All About Us

Parent Handbook for Clarendon Kindergarten

Kindergarten Sessions
Pre-entry, Occasional Care & Playgroup

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Welcome to Clarendon Kindergarten

At Clarendon Kindergarten we provide a friendly, safe and caring environment for your child whilst recognising the individuality and uniqueness of each child.

Introduction:

Clarendon Kindergarten is a part-time kindergarten set in the beautiful, small, historic, semi-rural township of Clarendon, servicing the communities of both Clarendon and Kangarilla. With a capacity of 25, we provide lots of time for individual attention with children. This is supported by our 2+ staff members - a Director, ECW, and 0.1 ECW salary (approx.) to provide lunch-care and preschool support. Children who present with additional needs are referred for extra staff support and appropriate individualized programs devised.

Families in these communities value connections with the land and sustainable living practices, which is reflected in our curriculum. Services offered include Kindergarten, Pre-Entry and four unfunded Occasional Care places per session (3+ year olds), while numbers allow. Hence our kindergarten caters for 3-5 year olds in our learning and care program. A Community Playgroup is also offered at our site on Monday mornings, which the kindergarten supports and values.

Staff:

Director: Ida Dillon
Early Childhood Worker: Lindsey Scholz
Preschool Support Worker: Annette Mumford

Session Times:

We offer 15 hrs of preschool per week, in line with Universal Access, which forms part of the National Education Agenda. All families need to complete an enrolment form prior to starting in our services. Our session times are:

Tuesday 12-3pm
Wednesday 8.40am-3pm (lunch 11.40-12noon)
Thursday 8.40am-3pm (lunch 11.40-12noon)

SERVICES OFFERED & COSTS:

Kindergarten is about learning to be confident and happy away from your family while getting ready to start school.

Some children start kindy very confident and ready for new and greater challenges while others need more time to settle in and feel secure about their new environment.

Pre-entry

Children start Pre-Entry in the term they turn 4 years old for 1 session/week, which is integrated into our kindy session times. The purpose of Pre-Entry is to give each child the opportunity to be part of an education program away from home. It is very much a transition term, allowing the child to gain confidence in separating and participating in new social situations with adults and children in a new group setting.

Available on either, Tuesday afternoon, Wednesday or Thursdays (morning session 8.40 - 11.40am / afternoon session 12noon - 3pm).

Fee is $55 for the term.

We can offer a full day Pre-Entry Program (if places are available) to assist children ease into a 2.5 day kindy program. Please see director to discuss - an extra cost of $7.50 per day is applicable.
**Kindergarten sessions**

In the term after children turn 4, they are eligible for 5 half day sessions (or equivalent). Our Centre operates a two and a half full day program: Tuesday 12-3pm, Wednesday & Thursday 8.40am to 3pm (with lunch care provided on Wednesdays & Thursdays, 11.40-12noon)

**Fees are $130 per term**

**Note:** From 2013 DECD will implement a single intake per year policy for kindergartens. That means that any child turning 4 before 1st May, may begin their kindergarten program at the beginning of the year, then move onto school (which will implement the 1-intake per year policy in 2014. That means that any child who turns 5 by 1st May will be eligible to start school beginning of the year. However, children are not legally required to start school until they turn 6 years old. Parents are encouraged to make decisions on their own child’s development to determine what is best for their child)

**Occasional care**

Occasional Care is a great way to become accustomed to our centre and begin the journey toward kindergarten. It can really be a wonderful time as children come into a new and caring environment, develop relationships with teachers and other children, are introduced to many new activities, learning experiences, and routines.

Open to children 3+ years (where places are available and at the discretion of the Director). Available Tuesday afternoon, Wednesdays and Thursdays during session time.

**Fees are $5 per session (full days may be available, see Director)**

**Playgroup**

A great opportunity to meet and chat to other mums (dads, carers, and grandparents welcome), while children share play time together and make other friends – great for developing their emerging social skills! Lots of fun activities for children to help develop their fine and gross motor skills, as well as special events!

