Welcome to the

Mt Pleasant & District Kindergarten

11 Saleyard Road
MT PLEASANT SA 5235

Phone: (08) 8568 2079
Fax: (08) 8568 2476
E-Mail: kindy.director@mtpleasantkgn.sa.edu.au

STAFF:

DIRECTOR: Tina Campbell
TEACHER: Di Davidson
OCCASIONAL CARE WORKER: Janice Seager

KINDERGARTEN STAFF HOURS:
8.45 am - 4.00 pm - Tuesday, Wednesday once a fortnight, Thursday

OCCASIONAL CARE:
8.45 am - 4.00 pm - Tuesday.

Department of Education Training and Employment (DETE)

Regional Office: Central Office:
Elizabeth House 31 Flinders Street
Oxenham Drive ADELAIDE SA 5000
ELIZABETH SA 5112

Phone: 82568102 Phone: 8226 0044
Freecall: 1800 088 873
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>3</td>
</tr>
<tr>
<td>Statement of Purpose</td>
<td>3</td>
</tr>
<tr>
<td>Term Dates</td>
<td>4</td>
</tr>
<tr>
<td>Session Times</td>
<td>5</td>
</tr>
<tr>
<td>Funding</td>
<td>5</td>
</tr>
<tr>
<td>Fees</td>
<td>5</td>
</tr>
<tr>
<td>Additional Services</td>
<td>6</td>
</tr>
<tr>
<td>Occasional Care</td>
<td>6</td>
</tr>
<tr>
<td>Emergency Care</td>
<td>7</td>
</tr>
<tr>
<td>Pre-Entry</td>
<td>7</td>
</tr>
<tr>
<td>Playgroup</td>
<td>7</td>
</tr>
<tr>
<td>Mt POSH Out of School Hours Care</td>
<td>7</td>
</tr>
<tr>
<td>Lending Library</td>
<td>8</td>
</tr>
<tr>
<td>Youth &amp; Health Service</td>
<td>8</td>
</tr>
<tr>
<td>Photographer</td>
<td>8</td>
</tr>
<tr>
<td>Dentist</td>
<td>8</td>
</tr>
<tr>
<td>Settling into Kindergarten</td>
<td>9</td>
</tr>
<tr>
<td>Arrival and Departure</td>
<td>9</td>
</tr>
<tr>
<td>Notices and Communications</td>
<td>9</td>
</tr>
<tr>
<td>Health</td>
<td></td>
</tr>
<tr>
<td>• Infectious/Communicable Diseases</td>
<td>10</td>
</tr>
<tr>
<td>• Sun Smart Policy</td>
<td>10</td>
</tr>
<tr>
<td>• Head Lice Policy</td>
<td>11</td>
</tr>
<tr>
<td>• Behaviour Management Policy</td>
<td>12</td>
</tr>
<tr>
<td>• Nutritional Guidelines</td>
<td>13</td>
</tr>
<tr>
<td>Personal Belongings and Toys</td>
<td>15</td>
</tr>
<tr>
<td>What your Child will need</td>
<td>15</td>
</tr>
<tr>
<td>Appropriate Clothing</td>
<td>15</td>
</tr>
<tr>
<td>Parent Participation</td>
<td>16</td>
</tr>
<tr>
<td>Concerns</td>
<td>16</td>
</tr>
<tr>
<td>Consultative Structure</td>
<td>17</td>
</tr>
<tr>
<td>Governing Council Committee</td>
<td>17</td>
</tr>
<tr>
<td>Natural Disaster Policy</td>
<td>17</td>
</tr>
<tr>
<td>Transition to School</td>
<td>20</td>
</tr>
<tr>
<td>Local Community Services</td>
<td>20</td>
</tr>
<tr>
<td>Playdough Recipe</td>
<td>21</td>
</tr>
<tr>
<td>SA Beginner’s Script Writing</td>
<td>21</td>
</tr>
</tbody>
</table>
Foreword:
Welcome to Mt Pleasant and District Kindergarten. We hope you and your child will have an enjoyable and rewarding time with us. Please read carefully through this Information Booklet to ensure a smooth transition into Kindy life. If you have any questions or queries please speak to staff for clarification.

Statement of Purpose:

Context:
The Mount Pleasant and Districts Kindergarten is situated in the small township of Mt Pleasant in the Adelaide Hills. It services the townships of Mt Pleasant, Birdwood, Springton, Eden Valley, Tungkillo and other outlying areas.

The centre operates part time, 2 days a week, currently
- Tuesdays: 9.00 am - 3.00 pm
- Thursdays: 9.00 am - 3.00 pm

The children are able to attend across this time frame for up to four sessions a week once beginning in the term after the child has turned four years of age.

We aim to provide a high quality, planned educational program based on the belief that children learn through play and are active participants in the learning process. Our curriculum is based on the South Australian Curriculum Standards and Accountability Framework document, which focuses on developing children’s interest and catering for their individual needs.

