



# Bute & District Kindergarten & Rural Care

Information Booklet

**Address:** Third Street, Bute S.A 5560

**Phone:** 8826 2230

**Fax:** 8826 2337

**Email:** [dl.6604.leaders@schools.sa.edu.au](mailto:dl.6604.leaders@schools.sa.edu.au)

**Employer:** DECD – Department for Education and Child Development

## **Contents**

Quality Area 1: Educational Practice and Program .....	3
Fees .....	3
Philosophy .....	4
Curriculum.....	5
Documentation.....	6
Excursions / Learning Journeys .....	6
Quality Area 2: Children's Health & Safety .....	7
Medication / Care Plans .....	7
Immunisation .....	7
Smoking .....	7
Sun Care Policy .....	7
Food and Drink.....	8
Arrival and Departure .....	8
Emergency Action Plan.....	8
Catastrophic Days Procedure .....	8
Quality Area 3: Physical Environment .....	8
Quality Area 4: Staffing Arrangements.....	9
Quality Area 5: Relationships with Children .....	9
Quality Area 6: Collaborative Partnerships with Families and Communities.....	9
Family Involvement.....	9
Communication.....	9
Playgroup.....	10
Bute Primary School.....	10
School Transition.....	10
School Banking.....	10
Cafhs Checks .....	10
Vet Visits .....	10
Quality Area 7: Service and Leadership Management.....	11
Governing Council .....	11
Policies, Procedures and Guidelines .....	11
Your Child's First Days – What to Expect and What to Do.....	12

## **Quality Area 1: Educational Practice and Program**

The centre offers the following services

- ❖ A **Preschool (Kindergarten)** program catering for children in the year prior to starting school.
- ❖ A **Long Day Care (Rural Care)** program catering for children aged birth – 12 years

### **Preschool Program:**

Children are eligible for up to 600 hours in the year prior to starting school.

Tuesday (Every 3 <sup>rd</sup> during 2 <sup>nd</sup> semester)	8:40am – 3.15pm
Wednesday (Weekly)	8:40am – 3.15pm
Thursday (Weekly)	8.40am – 3.15pm
Public Holidays	CLOSED

### **Rural Care Program:**

Monday to Friday & School Holidays	8:00am – 6:00pm
Public Holidays	CLOSED

A closure period (2-4 weeks) is determined each year usually in Dec/Jan period.

Governing Council will advise (providing a months' notice of the dates).

It is very important that you keep to these times. Before and after sessions staff are setting up and cannot fully supervise the children's safety.

### **Fees**

#### Preschool:

Governing council set fees in Term 1 2016 at **\$85 per Term**

Fees need to be placed in an envelope and marked clearly with name and amount and place in the fee box on the office door.

What are fees for?

paint,	staples,	crayons,
paper,	scissors,	indoor & outdoor play
glue,	pencils,	equipment,
sticky tape,	textas,	toilet paper, etc.

#### Rural Care:

Please refer to the Rural Care Fee Schedule for more information.

# Bute & District Kindergarten & Rural Care Philosophy



We believe to build a strong foundation that fosters dispositions for lifelong learning the above key words underpin and guide our practices, values and processes.

	Diverse	Belonging	Learning through Play
As Educators	<ul style="list-style-type: none"> <li>*Through our curriculum valuing and reflecting the practices, values and beliefs of families</li> <li>*Acknowledge and make curriculum decisions that uphold all children's rights to have their culture, identities abilities and strengths acknowledged and valued.</li> <li>*Provide opportunities to learn about similarities and differences and how we can learn to live together</li> </ul>	<ul style="list-style-type: none"> <li>*Build real secure relationships with families and children</li> <li>*Provide experiences for children to connect with each other</li> <li>*Work in partnerships with families in the care and education of their child</li> <li>*create an environment that makes visible who belongs in this space</li> <li>*collaborate regularly with each other for better outcomes for children</li> <li>*provide predictable routines</li> <li>* Viewing children as capable and competent</li> </ul>	<ul style="list-style-type: none"> <li>*Provide a challenging flexible inspiring space that promotes curiosity and wonder</li> <li>*Provide opportunities for children to explore, create, problem solve and construct.</li> <li>*Listen and build upon through sustained shared conversations children's ideas, interests, thinking, theories and curiosities</li> <li>*Provide a balance between child led and child initiated and educator supported learning</li> <li>*Being deliberate, purposeful and thoughtful in our decisions and actions (intentional Teaching)</li> <li>* Value and promote the outside environment as an important learning space</li> <li>* The curriculum has a strong focus on oral language</li> </ul>

