



Jean Horan Flinders Park Kindergarten



Parent Information Book

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Welcome

Welcome to Jean Horan Flinders Park Kindergarten and we hope that your time with us is enjoyable and rewarding.

We aim to offer the best in education and care for your child.

Educators

Director: Julienne Muirhead

Teachers: Pauline Richmond, Zia Lawson, Julie Phillips

Early Childhood Workers (ECW's): Sia Zougras, Omna Bakshi, Megan Harris

There are also Early Childhood Workers (ECW's) who do Bi-lingual Support, and other staff that support children with additional needs - as required.

Services

Preschool:

Preschool sessions commence in the year before children commence School for 4 terms. Children are eligible to access up to **15 hours per week of Preschool** by attending:-

- Mornings only (3 hour sessions) **Monday to Friday 8.45am - 11.45am OR**
- A combination of Full-days (equating to two 3 hour sessions) offered on **Monday, Tuesday, Wednesday and Thursday 8.45am - 3.15pm**, and an additional Morning (3 hour) sessions (to make up to 15 hours).

Friday Family Playgroup: Friday Lunchtime Group (12.30 pm - 1.30 pm)

Preschool Support is provided for children with additional needs.

Bi-lingual Support is available for some children where English is second language

Session Times:

Monday - Friday: Morning sessions 8.45 am - 11:45 am

Monday - Thursday: Full day sessions: 8.45 am - 3:15 pm (additional lunch care cost)

It is important parents do not leave children **unsupervised** in the playground before the session starts as Educators are busy setting up for activities. If you arrive early with your child please stay with your child until the session commences at 8.45 am. It is also important children are collected on time.

Term Fees

Preschool: Please check with the Kindergarten.
Currently \$85 per term (for 5 sessions or 15 hours)

Lunch care fee: Please check with the Kindergarten. Currently \$6 per day

Playgroup Fees: Please check with the Kindergarten. \$2.50 per family per day

Parents will receive an account for fees. Fees should be paid in the first 4 weeks of term. Please place money in an envelope and place in the Fee box. No change is kept on the premises so it is important to provide correct money or a cheque. Electronic banking is also available (please reference with your child's name).

Curriculum

Program of Experiences

Educators develop a new program of learning experiences each fortnight for children using the Australian **Early Years Learning Framework (EYLF)** 'Belonging, Being and Becoming' and the 'Preschool Indicators of Numeracy and Literacy'.



Our program is flexible to personalize and fit in with individual children's learning interests. Content for the program is drawn from the children's strengths and interests and from children's ideas and parent input.

We reflect on the program each week to ensure it is meaningful and stimulating for the children. The program is displayed in the Kindergarten - so please take a look. We welcome parent participation and involvement in our program.

Documentation on Children's Learning and Development

When children begin at the centre, parents are asked to fill out a Parent Information sheet regarding their child's strengths and interests and any specific information that will assist individual planning.



At Preschool, Educators spend time talking to children and observing their play, their interactions with others, and noting their interests and needs.

The observations and the information collected enable staff to formulate an Individual Learning Plan for every child called a Statement of Learning. This is referred to when designing our Program, and shared with parents. An interview (Parent/Teacher chat) is offered in Term 2 to discuss your child's involvement and learning, but you can talk informally to Teachers at other times - sometimes it may be necessary to make an appointment.

Educators collect relevant pieces of children's work that demonstrate skills and development, particular interests, creativity and experimentation with writing, drawing. We also record observations and write Learning Stories about children's thinking and ideas, social interactions, physical skills, foundation skills in LITERACY AND NUMERACY and their participation.

In the child's final term of Preschool a Summative Report (part of the DfE 'Statement of Learning') is written by Teachers and given to parents - with a copy going to the School your child will be attending (with parent permission).

School Enrolment

It is a good idea to contact the school of your choice as soon as your child begins at the Preschool. It is the responsibility of the parent to enrol the child at school and fill out appropriate forms.

Please inform our Kindergarten as soon as you know the School that your child will attend - or if there are any changes to the nominated school or starting date of school.

Please remember that children are only entitled to 4 terms of Preschool prior to their commencement at Primary School.

Jean Horan Flinders Park Kindergarten has a good relationship with all local schools and we are members of the DfE West Torrens Partnership of Schools and Preschools.

We especially have a close link with Flinders Park Primary School.

REMEMBER TO BOOK YOUR CHILD INTO SCHOOL AS SOON AS POSSIBLE TO AVOID DISAPPOINTMENT!

Some schools have a 'Priority of Access' policy because they have a limit on enrolments - and initially are required by DfE to give places to local children within their geographic zone.

General Information

What to Bring to Preschool

- A bag large enough to fit all your child's personal belongings
- Spare clothes
- A hat (wide brimmed) to protect your child's face and neck from the sun
- Water in a drink bottle that can be refilled throughout the day



-Healthy food for Fruit Time (**preferably fresh fruit**) and Lunch (if your child is in the supervised lunch care program). The Preschool promotes healthy eating and a healthy active lifestyle. **Fresh fruit is the preferred choice for snack time** (and we welcome donations of fresh fruit and vegetables from your home garden).

Lunch Care children put their lunch in the fridge. Their Fruit Time snacks can stay in their bags.

If your child is going on an Excursion please bring all food in disposables (e.g. paper bag) and disposable drink containers with your child's name clearly marked on everything

Please ensure - all belongings are clearly labelled with your child's name. We have permanent black markers at the Kindergarten if you require them.

It is important to let us know if you want someone other than a parent/legal guardian to collect your child - Names will then be added to the Enrolment Form.

