KIMBA COMMUNITY

KINDERGARTEN

Handbook
Kimba Community Kindergarten

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         PO Box 335, KIMBA SA 5641

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Email: kindy.director@kimbakgn.sa.edu.au
Website: kimbakgn.sa.edu.au

STAFF
Director: Susan Murphy
ECW: Katrin Cant
Support: Tania Leiblich
Occ Care: Jill Davey
Finance: Jill Davey
Grounds: Justin Phillips

OPENING HOURS
Staff will be in attendance from 8.30am until 4.00pm on Tuesdays,
Wednesdays and Thursdays and from 10-00am until 1.00pm on Friday.

Kindy Session times:
Tuesday 9.00am—3.15pm
Wednesday 9.00am—3.15pm
Thursday 9.00am—11.30am

Occasional Care Sessions:
Tuesday 9.00am—11.15am
Tuesday 12.15pm—3.00pm
Wednesday 9.00am—11.15am
Thursday 9.00am—11.15am

Playgroup
Friday 10.00am—12.00pm
Welcome to the Kimba Community Kindergarten!

We believe that childhood is special and that all children have the right to the magic of childhood!

To run and jump in the sunshine,
To have time to think and investigate,
To laugh, to sing, to dance,
To grow, to learn,
To feel special and loved,
To have fun!

We value Honesty, Respect, Responsibility and Achievement.

As equal partners in your child’s education, you are encouraged to become involved in the Kindergarten.

Ways in which you can do this are by:-
• talking to staff, letting us know about your child
• viewing the program and adding comments
• watching the notice board for information
• reading the newsletter
• reading your child’s communication book daily
• sending messages to staff in communication book
• reading books to your child every day
• taking note of kindy learning activities and reinforcing at home
• joining in kindergarten activities
• joining our Governing Council

We hope you and your child will enjoy being part of the Kimba Community Kindergarten.
WHEN CAN YOUR CHILD START KINDY?

Pre-entry
During the term before a child is entitled to start full time kindergarten, they may attend one session (half a day) per week called pre-entry. All children turning four before the 1st of May in a year will be entitled to start kindergarten on the first day of term 1 that year. Therefore in the year prior to this, in 4th term, they may do pre-entry. When you enrol your child you will be asked which session you would prefer your child to attend, and we will try to suit your needs. (Pre-entry is not funded and is at the discretion of the Director. It is only possible when numbers and resources permit so cannot be guaranteed.)

Full time kindergarten
Universal Access is a government initiative which entitles all four year olds to 15 hours per week of pre-school in the year prior to their entry into school. The preschool year has 40 weeks, divided into four terms. The Same First Day Policy which begins in 2013, means that all children who turn 4 years old before the 1st of May, are entitled to start full time kindy at the beginning of Term 1 that year. There will only be one intake per year. *All children who are born on or after May 1st will have to wait until Term 1 of the following year to start full time kindergarten.

In our centre the 15 hour entitlement will be delivered in two full day sessions and one half day session as follows:-
Tues 9.00am ————3.15pm
Wed -9.00am ————3.15pm
Thurs 9.00am ————11.30am

On full days children will remain at kindy for lunch, which staff will supervise, followed by a quiet rest period.

Kindergarten terms are the same as school terms (see term times sheet in enrolment package)
**Fees**

It is necessary to set a fee for each term to help meet and maintain the Centre’s operating expenses. Fees help cover the cost of paints, glue, different types of paper, cardboard, printing and other consumables as well maintaining the outdoor learning area and play equipment.

Invoices will be sent out at the beginning of each term and they can be paid either at the kindergarten or at the front office at school. (Make cheques payable to the Kimba Community Kindergarten. *Eftpos cannot be used*).

If you have any difficulty in paying this contribution, please speak to the Director.

**Fees are as follows:**

- $60 per term for 15 hours per week
- $25 per term for pre-entry
- $5 per session casual rate

**Arrivals/Departures and Attendance**

We ask that you be punctual to avoid stress to your child and to assist staff. Staff need time before sessions to put out equipment and following sessions to tidy up, prepare for the next day and discuss matters.

When you bring your child to Kindy please come inside, as we like to greet you both, and your child may like to show you his or her work.

If your child is being picked up by someone other than yourself this must be written in the communication book or a phone call made. This ensures that the correct person collects your child and staff are aware of who to expect. Also please notify us of any changes within the family or changes to your address or phone number.

Inform staff if your child will be using a bus and notify us in writing of any changes. We cannot accept a child’s word that they won’t be on the bus!

