



Government of South Australia

Department for Education



Mighty oaks from little acorns grow

2019

RATED
EXCEEDING
NATIONAL QUALITY STANDARD



Staff 2018



Director: Cathy Frost

Diploma of Teaching Primary

Diploma of Community Service—Child-Care

Teacher: Julie Schultz

Bachelor of Education



Early Childhood Worker: Catherine Martin

Diploma of Children's Services

Finance Officer:

Jill Smith



Please keep this booklet to refer to across this year

Our Service includes:

Sessional Kindergarten:

Children are currently entitled to 15 hours - Tuesday, Wednesday and alternate Thursdays (9 am - 3pm) the year before starting school.

Fees

Fees are \$200 per term. An invoice is placed in your pocket at the beginning of each term with a due date. On-line banking details are included. If paying by cash please write the details on an envelope which is provided on the parent sign in bench and place it in the fees box on the office door.

Goodstart Early Learning Oakbank

Goodstart Early Learning offers before and after kindergarten care for preschool aged children. Staff from both sites work together transitioning the children between the services before and after kindergarten sessions, as per parent request and written permission. This shared service is offered freely to support families especially those who work full or part-time.

Transition visits:

Three sessions in Term 4 the year prior to starting kindergarten. The cost is \$5 per session.

Early Entry:

Children with Special Rights (additional needs), children under the Guardianship of the Minister, Aboriginal children and non-English speaking children may be eligible.

4 Year old Health Checks:

Child and Family Health Services utilize our facilities for appointments in association with the 4 year old health screening, later in the year i.e. generally Term 3.

Community Links:

- Supporting working families to access both Goodstart Early Learning and Oakbank Kindergarten services i.e. walking children back to childcare
- Involvement with local feeder schools and students at various year levels
- Placement of Year 10 / 11 Work experience students
- Placement of University Student teachers
- Parent and special visitor events
- Planting at the kindergarten and the community in conjunction with Adelaide Hills Council
- Excursions to Oakbank Area School and local community facilities e.g. Bowling Club, Emmett's, Pizza Shop
- Hosting guest speakers e.g. KESAB

DfE Support Services:

Children and families attending Sessional Kindergarten can have access to DfE Support Services, including Psychologist, Speech Pathologist, Social Worker and Special Educator.

We welcome parent help

Joining Governing Council:

An AGM is held each year to elect the Governing Council which meets twice a term. Members monitor the budget and contribute to the development of policies, site improvement plans and future directions. Members have the opportunity to meet with other parents and staff to learn more about how the kindergarten works and make decisions that support its operation.

Kindergarten Events / Working Bees:

On these occasions we have a morning tea / lunch where families are invited to come along with their children. If you are unable to attend these you may consider asking a special friend, grandparent or relative to come in your place.

Join in the fun:

When you arrive at kindergarten you are welcome to stay as long as you like and participate in the range of experiences with your child. Children enjoy this opportunity to share their interests with their families. Make sure you check the 'Big book of Learning' which highlights our discoveries and achievements.

Sharing your hobbies/special talents:

If you have a hobby or special talent to share with the children please speak with staff to arrange a visit. If you have family members who are artists, builders, sew-ers, writers etc. we would welcome their involvement in the program.

Tidying up:

During or at the end of each session there are many cleaning jobs to be done to prepare for the next session and to maintain the facilities, we appreciate your help. We also seek your support with our laundry which you can take home at the end of the week. We have a roster for end of term jobs.

Fundraising:

Our kindergarten only has 15-22 enrolments which provides limited fee income and it can be difficult to raise the funds required to maintain the kindergarten and still purchase new resources. We ask that where possible families are involved in fundraising events e.g. raffles, Bunnings sausage sizzle

General information

- Children need to be signed in and out of Kindergarten. You will find the Daily Attendance sheet in the entrance area.
- If someone else is to pick up your child please let a staff member know and write it in the comments section of the Daily Attendance sheet.
- Each child has a communication pocket which should be checked regularly. Childcare children have a communication case attached to their bag.
- We promote and encourage healthy eating, your child will be asked to eat their fruit/vegetables first at snack time and sandwiches first at lunch. **Please do not send food with NUTS.** Notices of any other allergies will be communicated to all families as they arise.
- Thongs, slip on shoes, rubber boots and crocs are not appropriate shoes to wear. These collect bark chips and can also cause slipping/tripping on the climbing which could result in an injury.
- Please do not send your child in good clothes - they may get paint, mud, goop, clay etc. on their clothes which can be difficult to remove.
- Kindergarten polo shirts, hats and windcheaters are available for purchase.
- The site will remain open on days of **catastrophic** weather in the Mount Lofty region.

What will my child need to bring?

- A bag large enough to hold their belongings such as spare clothes and other belongings, plus any creations made whilst at kindergarten - each child has a named locker on the verandah.
- A piece of fruit for morning snack and afternoon snack i.e. cut and or peeled is appreciated if this is how they eat it.
- A named drink bottle containing water only.
- For lunch they need a sandwich or another healthy lunch time food (suggestions are written in the Nutrition and Food Policy).
- A named bucket, broad brimmed or legionnaires style hat with no cords attached in Terms 1,3 and 4.
- Children need to be in comfortable clothing (Sun Smart e.g. shoulders covered)
- We ask that children do not bring toys to kindergarten unless they need a comforter for separation issues. Toys can be lost or broken and we have wonderful resources here.

Please remember to name all items including clothes, lunchbox and lid, water bottle etc. to ensure they are returned to their owners if misplaced.

