



# Parent Information

## Welcome to J B Cleland Kindergarten

J B Cleland Kindergarten is in a unique location surrounded by spectacular nature which provides children with abundant opportunities to experience the natural environment while supporting exploratory play through investigation and discovery.

The diverse range of cultural backgrounds within the J B Cleland community contributes to the richness of the curriculum as traditions, values and beliefs are respected and are an integral part of the opportunities for children's learning.

Our pedagogy is guided and informed by the principles of the Early Years Learning Framework which include the building of trusting relationships and partnerships with the children, families, educators and the wider community and supporting high expectations and equitable outcomes for all children through professional learning, inquiry and reflective practice.



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Director - Aella Leaver

A South Australian Department  
for Education Kindergarten

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# Our Educators



## Aella (Director)

With over 25 years leading and teaching for the Department of Education, Aella joined the JBC team as Director in 2022. Her passion is the children, she loves their questions and their wonderings as well as observing their learning and providing opportunities to extend on this. When not at Kindy Aella enjoys travelling, going to the beach and gardening - her home is slowly being taken over by plants! She is also a collector of colourful jackets and loves the colour blue.



## Sumi (Teacher)

Sumi loves children - the fun; the laughs; the little conversations; the energy; the creativity and the many opportunities and possibilities that they bring with them each day to kindy. She has worked in early childhood education for 15 years, and has been at JBC the whole time. When she is not working she enjoys going for walks, road trips, listening to music and podcasts. Her favourite food is Biryani, an Indian dish, and her favourite colour is green.



## Sarah (Teacher)

Joining JBC in 2020, Sarah has many years of experience in kindergartens all over Adelaide and Melbourne. She enjoys fostering the children's confidence, sense of belonging and learning through play. Sarah values children's creativity, thought processes, natural curiosity and delights in their sense of humour and honesty. When she has spare time, Sarah enjoys walking her small dogs Lulu and Mimi. Her favourite foods are sushi and cake!

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## Jules (Teacher)

Jules started at JBC in 2021. She completed her early childhood degree in 2004 but was then lured into the tourism sector. She returned to education 16 years later and is really enjoying getting to know the children at JBC and loves our library and finding stories to share. At home she has an amazing flock of chickens, and walks Mt Lofty every week.



## Liz (Early Childhood Worker)

Liz has worked in early childhood education for 20 years. Joining the JB team in 2024, Liz loves working with children and watching them learn and grow during their preschool year. When not at Kindy, you can find Liz with her family and friends, or reading and going to the beach. Her favourite foods are chicken schnitzel and lemon meringue pie. She loves bright colours and has a dog, turtle and 2 chickens!



## Jen (Early Childhood Worker)

Joining the JBC team in 2019, Jen first began working in early childhood in 2009 at Lefevre Kindy. She loves to get messy and creative with the children, and also enjoys making art when she is not at Kindy. She has a little white fluffy dog and a grey fluffy cat at home. Jen's favourite food is apple and she chooses a new favourite colour everyday.



## Anna (Early Childhood Worker)

Having worked in Early Childhood Education for 15 years, Anna joined the JB team as an ECW in 2024. She loves seeing the children grow and the look on a child's face when they achieve something - like writing a letter or number or putting a puzzle together. When not working, Anna plays piano or goes hiking. She enjoys Chinese, Japanese and Korean foods and her favourite colour is yellow.



## Paula

Paula has worked for the education department for 11 years, and started at JBC in 2020. She works one day a week completing administration and compliance tasks. She loves working alongside our great team as well as the flexibility of working with the children when not in the office. She is currently learning to play the drums and also plays tennis. Her favourite colour is red.



## Kelly

Starting at JBC in 2021, Kelly works one day a week at the Kindy keeping the finances in order as well as undertaking other administrative tasks. Kelly loves hearing the kids play in the background while she works and is often amazed by some of their conversations. When not at Kindy she is busy with her 3 kids, renovating her home and pottering in the garden.

