



## **Coromandel Valley Kindergarten**

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## **INFORMATION BOOKLET**



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	Term 1	Term 2	Term 3	Term 4
2019	29 <sup>th</sup> Jan – 12 <sup>th</sup> April	29 <sup>th</sup> April – 5 <sup>th</sup> July	22 <sup>nd</sup> July – 27 <sup>th</sup> Sept	14 <sup>th</sup> Oct – 13 <sup>th</sup> Dec
2020	28 <sup>th</sup> Jan – 9 <sup>th</sup> April	27 <sup>th</sup> April – 3 <sup>rd</sup> July	20 <sup>th</sup> July – 25 <sup>th</sup> Sept	12 <sup>th</sup> Oct – 11 <sup>th</sup> Dec
2021	1 <sup>st</sup> Feb – 16 <sup>th</sup> April	3 <sup>rd</sup> May – 9 <sup>th</sup> July	26 <sup>th</sup> July – 1 <sup>st</sup> Oct	18 <sup>th</sup> Oct – 17 <sup>th</sup> Dec



### Introduction

Welcome to Coromandel Valley Kindergarten. Our Kindergarten is a lively and friendly environment where your child will have opportunities to explore concepts through purposeful play-based curriculum and intentional teaching. We enjoy a natural outdoor environment and encourage nature play including gardening, mud and water play as well as spacious indoor areas. CVK is a Department for Education Government funded Kindergarten and operates during school term timelines and within policies and guidelines of the Department.

Same first day policy means that your child must turn 4 year old before the 1<sup>st</sup> of May of their enrolling year and they will start Kindy on the first day of Term 1 in that year.

Each child is entitled to up to 15 hours of Kindergarten each week of term. (Children with special rights may be approved by the Department for Education Support and Wellbeing Service to commence kindergarten two terms early, for one session per week, then two sessions the next term, leading up to four sessions in their eligible year).

### Our philosophy

Educators view all children as capable and competent. Education begins the moment we recognise each child as wise and capable, only then can we play along in their world. The wider the range of possibilities we accept as possible the more intense will be the child's motivations and the richer their experiences.

### Our vision

*Our vision is to build on each child's individual experience and support them to develop their moral conscience and learn through dynamic, challenging play experiences and a rich learning environment that promotes independence and life-long learning.*

### Our values

*At Coromandel Valley Kindergarten we do our utmost to promote, develop and maintain on a daily basis;*

- *Value and respect for all individuals.*
- *Co-operation & friendship between all our learners, families and educators.*
- *Respectful interactions and relationships between the entire kindergarten community which includes children, families, educators, local schools, playgroup and the broader community.*
- *A safe, inclusive environment that promotes the wellbeing of all participants through the development of executive functions and intellectual stretch.*
- *Sensitive, respectful and appropriate use of Kindergarten resources and increasing knowledge, respect and care for the Kindergartens natural and synthetic environments.*
- *Meaningful learning experiences that reflect the culture and interests of children, their families and the community.*
- *Children's exploration, experimentation and self-leadership to ensure success in learning.*
- *Reflective practice that ensures educators gather and analyse data to provide a flexible, play-based curriculum that is responsive to the needs of all learners through a regular planning cycle.*
- *Healthy eating and physical activity, policies and practices that educate and support the wellbeing of children and their families.*



## Policies and Procedures

All policies relevant to Preschool / Kindergarten can be accessed on the Department for Education website ([www.education.sa.gov.au](http://www.education.sa.gov.au)).

Our site specific policies are written by education staff and Governing Council in conjunction with families to ensure everyone is aware of their rights and responsibilities.

Please talk to staff if you have any queries relating to the policies. They are reviewed either yearly or biannually.

Policies and procedures that parents need to be familiar with immediately are listed below and can be found on our website.