Monday mornings 9.15am until 11.15 am

Annual Membership fee $40 (insurance Levy),

Or Term membership fees: $15/term for 1 child ; $25/term for 2 children ; $35/term for a family

Casual fees $1/per child per session also applies (for consumables)

**What to wear**

Comfortable clothing that children can play and ‘get dirty’ in and sturdy shoes or sandals are recommended.

**Children need to bring:**

- A Kindy bag, clearly named
- 2 pieces of fruit for morning and afternoon snack.
- Lunch of healthy sandwiches (or other healthy lunch) and a small snack (yoghurt, sultanas, cheese & biscuits, cut vegetables etc.)
- A labeled drink bottle – only water is allowed at kindy (other drinks are often sugary, and do not comply with the DECD healthy eating policy). We do supply water at kindy and cups should children run out.
- Hat for outside play. We are a SunSmart kindergarten and require hats to be worn when the UV index is over 3 (usually Term 1 and 4) - otherwise children will need to play inside.
- Spare clothes. Children may get wet/dirty in their play or for any small accidents
- We ask that all items children bring to kindy be labeled, so that lost items can be returned.

**Lunch Care**

As we have a two and half day program, all kindergarten children usually stay for lunch. Lunch is provided by parents (see below) and extra staff are usually contracted to come
in and provide this service, so staff can take their break. A minimal fee of $2.50 per day is built into the kindy fees. It’s a nice way for children to relax in the middle of the day, chat to each other and staff reinforce the value of healthy eating.

Healthy Eating
All DECD sites are required to follow healthy eating practices. A piece of fruit for morning tea and healthy lunch needs to be provided for your child. The kindergarten has water available at all times for the children. You are welcome to put children’s lunch box in the fridge. We encourage parents to provide good nutritional food. Food such as lollies or chocolates will be returned home.

Nut Awareness Policy
From time to time, children enrol in our service who experience allergies to nuts. Some reactions are severe (eg. anaphylactic) and some are less severe (eg. vomiting, stomach upsets, rashes etc.). Because we support the health needs of all our children, it becomes necessary to prohibit these offending foods from our site.
Hence Parents and caregivers are requested NOT to send food to kindergarten with their child that contains nuts. This includes Peanut paste products, Peanut / satay sauce, Nut biscuits, Nutella / chocolate spread, Crushed nuts on cakes / buns, Baklava or other nut pastries, Nuts in salads, Muesli bars, Nougat, any other product with nuts as a usual ingredient as well as foods containing nuts.

- No nut products to be included in food on special days or in any cooking activities at kindergarten
- Staff will supervise children eating at lunch time.
- Children are encouraged NOT to share food.
- Children will be encouraged to wash hands before and after eating.

*Note: The kindergarten acknowledges that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Therefore we have opted to be a Nut “Aware” Kindergarten.

Birthdays
Birthdays are very special for our children. Some parents like to bring along a treat to share on their child’s birthday and we are quite happy for you to do this if you wish (there is of course no obligation for you to do so). Such a treat could be something like a sticker, balloon or small gift. If you wish to bring along cakes, please see the Director first, to determine if there are any children with allergies.

Fundraising Levy
Kindergarten is not a fully funded DECD program. Our funding comes from:
- Government finances
- Your Kindergarten Fees, which include materials, lunch care and a fundraising levy
This Levy frees families up from needing to bake cakes to sell at stalls, or needing to buy raffle tickets and spreads the load evenly across all families. The Levy helps us make ends meet and provides for the purchase of new resources or any site upgrades that benefit all the children. Without this levy, we could not provide the high quality service that we do.

Communication Pockets
Each child has a pocket with their name on it in the foyer. This is used for notes and communication to be sent home. Please check pockets each time you arrive at kindy.
Arrival and Departure of children
We ask that you kindly assist us in our work with the children by arriving with, and collecting, your children as punctually as possible.

