Port Broughton Kindergarten

Corner of South Terrace and Kadina Road

(P.O. Box 28) Port Broughton S.A. 5522
Telephone: (08) 86 352 390
Fax: (08) 86 352 092

e-mail: dl.6653_leaders@schools.sa.edu.au

Parent Information Booklet

Government of South Australia
Department for Education and Child Development
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Welcome to Port Broughton Kindergarten.

We look forward to getting to know you and your child and working together with you to make a difference for your child. We hope that your family’s association with us will be happy and rewarding.

The success of this kindergarten depends on parents, staff, community and the Department working together to provide a positive, caring, happy, secure and stimulating environment that promotes the development of each child.

This booklet is some information about Port Broughton Kindergarten and how it operates. If you have any questions or concerns, please feel free to ask a staff member.

At Port Broughton “We value children learning through play; parental involvement; interaction and exchange with Port Broughton Area School and Family Day Care providers and our centre having a strong sense of community”

Our Core Values are: Trust, Patience, Honesty, Tolerance, Respect, Caring, Fairness & Choice

STAFF:
Director: Simone Shevchenko
Early Childhood Worker 2: Alison Rogers
Early Childhood Worker: Terraise Davey
Early Childhood Worker: Donna Edwards

OUR EMPLOYER
The Kindergarten is part of DECD – Department of Education and Child Development.

Clare Office
157 Main North Road Clare
PH: 88412000

Kadina Office
Taylor Street, Kadina
88212555

The Regional Director and staff visit the kindergarten during the year and are available for discussion / advice for staff, parents and the Governing Council. The Department of Education and Children’s Services directs the centre financially and administratively.
priorities

Self Review
Site review is to reflect on the effectiveness of programs, practices and performances. Our aim is to work together to achieve high outcomes for all learners.

Early Years
Children will have a high level of wellbeing
Children will have taken part in Child Protection Curriculum and You Can Do It Program

SESSIONS:
Pre Entry: Tuesday: 8.30 – 11.30am
Full Time: Tuesday: 8.30 – 3.00 p.m. (12.00 – 12.45 lunch)
           Wednesday: 8:30 – 12:30 p.m. (every 2nd Week in Odd school weeks 1, 3, 5, 7, 9)
           Thursday: 8.30 – 3.00 p.m. (12.00 – 12.45 lunch)

Playgroup:
Fridays: 10.00 – 11.45 a.m.
         (Organised and run by parents)

Materials and Services Charge:
An account will be sent home during the first few weeks of each term.
In 2012 the cost of Materials and Services is:
Pre-Entry = $30.00 / term
Full time = $90.00/ term
Total cost for 5 terms of Kindy = $390

Fees can be paid by the week, month or term depending on parental preferences, into the locked box on the office door. Fees are set by parents at the AGM at the beginning of each year. If you have difficulties in meeting this fee, please see the director so alternative arrangements can be made.
coming to kindy...

Children are eligible to attend 15 hours of Preschool a week in the year before they start school. We also offer Pre Entry, where children attend for a short period of time each week in the term before they start their eligible year of Kindy. Special DECD policies operate for Aboriginal children and children with special needs.

PRE-ENTRY
Pre-entry is held during the Tuesday morning session from 8:30am – 11:30 am. Children may start pre-entry in term 4, the year before they begin full time Kindergarten. (According to the “Same first Day” policy DECD)

ATTENDANCE
Regular attendance at Kindy is encouraged. Children will get used to and maintain their kindy routines easier through regular attendance. Also, preschools are staffed on the number of children attending each session rather than the number of children enrolled so regular attendance means more funding for adequate resources.
For the convenience of everyone, we ask that the session times are observed as closely as possible. If, for any reason, you do arrive early, you are welcome to use the outside area until the session commences. Remember to bring your children into the building once we are open. The bag rack is situated under the verandah for the children’s bags and belongings.