<b>POLICIES / PROCEDURES</b>
Allergy Aware Policy
Behaviour Code Policy
Bushfire Procedure
Healthy Eating and Nutrition Policy
Department of Education Parent Complaints Policy and Procedure
Priority of Access
Skin Protection Policy

## Current Fees

Kindergarten fees: \$200.00 per term inclusive of lunch care and in/excursions

Invoices will be placed in your pigeon hole. We do not accept nor keep cash on site Payments are accepted by electronic funds transfer (EFT), the details of which appear on your invoice. Fees are reviewed annually by the Governing Council. Please see the Director if you wish to negotiate a Payment plan. Non-payment of kindy fees is unacceptable and may result in restricted access to programs or exclusion.

## Staff

The recommended industry standard for staffing is an adult: child ratios of 1 adult: 11 children. At CVK we exceed this ration to a 1 adult to 8 children ration (1:8) thereby offering children many opportunities to access an educator to support their learning and development journey. We also access preschool support where available and have the capacity to site fund some extra behaviour guidance support if required.

## Kindergarten Sessions

CVK currently operates as a full time kindergarten with sessions available from 8.15am to 3.45pm with either

- **Banksia group: Monday and Tuesday** or
- **Wattle group: Wednesday and Thursday.**



### Pre Entry Kindergarten Sessions

Opportunities to meet teachers and be part of the Kindy environment will be available during term 4 of the year prior to starting Kindy. We may offer families a 2 hour morning session of pre entry visit or play and stay sessions. This is a valuable way for children to become familiar with the Kindergarten and meet staff and other children.

### Quality Improvement Plan

This Kindergarten is assessed under the National Quality Framework, a national regulator. The staff and Governing Council develop a Quality Improvement Plan (QIP) each year to ensure that we are providing a strong curriculum of education and care for your children. Our QIP is available on our website for parents and community members to view if they wish. If you would like a paper copy, please see our Director. In 2015 our kindergarten was assessed as meeting all 7 areas.

The plan focuses on the following 7 areas:

1. Educational program and practice;
2. Children's health and safety;
3. Physical environment;
4. Staffing arrangements;
5. Relationships with children;
6. Collaborative partnerships with families and communities;
7. Leadership and service management.

*At Coromandel Valley Kindergarten:*

We aim to support children's knowledge, skills and understandings for life. This is made possible through a curriculum based upon:

- Children's strengths, interests and needs;
- Developing dispositions for life-long learning. Children having opportunities to be active, curious, reflective, imaginative and expressive,
- Child protection principles and knowledge of child development and wellbeing,
- Literacy and numeracy indicators,
- "Plus" concepts that relate to meta-cognition, wellbeing, dispositions for learning and executive functioning skills, supporting children into an intellectual stretch at each stage of their learning,
- *The Way to A* behaviour guidance and empathetic mindfulness,
- A partnership with Coro Primary School delivering a rich transition to school program
- A Growth mind set model,
- Learning through play including *nature play*,
- Early Years Learning Framework (Being, Belonging and Becoming),
- Reflect, Respect, Relate – reflective practices tool,
- Children guiding their learning journey through emergent curriculum,
- Children having time for uninterrupted and self-selected learning and play,
- Using an integrated approach to learning and supporting children to be successful,
- Having stimulating and interesting activities with intentional outcomes.



### Our Program, Assessment and Reporting

We undertake a planning cycle based on the Early Years Learning Framework (Being, Belonging and Becoming), Literacy and Numeracy Indicators and the Child Protection Curriculum. Our program is developed through a continuous process of reflection on observations of children's needs and interests as well as current pedagogy (practices intended to promote children's learning). We plan fortnightly and our program is displayed in the Kindergarten for parents to read, however spontaneous learning opportunities are also highly valued!

We offer many opportunities for parents to discuss their children through questionnaires, conversations and planned meetings and a show case of learning evening. Educators will work together with you and your child to develop each child's Individual Learning Plan (ILP). Parents and nominated schools will also receive a Statement of Learning at the end of their child's time at Kindergarten. Assessments are based on Literacy and Numeracy Indicators and the learning outcomes from the Early Years Learning Framework (BBB).

