PINNAROO KINDERGARTEN

INFORMATION BOOK

Active learners through play

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Pinnaroo  SA 5304
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Website: www.pinnarookgn.sa.edu.au
Welcome to our Kindergarten. We hope your time with us is enjoyable, educational and fulfilling.

**Philosophy:**
At the Pinnaroo Kindergarten we will keep children at the centre of everything we do. We value, invite and encourage families and the community to actively participate in our play based Kindy program that meets the needs of children aged 3.5-6 years. Staff support all children to reach their full potential and provide a program that promotes active learning and positive learning dispositions for life such as *creativity, imagination, commitment, cooperation, enthusiasm, confidence and persistence*. Staff will be warm, caring, supportive, flexible, creative and friendly to all children and their families.

**We Believe:**
- Children learn and engage when they are happy, safe, secure and supported.
- All children are unique and need to be valued for who they are.
- Children learn best when staff, parents, families and the community work together in partnership.
- Children learn best through being active participants in their play.
- Staff need to create an active learning environment with rich play based experiences based on observations, planning and reflection in response to individual children.

**Purpose:**
Our purpose is to provide a quality, fun, play based active learning environment, rich in experiences that enable children to develop a confident self-identity and work in collaboration with their families and local community.

**Vision:**
Our vision is that all children will develop positive & confident learning dispositions for successful lifelong learning.

**Values:**
At the Pinnaroo Kindergarten we value:
- Respect
- Fun
- Confidence
- Creativity

**Staff:**
- Directors: Hedy Geroly-Hawthorne, Amanda Nickolls
- Early Childhood Worker: Ros Wurfel
- Preschool Support: Marianne Wallis

**Session Times:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>Mondays</td>
<td>9:00am to 12 noon</td>
</tr>
<tr>
<td>Tuesdays</td>
<td>9:00am to 3:00pm</td>
</tr>
<tr>
<td>Wednesdays</td>
<td>9:00am to 3:00pm</td>
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Bus Care:
Kindy children are able to use the Pinnaroo Primary School buses when there are seats available. The buses will drop children off in the mornings and pick them up on Tuesdays and Wednesdays and take them home. Bus Care is provided for children who arrive on buses before 9:00am each day and after 3:00 pm on Tuesdays and Wednesdays to catch buses home. The bus care provided by Kindy staff is done in their own time so families can access the bus service. Buses are to be used to transport children from home to Kindy and Kindy to home. The service is not for transporting children from Kindy to school. Please speak to the Kindy and Pinnaroo Primary School Staff to access this service and if you have any questions.

Term Dates:
Preschool Term dates are the same as DECD school term dates. They are as follows

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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<tbody>
<tr>
<td>2015</td>
<td>27 Jan - 10 Apr</td>
<td>27 Apr - 3 Jul</td>
<td>20 Jul - 25 Sep</td>
<td>12 Oct - 11 Dec</td>
</tr>
<tr>
<td>2016</td>
<td>1 Feb - 15 Apr</td>
<td>2 May - 8 Jul</td>
<td>25 Jul - 30 Sep</td>
<td>17 Oct - 16 Dec</td>
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<tr>
<td>2017</td>
<td>30 Jan - 13 Apr</td>
<td>1 May - 7 Jul</td>
<td>24 Jul - 29 Sep</td>
<td>16 Oct - 15 Dec</td>
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Session Information:

❖ Sessional Preschool
A single intake of students for the year began in 2014, in line with the new DECD Enrolment Policy. All children turning 4 years of age before May 1st can commence preschool in Term 1 of that year. Children turning 4 years of age on or after May 1st can commence preschool in Term 1 of the following year.

Universal Access to 15 hours of preschool education per week for all 4 years olds is available in 2015. However, this may change in the future. If so, children would only be eligible to receive 12 hours preschool per week and not 15 hours previously mentioned.

Children who are under the Guardianship of the Minister or are of Aboriginal or Torrens Strait Islander descent may commence preschool from 3 years of age. They are eligible to attend 12 hours of preschool per week until the age of 4 years, when they would then access full time Kindy sessions.

