Pennington Kindergarten

INFORMATION

15a Northgate Street
Pennington 5013
Phone: 8268 1200

Email: dl.5640.leaders@schools.sa.edu.au
2016 Kindergarten Staff—to be confirmed

Jessica Dubois Director
Michelle Highfold Teacher (All week)
Carolyn Harbord Teacher (part time)
Deb Evans Early Childhood Worker
Chelsea Hallion Early Childhood Worker (Occasional Care)
Linda Hughes Early Childhood Worker
Kim Chiem Vietnamese Bi-lingual Support Worker

Kindergarten Session Times—2016

Children can access up to 30 hours over a fortnightly period. Children are divided into two groups, Group A and Group B.

**Session times for Group A:**
Monday 8:45am—2:45pm
Tuesday 8:45am—2:45pm
Wednesday 8:45am—2:45pm every alternate week (Weeks 1, 3, 5, 7, 9)

**Session times for Group B:**
Wednesday 8:45am—2:45pm every alternate week (Weeks 2, 4, 6, 8, 10)
Thursday 8:45am—2:45pm
Friday 8:45am—2:45pm

Term Dates—South Australia

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<tr>
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<th>Term 1</th>
<th>Term 2</th>
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<th>Term 4</th>
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<tr>
<td>2014</td>
<td>28 Jan - 11 Apr</td>
<td>28 April - 4 Jul</td>
<td>21 Jul - 26 Sep</td>
<td>13 Oct - 12 Dec</td>
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<td>2015</td>
<td>27 Jan - 10 Apr</td>
<td>27 Apr - 3 Jul</td>
<td>20 Jul - 25 Sep</td>
<td>12 Oct - 11 Dec</td>
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<td>2016</td>
<td>1 Feb - 15 Apr</td>
<td>2 May - 8 Jul</td>
<td>25 Jul - 30 Sep</td>
<td>17 Oct - 16 Dec</td>
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Fees

Fees are charged each term to cover operating costs such as cleaning and utility bills.

Fees are:

$120 per term—15 hours/week

Paying Fees

Invoices are placed in your child’s newsletter pocket at the beginning of each term. Payment is requested by the end of week 4.

Payments can be made a number of ways:

- Returning the correct money in a named envelope. Place the envelope in the fee box which can be found inside the kindy near the office. We do not keep cash on site to give change, so please bring correct money.
- Direct Debit
- Centrepay: free direct bill paying service from your centrelink payment
- If you pay by Direct Debit, please let us know when you have (via email or note)

When will my child start kindergarten?

Children begin kindergarten at the start of Term 1 each year.

Children who turn four **before May 1** will begin kindergarten on the first day of Term 1.

Children who turn four **on or after May 1** will begin kindergarten on the first day of Term 1 the following year.

*Please note:* Aboriginal and Torres Strait Islander children and those under the guardianship of the Minister are eligible to begin kindergarten from age 3.

More information can be found on our DECD website: [www.decd.sa.gov.au](http://www.decd.sa.gov.au)
**What to bring**

1. Bag (named)

1. Hat (named) *that covers ears, face and neck*

1. Change of spare clothes

1. Drink bottle (named) - **WATER ONLY** *(no cordial or fruit juice)*

1. A **fruit or vegetable** healthy morning snack *(in a separate container to be left in the child’s back pack)*

1. Healthy packed lunch in a **named** lunch box or container

**Nutrition Policy**

We promote safe, healthy eating habits in line with the *Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools*. Through this policy, we are enabling children to establish lifelong, healthy eating habits that support their development, learning and wellbeing.

**Some ideas for lunch and snack include:**
- Sandwich, roll or wrap with a savoury filling
- Salad or fresh vegetables
- Pasta or rice
- Left over home meals
- Fresh or dried fruit
- Cheese
- Yoghurt

*Please separate* your child’s **snack** from their **lunch** and name both containers. We also recommend using a cold ice pack.

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**NUT AWARE ZONE**

We have children attending kindergarten with a nut allergy. In some cases NUT allergies can be life threatening so our kindergarten is a **NUT AWARE ZONE**

To keep everyone safe, products containing NUTS **must not** be brought to kindergarten.

Children with nut and other allergies will be supervised closely at snack and lunch times.

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**Sun Safety**

*Please remember to pack your child’s hat.*

Every child needs to wear a hat when playing outside in Terms 1 & 4. The hat must provide protection to the face, ears and neck.

*We suggest a broad brimmed hat or a legionnaire hat or a bucket hat* *(with at least 5cm brim).*

Children must also wear **protective, sun-safe clothing**.

*Please apply sunscreen* to your child’s exposed skin each morning.

The children will re-apply their sunscreen after lunch each day. With staff support, the children will quickly be able to do this independently.
Arriving at kindy
- The Kindy day starts at 8:45am
The entry gate will remain closed until 8:45am when the session begins so that staff can set up the room and the yard ready for a day of learning. Please supervise your child until we open the gate.

An adult must accompany children inside the kindergarten on arrival.