## Curriculum

We believe play is the very best way young children learn so we provide many different activities and as far as possible, uninterrupted time for them to play and learn.

The Early Years Learning Framework is the curriculum that underpins our kindergarten program.



### Outcome 1: Children have a strong sense of identity

- Children feel safe, secure and supported
- Children develop their emerging autonomy, inter-dependence, resilience and sense of self
- Children develop knowledgeable and confident self-identities
- Children learn to interact in relation to others with care, empathy and respect



### Outcome 2: Children are connected with and contribute to their world

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation
- Children respond to diversity with respect
- Children become aware of fairness
- Children become socially responsible and show respect for the environment



### Outcome 3: Children have a strong sense of wellbeing

- Children become strong in their social and emotional wellbeing
- Children take increasing responsibility for their own health and physical wellbeing



### Outcome 4: Children are confident and involved learners

- Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence and imagination
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating
- Children transfer and adapt what they have learned from one context to another
- Children resource their own learning through connecting with people, place, technologies and natural and processed materials



### Outcome 5: Children are effective communicators

- Children interact verbally and non-verbally
- Children engage with a range of texts and gain meaning from these texts
- Children express ideas and make meaning using a range of media
- Children begin to understand how symbols and patterns work
- Children use information and communication technologies to access information, investigate ideas and represent their thinking

## **Documentation**

Each child has a special folder. This folder plays an important role in capturing your child's time learning and growing during their time at Bute & District Kindergarten & Rural Care. It will contain learning stories, work samples and photographs.

Learning Stories are a way of documenting the learning that we see written with your child in mind. Kindergartens have been writing learning stories for a long time. They are a tool for the children to revisit their learning and to see themselves as powerful learners. Good stories take place over time, sometimes days or months, not every detail is recorded just the main important events, they give details about the context and background and not only describe actions but make feelings and interpretations visible. Good learning stories 'capture the magic'.

Term Evaluations are a way to document your child's growth through the term.

Learning Floor book entries are used to document children's collaborative learning

## **Excursions / Learning Journeys**

Your child's enrolment form asks for your consent for your child to go for walks and bus trips in and around the local area. Kindy children also have the opportunity to go to Kindergym once a term and other locations like the beach and Bowman's park.

## **Quality Area 2: Children's Health & Safety**

Your child's safety is very important therefore there are many policies and procedures that we are required to follow. Please refer to the policies folder or to our website for more information.

### **Medication / Care Plans**

Please see the Medication Policy. Paracetamol, aspirin, cough mixture, asthma preparations/inhalers are all medications for the purpose of the policy requirement.

Before medication can be administered by a staff member the following forms must be completed and signed by parents.

1. Authorisation to Administer medication form signed by your Doctor
2. Medication Plan form
3. Care Plan form for children with Asthma, Epilepsy, Allergies etc.

All medication needs to have the following information:

1. Written authorisation signed by a Doctor to administer the medication
2. Be in original container
3. Appropriate instructions
4. Current used by date
5. Dosage
6. Times and dates of administration

### **Immunisation**

The centre encourages parents to have children given age appropriate immunisations by health professionals. On enrolment parents need to fill in the medical form giving details of immunisation. Staff will ensure records are routinely updated to give the latest medical history. The centre will advise parents of any childhood diseases reported, symptoms to look for and the length of time the child/children needs to stay away from the centre if the disease is contracted.

Rural Care: All children aged up to seven years who were born on or after January 1st 1996, starting care for the first time, must be immunised to access Childcare Benefit. Information is available on the childcare benefit application form or by contacting the Family Assistance Office (FAO) on 136 150.