Core Business:

Services offered include:
- sessional pre-school for 4 year olds.
- early entry/special needs children - D.E.C.S. through Kindergarten provides a team of specialists to assist staff and parents and children with special concerns - including a Social Worker, Speech Pathologist, Psychologist, and Special Educator.
- Early intervention program to promote early literacy and numeracy skills in children identified as being at risk (based on funds being available through D.E.C.S.).
- Funded Occasional Care (available over two sessions for 2-5 year old children).
- Pre-entry - a transition for children in the second ½ of the term before commencing kindergarten.
- Book Lending Services - the Kindergarten provides books for borrowing to all 4 year olds.
- Emergency Care – is only offered in situations of need & charged for at the discretion of the Director.
- Playgroup – is held each Monday, 10 am - 12 noon and is organised and operated by the parents.
- Photographer - a photographer visits the Kindergarten each year.
Curriculum:

The Curriculum is based on the South Australian Curriculum Standards & Accountability Framework, which is a framework set out by the Department of Education, Training and Employment, to foster learning. It reflects our site strategic directions, values and learning outcomes for pre-school aged children.

Assessment and Reporting is a part of the curriculum process. It is integral to teaching and learning programs and is a way of enhancing the curriculum.

Children are given a Child Profile Book when they start Kindergarten. This is kept at the centre and contains records of your child’s work, compiled while attending Kindergarten. It is intended to be a progressive record of your child’s development and growth during their time at Kindergarten and a compact memory of their Kindy year. It can also be used as a valuable tool in the transition of your child from Kindy to School.

Term Dates:

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>27 Jan - 1 Apr</td>
<td>31 Jan – 15 Apr</td>
</tr>
<tr>
<td>Term 2</td>
<td>19 Apr - 2 Jul</td>
<td>2 May - 8 Jul</td>
</tr>
<tr>
<td>Term 3</td>
<td>19 Jul - 24 Sep</td>
<td>25 Jul - 30 Sep</td>
</tr>
<tr>
<td>Term 4</td>
<td>11 Oct - 10 Dec</td>
<td>17 Oct - 16 Dec</td>
</tr>
</tbody>
</table>
Session Times:

Mt Pleasant and District Kindergarten offers two full days per week to 4-year-old children.

Kindergarten:
Tuesday 9.00 am - 3.00 pm  
Thursday 9.00 am – 3.00 pm  
N.B. a.m. sessions: 9.00 am - 11.45 am  
P.m. sessions: 12.15 pm - 3.00 pm

Pre-Entry:
Usually Thursday Mornings 9.00 am - 11.45 am
Afternoon Pre-entry sessions may be offered once AM group is full 12.30 pm - 3.00 pm

Occasional Care:
Tuesday 9.00 am - 11.45 am  
12.15 pm - 3.00 pm

Funding:

Staff are paid by the Government. The Kindergarten is funded on the attendance of 4-year-old children. Their pre-school entitlement (for the year prior to beginning school) is up to four sessions a week for four terms. Pre-Entry is not funded by the Government. Term fees are used to cover running costs, electricity, cleaning, gardening, council rates, consumables (paper, paint, pens, etc) and maintenance. Updating of books and puzzles and purchasing of new equipment is only achieved through fundraising.

Fees:

Fees are set by the Governing Council Committee at the Annual General Meeting. Fees are charged to cover the shortfall created due to minimal funding provided by the Department of Education & Children’s Services. The Kindergarten is required to pay for a cleaner, gardener, telephone, electricity, council rates, water and sewerage rates. These are only some of the maintenance requirements. Existing equipment needs to be maintained and upgraded and new equipment purchased. Day to day consumables also need to be provided e.g. paint, paste, textas.

The Department of Education & Children’s Services funding is based on the number of days children actually attend. A special component for geographical isolation is also included. Because of this, fees need to be charged and funding needs to be a high priority.

Kindergarten Fees:  $2.00 per session, 4 sessions per week ........Term 1 & 3 @ 10 wks = $80  
Term 2 @ 11 wks = $88  
Term 4 @ 9 wks = $72

Pre-Entry Fees:  5 sessions (1 session per week) ....................... ...... $25 for 5 wks

Payment:
Please place fees in a named envelope and post in the container marked ‘FEES’ in the letter box next to sign in sheet.
** No child will be precluded from Kindergarten sessions for financial reason. Please speak to the Director for a confidential fee adjustment if necessary.
**Additional Services:**

**Special Needs**
The Department of Education & Children’s Services, through the Kindergarten, provides a team of specialists to assist staff, parents and children with special concerns. They provide a Special Educator, Speech Pathologist, Psychologist and a Social Worker whose services are provided free of charge to you and your family. Please speak to staff and together you can decide on the appropriate action.

**Occasional Care:**

The Occasional Care Program is a childcare service for children under school age and is primarily for children of parents not in the workforce. The program is funded by both State and Federal Governments and is administered by the Children’s Services. The program at our centre is funded to care for 2 - 5 year olds.

