Seacliff Community Kindergarten is a Department of Education and Child Development Preschool. We provide learning programs based on the National Curriculum for Early Childhood (Belonging, Being and Becoming) for children in their year prior to school entry. Staff also work on Friday afternoons for programming and preparation. Staff plan learning experiences that help children to develop and grow in confidence and skill with a particular emphasis on social skills, communication, thinking and enquiry. Parents are always welcome at the centre.

The preschool interacts with local childhood educational services within the area particularly with Seacliff Primary School.

This information pack is designed to help you understand how our Kindergarten operates and to assist you as your child begins their education with us. Staff are available to answer any queries you may have about the centre or your child’s education.

KINDERGARTEN HOURS

Our Centre offers kindergarten from 8.45am to 3.15pm on Monday, Tuesday, Wednesday and Thursday as well as from 8.45am to 12.45pm on Fridays. Children are able to attend up to the equivalent of 15 hours of preschool per week in the year prior to school entry. At our kindergarten children attend two full days of kindergarten per week (either on Mondays and Wednesdays or Tuesdays and Thursdays) plus each alternate Friday for 4 hours.

Groups are determined with consideration of children’s and parents needs and remain consistent throughout the child’s kindergarten year. This helps both the children and staff to foster strong relationships and to enable the teachers to better plan for the children’s educational needs.

Session times for children with additional needs can be negotiated separately and may vary dependent on the social, emotional and educational needs of the child.

A healthy lunch needs to be packed from home on each of the days that children attend including Fridays.

Our philosophy

At Seacliff Community Kindergarten the child is central to everything we do. We aim to provide an educational program that engages, challenges and supports children to construct their own understandings and contribute to the learning of others. Teachers work together to plan, teach and review the curriculum based on their professional knowledge and an in depth understanding of each child.

We believe and understand that:

- Children are individuals and develop at different rates and in different ways.
- Learning is holistic and the experiences children bring from home must be valued.
- Play provides children with opportunities to learn about themselves, to connect with others and to learn about their world.
- Children learn best when their strengths are acknowledged and their wellbeing enhanced.
- Children are active participants in their own learning and are motivated to learn best when learning is relevant, meaningful and fun.
- Children have a right to be in a safe, caring, supportive learning environment that reflects the cultural diversity of the community and respects their cultural beliefs and values.
- The relationship between home and preschool is important to children’s learning.

“Children and young people are at the centre of all we do”
Children and young people are at the centre of all we do

Technology is a part of children's everyday lives and is important to their learning opportunities.

The educator's role is to develop an in depth knowledge of each child and to observe, assess, plan, teach and support each child’s learning.

To achieve this we:

- Work to develop trusting and nurturing relationships with the children and their families.
- Work together in partnership with the children’s families and the community to support the children’s learning.
- View children as active participants and decision makers and involve them in decision making within their curriculum.
- Develop our learning environment and curriculum so that we foster children’s ability to build relationships with others and learn through play.
- Value our educator's knowledge and work to support their learning and development for the benefit of the children.
- Aim to keep abreast with current best practice and incorporate this into the delivery of the kindergarten curriculum.
- We plan, implement and review our curriculum, teaching practice and learning environment on a regular and continuous basis.

Staff and Management

The Kindergarten staff team consists of a Director, Teacher and Early Childhood Worker. The Director and teachers at Seacliff Community Kindergarten are all fully qualified Early Childhood Education Teachers with responsibility for planning and implementing the educational program. Early Childhood workers ably support the teaching staff to provide the educational program.

Additional support staff may include Bilingual Assistants, Support Workers and Early Intervention Support Workers.

Teaching staff at the centre are:

Director - Sharon Jaensch
Teacher – Meg Coleiro
Early Childhood Workers - Deb Woodford and Eunah Elliss

GOVERNING COUNCIL

The Governing Council is a parent body, which is elected to assist with developing the improvement strategies for the centre and to work with the Director to assist with the general administration and management of the preschool. We encourage your participation at this level as the quality of our service relies on the effort and support of the families within the preschool. The council meets monthly in the evening and is a worthwhile and enjoyable way to get to know other families in the community. Members of the Governing Council are elected each year at the Annual General Meeting. No experience is necessary to be part of the Governing Council, just enthusiasm and interest in your child’s education. We would love to have your involvement.

