



Aldgate Kindergarten. 3 Fairview Road, Aldgate, SA, 5154

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Welcome to Aldgate Kindergarten!

Kurna Miyurna, ngadlu. Kurna Yarta, tampinhi. We respectfully acknowledge that Aldgate Kindergarten is on the traditional land of the Kurna people. We respect their spiritual relationship with their Country. We acknowledge that the Kurna people are the traditional custodians of this area of the Adelaide Hills, and that their cultural and heritage beliefs are still important to the living Kurna people today.

We warmly welcome you and your child, and hope your time with us will be a happy and rewarding experience. At any time, please don't hesitate to speak to us about your child or the kindergarten. We're really looking forward to working together with you to provide engaging and appropriate experiences that will extend on your child's learning and development during their time at kindergarten.

2022 staff team

Director - Bianca Stanbridge (Bachelor of Early Childhood Education, Bachelor of Special Education)

Teachers - Cathy Willoughby-Tuma (Diploma Teaching Early Childhood Education), Hayley Schroeder (Bachelor of Early Childhood Education)

Early Childhood Worker (ECWs) – Vikki Mott (Cert III Children's Services, Bachelor Applied Science (Education – Intellectual disabilities), Janelle Clarke (Cert III Early Childhood Education and Care), Lyn Wuttke (Cert III Early Childhood Education, Cert III Community Services)

A bit about us...

Aldgate Kindergarten is co-located with the Aldgate Primary School but is a "stand-alone" preschool – this means that the Kindergarten is managed by a preschool director and the Aldgate Kindergarten Governing Council (separate to the school). Children who attend our Kindergarten go on to up to nine or ten different government and non-government schools. We encourage you to take the time to visit a few of the schools in your local area to work out which school and its community best suits your child and your family needs and values.

We strongly believe in the importance of a child and their family experiencing a supportive transition to Kindergarten and school. We will work closely with you during your child's transition from home and/or other day-care to Kindergarten, as well as during their transition from Kindergarten to school, to make sure they are developing a sense of belonging to their Kindergarten community. Adjusting to a new environment, new peers and new educators can take a while for some children while they develop connections. Where possible, to ensure your child has a happy Kindergarten experience, we will work with you to negotiate an adapted timetable for them (eg earlier pick-ups) while they settle in. We are always happy to organise a time to chat with you about your child's time at Kindergarten.

Our team of educators are committed to improving our practice and the service we provide to children and their families. Our 2021 Site Improvement Plan can be found on our website <https://www.aldgatekgn.sa.edu.au/about-us/policies-and-reports/> You will be invited to help us refine our 2022 QIP and philosophy/values statement in term 1.

Our 2021 vision statement

At Aldgate Kindergarten, we feel it is important for children to:

- explore, be challenged and take risks through a high-quality play-based learning program related to their individual interests, thoughts and ideas;
- have many opportunities to imagine and pretend in order to make sense of their world;
- wonder, notice, enquire and develop strategies for testing their theories or finding out answers;
- develop their creativity, self-confidence, independence and life-skills;
- develop the ability to meaningfully connect with other people;
- be given the time to stop, notice and appreciate the natural world.

Educators at Aldgate Kindergarten will work in partnerships with families to:

- support every child to develop a sense of belonging at Kindergarten, and to develop to their full potential;
- support children to develop strong social and emotional wellbeing;
- encourage children to develop independence, self-confidence & the ability to risk-assess, while ensuring their safety & well-being;
- provide opportunities for children to develop empathy and respect for other people, resources and nature;
- learn about and care for our neighbouring patch of native Stringybark forest – the “Wirra”;
- develop children’s cultural awareness, with a focus on the first Australians to live and play in this area, the Kurna people;
- respect the diversity of children’s individual development, culture and family values;
- be lifelong learners, frequently reflecting on the effectiveness of our teaching practice;
- support children’s transition from home and other care/education providers to preschool, and preschool to school.

OUR SERVICES

Preschool

We offer two groups to families.

A – Mondays and Tuesdays 8.30-3.30pm and 2 Friday sessions per term, 10.30am-3.30pm (weeks 1&2)

B – Wednesdays and Thursdays 8.30-3.30pm and 2 Friday sessions per term, 10.30am-3.30pm (weeks 3&4)

NOTE: We offer children 600 hours of preschool over 40 weeks, as part of the Universal Access to preschool program (federally funded). As we offer 2x7 hour days per week, we “bank” an hour per week. We offer the banked hours through 2x5 hour Friday sessions per term.

