia. Belonging, Being and Becoming is a new national framework for children from birth to five years. The Early Years Framework describes childhood as a time of belonging, being and becoming:

**Belonging:** is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

**Being:** is about living here and now. Childhood is a special time in life and children need time to just ‘be’ - time to play, try new things and have fun.

**Becoming:** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

**The Framework has 5 outcomes:**

Outcome 1: Children have a strong sense of identity.

Outcome 2: Children are connected with and contribute to their world.

Outcome 3: Children have a strong sense of wellbeing.

Outcome 4: Children are confident and involved learners.

Outcome 5: Children are effective communicators.

**Documentation of the Curriculum Program:**

Outside you will find a Curriculum Information Board. On this board the teachers will document the current program by using webs and Documentation of learning experiences that have taken place over the last two weeks. These A4 documents are then placed around the kindergarten for children to revisit. This board is a way that you can gain knowledge about what your child has been doing at kindy.
HUNDRED LANGUAGES OF CHILDREN

The child is made of one hundred.

the child has
a hundred languages
a hundred hands
a hundred thoughts
a hundred ways of thinking
of playing, of speaking

A hundred.

Always a hundred
ways of listening
of marvelling, of loving
a hundred joys
for singing and understanding
a hundred worlds
to discover
a hundred worlds
to invent
a hundred worlds
to dream.

The child has
a hundred languages
(and a hundred hundred hundred more)
but they steal ninety-nine.
The school and the culture
separate the head from the body.
They tell the child:
to think without hands
to do without head
to listen and not to speak
to understand without joy
to love and to marvel
only at Easter and at Christmas.
They tell the child:
to discover the world already there
and of the hundred
they steal ninety-nine.

They tell the child:
that work and play
reality and fantasy
science and imagination
sky and earth
reason and dream
are things
that do not belong together.
And thus they tell the child
that the hundred is not there.

The child says:
No way. The hundred is there.

-Loris Malaguzzi
Founder of the Reggio Emilia Approach
**ASSESSMENT AND REPORTING**

**Children’s Portfolios:**

A child’s learning in the early years is dynamic and fluid. As early childhood educators we value the process of learning—the problem solving, thinking and communicating which children demonstrate when they interact with peers, materials and adults. We have chosen to use portfolios to make your child's learning ‘visible’ to you. This enables us to assess and monitor children’s skill development, knowledge and understanding, ensure our curriculum is supporting optimum learning and ensure our accountability as teachers.

Your child’s portfolio will include a variety of evidence of their performance/or highlights of their performance. The portfolio may include the following:

- Written observations
- Work samples
- Photographic documentation
- Your child’s comments and conversations
- Teacher interpretations

The portfolios are sent home in the 2nd last week of each term, so the children can share their achievements with the whole family. We ask that portfolios are returned to the kindergarten by the last day of the school term. Children going to school will be presented with their portfolio at the end of term party in the last term before starting school. The portfolios are kept in baskets for the children to revisit at any time during their time at kindergarten.
**Individual Learning Plans:**

Your child will have an individual learning plan (ILP) by the end of their 1st term at kindergarten. This learning plan is linked to the Learning outcomes stated in the Early Years Learning Framework for Australia “Belonging, Being and Becoming.” The learning plan identifies areas of strengths, interests, goals for each child and strategies to be implemented by the educator. The plan is updated in your child’s 3rd term of kindergarten. Parents are invited to participate in an ILP meeting with your child’s teachers to create and update this plan. (You will receive information about this at the appropriate times during the year.)

**Summative reports:**

A summative report will be written in your child’s last term. The report reflects the five outcomes of the Early Years National Framework. Parents are invited to read and sign them. The Kindergarten then will forward the report to the school your child is enrolled in.

