Port Wakefield Kindergarten

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Information for Families

*2014*
Our Vision
We believe in working together with children, parents and the community to provide quality educational services in a welcoming, safe and stimulating environment, in which every child and family is respected and valued.

Our purpose is to engage every child so that they have opportunities to achieve at the highest possible level of their learning and wellbeing, through quality care and teaching.

Our Values
Teamwork, Learning, Honesty, Respect
We value the importance of a play-based approach to learning using the Early Years Learning Framework.
We value the well-being of our children using the YOU CAN DO IT Social Emotional Program based on Confidence, Organisation, Persistence, Getting along and Resilience.

WHO ARE WE?
The Port Wakefield Kindergarten operates as a 0.5 centre, accepting children who are 4 years old before May 1st. The centre offers 10 sessions (5 full days) per fortnight (30 hours under the Universal Access) for 4-5 year olds.

Our staff this year:
Director- Chris Manners
ECW- Lisa Loffler
Occasional Care Co-Ordinator- Andrea Cook

The kindergarten has joint governance with the Port Wakefield Primary School. We have parent reps on the Governing Council—with the Director they are responsible for the financial management of the centre, maintenance of facilities, policy making and budget and asset management. Being a member of Governing Council gives you, as a parent, a great opportunity to share ideas, contribute to the curriculum and have input into the management of the centre.

In 1999 the kindy began links with the Port Wakefield Primary School—finance and some administration, cleaning and gardening, joint Governing Council and curriculum planning with JP staff. During the past 15 years we have continued with those links and made them stronger. You may wish to join the Parent Club which meets at school each month or come to the Kindy/School Governing Council as a kindy representative.
This year our centre has joined with the Port Wakefield Primary School in a trial project ‘INTEGRATING PRE-SCHOOL IN THE FIRST YEARS OF SCHOOL’. The Early Years 0-8 will be a priority as the links between the Junior Primary Class and Kindy are reviewed and programmed. We will continue with planning a joint curriculum focusing on Play, Literacy and supporting children on transition.

We will continue to strengthen and integrate Early Childhood services with our centre. Improvement and engagement in LITERACY - Using Strive for Five conversation skills, home literacy program and Oral Language activities.

The well-being of our children is a priority as we focus on Healthy Lifestyles, relationships and develop the social-emotional competence of young children through the “You Can Do It” education program and Child Protection program.

SERVICES WE PROVIDE:

- Pre-school for 10 sessions (30 hours) per fortnight for 4-5 year olds
- Occasional Care for 2 year olds -1 session- (Funded)
- Playgroup- a parent run session for 0-5 year olds
- Lunchtime program for 4 year olds
- Transition program

ENROLMENTS

Enrolment and consent forms need to be completed for pre-school and Occasional Care. If you have a change of address, phone number, e-mail, emergency contact, children’s medication that differs from that given to us at the time of enrolment, please let staff know to update your details.

PRE-SCHOOL SESSION TIMES

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<tr>
<th>Week 1</th>
<th>Tuesday</th>
<th>8.45am - 2.45pm</th>
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<td>Wednesday</td>
<td>8.45am - 2.45pm</td>
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<td>Thursday</td>
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<th>Week 2</th>
<th>Tuesday</th>
<th>8.45am - 2.45pm</th>
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<tr>
<td></td>
<td>Wednesday</td>
<td>8.45am - 2.45pm</td>
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<td></td>
<td>Thursday</td>
<td>staff non contact/admin time</td>
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OCCASIONAL CARE PROGRAM

Over 2’s Wednesday morning 8.45am -11.30am.

There are up to 8 places available at each session. To ensure a booking please see our Occasional Care Co-Ordinator - Andrea

Fees are $5 per session or $1.50 per session with a Health Card
PLAYGROUP
Our PLAYGROUP is parent run and is held at the kindy on Friday mornings from 9.30am -11.00am during term time. Costs are $2 per family plus a yearly Playgroup Association Fee

ATTENDANCE
We value regular attendance at our kindy as it helps to develop staff, children and family networks, friendships, trust and learning. If your child is going to be absent please let staff know.

