WEST LAKES SHORE
KINDERGARTEN

INFORMATION BOOKLET

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WELCOME TO WEST LAKES SHORE KINDERGARTEN

A Department of Education and Children's Services (DECS) kindergarten.

We hope that your time with us is enjoyable, rewarding and enlightening.

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<th>Staff:</th>
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<td>Director:</td>
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<td>Teacher:</td>
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<td>Early Childhood Worker (ECW): (1.0)</td>
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<td>Early Childhood Worker (ECW): (0.5)</td>
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Kindergarten sessions:

Kindergarten offers up to 2 Full day sessions per week for children 4 years of age (or more), for 4 terms before beginning school.

There are 2 groups and parents may select either but this is dependent upon vacancies existing at the time:

**Blue Group** - Mon. & Wed. all day 8.45 am to 3.15

**Red Group** - Tues & Thurs all day 8.45am. to 3.15

Pre Entry

This is one session per week for 1 term before beginning kindergarten (children are usually turning 4 years old during this time). There is not a Pre Entry session on the last Friday of every term! From term 3 2012 there will be no - pre-entry sessions due to Universal Access sessions

Please contact the kindergarten for any further information.
Fees

Each family is asked to pay a regular amount of money to the kindergarten to assist with the day to day operation of the centre. These contributions are essential to help pay for educational equipment, cleaning, phone, electricity etc. The centre receives a small amount of government funding based on children’s attendance’s (not enrolments); however without fees and fundraising the centre would not be able to continue to function.

**Kindergarten Fees**

2 Full days $130 per term. This cost is all inclusive from 8.45 am – 3.15pm.

Universal Access will be provided from term 3 2012 and will entail 15 hours of kindergarten sessions to be accessed by every child. Please contact the kindergarten for specific session times.

**Pre- Entry Fees**

1 session per week - $35 a term - this also includes a kindy hat. Your child is able to have one term of pre-entry before they start sessional kindergarten.

We would appreciate all fees being paid before the end of Week 3 of each term. Please place money in a clearly marked envelope (with child’s name, group & amount) in the Fees box. If you have any difficulty in regard to payment, please speak to the Director.

*NB Pre-Entry will no longer operate from term 3 2012 due to Universal Access which entails children accessing up to 15 hours of kindergarten per week.*

Please note that we only do one commemorative fundraiser for the year plus our annual Obstacle-a-thon.

Information

Information is distributed to families in a variety of ways. For newsletters and notices etc., each child has a “pocket” which hangs near the door (or on the bathroom door). Please check your child’s pocket regularly.
What to bring to Kindy

- a bag/backpack with your child’s name on it
- a hat
- spare clothes (just in case)
- one snack as per attached food policy guidelines (please ensure that you include a frozen fridge block to keep your child’s food cool).

What not to bring to Kindy

We ask that children do not bring toys as they may get broken, “stray” into other children’s bags or cause conflict.

Policies

DRESS CODE POLICY

At West Lakes Shore Kindergarten we promote appropriate clothing and footwear as we believe it contributes to the overall safety of the physical environment and enables children to fully participate in the educational and learning program offered at kindergarten.

Acceptable Clothing

Any type of shorts or long pants, skirts and dresses (preferably not too long as they inhibit play)

T Shirts of any kind, jumpers, windcheaters, cardigans, vests and jackets

All tops must cover shoulders and backs to comply with sun safe policies

Clothing not permitted

Shoestring straps, singlet tops, halter tops, super hero capes, super hero suits, midriff tops.

Shoes

Footwear should meet safety standards (backed/rubber soled) and not limit involvement in educational programs. Thongs, clogs, platform, ugg boots, slippers, slip ons and high heeled shoes which are heavy or slip off easily are not suited to active involvement in learning activities and are not acceptable.
Jewellery

Jewellery is not permitted with the exception of a watch, sleeper/stud earring, medic alert bracelet and religious symbols on a chain worn under clothing.

Hair

Hair which is shoulder length or longer should be tied back with bands, ribbons or scrunchies. This helps prevent the spread of head lice and ensures it does not inhibit children’s work or play activities.

