

Chandlers Hill Kindergarten Information

Phone: 8381 7493

Address: 2 Education Road Happy Valley S.A. 5159 (directly opposite Happy Valley PS)

Email: dl.3615.leaders@schools.sa.edu.au

Director: Rachel Douglass

Teachers: Sandy Kidsley and Helen Miller

Early childhood Workers: Tania Paterson & Rachael Bridgman

Preschool Support: Anna Wong & Anna Burton

Kindergarten hours

Monday-Friday 9am-3pm

Group 1 attends - Monday, Wednesday and alternate Fridays

Group 2 attends – Tuesday, Thursday and alternate Fridays

Kindergarten Fees

Kindy fees are billed at the beginning of each term at a cost of \$170 per term. Fees may be paid by cash or cheque to the kindy although direct internet transfer into our bank account is preferred. Our bank details are:

Chandlers Hill Kindergarten

BSB 105 186

Account 021993740

Your child's name MUST be the reference detail on the payment so we may receipt correctly and allocate the payment to your child.

Cash deposits CANNOT be deposited at the bank as the reference detail is not entered by the bank and we will not be able to allocate the payment to your child.

Out of Kindy Care

Staff will bring children to kindy and pick them up again from kindy. The options are available:

Happy Valley Out of School Hours Care – Monday-Friday 7am until 6:15pm and vacation care during the school holidays (Child Care Benefit and Child Care Rebate both available). Please contact Sarah Duffy (Director) 8322 2411 or email sarah.Duffy483@schools.sa.edu.au

Stepping Stones CCC – Tuesday & Thursday ONLY 6:30am-6:30pm (Child Care Benefit and Child Care Rebate both available). Please contact Darlene (Director) 8321 9400.







We strive to develop and maintain strong positive relationships with all of our children, their families and our local community. We provide a warm, welcoming and nurturing environment that is aesthetically pleasing, inviting and stimulating.

We believe in setting realistic, age appropriate expectations for all of our children, whilst still looking to challenge them to further develop their skills and abilities. Children's interests and opinions are central to our curriculum.

We use the Early Years Learning Framework to form the basis for our curriculum (Belonging, Being and Becoming). We believe in encouraging self-help skills, education through play, providing a positive educational environment, encouraging children to actively engage, explore, discover, wonder, imagine and inquire. Numeracy and literacy is a strong focus.

We believe in a good transition program between home to kindy, kindy to child care and kindy to school, we achieve this by good communication both verbally and written and keeping people informed and up-to-date.

We believe that children learn best when parents are involved in their educational program. We encourage parental input into our program, individual learning plans developed between teachers and parents for extending their own child's learning, having special days and events at kindy for parents and extended family to be involved in.

We believe that play is a child's work and that learning occurs during developmentally appropriate child-centred activities. Children acquire knowledge through the active exploration of their environment. It is the teacher's responsibility to provide a learning-enriched environment, which provides stimulating experiences. The teacher acts as a facilitator - encouraging, promoting and reinforcing children's attempts, questions, skill development and discovery.

Through inclusion we together gain a greater understanding and acceptance of each other- both our similarities and differences – whilst building wonderful values. We believe that each child is unique. Our kindergarten program provides an inclusive setting that recognises children's varied abilities, interests, needs and learning styles and we support these differences. Diversity is valued and celebrated.



At Chandlers Hill Kindergarten we are:

- Encouraging and challenging children to reach their full potential
- Teaching children to value and respect themselves and others.
- Fostering children's sense of curiosity, experimentation, wonder and exploration.
- Celebrating children's achievements and promoting new challenges.





Parental Involvement



Governing

Council

We recognise and value, that parents are children's first and most influential teachers. We strongly encourage, support and appreciate parental involvement. Families are the basis of our community and your involvement has direct benefits to your child's future education. There are many ways that you can be involved including collecting resources such as off-cuts of wood for wood work, boxes for making, craft material, assist with cooking, gardening, attending excursions, sharing a special skill etc.

