

Millicent North



Kindergarten



# Information Handbook



**Government of South Australia**

Department for Education and  
Child Development



# Millicent North Kindergarten

18 Ridge Terrace

Millicent

SA 5280

Phone: 87333448 Fax: 87334012

Kindergarten Mobile: 0447282073

Email: [dl.6528.leaders@schools.sa.edu.au](mailto:dl.6528.leaders@schools.sa.edu.au)

**Director:** Donna Barber B.ECE

**Teacher:** Hayley Bell B.ECE

**Early Childhood Workers:**

Tracy Pratt Dip. Comm. Services (Children's Services)

Jo Bowering Dip. Comm. Services (Children's Services) & Cert 3 in Education  
Support

Cathy D'Onghia Cert 3 in Education Support

*We acknowledge the traditional custodians, the  
Boandik People. of the land in which we live and work.*

# Welcome

We would like to welcome you, your child and your family to 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 offer transition programs to the 3 local primary schools (Millicent North Primary School, Newbery Park Primary School and St Anthony's Catholic Primary School). The children experience visits to these as well as visiting our local library, Hart Court and the Domain playground, just to name a few. With these connections, we have built strong relationships within our community and to the local schools.

We value your child's learning and we wish them all the very best as they start their learning journey at Millicent North Kindergarten.

*Donna Barber*

*Director*



## Millicent North Kindergarten Philosophy

*We Value:*

- Relationships
- Respect
- Commitment



At Millicent North Kindergarten we acknowledge the family as a child's first educator and we value and encourage family input into all aspects of the kindy. We strive to establish positive working partnerships with families built on mutual respect to support each child's wellbeing, learning and development.

We endeavour to develop strong links in the local community that connect children and their families to community resources, strengthen children's learning outcomes and make positive contributions to the local community.

We believe that relationships are paramount and that children learn best when they feel safe, secure, valued and supported by educators to take learning risks, explore their environment and to be successful learners. Educators will strive to create warm, nurturing, respectful and caring relationships with each child to help children develop a strong sense of wellbeing.

We believe that children learn best through play. Through play children learn about themselves, their environment, people and the world around them. We view all children as competent and capable learners who come to kindergarten with a wealth of knowledge, ideas and skills. Children's ideas, interests and opinions are respected and implemented as part of the curriculum.

We aim to foster in children a sense of respect for themselves, others and the environment through sustainable practices

At Millicent North Kindergarten educators are committed to providing a high quality learning environment where children feel safe, secure and supported to be successful learners as they learn through play experiences driven by their own interests.

## 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 offered in term 4 each year. Children attend for one 3-hour session per week during term 4.

### **Sessional Kindergarten:**

From 2014 there was new start date for preschool and school children. This is the first day of term one.

If your child turns four before May 1<sup>st</sup>, they will start **kindergarten** on the first day of term one in that year. If your child turns four on or after May 1<sup>st</sup>, they will start **kindergarten** 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 12 hours (4 sessions) of preschool per week. With Universal Access children are able to attend an additional 3 hours per week (1 session) during 2020.

Sessions at Millicent North Kindergarten are currently available Monday to Thursday mornings and afternoons. 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.**



## 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. Parents are also expected to share the job of setting up and packing away after each session.

## Occasional Care:

Occasional Care is a service offered to families in our community. It is operated by the Department of Education and Child Development and runs through school terms. We offer sessions for children aged 3 and above. The Occasional Care program is integrated with the Kindergarten sessions. Millicent North Kindergarten offer sessions on Monday, Wednesday and Thursday mornings and there is a priority of access. Please see Occasional Care educators Jo or Tracy for further information.



## School Dental Service:

The School Dental service is free for all preschool children. The clinic is located at Millicent North Primary School. 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.

## 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 be seen at the centre. The Parent Helpline, 1300 364 100, is a 24 hour service.

## 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.

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 is best). We ask that you limit lollies, chips or chocolates. Please name all containers and lunchboxes which are stored inside the kindergarten at the beginning of each session. If children have food that requires refrigeration, we have a fridge located in our kitchen to use.

**REMEMBER:** Fruit is to be provided from home each day. Water is **always** available.

## Fees:

**Sessional Kindergarten:** Fees are set at **\$1.00 per 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.**

**Invoices** 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 invoice 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.**





## Staying Safe and Sharing the Space:

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, play a game, etc.