Hats

Hats to be worn as per sun safe policy

Things to consider

The appropriateness of clothing choices for the kindergarten environment, eg is it not easily cleaned or replaced or is it a special item.

Children need to be able to paint, glue, cut, dig in the mud, play in the coloured water without worrying about precious clothing or being fearful of chastisement at home.

Staff will provide children with appropriate coverings for messy activities and endeavor to encourage children to wear them but are not responsible for ensuring children stay clean.

Children need to be able to manage their own clothing for toileting reasons, ie can they undo/do up the buttons and/or belt themselves.

All clothing/belongings to be clearly labelled, thus reduce the amount of unclaimed lost property.

Consequences for Non-Compliance of Dress Code

Children with inappropriate clothing/shoes will need to play inside or on veranda - please consider how difficult this can be for a child who is staying for a full day, or whose friends may be playing outside.

Sun Safe Policy

All DECS (Department of Education and Children’s Services) Kindergartens and schools have sun safe policies. This means - NO HAT NO OUTSIDE PLAY in terms 1 and 4.
We do permit children to play under the verandah if they have forgotten their hats. We are unable to provide children with spare hats due to Occupational Health and Safety regulations. Please help us protect your child from the sun by ensuring they are wearing an appropriate sun safe hat (as outlined in the Sun Safe Policy) when they leave home and applying sunscreen before they come to Kindy.

**Health Policy**

Please keep us informed of any medical conditions or allergies, including infectious diseases such as chicken pox, whooping cough and colds. *To ensure that cross infection does not occur between other children it is important that if your child is unwell, displaying signs of high temperature, lethargy, runny noses or is clearly unwell we would ask that your child be kept at home.* Please phone the kindergarten if your child is going to be absent from kindergarten and advise the staff member the reason for your child’s absence so that we can monitor any infectious diseases that may occur.

If your child has any communicable disease e.g. head lice or school sores, please notify the centre as soon as possible so we can alert other parents. Your confidentiality is assured. More details of our Health policy are available in the parent library borrowing area for reading.

**Standard Precautions**

Our centre has policies and practices in place to prevent cross infection from blood borne diseases, including HIV and Hepatitis B & C. Staff use latex gloves when applying bandaids and handling blood spills. Children are taught about the safe handling of blood at kindergarten and the main points include:-

- **Bloods carry viruses that can make us very sick**
- **All cuts and skin breaks need to be covered**
- **It isn’t safe to handle anyone else’s blood**
- **It is safe to handle your own blood, you can put your hand on it to stop the bleeding**
- **Children are encouraged to apply their own Band-Aid when the need arises**

**Children’s Birthdays**

At this kindergarten we like to acknowledge your child’s special day by singing Happy Birthday, by asking them about their special day, and by giving your child a special 4 or
Due to the number of children with allergies and in keeping with our Healthy Eating Policy we are unable to allow children's party food or party favours.

**Arrival and Departure**

An adult must accompany children inside the centre, at the beginning of each session. We actively encourage children to greet staff at the beginning of the session and to say goodbye when they leave.

The door will remain closed until 8.45 to allow staff time to set up equipment and plan for the day. However early drop off for an emergency (ie no earlier than 8.30am) can be prior arranged with a staff member for a fee of $2 for that 15 minutes of care.

If your child is to be collected by anyone else, please write the details on the sign-in/sign out sheet, kept at the kindergarten entrance.

Please try to be punctual when collecting children, as they can become distressed if other children have gone home ahead of them. At the end of each session there is a 10-minute collection time (11.15-11.30 & 3.00-3.15). For every child left after these finishing times a fee of $5.00 will be charged for every 10 minutes thereafter.

**Attendance Policy - Absent from Kindergarten**

Government preschools and schools in South Australia are committed to ensuring that children and students maximise their attendance at preschool and schools to gain optimum benefit from education.

Ensuring regular attendance at preschool/school is a shared responsibility between parents/caregivers, preschools and schools.