Out of School Hours Care (OSHC): OSHC is available before and after Kindergarten at Aldgate Primary School.

Please call the OSHC director to enquire or book on 0411 127 481, or email Aldgate.OSHC368@schools.sa.edu.au

You will need to complete a separate enrolment form. If your child will be attending OSHC please ensure that you record this on your child’s enrolment form under “Authority to Collect” – we need your permission for OSHC to collect your child from Kindergarten on your behalf and walk them down to the OSHC room for sign-in.

Support Services: The Department for Education can provide specialised help (free of charge but usually only once per term) from qualified Speech Pathologists, Social Workers, Psychologists, Behaviour Support and Special Education. During enrolment, please let Bianca know if your child has any additional needs or if you have concerns about their development. If we identify areas of your child’s development that would benefit from additional support, we will let you know. We may suggest assessments and/or more regular targeted support e.g. private speech pathologist, Occupational Therapists.

Other community services: The Adelaide Hills Services Directory is a useful website to help families locate services:

<https://adelaidehills.servicesdirectory.org.au/>

ABOUT KINDERGARTEN...

Our daily routine

Our routine is flexible, to ensure that children are given optimum time to explore the learning experiences that are available. Because of this, we do not always have our planned group times at the same time each day HOWEVER we do ask that children arrive by 9am for our first group time of the day. If you need to collect your child earlier than 3pm in order to collect older children from school, that's completely fine. Just let us know!

- 8:30am: Kindergarten begins – children can be signed in from this time
- Around 9:15am: Welcome group time – please try to arrive in time for this as we set the scene for the day ahead.
- Around 9:45am: Morning snack time, followed by indoor/outdoor play
- 11:15am: Tidy up inside and outside
- 11:45am: Relaxation/group time
- Around 12:00pm: Lunch
- 12:30pm: Indoor/outdoor play
- Around 2:30pm: Afternoon snack time
- 2:40pm: Pack up inside/outside
- 3:00pm: OSHC children collected and taken to OSHC. Indoor play experiences for remaining children.
- 3:30pm: Kindergarten session ends. Educators work on documentation of children's learning, reflection on the day to plan the "what next?" and preparation of experiences for the following day.

Please try to be on time to collect your child. If you are running late, please phone or SMS (if it is safe to do so).

Attendance

Regular attendance is important for children to establish and maintain relationships with other children and the staff. Unless they are unwell, it is beneficial for your child if they come to Kindergarten regularly, even if they only stay for half the day. This will help them to get into good habits for school (where occasional half-days are also a great idea during their transition year - reception). The Kindy day can be very tiring for children, especially when they first start or towards the end of a term. Sometimes we might suggest that a child is picked up early rather than miss an entire day, though we understand that this is often difficult due to work commitments. We will endeavour to keep the days as calm as possible with many opportunities for rest and relaxation.

Absences: If you need to advise of an absence due to illness, please send us an SMS, or call the landline. You can email us with upcoming holiday dates.

Car parking and road safety

Car parks can be difficult to find, and to help avoid congestion our Kindergarten start and finish times are slightly earlier than the Primary School in the morning and later in the afternoons. The staff car park is not available for parking during Kindergarten/school times (only for OSHC drop off/pick-up), and please don't stop and park in the "Kiss and Drop" lane on Fairview Road during drop-off and pick-up times (refer to the signage). There is alternate parking on Oxford Road, at the cemetery on Strathalbyn Road, at the Village Well and on the corner of Oxford and Strathalbyn Roads. Please give yourself ample time to find a car park to avoid the congestion and rush. Help your child develop road safety by not walking behind cars to get to footpaths or your car, and by using designated crossings.

Clothing

It is important for your child to wear clothing and shoes that will allow them the freedom to be fully involved in our active learning environment, and to manage local walks. We have rubber boots here for children to use in the sandpit, mud-patch or Wirra. It's great if your child can manage their clothing independently, and important that they wear appropriate clothing when the UV is 3 or above (refer to our Sun Protection and Hot Weather policy for specifics). Please pack a

change of clothing with all items clearly named – we have a lost property for anything left behind un-named. We encourage children to wear smocks for messy activities, however there is always a chance they will get dirty. You don't need to supply a hat as we give children a broad-brimmed one, and hats stay at Kindergarten until the end of the year.

