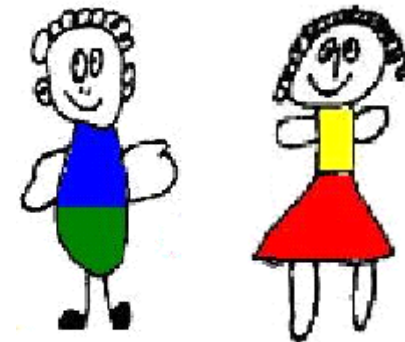


WELCOME TO

Murray Bridge Preschool Kindergarten



Mannum Road
PO Box 229, Murray Bridge
Phone: 85322758 / Fax: 85326720
www.murraybkgn.sa.edu.au



Government of South Australia

Department for Education and
Child Development

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Last edited November 2017

COMMUNITY SERVICES for young families

Child and Youth Health

Phone: 1300 733 606
Mt Barker: 8398 6600

11a West Terrace
Murray Bridge

C.A.M.H.S

Phone: 85313901

Swanport Rd

Dental Service

Phone: 85319300

Murray Bridge

Child Care Centre

Phone: 85324 094

Murray Bridge
(next to our kindy)

Family Day Care

Phone: 85320 766

Beatty Terrace

World of Learning

Phone: 85311431

Murray Bridge
Clara Street

Kindergym

Phone: 0455541428

Murray Bridge
10 Thomas Street

Murray Bridge

Learning Together

Phone: 85313 090

Lower Murray Toy Library

at Public Library

Murray Bridge Public Library

Phone: 85391 175

Market Place Complex

Murray Bridge

Murray Mallee Community Health

Phone: 85356 800

Murray Mallee div General Practice -

Phone: 85311 303

Asthma clinics
Standen Street,

Community Kids Early Education Centre

Phone: 85313299

Prosser Tce

Kin Kin Early Learning

Phone : 85313062

Adelaide Rd.

Out of School Hours Care

North School Phone: 8531 0179

South School Phone 85322 155

MURRAY BRIDGE SCHOOLS

Murray Bridge North School
North Terrace
Phone: 85323055

Murray Bridge South School
54 Joyce Street
Phone: 85322155

Fraser Park Primary School
Burdekin Avenue
Phone: 85313090

Special School
North Terrace
Phone: 85325345

St Josephs School
1 Florence Street
Phone: 85323734

Unity College
45 Owl Drive
Phone: 85320100

Tyndale Christian College
136 Adelaide Road
Phone: 85313411

Murray Bridge High School
5 Lohmann Street
Phone: 8531 9500

Welcome

We hope that the time your child and family spend with us will be memorable and rewarding. We believe that parents are the first and foremost educators of their children, and that the most effective learning occurs when both home and kindergarten communicate and work in partnership. As parents and educators who will be working together we have one very important interest in common - **YOUR CHILD!** Please feel free to discuss any aspect of your child's development and learning with us. We look forward to working with you and your child over their time with us. Murray Bridge Preschool Kindergarten is your kindergarten, and your family's involvement is welcomed and valued.

Our Philosophy Statement

At Murray Bridge Preschool Kindergarten we believe that the development of relationships, a culture of welcome, open communication and belonging are at the heart of quality service provision. We believe in the uniqueness and potential of each child and their right to participate in a highly engaging, play based learning program. We value and promote the inclusion of child and family voice in all aspects of planning and service delivery. We plan, implement and review our curriculum using the Early Years Learning Framework, *Belonging, Being, Becoming* and the *National Quality Framework for Early Childhood Education and Care*.

We believe in the diversity of families in our community and that each family has the right to a service responsive to their individual needs. We commit to building our cultural competence within the kindergarten community and providing a service that is inclusive, accessible and equitable. We acknowledge Australia's Aboriginal and Torres Strait Islander peoples. In particular, we respectfully acknowledge the traditional lands of the Ngarrindjeri people on which our Kindergarten stands.

A detailed copy of our whole philosophy statement is displayed at Kindergarten, available on our website or in the Policy folder at the front door.

