

**Welcome to:**

# DERNANCOURT KINDERGARTEN



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Welcome to 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 Government funded kindergarten in accordance to the regulations set by DfE (Department for Education).

### **Our Site Philosophy**

At Dernancourt Kindergarten we aim to provide a safe, nurturing, adventurous, learning environment that fosters children's curiosity, wonder and awe.

### **Children**

We believe children to be competent, curious and courageous learners from unique and diverse backgrounds. We support their right to express views, opinions freely and have these taken into account regarding any matter affecting them. We strive to meet the needs of the whole child by providing opportunities to develop physical, social, emotional, cognitive and language skills. We aim to foster the development of the whole child through a play based program which is flexible, challenging and developmentally appropriate. We want to give children the chance to spend time in nature with passionate teachers encouraging exploration and learning.

### **Families and Communities**

At Dernancourt Kindergarten we develop authentic, inclusive and respectful relationships with parents/caregivers and the school community. We provide families with the opportunity to work in partnership with educators, to participate in their child's learning and development, to share decision making and to contribute to and/or access resources to support family wellbeing. We value the diverse strengths and interests of parents/caregivers/members of the community and invite them to teach/share any expert skills or experiences to complement and enrich our learning program. We aim to work alongside community groups, agencies and services to share resources, provide education and develop support networks. We value the connection Kaurua people have with the land and seek to engage with members within the Aboriginal community.

### **Educational Staff**

Educators work collaboratively to support and enhance children's learning, wellbeing and development. Respectful, honest and trusting relationships and communication is maintained. We value the unique skills and contribution of each staff member learning from and with each other. Opportunities for professional development are encouraged and supported in order to strive for best practice.

### **Management**

The Dernancourt Kindergarten is managed by a parent run voluntary Governing Council in conjunction with guidelines set by DfE. This creates opportunities for parent involvement and participation.

We liaise regularly with parents/caregivers and all families are given the opportunity to gain information about our centre through policies, newsletters, photo displays, the parent resource area, our website and Facebook groups. Families are kept informed about key decisions determined by the Governing Council through newsletters, notices, information displays and regular distribution of minutes.

**STAFF:**

**Director:** Natalie Stormonth

**Teachers:** Catherine Meyer and Leanne Fleet

**ECW's:** Kerryanne Uglesic, Debra Edwards and Laura Visentin

**Support Workers:** Kerryanne Uglesic and Deb Edwards

**Volunteer Support:** Nikki Wharfe and Grace Caruso

**Bilingual Support Workers:** available on a needs basis

**KINDERGARTEN SESSIONS FOR 2020**

- 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.
- **Transition Visits:** We will be assessing transition visits on a need basis depending on enrolments and availability of sessions. We aim to run these during term 4 as three half day sessions (choice of either morning or afternoon).

**PLAYGROUP:**

**Fridays (Weeks 2, 4, 6, 8, 10 of the school term)**

10.00am – Midday

Playgroup children must be accompanied by an adult. Adults are responsible for the supervision of their own child or those in their care. It is everyone's responsibility to assist with packing up at the end of the session. Please contact our co-coordinator Deb Edwards for more details on 82646652.

**OCCASIONAL CARE:**

Occasional care is currently unavailable due to our high enrolment levels and building capacity. However, families are able to access another kindergarten's Occasional Care Service and still attend our Centre for fulltime kindergarten. We can assist you in finding a suitable Occasional Care Service.

**FEES:**

**Transition Visits** – These visits are optional. Three 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). This payment is made in three part payments of \$140, \$140 and \$120 for the year. All payments are finalized by term three. You will be issued with a fee invoice at the beginning of the three terms. This is 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.

**Early Entry** – Fees may vary dependent on child's attendance.

**PAYMENTS:**

When making cash payments for fees, excursions, fundraisers, etc. we ask that any cash 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.***

Payment by Bank Transfer can be done by the following details;

BSB: 065 145

Acc: 00900256

Reference: "Your child's name"

### **ARRIVAL:**

When you arrive at Kindergarten please help your child to select their locker, put their lunch on the trolley (keeping their snack in their bag in a separate container), place shared fruit or vegetable in the basket, and sign in for the day. A staff member will be present to welcome and greet your child on arrival. You will also need to check your child's pocket for notices and information. Please do not come to Kindergarten before the start time as the staff require this time to set up activities for the day. The gate will be opened at 8.15am. Please check the notice board (white board at entrance) each day to catch up on any new information. Our Facebook page is also a very useful resource.

### **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:**

**Morning tea-** Is a healthy snack – eg/ fruit, cheese, savory biscuits, dried fruit

**Lunch-** Please place your child's lunch in a named container (with an ice brick) on the trolley 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.

**Afternoon Tea-** Please provide a piece of fruit or a vegetable that can be cut up and shared for afternoon tea. A basket will be available to place your food item in at the entrance on arrival.

Please refrain from packing chocolates, lollies, cakes, buns and sweet biscuits as we are trying to encourage healthy eating habits according to DfE's healthy eating guidelines.

*A copy of our Healthy Food Policy is attached.*

Children need to bring a named drink bottle to kindergarten 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 generally 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. 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 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 limit movement 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 with the kindergarten logo (in a variety colours) - \$22.00 EACH.

**COLLECTING YOUR CHILD**

To ensure the safety of all children, they must be collected by an adult who is specified on the 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. All children will be dismissed from the adjoining room by a staff member. Children must be collected by an adult and not school age siblings.

**CHILDREN'S LIBRARY AND LITERACY KITS:**

Children are encouraged to borrow library books and literacy kits regularly. They will be supplied with a library bag on commencing 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 kindergarten. Literacy kits are available each day for parents to borrow for their child. We suggest taking them home for a week. Books and literacy kits must be returned before borrowing again.

**WEEKLY HELP 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. Families also have the option of going on a yard roster to help maintain our beautiful grounds (voluntary).

**CURRICULUM:**

Programming occurs on a fortnightly basis considering each child's level of development and children's interests. The curriculum used is the Early Years Learning Framework alongside the DfE Numeracy and Literacy Indicators.

The program is displayed on the noticeboard at the entrance. This is also shared on our closed facebook page. This is available for families to view and provide feedback on at all times. When planning we collate information from our observations of individual children and the group. We set specific goals in relation to current events (eg. cultural celebrations), emergent goals, and topics that have captured the interest of the children. We ask families to contribute to our program by being involved in activities, sharing expertise, and providing feedback formally and informally.

Observations are short anecdotes made about the child during their time at Kindergarten. They provide us with information about the child's knowledge, skills, attitudes, interactions, understandings, play and day to day achievements. We also collect data based on children's work samples.

Mid-year interviews are provided to share your child's progress. This enables you to gain some insight into your child's time at kindergarten, what they know, skills developed and their understandings.

A statement of learning is completed for each child when they leave to start school. Each child is presented with their kindergarten portfolio, including photographs, anecdotes, observations, comments and artwork collated during their time at kindergarten. A learning journey statement is also provided for each child, including learning stories to document their growth in each of the early year's curriculum areas.

## **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
- expenditure of funds
- 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 as we rely on parents for new and inventive ways of raising money.