# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 1</td>
<td>School Term Dates</td>
</tr>
<tr>
<td>Page 2</td>
<td>Welcome</td>
</tr>
<tr>
<td></td>
<td>Kindergarten Philosophy</td>
</tr>
<tr>
<td>Page 3</td>
<td><strong>General Information</strong></td>
</tr>
<tr>
<td></td>
<td>Staff</td>
</tr>
<tr>
<td></td>
<td>Term Dates</td>
</tr>
<tr>
<td></td>
<td>Playgroup</td>
</tr>
<tr>
<td></td>
<td>Fees</td>
</tr>
<tr>
<td>Page 4</td>
<td>Pre-Entry</td>
</tr>
<tr>
<td></td>
<td>Sessional Kindergarten</td>
</tr>
<tr>
<td></td>
<td>Lunch Care/Full Days</td>
</tr>
<tr>
<td></td>
<td>Occasional/Emergency Care</td>
</tr>
<tr>
<td>Page 5</td>
<td>Healthy Eating at kindergarten</td>
</tr>
<tr>
<td></td>
<td>Library</td>
</tr>
<tr>
<td></td>
<td>Support Services</td>
</tr>
<tr>
<td></td>
<td>Curriculum</td>
</tr>
<tr>
<td>Page 6</td>
<td>Adjusting to Kindergarten</td>
</tr>
<tr>
<td></td>
<td>Attendance</td>
</tr>
<tr>
<td>Page 7</td>
<td>Collecting Your Child</td>
</tr>
<tr>
<td></td>
<td>Absences</td>
</tr>
<tr>
<td></td>
<td>What your Child Needs At Kindergarten</td>
</tr>
<tr>
<td>Page 8</td>
<td>Parent Participation</td>
</tr>
<tr>
<td></td>
<td>The Governing Council</td>
</tr>
<tr>
<td>Page 9</td>
<td><strong>Policies and Procedures</strong></td>
</tr>
<tr>
<td></td>
<td>Occupational, Health, Safety and Welfare</td>
</tr>
<tr>
<td></td>
<td>Smoke Free Zone</td>
</tr>
<tr>
<td></td>
<td>Sun Smart Policy</td>
</tr>
<tr>
<td>Page 10</td>
<td>Health</td>
</tr>
<tr>
<td></td>
<td>Medication</td>
</tr>
<tr>
<td></td>
<td>Injuries</td>
</tr>
<tr>
<td></td>
<td>Duty of Care</td>
</tr>
<tr>
<td>Page 11</td>
<td>Infectious Diseases</td>
</tr>
<tr>
<td>Page 12</td>
<td>Medication Authority.</td>
</tr>
</tbody>
</table>
Pooraka Kindergarten

Welcomes..............................................

SCHOOL TERM DATES

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<tr>
<th></th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
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<tbody>
<tr>
<td>Term 1</td>
<td>27 Jan – 15 Apr</td>
<td>26 Jan – 5 Apr</td>
<td>28 Jan – 12 Apr</td>
</tr>
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<td>Term 2</td>
<td>2 May – 8 Jul</td>
<td>23 Apr – 29 Jun</td>
<td>29 Apr – 25 Jul</td>
</tr>
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<td>25 Jul – 30 Sep</td>
<td>16 Jul – 21 Sep</td>
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<th>Wednesday</th>
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<th>Friday</th>
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<tbody>
<tr>
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<td></td>
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<td></td>
</tr>
<tr>
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<td>11:45-12:30</td>
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<td></td>
</tr>
<tr>
<td>12:30-3:30</td>
<td></td>
<td></td>
<td></td>
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*Subject to confirmation of certain public holidays, term dates may vary.*
Welcome to Pooraka Community Kindergarten

We welcome you and your child to our Kindergarten. We hope your time with us will be a happy and rewarding experience.

Philosophy of the Kindergarten

The staff at Pooraka Community Kindergarten believes:

- In providing a service to families where the needs of individual children and their families / care-givers are met.
- To promote an anti-bias curriculum, in valuing the children as individuals because each child comes to us having had different family, cultural, linguistic and social experiences. They also come to us with different needs.
- In valuing and supporting the many cultural backgrounds of families in this center, this includes supporting families to maintain their home language at the Kindergarten as much as possible.
- That play is a process by which children learn life skills, and that exposure to a variety of hands on experiences will enhance their learning.
- In promoting the development of such skills and qualities as social competence, positive self esteem, problem solving skills, empowerment and independence.
- That parents are the first and foremost teachers of their children and that staff and parents must work together to form an effective partnership.
- That we have a responsibility to provide a safe secure learning environment, which is friendly, welcoming and caring.
General Information

This section of the booklet gives details about the general running of the kindergarten.