Where demand for the service is high the following priority of access guidelines apply:
- Children not involved in another children’s service
- Parent or parents not in the paid workforce
- Families on low incomes
- Children and/or parents with disabilities

The decisions regarding emergency care are made at the discretion of the Director.

Bookings are not accepted more than 4 weeks in advance - except under emergency circumstances, or when unusual circumstances prevail (e.g. a parent attending a 10-week training course). This rule allows centres to monitor the usage of the service in terms of priority of access and helps to ensure that the whole community has access to the service.

**Session Times for Occasional Care:**
Tuesday 9.00 am - 11.45 am
12.15 pm - 3.00 pm

**Fees per Session:**
$1.50 - full fee assistance
$5.00 - no fee assistance

Please see staff if you have any queries concerning fees and if you feel you are eligible for fee relief.

**N.B. Full day care can be arranged with staff under extenuating emergency circumstances. An extra fee will be charged for lunch care ($1.00).**

Please ring the Kindergarten to reserve a placement in the session of your choice. It is advisable to book ahead (about 2 weeks) as this service is very popular.

**Cancellations:**
Please phone to cancel your booking no later than 8.30 that morning if your child is unable to come, or you will be charged for the session, as this does not allow us the opportunity to contact the next child on the waiting list.
**Emergency Care:**

Emergency care is offered in situations of need at the Director’s discretion. Fee charge - $5.00 per session.

**Pre-Entry:**

Children are eligible to attend Pre-Entry for 5 weeks near the end of the term in which they celebrate their 4th Birthday as this can help in preparing them for full time Kindy. Pre-Entry is not funded by Department of Education & Children’s Services so priority is given to Kindergarten children who attend full time. If these numbers are high, Pre-Entry can not be offered.

**Playgroup:**

Mt Pleasant Playgroup meets Mondays, 10.00 am - 12.00 noon at the Kindergarten during school terms. Families with children 0-5 years of age are welcome. This venue has proved successful so far as making children familiar with their possible future pre-entry and kindergarten life. Families are asked to bring a piece of fruit and to pay $2.00 per week, which covers the cost of tea and coffee and supplies such as paint, paper, cooking ingredients and art and craft supplies. Items for special events, such as Easter, are also paid for with this money, as is our annual rent. The Playgroup Association also requires each family be insured and this cost varies depending upon when a family begins attending playgroup.

Regualr activities include playdough, painting, home corner/dress up, baby exploration toys, 20c raffle draw, singing, group time and outdoor activities such as sandpit, cubbyhouse and swings.

A pre-school book library is available for casual borrowing. We usually try to have a cooking activity once a term and organise occasional excursions. At present clean up is a “all hands to the task” type situation. Interested families meet to organise a term program. Special occasions such as Easter, Mother’s Day, Father’s Day, Christmas and individual birthdays are also celebrated as decided by the group and included in our termly playgroup newsletter.

We also publicise upcoming community events such as concerts appropriate to this age group and other information sent via the Playgroup Association.

Please feel free to come and join us, look us over and just have a break if that’s what you need. We welcome all families, new, revisiting and current alike.

**Mt POSH (out of school hours care):**

Mt Pleasant Primary School offer Out Of School Hour Care to children attending our Kindergarten, along with the Primary School children. Enrolment & bookings can be made with Co-ordinator Valerie Kroehn at the school on 85 682 542. She will bring children from care to Kindy in the morning & collect them for care again in the end of our Kindy day.

**Lending Library:**
The Kindergarten offers a library service for children attending regularly at our centre. They can borrow up to two books at a time.

We strongly recommend all children borrow books as it promotes a love of reading and learning and is an important part of early literacy.

The Library is located on the top of the parent cupboard. Please provide a named cloth bag to transport books to and from kindy. Parents are responsible for borrowing, recording and returning books.

**Youth & Health Service (formerly CAFHS):**

Health and Development checks are provided each year by Y.H.S. for children over 4 years of age. Parents will be notified when these are to take place as parents are required to accompany their child to these checks. To make appointments, ring (08) 83986600.

**Photographer:**

A photographer visits Kindergarten each year. There is not obligation to buy any or all of these photos. Family groups can also be photographed.

**Dentist:**

Children attending Kindergarten are eligible for dental treatment at the mobile School Dental Van, usually located at:

- Birdwood Primary School: Phone - (08) 8568 5058
- Lobethal Primary School: Phone - (08) 8389 6582
- Gumeracha Primary School: Phone - (08) 8389 1325

**Settling into Kindergarten:**
When Kindergarten is a new experience for your child, please be prepared to stay as long as is necessary. You know your own child best, while the staff is experienced in general patterns of behaviour. Between us, we can gauge when your child is ready for you to leave. If attendance is regular and routines are consistent, most children will settle into Kindergarten within 3 or 4 weeks.

**Please never leave your child without saying ‘Goodbye’.**

However distressing the farewelling moment may be for you or your child, it is most important that your child knows that you are leaving and that you will return. It is very upsetting for a child to suddenly miss you, to look for you and then discover that you have disappeared: the trust in you falters and subsequent separations may become more difficult.