ARRIVAL AND DEPARTURE OF CHILDREN
Parents and/or caregivers MUST enter the kindy to deliver and collect children.
NO child will be permitted to leave the Centre until the parent or caregiver has arrived and the child has been farewelled by staff. Please advise staff if somebody other that a parent or caregiver is to collect your child and fill in the book by the door.

To enroll your child at kindergarten you will be asked to fill in an enrolment form, a library application and a short questionnaire on your child.
WHY IS KINDY IMPORTANT FOR YOUR CHILD?

Kindy is a stepping stone from the home environment before the child starts school and provides the child a new sense of independence. Staff at Port Broughton aim to provide a happy, warm and secure environment, rich in many play and learning activities which will stimulate and nurture each child’s social, emotional, creative, physical and intellectual development.

In a happy, secure kindergarten environment, children have additional opportunities to:

- Be independent
- Develop positive self esteem
- Communicate with other children and adults
- Separate from parents
- Follow instructions
- Ask for help
- Understand and express needs, feelings and ideas
- Share adult attention
- Take turns and share
- Listen for longer periods - stories etc
- Concentrate for longer periods
- Remember and follow rules and routines
- Play cooperatively
- Learn to accept rules happily, and to handle feelings of hostility and aggression in a positive manner
- Solve problems peacefully
- Work alone and in a group
- Make friends
- Be involved
- Be eager for new experiences
- Be happy, have fun and develop a sense of humour
- Listen and take turns to talk
- Develop and speech and language skills
- Respect others people - their ideas, their feelings and their property
- Develop and awareness of and respect for the environment
- Develop an awareness and understanding of other cultures
- Develop an appreciation of expressive arts - music, singing, drama, etc
- Observe, question, reason and begin to organize knowledge and solve problems
- Extend their interest, knowledge and understanding of basic concepts (colour, shape, etc) numbers, words and letters through relevant and meaningful activities
- Develop coordination skills
Learning through play...

CURRICULUM
At kindergarten we value a play based curriculum where children learn through play, where they can experiment, discover, manipulate, invent and draw conclusions from their experiences in an unthreatening environment. Kindergarten is a wonderful environment in which through play young children are actively involved in their own learning and in which both planned and incidental learning takes place. We use the national Belonging, Being & Becoming Framework to plan, monitor and assess the children.

You Can Do It!
There are five foundations that young children need to develop in order to be successful (to do the best he/she can) and happy (to like himself/herself, have friends etc). They are Confidence, Persistence, Organisations, Organisation, Getting Along and Emotional Resilience. They are taught to the children using puppets and fun activities.

Connie Confidence explains to the children what it means to be Confident. She acknowledges it’s hard and scary meeting new people or trying new things but shows the children how to be brave.

Pete Persistence helps the children learn what it means too be persistent. He thinks no task is too difficult and he never gives up even if things get hard.

Oscar Organisation always sets out to do his best. He listens carefully to what the teacher is saying and takes good care of his things by remembering to put them away.

Gabby Get Along plays nicely with other children. She takes turns and shares. Gabby helps the children to resolve problems by talking rather than fighting. Gabby always follows the rules.

Ricky Resilience knows how to calm down when he’s upset. He has learnt what to do when he’s feeling sad, angry or worried about something. He can calm himself down so he can start to play again.
**SPECIAL PROGRAMS**

**KINDERGYM:** Kindergym is held on Tuesday of week 5 each term. Kindergym is run at the KDRC and is a fabulous opportunity for all children to improve their gross motor skills such as running, jumping, climbing, hopping, swinging, skipping and moving to music. Currently there is only a $5 out of pocket expense for each child as the kindy subsidises this excursion.

**COOKING:** Regularly children participate in cooking to promote awareness of healthy food, appropriate eating habits and appropriate hygiene when handling food.

**SCIENCE:** Regularly children participate in science activities. Our goal is to expose the children to scientific concepts and to engage the children in experiments that help them to understand the world around us.