- We invite you to join our team in sharing your child's time at kindergarten! We believe that it is a vital part of your child's development to have open communication between home and kindergarten.
- We welcome your comments, participation, and involvement in the kindy.
- We invite you to assist us with programming for your child starting with the parent information sheet sent home in your introduction pack.
- We invite you to be a parent helper through our washing roster.
- We invite you to participate in the governance of the kindergarten by joining our Governing Council. Governing Council roles are renewed each year. We ask you to consider taking on a role during your child's time at kindy.
- Not available for Governing Council? We invite you to share your thoughts and ideas for our kindy grounds and programme by either talking to staff or discussing with our Governing Council members.

OUR CURRENT OFFICE BEARERS ARE:

Chairperson: Emily Wilkins

Vice Chairperson: Tahnee Eldridge

Secretary: Anna Burton

Treasurer: Tania Paterson

Councillors: Claire Hutchings, Keryn Carter, Alyce Andrew, Yvette Nicholas, Felicia Howie

The Governing Council consists of volunteer parents and local community representatives, who collaborate with staff to manage the preschool. Their role is to assist in decision making, financial management, fundraising, maintenance and implementing policies and new initiatives. It is an opportunity to find out about the kindergarten programme and what happens behind the scenes. Meetings are twice a term, usually in weeks 3 and 7. This year they are being conducted on a Thursday at 9:15am.





What to bring to Kindy?



- A backpack or bag
- A piece of fresh fruit/vegetable for both morning and afternoon fruit time
- Lunch see tips for a kindy friendly lunchbox and please include an ice-pack in the warmer months
- A hat legionnaires as per sun smart policy
- A spare set of labelled clothing including socks and underwear
- A water bottle (no cordial please)
- Appropriate footwear
- Sunscreen (applied in the morning)
- Please make sure everything is labelled clearly including all clothing and shoes

Shoes: at kindy we ask you to send our children in shoes which are sturdy when worn for climbing and running, but are easy to take on and off e.g. Sneakers that have stretch, Velcro sandals.

Uniform

We do not have a compulsory uniform but we do sell kindy hats and t-shirts. Both come in Royal blue or red with Chandlers Hill Kindergarten logo. Hats are legionnaires and cost \$10 each and t-shirts are \$15 each. The hats are adjustable and the t-shirts come in size 4 or 6. Please see staff if you are interested.













Bushfire Action Plan



While Chandlers Hill Kindergarten has an emergency and bushfire response plan for our site it is important that we are all prepared for a bushfire emergency.

Chandlers Hill Kindergarten has a 'low-risk' bushfire rating.

This means that on days of forecast catastrophic fire danger rating, our site will remain open.

Our phone number is 8381 7493

If this number is engaged during an emergency, contact the DECD Parent Bushfire Information Hotline on 1800 000 279

Parent and Family Checklist

- Ensure the kindy has updated phone numbers
- Develop your families Bushfire Survival Plan and let us know how this will affect your child's attendance
- Download the AlertSA app if you use a smart phone
- Ensure we have other emergency authority to collect people if needed
- Read all of the bushfire information provided to you
- Talk with your children about what will happen if a bushfire occurs when they are at kindy

'Catastrophic' fire danger days

'Catastrophic' fire danger days occur when conditions are the worst for a bush or grass fire. If a fire starts and takes hold on a 'catastrophic' day, it will be extremely difficult to control.

Find out about site closures

DECD is working towards school closures appearing on the Alerts SA website and mobile app. By downloading the Alert SA app to your mobile device you will be able to obtain real-time information and warnings.

If a bushfire approaches us

The safety of children in our care is our highest priority if a bushfire approaches our site. Our kindy is the safest place for staff and children to be in this situation

Evacuation is our last option unless advised otherwise by emergency services.

We will ensure our kindy is as safe as possible by:

- Moving everybody inside, close windows and turn off the air conditioning.
- Filling all available containers with water
- Turning on all sprinklers and irrigation systems if it is safe and time permits
- Remaining inside with the children until the main fire front passes
- Listen to local radio or monitor the CFS or AlertSA website for bushfire updates and information
- Liaise with DECD Security, Bushfire and Emergency Team Management Team and the CFS to stay informed about changing conditions.
- Please do not come to the kindergarten to pick your children up until it is safe to do so (this includes
 yourselves being safe, don't drive through fire affected areas).
- Your children will be looked after until you can get to us. Do not take children back to fire affected areas.



