VALLEY VIEW KINDERGARTEN

Building Foundations for Life Long Learning

Centre Information

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All Enquiries Welcome:
Geoffrey Avenue
Valley View, SA 5093

Phone: 8261 8201 Fax: 8266 6019
E-mail: dl.2677.leaders@schools.sa.edu.au
WELCOME
With pride and pleasure, we welcome your child and family to Valley View Kindergarten. We look forward to working with you to make your child’s time at Kindergarten challenging, exciting and fun!
Together we will plan for your child’s individual interests, needs and abilities. We will provide a safe, stimulating environment where children have the opportunity to develop a positive self-concept of themselves as a learner and life skills essential to participate fully in society, now and in the future.
Please feel free to talk to any of the staff if you have questions, queries or comments about your child and/or what is happening at Kindergarten!

A COMMITMENT TO QUALITY LEARNING

OUR VISION
Building foundations for life long learning

OUR MISSION
To work in partnership with families, the community and other service providers to ensure that children develop the life dispositions and competencies necessary to be active participants in our ever-changing society.

OUR CORE BUSINESS
The provision of quality education and care in a safe, welcoming environment, facilitating optimum development for every child.

CURRICULUM
Play is an important aspect of learning for young children, and planning for play is the central component of our curriculum, founded on the Early Years Learning Framework.

REPORTING
Educators develop individual children’s portfolios to communicate to each family the curriculum, the value of play and the learning outcomes of the experiences their child engages in.
Families are provided with a Transition Report as they move to school.

LEARNING IS THE HEART OF EVERYTHING WE DO.

CENTRE PROGRAMS

Kindergarten
Children are entitled to access four terms of preschool in the year before they start school as follows:
- If a child turns four years of age before May 1, they may start preschool in Term 1 in that year
- If a child turns four years of age on or after 1st May, they are eligible to start preschool in Term 1 of the following year
Children can access up to 15 hours of kindergarten a week

Session Times
Mon / Wed 8.30 am - 3.15 pm
Alternate Fridays (odd weeks) 8.30 am - 11.30 am
or
Tues / Thurs 8.30 am - 3.15 pm
Alternate Fridays (even weeks) 8.30 am - 11.30 am

Farewell at the end of the day is flexible to support families with school pickup. Formal farewells from group commence at 2.45pm

Cost: $120.00 per term
Including sunscreen and Valley View Kindergarten T-shirt (one per year)
(additional T-shirts able to be ordered)

Speech and Language Program
The Speech and Language Program is offered to 7 children who have been identified with a severe speech and/or language disorder.
Placement is allocated through a State wide application process.
The program is managed and supported by a speech pathologist and a teacher who has specific skills in working with children with a communication disorder.
The program is integrated with kindergarten on Mon / Wed and alternate Fridays

Early Entry / Pre-entry
Will only be offered if the centre has the capacity to do so.

Familiarisation Visits
Familiarisation visits in Term 4, for children commencing kindergarten at the beginning of the following year, as part of the Same Day Start initiative, will be negotiated with families on enrolment.

Preschool Support
Is provided to children who meet Department of Education and Child Development criteria to access additional support with their learning.

Bilingual Support
Is provided by DECD to children with English as their second language when resources permit

Health Screenings
Child and Youth Health provide a screening each term for children
STAFF

Director: Leeanne Muirhead
Teachers: Angie Fox
Tricia Lill
Relief Teacher: Bev Watkins
Early Childhood Workers:
Dianna Marateo
Helen Windus
Sonia Hallworth
Tamara Boxall
Kristen Scrimshaw
Julie Connel
Speech Pathologist: Gianna Parente
Speech and Language Program Teacher:
Kerry Hoskin 0.5
Bev Watkins 0.1
Preschool Support Workers:
Tamara Boxall
Sonia Hallworth
Wendy Goodman

