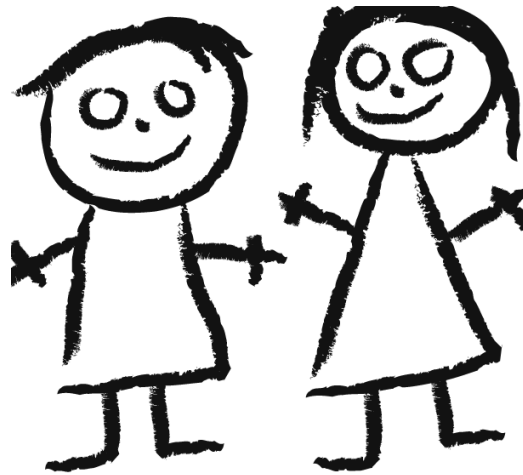




Ardtornish
**Children's
Centre**
for Early Childhood
Development and Parenting



Kindy Information Booklet



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Contents

Welcome to Ardtornish Children's Centre.	3
Our Philosophy	3
Acknowledgement of Country	3
Services Available at the Children's Centre	3
Fees	5
Policies	6
Independence	6
Arrivals & Departures	6
Parking	7
What I Need to Bring to Kindy	7
Keeping Informed	9
Family Participation	9
Planning, Assessment & Reporting	10
Special Occasions/Birthdays	11
Literacy Kits	11
Lost Property	11
Materials to Extend Children's Creativity	11
Loose Parts	12
Health	12
Medication	12
First Aid	13
Support Services	13
Transition to School	13
Immunisation	14
Mobile Phones	14
Contact Us	14

Welcome to Ardtornish Children's Centre.

A very warm welcome is extended to you and your children. Ardtornish Children's Centre is an early years' service where educators and other professionals, families and the local community work together. We have a caring, inclusive and welcoming centre where your child can learn, and your family can access a range of services. We offer high quality education, parenting and child development programs. We support the rights, learning and wellbeing of all children.

Our Philosophy

Our core Centre values are:

- We are fair
- We take care
- We solve problems

Our philosophy statement can be accessed on our website. Our values and philosophy underpin decision making across all aspects of our practice.

Acknowledgement of Country

We acknowledge the traditional owners of the land we are on and pay our respects to their Elders past, present and emerging and extend that respect to other Aboriginal people who are present today.

Services Available at the Children's Centre

Preschool

At Ardtornish we refer to our Preschool Program as 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, Tuesday and alternate Wednesdays 9:00am-3:00pm
- Thursday, Friday and alternate Wednesdays 9:00am-3:00pm

More information about when your child can start Preschool, your local catchment Preschool and enrolment processes can be found at:

ardtornishcc.sa.edu.au/preschool/

If you're not sure about when you want your child to start Preschool, please talk to us about your options.

If your Child is Aboriginal or Under the Care of the Minister, they can start Preschool from their 3rd Birthday.

On enrolment families will be offered an information session and a stay and play session as part of their orientation to the Centre. Information sessions are just for children's adults and are an invitation to find out more about the learning program and other practices. Stay and plays are for children and their adult to visit and play in the Kindy together before children officially start to familiarise them with the space and the educators.

Please Note: Before and after session times are educator's preparation and programming time and care is not available outside of session.

Occasional Care

Occasional Care is offered to children who are not attending any other care service. Occasional care offers an education and care program for young children. We priorities learning including social skills and communication in an environment that support children's wellbeing.

Occasional Care operates during school terms from 8.30-11.30AM Monday to Thursday.

Bookings are made 1 session at a time. When a family attends their booked session, they can make a booking for the next available on their chosen day. If they are unable to attend, we will communicate the next available session time via email or phone.

Fees: \$5 a session or \$1.50 with Health Care Card, further concession is available for a second child in the same family.

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. Most programs are offered to families at low or no cost and subsidies are available by negotiation. Private providers working in partnership with us have their own fees structures and further information can be sought

directly with the provider. Please see staff or our website for a copy of our Centre Timetable for further information.

Playgroup

There are three facilitated playgroups operating within the Centre.

Baby playgroup

This group is operated by the Learning Together Team and is for children up to walking age. There is no cost for this program. It runs during school term time on Tuesday afternoon. Bookings are essential. Enquiries can be made directly with the Learning Together team or an expression of interest can be completed at the Children's Centre. Please see our timetable for more information.

Playgroup

This group is operated by the Learning Together Team and is for children walking age and over. There is no cost for this program. It runs during school term time on Wednesday morning. Bookings are essential. Enquiries can be made directly with the Learning Together team or an expression of interest can be completed at the Children's Centre. Please see our timetable for more information.

