



WELCOME TO AKUNA KINDERGARTEN

We would like to welcome you and your child to our kindergarten. We are pleased that you have chosen Akuna Kindergarten for your child and we look forward to your family's involvement with our centre throughout the year. We have included, in this booklet, some basic information about our centre. Please don't hesitate to ask staff if you have any questions.

Our staff team currently comprises of a Director and Teachers with qualifications in Early Childhood Education, Early Childhood Workers and Preschool Support Workers.

Preschool staffing is determined by the Department for Education and Child Development (DECD). Children's enrolment figures are used to determine the level of staffing necessary to maintain the appropriate adult to child ratio.

MEET OUR STAFF TEAM

Directors:

Tiana Scott – Monday, Tuesday and Friday
Fiona Cram – Wednesday and Thursday

Teachers:

Kelly White and Alisha Byrne

Early Childhood Workers (ECW):

Amy Wright
Zena Creek
Ashleigh Doll
Wendy Quested

From time to time we also have the services of Speech Pathologists, Occupational Therapists and a Child Health Nurse. Students from secondary schools also attend for work experience and on occasions we also have volunteers. Staff are on-duty at the kindergarten from Monday to Friday, 8.30am until 4.00pm.

OUR PHILOSOPHY

We value...

Respect
Kindness
Nurturing relationships
Collaboration
Community
Being curious

We aim...

To provide high quality teaching and learning in a safe, caring, supportive and welcoming environment. We are committed to empowering children and families to approach their learning and future with confidence, through the implementation of our values in all experiences associated with the kindergarten.

ENROLMENTS

Children are entitled to access four terms of preschool in the year before they start school. Mid-year intake is also being introduced from 2023.

- If a child turns four years of age **before** 1 May, they can start preschool in Term 1 that year
- If a child turns four years of age **between** 1 May and 31 October, they are eligible to start preschool mid-year (beginning of Term 3)
- If a child turns four years of age **after** 31 October, they are eligible to start preschool in Term 1 the following year

Session places are dependent on keeping with in centre capacity and staff ratios.

Waiting lists...

Preliminary enrolments are accepted for children from birth. As our numbers are high, we can often have waiting lists for enrolments, as such we recommend parents pre-enrol children well in advance and take note of our priority of access policy.

Early enrolment...

State government policy provides, for children aged four years, attendance of 15 hours of preschool per week for four terms prior to their entry to school.

If your child is Aboriginal or under guardianship (in care) they are eligible for 15 hours of preschool after they turn 3. They will then be eligible for 15 hours per week of preschool in the year before they start school.



If your child has a disability or additional needs, they might be able to start preschool earlier depending on enrolment capacity.

When enrolling...

Proof of Age Requirements:

At the time of enrolling in preschool, parents/guardians are required to provide proof of their child's birth age. The following documents will be accepted:

- passport
- birth certificate
- Official Centrelink documentation stating the child's name and birth date.

Immunisations:

When you enrol, you will be asked to provide evidence of your child's immunisation status. Under the *South Australian Public Health Act 2011* (the Act), children cannot enrol in or attend early childhood services unless all immunisation requirements are met (No Jab, No Play).

SESSIONS

What we offer...

We can offer the following two options for access to preschool at Akuna Kindergarten.

Option 1 –

Each week - Monday / Tuesday 9.00am – 3.00pm

Additional session 9.00am – 3.00pm once a fortnight on a Wednesday, Thursday or Friday (McPark children preferred)

Option 2 –

Each week - Wednesday / Thursday 9.00am – 3.00pm

Additional session 9.00am – 3.00pm once a fortnight on a Monday, Tuesday or Friday (McPark children preferred)

Every effort will be made to establish attendance schedules to suit individual family needs. However, preferred choices may not always be possible since group sizes need to remain inside the centre's capacity limits.

FEES

At the beginning of each term, an invoice detailing the total amount due for the term will be placed in your child's note pocket. Payment methods include bank transfer, credit card, Centre pay or cash payments.

Bank Transfer Details -

Account Name: Akuna Kindergarten **BSB:** 065 504 **Account Number:** 00902940

REFERENCE – Your child's name

Fees paid in whole during the child's first term will receive a 5% discount. We appreciate that from time to time, families experience financial difficulties. Please be assured that no child will be excluded from a program for financial reasons. There are many ways that we can support families. Please do not hesitate to talk to the staff if you are experiencing any difficulties in meeting the cost of fees.

Fees are currently \$120.00 per term **or** discount reducing fees to \$460.00 per year if full year is paid in Term 1.

PLAYGROUP

Our playgroup is currently run every Friday morning from 9.30-11.30am. Dates are on our Akuna Kindergarten and Playgroup Facebook page for families to follow. At times playgroup will change to fortnightly to accommodate children attending the Friday kindy session, families are notified in person and on our Facebook page.