2018 STAFF

Director Bev Harrison
Educators Jenny Westall
 Vicki Kowalick
 Jenny Duniam

From time to time we have other staff at the centre to support specific programmes, ie. Pre-School Support Workers, Bilingual Support Workers. We may also have students from Magill & Flinders University (Teachers in Training) and TAFE (Child Care), High Schools, and Volunteers. Any person working in the setting has a current Criminal Screening Check as required by DECD.

PARENT CONTRIBUTIONS

Kindergarten fees are currently **\$100 per term**. You will be issued with an invoice in your note pocket each term.

If paying cash - Please put correct money in an envelope and place it in the fees letter box which is in the office door. Please bring the correct money as no change is kept on the premises .

Direct Deposit option is available. Details of bank account numbers can be found on your invoice. Please quote invoice number and surname when making payment. You are more than welcome to make smaller payments over a period of time to pay it off.

We receive staff salaries and a small operating grant from DECD, however **we rely on your contributions**, fundraising and volunteer help to provide a quality service for the children.

If you encounter any difficulty with fee payment, please have a chat with the Director to work out a payment plan.

CHILD PROTECTION ACT

It is a fundamental principle in Australian society that parents/ caregivers or legal guardians have the responsibility to protect their children and keep them safe. Australia supports a United Nations agreement that children are to be protected from all forms of abuse, exploitation and violence. Abuse may be sexual, physical and emotional. Australia has laws to prevent and respond to the abuse or neglect of children.

In South Australia, this law is called the **Children's Protection Act**. Under this Act, people who work and volunteer in schools and care settings are called mandated notifiers. This means that they must report child abuse or neglect if they have reasonable belief that a child is being harmed. All people employed in the Department of Education and Childhood Development (DECD) receive regular training in this responsibility.

Parents and caregivers also have the responsibility to protect children and ensure their safety and are supported by society to do this.

Parents/caregivers do this through

- * Providing adequate supervision at all times to minimise the risk of physical, sexual and emotional harm. Young children should not be left alone at home or in a public place, especially at night.
- * Understanding the difference between appropriate and inappropriate touching of children, protecting them from being touched inappropriately and ensuring that children report inappropriate touching
- * Disciplining their children without causing harm. Some forms of punishment are illegal in Australia. Alternative effective parenting strategies can be discussed with community leaders and parenting agencies.

Other responsibilities for parents/caregivers include:

- * Providing healthy food .
- * Ensuring children have enough sleep at night.
- * Giving appropriate care when children are sick.
- * Providing appropriate clothing for different weather.
- * Ensuring children learn good hygiene practices .

CHILD PROTECTION CURRICULUM

Murray Bridge Kindergarten uses the Keeping Safe: Child Protection Curriculum for South Australian Schools and preschools. The children will be taught this curriculum during their year with us. Teaching staff have undergone professional learning on this curriculum.

The educator's at our centre work to minimise harm to children by acting in a manner that supports the children's interests and wellbeing by

- Ensuring that the children know that they have the right to feel safe at all times.
- Teaching them about acceptable and unacceptable behaviour in general.
- Ensuring they know who the trusted educators and volunteers are at the centre.
- Including them in decision making processes.
- Ensuring they are safe by monitoring their activities and creating an environment that meets all safety requirements.
- Taking their concerns seriously and following them up.
- Letting them know that they can share scary or worrying things with someone they trust,
- Teaching them about appropriate and inappropriate contact in a manner suitable to their age and level of understanding.
- Teaching them to say "No" to anything that makes them feel unsafe.
- Encouraging them to tell a trusted adult if someone makes them feel unsafe or scared.
- Listening to them and letting them know that staff are available for them if they want to share.

If you would like further information or support in this, please do not hesitate to contact the teaching staff, or check the *Child Protection Policy* in the Policy Folder.

KINDERGARTEN ENTITLEMENT

Currently children are entitled to attend 15 hours of preschool each week for one year prior to commencing school. Aboriginal and Torres Strait Islander children, Children under Guardianship of the Minister and identified Gifted and Talented children can access 12 hours of Kindergarten per week from the age of 3.

KINDERGARTEN SESSIONS & TIMES

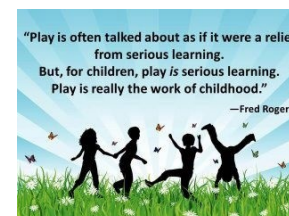
Monday, Tuesday group— 2 days per week
Wednesday, Thursday group— 2 days per week
Sessions start at 8:30am and finish at 4pm.

