Welcome to

port Pirie Community Kindergarten

5 Halliday St, Port Pirie, 5540
Ph: 86321291  Fax: 86332549
Email: dl.6659.leaders@schools.sa.edu.au
Website: www.ptpiriekgn.sa.edu.au

2015
‘Staff, children and families working together to develop an enjoyable, exciting and engaging learning environment’.
Index

Kindy Information ...............................................................2
Session Information............................................................2
Why send your child to us .................................................3
Curriculum..........................................................................4
Fees....................................................................................5
What you need to bring .....................................................5
Philosophy Statement........................................................6
Behaviour Management.......................................................7
Arrival and Collection Procedures.................................9
Attendance Policy...............................................................9
Excursion Policy...............................................................10
Grievance Policy...............................................................10
Healthy Food Policy..........................................................12
Skin Protection Policy.........................................................13

Kindy Staff 2015

Director– Bridie Hickey
Teacher– Wendy Stanley
Support Workers – Liz Dunkley, Megan Simounds
Cleaner – Sherry Angel

Preschool Session Times

Full days
Full days are offered on Tuesdays and Wednesdays from 8:45 am to 2.45pm. Children also attend a Full day on every other Thursday from 8:45 am to 2.45pm. There are 5 days a fortnight.

Playgroup
Fridays 10.30-12.00am
Babies to Kindy age
Cost $2 / family
All welcome!

Why send your child to our kindergarten?

We have friendly and caring staff members who ensure each child feels safe and secure at our kindergarten.
All staff members are approachable and willing to listen to your concerns and/or to discuss your child’s development.

We maximise play opportunities to encourage creativity, appropriate risk-taking, learning and interactions to develop social skills. Our routine is as follows:

- 8:45am Kindy opens  
- 9:15am Milk/Cheese provided  
- 9:20-10:30 am Play  
- 10:30am Bells – Mat time/songs – Split Group Activity  
- 10:50am Hand washing – Fruit  
- 10:30-11:30 am Play  
- 11:45 am Tidy up  
- 12:00pm Bells – Song – (Sunscreen if UV level over 3) Hand washing  
- 12:15pm Lunch  
- As finish Play  
- 2:00 pm Pack-up  
- 2:15 pm Bells – Song – split groups  
- 2:35 pm Whole group  
- 2:45pm Dismissal /Parent catch-up  

We are continually observing your child, programming for their individual needs and recording their achievements e.g. through photos, profile books and displays. A more comprehensive report is prepared in their final term of kindergarten.

We have a very natural outdoor environment set amongst shady pepper trees. Our shaded sandpit, new platform and various play areas inside and out promote curiosity and encourage learning through play.

We continue to build on our priorities i.e. to increase children’s abilities to be a successful lifetime learner through a play environment.
Curriculum

Why do kindies have ‘home corners’, puzzles, painting and sand and water play?
It is to encourage ‘play’.

Play allows children to experiment, to test boundaries, communicate and problem solve, to
learn about themselves and others…it is an essential part of growing.

At our kindy, we provide a supportive environment based on the children’s interests where their
learning through play is maximised.

We monitor and extend your child’s learning during play using the “Early Years Learning
Framework for Australia” which includes the following Learning Outcomes for children from
birth to 5 years:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of well being
- Children are confident and involved learners
- Children are effective communicators

A fortnightly plan showing how we capture and build upon the children’s interests and align
these with the framework is on display on the parents’ Information board.
When can they start?

Your child is entitled to 4 terms of 15 hours per week in the year before they start school. As most schools have adopted a single intake policy, this will be the January before they start school. DECD requires us to sight evidence of the date of birth of your child for enrolment. Pre-entry will be offered the term before full time kindergarten.

2015 Fee prices

- **Full Time:**
  - $75 term ($65 term concession)
- **Pre-entry**
  - $30 term ($25 concession)
  - Includes $5 kindy hat fee

What your child needs to bring.

- A kindy bag
- Servings of fruit or vegetable for each “Fruit time”
- A healthy lunch (e.g. sandwich or salad in a separate container to fruit) on full days.

Please label everything

FOOTWEAR

- Children need to wear comfortable shoes that they can manage by themselves at kindy
- Children will be asked to remove thongs as can slip on climbing gear.

HATS & BAGS

- A PPCK hat needs to be worn when outside if UV rating is 3 or above.
- This hat is kept at the kindergarten, washed termly and given to the child when they leave to begin school.
- Bags need to be kept in lockers.

