

RENDELSHAM KINDERGARTEN HANDBOOK



Rendelsham Kindergarten
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WELCOME TO OUR KINDERGARTEN

Hello and welcome,

Our belief is that children learn best when they are happy, busy, safe and in an environment where they feel loved and respected. Kindergarten provides a setting for children to grow in all aspects of their being – we want children to become confident, independent, caring, creative people, who are able to use their learning in all aspects of their lives.

They will be challenged in many different ways as this new world opens up to them – where mistakes are seen as part of the learning process. Children will be encouraged to use intelligence in problem solving and to find solutions to the situations and experiences they will face. We hope during their time with us your child will continue their learning development of life skills for the future.

We look forward to working with you to ensure that together your child may experience learning that is engaging and builds success for life.

And above all we appreciate each child's unique individuality.

"Children can be likened to a handful of seeds from many flowers. At first they may seem more similar than different in many respects. Place those seeds in the earth and nourish them. As they grow and mature their differences become marked. Some remain small and delicate, while others are large and brilliant, some bloom early and some late. One thing they have in common - Under good conditions they all bloom and have their own beauty!" - Edward L. Mattil.

Programming for our Centre is based on

The Early Years Learning Framework Belonging Being Becoming

We have a holistic (whole child) approach to teaching and learning, we believe children's learning is integrated and interconnected. We are responsive to children's own strengths abilities and interests. Children at our kindergarten learn through play. Play provides opportunities to learn as children discover, create, imagine, build new understandings, question, problem solve, expand their thinking and enhance their desire to know and learn. We use intentional teaching which is deliberate and thoughtful to actively promote challenging experiences and higher level thinking skills. Our indoor / outdoor learning environments support children's through a myriad of opportunities to increase their learning. We assess children's learning through a process of gathering information about what children know, can do and understand. It is part of an ongoing cycle which includes planning, documenting and evaluating children's learning. Your child will have their own learning file available for you to look at and contribute to during their time at kindergarten.

Staff and Services

DIRECTOR

Jenny Smibert

EARLY CHILDHOOD WORKER

Paula Tunkin

Playgroup for children accompanied by an adult Tuesday 8:30 through to 10:30 am
Fee \$2.00 per session

Occasional Care /3 year old Program Tuesdays 8:30 – 3:15
Fee \$10.00 am \$20.00 per Full Day

Pre Entry Sessions are available.

Open for Kindergarten Session Times-2017

Tuesday 8.15am - 3.45 pm

Thursdays - 8.15am - 3.45 pm

Kindergarten Fees \$100 per term (\$5 per session)

Fees are due at the beginning of each term before the end of Week 3

Some people choose to pay for more than one term at a time. (eg. for the year)

Please choose the most convenient for you - see fee policy attached in package

Lunch Care There is no lunch care fee as staff currently provide this service. All full day/ session children are required to bring a healthy packed lunch - see our centre 'Healthy Food and Nutrition Policy' included as a guide.

What to Bring to Kindergarten

A good sized back pack (you may be surprised what needs to go in there!!).

A drink bottle full of water for drinking during the day.

A piece of fresh fruit for morning snack (vegetables or a little dried fruit are great alternatives).

A lunch box filled with healthy eating options (see *Healthy Food and Nutrition Policy*) plus an extra piece of fresh fruit. **Please do not include prepackaged snacks** as they are invariably high in sugar/fat. We strongly encourage you to leave them for occasional treats/celebrations.

Occ. Care/3 Year Old a.m children will need to bring a piece of fresh fruit and water bottle only.

A wide brimmed hat for summer terms 1,3 and 4 (see Sun Protection Policy). We ask that you send a hat (not a 'very best one') at the beginning of the term to leave at kindergarten (we welcome beanies in winter). Your child's hat will 'live' in a special individual basket at kindy for use while at kindergarten.

Appropriate clothes for weather and 'work' -older clothes are great.

A change of clothes knickers/jocks, pants, tops are helpful at the bottom of backpack.

Information Communication Pockets

Each child has a named pocket by the entrance door where all newsletters and correspondence are placed. Parents/carers are asked to check them at drop off /pick up. Educators will assist bus children.

Individual learning Folders

This folder is a collection of evidence of your child's learning and development while they are at kindergarten. We document learning using the Early Years Learning Framework Outcomes and Pre School Literacy and Numeracy Indicators visible in your child's work samples, photos or observations/stories/notes recorded.

We plan for this to be beneficial as it enhances your understanding of your child's learning journey. We are very happy to discuss aspects of this with you at any time.

Your child's folder is intended for you to view and share with your child at any time. Feel free to view it without asking staff when you have a few spare minutes. If you would like to take it home to show others in the family please let us know and be prepared to return it immediately after (Plastic sleeves are avail for protecting your Learning Folder in transit).

We welcome your questions, ideas and constructive criticism for improving our practice.

Your child's happiness and learning is paramount and we plan to develop a strong working relationship with you to achieve the best learning outcomes for your child.

At the end of your child's kindergarten year a 'Pre School Statement of Learning' (Report) is written summarizing your child's learning and development. This document is a useful tool to pass on to your child's reception teacher prior to them starting school. It helps to support a smooth transition as your child continues on their lifelong learning journey.

GOVERNING COUNCIL & PARENTS

The kindergarten has a management parent group known as the GOVERNING COUNCIL. Our Kindergarten is small so this 'council' is also our parent committee. We invite all parents to be a part of this group. There has been an expectation that every family be represented on our Governing Council in the past. Our continuing small enrolments make this important.

