MARY BYWATERS KINDERGARTEN is owned and operated by the Department of Education & Childrens Services (DECS). This government department is responsible for kindergartens, childcare centres, family day care, out of school hours care and schools.

Our Vision

In a safe supportive environment and in partnership with families, we aim to develop each individual child's learning potential.

Our Core Business

Our core business is to provide an accessible high quality teaching, learning and care service which will develop the skills and competencies which prepare children for life. We will provide a comprehensive curriculum that supports children's learning through play and develops a positive self-concept, individual skills and abilities.

This will be achieved by:

- Developing trusting relationships with parents and children to provide the best for each child.
- Reporting to parents and carers on children's development and learning using the National Curriculum “Belonging, Being and Becoming.”
- The regular planning and development of a quality learning program which is responsive to the individual and group needs of the children.
- The provision of a program that is developmentally appropriate for children.
- Creating an environment that promotes children's learning and development through play.
- Adhering to inclusive practices, social justice and equity principles.
- Continuous development of best practice for staff, which includes regular training and professional development.

Our curriculum is based on:

- The National Curriculum “Belonging, Being and Becoming” – a curriculum framework that supports early childhood educators in the planning of programs that promote interactive learning, fosters individual children's construction of knowledge and develops children's positive feelings of self worth.
- A knowledge of child development theories – which means we will provide a curriculum which is unique to each child and one that develops individual children’s interests. We will provide a curriculum that acknowledges that children learn best through hands on experiences that are meaningful to them and that different children learn in different ways.
- DECS Assessment and Reporting policy – which states that “assessment and reporting are integral to teaching and learning programs and are a way of enhancing the curriculum”. The Centre’s Assessment and Reporting policy will inform program planning to promote ongoing development in young children and will assist in evaluating the effectiveness of the program.
- An understanding of children and families in the community – which takes into account the characteristics of families and the community, their values and expectations and celebrates diversity. We will develop parent partnerships to enable us to work together in the best interests of each child.
OUR PRINCIPLES and CENTRE VALUES

At Mary Bywaters Kindergarten we are committed to:

- Developing quality relationships with families.
- Focusing on quality and continuous improvement of service and performance.
- Providing a high quality, relevant, early childhood learning and care service.
- Access and equity for all families.
- Accountability through reporting, evaluation and review.

Trust     Respect      Care     Equality      Fun       Excellence

We strive to provide high quality care, characterized by warm, responsive and respectful staff/child relationships and good communication with parents and staff.

STAFF:

**Director** - Heather Ward
Diploma of Teaching (Early Childhood Education).
Bachelor of Special Education

**Teacher** - Wendy Conrad -
Diploma of Teaching (Early Childhood Education).

**Early Childhood Workers** - Colleen Baker, Samantha Wordsworth

At Mary Bywaters Kindergarten, our staff are all experienced in the area of Early Childhood Education and work as a team to provide the best learning programs for each individual child.

**Session Times for Kindergarten Children**

**Group A**: Monday, Tuesday, Wednesday & Thursday  8.45 - 11.30 am

**Group B**: Monday, Tuesday, Wednesday & Thursday  12.15 - 3.00 pm

**Pre-Entry Session**: Friday  8.45 - 10.30 am

**Playgroup**: Friday 10.45am-12.30pm

**Staff times are 8.30 am - 4.00pm Monday - Friday**

Pre-entry and Playgroup are non-government funded programs and are available when numbers of 4 year olds are such that staff are able to offer these services.

Our kindergarten is staffed according to sessional attendances and to retain our present staff we encourage families to send their children regularly. DECS appoint staff in accordance with attendance records in Weeks 1 and 2 of each term.
DECS provides funding for each kindergarten every year, depending upon the number of 4 year olds attending each session. This is monitored by children’s attendance in Weeks 1 and 2 of each term.

The Governing Council of the Centre is required to contribute to the funds. The support of all parents is necessary to meet the financial obligations incurred in running the kindergarten. The majority of this is obtained through fees paid by the parents. Fundraising events occur throughout the year and are coordinated by members of the Governing Council and with staff assistance.