Multiple-births Playgroup

This group is operated by the Children's Centre and is for twins, triplets and more. Siblings are also welcome to attend. There is no cost for this program. It runs during school term time on Monday morning. Bookings are essential. Enquiries can be made directly with the Centre. Please see our timetable for more information.

Fees

Sessional Kindy

\$152.50 a term (\$610 a year paid up front or in 4 instalments)

We ask you to contribute towards the cost of your child attending preschool. Invoices are sent to families in week 1 of each term via email and paper copies are placed in children's communication pockets. Payment options include direct debit, QKR App and cash. We prefer non-cash options but can accommodate cash if needed. More information on how to make payment will be included in your invoice.

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, development of the Kindy environment and learning experiences such as excursions and performances.

Fees are determined and reviewed by the Governing Council annually in conjunction with the Centre Leadership Team.

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 paper copy. If you have any questions regarding any of the policies, please feel free to approach a staff member.

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. You can help by sending children with shoes they can get on and off themselves, pants with elastic waist bands and lunch food and containers children can access themselves. If you feel your child might need extra support as they develop these skills, please see a staff member as we get to know your child and family.

Arrivals & Departures

Children must wait with their parents/caregivers outside or in the foyer until the doors are opened at 9:00AM. Sign in sheets are located on the front desk where you enter the building. Parents/Caregivers are to sign their child in and out every day.

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, provide us with their full name. This person will be asked

to provide photo proof of their identity (e.g. Driver's Licence) if they are unfamiliar to the educators before we release your child into their care.

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. We recommend the following approach to supporting your child's big feelings and will always be guided by the individual child and family's needs and preferences.

- 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.

Staff are here to help you and your child. We will listen to your child and assist them in regulating their feelings. If your child is significantly distressed for more than 20 minutes, we will ring you to discuss the next steps to supporting them. You are welcome to ring to Centre for an update on how their day is progressing.

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. The boom gate on the Children's Centre car park closes automatically and requires a remote key to exit. Please do not park here even if the gate is up. We thank you for your cooperation and understanding.

What I Need to Bring to Kindy

- bag
- water bottle
- hat legionnaire or broad brimmed with no neck cords
- spare change of clothes and waterproof bag

- healthy lunch and healthy snacks each day

You are welcome to send:

- Sunglasses
- gumboots
- raincoat

Please write your child's name on all of their belongings including individual socks, lunch box, bag and lid.

Please ensure your child is wearing sunscreen on arrival. We will help them reapply it in the middle of the day. Sunscreen is available in the Centre for families to use in the morning. See our Sun safety policy.

What to Wear

Please help your child to come to Kindy in clothes that you and your child are happy to get messy/dirty. Avoid sending your child in or with expensive or special items as sometimes things go missing as part of the learning process and the Centre is unable to replace missing items.

Shoulders must be covered for outdoor play. We have Kindy t-shirts, jumpers and hats available from EduThreads. More information is available in the foyer or on our website, you can also see a staff member for more information.

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

Please no thongs or slides

What Food to Bring

Children will need healthy snacks and healthy lunch. Some examples of healthier snacks include fruit, cheese, savoury crackers and yoghurt. Please see our Healthy Eating Policy for more information. Please help children to practice opening and closing lunch containers at home. We are unable to heat up meals for children; children are welcome to bring meals in an insulated thermos.

Hats

To ensure that children are protected from the harmful effects of the sun, we ask that all children bring a named wide brimmed style hat with no cords 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 bag space, next to their picture. Hats are compulsory for outdoor play in term 1, 3 and 4 and any other time the UV is 3 or above.

The application of sunscreen is essential when the UV is 3 or above. **Please apply sunscreen to your child prior to coming to the Children's Centre.** Children will

be supported by staff to reapply sunscreen independently before lunch. Sunscreen is supplied by the Centre.

What not to bring

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 or distract from other learning.

Please ensure any medications or other topical creams are handed to staff and are accompanied by a medication plan. Please do not send children with lip balm or hand sanitiser. Children who require nappies and/or toilet wipes must have a continence care plan and these items be supplied by family.

Keeping Informed

Communication

The Centre's primary means of communication with families are email and children's communication pockets. Newsletters and other information are distributed regularly via email. Families may request an alternate communication method. Please check both your email and pocket regularly.

Family Participation

We support family involvement in decision making about the service and programs offered in our children's centre.

If you'd like to volunteer with us in other ways, we'd love to hear from you.

We value your contributions and encourage you to be actively involved in your child's learning. 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.

We welcome visits from extended family throughout the year. To arrange a visit please let our Administration Officer know who is visiting and when. Arrangements must be made by an enrolling parent or Guardian and visitors are required to provide ID.