Collecting your child

If someone other than yourself will be picking up your child please let one of the Kindergarten team know so that we can record this in our diary – we require collection authority for anyone collecting your child (usually this has been provided by you on your child's enrolment form – if you need to add a new adult, please let us know) Should an emergency arise please call if possible, so that staff can reassure your child - late collection can be stressful and upsetting for some children.

If you arrive to collect your child at an unexpected time and we are not here, please check the sign on the front door which will notify you of our location and remind you of our mobile phone number (we ask for your permission to take your child on short walks in the local area, such as the nearby Bandicoot trail and Aldgate Valley reserve)

Communication

Each child has a notice pocket in which we place hard copies of some notes e.g. excursion consent forms, however we try to be environmentally sustainable and send most of our correspondence by email and *Seesaw*. We will add the parent/primary caregiver email addresses on your child's enrolment form to our distribution list – it is important that you provide us with an email address that you check regularly.

Please let us know promptly if you do not receive any emails from us or would like to add another email address, so that we can fix the problem. Also, check out our website regularly for calendar dates, newsletters, governing council minutes etc. There is also a notice board for community notices at the front entrance gate.

You can ask to speak to us at any time during the Kindergarten day, however if you would like to discuss a sensitive matter or have a longer discussion please make a mutually convenient time. If you are not going to be dropping off or collecting your child very often, we encourage you to schedule regular catch-ups to discuss how your child is going. This is particularly important if your child will be attending OSHC or other family members are assisting with dropping off and collecting most days.

Newsletters will be published approximately every 2-3 weeks, and emailed to parents on our email list. If you would prefer a hard copy to be put in your child's notice pocket or posted to a parent, please let Bianca know.

Food and drinks

You will need to supply all food for your child. Please refer to our Food and Nutrition policy for specifics. In summary, your child needs a healthy morning snack ("brain food"), and lunch plus afternoon tea. Please pack morning snacks and lunch/afternoon snacks separately - morning snacks stay in children's bags and lunch plus afternoon snacks are placed in the lunch trolley on arrival. Please include a cold pack in your child's lunch box. If your child likes a warm lunch, you might like to invest in an insulated food container so that their food is still warm at lunchtime.

We are an allergy aware site (see section about allergies and medical conditions) – please do not send any nuts to kindergarten. We will let you know if there are any other foods that are not acceptable.

Please provide a clearly named water bottle every day. Extra drinking water is available inside. No other drinks are necessary at Kindergarten e.g. fruit boxes. Please let us know if your child is a fussy eater and you would like to discuss food/drink options.

Fees

The Kindergarten is locally managed – this means that we receive a budget which pays for staff salaries and some other minor costs e.g. facilities maintenance. We rely on parental financial support (fees) in order to successfully maintain the kindergarten. These funds help to cover excursions and incursions, maintenance costs, budget commitments (e.g. cleaning, utilities, gardener, finance officer), and resources, equipment and materials for the children's use.

Kindergarten fees: \$220.00 per term (inclusive of all excursions and incursions – at least two per term)

You will receive a fees invoice for the year of preschool in your child's notice pocket. Fees can be paid in cash or by credit card or via direct debit. You can pay termly, up front or by regular instalments. We encourage you to ask about payment plans or set up a regular direct debit. We are happy to discuss other options – please speak to Bianca.

Saying goodbye can be really hard

Adjusting to Kindergarten is different for each child and family. We are sensitive to these differences and respond to individual needs. We will support you in making a decision that is best for you and your child. You might choose to stay with your child to minimise separation anxiety, and assist with his or her familiarisation to the kindergarten setting. Please be clear with your child as to when and how you will leave them, and communicate your decision to staff. When you make this decision it is often best to make the separation quickly. Separation trauma is difficult for both children and parents, however staff are experienced in dealing with this. If you feel your child will be very upset, we will work out strategies with you.

ASSESSMENT, REPORTING and CURRICULUM

Educators will frequently collect information regarding your child's learning and development in a variety of ways, including work samples, written observations, video footage, photographs and appropriate checklists. This information will be used to inform planning of appropriate learning experiences for your child on an individual basis or as part of a group.

