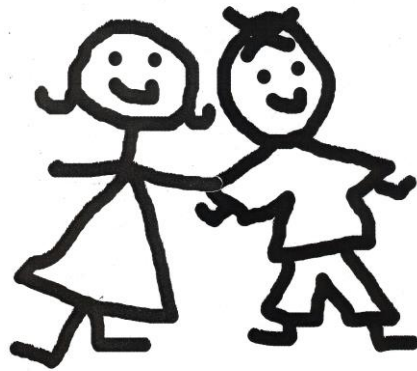


Welcome to....

Clarence Gardens Kindergarten



Play...explore...discover...learn!

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Clarence Gardens 5039
Phone 8293 5986 Fax 8371 4957
Email dl.4611_leaders@schools.sa.edu.au
Web www.clarengdkgn.sa.edu.au

**Clarence Gardens Kindergarten offers a high quality,
educational program, staffed by trained Early Childhood
Educators, and is funded and managed by the
Department for Education and Child Development (DECD)**

Statement of Philosophy

At Clarence Gardens Kindergarten we believe that:

- Children learn best in a nurturing, happy, relaxed, challenging and stimulating environment.
- Children are encouraged to be confident and involved learners and to develop a range of skills and processes that are child initiated through play.
- Learning is at its optimum when the inside and outdoor environments are well set out, tranquil, thought provoking and always changing.
- All children's wellbeing is supported positively in order to better engage in learning.
- All children are encouraged to be respectful towards themselves, others and the environment.
- The staff team are facilitators for learning and aim to build genuine, caring and trusting relationships with all children.
- Community is encouraged to be involved in all aspects of the kindergarten, their child's learning, and in contributing to the curriculum.
- Cultural diversities are respected, acknowledged and included in the program.
- Communication between home and kindergarten is important in maintaining positive and effective relationships, and supports better learning outcomes.
- Caring for the environment and sustainability practices are regularly incorporated within the learning program.
- Striving to continually improve in all facets of the kindergarten encourages better practice, improved relationships, policies and procedures and therefore enhances better learning outcomes for all children.

Staff

Clarence Gardens Kindergarten offers an educational teaching and learning program staffed by trained teachers and early childhood workers (ECWs).

Current staff are:

Director:	Amanda Fiedler
Teachers:	Jennifer Buckingham & Sarah Fishwick
Early Childhood Worker:	Katrina Kutcher

Services Offered

- Playgroup

Playgroup is for children from 0 – 5yrs and runs at the Kindergarten on Fridays during school terms. There are two playgroup sessions, the first in the morning between 9.30am – 11.30am and the second session in the afternoon 12.30 - 2.30pm.

Cost is \$40 per term plus Playgroup Insurance.

Playgroup is coordinated and run by Martine Stockwell. Parents supervise their own children at Playgroup and are responsible for packing up and leaving the Kindergarten neat and clean. Activities include painting, puzzles, construction, dough, pasting, outside play, song time and special activities.

- Kindergarten

To be eligible to start at our Kindergarten children must be turning four years of age before 1st May to commence in January at the beginning of that year. Children who turn four after the 1st May commence at the beginning of the following year. It is also a DECD Policy that children are entitled to attend up to 5 sessions per week, for 4 terms, prior to beginning school. If children have any additional developmental needs, approval may be given for an early entry or extension of time.

At Clarence Gardens Kindergarten most children attend two full days (which counts as 2 sessions) and one half day session each week.

Times are as follows:

Monday	8.45am – 3.00pm* / 12.15pm – 3.00pm*
Tuesday	8.45am – 12.15pm / 8.45am – 3.00pm* / 11.30am – 3.00pm*
Wednesday	8.45am – 12.15pm
Thursday	8.45am – 12.15pm / 8.45am – 3.00pm* / 11.30am – 3.00pm*

* Children who stay for the full days or afternoon sessions need to bring lunch to have at the Centre.

