



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

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Government of South Australia
Department for Education

WELCOME!

Kurna Miyurna, ngadlu. Kurna Yarta, tampinhi. We respectfully acknowledge that Aldgate Kindergarten is on the traditional land of the Kurna people, and 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 that 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.

2023 TEAM OF EDUCATORS

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

Teacher - Hayley Schroeder (Bachelor of Early Childhood Education)

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

Frequently used Temporary Relief Teachers (TRTs) – Jen Maddern, Miriam Solano, Jaz Horseling.

STATEMENT OF PHILOSOPHY 2022

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

- explore, be challenged and take risks through an engaging, play-based learning program related to their individual interests, thoughts and ideas;
- develop their self-confidence, social skills, independence, life-skills and dispositions for learning;
- have many opportunities to imagine and pretend in order to make sense of their world;
- wonder, notice, enquire and develop strategies for testing their ideas;
- engage in creative problem solving;
- experience opportunities to slow down in order to notice and appreciate the natural world.

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

- support children to develop a strong sense of belonging and emotional wellbeing,
- develop children's independence, self-confidence and ability to self-assess risk;
- respect the diversity of children's individual development, culture and family values;
- support children's transition from home/early learning centres to preschool, and from preschool to school;
- model empathy and respect towards other people, resources and nature;
- develop children's cultural awareness, with a strong focus on Kurna culture and language;
- authentically connect children with the local native Stringybark forest, using "the Wirra" as an outdoor classroom;
- be lifelong learners, frequently reflecting on the effectiveness of our teaching practice.

Aldgate Kindergarten is co-located with the Aldgate Primary School but is a stand-alone preschool – this means that the site is managed by a preschool director and the Aldgate Kindergarten Governing Council. Children who attend the Kindergarten transition to up to ten government and non-government primary schools. We encourage you to take the time to visit 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, as well as during their transition from Kindergarten to school, to ensure that they are developing a strong sense of belonging. 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 (e.g. earlier pick-ups) while they settle in. We are always happy to organise a time to chat with you about how we can support your child's transition to Kindergarten and school.

Our team of educators are determined to continuously improve our practice and the service we provide to children and their families. We encourage you to give us feedback, or talk to us if you are worried or unsure about something. The annual Parent Opinion Survey will be emailed to you around September, but please don't feel you have to wait until then to provide feedback on anything that we could be doing better.

Our 2023 Site Improvement Plan overview will soon be on our website: <https://www.aldgatekgn.sa.edu.au/about-us/policies-and-reports/> Our 2023 improvement goal is: "To increase children's ability to engage in sustained, purposeful play and learning experiences with others". We will do this by *consistently using intentional teaching of feelings, regulation strategies and social skills*.

THINGS TO KNOW ABOUT KINDERGARTEN

We offer two separate Kindergarten groups.

A – Mondays and Tuesdays 8.30-3.30pm plus 2 Fridays per term 10.30am-3.30pm (weeks 1 & 2 terms 1 & 2)

B – Wednesdays and Thursdays 8.30-3.30pm plus 2 Fridays per term 10.30am-3.30pm (weeks 1 & 2 terms 1 & 2)

Universal Access to Preschool program: Children are entitled to 600 hours of preschool over 40 weeks. As we offer 2 x 7 hour days per week, we "bank" an hour per week. We offer the banked hours through 2 x 5 hour Friday sessions per term. **NOTE: In terms 1 and 2, both Kindergarten groups will combine for the Friday Kindergarten sessions due to small numbers of enrolments - these will be in the first two weeks of each term. In term 2, we will advise the Friday dates for terms 3 and 4 (taking into consideration the new mid-year intake children).**

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 a little 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 first year). The Kindy day can be very tiring, especially when your child first starts or towards the end of a term. Sometimes we might suggest an early pick up if we notice your child is not coping well, to make sure Kindy remains a positive experience, though we understand that this can be difficult due to your other commitments. We are mindful of the importance of balancing energetic, exciting experiences with calming rest and relaxation, to support children's ability to regulate their energy levels throughout the day.