One way to make the parting less stressful is to tell your child you will complete a specific activity with them before you go. On completion, bring your child to a staff member, no matter how busy we look we can always help out. Then leave quickly, extending the parting can often make it more stressful.

We will ring you if your child is unduly distraught or unwell or you can ring us to check how s/he is going. In the settling in stage, it is a good idea to leave a phone number where you can be reached in an emergency. It is important to be consistent and to return early as it is often towards the end of the session that newcomers become anxious.

**Arrival and Departure:**

At the beginning of each day, please bring your child into the building so a staff member can greet you both. If you do arrive early, stay with your child until 9.00 to allow staff preparation time, and if your child needs to be at Kindergarten very early, please notify staff and make arrangements prior to this time with them.

Children are encouraged to farewell staff at the end of the session.

**Note:** We will not allow children to go with anyone other than their primary caregivers, unless we have been notified of alternative arrangements or the parent has filled in 'sign-in' sheet with the name of the person collecting their child. Please keep us informed.

**Notices and Communications:**

Each child has a named pocket, which needs to be checked daily. The pockets are located on the wall between our entrance & the bathroom door. Remember to ask those who may bring your child to check these also for you. Please read the newsletters, notices, etc and note any important dates and make appropriate arrangements. Named boxes are located on the kitchen bench for any notices that need to be returned.

**Health:**
Please do not send your child to Kindergarten if he/she has a cold or another infectious illness. If you are in doubt about your child’s health, please check with staff. It is very hard for children to cope with Kindy and meet our expectations if they are unwell. It also puts other children and staff at risk for children of this age does not always have the necessary hygiene skills to prevent the spread of infection.

### REFERENCE TABLE FOR INFECTIOUS/COMMUNICABLE DISEASES

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>MINIMUM LENGTH OF TIME OF EXCLUSION FROM KINDERGARTEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFLUENZA</td>
<td>Exclusion until after the symptoms have disappeared. Usually within 7 days.</td>
</tr>
<tr>
<td>GERMAN MEASLES</td>
<td>Exclude 7 days after appearance of rash.</td>
</tr>
<tr>
<td>CONJUNCTIVITIS</td>
<td>Exclude until NO discharge from eyes.</td>
</tr>
<tr>
<td>CHICKEN POX</td>
<td>Not less than 7 days.</td>
</tr>
<tr>
<td>MEASLES</td>
<td>Not less than 7 days after appearance of rash. Report to Local Council.</td>
</tr>
<tr>
<td>MUMPS</td>
<td>Not less than 14 days or at least 7 days after subsidence of glandular swelling (whichever is longer)</td>
</tr>
<tr>
<td>HEAD LICE</td>
<td>Children must stay away until hair has been treated. Various treatments are available from the Chemist.</td>
</tr>
</tbody>
</table>

Please inform staff of any illness as we may need to inform other parents.

### SUN SMART POLICY

At the Mount Pleasant and District Kindergarten we believe that children should be protected from excessive sun whilst playing outside.

Staff will use discretion about restricting outside play on extremely hot days or days where there are dangerous UV levels, this can include over cast days. Centre staff feel it is important to set an example to children by always wearing hats and sunscreen whilst outside. We encourage all adults coming into the Centre to do likewise.

**PROCEDURE:**

- Parents are asked to sign a consent form for staff to assist their child to apply sunscreen after lunch.
- Parents send children to the centre with sunscreen applied.
- Staff will teach children to apply their own sunscreen after lunch, assisting where necessary.
- The centre will provide sunscreen, please leave your sunscreen at home unless your child needs a specific brand.
- Parents are to provide a broad brimmed named hat or legionnaires hat for their child. (Hats that shade face, neck and ears, No Base ball Hats Please.)
- Hats are to be worn outside at all times in 4th & 1st terms.
- Children who do not bring a hat will wear one provided by the Centre.
• If parents object to their child wearing a Centre hat, children must remain inside or in the verandah area.
• Staff will encourage all children to have a drink throughout the day especially while eating fruit a.m./p.m & lunch.
• Outdoor activities will be held in shady areas whenever possible in hot weather.
• Children are requested to be dressed in shirts with collars and sleeves. (NO SHOESTRING STRAPS).

Recommendations by the Anti-Cancer Foundation
Always apply a sunscreen to clean dry skin.
Apply at least 20 minutes before going outside, reapply every 2 hours.

We recommend you purchase a broad brimmed hat as worn by the school your child will be attending.

<table>
<thead>
<tr>
<th>HEAD LICE POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>The South Australian Health Commission recommends that everyone check hair every week for head lice. Checking and treating children’s hair is <strong>BY LAW A PARENT’S RESPONSIBILITY.</strong></td>
</tr>
</tbody>
</table>

If there is a community outbreak of head lice, the Kindergarten will arrange for staff to do sensitive head checks if we suspect a child has head lice, providing permission to inspect hair has been received.

