WEST LAKES SHORE KINDERGARTEN

INFORMATION BOOKLET

Edwin Street,
West Lakes Shore 5020
Phone: 84491189
Fax: 82423543
Email: kindy.wlsk737@schools.sa.edu.au
**WELCOME TO WEST LAKES SHORE KINDERGARTEN**

A Department of Education and Child Development (DECD) kindergarten.

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

<table>
<thead>
<tr>
<th><strong>Staff (as of Term 3, 2014)</strong></th>
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<tbody>
<tr>
<td><strong>Director:</strong> Angie Duncan (nee Miller)</td>
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<td><strong>Teacher:</strong> Jacqui Kiley &amp; Karyn Remphrey</td>
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<tr>
<td><strong>Early Childhood Workers (ECWs)/Support Workers:</strong> Di Gully, Marianne Organ, Karyn Remphrey, Julianne Turcinov &amp; Rae McGrath</td>
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**Sessions**

**Kindergarten sessions:**

Kindergarten offers up to 2 Full day sessions per week for children 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 8.25am to 3.10pm
- **Red Group** - Tues & Thurs all day 8.25am to 3.10pm

Every alternate Friday (e.g. 1 Friday morning for Blue group, then alternate Friday morning for Red Group). Parents will be notified of their child’s Friday morning sessions.

**Orientation Session - previously known as a pre-entry session**

The kindergarten will try to offer orientation session/s for children who are eligible to attend sessional kindergarten the following year. You will be contacted by staff regarding this.

**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 kindergarten. These contributions are essential to help pay for educational equipment, cleaning, phone, electricity etc. The kindergarten receives a small amount
of government funding based on children’s attendance’s (not enrolments); however without fees and fundraising the kindergarten would not be able to continue to function.

**The Kindergarten term fees are $150.** This is for 2 Full days + 1 half day (every alt Friday). Universal Access will be provided from Term 3 2012 and will entail accessing 30 hours over a fortnight of kindergarten sessions to be offered for every child.

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 or alternatively, you can pay via direct deposit. If you have any difficulty in regard to payment, please speak to the Director.

**Kindergarten Information**

**What to bring to Kindy**

- a bag/backpack with your child’s name on it and one that children are easily able to open
- a hat
- a raincoat (preferably with a hood) and gumboots
- spare labelled clothes
- two snacks as per attached food policy guidelines (please ensure that you include a frozen fridge block to keep your child’s food cool)
- healthy lunch - as per attached guidelines (please name lunch boxes)
- water bottled (named)

**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.

**Communication**

Information is distributed to families in a variety of ways. For newsletters and notices etc., each child has a “note pocket” which hangs either side of the entrance door. Please check your child’s pocket regularly.

There is a ‘Parent and Community Information’ board by the kindergarten entrance which holds information about ‘What is important Now’, ‘Children’s Entertainment’, as well as parent brochures and handouts.

**Communication is the key!**

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 to a group of children or do an activity with your child at morning drop off
- help with gardening
- cut up collage, cover books
- help with end of term jobs (A list of jobs are placed by the Community noticeboard at the end of every term. It would be great if you could help by placing your name next to one of these - “Many hands make light work”!)

**Fundraising**

The kindergarten has three main fundraising events each year - Easter raffle, Obstacle-a-thon and commemorative tea towels, with the Obstacle-a-thon being the major one in Term 3! Family participation is the key to the success of these events, which have thrived every year. The money raised from these events contribute to the learning resources and equipment we are able to provide to your children, as well as keeping our grounds and learning environments well maintained.

**Washing Roster**

A washing roster is created at the beginning of every term. It is placed 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 staff for further information on what needs to be done. Many Thanks!

**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.

**Children’s Library and Take Home Kits**

A number of books and resource kits are available for children and parents to borrow and use at home. Every child must have a library bag - which is only gained through a registration process - Please see a staff member for more details.
Parent’s Library

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

Playing in the Playground before and after kindergarten

We ask all parents to be respectful of the kindergarten play equipment. 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 3.30pm each day.

