NORTH HAVEN KINDERGARTEN

INFORMATION BOOKLET

Sir Ewen Waterman Avenue
North Haven 5018
Ph: 8248 4519
Fax: 8341 9917
Email: Lee.Jones102@schools.sa.edu.au

http://www.nrthavenkgn.sa.edu.au

Government of South Australia
Department for Education and Child Development
At North Haven Kindergarten, we believe:

- Every child has the right to achieve their best in a safe, fun, respectful, friendly, supportive environment.
- Every child has the right to belong.
- Every child has the right to be safe.
- Children are capable, confident, co-contributors and active participants in their learning.
- Every child has the right to be themselves.
- Children’s wellbeing is vital to learning.
- In giving children opportunities to build real connections with the natural environment.
- That all children are individuals with individual needs.
- In supporting children to be engaged and involved learners.
- In a reassured and reporting for children’s learning.

- Strong respectful relationships between all stakeholders are essential.
- Partnerships with families and that families are their children’s first and most influential teachers.
- Families are involved in decision making.
- In bringing expertise and responsive to children and families.
- In developing and maintaining strong links with the community.
- In supporting children and families during transitions.

- Play is a valuable process for learning.
- Holistic approaches to teaching and learning recognize children’s physical, personal, social, emotional and spiritual well-being.
- In equal opportunities and an inclusive approach.
- In a strength based approach to learning.
- There are many ways of living, being and knowing and value diversity.
- In building on learning dispositions - evidence, confidence, persistence, organisational skills, creativity, independence, safe risk taker.
- In developing everyone’s beliefs in themselves as a learner.
- In building strong foundations in literacy and numeracy.
- In whole practice as outlined in the Code of Ethics.
- That the learning environments are reflective of children’s interests and that they are well maintained and interesting.
- In developing a sustainable environment.

- All staff have a responsibility to undertake professional development and keep up to date with current research.
- All educators should strive for continuous improvement through reflective practice.

Theoretical innovations, understandings, perspectives.
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1. Services Available

Sessional Kindergarten
Monday - Wednesday
Current session times are Monday morning 8.45-11.45
Tuesday and Wednesdays full-days 8.30-3pm
- Children can access up to four terms of kindergarten before they start school
- 15 hours per week
- $10 per week

Occasional Care
Mondays & Wednesdays
9:00am - 11:45am
- For children aged over 2 subject to availability (maximum of 10 children per session)
- $5 per session ($1.50 for Health Care Card recipients)

Playgroup
Fridays
9:00am - 11:30am
- For children aged up to 5
- $2 per session
- Bring a piece of fruit

School term dates:

<table>
<thead>
<tr>
<th></th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>1 Feb-15 April</td>
<td>2 May-8 July</td>
<td>25 July-30 Sept</td>
<td>17 Oct-16 Dec</td>
</tr>
<tr>
<td>2017</td>
<td>30 Jan-30 April</td>
<td>1 May-7 July</td>
<td>24 July-29 Sept</td>
<td>16 Oct-15 Dec</td>
</tr>
</tbody>
</table>

If you would like to enroll your child at North Haven Kindergarten please ring on 8248 4519 or email on lee.jones102@schools.sa.edu.au to arrange a time to visit and complete the enrolment forms and share an orientation visit with us.
2. *Out of School Hours Care (OSHC)*

North Haven Primary School offers OSHC to children of North Haven Kindergarten (children must be at least 4 years old). Care is provided from 7:00am to 9:00am and 3:15pm to 6:00pm daily in Karinya, the transportable unit closest to the soccer pitch.

All staff are qualified in all aspects of Child Care as well as holding Police Security Checks, First Aid certificates and are Mandated Notifiers.

Families, whether casual, regular or emergency only users, are asked to complete an enrolment form for each child. Enrolment forms and further information, including current fees, are available from the North Haven Primary School Front Office or the Out of School Hours Care Co-ordinator, phone 8248 5844.

3. **Staff**

Your child will be taught by professional and caring teachers:

- Lee Jones (Director)
- Hannah King
- Ilona Baldacchino
- Sandy Mehaffey
- Kerri-Anne Paku
- Hannah Bott

4. **Children’s Learning**

Your child will be learning through play and 'intentional teaching'. They will be taught by professional, caring and reflective teachers. The Early Years Learning curriculum Framework will be implemented with a strong focus on supporting your child’s well-being and their literacy and numeracy skills and knowledge. There will be many and varied opportunities for your child to build strong and meaningful connections with the natural environment which is another strong curriculum focus. The staff will be working in partnership with you to achieve successful learning outcomes for your child.
5. Policies

At North Haven Kindergarten we regularly review all our policies to ensure they are up to date and compliant with the current DECD requirements. All our policies are available to view on our website, please follow the link below.