### Kindergarten Education Support

Specialised consultation may be available where needed from qualified Speech Pathologists, Social Workers, Psychologists and Special Education Advisers based at the Regional Office of DfE. If you have any concerns about your child's development, or feel that they may need additional support at Kindergarten, please discuss this with Kindergarten Director as soon as possible so that we can arrange a consultation process. Educators may approach you to engage in this consultation if we observe areas of concern regarding speech or behaviour as the kindergarten year unfolds.

### Allergy Aware Kindergarten

We are an Allergy Aware Kindergarten. Please **DO NOT** bring into the kindergarten any of the following food items as **children may be allergic to these products and have severe and life threatening allergic reactions.** We discourage children from sharing food from home and encourage good hand washing practices to reduce cross contamination.

- Nuts or nut products, including peanut paste and hazelnut spreads i.e. Nutella. Many muesli and breakfast bars contain nuts and we ask that these be kept at home.

### Hats and Sunscreen

Coromandel Valley Kindergarten has been accredited as a *Sun Sense* centre for 10 years. We have a skin protection policy based on current research and advice from the Cancer Council. Our practice is to wear hats all year round and sunscreen is applied when the UV rating is 3 or above. **You may choose to provide your own sunblock – in a clearly named original container that will remain at Kindy for the year.**

### Communication with Parents

Our sustainability practices have led us to utilise less paper to communicate. Newsletters, special announcements and general information will be directed through your nominated email address. **We expect you will be able to check this regularly.** Family pigeonholes will have term Kindy fee invoice, accident incident reports and parenting / scholastic magazines posted in them. We utilise Facebook and have set up a closed Facebook page (Coromandel Valley Kindergarten). We use it to relay useful articles, reminders about what is on at Kindy and encourage discussions. Parents have enjoyed seeing pictures of what their children are doing at Kindy in real time. If you have any concerns about your child's image being used please have a conversation with the Director.



## Coromandel Valley Kindergarten

Each term we will try to email an events calendar to all families and update it as often as possible. Please keep this handy information nearby as Kindy is very busy and we have found this helps families be organised and prepared.

### Parental Responsibilities

Please send your child to Kindergarten with:

- A named bag to keep their belongings in;
- Healthy Choice foods for snack time (ideally fruit or cheese and crackers);
- A healthy lunch (to be placed in the lunch box area inside);
- A named water bottle with water only (to be placed inside in the water bottle area);
- Comfortable clothes that they can get 'messy' in;
- A change of clothes (at least one complete change including underwear);
- Appropriate shoes for physical activity and outdoors (no thongs, crocs or gumboots).

#### **Please name all of your child's belongings and regularly check lost property**

Please notify staff as soon as possible of any changes to your child's records, including your address, contact phone numbers, email addresses, your child's medical details or the contact details of any emergency contact people.

**Please make sure children's medications are handed to staff each day.**

### Separating from your Child

You are welcome to stay at Kindergarten with your child for as long as it may take for him/her to feel comfortable.

- Prepare your child by talking positively about kindergarten, how they will have lots of time to play and learn and make friends and that you (or other family member) will return every day to collect them.
- When it is time to go, be sure to say goodbye. **Never** go without saying goodbye as your child may lose trust and confidence.
- Staff are here to support and assist you if you or your child are having difficulty separating.

### Parent Partnerships

We welcome participation in the Kindergarten. When parents and teachers genuinely share the responsibilities for the child's development, the benefits can be enormous. Through regular interaction and communication, parents and teachers can help each other to appreciate children's special needs and characteristics. The following are some ways that parents, caregivers and families can be involved:

- **During sessions:** Parents may come in at group times to show us a new baby, talk about an exciting event or an interesting occupation.
- **Special projects:** Parent volunteers have played a great role in establishing our veggie garden. Projects like this are difficult to establish and maintain without parent support.
- **Excursions and performances:** From time to time these are arranged and parents may be invited to help.
- **Cooking:** Simple cooking activities with small groups of children during sessions can also be an enjoyable and valuable educational experience for all participants.
- **Collecting resources:** Softwood off cuts, boxes, wool, buttons, wire, material etc. for making – please no egg boxes, toilet rolls or medications boxes. Before you throw anything out, please think of us first!