DAILY ROUTINE

8.15 am Staff on duty, set up of inside and outside areas
8.30 - 9.15am Children arrive - sharing time with children and their families
Children engage in self chosen learning experiences, both inside and outside on the verandah
9.30 am Group Time – discussion, story and related ‘Electroboard’
language / literacy / numeracy activities
9.50 am Snack time, in groups
10.00 am Intentional teaching time - educators take small groups and
work with individual children; children engage in self chosen
learning experiences, both inside and outside
11.45 am Group Time – songs / music / movement
12.00 pm Sunscreen applied / Lunch time, in groups
12.30 pm Group Time - relaxation activities / ‘Electroboard’ activities
language / literacy / numeracy games
12.45 pm Intentional teaching time - educators take small groups and
work with individual children; children engage in self chosen
learning experiences, both inside and outside; Snack - children
can eat their afternoon snack any time
during this period, at the snack table
2.30 pm Children help to pack up all areas of the kindergarten
2.45 pm Group Time – group games / songs / ‘Electroboard’ activities
language / literacy / numeracy games
2.45 - 3.15 pm Rolling Goodbyes - Farewells commence at 2.45 pm for
families who need to pick up older children from school
Staff say goodbye to children before they leave the mat
3.15 pm Staff pack up / prepare for the next day / phone calls /
meetings etc

WHAT YOUR CHILD WILL NEED

Kindi bag
A ‘bag tag’ will be provided for you to put
on your child’s bag. It
has your child’s name
on one side and a
schedule of what they
need to put in their
bag each day on the
other.

Water Bottle
Children will need a named
water bottle everyday,
to be kept in their bags.
Water only please.

Hat Policy - All year

‘No Hat, No Play Outside’
Children need a hat to
play outside. No hat –
play inside or on the
veranda

Lunch box
Children need a small named lunch box with
an easy to open lid to store their food for
lunch (to be placed in the kindergarten
fridge) and another to store their snacks for
morning and afternoon snack times (to be
kept in their bag). Children eat their own food.

Spare clothes
A set of spare clothes in their bag please

Sunscreen
If you forget to put
sunscreen on your child,
we have some in the
kitchen - please apply
before you leave.
Sunscreen will be
re-applied at lunch time.

Shoes
Children’s shoes
must be named to avoid going
home with another child. Things are
not appropriate at kindergarten - they
are a safety issue on the climbing
equipment

FOR KINDERGARTEN FAMILIES - WHERE TO FIND:

Sign in Chart
Located on the cabinet on the
verandah. Please sign your
child in and out each day.

Lost Property Box
We have a lost property box which is
kept on the verandah near the sign in
chart. Please check it regularly. Any
items left at the end of term will be
donated to charity

Notice Pockets
These are located to the
right as you come inside
the main door. Please
check on a regular basis.

Fees Box
The fees box is on the wall
next to the ‘Electroboard’.
All money in a named
envelope please

Children’s Portfolios
You are welcome to
look at your child’s
portfolios at any time -
a way of sharing their
engagement in the
curriculum

Sign Out Chart
Please write on the sign in / sign out
chart if anyone other than yourself is
picking up your child
CHILDREN'S SAFETY & HEALTH .....  

**Security of Children**  
Each time you come to Kindergarten we ask that you come inside with your child. **Please do not drop children off at the gate.**  
In general children are brought and collected by their parents / care givers. When this is not the case, please use the daily sign in / sign out sheet located on the cabinet on the verandah, to record alternative arrangements for that day. Staff are unable to let children go with anyone other than designated persons without written permission.  
Children will not be released in the care of a minor (someone under 16 years) without parents written consent.  

**Absence from Kindergarten**  
If your child is unwell please keep them home. If your child contracts something contagious, please let us know so we can inform other Kindergarten families of symptoms etc.  
If your child has a chronic illness, specific health needs (asthma etc.) or allergies please see a staff member as your child will need a Health Care Plan prior to commencement at kindergarten.  

**Emergency Plans**  
The Kindergarten has an emergency evacuation procedure. The procedure is displayed around the Kindergarten and practiced each term. The children learn that if they hear a whistle blowing, they have to stop what they are doing and go to the staff member blowing the whistle.  

**Medication Policy**  
Staff are not permitted to administer any medication without a signed Health Support Plan from a medical practitioner.  
All medications brought to the kindergarten must be in the original bottle / container / packet and have an administering sticker. Medication must not be out of date.  
Parents are responsible for the maintenance of a current Health Support Plan and for the maintenance and cleaning of any equipment brought into the Kindergarten.  