**PERMISSION TO CHECK HAIR:**

What happens if a child is suspected of having head lice and we **have** permission to inspect the hair?
• Child’s hair is checked sensitively and discreetly.
• If there are live lice, staff will phone home for parent/care-giver to collect the child.
• Child’s hair is treated and **remains home for 24 hours after treatment.** On returning, parents are to notify staff that treatment has occurred.
• If nits (eggs only) are found, parents are notified to collect child.
• Child’s hair is treated and the child is able to return to Kindy. On returning, parents are to notify staff that treatment has occurred.

**NO PERMISSION TO CHECK HAIR:**

What happens if a child is suspected of having head lice and permission is **not given** to inspect the hair?
• Child is withdrawn from play.
• Parent/care-giver is phoned to collect child.
• Child returns to Kindy and Parent/care-giver reports to staff with a Doctor’s Certificate, stating that the hair is clear.

<table>
<thead>
<tr>
<th>BEHAVIOUR MANAGEMENT POLICY</th>
</tr>
</thead>
</table>
| Our kindergarten believes that….
• parents, staff and children working together achieve the best behavioural outcomes for children. |
• all children have the right to feel safe at all times.
• It is the right of all children to have the opportunity to actively participate in positive learning experiences.
We need to acknowledge that children do feel angry and upset at times and that we need to help them learn to express those feelings appropriately.

<table>
<thead>
<tr>
<th>Positive Behaviour</th>
<th>Unsafe Behaviour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Respecting and caring for others</td>
<td>Hitting</td>
</tr>
<tr>
<td>Sharing and taking turns</td>
<td>Spitting</td>
</tr>
<tr>
<td>Being Co-operative</td>
<td>Pinching</td>
</tr>
<tr>
<td>Being polite</td>
<td>Swearing, name calling</td>
</tr>
<tr>
<td>Participating in activities</td>
<td>Bullying</td>
</tr>
<tr>
<td>Being friendly</td>
<td>Biting</td>
</tr>
<tr>
<td>Being responsible</td>
<td>Karate kicks</td>
</tr>
<tr>
<td>Listening</td>
<td>Pushing and shoving</td>
</tr>
<tr>
<td>Helping</td>
<td>Throwing things</td>
</tr>
<tr>
<td>Using Appropriate social language and actions</td>
<td>Threatening behaviour and language</td>
</tr>
<tr>
<td>It’s okay to say no to keep yourself safe</td>
<td></td>
</tr>
</tbody>
</table>

**How staff, parents and children can work together to foster positive behaviour…**

• Actively reinforce positive behaviour eg. “I really liked the way you played safely with the sharp shovels”
• By modelling appropriate behaviour eg. showing care and concern for someone who is hurt, upset etc.
• By giving appropriate language eg. “say to it’s my turn now”
• Sharing examples of these positive behaviours. (that we have seen) with each other

**How staff, parents and children can work together to deal with these unsafe behaviours…**

• Teach children what are acceptable and unsafe behaviours and firmly remind them of this when necessary during their play
• Provide acceptable alternatives for the release of anger and frustration and channel children towards these when appropriate
  - punching bags and kicking bags
  - balls to throw and kick
  - clay to punch and pummel
  - wood to hammer
  - running
• Where possible ignore (attention seeking) behaviours that is not dangerous to the child or other children, or intruding on other children’s play or their right to feel safe… but continue to monitor the child.
• We will attempt to intervene before any of the above unsafe behaviours occur by stepping in early and redirecting the child’s attention to diffuse the situation before these behaviours get out of hand (become dangerous).
• We will intervene if any of the above unsafe behaviours occur by…
- talking to the children about the problem and try to resolve the conflict.
- Adults will support children affected by these behaviours.
- Help children to recognise the consequences of their behaviour for others and help children actively assist anyone who was affected by their actions. Eg Ask “are you alright? Do you need a tissue?” etc. “It might make the other person feel better if you were to say sorry.
- Offer the child the option of staying at the activity if they can play safely.
- If the unsafe behaviours are repeated staff will use time out. (time out will be used for brief periods and the child will not be left on their own. Trained staff will only carry this out.)
- Inform parents.
- Staff will access additional help from specialists eg DETE special services, CAYHS or CAMHS when required by staff and or parents.

• Staff will undertake additional training when appropriate.

<table>
<thead>
<tr>
<th>NUTRITIONAL GUIDELINES</th>
</tr>
</thead>
</table>

At the Mt Pleasant and District Kindergarten, all children’s lunches and fruit are to be provided from home. We request that these be healthy, enjoyable and contribute to their daily food requirements. For health and safety reasons, there are some items that should not be sent due to the risk of young children choking. For example: nuts, popcorn, corn chips, raw carrot and celery. A balanced lunch should also be low in salt, sugar and fat with a minimum of food colouring and additives. We aim to promote and encourage the establishment of good nutrition early in a child’s life.

