Welcome to all families.

Parents and families are children’s first teacher.

We encourage you to be involved with your own and other children during kindergarten sessions. If you have any special skills or interests or would like to assist in any way please let staff know.
This booklet has been prepared as a way of introducing our kindergarten and ensuring that all families are familiar with the programs we run and our core values. Copies of specific policies are always available on request. We hope that both you and your child enjoy learning in our kindergarten community.

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**Philosophy**

At Surrey Downs Kindergarten & Occasional Care we aim to provide an environment that maximises all children’s individual development. We believe all children can be successful learners and should be given opportunities to develop important lifelong skills including:

- Confidence
- Resilience
- Persistence
- Organisation
- Positive relationships
- Embrace diversity and inclusivity
- Environmental awareness
- A delight for learning – engaged, inquisitive thinkers
- Physical and emotional wellbeing

By providing a play based curriculum using the Early Years Learning Framework we strive to give children the opportunity to be active & interactive, communicate, experiment, imagine, create, problem solve, role play, practice and learn together. As they explore familiar & new experiences around them in a safe and nurturing environment we aim to give them empowerment and agency over their learning. We foster opportunities for feelings of ownership, success, optimism, motivation and build on children’s prior knowledge to support, challenge and extend their learning. We respond to children in both a spontaneous and intentional way to provide an optimum level of care and education. Our educators are dedicated and committed to ongoing learning and reflective practice. We use the Reflect, Respect, Relate assessment tool to reflect on children’s level of involvement and the quality of our program and educators. We follow a process of observing, planning, implementing and evaluating that leads to rich learning outcomes. The cyclic method we follow incorporates children’s thinking, interests and prior knowledge that enables us to provide authentic learning opportunities that are linked to relevant observations.

At Surrey Downs Kindergarten and Occasional care our dynamic outdoor play spaces include natural features and invites open-ended interactions, spontaneity, risk-taking, exploration, discovery and connection with nature. We aim to foster an appreciation of the natural environment, develop environmental awareness and provide a platform for ongoing environmental education. The children are given opportunities to take an active role in caring for their environment and to contribute to a sustainable future.

Our daily routine is calm and predictable, it provides opportunities for long periods of uninterrupted play both inside and out to support time for play to develop. We promote health and wellbeing benefits through healthy eating programs, integration of music and movement and opportunities for extensive outside play to practice and master emerging physical skills while gaining physical exercise.

Building trusting and respectful relationships between the Kindergarten educators, children, their families and the community underpins all that we do and we aim to create an environment where we are partners in children’s learning. We work in conjunction with the Tea Tree Gully Partnership and are part of the Surrey Downs Community Village that is made up of a Kindergarten, Occasional Care, Child Care Centre, Family Day Care, School R-7 and a Community Centre. We share common goals for children in our area and we incorporate the values of Surrey Downs Primary School ‘Valuing success and maximising potential’. We work together with the community to achieve our vision ‘To build a larger community education service where families feel valued and children achieve success in all areas of their learning.’
Kindergarten Session Times

Kindergarten

<table>
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<tr>
<th>Session Times</th>
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<tbody>
<tr>
<td>Wednesday 9.00- 3.00 p.m.</td>
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<td>Thursday 9.00- 3.00 p.m.</td>
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<tr>
<td>Friday 9.00-3.00 p.m. (In term 3&amp;4 if the government fund universal access)</td>
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Children are permitted to attend 12 hours per week for up to 4 consecutive terms prior to their entry to school. The government may provide Universal Access which will then give children 15 hours per week. Children born between from the 1st May to Dec will start the following January along with children born between January and 30th April.

All children now begin school at the beginning of the year—January. This means that most children begin Kindy in January, at the start of each year. Some children are eligible to attend Kindergarten for longer than 1 year, under special circumstances such as special needs, English as a second language, children under Guardianship of the Minister and Aboriginal Children.

If you believe your child may qualify for extra time at Kindy, please feel free to discuss this with the Director.