**Parent - Teacher Communication:**

We believe that communication between staff and parents should be ongoing. As such we do not conduct allocated parent-teacher interviews. Instead, we ask that parents have regular conversations with their child’s teachers, and that if you do have any concerns, to please arrange a time for a more formal discussion with the teacher. If your child’s teacher has concerns, she will arrange to discuss these with you at a mutually convenient time.

**Parent Open Mornings**

Each term we would like to encourage parents/caregivers to come and spend some time at the Kindergarten to interact and play with their child. During this time you and your child will have an opportunity to look through their portfolios together. These Open Mornings will take place in the 2nd to last week of each term.
Kindergarten:

The Kindergarten year operates the same as the school year – Jan to Dec.

Children commence kindergarten before their 4th birthday - if their birthday is before the 1st May. If their birthday is on the 1st May or after they will commence the following year. Children are entitled to up to 30 hours of preschool every fortnight. The Plympton South Kindergarten offers every child 5 full days (6 hours per day) over the fortnight. The children are placed in either Group A: Monday/Wednesday and alternate Fridays or Group B: Tuesday/Thursday and alternate Fridays. Group A attend the Friday on the odd weeks (week 1, 3, 5, 7, 9) and Group B attends the Friday on the even weeks (week 2, 4, 6, 8, 10).

Priority of Access:

When there are a lot of children seeking enrolment, a priority of access policy is used. Under this policy, we give priority to our local families.

Fruit Program:

A fee for fruit is added on to your Kindy account. This is used to fund the fruit order that the Kindy receives each week. The provision of a healthy fruit based snack during the morning and afternoon has been an initiative of the site, planned in partnership with the Kindy’s Governing Council and community. All children enjoy our formal fruit eating sessions where the fruit is presented chilled and in an appealing way. It is a healthy treat.

Art and Science Program:

A fee for the arts and science program is added on to the term kindy account. This fee is used to pay for our Membership and loan fees at the Nature Education Centre—where the kindergarten can borrow science kits and live animals during the year. This fee is also used to fund an arts program.
Each term we like to invite an artist to conduct workshops with the children. The current Arts Program consists of the following:

**Term 1: Clay workshops** - Children are introduced to Clay during a series of workshops and participate in small groups to make a clay piece that is then fired.

**Term 2: Puppetry and story telling workshops** - Children are introduced to the world of puppets. They participate in a series of puppet making activities, conducting puppet shows and different ways to engage in story telling.

**Term 3: Dance workshops** - Children participate in a weekly 30 min dance/movement session each week for 9 weeks. Parents are invited to watch during the session in week 9 (which is incorporated in the parent open morning)

**Term 4: Science workshop** - Children participate in science workshops from Sci-World.

During the year the fee also may include performances and music programs or there may be an additional cost, depending on the number of performances during the year.
Each term parents are charged the following:

Kindergarten: $105.00

Fruit: $20.00

Arts/Science: $25.00

**Total Per Term: $150.00**

**Accounts:**

Accounts will be issued at the start of each term. Fees can be paid by Internet banking using the information on your invoice. Alternately you can place the correct money in an envelope that has your child’s name and amount and post it in the **fees slot in the kitchen.** A receipt will be issued by the Finance Officer via your Child’s File.
Support Services:

Early Entry or extended time in a Pre-school program is offered where it is deemed to be beneficial to a child and within DECD policy guidelines. DECD have specific responsibilities to include ALL children in their programs. Information about special needs, enrolments and access to other DECD Support Services is available from the Director. DECD can support children with additional needs through; Speech Pathology, Psychology, Family Workers and Behaviour Management Advisors. The centre also has strong relationships with other organisations such as the Down Syndrome Association, The Autism Association, The Child Development Unit at the Women’s and Children’s Hospital, the Inner Southern Community Health Service, Flinders Medical Centre and Child and Youth Health Services. Aboriginal children are able to access the Pre-school Programs at 3 years of age. Children for whom English is not their first language are able to access support through the DECD Bi-lingual Program.