# 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.

BELONGING,  
BEING &  
BECOMING



The Early Years Learning  
Framework for Australia  
V2.0, 2022

# A day in the life...



Each day at kindy is different but our main goal remains the same - to engage children in deep learning through sustained play. However, we have a flow of the day that we use to assist children with their sense of belonging.

## **8.15am Sign in, Parent Goodbye, Morning jobs**

These include washing hands and placing drink bottle on trolley.

## **Settle in for a day of learning through play**

### **9.30am Morning Snack**

Sit with our friends and enjoy some morning tea.

### **Group Time**

When the gong rings we come inside to the top room. When everyone is settled we do our Acknowledgement of Country. Through intentional teaching, we discuss topics and incorporate songs, stories, sharing and games to engage the children and enhance their understanding.

### **12pm Lunch**

We gather on the outside mat to eat our lunch.

### **Slowing our engines down**

Quiet music, reading and resetting for more fun!

### **Inside and outside play**

### **Afternoon Snack**

Children choose if they would like an afternoon snack.

### **2.30pm Pack up**

All children assist with packing up ready for another group time where we typically share a story or sing a song.

### **3pm Pick up, Sign out, Goodbye**

Until we see you next time at kindy!

## Kindergarten Session Times

We operate according to SA school term dates.

### **Group 1**

Attend Mondays and Tuesdays each week from 8.15am-3pm as well as alternate Fridays from 8.15am-11.15am (odd weeks)

### **Group 2**

Attend Wednesdays and Thursdays each week from 8.15am-3pm as well as alternate Fridays from 8.15am-11.15am (even weeks)

A termly planner will be provided.



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# What to bring to kindy



## **What to wear**

Children need to wear appropriate clothing to kindergarten. Please ensure 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.

J B Cleland t-shirts are available to purchase from the kindy for \$30 each in varying colours.

## **What to bring**

We want our children to engage in all that kindy offers - and sometimes this can mean getting messy or wet. It is essential that children have a change of clothes in their bag. Please ensure all clothes are labelled and send them in a plastic bag so that we can return wet/dirty clothes to you without making their bag wet.

## **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. Permanent textas are available if you need.

## **Sunsmart**

The Cancer Council recommend 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 temperature. Families are reminded about the importance of applying sunscreen before children come to kindergarten. Children are supported to be responsible for their own sun protection at kindergarten. This includes hat reminders and the re-application of their own sunscreen. Sunscreen is supplied at Kindergarten, however if your child has specific allergies to sunscreen you will need to supply your own - labelled with your child's name - and complete a health care plan.

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. Sunsmart approved hats can be purchased from Kindy for \$10. 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.

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# Food, snacks and drinks



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 educators.

## Snack Times

Two snacks (one for mid-morning and one for mid-afternoon) need to be packed and left in your child's bag.

## Lunch Time

Each child needs to bring a packed lunch in a clearly named lunchbox. We encourage a healthy eating policy at J B 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 sugar, salt and fats. These foods are not over processed and have nutritional value for your child. Any uneaten food will be sent home so that you are able to gauge your child's intake. All children bring their own food from home, sharing of food at kindy is NOT allowed.

## Allergy Aware

J B Cleland Kindergarten is allergy aware and we ask families not to send nuts or nut products in lunch boxes.

## Foods we recommend:

Fresh fruits  
Vegetables/Salad  
Sandwiches with healthy fillings  
Sushi  
Yogurt (not in squeeze pouches)  
Rice/Noodles/Pasta  
Dry biscuits  
Dried fruit  
Fruit muffins/scones  
Cheese

## Please DO NOT send:

Fruit roll ups  
Chips  
Lollies  
Chocolate  
Iced cakes  
Drinks other than water  
Nuts of any kind (including in muesli bars)  
Peanut butter  
Nutella



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# Food, snacks and drinks contd



## **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**

In order to build a greater awareness of the threat of increasing waste going into landfill and harming our environment, we follow a Nude Food approach. 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>

# Costs

Sessional Kindergarten: \$280 per term

This includes our incursion and excursion levy as well as provision of a broad brimmed kindergarten hat for your child.