Children's progress meetings will be held with families in term 1 (invitations will be sent home) however you are welcome at any time to speak with staff or to make an appointment to discuss your child's learning and development. If you are unable to meet staff at Kindergarten due to other commitments, please do not hesitate to call for a chat or make a mutually convenient time. Please keep us informed of any changes in your child's life that may impact on their wellbeing or learning e.g. moving house, parent separation, death or serious illness of a pet or family member. At the end of your child's final term of kindergarten you will receive a preschool *Statement of Learning* (which is sent to children's school) along with your child's learning journal.

The curriculum

Kindergarten experiences are provided that extend children's understandings and develop their capacity for being self-directed, inquisitive learners. We provide an integrated play-based curriculum in an engaging environment, relevant to the individual and group needs of the children. Each child's social, emotional, physical and intellectual growth are equally important considerations when developing the curriculum. The kindergarten curriculum is planned on the basis of:

- philosophy and theory of early childhood education (e.g. Learning through play and first-hand experience, education of the whole child)
- developmental levels of children
- cultural and linguistic background of children
- children's previous experiences, current knowledge and interests (please return the "Help us get to know your child" parent questionnaire!)

"Belonging, Being & Becoming: the Early Years Learning Framework for Australia" is used as a guideline for curriculum planning, assessment and reporting, along with the *"Indicators of Preschool Numeracy and Literacy"*.

<https://www.education.sa.gov.au/parents-and-families/curriculum-and-learning/early-years>

We intentionally teach the *Keeping Safe: Child Protection Curriculum*. Please note the importance of following up on this learning at home. <https://www.education.sa.gov.au/parents-and-families/curriculum-and-learning/early-years/keeping-safe-child-protection-curriculum-information-parents-and-carers>

Our outdoor classroom: The “Wirra” (Kurna for “bush/forest”)

We are fortunate to have a patch of remnant Stringybark forest adjoining the Kindergarten. This is accessible to the local community outside of Kindergarten hours (the community access gate is locked when we are in it). We welcome you to visit the Wirra anytime! If you are keen, there are always weeds to hand-pull. If bush-care is something you or an extended family member (eg grandparent) is interested in, please let us know!

Our website has further information about the Wirra. <https://www.aldgatekgn.sa.edu.au/about-us/the-wirra/>

HEALTH and SAFETY

Allergies/intolerances and other health conditions

Upon enrolment families need to provide the director with as much information as possible and a medical action plan if their child has a health condition, allergy or intolerance. *You will need to work with Bianca to develop a Health Support Agreement and a Safety Risk Management Plan.* The Kindergarten is an ALLERGY AWARE SITE and we ask that no nut products are brought to kindergarten, however sometimes there will be children with other allergies and a plan will be developed with the child’s family to determine if other foods will be unacceptable at Kindergarten. This will be clearly communicated to families if required. Educating your child about the importance of not sharing each other’s food is very important.

Administration of medication/creams including sunscreen, Ventolin, EpiPen, antibiotics

If you require us to administer preventative or on-going medication, a written Health Care Plan needs to be completed by your child’s doctor. Temporary/one-off medications e.g. antibiotics require you to complete the Medication Agreement form on our website <https://www.aldgatekgn.sa.edu.au/parent-information/information-booklet/> Please inform the staff of any medication your child is taking as occasionally children experience side effects which may cause drowsiness, hyperactivity, clumsiness, etc.

Injuries – first aid

Only minor injuries and illness, such as those that require simple first-aid e.g. a band-aid, icepack etc are treated by the staff. More serious injuries and illnesses will be referred to you and/or Medical Officers.

Controlling the spread of disease

Precautions against the spreading of illness are essential, so we ask that you please keep your child at home if they are unwell. Please let us know via TEXT MESSAGE if your child will be away from Kindergarten due to illness. We also need to know if your child is suffering from something more than a common cold so that we can notify other families. Visit the SA health website if your child is unwell to check the exclusion from preschool/school period. <https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/infectious+diseases/infectious+diseases>

Risk assessments

We have several risk assessments for things such as local walks, off-site walks (to the Primary School), campfires and climbing trees/school play equipment. You are welcome to view these at any time if you are interested. Risk assessments are also created for all excursions and will be attached to consent forms for your information.

PARENT INVOLVEMENT and ENGAGEMENT

Visit the Department’s website <https://www.education.sa.gov.au/parents-and-families> for a wealth of great information for parents and families, including parent involvement, volunteering, term dates, curriculum and safety and wellbeing.