❖ Pre-entry
Pre-entry sessions may be offered in Term 4 of the year before they are eligible to start full time Kindergarten. This will be decided at the Directors discretion each year.

❖ Early Entry
Early entry to preschool may be considered for children with additional needs such as a disability, developmental delay, gifted development, culturally and diverse backgrounds or family and social circumstances. Approved children are eligible to attend for one session per week if the required support is available and enrolment numbers permit.
Fees:
Kindergarten fees are set by the Pinnaroo Kindergarten Governing Council at the AGM. The current fees are:

- **Pre-entry** $20
- **Full Time Kindergarten** $90 per term
- **Literacy Kit Fee** $10 (once off fee paid with Term 1 fees)

Your child’s fees together with Government Grants contribute to the running costs of this centre, eg. Telephone, electricity, water rates and consumables.

Early Intervention Support Services:
At the Pinnaroo Kindergarten we are committed to providing all children with the best possible start in life. We are able to provide access to a number of DECD and specialist agencies support services. These may include:
- Disability Co-ordinator
- Speech Pathologist
- Occupational Therapist
- Psychologist
- Murray Mallee Community Health Families and Children Team
- CAMHS and CAFHS.

If your child has received therapy prior to starting Kindergarten or you are concerned about any aspect of their development, please bring this to our attention when you enrol or as soon as possible.

Health Checks:
A Child and Family Health service (CAFHS) nurse visits the Kindergarten during the year to conduct 4 year old health checks. This is an opportunity for all children to have their health screening done during their preschool year prior to starting school. Appointment times and consent forms are sent home before the visits.

Attendance:
Regular attendance is vitally important for children to participate fully and gain maximum benefits. Routines established early in life lay a solid foundation for the schooling years. We understand that at times things may come up and your child needs to be away. If your child is going to be away please notify Kindergarten staff.

An unwell child will find it difficult to enjoy their day and may be infectious to others. If your child becomes unwell please keep them home until they are 100%. If your child becomes unwell while at Kindergarten we will notify you and care for them until you can collect them.

Children’s Medication:
If your child has any health issues or requires medications please make sure you have a current Health Care Plan in place at the Kindergarten. Please see Kindergarten Staff if you require the appropriate forms. These forms need to be completed by a doctor and returned to the Kindergarten. Children’s medication is not to be left in their bag. It can be placed in the appropriate basket on the front bench.
Play based Program:
The Pinnaroo Kindergarten’s purpose is to provide a quality, fun program in a play based active learning environment, rich in experiences that enable children to develop a confident self-identity and worth in collaboration with their families and local community. Staff use ‘The Early Years Learning Framework: Belonging, Being and Becoming’ to program for the individual needs and interests of the children attending the Kindergarten. This Framework and our program address the following learning outcomes:
1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Assessment and Reporting:
At Pinnaroo Kindergarten we use a variety of ways to assess and report on children’s achievements and progress. Staff regularly review children’s progress based on observations, interviews, information from parents and work samples. We use this information to help plan learning activities for the children on an individual and whole group basis.
Parent Interviews are offered during your child’s 1st and 3rd terms at Kindergarten. These are an informal chat where staff are able to discuss how your child is progressing. This also gives you another opportunity to comment on your child’s learning and raise any concerns.
A portfolio containing your child’s Individual Learning Plan, photos and work samples is sent home at the end of Term 2 and will be given to your child when they finish Kindergarten.
Finally, a Statement of Learning is written at the end of the Kindergarten year. This is a summary of your child’s learning at Kindergarten. With your permission, it is passed onto the school your child will be attending.

Please note that you are welcome to make a time to see staff to discuss your child’s progress at any time.

Communication with parents:
At the beginning of the year, children will receive their own large plastic folder containing a communication book. This folder and book is for staff and families to communicate about your child’s needs. Please use the communication book for
- positive communication about your child’s learning
- a message you need to get to staff
- change of pick up or
- any concerns you may have
The plastic folder may also contain Kindy newsletters and other important notes that need to go home. Please check these folders each day to make sure you don’t miss anything important and also for sending anything into Kindy, such as fees. Staff will acknowledge messages in the communications book. It would be appreciated if families could do the same. Please take these notes and newsletters out of the folder and keep them at home. This way we know that you have seen the information and it stops the folders from getting too full.