Contributions/Costs

The Kindergarten is funded partly through:

- Government funds (DECD)
- Fundraising
- Parent contributions

Kindergarten Contributions:

\$200 per term: **5 sessions** : 2 full days & 1 half-day (*includes lunch care & an excursion levy*)

\$185 per term: **4 sessions** : 2 full days (*includes lunch care & an excursion levy*)

\$145 per term: **4 sessions** : 1 full day & 2 half day (*includes 1 lunch care & an excursion levy*)

To be paid by week 3 of each term.

Please see the Director if you have difficulty meeting payments, as a contribution schedule can be arranged. All information is confidential.

Money

Please place all money for Kindergarten in a sealed envelope CLEARLY LABELLED with your child's name, the amount enclosed and payment details (costs, fundraising etc), then place in the Payment Box on the Parent Shelf. **(Exact money necessary as change is not available)** The Treasurer will issue a receipt to you via the parent pockets. Alternatively you may wish to pay directly into our bank account by Direct Deposit:

Clarence Gardens Kindergarten
BSB: 105 – 150
Account No: 563300140
Description Field: your child's name

What to bring to Kindy daily

- A **bag** for children's belongings
- A change of clothes
- A healthy snack & lunch (eg fruit, please refer to our Food & Nutrition Policy in pack)
- A metal/plastic drink bottle, **water only**
- A sun hat and applied sunscreen during terms 1 & 4.

Please ensure all belongings are clearly NAMED.

The Kindergarten Program

We provide a welcoming, nurturing and stimulating environment where children are confident to -

Play ... explore ... discover ... learn!

Staff plan the educational program as a team for each fortnight. We plan for individual children as well as for group learning. The 'play' based program includes and considers:

- Individual child records, staff observations of children's development, well being, interests and needs, strengths and areas of concern.
- The new Early Years Learning Framework for Australia - ***Belonging, Being & Becoming***:

Belonging: is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

Being: is about living here and now. Childhood is a special time in life and children need time to just 'be' - time to play, try new things and have fun.

Becoming: is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

The framework has 5 outcomes:

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.

Our program changes regularly and is displayed on the verandah area for all parents to view – this will enable you to talk to your child about what he/she has been learning.

Your Child's Learning Journey

During your child's year at kindergarten staff document both formally and informally your child's learning, interests, areas of strengths and development in a variety of ways. These are communicated to parents via –

- An Individual Learning Plan (ILP) at the completion of your child's first sessional term. This is an overview of how your child has settled in, their strengths and planned future goals
- Regular conversations with staff regarding your child's progress.
- Children's 'Special Books' that include work samples and planned learning experiences with specific links to the curriculum called 'learning Stories'.
- Reflection report – Written mid-year to inform parents of your child's progress.
- Statement of Learning- Final Report which is written in your child's last term of kindergarten. This report relates directly to the learning outcomes of the national curriculum – 'Belonging, Being and Becoming'. One copy is given to parents and another copy to pass onto your child's Primary School.

To support us with knowing your child better we ask that you take the time to fill in both Child Profile forms. One is given out when your child commences with us and the second mid-way through their learning year. Any documentation needing to be return can be done via the **'parent return tray'** located on the parent shelf.

We value this sharing of information between home and kindergarten and reflect on this when planning for your child's wellbeing and learning throughout their time at our centre.

