



# EARLY YEARS PARENT ENROLMENT INFORMATION FOR JANUARY 2024

## **EDUCATORS:**

PRINCIPAL: Jodie Zwar

TEACHER: Beck Crawford

OCCASIONAL CARE AND PRESCHOOL SSO: Jodie Baker

ADMINISTRATION: Bev Hennessy

## **Contact Details:**

Phone – 8662 2235

Mobile – 0407411587

Email - [dl.0147.info@schools.sa.edu.au](mailto:dl.0147.info@schools.sa.edu.au)

## **SESSION TIMES**

	Tuesday	Wednesday	Thursday
Kindy	8:30 am to 3:10 pm	8:30 am to 3:10 pm	8:30 to 3:10 pm Wk 2, 5 & 8
Occasional Care	8:30 am – 11:30 am Over 2 years	8:30 am to 11:30 am Under 2 years	

## **WHEN YOUR CHILD STARTS...**

Please bring a bag which includes the following:

- A piece of fruit
- Packed lunch
- Afternoon snack
- Spare set of clothes, just in case they have an accident or get wet when playing.

Please label all belongings clearly with your child's name. Please keep toys and valuables at home to avoid treasures being lost, broken, or permanently "borrowed". If your child brings a special item to help them settle, please let staff know so they can help look after it.

## **HEALTHY EATING**

We encourage eating fresh food to develop habits that support the brain and body development for learning. Children don't need a lot of food during the day.

An example of what children could bring for the day is:

- A piece of fruit or vegetables for morning tea.
- Sandwich, cut up meat and salad, left over tea or cooked pasta for their main lunch. (We don't heat food for children)
- A treat of sugar free yogurt, fruit, cheese, or a small piece of homemade cake/slice/biscuit or hardboiled egg to have with lunch or in the afternoon.

Children are encouraged to eat their fresh food first; packaged food can be stored for another time or day. Please refrain from sending chocolate bars, lollies, sugary confectionaries or very salty foods for fruit or lunch.

Named cups are provided for children to drink water throughout the day. Drinking from a cup enhances their oral development.

## **SUN SAFETY**

Children are involved in checking the UV chart each day at the Morning Meeting at 9:15. Sunscreen is supplied and applied at 9:30 and 11:00 each day. All children will be given a hat at the start of their kindy year. Hats will be worn when the UV rating is above 3.

Children need to wear sleeves on their shirts; tank tops and straps are not recommended.

## **CLOTHING**

All children will be given a t-shirt at the start of their Kindy year. Please dress your child in clothes appropriate for the weather. Children will play outside in all-weather deemed safe. Also be aware children may get paint and mud etc on their clothes, therefore they need clothes that can be stained or get dirty.

Please support your child to be independent and provide shoes they can take on and off themselves and are safe for walking around the school, for example sneakers with velcro or sandals. Pants that are easy for your child to undo and do up when going to the toilet are important, so we recommend elastic waisted bottoms without buttons and zips.

## **ATTENDANCE**

Continuity is important. It is beneficial for your child's academic, social, and emotional development to establish a good routine. Please notify the school if your child is unable to attend due to sickness, family events, appointments, etc. This can be done by using:

- School Stream App
- Text Message to 0407 411 587
- Phoning 8662 2235

## **ALLERGIES/MEDICAL CONDITIONS**

It is vital that educators are notified of any allergies, or medical conditions children have and the appropriate treatment. Forms are to be completed to ensure the required information is available to keep your child as safe as possible. All educators are trained in first aid.

## **DELIVERY AND COLLECTION**

Please bring your child into the centre. If another adult is collecting them, please let us know. The person must be 18 years or older.

Children need to be signed in and out of the school by the adult bringing and picking them up. There is a sign-in sheet at the Kindy. Late arrivals and early pickups are signed in and out at the school office.

Sometimes children can be unsure about staying on their own or separating from you. Please allow some time to do an activity with them when you arrive, you are welcome to stay until your child feels comfortable. Always say goodbye and reassure them you will be back. Ask educators for help to leave if you need it. We will contact you if they are distressed.

Bus children will be collected from the bus on arrival and supervised going to the bus at the end of the day by an educator. This educator ensures the children safely disembark the bus and check they have their belongings. The educator will sign the child in on the sign-in sheet. When the children embark the bus at the end of the day, the educator ensures their seat belt is secured, and they are ready to travel. It is extremely important for parents and carers to inform the school if the child's arrival and leaving plans alter from the bus forms completed at the start of their Kindy year. This is to prevent an incident where a child is left on the bus.

## **FEES**

Kindy fees are set in line with the school fees at the end of each year. The exact amount is available from the school office. Families will receive an invoice at the beginning of the year via their news pocket. Please return payment to the school office. EFT Payment is available.

BANK SA

BSB – 105-049

ACCOUNT NO – 032448640

Please quote the invoice number in reference and email a copy of the receipt to Bev.Hennessy714@schools.sa.edu.au. Payment plans are available. Please arrange with Bev Hennessy at the school office or see educators.

## **POLICIES AND PROCEDURES**

The main policies are displayed in the Kindy Room. These include:

- Interactions with Children,
- Sun Safety,
- Healthy Eating
- Dealing with Complaints.

Please take the time to read them. More policies and procedures are available on the website.

<https://www.education.sa.gov.au/parents-and-families>.

The National Quality Standards Law and Regulations are available online at

<https://www.acecqa.gov.au/nqf/national-law-regulations>

Please see educators if you want assistance to access these documents.

## **COMMUNICATION**

Educators communicate with families verbally, notes on the white board at the main door, school stream app or written notes in their news pockets. Please check each day. Text Messages are sometimes used for reminders and information. The school produces a newsletter periodically. This is sent to families through the School Stream app.

## **PROGRAM**

The learning plan is developed from observations of the children which highlight their interests and strengths to build on. The Early Years Learning Framework guides learning outcomes, principles and practices used to provide the program. The written plan is displayed on the white board above the lockers and sent to families via the school stream app. We encourage

you to read about what is happening. Often the learning program changes to meet the children's interests and needs.

Kindy children have a Portfolio to record their learning and development. These are available for you to share with your child when you want. The Portfolio is kept in the child's basket.

More information about the Early Years Learning Framework can be found at:

<https://www.education.sa.gov.au/parents-and-families/curriculum-and-learning>

### **SUPPORTING YOUR KINDY**

There are various ways you can support the Kindy.

Sharing your skills and abilities – we welcome your involvement in our program and encourage you to share your skills with the children. If you enjoy gardening, cooking, sewing, playing music, building with wood, telling stories, have IT skills, etc, you are welcome to volunteer your time and work with the children and educators. Please see Beck.

You can join Governing Council or Sub Committee's – there are two Governing Council Meetings and one subgroup meeting a term. The Governing Council AGM is in February.

### **OTHER CHILDREN'S SERVICES IN THE AREA**

CAFHS Appointment Line: 1300 733 606, Parent Helpline: 1300 364 100

Pt Pirie West School Dental Clinic 8632 1926

Port Pirie GP Plus Care Centre for additional needs and services.

### **LAST BUT NOT LEAST**

Please feel free to talk with educators about any concerns or joys you may have. Relationships with the children and families are very important to the educators, we like to know what is happening for your family. If the morning or afternoon are not convenient times to talk, feel free to contact us via phone or make a mutually convenient time to catch up. We hope that the time you and your child spend at Gladstone Kindergarten will be enjoyable and rewarding for all.

Reviewed and Updated 14/11/23