Doors open at 8:30am. Before this time you are welcome to enjoy time together in the Kindy yard or the park next door. From 8:30 please sign your child in, help your child put their belongings away, then choose and settle at an inside activity. You are welcome to stay and do activities together for as long as you would like.

DAILY TIMETABLE

Our Kindergarten routine allows for both structure and flexibility. We generally follow this timetable, allowing for changes that may be necessary due to individual children's needs, interests, staff availability, weather, special events and unforeseen circumstances.

8:30	Arrival and indoor play
9:00	Welcome and small groups
9:30	In and Out Play and Inquiry
11:45	Small Groups
12:15	Lunch and relaxation
1:00	In and Out Play and Inquiry
3:00	Pack up teams
3:15	Big Book/ Group games
3:30	Small group sharing, reflection circles/ relaxation
3:55-4	Goodbye



DROP OFF AND COLLECTION TIMES

It is important that your child be dropped off and collected on time. Before and after session times, educators are busy with preparing activities and environments for the children, administration or staff planning. You must stay with your child until the beginning of the session at **8:30am** to ensure that your child is adequately supervised. If you need to pick your children up earlier than the usual finish time on occasion, please let the staff know. If you have a regular need for care outside of kindergarten hours please enquire at one of the many great Child Care Services listed in the back of this booklet.

SIGN-IN SHEET

You will need to sign your child in every morning and sign them out every afternoon. Our sign in sheets will be located on the verandah. If someone else is picking your child up from kindergarten we request that parents give the name and relationship to the child, along with contact details (just in case they forget! and we need to telephone them) to the educators. This is to ensure that your child is kept in a safe environment. We will not release children to anyone that is not listed in your enrolment form without telephone or written consent and presentation of identification. Further information is available in the *Arrival and Departure of Children Policy* in the Policy Folder

FRUIT TIME/SNACK

Fruit can be eaten during free play times. The children choose to eat when hungry, but must sit down at the snack table to eat. Please send fresh fruit and vegetable options for your child's snacks.



LUNCH

Lunch is a supervised time when children eat the healthy lunch that parents supply. Staff sit with the children and supervise the children eating but we do not force children to eat. We offer suggestions and encouragement to promote healthy choices. We rely on parents to provide amounts and types of healthy food that your children will eat and enjoy. Please **DON'T** send packaged, processed or unhealthy options.

A RECIPE FOR LEARNING

In a large bowl combine...

One cup of **CURIOSITY** I am a child, I am naturally curious.

A dash (or three) of **RELEVANCE** I learn best when what I am learning is meaningful to my own experiences of the world.

A good dose of **VARIETY** I like to learn in lots of different ways.

A pint of **INTEREST** I am most motivated to learn when I am interested in what I am doing and learning.

A smidgen of **PURPOSE** I like you to know that I am helpful.

A litre of **PROBLEM SOLVING** To really get me thinking.

A heaped teaspoon of **ACTIVE DOING** As it is through active interaction with objects, people and places that I acquire knowledge.

And a large pinch of **PLAYFUL FUN!**

Stir together with **FRIENDS** to learn alongside. Sharing with others helps to reinforce my own learning.

Add an **INTERESTED ADULT** to guide and pose challenges that push my thinking further.

And bake together with **TIME** to explore, experience, grow and mature.

childhood101.com

A Child's Plea

Today I did my math and science.
I toasted bread, I halved and quartered, counted,
measured, and used my eyes, ears and hands.
I added and subtracted on the way.
I used magnets, blocks and memory tray.
I learned about a rainbow and how to weigh.
So please don't say -

'ANYTHING IN YOUR BAG TODAY?'

You see. I'm sharing as I play,
to learn to listen and
speak clearly when I talk
to wait my turn and when inside to walk.
To put my words into a phrase,
to find my name and write it down.
To do it with a smile and not a frown,
to put my pasting brush away.
So please, don't say -

WHAT NOTHING IN YOUR BAG TODAY?'