**Free Lunch Care is offered for the full day session on Wednesday and Thursday.** Children are required to bring their own healthy lunch.

**Pre Entry**

Will be negotiated in term 4 of each year, according to funding and staffing.

**Playgroup**

**Monday—(children under 3 yrs) 9:30-11:00 during school terms**

We have a volunteer who runs the playgroup and provides a relaxed and fun session for children and parents. Playgroup is a great place to meet other parents. $3/family per week, plus Playgroup SA membership which covers insurance etc....... 

**Everyone welcome!**
Occasional Care

Occasional Care is funded by Commonwealth Government and available for children 3 months until attending preschool, and is located at Surrey Downs Community Centre, opposite the Kindergarten.

We have 2 trained Child Care Professionals who run sessions. All families, not using other Education / Care services, are welcome to use the service.

There may be emergency places available on the day if a child is not able to attend, so please call and check on the day if you need care.

To book Occasional Care Sessions please call Sue and Debbie on (08) 82893077.

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<thead>
<tr>
<th></th>
<th>Morning Session</th>
<th>Afternoon Session</th>
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<tr>
<td>Tuesday</td>
<td>9.00-11.45am</td>
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<tr>
<td>Wednesday</td>
<td>9.00-11.45am 12.30-3.15pm</td>
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<tr>
<td>Thursday</td>
<td>9.00-11.45am 12.30-3.15pm</td>
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Cost is $5 per child/session, or $1.50 per child/session for concession card holder.

What to bring

- A named bag for carrying belongings, which can be hung on hooks near Kindergarten entrance.
- A legionnaires hat with the kindy logo will be provided for your child as part of your fees and will be left at kindy.
- Healthy Snack—fruit or vegetable only. A separate lunch box so children are not tempted to eat their lunch if it is all in one container. Lunch is placed in the fridge or containers by the front door.
- A named water bottle.
- A change of clothes to be kept in your child’s Kindergarten bag—This is handy if children get wet or have an accident. We have some spare clothes but they may not be the right size.

Please Note

We ask that children do not bring their own toys to kindergarten. There is always a risk that they may be lost or damaged which causes distress to your child, your family and staff.
What to wear

Please dress your child in play clothes.

We encourage a ‘hands on’ approach to play which is at times messy and we don’t want children to not participate for fear their clothes will get dirty.

Make sure your child is able to remove clothing when they go to the toilet as some clothing can be difficult to manage in a hurry which can cause unnecessary distress for your child.

Shoes with support such as sneakers or sandals are great. Please do not send your child in thongs or ‘slip-ons’ as they can be inappropriate for activities such as climbing, balancing, running etc. Gumboots in winter are a good idea.

Refer to the centre’s Sun and Hot Weather policy and wet weather policy for other clothing requirements.

Fees

Kindergarten fees are set by the Governing Council and are reviewed regularly.

All families will be invoiced for Kindergarten fees each term.

Occasional Care fees are set by Commonwealth Government and need to be paid on day of use.

- Sessional Preschool: $100.00 per term (15 hours per week)
- Pre-Entry: $50.00
- Playgroup: $3 per family + once off payment for Playgroup SA membership
- Occasional Care: $2-$6.00 per child per session

We have a policy that no child will miss out on Kindergarten due to financial hardship, please feel free to discuss any issues regarding fees/payment in complete confidence with the Director.

Payments may either be made by

1) placing the correct money in the envelopes found on top of the red money box which is on the kitchen divider bench. Write details such as child’s name, amount and what the item payment is for on the envelope and place it in the locked red money box. A receipt will be placed in your child’s pocket.

2) online as per invoice instructions.
Curriculum

We currently use the National curriculum—Early Years Learning Framework (EYLF) Belonging Being & Becoming—as a basis for planning, assessment and reporting to families.

Our current main foci are Literacy, Outdoor Learning Environment, Social Skills and Healthy Eating. DECD and the Surrey Downs Kindergarten have a strong commitment towards providing a safe learning environment that supports both physical and psychological health and well-being.