**Fees**

<table>
<thead>
<tr>
<th>Sessions per week</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sessional Kindergarten</td>
<td>$60 per term</td>
</tr>
<tr>
<td>Pre-entry</td>
<td>$20 per term</td>
</tr>
<tr>
<td>Playgroup</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full Year Playgroup Insurance Association Fee - $35 Plus Mary Bywaters Kindergarten Playgroup Fee $15 per term.</td>
</tr>
</tbody>
</table>

These fees contribute to the running costs of the kindergarten such as the provision of materials, cleaner’s wages, electricity, telephone etc...as well as maintenance of our centre and equipment.

It is the responsibility of the kindergarten to meet all running costs. We therefore appreciate payment in the first 4 weeks of each term.

Families who experience difficulty in paying their fees are asked to speak with the Director. All conversations as such are treated with confidentiality.
ENROLMENT

Children can be enrolled before their third birthday when a “Preliminary Enrolment Form” is completed. South Australian Government policy states that sessional kindergarten is available for 4 year old children, for a maximum of 4 sessions per week, for a maximum of one year, before children start school. Pre-entry will generally be available for one session per week, in the term before children start kindergarten. Early Entry or Extended Enrolment is available at the discretion of the Director for children who may have learning difficulties or specific needs. Please speak to the Director in advance if you have any concerns about your child’s development and learning.

Children’s program: Parents are informed of our activities by publishing a program on the notice board or by newsletter. In programming we aim to follow children’s interests and invite parents to share resources from home as a way of extending the program. Staff observe and collect information about each child’s learning and development. This is our priority for planning and reporting. Children’s developmental records are available for parents to view at all times.

IMPORTANT NOTES

Please notify staff if:
- You have changed address, telephone number, or your child’s medical information has changed.
- Someone else other than you is going to pick up your child.
- Your child is sick, especially if your child has an illness than can be transmitted to other children such as conjunctivitis, measles or a viral infection. If a child is unwell at Kindergarten, staff will contact parents to recommend the child be taken home.
- Make sure our staff know when you are leaving your child at Kindergarten. Please bring children into the building at the beginning of each session time.

WHAT TO BRING TO KINDERGARTEN

All children are asked to bring:
1. A clearly named back pack for their belongings.
2. A legionnaire style, bucket or broad brimmed hat (with name clearly marked). Children are required to wear these in Terms 1 and 4.
3. A piece of fresh fruit, dried fruit or vegetable for a nutritious snack. We encourage children to eat healthy food and to eat fruit or vegetable for their kindergarten snack.

Please Note: Some children may have severe allergies and reactions to nuts or nut products. We ask that you refrain from sending any nut products with your child or packaged items which may contain nuts.

4. A bottle of water for children to drink (clearly named). Please ensure you name all items of removable clothing such as coats, shoes and jumpers. A small fruit container enables children to independently remove and replace it in their bags. Each fruit container and all other items need to be named for easy identification.
CLOTHING and FOOTWEAR

Please dress your child in comfortable clothes allowing them easy movement on our climbing equipment and easy manipulation in their toileting routine. Kindergarten is a "doing place" so please don’t overdress your child. Please dress your child in clothes that allow them to get messy.

Children are also asked to wear well fitting footwear. Platform shoes, slip-ons, thongs, rubber boots, crocs and strappy sandals do not provide foot support for active play situations and can be quite unsafe. Please do not allow your child to bring toys to Kindergarten as these can become lost or damaged. We are proud of the resources provided for children's learning.

SERVICES OFFERED

Emergency / Occasional Care

The centre provides care for 4 year old children only in emergency situations, or on an occasional needs basis. Parents are asked to speak to the Director if they require care. The cost of care is $3.00 per hour or part thereof.

Children's and Parent's Library

We have books and "take home packs" available for children to borrow each day and a range of books in our parent library for families to borrow. These are available on the bookshelf on the verandah. We ask that you care for our books when they are borrowed. Please register that you have returned your book before borrowing another book. Walk and Talk Bear Bags and other Physical Activity Packs are also available to borrow for one nightly borrowing.

Child and Youth Health Services

Local Child and Youth Health staff arrange to carry out a general developmental/medical screening for all children four and a half. This occurs every term for the oldest children within our groups. Screenings include general testing of each child's hearing, eyesight, co-ordination, speech and general health check. These checks are held at Woodcroft C&YH Centre. Staff will notify parents when an appointment is due for their child. Parents are also welcome to speak with staff to ensure your child is included.