### **Smoking**

Smoking on the ground is prohibited at all times. It is therefore requested that staff, parents and visitors refrain from smoking, to facilitate modelling of desirable health practices for children. If people need to smoke they must be at least 5 metres from the outside perimeter fence which surrounds the centre.

### **Sun Care Policy**

It is our policy that all children wear a broad brimmed hat and protective clothing for outside play during all terms, with the exception of term 2 & 3 when the UV is below 3. Please provide a broad brimmed hat and dress your child appropriately (cover shoulders, collars on shirts). For clarification please see our Skin Protection Policy.

## **Food and Drink**

We follow the Right Bite strategy see DECD website for more information.

### ***We are a nut free centre.***

Please provide fruit for snack and lunch for your child to have at the centre. It is always important to send a little too much, than not enough. All children are asked to supply a water bottle. Only water is acceptable drink in water bottles. Children might like to have a plain milk box for lunch.

After school hours children attending the Rural Care program are asked to supply snacks and a water bottle.

## **Arrival and Departure**

All children must be signed in/out on arrival and departure. Bus children will be signed in/out by centre staff. We would appreciate being notified if your child will not be attending.

Parents and/or Caregivers must enter the centre to deliver and collect children. No child will be permitted to leave the centre until the parent or caregiver has entered the inside of the building and the child has been farewelled by a staff member. Please advise staff if somebody other than a parent or caregiver is to collect your child. If you cannot collect your child from the centre, please phone or get a written message to staff about alternative arrangements.

## **Emergency Action Plan**

In the event of an emergency the centre has an evacuation and invacuation procedure. A whistle will be blown for an evacuation and an invacuation. These procedures are talked about frequently during session times and put into practice once a term with fire drills practiced twice in term 1 term 4.

## **Catastrophic Days Procedure**

The Bushfire Action Plan is available in the centres policy folder situated in the family corner. We are situated in the Yorke Peninsula fire ban district.

***On days when the fire danger rating is catastrophic the centre will be closed.***

## **Quality Area 3: Physical Environment**

Activities and the learning environment are changed over fortnightly in line with our planning. This is determined by children's interest and special events.

We are continually improving our indoor and outdoor environments. We rely on parent support with busy bees, maintenance jobs and donations. Please let us know if you have any skill that you could help us with.

## **Quality Area 4: Staffing Arrangements**

The NQS regulations require there to be suitably qualified staff at all times.

**Site Leader:** Richard Hall

### **Rural Care Educators:**

Paula Knowles

Geraldine Penney

Megan Bellman

Maria Daniel

Judith Elsworthy

**Early Childhood Teacher:** Dempsey Fuss

## **Quality Area 5: Relationships with Children**

At Bute and District Kindergarten we value our relationships with children. When you first attend you will be asked lots of questions about your child so we know your child's interests and needs.

Through the year we take regular observations of children and staff to monitor our relationships. Observations and learning stories can be found in your child's folder.

## **Quality Area 6: Collaborative Partnerships with Families and Communities**

### **Family Involvement**

You are welcome at the centre and can help by:

- ❖ contributing help at end of term clean up
- ❖ offering to spend a session or part thereof to assist.
- ❖ maintenance tasks, which are sometimes done at a working bee, or at another time.
- ❖ participating in fundraising activities or special events/excursions.

### **Communication**

We have a whiteboard near the front door. Please read this daily for the days' important information.

Each child has a tray located near the lockers into which newsletter and notices are placed. Please check your trays daily so you are kept up to date with centre happenings.

E-mailing is an important communication method. We prompt this form of communication for Newsletters etc.

A parent notice board is located inside our centre above the children's lockers. It contains relevant information for you to read and keep up to date with what is happening at the centre.

The parent book shelf holds pamphlets, spare newsletter, centre policies, Governing Council Minutes and any other relevant information for parents.

We have a Facebook page. Please like our page to stay up to date with what is happening. Don't forget we have a website with lots of important information.