Research shows that success in learning is directly proportional to regular attendance and participation in education programs. Positive attendance patterns should be fostered with all children and students by all educators within the Department.

Pre-school staff is responsible for the recording of kindergarten children's attendances/absences according to the Department's requirements.

At this kindergarten, we ask all parents to contact the kindergarten by phone/in person if you know that your child will be away for family reasons or is sick. A follow-up notice will be placed in your kindy pockets should you forget to advise us of your child’s absence. Of course, if your child is sick common sense must always prevail, and it is always advisable to keep your child home - please just keep us informed!
Playing in the Playground before and after kindergarten

We ask all parents to be respectful of the kindergarten play equipment, and if your child has been farewelled at home time by kindergarten staff, please ensure that your child (along with any school aged siblings) be mindful that the play equipment is provided for kindergarten aged children. In line with the WLS school Policy, we ask that all children (whether kindergarten or school) do not play with the kindergarten equipment after the kindergarten session finishes. The kindergarten gates will be locked at approximately 3.20pm each day.

Centre Policies

All centre policies are located in the parent borrowing shelf for reading. These include Manual handling, Emergency procedures, Lunch time care, Late pick up, Food and Electrical policies.

Parents are Important

At West Lakes Shore Kindergarten, parents and staff work together for the benefit of children. Parents, as the first and most important educators in a child’s life, need to guide staff in meeting the needs of their children. Any information regarding your child which you consider important needs to be passed on to staff. All information will be treated confidentially and may assist staff in planning appropriately for your child.

How you can be Involved

There are many ways you can be involved in your child’s pre-school education. You may like to:

• read a story

• help with gardening

• cut up collage, cover books

• assist with library/toy cataloguing

Governing Council

The Governing Council consists of parents, staff and interested community members. Members are elected each year at the Annual General Meeting, held in March.

The Governing Council is responsible for the equitable management of the kindergarten, including the development and funding of the annual budget and the
maintenance of the centre. The kindergarten community, through the Council, meets
the running costs of the centre (excluding staff salaries) with the guidance of the
Director.

**Governing Councils** are twice a term and generally run for approximately two
hours. Currently we meet at 7pm on a Monday of week 2 and week 7. All parents
and caregivers are most welcome to attend meetings and we encourage parents to join
the Council and be part of their child’s education. It is an excellent way of finding out
about many aspects of the centre, and also to meet other parents.

**A Washing Roster** is situated near the front door and we ask that families assist by
taking home washing at least once while their child is at kindergarten.  Washing pick up day is Thursday.

Please check these rosters regularly to see when your turn is and check with Di for
further information on what needs to be done.    Many Thanks!

**Clothing**

All clothing should be named, including shoes, jumpers, bags, hats and lunchboxes.
Dress your child in comfortable, easily washed clothes; although smocks are provided
for some activities, it is inevitable that some clothes will get wet or dirty. Clothes
that allow free movement, are not too tight, too loose or too long and allow children to
play safely and go to the toilet independently are the most appropriate.

Please do not send your child in thongs, clogs, sling backs or party shoes, as they can
be dangerous when climbing or running.

**CaFHS Screening**

Child and Youth Health offer 4 year old screenings at the Kindergarten once per term.
Unfortunately they will only screen 12 children meaning that during most terms some
children will miss out. Staff will allocate spaces to those children who they feel will
most benefit from the screen. If your child is not screened, then it is your
responsibility to book a time through the Woodville branch of CAYH, before your child
turns 5.

**Library Borrowing**

**Children’s Library**

A number of books are available for children and parents to borrow and use at home.
Every child must have a library bag - see attached sheet.
**Parent’s Library**

Books, pamphlets and videos are available for parents to borrow. Please ask staff if you need any advice on suitable material.

**Take Home Kits**

We have a limited number of resource kits designed to stimulate and encourage literacy and numeracy skills. Borrowing procedures are outlined in the purple information sheet.

| Behaviour Management Policy |

At West Lakes Shore we aim to provide an environment that is safe and nurturing for every child. To achieve this we encourage children to take responsibility for their own safety by learning how to express their feelings verbally rather than physically. In order to empower children in conflict situations all staff consistently use set phrases to give children confidence and independence in problem solving.