CLOTHES

- Clothes in line with our Skin Protection Policy are encouraged (i.e. with covering over the shoulders)
- Pants children are able to pull up and down easily are recommended for toileting.
- A spare pair of shorts for water play in the sandpit is also recommended

CLEANING UP

- Children are being encouraged to clean up after themselves at kindy. Please help us and remind your child to tidy up what they are using before they move on to their next activity.

AT THE END OF THE SESSION

- Children are expected to wait and say good-bye to the teacher at mat time before going to their parent/ carer.
- Footwear is in the shoe box
Children are encouraged to pack /carry their own bags

The following philosophy and procedures have been included for your information:

PORT PIRIE COMMUNITY KINDERGARTEN

5 Halliday St, Port Pirie SA 554
Phone: (08) 8632 12
Fax: (08) 8633 2549
Email: chris.baldock917@schools.sa.edu.au

Philosophy Statement

Core belief - Children learn about people, nature, the world and themselves when their early childhood is nurtured through play. Through play, children’s identity, wellbeing, connectedness to the world and others, communication skills and learning, are fostered.

Statement of Principles: The following are the main principles and practices that best support our core belief and the developmental needs of our children.

The importance of play is promoted as the foundation of child-centred programs and the structure of daily routines and activities. The children’s interests persuade the program content.

By offering an environment that is nurturing and supportive, children are encouraged to make positive choices and learn through repetition and without fear of failure. Indoor and outdoor environments will provide opportunities to provoke interest, invite open-ended interactions, connect with nature and challenge children.

Children’s independence, interdependence and self-worth are highly valued and self-help skills are encouraged in accordance with their ongoing personal development.

Children are valued as individuals and our kindergarten environment reflects our appreciation of their diversity, family values and cultural backgrounds. We value respect and honesty by promoting an environment that is inclusive, accepting and free of culture and gender bias.

We endeavour to empower children through their taking responsibility for their feelings, behaviour, environment, materials and personal belongings.

We support parents/carers in their role as primary caregivers and share information about their child’s development, needs, strengths and abilities.

Our staff strives to maintain a high quality programme and contributes openly towards continuing improvement.

We appreciate the many levels of experience, backgrounds and skills that staff, parents/carers and children bring and endeavour to utilize these in a fashion that values all contributions.
We maintain the privacy and delicate nature of information about children, parents/carers and staff members.

BEHAVIOUR MANAGEMENT POLICY

At Port Pirie Community Kindergarten we are committed to providing quality teaching, learning and care in an environment where children are appropriately challenged.

Part of this provision involves a consistent and positive approach to behaviour management, which cares for the needs of the individual child, and the wellbeing of the larger group.

We believe that behaviour, both verbal and non-verbal, is a form of communication.

The goals of Behaviour Management are to enable the child to:
- See the possible consequences of their actions
- Explore alternative behaviours
- Make choices
- Develop self-discipline
- Establish habits of self-control
- Become increasingly independent
- Take responsibility for their behaviour
- Learn new behaviours

So our curriculum provision will be characterised by:
- A nurturing environment which promotes a sense of belonging and self-worth
- A recognition and valuing of children as individuals within the context of their family
- Opportunities that extend children’s development and build their confidence.

Staff will:
- Build positive, caring, open relationships with children and parents
- Make behavioural expectations explicit and match these to the child
- Model appropriate behaviour
- Endeavour to interpret children’s behaviour as communication
- Acknowledge parents as key decision makers and develop a partnership with them
- Use positive, empowering language & strategies as advocated through the Child Protection Curriculum
- Inform parents of incidents at the end of a session

Children will:
- Be encouraged to follow routines
- Participate in formulating expectations & rules for safe play
- Treat each other and adults with respect
- Take some responsibility for their behaviour & actions

Extreme or on-going anti-social behaviour
Unacceptable/dangerous behaviours which are repeated or prolonged such as “bullying” require parent consultation to formulate a behaviour management plan for both the ‘bully’ and ‘victim’. This process will involve:

- Observation
- Determining of any triggers
- Explicit teaching of appropriate alternatives
- Monitoring of the situation
- Application of restorative justice principles

Informal advice can be sought from Special Services Staff. If a formal referral is deemed desirable, parent permission is necessary.

**Consequences should be**

- Related to the situation
- Involve, developing empathy, apologising and making retribution
- Can involve withdrawal from an activity and an early pick-up if planning time needed.

