



South Port

Kindergarten

Family Information Handbook



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Port Noarlunga South 5167
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South Port Kindergarten - Department for Education (southportkgn.sa.edu.au)

Welcome to South Port Kindergarten

Dear Parents and Caregivers,

Thank you for enrolling your child at South Port Kindergarten. For many children and families starting kindy is a significant event marking the beginning of their educational journey outside of home. Kindy is often the first opportunity that children have to regularly socialise with a large group of children who are of the same or similar age. We realise that it can be an anxious and exciting time for you as well as for them, therefore we are inviting you, as your child's first and most important educators, to become involved with the learning program as you feel comfortable. You are most welcome to catch up with educators for a chat, join our Governing Council or partner with us in any way that will help us to support your child to successfully engage with the curriculum at kindy. We look forward to working closely with you to get to know your child as a capable learner and a unique person. We trust that your child's year of kindy will be an enriching, rewarding experience filled with many happy memories.

Our Philosophy

At South Port Kindergarten we believe that all children are capable and competent learners and that each child is a unique individual who possesses rights and responsibilities as an important and influential member of their community. We value children being confident and resilient and having the opportunity to become responsible and caring citizens. We believe that children will flourish in a learning environment where they and their families are welcomed, respected and have a strong sense of belonging: where there is a culture of safety to take risks in intellectual, social and physical challenges and where the joy and effort of learning is acknowledged by all. We will therefore work together with each child and his or her family to implement a play-based curriculum which will scaffold, stretch, make visible and celebrate their learning journey at kindergarten.

South Port Kindergarten Staff 2024

Preschool Director:	Marissa Neeb
Teachers:	Bernie Smith Renaë Simmons
Early Childhood Workers:	Beth Boys Julie Hurn Tracy Rushworth
Preschool Support:	Bec Richardson
Finance Officer:	Helen Briggs
Groundsman:	Michael Hazelwood

GENERAL INFORMATION

Please note: In SA the terms kindergarten, kindy and preschool are often interchangeable and refer to the same educational service. You will find reference to all of these terms throughout this document.

Immunisation Records

As of 2020, it is now a legal requirement and Department for Education (DfE) policy that, on enrolment, a child's immunisation record is provided to the kindergarten. For more information visit:

[Immunisation requirements for early childhood services \(education.sa.gov.au\)](http://education.sa.gov.au)

Universal Access

Universal Access is a Federal government initiative that gives children in their eligible year an opportunity to attend preschool for 15 hours per week. At South Port Kindergarten, this is configured as 30 hours over the fortnight. It is not compulsory and families are not compelled to adhere to the 15 hours that is offered, however research has shown that **children who attend regularly at preschool are more likely to attend school regularly and be ready to engage with learning in the school context.**

Children who turn 4 before May 1st are eligible to start preschool at the beginning of the year (Term 1) they are turning 4. They will then enter school the following year in Term 1. As of 2023, children who turn 4 after May 1st and before October 31st are eligible to start preschool in Term 3. Children will undertake 4 terms (1 year) of preschool, regardless of whether they start at the beginning of the year or through the mid-year intake. This means that children who start in Term 3 will complete 6 terms of Reception.

Aboriginal children and children who are or have been in care are entitled to access a preschool program any time after their 3rd birthday.

National Quality Standards

The National Quality Standards (NQS) is the current Early Childhood Education legislation formulated by the Australian Children's Education and Care Quality Authority (ACECQA). It consists of a set of regulations that all preschools and other early childhood services must adhere to. Preschool Directors prepare a yearly **Preschool Quality Improvement Plan (PQIP)** which is used as part of the planning and assessment process. All services undergo accreditation and are rated in accordance with these 7 Quality Standards:

1. Educational Program and Practice
2. Children's Health and Safety
3. Physical Environment
4. Staffing Arrangements
5. Relationships with Children
6. Collaborative Partnerships with Families and Communities
7. Leadership and Service Management

In 2017 our kindy was assessed and given an Exceeding Rating

Session Times

Session times at South Port Kindergarten are Monday to Thursday from 8:30am to 3:00pm and Friday mornings 8:30am to 12:30pm. Educators are present from 8:15 am to 4:00pm each day, which is used as preparation time. Children access their 15 hours of preschool as *2 full days and 1 half day each fortnight, as per the following:*

Monday and Tuesday each week and alternate Friday mornings (odd weeks)

OR

Wednesday and Thursday each week and alternate Friday mornings (even weeks)

We attempt to offer families the sessions that are most convenient to them, but this is subject to our numbers, and cannot be guaranteed. Children usually attend 2 full days and alternate Fridays, however if there is difficulty with this combination parents and caregivers can discuss this and negotiate with staff.