**TRANSITION TO SCHOOL PROGRAM:** The transition from kindergarten to school is a large step for your child and their development. At Port Broughton we feel it is vital for the Kindy children to have as much interaction with the school environment, the children and the staff. We have fortnightly visits to the school library and weekly visits either from or to a class from the primary school. At Kindergarten your child has been learning through play, developing interests, confidence and self-esteem. Whilst play is still important, at school they begin a more structured education.

In your child’s final term of Kindergarten we gradually increase the time spent at school during their last term in both informal and formal visits.
Child Protection Curriculum

It is a fundamental principle in Australian society that parents have the responsibility to protect their children and keep them safe.

Australia supports a United Nations agreement that children are to be protected from all forms of abuse, exploitation and violence. Abuse may be sexual, physical and emotional. Australia has laws to prevent and respond to the abuse or neglect of children. In South Australia this law is called the Children’s Protection Act. Under this Act people who work and volunteer in schools, preschools and care settings are called mandated notifiers. This means that they must report child abuse or neglect if they have reasonable belief that a child is being harmed. All people employed in the Department of Education and Children’s Development receive regular training in this responsibility. When people report child abuse it is a confidential exchange of information with the Department of Families and Communities. Schools, Preschools and Child-Care Centres have the responsibility to protect children and keep them safe when they are under their care. Schools and Centres work with parents and other agencies to keep children safe. Some of the ways they contribute to children’s safety are through:

- screening the people who want to work with children and young people
- providing staff and volunteers with expected standards of behaviour towards children and young people
- providing supervision of children in the class, in the yard, and on school excursions and camps
- implementing the school policies to ensure that children are treated in a just way and to respond to racial, sexual, verbal and physical harassment
- educating about living safely and being healthy in Australia. This includes road safety, water safety, sun protection, hygiene and healthy eating
- providing education about the dangers of drugs and alcohol
- involving students in making decisions about their school and class
- teaching children how to develop positive relationships and providing opportunities to build self esteem
- teaching the Child Protection Curriculum.
The Child Protection curriculum teaches all children from a young age, in an age appropriate way, to

- recognise abuse and tell a trusted adult about it
- understand what is appropriate and inappropriate touching
- understand ways of keeping themselves safe.
- A range of books, videos and classroom strategies are used in the curriculum.
- Some strategies used with students are:
  - **networks:** a list of 4 or 5 trusted adults that the student can seek help from
  - **one-step removed:** students are given `What if….' scenarios eg `What if someone went home after school and found that he or she had lost their key and nobody was home?' These situations are discussed and a number of strategies that might help to keep the children safe are developed
  - **persistence expectation:** students are taught to continue to tell people or take action until they are safe
  - **protective interrupting:** teachers interrupt a student to prevent a disclosure in a group that may lead to further feelings of being unsafe - discussion time with these students is arranged in privacy after the lesson.

Parents/caregivers are informed when the Child Protection curriculum is to be taught and what will be taught. Parents/caregivers are encouraged to talk to their children and the teachers about the Child Protection program.

Educators have training to teach the Child Protection curriculum.
TRAYS
Please collect all newsletters and notices from your child’s TRAY – this is clearly labeled and is on the bookshelf inside the Kindy door. Please encourage children to carry their own bag and place it in their labeled locker on the verandah.

NEWSLETTERS
Our newsletters are published three times per term and delivered via children’s trays. The newsletter includes coming events, rosters, learning events, photos, health news, community news and any other interesting information. Please take the time to read them. These are also found on our website.

NOTICE BOARD and COMMUNITY NOTICE BOARD
Please read the whiteboard located to the left of the entrance door at the beginning and end of each session for important information. This has relevant information for you to read and keep up to date with what is happening at Kindy. Other community information is also displayed further to the left on the big blue pin up board.

