



- Parent Handbook -

2018

Welcome to Newland Park Kindergarten!

We welcome you and your family to our Kindy.

We hope your time with us will be a happy
and rewarding experience.

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Philosophy

At Newland Park Kindergarten we believe:

- That children are lifelong learners.
- That meaningful, play based experiences support powerful learners, intellectual growth and deep thinking.
- That learning is a partnership between families, children, educators and the environment.
- In nurturing a connection between nature and children.

At Newland Park Kindergarten we respect and celebrate:

- Play
- Children's voice and autonomy
- Ourselves and others
- Each family's knowledge of their own child
- Cultural backgrounds
- Our unique and local community
- Nature and the environment
- Individual interests
- All living creatures
- Sustainability

The EYLF learning outcomes, literacy and numeracy indicators are embedded in our pedagogy. We promote and encourage life skills that foster positive learning dispositions. Dispositions will look different for each child and will change as children grow and develop. Important dispositions include:

- Emotional resilience
- Self-motivation
- Independence
- Persistence
- Resourcefulness
- Risk taking
- Problem solving

Curriculum

Kindergarten experiences aim to engage children and extend their learning, develop their sense of belonging, identity, wellbeing, learning dispositions, literacy and numeracy skills and risk competence.

We provide an emergent curriculum, which is child centred and values the whole child. Our planning cycle is reflective and is based largely on children's voice, observations and individual children's needs. The kindergarten curriculum is developed on the basis of:

- The Early Years Curriculum Framework- Belonging, Being, Becoming
- Reflect, Respect, Relate, Document.
- DECD Literacy and Numeracy indicators

- The whole child e.g. cultural and linguistic background of children, family context, zone of proximal development, prior knowledge, additional needs, children's interests.
- Observations, documentation of learning and individual learning plans

Nature Kindergarten

We are committed to giving children opportunities to play and learn in natural environments. We are fortunate to be surrounded by parks, creeks and reserves within walking distance. Each day we head out with our fruit and head off to learn in nature. Each child will need a pair of rubber boots in winter and crocs in Summer.

Assessment and Reporting

Each child has a learning portfolio which contains, among many other things:

- Documentation of children's learning in the form of 'learning stories', photographs, children's creations
- Teacher observations/anecdotes that document examples of children's individual learning across the curriculum according to the Early Years Learning Framework
- Photographs of peer group learning experiences, excursions, events, etc.
- A summative report written in your child's final term of kindergarten

The learning portfolios belong to the child and their family. They are available at all times for families to look at with their child, to discuss with a member of the teaching staff at a prearranged time or to borrow for family sharing. When children make the transition to school, the learning portfolio is a means by which information about your child's learning and development may be shared with the school.

Funding

Our site is a Department of Education and Child Development DECD preschool, We receive a budget which pays for staff salaries and facilities maintenance.

We rely on parental financial support by way of fees and limited fundraising in order to successfully maintain the kindergarten.

Thank you for your anticipated financial support of the kindergarten!

Fees

Payment of fees is requested from all families to assist with the general maintenance and supply of resources within the Kindergarten. A fee invoice will be in your child's message pocket early each term.

Fees payable per term are:

Sessional Kindergarten: \$230.00/term

Kindergarten Routine

Our routine is flexible, to ensure that children are given optimum time to explore the learning experiences that are available. Because of this, we do not always have our mat times at the same time each day.

8:30 am	Arrival time / Inside or outside play
10:00 am	Nature Kindy, including fruit snack
12:00 pm	Mat time - music and movement, stories, group discussions and games
12:00 pm	Lunch
12:30 pm	Relaxation
1:00 pm	Inside or outside play, including fruit snack
3:00 pm	Pack up time
3:15 pm	Mat time - music and movement, stories, group discussions and games
3:30 pm	Reading and rest time
4:00 pm	Final pick up time

Staff

The kindergarten is staffed according to number of children attending. The department ratio is 1 – 13. You will find this kindergarten has a Director, Teacher, Early Childhood Workers, Bilingual Support staff, special needs support staff and Lunch Care staff.

Playgroup

Fridays: 9:30 am - 11:00 am

This weekly session for children, accompanied by a parent/care-giver, is an ideal way to begin the transition from home to kindergarten. Cost is \$2 per week to the kindergarten. Please bring a piece of fruit to share.

Adjusting to Kindy life

Adjustment in the first few weeks of children's kindergarten experience varies from family to family. We are sensitive to these differences and respond to individual needs of children and their families.

We will support you in making a decision that is best for you and your child. You may choose to stay with your child to minimise separation anxiety, and assist with his or her familiarisation to the kindergarten setting. Please be clear with your child as to when and how you will leave them, and communicate your decision to staff.

If your child is clinging and upset, you can choose to leave them with a staff member. When you make this decision we ask you to make the separation quickly. Separation trauma is difficult for both children and parents, however staff are experienced in dealing with the children. Children respond to a warm, caring adult. If you feel your child will be extremely upset, we can talk about and work out strategies to alleviate the problem.

Sustainability at Newland Park

We pride ourselves on our natural surroundings and our environmental projects.

Please let us know if you would like to assist with the up keep of our outdoor environment, caring for animals or gardening.

Collecting your Child

Please collect your child punctually at the end of a session. If someone other than yourself will be picking up your child please inform a staff member. Should an emergency arise please call if possible, so that the staff can reassure your child.

Parent Involvement at Kindy

We encourage all parents to contribute and be part of the administration, management and day to day activities of the kindergarten.

Parent involvement is not only needed and encouraged, it is VITAL for the kindergarten to operate effectively.