Parents and Friends Committee (previously referred to as Governing Council)

The Parents and Friends Committee consists of parents, staff and interested community members. Members are elected each year at the Annual General Meeting, held in the first term.

The Parents and Friends Committee is responsible for the equitable management of the kindergarten, including fundraising activities, the development and funding of the annual budget and the maintenance of the site. The kindergarten community, through the committee, meets the running costs of the kindergarten (excluding staff salaries) with the guidance of the Director.

Parents and Friends Committee meetings are twice a term and generally run for approximately 1.5 hours. Currently we meet at 7pm on a Monday of week 2 and week 7.

All parents and caregivers are most welcome to join the Committee and be part of their child’s education. It is an excellent way of finding out about many aspects of the kindergarten, and also to meet other parents.

Policies

Kindergarten Policies

All kindergarten policies are located by the Weekly Journal/photo slideshow area. These include Manual handling, Emergency procedures, Lunch time care, Late pick up, Food and Electrical policies, plus many more. All Kindergarten policies are formed in consultation with, approved and endorsed by the educators and Parents and Friends Committee members.
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 are 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 illness. 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!

Arrival and Departure

An adult must accompany children inside the kindergarten 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 8:25am to allow staff time to set up equipment and plan for the day. If your child is to be collected by anyone else who, please write the details on the sign-in/sign out sheet, kept on the black trolley by the kindergarten entrance.

Please be punctual when collecting children, as they can become upset if they are the last child remaining. A late pick up applies fee of $5 for each 10 minutes after session finish time. If for any reason you know that you will be late picking up your child please contact the kindergarten.

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.

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.

**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 on 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, play in the mud and many more exciting and fun 'messy' experiences without worrying about precious clothing or parent concerns.

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. Any items which remain at the kindergarten at the end of the day will be placed in the 'Lost Property' basket. If items are still not claimed by the end of the year they will be placed in the kindergartens 'spare clothes' area or discarded.

**Non-Compliance of Dress Code**

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

**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 which is included in your enrolment package.

**SUN SAFE POLICY**

All DECD (Department of Education and Children's Development) Kindergartens and schools have sun safe policies. This means - **NO HAT NO OUTSIDE PLAY in terms 1 and 4**. The UV Index will determine whether children need to wear a hat and sunscreen during terms 2 and 3. If the UV Index is 3 or above, all children will need to wear a hat and have sunscreen applied.

Children are 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 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 kindergarten as soon as possible so we can alert other parents. Your confidentiality is assured.

Standard Precautions

Our kindergarten 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 5 year old sticker. 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.

The Early Years Learning Framework for Australia

Belonging, Being & Becoming

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 and Planning

The staff program each fortnight and cover these curriculum areas as well as including the You Can Do It program and 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 program is on the notice board by the kindergarten entrance and on the board close to the making table. Information about the program is usually included in term news handouts also. We welcome your views on this and accept any suggestions you may have for our program.

Assessment & Reporting

Throughout your child's time at kindergarten the staff collect information about his/her development and progress. Please feel free to approach us to discuss any aspects that interest you. An 'information sheet' 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 have a discussion with your child's assigned educator during their child's first term of Kindergarten. Interviews are no more than 15mins in length and it is up to individual parents to ensure they book a time. Parents/caregivers who do not make a time will be handed their child's reflection comment in their note pocket.
When your child leaves kindergarten to start school, you will receive your child’s Statement of Learning, which includes term reflections based around the Early Years Learning Framework. We will ask you to sign the report and give us permission to send a copy of the Statement of Learning to your child’s school.

Throughout the kindergarten year, educators will gather a number of different forms of observations of your child. These may be in the form of work samples, written notes, photographs or videos. This information is used to inform programming and planning and to monitor children’s developmental progress.

Please remember to look at our Weekly Journal, photo slideshow and all of our displays as they are also methods used to document your child’s learning!