ASSESSMENT AND REPORTING
We use a variety of methods to record each child’s progress during their preschool year. One of these is their “Busy Book” which is a collection of their creative work, learning stories, photos of play and achievements and observations on areas of development. These books are a valuable and precious record of your child’s year at Kindy. “Busy Books” are kept on the bookshelf to the right as you enter the building and parents are most welcome to have a look through their child’s book at any time. They will be given to children to keep when they leave our centre.

All children have a “Learning Quilt” onto which staff records the learning that children have demonstrated capably whilst at Kindy. Children also have Individual Learning Plans (ILP’s) that focus on specific areas and are updated throughout the term.

We also offer “home visits” to children in their first term of Kindy as an informal way of forming relationships between staff and children.

Another ongoing reporting tool is our slideshows we have running for parents to view. Every week, digital photos are taken and displayed on the laptop computer near the entrance. This enables families to see the sorts of learning activities their children have been taking part in at Kindy. We will also add to our “Floor Book” fortnightly and this will be left on the kitchen bench for you to look through.

We hold interviews at the end of each term for those children who are in their second full time term of kindy. Parents are welcome to request an interview at any time.

ENROLMENT DETAILS
Please notify staff if any details supplied on your original enrolment form changes during your child’s time at Kindy. This includes address, telephone number, and marital status and MOST IMPORTANT: any allergies that your child has; or the emergency contact number provided.
FAMILY INVOLVEMENT

Parents are welcome to visit and stay at any time during a kindy session. We appreciate assistance with things like preparing materials for children’s use; reading stories or displaying art work. We have rosters and working bees to ensure that the workload is shared and that maintenance costs are kept to a minimum. If you have any skills, interests or talents which you would like to share with us, please inform staff, as we can then incorporate these into our program.

GOVERNING COUNCIL

Parent meetings are held approximately twice per term on a Wednesday at 7pm (at the centre). These meetings give parents the opportunity to have a say in the running of their kindergarten; to meet other parents; to discuss children’s preschool activities and interests; and have input into the curriculum and program.

All parents can gain and give valuable assistance to the centre by supporting the staff and committee with their attendance at meetings. Guest speakers are invited from time to time. As per our Constitution, only members of the Management Committee have voting rights. The Management Committee is elected at our A.G.M. and is reviewed at the beginning of each term as families move on to school and new families join the kindergarten community.

GOVERNING COUNCIL 2013:

Chairperson: Kristen Mieglich  
Vice Chairperson: Jane Hewett  
Secretory:  
Treasurer: Tracy Ireland  
Maintenance/  
OHS&W Rep:  
P. R.: Kellie Sims  
Fundraising Rep: Lauren Cadd  
Fundraising Sub Committee:  
PBAS Governing Council Rep: Donna Edwards  
Other Committee Members: Alison Rogers, Simone Shevchenko  
Playgroup Rep: Tracy Ireland

PARENT HELP ROSTER

We have a paid cleaner employed at the centre for 2 hours per week to ensure the kindergarten is cleaned to a high standard. In order to keep costs to a minimum, parents at Port Broughton Kindergarten have elected to help with daily cleaning, washing smocks and towels.

A blank roster is put up, usually in the last weeks of the term, for parents to fill in their names on dates that suit them. As our numbers are small, parents are asked to place their name in at least 2 places. Lists of work required at these times are displayed in the kitchen area of the kindergarten.
PASSPORT PROGRAM

The PASSPORT program is a reward based system to encourage participation at school, kindy and with children and family services.

This program has a proven record at promoting involvement and enhancing trust and respect amongst community members through mutual sharing.

There are lots of ways to be involved, both directly in classrooms or through non-classroom based activities. Reward points can be used at the canteen, uniform shop or to cover the costs of kindy/school fees or excursions and camps.

All you need to do is sign up for your passport and we will award points as they are earned. Below is an indication of how points are awarded.