Working together to enrich your child’s learning and development

We welcome you to approach us for a chat about your child’s learning and development at any time, or you can make a mutually convenient time e.g. after hours. We invite you to meet for a parent/teacher conversation towards the end of

term 1. Your child will have a Learning Journal book and private *Seesaw* online journal which will contain samples of children's work, videos and photographs of children alongside educator observations regarding children's learning and development (linked to curriculum outcomes), information for parents regarding supporting/extending children's learning at home. The Learning Journal belongs to your child and can be borrowed out for sharing with family at home as often as you like, but please keep it very safe while you have it, and return it quickly so that we can keep adding to it. **NOTE:** When children make the transition to school, the Journal is an invaluable document to share information about your child's learning and development with their new teacher.

You are encouraged to provide comments or share information regarding our documentation, to deepen our collective understanding of your child's learning. For example, if we notice your child playing a "camping" game at Kindergarten and write a page about it, perhaps you've recently been camping and can provide more information which may help us in extending your child's learning.

Seesaw: We encourage you to download the *Seesaw* app and subscribe to your child's private page, as we will post about your child's learning, as well as shared experiences that can be useful as conversation starters at the end of the day. All additions to your child's Learning Journal will also be posted to their *Seesaw* page (with parent consent). You will receive a letter with a QR code to access your child's *Seesaw* page.

Others ways to be involved...

We encourage all parents/carers/extended family to contribute and be part of the administration, management and day to day activities of the kindergarten! Family involvement is not only encouraged, it is vital in order for the kindergarten to operate effectively. Some ways you can help at Kindy are:

- tidying at end-of-sessions, end-of-term clean-up
- maintenance and repairs to equipment, working bees
- contributing your ideas or talents (e.g. craft, sewing, sport, carpentry, cooking, job "show and tell", mechanics, art)
- bringing in useful materials e.g. boxes, lids, fallen autumn leaves or gumnuts, pieces of ribbons, buttons and other "loose parts"
- help to hand pull weeds in our Wirra (remnant Stringybark forest).

The Governing Council

Aldgate Kindergarten is a locally managed site (we are separate from the Primary School). We have a parent committee known as the Governing Council, the members of which represent the kindergarten community and volunteer members are requested at the AGM held early each year. The council comprises a Chairperson, Secretary, Treasurer, a Kindergarten teacher or ECW and the Director, plus at least three other members. Meetings are held twice per term (the day is decided by the new Governing council at the start of each year) and run for approximately two hours.

The Council's responsibility is to:

- plan and authorise the use of kindergarten funds;
- arrange optional fundraising activities;
- arrange for the development and maintenance of the kindergarten;
- maintain the building, grounds and equipment;
- promote interest in the kindergarten throughout the local community.

If you are interested please speak to the Director for more information! We can also put you in touch with a current member to ask for their thoughts on their experience.

Parenting and child development support

We have a selection of interesting books and other resources available for borrowing. We encourage you to check out the parents and families section of the Department for Education website as there are some fantastic resources:

<https://www.education.sa.gov.au/parents-and-families>

We are always happy to make a time to discuss your child's learning and development. Throughout the year, we may forward emails to you regarding parenting workshops and articles that you might find useful.

Complaints and feedback

We recognise that there may be a time that you have a concern or complaint, and we encourage you to speak to us if that happens. We welcome positive or constructive feedback, so that we can improve what we are doing and work towards a solution. If you need more information about providing feedback or making a complaint, there is a link at the bottom of every page of our website.

POLICIES AND PROCEDURES

Our site policies and procedures can be found on our website. PLEASE familiarise yourself with them before your child starts kindergarten. <https://www.aldgatekgn.sa.edu.au/about-us/policies-and-reports/>

<i>Behaviour guidance policy</i>	<i>Bushfire procedure</i>	<i>Cyber safety policy</i>
<i>Emergency management plan</i>	<i>Nutrition and food policy</i>	<i>Safe sleep and rest procedure</i>
<i>Safe transportation procedure</i>	<i>Sun protection and hot weather policy</i>	<i>Sustainability policy</i>

Please visit this link for all Department for Education policies: <https://www.education.sa.gov.au/department/policies>

Thank you for taking the time to read this information. We hope that it helps to answer many of your questions, but if you are still unsure about something please don't hesitate to ask us at any time.

We look forward to a fantastic year with you and your child!

The Aldgate Kindergarten staff team