Bus children (Kindy children only) are issued with a communication book providing information about the child learning during the day and other communication. Please ensure this book comes with the child on the bus to Kindy.

### **Playgroup**

Playgroup is held every second Monday 9.30 – 11am and is run by a parent. All families are welcome to attend. A \$2 donation is asked each visit. For further information please contact the Preschool.

### **Bute Primary School**

The centre works in close collaboration with the Bute Primary School by;

- Going to the School library once a fortnight to borrow books.
- Visiting the reception class once a fortnight
- The reception class visiting us
- The reception teacher teaching us Japanese

### **School Transition**

Please inform staff of which school your child will be attending so the transition time can be organised. The transition program occurs during your child's last term at Kindy. A note will be sent home from Kindy and school in your child's last term to keep you informed.

### **School Banking**

Our local Bank SA offer a banking service through Bute Primary School to help teach your child to save money. There is no set amount of money or set frequency of how often you need to deposit money. Please contact a staff member for more information.

### **Cafhs Checks**

In Term two the Child and Family Health Nurse visits to conduct children's 4 year old health check. When this time comes you will be given an interview time to bring your child to Preschool with their "Blue Book".

### **Vet Visits**

We have the local vets visit us during the year. They bring animals to demonstrate to children how to care for animals in a safe and friendly way.

## **Quality Area 7: Service and Leadership Management**

### **Governing Council**

The Governing Council is responsible for the operation and management of the Centre, i.e. curriculum, fundraising, maintenance and development of buildings, grounds and facilities, budget and finance, and policies and programs that the centre may undertake. We need your participation and ongoing support.

Our AGM is held in February of each year and if you would like to become a councillor you are more than welcome. Minutes of each meeting can be viewed in the Governing Council folder located in the parent area.

### **Policies, Procedures and Guidelines**

The following link contains the DECD policies and procedures as required under Regulation 168 and are to be used by all preschool services for the purpose of compliance, assessment and rating. Where required complementary site specific policies and procedures which take into account local context and implementation have been developed and are available either on our website or in the Policy Folder located in the parent area.

[www.decd.sa.gov.au/policiesreg168](http://www.decd.sa.gov.au/policiesreg168)

## Your Child's First Days – What to Expect and What to Do

### What to bring

- Drink bottle (labelled)
- Change of clothes (labelled)
- Healthy Snacks-nut free (no Peanut Butter/Nutella)
- Healthy Lunch (if whole day attendance)

### What to Do

You might like to discuss a plan with your child about what to do first.

Staff pictures and names of the staff members working on that day are on the front door. It would be great for you and your child to say hello to these staff members. This gives your child an opportunity to know staff. It will also build connections with your family and the educators working with your child.

Put your child's bag away in the locker and drink bottle and lunch box in the fridge. In the first couple of weeks we will ask you to encourage your child to join one of the experiences on offer to help settle your child.

### Saying Goodbye

Plan with your child when you will say goodbye, e.g. after reading a story together we will join a group experience and the adult/parent/carer will say goodbye. It is important to say goodbye and let your child know what will happen at the end of Kindy e.g. child care will pick you up or grandma will collect you from Kindy etc.

It can be confronting for some families with children who find separation difficult to say goodbye, nevertheless it is very important, as saying goodbye will provide your child with trust and understanding of their day.

Leaving without saying goodbye can be very upsetting for children, as not knowing if their parents are still around or have left will add to their anxieties about separation. Leaving without saying goodbye leaves children feeling vulnerable and unsure.

Staff are very happy to assist with a goodbye routine and support families through these transitions. We welcome phone calls to check how your child is going throughout the day. We know how challenging the first couple of weeks can be and we are committed to working with families through these times.

### **Important Things to Remember!**

Wear clothes that can get dirty

Label all items with first and second names please.

Kindy Hats stay in lockers.

Please wait for sessions to start before entering Kindy as staff have limited time to meet and prepare for the day. You are welcome to wait and play in the Kindy yard while staff prepare for the day.

Here's some great ideas for snack time.



Remember we are a nut free zone!