Governing Council

We have an active Governing Council that meets twice a term. These meetings are an opportunity for family to be actively involved in Centre improvement and

learning decisions. We share information about what the children have been exploring at the Centre, parent programs and new developments within the Department for Education. 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 and activities. Meetings are friendly and an opportunity for parents to bring their ideas and comments about what is happening and for us to seek feedback and contributions from our families and wider community.

If you 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: Anyone wishing to volunteer on a regular basis in our Centre are required to complete a working with children clearance through the Department of Community & Social Inclusion.

Planning, Assessment & Reporting

We provide a quality play-based learning programme informed by the Early Years Learning Framework V2.

Educators partner with children and families to design learning for each child with their own specific learning goal.

Families are invited to discuss their child's unique strengths and interests and their aspirations for their child through enrolment and family conversations. Families are invited to formal family conversations in their child's first and fourth term of Kindy. Families can talk to their child's educators about their learning at the start and end of the day or to book at time with our educators. When seeking a conversation at the start or end of the day please ensure you arrive before 9:15 or 3:00 to allow time for the discussion.

Educators observe and support the children as they participate in learning. We discuss their strengths, dispositions, skills, interests and interactions with other children and educators at team learning design and reflective practice meetings to inform our learning design. Our learning design is displayed in the Centre above the bag storage. Families are encouraged to read the planning and are invited to provide feedback and suggestions.

Families will receive a learning story each term. Learning stories describe a significant moment in children's learning. They include photos and educator reflections on children's learning outcomes.

Families will be provided with a "Statement of Learning" at the end of their child's final Kindy term. An additional copy of 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 you and your child's school regarding their dispositions, strengths, and interests, celebrate their successes and support continuity of learning 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 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 with names are placed back into children's bag spaces. Misplaced unnamed items are placed in the Kindy above the bag spaces. Please check regularly for any misplaced items. All items left at the end of each term are repurposed or 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
plastic containers

cotton reels
wool scraps

tin lids
material scraps

soft wood off cuts
wallpaper/craft paper
ribbons, lace etc.

cardboard rolls
greeting cards
feathers, gumnuts etc.

gift wrap
corks
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.

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/Milk crates
 - Resources from different trades
 - Small pallets
 - Metal frames/barriers

If you have anything at your home or workplaces, that you think we could use at Kindy to challenge and engage the children’s creative and investigative minds, please bring in a photo and we will tell you if we think it’s something we can use.

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. Ring and consult with an educator about the appropriate exclusion period.

Should any child become unwell at the Children’s Centre, family will be contacted. **Families must collect unwell children as soon as possible after phone contact to minimise the spread of infection and the risk to other children, families and staff.**

Medication

As per departmental and local policy, 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 (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 other medical needs including dietary, a medical practitioner may need to provide a Health Care Plan.

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, and other injuries of significance will be reported to families immediately by phone.

Support Services

There is support available for children with special rights. Talk to us for more information.

The Centre can also provide options and referrals for additional supports in negotiation with families.

If you have any concerns about your child's development, please do not hesitate to discuss this with the staff.

Partner Services

Other services offered in the Centre include CaFHS, please see the timetable on our website for more information or speak to a staff member. Our website also has links to other information regarding learning, development, and local services for families.

Transition to School

Families are encouraged to complete an expression of interest for their local school as soon as their child starts Kindy.

The Children's Centre will support children transition to school by:

- Inviting teacher or other school staff to visit children in the Kindy
- Making recommendations for class placement
- Meeting with school teachers to share children's learning strength and preferences
- Collaborating with families and school to support any additional needs children may have
- Sharing Statements of Learning with school or providing a copy for families to give to their chosen school

Please note Ardtornish Children's Centre and Ardtornish Primary school are separate sites. We work well together to support children's transition. An offer of enrolment at one of the two sites does not guarantee enrolment in the other. Please discuss this with staff at either site if you need more information.

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.

Immunisation

When you enrol your child with either our Preschool or Occasional Care services you will be asked to provide evidence of their immunisation status. Children must have up to date immunisation status as recorded by the Australian immunisation History register before they can attend.

Mobile Phones

Please note, families are asked to ensure they have finished any phone calls before entering the Kindy and to step out of the space if they need to take an urgent call. This is to ensure the safety and comfort of all children.

Contact Us

Preschool direct: Mrs Heather Fuss

Phone: (08) 8264 9828

Email: dl.4668.leaders@schools.sa.edu.au

Street Address: 2 Saarinen Avenue St Agnes SA 5097

Postal address: 2 Roder Court St Agnes SA 5097