



Mary Bywaters Memorial Kindergarten

PARENT INFORMATION BOOKLET

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MARY BYWATERS KINDERGARTEN is owned and operated by the Department for Education & Child Development (DECD).

Our Vision

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

Our Values

Trust

Respect

Care

Equity

Excellence

Fun

Our Philosophy Statement

Preschool education has been present in Reynella since the Second World War, when a small group of mothers worked to establish a preschool kindergarten in Reynella. The kindergarten was opened on August 16th, 1947 in the Reynella Methodist Sunday School Hall, moving to the Reynella Memorial Hall in December 1954. A purpose-built kindergarten opened in April, 1973 and was named to honour the memory of Miss Mary Bywaters, who contributed to the initial development of the first kindergarten. She had a deep love of small children, was concerned about their welfare and development and dedicated her life to their education. We aim to continue this legacy.

We believe that each child is a unique and special individual. We are committed to helping each child to achieve their potential by providing a safe, secure and responsive learning environment.

It is our desire that children will have fun as they engage in play, that they will be enthusiastic in their learning, and that they will develop a love of literature. We encourage children to explore, experiment, create, imagine, wonder, solve problems, take risks, make discoveries and experience success in their learning.

We acknowledge the primary role of the family in a child's life and learning. We recognise that each family is unique and we value the insights parents can give us about their child. We seek to partner with families to meet their child's needs and promote development and learning.

We believe that children need strong, secure relationships with their educators in order to thrive, develop confidence and resilience and experience a sense of belonging in the kindergarten setting.

As educators we nurture each child, scaffold their learning, ask questions, give opportunities for them to initiate their own learning, and engage them intentionally in teaching and learning.

Our kindergarten community is enriched by the diversity amongst our families. We believe we can learn from one another. We believe it is important to raise awareness in our children of cultural diversity and an appreciation of Australia's Aboriginal and Torres Strait Islander heritage and culture .

We strive to create and maintain links within our local community.

The values of trust, respect, care, equity, fun and excellence are important in all we do at Mary Bywaters Memorial Kindergarten.

Our curriculum is based on:

- ❖ The Early Years Learning Framework, “Belonging, Being and Becoming” – a national curriculum framework that supports early childhood educators in planning programs that promote interactive learning, foster individual children’s construction of knowledge and develop 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 young children learn best through hands on experiences that are meaningful to them and that different children learn in different ways.
- ❖ DECD 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.

Children's learning 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 learning folders are available for parents to view at all times.

STAFF:

At Mary Bywaters Kindergarten, our educators 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.

Director – Janet Buxton
Bachelor of Early Childhood Education (Inservice)
Diploma of Teaching (Primary)

Teachers - Wendy Conrad
Diploma of Teaching (Early Childhood Education)

Lisa Tite
Diploma of Teaching (Early Childhood Education)

Early Childhood Worker - Colleen Baker (Certificate III in Children’s Services)

KINDERGARTEN GROUPS AND TIMES

Gum Nuts: Mondays & Tuesdays, 8.30am – 3.00pm, plus four Fridays 8.30am – 1.30pm

Desert Peas: Wednesdays & Thursdays, 8.30am - 3.00pm, plus four Fridays 8.30am – 1.30pm

Staff times are 8.15am – 3.45pm Monday - Friday

Our kindergarten is staffed according to attendances and to retain our present staff we encourage families to send their children regularly. DECD appoint staff in accordance with attendance records in Weeks 1 and 2 of each term.

FINANCE

DECD provides funding for each kindergarten every year, depending upon the number of eligible children **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 each term. Fundraising events occur throughout the year and are coordinated by members of the Governing Council.

FEES

Fees for 2016 are \$510 for the year. This includes Lunch Care, an excursion or special experience each term and a kindy hat.

Fees will be paid in 3 instalments of \$170 for Terms 1, 2 and 3, payable within the first 4 weeks of the term. This means no payment will need to be made in Term 4.

Alternate arrangements for payments can be made in consultation with the Preschool Director.