You can help in one or more of the following ways:

- Sharing in tasks such as end of session clean up, taking home the washing, end of term clean up
- Maintenance and repairs to equipment, attending working bees, assisting with animal care
- Contributing your ideas to the kindergarten curriculum
- Sharing your skills with staff and children – cooking, music, craft, story telling, gardening, science, exercise etc
- Saving useful junk/waste materials
- Organising the children's library
- Joining the Governing Council (parent management committee)
- Joining us on excursions or at Nature Kindy.

Communication

Each child has a pigeon hole in which we place newsletters, receipts and other notices for parents. Please check your pocket regularly. These are located in the children's locker room. Children have lockers in which to keep their bag and belongings.

The Governing Council

Newland Park Kindergarten is a locally managed site. We have a parent committee known as the Governing Council, the members of which represent the kindergarten community. The council comprises a President, Secretary, Treasurer, the Director plus at least five other members. We meet twice per term on Wednesday evenings at 7.00pm.

The Council's responsibility is to:

- Plan and authorise the use of kindergarten funds;
- Arrange fundraising activities
- Arrange for the development and maintenance of the kindergarten;
- Approve the purchase of equipment and materials;
- Maintain the building, grounds and equipment in a safe, secure and hygienic condition;
- Promote interest in the kindergarten throughout the local community.

Please seriously consider being a part of your child's education by joining the Governing Council. If you are interested please speak to the staff.

Policies and Procedures

Sun Policy:

Children must wear hats when outside when the UV rating is over 3. Research has shown that children can experience damage all year round from the sun's harmful rays.

The kindergarten will provide your child with a named hat. These are left at kindy in the hat basket at the end of each day. If your child misplaces their hat you will need to purchase a new one.

Lunch Care/Full-Day Kindy:

Children are eligible to attend 2 full days (8.30am-4pm) of kindergarten per week. This adds up to 15 hours. We do not enrol children for less than the 15 hours. These two days per week will include Nature Kindy, as it is a daily program.

Healthy Eating at Kindy:

The kindergarten provides cold water for drinking but children are welcome to bring their own drink bottle. Each child requires a packed lunchbox, to be placed in the fridge when they arrive. All children need to bring a healthy lunch and two pieces of fruit to eat for morning and afternoon tea. Please place their lunchbox in the fridge and keep the fruit in their bags.

At kindy, we aim to teach the children the importance of eating foods that are going to help their bodies and brains to grow and work at their optimal potential.

Nut Products:

Please do not send any nuts or products containing traces of nuts to kindergarten. These can be extremely dangerous for some children.

Health:

Precautions against the spreading of colds, viral infection and contagious diseases are very necessary at kindergarten. Parents should keep a child at home who is running a temperature, or showing any signs of being unwell. Please contact the centre to let staff know.

Children who have had vomiting or diarrhoea should be kept at home for 24 hours after the last episode. Resting at home aids your child's recovery, as well as preventing the spread of infection.

Please notify the staff immediately should your child contract an infectious disease (see Infectious Diseases). Should your child become unwell at kindergarten, parents will be contacted.

Medication:

If your child requires staff to administer preventative or ongoing medication, a written instruction from a medical practitioner is required. Please inform the staff of any medication your child is taking as occasionally children experience side effects which may cause drowsiness, hypoactivity, clumsiness, etc.

Injuries:

Only minor injuries and illness, such as those that require simple first-aid e.g. A band-aid, icepack etc are treated by the staff. All others are referred to you and/or Medical Officers. We will notify you of any injury sustained during the day.

Infectious Diseases

Chicken Pox:

2-3 weeks incubation, child to be excluded until all lesions have crusted (no moist sores) and child is fully recovered.

Ringworm:

Child must be excluded until appropriate treatment has commenced. Medical certificate may be required to confirm this.

Conjunctivitis:

Infectious period is 3 days after onset of symptoms. Children are excluded until discharge has ceased.

Measles:

8-14 days incubation. Exclude child for 7 days after onset of the rash and until a medical certificate of recovery is produced.

Head Lice:

Exclude children until treatment has taken place.

Borrowing Library

We have a selection of books available for borrowing. This service is provided to help children develop a love of literature as well as language and literacy skills.

- We also provide books and resources for parents to borrow in our Parent Library. If you can't find what you are after, please see staff for help.
- Books may be borrowed as often as desired.
- We trust that you enjoy reading and return all books.
- Please return all books by end of term at the latest.

Support Services

DECS provides specialised help free of charge from qualified Speech Pathologists, Social Workers, Psychologists and Special Education advisers.

Support services are available for families with special needs. During enrolment, parents are asked to identify any special needs of their children, thereby ensuring extra support and assistance for them.

Please advise Heather or a staff member of any concerns you may have regarding your child's development. We can then make a referral to special services. If we have concerns re your child's development. Behaviour etc. We will discuss these with you and work together to address these areas of concern. Please feel free to ask questions and chat to staff about your child.

Community Services

Burnside Primary School

11 High Street, Burnside

Telephone: 8331 7512

OSHC and vacation care available

Norwood Primary School

96 Beulah Road, Norwood

Telephone: 8362 4666

After school care available

Linden Park Junior Primary School

6 Hay Road, Linden Park

Telephone: 8379 3382

Rose Park Primary School

Alexandra Avenue, Rose Park

Telephone: 8331 7521

Magill Junior Primary School

Adelaide Street, Magill

Telephone: 8331 8675

Children's Educational Care Centre

Glynburn Road

Telephone 08 8364 5466

Murrayatville Primary School

Dankel Avenue, Kensington

Telephone: 8332 0501

OSHC school and vacation care available

Child & Youth Health Services

Norwood Child & Family Health Centre

34 The Parade, Norwood

Telephone: 8362 542

Burnside Child Care Centre

362 Portrush Road, Tusmore

Telephone 08 8332 3728