Absences

If you need to advise of an absence due to illness, please send us an SMS or an email. You can also email us with any upcoming holiday dates. Unfortunately, we cannot offer any fee discounts if you are holidaying during term time.

Car parking and road safety

Car parks can be difficult to find - to help avoid congestion our 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). Make sure you share this information with any other people who may be picking up or dropping off your child. 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). Please pack a change of clothing (or two) with all items clearly named – we have a lost property basket for unnamed items. 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 their hat stays at Kindergarten until the end of the year when they get to take it home.

Collecting your child

If someone other than yourself will be picking up your child, please let one of the team know so that we can record this in our diary – we require your authority for anyone collecting your child (provided by you on your child's enrolment form – if you need to add a new adult, please let us know). Should an unexpected change in pick up arrangements arise, please call to let us know so that we can let your child know. If you need to collect your child much earlier than usual pick up time and we are on a spontaneous short walk, please check the sign on the front door which will notify you of our location, or can call our mobile.

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 send most of our correspondence by email and Seesaw. We add the parent/primary caregiver email addresses from 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 if you haven't received emails from us or would like to add another email address. Also, please visit our website regularly to check the calendar and revisit policies and procedures. There is also a notice board for community notices at the front entrance gate, and a link to the Adelaide Hills Service Directory is also on our website [Community services - Aldgate Kindergarten \(aldgatekqn.sa.edu.au\)](http://Community%20services%20-%20Aldgate%20Kindergarten%20(aldgatekqn.sa.edu.au).).

We welcome you to chat with us at any time to ask questions or discuss something concerning your child (if you are in a hurry at drop off and you can't catch us, please send us an email or give us a call so that we can follow up with you). If you are not going to be dropping off or collecting your child very often (e.g. if you will be using OSHC often, or other caregivers such as grandparents will be dropping off/picking up), we strongly encourage you to schedule regular catch-ups to discuss how your child is going. We are happy to chat over the phone or make a time that suits you before or after work.

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.

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 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.

Food and drinks

Please supply all snacks and lunch for your child (refer to our Food and Nutrition policy). Your child will need a healthy morning snack ("brain food"), and lunch plus afternoon snack. Please pack morning snacks and lunch/afternoon snacks separately - morning snacks need to stay in children's Kindy bags, and lunch plus afternoon snacks go into the lunch trolley on arrival. Please include a cold pack in your child's lunch box when the weather is warm (we will bring the trolley inside on warm days). You might like to invest in an insulated food container if your child likes a warm lunch.

Please provide a clearly named water bottle every day. Extra drinking water and cups are always available. No other drinks are necessary e.g. fruit boxes. Please let us know if your child is a fussy eater and you would like to discuss food/drink options. As per our policy, please do not send any nuts to kindergarten. We will let you know if there are any other foods that are not to be sent, as part of our risk assessments due to severe anaphylactic food allergies.

Fees

The Kindergarten is locally managed – this means that we receive a budget which pays for salaries and some other minor costs e.g. facilities maintenance. We rely on parental financial support (fees) to successfully maintain the kindergarten. Fees cover all excursions and incursions, maintenance costs, budget commitments (e.g. cleaning, utilities,

gardener, finance officer), and resources, equipment and materials for the children's use. 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.

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

Newsletters

Newsletters will be published and emailed approximately twice per term. If you would like a hard copy to be put in your child's notice pocket or posted to a parent, please let Bianca know.

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 and development, as well as shared learning experiences that can be useful as conversation starters with your child. Documentation added 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 in the first week of term 1 to access your child's *Seesaw* page.

Transitioning to Kindergarten

Adjusting to Kindergarten is different for each child and family. We are sensitive to these differences and respond to individual needs, and will support you in making a decision that is best for you and your child. You might choose to stay with your child initially to minimise separation anxiety, and assist with their familiarisation to the kindergarten setting. Please be clear with your child as to when and how you will leave them (e.g. stay to read one book on the couch), and communicate with staff. 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.

PARENT INVOLVEMENT and ENGAGEMENT

Please 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.

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. Our AGM will be on Monday 13th February 2023 – we encourage you to attend. Further information will be emailed to you with self-nomination forms early in term 1.

