



Information Book

Saddleworth
Early Learning Centre

Play - Inspire - Learn

Contents

1. **Our philosophy**
2. **Services**
 - 2.1 Kindergarten
 - 2.2 Pre-entry
 - 2.3 Occasional Care
 - 2.4 Playgroup
 - 2.5 Other services
3. **Staffing**
4. **Enrolling your child**
5. **Transition and settling in**
6. **Arrival and departure**
7. **Security and Collection of Children**
8. **Communication**
9. **Parent involvement**
10. **Governing Council**
11. **Nutrition**
12. **National Quality Standard**
13. **Curriculum – What will my child do at Kindy?**
14. **Emergency and accident procedures**
15. **Health and safety**
16. **Medication**
17. **Sun Smart**
18. **Kindergarten policies**

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Welcome!

The Governing Council and Staff welcome you to Saddleworth Early Learning Centre.

We value and care for all children at our kindergarten and strive to provide a safe and caring learning environment.

Our Governing Council, families and staff have worked together to establish our kindergarten philosophy which guides everything we do, and our values which are an important part of the way we operate –

Honesty **Respect** **Happiness**
Trust **Fun** Learning

We look forward to developing a strong partnership with you in the care and education of your child.

☺ ☺ Come along to experience the fun and excitement of our preschool learning environment. ☺ ☺



1. *Our Philosophy*

We believe that each child is individual, unique and important and has the right to develop holistically to their full potential. SELC will support this by:

- Providing a curriculum (the Early Years Learning Framework) that allows children to explore, imagine, create, problem solve, take risks, develop independence, socialise, have fun and play.
- Providing a high quality care and learning environment that is safe, welcoming, happy supportive, accessible and caters for the individual needs of children and families.
- Providing opportunities for families and community members to become involved in our programs and services.
- Providing children, families and the community to develop stable, caring and respectful relationships with staff and others.
- Respecting and valuing the cultural and social diversity of children and their families.

We believe that parents and families are a child's first educators and we:

- Welcome parents and family members with respect and sensitivity.
- Encourage open communication between staff and parents/carers.
- Respond to individual family needs.
- Recognise and respect the diversity of families.
- Create, support and encourage involvement and participation.
- Provide information about support services available at the site and in the local community.

We believe the staff to be the centre's most valuable resource. In order to provide a high quality program we:

- Use a holistic approach.
- Provide job satisfaction.
- Value the skills and knowledge that each individual staff member brings to the team.
- Respect the diversity of staff backgrounds and experiences.
- Encourage ongoing professional development opportunities.
- Maintain a safe and supportive work environment.

We believe that the kindergarten is a valuable community resource and as such we:

- Build relationships and share information with our feeder schools.

- Build relationships with our Playgroup and our local Family Day Care Providers.
- Build relationships with other community agencies.
- Provide an accessible, flexible and high quality service in response to community needs.



2. Services

- Kindergarten
- Pre-entry
- Occasional care (when kindergarten enrolments permit)
- Playgroup

2.1 Kindergarten

Children are entitled to access four terms of preschool in the year before they start school. There is one intake at the beginning of each year for children who turn four years of age before 1 May.

In addition, the following groups of children are also eligible preschool enrolments and may commence throughout the year (please contact the Director of the kindy for more information):

- Aboriginal/Torres Strait Island Children and Children under Guardianship of the Minister
- Gifted and Talented
- Interstate and Overseas Transfers

Saddleworth Early Learning Centre is a part-time preschool which currently offers children 4 sessions (one session is half a day) of preschool over 2 full days each week on a Monday and Wednesday. In 2015, government funding known as “Universal Access Funding” has enabled children to access an additional session of preschool (half a day) each week. At Saddleworth, we offer this as a full day every second week. This government funding is determined on a year-by-year basis.

Here at Saddleworth, we provide a rich and relevant play based curriculum to support the development of the whole child. Children are actively engaged in hands on experiences and activities that are relevant to their lives and builds upon their previous knowledge and interests. The focus is on fostering a positive self-esteem, interpersonal skills such as communication, cooperation, sharing and making friends. Children are encouraged and supported to explore new concepts, skills and problems.

Session Times:

Monday and Wednesday 9.00am to 11.30am
 12.30pm to 3.00pm

A lunch program is provided for children attending all day.

Fees for Kindergarten

Fees are set by the Governing Council in consultation with the Director at the beginning of each year. They are to be paid to Saddleworth Early Learning Centre by week 4 of each term, or arrangements can be made to pay in instalments. Fees are determined by the number of sessions per week a child is enrolled.