HELPFUL HINTS:

To help staff please:
• name all children’s lunch boxes and containers
• bring lunch boxes into the kindergarten & place on food trolleys – named perishable items may be placed in the fridge in the hot weather (no lunch boxes please)
• only bring food that is within our guidelines (check with staff if unsure)
• send food with minimum packaging (this is time consuming for staff and expensive for you)
• please send a named water bottle with water only. This can be refilled at kindy.
• provide some finger foods as well as their main meal and please send fruit for their snack
• have food prepared for children to eat, eg. Oranges peeled or cut up. Please have this in a separate container from their lunch.

A HEALTHY LUNCH:

A study conducted by the New South Wales Health Department recommends this “good food guide” for children in day care:
• once slice of wholemeal bread, or ½ cup breakfast cereal, or ½ cup cooked rice or ½ cup cooked pasta;
5 FOOD GROUPS:

The following examples of foods available in each of the 5 food groups may help you to provide a healthy and varied lunch for your child.

**Bread & Cereals**
- Whole-grain breads and rolls
- Pita/Lebanese breads
- Whole-grain biscuits and crisp breads
- Fruit breads
- Scones
- Pancakes and pikelets
- Muffins
- Rice cakes
- Savoury rusks
- Sugar free breakfast cereals

**Fruit & Vegetables**
- Fresh fruit: eg grapes, oranges, pear, apples
- Dried fruit: eg apricots, peach, sultanas, figs
- Salad: eg grated carrot, cucumber sticks, tomato
- Fruit salad: eg watermelon, kiwi, strawberries
- Par boiled vegetables: eg broccoli, carrot, celery, cauliflower (good for dipping)
- Vegetable soups
- Frozen fruit wedges (place in freezer)

**Protein**
- Tuna and salmon
- Lean meats: eg turkey, chicken, ham
- Cheese: eg ricotta, cottage, cheddar
- Eggs: eg hard-boiled, omelette
- Yoghurt
- Legumes: eg baked beans, mung beans, lentils, humous (chick pea paste)
- Nuts (paste only): eg home made peanut paste with canola oil
- Seeds: eg tahini (sesame seed paste)

**Dairy Products**
- Yoghurts - plain or fruit and low in sugar
- Custards
- Milk
- Butter, Margarine & Oil
  - Small amounts of poly-unsaturated fats are recommended

**Butter, Margarine & Oil**
- Small amounts of poly-unsaturated fats are recommended

**PLEASE KEEP THE FOLLOWING FOR TREATS AT HOME:**
- Chocolate
- Chocolate covered muesli bars
- Potato chips
- Cordials
- Lollies & sweet biscuits
- Roll ups

**BIRTHDAY CELEBRATIONS:**

We will celebrate your child’s birthday with candles on a large fabricated cake and sing some special songs. Parents may provide a cake (small cup cakes preferred) or a “special” platter of finger food (which could include fresh or dried fruit, cheese and dry biscuits, etc) if they wish for their child to share with friends. However, please do not feel obligated to do so.
Thankyou, for helping us to endorse the centre’s “good food, good health” policy, by providing the freshest and healthiest lunches available. Good nutrition plays a vitally important role in the overall growth and development of your child.

**Personal Belongings and Toys:**

It is difficult to keep track of toys and other ‘precious’ items, so please discourage your child from bringing them. We make exceptions for beloved articles, which your child needs for security or those, which are relevant to the program, please make sure these are named.

**What your Child will need:**

Please provide a **NAMED** kindergarten bag containing each day:
1. a **named water bottle**, with water only. Please do not send cordial or fruit juice as these are messy and sticky and often wasted.
2. a **named** (lid and base) lunch box. Please provide a nutritious lunch and snack. We encourage the children to eat savoury before sweet and also to eat a reasonable amount before leaving the group.
3. a piece of fruit or vegetable for **morning fruit time**, prepared ready for your child to eat.
4. often children are looking for a snack early in the afternoon to tide them over until home time. Please provide a healthy snack for afternoon snack time.
5. a **named**, broad brimmed hat (refer to Sun Smart Policy).

**NB.** Refer to Nutritional Guidelines for healthy Eating Suggestions.

**Appropriate Clothing:**

We recommend that your child wears comfortable, practical play clothes, which allows them the freedom to play at any activity. Although smocks are provided, they are not sufficient protection for some activities, so plan to provide washable clothing. Also ensure that they are manageable by your child for independent toileting to avoid the embarrassment of accidents.

It is not advisable for children to wear thongs or long skirts, which can be hazardous on the climbing equipment.

The Kindergarten has spare clothing in case of unforeseen circumstances. Please launder and return these to Kindy.

**Lost Property** is located in the box near the toilets. Please check regularly.

**Parent Participation:**

We welcome and encourage parent participation at our centre as your are after all your child’s most important teachers. Your presence and interest in the program makes for your child’s easy transition from home to Kindergarten and supports the continuity in learning, which benefits your child’s development.
Children love to share their Kindergarten experiences with their families. You are most welcome to stay for a session of Kindergarten during the term. If you have a skill you would like to share with us, let us know. These skills and talents only serve to enrich and enhance our program.

