Welcome to Henley Community Kindergarten

8 White Street
Henley Beach  SA 5022

Ph 08 83562300
Please call with enquiries about enrolments after 3.00pm each day
Fax 08 83550142
Email  dl.5620_leaders@schools.sa.edu.au
‘Because children grow up, we think a child’s purpose is to grow up. But a child’s purpose is to be a child.’ (Tom Stoppard 2002)

Children have a right to a childhood where they can dig in the dirt, jump in puddles, explore, create and quite simply – to just BE.

We believe that learning and development is a holistic process and that children’s emotional, social and spiritual* development are integral in physical and intellectual growth and the ability to develop the skills necessary for lifelong learning.

We value the knowledge and experience of families as their child’s first educators. We believe that children, families and educators all need to feel a sense of belonging both within their immediate environment and the wider community and that this is crucial in forming relationships. The nature of being in a group provides opportunities for mutually beneficial interactions and teaches us about cooperation and being positive contributors to our kindergarten community.

Our Kindergarten welcomes all families and shares their lives, skills and interests supporting and encouraging them to take an active role in their child’s education and learning experiences.

We aim to provide a child friendly, home-like environment with quality resources that are primarily open-ended and made from natural materials where possible.

Educators programme for generous periods of time for uninterrupted play both indoors and outdoors every day. ‘Play expands children’s thinking and enhances their desire to know and learn promoting positive dispositions towards lifelong learning’ (EYLF 2009). We provide opportunities for children to develop deep connections with nature through interactive and adventurous free play in natural outdoor environments.

‘Nature play allows children to experience nature and can have physical, cognitive, and emotional benefits such as risk taking, discovery, exploration, imagination, sensory, physical, team work and cooperation. Increasing urbanisation and smaller backyards have significantly reduced children’s daily contact with the natural environment and their connection with it’. www.natural resources.sa.gov.au

We promote the right of every child to a high quality childhood which includes trusting children as capable and competent self-risk assessors. We endeavour to provide a safe yet challenging environment that promotes independent choice and a sense of freedom. We believe that accidents will happen and young children will come home with bumps and scratches as they learn from their mistakes. Adults support children in undertaking self-chosen risks in a supervised environment to develop their self-esteem and self-confidence.

We believe in taking responsibility for the sustainability of our world and we support the children to develop the ability to make choices and decisions to influence events and to have an impact on one’s own world.

*Spiritual refers to a range of human experiences including a sense of awe and wonder, and an exploration of being and knowing.
Revised July 2015
HENLEY COMMUNITY KINDERGARTEN

Staff:
Director:  Trudi Walton
Teachers:  Helen Winton/ Sally Kirby
Early Childhood Workers:  Leanne Schultz/ Corinne Jenner / Kathy Corbett
Early Intervention Support:  Kathy Corbett/ Kylie Wyatt
Kylie Wyatt / Jodie Mulyk/ Helen Tomlinson
Finance Officer:  Jodie Mulyk

Services:
Two groups offered - Dolphins and Turtles

Monday:  8:30am – 3:00 pm  Turtles
Tuesday:  8.30am – 3:00 pm  Turtles
Wednesday: 8:30am – 3:00pm  Dolphins
Thursday:  8:30am – 3:00pm  Dolphins
Friday:  8.30am – 12.30pm  Turtles / Dolphins alternate

Entitlements:
Children are entitled to up to 15 hours of kindergarten (preschool) per week, for up to four terms before they start school.
When numbers are high, priority is given to those families who live closer to this kindergarten.

Enrolment Policy:
Enrolments in preschools can vary from time to time. Sometimes this can mean that some preschools may not have vacancies for all children who would like to attend. The capacity of the kindergarten, the child: staff ratio and the needs of the kindergarten children determine the maximum number of children who can enrol. Staff can provide a high quality, safe program for your child by ensuring that enrolments are maintained at a reasonable level. The Director and Governing Council work together to define this maximum number. When the number of enrolments approaches this ceiling, the 'Priority of Access' processes are put into place -See our priority of access policy in the policy folder or on our website.

Note:
• Special circumstances do arise on some occasions. The director has the discretion to make decisions based on these special circumstances.
• Each preschool has defined their local area, which is recorded on a map at the centre. This will enable you to determine the preschool’s local area.

Proof of Age
As a part of our enrolment policy a child’s age must be verified prior to the acceptance of an enrolment and a child commencing preschool. Acceptable documentation will be
• A Passport;
• A Birth Certificate; or
• Official Centrelink documentation stating the child’s name and date of birth.
Fees:
We are part of the Department for Education and Child Development (DECD).
We receive some funding from the government. However we are dependent on
contributions from parents (fees) and on fundraising to operate effectively.

KINDERGARTEN SESSIONS.....$165.00 per term (subject to annual review)

Fees can be transferred electronically with your child’s name as the transaction description
BSB: 105050
Account Number: 204006040
Account Name: Henley Community Kindergarten
Description: Child’s name

or

placed in an envelope and posted in the fees box on the kitchen bench at kindy.
If you have any difficulties please see the Director.
All negotiations will be confidential.