1 session	\$13.00 (pre-entry)
2 sessions	\$26.00 (1 full day)
3 sessions	\$39.00
4 sessions	\$52.00 (2 full days)
5 sessions	\$65.00 (2 full days each week + a third full day every second week)

Kindergarten is funded by the Department for Education and Child Development. Funds are also raised through fundraising events and the collection of fees. Fees contribute to equipment and consumable items such as art supplies.

What do I need to bring?

- Named bag
- Wide brimmed hat
- Coat in winter
- Spare set of clothes
- Fresh fruit or vegetables and other healthy snacks, dried fruit, cheese etc for morning snack
- Lunch if attending all day
- Drink bottle with water.

We would appreciate you putting your child's snack and lunch in separate containers so that we can quickly and easily get them ready for your child.

Please dress your child in comfortable clothes that can get dirty and which cover their shoulders. The children will use paint and glue on a daily basis and whilst we do use water-based paints and provide smocks for the children to wear, they will get dirty! The best shoes are sandals or sneakers – no thongs, please, as it is hard for the children to run and climb in thongs.

We have Saddleworth Early Learning Centre t-shirts, jumpers and hats available for purchase for \$15 each.

Please send a change of clothes in your child's bag, and please **clearly label everything** including snack boxes and drink bottles.

2.2 Pre-entry

Pre-entry is generally held in term 4 of each year. This is, however, dependent on the number of kindergarten children enrolled. Pre-entry is an unfunded program and in order for us to meet staff to children ratios, we need to be flexible in the way we can offer pre-entry. We notify all families of pre-entry dates and times during term 3.

The aim of the Pre-entry program is to offer children the opportunity to experience a small amount of time in kindy before they begin more regularly. This helps them get to know the staff, other children and the routines of kindy. We encourage you to stay with your child until they are confident to stay on their own.

Staff invite you to talk with them at any time about your child's development and to share any information that you feel is important for us to know about your child or your family.

2.3 Occasional care (unfunded)

When numbers permit, several Occasional Care spaces may be available each session. Children who are toilet trained can access one session per week. Bookings can be made with the Director up to one week in advance.

Occasional Care times:

Monday or Wednesday 9.00am to 11.00am

Occasional Care fees:

\$5.00 per session (2 hours)

2.4 Playgroup

Playgroup is an informal session where parents, carers, babies and young children up to school age can come together in a relaxed environment to play and socialise. Both adults and children can gain a lot from attending a regular playgroup session. It is a time to talk, make friends and share experiences. Play is the essence of the playgroup session. Different activities are set up to allow children to choose, experience and learn at their own pace with you present to lend a helping hand.

Our playgroup is run by a playgroup coordinator. We are a member of the Playgroup Association of South Australia Inc. As such, all families attending must become members of the Association. There are many benefits to being

a member, including insurance cover, member discounts, newspaper and newsletters, professional support and events. Membership cost \$35 per year.

Playgroup times:

Thursday 10.00am to 12.00noon

Playgroup fees:

\$1.00 per week

What do I need to bring?

- Water bottle
- Healthy snack or a piece of fruit
- Hats for adults and children to wear outside
- Ideas for activities (if you like!)

2.5 Other Services

- Access to Support Services is available through the kindergarten. These include:
 - Speech Therapy
 - Bilingual Support
 - Psychologists
 - Occupational Therapy
 - Behaviour Management
 - Social Worker
 - Aboriginal Community Worker
 - Other services in response to individual needs.
- Child and Youth Health conduct developmental screenings at the kindergarten for 4 year old children.
- Early Entry can be available for children with additional needs. Please speak with the Director for further information.

3. Staffing

The Centre's most valuable resource is the staff team who have a range of qualifications and experience in working with young children. They love and respect children, and our warm and caring environment enables them to identify and respond to individual children's development and learning needs.

The current staff team consists of:

Fiona Traynor	Director
Jayne Tilley	Early Childhood Worker
Helen Behn	Preschool Support Worker

4. Enrolling your Child

We encourage all families wishing to enrol their child to visit the kindergarten. A staff member will show you around and answer any questions you may have. We have enrolment packs available with information and forms.

5. Transition and settling in

Home to kindy

Starting kindy can be a very emotional time for both the child and parents. Your child may feel uncertain for the first few days or weeks at kindy and they may be very tired. It may help your child to settle in if you can stay for a while although we understand this may not always be possible.

We encourage you to ring the kindergarten during the day to check on your child if you would like to.