Staff:

Director: Allyson Goodale            Lunch Care Supervised by Teresa Piepkorn
Teacher: Rachel Eberhard
Bilingual Assistant: Ly Nguyen

Term Dates and Session Times

Term dates are detailed at the front of the booklet.
Session times are Monday to Thursday and Friday morning.
Morning session: 8.45am – 11.45am
Afternoon session: 12.30pm -3.30pm
Pre-entry: You may select a session that suits you in negotiation with the Director.

Playgroup

This weekly session is for children accompanied by a parent / caregiver, it is an ideal way to begin the transition from home to kindergarten. The numbers of families attending playgroup are capped to avoid overcrowding.
Time: Friday 9am – 11am
Cost: $2 per family

Fees

Kindergarten fees are a minimal cost and are charged each term.
An envelope will appear in our child’s pocket at the beginning of each new term and we ask that these fees are paid promptly.
These envelopes can be placed in the fee box next to the main doors of the kindergarten. A receipt will be issued and placed into your child’s pocket. An internet payment option is available.  BSB 105-137  Acc/ 513207740
We ask that if your child requires lunch care that these fees are paid immediately. Please feel free to discuss any financial difficulty with the Director so that other arrangements may be made. We can arrange partial payments throughout the term

Playgroup: $2 per session (per family)
Pre-Entry: $15 per term
Sessional Kindergarten: $40 per term
Lunch Care: $6.00 per day
Pre – Entry

Pre-Entry is when children attend one session per week for ten weeks prior to turning four years of age. You may choose any day between Monday – Friday morning or a Monday - Thursday afternoon session.

Sessional Kindergarten

Four year old children are entitled to a maximum of five sessions per week for four terms (one year). Morning sessions are held between 8.45am – 11.45am
Afternoon sessions are held between 12.30pm – 3.30pm.

Children may have

- 1-5 morning sessions
- 1-4 afternoon sessions
- 1 full day and 3 morning or afternoon sessions or
- 2 full days and 1 morning or afternoon session

Lunch Care / Full Days

Children that stay all day are required to pay a $6.00 lunch care fee per day. They are also required to bring a packed lunch along with a healthy snack for both the morning and the afternoon. We do require lunch care fees to be paid promptly at the beginning of each term, to ensure that we can continue to provide this service.

Occasional / Emergency Care

Care is available if an emergency arises, for a fee of $2.50 per hour or part thereof.

Healthy Eating at Kindergarten

As part of the Department of Educations healthy eating policies we encourage all children to bring only healthy foods to kindergarten. It is recommended that all 4-7 year olds eat 1-2 servings of fruit and 2-4 servings of vegetables per day.

Some children have medical conditions that require special dietary guidelines. We therefore do not allow any nut products at kindergarten. We encourage children to only drink water whilst at kindergarten, juices and cordials are not allowed.
Library

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

- Books may be borrowed any day; we ask that you fill in a borrowing card.
- Please return all books at the end of each term
- Please encourage your child to care for our books by using the library bag provided (or bringing their own from home). At home, leave the book in a safe place, away from younger siblings.

Support Services

Sometimes children and families need extra help, speech and language or behaviour difficulties may be helped by the specialist assessments we can arrange.

Curriculum

The Early Years Learning Framework is a national early childhood curriculum which broadly outlines the kinds of skills, knowledge and characteristics for lifelong learning we can develop in kindergarten play. We plan for learning to occur as children play with the equipment, each other and with their teachers. We collect samples of children’s work and write a report summarizing their learning over the 12 months spent at kindergarten. This report is sent onto children’s reception teachers with parent permission. The collected work is given to children in a folder when they leave us to go to school. Often it is a wonderful record of progress in learning and children are very proud of their achievements. We ask you at the beginning of your time with us to tell us what you hope your child will gain from attending here. At the end of their year we ask you again to assess if their achievements met your expectations. We invite families to meet with us at any time to discuss learning goals for your child. Many families are anxious for their children to be happy and become more confident. This is one of the big benefits of preschool but there are many more and we are happy to talk to you about them.
Adjusting to Kindergarten

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

Some parents choose to stay with their child to minimize separation anxiety, and assist with the familiarization to the kindergarten setting.

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

Please accompany your child safely into the kindergarten building every day so that a staff member accounts for your child’s arrival. For safety reasons children must not be left at the gate. We only play indoors for the first half an hour of the sessions.

We ask that children do not arrive at kindergarten before the official starting time, which is 8.45am and 12.30pm. Staff require time at the beginning of each session to prepare, discuss any pressing issues (some of which may be confidential) or for making urgent phone calls etc.

