

# Information Handbook



Welcome to  
Netley Kindergarten.

Thank you for choosing  
Netley, we hope you find  
your kindergarten year with  
us rich and rewarding.



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## KINDERGARTEN STAFF

**Director:** Renata Stadtkus

**Teachers:** Amber Clegg, Laura Fortune, and Renee Gordon

**ECW:** Sam Cook

**Finance Officer:** Robyn Elborough

## CURRICULUM FRAMEWORK

At Netley Kindergarten we use the Early Years Learning Framework 2.0 so all children can experience play-based learning that is engaging and builds success for life. The Early Years Learning Framework describes childhood as a time of *belonging, being and becoming*.

The **Early Years Learning Outcomes** that underpin our curriculum are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of identity
- Children are confident and involved learners
- Children are effective communicators

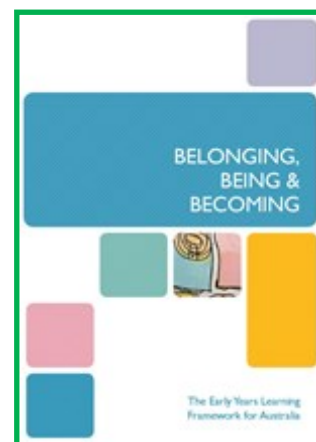
The **Preschool Numeracy and Literacy Indicators** are used to support, extend and enrich children's numeracy and literacy learning. They are:

### Numeracy

- I explore and understand my place and space in the world
- I measure and compare my world
- I analyse and read my world mathematically
- I quantify my world

### Literacy

- I use language to connect with my world
- I understand the language of my world
- I engage with texts and make meaning
- I represent my world symbolically



Play is very important for children. Through play young children explore and learn to understand the world around them as they come to communicate, discover, imagine and create. When children play they are showing what they have learned and what they are trying to understand. By working together parents and educators can enhance a child's learning and wellbeing.



# A Place to Be, Explore and Grow

Our vision is for all children to engage in a welcoming, inclusive, and flexible play-based learning environment, which promotes connections to the natural world.

## We Value

- Time for children to be, and to make meaning of their world through their play.
- An enriched, play based, learning environment where all children can develop dispositions for learning such as being curious, confident, a communicator, resourceful, cooperative, purposeful, persistent, and a risk taker.
- Opportunities for children to understand Australia's cultural diversity. Recognising the importance of being inclusive and respectfully valuing multicultural perspectives.
- A flexible learning environment and curriculum that meets the needs of every child, family, and the community.

## We recognise

- That all children have a right to play.
- That children are active participants in their learning, have individual strengths and abilities, and are competent and capable learners.
- That children need opportunities to connect to the natural world, fostering an understanding and respect of the natural environment.
- That the learning dispositions we value will prepare our children for lifelong learning.
- The importance of engaging in reflective practices to provide quality teaching and learning.

## We will

- Provide an environment where children feel safe, secure and supported to grow in confidence to explore, learn, and develop a strong sense of wellbeing.
- Encourage sustainable practices into our curriculum to highlight our responsibilities to care for the environment and provide for a sustainable future.
- Work in partnership and establish respectful relationships with families to foster a learning culture.
- Establish meaningful connections with local schools, community groups and services.
- Build upon the range of language, literacy, numeracy, science, and arts experiences that children, families, educators and the wider community bring with them to kindergarten.
- Encourage a growth mindset for successful learning.

## ENROLMENT POLICY

Government preschools have two major enrolment intakes each year. Intake 1 for children starting at the beginning of the year (term 1), and intake 2 for children starting mid-year (term 3).

Intake 1 - Children who turn 4 years of age before 1 May, are eligible to start preschool at the beginning of each year (term 1).

Intake 2 - Children who turn 4 years of age before 1 November are eligible to start preschool mid-year the same year (term 3).

Children who turn 4 years of age on or after 1 November are eligible to start preschool in intake 1 the following year.