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

1. Qkr! – Payment by Credit Card. An instructions sheet will be issued to all parents.
2. Direct Deposit – payment into the Kindy bank account.

Account Name: JB Cleland Kindergarten

BSB #: 065-125 Account #: 0090 1665

Please ensure that you include your child's name and the invoice number as the reference for all payments made to Kindy so we can correctly attribute your payment.

Excursions outside the kindy that require a cost will be charged for accordingly.

Children cannot leave the preschool without prior parent/guardian consent. You 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.

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# Communication



## **Seesaw**

Seesaw is a valuable tool that supports the sharing of:

- curriculum
- documented learning
- important information

Seesaw 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 kindergarten.

## **Parent Conversations**

Throughout the year there will be opportunities for parents to meet with their child's teachers both formally and informally. More information will be given to you once your child starts kindergarten.

## **Website**

Parent information including our Handbook, Quality Improvement Plan and Site policies are available on the website for you to access at any time [www.jbclelandkgn.sa.edu.au](http://www.jbclelandkgn.sa.edu.au)

## **Family Contact list**

You will be asked if you wish to be on a family phone 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.

If parents wish to speak to an educator for further information please call the kindergarten, email the Director ([dl.4625.leaders@schools.sa.edu.au](mailto:dl.4625.leaders@schools.sa.edu.au)) or send a message via Seesaw.



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# Medical Conditions



It is the responsibility of parents/caregivers to provide adequate information regarding their child's health condition/s. This information is important in informing educators on how they can help with your child's health conditions at kindergarten.

Educators 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.

## **Health Care Plan**

Children with a diagnosed medical conditions will require:

- an Action Plan completed by a Medical Professional
- a Health Support Plan and a Safety and Risk Management Plan completed in collaboration by the kindergarten and the family.

If required the appropriate medication needed is to be kept on site at all times. Parents will need to replace the medication when it is past the expiry date. 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 antibiotics, a Medication Agreement form needs to be completed by the treating doctor. Please note: 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.

## **Illness**

If your child shows 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 minimise outbreaks.

## **Incidents and Injuries**

If your child has a minor incident or injury at kindy eg cut/scrape/bump, the child will be provided first aid at kindy and details of the incident will be provided to you through an incident report in Seesaw. You will be contacted by phone if a major incident or injury occurs that might require further medical attention.

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# Children's 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. You must inform educators if anyone other than the parents/guardians of your child, or those nominated on the enrolment form, will be collecting your child from kindergarten. They will also be asked to show proof of identity. If you decide to add any other emergency contacts throughout the year, you will need to complete an 'Emergency contact update form.'

## **Signing in & out**

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 are located on the desk at the entrance to the kindergarten building. Any special arrangements regarding drop-offs and pick-ups can be communicated via the sign-in sheets.

## **Attendance and Absence**

Please message via Seesaw if your child is to be absent, as we need to report on attendance daily.

## **Change of Address and Phone Numbers**

Please inform educators as soon as possible if there is a change to your home or work address or 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 on either of the adjoining streets (Gulfview Avenue or Hewitt Avenue) 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 provides safe pedestrian access to our kindergarten at all times.

## **Emergency Practice**

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.

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# 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.

## Enrolment in school

It is compulsory for children six years or older to attend school.

**It is important for you to register your child at your local school or the school of your choice. Attendance at J B Cleland does not guarantee a position at the local primary school.**

Your child will participate in a school transition program, which is a series of visits to their primary school, prior to starting school.

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

**Please note:**

We operate independently of any school. Whilst we will endeavour to make the transition from kindy to school as seamless as possible, we are unable to answer specific school related questions.





**Government  
of South Australia**

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Department for Education