

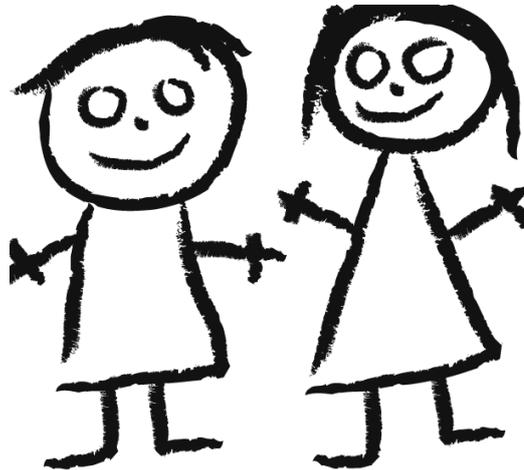


Ardtornish  
**Children's  
Centre**  
for Early Childhood  
Development and Parenting



---

# *Kindy Information Booklet*



2 Roder Court, St. Agnes, SA 5097

Telephone: 82649828

Facsimile: 83953601

Email: [dl.4668.leaders@schools.sa.edu.au](mailto:dl.4668.leaders@schools.sa.edu.au)

Website: <http://www.ardtornishcc.sa.edu.au/index.htm>

# Contents

---

Welcome to Ardtornish Children’s Centre.....	2
Our Vision .....	2
We value:.....	2
Centre Contacts .....	2
Services Available at the Children’s Centre.....	3
Local Management .....	4
Fees .....	4
Policies .....	4
The Curriculum.....	5
Independence .....	6
Arrivals & Departures .....	6
Parking .....	7
What I Need to Bring to the Kindy.....	7
Keeping informed .....	8
Parent Participation .....	9
Community Information .....	10
Assessment & Reporting.....	10
Special Occasions/Birthdays .....	11
Literacy Kits.....	11
Lost Property.....	11
Materials to extend children’s creativity.....	11
Loose Parts.....	11
Health.....	12
Medication .....	13
First Aid .....	13
Student and Disability Support Services.....	13
Transition to School .....	144
School Library Visits .....	14

## Welcome to Ardtornish Children's Centre.

---

A very warm welcome is extended to you and your children. We trust that your time at Ardtornish will be enjoyable and you will value the high quality range of services available at our Children's Centre.

## Our Vision

---

Our local communities understand the fundamental importance of early childhood and the work of parents, and children are acknowledged as equally important citizens in their communities.

## What We Do (Mission)

---

The Ardtornish Children's Centre works in partnership with local government and non-government services, families and the community to advocate for and support the rights, health, learning and wellbeing of all children through high quality and accountable education, parenting and child development services.

## We value:

---

- learning through play
- active participation
- critical reflection
- collaboration
- shared decision making
- empowerment
- equity
- teamwork
- excellence
- trust, honesty & respect
- parent participation
- flexibility & spontaneity
- creativity & innovation
- individuality

## Centre Contacts

---

<b>Director</b>	Heather Fuss
<b>Community Development Coordinator</b>	John Buckell
<b>Family Services Coordinator</b>	Natalie Jager
<b>Administration</b>	Jo Burns
<b>Centre phone number</b>	8264 9828

## Services Available at the Children's Centre

---

### Sessional Kindy

Sessional Kindy is offered for children in their eligible Kindy year. Children are entitled to 15 hours a week. We operate the following sessions:

- Monday to Thursday 8:15am-3.45pm  
(These are separated into 2 booking patterns – Monday/Wednesday and Tuesday/Thursday full days)

We strongly encourage families to use the maximum session times to ensure children get the most benefit from their Kindy experience.

**Please Note:** Before and after the above mentioned times are educator's preparation and programming time.

### Occasional Care

3hr sessions run during Kindy hours:

Morning sessions: 8.30-11.30am

Monday to Thursday am sessions for two years to Kindy age

Wednesday and Thursday am sessions for babies to Kindy age

Priority is given to children not using other care or education services, and is based on our occasional care guidelines (please see staff for a copy).