It is anticipated that the Governing Council will work as a team with staff in

- ❑ The management of finances
- ❑ Maintenance of building and equipment
- ❑ Decision making in a range of essential kindergarten matters
- ❑ Fundraising.

The success of a small kindergarten such as Rendelsham, relies entirely upon all families contributing to the operation of our Centre.

There are 2 meetings per term (usually week 4 and week 8) They are formal but very relaxed. They offer opportunities for you to get to know our centre more deeply and being social, they are often fun, as well as dealing with the "business" issues and planning.

FAMILY INVOLVEMENT IN OUR LEARNING PROGRAM

Parent involvement is vital for our services. We are particularly keen to have families involved in our learning program with the children. This may be as simple as popping in to read a story occasionally or sharing something you enjoy doing with the children – cooking, music, gardening, craft, drawing, singing, playing etc;

PARENT HELP

General odd jobs

Sometimes odd jobs arise and requests are made via newsletters or by simply asking. Your assistance at these times will be appreciated. We are often looking for an odd jobs person. If you believe you could help in this way, please volunteer your services to one of the staff.

We also have occasional 'one off' working bees for particular projects and we ask that you consider helping us on these. We really do try to make things as simple and fun as possible for everyone so please consider giving us a hand when you can.

HEALTH and SAFETY

Our Kindergarten is committed to supporting the health and well being of all children in the Kindergarten.

Medication

Please refer to our Medication Management Policy included in this package.

Footwear and clothing

Kindergarten is a child's workplace. Please send children in sensible, comfortable and washable work clothes and footwear.

It is not advisable for children to wear: *Thongs, long skirts or long dresses or ill-fitting rubber boots* as these can hinder children's freedom and participation and are especially dangerous on climbing equipment. Please help us to minimize the chance of accidents.

We always endeavor to keep paint, mud etc. from the children's clothing but sometimes it is not possible. We believe the experiences we offer children are purposeful and we encourage all children to participate. We would not want children to feel left out or feel inhibited because of their clothes.

Hats

During terms 1 and 3, 4 children are required to wear a hat, (broad rim or legionnaire – NO CAPS please). Term 3 we suggest children bring a warm hat. Please ensure hats are labeled clearly with your child's name. If possible we encourage that these hats remain at Kindy in your child's own basket near the door. (Please refer policy)

Injuries

Only minor injuries and illnesses and those that respond to a band aid or a hug are treated by us. All others are referred to you as soon as possible. If we feel an ambulance is required one will be called and you will be notified (Please refer policy)

Immunization

In the interest of all children's health we ask parents to ensure children are part of the national immunization program. From 2017 The Director will need to sight your child's up to date immunization program in their 'Blue Book'.

Infectious diseases

Please keep children home when obvious symptoms of discomfort, temperature, vomiting, diarrhea are present. Rest will assist the child's recovery and prevent the spread of infection (please refer policy). Notification of a disease outbreak will be communicated on daily kindy noticeboard/verbal communication.

Smoking policy

Our kindergarten is SMOKE **FREE** -in the interest of adult and child health & safety.

RENDELSHAM KINDERGARTEN

HEALTH SUPPORT POLICY

Our Kindergarten is committed to support the health and wellbeing of all children in our Kindergarten. An important part of this commitment is our Health Support Policy. We acknowledge that parents/guardian retain primary responsibility for their child's health care. This includes responsibility for providing accurate, up to date relevant information for staff regarding children's routine and emergency health care needs.

First Aid

If a child becomes unexpectedly ill or injured, staff will ;

- Administer basic first aid
- Staff will call an ambulance if required and continue basic first aid
- Staff will contact parents/guardian or emergency contact person
- Staff will contact parents/guardian if first aid might need follow up treatment at home or with a doctor.

All head injuries will be reported to parents/guardians verbally or by note

Routine Health and Personal Care Support

Some children may require assistance with their routine/emergency health and personal care needs. Before staff can assist with this the parent/guardian must provide written information from their doctor in the form of a Health Care Plan/ Action Plan which outlines specific needs. Forms/proformas are from the kindergarten for this purpose.

It is the responsibility of parents/guardians to request and ensure all appropriate forms are completed, signed and returned to the kindergarten. The purpose of these health care forms is to ensure that the kindergarten has information from the treating health professional relevant to the child's health, well, learning and care at kindergarten. This will enable the development of an individual 'Health Support Plan' if any of the following are apply;

- * There are any individual first aid requirements, other than the basic first aid response.
- * The child needs additional supervision for health-related safety.
- * There is a predictable need for additional support with daily living tasks.

Health Support Plans are written information from the treating health professional, with discussion between kindergarten staff and the parent / guardian.

It is the responsibility of the parent / guardian to :-

- * Request these forms.
- * Ensure all appropriate forms are completed and signed by the doctor
- * Sign all appropriate forms as parent / guardian.
- * Return all forms to the Kindergarten.
- * Update all medical information on the appropriate forms as necessary.

ASTHMA

Children with asthma (even if only 'mild' or 'occasional') require an asthma care plan completed and signed by the treating doctor and given to the kindergarten staff.

Staff are trained to administer reliever medication in the event of an asthma attack.

All asthma puffers must have the pharmacist label, including child's name, on the actual puffer. not just the pack.

PROTECTION FROM INFECTION & INFESTATION

Staff members follow health standards to provide as much protection as they can, for all children, from the spread of infections and infestation (eg head lice).

Rendelsham Kindergarten Handbook Reviewed March 2015, Reviewed June 2016.