<table>
<thead>
<tr>
<th>Adult Activity</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom helper/mentor in any class activity (includes LAP/Community Mentoring)</td>
<td>10 points/hour</td>
</tr>
<tr>
<td>Classroom reading helper</td>
<td>10 points/30 mins</td>
</tr>
<tr>
<td>Excursion helper</td>
<td>50 points full day/30 points half day</td>
</tr>
<tr>
<td>Before or after school program helper</td>
<td>10 points /30 mins</td>
</tr>
<tr>
<td>Miscellaneous helper (staff discretion)</td>
<td>10 points/30 mins</td>
</tr>
<tr>
<td>Attend parent teacher interviews/student-led conferences</td>
<td>20 points/meeting</td>
</tr>
<tr>
<td>Return all excursion notes/medical forms on time</td>
<td>10 points</td>
</tr>
<tr>
<td>Students attend regularly (95% or better)</td>
<td>50 points/term</td>
</tr>
<tr>
<td>Governing Council member</td>
<td>20 points/term</td>
</tr>
<tr>
<td>Attend Governing Council meetings</td>
<td>40 points/meeting</td>
</tr>
<tr>
<td>Achieving negotiated learning/attendance goals</td>
<td>25 points/term</td>
</tr>
<tr>
<td>Governing Council Office bearer of Chairperson</td>
<td>50 points/year</td>
</tr>
<tr>
<td>Swap Shop/Uniform Shop helper</td>
<td>30 points/hour</td>
</tr>
<tr>
<td>Busy Bee attendance</td>
<td>30 points/hour</td>
</tr>
<tr>
<td>Canteen Committee Member</td>
<td>50 points/year</td>
</tr>
<tr>
<td>Canteen volunteer</td>
<td>10 points/day</td>
</tr>
<tr>
<td>Assembly attendance</td>
<td>10 points/assembly</td>
</tr>
<tr>
<td>School Fundraising Committee</td>
<td>20 points/meeting</td>
</tr>
<tr>
<td>Coach junior netball/football/tennis/cricket team</td>
<td>100 points/year</td>
</tr>
<tr>
<td>Adult Activity</td>
<td>Allocation</td>
</tr>
<tr>
<td>Volunteer at training or game day junior netball/football/tennis/cricket</td>
<td>10 points/hour</td>
</tr>
<tr>
<td>Junior Sport Committee member</td>
<td>30 points/year</td>
</tr>
<tr>
<td>Attending parent workshops/information sessions (e.g. Transition Trip, reading comprehension 1/2 class)</td>
<td>40 points/workshop</td>
</tr>
<tr>
<td>Attending special interest group meetings (e.g. Committees relating to educational outcomes i.e. NEP meetings)</td>
<td>20 points/meeting</td>
</tr>
<tr>
<td>Assisting with classroom resourcing</td>
<td>10 points/hour</td>
</tr>
<tr>
<td>Pay school fees on time</td>
<td>15 points</td>
</tr>
<tr>
<td>Speaking in schools</td>
<td>20 points/session</td>
</tr>
<tr>
<td>Coaching knockout sport</td>
<td>30 points/term</td>
</tr>
<tr>
<td>Coach junior netball/football/tennis/cricket team</td>
<td>100 points/year</td>
</tr>
<tr>
<td>Undertake Academic Competition</td>
<td></td>
</tr>
<tr>
<td>School (non-sport) representation e.g. Band, Tournament of Minds, Duke of Edinburgh</td>
<td></td>
</tr>
<tr>
<td>School (sport) representation</td>
<td></td>
</tr>
<tr>
<td>Returning Student Learning Goal letter</td>
<td>20 points/term</td>
</tr>
<tr>
<td>Attending special events – eg Sports Day, morning teas, graduation</td>
<td>10 points/event</td>
</tr>
<tr>
<td>End of term clean</td>
<td>30 points/term</td>
</tr>
<tr>
<td>Weekend gardening</td>
<td>20 points</td>
</tr>
<tr>
<td>Help with fundraising</td>
<td>30 points/event</td>
</tr>
</tbody>
</table>
**BRAIN DRINKS AND FOOD**

We aim to provide a service that not only cares for your child but also promotes good health and development. The food that children eat is important for healthy growth and development. Our Food and Nut Policy complies with DECD Rite Bite policy and +ensures that all children and adults are aware of the expectations around eating and drinking at our centre. We ask full time children bring 2 pieces of fruit/vegetables/cheese per week to share at Morning tea time. During this time the children sit on the mat in a circle and share the food they brought from home. Lunch is eating at the table with staff members.