Child and Youth Health:

Children will have the opportunity to have a general health/development screening before beginning school. These screenings are free, and are highly recommended. CAYHS recommend that children are screened when older than 4yrs 6mths. These appointments are held at the kindy every term, staff will discuss with you about the appointment times when your child is 4.6.

SA School Dental:

The School Dental Service offers expert oral health care to eligible children at clinics throughout South Australia. All preschool, primary school and secondary school students, aged under 18 years, are eligible for oral health care with the School Dental Service. All dental care is free for toddlers and preschoolers. Our Local clinics are:

- Marion GP plus - Marion GP Plus Health Care Centre - Level 1, 10 Miham Street Oaklands Park ph: 74258400
- Cowandilla Primary School - Jenkins Street, Cowandilla ph: 83528402
Playgroup is currently held offsite on Friday mornings between **9.30 am and 11.30am**. Volunteers take turns to co-ordinate the group and welcome new arrivals. Fees are currently $4.00 per family per week. This is a donation to cover the cost of materials and utilities used. This is a parent run unfunded program that is one of the management responsibilities of the centre’s Governing Council. A further $40.00 per year is payable to cover insurance through the Playgroup Association of S.A. This covers a family who may then attend a number of Playgroups. Parents are also expected to share the job of setting up and packing away after each session.

If you have any questions please ring the kindy on 829352178.

**Plympton South Kindergarten Playgroup**

**Glandore Community Centre**

**25 Naldera Street**

**Glandore**

- **Rugby Room**
COMMUNICATION AND INVOLVEMENT

Each family is allocated an Information File (on the table on the veranda). Newsletters and other information are placed in your File on a regular basis. The newsletter/fliers will also contain information about our Educational Programs and it will report on your child’s learning. Other information about learning is displayed around the kindergarten, including the individual work of children. We believe that celebrating success is very important.

Various rosters are also regularly displayed. These give parents the opportunity to assist the Kindy in areas like laundry, gardening, repair work, materials preparation etc.

Arrangements for alternative modes of communication—for example, when parenting is shared or when one parent or carer isn’t able to access the Kindy—can be easily made by discussing your needs with staff.

*It is also very important for us hear from you. Information from home is invaluable, as it allows us to know YOUR child better. Please make sure that you have completed a Parent Questionnaire.*

We welcome your involvement. You may want to stay and read to children, help children with table activities or share a skill(s) with us.

Please talk to us about opportunities for you to share your knowledge, skills and time with our Kindy.
**Governing Council:**

In addition to fees, the *Governing Council* (made up of parents and staff), raises other funds. Please support our fund raising activities as monies raised are essential in meeting the basic running costs of electricity, water, consumables, and the maintenance of the building and grounds. We receive funding through our Global Budget provided by DECD. Equipment, toys etc and improvements are also financed by planned fund-raising and the donation of time, skills and/or labour. Your support is greatly appreciated. The Governing Council utilises the services of a contract book keeper to assist with budgeting and the Kindy’s annual financial management. The book keeper reports regularly to the Governing Council. Fees will be reviewed in 3rd Term each year for adjustments for the following calendar year’s fee structure, if required.

*All parents/carers are invited to join Governing Council.* This is a fantastic way of becoming involved in your child’s kindergarten. The Governing Council is elected each year (1st Term) at the Annual General Meeting. In addition any parent/carer wishing to join the Governing Council at any time should talk to staff during the course of each year. As existing members leave (with children progressing to school) positions become vacant. Meeting times are usually twice each term. Meetings are family-friendly, with staff helping to supervise young children while the meeting takes place. Please talk to staff if you are interested in becoming a member.
STAYING SAFE

SIGNING IN EACH SESSION: Please sign your child in and out on the attendance sheets (on the veranda table) every day.

As staff “duty of care” does not start until 9am, we must ask that you do not leave your child until then.