For your child to enrol at kindy we need to see the following:

- original Birth Certificate
- record of immunisation Medicare document (Blue Book and overseas documents no longer accepted)

**Children are entitled to 15 hours of kindergarten on average per week.**

### Group 1: Monday/Tuesday - Rainbow Lorikeets

Monday	Tuesday	Wednesday	Thursday	Friday (odd weeks)
8:15am—2:45pm	8:15am—2:45pm			8:15am—12:15

### Group 2: Wednesday/Thursday - Geckos

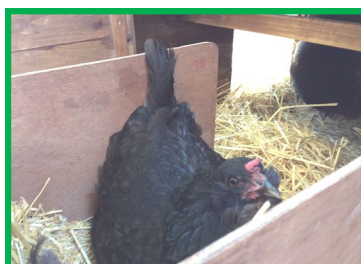
Monday	Tuesday	Wednesday	Thursday	Friday (even weeks)
		8:15am—2:45pm	8:15am—2:45pm	8:15am—12:15

## PRIORITY OF ACCESS

The Priorities of access are:

- **Priority 1**
  - (a) Children who live within the kindergarten's Priority of Access areas.
  - (b) The circumstances of the child and the family, such as a child's special rights, cultural, linguistically diverse backgrounds (at the discretion of the Director).
- **Priority 2**
  - (a) Children who are cared for by a family day care provider, childcare or other carer in the designated priority catchment area OR
  - (b) Children enrolled or siblings are enrolled at a local feeder school OR
  - (c) Children whose siblings have previously attended the preschool previously OR
  - (d) Children who already attend an Associated Program at the preschool – e.g. playgroup, occasional care

Families wishing to enrol their children at another preschool, even though there is a preschool closer to their residential address will only be offered positions if, and when, there are vacancies after all other children have been allocated a place.



## POLICIES

Our Kindergarten is regulated by the Education and Care Services National Regulations 2011. Under Regulation 168 all preschools must have a number of designated policies and procedures. Information about these policies and procedures can be found at [www.decd.sa.gov.au/policiesreg168](http://www.decd.sa.gov.au/policiesreg168).

Some of these policies apply generally to all preschool settings across Australia. Others, whilst aligned to the nationally mandated policies, are specific for our local context. Policies are available to sight in a policy folder located at the kindergarten sign in area.

## KINDERGARTEN FEES

We are a part of the Department for Education (DfE). We receive some funding from the government, however we are also dependant on contributions from parents and fundraising. **Fees are used to assist with the costs of running the kindergarten and improving the site.**

Fees for 2023 are \$210 per term, this includes a fundraising levy and an incursion/ excursion levy. Invoices are placed in each child's note pocket, early each term (located near the kindy entrance). Termly fees will be reviewed at the end of each year by the Governing Council.

**Please see the account details below for online banking:**

**BSB: 105-124**

**Account Number: 456190940**

Reminder notices will be issued for all unpaid fees mid way through each term. Negotiated payment plans/fee reductions being at the discretion of the Director. There will be no refunds for kindy days, or incursions/ excursions that are missed.

## TOYS

We ask that children do not bring their own toys to kindergarten in case they get broken or lost. If your child takes home a toy or item that you think is from the kindergarten, please return it as soon as you can.

## LOST PROPERTY

We have a lost property basket located near the lockers outside. Please check this regularly for your child's belongings. If any items are not collected by the end of each term they are donated to charity.

## GOVERNING COUNCIL

The Governing Council works in partnership with the kindergarten team. It is a friendly group of parents who meet twice a term to discuss kindergarten priorities, financial matters, facilities, possible kindergarten functions, and curriculum directions. It is an excellent avenue to gain an understanding of how the kindergarten operates while making some good friends along the way. Governing council members are elected at the Annual General Meeting. However, members may elect to join at any time during the year.