Our Daily Routine

8.45am	Gates open, welcome children, parent goodbyes, free inside/outside play
9.15am	Bells ring for mat time, songs, learning discussions, roll, then divide into small groups for stories
10.00am	Snack time on verandah
10.20am	Inside/outside play
11.40am	Pack-up time/ Afternoon children arrive
11.50am	Mat time for games, movement and music
12.15pm	Home time for morning children
<u>FULL DAY</u>	
12- 12.30pm	Relaxation – a variety of quiet activities, such as yoga, back massaging, listening to music/stories etc
12.15pm	Morning children are dismissed
12.30pm	Lunch, followed by inside play
1.30pm	Inside/outside play
2.20pm	Pack-up time
2.30pm	Mat time for games, music and movement
3.00pm	Home time

What to Wear

Please send your child in sensible, comfortable and washable clothing that s/he can manage independently (for toilet, dressing). Along with sensible "supportive" shoes that are suitable for running and climbing. **Thongs and crocs are not suitable.**

You may like to purchase a "CGK polo shirt" to save wear and tear on other clothing, and to eliminate morning battles over what to wear. The shirts are good quality, look great with our embroidered kindy logo and make our children easy to identify especially when on outings and excursions.

The shirts & hats are displayed at the Induction meeting. Polo shirts are available in royal blue or purple – \$25 sizes 4 or 6. Bucket hats - \$10 with adjustable toggle in a variety of fun colours to make them easy to identify! Please see staff at the end of the kindy session if you'd like to purchase.

Absences

If your child is unwell it is in their best interest to remain at home until fully recovered. This will also help the spread of infection (especially if they have a cough or a thick green nose that they can't manage to blow & wipe!) Any child with an infectious disease or illness should remain home until they are past the medically defined exclusion period. If unsure how long your child should be excluded please consult www.sa.gov.au search '**exclusion periods**'.

We appreciate a call to the centre if your child is unwell, has an infectious illness and/or if your child is going to be absent for holidays or any other reason that day. It is also requested that if holidaying for more than a few days that this is put in writing, dated, signed and given to staff.

Collection times

Please collect your child(ren) promptly at the end of each session. Some children can become distressed when they are collected late – a few minutes can seem a long time to a child when they are left. If you are unable to collect your child on time (**within 10mins**) due to an emergency / unforeseen event, please organise for someone else to collect your child (ren) and **phone staff** at the Centre so we can reassure your child (ren). If someone else is collecting your child please fill-in and sign the collection form on the white board for casual occurrences. If this is happening weekly please ensure that we have this persons contact numbers either on your enrolment form or written separately to attach to your file.

Emergency Contact Numbers

It is crucial that the '**emergency numbers**' given to staff at enrolment are kept up to date with names, addresses, telephone numbers and medical information in case of illness or an accident.

Parent Involvement

Parents (and grandparents) are encouraged to participate at the Kindergarten in whatever capacity they feel comfortable with. Some examples of how you can become involved are:

- Working with small groups of children – reading, playing at dough, clay, helping with writing, puzzles, outside games, woodwork...
- Gardening (weekend parent roster)
- Covering books
- Sticking work in children's Special Books
- Helping with lunch care program (Mon, Tues & Thurs 12.15 – 1.15pm, involves setting up, cleaning tables, washing dishes & general assistance.)
- Taking weekly washing home
- Mending and sewing
- Cutting up materials for pasting/art activities
- Cleaning tables/washing up/sweeping at the end of sessions
- Helping with excursions and special events
- Become a regular volunteer
- Become a member of the Governing Council

Your involvement will help to make our Kindy a better community service!

Management Committee/Governing Council

The Kindergarten is managed by parents/people interested in the direction and function of the Kindergarten. The Committee members undertake a range of initiatives and activities including organising and running fundraising activities, developing centre policies, our Quality Improvement Plan, financial management, program input and general improvements, to name a few.

There are main parent roles that need to be filled each year and we ask that you consider volunteering for these, being – Chairperson, Banking Treasurer, Secretary, Fundraising Coordinator and Communications Officer. At our AGM - the last meeting of each year these positions are filled.

The Governing Council meet twice a term to discuss any current issues. Please consider being part of this group – it benefits YOUR child, the families attending kindergarten and the wider community. **New members always welcome and always needed!**

Parent Communication

Community/ parent information and rosters are displayed on the notice board on the back verandah and inside the kindergarten on the eastern side pin-up boards. Parent pockets are clearly marked with each child's name alphabetically and are located on the east end of the verandah. Please check your pocket frequently for newsletters, communication and receipts.