It will help your child and the staff if you share information about your child – their special routines, things they really love to do etc. For your child's safety it is important to inform the Director at enrolment about any allergies, asthma or medical conditions and the appropriate management strategies. Serious medical conditions require a health care plan.

Kindy to school

During term 3 or 4 your child's will begin a transition program to school. The aim of this program is to enable your child's school teacher to begin to get to know them and to familiarise your child with their school. This programme is often slightly different depending on which school your child is going to, but you will be informed well in advance. At kindy, we also support the children to ensure that their transition to school is as smooth as possible.

6. *Arrival and Departure*

On arrival, please sign the 'sign in' sheet and bring your child to a staff member so that we can greet you. Please say "Goodbye" to your child even if this is difficult for you. It is important that your child knows you are leaving and that you will return. If your child is upset, staff will comfort and reassure them. Most children settle quite quickly. However, if they don't we will ring you to discuss what to do next.

On leaving, please 'sign out' and help your child collect their day's work and belongings.

If you are going to be late collecting your child PLEASE TELEPHONE THE CENTRE. Children tend to become upset when they are picked up late and it helps to warn them. On occasions, staff also need to leave promptly to attend meetings for professional development sessions.

7. *Security and Collection of Children*

The safety of children is of paramount importance to parents and staff. Only parents and authorised people nominated on the enrolment form may collect your child unless you have advised the staff beforehand, preferably in writing. If staff are unclear about an unfamiliar person collecting a child, identification such as a driver's license may be requested.

CHILDREN WILL NOT BE RELEASED TO UNAUTHORISED PEOPLE.

If at any time a Family Court order is made in relation to your child, the Director must be advised immediately and be provided with a copy of such an order.

No information will be given to persons over the telephone if our staff cannot establish their identity.

8. *Communication*

The notice board outside by the entry door is used for general information. Other information such as newsletters is placed in the children's "pockets". Please check your child's pocket at the end of each day.

We also have a facebook page "Saddleworth Early Learning Centre". It is a closed page available for kindergarten families only. On this page you will find photos, reminders of events, interesting links and more!

Please make an appointment if you have any queries or concerns about your child or the kindergarten. If you have a concern in relation to your experiences at the kindergarten, opportunities exist for you to have your concerns addressed by the Director or the Governing Council.

In the first instance you are encouraged to address your concerns to the person involved. If your concern is not resolved you are welcome to discuss it with the Director, who will notify the Governing Council if appropriate. You are also able to write to the Governing Council.

If you feel that the Governing Council does not resolve your concerns, you have the right to take the matter to the Department for Education and Child Development.

We also like to hear about things that we do well!

We treat all information regarding children and their families with the utmost confidentiality. Personal information of staff and families is not given out to anyone without prior consent.

9. Parent Involvement

At Saddleworth Early Learning Centre we believe that developing positive relationships with the children, parents, families and the community is essential. We value the knowledge you have of your child and we welcome the opportunity to work in partnership with you during this exciting stage of your child's development.

There are many ways you can be involved in the kindergarten if you would like to. Your participation in our educational program is always welcome and much appreciated. If you have a special interest, skill or talent which you would like to share with the children, please let us know so we can incorporate your ideas into our program.

Parent help at the end of the day is greatly appreciated. Many parents help out with cleaning paint pots, wiping tables, sweeping the floor, washing dishes etc. If you would like to help in this way or any other, please have a chat with the staff.

10. Governing Council

We have an enthusiastic Governing Council who are committed to supporting staff in delivering programs that reflect the needs of the community. They fund raise to provide resources and are involved in the development of the kindergarten's policies and financial management. The

Governing Council make's decisions which impact on the running of the kindergarten.

No experience is necessary to join the Governing Council – just interest, enthusiasm and commitment! Meetings are held twice a term during the day and go for about an hour and a half. There is an Annual General Meeting at the beginning of the year to elect the new council for that year. If you are keen to be involved, please talk with the Director.

11. Nutrition

We encourage nutritious, safe eating habits for all children attending the kindergarten.

For kindy your child will need:

- Snacks such as fruit, vegetables, yoghurt or cheese in a named container for morning snack.
- A healthy, nutritious lunch in a separate named container.
- Clearly named drink bottle with water.

Due to the high risk of choking please do not send nuts, raw carrot, raw celery, popcorn or corn chips.

Water is the preferred drink and drinking water is always available. The children are reminded to have regular drinks throughout the day.

Parents are asked to avoid sending foods that are highly processed and high in sugar, salt or fat such as chocolates, lollies, sweet biscuits, chips and soft drinks.

