



Port Augusta West Childhood Services Centre

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Staff

Preschool Director: Sally Niedorfer

Teachers: Meredith Green, Belinda Clohessy and Amanda Hockey

Early Childhood Workers: Leonie Davis, Carly Broad, Jessie Packard,
Amanda Coffey and Teresa Packard.

At Port Augusta West Children's Services Centre we believe that children develop skills, confidence and social interactions through a play/nature-based learning program. Children's voice is embedded in our practice.

We believe that all children have the right to build and maintain respectful, trusting relationships in a safe and secure environment.

We aim to provide an environment which supports

- ◇ Confidence
- ◇ Persistence
- ◇ Resilience
- ◇ Organisation
- ◇ Getting Along

We believe that all children are competent learners where they take risks, make mistakes and are free to explore and discover.

We believe in empowering children to take charge of their learning, to investigate, trial, reflect and make choices.

We value each child as a unique individual bringing their own interests, ideas and understandings.

We actively encourage curiosity, wondering, engagement and discovery in their natural environment.

We aim to make all families welcome where diverse social and cultural backgrounds are recognised and respected.

Curriculum

Port Augusta West CSC curriculum is based on the National Early Years Learning Framework for children aged 0-5years '**Belonging, Being & Becoming.**'

BELONGING: is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

BEING: is about living here and now. Childhood is a special time in one's life and children need time to just 'be'- time to play, time to discover, time to try new things and time to have fun.

BECOMING: is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they become.

The framework has 5 learning outcomes:

1. Children have a strong sense of identity
2. Children are connected and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Documentation

Throughout your child's year at preschool, staff will document your child's learning both formally and informally. We believe it is important for children, staff and families to reflect revisit and value children's learning journey. We achieve documentation through photography, video recording, children's symbolic representation of ideas (painting, writing, drawings), learning stories, learning displays and portfolio folders. Learning summaries of children's progress are written at the end of term 2 and a Statement of Learning Report is written at the end of a child's preschool year. Family chats occur in terms 1 and 4.

Kept-me

Your child has an online portfolio folder, this is a way of recording your child's learning journey during their time at kindy. Staff share photos, learning stories and selected pieces of work which demonstrates your child's progress in relation to the outcomes outlined in The Early Years Framework. This information is protected and only educators and yourself will have access. Please ask a staff member to assist you in accessing this information.

Kindy Session Times

Session times will be split into Group A and Group B and will be as follows:

Group A: Monday 8:30am - 3:00pm

Tuesday 8:30am - 3:00pm

Friday weeks 1,3,5,7,9,11 8:30am - 12:30

Group B & IPP: Wednesday 8:30am - 3:00pm

Thursday 8:30am - 3:00pm

Friday weeks 2,4,6,8,10 8:30am - 12:30

Children enrolled are booked into sessions. We try our best to work in with family needs.

Fees

Fees for each preschool term are invoiced and we request that they are paid by the due date. An invoice will be issued in the first 5 weeks of kindy. Any families experiencing problems paying their fees, are encouraged to speak with the Director to discuss payment options. Payment can be made in cash or cheque to the kindy or direct debit to:

Port Augusta West Childhood Services Centre,

BSB: 105-028,

A/C No: 065409340

Please use your child's name as a reference.

Term 1 is an 11 week term, Term 2 & 3 is 10 week terms and Term 4 is a 9 week term. Therefore your child will be enrolled for a total of 40 weeks. To make life easier, the fees have been divided evenly over the 4 terms and a cost of \$150.00 per term will be invoiced to your child at the beginning of each term. Fees are set by the centre's Governing Council Committee.

What to Wear to Kindy?

Please send your child in sensible, comfortable and washable clothing that they can manage independently (for toileting, dressing).

- Old clothes are best so that children can participate in messy and outdoor learning activities without fear of getting dirty. Make sure there is at least one change of clothes in their bag!
- Children should be encouraged to wear shirts with collars and with elbow length sleeves and longer style shorts. Short dresses and tops with thin straps are not appropriate.
- On cooler days, please dress your child in warm clothing, an extra jacket and beanie to keep them warm. We are still outside even if it is cold, windy and wet!
- Families are asked to apply sunscreen on their child before arriving at kindergarten in Terms 1 and 4. Staff will re-apply sunscreen late morning and mid-afternoon. The site will supply sunscreen, but parents may supply their children with their own sunscreen if they wish to use a particular type.
- All children and adults must wear a hat while playing outside.

SHOES

- Please ensure your child is wearing sensible supportive shoes that are suitable for running and climbing. Thongs and open sandals are not suitable for active play.
- During winter, children are encouraged to bring rubber boots so their feet stay dry while outdoors.

Kindergarten Uniforms

There are a range of polo tops, jumpers and hats available for purchase.

Polo Shirts - \$22

Fleece Jumpers - \$35

Bucket Hats - \$13

Please ensure all belongings are clearly NAMED.