Daily Routine

Monday – Thursday (please note these times are a guide only)

8:30 - 9:30	Arrive, inside/outside play-based learning
9:45 – 10:00	Welcome group time
10:00 - 10:10	Fruit time
10:10 - 11:30	Inside/outside play
11:30 - 11:55	Small group time
11:55 - 12:00	Sunscreen applied (if applicable)
12:00 – 12:20	Lunch (this is flexible and may take longer)
12:20 - 2:00	Inside/outside play
2:00 - 2:15	Afternoon snack (optional)
2:15 - 2:30	Inside/outside play
2:30 - 2:40	Pack up time
2:40 – 3:00	Group time and goodbye

Friday

8:30 – 9:00	Arrive, inside/outside play-based learning
9:00 – 9:40	Visit school library (this may not happen every week depending on programming)
9:40 – 10:00	Snack time (fruit/veg, healthy snack alternative)
10:00 - 12:00	Inside/outside play
12:00 - 12:10	Pack up time
12:10 - 12:30	Group time and goodbye

Collection and Attendance

All parents and caregivers are required to **sign in and out** on the daily attendance sheet every time their child comes to kindy, as per our delivery and collection of children policy and procedure. Please either phone or text the kindy on **0418 497 831** if your child will not be attending for any reason, including illness and family holidays. Please also let staff know if someone other than yourself will be collecting your child. A name and phone number are required, and photo identification must be presented upon collection. **We will not release a child into the care of anyone other than the person authorised by the parent/guardian.**

Kindergarten is the beginning of your child's formal education. The good habits and positive attitudes that you foster with your child at kindergarten will help to establish regular attendance patterns and a successful transition to school.

To support your child's successful attendance, we ask that you:

- Keep goodbyes short at the beginning of the day. Please let staff know if you need support with this.
- Are punctual when collecting your child at the end of the day.

Our sessions start at 8:30am and educators are often busy setting up for the day before this time. We ask that you please bring your child ready to start the day at 8:30am and not before.

To support staff to ensure that your child is safe and is collected by the correct person at the end of the session we ask you to:

- Wait until your child has been released from the group by the teacher at the end of the session.
- Inform staff if anyone other than you will be collecting your child.
- Notify staff if you intend to collect your child before the end of the session.
- **If you need to collect your child early please try to do so before 2:40pm so that it does not disrupt their participation in our end of day group time.**

Hot Weather Policy

The kindy will remain open for the normal session times during hot weather as our building is air conditioned. To minimise the risk of heat stress, children will be encouraged to play inside, on the verandah or under the shaded sandpit area. They will be reminded to drink plenty of water and will be encouraged to engage in quiet, cool activities.

What to Bring to Kindy Each Day

- A healthy lunch in a lunch box labelled with your child's name. We encourage healthy eating at kindy and prefer children to bring non-packaged food to reduce our waste.
- 2 pieces of fruit or vegetables for the 2 snack times (morning and afternoon).
- A drink bottle of water (no cordial please)
- On Friday mornings please supply healthy snacks or a light lunch.
- 2 changes of spare clothes (even if your child is toilet trained)
- A broad brimmed or legionnaire hat (please remove any toggle cords)



Encourage your child to be responsible for their belongings by checking that all essential items are packed. This includes allowing them to carry, store and collect their own bag and to check that everything they need is in it before going home. Practising this routine at home will help your child to be independent.

Please remember to name all items, including container lids.

Spare Clothing

Learning through play often results in children getting wet or messy. We suggest packing 2 complete sets of spare clothing every time your child comes to kindy.