We also encourage children (and adults) to drink water as current research into brain development suggests that drinking water is vital for optimum brain development. It is also excellent for general growth and well being of the whole body. We have water readily available for the children with a named cup for them to use.

**We are a SUNSMART Centre!**

Due to the damage to our skin caused by UV rays, we follow the recommendations of the Anticancer Foundation Sunsmart policy. Our Centre’s policy is based on this. That is, all children wear a broad-brimmed, legionnaire or bucket style hat when playing outside if the daily UV rating is 3 or above. We check this with the children each morning. We have a UV chart located on the left as you enter the building and the children can use this as a reminder throughout the day.

**ARTICLES NAMED**

Please ensure your child’s belongings are named, especially bags, hats, removable clothing, lunch boxes and lids, drink bottles etc.

**CLOTHES**

The Kindy has a small supply of spare clothes in case of ‘accidents’. If your child has to borrow Kindy clothes please wash and return them as soon as possible. It is advisable to have a spare set of old clothes in the bottom of your child’s bag, just in case. Please dress your child in suitable clothing for, climbing, running, painting, gluing, watering, gardening and for sun protection.

**KINDY UNIFORMS**

The Kindy has supply of fantastic uniforms for sale. They are on display in the Kindy. They are in bright colours with our logo on it and we have jumpers, hats and t-shirts available.
Please do not send your child to kindy if they are feeling unwell. The best place is for them at home where they can receive the care that they need. Also it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at Kindy we will contact you.

**INFECTIOUS DISEASES**
The following information has been supplied by the National Health and Medical Research Council re exclusion from kindergarten of a child suffering with the following diseases / ailments.
Please inform staff if your child has any of the following:

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until all blisters have dried (usually 5 days)</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until no diarrhoea for 24 hours</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
</tr>
<tr>
<td>Hand, Foot &amp; Mouth disease</td>
<td>Exclude until all blisters have dried</td>
</tr>
<tr>
<td>Hib</td>
<td>Exclude until person has received appropriate antibiotic treatment for at least 4 days.</td>
</tr>
<tr>
<td>Head lice</td>
<td>Exclude until appropriate treatment has commenced</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recover is received, but not before 7 days after the onset of jaundice or illness.</td>
</tr>
<tr>
<td>Herpes – cold sores</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
</tr>
<tr>
<td>Influenza and flu like illnesses</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well and has received appropriate antibiotics</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until appropriate antibiotic treatment completed and until well</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after onset of swelling</td>
</tr>
<tr>
<td>Ringworm, pediculosis (lice), trachoma, scabies</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of rash</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until no diarrhoea for 24 hours</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until a medical certificate from an appropriate health authority is received</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment or 21 days from the onset of coughing</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea present.</td>
</tr>
</tbody>
</table>

**Colds:** Please keep your child at home especially if they have a heavy discharge from the nose.
CHILD AND YOUTH HEALTH
As part of CAYH services to young children, the nurse is available to visit your child to provide health checks. This involves you and your child meeting the nurse here at kindy. These checks are carried out sometime after your child turns 4 years and 3 months of age, to identify possible health conditions which might otherwise go unrecognised. The free health check involves the nurse examining the child’s eyesight, hearing, height and general development.

MEDICATION AND SPECIAL REQUIREMENTS
If your child requires medication during a Kindy session, please see a staff member, as a form needs to be filled in. All medication needs to be in its original packaging with the prescription label attached.
If your child has special health requirements, we will work together with you (and your doctor, if necessary) to ensure that we provide the best care that we are able to.