Kindergarten Farewell Presentations

In the final week of Term 4 the kindergarten will hold some small farewell presentations. Due to the large number of children we farewell at the end of each year, children will be allocated a specific day. Families will be able to place their preference on a list for this. Children are presented with a special graduation medal, photo collage and their portfolio. You will then be able to look back through this and 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. What a great memory of your child's kindergarten year which you can treasure for life!

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 with them. Please remember that enrolment at the Kindergarten does not automatically entitle children entry into West Lakes Shore Primary School. The school has a specific zoning policy so you will need to contact them regarding this.

Out of School Hours Care – West Lakes Shore School

The West Lakes Shore School offers an Out of School Hours Care program to kindergarten children who are 5 years old (The program is not available for 3 or 4 year old children - they must be 5 years to attend). Care is available for 5 year old children before and/or after kindergarten sessions. The morning program starts at 7am and closing time is 6pm. OSHC staff will bring kindergarten children to their session and WLSK staff will take children over at the end of the day.
If you would like more information please speak to kindergarten staff or ring Judy Bungey at OSHC - 82423141. Alternatively, if you would like to enrol in the OSHC Program please visit the WLSS Office or download the information from the School website - http://www.westlakes.sa.edu.au/oshc.htm

**DENTAL CARE FOR YOUR CHILDREN**

It is important for children to have strong, healthy teeth and gums. All children (0 - 17 years) are welcome to attend School Dental Service clinics. Dental treatment is free at School Dental Service clinics if:

- Family Tax Benefit Part A is paid for your child, or your child is covered by a School Card, Health Care Card or Pensioner Concession Card.

The School Dental Service will bulk-bill under the new Medicare Child Dental Benefits Schedule that starts in 2014. Under this scheme, most children aged between 2-17 years will be eligible to claim up to $1000 of Dental services over 2 years.

If your child already attends a SA Dental Service clinic, contact them to check when your child’s next appointment is due. If your child does not already attend one of these clinics, please phone to make an appointment.

For more information visit www.sadental.sa.gov.au or contact your local clinic:

**Hendon Dental Clinic**
c/- Primary School
North Parade
ROYAL PARK SA  5014
PH:  8268 1712

**Kidstuff Playgroup**

Playgroup is held in the "Little Athletics" building, situated on the oval at West Lakes Shore Primary School. Sessions are run Wednesday, Thursday and more information can be obtained by contacting Peta Jones on 0416 278 812.

**South Australian State Schools Term Dates**

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
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<tbody>
<tr>
<td>2013</td>
<td>29 Jan - 12 Apr</td>
<td>29 Apr - 5 Jul</td>
<td>22 Jul - 27 Sep</td>
<td>14 Oct - 13 Dec</td>
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<tr>
<td>2014</td>
<td>28 Jan - 11 Apr</td>
<td>28 April - 4 Jul</td>
<td>21 Jul - 26 Sep</td>
<td>13 Oct - 12 Dec</td>
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<tr>
<td>2015</td>
<td>27 Jan - 10 Apr</td>
<td>27 Apr - 3 Jul</td>
<td>20 Jul - 25 Sep</td>
<td>12 Oct - 11 Dec</td>
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<tr>
<td>2016</td>
<td>1 Feb - 15 Apr</td>
<td>2 May - 8 Jul</td>
<td>25 Jul - 30 Sep</td>
<td>17 Oct - 16 Dec</td>
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<tr>
<td>2017</td>
<td>30 Jan - 13 Apr</td>
<td>1 May - 7 Jul</td>
<td>24 Jul - 29 Sep</td>
<td>16 Oct - 15 Dec</td>
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<tr>
<td>2018</td>
<td>29 Jan - 13 Apr</td>
<td>30 Apr - 6 Jul</td>
<td>23 Jul - 28 Sep</td>
<td>15 Oct - 14 Dec</td>
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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’s website.

We hope that by reading this booklet you have a better understanding of the West Lakes Shore Kindergarten. We understand that there is a lot of information to take in when your child first begins kindergarten, so if you have any questions or queries please do not hesitate to speak with an educator.

We hope that you and your child enjoy the Kindergarten year!

West Lakes Shore Kindergarten educators 😊