Our assessment of children’s learning is based on information gathered from parents, caregivers, other professionals, formal assessments, work samples and observations. This information on each child forms the basis of our planning of learning experiences and the teaching strategies we use. Our programming is done on a fortnightly basis and is flexible as we use the current needs and interests of the children.

Our current programme is on display for families near the parent notice board at all times.

Reporting to Families

Each child will have a pocket inside the main entrance door. Please check your pocket regularly, as this is how we communicate with all families, as well as by email.

**Formal Assessment** Once in the child’s kindy year Staff will offer a parent-teacher interview, to chat about your child’s Learning Plan and to discuss how we can best support your child in their learning at Kindy.

Each child has a Folder, in which is placed stories and samples of their learning, relating to EYLF Outcomes. Please look at this any time you are in Kindy. After your child’s final term he/she will be able to take this home.

If at any other time you wish to talk about your child’s progress please make a time to chat with staff.

In your child’s 4th term, staff write a ‘Statement of Learning’ for your child to take onto school. This is also sent home.

If at any time you have queries or wish to share information please speak to Michelle or Kathy at Kindy or Sue and Deb at Occasional Care.
Governing Council

The Governing Council, in partnership with staff, are responsible for the effective management of our centre, including policy making, financial management decisions, fundraising, OHS&W facilities/maintenance, and curriculum issues. Being a committee member is extremely worthwhile. It not only gives you a better insight into your child’s kindergarten, but allows you to have a voice in the centre’s decision making. The committee generally meets twice per term.

(Meeting times are flexible & negotiated by the needs of the parent members each term.)

PLEASE CONSIDER JOINING!

We are a Department for Education & Child Development (DECD) site. During the February of each year, at our Annual General Meeting (AGM), a Governing Council (parent committee) consisting of parent and staff representatives is formed.

Volunteers

The Kindergarten’s main source of income are from the Department for Education & Child Development (DECD) funds raised by families of children attending and term fees that are set by families attending the Annual General Meeting of the Governing Council.

Financial Management of the Kindergarten is the responsibility of the Kindergarten Governing Council and our Finance Officer.

We rely on parent volunteers to support the kindergarten, and to provide the very best opportunity for all children attending the Kindy.

Please feel free to offer any skills or time you have to assist at the Kindy, it is always welcomed and appreciated.

All volunteers working with children now require a DECD Relevant History Screening which can be organised through the kindy and is current for 3 years so it can also be used when your children goes to school.

Additional Needs

The Department for Education & Child Development (DECD) provides special services through our District Office.

Services available include Speech Therapy, Hearing Impaired Services, Behaviour Management, Special Education, access to a psychologist and referral to other agencies.

If you feel your child needs access to any of these services please see the Director.
Daily Routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9am</td>
<td>Children arrive</td>
</tr>
<tr>
<td>9.30-10.30</td>
<td>Snack Time (outside on mat)</td>
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<tr>
<td>10.30-11.30</td>
<td>Inside/outside play</td>
</tr>
<tr>
<td>11.30am</td>
<td>Tidyup time</td>
</tr>
<tr>
<td>11.50am</td>
<td>Whole group time/Literacy time</td>
</tr>
<tr>
<td>12.30-1.00pm</td>
<td>Lunch Time</td>
</tr>
<tr>
<td>1.00-1.15pm</td>
<td>Relaxation Time (Reading, watch video, read books, listening to relaxation tracks etc)</td>
</tr>
<tr>
<td>1.15pm</td>
<td>Inside / Outside play</td>
</tr>
<tr>
<td>2.30-2.45</td>
<td>Pack up</td>
</tr>
<tr>
<td>2.45pm</td>
<td>group time (song / story)</td>
</tr>
<tr>
<td>3.00pm</td>
<td>Say Goodbye</td>
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School Transition Visits

When you choose a school for your child it is a good idea to enrol them so that they are in the enrolment figures early and teachers can be allocated accordingly. This ensures that you have a place and that staffing levels will be able to cater for your child when you decide which school best suit the needs of your child and family.

