



Welcome to

## Stirling North Childhood Services Centre

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## **Welcome to the Stirling North Childhood Services Centre**

As part of the National Quality Agenda, we adhere to the National Quality Standards to provide the best learning environment for you and your child. It is a legal obligation that we follow these standards, they highlight the importance of Early Childhood Education.

Preschool or Kindy is a very important time in your child's life. During this time here at Kindy children learn so many different skills. For example persistence, resilience, social skills.

### **Starting Kindy**

Children who turn four before the 1st May are eligible to start Kindy at the commencement of term 1. Children who turn four on or after the 1st May will start Kindy the following year.

You will need to present proof of age of your child's birthdate on enrolment, this can be a birth certificate, passport or Centrelink document.

### **Learning at Kindy**

We know children in the early years learn best through play. Children will have lots of opportunities to engage in many different activities at our Kindy, where they can experiment, discover, manipulate, invent and draw conclusions from their experiences in a safe and supportive environment. Kindy is a wonderful environment in which through play young children are actively involved in their own learning and in which both planned and incidental learning takes place. We use the Early Years Learning Framework (EYLF) to plan, monitor and assess the children.

We encourage children to make decisions, try new things, develop their confidence and enjoy being a child. Staff support children's learning in a variety of ways. At Kindy you will see staff joining in with children's play, observing children, taking photos and written observations, setting up learning experiences and of course having fun. You are welcome to talk to us at any stage regarding your child's development and about how you can further their development at home.

We have a literacy and numeracy focus at our Kindy. We know children who are exposed to a wide range of literacy and numeracy skills will develop skills and dispositions that will prepare them to be successful in life ..... Not only preparation for school. Your child may show interest in writing words or more explicit skills and they will be supported with this but this is not the focus of literacy learning at Kindy. There will be plenty of time for that at school. We will be encouraging children to play with others and have many play opportunities for them to develop their literacy and numeracy skills and other important dispositions.

### **Attendance**

We ask you try to attend Kindy regularly. Routine is important for all children and regular attendance will support the transition from home to Kindy. It will also set up good habits for school attendance. Our staffing is allocated on our attendance. The higher our attendance the more chance we have of receiving extra staff to support your child's learning.

### **Days and Times of Kindy**

Stirling North Childhood Services Centre is open Monday to Thursday. Children are eligible for 15 hours preschool per week. Children attend two days one week and three the following to meet these requirements. Staff will allocate which days your child attends taking preferences into account as much as possible.

The Kindy is open 8:45—3:00. We ask you keep to these times. Staff officially start work at 8:30 and require time to set up the Kindy environment, talk about the days events and sometimes exchange confidential information. If you are late picking up your child, please ring the Kindy to let them know so we can tell your child you are on your way.

## **Daily Routine**

8.45am Free Play

9.00am Group Time (large group)- Good Morning

### **Learning Activities inside and outside**

Between 9.30 and 10.30 Children are supported to wash their hands and have snacks.

11.30am Pack up – inside for group time/relaxation

12.00 Lunch Time

12.20pm Quiet time – reading books and puzzles

1.00pm **Leaning activities inside and outside**

2.45pm Group time – Good-bye

3.00pm Home-time

## **Food at Kindy**

Children have both morning tea and lunch at preschool. Families are asked to provide healthy food for both of these meal times in separate lunch boxes. Please see our healthy food and nut policy for further information.

### **Fruit time**

At Preschool children eat their morning tea when they are hungry. Not only does this develop independence, self-reliance and responsibility; it prevents disruption in their very valuable learning time.

- Children's fruit is kept in their bags and can be accessed at any time during the morning.
- Children wash their hands and sit down to eat on the outside tables. Adults are close by to give reminders about hygiene and help when necessary.
- We encourage children to eat all types of fruit and can cut up their fruit for them if requested.
- Please send only fruit, dried fruit, vegetables or cheese and keep other food for home
- We are aware of the amount of sugar and artificial flavours in packaged food. These can have an effect on your child's health and wellbeing so we encourage you to pack healthy alternatives.

We are a nut free centre as we have children with allergies. Please do not send any foods that contain nuts including yoghurt topped muesli bars.

### **Lunch time**

Lunch time is held at 12pm and all children sit down to eat together. Staff will assist in handing lunchboxes out so please ensure your child's lunch box is clearly labelled in the fridge. Each morning we ask families to place their child's lunch box in the fridge. Children are not able to access these until lunch time.

### **Water**

- Please send a water bottle to preschool each day.
- Fresh water and clean cups are always available for children if they run out
- Water is the only acceptable drink for drink bottles

## **Communication**

We communicate important messages in a variety of ways such as verbally, emails, on the whiteboard outside and in children's communication pockets. Please remember to check your child's communication pocket daily (initial new notes) and check the "What's on" board for updated information. Please remind others (Grandparents, family, friends, day care providers, etc) to check these on your behalf as you may miss out on important information or opportunities.