Bookings are made on an occasional basis.

Fees: \$5 a session or \$1.50 with Health Care Card

Please ensure that all people responsible for collecting children have been notified of the session times

### Parenting Programs/Community Information

Ardtornish Children's Centre offers a range of different community programs for parents, families and children. Crèche is offered during many of our programs. Fees are subsidised and often a small donation is requested. Please see staff for a copy of our program for further termly information, or see our noticeboard and Facebook page.

### Playgroup

There is a playgroup available to children and families on Wednesday and Friday mornings at 9.30am, during the school term. This operates out of a playgroup building on the school grounds.

## Local Management

---

Ardtornish Children's Centre is a locally managed, community based site within the Department for Education and Child Development.

Educators in partnership with the Governing Council:

- identify strategic objectives presented as a Quality Improvement Plan;
- work collaboratively to strengthen community partnerships;
- use human resources flexibly, effectively and efficiently;
- are accountable to the local community and the Department of Education and Child Development.

## Fees

---

### Sessional Kindy

\$150 a term (\$600 a year paid up front or in 3 instalments across the first 3 terms)

Please note that the payment of fees is a vital source of income for the Children's Centre. This money ensures the Centre is able to provide your children and family with a high quality Kindy program. The fees go towards quality learning resources and equipment, upkeep and development of the Kindy environment and learning experiences such as excursions and performances.

Parents and carers should expect an annual fee increase in line with the CPI.

## Policies

---

The Children's Centre has a range of policies that the Centre implements to meet National Quality Standards, National Legislation and Licensing requirements. Our policies aim to support the wellbeing and development of children, families, staff and other community partners using the Centre. These policies are available on the Centre website. Please see staff if you would like a hard copy. If you have any questions regarding any of the policies please feel free to approach a staff member.

## The Curriculum

---

We are committed to provide a quality teaching and learning programme based on the Early Years Learning Framework (EYLF) which is a National Curriculum document for children from birth to school transition.

The Early Years Learning Framework describes childhood as a time of *Belonging, Being* and *Becoming*.

- **Belonging** is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.
- **Being** is about living here and now. Childhood is a special time in life and children need time to just ‘be’- time to play, try new things and have fun.
- **Becoming** is about the learning and development that young children experience. Children start to form their sense of identity from birth, which shapes who they are as they grow.

Educators, in partnership with children and families, construct a program with specific goals for each child and group of children, within a play based environment.

Play is the best vehicle for young children’s learning, providing the most appropriate stimulus for brain development.

Educators will assist your child to develop using the Framework’s five learning outcomes:

- **A strong sense of their identity**
- **Connections with their world**
- **A strong sense of wellbeing**
- **Confidence and involvement in their learning**
- **Effective communication skills**

Our program is displayed in the centre. Take the time to read this as it outlines the learning experiences that the children will be offered and the educators learning and wellbeing intentions.

## Independence

---

We encourage children to be independent in caring for their personal needs and belongings such as carrying their own bag, putting shoes and hats on or in designated storage areas, opening and closing their own drinks and food containers, peeling their own fruit and determining when they need to go to the toilet. However, we do guide and support children in these learning experiences. Research has suggested that encouraging these skills enhances children's self-esteem as they gain much needed self-help skills for present and future development. This self-help is invaluable in your child's future. It is fantastic to see the face of a child when they say, "I did it all by myself!" That look is the expression of a child's self-esteem and self-concept developing.

## Arrivals & Departures

---

Children must wait with their parents/caregivers in the foyer; until the doors are opened at 8.15am. Sign in sheets are located on the front desk where you enter the building.