Attendance
Children who attend kindergarten regularly have opportunities to develop friendships, learn new
things, build on what they already know and follow routines. Regular attendance supports your child’s
participation in the education program so they feel part of the group and teachers can plan to support
their learning.
Our funding is also tied to attendances. We are allocated staffing and funding based on who attends.

Regular attendance benefits us all.

What to bring:
Each child will be given a named tag which we will attach to their kindy bag. This will have words and
pictures to help them get organised for kindy each day. They need to bring:

1. A bag that your child can manage without help and that they can easily recognise. We
recommend that the name be written on the outside.
2. A hat which must be either wide brimmed or with a flap at the back. Caps are not suitable. This
must be worn for outside play in terms 1 and 4.
3. Spare clothes in case of accidents or messy play
4. A lunch box with a healthy sandwich, wrap, salad etc, ensuring your child can open their own
items. Please try to avoid packaging as we encourage ‘nude food’. Please also include 2
pieces of fruit, one for morning and one for afternoon.
5. A water bottle.

Please label all items.

What to leave home
Toys or special items unless they are related to the curriculum. Should your child
need a security toy please discuss with an educator

Clothing:
Children need to wear clothes that are comfortable and that they can manage themselves. The
children are very active at kindy and need to wear clothing and footwear that will not hinder their
running, jumping, climbing etc. We do provide children with smocks for messy activities but children
will still get wet and dirty sometimes. Clothes that are well worn are great for kindy. Weather
appropriate clothing will allow children to feel comfortable during nature play.
Birthdays:
We celebrate children’s birthdays by lighting candles on a pretend cake, singing Happy Birthday and giving the child a card.
We do not celebrate with cakes or other food treats.

On arrival:
On arrival and when leaving, please initial your child’s name on the sign in sheet. This is important in case of emergencies. The sign in sheet is located on the bench near the door. Please write in the diary if someone different will be collecting your child.
The notice pockets are located outside on the door and it is a good idea to check yours regularly so you know what is happening.

How you can help:
We welcome and enjoy parents being part of our learning environment.
If you have skills you can share with us we would love to know, eg cooking, playing an instrument, a sport, hobby, special interest or work interest eg life saving, police.
We always need materials for pasting and woodwork, so boxes, material, lids, corks, feathers, gumnuts, cards, wrapping paper, shells, ribbons, leather and so on are welcome. The exceptions with boxes are washing powder, cigarette and match boxes, toilet rolls and medical boxes.

Rosters are placed near the entry where you can add your name if willing to help.

Book Borrowing:
Books for children and information books for parents are available for loan.
You are welcome to borrow as often as you like but we do have a limit of one book borrowed at a time and a maximum borrowing period of two weeks.
If a book becomes damaged, please return to staff for repairs. Do not replace in the library.

Child and Youth Health Checks
During their year at kindergarten families will be invited to book a health check for their child. These checks often pick up things that have been previously missed and are a great way to reassure you that your child’s development is on track. If you would prefer not to wait for an invitation you can contact the Woodville Child and Family Health Clinic on 82431177 to make your own arrangements.

CURRICULUM
Our curriculum is based on the National Early Years Learning Framework - Belonging, Being and Becoming (EYLF). It describes the outcomes on which learners from birth to five years of age can expect their education to be built.

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.

The Framework supports a model of curriculum decision-making as an ongoing cycle. This involves educators drawing on their professional knowledge, including their in-depth knowledge of each child.
Working in partnership with families, educators use the Learning Outcomes to guide their planning for children’s learning. In order to engage children actively in learning, educators identify children’s strengths and interests, choose appropriate teaching strategies and design the learning environment. Educators carefully assess learning to inform further planning.

Under the Children’s Protection Act DECD staff have a duty of care to protect and care for every learner and to ensure that effective abuse prevention programs are implemented. Across your child’s year at kindy we will be working with them to explore the Child Protection Curriculum - covering rights, responsibilities, relationships and ethical behaviour.

Play
Through play children express their ideas and engage in exploration, imagination, experimentation and manipulation. These skills are essential for the construction of meaning and knowledge that will contribute to the development of representational thought. It is through their exploratory, sensory, social, physical, constructive, imaginative, projective, role and dramatic play that children examine and refine learning in relation to environments and other people. As children's play becomes more rule oriented, their social, emotional and intellectual development is enhanced through the development of autonomy and cooperation. Children's knowledge, skills, understandings and dispositions will be extended and strengthened effectively through both child-initiated and adult-initiated play experiences.

Information about your child's learning and development is available through:

- **Statement of Learning:** At the end of your child’s time at kindy a copy of their statement of learning will be given to you and with your permission a copy will be forwarded to their school. This is an accumulative reflection of your child's learning during their time at kindergarten.

  The Statement of Learning is informed by the EYLF.

- **Newsletters:** We find email to be very effective for keeping parents informed about what is happening at kindy. If you have an email address could you please make sure that it is written on your child’s enrolment form? Newsletters are also displayed on the notice board and some hard copies are located next to the sign on sheet.