**BEHAVIOUR MANAGEMENT GUIDELINES**

At Port Pirie Community Kindergarten we use the following guidelines when managing children’s behaviour.

1. Talk with the child(ren) about the situation that has occurred & about acceptable behaviour and kindy rules. Always use protective behaviour strategies with children.
   E.g. “STOP! I don’t like it when you . . . . , it makes me feel sad/angry/mad . . .”

2. If behaviour continues redirect the child away from the situation to an alternative activity and discuss child’s behaviour with them and kindy rules.

3. If the child is aggressive and will not listen to staff warnings or understand the consequences of their actions, they may need quiet thinking time within their circle of security. This time will be no longer than 5 minutes. Staff will talk with the child about why their behaviour is unacceptable.

4. If severe unacceptable behaviour continues or a successful resolution cannot be reached, parents may be contacted and asked to remove the child from the kindy for the rest of the session.

Therefore, any behaviour, which is harmful to others, is addressed. This includes; hurting, name calling etc. Bullying will be addressed working with the perpetrator, victim and their families through restorative justice principles.

- Children are to play in a non-hurtful manner.
- Children are to use all toys and equipment with care.
- Smocks are worn when painting and with water play.
- All children's belongings are kept in designated spots e.g. bag in locker, shoes/hats in baskets etc.
- Children need to wash hands properly after going to the toilet and before eating times.
- All children are expected to assist in packing up.

**INSIDE RULES:**

- Children are to walk inside & keep walkways clear.
- Scissors are to stay at collage table (unless this is an accepted activity by the teacher).
• No children are allowed in the kitchen, storeroom or offices without an adult.
• Children are to be sitting while eating.
• Children are encouraged to use talking voices inside

OUTSIDE RULES:

• Children are supervised if in or behind the sheds.
• Children are encouraged to walk on pavers and cement areas.
• Hats are worn outdoors when UV levels are over 3 or children play indoors
• No throwing sand in sandpit or splashing water on others.
• Children ask to have water to play with.
• No climbing on fences or high in trees.
• Bikes to be ridden where instructed by teachers.

ARRIVAL AND COLLECTION PROCEDURE

Main Standards and Elements

Standard 2.3 Each child is protected.
Element 7.2.1 A statement of philosophy is developed and guides all aspects of the service’s operations.

ARRIVAL

• Parent/carers fill in the sign-in book and escort their child into the kindergarten building. If in a hurry, they are expected to ensure a staff member knows that their child is present.
• The sign-in book is used for signing in and signing out. Missed signatures are highlighted for follow up.
• Parents/carers write the names of any changes to the collection person in the sign-in book on arrival or by phoning the kindergarten. This person needs to be one of the adults listed on the enrolment form or verbal permission from the key parent/carer needs to be provided to staff.
• Signs on the door and gates remind parents/carers to only let the children in their care through.

COLLECTION

• Parent/carers wait for the child’s name to be said at dismissal time and, when possible, extra staff attends to parents/carers at dismissal time so that a child’s safe delivery to their parent is further ensued.

EXTRA

• The importance of listing all adults allowed to collect children is emphasised on enrolment by director.
• The importance of providing Custody Orders is also emphasised.

• Parents/carers are reminded to update this information through the newsletter each term.

ATTENDANCE PROCEDURE

• The Director will include information about the value of regular attendance in the initial interview and Parent Enrolment Package.
- Parents will be asked to contact the Centre if their child is to be away.

- Families will be reminded of the importance of regular attendance through the newsletter, at least once per term.

- If a child is away for more than one week, the Director will contact the family by phone. It is advisable to keep a record of contacts, even if unsuccessful. This information should be stored in the child’s file.

- If a child’s attendance pattern is irregular, the Director will offer an interview time to discuss any concerns.

**EXCURSION POLICY**

- Short walks and visits to adjoining parks will be informed in newsletter. Parents to sign consent on enrolment form.

- Before an excursion, a staff member will need to do a risk assessment and complete an Excursion Risk Management Plan: (See Excursion folder in kitchen area)

- It is recommended this plan be discussed at a staff meeting.

- Parents/carers will be informed of the excursion and be required to sign and return the consent form.

- A ratio of one adult to six children will be maintained on excursions.

- Parental assistance on excursions will be requested when necessary.