VERY IMPORTANT - NO NUT FOODS PLEASE

The preschool has a 'Nut Aware' policy. This means that we are aware some children have serious allergies to Nuts, and ask parents to **please AVOID bringing food with NUTS or traces of Nuts to preschool (including to social functions such as Share Family Lunches)**. This includes products such as Nutella and Peanut Butter. **Please read the labels** on all food before sending it to preschool and respect the health needs of those children with serious allergies. If your child is allergic to nuts, please be aware the preschool cannot guarantee that there are no nuts on the premises in lunches and snacks as these are packed from home.



Clothing

All clothing should have the child's name clearly marked, including children's shoes, jumpers, hats and food containers. Children should wear comfortable easily washed clothing. Although smocks are provided for some activities, it is inevitable that clothes will sometimes get dirty, muddy, wet or get paint on them.

Clothes that allow free movement - are not too tight, too loose or too long and allow children to play safely and go to the toilet independently, are most appropriate.

Children should come to Kindergarten in footwear that enables them to climb, run and play safely, and that they can take on and off themselves. Shoes with velcro straps are ideal and thongs should be avoided. A pair of gum boots in the Kindy bag is a good 'rainy day' option but your child should not wear them all day.

Sun Protection - Please read our Sun Protection Policy available at Kindy

Children should have sunscreen put on before coming to Preschool each session.

IF your child is allergic to Sunscreen and needs a special brand, please ensure you supply sunscreen labelled with your child's name. Please also ensure the details of the allergy are recorded on the enrolment form with appropriate medical practitioner information supplied where necessary.

Hats should cover the child's face and neck and are encouraged to be worn all year - **No toggles** as these can be a choking hazard. Children who do not wear a hat will be guided to play in shaded areas.



Medication and Health Needs

It is each parent's responsibility to keep the Preschool informed about all health issues with your child. If a child has a diagnosed medical condition such as an allergy or asthma it is essential a Doctor's Care Plan is supplied BEFORE starting Preschool. Children cannot attend the Preschool until all documentation about the condition - including 'what to do at Preschool' - has been supplied and signed off by a medical practitioner.



Medication such as antibiotics can only be administered to children with a medical practitioner's written permission. The container the medication is in must be clearly labelled with a pharmacy label and details that match the written permission and the child's name.

If your child has a medical condition or disease and is unable to attend Preschool please inform our Staff as soon as possible.

Children should not attend preschool if they show any signs of illness or disease. Any vomiting or diarrhoea and your child should be kept at home for the next 24 hours to avoid passing on to others.

Our Department for Education health Policies and Procedures are available on the Department's public website.



Library Borrowing

Children's books can be borrowed every day and children are encouraged to borrow regularly. Our mantra is 'A Book a Day is the Kindy Way'.

The books are located on the veranda and can be kept for several days. They need to be returned before another book is borrowed - one book at a time.

Parents and caregivers need to fill out the borrowing card when borrowing and returning a book. Please use your Kindy Book bag to carry books, in order to protect them.

If you need any help filling out the card, please ask Staff.

Literacy Kits

Literacy kits are composed of items such as books, CD's, puppets, ideas sheets etc. and the focus of these is help parent/carers with ideas to extend their child's Literacy - language, vocabulary, numeracy skills and learning. Literacy kits are located on the veranda and one kit at a time can be borrowed for up to one week. Parents/carers need to fill in the Literacy kit folder when borrowing and returning kits. Please let Staff know if something is missing from a kit. There is no borrowing in the last week of each term when all items must be returned. If you need any help with filling out the folder please see a staff member.

Positive Behaviour Management

At JHK we aim to provide a positive and caring environment that is safe, nurturing and enriching for every child. To achieve this our Educators support children to take responsibility for their own wellbeing, to express their feelings in acceptable ways, and to respect the safety and rights of others. Children are supported to develop confidence and independence in problem solving and managing conflict situations. If you have any behaviour concerns regarding your child please discuss them with the Director.

Governing Council

Our Governing Council is made up of Preschool Educators and Volunteer Parents. New members of the Council are nominated each year at our Annual General Meeting.

The Governing Council is responsible for monitoring the management of the Centre. Committee meetings are held twice a term.

Notice of meetings will be in Newsletters, and also on our Parent Whiteboard.

All parents are welcome and encouraged to attend.

Please let the Director know if you are willing to volunteer. We often find it hard to recruit members but we are very appreciative of your support and past GC members have enjoyed the extra involvement in their child's learning journey, and have made new friendships with other families.

Parent Participation and Help – your involvement in our Centre is very welcome.

A washing roster is made up each term. We ask that families assist by taking home the washing at least once while their child is at Preschool.

Other ways parents can help out include:

- Helping with jobs around the Preschool including sweeping, gardening, preparing art materials etc.
- Talk with children about another culture, or your work e.g. nursing, police, ambulance etc.
- Reading stories to the children
- Gardening or watering after hours or with the children
- Cooking with the children
- Cutting up collage
- Assisting Educators during a preschool session
- Dance/play a musical instrument
- Help clean up at the end of a session
- Donating items of use to the Preschool especially BOXES

PLEASE SEE STAFF IF YOU CAN ASSIST!

Change of Personal Details

It is vital that the Preschool has Current Contact Details including Emergency Contacts.

Please advise us at any time if details such as phone numbers etc. change.

Lost Property

There is a box with lost property usually located on the veranda. Please check your child's belongings each day as it is easier to locate a missing item when it is noticed straight away. Left items are donated to charity at the end of term.

Communication Pockets

Each family is given a Communication Pocket inside, near the entrance to the Kindergarten. This is where parent information, newsletters, excursion news, fee accounts and other information is placed. Please check this pocket daily and ask anyone else bringing/collecting your child to check this pocket.

***We look forward to being a part of the education and care
of your child in these
wondrous and exciting early years.***