### Governing Council

The Kindergarten's business is handled by a management committee of parent volunteers, the Director and an independent finance officer. Meetings are held twice a term and all parents are welcome to attend at any time. All Governing Council members must complete an on line [Responding to Abuse and Neglect](#) training session.

Decision making includes:

- (some) Maintenance of the Kindergarten buildings and grounds;
- Budgeting and administering the finances of the Kindergarten;
- Fundraising to provide resources for the children's learning activities and equipment;
- Providing input and feedback on curriculum and policy development.
- Organising and supporting participation in community events such as Blackwood Christmas Pageant, Christmas Tree Festival.

### Recycling at Kindergarten

Our Kindergarten encourages practises for sustainability, including:

- Recycling junk material for children's activities are welcomes as donations for craft activities;
- Children sort their rubbish into garbage and waste paper bins;
- Chook scrap bins are available if you have chickens and would like to take home our fruit / lunch scraps.

### Birthdays

We are able to celebrate children's birthdays by singing "Happy Birthday" with our non-edible special cake and lighting the corresponding number of candles. Please do not send cakes, biscuits or sweets to share with the other children as we are an allergy aware site and this may put some children's health and safety at risk.

### Healthy Eating

At Kindy we have morning fruit, lunch and afternoon fruit/snack and parents are required to provide all of the food for their child. We encourage you, as parents, to provide as much healthy choice foods and water for your child as you feel they will require at Kindergarten for the day.

Often heavily processed snacks such as chips, chocolate and cakes make their way into lunch boxes. Current research and nutritional guidelines have identified that children do not have sustained energy and positive body function when they consume hi GI, sugary, salt and highly processed foods. This in turn affects a child's ability to concentrate, learn and regulate their emotions, especially young children spending a full day at Kindy.

We have a shared fruit day weekly (Tuesday for Banksia and Thursday for Wattle group) and ask that you contribute a piece of fruit for the platter. We are unable to accept pre-cut fruit for the platters.



### Playgroup

The Playgroup will \*operate on alternate Friday mornings each school term from 9am to 11am and is organised by a Playgroup Coordinator.

All families with young children are welcome to participate in our Playgroup focusing on nature play. Activities include mud play, sand and water play, nature crafts, exploring natural resources, materials and enjoying free play outside as well as using the Kindy area indoor with play dough, puzzles, painting and music.

Bring fruit to share or a healthy snack for your child and a \$3.00 donation.

### How to Help Your Child at Kindergarten

- Encourage your child to do things for him/herself, e.g. putting on socks and shoes, hanging up their own bag, putting their possessions in their bags.
- Encourage your child to find his/her own solution to an issue or problem.
- Encourage and support all their efforts by displaying work pieces at home. Look through your child's work folder (kept at Kindy) and talk to your child about it.
- Use positive language at home, e.g. "have a go", "keep trying", "good getting along", "that's being organised!", etc.
- Come into Kindergarten whenever possible to attend special events, or simply join in for part of the session.
- Read to your child each day and join your local library.
- Encourage your child to independently 'sign in' their name on arrival, using their name card for assistance.
- Dress your child in suitable clothes for climbing, digging, painting, etc. Please - no thongs, crocs, slippery shoes, 'special' shoes, long dresses. Shorts and trousers are best.
- Read the newsletters, display notices and program information.
- Ask the staff questions!
- Discourage bringing precious toys or objects as they can get lost or broken.
- Write your child's name clearly on everything (drink bottle, food containers, hat, Kindy bag, etc.) in an easy to see place (i.e. on the outside) to assist your child.
- Discuss with your child what they have for fruit / snack times and for lunchtime as this will assist your child to make sure they can access the appropriate foods at each eating period and that they do not eat all of their food at one time!

*Some of the details of this document \*policy / procedure content, \*fee, \*programs and \*operational times may change according to Departmental directives or Governing Council feedback*