## **Arrival and Departure**

Our Kindy does not open for children until 8:45. before this time staff are still arriving and setting up for the day.

See your child happily settled into an activity before you leave and always tell them you are going so that they do not suddenly miss you and become upset. If you are concerned your child becoming upset please make sure you let a staff member know you are leaving so we can support your child at this time.

If you have arranged for someone else to collect your child from preschool we ask you let a staff member know. We will only let your child leave with another adult if we have been informed about this.

## **Clothing at Kindy**

Play is fun, messy and safe so play clothes are most suitable for Preschool. 'Best' clothes, long skirts and fancy shoes are just not practical and tend to restrict the children's activities.

Please name all of your child's items.

We have t-shirts and jumpers for sale. Please see staff if you are interested.

## **Toileting**

Staff are always monitoring the toilets and if your child needs extra assistance with toileting for eg reminders, trouble with their clothes, please let a staff member know.

## **Sun-Safety**

Our centre is a sun-safety centre. It is our policy that all children and staff wear hats for outside play when applicable. Please provide a named hat everyday. Children must also wear tops or clothing that covers shoulders.

You should also apply SPF 30+ cream before preschool.

## **Kindergarten bags**

Please ensure that your child brings a named bag for their snack, change of clothes, art work, woodwork etc. These bags are kept in the lockers.

## **Lost Property**

Please ensure that all your child's belongings are named. We do have a "lost property box".

Please check this if you think you have lost something.

## **Emergency Procedure**

Talk to your child about this. In the event of an emergency a whistle will be blown 3 times or the school siren will sound. Staff we ensure students leave the Kindy by means of the **closest and safest** exit and make their way to the far side of the oval ditch facing the school. Staff will check the Kindy before elaving and complete a roll call when seated on the oval. We practice the Emergency Procedure each term as a Kindy group but also in conjunction with the school.

## **Payment of Money**

Please put all payments [correct change] in a clearly marked envelope with your child's full name and payment details as marked on the envelopes provided. Place the envelope in the appropriate money box. Staff will double check the amount enclosed. Fees do need to be paid in full by the end of each term. We also offer a direct debit option

BSB 105-028

Account: 071 254 540

## **Fees**

Fees are set at the beginning of each year at the AGM. For children who attend full time Kindy, fees are currently \$100 per term. If they are paid within the first four weeks you will receive a \$20 discount. If you have difficulties paying fees within this timeframe you will need to arrange a payment plan with the Director.

## **Head Lice**

Please check your child's head regularly. If children have head lice all eggs must be removed to prevent re-infestation. Parents/caregivers will be contacted immediately if we see live head lice in your child's hair. Please see staff if you would like further information.

## **Illness**

Do not send your child if they are sick as illnesses can be passed to other people.

## **Excursions**

The preschool children often take part in small walking excursions to various places in Stirling North, such as the schools or playground. Permission for this is obtained at enrolment.

Parents will be notified via the "What's on" board when these occur.

Bus Trips and longer excursions will be notified through newsletter and permission slip will be required.

## **Child Protection Curriculum**

As required by DECD (Department for Education and Child Development) all sites and services in South Australia must offer child protection education run by trained educators. There are four themes that are focussed on at age appropriate levels. They are: The right to be safe, Relationships: Recognising and Reporting Abuse: and Protective Strategies.

## **Outdoor Learning Area**

We set up our learning environment to cater for many different learning styles. We know children learn best when their play space is organised, clean and looks fun. We are constantly changing and improving our learning environment so please let us know if you have any ideas or suggestions.

We do rely on parent support to help with busy bees and small maintenance jobs. This means we can put more of our budgeted money into learning programs for your children. Please let us know if you have any skills that you could help us with.

## **Police Checks**

All regular volunteers at the Kindy by law need to have a DECD Police Clearance. The forms can be verified by the Preschool Director on sighting sufficient identification. The cost of the Police Checks will be covered by the Kindy.

## **Relationship with children**

Staff have a variety of roles at Kindy. You will see staff observing children, working in small groups, interacting with children, taking notes, having conversations with children, reading stories, playing, taking photos, writing learning stories, supporting other staff, talking to parents, meetings with DECD personnel, scaffolding children's learning, modelling, providing props for play, helping children set up play areas and find making material, and lots of fun.

## **Playgroup**

A Learning Together playgroup is held every Friday during term time 9:45-11:45. All families are welcome to attend. There is no cost in attending the Playgroup.

## **Referrals**

If you are at all concerned about your child's development (speech, language, emotional, physical, learning, social, behavioural etc.) please have a chat with a staff member. We will be able to support you and offer extra support or information if required.