Handy Hints:

- Dress your child in clothing that they can manage independently. We suggest old clothing and having designated "kindy clothes" that you don't mind being stained helps.
- Remember to name/initial all clothing.
- Wash clothing in cold water as this helps to get paint out.

Water Bottles

Children are encouraged to drink water throughout the day to maintain good hydration levels for their bodies and promote healthy habits. If water bottles are left at home, children will be supplied with a cup. Water bottles can be refilled during the day. Please ensure that children's drink bottles contain water only.

Hats

We are a sun safe centre and children who do not have a hat on a day when the predicted UV level is 3 or above will need to play inside. **Please remove any toggle cords from hats for safety reasons.**

The UV level is displayed on the board beside the entry gate. We also check throughout the day, including with children at our welcome group time. If you would like to do so at home, visit: [UV widget - SunSmart](#)

What not to bring

- Cordial, fruit juice, fizzy drinks, lollies, chocolates, toys from home.

Medication

Staff can only administer medication with a medical certificate completed by a medical practitioner and correct pharmacy label. **Please do not place any medication in children's bags. All medication needs to be given to a staff member for safety reasons.** (For more information, see below.)

Medical Conditions and Health Care Plans

Some children have a medical and health care need that requires additional support to ensure safety and equitable access to the kindy curriculum and environment. As part of the enrolment process, the Director will consult with parents and guardians to obtain the relevant information about practises required to effectively manage the medical condition of the child (including through medication).

A **Health Care Plan** written by relevant health professionals which outlines recommended emergency and routine health and personal care support must be provided by the child's parents and guardians **before** commencing kindy. This includes medical conditions such as (but not limited to) asthma, anaphylaxis, epilepsy, diabetes, allergies (environmental and/or food) and other food intolerances.

All staff will be informed by the Director about a child's medical and health care need upon acceptance of the child's enrolment and prior to their commencement at kindy. A health support agreement may be written in consultation with medical professionals, parents and caregivers, and regularly reviewed to ensure each child's dignified inclusion at kindy and that staff are adequately trained and supported in their duties. This also includes allergies and food intolerances before preparing, handling and serving food.

All staff are trained in first aid, including asthma and anaphylaxis, and can locate and administer medication, if required. **All medication is kept in an out of reach cupboard accessible only by staff.** All children's health and personal care needs are sensitively and inclusively addressed in the preschool curriculum.

First Aid

Staff are trained and kept up to date with current best practises in first aid. All accidents are documented and parents and caregivers are informed of their child's injury through phone or in person. If a child sustains a head injury of any description, parents and guardians (or in some cases, other listed emergency contacts) will be immediately contacted. In the event of a serious accident or emergency, where medical attention is sought or an ambulance is required, further reporting will occur to the appropriate authorities.

Infection Control

A high standard of cleanliness and hand hygiene is practiced at kindy to prevent cross infection, however young children are vulnerable to many illnesses and viruses circulating in the community. Children are encouraged to wash their hands once their bags are unpacked on arrival and reminded regularly throughout the day (e.g. before eating times). Staff ensure that routine cleans (surfaces) occur throughout the day, followed by a thorough clean at the end of each day by an external cleaning company.

If your child shows any signs or symptoms of being unwell, please keep them home. Please notify us about the nature of infection and when they are likely to return to kindy. Some diseases or medical conditions are notifiable under the Public Health Act 2011. A confidential notice of infection will be posted to alert others so that all children can be monitored for symptoms and treated accordingly.

Please refer to the attachment 'Recommended minimum exclusion periods' for more information.

Sunscreen

Please ensure your child comes to kindy each day with sunscreen already applied. Staff will support children to reapply again before lunch. If you prefer your child to use a sunscreen different to what is provided at kindy (a generic brand), for example due to allergies, please provide us with a labelled tube.

Toys

Toys or valuables from home may get lost, damaged, or may become the cause of conflict with other children. For these reasons, we suggest that you leave these precious possessions at home.

Animals

All Department for Education sites are dog free zones. Some children may have allergies or be scared of animals, so we request that you do not bring any pets onto the school or kindergarten grounds without prior arrangement (this includes being held or on a leash). We understand that sometimes children would like to share their pets with their friends. Please speak to a staff member about this.