COLLECTING CHILDREN: Please be prompt when collecting your child at the end of the day. The finishing time is 3pm.

Please help us by staying outside at the end of the day until a staff member opens the door. This allows for stories and games to be completed without distractions.

- Please supervise younger siblings when they are visiting the Kindy.
- If you need to see staff or collect your child earlier, please come in through the bathroom door.
- Ensure children use equipment properly and be aware that very young children are in the grounds at drop-off and pick-up times.
- Please do not ride bikes in the yard. Bikes can be stored in the bike rack near the main gate.
- Be aware of the gates and the need to ensure that only children in your care are exiting with you.
- Be aware of the Evacuation and Invacuation Procedures. They are displayed on the window near the door.
- Always let a staff person know if you are collecting your child earlier and verbally farewell us so we know they have been collected as per the plan.
- Please keep us informed of your child’s health needs.
We have a ‘Nut Free Policy’. There are several children at our Kindy who have allergies to nuts and nut products, including Anaphylaxis – a severe and life threatening reaction to nuts. For some of these children, coming into contact with nuts or even traces of nuts, can be life threatening. We all need to work together to help keep these children safe.

Some ways that you can assist include:

- Ensuring no nuts, or products containing nuts, are sent for your child to eat... e.g. peanut paste, Nutella, nut muesli bars etc.
- Encourage your child to not share food, except when provided by the Kindy... e.g. fruit time, cooking activities.
- All donated materials should be left in the storeroom so they can be checked by staff.
- We also check the pasting materials and eliminate boxes and containers which may be contaminated with small traces of nut oils.

Health Plans:

If your child suffers from Asthma, Allergies or any other health issues, a Health Care Plan and/or Medication Plan may be required from your doctor. Please let the Director know any concerns when enrolling your child.
A-Z OF KINDERGARTEN

**Accidents.** All accidents or injuries that are seen by or reported to staff are documented. A copy of the report is placed in your child’s file.

**Bags.** Please send a named bag or backpack to kindergarten. Prominent names at the front are really helpful for staff. A change of clothes in each bag is also useful. We have lots of fun with water and sand!

**Birthdays.** Due to the number of children with allergies, and our Healthy Eating policy, we ask that parents who want their child to celebrate their birthday at Kindy, to please bring a watermelon cake. The ‘cake’ can then be decorated with other fruit.

**Hats are essential.** Please send a named, suitable legionnaires style or broad brimmed hat for your child to wear when playing outside. We aim to have children wearing hats in Terms 1 and 4. Children are regularly reminded to wear their hats and spare hats are available from the Hat Box.

**Lost Property.** Please name all types of clothing (even those worn) and shoes. This not only helps staff return them to their owners, but also helps the children recognise their names.

**Lunch.** For those children having a morning and afternoon session on the same day we provide the Lunch Program. Please send a packed healthy lunch (e.g. sandwich, roll, salad arrangement, dry biscuits and cheese), a drink (water or milk drinks are best). We ask that you do not send lollies, chips or chocolates. There are lots of good choices that can be made. Please NAME all containers and lunchboxes which are placed in the lunch trolley provided on the veranda, the staff will then place them in the fridge at the beginning of the session. **REMEMBER:** Fruit is provided by the kindy for SHARED FRUIT time. Water is always available.

**ALSO:** Please provide a lunchbox that is no greater than 15cm wide x 25cm long. This enables all lunchboxes to fit in the kindergarten’s fridge. Please no insulated packs or bulky zipped containers. We have limited fridge capacity.
**Medication.** Please refer to the ‘Administrating medication Procedures’

**Sunscreen.** Please refer to the Sun smart Procedures.

**Toys.** We ask that children don’t bring any toys from home, unless asked by staff.

**Water** is available (chilled in summer) and children are encouraged to drink throughout the session. There is no need to send fruit boxes for mid-morning snack time. We ask that all children bring a drink bottle labelled with their name. Please only put water inside.