HELPING PARENT ROSTER:
Parents are asked to help with cleaning up at the end of each day. Your name will be placed on a roster which is distributed each term. Please see staff if you are unable to help on your rostered day. Thankyou

There is a Kindy Washing Roster and each family has at least one turn at this during the year. Further help may be asked for during the year for a general clean. Watch notices for this. Any help that you can give helps to keep the running costs of the centre down and consequently keeps the cost of fees down.

In anticipation, ‘THANKYOU’ for any time that you may give, it is very much appreciated.

Concerns:
If at any time during your child’s stay with us, you have concerns with your child’s behaviour or development, or concerns regarding the program or running of the centre, please make an appointment with the Director. It is important to speak with the Director. She is best equipped with knowledge of the centre and its supporting services, to help you with any issues you may have.

She has many years experience working in Kindergartens with pre-school children and is willing to work through any concern you may have. The end of a session is often a good time to discuss matters confidentially. It is helpful to indicate that you wish to do this at the beginning of the day so the Director can arrange for uninterrupted time later. If, after consultation with the Director, you are still concerned that an appropriate outcome has not been reached, contact the District Co-ordinator for the Barossa District for further discussion. (See phone number at beginning of Booklet).

Consultative Structure:
This is a system, which allows parents and service providers to express their views about Children’s Services in South Australia. Recommendations and advice on any issues can be referred through the Consultative Structure to the Minister for Education. Changes have been made through the use of this system and it continues to be a platform for parents to voice their concerns and opinions. Interested parents from this centre are able to attend these meetings.

Governing Council Committee:
The Governing Council Committee is a band of involved parents elected at the Annual General Meeting each year. Mostly the Committee is comprised of parents with little or no experience on committees, but who are willing to give it a go and in doing so often do terrific jobs. Parents are essential to the efficient running of the Kindergarten and it is impossible for a Kindergarten to
operate without this committee and its essential office bearers. Some of the Committee’s responsibilities are:

- arranging for the development and maintenance of the Kindergarten;
- arranging local fundraising activities;
- planning and authorising the use of Kindergarten funds;
- communicating with Kindergarten families through informal functions and newsletters;
- working with and supporting staff in providing a service appropriate to the community’s needs.

We invite and encourage at least one member from each family to attend the Annual General Meeting, which is usually held near the end of Term 4 in readiness for the following year.

NATURAL DISASTER POLICY:

To all parents: This policy has recently been revised and is to be used in the event of a Natural Disaster affecting the Kindergarten. This policy refers particularly to bushfires, but has additional information for other possible natural disasters.

EMERGENCY TELEPHONE NUMBERS:

- Kindergarten .............................. 8568 2079
- Mt Pleasant Police ..................... 8568 2023
- Ambulance ............................... 000
- Barossa District Council .............. 8563 8444
- Fire Emergency .......................... 000
- C.F.S. Regional Office (Gawler) ...... 8522 6088
- Mt Pleasant C.F.S. Station .......... 8568 2722
- Springton C.F.S. Station ............. 8568 2719
- Eden Valley C.F.S. Station .......... 8564 1194
- Palmer C.F.S. Station ............... 8569 4116

IN THE EVENT OF A BUSHFIRE THREATENING THE TOWN OF MT PLEASANT
THE FOLLOWING PRECAUTIONS WILL BE TAKEN

1. Radio (battery operated) will be tuned at 5 AN found on 891 AM.
2. Staff will assemble children inside and check roll.
3. Unlock all gates and doors and close windows. Keys for gates are located with whistles, next to piano room & activity room external doors.
4. Connect hoses, sprinklers - place on lawn, turn on and check.
5. Container of drinking water will be readied and essential items put at the ready eg. First aid kit, tissues, towels.
6. Parents are asked not to come to Kindergarten to collect their child before normal dismissal times unless so advised by staff.
7. Children can only be collected by their own parent, unless staff receives written authority naming the parent’s authorised substitute.
8. Local up to date information can be obtained by contacting our local regional office at Gawler, phone 8522 6088, or by phoning toll free the Bushfire Hot Line 1300 362 361.
9. Wait for further instructions from local C.F.S.

INTERNAL FIRES:
<table>
<thead>
<tr>
<th>INSIDE STAFF</th>
<th>OUTSIDE STAFF</th>
<th>E.C.W.II VISITORS/PARENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blow whistle</td>
<td>Support teacher with children</td>
<td></td>
</tr>
<tr>
<td>Collect roll book and mark roll at 9.30 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ring C.F.S.: 000</td>
<td>Collect first aid kit, woollen blanket, towels, drinking water, tissues</td>
<td></td>
</tr>
<tr>
<td>Collect first aid kit, woollen blanket, towels, drinking water, tissues</td>
<td>Support teacher with children</td>
<td></td>
</tr>
<tr>
<td>Ring Police: 8568 2023</td>
<td>Gather children together with teacher on grassed area behind the mound.</td>
<td></td>
</tr>
<tr>
<td>Turn off electricity at mains located inside, in box on eastern wall</td>
<td>Alert inside staff of children missing</td>
<td></td>
</tr>
<tr>
<td>Building checks for children and close windows.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commence fire-fighting procedure with appropriate extinguisher if source can</td>
<td></td>
<td></td>
</tr>
<tr>
<td>be seen and only it this action does not put teacher at risk in any way.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXTERNAL FIRES:**
As above, except staff and children are to assemble inside the building.