For safety reasons it is essential that the educators are aware of who is going to be collecting your child. If a person unknown to the educator is going to be collecting your child we ask that you please bring that person to the centre and introduce them to us. Please write the name and contact phone number in our diary. If you are unable to make it to the Children's Centre yourself and have arranged for someone else to collect your child please ring the Centre and notify an educator of who is coming. This person will be asked to provide photo proof of their identity (e.g. Driver's Licence) if they are unfamiliar to the educators.

### When your child is reluctant for you to leave

It can be quite distressing if your child is upset or angry when it is time for you to leave. Children may be anxious when you leave them after a break or for the first time. Generally calm reassurance is all that is needed.

If not:

- Keep everything as low key and 'normal' as possible
- Try to remain as calm and in control as possible yourself
- Be clear, truthful and consistent. Once you have said you are going do just that.
- Always say goodbye and tell them when you will be back
- Always follow through with what you have said

- Don't be late coming back as the children can become anxious when they see the other children getting picked up.
- Make positive comments about their success.

Remember staff are here to help you and your child. We will reassure your child and assist them in managing their feelings. If they don't settle, we will ring you and of course you can always ring to check on their progress.

## Parking

---

Please be aware that the car park out the front of the Children's Centre is for staff only. It is not for families to use during pick-up and drop-off times. The lower car park is only for Ardtornish Primary School staff. This is to support the safety of both staff and children. We thank you for your cooperation and understanding.

## What I Need to Bring to Kindy

---

- a named bag
- a named water bottle
- a named hat legionnaire or broad brimmed
- a named spare change of clothes
- named sunscreen
- a named healthy lunch and 2 healthy snacks per day

We suggest you also send:

- Gumboots
- Raincoat
- Sunglasses

## What to Wear

Kindy clothes - Clothes that you and your child are happy to get messy/dirty! We have Kindy t-shirts available for purchase, in blue, red, green and pink and are \$15 each.

Suitable shoes, sandals or sneakers (named) are appropriate footwear.

**Please no thongs or slip on "Crocs".**

## What Food to Bring

Children will need 2 healthy snacks (separate from their lunch box) and their healthy lunch. Please remember **NO NUTS** are to be brought into the Centre, which includes muesli bars. Some examples of healthy snacks include fruit, cheese, savoury crackers and yoghurt. Please see our Healthy Eating Policy for more information.

## Hats

To ensure that children are protected from the harmful effects of the sun, we ask that all children bring a named hat which is either a Legionnaire or wide brimmed style hat that protects their face, neck and ears, each day (see Sun Safety Policy). Hats can be left at our centre in the children's allocated hat rack, next to their picture.

The application of sun-screen is essential from September to April. **Please apply sun-screen to your child prior to coming to the Children's Centre.** Children will be supported by staff to reapply their personal sunscreen independently.

## Personal Belongings

Please support children to leave other personal items such as toys at home (with the exception of comfort items in negotiation with staff). Toys brought to Kindy can get lost or broken.

## Keeping informed

---

### Communication

The Centre's primary means of communication with families is via email. Please make it a priority to check the email account you have provided the Centre regularly. **Newsletters** and other information are distributed regularly via email. Families may request an alternate communication method.

### Facebook

Please like our Facebook page; Ardtornish Children's Centre, for regular updates.

### Main Foyer TV screen

The main foyer TV screen will also advertise our current programs, events and updates, as well as display photos of the children's Kindy day.

## Parent Participation

---

We value your contributions and encourage you to be actively involved in your child's learning. If you have some spare time and would like to spend it at the Centre please do not hesitate to do so. You may like to share some of your special talents with the children (art, craft, sewing, music, cooking, gardening, woodwork), play a board game with a small group of children, read a story or spend some time playing with your child.

## Governing Council

We have an active 'Governing Council' that meets twice a term. These meetings share information about what the children have been exploring at the Centre, parent programs and new developments within the Department for Education and Child Development. Financial reports including details of what money is being spent and the allocation of funds for special projects are provided.