Toys from home

Please encourage your child to leave their toys at home to avoid breakages and loss.

Lost Property

We stress the importance of naming EVERYTHING your child brings to kindergarten. It gives us the chance to return items to your child. The lost property box is located near the sign in area. Please check it regularly

Illness and Medication

If your child is unwell, it is in their and others best interests to remain at home until fully recovered.

This will help stop the spread of infection. Please let staff know if your child has an infectious illness and/or if your child is going to be absent by phoning the kindergarten.

A form signed (**see attached form**) by the parent must be completed before staff can administer any medication. We can only administer prescription medication from its original container. Medication must be stored in either the kitchen or locked first aid cupboard.

Please ensure staff are aware of any allergies or medication conditions your child may have. This information needs to be on their enrolment form. It is very important for staff to have up to date information on all children with Asthma or allergies (this may include a written plan from the Doctor) to ensure we are able to care for these children in the best possible way.

Child and Youth Health Service Check

All children have the opportunity for comprehensive health check organised through the preschool before they go to school.

Pika Wiya Hearing Program

Pika Wiya visits regularly to identify and monitor the ear health of Aboriginal children.

Arrival and Departure

Arriving at Kindy

Before 8:30am, educators are busy planning and preparing for children's learning. Please do not come too early as this interrupts educators' preparation time. There is a SIGN IN SHEET located on the bench. Please record who will be picking your child up that day. Please encourage your child to sign in also and try and have a go at writing their own name This is an important safety precaution. Please encourage your child to place their water bottle on the trolley and lunchbox in the lunch basket, snack goes into their tray.

At times, children have difficulties transitioning between home/parent and kindy. Please be positive and speak positively in front of your child. Reassure them that they will be ok and bring them consistently to kindy. Often it helps if an educator can involve your child in an activity while you leave. When you say you are going, do not hesitate as waiting will often increase children's anxiety levels. Please let staff know if you need assistance in supporting your child to separate at any time.

End of Session

Please collect your child promptly at the end of each session. Children will be in group time at the end of every session. You are welcome to come in and watch quietly. We expect children to remain seated until we have said goodbye individually to them. We encourage them to make eye contact, and reply by saying 'goodbye' before they leave. Your support of this social skill would be appreciated. Please ring if you are unable to collect your child on time. Please remember to sign your child out before you leave.

Child Absences

Please phone or text the kindergarten on 0439 273 463 if your child will be absent for any session.

Parent Involvement

Parents and caregivers are encouraged to participate at the Kindergarten in whatever capacity they feel comfortable. All volunteers are required to have a Criminal History Check and undertake Responding to Abuse and Neglect training. This can be organised through the kindergarten.

Some examples of how you can become involved are:

- Joining us on excursions
- Participating at working bees
- Becoming a regular volunteer
- demonstrate a craft
- play a musical instrument for the children
- help with some gardening
- cook with small groups of children
- give a talk - to children or parents
- Becoming a member of the Governing Council
- Bringing in interesting materials, resources, recycled goods for us to use

Governing Council

You are invited to join our parent committee and together with other parents and staff, take up the opportunity to discuss the learning program, improvement plans, policies, budgets, special events, fundraising, and the general development of the centre, building and grounds.

Meetings are usually held in Week 3 & 8 of each term on Friday afternoon.

Communication

- Each child has a kindy pocket where newsletters, invoices, and other notes go in. Please check your child's pocket frequently.
- Feedback is always welcome. Please place any feedback in the Fees Box or speak to the Director.
- Community events are often advertised within the centre
- Follow our Facebook page to updates and reminders
- Term 1 and 3 we invite families to participate in our 'family chats' this provides an informal way for families and staff to catch up and discuss general concerns and direction for individual children.

School Dental Services

Children are entitled to dental treatment through the School Dental Service. Enrolment forms are available through the kindy. The School Dental Surgery is located at 36 Flinders Terrace, Port Augusta or Phone (08)86485840

Special Services

We have available to us a team of DECD specialists. They specialise in the areas of child development, including special educators, speech pathologists, hearing impairment coordinators, psychologists, social workers and behaviour support coordinators. Should you have any concerns about your child's development, please see the Director. Children who are identified as needing extra support can be referred to these specialists. Children who are eligible are then entitled to extra support time while at kindergarten.

Policies

As a site we have specific site based policies and procedures which are in our policy handbook. You can view DECD policies that can be located at:

<http://www.decd.sa.gov.au/childrenservices/pages/earlychildhood>

School Banking

Port Augusta West CSC believes teaching children the important skill of saving their money when they are young can empower them for success in the future. Beyond Bank Australia has regular banking days and application forms are available for children to open their own account.

By banking through the centre with Beyond Bank you also help raise money for the centre. This funding is then used to purchase resources.



Enrolling Your Child at School

Please note that parents/caregivers must enrol their child in the primary school of your choice. This is NOT the responsibility of the kindergarten staff. Please let the Kindergarten Director know which school you have enrolled your child in as soon as possible.