Attendance

Good attendance habits are desirable for two important reasons. First, it has been calculated that missing just one session of kindergarten per fortnight adds up over the year to missing half a term of kindergarten time. Missing one day of school per fortnight will mean that by year 9 a child will have missed one whole year of school.
Secondly, kindergartens are staffed according to how many children attend each day in the first two or three weeks of term. Not on how many children are enrolled. In this way, your regular attendance at these critical times can have a very important impact on our centre.
However if your child is unwell, we believe that it is best for staff and the other children for your child to remain home until well enough to attend.
Collecting Your Child

We ask that you collect your child punctually at the end of a session. Should an emergency arise, please telephone the kindergarten so that the staff can reassure your child, as late collection can be stressful and upsetting for the child.

Parents who are regularly late picking up their child will incur a late fee of $2.50.

Absences

If your child is unwell or is going to be absent for any length of time e.g. Vacation, hospitalization, etc. please inform a staff member.

What Your Child Needs At Kindergarten

We ask that children are dressed comfortably and sensibly. Clothes affect how children participate in every area of childhood work, especially outdoor activity. Washable work clothes are essential for the child who is learning to toilet independently, use paint and glue, build, climb, and work in the sand and dirt etc. Smocks are provided, but are not always sufficient protection for messy activities.

NOTE: Please do not dress your child in clothes that they are “not allowed to get dirty” in.

Shorts and tracksuits are ideal clothing for kindergarten. Thongs, long skirts/dresses, awkward belts and buckles are not recommended.

Children need to bring:

- A kindergarten bag (with their name clearly labeled)
- A hat (kindergarten policy is hats must be worn in terms 1 &4)
- All clothing, bags, lunchboxes, drink bottles, footwear etc. needs to be clearly labeled.
- A drink bottle with water only or a drinking cup (please no glass)
- A healthy snack e.g. a piece of fruit, cheese or raw vegetables.
- The kindergarten has a no nut policy. This full policy is in your package.

Please do not send sweet food (e.g. muesli bars, roll ups, cake, fruit juice, cordial or biscuits.) We teach children that these are sometimes food as part of the ‘Right Bite’ strategy.

The kindergarten provides fresh cool water for drinking.
Parent / Caregiver Participation

All parents have a right to be involved in the administration, management and day to day activities of the kindergarten. There are many ways in which parents / caregivers may become involved. We would appreciate if each term, you could:

- Share in tasks such as assisting with laundry and end of term clean ups.
- Share your skills with staff and children – music, craft, story telling, gardening, science, repairing books, computing; however you feel comfortable.
- Save your unwanted household items e.g. boxes (tissue, cereal,).
- Assist and encourage your child to borrow from the library
- Join the Governing Council
- Care for our pets during a term break.

The Governing Council

The Governing Council is the body with responsibility for maintaining the kindergarten and managing its finances. It has a responsibility to DECS and to the staff and kindergarten community. The committee consist of a President, Secretary, and Treasurer the Director plus committee members.

The Governing Councils responsibility is to:

- Plan and authorize the use of kindergarten funds
- Ensure that the buildings, grounds and equipment are in a safe, secure and hygienic condition.
- Promote interest in the kindergarten throughout the local community.

Meetings are held twice per term at the kindergarten usually in the evening (7pm). They run for approximately one and a half hours. All parents / caregivers are welcome to attend any meeting. The group decides the day and time of the meeting as it suits their family/work commitments. You can attend one as a visitor if you like before considering joining. Please seriously consider being apart of your child’s education by joining the Governing Council. Meetings are informal and can be a lot of fun. If you are interested please speak to the staff.
Policies and Procedures

Occupational, Health, Safety and Welfare
We ask all parents/ care-givers to be aware of Occupational, Health, Safety and Welfare issues when at the kindergarten. Please let staff know if you have noticed equipment which is unsafe or safety hazards e.g. a slippery path or a broken toy. This will ensure that all adults and children are kept as safe as possible. Our emergency evacuation procedures are located near the main entrance doors. Please take some time to read these so that you understand what would happen in the case of an emergency.

Smoke Free Zone
The kindergarten premises are strictly a smoke free zone. The South Australian Government has introduced legislation to make cars with children smoke free from May 31 2007. Drivers in SA will face on-the-spot fines if caught driving (whilst smoking) with people under 16 in the car.

Sun Smart Policy
To ensure that all children and staff are protected from skin damage caused by the harmful ultraviolet rays of the sun;
- Children are encouraged not to wear singlet tops or shoe string straps to kindergarten. ‘T’ shirts should have sleeves to protect children from burning or skin damage.
- Children will be encouraged to avoid direct exposure to the sun between 10:00am and 2:00pm (11:00am and 3:00pm daylight savings time)
- Children will wear hats whenever they are playing outside activities during terms 1 & 4.
- Children who do not have their hats with them will play in shaded areas which are protected from the sun.
- Outdoor activities where possible will be held in shady areas.
Health

Precautions against the spreading of colds, viral infection and contagious diseases are very necessary at kindergarten. Parents should keep a child at home who is running a temperature, or showing any signs of being unwell. Children who have had vomiting or diarrhea should be kept home for 24 hours after the last episode. Resting at home aids your child’s recovery, as well as preventing the spread of infection. Please notify the staff immediately should your child contract an infectious disease. (see Infectious Diseases pg 11) Should your child become unwell at kindergarten, parents or caregivers will be contacted.