- If you are late in arriving at the start of the session, would you please kindly approach staff and let us know that your child has arrived, which allows us both to welcome your child and record their attendance in the roll book.
- If you are detained in collecting your child at the end of the session, please try and phone us to let us know what has happened and to enable us to reassure your child that you are on the way.
- If you have made other arrangements for someone other than the usual person to collect your child, would you please both tell a staff member and record that in our information book near the sign-in sheet in the foyer.

Book Borrowing
We have a range of books that the children are welcome to borrow. We also have a small parent library on “raising children” for you to borrow from as well. Books are usually borrowed on a weekly basis. Please complete the borrowing register when borrowing and returning books.

Children’s Behavior
We are committed to providing a safe, caring and friendly environment for your child. We encourage appropriate behaviour where children can develop positive relationships with other children, teachers and parents. Please see our Behaviour Support Policy.

Emergency Contacts
We like to keep our emergency names and phone numbers up to date, please let us know if details change.

Medication
There may be times when your child is in need of medication at kindergarten (eg. asthma medication). If your child has a medical condition, you will need to supply the kindergarten with a Health Care Plan. If staff are required to administer any medication, you/staff will need to record this in our medication records and sign at days end after it has been administered. Any queries, please see the Director.

If your child is sick and not attending kindergarten, please contact the kindergarten to let us know. And please don’t bring children to kindergarten if they are unwell – both for the wellbeing of your child and as a consideration for others. Many Thanks.

Support Services
DECD provides support services for preschool children and their families should they be required/identified by staff. These include Speech Pathologists, Child Psychologists, Social Workers, Special Educators and Bilingual Assistants. If the parents and the Director of the kindergarten believe that a referral to our Support Services is appropriate, this can be arranged quite simply, and can result in some extra assistance for the child.

Excursions
Throughout the year, there will be some special events planned for the children that would be off-site excursions (usually by bus transport, eg. to a children’s theatre performance). These are always great fun and in each case, support our teaching programs. We keep the cost as manageable as possible; great thought is given to all aspects of the event and this includes children’s care and safety, transport and ratio of adults to children. We also give our families lots of notice to help them in their planning too.
Parent Help

We acknowledge the very important role you play in your child’s education. We value any involvement and contribution you can offer the kindergarten. The children love it when family and friends come to cook, read, sing, dance, help with gardening or craft. We welcome any talents you may have to offer.

There are other things we really cannot manage without the help of parents:

- **Excursions**: there is a 1:4 adult child ratio required when we go on excursions, and staff will always seek parent help.
- **Cooking at kindy**: Parents in the past have run this program when they were able to (on a fortnightly or monthly basis, which ever suits you). We try to cook with produce from our veggie garden, so children are involved in the whole ‘growing to table’ cycle. If you and a friend would like to team up, the children would love it! Simple recipes are the best.
- **Gardening**: If you are a keen gardener with some time on your hands, we would welcome your talents. Take a few children during session time to help you and teach them about the growing cycle.
- **End of term clean up**: There is an enormous amount of clean up work that needs to be done at the end of each term to keep the kindy clean and welcoming for your child. There is usually a list on the fridge and notice board. Please see staff to nominate 1 or 2 jobs you are prepared to assist us with.
- **Laundry**: Smocks, tea-towels etc all need washing on a fortnightly basis. We leave our laundry bag in the foyer with a note for someone to take home, or pop a note in your pocket if it is your turn. If these could be washed and folded and returned to kindy next week, we would be very grateful.
- **Working Bees**: From time to time we enlist the help of families to assist with other major upgrades – like spreading softfall in the playground, painting equipment, weeding gardens etc. We could not keep our premises up to standards and welcoming for the children without your assistance.

Many thanks – we couldn’t do it all without you.