Playgroup sessions are a gold coin donation, and we encourage families to bring some fruit/water. This is a great opportunity for you to explore the kindy environment and a range of experiences with your child. It provides an opportunity to meet other families and gets children familiar with the environment before starting kindy.

CURRICULUM

Akuna Kindergarten offers children exciting invitations to explore, discover, create and learn in a safe and challenging environment. Children actively engage in authentic, hands-on play experiences and our outdoor environment and surrounds provides opportunities for children to connect with nature on a regular basis.

Our aim is to provide a curriculum that is play based, child-centred and emergent, based on children's individual strengths and interests, guided by 'Belonging, Being & Becoming: The Early Years Learning Framework for Australia.

The framework consists of 5 learning outcomes:

1. Children have a strong sense of identity
2. Children are connected and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

We plan a bigger curriculum half termly with smaller cycles of planning in between for all our children, small groups and one on one learning. Educators document children's thoughts, thinking and theories about the world around them and analyse fortnightly to inform curriculum decisions.

The daily routine allows for long uninterrupted periods of play for children to explore, discover, create and imagine. Planned large and small group sessions occur during the day and are rich in literacy, mathematics, social skills, Child Protection Curriculum, and music and movement experiences. Play is an essential aspect of learning for young children and planning for play is central to the development of a curriculum that integrates all areas of a child's development.

PARENT INVOLVEMENT

We are committed to working in partnership with families and you are encouraged and welcome to participate in every aspect of kindergarten life. We believe that when families and educators work together, we can support children's life-long learning.

See Saw

We engage with the app called Seesaw. Seesaw will give you a window into your child's learning at kindy including during play and group times. Your child will have their own learning journal, and when staff add new learning you will receive a notification to see, hear and respond to your child's learning journey. Your child's individual page is completely private -- only you have access to your child's page and all of the content is stored securely. Seesaw will complement the face to face communication we already have when you attend the kindy. Once both the DECD Consent form and the Seesaw consent form on the enrolment form as signed you will receive an invitation to sign up via the emails given and then you can download the Seesaw Parent app for iPhone or Android, or access your child's journal on the web. It is important to understand that whilst parents only have access to their child's journal, photos where multiple children are tagged means any families tagged will be able to read the comments below.

Governing Council

The Governing Council consists of parents, staff and community members and is responsible for the management of the kindergarten. Parents are encouraged to join the Governing Council. Areas of discussion such as the educational program, any special events, family and community concerns are talked about as well as the usual 'business' matters like fundraising, maintenance and development of the centre building and grounds. An Annual General Meeting is held in March every year, with nominations being called for President, Treasurer, Secretary and Committee Members. Committees usually consist of about 10 parents, caregivers or community members. They are friendly informal meetings. It is a great way to meet new people and have a voice at kindy. Meetings are held twice a term on Mondays from 7pm in weeks 3 and 8, unless otherwise notified. Parents are always welcome.

Fundraising

The state government provides a limited amount of financial support to preschools and to ensure that materials can be purchased we have fundraisers each term. We ask families using the service provided by the kindergarten (including playgroup families) to actively participate in our fundraising activities. Governing Council on your behalf also decides and promotes other optional opportunities termly for all families. Whilst participating in these opportunities does raise funds for our centre, they are completely optional and there is no obligation to participate. These optional fundraisers often meet the needs expressed by families and result in you receiving a 'product' such as t-towels, photos, books, picture plates, pies etc. If you wish to be involved in the discussion around centre fundraising and have your say, joining our Governing Council is a great opportunity to do this. As a centre, we are working towards further re-developing the children's outdoor learning environment. All funds raised through fundraising will help make this a possibility.

FOOD AND NUTRITION

Akuna Kindergarten promotes safe, healthy eating habits in line with the Right Bite Healthy Food and Drink Supply Strategy for South Australian Schools and Preschools and relates to the DECD wellbeing strategy. We believe in the power of "modelling" healthy eating habits to children. Our regular low salt, fat and sugar cooking experiences provide science and maths learning also. The provision of fresh drinking water is available throughout the day.

Akuna Kindergarten has the following guidelines for families for food brought from home:

FRUIT/SNACK TIMES

Families are encouraged to supply fruit and vegetables only at fruit time (at least 2 pieces for a full day) to:

- provide children with important minerals and vitamins
 - encourage a taste for healthy foods

LUNCH TIMES

Families are encouraged to provide healthy food and drink choices in line with the Right Bite strategy:

- Children should bring a lunch containing some or all of the following: sandwich, fruit, salad vegetables, cheese, yogurt, dried/savoury biscuits. Sandwiches can contain any fillings except for those containing nut products.
- Peanut paste and Nutella contain nut products. Due to children with severe nut allergies, these products will not be permitted.