These fees contribute to the running costs of the Kindergarten, such as the provision of materials, cleaning costs, electricity, water, 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 of fees in the first 4 weeks of each term.

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



ENROLMENT

Parents can register children to attend this kindergarten by completing an "Expression of Interest" form. Government policy currently provides for 15 hours per week of preschool education for 40 weeks in the year prior to starting school. This is still to be confirmed for 2016.

Early Entry may be available at the discretion of the Director for children who 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.

WHAT TO BRING TO KINDERGARTEN

All children are asked to bring:

1. A clearly named back pack for their belongings.
2. Kindy logo hat (or other sunsmart hat). Children are required to wear these from January to April and September to December.
3. Fresh fruit or vegetables or dried fruit, for a nutritious morning snack. Please name these (eg write on masking tape for whole fruit such as bananas and apples, put small fruit or cut fruit pieces in named snap-lock bags or small containers) and place in the large tubs when you arrive in the morning.
4. A bottle of water to drink (clearly named). Place this in the esky when you arrive. Water only please.
5. A packed lunch of nutritious food. This stays in your child's backpack and you are asked to include a small freezer pack to keep it cool. Food suggestions: bread or rice cake sandwiches or wraps with savoury fillings, or a container of salad or other savoury food; something else (depending on your child's appetite) such as another piece of fruit or vegetables, yoghurt, custard.



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. Please read our information sheet.

CLOTHING and FOOTWEAR

Please dress your child in comfortable clothes that allow them free movement on our climbing equipment and easy manipulation for toileting. Kindergarten is a "doing place" so please don't overdress your child. Please dress your child in clothes that allow them to get messy. In hot weather, children still need to wear clothing that covers their shoulders. A set of spare clothes in your child's backpack will help if your child needs changing.

Children are also asked to wear well fitting footwear. Slip-ons, ballet shoes, thongs, rubber boots, crocs and strappy sandals do not provide foot support for active play situations and can be quite unsafe.

We have Kindy logo T-shirts and windcheaters available for sale

Please ensure you name **all** items of removable clothing, including socks, shoes and underwear.

Children's Library

We have books available for children to borrow each day from the book stand on the verandah. We ask that you care for our books when they are borrowed. Parents wanting information that is not displayed on the stand are welcome to approach a staff member. Please register that you have returned your book before borrowing another book. Walk and Talk Bear Bags and Nepalese dolls will also be sent home with the children during the year.

Information for parents on a broad range of topics is available on the Parenting SA website. You are encouraged to speak to a staff member if you would like help with a particular issue relating to your child, especially if you feel we may be able to provide child-appropriate resources to address a situation.

Child and Youth Health Services

Local Child and Youth Health staff arrange to carry out a general developmental/medical screening for all children aged 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 usually held at Woodcroft Heights Children's 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

The SA Dental Service Clinic provides general dental care for the children. Parents are invited to bring 3 - 5 year olds to the Clinic before they acquire dental problems. If parents would prefer to make a separate appointment for a pre-school child, they should telephone the Clinic (8384 9244). Please feel free to call the Clinic for any advice concerning care of the teeth of your children or babies. All children from birth up to 18 years of age are eligible for care with the School Dental Service. Fees may apply

The Dental Clinic is open Monday-Friday 8.30am – 4.30pm.

SA Dental Service Noarlunga is located at 2 Alexander Kelly Drive, Noarlunga Centre SA 5168

Support Services Staff

DECD 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, 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 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 in our centre programs. These photos become important additions for each child in their learning folders.



GOVERNING COUNCIL

Our Governing Council provides a focus and a forum for the involvement of parents in the kindergarten. The Governing Council is responsible for setting the broad direction and vision of the preschool, including

- monitoring the total financial resources of the kindergarten and setting parent contributions (fees)
- determining maintenance and improvements of our grounds and buildings.
- supporting the staff in developing quality services to meet the needs of the community.
- contributing to the development of priorities and policies (including children's safety and welfare).

Another vital responsibility is to ensure that the cultural and social diversity of the community is considered and particular needs are appropriately identified.