Parent Shelf

Community resources and local school information is displayed on the parent shelves for you. If there is further information you require, or if you have information you would like to promote please see the Director.

We have a number of reference books and children's literacy packs & readers that we encourage parents to borrow.

CAYHS

Children will have the opportunity to have a general health/development screening before beginning school. These screenings are free, and are highly recommended. CAYHS recommend that children are screened when older than 4yrs 6mths and staff remind families when in their last term of kindy. If you wish to make an earlier appointment, please Phone: 1300 733 606

School Dental Clinic

The South Australian Dental Service provides a range of dental services for children at clinics throughout Adelaide and all major country regional centres. All children from birth up to 18 years of age are eligible for care with the School Dental Service, however under five year olds are free. For more information please contact your local Clinic on: 83742053 Clapham School Dental Clinic. We strongly encourage a dental check-up during your child's year at kindy if one hasn't been done previously.

Preschool Support Staff

DECD has a specialist team of staff – speech pathologist, psychologist, social worker, special educator, integration workers and bilingual assistants.

These professionals provide free consultative and assessment services to Kindergartens – if you have any concerns about your child's needs or development, please see the Director for referral advice.

Staff Training

Staff are required to regularly update their skills in the following training areas and adhere to the recommended safe practises –

- First Aid
- Responding to abuse and neglect (Child Protection)

Policies

Being a Government department there are many Policies and Procedures that ensure the safety of all at our kindergarten. If you are interested in reading these policies they are located on the parent shelf in 'CGK Centre Policy Folder'. These include our Emergency Procedure, Invacuation Policy, Sun Smart Policy, Medication Policy, Behaviour Guidance Policy, Food & Nutrition Guidelines, Hot Weather Policy, Health Policy, Grievance Policy, Priority of Access, Purchasing policy and Code of Practise.

Policies of importance at our site:

- **Sun Protection Policy** - We are an accredited 'Sun Smart Centre' and encourage the children to be sun aware. Please remember that children are required to wear a hat and sunscreen when playing outdoors particularly in terms 1 & 4. A **"No hat – no outside play"** policy will apply to children not dressed appropriately.

Staff model safe sun care, so please support us by sending your child with sensible clothing (**e.g. no shoe-string dresses / tank tops as shoulders must be covered**), a hat and applied sun screen **prior** to each session. Staff will re-apply sunscreen after lunch when children stay for a full day.

- **Food & Nutrition Guidelines** - To support teaching and learning in Health and Physical Development, we aim to teach the children about the link between different foods and the effect they have on our health. We believe in the power of modelling healthy eating habits to children. These influences by the staff team and other children are powerful and hopefully they remain with them throughout their lives. Please read this policy carefully in your package as foods that are **high in sugars, fats and preservatives are NOT permitted at our site and will be sent home.**



Also due to children with severe allergies attending our site we are a NUT AWARE kindergarten where all foods containing nuts such as nutella & peanut paste should not be sent.

- **Behaviour Guidance Policy** – We believe all children have the right to learn and play in a safe and secure environment. Staff model and teach appropriate behaviour and language to children. Some children need extra support and care when managing conflict or their own emotions/feelings. If any behavioural concerns surface staff will immediately discuss strategies with parents to encourage similar techniques being used at home as well as at kindergarten.

Local Feeder Schools

Edwardstown Primary School	Ph	8293 2753
Westbourne Park Primary School	Ph	8271 7430
Colonel Light Gardens Primary School	Ph	8276 1523
Black Forest Primary School	Ph	8293 1204
St Anthony's School	Ph	8293 2532

***Thank you for enrolling your child at
Clarence Gardens Kindergarten.***

***We hope your time with us is happy and beneficial, for you
and your child.***

***If you have any concerns or queries, please see the
Director.***

(All information is confidential.)