CURRICULUM

Your child's learning program is based on the Early Years Learning Framework 'Belonging, Being and Becoming'. We work towards all children learning and thriving in the 5 Outcomes:

- ❖ *A strong sense of identity*
- ❖ *An ability to connect with and contribute to their world*
- ❖ *A strong sense of well-being*
- ❖ *A confident and involved learner*
- ❖ *An effective communicator*

A **Statement of Learning** which describes your child's learning in these areas will be provided to you at the end of their time at kindy. If your child is attending a Department for Education school this report will also be shared with your child's Reception teacher. If the school is not a DfE school, you can choose to have the report shared with your child's school or not. The report is a helpful means of communication to support children's successful transition to school.



Learning Through Play

Play is children's work and when children play, they are acquiring life skills and competencies that will equip them now and in the future. Our play-based curriculum is:

- ❖ Responsive to individual children's interests and development
- ❖ Inclusive to the child's background and prior learning
- ❖ Designed to connect the child's learning between home and pre-school
- ❖ Set up to give children opportunities to learn in many different ways:
 - Dramatic and role play
 - Imaginative play
 - Exploratory play
 - Creative play
 - Physical and constructive play
 - Multi-sensory play
 - Cooperative play
 - Small and large group investigations



Child Protection Curriculum (CPC)

All children will access the approved Child Protection Curriculum, which is delivered by teachers who are trained in its use. **For the safety of children, all contractors and staff including student teachers must have a current approved Working with Children Check to work or volunteer at DfE sites.**

For more information about the Child Protection Curriculum, visit:

[Keeping Safe: Child Protection Curriculum information for parents and carers \(education.sa.gov.au\)](http://education.sa.gov.au)

Literacy and Numeracy

Children come to kindy with a wealth of literacy and numeracy understandings, which they use in their daily lives and are further developing through their conversations and play. We recognise the importance for children to have a positive attitude towards, and a range of competencies in, their literacy and numeracy

learning. We therefore ensure that the learning environment provides ample opportunities for children to meaningfully engage with people, place, technologies, natural and processed resources, allowing them to problem-solve, inquire, experiment, hypothesise, research and investigate. Intentional teaching to introduce or extend a concept is planned each day for our whole / small groups, in both the indoor and outdoor learning environments, or 1:1 so that all children are actively supported to become effective communicators and engaged learners. Nature play is a focus at our site, and educators weave literacy and numeracy concepts into these experiences through vocabulary and language to support children in their explorations.

Preschool Support

Some children may qualify for extra support to help them progress in their learning at kindy. Please speak to a staff member if you have any concerns about your child's development, for example speech and language.

Assessment and Reporting

The children's individual learning portfolios are located by the front entrance to kindergarten. This portfolio, alongside ClassDojo, documents your child's learning and progress through photographs and annotated work samples, which demonstrates a wide range of knowledge, understanding and skills, as well as their dispositions for learning. Images of children are displayed as a record of their learning at kindy on posters, learning stories and at times, video presentations. These images are shared within the kindy community and are not used in newsletters, advertising or for web applications without parent or caregiver permission.

Educators at South Port Kindergarten foster children's positive dispositions for learning such as confidence, persistence, resilience, curiosity, creativity and collaboration.

"The fundamental purpose of education for the 21st Century, it is argued, is not so much the transmission of particular bodies of knowledge, skill and understanding as facilitating the development of the capacity and the confidence to engage in lifelong learning. Central to this enterprise is the development of positive learning dispositions, such as resilience, playfulness and reciprocity."

- Claxton and Carr, 2002

Learning Conversations

Learning Conversations between parents/caregivers and teachers are offered in Terms 1 and 3 to discuss children's learning and progress at kindy. Goal setting occurs as part of this process and focusses on strengthening children's dispositions for learning, including confidence, persistence, resilience, curiosity, creativity or collaboration. They are a valuable opportunity for you to provide feedback about how the curriculum is meeting the needs and interests of your child, as this supports our programming and planning. Information from these conversations is used to create your child's **Individual Learning Plan**.