Meetings are held twice a term at the kindergarten in the evening. The day and time are determined by the Governing Council members.

Ways in which you can be involved at the kindergarten:

- Become a member of the Governing Council.
- Help with kindergarten washing, gardening, sweeping etc.
- Support working bees and fundraising.
- Joining in by reading stories, playing games, cooking, working with children's computer programs etc. The possibilities are endless.

KINDERGARTEN CAR PARK

To make our car park work effectively, please help with the following:

- Parents are reminded not to double park.
- Please keep the area behind allocated parks free of cars at all times. If there is not a park available, please use the area next door on the Council Reserve property.
- Please observe the 'baby pram parks' and 'child care parks' near the gate.
- For safety reasons, please do not park on the street. This is quite unsafe.

POLICIES

❖ **Skin Protection / Hot Weather Policy**

Mary Bywaters Memorial Kindergarten is a Sun Smart Centre.

Children are required to wear a broad brimmed hat (either legionnaire or bucket style hat), during Term 1 and Term 4 and at other times when the predicted UV index is 3 or above. Our centre policy of "No Hat, No Outside Play" means that children will be required to play on the verandah, in a 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 members wear hats and appropriate clothing to model sun protection.

Parents are asked to apply SPF 30+ sunscreen to children before coming to kindergarten. Sunscreen is reapplied before lunch.

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 initial their child’s attendance on the “SIGN IN ROLL” near the entrance door on arrival each day and again when collecting their child. This ensures our knowledge of each child’s presence and safety inside the premises. 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 on 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 promotes 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, gastro enteritis, 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 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 on 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 when parents and a doctor give written approval. A Medication Plan, with 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 medication.

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

Ambulance Cover: DECD 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 preschool.

❖ 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 in our Policy Folder near the front entrance.

Rest time

Each day our routine includes a time of rest in the afternoon.

Birthdays

Staff like to help each child celebrate their birthday. We use a “birthday song” music box for the child to play on their special day. With our healthy eating focus, we do not have shared birthday cakes and other sweet treats.

Emergency Procedure

Our emergency procedure plan is displayed in a prominent place in each section of the building. Procedures are practised with children each term.

Non-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.

Family Pets

Please ask staff if you consider bringing a family pet to the kindy as part of our learning program. At all other times, no dogs are to be brought onto the kindergarten property, as indicated on council dog registration information. Dogs need to be tethered out of reach of any child.

Communication

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. If you would like to have newsletters and other notices sent to you via email, please complete the form in your enrolment pack.

You can contact staff:

Contact by phone 8381 2904 or Email contact at dl.3649.leaders@schools.sa.edu.au

Mary Bywaters Kindergarten is in the Panalatinga Partnership of the Department for Education and Child Development (DECD). DECD Regional Office is located at Noarlunga House.

Transition-To-School

Children at Mary Bywaters Memorial Kindergarten transition to many government and private schools.

During their time at kindergarten, the staff gain an understanding of each child’s development, all-round skills and learning abilities and progress against the Learning Outcomes of the Early Years Learning Framework. At the end of the year, each child’s family and school will receive a Statement of Learning describing these.

IMPORTANT NOTES

- ❖ Please notify staff if:
 - you change 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 that can be transmitted to other children, such as conjunctivitis, gastroenteritis, measles or a viral infection. If a child is unwell at Kindergarten, staff will contact parents to recommend the child be taken home.
 - your family situation changes. We will then aware of what may be affecting your child and offer appropriate support.
- ❖ Please bring children into the building at the beginning of each day. Make sure our staff know when you are leaving your child at Kindergarten.
- ❖ Please do not allow your child to bring toys to Kindergarten, as these can become lost or damaged. If your child particularly wants to bring something special to show friends or teachers, this could happen at the beginning of the day and then the item could be taken home again.
- ❖ Check your child's notice pocket when you arrive in the morning and again when you collect your child. This is where you will find newsletters, first aid notes, etc. **Please also ask other people who bring or collect your child to also check the notice pocket.**



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