6. **Behaviour Management**

Staff expect appropriate and co-operative behaviour ensuring Kindy is a safe and happy place for all. Children are encouraged to use language to resolve conflict. Each child has the right to feel safe physically and emotionally and the staff work with the children to develop rules to ensure ownership. Children’s well being is of the highest priority.


7. **Protective Behaviours**

The physical and emotional well-being of children are priorities in early childhood settings. Children are taught and encouraged to be safe with each other and to communicate their feelings in various situations. This is important in their play and is developed further in their ongoing education. Creating and maintaining a safe and happy kindergarten environment involves using the language of Persistence, Resilience, Cooperation, Organisation and Respect. Teaching the children strategies to deal with unacceptable behaviour and most importantly, building strong relationships with each child and their family ensures them having a strong sense of belonging and wellbeing.
8. Daily Routine for Kindergarten

(There is flexibility within the routine which allows for changes as necessary.)

Starting times currently vary. Monday morning commences at 8.45 and Tuesday and Wednesdays commence at 8.30. These times will be reviewed with families during term 1 2016.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30</td>
<td>Staff on duty, set up indoor/outdoor learning environments</td>
</tr>
<tr>
<td>8:45</td>
<td><em>Morning Session commences</em></td>
</tr>
<tr>
<td>9:00</td>
<td><em>Group time - call the roll to ensure accurate attendance record, opportunity for intentional teaching of specific literacy and numeracy concepts.</em></td>
</tr>
<tr>
<td>9:15</td>
<td><em>Children are empowered to choose their own learning activities. (Including when to have their fruit or snack under the supervision of a teacher.)</em></td>
</tr>
<tr>
<td>11:15</td>
<td><em>Children are all involved in the packing up of the indoor/outdoor learning environments</em></td>
</tr>
<tr>
<td>11:30</td>
<td><em>Group time/Intentional teaching</em></td>
</tr>
<tr>
<td>11:45</td>
<td><em>End of Morning Session, children are farewelled by the teacher.</em> Supervised lunch for children who stay for the full day*</td>
</tr>
<tr>
<td>12:30</td>
<td><em>Afternoon Session Commences</em></td>
</tr>
<tr>
<td>12:45</td>
<td><em>Group time - call the roll to ensure accurate attendance record, opportunity for intentional teaching of specific literacy and numeracy concepts</em></td>
</tr>
<tr>
<td>1:00pm</td>
<td><em>Children are empowered to choose their own learning activities. (Including when to have their fruit or snack under the supervision of a teacher.)</em></td>
</tr>
<tr>
<td>3:00</td>
<td><em>Children are all involved in the packing up of the indoor/outdoor learning environments</em></td>
</tr>
<tr>
<td>3:15</td>
<td><em>Group time/Intentional teaching</em></td>
</tr>
<tr>
<td>3:30</td>
<td><em>End of Afternoon Session, children are farewelled by the teacher</em></td>
</tr>
</tbody>
</table>

**Group Time includes:**
- Intentionally teaching specific numeracy and literacy concepts e.g. number, shape, patterning, letter/ sound relationships, word recognition and extending children's vocabulary.
- Sharing show and tell activities, literacy and numeracy projects and numerate moments.
- Supporting the children's understanding of appropriate social interactions with others and exploring strategies which promote these behaviours.
- Learning about environmental issues.

**Learning activities include:**
- Indoors: Play dough, painting, and numeracy table, looking at books, dress ups, being creative at the making table, iPads/smart board, and numeracy and literacy resources.
• Outdoors: Swings, sand pit, trampolines, exploring and connecting with the environment in real and meaningful ways including finding a worm in the worm garden, exploring in the lizard garden, watching the development of the tadpoles in the frog pond.
9. What your child will need

Your child will need the following each day at Kindy:

- A bag clearly labelled with their name.
- Snacks for morning/afternoon (to be kept in their bag) and, if staying for a full day, lunch in a separate bag – to be placed in the lunch tubs at the beginning of the day.

Please note: We must follow the DECD guidelines and promote and encourage healthy eating at kindy and therefore strongly urge children to bring a piece of fruit for snack time. Appropriate alternatives include cheese, dried fruit, vegetables and dry biscuits.

For children staying for lunch, sandwiches, fruit, yoghurt, dry biscuits, dried fruit etc. are all recommended. Children will be encouraged to eat the healthiest part of their lunch first.

Due to the high number of children having allergies to nuts and whole eggs, please do not bring any food containing these products to Kindy. This includes peanut paste and nutella.

- Please dress your child in comfortable clothing that allows them to climb safely and participate fully in all activities. Be aware of appropriate footwear. North Haven Kindy windcheaters ($25) and t-shirts ($15) are available for purchase, please see a staff member if you would like to purchase one.
- Please be Sun Smart Aware during the warmer months. Please dress your child accordingly and apply Sunscreen prior to coming to kindy (more sunscreen will be available at kindy).
- Please pack a change of clothes (clearly labelled).

