The Millicent North Kindergarten Parent Handbook
We acknowledge the traditional custodians, the Boandik People, of this land in which we live and work.
Welcome:

We would like to welcome you, your child and your family to Millicent North Kindergarten. We value your child’s learning and we wish them all the very best as they start their learning journey at Millicent North Kindergarten. Your thoughts, ideas and suggestions are very much appreciated and we welcome you to share any you may have with our staff members. We have a strong connection with our community and have built special links with The Gladys Smith Early Learning Centre, Millicent North Primary School, Newbery Park Primary School and St Anthonys Catholic Primary School. The children experience visits to these as well as visiting our local library, skate park and the Domain playground, just to name a few. The children explore and discover their local community. With these connections, we have built a strong relationship with the schools, through our special transition programs. Please feel free to discuss the school of your choice with our staff and the connection can begin with your child at the start of their learning journey.
Millicent North Kindy Philosophy

We believe that even though children can be seen to develop through “appropriate ages and stages”, it is not this which defines who or what a child is or has the potential to become.

Children do not come to us in isolation, but as individuals linked with ever widening circles of connections (families, community).

To meet the evolving needs of your children, we value;

- **COMMUNITY**
- **M.N.K as a place of LEARNING for all**
- **REFLECTIVE practice** which supports and encourages **LEARNING** by children, staff and families, which in turn supports a **HIGH QUALITY** practice
- **RELATIONSHIPS and PARTNERSHIPS** with all stakeholders
- **RESPECT** of and for all
- Children as **CAPABLE and COMPETENT** learners
Session Times:
Mornings: 8:45 am - 11:45 am
Lunch Care: 11:45 - 12:15
Afternoons: 12:15 pm - 3:15 pm

SERVICES OFFERED:

Pre-Entry Program:

At present, Pre-Entry is not a separate session but integrated into our regular sessions and offered if and when "spaces" are available. Children can access up to 10 sessions prior to their kindergarten entry date.

Sessional pre-school:

From 2014 there will be a new start date for preschool and school children. This will be the first day of term one.

If your child turns four before May 1st, they will start preschool on the first day of term one in that year. If your child turns four on or after May 1st, they will start preschool on the first day of term one the following year.

If your child turns five before May 1, they will start school on the first day of Term One in that year. If your child turns five on or after May 1, they will start school on the first day of Term One the following year.

The new start date will mean that all children will have four terms of preschool and four terms of reception.

Children are entitled to receive up to 15 hours of preschool per week (the equivalent of 5 sessions each week). Some families may choose to have 2½ days of preschool each week or 2 full days one week and 3 the next. Some children may attend a sessional program for longer, or may start earlier. This occurs when individual needs are duly considered and it is deemed to be of benefit for the child and/or family.

Sessions at Millicent North Kindergarten are currently available Monday to Thursday mornings and afternoons. Children in their last term of kindy are given preference to full days in preparation for school. Session combinations are negotiable and we endeavour to be as flexible as possible, keeping in mind, children’s needs, our resources and family situations. There may be limited places available for some attendance options.

Once accepted, an attendance pattern will not change unless: you ask, a session is no longer available or the individual needs of children dictate a different pattern. Please discuss your needs with staff.
Additional Needs:

Please discuss any needs with us. Early Entry is offered where it is deemed to be beneficial to a child and within department policy guidelines.

*All information is treated with the strictest confidence.* The Department for Education and Child Development (DECD) has specific responsibilities to include **ALL** children in their programs. Information about special needs, enrolments and access to other Department services is available from the Director. DECD can support children with additional needs through agencies such as: Speech Pathology, Psychology, Family Workers and Behaviour Management Advisors. The centre also has strong relationships with other organisations such as the Down Syndrome Association, The Autism Association, The Child Development Unit at the Women’s and Children’s Hospital, the Inner Southern Community Health Service, Flinders Medical Centre and Child and Youth Health Services.

Aboriginal children and children who are under the Guardianship of the Minister for Education and Child Development are able to access preschool programs at 3 years of age.

Children for whom English is not their first language are able to access support through the preschool bilingual Program.