Dental Services

We have an honorary dentist who visits our kindergarten annually to check children's teeth. Notification is provided if any necessary dental treatment is required. We are fortunate to have this service for our families.

A local dental clinic is available for families at Reynella South Primary School. Fees may apply. If you have any queries, please contact the dental staff directly. Phone: 8381 2457
Special Service Staff

DECS offers specialist staff to work with children and families with special needs. These include services such as speech therapy, psychology, social work or a special educator. If you have any concerns about your child’s development and wish to consider referral for additional specialist services, please make a time to speak with the Director.

When children are referred early or as soon as possible programs can be put in place for children to reach their maximum potential. Staff can assist with referrals to relevant services, such as speech pathology, psychologists, social workers etc.

Photographer

A commercial photographer is engaged in the first term of each year to take photos of each child and a group photo. There is no obligation to buy. Staff take digital photographs of children throughout the year, to record children’s interests, their learning and involvement within our centre programs. These photos become important additions for each child within their learning folders.

GOVERNING COUNCIL

Our governing council is comprised of interested parents who assist in the efficient management of the kindergarten. In order for the centre to operate smoothly, it is vital that you as parents take an active part and work closely with staff. All parents are most welcome to attend meetings.

Meetings are held monthly at the kindergarten from 7.30pm til approx. 9.00pm

Responsibilities of the Governing Council include:

- Financial management of the kindergarten.
- Maintenance and improvements of grounds and buildings.
- Supporting the staff in developing quality services to meet the needs of the community.
- Contributing to the development of Centre priorities and policies.

Ways in which you can be involved:

- Become a member of the Governing Council.
- Take part in the rosters. - eg - help with kindergarten washing, gardening, sweeping etc.
- Support working bees.
- Work with your child or small groups of children - reading stories, playing games, cooking, working with children’s computer programs etc.
POLICIES

Skin Protection / Hot Weather Policy

Mary Bywaters Memorial Kindergarten is a Sun Smart Centre.

Children are required to wear a named broad brimmed hat (either legionnaire or bucket style hat), during Term 1 and Term 4. Our centre policy of “No Hat No Outside Play” means that children will be required to play on the verandah, shaded area or inside if they are without a hat during these terms. Mary Bywaters hats are available for parents to purchase at a cost of $10.

Staff request that children wear adequate clothing to protect their skin during hot sunny weather. Staff wear hats and appropriate clothing to model sun protection.

Parents are encouraged to apply SPF 30+ sunscreen to children before coming to kindergarten. We encourage children to drink lots of water during hot weather. Please use your discretion re picking up your child early when temperatures are extreme.

Arrival & Departure

Parents must accompany their child into the building at the beginning of each session. Parents or “Care Providers” are asked to mark their child's attendance on the “SIGN IN ROLL” just inside the entrance door each day. This ensures our knowledge of each child's presence and safety inside the premises. Early arrival or late departure should be negotiated with staff. Children remain with a staff member at the end of the session, until we say “goodbye”. This ensures children's safety at all times.

Staff require information if someone other than a parent or regular caregiver is collecting your child. By providing information within the “Child Pick Up” form near the main door, staff are guaranteed of children's safety upon leaving the centre. Children are not released without parental permission.

We are proud of our environment at Mary Bywaters Kindergarten. We ask that parents carefully supervise their children within our grounds before and after sessions. This continues respect for our property and equipment and fosters safety for all.
Health and Medical

Infectious Diseases
From time to time, children may contract a common disease, for example cold, flu, bronchitis, chicken pox, headlice etc. We ask that parents contact the centre to inform us of any spreading infections. We provide information for parents through newsletters and on our noticeboard to watch out for these symptoms occurring with their own children. It is important that children remain at home if they are unwell, (even if your child insists on coming!!)

Our curriculum focuses upon children’s health and wellbeing. Within each session staff:
- Teach and remind children about the importance of washing their hands prior to cooking and eating and when touching our centre pets.
- Work closely with children to carry out thorough toilet “washing hands” routines.

Administration of Medication
Administration of medication can only be carried out after parents and a doctor give written approval. A Medication Plan, with at times particular reference to Asthma, Epilepsy, Allergic Reactions, Anaphylaxis etc. has to be provided to staff with information included about correct dosage of prescribed medication. Correct dosage of medication is required in the original prescription container and each Medical Plan requires the signature of both parent and doctor. Training must be given to staff if necessary with staff retaining the right to refuse to administer any medication.