- Procedure in case of emergency
  1. Administer first aid
  2. Phone ambulance if needed
  3. Phone parents

- Staff must take the following items on excursions:
  1. first aid kit
  2. roll
  3. emergency contacts list
  4. medical list and medications
  5. mobile phone
  6. whistle

- Children will need to wear shoes, have sunscreen applied if a high UV day and wear hats.

- Notify visitors by a note on front door and notify Regional Office if off site for the day.

- Notify phone callers of mobile phone number & whereabouts via message on answering machine.

**GRIEVANCE PROCEDURE POLICY**

At Port Pirie Community Kindergarten we promote open communication and believe that we provide a welcoming, supportive & safe place for children, parents and staff. We aim to build positive, open relationships between all members of our preschool community.
However, in the event of a grievance, the following guidelines must be used. For further details refer to the Department’s documents: - “Grievance Procedures for Employees” & “Grievance Resolution Policy” (located on DECD website)

**PRINCIPLES OF OUR POLICY:**
- Everyone deserves to be treated with respect
- Meetings to discuss grievances will be suspended if any person(s) behave in an insulting or offensive manner

<table>
<thead>
<tr>
<th>CHILDREN</th>
<th>PARENTS/CARERS</th>
<th>STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>With a grievance should</strong></td>
<td><strong>With a grievance should</strong></td>
<td><strong>With a grievance should</strong></td>
</tr>
<tr>
<td>1. Children are encouraged to say “Stop it, I don’t like that” and talk to the person about the problem.</td>
<td>1. Arrange time to speak to the relevant staff member about the problem.</td>
<td>1. Arrange a time to speak to the person concerned</td>
</tr>
<tr>
<td>2. Seek help from a staff member to talk to the person about the problem or talk to their parent/carer.</td>
<td>2. Allow a reasonable time frame for the issue to be addressed.</td>
<td>2. Allow reasonable time for the issue to be addressed.</td>
</tr>
<tr>
<td>3. Staff will use protective behaviour strategies to teach the children to use assertive language and express their feelings</td>
<td>3. If the grievance is not addressed satisfactorily, arrange a time to speak with the Director about the situation.</td>
<td>3. If the grievance is not resolved speak to:</td>
</tr>
<tr>
<td></td>
<td>4. If your grievance is still not resolved, arrange a time to discuss the situation with the Regional Director or a Representative at the District Office.</td>
<td>- Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- OHS&amp;W rep</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Union Rep</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Other in DECD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ask for their support in addressing the grievance by:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Accompanying you to speak to the person</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Monitoring the situation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* investigating your concern</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* acting as a mediator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. If the issue is not resolved within a reasonable time, arrange time to speak to the Regional Director or representative.</td>
</tr>
</tbody>
</table>

**HEALTHY FOOD POLICY**

Staff aims to promote nutritional eating habits in a safe, supportive environment for all children attending this preschool. We believe that early childhood is an important time for establishing lifelong, healthy eating habits and can benefit the children in three ways:

1. Maximises growth, development and activity whilst minimising illness
2. Minimises the risk of diet related diseases later in life e.g. heart disease, strokes, some cancers and diabetes
3. Advice from speech pathologists and dentists indicates that children should be eating crunchy foods.

This food policy will be formed in consultation with staff, parents and aligned with the ‘Eat well, Be active’ programme.

**Curriculum**

Our preschool’s food and nutrition curriculum:
- Is consistent with the Australian Dietary Guidelines for Children and Adolescents in Australia, and the Australian Guide to Healthy Eating
- Includes activities that provide children with knowledge, attitudes and skills to make positive healthy food choices and learn about the variety of foods available for good health
- Includes opportunities for children to develop practical food skills like preparing and cooking healthy food
- Integrates nutrition across the curriculum where possible
- Is part of the Early Years Learning Framework and National Quality Framework

**The Learning environment**

Children at our preschool:

- Have fresh, clean water available at all times and are encouraged to drink water regularly through the day.
- Eat in a positive, appropriate, social environment with staff who model healthy eating behaviours

Our kindergarten

- Understands and promotes the importance of breakfast for children
- Teaches the importance of healthy meals and snacks as part of the curriculum
- Is a breastfeeding friendly site

**Food supply**

Our preschool has the following guidelines for families for food brought from home:

**For Fruit time**

- Parents and carers are asked to supply fruit and vegetables at fruit time to:
  - Provide children with important minerals and vitamins
  - Encourage a taste for healthy foods
  - Encourage chewing which promotes oral muscle development

We understand that at times families may run out of fruit therefore extra fruit is kept on site for a 50 cent donation.

