Welcome to:

DERNANCOURT
KINDERGARTEN

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Welcome to the Dernancourt Kindergarten. We are delighted you are considering having your child attend our Centre. For those of you starting we hope that you and your family enjoy your time with us. Dernancourt Kindergarten is a public/government funded kindergarten in accordance to the regulations set by DECD (Department for Education and Child Development).

**STAFF:**
**Director:** Natalie Stormonth
**Teachers:** Amber Yepa (currently on leave) Upasana Srivastava and Leanne Fleet
**ECW’s:** Kerryanne Uglesic and Debra Edwards
**Support Workers:** Kerryanne Uglesic and Deb Edwards

**KINDERGARTEN SESSIONS FOR 2016**
- Kindergarten operating Times:
  - Monday 8.15am – 3.45pm
  - Tuesday 8.15 – 3.45 pm
  - Wednesday 8.15 – 3.45 pm
  - Thursday 8.15 – 3.45 pm.
- **Pre-entry:** We will be assessing pre-entry/ transition visits on a need basis depending on enrolments and availability of sessions. We aim to run these during term 4 as four half day sessions.

**PLAYGROUP:**
Fridays (Weeks 2, 4, 6, 8, 10)
10.00-12.00 Friday
Playgroup children must be accompanied by an adult who is responsible for the supervision of their own child or those in their care. They are also asked to help in the packing up at the end of the session. All families are required to join the Playgroup Association. Please see our co-coordinator Deb Edwards for more details.

**OCCASIONAL CARE:**
Occasional care is only offered on an availability basis. This is purely dependent on enrolment figures and our building and staff capacity for the year. Fulltime kindergarten placements take priority.

**FEES:**
**Transition Visits** – These visits are optional. 4 visits are offered and charged at $20 per half day session. Families can select how many sessions they would like to attend.
**Kindergarten** - $100.00 /term (there are no additional lunch care costs as this is part of our program). You will be issued with a fee invoice at the beginning of each term which will be placed in your child’s notice pocket (near the bathroom). Fees may be paid either by cash or Direct Debit. Details for direct debit appear on your invoice.
**Playgroup** - $2.50 per week per child over 12 months + Playgroup Association fee (payable either once a term or yearly).
**Early Entry** – Fees may vary dependent on child’s attendance and needs.

**PAYMENTS:**
When making cash payments for fees, excursions, fundraisers, etc. we ask that any payment be the correct money, placed in an envelope marked with the child’s name, amount and what it is for written on the front. This then goes in the payment box just inside the entrance door. It is then passed onto the treasurer. **Please don’t ask staff for change because we don’t hold much money at the Kindergarten.**

**ARRIVAL:**
When you arrive at Kindergarten please bring your child into the building, help your child put their bag away, and greet the staff so that we are aware of your child’s arrival. You will also need to check your child’s pocket for newsletters and information. Please do not come to Kindergarten before the start time as the staff require this time to set up activities of the day organised and equipment ready for
the children. Please check the notice board (white board at entrance) every day to catch up on any new information.

HEALTH:
Please keep children at home if they are not well. This needs to be an adult decision. If children have a contagious illness we would appreciate a call.

WHAT TO BRING:
Recess (Every Day) – Is a healthy snack – fruit, cheese, savory biscuits, dried fruit
Lunch (On the Full Day) - Please place your child’s lunch in a named container (with an ice brick) in the basket by the front door on arrival. We ask that your child’s recess be packed separately and kept in your child’s bag. This enables them to access their snack when they are hungry whilst still reserving their lunch for later. Please refrain from packing chocolates, lollies, cakes, buns and sweet biscuits as we are trying to encourage healthy eating habits according to DECD’s healthy eating guidelines. A copy of our Healthy Food Policy is attached.
Children need to bring a named drink bottle to kindy each day. Water is available for children to drink. Children are encouraged to drink plenty of water as it is important for their health. Please do not send fruit juices or cordial.
Children are asked not to bring toys from home as they may get lost or broken.

ALLERGIES:
We have children at Kindergarten that have severe allergies. We have an “ALLERGY AWARENESS” Policy in place. Please do not send nuts or nut products or eggs. Please read the attached policy so that you are aware of foods that are not suitable for kindergarten.
You will need to inform staff of allergies and medication needs when enrolling your child. We require health support forms to be completed.