Staff treat only minor injuries and illnesses. All others are referred to you, or Flinders Medical Centre.

Ambulance Cover: DECS advises that legal responsibility for paying ambulance service fees (where an ambulance is called for a child) rests with parents or guardians and not with the pre-school.

Site Behaviour Code at Mary Bywaters Kindergarten.
Our aim is to prepare children for successful participation in society.

We believe all children have the right to learn in a safe, secure and caring environment.

Our Goals:
- Adults & peers will treat all children with respect.
- Every child will be free from harassment and bullying (physical/emotional).
- Children will develop awareness of their own behaviour.
- Children will develop awareness of how their behaviour affects themselves & others.
- Children will learn to take responsibility for their own behaviour.

How we ensure this:
- Children are supervised at all times.
- Teachers, parents and caregivers model responsible behaviour.
- Children are encouraged to approach staff for assistance & support.
- Our program actively values diversity.
- We work together with children to establish clear rules, behavioural expectations and consequences.
- We encourage children to talk through situations and make good choices within their experiences.
- We provide positive reinforcement for appropriate behaviour such as praise and encouragement.
- A full copy of our SITE BEHAVIOUR CODE POLICY is available for parents to see within our Policy Folder near the front entrance.
Nutrition
We encourage children to bring fruit or vegetables to kindergarten in line with our Healthy Eating Policy. We do understand there may be circumstances where children may have to eat other foods due to medical conditions. Please help us encourage your child to eat healthy foods.

Birthdays
Staff like to help each child celebrate their birthday. We use a “birthday song” music box for each child to wind on their special day. With our healthy eating focus we discourage shared birthday cakes.

Emergency Procedure
Our emergency procedure plan is placed in a prominent place in each section of the building. Procedures are practised with children in Week 3 of each term.

Smoking Policy
In the interests of community health, all kindergartens are designated SMOKE FREE ENVIRONMENTS both INSIDE BUILDINGS and WITHIN KINDERGARTEN GROUNDS. Please do not smoke anywhere near the Centre.

School and Transition To School Information
Children at Mary Bywaters Memorial Kindergarten transition to many local government and private schools. These include:

Reynella Primary School  Braeview Primary School  Woodcroft Primary School
Pimpala Primary School  Woodend Primary School  Reynella East Primary School
Reynella South Primary School  Sunrise Christian School (both Morphett Vale and Marion Campus)
Southern Vales Christian School  Prescott Primary (Southern)  Woodcroft College
Our Saviour Lutheran School  Antonio Catholic School  Emmaus Catholic School

This list of school is not conclusive as many of our children transition successfully to other government and private schools.

Staff at Mary Bywaters Memorial Kindergarten are professional early childhood educators. During each child’s 4 term attendance at kindergarten, staff gain a clear understanding of each child’s development, their all round skills and learning abilities. Parents are urged to speak with our staff before deciding when their child will start at school, to chat together and determine their child’s readiness for school. Our preschool provides each child with 4 terms of kindergarten before beginning at school with each school also varying in their enrolment date criteria. Children in South Australia are not legally required to begin at school until they are 6 years old.
• **Grievance Procedures and Policy**
At our Kindergarten we believe that good relationships between preschool and our community give children a greater chance for success. Each child and family is treated with respect. Staff will make time for an informal chat with parents however families are always welcome to make an appointment at a mutually convenient time to discuss matters relating to children’s development and their well being. Our staff value open, honest conversations. All families are treated equally.

Newsletters placed in each child’s note pocket and our information board, provide important diary dates, excursion times, curriculum and learning details and other relevant information. Please check your child’s note pocket regularly.

Staff also encourage:
• Contact by phone  8381 2904       Email contact at kindy.director@marybywakgn.sa.edu.au

Mary Bywaters Kindergarten is within the Southern Adelaide Region of Department of Education and Children’s Services (DECS). DECS Regional Office is located at Noarlunga House. Our Assistant Regional Director is Christine Hatzi who may be contacted on 8207 3700.

If you have any questions about any of the information in this booklet please speak to one of the staff