- **Portfolios:** Each child will be presented with their portfolio when they leave kindergarten. Their portfolios provide samples of your child’s learning journey. You and your child can share these folders at any time throughout the year

- **Work displayed** or on show at the kindergarten

- **Discussion** or chats with staff team can be held at any time during your child’s time at Kindergarten. Appointments are appreciated to avoid interruptions through sessions.

- **Program information** is written up every two weeks and is on display. Parent contributions to this program are very welcome.

Health and Safety Policy
If your child is unwell prior to coming to kindergarten it is in the best interests of the other children to keep them home until they are well. Please inform the centre when your child has an infectious disease so the spreading of disease can be minimised. A number of contagious illnesses require children to be exempt from attending kindergarten – please talk to staff if you are unsure.

Minor injuries will be treated by educators, recorded and reported to parents.
In the event of your child becoming ill or having an accident at kindergarten, we will contact you or your emergency contact person. In an emergency educators will call an ambulance, which is at the families expense.

Please always let us know of any changes to contact telephone numbers and your home address.

Staff must be notified of any allergies your child has. A health support plan must be completed and signed by the doctor before staff can administer any medication. Any asthma and severe allergy medications are to be given to staff on arrival.

Food and Nutrition Policy
We try to do as much cooking at kindy as we can. Please keep us informed if there are any foods your child cannot eat due to health/ lifestyle or religious reasons.

It is vital that children develop habits of healthy eating from an early age. We also recognize that there are an increasing number of children with health issues and life threatening allergies who have a restricted diet.

In keeping with this, the parents and staff developed this policy.

- We encourage only fresh fruit and vegetables for snack time. Rollups, muesli bars or other sugary or salty snacks are not encouraged.
- Due to possible allergies, we are a nut free centre.
- We provide filtered water for drinking and actively encourage children to have regular drinks especially in hot weather. Children only need to bring water to kindy.
- We believe that the preparation, cooking and sharing of food is an activity that is a valuable part of the curriculum. We will use these activities to emphasize healthy eating.
- We celebrate birthdays with a plaster cake, singing and a certificate. Please do not send treats to share.
- We emphasise and reinforce safety. Children sit while eating and stand still while drinking.

Skin Protection Policy
We aim to promote and practice positive attitudes towards skin protection.

- We avoid direct contact with the sun between 11 a.m. and 3 p.m.
- We use the shade of trees and pergolas whenever outside.
- Children, staff and parents will be expected to wear a broad brimmed or legionnaire style hat from 1st September until 30th April whenever they are involved in outdoor activities.
- Parents are responsible for applying sunscreen to children at the start of each day and staff are responsible for an application at lunch time.
**Behaviour Support Policy**
At Henley Community Kindergarten we aim to support the children to develop positive relationships with other children and adults. We expect our children to behave in a manner which ensures the right of themselves and others to feel safe and valued in the learning environment. Our complete Behaviour Support Policy can be accessed in our policy folder or on our website.

**Concerns and Complaints**
The relationship between educators and families is fundamental to the quality of care and education that children receive. Open communication in a respectful way ensures the best outcome for you, your child and the Pre School.
We have developed a policy (available in our policy folder on the shelf under the kitchen bench and on our website) to provide clear and transparent information for dealing with complaints or concerns. The Department for Education and Child Development indicates that a child’s Pre School should be the first point of contact for parents, followed by the Regional Office, and then the Parent Complaint Unit if the complaint cannot be resolved at the local level.
Please know that any issues raised with us will be reviewed to improve our processes and procedures to ensure we develop a strong partnership with families and caregivers.

**The Governing Council welcomes you to Henley Community Kindergarten.**
As a parent, guardian or person responsible for a child attending the Kindergarten, it is important that you are aware of the objectives of the Kindergarten.
These objectives are:

> To provide preschool education and other programs and activities to further the development, care and welfare of young children in the community.

In provision of these services the Centre shall:

1) Emphasize that the paramount consideration is the interests of the children.
2) Reflect the multicultural and multilingual nature of the community.
3) Involve parents and other community members.
4) Evaluate and monitor the nature of these services to ensure that the highest standards are attained.
5) Ensure as far as possible, that special needs of individual groups of children are addressed by the provision of services from the Centre.
6) Ensure that provisions of equal opportunity as detailed in Section 7(c) of the Act are applied to services provided by the Centre.
7) To do all other such things as may be incidental to the attainment of the objects of the Centre.

Support of the above entitles you to be a member of the Kindergarten eligible to vote at meetings. Members are invited to join the Governing Council which meets approximately 8 times during the year to organize such things as fundraising activities and fund allocation. Governing Council members and office bearers are elected at the Annual General Meeting. However, members may elect to join at any time during the year. All members are welcome to attend Governing Council meetings as observers. Dates and times of upcoming meetings are published in our newsletters. We encourage all members to attend the Annual General Meeting, which is usually held in November.

Member participation is vital to the continued operation of the Kindergarten. If you can spare some time and are interested in being part of the Governing Council, please speak to the Director. Your help will be greatly appreciated.

Last updated July 2015