I learned about a snail and a worm.
Remembered how to take my turn.
Helped a friend when he was stuck.
Learned that water runs off a duck.
Looked at words from left to right.
Agreed to differ, not to fight.
So please don't say -

'DID YOU ONLY PLAY TODAY?'

Yes, I played the whole day through.
I played to learn the things I do.
I speak a problem, find a clue
and work out for myself just what to do.
My teacher's set the scene,
and stay near-by to
help me when I really try.
They are there to pose the problems,
and to help me think.
I hope they will keep me floating
and never let me sink.
All of this is in my head and not in my bag.
It makes me sad to hear you say -

'HAVEN'T YOU DONE ANYTHING TODAY?'

When you attend your meeting today and do
your work I will remember not to say to you -

'WHAT NOTHING IN YOUR BAG? WHAT DID YOU DO?'

Author Unknown

www.my-organized-chaos.com

Learning through Play and Inquiry

Play provides opportunities for children to learn as they discover, create, improvise and imagine. During play children create social groups, test out ideas, challenge each other's thinking and build new understandings. Play provides a supportive environment where children can ask questions, solve problems, and engage in critical thinking. Play enhances children's desire to know and learn and can promote positive dispositions for learning.

During play and inquiry sessions educators engage in intentional teaching. We actively promote children's learning through worthwhile and challenging experiences and interactions that foster high level thinking skills. We use strategies such as

modelling,
demonstrating,
scaffolding, open
questioning,
speculating,
explaining, engaging
in shared thinking
and problem solving
to extend children's
thinking and learning.
We document and
monitor children's
progress in literacy,
numeracy and the 5
Early Years Learning
Framework outcomes.

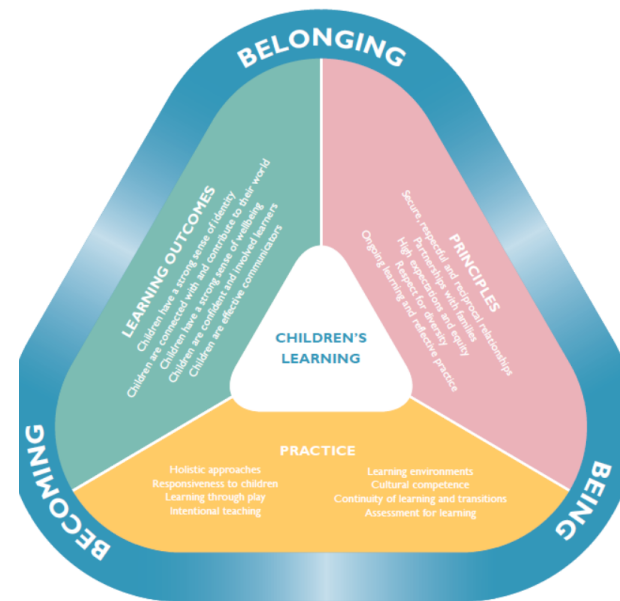


Figure 1: Elements of the Early Years Learning Framework

WHAT TO BRING EACH DAY

BAG A named bag which is easy to open and close.

SNACK Fresh fruit and veg or a snack such as cheese, crackers or yogurt etc. For dental health and nutritional reasons please **DO NOT** send muesli bars, wraps, cakes, biscuits, chips, cordial, packaged treat foods etc. Please send healthy options for snack. We strongly recommend raw fruit or vegetables rather than processed food. **Please send healthy food options that your child is able to manage independently.** This is very important to encourage a healthy lifestyle for our next generation. More information available in the *Centre Food and Nutrition Policy*.

This kindergarten has a NUT FREE POLICY. It is important that no nuts or products containing nuts be brought to the centre because there is no guarantee that children will not share snacks or inadvertently have contact with crumbs etc. Foods that are **NOT ALLOWED** in the centre include nuts (all types), muesli bars, peanut butter, nutella and foods cooked with nut oils. Please check the labels on any packaged products and ensure that any homemade produce does not contain any nut products. We strongly encourage parents and carers to supply fruit, vegetables, cheese or yogurt for snack times. Processed, packaged foods will not be required as extra fresh fruit, toast and cereal are available if needed. Packaged foods and treats will be returned at the end of the day to be enjoyed at home.

