BALLARA PARK KINDERGARTEN

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Information Book 2012
Welcome to Ballara Park Kindergarten. As a new parent there will be some information you may need to know. This booklet will answer many of your questions. Staff are always happy to assist with any further enquiries. We hope your time with us will be happy and valuable.

Staff members are:

- Marilyn Clark  Director
- Marg Taylor   Teacher
- Peta Wheatcroft  Teacher
- Barbara Lamont  Early Childhood Worker
- Lyn Evans    Early Childhood Worker
- Rebecca Bartolic  Preschool Support Worker

Ballara Park Kindergarten is a Department for Education and Child Development centre

Government of South Australia
Department for Education and Child Development
**Kindergarten**

Children are entitled to attend kindergarten for 15 hours per week for up to the equivalent of four terms of kindergarten before they go to school. They must be four years old before they can start kindergarten. At Ballara Park Kindergarten we only offer sessions on a full day basis, so children can attend two full days per week. This is to ensure we have consistent groups that enable children to develop ongoing social relationships. It also allows us to plan and implement an educational program that is relevant for each group.

Kindergarten sessions are held Monday, Tuesday, Wednesday and Thursday between 8.30am and 4.00pm for 4 terms per year. The terms correspond with school terms.

One group of children attends on Mondays and Wednesdays and the other attends on Tuesdays and Thursdays. Children are asked to bring two healthy snacks, a packed lunch and a drink bottle of water each day.

**Pre Entry**

Ballara Park Kindergarten is no longer able to offer separate pre-entry sessions for children prior to starting kindergarten. We encourage families to come to attend playgroup sessions to enable children to become familiar with the environment before starting kindergarten. Orientation visits are organised when possible and families will be notified about them in the term prior to starting.

**Playgroup**

Playgroup for parents and children is held between 9.15 am and 10.45 am on Fridays. Please feel free to come along or phone the kindergarten for further information. Cost is $3.00 per family per session.

**Staff**

The director and teachers at Ballara Park Kindergarten are all fully qualified teachers, with specialised training in early childhood education. Early Childhood Workers are qualified in Children’s Services and ably assist the teachers in providing the educational program. We also have a preschool support worker who works with children with additional needs and assists with all the children’s learning.

The staff have the responsibility for the planning and implementation of the children’s educational program.

**Attendance**

Your child will benefit from regular attendance at kindergarten.

If your child is not being collected from kindergarten by someone known to us, please let us know. We require written authority from you if another person is to collect your child. Please use the communication diary on the kitchen bench to let us know if your child is coming late, leaving early or being picked up by someone other than the usual pick-up person.

In the very hot weather some schools close early. Our sessions remain the same, but if you do wish to collect children early, you are welcome to do so.

Precautions against the spreading of colds, virus infections and contagious diseases are very necessary at kindergarten. Please keep children at home who are running a temperature, who are or have been vomiting, who have diarrhoea, or who have very obvious nasal discharge. Please notify staff if your child is suffering from an infectious disease.
Finance

DECD is the administrative body for kindergartens in South Australia and it pays staff salaries plus a small sum of money each term to help cover operating costs. However, this is not sufficient to cover all repairs and replacements, painting and building maintenance, maintenance of the grounds and fencing, cleaning costs, gas, electricity, telephone and water and purchase, replacement and repair of equipment and materials used by the children during their kindergarten year.

The support of parents is necessary to meet the cost of new equipment and materials. A portion of this is obtained through the amenity fee paid each term and the balance by fundraising.

Kindergarten fees are currently $140.00 per term, but this is reviewed termly.

Toys and Belongings

We discourage children from bringing toys and belongings from home. If we ask children to bring something related to our curriculum topic, we will always send a note home to explain our request to families.

Sun Smart Policy

Children are required to wear hats for outside play in Terms 1 and 4. During these terms we ask that sunscreen is applied before coming to kindergarten in the mornings and we reapply sunscreen at lunchtime. Hats with kindergarten logo are available for purchase if required.