Medication Guidelines

If you require staff to administer mediation to your child you must have a letter or Health Care Plan from your doctors stating your child's full name, frequency of dosage and size of dosage. A permission note from parents reiterating the above information is also required.

***Medication cannot be administered without a signed, stamped form or note from your child's doctor. ***

Administering staff will communicate name, dosage and time of administering with parents. It is also written up on an appropriate form as our own record.

If your child is taking regular or permanent medication (such as epi-pen or asthma medication) we require a Health Care Plan completely filled out and signed by your child's doctor (please collect correct form to be filled out from staff). Staff will support children and administer medication in accordance with the plan.

If your child has a health care form for regular/permanent medication they must bring their medication daily or it must be left here – they will be unable to attend kindy if they do not have their medication due to their own safety and our duty of care.

Medication and permissions must be given to staff at the beginning of each session and not left in children's bags. It is parent's/caregivers responsibility to ensure it is collected at the end of the day.







Assessment and Reporting

Assessment and reporting are the basis of our curriculum. It helps us to determine learning activities for children, monitor and collect evidence of learning and allows us to focus on children's individual needs.

Staff at Chandlers Hill Kindergarten use the DECD policies and strategic directions, the Early Years Learning Framework and the numeracy and literacy charts, to plan, assess, and report on children's learning.

Assessment at Chandlers Hill Kindergarten Involves:

- Observations and Anecdotal notations
- Observations using the RRR scales
- Learning stories
- Dated and annotated work samples
- Video observations
- Interviews
- Checklists
- Photos
- Specific screenings conducted by support staff

Reporting at Chandlers Hill Kindergarten involves:

- Individual learning plans (in terms 1 and 3) that are sent home with families.
- Six month reflections (at the end of term 2) that is sent home with families.
- Statement of Learning at the end of term 4 (this is sent home and is shared with your child's school).
- Learning folder
- Learning stories
- Interviews as required

Families are the first educators of children. At Chandlers Hill Kindergarten we encourage family involvement and the input to the education of each child.







Sun Smart Guidelines

Our guidelines help to reduce the possibility of heat stress and skin damage caused by the sun.

At Chandlers Hill Kindergarten we:

- Re-apply sunscreen at lunchtime.
- Children may be exempt from using kindy sunscreen by parents' wishes if they child has skin sensitivity or is allergic however parents then need to supply the kindy with sunscreen to be used exclusively on their child.
- Schedule outdoor learning activities in the shade wherever possible.
- Provide children refills of water and encourage drinking throughout the day.
- When children don't have a hat, we have spare hats available and this will be our first option.
- Role model wearing hats whenever staff are outside.

Parents please:

- Supply a broad brimmed or legionnaire hat for your child to wear, all year round. They will need to wear it whenever the UV index is 3 or above.
- Dress your child in appropriate clothing that provides greater sun protection.
- Provide your child with a named drink bottle containing water each day.

A copy of our Sun Smart Policy is available upon request or alternatively can be accessed via our website.







Hot Weather Procedure

The following procedure is set out to ensure the health and safety of staff and children at our kindy.

Our kindergarten is well air-conditioned and remains at a comfortable temperature on hot days. We also have many ceiling fans throughout the kindergarten which ensure a good flow of air. Once the outside temperature reaches 36 degrees Celsius the director will make the decision whether to keep children inside. This also applies during other extreme weather conditions e.g. dust storms/wind, thunder and lightning etc.

Children will be encouraged to use available areas of shade for outdoor play and will be kept indoors during the hottest part of the day.

The availability of shade and UV radiation levels will be considered when planning excursions and outdoor activities via the Bureau of Meteorology, Cancer Council SA website or the Sun Smart app.

In extenuating circumstances if the temperature inside becomes extremely uncomfortable (due to an air conditioner malfunction or during extended power outages) parents will be called to collect their children. Any excursions or outings will be cancelled and where possible rescheduled. On hot days' children are encouraged to regularly drink water. At Chandlers Hill Kindergarten we have a Sun Smart policy that compliments this procedure.

For accurate record keeping, parents are asked to notify the kindergarten if they choose to keep their children home due to the weather.