**Site Behaviour Code**  
An important outcome of our program is that each child will develop as a happy, responsible and confident individual who can work with others as a member of a group. To develop these skills staff actively involve children in discussions about the Kindergarten ‘rules’, reinforce these with the use of visual cards and support them to understand the consequences of their actions. The full Site Behaviour Code Policy is included in the Enrolment Package.  

**WANT TO HELP ...**  

**Toilet Rolls / Tissues**  
To assist with costs, we ask families to donate a pack of toilet rolls or box of tissues each term. This saves the kindergarten so many $$s year.  

**You are welcome to stay**  
You are welcome to stay and assist the children, prepare materials, help with cooking, cover books or take jobs home.  

**Laundry Roster**  
Once a year we will ask families to take home kindergarten washing. You will be advised via a note in your notice pocket.  

**End of Term Clean Up**  
Please lend a hand if you can and put your name by a job at the end of the term or take some equipment home to wash.  

**GOVERNING COUNCIL**  
The Kindergarten is managed jointly by the staff and the Governing Council - a committee made up of elected parents / caregivers and interested persons. The Governing Council is formed at our Annual General Meeting, held in February each year. The Council is representative of the community and works collaboratively with the staff to ensure continuous improvement - priority planning, resources and facilities management, to meet the needs of the children and families, within DECD Guidelines. The Governing Council arranges social and fundraising events to provide the funds necessary to keep the Kindergarten operating smoothly and provide resources for your children. It is also a great way of meeting people, making new friends and having a say in how the Kindergarten is run. Please see a member of staff or a council member if you are interested.  

**PUBLIC SCHOOL TERM DATES**  

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
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<tr>
<td>2015</td>
<td>27th January - 10th April</td>
<td>27th April - 3rd July</td>
<td>20th July - 25th September</td>
<td>12th October - 11th December</td>
</tr>
<tr>
<td>2016</td>
<td>1st February - 15th April</td>
<td>2nd May - 8th July</td>
<td>25th July - 30th September</td>
<td>17th October - 16th December</td>
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**Transition to School**  
Letters from the school are sent home informing families of school visits for their child in their last term of kindergarten.  
Staff try, when possible, to support children in the process. Please inform us of your child’s transition dates.
LITERACY AT HOME ..

Library Borrowing / Literacy Packs

Children are welcome to borrow a book or literacy pack from the literacy rack located inside the kindergarten.

The packs with a book are located on the top rung and the Literacy Packs are located on the middle and bottom rungs.

Literacy packs contain a book with questions and/or a related activity.

Only one book or literacy pack may be borrowed at a time.

Books and Literacy packs can be borrowed for a week at a time.

To Borrow:

Please find your child’s name in the card file box located on the small white table inside the main entrance (alphabetically by first name) and fill out the date, book/literacy pack title and literacy pack number.

To Return:

Please find your child’s name in the card file box and fill out the date in the returned column.

If a literacy pack requires any activity refills or a book becomes damaged, please let a staff member know.

Please place returns in the box at the bottom of the Literacy trolley.

DID YOU KNOW..

At Valley View Kindergarten, we promote sustainability and encourage children to become more connected with and responsible for their environment.

“Everything that we need for our survival and well-being depends on our natural environment. Sustainability is important to making sure that we have and will continue to have, the water, materials and resources to protect human health and our environment.” UCZ ECO Resource Kit 2013, web version

Promoting sustainable education and practice in the home and at kindergarten is critical to developing children’s understanding about the importance of our world and a sense of responsibility in relation to the impact we have on it.

Our journey has been gradual, establishing a garden, setting up a worm farm, installing a rain water tank, learning to turn the tap off when we rub the soap off, using recycled materials and working towards reducing waste.

How can you help?

- Provide lunch and snacks in containers e.g. ‘Nude Food’
These keep children’s food fresh and do not require any wrapping with glad wrap

- Collect boxes, lids, ice-cream/yoghurt/fruiche containers, lunch wrap rolls, corks, shells, lace etc for collage

- Recycle to kindly old saucepans, containers, PVC pipe etc.