Lunch Program:

For those children having a morning and afternoon session on the same day we provide lunch care, at a cost. Please send a packed healthy lunch (e.g. sandwich, roll, salad arrangement, dry biscuits and cheese), a drink (water or milk drinks are best). We ask that you do not send lollies, chips or chocolates. There are lots of good choices that can be made. Please name all containers and lunchboxes which are stored in the fridge at the beginning of each session. **REMEMBER:** Fruit is to be provided from home each day. Water is **always** available.
Playgroup:

Playgroup is currently held on Friday mornings between 10.30 am and 12 noon. Volunteers take turns to co-ordinate the group and welcome new arrivals. Fees are currently $2.00 per child per week. This is a donation to cover the cost of materials and utilities used. This is a parent run unfunded program that is one of the management responsibilities of the centre’s Governing Council. A further $27.00 per year is payable to cover insurance through the Playgroup Association of S.A. This covers a family who may then attend a number of Playgroups. Parents are also expected to share the job of setting up for and packing away after each session.

FEES:

Pre-Entry: $15.00 per Term

Sessional Pre-School: $50.00 per term which equates to $1.00 per kindy session. It is an expectation that all fees are paid within the first few weeks of each term. If you have difficulty paying the set fees please see us so that an appropriate and confidential arrangement can be negotiated.

Lunch Care: Children attending kindy for a full day (e.g. 2 sessions in one day) are charged an additional $3.00 per day. This fee supports employing a person to supervise the children during lunch. We appreciate this being paid up front at the same time as kindergarten fees. Your term fees include lunch care costs. An account is put in your child’s information file in the first 2 weeks of each term.

Lunch Care fees are not refundable as the payment of the fee holds a place in the program.

Accounts will be issued at the commencement of each term and will include up front lunch care fees to streamline the receipting process. Look for your account in your child’s file in the blue boxes.

Fees can be paid by placing the correct money in the envelopes provided and then posting them in the fees slot. Please put your child’s name and the term number on the front if using an envelope. A receipt will be issued by the finance officer via your information file as soon as is practical.

Accounts can also be paid online through internet banking. When paying online please ensure you enter your family code which is on your account.

Please label all monies that are placed in the fee slot. Please provide correct money wherever possible as the provision of change is not usually possible.
The Kindergarten Rules:
Staying Safe and Sharing the Space:

- **SIGNING IN EACH SESSION:** Please sign your child in on the available sheet at the commencement of each session. This sign-in sheet is an important record of attendance and is part of our Emergency Evacuation/Invacuation Plan. We also mark a roll to record each child’s attendance.

- **As Staff “duty of care” does not start until 8:45am, we must ask that you do not leave your child until then, unless you have made arrangements with staff. Use this time to come in and see what your child has been doing, read a story, do a puzzle, watch the slide show of pictures etc.**

- **COLLECTING CHILDREN:** Be prompt when collecting your child at the finish of sessions as the staff need time to prepare for the following session. Only the child’s parent/caregiver or authorised nominees are permitted to collect children unless a parent has given written authority. The authorised nominees are the people listed as emergency contacts on your child’s enrolment forms. You can change your emergency contacts at any time.

- Supervise younger siblings when they are visiting the centre.

- Ensure children use equipment appropriately and be aware that very young children are in the grounds at drop off and pickup times.

- Lunch care involves a short rest period for children and we request that noise levels are kept down so that children can settle.

- Be aware of the gates and the need to ensure that only children in your care are exiting with you.

- Be aware of the Evacuation and Invacuation Procedures.

- Always let a staff person know if you are collecting your child earlier and verbally farewell us so that we know that they have been collected.

- Have fun and enjoy the wonderful space and learning environment that is Millicent North Kindergarten.

- The adjacent park is our place too. Please report any dangers to us or to the Wattle Range Council.
Arrival Routine:

When arriving at kindy children are encouraged to:
- Put their bag in their locker
- Put their labelled water bottle and fruit/healthy snack on the inside bench
- Find their sign in name tag on the pin up board and take it to the sign in table and write their name
- Parent’s sign the attendance sheet

Daily Routine:

8.45  Beginning of session 1
8.45  Indoor/Outdoor Active Learning
9.15  Welcome
9.25  Small Intentional Learning Groups
9.45  Wash hands/toilet
10.00 Healthy snack
10.15 Indoor/Outdoor Active Learning
11.25 Tidy up
11.35 Mini Mat/story

11.45 - End of Session 1

11.45 Lunch. quiet time – adult prep

12.15  Beginning of Session 2
2.10  Pack up time (toilet and drink)
2.20  Large Group Time
2.30  Healthy snacks, pack bags
2.45  Inside Games

3.15  End of Session 2
Information for you...

Each child has a file in the blue boxes located under the veranda. Newsletters and other information are distributed via these on a regular basis. Information about children’s learning is displayed around the kindergarten and in your child’s record book. We believe that celebrating success is very important.