EMERGENCY ACTION PRACTICES
At least once a term we practice what to do if there was an emergency at Kindy. Our emergency evacuation and invacuation plans are by both exit doors.

SUNSCREEN
In hot weather, please apply sunscreen before arriving at Kindy and staff will help children to re-apply during the day.

SPECIAL SERVICES
The Children’s Services (DECS) also provides a range of Special Services personnel. These people are able to provide assessment and help for children with special developmental needs. If you require access to any of these services please talk to staff – a speech pathologist, special educator, social worker, nurse, psychologist are all available for consultations.
At Port Broughton Kindergarten we have the following policies and procedures:

- Healthy Food and Nut Policy & Rite Bite Policy DECD
- Sunsmart Policy & Sun Protection Guidelines DECD
- Administration of First Aid DECD
- Allergy and Anaphylaxis Aware DECD
- Grievance Procedure
- Bullying Procedures
- Toileting and Changing Procedure
- Emergency Procedures
- Behaviour Code
- Code of Conduct DECD
- Volunteer Policy and Volunteers Working in Educational Sites and Settings DECD
- Infectious Diseases Policy
- Transition
- Arrival and Departure
- Preschool Attendance Recording Procedure
- Headlince Procedure
- Child Safe Environment DECD
- Child Protection Curriculum and Information for Parents/Caregivers
- Confidentiality Policy
- Programming and Planning Policy
- Occasional Care
- Catastrophic Bushfire Day Procedure

These policies are reviewed regularly and are always presented to the governing council for input and endorsement.

**DECD POLICIES**

DECD has a number of policies relating to accidents/first aid, anti-racism, attendance, assessment and reporting, custody, duty of care, records management, enrolment, preschool fees, acceptance and refusal of authorisations and Occupational Health Safety and welfare.

If you would like any more information on these policies please speak to the Director.

**NO SMOKING POLICY**

DECD has implemented a “Smoke Free Environment Policy”. This policy prohibits smoking at all times in indoor and outdoor areas of Kindergartens, Schools and Child Care Centres.

Anyone smoking inside the boundary fence of our centre will be asked to politely put out his or her cigarette or go outside the fence to smoke.

This policy includes all activities such as working bees and Twilight Kindy Sessions.
**Emergency procedures**

The table below shows what procedures we undertake in the case of an emergency at the centre.

<table>
<thead>
<tr>
<th>Evacuation</th>
<th>Invacuation</th>
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| **General Actions:** | **A lock in or in-vacuation will occur when conditions outside the kindergarten building are deemed to be unsafe by staff members.**  
A lock in or in-vacuation will be signalled by short blasts of the whistle with staff member pointing inside.  
**Consult Emergency Action Guide when appropriate** |
| 1. Whistle sounded by staff member – short blasts with staff member pointing to direction of safety for evacuation. Staff member rostered on inside to collect roll book, visitor book and phone. | **General Actions:**  
1. Whistle sounded by a staff member – and pointing in direction of safety.  
2. Staff member rostered on inside to collect roll book, visitor book and phone.  
3. Staff will direct children to the safest position inside the building.  
4. Staff to lock all exterior doors and windows so that access from outside is not possible.  
5. Where possible, reduce the visibility of children and adults in building, from outside view. (ie close curtains)  
6. Certified Supervisor to count children and check roll – take action if necessary.  
7. Staff member or responsible adult to contact emergency services and all other relevant agencies.  
8. Remain until safe. |
| 2. Staff direct children to the exit doors. | **Documentation:**  
Incident and Response Management System |
| 3. All persons to walk calmly to the big gates near the buses. | **Documentation:**  
Incident and Response Management System |
| 4. Staff member or responsible adult to contact emergency #: 000 or 112 (mobile) and ask for appropriate service in South Australia | **Documentation:**  
Incident and Response Management System |
| 5. Certified Supervisor counts children and then checks roll – take action if necessary. | **Documentation:**  
Incident and Response Management System |
| **Consult Emergency Action Guide when appropriate** | **Documentation:**  
Incident and Response Management System |
Additional services available

RESOURCE BORROWING
On a regular basis, children and their parents have access to several different types of borrowing.