Please let us know if your child has special dietary restrictions or allergies. Children with allergies will have their photographed and allergy information displayed.

12. National Quality Framework and Standard

The National Quality Framework (NQF) is the result of an agreement between all Australian Governments to work together to provide better educational and developmental outcomes for children using education and care services.

The National Quality Standard (NQS) is a key aspect of the NQF and sets a national benchmark for early childhood education and care, and outside school hours care services in Australia.

The NOS promotes continuous improvement in quality. The major benefits for parents and children include:

- Improved educator to child ratios

- Greater individual care and attention for children
- Educators with increased skills and qualifications
- Better support for children's learning and development
- A national register to help parents assess the quality of education and care services in their area.

There are 7 quality areas which inform all we do in our kindergarten.

Quality Area 1 "Educational program and practice"

Quality Area 2 "Children's health and safety"

Quality Area 3 "Physical environment"

Quality Area 4 "Staffing arrangements"

Quality Area 5 "Relationships with children"

Quality Area 6 "Collaborative partnerships with families and communities"

Quality Area 7 "Leadership and service management".

For more information, please see the Director.

13. Curriculum – What will my child do at Kindy?

Play is young children's work and the best way they learn. We provide a wide range of learning experiences for children and are guided by their interests and wonderings. We value your input into our planning, so please let staff know things that interest your child, things you do together, places you visit, ideas you have We would love to hear them all.

Our curriculum is based on ***Belonging Being & Becoming The Early Years Learning Framework for Australia*** (EYLF). The Framework has been developed to assist educators to provide young children with opportunities to maximise their potential and develop a foundation for future success in learning.

There are 5 Developmental Learning Outcomes which provide educators with reference points to monitor and assess children's progress.

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

Children grow and learn best in a safe and caring environment. Staff use the routines, planned experiences and child initiated play as learning opportunities. They meet regularly to discuss and plan for each individual child and we welcome the opportunity to share these with you.

14. Emergency and accident procedures

Our kindergarten has a detailed policy which sets out procedures in the event of an accident or emergency. Emergency procedures are displayed in prominent places throughout the kindergarten.

Emergency drills are practised each term so that children and staff are familiar with the procedure. In the event of an emergency, the children will be kept together in a designated, protected area.

We have a detailed Bushfire Policy which we give to families at the beginning of terms 1 and 4. Saddleworth Early Learning Centre is a Bushfire Refuge.

It is important that telephone numbers of parents and emergency contact details are kept up to date. Please let us know if there are any changes to your situation.

In the event of an accident involving your child, we will contact you. Minor scrapes and scratches are usually well dealt with by staff with lots of tender loving care! If there is an injury to your child's head – even a small bump – we are required to ring you. We keep written records for all children for all first-aid related issues.

15. Health and Safety

If your child is unwell please keep them at home. They will not be able to participate well if they are feeling miserable and the illness may spread to the other children and staff.

We would appreciate you ringing us to let us know if your child will be away.

If your child becomes unwell whilst at kindy, we will ring you or your designated emergency contact person to come and get your child.

16. Medication

If your child has a medical condition or allergy, the kindergarten will require a medical plan from your child's doctor. Please see the Director for the appropriate forms or more information. Please do not leave any medication in your child's bag.

17. Sun Smart

As part of our Sun Smart Policy, children, staff and parents are required to wear a suitable hat (eg wide brimmed or legionnaire) and sun screen whilst outside during terms 1 and 4. We also ask that children wear a top which covers their shoulders.

We supply sunscreen but you may provide your own if you prefer. We also ask that you apply sunscreen before coming to kindy. We will then help the children to apply more before going outside to play.

18. Kindergarten policies

The following kindergarten policies are available to view in our Policies Folder.

National Quality Area 2 *Health and Safety*

- Healthy Food
- Sun Smart Skin Protection
- Hot weather
- Heat stress
- Water safety
- Administration of first aid
- Incident, injury, trauma and illness
- Dealing with infectious diseases
- Dealing with medical conditions
- Emergency and evacuation
- Delivery and collection of children
- Excursions
- Child safe environment

National Quality Area 4 *Staffing Arrangements*

- Staff code of conduct
- Determining the responsible person
- Participation of volunteers and students

National Quality Area 5 *Relationships with children*

- Interactions with children

National Quality Area 7 *Service Management*

- Enrolment and orientation
- Governance and management of the service
- Acceptance and refusal of authorisations
- Payment of fees
- Dealing with complaints