CONCERNS, ISSUES, GRIEVANCES

A good relationship between the Kindergarten and the community is important for children’s and adult’s well being. We believe that all members of the preschool community have the right to have issues of concern or complaint addressed and resolved. In order to do this we use what are known as grievance procedures which are a way of resolving problems. We try to resolve our problems by being clear about what we feel and what we want to happen for children, staff and families.

Step one: Approach a staff member about the concern/issue, and make an appropriate time to meet if necessary

Step two: At the meeting, raise all your concerns in a calm way, listen to the other person and work toward reaching a positive outcome.

Step three: If the steps have been followed and you feel the issue is still not resolved you may choose to take your concerns to the Governing Council or the Educational Director, based at the DECD Para Hills Office, phone number— 8314 4025.
We assure you that every possible precaution is taken through a range of regular audits to eliminate hazards or situations that may cause injury/accident to your child. If in the event that your child does sustain an injury, the following outlines the procedures that will be undertaken.

We place the Injury/Accident Reports in the notice pockets, so please check your child's notice pocket every day when you pick up, as you are required to sign the register upon receipt of a notification.

First Aid - Treat the Child:

- Serious - call the Emergency services, Educator with Applied First Aid to treat the child until the emergency service arrives. Phone the family as soon as practical, provide them with the information in a calm and reassuring manner.
- Minor - tend to the child's injuries and reassure the child. Phone the family if the child is unduly stressed.

Record the accident, injury, trauma or illness:

Step 1 : 'Accident' book. Enter detailed information in the book located in the folder.

Step 2 : 'Accidents, Injury, Trauma and Illness Summary Register'. Enter summary details on the register in readiness for the family to sign.

Step 3 : Complete relevant form to be provided to the family

- Serious - 'Incident, Injury, Trauma and Illness Record 1':
  - requires medical attention
  - may require medical attention
  - serious trauma etc.
  - fill out Form 1 located in this folder and copy for site and family
  - and ED155, to be entered on IRMS (Incident Management Reporting System)

- Minor - 'Incident, Injury, Trauma and Illness Record 2':
  - will need the family to pick up the child eg vomiting
  - does not require medical attention, trip, fall, graze; hit; mild asthma
  - (and complete Asthma Log); unwell; sensory issues etc.
  - fill out - located in the back of the accident book.

Step 4: Notify the Family:

- Serious - ASAP
- Minor - Needs a common sense approach. Use above process
- Family Responsibility:
  - If child is e.g, vomiting, diarrhoea, high temperature, head lice, asthma attack or severe cold symptoms - phone family to pick up ASAP
  - If the child can resume play - notice in pocket and family seek an Educator to access and sign the Register when they pick up.

CARPARK REMINDERS - FOR EVERYONE'S SAFETY

Please use entry and exits as marked. We have had several 'Near Misses' reported due to some drivers coming into the car park via the 'No Entry' driveway.

Please keep the front of the building between the signs clear of cars - this is for emergency vehicles and Disabled Parking.
Valley View Kindergarten
Healthy and Safe Food Guidelines

The Department of Education and Child Development launched the ‘Right Bite’ guide* to ban junk food in all schools and kindergartens and promote healthy eating and educating children about the benefits of a healthy diet and exercise.

Under the “Right Bite” Healthy Food Supply and Nutrition Policy of Valley View Kindergarten (provided in your Enrolment Pack) some foods can be provided at special occasions such as family lunches, teas and fetes.

We request that families follow our Healthy and Safe Food Policy and Guidelines for the safety of the children at Valley View Kindergarten and so that the children will grow up with a sound knowledge of good nutrition and diet. To support this we ask families to send nutritious snacks and lunches to kindergarten with their children for the following reasons:

😊 Research informs us that for the long-term health and well being of children, it is vital that they eat healthy food from birth.
😊 To provide children with important vitamins and minerals.
😊 To encourage a taste for healthy foods and promote healthy eating habits.

Notes will be placed in the children’s lunchboxes to remind families about their agreement to provide healthy food. Furthermore, as stated in our policy, to reduce food contamination, we do not reheat food.