The preschool Statement of Learning is prepared at the end of your child's academic year and is informed by ongoing assessment records and educator observations. We trust that it will authentically reflect and celebrate your child's growth and achievements throughout their time at kindy.

Transition to School

In South Australia, the first year of primary school is called Reception. Children who turn 5 years old:

- ❖ Before 1 May can start school in Term 1.
- ❖ Between 1 May and 31 October can start school in Term 3 (mid-year intake).
- ❖ After 31 October can start school the next year.

Children who start school at the beginning of the year will complete 4 terms of Reception. While, children who start school through the mid-year intake will complete 6 terms of Reception. Children will have the same types of learning experiences whether they start at the beginning or middle of the year.

It is the responsibility of parents and caregivers to select a school and to submit the enrolment forms. Our local schools may provide open days or tours to help families with this decision. Children are invited to participate in transition visits once enrolled, generally occurring in Terms 4 & 2. Kindergarten staff work closely with families and teachers to ensure a positive, affirming transition experience for all children.

In order to provide valuable ongoing, everyday school experiences for children we also participate in library sessions and may facilitate visits with the early years' classes at South Port Primary School.

POLICIES AND PRACTICES

Healthy Eating Practices

Eating a healthy diet is important for children's growth, development and learning.

Please pack a healthy lunch and snack that will sustain the energy levels a growing child needs to play and learn all day at kindy... **fruit, vegetables, yoghurt, cheese and crackers, dip, sandwiches (not peanut butter or Nutella), wraps, salads and homemade treats. Please avoid packing chips, sweet biscuits or cakes, snack food bars or fried savour biscuits. As well as being high in fat, sugar and salt, they can present a hazard to children with nut, sesame or soy allergies.**

Important: We often have children diagnosed with Anaphylaxis at our service. Please do not pack food containing nuts of any kind (including peanuts) or whole egg.



Nude Food

Where possible we encourage parents and caregivers to use small reusable containers (such as Bento boxes) to store food in, rather than providing packaged treats, etc. We encourage children to use recycling practices to promote less rubbish going to landfill. This is updated regularly to ensure best practice.

Safe Food Practices

- Hand hygiene and safe food handling practices are observed by staff and are explicitly taught in the first few weeks of kindy. Children are supervised while washing their hands before eating food.
- Children's lunches are stored in their individual lockers. We are unable to heat or refrigerate food at kindy. An ice brick or thermos may be necessary and is a good way to keep food cold / hot.

Skin Protection Practices

- If the UV level is 3 or higher, **NO HAT, NO OUTSIDE PLAY. To avoid children's disappointment please always supply a hat as we may not always have spares to offer.**
- Please provide only a broad brimmed or legionnaire hat – with toggle cords removed.
- Clothing is the best protection – e.g. sleeves on t-shirts, tops (no singlet or spaghetti strap tops).
- Apply 30+ broad spectrum sunscreen 20 minutes before sun exposure. Staff will support children to re-apply during the day as necessary (as part of their transition to lunch).
- Permission to apply sunscreen at kindy forms are signed on enrolment.
- Children are encouraged to play in the shade and keep cool in the warmer weather.

Super Sandwiches



Bread:

- ❖ White / wholemeal / multigrain
- ❖ Rolls / pita / lavash
- ❖ English muffins

Plain cracker biscuits: All varieties

Sandwich Fillings:

- ❖ Meat (chicken / ham)
- ❖ Baked beans / spaghetti
- ❖ Potato salad
- ❖ Cheese – grated / sliced / cubed
- ❖ Vegemite (with cheese)
- ❖ Cottage cheese with corn relish
- ❖ Carrot and sultanas
- ❖ Salad: tomato / grated carrot / lettuce / spinach / cheese / beetroot / cucumber / beans or alfalfa sprouts
- ❖ Your child's own creation!

Reference: Pademelon Press, *There's more to food than eating. Food foundations for children birth to eight years*, 1999

Behaviour Guidance

Children have the right to be treated with respect and to be protected from harm.

The following guidelines are in place to ensure that children, families and staff have a safe environment, with clear, consistent and agreed expectations for positive behaviour.