**Lunch time:**

Parents are asked to provide a healthy lunch. We are recommending a healthy sandwich- although salads, a cold serve, yoghurt, extra fruit, vegies sticks, a yoghurt or cheese are other choices.

(We currently are able to supervise lunches in relation to dairy allergies).

**Food unsuitable for Kindergarten:** include packaged foods, cakes and sweets - NUT PRODUCTS. Please do not include chocolate, muesli bars, roll ups, custards etc. Cordials and fruit juices are also not recommended.

Our Kindergarten will ensure a healthy food supply for preschool activities, celebrations and events, strictly limiting availability of high fat, high sugar, or processed foods like chips, pastries, cakes, lollies, crisps and soft drinks to no more than twice a term, in accordance with the Healthy Eating Guidelines.

**Food safety**

Our preschool:

- Promotes and teaches food safety to children during food learning/ cooking activities.
- Encourages staff to access training as appropriate to the Healthy Eating Guidelines
- Provides adequate hand washing facilities for everyone
- Promotes and encourages correct hand washing procedures with children.
- We cook healthy options and, whenever possible, we provide recipes or tastings for families.

**Food-related health support planning**

Our preschool will liaise with families to ensure a suitable food supply for children with health support plans that are related to food issues

**Working with families, health services & industry**

Our preschool:

- Has Invited parents and caregivers to be involved in the review of our whole of site food and nutrition policy
- Invites health professionals to be involved in food and nutrition activities with the children
- Provides information from health professionals to families and caregivers on the Healthy Eating Guidelines through a variety of media such as:
  - Newsletters
  - Policy development/review
  - Information on enrolment
  - Pamphlet/Poster displays
• Promotes the alignment of fundraising with the *Australian Dietary Guidelines for Children and Adolescents in Australia*.

**SKIN PROTECTION POLICY**

*Australia has the highest incidence of skin cancer in the world with two out of every three people developing some form of skin cancer before they are 70. Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Sun exposure in the first ten years of life determines, to a substantial degree, the likelihood of skin cancer developing later in life. Cancer Council SA advises people protect their skin at times when the ultraviolet (UV) radiation level is 3 and above—this is when it is strong enough to cause damage to unprotected skin.*

*If UV radiation levels are 3 or above, sunscreen will be applied before outside play in the afternoon.*

*Cancer Council SA also recommends that particular care should be taken during these months between 10.00 am – 3.00 pm, when the UV radiation levels are at their highest. It is important to balance sun protection with safe sun exposure for the production of vitamin D for bone growth and development. When the UV radiation level is below 3, sun protection for most people is not necessary.*

**Aims**

The aims of the ‘Port Pirie Community Kindergarten’ skin protection policy’ are to promote among children, staff and parents:

• Positive attitudes towards skin protection.
• Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
• Personal responsibility for and decision making about skin protection
• Awareness of the need for environmental changes in our centre to reduce the level of sun exposure when the UV radiation level is 3 and above.

**Implementation**

It is an expectation that all staff, students and parents of Port Pirie Community Kindergarten will use the following skin protection strategies:

• Take care to protect the skin when the ultraviolet radiation level is 3 (moderate) and above. Extra care should be taken between 10.00 am and 3.00 pm when UV radiation levels are highest.

• Whenever possible outdoor activities will be set up in shaded areas during high risk times.

• The further provision of shade areas will remain a priority for the service

• Staff (Including volunteers) and children will wear appropriate clothing which protects the skin. For children this includes legionnaire style hats, shirts with collars and sleeves and longer style shorts/skirts - Children not wearing an appropriate hat on days of UV rating 3 or over will be expected to play inside.

• The application of a broad-spectrum, water resistant sunscreen with an SPF of 30+ to clean, dry skin, 15-20 minutes before going outdoors after lunch

• Parents will be encouraged to supply sunscreen for their children in the morning, especially if the child is unable to use the bulk sunscreen packs available at the service.

Reinforcing the SunSmart message in all service activities and in general service procedures is an important strategy in the adoption of skin protection behaviours. Staff will be encouraged to role model appropriate SunSmart strategies in all service activities such as:

• Skin cancer prevention will be included in appropriate teaching activities
• Staff will be encouraged to keep up to date with new information and resources from Cancer Council SA.
• Information about the centre’s SunSmart Policy will be given to all new staff, students and families.
• The Port Pirie Community Kindergarten skin protection policy will be evaluated on a two yearly basis.