



**JB Cleland Kindergarten
PARENT INFORMATION
2022**

WELCOME TO THE JB CLELAND KINDERGARTEN

JB Cleland Kindergarten is a South Australian Department for Education Kindergarten

PRESCHOOL SESSION TIMES: (We operate according to the SA school term dates)

Group 1: Monday and Tuesday 8.15AM-3.00PM

Alternate Fridays 8.15-11.15

Weeks 1,3,5,7,9 of the term

Group 2: Wednesday and Thursday 8.15AM-3.00PM

Alternate Fridays 8.15-11.15

Weeks 2,4,6,8,10 of the term

EDUCATORS:

Educator to Child Ratio: 1:11

Director: Aella Leaver

Teachers: Sumi Menon
Sarah Harker
Gohar Zamani

Early Childhood Workers (ECW) Chris Eleftheriou
Jeninda Fletcher
Lara Evans
Jules Walker

Administration and Finance: Paula Catalano and Kelly Toner

CURRICULUM FRAMEWORK

JB Cleland Kindergarten uses the Early Years Learning Framework for Australia – Belonging, Being and Becoming to plan and assess children’s learning and development.

Early Years Learning Framework

The following learning outcomes within the Early Years Learning Framework (EYLF) are used to describe children’s learning:

- 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.

Indicators of Preschool Numeracy and Literacy

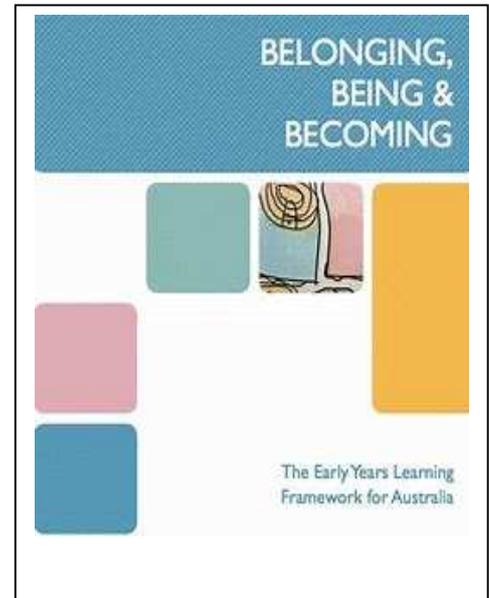
The indicators of preschool numeracy and literacy describe the child being and becoming numerate and literate. These are evident within each of the 5 learning outcomes described above.

Numeracy indicators:

- I explore and understand my place and space in the world
- I measure and compare my world
- I analyse, read and organise the data in my world
- I quantify my world.

Literacy indicators:

- I use language to connect with my world
- I understand the language of my world
- I engage with texts and make meaning
- I represent my world symbolically.



COMMUNICATION

Education Management System (EMS)

The main form of communication will be through the Education Management System, either emails or an SMS will be used to inform families of important information about events, reminders and e-newsletters.

Seesaw

Seesaw is a valuable tool that supports the sharing of curriculum programs, videos, stories, pictures, work samples etc. that can be accessed from a phone, tablet, or computer. You will only have access to your child's account and your messages to the educators will be direct and confidential. The Seesaw app is free and is password protected. You will be emailed a link and instructions prior to your child starting school.



Parent Conversations

Throughout the year there will be opportunities for parents to meet with their child's focus teacher. The School Interview online booking system is used to make individual times. More information will be given to you once your child starts kindergarten.



Website

www.jbclelandkgn.sa.edu.au

Parent information including our Handbook, Quality Improvement Plan, Site policies are available on the website for you to access at any time.

If parents wish to speak to a staff member for further information, they are free to telephone the kindergarten or send a message via Seesaw to either the Director or their child's focus teacher. Please note that teachers are not required to reply after hours.

Family Contact list

In term 1 you will receive a family contact list. This can be used to assist with building connections and friendships. We ask that you use this list when inviting children for play dates or birthday parties.

CHILDRENS HEALTH

Families are responsible for preparing and packing food for their child. Fruit/Snack time and lunch time are part of the everyday learning program at JB Cleland Kindergarten. The children have a mid-morning and mid-afternoon group fruit/snack time. This is a social time in which children have an opportunity to interact with each other and staff.

Snack Times

Two snacks (one for mid-morning and one for mid-afternoon) need to be packed separate from your child's lunchbox and left in your child's bag. The food suggestions for Snack Time and our No Nut Policy are detailed below.

Any uneaten food will be sent home so that you are able to gauge your child's intake!

Lunch Time

Lunch is eaten under the pergola in our Mosaic Garden or on the verandah. Each child needs to bring a packed lunch in a clearly **named** lunchbox. Children's lunchboxes need to be placed in the trolleys on the verandah when they arrive at kindy. During the hot Summer months, the trolleys will be taken inside, however it is the responsibility of the family to place an ice brick where needed.