HAT - The centre's sun safety policy requires that children wear a hat at all times for outdoor play, in Term 1, 3 and 4 and when the UV is higher than 3. In order to ensure all children will be sun safe the Kindergarten will provide a named hat for each child which will stay at Kindy. If children won't wear a hat then they will need to play on the verandah or inside. Children need to wear clothing that covers their shoulders. It is important that you **put sunscreen on your child before coming to kindy**, as it takes 20 minutes for sunscreen to be effective. Sunscreen will be supplied at Kindergarten for children to reapply after lunch. More information available in the *Centre Sun Safe Policy*.



SUPPORT SERVICES

We have access to DECD Support Services such as:

- * Speech Pathologists
- * Special Education
- * Psychologists
- * Behaviour support

If you have any concerns about your child's development please discuss these with the Director who can work with you to decide on the need for referral to extra services.

SCHOOL TRANSITION PROGRAMME

During your child's last term, orientation visits are usually arranged by the School with parents. Each School will contact you with details re visits, times etc. Some schools arrange for the reception teacher to visit the kindergarten which helps to allay any fears your child may have about their first transition visit.

HEALTH CHECKS - CHILD & YOUTH HEALTH

All children will have a comprehensive examination during their kindergarten year. This is arranged through the Kindergarten with parents prior to their child starting school. You are also welcome to contact CYH directly to make your own appointment at your convenience.

GRIEVANCE/COMPLAINTS

We welcome your opinion and feedback at all times. If you have a grievance or complaint that you would like to make known, please feel free to speak with the kindergarten Director. We are more than happy to discuss any issues and problems with you and would rather you let us know so we can work together to find an effective solution. You can also submit confidential complaints by posting them in the Fees box. If you feel unable to speak with a staff member or the Director you may direct your complaint to DECD. If you would like more information a *Grievance Policy* pamphlet is available near the notice pockets, in the Policy folder or on the website.

LOST PROPERTY

The lost property box is kept in the locker room. Please check it regularly. Please **name everything** your child brings to kindergarten including shoes. Unnamed items that remain at the end of term will be added to Kindy spares or donated to charity.

COMMUNICATION

Good communication is essential between parents, caregivers and staff. We hope you will feel comfortable approaching us with any areas of concern, ideas or questions you may have. If you require a longer discussion, please make an appointment so staff are not taken out of the teaching environment for extended periods of time.

POCKETS

All notices, newsletters, receipts, programmes etc. will be placed in your child's named pocket which is located on the locker room wall. Please check this regularly.

PERSONAL DATA

Please ensure that our information on your child is always up to date - ie newly discovered allergies, changes to your address, work or home telephone numbers etc. Let staff know as soon as possible please.

BIRTHDAYS

We would love to celebrate your child's birthday by singing Happy Birthday to them and giving them a Birthday sticker. Due to our Food and Nutrition Policy and the possibility of allergies we are **unable** to have birthday cakes at the centre. Some families like to celebrate by sharing a small item with the other children. Please consider an item such as a sticker, balloon or pencil for each child, rather than food or treats.

DRINK Please supply a named water bottle. Spare cups are available for children if they forget their drink bottle. Remember - **water only** please, NO juice, cordial, fruit boxes etc. You do not need to send extra drinks as children may help themselves to the cups and water container at any time, or fill from the filter tap.

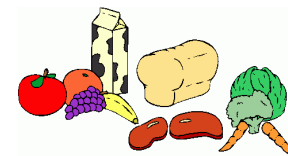
CLOTHING Practical comfortable clothing suitable for active (and often **messy**) play. Clothes need to be easily washed, as well as easy for the child to manage for toileting. Please name all clothing. Appropriate footwear for climbing and running please. Thongs are not recommended.

Please send a spare set of clothes in your child's kindy bag just in case of accidents. Children may sometimes get wet from the sandpit, water or mud play. We have a limited supply of spare clothes at the centre. Further information is available in the *Centre Clothing Policy*.

TOYS FROM HOME Please don't bring them. We discourage children from bringing small or precious toys that may be lost or damaged. We encourage the children to be observant and welcome items from nature, photos, items of special family interest or any object that may relate to our programme. If children require a special comfort item please let the educators know.

