



Robe Soldiers Memorial Kindergarten  
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**Government of South Australia**  
Department of Education and  
Children's Services

## Parent Information (Reviewed 22/8/18) Please keep this for future reference.

### Staff:

Director: Sally Smith

Relief Teacher: Kate Foreman

Early Childhood Workers: Sandra Ludwig and Georgie Sneath

### Sessions:

Wednesday 8:30 – 3:00

Thursday 8:30 – 3:00

Fridays 8:45 – 12:45 (odd weeks of term only)

### Fees:

Fees are \$90 per term. Please let us know if you are having trouble paying them and we will happily negotiate a payment schedule with you. Fees are due on the Thursday of Week 5 in every term. You will be invoiced via your child's information pocket. You are also able to pay your fees for the year in advance via cheque, cash or directly into the kindergarten bank account.

### What to pack:

- A hat between August the 1<sup>st</sup> and April the 30<sup>th</sup> – it must be a broad brimmed, bucket or legionnaire's cap – red kindy hats are available – please check with staff.
- A healthy lunch box as described below.
- Spare clothes, just in case!

### NB:

- Please label everything with your child's name – staff can provide permanent markers.
- Please apply sunscreen at home before coming to kindergarten.
- It is a good idea not to send special toys or valuables as they may get lost, broken or 'borrowed'. If your child wishes to bring these, please see staff and they can be kept safely in the office.
- Please do not send your child in thongs as this is a safety issue. Comfortable clothing that is not precious is preferable. We actively learn through play at our kindy and so dirt, paint, stains and mud are highly likely!!
- Please follow our sun smart policy when dressing your child – shoulders must be covered.

**Curriculum:** We use the Early Years Learning Framework for Australia as our curriculum guide. Children are seen as capable and competent learners and we endeavour to provide an emergent play – based

curriculum following and planning from children's interests. Real life learning and the natural environment are a key focus. The surrounding community is seen as a learning resource and we welcome any suggestions for learning experiences from parents. Educators work with children to follow and extend their interests and learning and we reflect and plan fortnightly for children on an individual and small group basis.

**Food Requirements:** We actively promote healthy eating in our centre. Please provide fruit or vegetables for morning snack time and a healthy lunch. You can supply extra healthy snacks for morning and afternoon tea. Please follow the Right Bite Guidelines displayed on the parent noticeboard and included in your information pack. You are welcome to place your child's lunchbox in the kindergarten fridge on hot days. Under the National Quality Standards we are obliged to monitor children's lunch boxes. Items that do not meet the Right Bite Criteria will be kept for eating till last or at home. Please also read the Nutrition Policy provided in your enrolment pack.

Please note we are a NUT AWARE kindergarten – increasingly we are enrolling children who are allergic to nuts and we ask you to consider this when packing children's lunchboxes.

**Drinks:** water in a bottle only (we also supply cups and bottled water)

**Attendance** - We actively encourage regular attendance as we believe that children need to maximise attendance at preschool to gain optimum benefit. Please sign your child in each day and ensure that we know who will be picking them up. It is preferable that you call that morning or let a staff member know in advance if your child will not be attending kindergarten. Please also ensure that we have up to date information about contact numbers for both parents and emergency contact people. Endeavour to arrive at kindergarten on time as it really helps the children to settle into the learning program for that day. Please call us if you are going to be late picking children up or if there is a change of pick up person and ensure that you sign your child out at the end of the day.

**Excursion policy:** We acknowledge the importance of excursions to enhance children's learning and development. Therefore we may organise and participate in excursions. We will notify parents well in advance of the date, destination, times and transport. Each parent will be given a consent form for their participating child. Parents may be asked to help with excursions throughout the year.

### **Procedure**

- A checklist will be used to note the return of consent forms.
- Excursions will be developmentally and age appropriate to the children.
- A Risk Management Assessment will be carried out before the excursion by the Director and staff.
- Parents and volunteers are welcome to participate in excursions.
- Supervision should be arranged on a basis of at least one adult to each five children, or more adults depending on the type of excursion. A roll call will be carried out to account for children on leaving the centre, on arrival at destination, leaving the destination and on return to centre
- Water for drinking, consent forms, mobile phone and the First Aid kit will be taken.