LITERACY KITS: can be borrowed at any time and are located in the shelving under the children’s trays.

BOOKS: can be borrowed from the Community Library (based at the Area School). As part of our regular program we take the children over to the library for a half hour session, during which they participate in literacy activities and have a story read to them. They then have the opportunity to borrow a book to take home and share with their families. This service is also free. Parents are welcome to use this library themselves.

PARENT LIBRARY
We have a range of reference material available for parents to borrow if they are interested. The library is situated on the middle shelf just inside the kindy. Please fill in the book all details as you borrow. We have a Parenting SA stand with useful information pamphlets on parenting issues. Feel free to take these as you need.

OCCASIONAL CARE
May be available during morning session times. Children need to be between 2 – 5 years of age and be toilet trained. A fee of $10 per session will be charged.

BUSES
As the regulations stand at present the Department has no responsibility to provide transport for pre-school children. However, where possible Port Broughton Area School will endeavor to carry these children to Kindy on a school bus provided there is room to do so. First preference, however, must be given to students who attend the Port Broughton Area School.
It is now the policy of the school to offer transport to pre school children provided there is sufficient room. This offer will be made first to those children who will be next to commence school, and, if there is more than one child, who live farthest from the school.
LOOKING FOR CHILD CARE? WHY NOT CHOOSE FAMILY DAY CARE?
There is an approved Family Day Care in Port Broughton. Family Day Care is quality child care. Experienced child care providers mind your child in the provider's own home, right near you. Talk to staff for further information. If you would like to become a Family Day Care provider, you are welcome to seek information phone 1300 551 890 or 8366 8720

Current Family Day Care services provided by:
Lisa Daniel: 86352420

PLAYGROUP
Playgroup operates at the kindergarten on Fridays between 10 and 11.45 a.m. Parents and children can play and talk in a friendly, relaxed atmosphere. The cost is $2 / family / visit. Any family with preschool children are most welcome. Parents are responsible for watching their own children and for setting up and putting away toys and the equipment the children use. Parents take turns in opening up the centre and being ‘leader’ for the day. Please help each other with the cleaning up and help make newcomers welcome to our community. Playgroup is often the first introduction that new people have to our town and facilities.

KINDERGYM
For information on regular Kindergym sessions, contact Kadina & Recreation Centre on 88213106.
WHAT DOES YOUR CHILD NEED TO BRING TO KINDERGARTEN?

- A bag, backpack or case – check that your child can open it;
- A hat- either broad brimmed, legionnaire, or bucket hat in regulation with our Sun Smart Policy. (attached)
- A piece of fruit for fruit time (one piece on a Tuesday for pre-entry: two pieces on a Tuesday for full time children);
- A Named water bottle
- Each day your child will need a named lunch box. This will be kept in the fridge. See our Healthy Food Policy for lunch time suggestions. (attached)
- A spare change of clothes in case of accidents or water play.
- On Thursdays your child will need a library bag for when we visit the community library. (These are available for purchase from the Kindy)

WHAT CAN I DO TO HELP MY CHILDREN?

- Loving them and giving reassurance;
- Listening to their child;
- Reading to and with the child;
- Talking with the child;
- Allowing them to use pencils, crayons, chalk, scissors, paste and paint;
- Having scrap paper readily available;
- Encouraging the child to dress themselves, to cope with toileting and nose wiping;
- Showing positive interest in the things your child does;
- Showing an interest in Port Broughton Kindergarten and helping in any way you are able;
- Encouraging your children to help prepare their food boxes.

If you would like to share any concerns or celebrate your child’s achievements with us, please pop into the kindy. If we seem very busy at that moment, please ask for another time which may be more suitable to us both.

Once again, welcome to our Kindy.

Simone and Alison 😊😊