LUNCH BOX IDEAS

- * Sandwiches/wraps/focaccias/rolls/ rice cakes with lean meat, fish, cheese or chicken filling with plenty of salad
- * Potato with fillings
- * Kebab with salad
- * Salad box
- * Sushi, Tuna, Quiche
- * Noodle, Pasta or rice dishes
- * Fruit and/or vegetables
- * Filled toastie or jaffle
- * Scones or pikelets



For further ideas please go to www.decs.sa.gov.au/rightbite

Please be aware that children may come in to contact with a range of foods as they sit near others who are eating, and through our Kindergarten cooking activities. Please ensure that you **list any allergies, intolerance, religious or cultural food preferences on your enrolment form** so that educators can accommodate your child's needs.

CURRICULUM

Our curriculum encompasses all of the interactions, experiences and routines that are a part of each child's day. We use an integrated, play based, inquiry approach to learning, rather than a more subject orientated curriculum.

Our curriculum is based on a knowledge and understanding of children's growth and development, play as a process through which young children learn, a balance between educator intentional teaching, inquiry based learning, and emergent planning for children's interests. Educators are all trained in the provision of quality Early Years Education and committed to professional learning and continuous improvement.

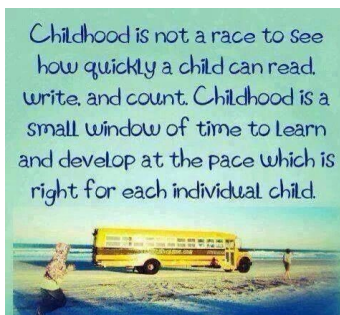
We programme using the national *Early Years Learning Framework: Belonging, Being, Becoming (EYLF)* and the *DECD Numeracy and Literacy Indicators*.

The learning outcomes are:-

- * 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

A **Statement of Learning** will be provided for parents and the school at the completion of the year. Individual learning information about your child is always available for you to view, discuss and contribute to, at any time throughout the year.

Staff are always available to talk with you about any aspect of your child's learning or kindergarten experience. You can phone, email or chat with staff. If you require a longer discussion please make an appointment with the Director at a mutually convenient time.



Behaviour Management Policy

The behaviours that we encourage at Murray Bridge Preschool Kindergarten

- * Respect and care for others
- * Looking out for one another
- * Sharing and turn taking
- * Working together and team work and being co-operative
- * Valuing other Children's creations and belongings/property
- * Respectful communication
- * Caring and friendship
- * Embracing diversity
- * Taking responsibility
- * Keeping each other safe
- * Respecting other children's personal space
- * Appropriate social language and actions.

When unsafe / unacceptable behaviours occur, staff will

- * Redirect play or the child
- * Offer choices / give reminders
- * If necessary the child will spend a period of time with an educator to reflect on the behaviour.
- * Discuss behaviour and strategies used with parents.
- * Seek support from DECD support services where necessary

The full *Behaviour Management Policy* is available for your information in the Policy Folder and on the website, or you could chat with an educator if you have questions or comments.

Health and Hygiene Procedures

Information about our health and hygiene procedures can be found in our *Infection Control Policy* and our *Injury, Incident, Illness Policy* in the Policy folder. We encourage you to assist your child with washing their hands as they arrive and depart the Centre. Effective hand washing procedures are displayed near the hand basins. Children will be asked to wash their hands regularly during the day—before eating, after toileting, coughing, sneezing, blowing nose, handling animals or messy activities. We also promote appropriate hygiene for coughs, sneezes and nose blowing. Please support us in our endeavours to create a healthy environment for everyone by reinforcing healthy habits with your children and keeping them home when they are unwell.

GOVERNING COUNCIL

The Kindergarten Governing Council is elected annually and is made up of a group of interested and dedicated parents/caregivers working for the benefit of all children at the kindergarten.

Some of the activities they engage in include:

- * Financial management of the kindergarten.
- * Encouraging parent involvement.
- * Organising and running fundraising activities.
- * Supporting the children and staff in organised activities.
- * Maintenance work on the kindergarten building and grounds.
- * Attending meetings to keep informed of the latest developments in early childhood education.
- * Having valuable and valued input to the kindergarten's curriculum and other areas of its day to day running.
- * Decision making.
- * Policy development.