<table>
<thead>
<tr>
<th>Fresh fruit</th>
<th>Cheese</th>
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<tbody>
<tr>
<td>Dried</td>
<td>Sandwiches (healthy fillings)</td>
</tr>
<tr>
<td>Biscuits</td>
<td></td>
</tr>
<tr>
<td>Dried Fruit</td>
<td>Water</td>
</tr>
<tr>
<td>Fresh vegetables</td>
<td>(hard vegetables cut in thin sticks)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nuts and/or products containing nuts</th>
<th>Eggs and/or products containing eggs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cakes, sweets, sweet muffins, sweet biscuits, Muesli bars, rice bars</td>
<td>Yoghurt tubes or containers, custard - foods requiring refrigeration</td>
</tr>
<tr>
<td>Cordial, fruit drinks</td>
<td>Potato chips, (high in salt)</td>
</tr>
<tr>
<td>Roll ups, fruit bars</td>
<td>Chocolate</td>
</tr>
</tbody>
</table>

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WE ARE A NUT FREE / EGG FREE KINDERGARTEN
FOR THE SAFETY OF CHILDREN ON SPECIAL DIETS FOR HEALTH REASONS.

Some children have severe allergies to foods which can cause life threatening reactions (anaphylaxis) from the smell, touch or ingestion of food products. The most common are nut and egg allergies. No nut or egg products are to be provided by families. Such products would include Peanut Paste, Nutella, Muesli bars, biscuits, cakes, etc.

**DRINKS**

Water Only. Please DO NOT send fruit juice or cordial that are high in sugar and when spilt attract ants. Children require a named water bottle. Water is always available from the Kindergarten.

**FOOD GUIDELINES FOR SPECIAL OCCASIONS (ie. SHARED LUNCHES, PARTY DAYS and COOKING)**

We would like food provided on special occasions to be predominantly healthy food choices. We want children to learn that if we have regular healthy eating habits, the occasional treat is OK.

We appreciate your co-operation and support in implementing this policy throughout the whole kindergarten.

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Approved at Governing Council Meeting 17/10/14
LOCAL SCHOOLS

Children from Valley View Kindergarten access a wide range of schools over the North Eastern area. In 2016 our children will transition to the following schools:

Ingle Farm East Junior Primary School  
8 Halidon Road, Ingle Farm SA 5098  
Phone: 8264 5166

Cedar College  
Fosters Road, Northfield SA 5085  
Phone: 8261 3377

Modbury West School  
450 – 474 Wright Road, Modbury SA 5092  
Phone: 8263 2892

Prescott College  
354 Wright Road Para Vista SA 5093  
Phone: 8396 2577

East Para Primary School  
12 Caroona Avenue, Para Hills SA 5096  
Phone: 8264 3944

St Martin’s School  
Vasey Street, Greenacres SA 5086  
Phone: 8261 4524

Hillcrest Primary School  
Condaminie Street, Hillcrest SA 5086  
Phone: 8261 2845

St. Pius X Primary School  
8 Windsor Grove  
Phone: 8261 4466

East Marden Primary School  
43 James Street, Campbelltown SA 5074  
Phone: 8337 6170

Good Shepherd Lutheran School  
388 Montague Road,  
Phone: 8264 7966

Dernancourt Primary School  
29 Parsons Road, Dernancourt SA 5075  
Phone: 8396 2577

St Pauls College  
792 Grand Junction Road, Gilles Plains SA 5086  
Phone: 8266 0622

Stradbroke Junior Primary School  
73 Koonga Avenue, Rostrevor SA 5073  
Phone: 8337 2861

Kings Baptist Grammar School  
3 Keithcott Farm Drive, Wynn Vale SA  
Phone: 8289 0222

Others: Ingle Farm Primary School, Ardtornish Primary School, Thorndon Park Primary School, Vale Park Primary School

Others: Sunrise Christian School, St Francis Xavier, Torrens Valley Christian School, St. Monica’s Parish School, Tyndale Christian School

We aim for parents to become partners in their child’s learning, becoming involved in the life of the Kindergarten as much as possible.

Please remember that you are always welcome to stay at Kindergarten.