We teach the children the basics of Protective Behaviours (Everyone has the right to feel safe. Nothing is so awful you can’t tell someone).

Children are encouraged to say “Stop it, I don’t like it! It makes me feel ...scared, sad, unhappy, cross etc.”

Staff will always endeavor to communicate information to parents when a child has not been playing safely, is hurt or hurts another child. We hope you support this policy and invite you to speak to staff if you have any concerns about your child’s behaviour or safety. We have a detailed Behaviour Management Policy incuded in your enrolment package.

| Belonging, Becoming and Being National Framework |

Our program is based on the National Early Years Learning Framework. The aim of this document is to extend and enrich children’s learning from birth to five years and through the transition to school.

Play is a context for learning that:

- Allows for the expression of personality and uniqueness
- Enhances dispositions such as curiosity and creativity
- Enables children to make connections between prior experiences and new learning
- Assists children to develop relationships and concepts stimulates a sense of wellbeing.

There are five Learning Outcomes that are designed to capture and integrate learning and development:

- 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.

**Programming**

The staff program each fortnight and cover these curriculum areas as well as protective behaviors. Our topics and program come from the children's interests, the written observations of staff or something special happening in the community.

A summary of the programme is on the notice board and information about the programme is usually included in newsletters. We welcome your views on our programme.

**Assessment & Reporting**

Throughout your child's time at kindergarten the staff collects information about his/her development and progress. Please feel free to approach us to discuss any aspects that interest you. A Parent questionnaire about your child is included in this information package and gives us a brief profile of your child's strengths and interests.

Staff are available to talk to you about your child's learning, be it incidentally or by appointment.

Parents will be offered the opportunity to book a parent/teacher interview time during their child's first term of Kindergarten. This is a formal reporting process but the discussion is quite informal. Interviews are no more than 15mins in length and it is up to individual parents to ensure they book a time or else they will miss out.
When your child leaves kindergarten to start school, you will receive a Summative Report, which is a brief summary of your child's development and distance traveled during his/her time at our kindergarten. We will ask you to sign the report and give us permission to send a copy of the report to your child’s school. Along with the report you will also receive a CD Rom of photographs which will be in date order.

By the completion of each term your child will take home a plastic sleeve of work samples and sometimes photographs. You may choose to collect these to put into a scrapbook or plastic sleeved folder. You will then be able to map your child’s progress over four terms of kindergarten. Most work samples will have an explanation of the activity and which developmental learning outcomes staff were providing opportunity for children to develop.

Please remember to look at all of our displays and curriculum newsletters as they are also formal reporting procedures we use.

School Enrolment

It is a good idea to contact the school of your choice, with a view to enrolment, as soon as your child begins full time kindergarten. This allows the school to plan ahead for expected enrolments and class size.

It is the parents' responsibility to enrol children at school and this means filling out enrolment forms and speaking to the principal. Please remember that enrolment at the Kindergarten does not automatically entitle children entry into West Lakes Shore Primary School. The school has a zoning policy and we can give you information about this, or you can contact the school.

Kidstuff Playgroup

Playgroup is held in the "Little Athletics" building, situated on the oval of West Lakes Shore Primary School. Sessions are run every morning, Monday to Thursday and more information can be obtained by contacting the Kindergarten by telephoning: 8449 1189.

3 ½yr old Playgroup

In the term prior to commencing pre-entry children have the option of attending a playgroup on Fridays at the kindergarten. However due to Universal Access being offered from term 3 2012, Playgroup will cease to be offered at the kindergarten.
South Australian State Schools Term Dates

Recorded message for SA term dates – ph: (08) 8226 1650

To confirm this information, please contact the Department of Education and Children’s Services on 8226 1083 or phone the number provided above.

For term dates in other States and Territories of Australia, please visit the Australian School Holidays site and click on the appropriate state or visit the relevant education department website by following the links below:

ref: c:\documents\enrolment_package_forms\information booklet2001