Parenting and child development support

We have a selection of interesting books and other resources available for borrowing. We also 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>

Help your child thrive socially and emotionally: learn to parent a sensitive, anxious, or reactive child in this FREE 25 minute parent training. [Free-Parent-Training – Generation Mindful \(genmindful.com\)](https://www.genmindful.com)

Throughout the year, we may forward emails to you regarding parenting workshops and articles that you might find useful.

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. A lot of this information will be communicated to you via children's Learning Journals and Seesaw. Information will be used to inform planning of appropriate learning experiences for your child, on an individual basis or as part of a group.

Formal children's progress meetings will be held with families in term 1 and term 4 (invitations will be emailed), 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. At the end of your child's final term of kindergarten you will receive a *Statement of Learning* that summarises your child's learning and development (a copy is sent to your child's school), along with your child's learning journal.

The learning programme

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 are always interested in your feedback about our learning programme. A programme overview will be posted to Seesaw fortnightly. We welcome you to let us know your questions, thoughts, and any way that you might be able to contribute your expertise or knowledge to enhance the children's learning!

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>

We use *The Zones of Regulation* framework at Kindergarten – it is a simple way to think about, talk about and take care of our feelings. We have found the Zones useful in helping children to develop their ability to self-regulate – self-regulation is also known as "self-control", "self-management", "anger control" and "impulse control". These terms all describe people's ability to adjust their level of alertness and how they display their emotions through their behaviour to attain goals in socially adaptive ways (Bronson, 2001). Some children need more adult support than others to learn to regulate their sensory needs, emotions and impulses to meet the demands of the environment, reach their goals and behave in socially appropriate ways. To successfully self-regulate, three critical neurological components need to be integrated: sensory processing, executive functioning and emotional regulation. All three of these components depend on one another. If one of these doesn't function adequately, the person's ability to self-regulate will be diminished (Leah M. Kuypers, 2011). The goals of the framework are to teach children to:

- identify feelings, energy and levels of alertness
 - know what regulation tools work and when/how to use them
 - understand the social context as it relates to regulation and goals
 - problem solve positive solutions
- ...and ultimately move towards independent regulation and well-being.

Read more about the Zones on their website: [THE ZONES OF REGULATION: A SOCIAL EMOTIONAL LEARNING PATHWAY TO REGULATION - Welcome](#) There will also be some online parent sessions available in 2023 – they are currently under development, and we will let you know all the details when we have them.

We also have a dedicated sensory regulation room adjoining the Kindergarten under our verandah, shared with the school. If we think your child might benefit from using the tools in this room to support their regulation needs, we will discuss this with you and seek your permission to give it a try. If your child already sees an Occupational Therapist and has a sensory diet, please make sure we have this information so that we can continue supporting your child while they are at Kindergarten.

Our outdoor classroom: The "Wirra" (Kaurna 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 (e.g. 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 we ask that you provide us with as much information as possible and a medical action plan if your 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. Our Nutrition and Food policy requests that no products containing nuts are sent in children's lunches and snacks however sometimes there will be children with other allergies, and a plan will be developed to determine whether other foods will be unacceptable at Kindergarten to minimise risk. Please educate your child about the importance of not sharing their food with others.

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 SMS 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 (this includes head lice). 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.

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/departments/policies>

OUR OTHER SERVICES/COMMUNITY SERVICES

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 we need your permission for OSHC staff to collect your child from Kindergarten on your behalf and walk them down to the OSHC room for their sign-in procedure (this will be added to your child's enrolment form under "Authority to collect only").

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.

CaFHS four year old health screenings

In 2023, CaFHS nurses will resume four year old health screenings at Kindergarten. You can also get this done at your GP or at a CaFHS clinic. Invitations will be sent home to children when it is their turn.

Playgroup

Playgroup is on Fridays during term time, 9:00-10:30am. In term 4, Playgroup finishes in week 4 so that we can run our transition program in weeks 5-8.

Other community services: The Adelaide Hills Services Directory is a useful website to help families locate services: <https://adelaidehills.servicesdirectory.org.au/>

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