We encourage a healthy eating policy at JB Cleland Kindergarten to support children in building a sound knowledge of good nutrition and diet. Children will quite happily eat healthy foods if choices for less healthier options are limited in their snack and lunch boxes. Healthy eating choices are easier to model if all children are doing the same thing.

To support our healthy eating policy, we ask families to send nutritious snacks to kindergarten with their children for the following reasons:

- Research informs us that for the long-term health and wellbeing of children, it is vital that they eat healthy food from birth.
- To provide children with important vitamins and minerals.
- To encourage a taste for healthy foods and promote healthy eating habits.
- To avoid children pressuring parents and carers to buy and provide other less healthy foods they may see other children having.

Nutritious foods are those that are:

- Low in added sugar
- Low in salt and fat
- Not over processed and have nutritional value for the child.

Foods we recommend include:

| | |
|--|----------------------|
| Fresh fruits | Dry Biscuits |
| Vegetables/Salad | Dried Fruit |
| Sandwiches with healthy fillings/Sushi | Fruit Muffins/Scones |
| Yoghurt | Cheese |
| Rice/Noodles/pasta | |

Foods we **do not** recommend include:

| | |
|----------------|-------------------------|
| Fruit roll ups | Squeezie Yoghurts |
| Chips | Iced Cakes |
| Lollies | Drinks other than water |
| Chocolate | |

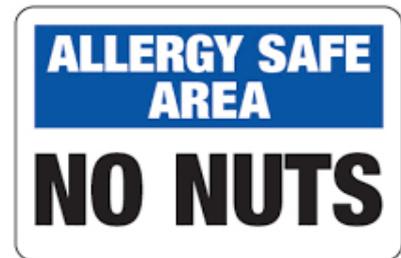
As children bring their own food from home, sharing of food at kindy is **NOT** allowed.

No Nut Policy

J.B. Cleland Kindergarten has a 'No Nut' policy ensuring that we support a no nut environment at all times.

The following is NOT to be brought to kindergarten:

- Nuts of any kind
- Nuts in muesli bars
- Peanut butter
- Nutella



Birthdays

Children's birthdays are celebrated with a 'Happy Birthday' song and a sticker. **Please avoid sending birthday cakes, birthday food or other treats to kindergarten.**

Nude Food

Our mission is to encourage, support and sustain healthy eating in children and, in working towards building a greater awareness of the threat of increasing waste going into landfill and harming our environment. We follow a Nude Food approach where we ask that food is packed in re-usable containers rather than in packaging that cannot be re-used or recycled. Through the course of the year the children will be involved in learning about waste management; why we do what we do and working collaboratively towards engaging in sustainable practices at kindergarten.

For more information on nude food please visit: <http://www.wow.sa.gov.au/nude-food.html>

SUNSMART

There is strong recommendation from the Cancer Council that all children are adequately protected from ultra-violet radiation throughout the year. Ultra-violet radiation cannot be seen or felt, and the intensity of such radiation is not directly related to our temperature.

"Reduced ozone levels are contributing to an increase in skin cancer. In particular, the developing skin cells of young children are highly susceptible to sun damage. This damage may not manifest itself until later in life." Anti-Cancer Foundation

Sunscreen: Parents are reminded about the importance of applying sunscreen before children come to kindergarten. Children are responsible for their own sun protection at kindergarten. This includes the re-application of their own sunscreen before outside play. Sunscreen is supplied at the kindergarten however if children have specific allergies to sunscreen, and families provide their own (labelled with their child's name), separate health care plans must be completed.

HATS:

All children will be given a named hat on their first day, they need to be kept in the basket provided at kindy. They will be sent home at the end of each term for washing. **Hats are mandatory from**

September to April. Outside of these times sunscreen and hats are required as per the daily UV rating of 3 and above. Sunscreen will be applied at morning snack time and after lunch. During this time, if children do not have hats, they **will not** be able to engage in outside play.

MEDICAL CONDITIONS AND MEDICATION

Staff will seek emergency medical assistance for your child as required (e.g. medical practitioner, ambulance or hospital). Parents/caregivers will be responsible for costs incurred.

It is the responsibility of parents/caregivers to provide adequate information regarding their child's health condition/s. Where a diagnosed medical condition or allergy is identified, additional documentation such as the completion of health care plans, medication agreements, and first aid plans will be required for completion in collaboration with the kindergarten Director. This information is important in informing staff members on how they can help with your child's health conditions at kindergarten.

ILLNESS

If your child shows any signs of being ill, it is best for your child to stay at home. When a child shows symptoms of illness while they are at kindergarten, the educators will care for them and then contact the parents or an emergency contact person.

Please inform the kindergarten of any illness that your child may have so that we can help to minimize outbreaks.

Health Care Plan

Children with any medical conditions will require an Action plan completed by a Medical Professional, and a Health Support Plan and a Safety and Risk Management Plan completed in collaboration between the kindergarten and the family. The appropriate medication needed is to be kept on site at all times. The medication needs to have a pharmacy sticker on the actual medication (not just on the packaging) with the child's name and dose clearly stated. Without all 3 plans and medication requirements completed, the children will not be able to attend kindergarten.