Children should have a separate container for their lunch and this is to be placed in the lunch trolleys when children do their morning routine, whilst fruit remains in their bag. We recommend a thermal bag to keep lunches fresh, particularly for meats, cheese etc. You are welcome to place lunches and dairy products in the fridge. Children gain independence by eating their own piece of fruit and making appropriate choices for snack and lunch times. This assists them in becoming independent for recess and lunch times later on at school. Please make sure that lunch boxes, bags and especially drink bottles are named.

Please avoid sending foods that are high in preservatives, colouring, sugar and fat, such as chocolate, lollies, sweet biscuits, chips, soft drinks and cordial.

WE ARE STRICTLY A NUT FREE KINDY

WHAT TO BRING

When starting full time kindy your child needs to bring...

1. **A hat (Broadbrim or legionnaire style).** Our preschool is a sun smart centre and children are required to wear hats when outside (If the UV is over 3). The centre has logoed hats for sale for \$10.00 each. (Please see staff to purchase) Please name all clothes and possessions, especially shoes, socks, hats and bags.
2. **A bag.** A drawstring bag, backpack or case for children to keep their own belongings in.
3. **Fruit or vegetables** for the two healthy snack times each day which are separate to their lunch and left in their bag.
4. **A named drink bottle** filled with WATER ONLY. Please do not send cordial, fruit juice in a bottle or in a fruit box.
5. **A separate lunch container** (to be placed in the lunch basket in the kitchen) which contains some or all of the following: sandwich, fruit, salad vegetables, cheese, yogurt, dried/savoury biscuits. Sandwiches can contain any fillings except for those containing nut products.
6. **Some spare clothes** – just in case, this is a must for all children!
7. **Library Book Bag** for borrowing kindy books each session they attend. Children will receive their book bag during term 2 of kindy and it can remain in their kindy bag at all times.

UNIFORMS

We sell hoodies for children with the kindy logo on them in size 4 and 6, these are \$30 each and come in a variety of colours. Families can also bring in plain t-shirts that can be screen printed with our logo for just \$5 a garment.



POLICY SUMMARIES

Full copies of all centre policies are available for viewing on our seesaw app, some can also be accessed through our website or in person. Please talk to Tiana if you wish to seek clarification or have any trouble viewing these.

Arrival – Parents are expected to bring children inside the building and help them to get organised for their session: - i.e. children put bags in lockers, sign in and organise drink bottles and lunch. They then come into the building with parent/carer and parents help place on name tag. Parents are asked to make contact with a staff member. This can be done in an informal way such as 'Hello', 'Good Morning' etc. They are asked to NOT leave children at the gates to make their own way into the building. This is an UNSAFE PRACTICE.

Dismissal - The children will be dismissed individually from the mat by name. Parents are asked to be patient as it is important that children leave the centre safely. All children are encouraged to say 'Goodbye' to the dismissing teacher. It is important parents supervise their child carefully at this busy time. The gates open and shut continuously until the last family leaves. The car park and road is also very busy. **Do not allow children other than your own out the gate.**

Parents responsibilities if someone else is collecting their child

- Be very clear to your child about who is to collect them from Kindy
- Let staff know of these arrangements (either on the day or by phone)
- Record information on the sign in sheet, next to your child's name. If unsure, ask staff for help. We will need a contact phone number for this person, please ensure they are one of your emergency contacts on the enrolment form. Should an emergency arise, please telephone so that staff can reassure your child – late collection can be stressful and upsetting for a child. If necessary, arrange for another parent/friend to collect your child.

Behaviour Management

At Akuna Kindergarten we provide an environment that is safe and nurturing. We believe that children need guidance and assistance in a caring way to help them learn to become responsible for their own behaviour and actions. However, at times we recognise that even young children can act in ways that may be physically or psychologically harmful to others. As a result, the centre has a Behaviour Management Policy outlining the strategies that are implemented to manage difficult or challenging behaviours. A copy of this policy is located outside the office door.

Health and safety

Precautions against the spread of colds, viral infections and contagious diseases are necessary. A child who has a temperature, a green runny nose, is taking antibiotics for an infection or is showing any signs of being unwell should be kept at home. Please notify staff if your child has an illness that is infectious. Parents will be advised via the notice board of any childhood diseases reported, including symptoms to look for and the length of time a child needs to stay away if the disease is infectious.

Sun Smart Policy

The centre actively advocates a sun-smart policy. Children must wear a broad rim or legionnaire style hat for all outside activities during Terms 1, 3 & 4. It is very important that you child brings and wears a sun hat each day. It needs to be one that fits well, even when they run or have a swing, and which gives coverage to their whole head, including ears, face and back of neck. Children will be asked to stay inside or in shaded areas, not as a punishment but a safety issue! Learning to be responsible and independent for themselves and their belongings is much of what we do at

kindergarten. **PLEASE NAME THE HATS** as keeping track of who belongs to which hat gets very tricky! A hat that routinely stays in their kindergarten bag helps set up a pattern that can usually be maintained and saves dramas or heartache! Parents are asked to ensure that children come to kindergarten with sunscreen applied and wearing shirts that protect shoulders (**no singlets**). Staff will assist children to re-apply sunscreen at lunchtime when needed. Staff will use discretion about restricting outside play on extremely hot days or days when there are dangerous UV levels.