Kindergarten Governing Council

The role of the Governing Council is to work in partnership with the Director and staff in the management of the Kindergarten – to help set site improvement goals, manage finances to achieve these goals, determine policies, maintenance and improvement of the facilities, input to educational programs and parent feedback is always welcomed. This group consists of parents and staff and is a great way to get to know each other and also have a say in decisions made to ensure a high standard in education.

Over the years I have always found that working with parents on Governing Council has brought fantastic results for the children and been invaluable support to our teaching. For parents, it has also brought a greater understanding of the kindergarten and been the catalyst for new friendships, both themselves and their children, that have lasted for years. Positions are vacated beginning each year and nominations for Chairperson, Secretary, Treasurer and committee members are formally sought at our AGM in March – although you can join at any time and all parents are always welcome to attend meetings. These are usually held during a lunch time at kindy. Please give some consideration to joining our Council – you would be so very welcome and your contributions would enrich our programs for your children.
Kindy Bush Fire Action Plan

Clarendon kindergarten has been identified as a Bushfire R3 LOW RISK site. Thus, if the Bureau of Meteorology and the Country Fire Service issue a forecast of catastrophic (Code Red) bushfire weather conditions within the Fire Ban District, the CLARENDON KINDERGARTEN will remain open.

This is a different category from the Clarendon Primary School which closes on catastrophic weather days. All families should have their own Bush Fire Action Plan - if this means that you keep your child at home during catastrophic warning days, then please ring and advise the staff. Our Plans are checked & reviewed in Term 1 & 4 and are:

- The Community Hall is our nominated Bushfire Ready building. All children will assemble in the Hall when any of the following ‘triggers’ occur:
  - CFS Information and Warning messages broadcast on the ABC radio indicate that a bushfire is likely to impact the site
  - The local Emergency Services advise that a bushfire is likely to impact on the site
  - We are advised that a bushfire is burning in any of the surrounding suburbs
  - There is a confirmed sighting of nearby flames from the site.
- Practice drills are carried out in Term 1 and 4 with staff and children
- If your child is at kindy when a bushfire threatens, staff will call parents to notify them that we are moving to the Community Hall, and if it is deemed safe by the fire fighting authorities, parents can come and collect their children
- Staff will remain on duty to supervise them until parents have been given the “all clear” from fire fighting authorities. This could be some time after normal kindy finishing time.

The Bushfire Hotline is 1300 362 361 or listen to AM 891 / 5AN. If you have any queries, please see our staff. Thank you.

Children experience learning opportunities that encourage cognitive, social, emotional and physical development.

Curriculum

Each term, staff observe, assess and plan for children’s learning across the national Early Year Learning Framework document – “Belonging, Being, Becoming” (see page 9 for further details of the curriculum). Our kindy uses an “Inquiry Based Learning” approach, generated largely from children’s learning ideas and questions, which is integrated with the learning areas of the Early Years Curriculum.

An information board is located in the foyer which displays the following:
- Term overview (which is also included in our newsletter)
- Fortnightly program
- Photo stories of children’s learning

Staff also have set up a weekly photo slide show of “What’s been happening at Kindy” and a Curriculum Folder of our learning programs, children’s photos and learning stories that parents can access and view. For further information, please see our “Education Program and practice” Policy. Should you have any ideas or queries, please do not hesitate to contact the Director - parent input is always welcomed.

Child Protection Curriculum

DECD is committed to providing education to all children about how to keep themselves safe, and the ‘Child Protection Curriculum’ is a required unit of work in education sites from kindergarten and into Primary School. The four main areas covered in kindergarten are:
1. **The right to be safe** – how do our feelings inform us of our “early warning signals”
2. **Relationships** – if we have unsafe feelings, who can we tell about them. Developing trust networks
3. **Recognising and Reporting Abuse.** How should children expect to be cared for – what’s safe and what’s not. And persisting to tell someone on our trust network until we feel safe.
4. **Protective strategies.** “Stop, think, do” What can I do to keep myself safe.

These are all taught in child appropriate ways - using ideas of fair/unfair, developing concepts re our feelings, puppets and role plays so children can connect with the ideas.