Other simple ways of assisting are:

- Keeping us informed about your child’s interests, experiences and needs
- Stay and play a game/puzzle or read a book to your child and a few friends
- Donate boxes, collage materials, paper
- Take home the odd job eg cutting up material
- Join the Governing Council or come to family events
- Help with fundraising activities
- Demonstrate a craft, play a musical instrument or help with cooking or gardening
- Joining in on walks, excursions
- Share a song, teach a few words in a different language
- Volunteer as a parent helper
- Help with end of session tidy up / washing etc
- Assist with developing resources (literacy kits, covering books)

For the safety of the children regular helpers at the Kindergarten will be required to have a Criminal History Check. The cost will be met by the kindergarten.

FUNDRAISING

The Department of Education and Child Development pays staff salaries and contributes a small grant, part of which depends on attendance. We aim to keep fees at a reasonable level so your assistance with the kindergarten’s fundraising efforts helps us to buy educational resources and continue to provide a high quality learning environment for your children.
Parents are encouraged to contact the kindergarten if you are interested in enrolling your child at the centre. Pre enrolment details are accepted from the age of 2 1/2 years with children generally commencing kindergarten a year prior to their school starting date. Waiting list forms are available from the kindergarten. Placement at the kindergarten is dependent on vacancies being available. Should the demand for places be greater than vacancies, available placements will be offered according to the centre’s Priority of Access Guidelines.

Once you have completed a Waiting List Form you will be contacted in writing when your child can begin kindergarten. Opportunities for you and your child to visit the kindergarten and be involved in an orientation process will be arranged with you at this time. Parents will be asked to complete the Kindergarten Enrolment Form on accepting a place at the kindergarten.

**FEES**

Fees are charged to help pay operational costs of the kindergarten. Families will be invoiced for payment of fees and prompt payment is appreciated. Fees are $135 per term.

Fees may be made electronically: (EFT)

BSB Number: 105042
Account Number: 186241640

Please enter the code on your Invoice as Reference

Or via cheque or cash and deposited in the Fees Box at the kindergarten.

Fees per term - $135.

### Curriculum

The teachers and staff at the kindergarten use the National Early Years Learning Framework to plan and implement the learning outcomes for the children at the kindergarten. Through the Framework’s five learning goals the educators at the kindergarten will assist your child to develop:

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

Play is very important for children to learn and understand their world. By engaging in play children are discovering, communicating, imagining and creating new learning and showing us what they are trying to understand. The staff guide children’s play and create learning environments and activities to help them to grow and learn. Emphasis is placed on observing and reflecting on children’s learning needs so that we can understand your child and plan for their needs while they are at kindergarten.

### WHAT DOES OUR EDUCATIONAL PROGRAM LOOK LIKE

All children come to kindergarten with different skills, needs and interests and it is the role of the teachers to make their learning stimulating and relevant. Play is an important and essential way that children learn and has a very important role at our kindergarten. Teachers interact, model, extend ideas and create a play environment that encourages children to seek knowledge, apply their understanding, question and learn about themselves, their world and others. Our aim is to foster children’s ability to engage in purposeful play experiences as a means to learning. Within this play based approach teachers also explicitly teach and introduce new learning with the understanding that children sometimes need to learn things in a sequential and explicit manner.

The staff assess and review the learning needs of the children on an ongoing basis. Observation is an important part of the teachers role in determining the learning goals for each child as well as for planning for the needs of the group.

At the beginning of each term the staff discuss the learning needs and interests of the children and look at how these needs and interests are reflected in the learning areas of the National Curriculum Framework. We develop a termly plan to guide our practice and then program on a fortnightly basis to plan, modify and develop the learning program in which children engage. This program is displayed near the sign in book and is given to parents with the newsletter at the beginning of each term.

In planning we aim to meet the following learning outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident learners and
- Children are effective communicators

As well as the termly and fortnightly planning we record Individual learning plans for the children. These plans help highlight specific needs of the child and guide us in ensuring that your child’s needs are central to our teaching. Opportunities are available for “Children and young people are at the centre of all we do”
parents to discuss your child’s learning needs and the kindergarten’s curriculum with your child’s teachers. Work samples, photographs and things that reflect the children’s learning are collected throughout the year and placed in a portfolio for children to keep at the end of their kindergarten year.

Information about the curriculum and the ways you may wish to be involved are placed in the newsletters and around the kindergarten.

**DAILY TIMETABLE**

While we run a flexible program that is responsive to the children’s needs and optimizes learning opportunities our centre’s general timetable is as follows:

8.45 am – Kindergarten session begins. Parents are encouraged to participate in an activity on arrival. Staff are available at this time to speak with parents and support the child’s transition from home to kindergarten.

9.15 am – Mat Time. This is a time when children come together with the teachers and are involved in various activities including warm up, discussion of the day, welcome for new children and sharing. Sometimes part of the group may go outside to plan and set up some activities while a smaller group stays on to extend their ideas or participate in a planned group game.