Various rosters are also put up which will enable families to take turns at jobs such as washing, gardening, repair work, materials preparation etc.

Arrangements for alternative communication e.g. when parenting is shared or when one parent or carer isn’t able to access the centre can be made easily by discussing your needs with staff. If staff are not available for an informal discussion please make a mutually convenient time to meet with us to discuss any matter. Your child’s development, the centre’s educational program, health matters and behaviour support are some examples of topics. Often families like to find out more about their children and how they learn in a ‘play-based program’. We are able to provide information on the many areas in which children are developing and why this development is important. It is also very important for us hear from you. Information from home is very important, as it allows us to know your child better.

Water is available and children are encouraged to drink throughout the session. Cups are supplied. There is no need to send fruit boxes for mid-morning snack time.

Hats are essential. Please send a named suitable legionnaires style or broad brimmed hat for your child to wear when playing outside. We aim to have children wearing hats in terms 1 and 4. Children are regularly reminded to wear their hats. Please see staff if you wish to purchase a hat in the colours shown below. Sun safe hats (broad brimmed) are $10.00 each.

Sunscreen. Because of allergic reactions we ask that if you want sunscreen reapplied at lunch time please send it with your child in a named container to be kept on top of the fridge (not in children’s bags). Staff will help children apply sunscreen ready for the afternoon if you arrange this with us. We have an excellent outdoor area that provides large areas of shade. When the weather is extreme we play inside or in the shade.
Clothing. Please consider the weather conditions and activities your child will be involved in while at kindy. We do a lot of physical activities so an old pair of sandshoes is preferable, please do not send your child in thongs/crocs. We also have a lot of fun getting messy, please keep this in mind when dressing your child for kindy. We ask that children wear short or long sleeves for sun protection. Jumpers and t-shirts are available from In2 Trophies with the kindy logo, reasonably priced. Please see order form included.

What to Pack Each day:
- Please send a named bag or backpack to kindergarten. Prominent names at the front are really helpful for staff.
- A water bottle.
- A broad brimmed hat.
- A piece of fruit or tub of yoghurt for healthy snack time.
- A packed lunch.
- An additional snack if attending two sessions.
- A change of clothes. We have lots of fun with water and sand!

Lost Property. Please name all types of clothing (even those worn) and shoes. This not only allows staff to find their right home, but helps the children recognise their names.

Local School information. To help you make an informed choice about where to send your child to school;
- Look at context statements. Government School Context Statements are available on the web or we can arrange a copy for you.
- We have knowledge and information about all local schools. We are happy to assist you by providing information and support with regard to planning for your child's schooling. Make arrangements to visit schools.
- There are 3 local schools to which children at Millicent North Kindy transition to. All of these schools offer excellent programs and all of these schools are unique.

School Dental Service is free for all preschool children. Enrolment forms are available from the local dental clinic, cnr of Second and Ninth streets, Millicent. If you would like to discuss your child's dental needs, or would like more information about the services provided, please contact the staff at the clinic on 87333957, Monday - Friday between 8.30 am - 4.30 pm. For after hours emergency advice phone 1800 022 222.
**Child and Youth Health Screenings.** Child and Youth Health conduct health checks through the region for children who are at least 4 years and 3 months old. Families will be notified when your child is due to been seen at the centre. The Parent Helpline, 1300 364 100, is a 24 hour service.

**Important Health Information**

Smoke is **NOT** permitted on this site.

**Governing Council**

In addition to fees the *Governing Council* (made up of parents and staff), raises other funds. Please support these fund raising activities as the funds raised are required to meet basic running costs of electricity, water, consumables, and the maintenance of the building and grounds.

*All parents/carers are welcome to join Governing Council.* This body is elected each year (1st term each year) at the Annual General Meeting. In addition any parent/carer can join the Governing Council at any time. Meeting times are usually twice each term.

If you would like any further information on anything please come and have a chat to myself or one of our friendly staff.

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Olivia Nelson

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Director
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