Smoke Free Zone

All schools and preschools, including car parks are smoke free zones. In the interests of both adults and children, please do not smoke on the preschool grounds or drop cigarette butts at the entrance to the kindergarten grounds.

Medication

Wherever possible, medication should be administered by the parent. The first dosage of medication at kindergarten must be administered by the parent or administered by the approved DECD employee under the supervision of the parent/guardian. It is the parent's responsibility to advise the kindergarten of any change to the child's dosage /medication via a doctor's letter or management plan signed by the treating doctor. All medication must be in the correct named and labelled container and given to staff in its original bottle. All medication will be kept in the medication section of the refrigerator in the kitchen. Medication will not be administered in any circumstances unless the following procedures are undertaken:

- A Management Plan is developed and signed by the treating doctor
- Parent/guardian approval via the signed proforma. Once administered staff will sign the form and monitor the child for any adverse reactions. A separate form is required for any long-term medication.

Mandatory Reporting

Doctors, Teachers, Early Childhood Workers and others who work with children are obliged by law to report any reasonable suspicion that a child has been maltreated, neglected, physically, emotionally or sexually abused to the Child Abuse Report Line (CARL).

Injuries and First Aid

Any child with significant health issues will be required to have the appropriate forms completed by a doctor prior to the child being left under staff supervision. This ensures the wellbeing of the child.

ALL children who have ever had asthma need to have an asthma plan completed by the child's Doctor, on file at the kindergarten.

All staff have current First Aid training. The First Aid Cabinet is located in the children's bathroom and is restocked annually. The First Aid kit will be taken on all excursions. Minor injuries – those that respond to a band aid and/or minor first aid and affection, are treated by staff. All other injuries are referred to parents and/or medical officers. If the injury is assessed to be of a more serious nature, but not requiring additional external medical attention, parents will be notified. If the Injury is major an ambulance will be called, and parents notified as soon as possible. Staff will administer First Aid until assistance arrives. Staff will write all occurrences on the 'injury / illness' form and the parent will sign to acknowledge the accident and the procedures taken when the child is collected.

The Kindergarten does not carry ambulance cover. The centre will not be responsible for or liable for any fees that may occur from the medical treatment, e.g. Ambulance, Doctor's fees, hospital fees etc.

Emergency procedures

Copies of the centre's Emergency Plans are displayed inside the kindergarten. If necessary, we will evacuate through the double gates to the Akuna Reserve and notify police of the decision to do so.

Grievance Policy for Parents

At Akuna Kindergarten we believe parents are partners in the education of children. Regular two-way communication between parents/carers and the preschool is essential in helping children achieve their potential. Our preschool is committed to ensuring that anyone with parental responsibilities for a young person can raise a concern or complaint, with confidence that it will be heard and responded to in an appropriate and timely fashion.

If you have a concern in relation to an experience at the centre, you are encouraged to address the issue with the person involved. If your concern is not resolved or you feel uncomfortable make time to speak with the Director. Allow a reasonable time for the issue to be resolved. If you are not satisfied that your complaint has been resolved at the local level, you may choose to seek support from DECD complaints resolution services:

Complaints about education and early childhood services - Education Complaint Unit
Phone: 1800 677 435 Email: DECD.EducationComplaint@sa.gov.au.

Issues of a general nature can be addressed at Governing Council meetings. Please put your concern in writing and hand it to a council member.

Confidentiality will be respected at all times

STARTING SCHOOL

Your child will begin school in Term 1 of the following year they began kindergarten. If your child starts kindergarten mid-year, they will begin school mid-year of the following year. To enable children to make a smooth transition to school, most schools usually provide opportunities for children to visit the school and the prospective class, to get to know the teacher and fellow students and to become familiar with the new setting and routines prior to the child's entry to Reception. The individual child is the focus and as the needs of individual children may vary, entry to school is negotiated with parents/caregivers.

It is the parents/caregiver's responsibility to enrol their child at school. Local schools we often feed to:

| School | Number | School | Number |
|------------------------------|----------|-----------------------------|----------|
| McDonald Park Primary School | 87249811 | St Martins Lutheran College | 87251430 |
| Glenburnie Primary School | 87253695 | Mil Lel Primary School | 87255883 |
| Tenison Woods College | 87255455 | Reidy Park Primary School | 87253381 |
| Yahl Primary School | 87253658 | Suttontown Primary School | 87254047 |