The Governing Council makes decisions ranging from the review of Policies and Procedures to the setting of fees, fundraising events and activities. We aim to keep these meetings friendly and low key and an opportunity for parents to bring their ideas and comments about what is happening.

If you can spare some time to attend a meeting or would like to hear more about what's happening at the Centre and would like to be involved with decision making and policy development, please speak to a staff member and/or come along to the next scheduled meeting. If you are interested in joining the Governing Council, please see a staff member.

**Note:** All Parents/Caregivers wishing to volunteer on a regular basis in our Centre are required to complete a Criminal History Check through the Department of Community & Social Inclusion.

## Community Information

---

Regular newsletters are posted on our website and emailed to parents keeping families and other community members up to date with our diverse range of educational programs and other current events. Please ensure that we have your current email address.

Various noticeboards are located on the walls outside and inside the rooms. These display a variety of community and other relevant information for parents.

Our Community Development Coordinator and Family Services Coordinator are available to assist parents and families in accessing a range of support, services and information to benefit themselves, their family and the community. A variety of parenting courses and family events are run on a regular basis.

The Ardtornish Children's Centre Facebook page has up to date information about current programs and activities.

## Assessment & Reporting

---

During your child's time at Ardtornish Children's Centre, s/he will be placed into a small group. While in this group the children will be involved in inquiry and research, providing opportunities for team work and the development of ideas, theories, literacy and numeracy knowledge, skills and dispositions.

All children who attend the centre have a portfolio which contains examples of their creative work, photos, and learning stories written by educators. The portfolios are available to the children and parents/caregivers and demonstrate our play based curriculum in action and educators analysis of the learning of individual children and small groups.

We value your contribution to your child's portfolio. You can share a story about your family, a holiday, pets, neighbours or anything else important to your child. When your child leaves the centre they take the portfolio with them as a reminder of their time and developmental progress at Ardtornish Children's Centre.

Information with regard to your child's progress and participation in their small group and on their portfolio can be obtained anytime from the Educator responsible for your child's small group. Please feel free to discuss this with your child's small group educator at drop off or pick up or arrange a time for a longer interview. In term three, families are offered the opportunity for an interview with their child's small group educator to discuss their child's development. These are optional and intended for families who find it difficult to access the Centre at regular drop off and pick up times. All families are welcome to request an interview at any time throughout the year.

Educators observe and support the children as they participate in the program. We discuss their strengths, dispositions, skills, interests and interactions with other children and educators at Program Planning and meetings. We exchange information when talking to you - **this forms part of the reporting process.**

After the first few weeks of your child's visits to Kindy, educators will provide families with short written feedback on their child's transition and how they have settled in. Each child, in their first term of Kindy is provided with an **Individualised Learning Plan (ILP)**, which is developed with the child and their family and consistently reviewed and updated throughout the child's Kindy year.

Families will be provided with a **"Statement of learning"** at the end of their child's final **Kindy** term. An additional copy the Statement of Learning will be forwarded to Ardtornish Primary School or given to families to share with their

child's intended school. This report will provide information to your child's school regarding their dispositions, strengths and interests and support continuity of learning and a seamless transition from the Children's Centre to School.

## Special Occasions/Birthdays

---

While we appreciate that the children's birthdays are very special occasions and we will celebrate them at Kindy, we ask that birthday cakes and treats etc. please not be brought to the centre to be shared with the children.

## Literacy Kits

---

We have a wonderful range of **Literacy Kits** available for borrowing. The Literacy Kits may contain a children's story book with related questions and activities or games to enhance and extend your child's interest in literacy and numeracy. Please record in the borrowing folder the Literacy Kit number. It is important to check and clean the contents prior to returning to the Children's Centre.

## Lost Property

---

All items that are left at the Children's Centre are placed in the lost property box. Please check the box regularly. All items left at the end of each term are donated to charity.