- Excursions scheduled for days of extreme fire danger will be cancelled if they include travel outside the town limits (60km zone)

**Smoke Free Policy:** Smoking is not permitted in the kindergarten grounds or on the school oval. State Government Laws prohibit smoking within 15 metres of a children's playground.

**Allergies or Medical Conditions:** It is vital that staff are notified of any child's allergies and the appropriate treatment, along with a written health care plan from the doctor. If your child develops an allergy or any other form of medical condition while at kindergarten please let us know immediately. We can provide you with a health care plan proforma for the doctor to fill in.

### Other Services

- **Library:** Children are welcome to borrow books and literacy kits from our library. Please record the book title on your child's borrowing sheet and mark it off when returned.
- **Child Care:** Robe's Child Care on Wheels Service (CCOWS) also operates from this site on Mondays, Tuesdays and even week Fridays (in the kindy room) and Wednesday and Thursday and odd week Fridays (RSL Hall). Please contact the Director, Robyn Paterson at the Robe District Council for enrolments and further information – Phone: 87682003
- **Playgroup** – We are connected to and support the Robe Community Playgroup. This runs at our kindergarten fortnightly on Fridays from 10 – 11:30. Alternate Fridays are at different venues around the town and are advertised on the 'Robe Little Ones' Facebook page. Dates for playgroup are always promoted through the Robe District Council's monthly newsletter.
- **Continuity of Learning** - We have a transition program that runs for children in 4<sup>th</sup> term. This is organised in conjunction with Robe Primary School and you will receive a transition information pamphlet when your child is involved. We also have regular contact throughout the year with the Junior Primary class through visits/special events both at school and kindergarten. If you have any questions or queries about the transition to school you can contact the school on 87682168 and ask to speak with the Reception Teacher.
- **Roster:** The lunch and laundry roster will be displayed sign in sheet. Please fill in the sheet at the beginning of each term. It is expected that all families will help out with this to keep our cleaning and laundry costs down.
- **Governing Council:** The Governing Council is formed at an AGM in March. Parents of children currently enrolled and other interested parents are eligible and very welcome to join the Governing Council. We hold meetings twice a term at the kindergarten. All parents are welcome to attend Governing Council at any stage during the year.
- **Special Education Services:** Special Education Services such as Speech Pathology are available for children who have additional needs. Please don't hesitate to discuss your child's needs with Sally. We can also help you to refer your child to Community Health or Child and Youth Health to support your child's learning. Early entry and extension of time at kindergarten are may be negotiated with the director for children and families with special needs.
- **Communication:** Each child has a pocket on the wall by the store room door. Notes, newsletters and receipts are placed in these pockets. Please check them every day. Newsletters are usually sent out

three times a term. These contain lots of information about our curriculum, program, diary dates and Governing Council news. **Staff are available for brief discussions and queries at the beginning and end of sessions, however if you would like an extended time to talk please arrange an interview with Sally. We enjoy sharing information with families and are happy to organise interviews at any time during their enrolment at our kindergarten.**

- **Reporting Children's Progress:**
  - *Profile books* are developed for each child. They contain information about the curriculum, observation notes, photos and work samples. This builds a picture of your child's learning and development during their time at kindergarten. You are welcome to look at your child's folder at any time – please see a staff member.
  - *Interviews* can be arranged at any time to discuss your child's progress. Please speak to Sally.
  - *Summative Reports* will be written for your child as they finish kindergarten and will be passed on to the school with parental permission.
- **Parent Participation: We love having parents staying and joining in with our learning** – please feel free to stay as long as you like in the mornings or come early in the afternoons if you want to join in. If you have any particular skills talents or cultural background you would like to share with the children please let us know. We always welcome parents on our excursions and local walks. Even if you don't an extra pair of hands to help with learning is always welcome!!!!!!!

We are really looking forward to an enjoyable year ahead, learning with your child and interacting with your family.