9.30 am – Inside/Outside time – Play based learning occurs with children making choices and staff working with individual or small groups of children. Children are encouraged to explore, manipulate and interact with others to construct new learning and to extend their ideas. Communication, working together and cooperation are encouraged. Children may choose to have their fruit snack during this time.

11.45 am – 1 pm – As children complete an activity or are ready for lunch they are supervised to wash their hands and come to the lunch tables. Staff monitor and ensure that all children have had lunch during this time. Quiet activities are presented for the children to rest while waiting for lunch and following their lunch. Teachers read stories, involve children in relaxation activities and generally have a quiet time prior to children resuming their play. Staff may vary the lunch time with a picnic on the lawn in nice weather.

1 pm - Children assist in putting activities back on the tables and resume indoor/outdoor play. Staff work with individual and small groups of children throughout this time.

2.30 pm – Pack up time. Children are encouraged to help as part of their development (ie taking responsibility, cooperating with others).

2.45 pm – Story, songs and games.

3.15 pm – Farewell. All children will be on the inside mat for staff to ensure that children depart with the authorized parent/carer.

**PROGRAMS TO CATER FOR INDIVIDUAL NEEDS**

A range of services is available for parents of children with additional needs. Please speak to the Director regarding any special needs your child may have (preferably prior to enrolment). This will enable appropriate support to be sought. These services include:

- Preschool Bilingual Assistant Program to provide bilingual support to children and families who have English as a second language.
- Preschool support program to provide assistance to children with additional or special needs.
- DECD Speech Pathology, Psychology and Social Work Services.
- Access programs for children with high medical need to provide assistance to children with chronic or ongoing medical needs.

**WHAT YOUR CHILD NEEDS TO BRING EACH DAY**

A bag
Fruit or a healthy snack
Packed lunch
A hat
Practical casual clothing plus a change of clothing in their bag
Please ensure that all children’s belongings are named.

**Fruit Time**

Children access their own fruit or snack during the session. Please note this kindergarten is a nut free centre. We have a healthy food policy (available at the centre) and encourage you to send fruit, or healthy alternatives such as dried fruit, cheese, yogurt, vegetables or nutritious sandwiches.

**Lunch**

“Children and young people are at the centre of all we do” Records Management Enrolment
Children are supervised for their lunch and eat in small groups at designated tables sometime between 11.45 am and 1 pm. We encourage parents to pack a healthy lunch. Please refer to our lunch care policy for ideas. We teach children about the rainbow of foods and encourage you to think about ways that your child’s lunch can provide them with opportunities to experience foods of different, textures, smells, tastes and colours. Lunch time is a learning time too. We do not heat children’s food at kindergarten.

Drinks
Fresh filtered water and clean cups are provided at kindergarten so it is not necessary for your child to bring a drink.

Sun Safe Policy
The sun safe policy is in place between September 1st and April 31st each year. Children are required to wear a sun safe hat (brimmed hat or legionnaire style hat) at all times during this period. It is also recommended that the children have their hat in their bag at all times so that if the UV Radiation is above 3 (moderate) at other times we can encourage them to put on their hat while playing outside. Parents are also asked to apply sunscreen to their child prior to coming to kindergarten during the period that the policy applies and to put sunscreen in their child’s kindy bag so that staff can assist them to reapply prior to going outside to play in the afternoon. Please also consider the clothing your child wears during high UV radiation days. We recommend shirts with sleeves and longer shorts to provide added protection. Children are encouraged to play in the shade and to take responsibility for their own safety. For this reason we also involve the children in learning about sun safety as part of the curriculum.

Arrival and Departure
Please bring your child into the kindergarten on arrival. Staff need to be notified if your child is to be collected by someone else at the end of the session. Details of the person collecting your child must be conveyed either via the parent diary, phone call or written notification.

Parents are asked to note the session times. The Staff are involved in setting up, prior to each session and regular adherence to the above times will assist staff in this area and also ensure that children are safely and adequately supervised. If there is a need for your child to be at the centre due to an emergency please speak to the Director.

Parents are required to tick and sign the kindergarten attendance sheet on arrival. If you are collecting your child earlier than the normal end of the session we ask that you record the time you have collected your child on the attendance sheet.

Some children may experience difficulty separating from their parents. Taking time to visit the centre with your child can often provide a gentle introduction to the centre. Staff will understand and work with you in assisting you to separate from your child if difficulties arise. Our aim is to build trusting and secure relationships with children. This can sometimes take time particularly if Kindergarten is the first experience your child has had outside the family.

Child Information Pockets
Please check your child’s note pocket (in the entrance foyer) daily. Monthly newsletters and other parent information will keep you informed of the happenings at the centre. Other information including the centres policies, staff for the day and operating details are available for your information in the foyer.