The following is provided by the Kindergarten:

- In line with the Cancer Council recommendations, each child will be provided with a wide-brimmed hat in their first term of kindy.
- We provide spring water for the children to drink. If your child prefers to bring a water bottle from home please provide water only, no juice, milk, etc/
10. **Attendance**

Departmental policy states that staff must be notified of any absences and a record be kept. Our staffing levels are based on attendance as opposed to enrolment and therefore attendance is crucial to maintain current staffing levels. If your child is sick or unable to attend kindy, please contact the centre.

Staff must be notified in advance if the primary care giver is unable to collect their child from Kindy. In line with DECD policy and our duty of care we ask that school children do not pick up Kindy children without an adult present.

11. **Change of Details**

It is very important you notify us if any of your details change (e.g. phone number, address, family court orders) so we can update our records in case we need to contact parents or emergency contacts.

12. **Health & Safety**

To ensure the health and safety of all children we require accurate medical information provided by a medical practitioner for any child with additional medical needs (e.g. allergies, asthma, etc.). We are very inclusive of children with allergies and ensure activities are tailored to meet children's needs.

13. **Payment of Fees**

Accounts for Kindy fees are distributed via the children’s Kindy pockets which are located on the entrance door to the kindergarten early each term with payments due by Week 6. Payments can be made in cash.

14. **Parking**

Parents and Carers are requested not to use the School Staff Car Park for picking up or dropping off children, or for parking. This car park is for Kindergarten and School staff only.

15. **School Library**

Children visit the school library during a morning session once a week (This time is negotiated with library staff each term). If your child attends this session they are able to borrow a book. Please request a form from kindy staff and return it if you are happy for your child to borrow a book, they will also need a named library bag.
16. Transition to School

We are very fortunate to be adjacent to North Haven Primary School (http://www.nhavenr7.sa.edu.au). This enables the children to enjoy an excellent extended transition programme to school. This programme often includes visits from the school teacher to the kindergarten and 4 visits by the child to the new teacher and classroom. A parent information session is also available. It also lends itself to ongoing, spontaneous contact between the kindergarten and school involving weekly visits to the library and classes from school visiting the children at kindergarten. We aim to continue to support and extend the positive partnerships we are building with North Haven Primary School.

We acknowledge that not all children will be attending North Haven Schools and we will support their transition to the school of your choice. It is important to enrol your child at your school of choice as early as possible to enable schools to be well prepared.

17. Communication

To achieve optimum outcomes for your child we need to work in partnership with you. Please feel free to chat informally to us at any time. We are also happy to make a time for a more formal chat. You, as the parent, will always know more about your child than we will. It is important for us to know about your child’s passions and interests to ensure the curriculum is relevant and useful for your child. Feedback from parents is encouraged and greatly valued.

The Kindy produces regular newsletters and notices which are distributed via the children’s Kindy pockets. We also have an information board and pamphlets inside and outside the kindergarten. Our educational program is available for you to read and be involved in. Please feedback any thoughts via our Feedback Book located on the information table.
18. **Parent Involvement**

Parent involvement is welcomed and encouraged and there are many ways you can be involved in your kindy.

- We are always in need of craft supplies including any clean, empty boxes.
- We would welcome the offer to wash aprons, tea towels, etc, of general cleaning or any handy man jobs you may be able to assist with.
- We regularly have working bees and fundraising events and all help provided is greatly appreciated.
- You can always spend time with the children sharing any skills/talents you may have e.g. playing the guitar, cooking or art and crafts. The children have also previously enjoyed visits from police officers and fire fighters.
- The kindy can often benefit from the skills of parents. Recently we have had parents assist with the development of a new website, data analysis of the kindy parent survey and the development of this document. Do you have any skills you could offer?

19. **Governing Council**

The Kindergarten is managed jointly by the staff and the Governing Council - a committee made up of elected parents/care givers and interested persons. The Governing Council is formed at our Annual General Meeting, held in March each year. The Council is representative of the community and works collaboratively with the staff to ensure continuous improvement - priority planning, resources and facilities management, to meet the needs of the children and families, within DECD guidelines. The Governing Council arranges social and fundraising events to provide the funds necessary to keep the Kindergarten operating smoothly and provide resources for your children. It is also a great way of meeting people, making new friends and having a say in how the Kindergarten is run.


All costs associated with obtaining a police check for Governing Council members is covered by the Kindergarten.

The Governing Council meets twice a term for approximately 2 hours at a time that suits the majority of members. Minutes of previous meetings can be obtained from the Director. Please see a member of staff or a council member if you are interested in coming along.

20. **Feedback**

We are always happy to receive feedback about the services we provide. You are always free to do this in person with the staff or via the Feedback/Complaints page on our website:

[http://www.nrthavenkgn.sa.edu.au/contact.htm](http://www.nrthavenkgn.sa.edu.au/contact.htm)

We hope you enjoy your time at North Haven Kindy. We look forward to working in partnership with you and your family to achieve successful learning outcomes for your child.

Talk to us anytime!