Delivery and collection of children

Children must only be released to authorised nominees indicated on your child's enrolment form (this includes HVPS Out of School Care and Stepping Stones CCC staff). People collecting your child must carry a driver's license or other photographic identification in case they are asked to present it. Please let staff know of changes to collection in person or by phone. Please keep your contact details and nominated collection list up to date. We have a diary in the kindy foyer to fill in with the full name of the person that will be collecting your child at the end of the day - if it is not yourself or an ongoing arrangement.



Grievances/complaints

Education and quality care are vital to your child's success. Chandlers Hill Kindergarten is committed to delivering high quality education and care. Working with you to resolve any concerns or complaints is a key part of how we will deliver on this commitment.

Raising a concern or complaint

We recognise that sometimes things go wrong and you may feel that your expectations are not being met. If you have an unresolved issue or a complaint, please raise it. It is important to work together, talk, listen and find solutions so we can improve our services to the community.

The first step in working through a complaint is to talk to your child's teacher (if it is a classroom concern), and then the director if you are still not happy. If it is a kindy-wide concern, then start with the director. Below are some simple steps to keep in mind if you have a complaint:

- 1. Talk to the relevant staff member involved.
- 2. See the Kindergarten Director.
- 3. If the problem is still not resolved to your satisfaction, contact your local regional office of the Department for Education and Child Development Phone 8207 3700
- 4. Contact the Parent Complaint Unit hotline 1800 677 435

While this policy aims to help you raise concerns, keep in mind that we also welcome your positive feedback and compliments.

We all want the best outcome for you and your child.



Birthdays

We encourage healthy alternatives to birthday cakes at kindy. We believe that each Birthday should be special and celebrated. This is why we present each birthday child with a special certificate and birthday sticker and as a group we all sing Happy Birthday. The Birthday child gets to decide what sort of claps they would like and then get to share what they have done or are going to do for their birthday. They may also show a special present they received for their birthday to the group.



Behaviour Code

At Chandlers Hill Kindergarten we believe that everyone has the right to feel safe all of the time (staff and children). We accept that children feel angry, frustrated, and upset sometimes and we encourage children to express their emotional appropriately. We believe that behaviour changes quickly when we handle it in a positive manner. Staff and parents need to share the responsibility to be fair and consistent, to create a safe and secure environment and to model appropriate behaviours.

We encourage positive behaviours. The behaviours that we encourage are:

- Sharing and turn taking
- Taking responsibility for ourselves and our belongings
- Playing safely
- Being respectful of others and property that does not belong to us

The behaviours considered inappropriate at our kindergarten are those that hurt or could hurt others (children, adults or the environment) or themselves physically, emotionally, mentally or socially.

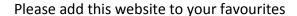
A copy of our behaviour code is available upon request or alternatively can be accessed via our website.



Communication at Kindy

Our updated website can be used as a one stop shop for parents/caregivers. You can find the following information on here:

- Term dates
- Link to UV rating and CFS fire rating
- An updated bushfire plan
- An updated parent guideline booklet
- A 'getting ready for kindy' document
- Tips for a kindy friendly lunchbox
- Current and past newsletters
- Current context statement
- Current policies and procedures
- A gallery of our kindergarten



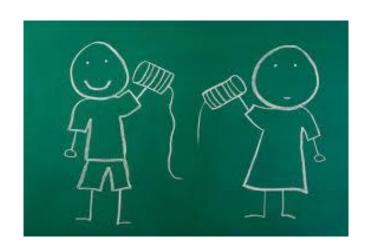


www.chandlerkgn.sa.edu.au

There will at times still be excursion notes placed in your child's communication pocket or special invitations. We always welcome feedback and verbal communication.

We believe that a successful time at kindy requires team work and communication between families and our kindy. As a result, you are welcome to ring me at any time to discuss any concerns you may have.

Our kindy phone number is 8381 7493





Other Services available at our Kindergarten

Speech Pathologist

The DECD speech pathologist can be accessed once your child begins sessional kindy and is referred by the director. If you have any concerns about your child's speech or language development, please see staff.



CAFHS

A CAFHS nurse visits our kindergarten twice a year to offer a free health check for Preschool children. This check is very important as it looks for some of the health and developmental problems that may cause difficulties with growing, developing and learning. It differs from a 4-year-old assessment at the doctors as it includes a sight and hearing test. A note will be sent home advising that these health checks are coming up and then you can contact our kindy to make an appointment.