Expectations for positive behaviour at South Port Kindergarten

Caring for ourselves, caring for others and caring for the environment looks like this:

- We speak to others by name in a respectful tone using kind words.
- We help each other to wait for a turn, share toys and equipment and can include others in our play and conversations.
- We encourage and support each other's learning - we value everyone's artwork, making, games and group time participation.
- We listen to each other and allow each other time and space to think and respond constructively to reasonable instructions and requests.
- We play in safe areas where a teacher is always present to supervise.
- We wear a hat outside when the daily UV level indicates 3 or higher.
- We respect other people's need for privacy and quiet in the bathroom and toilet area.
- We use toys, equipment and play spaces respectfully and according to the purpose.
- We all help to set up and pack up the learning environment.
- We resolve conflict through negotiating rather than through physical, avoidance or blaming.
- We show care and empathy for all living things including visiting animals and younger children.
- If we have hurt someone, we can take steps toward making things right again.



Please refer to our Behaviour, Interactions and Guidance Code (2023) for more information.

PARTNERSHIP WITH PARENTS

Communication

Staff are approachable and willing to answer your questions during operating hours (8:15am – 4:00pm) however if it is a confidential matter or you need to make an appointment, please speak with the Director. We respect and value your input as we recognise parents and caregivers know their children the best.

Please keep checking Class Dojo and your family pocket for any notes and reminders.

Governing Council

All parents and caregivers of children at South Port Kindergarten are invited to join our Governing Council. The council is elected each year in February and meetings are held twice per term. They are a great way to get involved in what is happening at the site, have input and connect with other families.

Kindergarten Fees

The annual kindergarten fee is \$500 (\$125 per term). This helps towards covering general operating costs, excursion subsidies and the purchase of equipment and materials for a high quality, play-based learning program. This may appear to be a large amount, but if paid weekly it equates to \$12.50 per week. These will be invoiced as two terms together (\$250), which will occur in Terms 1 and 3.

Fees can be paid:

- as cash or cheque in a named envelope handed directly to a staff member
- or by direct debit:

Account name: South Port Kindergarten

BSB: 015-205 **Account No:** 4910-09957

Please use your child's name as the reference.

A receipt will be placed into your family pocket (located on the verandah) once the money has been received and payment has been recorded on the system by the Finance Officer.

Kindy Apparel

We are pleased to offer kindy apparel from 2023. Our range includes t-shirts, hats and windcheaters, and all come with the option of colour and size. Please visit the EduThreads website for more information or to make a purchase <https://eduthreads.com.au/pages/find-my-kindergarten-pre-school-or-elc>. Please also take note of the distribution dates when placing your order. Orders can be packed and shipped directly to kindy, saving you money on postage and handling fees.

Pricing is as follows:

T-shirts - \$14, hats - \$11.75, windcheaters - \$24



Preschool Quality Improvement Plan (PQIP)

Our **Preschool Quality Improvement Plan** along with our **Policies and Procedures** can be found on our website <https://southportkgn.sa.edu.au/>. The Preschool Quality Improvement Plan is reviewed and updated annually. The plan focusses on our priorities for improvement in Literacy and Numeracy outcomes for children in conjunction with the 7 Quality Areas. We always welcome and value any input or feedback.

Complaints

If you have a concern about anything at kindy, we strongly encourage you to discuss the matter with the Director in an open, constructive way with our focus on the best interests and image of children. If the matter is not resolved to your satisfaction, you may contact the Education Director at the Noarlunga Education Office on 8207 3700. Parents and caregivers may also contact the Operational Policy and Customer Feedback line on 8226 1000 at any time to discuss the concern and/or complaint and to seek advice.

We Value:

CHILD-CENTRED LEARNING

CURIOSITY

CARING & KINDNESS

CHILDREN AS COMPETENT AND CAPABLE LEARNERS

BEING A COMMUNITY

Thank you for taking the time to read through this handbook. We appreciate that it contains a lot of information. If you have any questions, please get in contact - we are always happy to help.

We look forward to getting to know your family and supporting your child's growth and development across their preschool year.

With kind regards,

The team at South Port Kindergarten