Student-free Days

We have two student-free days over the year to enable staff to attend training and professional development. These days are held on a Tuesday or Thursday wherever possible so that children who may miss sessions on Mondays due to public holidays are not further affected.

Parent Involvement

Parent involvement in Kindergarten sessions is actively encouraged. The parent – child – teacher relationship is of benefit to all. Please speak to staff if you would like to help during sessions or if you can offer support in other ways. We send home information about our current and planned educational program regularly and we love to have input from families to enrich our program. We also appreciate parent help when we go on excursions or do other special activities.

Each family is requested to take a turn of doing the Kindy washing (tea towels, smocks etc.) and to do a weekend clean up of the grounds and garden – this does not include mowing the lawn.
**The Governing Council**
This Governing Council (Management Committee) is composed of interested parents. They, with the Director, are responsible for the management of funds and for the purchase, maintenance and safety of the grounds, buildings and equipment. They are also responsible for developing and/or overseeing Centre policies that comply with DECS regulations and curriculum initiatives. An Annual General Meeting is held each year when the Chairperson and Director present reports on the previous year. All parents are notified and invited to attend. Office bearers are elected at this meeting or the one immediately following. All parents are invited to consider joining our Governing Council which meets once or twice a term at a mutually agreed time. New members are welcome at any time. Please inform the Director if you would like to join.

**Special Services**
Staff are able to refer children to the DECD Special Services Team which is comprised of advisors, speech pathologists, social workers and psychologists. This is in consultation with the Director and parents.

**Dental**
The School Dental Clinic is available for pre-school children if required. Please ask staff for more information and contact details.

**Medical**
All children are offered a free health/development screening by Child and Youth Health prior to starting school. Screenings are conducted at the Child and Youth Health Office at Marion Shopping Centre. Families will be notified of these opportunities by notes in pockets.

**Photographs**
A commercial photographer is engaged to take individual and group photographs of the children once a year, usually in first term. There is no obligation to purchase.

**Parent Information**
Each family has a named pocket for notices, newsletters etc. Please check your pocket regularly. Please check the notice board (white board) daily as well. Invoices for fees are put into pockets during the first two weeks of term.

**Healthy Eating**
While we actively encourage children to make healthy choices for lunch, we do not have a policy about what children can or cannot bring in their lunch boxes. However, when we have children with severe allergies, we will ask that certain foods or additives are not brought. We do suggest that children bring lunches that are nutritious and are in manageable containers that children can access independently.
Please send healthy food for morning and afternoon snacks – a piece of fruit or a savoury snack. Please do not send sweet biscuits, cake or sweets for snack times.

**Birthdays**
We celebrate birthdays by singing to children, blowing out candles on our (pretend) cake and giving special birthday stickers. Given our healthy eating policy and the rising incidence of food allergies, we discourage children from bringing birthday treats to share with other children unless negotiated with staff beforehand. Please advise us if your religious beliefs preclude your child from celebrating birthdays or other festivals.
Infectious Diseases

Please notify staff if your child contracts any infectious disease and please note the following requirements of exclusion.

**Measles** (Morbilli)
Sufferers are excluded for not less than 7 days from the appearance of the rash or until a medical certificate of recovery is produced.

**German Measles** (Rubella)
Sufferers are excluded for not less than 7 days from the appearance of the rash or until a medical certificate of recovery has been obtained. Contacts need not be excluded.

**Mumps** (Epidemic or Infective Parotitis)
Sufferers are excluded for not less than 14 days or for at least one week after the complete subsidence of all glandular swelling, whichever is the longer period. Suspected sufferers are excluded for 2 days.

**Chicken Pox** (Varicella)
Sufferers are excluded for not less than 7 days or if the skin is not clear. Suspected sufferers are excluded for 3 days.

**Impetigo** (School Sores)
Sufferers are excluded until the sores have healed, or a certificate of treatment has been obtained.

**Conjunctivitis** (Ophthalmia)
Sufferers are excluded till eyes are clear, i.e. redness and signs of infection (discharge) have gone.

**Head Lice**
Parents are encouraged to inspect their children’s hair and report any case to the kindergarten. Appropriate treatment is essential before returning to kindergarten.