Lift the Lip

Once a year we invite staff from SA Dental Service to attend our kindergarten and screen children's teeth. This involves lifting your child's top tip to look at the top front teeth only. If tooth decay is found early, its progress may be stopped. We will send a consent form home for you to sign if you wish to have your child's teeth looked at. They will provide referral slips to the school dentist for follow up if they have any concerns (the SA Dental service is completely free for all toddlers and pre-schoolers).





Getting Ready for Kindy

A healthy lifestyle begins early

Sleep

A good night's sleep is very important for young children to be successful at kindy. Every child should have 10 to 12 hours of sleep per night which is the recommended time needed for 4 year olds. We offer quiet time after lunch for about 15 minutes but children do not have the opportunity for an afternoon sleep. We encourage you to utilise non-kindy days for this, and as your child gets closer to school – work towards cutting these out. You could compensate with earlier dinner time and bedtime.

Healthy eating

A healthy breakfast and a healthy lunch are very important. It is hard to concentrate on anything else when you are hungry. If you are packing your child's lunch, choose foods that are filling and provide energy but at the same time can be eaten in a short amount of time. We try to eat a fresh piece of fruit/vegetable every day at about 10:30am and again in the afternoon about 2:15pm You can start now eating fruit/vegetable at this time, discussing what is fruit and encouraging less "snacking" and more routine meal times.



Eating at a table/on a mat

At kindy mealtimes (fruit time and lunchtime) we eat on a mat or at a table. As each child finishes they are encouraged to stay at the table/mat until the majority of children are finished. If your child is use to eating away from the table/on a mat, it is a good time to work on this. Eating with the family at dinner time will give your child a good chance to talk with you about his/her day. You also will want your child in the habit of sitting at the table until he/she is finished with the meal. Lunch time at kindy is often a short period of time and your child needs to be in the practice of eating a meal without getting up to run around during the meal time.





Self-help skills

Dressing themselves

Your child will be more confident if they can put on a jacket, pull up, zip or button pants, put on shoes, and other basic skills in dressing themselves during the kindy day. Be sure to choose shoes that your child can be relaxed in and take on/off all by themselves. Velcro shoes or stretchy shoes are good as they are able to manage them by themselves.



Food containers

It is important to provide containers and drink bottles that your child is able to manage. Please check if your child is able to open them effectively before sending them.



Taking care of belongings

Start early teaching your child how to put things away when they have finished playing with them at home. Remind your child to put lids back on textas, pencils back into containers, and to put the lid back on glue sticks. Give your child opportunity to use these items and practice taking care of their supplies at home so they will be prepared to take care of them at kindy.

Back Packs

Help your child select a back pack that is big enough to fit in their lunch box, drink bottle, hat, jumper and spare clothes. Ensure it is not so large that the child can't carry it easily to and from the car or on your travel back home. Sit down with your child every day after kindy and go through the backpack to see what is coming home and talk about what might need to be coming home.



Toileting

Encourage your child to wipe their own bottom after going to the toilet. Generally, kindy teachers are not in the practice of wiping bottoms (we will talk the children through it if required). It is in your children's best interest to take care of his or her own hygiene while at kindy.

Make sure your child is also in the habit of washing hands after going to the toilet as well. And for boys...More encouragement to use the toilet rather than a bush or a tree.



The occasional accident may occur. In these moments we talk your child through the process of changing themselves – providing help when needed depending on your child's ability and the amount of soiling.

If your child has regular accidents or is not yet toilet trained, you will need to have a DECD continence care plan filled out by your child's doctor as per DECD regulations. Please see staff to collect suitable forms.

Sunscreen

We supply sunscreen to children and aid its application; However, we encourage children to do as much of this as possible. We place a blob on their forehead, cheeks and arms and ask children to rub it in. Your support with this at home is greatly appreciated.





Developmental Readiness

Emotional Readiness

If your child hasn't spent much time away from you, heading off to Kindergarten is going to be a big step.

If possible, start smaller by taking your child to spend a fun day at trusted relatives or friends houses so your child will be more confident and less anxious when you are leaving and while you are not there. Playgroup and Occasional care are also good options.

Social Readiness

Give your child lots of opportunities to spend time with other children his or her same age.