The committee meets twice a term and welcomes involvement of all parents. They work for the benefit of your child, but can only achieve maximum effectiveness with the support of all families attending the kindergarten. Please help in any way you can. We would love for you to consider becoming a member of our Governing Council.

PARENT INVOLVEMENT

Other ways to be involved in the life of the kindergarten include....

- * Coming in to share time with the children. You may have a special skill, job or hobby you would like to share, or you may like to read, play, cook, garden or chat with children.
- * Helping out with odd jobs—gardening, maintenance jobs, book covering, displays, filing.
- * Sharing feedback, thoughts, ideas, questions, resources for curriculum and activity planning.
- * Stay and have a cuppa, enjoy some time with your child, chat with the staff.

The possibilities for involvement are only limited by your imagination!



PROGRAMME

Our educational programme is both planned and flexible. Teachers support children to:

- * Take control of their own learning.
- * Have the freedom to manage their own time.
- * Have the opportunities to interact with people who value the quality of play.
- * Have time for uninterrupted and self selected activities.
- * Have opportunities to be active and curious, quiet and reflective.

We base our planning on observations, anecdotal recordings and staff discussion on individual children's interests and development.

We observe, record and evaluate the programme to assess its effectiveness and inform future planning.

During sessions we have structured group times, where we focus on topics and activities such as social skills, literacy, numeracy and children's health and wellbeing, . This could take many forms, ie: stories, movement session, music, puppets etc.

We display a copy of the programme at kindergarten and on Storypark so that you are informed and can enhance our learning programme - we encourage you to read, participate and add to our programme by sharing your ideas, giving feedback to educators or bringing in additional resources.

WRITTEN RECORDS AND FEEDBACK TO PARENTS

Staff observe all areas of your child's development and learning and keep records on a secure online program called Storypark. This program enables educators to spend time effectively analysing and documenting your child's learning journey and sharing it with your family. You are able to access this program online from your own devices and add your own comments, ideas and information. It is a great tool for communicating and working together with you to make the most of your child's learning year. You will receive more information about this early in term 1.



BENEFITS OF REGULAR ATTENDANCE

There are many reasons that your child will benefit from regular kindergarten attendance:

- * Children will learn to value the role of Kindergarten and education in their lives.
- * They will also benefit by developing a regular pattern of attendance, which will likely follow through to school.
- * Children feel more secure when they have familiar routines.
- * Regular attendance helps children to develop and maintain relationships with other children and staff.
- * Research shows that when parents recognise the value of kindergarten and education in general, children are more likely to attain greater benefits and reach their full potential.

Thank you for your efforts to ensure that your child attends our service regularly.

CHILD ABSENCES

If your child will be absent for any reason, please phone the kindergarten, especially if he/she has something contagious about which other parents should be notified. We are required to document reasons for absences.

ILLNESS AT KINDERGARTEN

If children are unwell at kindergarten, they will be cared for until a parent or emergency contact person can collect them. We expect that **children who are unwell will be kept at home** especially if they have fresh colds or gastric illnesses. We know that children always say they "want to go to kindy", but we do not have the facilities to care for sick children, nor is it fair to other parents to expose their children to these infections.

Guidelines are available in a book titled "Staying healthy in child care services" - available at the front information desk.

IMMUNISATION

Please ensure your child's immunisations are up to date before they start Kindergarten and provide a copy of your child's immunisation record at enrolment. Children who are not fully immunised, or have not provided a copy of their immunisation status will need to be excluded from the service when known cases of infectious diseases are notified. A current immunisation schedule is provided for your information. An Immunisation Policy is available in the Policy folder at the information table in the entrance. Please ask staff if you have any questions.

POLICIES

The Kindergarten policies are available in a hard copy in a Policy Folder on the Information table at the entrance or you can refer to the DECD or the Kindergarten website. You are welcome to access these policies at any time and staff are available to provide further information and answer questions.

We value your ideas, input and feedback. If you would like to make a suggestion or offer feedback on a policy, there are Policy Feedback forms available in the Policy folder.

Alternatively you are always welcome to talk with the Centre Director.