Attendance and Absence
State Government funding for staff at our centre is determined on attendances of children so it is important that your child attends regularly to maintain our staffing level.

Let the staff know if your child is to be absent. In the case of infectious illness it is very important for us to know. The kindergarten will advise families of any case of infectious diseases or illnesses within the centre.

Please note the following requirements of exclusion.

Measles (Morbilli)
Sufferers are excluded for not less than 7 days from the appearance of the rash or until a medical certificate of recovery is produced.

German Measles (Rubella)
Sufferers are excluded for not less than 7 days from the appearance of the rash or until a medical certificate of recovery is produced.

Mumps (Epidemic or Infective Parotis)
Sufferers are excluded for not less than 14 days or for at least a week after the complete subsidence of all glandular swelling, whichever is the longest period. Suspected sufferers are excluded for 2 days.

Chicken Pox (Varicella)
Sufferers are excluded for not less than 7 days or if the skin is not clear. Suspected sufferers are excluded for 3 days.

Impetigo (School Sores)
Sufferers are excluded until the sores have healed, or a certificate of treatment has been obtained.

Conjunctivitis (Ophthalmia)
Sufferers are excluded till eyes are clear ie redness and signs of infection (discharge) have gone.

Head Lice
Parents are encouraged to inspect their children’s hair and report any case to the kindergarten. Appropriate treatment is essential before returning to the kindergarten.

Please see staff for information about other illnesses or see the website http:www.dh.sa.gov.au/pehs/you've-got-what.htm

Health
Parents of children with specific health care needs are encouraged to speak to the Centre Director prior to enrolling their child at the kindergarten. This will enable the appropriate support measures to be put into place to successfully support your child’s health care needs as they transition to kindergarten. Information for parents and staff about health matters including health care plans, asthma plans and support services can be accessed via the Chess website chess.sa.edu.au or from the Preschool Director. Child and Youth Health provide a free health screening at the kindergarten each term for children who are approaching school age. Staff will provide dates and times to parents.

Parents may also enrol their child with the South Australian Dental Service. Enrolment forms are available from the kindergarten.

Policies
The centre’s policies and procedures are reviewed regularly and endorsed by the Governing Council. A copy of each of our policies is kept in a file book in the foyer. Copies are available to parents upon request. Parents are encouraged to provide feedback to the centre staff regarding their child’s education and the operation of the centre. Should parents need to raise a concern with the staff they are encouraged to follow the process as outlined in the Raising Concerns or Complaints Brochure available at the centre or on the kindergarten website. Examples of Centre specific policies include: Assessment and Reporting Policy, Priority of Access Policy, Food and Nutrition Policy, Promoting Positive Behaviours Policy and the Sun Safe policy. Other Departmental Policies are also used to guide our practice at the centre.

EXCURSIONS
Excursions are an important part of the preschool curriculum. Children learn through participation and involvement within their communities and need opportunities to broaden their understanding of their world. All details of an intended excursion will be given to parents with a permission slip, which must be returned to us before the children can participate in excursions. Children with medical needs will be required to provide updated information to the staff prior to their children going on an excursion. Parents are encouraged to read the Centres Excursion Policy that outlines the policy and procedures associated with taking the children on excursions.

Assessment and Reporting

At Seacliff Kindergarten we recognise the importance of working with families in the development of the kindergarten curriculum. Children bring with them skills, abilities and a wealth of knowledge from home and outside of the kindergarten.

When your child starts preschool you will be given the opportunity to complete a background information sheet concerning your child. This helps us to build an understanding of your child’s needs and your needs and wants for your child as a parent.

Throughout your child’s preschool year staff will collect relevant work samples, photographs and anecdotal records of your child’s work to guide our planning and to inform you of their progress while at kindergarten.

You will have the opportunity to attend a parent/teacher discussion during your child’s second term of full time kindergarten at which time you will be able to discuss your child’s learning in a private and uninterrupted manner.

A summative report will be written prior to your child starting school. This is given to you, and with your permission, a copy will be forwarded to your child’s school. As a celebration of your child’s year at kindergarten and a record of their progress children will leave kindergarten with a portfolio of their work to share with you and other important people in their lives.

You are always welcome to speak with staff regarding any aspect of your child’s education. We encourage you to do so. Kindergarten is a crucial start to your child’s formal education. We hope that it is a rewarding and meaningful experience for you all.

Please refer to the Kindergarten’s Assessment and Reporting Policy for more detail.

We welcome your interest in enrolling your child at Seacliff Community Kindergarten. Please contact us should you require any further information.

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