MATERIALS CHARGES
Material Charges are decided at Governing Council. During the first few weeks of term you will receive an invoice for Materials Charges. Payment can be paid using the money envelopes and placed in the money box. This charge helps to cover the daily costs of resources your child uses while at kindy, centre cleaning and gardening.

Fees for 2014 are $50 per term or $5 per week.

ARRIVAL AND DEPARTURE Sign in/out
Parents/Caregivers must enter the centre to deliver and collect children. NO child will be permitted to leave the centre until the parent or caregiver has entered the building and the child has been farewelled by a staff member. PLEASE advise staff if somebody other then a parent or caregiver is to collect your child. If you are running late please phone the centre on 88671187, so we can reassure your child that you are coming. If you are also picking up children from the local school we ask you to please pick up your kindy child first in case you get delayed at school.

ALL CHILDREN MUST BE SIGNED IN/OUT on arrival and departure

OUR CURRICULUM
At Port Wakefield Kindy the Early Years Learning Framework (EYLF) is used to provide young children with opportunities to maximise their potential and develop a foundation for future success in learning. The Framework has been designed for use by early childhood educators working in partnership with families. You as parents are your child’s first and most influential educators.

The EYLF has a specific emphasis on play-based learning and recognises the importance of communication (including early literacy and numeracy) and social and emotional development. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world.

DEVELOPMENTAL LEARNING OUTCOMES
☆ Children have a strong sense of identity
☆ Children are effective communicators
☆ Children have a strong sense of well-being
☆ Children are connected with and contribute to their world
☆ Children are confident and involved learners

This is supported by:
- observations and progress reporting of children’s interests, needs and skills.
- Learning Stories and photos of children at play
- Child Protection Curriculum and You Can do It program
- behaviour management, healthy foods guidelines
- planning with parents
- joint curriculum planning with JP staff
- DECD pre-school support, CYH and other community services

WHAT TO BRING

☆ wear clothes that are comfortable and easy to manage for toileting
☆ Spare set of clothes in your child’s bag
☆ a bag
☆ a library bag for borrowing books
☆ a lunchbox for lunch and a separate box for snack
☆ a healthy lunch and snack and a piece of fruit for the afternoon session
☆ your own sun-safe hat or kindy hats are provided for each child to use at kindy
☆ water bottle. Water bottles are to be placed on the yellow cupboard by the front door
☆ Can you please make sure your child’s belongings are named

AS WE HAVE A SUNSAFE POLICY CHILDREN ARE ENCOURAGED TO WEAR HATS AND USE SUNSCREEN AT KINDY AT ALL TIMES

The kindy offers a lunchtime program for 4 year olds. Please provide a HEALTHY LUNCH—do NOT send sweet foods, chips, chocolate bars or sweet drinks. Check out our Healthy Eating and Nutrition policy. Lunch boxes are to be placed in the fridge and are put out on tables ready for children at lunchtime

POLICIES
See attached.
OTHER SERVICES

- 4 year old health assessments are done at the kindy by the Child and Youth Health nurse. Parents are notified of their appointment time and attend with their child if possible.
- Dental Care is available free of charge from the Balaklava Dental Clinic.
- All children are welcome to borrow from our library. Please write down the name of the book you have borrowed on the card provided. It is a good idea to keep the book in a library bag. Please take care of our much loved books.

FAMILY INVOLVEMENT

There has always been a high level of parental involvement at Port Wakefield Kindergarten. Staff appreciate this valuable contribution. There is a roster drawn up each term for parents to help with the weekend washing (art shirts/towels). If the day doesn’t suit please swap with another family.

Support from parents from fundraising activities is also appreciated. The Parent Club helps with organising fundraisers and helps to buy valuable resources for our kindy.

Parents, Grandparents, Family, Caregivers and friends are welcome at any time to come and observe what your child is doing at kindy. Please feel free to join in with the children’s activities.

Tuesdays and weekend cleaning of our centre is done by contract cleaning. Any help to clean up after the Wednesday session would be appreciated.