Important notices and information is also displayed on the Parent Notice Board, which is located just inside the front door.
What your child should wear:

Children should wear clothing that is easy to manage, comfortable and practical for active, messy play. Children do wear art smocks but paint and glue can still get on clothing, so it’s best if the children aren’t wearing their best clothes. Please ensure that all items of clothing are clearly labelled.

Appropriate footwear is really important for children to participate fully in physical activities. Thongs, slip ons, rubber boots and crocs are not suitable footwear as they don’t fit well or provide support and protection.

As a Sun Smart Kindergarten we ask that all children bring a hat with them. A wide brimmed or legionnaire style hat must be worn outside during Terms 1 and 4, but is encouraged all year round. If your child does not have a hat in Terms 1 and 4 they will need to play inside or under the verandah.

Pinnaroo Kindergarten has jumpers, polo shirts, t-shirts and hats available for purchase. Please see staff after the session on a Monday if you would like to purchase anything or for help with sizing. Prices are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jumpers</td>
<td>$28</td>
</tr>
<tr>
<td>Polo Shirts</td>
<td>$20</td>
</tr>
<tr>
<td>T-shirts</td>
<td>$12</td>
</tr>
<tr>
<td>Navy Hats</td>
<td>$10</td>
</tr>
<tr>
<td>Pink Hats</td>
<td>$14</td>
</tr>
</tbody>
</table>

What to bring:

Each day your child will need to bring:

- A Kindy bag
- A named lunchbox that can be easily opened by your child
- A packed healthy morning tea and lunch, including at least 1 piece of fruit or vegetable for morning tea
- A water bottle filled with water
- A wide brimmed hat
- A Library bag (Wednesdays)
- Set of spare clothes

Please name all belongings clearly as children often have identical items that are easy to mix up.

Food:

Please send a packed healthy morning tea and lunch. Children are encouraged to make healthy food choices first when eating. At morning tea the children are expected to eat 1 piece of fruit/vegetable first and then choose something else from their lunch box. At lunch the children are expected to eat their sandwich/roll/wrap first. We have a separate fridge which is just for children to place their lunch boxes. This will allow you to confidently send food that needs to be kept cold. Please do not send food that is high in sugar or salt as it does not fit with our healthy food policy. This includes rollups, chocolate, chips, twisties, cheezels, cheeseballs, fruit like ‘lollies’. Please be aware that we are a Nut Aware Kindergarten. Please send snacks that DO NOT CONTAIN NUTS as a main ingredient.

Water:

We ask that each child bring a named water bottle that is filled with water only. Water is available to refill water bottles. Children are encouraged to have big drinks of water regularly throughout the day to ensure they stay well hydrated. Please do not send cordial, fruit boxes or flavoured milks. These are all high in sugar and do not fit in with our healthy food policy.
**Library**
Children will have the opportunity to borrow a library book from the Pinnaroo Community Library. Majority of the time, children will borrow their book at Kindy from a selection of books brought down from the library. We aim to visit the library at least once a term. To borrow a book, each child will need a named library bag on Wednesdays.

**Literacy Kits:**
Each child has the opportunity to borrow a Literacy kit each week. These kits are designed for you to use with your child. They are a great way for you to help your child develop literacy skills. Each kit contains a book and some activities relating to that book. Only 1 kit may be borrowed at a time and needs to be recorded in the borrowing book. The kits can be found in the white cupboard in the quiet room of the Kindergarten but will be placed out on the craft table at the end of Monday sessions. We ask that you check the kit before returning it to make sure all pieces are clean and back in the bag. Please report any missing or damaged items to staff. Please enjoy these kits with your child.

**Sharing Time**
Each child is given the opportunity to have a sharing time each week. A roster will be sent home at the start of the Kindergarten year outlining when your child will have their turn. At the start of each term a week by week topic list will also be sent home. This is a fantastic opportunity for your child to develop oral language skills, make decisions about objects to bring to Kindy, speak in front of a group and become an audience member.