**Requirements to join the Governing Council will be discussed before the first AGM. Please let educators know, if you are wanting to join the Governing Council.**

## WHAT TO BRING TO KINDY

Please provide your child with a clearly named bag for their **labelled** Kindy belongings including:

- A hat
- A change of clothes (including knickers and socks) in a plastic bag
- Two pieces of fruit or vegetables
- A lunchbox to be placed in your child's bag
- A drink bottle with water to be placed in the trolley
- A bag must be large enough to fit all of your child's belongings
- Sunscreen if your child has a specific allergy to certain sunscreens
- Medication (if prescribed by a doctor with the relevant documentation given to the educators)



## CLOTHING

Please name your child's clothes and shoes. Children should wear:

- Clothes that can get wet, sandy or dirty
- Sun safe clothing for example with sleeves to cover shoulders
- Suitable footwear – no thongs please
- Hat– this must be broad brimmed or a bucket hat

## LEAVING AND COLLECTING YOUR CHILD

A sign sheet is available each morning to sign in your child. A sign in sheet is also available for your child to sign themselves in. Please encourage them to have a try at signing their own name. Please indicate on the adult sign in form if someone different will be collecting your child on that day. Staff will sign your child out upon dismissal from the mat area.

If your child is reluctant to let you go on arrival, please approach a staff member.

A staff member will say goodbye to your child at the end of the session. **If your child runs to you before this has happened, please bring them back to the mat.** This routine helps ensure that each child is safely handed over to a caregiver before leaving the kindergarten.

Please talk to a staff member if you have any concerns about this process.



## NUTRITION POLICY

Netley Kindergarten is a **NUT FREE** Kindergarten. We will have children attending that have severe allergies to nuts and nut products. To ensure that these children are not at risk please **DO NOT** bring your child to kindergarten with nuts or nut products.

The following guidelines are in place at Netley Kindergarten for our children to develop safe and healthy eating habits:

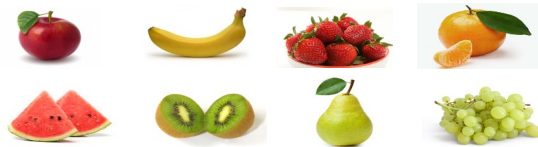
We have three meal times a day:

- Morning fruit/vegetable snack
- Lunch
- Afternoon fruit/vegetable snack

Ideas for your child's snack bag and lunch box can be found in the kindergarten nutrition policy, kept in the kindergarten policy folder.

### How to pack a healthy lunch box

1. Choose 1 – 2 fruits/vegetables



2. Choose a sandwich, roll, pita wrap, crackers, rice or pasta



3. Choose 1 – 2 fruit/vegetables or healthy snacks



4. Pack foods into a lunch box. Add a cool ice brick



All children must bring **water** to drink

Please remember we are a **NUT FREE** site .

No whole nuts, peanut butter or Nutella



## BIRTHDAYS AND SPECIAL EVENTS

At Netley Kindy we enjoy celebrating your child's birthday or special occasion in a way that supports our healthy eating policy. We have a pretend kindy cake and sing Happy Birthday. Every child gets the opportunity to blow out the candles and receive a birthday certificate from the Kindy.

We ask that due to children's varying dietary needs that you do not bring in anything extra that is inconsistent with our nutrition policy such as; nuts, birthday cakes, or lollies.



## HEALTH AND MEDICAL INFORMATION

At Netley Kindergarten the health and wellbeing of the children in our care is of the highest priority. We focus on good hygiene practices, including;

- Hand washing
- Explicit teaching of cough/ sneezing etiquette

**Children who are unwell should not come to kindergarten.** Instead, they need time to recover in an environment where the sickness cannot be passed onto other children and staff.

The following information is to provide guidance as to when your child is likely to be infectious and therefore should remain at home until well:

- A temperature of 38C or higher
- Been vomiting in the last 24 hours
- Diarrhoea
- A productive cough
- Conjunctivitis
- Coloured nasal mucus
- An undiagnosed rash
- Head lice (until treated)
- Cold sores



In the event of your child becoming ill at kindergarten we will telephone you to collect your child.