Don't be in a big rush to interfere with every "normal childhood" conflict that arises. Your child needs plenty of practice at developing his or her own skills in making new friends, getting along with others, working through disappointments and conflicts, cooperating, taking turns, and discovering how to be a good friend.

If your child is struggling to positively work through some of these social skills on his or her own, sit down at home and give some healthy tips and encouragement.

Physical Readiness

Give your child opportunities to develop both fine motor and large motor skills through play and creative experiences.

Give your child ample opportunity to develop fine motor skills through activities that include cutting, gluing, painting, drawing, folding, tearing, and use of those small motor skills.

Give your child ample opportunity to play outdoors, toss and catch a ball, run, march, jump, climb and other large motor development type activities.









Cognitive Readiness

Your child will be learning much throughout their kindergarten year but you can participate at home through some of the following ways...

- **Read, Read.** Reading with and to your child will help your child as they begin their path to mastering literacy, language and more.
- **Decision making.** Give your child lots of opportunities that will foster their ability to make good decisions and choices. Sometimes a "not-so-good decision" under your watchful eye can lead to an opportunity to learn and make better choices in the future.
- **Ask your child open ended questions.** These are questions that promote critical thinking and require more than a yes or no answer or a one-word response.
- Play car games: Fun games such as eye spy build 'pre-reading' skills (phonological awareness).



Self-regulation is having the ability to know when a certain behaviour or action needs to be changed. Help your child develop the skills to regulate or monitor or recognise when their own behaviour and actions need to be stopped, changed or toned down a bit.

For example, a child who can recognise when the play is getting too rough or the laughter too loud can then make good decisions to adjust that behaviour or action will be on the path towards positive self-regulation.



Empathy

Encourage, model, and teach your child to care about other children and people as well as the things in their world like pets, plants, and the things that belong to others.

Developing a sense of empathy is an important part of early development and you want your child to have a sense of caring and concern so that he or she will grow up to value the well-being of others as well as self.





Chandlers Hill Kindergarten Routine

Morning	
9:00	Arrive/Welcome – Indoor activities
9:15	Inside/Outside learning
9:45	Clear mat area for group time
9:50	Large group time
10:05	Small group time
10:25	Wash hands and fruit time
10:40	Indoor/Outdoor learning
11:20	Pack up time
11:30	Large group time
11:45	Wash hands for lunch
12:15	Quiet time/DVD story
Afternoon	
12:30	Indoor learning activities
12:50	Indoor/outdoor learning
1:50	Large group time
2:05	Wash hands for fruit time
2:15	Indoor/outdoor learning
2:30	Pack up time indoors/outdoors
2:45	Large group time
3:00	Home time

^{*}Our group times are very flexible and interchangeable. We use the children's attention as a guide as to how long group times will go for. Our first few weeks are dedicated to learning group time routine, expectations and getting to know each other. *





Attendance and kindy

An extract from the DECD Attendance improvement package

The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in education programs.

It is crucial that children and students develop habits of regular attendance at an early age, even from the time they are enrolled at kindy. Children and students who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations. These learners may:

- Be socially isolated
- Place themselves at risk of harm during times of absence
- Be more likely to be involved in socially unacceptable and/or illegal activities

Benefits of regular attendance for children

- Getting the maximum benefit from kindy and school will optimise your child's life choices.
- Attending kindy regularly will develop skills and attitudes that will help your child to be successful in later life. These include self-discipline, punctuality, being organised, learning routines.
- Regular attendance leads to an increased likelihood of being successful at school.
- Attending regularly leads to making friends and learning to maintain relationships over a length of time.
- Your child will learn social skills necessary to live and work successfully with others.
- Having a good attendance record, sets a good standard for your child.
- Attending kindy provides opportunities for socialising with your friends.
- The more your child attends, the more they learn and this probably means that they will like kindy more.

Benefits of regular child attendance for parents/caregivers

- By encouraging regular attendance, you will know that you have positively influenced your child's education.
- You will know that your child is safe at kindy and not at risk anywhere else.
- You will have peace of mind in knowing that children who attend kindy regularly are less likely to break the law and go to jail in later life.
- You will enjoy more structured family routines
- Your child is more likely to finish year 12 and have broader opportunities.