**Please do not park in bus zone when dropping off or collecting children.**

Regular attendance ensures that your child has the best learning opportunities and lays down a solid foundation for regular attendance at school. It also ensures that our Kindy has adequate staffing. Kindergartens are allocated staff and grant money (to assist with operating costs) calculated on yearly average attendances. Therefore we encourage you to send your child for the maximum number of sessions available to him/her.
School Buses

Parents with children requiring transport on a school bus to and from Kindy should be aware of the following information:-

1. You organize your child’s pickup / drop off time with the driver of that route. The school will advise of bus routes.
2. Always tell the driver of change of plans (eg not going on the bus one day or being dropped off elsewhere on a certain day).
3. Children are only allowed to drink water on the bus.
4. Always encourage toileting prior to catching the bus.
5. Ensure your child is aware that on Tuesday and Wednesday afternoons, one bus picks up all Kindy children and takes them to the school where they will be put on their correct buses. If they are unaware of this, it may cause unnecessary uncertainty and stress to your child.

Catching the school bus is a huge event for a young child. To help them become comfortable with this, organize a ‘buddy’ they know to sit alongside them, have a parent catch the bus with the child for a trip or follow the bus in and greet your child at the other end to reassure your child and build confidence in using the bus.

**Ensure your child is happy at kindy before commencing travel by bus.**

There is a representative on the school governing council who is approachable if you have any queries or concerns about school bus policies.

**When buses are full, kindy children may not have access to them. School children have first priority to bus travel.**
WHAT YOUR CHILD WILL NEED
A backpack or bag
Set of spare clothes
Fruit for fruit time
Packed lunch (Tues, Wed)
Water bottle (no cordial)

Bag
All children require a bag to help them to become independent and responsible for their own things. Please print your child's name clearly on the outside of the bag, as many children have similar types of bags. The bag needs to be large enough to carry everything needed but of a size which the child can manage. Encourage your child to carry their own bag and unpack it themselves.

Clothes
Please label articles of clothing with child's name, especially jumpers and shoes. Dress your child in clothes that are comfortable, suitable for climbing, somersaulting and other active play and that they can manage themselves. It is not possible for children to stay clean at kindy so it is best for children to wear clothes that wash easily.
Singlet tops are not suitable as these do not protect from the sun.
Children require shoes or strong sandals which are safe for running, climbing and other active play. Thongs and dressy sandals with raised heels are not suitable as they can cause accidents.
Children are required to wear hats for outside play. The Kindy will supply a hat when your child starts kindy and this will remain at kindy.
The “Kimba Kindy” logo can be printed on shirts and jumpers that you purchase. Please contact Annie Clements (8627 2189) if you want to use this service.
Spare clothes should be included for accidents, water play, wet weather etc especially if your child would be unhappy wearing clothes that are not their own.

Money
Please send any money in a named envelope with details written on the envelope: Name, amount, what it is for. Money envelopes can be placed in child's plastic envelope with communication book.
BankSA provides a banking service if you wish your child to participate. Send bank books on Tuesday.
**Show and Tell**

Children are encouraged to bring an item to kindy each week for “Show and Tell”. Showing things are kept in a special basket until we have showing time and are not for playing with at kindy. Show and Tell encourages children to participate in a group situation, paying attention to peers, taking turns, being polite, listening for information and asking questions. It gives children an opportunity to gain confidence in speaking to a group in a comfortable manner by sharing something from home.

*A list of suggested items and a showing day is sent home early in the term. Get your child to think about and find an item which will fit the suggested category.*

**Communication Books**

A book is supplied to communicate special notices, information about curriculum and comments about your child from the kindergarten. It is also expected that parents will communicate information about their child to staff in this book. Please let us know reasons for absence, who will be dropping off and picking up your child if not the parent, changes in regard to bus travel, any relevant information about the child which will assist staff to give them the best support.

Also it is nice for parents and staff to share any special moments in the child’s life or development too!

**Take Home Books**

A portfolio of your child’s work, learning stories and photos will be kept during his/her time at kindy. This is sent home at the end of each term. Please let your child show it to you and share it with family and friends, but take good care of it as you will need to return it at the beginning of the following term. Your comments are always welcome. At the end of your child’s time at kindy this portfolio will be presented to you and also a collection of photos of your child at kindy.

**Permissions**

You will be sent a permission slip to grant permission for your child to go on walking excursions within the town, to have photos displayed within the kindergarten and town displays and for staff to check for head lice during an outbreak. This enables us to run our program without consulting you each time. For excursions outside the township details will be provided and a special permission slip will be sent to parents.
Health
Precautions against the spread of colds, viruses and contagious diseases are very necessary at the kindy. If your child is unwell please contact the kindergarten and keep them home. Sick children are more comfortable with parents. Any child who has an infectious or contagious illness such as diarrhoea, conjunctivitis, or head lice is requested to remain at home.