**Infectious disease:** Please notify staff if your child contracts an infectious disease. Your doctor will be able to inform you when your child can return to kindergarten.

**First Aid:** Staff have first aid training and will treat minor injuries. Anything else is referred to parents so that they can contact their own doctor. In an emergency an ambulance will be called and parents contacted. If we cannot contact you we will call your listed emergency contacts. **Please make sure you have included emergency contact information for two adults, and they have been notified of this.**

**Medication:** Staff will only give medication (e.g. antibiotics), that has been prescribed by a doctor and which is in the original container as dispensed from the pharmacy. Children with a medical condition such as asthma or anaphylaxis **will need a current Health Care Plan completed by a doctor** detailing the condition, medication and any action to be taken. This will need to be completed by your child's first day of kindergarten, and provided to educators for this to be kept on site. **In date medication must be provided and kept on site.**

## Sun Protection and Hot Weather Policy

A balance of ultraviolet (UV) radiation exposure is important for health. Too much of the sun's UV radiation can cause sunburn, skin and eye damage and skin cancer. Sun exposure in the first ten years of life is a major factor in determining future skin cancer risk. Too little UV radiation from the sun can lead to low vitamin D levels. Vitamin D is essential for healthy bones and muscles for general health.

Staff access the SunSmart UV Alert at <http://www.bom.gov.au/sa/uv> to find out daily local sun protection times to assist with the implementation of this policy. At Netley Kindy we use a combination of sun protection measure for all outdoor activities from the 1<sup>st</sup> of August to the 30<sup>th</sup> of April, and whenever UV radiation levels reach 3 and above. This includes:

- All children must wear a broad-brimmed hat which protect the face, back of neck and ears when outdoors, whenever UV radiation levels reach 3 and above at other times.
- SPF 30 or higher broad spectrum, water resistant sunscreen - applied every 2 hours (before kindy session commences, at morning snack time and lunch time)
- Children are encouraged to bring their own labelled sunscreen if they have allergies, and place it in the provided sunscreen basket.
- Playing in shaded areas outside.
- Reminders to drink water regularly are provided.
- Staff and children are encouraged to come dressed in clothing that covers as much skin as possible. Tops with higher necklines and collars, and longer style shorts, dresses and skirts are best.
- Incorporate sun and skin awareness information into our teaching program.

In the event of inadequate provision of cooling (breakdown of air-conditioning) when temperature is above 36 degrees, children's families will be contacted to collect children early, and remaining children will be supervised with water cooling activities until time of collection.



Slip



Slop



Slap



Seek



Slide



Protect yourself in five ways from skin cancer

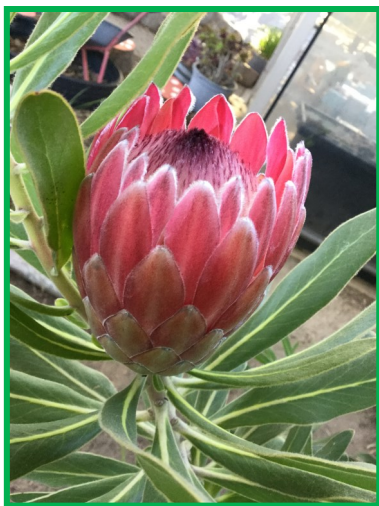


## COMMUNICATION

We prioritise regular communication with families. Netley Kindergarten educators document children's learning in their Learning Portfolios. These are accessible to all children and families. Observations, assessing and reporting on each child's learning and development informs the Individual Learning Plans. Opportunities for learning conversations are provided throughout the kindy year. A Statement of Learning will be written for each child in their last term of kindergarten to be passed onto parents and shared with the chosen Primary School.

### Communication may also include:

- Regular newsletters emailed to families
- Learning conversations with educators
- Netley Kindergarten Facebook page
- Informal conversations at pick up and drop off times



**We look forward to seeing your child BE, EXPLORE and GROW and welcoming you into the Netley Kindergarten community.**