Medication

If medication is to be administered by the educators, eg antibiotic, a Medication Agreement form needs to be completed by the treating doctor. Educators are not allowed to give the first dose of a medication. If your child requires medication, please consider if they are well enough to be at kindergarten.

No over the counter medication can be given, including creams without a medication agreement form being completed by a doctor.

Incidents and Injuries

If your child encounters a minor incident or injury at kindy g cut/scrape/bump. The child will be provided first aid at kindy and details of the incident will be posted to you through an incident report via seesaw. You will be connected by phone if a major incident or injury occurs that might require further medical attention.

CHILDRENS SAFETY

The Kindergarten gate is locked during the day.

Collecting children from kindergarten

Children cannot leave the kindergarten with anyone unless they have been authorised by a parent/guardian. Parents/caregivers must inform staff members in writing if anyone other than the parents/guardians of your child, or those nominated on the enrolment form, will be collecting your child from kindergarten.

Signing in

As part of our ongoing practice in providing quality supervision of children in our care, all parents/caregivers will be required to sign in and sign out their child on a daily basis. Sign-in sheets can be accessed each day at the sign-in desk located at the entrance to the kindergarten. Any special arrangements regarding drop-offs and pick-ups can be communicated via the sign-in sheets. Any person picking up a child will need to be on the child's enrolment form as an authorised person to collect the child. If you decide to add any other emergency contacts throughout the year, you will need to complete an 'Emergency contact update form.'

Attendance and Absence

Please ring the kindergarten on Ph 8379 6053 if your child is to be absent for any reason as we need to report on attendance daily.

Change of Address and Phone Numbers

Please inform staff as soon as possible if there is a change to your home or work address and phone number. Current records are essential in an emergency.

The Laneway

The laneway leading to the kindergarten is a **pedestrian lane. Cars will need to be parked either on Gulfview Avenue or Hewitt Avenue which are the adjoining streets in order to provide safe access in the laneway to all families.** We ask that cars do not use the laneway at any time.

Please do not park in the parking space near the playground. This is an emergency / loading space only. This ensures that the laneway is a safe pedestrian access to our kindergarten at all times.

Emergency Evacuation

Our Emergency Evacuation and Lockdown Drills occur each term for both evacuation and lockdown procedures respectively. This is to ensure the children are familiar with the procedures. The Evacuation and Lockdown Plans are located at the front entrance and exit doors. The kindergarten's emergency response is monitored by an Occupant Warning System.

Emergency Management Plan

A copy of our EMP will be made available to families early in 2022.

Excursions

Children cannot leave the preschool without prior parent/guardian consent. Parents/guardians will be notified in advance of local outings (e.g. walks) and/or planned excursions. All necessary information pertaining to local kindergarten outings and/or planned excursions, and a separate consent form, will be issued for each instance. A risk assessment is completed for all outings and/or excursions.

Washing Roster

Families are asked to assist with the washing (tea towels, smocks etc.) once during your child's time at kindergarten. The roster is placed on the window as you enter the building. When it is your turn to do the washing, you will receive a message via the seesaw communication app.

FEES:

Sessional Kindergarten: \$230 per term

Incursion Levy: \$30 per term

Any excursions outside the kindy that requires a cost will be charged according to the nature of the excursion and cost. This will be charged through your Qkr! account.

Fee invoices are issued in week 1 of each term. **Payments can be made via the following methods:**

1. Qkr! – An instructions sheet will be attached to this handbook.
2. Direct Deposit

Direct Deposit payments

Account Name: JB Cleland Kindergarten

BSB #: 065125

Account #: 00901665

Please ensure that you include your name and invoice number as the reference.



CLOTHING

Children need to wear appropriate clothing to kindergarten. Please ensure that your child can independently go to the bathroom, without worrying about belts or buttons that may be too difficult for them to cope with. Children learn by active participation and exploration, so make sure that clothing and footwear is suitable for freely moving play. Children may feel anxious if they are concerned about their clothes getting dirty. It is essential for children to have a change of clothes in their bag. Could you please ensure that these clothes are placed in a plastic bag so that we can return their wet clothes in the bag you have supplied.

LOST PROPERTY

It is advisable to have your child's name on their clothing, shoes, bag, drink bottles and food containers. Owners can be more readily found if items are named.

If your child does lose something, there is a Lost Property basket outside the entrance to the main building. Contents are donated to charity at the end of each term, if not claimed.

ENROLLING YOUR CHILD AT SCHOOL

Children are entitled to four terms of kindergarten before going to school. It is compulsory for children six years or older to attend school.

It is important for you to register your child at the school of your choice.

In Term 4 each year, your child will participate in a school transition program, which is a series of visits to their school, prior to the commencement of their formal school year.

Parents are responsible for taking their child to their school visits and for picking them up afterwards.