Welcome to Penneshaw Kindergarten
Parent Handbook
2011/2012

To engage, to teach, to inspire, to learn.

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Welcome to Penneshaw Kindergarten.
We look forward to providing a safe, secure, happy and stimulating environment for your child and family.

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Penneshaw Childcare
Kangaroo Island Children's Services operates an accredited childcare service at the Penneshaw Kindergarten Site. This service offers high quality childcare for children between the ages of 6 months and 10 years during the term Mondays 8am—6pm, Wednesday 8am—6pm, Thursday afternoon 12noon—6pm and Fridays 8am—6pm and 8am-6pm every day during the school holidays. For more information phone: 08 8553 2436.

Kindergarten children booked into childcare on Thursday afternoons can go home on the bus so long as an authorised adult can collect them, sign them out and take them to meet the bus.
**Transition to School**

To support a smooth transition from Kindergarten to school, Kangaroo Island Community Education have developed a Transition Policy. Children attending Tuesday afternoon sessions will have weekly visits to the library and interactions with the R/1 class. During the term before a child commences school they will have additional time at school to become familiar with the school environment, learn some of the classroom and school routines and get to know their teacher. A timetable of the visits will be given to parents the term prior to commencing the transition program.

Children are able to enrol at Kangaroo Island Community Education—Penneshaw Campus at the beginning of the term after they have turned five years old.

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**Staff**

**Kristie Werner**
Director/teacher
Appointed Penneshaw Kindergarten Director in 2008. 14 years experience in childcare. Interests: art, op shopping, restoring old furniture.

**Deb Butler**
Early Childhood Worker (ECW)
ECW at Penneshaw Kindergarten since 2005. Interests: nature, veggie gardening, family, beach, bush walking

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**Parking**

Please use the car park next to Tourism KI when dropping your child at Kindergarten. The car park between the Kindy and School is for staff only.
**Our Vision**

To engage, to teach, to inspire, to learn.

To engage children through play, in a safe, secure and supported interactive learning environment.

To teach knowledge, skills and dispositions for an ever changing world.

To Inspire all to respect and celebrate the uniqueness of themselves, each other and our environment.

To learn together through building strong relationships and valuing community partnerships.

**Management**

The Penneshaw Kindergarten is managed by a Governing Council consisting of parents, staff and local community representatives. The Governing Council aims to implement the policies and philosophies of the centre, to be mutually supportive, to manage funds, fundraise, oversee programming and to maintain equipment, buildings and the grounds.

The Governing Council meets twice each term. All parents are welcome to attend Governing Council meetings and indeed become a member of the Council.

**Health and Medication**

Penneshaw Kindergarten aims to provide a safe and hygienic environment for children and staff. Unwell children should not be brought to kindergarten as we do not have the facilities to care for them. If your child becomes unwell during kindergarten you will be contacted and asked to collect your child.

Please notify staff if your child has an infectious illness. An exclusion period outlined by the National Health and Research Council will apply.

If your child has a medical condition you will be required to complete a Health Support Plan, in consultation with your child’s doctor.

Medication will only be administered to children if a Medication Plan is provided by a health professional and complies with the conditions outlined in our Medication Policy in this pack.
**Child Protection**

The Department of Education and Children's Services has developed a Child Protection Curriculum that must be taught to all preschool aged children. The Curriculum helps children learn to recognise abuse and develop ways of protecting themselves from abuse. Parents will be informed, via the communication book, on what topics the children are learning about.

As the needs and care of children is paramount, all staff at Penneshaw Kindergarten are mandated notifiers and are obligated to report any suspicion of child abuse.

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**Enrolment**

From term 3 2011, the Penneshaw Kindergarten will be funded to deliver more hours of preschool per child under the Universal Access to Early Childhood Education Initiative.

As a 'Rural Preschool', we will offer children 600 hours of preschool over 6 terms, prior to their commencement of school. We will continue to offer pre-entry, one session per week for children aged 3 ½ prior to their commencement of funded preschool.

**Penneshaw Kindergarten will operate for 4 sessions per week:**

- 8:45am - 12:00 Tuesday
- 12:00-3:00pm Tuesday
- 8:45am - 12:00 Thursday
- 12:00-3:00pm Thursday

**Children will be eligible to attend the following number of sessions:**

- **3 ¼ years of age** 1 session for 1 term - Thursday 8:45am - 12:00pm Pre-entry
- **3 ½ years of age** 2 sessions for 2 terms - sessions of attendance negotiable eg 2 ½ days or 1 full day
- **4 years of age** 4 sessions for 4 terms - 8:45am - 3:00pm Tuesday and Thursday
Fees

Fees are payable to the kindergarten at the beginning of each term. The Governing Council has set the fees at $1.50 per session.

$15.00 per term for children attending one session.
$30.00 per term for children attending two sessions.
$60.00 per term for children attending four sessions.

Fees will be revised annually by the Governing Council.

What to wear and bring?

Children learn at Kindergarten by being actively involved in a wide range of experiences such as painting, sand and water play, cooking and gardening. It can get rather messy. Please make sure your child is wearing comfortable and practical clothing, including footwear, so they can be fully involved and not be worried about getting dirty. Clothing also needs to comply with our Sunsmart Policy (eg no singlets or shoestring straps). Children’s names on clothing and footwear would also be appreciated.

Behaviour Management

Penneshaw Kindergarten uses positive approaches to behaviour management. The Kindergarten children are involved in developing rules that aim to encourage children to:

- Respect each other and their environment
- Talk to solve problems
- Listen to each other
- Play safely
- Take turns and share
- Follow routines

For more information refer to our Behaviour Management Policy in the enrolment pack.