If your child requires medication please ensure the Director is aware of this requirement and arrange to come in to administer the medication yourself. Children suffering medical conditions such as asthma, require a health care plan so staff can support children to administer medication in accordance with the plan. Medication must be given to staff and not left in a child’s bag. Make staff aware of other health needs such as allergies, toileting issues and so forth.

Sunsmart and Hot Weather Guidelines
At Kimba summers can be very hot with temperatures in excess of 40 degrees. To reduce the possibility of heat stress and skin damage we:-

- Provide each preschool child with a hat
- Ensure children wear hats when playing outside
- Have staff role model the wearing of hats when outside
- Provide sunscreen and apply when we think it is necessary
- Provide shaded areas for outdoor play and learning activities
- Encourage regular drinking of water throughout the day
- Ask you to dress your child in appropriate clothing, providing sun protection (ie don’t dress in singlet type tops but T-shirts with sleeves).
- Ask you to provide your child with a named drink bottle containing water
- Ask you to send a cooler block in your child’s lunch bag

On days of extreme weather children will be kept inside with air conditioning. Excursions or outings will be rescheduled for more appropriate weather.
## Healthy Eating Policy

At Kimba Community Kindergarten we believe in promoting healthy eating and drinking habits as the basis for general health and well being, for dental care and to build a knowledge of sensible eating and drinking habits for adulthood.

### Fruit Time

During our morning session we have fruit time. Children can eat fresh or dried fruit or vegetables. Please ensure you supply a piece of fruit for your child to eat.

### Inappropriate foods

- Chocolate
- Lollies
- Cordial
- Soft drinks
- Roll Ups
- Chips, Cheezels, Twisties etc.

**If a child brings food from this category we will ask the child to take it home.**

### Not Recommended

Items with little nutritional value or high in sugar, fat or salt to be used sparingly - suggest only one serve a day

- Muesli or fruit bars
- Sweet biscuits or cake
- Salty biscuits
- Custards, jellies

### Recommended Foods

Fruit and vegetables
- Sandwiches /wraps with healthy fillings ie meat and salads
- Quiche
- Savoury biscuits/rice cakes with low salt
- Plain popcorn
- Yogurt
- Cheese
- Water

**Note manufacturers try to promote food as healthy even if it is not—check the labels. Try not to buy too many pre-packaged products as many have little food value, are expensive and the packaging is not good for the environment.**
**About our Program**

Staff strive to create a warm and welcoming atmosphere for all children and parents are encouraged to become involved with the Centre's activities.

**Our Curriculum is based on the Early Years Learning Framework—Belonging, Being and Becoming.**

Belonging—being safe, secure and supported so they can grow in confidence to explore and learn.

Being—focusing on the child's right to be a child and experience the joys of childhood.

Becoming—Changing and growing in understandings, skills and possibilities.

Children of this age learn best through their play and this is the foundation of our program. By observing and becoming involved in their play, we are able to plan activities and experiences which will expand the children's world and develop their knowledge, their skills and their dispositions.

We believe:-

- Early Childhood is the foundation on which children build their lives.
- Children develop at different rates and in different ways.
- All children have abilities that can and should be identified and promoted.
- Young children learn from everything they do and see in their lives.
- Children learn most effectively through actions and experimentation.
- Children learn best when they are actively involved and interested.
- Children who are confident in themselves and their abilities have a head start to learning.
- Children need time and space to produce work of quality and depth.
- Play and conversations are the main ways children learn within themselves and about the world around them.
- Children who are encouraged to think independently are more likely to act independently.
- The relationships that children make with other children and adults are central to their development.
Staff will endeavour at all times to respect children as individuals and meet their needs.

1. by listening
2. by extending them, matching activities with their development.
3. by setting up a warm, creative environment.
4. by being a resource person, friend, comforter and teacher supporting and encouraging children at all times.

Our program is always available for you to view and a brief outline of expected activities put in communication books. There is a comments section next to our program and we welcome parent input as part of our evaluation.

We have a newsletter sent out regularly. This newsletter will include upcoming events, happenings at the kindy and any other information about our program, education policy and the like, relevant to parents.

The newsletter can also be viewed on our website:– www.kimbakgn.sa.edu.au

As well as play based activities we incorporate some structured learning activities to prepare children for school and a transition program to facilitate the child’s transition to school.