- **COLLECTING CHILDREN:** Please be prompt when collecting your child at the end of a session 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 member know if you are collecting your child earlier and verbally farewell us so that we know that they have been collected. Please ensure you sign your child out as well.
- 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.

**Smoking, Drugs and Alcohol are NOT permitted on this site**



## Arrival Routine:

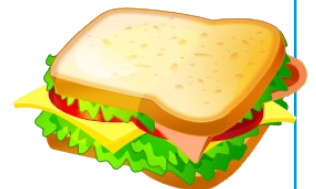
When arriving at kindy children are encouraged to:

- Find their name and attach it to a locker of their choice, then store their bag in their locker
- Put their named water bottle and fruit/healthy snack into the labelled baskets and lunch box into the inside lockers. There is a fridge in the kitchen if food requires refrigeration.
- Sign in at the sign in table and write their name
- Parents to sign child in and write who will be picking them up.



## Daily Routine:

8:45am	Beginning of morning session Indoor Active Learning
9:15am	Group time Indoor/Outdoor active learning
10.00am	Fruit/snack Indoor/Outdoor active learning continues
11:00am	Tidy up
11:20am	Large group time - Show and Tell/Story/Song
<i>11.45 – End of Morning Session</i>	
11:45am	Lunch Care/Quiet time activities/relaxation time
12:15pm	Beginning of afternoon session Indoor/Outdoor active learning
2:00pm	Pack up time (toilet and drink)
2:20pm	Large Group Time/Story/Song/Game
2:30pm	Afternoon snack time, children pack bags
2:45pm	Inside/Outside Games



*3.15—End of Afternoon Session*

After lunch, children are encouraged to spend about 5 minutes doing relaxation while they listen to soft music.

Our Kindy is designed with areas that provide opportunities to rest and sleep if needed.



## Curriculum:

The Kindergarten uses the Early Years Learning Framework. This framework consists of a number of Principles, Practices and Learning Outcomes. Fundamental to this framework is a view that children's lives are characterised by ***Belonging, Being and Becoming***.

The framework conveys the highest expectation for all children's learning from birth to five years and through the transitions to school. It communicates these expectations through the following five 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 and involved learners
- Children are effective communicators

We base our planning on the children's interests, thinking, ideas and questions, observing and documenting development through Learning Stories. The emergent curriculum is based around children's prior knowledge and interests. It is an approach that supports children to deepen their knowledge and understanding on topics of interest in groups.

To increase literacy skills the kindergarten uses the 'Bookmaking Approach'. Educators encourage children to 'write books' using their prior knowledge. Children's literacy skills can be easily assessed using this approach and we can then further extend on their existing skills. Through this approach children are taught concepts of print, phonological awareness, letter recognition, correct pencil grip and letter formation.

Sustainability is embedded into our program, please see our site *Environmental Sustainability Strategy* for more information.



## 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 portfolio. 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 the washing and mowing.

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 centres 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.

As a site we adhere to DECD and site-based policies, to view these policies please see our Millicent North Kindy Policy Folder.

From time to time grievances may arise, we encourage you to follow our grievance procedure. This is located in our Kindy Policy Folder and a copy is also available on our parent information board.

## Governing Council:

The Governing Council (made up of parents and staff) is a great way to be involved and raise funds for our Kindy. Please support these fund raising activities as the funds raised help purchase and upgrade resources and redevelop our learning environments.

***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/carers 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.

## Local school information:

To help you make an informed choice about where to send your child to school;

- 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.
- 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.

## Sunscreen:

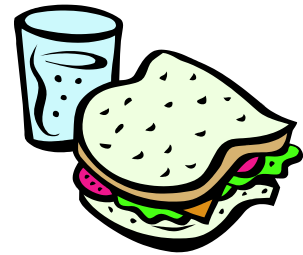
We encourage parents to apply sunscreen before children arrive at kindergarten. During terms 1 and 4, staff will reapply sunscreen (SPF 50+) before the children go outside to play after lunch. If your child requires a special type of sunscreen, please send this to Kindy with your child's name on it for them to use.

## 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/sandals. 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. Please see staff if you would like further information.

## What to pack each day: Please name all belongings

- Please send a named bag or backpack to kindergarten.
- 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, sand and mud!



## 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, we have a variety of colours to choose from (purple, light/royal blue, green and pink). Sun safe hats (broad brimmed) are \$10.00 each. Please refer to the kindergarten's Sun Protection Policy.