Communication Methods

- **Conversations:** We like to speak to as many parents as possible each day however this is not always possible. We welcome parents to approach staff to discuss issues or just have a chat about your child. Please make an appointment if you would like to have a deeper conversation at a mutually convenient time with staff.
- **Newsletters:** We include curriculum news, what's been happening and other important information in the newsletter. Please take the time to read them as they often contain important dates. In between newsletters, text messages and emails will be sent to all families.
- **Communication pockets:** These are located near the entrance with your child's name. Your newsletters, invoices, receipts and accident reports will be put into your pocket, we ask you to check these daily. For families whose children use Goodstart Early Learning Centre we will ensure notices, newsletters, receipts etc. are included in your child's communication case attached to their bag. Please ensure it is always attached.

- Displays throughout the kindergarten: Please view our displays that highlight the children's learning and achievements. Displays include photo's, art work or information about what's been happening. Please take the time to look around and see what children have been doing, you will be amazed at their talent!
- A large book called the 'Big Book of Learning' displays the program with planned experiences, photos, descriptions, children's interests and reflections. We welcome parent's written feedback in this book.
- Children's Learning Journals are a record of their development, achievements and shared experiences. They can be viewed at any time and are also sent home during the year for you to view, comment on and return to the centre. The children are presented with their Learning Journal at the end of the year at their graduation ceremony.

The Importance of Attendance

It is important for children to attend kindergarten regularly. It helps them to develop a sense of self within the program, settle in and build relationships with their peers and with staff. It helps them get to know the rules and routines. It establishes and builds on the value of education. However, we ask that you do not send your child if they are unwell to limit the spread of infection. Please phone or text the staff when your child is unable to attend.

We need to know projected numbers for the future. If you know families who have young children please ask them to contact the centre to ensure a place for them in their child's kindergarten year.

Learning at Oakbank Kindergarten using the Early Years Learning Framework (EYLF) - Belonging, Being, Becoming

We plan for children's learning using:

- The EYLF Learning Outcomes
- Preschool Literacy and Numeracy Indicators.
- Children's voice - we ask them what they want to learn, observe their interests and seek their ideas.
- The children's identified needs.
- Mandated DfE requirements such as the 'Keeping Safe Child Protection Curriculum'.
- Planned Governing Council, Kindergarten and Community Events including liaising with local feeder schools.
- The natural environment and nature based resources which leads to many different learning directions.
- Excursions into the local community including short walks and organised excursions linked to the curriculum.
- Facilitators / educators such as scientists for incursions.
- A dance program with an instructor each year.

Assessment and reporting

Learning Journals: Your child's work is placed into their journal which is given to them to keep at the end of their Kindergarten year. The journal includes work samples (paintings, drawings, writing), photographs and observations linked to learning outcomes, learning stories and group experiences. You are welcome to look through and discuss your child's journal with your child and with staff at any time.

We send the journals home during the year to support your understanding and knowledge of your child's learning. We welcome feedback and suggestions for future learning goals.

Staff refer to connections with the Early Years Learning Framework and Literacy/Numeracy indicators to report on your child's learning.

Reporting to parents during their child's kindergarten year includes:

- An Individual Learning Plan which reflects your child's strengths and interests and includes staff / parent ideas on future learning goals.
- DfE Statement of Learning which details your child's kindergarten learning journey and is shared with your child's school to ensure a smooth transition.

Policies

We have a number of policies which are available to view in a folder in the entrance area and on our website. Some are listed below. Please see staff if you require more information:

Assessment and Reporting

Attendance

Behaviour Management

Bushfire Ready

Childcare

Critical Incident

Excursions

Emergency and Evacuation/Invacuation

Nutrition

Grievance Process

Sleep and rest

Medical conditions

Sunsmart

Fees

National Quality Framework

The National Quality Framework (NQF) for Early Childhood Education and Care helps ensure your child is given the best possible start in life.

The NQF has quality standards to improve education and care across long day care, family day care, preschools, kindergartens and outside school hours care services throughout Australia..

Quality Area 1. Educational program and practice:-

An educational program which maximises each child's learning and development.

Children are viewed as capable and competent learners inclusive of different cultures and abilities.

Quality Area 2. Children's health and safety:-

Your child's safety and health are important all day, every day. Your child will be safely supervised and children will feel secure. Good nutrition and hygiene practices are promoted and encouraged.

Quality Area 3. Physical environment:-

Indoor and outdoor spaces allow your child to play, learn and develop their physical skills.

Sustainable practice is embedded into our program.

Quality Area 4. Staffing arrangements:-

Qualification requirements and educator-to-child ratios mean greater individual care and attention for your child.

Quality Area 5. Relationships with children:-

Your child will feel safe, secure and that they belong. Positive relationships with educators help your children to play and learn.

Quality Area 6. Partnerships with families and communities:-

When families and communities are part of a service, your child's learning journey and development is enriched.

Quality Area 7. Leadership and Service Management:-

The service is well managed and provides a safe and healthy learning environment.

Phone numbers and websites that might be useful

Oakbank Kindergarten	8388 4141
Oakbank Area School	8398 7200
Goodstart Early Learning Centre	8388 4451
CYH	1300 733 606
Adelaide Hills Community Health	8393 1833
Mt Barker Hospital-enquiries	8393 1777
School Dental Service (Mt Barker)	8391 0858
Woodside Library	8408 0520
Kids Helpline	1800 55 1800
Parents Helpline	1300 346 100
Health Direct Australia	1800 022 222
Adelaide Hills Council:	www.ahc.sa.gov.au
Department of Education:	www.education.sa.gov.au
Playgroup SA website:	www.playgroupaustralia.com.au/sa
National Quality Framework website:	www.acecaq.gov.au
Parenting Easy Guides:	http://old.decd.sa.gov.au/parentingsa/peglist_general.htm
In an emergency dial 000 and ask for Police, Fire or Ambulance	