## Materials to extend children's creativity

---

The items below are always in demand by the children. Please save and bring along anything you believe may be useful.

cardboard cartons	material scraps	greeting cards
plastic containers	soft wood off cuts	feathers, gumnuts etc.
cotton reels	wallpaper	gift wrap
wool scraps	ribbons, lace etc.	corks
tin lids	cardboard rolls	plastic lids

For allergy/hygiene/safety reasons – please NO toilet rolls, egg cartons or medication boxes

## Loose Parts

---

Children will use loose parts to build structures for play that provide them with a level of risk that they are comfortable with and that challenges them. Fixed play equipment provides limited options for children – it doesn't require anything from them in its design.

We use two kinds of loose parts:

1. Natural – sticks, logs, bark etc.
2. Junk yard parts – anything that is made for something other than play!  
E.g.:
  - Cable reels/drums
  - Bread crates
  - Milk crates
  - Different tradesman's resources
  - Pallets
  - Metal frames/barriers

If you have anything at your work places, that you think we could use at Kindy to challenge and engage our children's creative minds, please bring in a photo and we will tell you if we think it's something we can take.

## Health

---

If your child is showing signs of being unwell before coming to the Children's Centre, it is important to keep them home for the day. **Children who have diarrhoea or are vomiting must be kept home for at least 24 hours after the last episode.**

Please notify staff immediately should your child contract an infectious disease. Please ring and consult with an educator about the appropriate exclusion period.

Should any child become unwell at the Children's Centre, parents or people nominated by parents will be contacted.

**Parents/caregivers must collect unwell children as soon as possible after phone contact to minimise the spread of infection and the risk to other children and staff.**

## Medication

---

Educators cannot legally administer any medication (including ointments/Panadol/ over the counter medicine bought at the Chemist without a prescription) unless the appropriate forms have been completed and signed by a **doctor** (including asthma medication).

If your child requires medication, the medication must be supplied in the original container, clearly marked with the child's name, dosage and the use by date. Please ask a staff member for the necessary forms. Children with allergies and other long-term health issues may require medication to be held at the Children's Centre for use in emergency situations.

Medication plans will need to be updated at least annually. If your child has special dietary requirements, a medical practitioner will need to provide a Health Care Plan or Eating and Drinking Care Plan.

**DO NOT leave medication in children's bags. Please pass medication to an Educator with the relevant consent form. Medication can be collected from the first aid storage unit where it is only accessible by staff.**

## First Aid

---

All minor injuries will be treated by staff and reported to parents/caregivers. Where an injury/illness report has been completed, the parent/caregiver will be asked to sign the report, preferably on the day of the incident where possible. All head injuries, including minor head bumps, will be reported to families immediately by phone.

## Student and Disability Support Services

---

Specialised assessment and support for children is available free of charge from The Department for Education and Child Development, Inclusive Directions, Novita, Disabilities SA, and Northern Community Health, (Speech Pathologist, Disability Coordinator, Psychologist and Social Worker).

If you have any concerns about your child's development, please do not hesitate to discuss this with the educators and together a decision may be made to refer your child for further assessment and advice.

## Transition to School

---

Throughout your child's time at the Children's Centre, visits to Ardtornish Primary School are a valued part of the curriculum. The Kindy children will visit the library, junior primary classrooms and the oval.

Children transitioning to Ardtornish Primary School will have several visits to the school prior to their formal commencement. This is organised during session times towards the end of their eligible year of the Kindy program. An educator visits with the children, to ensure they feel as comfortable and secure as possible.

For children attending other schools, the school of your choice will make contact with you as required.

Ardtornish Children's Centre encourages all families to continue to utilise the other services and supports available in the Centre as your child enters their foundation year of school. Additionally, we invite the foundation classes at Ardtornish Primary school to visit the Kindy on Friday to support continuity of learning.

## School Library Visits

---

As part of our great connection with Ardtornish Primary School, we also visit their library with the Kindy children. Children get the opportunity to visit once a fortnight. Families are also invited to use the library with their children before or after school.