**Assessment and Reporting**

Assessment and reporting help us determine learning activities for children, to monitor and collect evidence of learning, and help us identify children’s individual needs.

An overall assessment of each child will be taken in the first term of full time kindy and again in the third term. These will be discussed with parents and used to plan children’s learning requirements. Specialised assessments will be made if it is apparent that a child needs further support.

Other assessment will involve observations, interviews, photos and work samples.

A Take Home Book with samples of work, learning stories and photos will record the child’s learning journey.

A summative report will be provided to the parent and the school when the child completes kindergarten.
Parent Management Committee

Parents are able to be involved in their children's learning by becoming a member of the Kimba Community Kindergarten Governing Council. There are no special requisites for this other than an interest in your child's education. Governing Council meetings are held regularly at the Kindergarten. Keep an eye on the newsletter for dates and times. All parents are encouraged to attend these meetings. An AGM is held in February of each year when a new committee is formed.

Meeting discussions involve issues and policy decisions relating to kindergartens within our region and the state.

Learning priorities, the kindergarten program and current children's interests are discussed.

The committee assists with the planning of kindergarten priorities, kindy events, the financial management of our centre and fundraising.

Money raised through fundraising helps with the purchase and maintenance of play equipment (blocks, toys, books) and the maintenance of our outdoor learning area.

Working bees are organised to help in the maintenance of our centre and all parents are asked to contribute their time if possible.

Parental involvement is essential to the success of our kindy and we hope you will be as involved as you can.

Our centre is a tribute to the hard work of many parents over the years!

Please support our Kindy and your child's early development.
**Occasional Care**

Occasional Care is a child care programme available for all parents of children under school age. It is designed to allow parents to undertake errands or attend appointments and to know their child is safe and secure. Occasional Care enables children to interact with other children and experience many of the kindergarten facilities and is a good preparation for kindy.

Bookings can be made for one session a week for a term at a time, one week prior or even at short notice in an emergency if needed. Bookings can be made through the kindy, during operating hours. Cost is $5.00 per session, however concessions are available with Health Care Cards.

**Four sessions are available:**
- Tuesday  9.00am—11.15am
- Tuesday  12.15pm—3.00pm
- Wednesday  9.00am—11.15am
- Thursday  9.00am—11.15am

Please note that care is only available between those hours. Children should not be dropped off earlier than these times and try not to be late to pick up your child at the end of the session. Children are encouraged to bring a fruit or savoury item to eat at fruit time, which is in line with the kindy guidelines.

Under childcare guidelines sick children should not attend these sessions. This includes children who are miserable from colds, ear infections etc. or those children who have fevers or contagious conditions. Sick children are happier at home with a loved one.

**Playgroup**

Playgroup is held at the kindy on Friday mornings from 10.00am until 12.00pm during term time. Parents arrange activities and supervise their children, from birth to school age, on the kindy premises using kindy resources. Families need to bring $1 for each child attending, a piece of fruit for a snack and a water bottle.
Behaviour Management

At Kimba Community Kindergarten we believe that everyone has the right to feel safe all of the time, staff and children. We accept that children feel angry, frustrated and upset sometimes and we encourage children to express their emotions appropriately. We believe that behaviour changes more quickly when handled in a positive manner. Staff and parents need to share the responsibility, to be fair and consistent, to create a safe and secure environment, and to model appropriate behaviours.

The positive behaviours we encourage are:-
Sharing and taking turns
Taking responsibility for ourselves and our things
Playing safely
Being respectful of others and property

Inappropriate behaviours are:-
Those that hurt or could hurt others (children, adults, or the environment) or themselves, physically, emotionally, or socially.

A full copy of the behaviour code is enclosed in the enrolment package and is also available on the website.

Parent Responsibilities in relation to the Bushfire Action Plan

Before
Ensure the kindy has updated telephone numbers.
Develop your family’s Fire Action Plan.
Ensure we have emergency contacts for your child.

On Code Red or Catastrophic Day
Our kindy is rated low risk and will remain open.
On Catastrophic Days school buses will not run. You must arrange your own transport.
Monitor the ABC or CFS website for fires in the local area.

In the event of a Fire
Please do not drive through fire affected areas to pick up your children until it is safe to do so.
Your children will be cared for at the centre until you are able to get to us, or to arrange an alternative emergency pick up.
Do not take children back to a fire affected area.
Contact us if possible, if you are delayed or can’t get through to kindy, so we can reassure your children that you are ok and what you plan to do.

If our preschool is open and a bushfire is approaching, the safety of children is our highest priority. Children will remain at kindy under the care of staff, unless instructed by Police or CFS to do otherwise.