TRANSITION TO SCHOOL:
Transition programs are arranged directly with you, through the school that you have chosen. We have up-to-date information about Surrey Downs R-7 School which you are welcome to take.

Children from our centre feed into many public and private schools including the following...

Surrey Downs R-7 School    www.surreydr7.sa.edu.au
Fairview Park Primary School www.fairviewc7.sa.edu.au
Kings Baptist Grammar School www.kingsbaptist.sa.edu.au
St David’s Parish School   www.stdavids.adl.catholic.edu.au
Golden Grove Lutheran Primary School www.goldengrove.sa.edu.au
Torrens Valley Christian School www.tvcs.sa.edu.au
Pedare Christian College   www.pedarecc.sa.edu.au
Trinity College            www.trinity.sa.edu.au

Child Care

As Kindy is next door to Surrey Downs Child Care Centre, staff from both centres walk children to and fro. If you need care for your child at the beginning and end of sessions this may be the answer. Ask staff for more details.
Health and Safety

Every child’s health and well-being is important to us!

Healthy eating – please refer to the kindergarten Food and Drink policy.

Healthy eating is encouraged and we ask that you do not send “sometimes foods” (i.e. lollies, chips, chocolates) as snacks. Healthier options are fruit, cheese, yoghurt….etc.

From time to time we may have children attending with allergies. We will always notify you if it affects the nature of foods brought from home. Children may only eat their own food they have bought from home.

Illnesses and Absences:

Please let us know if your child is going to be absent from kindergarten, whether for sickness, holidays or family reasons. We are guided by the Australian Health Commission guidelines when children have contagious illnesses. We can then let other parents know that there has been an infection (no names) at kindergarten.

If your child has a coloured nasal discharge, fever or has had VOMITING AND/OR DIARRHOEA IN THE LAST 48 HOURS PLEASE DO NOT SEND THEM. If in doubt, please see your doctor, pharmacist or talk with us.

Medication while at the centre:

We cannot legally administer any medication without your own & your doctor’s written consent. A copy of our medication policy, including a medication release form is included in our enrolment package. A medical action plan is also required for those children who have chronic illnesses/conditions such as asthma, epilepsy, food allergies etc.

Please note that we cannot administer any non-prescription medication such as Panadol, cough elixirs etc.

Sun and Hot Weather Safety:

Our Sun Protection and Hot weather policy states that we need to wear hats outside from Sept. 1st to April 30th and when UV rating is over 3. However, children may certainly wear their hats on all days. Hats will be provided or your child can bring their own providing it is broad brimmed or legionnaire style. All children need to wear clothing that provides sun protection all year round ie; clothing must cover shoulders.

Please apply sunscreen to your child before attending. Staff will reapply your child’s sunscreen at lunchtime – from Sept. 1st to April 30th.
Surrey Downs Kindergarten and Occasional Care

Information for families

Staff

Director
Michelle Slatter
Teacher
Kathy Flavel
ECWs
Tanya Lowes
Occasional Care Worker
Sue Willavoys
Debbie King
Preschool Support Workers
Louise Virgo
Kirsty Makris

Borrowing Library

We have Literacy / Numeracy and Active Learning Kits designed to promote literacy learning and family active fun time at home.

You may borrow kits or books for up to 1 week. We have them available especially for families to use with their children.

We also have active play kits and parenting books to borrow.

Please fill out book with child’s name and literacy kit or activity kit number and when returning remember to write the date and to cross off your name.

Thanks.

Lost Property

Please remember to name all your child’s property so that belongings can be returned if misplaced.

Any un-named clothing or other items left at Kindy will be placed into the red lost property box, near the Kindergarten entrance.

Please check regularly for your child’s property, as anything unclaimed in the box at the end of term will be given to charity.