



Government of South Australia  
Department for Education



# Parent Information Book

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## ***Educators***

Director: Michelle Highfold

Teachers: Pauline Richmond and Izzy O'Brien

Early Childhood Worker (ECW): Sia Zougras

We employ additional Early Childhood Workers (ECW's) who support children as needed (Bi-lingual and Preschool Support)

## ***Services and Session Times***

Children attend Kindy for 15 hours per week (30 hours per fortnight) for four terms before commencing school. Depending on when children turn 4 years of age, they start preschool at the beginning of the year or in July (T3). Children join either the Kurraka or Ngauwaka group. These groups are named (in Kaurua Language) after two species of native birds who frequent our Kindy yard.

### **Kindy Groups**



Kurraka (Magpies) Group

Monday & Tuesday 8.45am to 3.15pm and Friday (even weeks of term) 8.30am to 12.30pm



Ngauwaka (Rainbow Lorikeets) Group

Wednesday & Thursday 8.45am to 3.15pm and Friday (odd weeks of term) 8.30am to 12.30pm

If you arrive early with your child, please stay with them until the session commences at 8.45 am. It is also important children are collected on time at 3.15pm.

It is important parents do not leave children **unsupervised** in the playground before the session starts as Educators are busy setting up for learning.

Friday Family Playgroup: Friday Lunchtime Group (12.30 pm - 1.30 pm) Cost: \$2.50 per week

## Term Fees

The cost of Preschool is \$200 per term

# 50% discount for twins.

# A payment plan can be made with the Director.

Parents will receive an invoice each term via email (please let the Director know if you would like a printed copy). Fees should be paid in the first 4 weeks of each term. Electronic banking is preferred (please reference with your child's name):

**Bank: BankSA**

**A/C Name: Jean Horan Kindergarten**

**BSB: 105 088**

**A/C number: 338071940**

Alternatively, please place money in an envelope and post in the Fee Box. No change is kept on the premises, so it is important to provide correct money or a cheque.

## Curriculum & Documentation

Educators develop a program of learning provocations for children with reference the Australian **Early Years Learning Framework (EYLF V2) 'Belonging, Being and Becoming'** and the **'Preschool Indicators of Numeracy and Literacy'**.

Content for the program is drawn from the children's ideas, learning dispositions, strengths and interests and our preschool quality improvement plan.

We reflect on the children's learning often to ensure our interactions, intentional teaching and environment is meaningful and stimulating for the children. Each child will have their own learning folder with documentation of thinking & learning in action within the group, this documentation is analysed and shared with their families. At the end of your child's kindergarten year, they will be presented with a Statement of Learning, this captures the growth and learning from over the year.

Parents and families have opportunities to provide input into the groups learning by attending special events, sharing culture and passions, joining the Governing Council and helping with jobs around the Kindy.



## What to Bring to Kindy

- 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
- A lunch box with a morning snack (**preferably fresh fruit**) and lunch. Please note we cannot warm up any food.

We promote 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).

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



## 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, jumpers and hats. Children should wear comfortable easily washed clothing. We have site personalised Kindy tops and jumpers that can be purchased through **eduTHREADS**. Please click on the logo for the website, see the samples at kindy or speak to the Director for further information.



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 Kindy 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.

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 Kindy 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 Kindy until all documentation about the condition - including "what to do at Kindy" - 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 Kindy please inform our Staff as soon as possible.

**Children should not attend Kindy if they show any signs of illness or disease. If your child has vomiting or diarrhoea, they need to be kept at home for 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.

## ***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 Kindy. Committee meetings are held twice a term for approximately 1hr.

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, 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.***

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
- Helping 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.

**# It is important to let us know if you want someone other than a parent/legal guardian or nominated emergency contact person to collect your child. We will need to see this persons Photo ID to verify them. #**

### ***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 and other information is placed. Please check this pocket daily and ask anyone else bringing/collecting your child to check this pocket too.

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