Medication

Should your child be taking any form of medication, please inform the staff as occasionally children experience side effects, which may cause drowsiness, or hyperactivity, clumsiness etc. If your child requires medication to be administered by staff it will be necessary to have your Doctor complete a Permission to Medicate form. You can find a copy on our website or your Doctor may have one. A copy is printed on the last page of this book.

Injuries

The staff will only treat minor injuries and illness, being those that respond to affection, a band-aid or minor first aid. All others are referred to you and / or Medical Officers.

Duty of Care

All staff and volunteers are required by law to report any suspicion of child abuse. It is a criminal offence to fail to report suspected abuse or neglect. The rights of children include the right to be safe from harm, children have a right to care in a safe and stable environment that can help them develop to their full potential. If we have suspicion on reasonable grounds that a child has been abused or neglected we will make a report to the Child Abuse Report Line on ph:131478
**Infectious Diseases**

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

**Conjunctivitis:** Children are excluded until discharge has ceased.

**Gardia:** 5-15 days incubation. Child with infectious diarrhea should not attend.

**Hand, Foot & Mouth Disease:** 3-7 days incubation. Exclude child until well and blisters have dried.

**Head Lice:** Exclude children until treatment has taken place.

**Impetigo:** 1-3 days incubation. Exclude until sores have fully healed.

**Measles:** 8-14 days incubation. Exclude child for at least 4 days after onset of the rash and until a medical certificate of recovery is produced.

**Mumps:** 12-25 days incubation. Exclude child for 9 days or until swelling has gone down.

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

**Rubella (German Measles):** 14-21 days incubation. Exclude child 4 days minimum after appearance of rash.
Medication authority
CONFIDENTIAL
To be completed by the AUTHORISED PRESCRIBER and the PARENT/GUARDIAN and/or ADULT STUDENT/CLIENT. This information is confidential and will be available only to supervising staff and emergency medical personnel.

Name of child/student/client ___________________________ Date of birth ___________________________

Family name (please print) ___________________________ First name (please print) ___________________________

MedicAlert Number (if relevant) ___________________________ Date for next review ___________________________

To the doctor (or other authorised prescriber)

Please:
- Complete all sections of this form.
- Schedule medication outside care/school hours wherever possible.
- Be specific: As needed is not sufficient direction for staff members—they need to know exactly when medication is required.
- Nominate the simplest method. For example: Oral or ‘puffer’ medication is much easier to arrange than a nebuliser.

Please note that education and child/care and community services workers:
- Accept only medication which has been ordered by a doctor and is provided in the original, fully labeled pharmacy container
- Do not monitor the effects of medication as they have no training to do this
- Are instructed to seek emergency medical assistance if concerned about a person’s behavior following medication.

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<th>MEDICATION INSTRUCTIONS</th>
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<tbody>
<tr>
<td>Medication name (include generic name)</td>
<td>☐ 07 – 08.30 am</td>
</tr>
<tr>
<td>Form (eg liquid, tablet, capsule, cream)</td>
<td>☐ 09 – 10.30 am</td>
</tr>
<tr>
<td>Route (eg oral, inhaled, topical)</td>
<td>☐ 11 – 12.30 am</td>
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<tr>
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<td>☐ Overnight</td>
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<td>☐ Other (if medically necessary)</td>
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Start/finish date (if appropriate) from _______ to _______

Please note:
- Young children (eg junior primary age) are generally supervised when they take their oral/puffer medication
- Wherever possible, safe self-management is encouraged.
Please advise if this person’s condition creates any difficulties with self-management; for example, difficulty remembering to take medication at a specified time or difficulties coordinating equipment (eg puffer and spacer).

This plan has been developed for the following services/ settings: *

☐ School/education ☐ Outings/camps/holidays/aquatics
☐ Child/care ☐ Work
☐ Respite/accommodation ☐ Home
☐ Transport ☐ Other (please specify)

AUTORISATION AND RELEASE

Authorised prescriber __________________________________ Professional role ___________________________

Address __________________________________ Telephone ___________________________

Signature ___________________________ Date ___________________________

I have read, understood and agreed with this plan and any attachments indicated above.
I approve the release of this information to supervising staff and emergency medical personnel.

Parent/guardian or adult student/client __________________________________ Signature ___________________________ Date ___________________________

Family name (please print) First name (please print)