Please see staff for information about other illnesses or see the website http://www.dh.sa.gov.au/pehs/youve-got-what.htm

The kindergarten will advise families of any cases of infectious diseases or illnesses within the centre.

Policies

The centre’s policies and procedures are reviewed regularly and endorsed by the Governing Council. A copy of each of our policies is kept in a folder on the parent information table. If you would like a copy of any of our policies, we will happily supply you with one.

Donations

We are always grateful to receive donations of unused paper and cardboard for art and craft projects and packaging boxes for collage. Other items, like plastic bottle tops and lids, corks, softwood off-cuts for carpentry, small tiles and large appliance containers are also gratefully received. Please check with staff before placing items at activity tables.
Our educational program is based on the principles and practices of the national Early Years Learning Framework. A number of other frameworks and approaches also inform our work. Please see our booklet “About Our Educational Program” for further information, or talk to staff. We are happy to make relevant documents and information available to you.

The learning outcomes for the Early Years Framework are:
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

Learning opportunities in literacy and numeracy are integral to all activities and experiences we offer. Literacy and numeracy development in young children is best fostered through purposeful play activities rather than paper exercises and drills.

While we do provide some explicit instruction in both literacy and numeracy, we focus on providing activities that develop children’s skills and knowledge in the areas of oral language, phonemic awareness, visual acuity, pattern awareness, number and space applications and physical development.

Our learning program usually follows an inquiry based on children’s questions, a project or a topic in which the children are interested. We encourage families to become involved in our program and contributions to the children’s learning are always welcomed.

Assessment and Reporting:
During the year at kindergarten your child will be assessed on entry and again during their last term. We look at development in the cognitive, social and physical areas. The findings of the initial assessment are discussed with parents during their first term of preschool. During their year at kindergarten, children’s skills and knowledge are continually gauged in a formative and informal manner. This informs our planning so that we can program according to children’s needs. All the information we collect about your child’s learning is recorded in their individual learning plan. You are welcome to look at this at any time on request to the teaching staff. In addition, you are invited to meet with the staff on a formal basis at a parent-teacher interview to discuss your child’s progress. This usually occurs in the child’s second term of preschool.

At the end of your child’s year parents receive a comprehensive exit report on what has been achieved. With your permission, this will be passed on to your child’s school. We also gather a collection of work samples and photographs of your child’s year that is given to your child when they leave for school. This portfolio also contains termly summaries of the learning that has taken place over your child’s year at kindergarten.

Please note that all assessments are done in a relaxed, fun manner during games and activities and are not at all uncomfortable or threatening for children. If you have any queries or concerns about your child’s development or behaviour during the year, please speak to staff at any time.
Daily Timetable

While we run a flexible program that is responsive to children’s needs and optimises learning opportunities, a typical day would look like........

8.30am – Kindergarten session begins. Parents are encouraged to participate in an activity with children on arrival.

9.05 am – Mat time. This is a large group time where the kindergarten teachers involve the children in various activities that may include discussions about the current curriculum focus, songs and games, etc. We involve the children in planning the day’s activities.

9.25 am – Outside/Inside Play. Activities are set up for children to explore, manipulate and experience so that they develop their learning of new skills, knowledge and ideas through their play. Children are encouraged and facilitated to participate in activities to support their individual needs.

Mid morning – Fruit time. This is a social development time and children are expected to sit as a group at this time. It is a time when communication often occurs between children who do not necessarily choose each other as play partners.

Inside/Outside play continues.

During the morning we also have small group activities which more specifically support the development of skills and knowledge including literacy and numeracy skills and are grouped more according to abilities and needs. The small group time includes a shared story reading time.

12.15 pm - Lunch time. Children eat their packed lunch at a table. This is preceded by and followed by a restful activity

1.30 pm - Inside/Outside play

2.30pm - Group activity time followed by snack time

3.00 pm – Inside/Outside play

3.30pm - Pack up time. The children are encouraged to help with this as part of their social development.

3.45pm - Group time. We usually end the day with songs and a game.

4.00pm - Farewell.