Encourage and support your child to
- Find their name tag & put their bag in a locker
- Put their lunch into the lunch trolley
- Find a staff member to connect with

Parents need to
- Sign in their child on the attendance sheet every day. This is a requirement of the National Quality Standard.
- Notify staff is your child is going to be collected by someone different and write this on the attendance sheet.
- Check your child’s newsletter pocket for any notices.

Leaving your child
You are welcome to stay and play with your child. When you are leaving, please be sure to say goodbye. It is important that you do not go without saying goodbye as your child may lose trust and confidence. Please speak to staff if your child is having difficulty with separation. If your child does not settle once you leave, staff will call you.

Collecting your child
- The Kindy day finishes at 2:45pm.
- Staff will farewell your child when we see you or the identified person collecting your child.
- If you are running late, please phone the centre so that we can re-assure your child that you are on your way.
- Please be punctual when collecting your child. We finish at 2:45pm.

Collection of children by friends and extended family
When you enrolled, you were to nominate who has the authority to collect your child. If your child is being collected by a person other than a parent or a regular carer, and they have authority to collect your child:
- Please write the persons name on the sign in sheet

If you forget to record this, please telephone the centre during the day. We will confirm your child is going with the correct person and we may ask for identification.

Children’s Birthdays
We like to acknowledge this special day by singing happy birthday, asking your child to share about their day and by giving your child a special birthday sticker. Due to the number of children with different food allergies and in keeping with our healthy eating policy, we are unable to allow children’s party food. Families are welcome to provide a fruit and vegetable platter on their child’s birthday to be shared with the group in celebration if they so wish.

Thank you for your support.
What to wear to kindy

At Pennington Kindergarten we encourage appropriate clothing and footwear that enables your child to fully participate in the learning program offered here. Your child should be able to run, climb, crawl, play in the sandpit, join in art activities and join in water play.

Clothes should be comfortable and easily washable.

Although smocks are provided for some activities, it is inevitable that some clothes will still get wet or dirty. Staff will encourage children to wear smocks but they are not responsible for ensuring children stay clean—your child needs to be able to paint, draw, glue, cut, dig, play in the sandpit, play in mud, play in water and engage with the many other ‘messy’ learning experiences without worry.

Please ensure all clothing is sun safe.

Shoes

Please do not send your child in thongs, slippers or slip on shoes as these can be dangerous when children are climbing and running.

Health

Please keep staff informed of any medical conditions or allergies as the year progresses. While it is important that children attend Kindergarten regularly, please do not send them if they are unwell.

To ensure that cross infection does not occur between children, children with heavy colds, congestion and temperatures should be kept at home.

**DO NOT** send your child if they have diarrhoea or vomiting within the past 24 hours.

We will contact you if your child becomes sick at kindergarten and ask you to collect them.

This demonstrates why it is very important that you keep up to date contact records at kindy—if you get a new phone number, remember to tell us!

**Infectious diseases**

Please notify staff if your child contracts an infectious disease such as chicken pox or conjunctivitis. Staff or your doctor can tell you when your child may return to kindy.

Toys from home

We do not encourage children to bring toys to kindergarten as they can be lost or damaged.

At times, children may be invited to share something special to them that relates to our curriculum. Please give the item to a staff member so that we can share it with the group and keep it safe afterwards.

Sharing information & Confidentiality

We encourage families to share as much information with staff as possible to support your child’s learning. There will be a number of opportunities to do this throughout the year so we thank you in advance for your support.

Please know that all of the information you share with us, including medical and health information, is treated confidentially.
**Working together**

- We know that learning outcomes are most likely to be achieved when we work in partnership with families. We believe that families are children’s **first and most influential teachers**, so we really look forward to building a strong partnership with you as we work together to support your child’s learning and development. **Everybody is welcome to come and be part of the children’s learning and this may include grandparents and extended family members.**

There are lots of ways that you can be part of our kindergarten community. You could:

- Spend time reading a story, helping with an activity or pushing children on the swings. Just tell a staff member that you have some time and would like to stay.
- Share your culture, area of interest and/or skills with the staff and children. Please share with us if you play a musical instrument, sing, paint, draw, love to cook or garden or if you can help us celebrate a special cultural event.

Of course, there are always a million jobs to do so we would be very grateful for your help. You could:

- Do some gardening, maintenance of resources, sweeping or raking outside.
- Help us prepare teaching materials by cutting up bits and pieces.
- Take a small basket of laundry home to help with cleaning smocks, tea-towels, ‘dress ups’ etc.
- Help at end of Term clean ups and working bees during the Term.
- Help us fundraise much needed money.

Being involved lets you see the types of learning your child is participating in at kindy and children show great pride when their parents are involved.

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**Governing Council**

Governance of our kindergarten is the responsibility of our Governing Council. Our committee consists of parents, staff and community members. Members are elected each year at the Annual General Meeting, held in the first term.

**Please consider joining our Governing Council committee.**

We meet twice a term for a meeting at an agreed time.

All parents and caregivers are most welcome to join the committee. It is a good way to find out what is happening in the kindergarten and contribute to kindergarten decisions. It is also a great opportunity to meet other parents and make new friends.