Information for families will be included in our newsletter and curriculum planning documents. If you require any further information, please see the Director.

**Newsletters**

Our monthly newsletters also inform parents/carers what children have been learning at kindy and what’s coming up – keep an eye on the Diary Dates on the front page!

**Reporting to parents**

At Clarendon kindy, we offer parent-teacher interviews in your child’s second term of kindy. This gives teachers and parents an opportunity to review how your child has settled into kindy, what their learning strengths and needs are, and together draw up and individual learning plan that will see your child reach their potential. At the end of their time at kindy, a summative report and revised Individual Learning Plan will be recorded and copies given to parents to review. If this is all in order, then copies will be forwarded to your child’s school during your child’s school transition visits. This helps their new teacher get to know your child so that they are best prepared to assist your child settle in well at school and continue their learning.

If you have concerns re your child at any time, please make an appointment to see the Director, who will discuss the matter with you.

**Going onto school**

Many children from this kindergarten continue their education at Clarendon or Kangarilla Primary School. These schools offer a high standard of education with many unique opportunities only smaller schools can offer. If interested please contact the school for an information pack and/or make a time to visit the school for a guided tour and to discuss the school’s programme with the principal.

Clarendon Primary School’s Phone number is 8383 6110
Kangarilla Primary School’s Phone number is 8383 7068
Belonging, Being and Becoming
The Early Years Learning Framework for Australia

These Learning Outcomes form the basis of our planning and reporting at Clarendon Kindergarten, taking into account the interests of the children and working in conjunction with families.

Learning Outcomes:

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 agency
   - Children develop knowledgeable and confident self identities
   - Children learn to interact in relation to others with care, empathy and respect

2. Children are connected with and contribute to their world
   - Children develop a strong 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

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

4. Children are confident and involved learners
   - Children develop dispositions for learning such as curiosity, cooperation, creativity, commitment, enthusiasm, persistence, imagination and reflexivity
   - Children develop a range of skills and processes such as problem solving, inquiry, 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

5. Children are effective communicators
   - Children interact verbally and non-verbally with others for a range of purposes
   - Children engage with a range of texts and gain meaning from threes texts
   - Children express ideas and make meaning use a wide range of media
   - Children begin to understand how symbols and pattern systems work
   - Children use information and communication technologies to access information, investigate ideas and represent their thinking
A little bit about Clarendon’s History...

Clarendon is one of South Australia’s finest historic towns.

On 21 October 1840, Richard Blundell was granted the title to Section 801 Hundred of Noarlunga. This was subsequently subdivided and by 1866 the town was described as a regional centre in the midst of a fine agricultural district, where wheat, peas and potatoes were largely grown.

The built heritage of Clarendon - its winery complex, former police station, shops, institute, churches, hotel, school and houses have been revitalized during the last 20 years. Dating mainly from the late 1850’s to 1870’s, these buildings are constructed of local stone that is mellow and warm in colour.

Much of the town’s early trade was built around local vineyards and around proximity to the Onkaparinga River and a rich farming hinterland. This economy was enhanced when between 1894 and 1896 the Clarendon Weir was constructed. Eventually, the weir was linked to Happy Valley reservoir.

Clarendon was an isolated community. Although only 18 miles from Adelaide, it took those early pioneers three days to negotiate the track by bullock dray. This was particularly inconvenient for the womenfolk who did much of their shopping in Adelaide. Often ladies rose before dawn, completed chores and then trekked across grassland to O’Halloran Hill where they would wait for a coach. After the day’s shopping they returned from Adelaide to O’Halloran Hill by coach and then walked back to Clarendon in the darkness carrying their parcels.

In 1841 the first baby was born in Clarendon. His name was Frederick Morphett, and he came into the world in a wooden hut situated on the hill overlooking the present site of the now Historic Hall.

Education in Clarendon commenced shortly after 1850. The first Kindergarten session was in 1975.