## **CaFHS Checks**

The Child and Family Health Nurse visits each term to conduct the children's 4 1/2 year old development health checks. When the time comes you will be given an appointment time to come into the Kindy with your child for their health check.

## **Governing Council**

A Governing Council is elected at the beginning of each year to support the Director and oversee the running and decision making process of the centre. The council is elected at the beginning of each year at the Annual General Meeting (AGM). All families are encouraged to attend our AGM and join the Governing Council. You will be invited to attend our AGM at the beginning of next year. Please consider being involved.

## **Parent Opinion Survey**

We send out a survey each year to obtain how well we are meeting the needs of the Kindy community. This can be completed online or on paper. When these are handed out (term 3) we would really appreciate your support and time filling it out.

## **Profile Books**

Please feel free anytime to look at your child's Profile book, these are kept under the sign in book. This is a snapshot of some of your child's learning and engagement in activities at Kindy. Please feel free to add feedback on any of the learning your child has been participating in. Please respect other children and families by only reading your own child's profile book, unless invited to do otherwise.

## **Statement Of Learning**

The Statement of Learning (summative report) will be written in a narrative format and describe the child's learning and development during their attendance at preschool. It will incorporate the learning outcomes and the intent and content of Belonging, Being and Becoming (Early Years Learning Framework).

The Statement of Learning will include:

- a summary of the child's learning against the five outcomes of the Early Years Learning Framework
- a summary of the child's learning and development in Numeracy and Literacy
- any other supporting documentation to inform the child, their family and/or their Reception teacher.

## How can you help?

These are your children and this is your centre and we are all working together to provide the very best caring and learning environment for them.

You can help to do this by:

- Staying during session time. You are welcome to stay anytime that is convenient for you and help in any way that you feel comfortable. This provides an excellent opportunity for us to get to know each other and extra help is always appreciated. You will also gain new insights into your child's Kindy day.
- Attending with your child on outings and excursions
- Attending special days and events at the Kindy
- Becoming a Governing Council Member and helping with fundraising, social events and maintenance of the Centre and grounds
- Taking turns to help out with the cleaning—sweeping the floor, washing paint pots and at the end of term washing tables, chairs and equipment.
- Offering your talent, skills and help in other areas
  - activities with children—gardening, cooking, singing, reading stories
  - sewing
  - mending equipment
  - covering and mending books
  - general maintenance
  - gardening

## Your help is always appreciated.

If you would like to become a regular volunteer at the Centre please see Robyn for a Criminal History Screening sheet (Police check). There will be no cost for this as it will be funded by the Kindy. Please fill in your details and return to the Kindy with the necessary identification.

## Our Centre

Our Centre is operated by the Department for Education and Child Development. We are funded by DECD according to our numbers of attendance, complexity and size. We are completely separate from the school even though we are on the same site.

We must follow all rules and regulations as set by DECD and Australian Children's Education and Care Quality Authority (ACECQA).

You will hear or read about:

- NQF: National Quality Framework
- NQS: National Quality Standards
- QIP: Quality Improvement Plan (all Kindy's have a plan to improve)

For More Information do to:

[www.acecqa.gov.au](http://www.acecqa.gov.au) or [www.decd.sa.gov.au](http://www.decd.sa.gov.au)



### Checklist: Are you ready for Kindy?

- Enrolment form completed
- Proof of age (Birth Certificate, Centrelink letter, passport)
- Permissions signed, DECD Photo Permission signed
- A bag that your child can open
- Lunch box your child can open
- Change of clothes
- A hat
- Water bottle
- Any medication? (appropriate medication forms completed and signed by a Doctor)
- EVERYTHING NAMED

**Great, now you and your child are ready for Kindy!!!**

### Tips for Parents

Some children may seem apprehensive about starting Kindy. Please don't share their concerns openly. They will sense and replicate your feelings. If you say "They really don't want to go to Kindy" in front of them ... then they may start thinking that is what they are suppose to continue thinking. Acknowledge their feelings but be positive: "I know you are feeling a bit nervous/scared/shy but Kindy is going to be new and exciting. You'll meet lots of new friends and have an awesome time."

### First day drop off tips for parents:

- \* Always give warning you are about to leave: "I am going to leave after we complete this puzzle together"
- \* Always say goodbye. "Bye, I love you. Have a great time and I will pick you up this afternoon once you've had a play...."
- \* Make your day sound boring ..... no coffee and movies for you! You are going home to wash the floors and iron!
- \* If you have any issues or concerns about your child's Kindy day please speak to staff, we don't know what is happening unless you tell us.

### Philosophy...

At **Stirling North Childhood Services Centre** we use children's **strengths** and **interests** to create a **supportive** play-based learning environment, where children feel **successful**