Bus Travel

Bus travel to and from Kindergarten needs to be discussed with, and approved by the Penneshaw Head of Campus.
Sun Smart Policy

Our Sun Smart Policy aims to protect children from harmful ultra-violet rays of the sun.

- Please apply sunscreen to your child before arriving at kindergarten. Staff will supply and reapply SPF 30+ broad spectrum sunscreen if children are outside for extended periods during high UV times (unless otherwise indicated on the enrolment form).
- Please supply a broad brimmed or legionnaires style hat, without a chin strap, for your child to wear at Kindergarten all year round.
- Dress your child in shoulder covering clothing.

For more information refer to Sun Smart Policy in this pack.

For each session please bring in your child’s bag:
- A broad brim or legionnaires hat without a chin strap
- A full change of clothes
- Communication book
- Snacks and lunch (refer to Nutrition Policy)
- Drink bottle with water

Children who attend kindy on Tuesday afternoons will visit the library. Please provide a library bag for the safe transportation of library books between the library and home.

If children bring toys from home it is at their own risk. Staff are not responsible for lost or broken toys. Toys brought from home will be shared or kept in your child’s bag.
Program

At Penneshaw Kindergarten we aim to provide an active learning environment and vibrant play-based program that caters for the needs and interests of each child. We record and celebrate children’s learning through written observations, photos, work samples and learning stories. Penneshaw Kindergarten uses the National Early Years Learning Framework—‘Belonging, Being and Becoming’ and the DECS Reflect, Respect Relate document to guide us in supporting children’s learning.

Our learning outcomes are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

Parent involvement is always welcome in our program. Involvement can come in all shapes and sizes. Here are just a few suggestion of ways you could be part of the Penneshaw Kindergarten:
- Demonstrate a skill you have for the children eg.

Food and Nutrition

Penneshaw Kindergarten is committed to promoting good food and health for young children to support optimal growth and development. Our Food and Nutrition Policy aims to:

- Encourage parents to provide a healthy, nutritious and varied food for children in adequate quantities
- Provide a positive, safe, eating environment for children at Kindergarten.
- Teach children about food and health through the curriculum

Penneshaw Kindergarten is a NUT FREE centre!

Please inform Kindergarten staff if your child has any special dietary needs.

Foods high in sugar and salt such as chips, lollies, chocolate and chocolate coated bars, cordial and soft drinks are not to be included in lunchboxes.

Raw carrot, apple pieces, celery sticks, nuts, corn chips and popcorn are not permitted for children under 4 years due to the risk of choking.

Due to allergies, lunchbox food is not shared at Kindergarten. (refer to policy in pack for details)
journey. Please return these books at the beginning of each term so they can be further developed.

**Parent teacher interview** will be offered throughout your child's time at Kindergarten and can be requested by parents at anytime.

**Parent Visits** - parents are always welcome to visit and participate in the Penneshaw Kindergarten program.

Information about our service can be accessed **Via our Website** - www.penneshawpre.sa.edu.au. The director can also be contacted via email. kindy.director@penneshawpre.sa.edu.au

Please refer to our Grievance Procedure Policy in your enrolment pack if you have any concerns or complaints.

**Community Resources**

Our centre has resources available for parents/community members to borrow in the 'Family Information Hub'.

- **sewing, painting, cooking, playing a musical instrument**
- Share a book with a small group of children
- Cover new books
- Be a member of the Governing Council
- Label new equipment
- Share some cultural knowledge with the children
- Sewing
- participate in working bees
- help out with fundraising
- Others?

The Department of Education and Children's Services has a range of Support Services that can be accessed for children attending kindergarten such as Speech Pathology, Hearing Impairment, Psychology and Disabilities Support. With parental permission, children can be referred to these services for assessment. Information from these support services is used to program and support children's needs. If you have concerns about your child please speak with the director. Likewise, if staff feel your child would benefit from a referral to a Support Service, this will be discussed with you.

Penneshaw Kindergarten also works closely with Child and Youth Health who offer free child health checks at 4 year and 3 months.
Kindergarten Routine

Our daily routine promotes independence and aims to give children a balance of child initiated and teacher initiated experiences. Below is a rough guide to our daily routine. It is, however, flexible to enable us to meet the needs of the group and individual children.

Tuesday and Thursday Morning Session

8:45am Kindergarten Begins—Children put their lunchboxes in the box, drinks on the trolley and sign in.
Indoor/outdoor experiences
9:30am Group time—songs, discussions, stories, activity etc
10:00am Morning Tea followed by indoor/outdoor child initiated experiences
11:40am Group time
12:00 Kindergarten Session finishes

Tuesday and Thursday Afternoon Session

12:00 lunch
2:00pm (Tues) library visit—children can borrow 2 books each week. Books must be returned before children can re borrow.
1:30pm indoor/outdoor experiences
2:40pm (Tues) Activities with the Reception year 1 class (R1). Alternate venues between R1 class room and the Kindy.
3:00pm Kindy ends

Communication with Parents

Open and ongoing communication with parents is a high priority at Penneshaw Kindergarten and essential for the provision of a quality service. We aim to achieve this by:
Providing a Communication book to serve as a link between the kindy and home. Notes will be regularly sent home in the communication book to inform families about what is happening at our centre.
Sharing Books contain work samples, learning stories and photos. They are sent home at the end of each term as a way of sharing your child's learning