**Dismissals:**
It is really important that you are prompt in picking up your child at the end of the Kindergarten session. Children can easily get concerned if their parents are late at picking them up. If you are more than 5 minutes late, you will receive a phone call to ensure that you are on your way.

If someone other than yourself is to pick up your child from Kindergarten, we need to be informed. We will not release your child with someone else unless you have written the instructions in the Pick-up Variation book or in your child’s communication book or phoned the Kindergarten.

Please ensure they are clear about the pick up times.

**Parking:**
Parking is available in the Kindergarten car park as well as directly across the road from the Kindergarten. Please note, there is NO parking at the front of the Kindergarten. This area is to be kept clear to allow the School buses to drop off and pick up Kindergarten children.

**Personal Information:**
At enrolment you provide us with important information about you and your child eg. Phone numbers, addresses, health information, emergency contacts. If at any time this information changes, please inform staff as soon as possible so that these changes can be made to your child’s records. All personal information is kept confidential.
Photos and Videos:
We regularly take photos and videos of children as a way of recording their progress, interests and achievements. These may be displayed at the Kindergarten, in newsletters, on the Kindergarten website and shared with other professionals. A professional photographer visits the Kindergarten in Term 3 to photograph all the children. Parents are given the opportunity to purchase these photos.

Parent Resource Library:
A parent resource library is available above our computing area. Please feel free to borrow materials from this library, by recording your name in the little red/black book. There are some excellent books to help raise children and a folder full of useful parenting pamphlets.

Policies:
We have a range of site specific policies and procedures in place to ensure the Kindergarten runs smoothly. Staff together with the Governing Council and parents review these on an annual basis to ensure they reflect the current needs. The policies and procedures in place at the Kindergarten are as follows:
- Hot weather Policy
- Transition Procedure
- Sun Smart Policy
- Asthma Policy
- Behaviour Management Policy
- Healthy Food & Nutrition Policy
- Attendance Procedure
- Fee Guidelines
- Dealing with Complaints Procedure

Copies of these policies are available on the front bench and have also been included at the back of this booklet.

How families can help:
We really encourage and value your involvement at the Kindergarten. Please feel free to stay a while in the morning and spend some time playing with your child. There are many ways in which you can help us and the following are just a few suggestions:
- Help with the weekly washing - a roster is placed on the parent notice board as well as in the newsletter
- Save useful ‘junk’ eg. Boxes, cream and yogurt containers and other recyclable materials for us to use (please make sure they are clean before sending in)
- Share your particular interest with us, eg. Cooking, gardening, pottery, music
- Encourage your child to pack up their toys
- Help clean up at the end of sessions
- Accompany us on excursions
- Be involved in our Fundraising activities
- Bring your child to Kindy regularly
- Attend working bees
- Become a member of the Governing Council
- Read and share stories often
- Give practice in games and puzzles to help your child’s concentration span
- Most of all have fun with your child
**Governing Council:**

The Governing Council’s role is to support the Director in the governance of the Kindergarten. The Governing Council is responsible for:

- Planning and developing policies and services within the guidelines of DECD
- Financial management relating to the day to day running of the Kindergarten
- Maintenance of the grounds, building and equipment
- Communicating services and events to other families
- Supporting staff and other parents in their work for the Kindergarten
- Organising Fundraising events
- Actively promoting the Kindergarten in the community through supporting and participating in community events

The Governing Council is elected annually at the end of the Kindergarten year and is required to meet twice a term at the Kindergarten. All families are welcome to join the Governing Council. Please note that all Governing Council members will need to have completed a DCSI Criminal History Screening check.

Positions of the Governing Council include:

- **Chairperson** - runs the meetings, liaises closely with the Director, supports the Director when needed, presents a report at the AGM
- **Secretary** - takes minutes at meetings, distributes minutes to members, responds to correspondence, writes any letters when needed
- **Treasurer** - receipts money received, takes receipted money to Finance Officer at Pinnaroo Primary School to be banked, writes out fee envelopes each term, presents report provided by Finance Officer at meetings
- **Playgroup Rep** - provides a report once a term

**Please note** - the Kindergarten can NOT operate without a Governing Council.