SPECIAL OCCASIONS/BIRTHDAY GUIDELINES
It is acknowledged that on some occasions there is a desire to have foods which are outside the general policy of the Centre, such as special events, fundraising etc. These occasions will be discussed and decided upon at Governing Council meetings.
We will be acknowledging children’s birthdays with a song and they will receive a birthday certificate, so please don’t send anything along to share. This will also apply to the end of term graduations.

SUN SAFETY
It is important that you remember to put sunscreen on your child in the morning before they arrive at Kindergarten. They will also need to bring a hat each day or wear the one provided. We have a policy in line with schools, “no hat, no play” in term 1 and 4. We also implement the recommendations of the Cancer Council of hats to be worn on days where the UV index is predicted to be 3 or higher. Please put your child’s name on his/her hat as they can often go astray if un-named.

CLOTHING
We ask that children be sent in old clothing as they take part in messy activities. It is also important that they do not wear thongs and some consideration is given to long skirts or dresses as this can be dangerous when climbing.
Please also include spare clothes for your child in their bag, including underwear and name ALL children’s clothing and footwear.
Available to purchase:
SHORT SLEEVE POLO SHIRTS (in a variety colours) - $20.00 EACH.

COLLECTING YOUR CHILD
We like to ensure that children arrive at Kindy and get home again safely. Kindy children must be collected by an adult who is specified on your enrolment form. If someone different will be collecting your child regularly please introduce him or her to the staff. If special arrangements are made for a particular day please advise staff and record their name and phone number on the sign in sheet next
to the main door. In this way we can ensure that children go where they are supposed to when they leave us.

**CHILDREN’S LIBRARY AND LITERACY KITS:**
Children are encouraged to borrow a library book and literacy kits regularly. They will be supplied with a library bag on commencing sessional kindergarten for their use while attending kindergarten. Library borrowing occurs on any day. Feel free to fill out your child’s library card and change it as regularly as you would like, alternatively there is a parent roster to facilitate book borrowing if you would like to help other children with their borrowing. Please help out and place your name on the roster it is a great way to meet your child’s friends at kindy. Literacy kits are available each day for parents to borrow for their child. We suggest taking them home for a week. Previous books and literacy kits must be returned before borrowing again.

**ROSTERS:**
Rosters are on the family information desk.
We have a washing roster which involves taking home the tea towels and smocks at the end of the week to be washed and returned. We also have a roster for parents to help with cleaning up at the end of Kindergarten. It involves coming in 10-15 minutes before the end of Kindy to wash paint brushes, wipe the tables and if needed sweep the floor.

**CURRICULUM:**
Programming is completed by staff on a fortnightly basis using individual children’s level of development, children’s interests in conjunction with the Early Years Learning Framework and the Australian Curriculum (ACARA). These curriculums act as a planning guide for outcomes for individual children. It encompasses the learning outcomes which combine to guide our curriculum, decision making and assessment to promote children’s learning.
The program is on display in “Our Journey” a programming journal placed in the main room. This is available for families to view and provide feedback in at all times. When planning we collate information from our observations of individual children and the group. We then set some specific goals in relation to current events (eg. cultural celebrations), or emergent goals that have captured the interest of the children. We ask parents/care givers to contribute to our program by being involved in activities and adding comments to our journal.
Observations – these are short anecdotes made about the child during the time at Kindergarten. They provide us with information about the child’s knowledge, skills, attitudes, interactions, play and day to day achievements. We also collect data based on children’s work samples. A mid-year feedback on your child’s progress is sent home in the middle of the year for you to gain some insight into your child’s time at kindy.
A statement of learning will be completed for each child when they leave to start school. They will also be presented with their kindy portfolio which will have photographs, learning stories and artwork collated during their time at kindergarten.

**GOVERNING COUNCIL**
The Governing Council is elected at the Annual General Meeting, held at the beginning of each year. The council consists of volunteers willing to help with
- the curriculum & outcomes for children
- the development & maintenance of the grounds and buildings
- the fundraising for the centre.
The Governing Council and staff work closely together and it is a positive and rewarding experience.
Governing Council meetings are held twice a term at the kindergarten, at a time suitable to the majority.
All parents/caregivers are welcome to attend any Governing council meetings.
Please see staff for more information.

**FUNDRAISING**
Unfortunately fees and government subsidy only contribute towards the running of the kindergarten. It is necessary to have a certain amount of fundraising to help pay for running costs and perhaps more
importantly the acquisition of new resources. All children deserve the best that we can offer them and that includes the upkeep of equipment and resources. We hope that you can help support the kindergarten in its endeavors and we rely on parents for new and inventive ways of raising money.

Reviewed on: February 2016                           Next scheduled review: October 2016