**SAFEGUARDS:**
It is essential that the following steps are adhered to at all times in order for the Policies to be carried through.

**TERMLY:**
1. Any new staff must familiarise themselves with the use of any extinguishers.
2. Regular internal fire drills to be conducted.

**YEARLY:**
1. This policy should be reviewed every year in October together with the C.F.S.

**AREAS OF CONCERN:**
Areas include hometowns of children attending Mt Pleasant and District Kindergarten.
- Mt Pleasant town and fringe areas;
- Springton;
- Eden Valley;
- Birdwood;
- Mt Crawford;
- Mt Torrens;
- Tungkillo.

Should bushfires occur in any of these districts, parents or guardians will notify the Mt Pleasant Kindergarten on 8568 2079 so that arrangements can be made to care for those children whose home district is affected by fire.

OR
The Mt Pleasant Kindergarten may obtain information regarding a particular fire in the area concerned by contacting the following:
C.F.S. Regional Office - Gawler,  8522 6088
The C.F.S. Brigade responsible for that area and then contacting the parent or guardian for any action necessary.
Bushfire Hot Line, 1300 362 361 or C.F.S. Adelaide, 8204 333

**EARTHQUAKE:**
Immediate evacuation of the building, gathers on grassed area near mound.

**FLOODS:**
Unless immediate danger, the Kindergarten is our refuge centre. Wait for further instructions from the Police or those in command of the crisis.

**DISTRIBUTION OF POLICY:**
A copy of this policy has been sent to the Mt Pleasant Police, Mt Pleasant C.F.S., Barossa Council and Children’s Services Head Office.
When updating this policy, updated copies are to be sent to the above.

**EVACUATION:**
If evacuation of the building is necessary due to an external calamity, the evacuation will proceed under the direction of the Police, C.F.S., or S.E.S.

The following Evacuation Procedure will apply:
1. Staff will assemble children together and follow Police, C.F.S. or S.E.S. instructions.
2. It is stressed that staff will take full responsibility for the protection of your child/children.
3. If Mt Pleasant is in the threatened area, parents are asked not to come to the Kindergarten to collect children, but to remain at home and obtain information about when it is safe to pick up children by phoning these numbers:
   - C.F.S. Regional Office, Gawler:  8522 6088
   - Barossa Council:  8563 8444
   - Mt Pleasant C.F.S.:  8568 2772

**Transition to School:**
Children should be enrolled in a school by about four and a half years. If you are unsure of which school to send your child to, make appointments with the Principals of several schools and ask to be shown the school and be given information of its beliefs and policies. You will soon decide from this which school you feel most comfortable with and would like your child to attend.

Ask the staff for a copy of the transition policy for your child’s school.

**LOCAL SCHOOLS:**

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mt Pleasant Hospital Road, Mt Pleasant</td>
<td>8568 2170</td>
<td></td>
</tr>
<tr>
<td>Birdwood Shannon Street, Birdwood</td>
<td>8568 5329</td>
<td></td>
</tr>
<tr>
<td>Springer Miller Street, Springerton</td>
<td>8568 2254</td>
<td></td>
</tr>
<tr>
<td>Spring Head Lutheran Spring Head Road, Mt Torrens</td>
<td>8389 4334</td>
<td></td>
</tr>
<tr>
<td>Mt Torrens Prescott Street, Mt Torrens</td>
<td>8389 4278</td>
<td></td>
</tr>
</tbody>
</table>

**Local Community Services:**

**Mt Torrens and Springerton Schools:**
Hold a Playgroup. For further information please ring the schools.

**Torrens Valley Children’s Centre:**
If you require childcare for a pre-school aged child, ring 8389 1335. The Centre is situated on John Fisher Avenue, Gumeracha.

**Torrens Valley Toy Library:**

**Torrens Valley Community Centre:**
Main Street, Gumeracha (behind Gumeracha Town Hall)
Coordinator Jenny Kennedy:- Phone 8389 1711 Provides a Community Information Service, ie. Budgeting and finance, family support services and many more. Conduct various classes, ie. craft, career advice. Please ring the centre for a comprehensive list of services available.
An op-shop is also located next to hall.

**Australian Breastfeeding Association:**
Seven day counselling service available. 84110 050
Breast Feeding Counsellor 85624 082
Web: [www.breastfeeding.asn.au](http://www.breastfeeding.asn.au)

Poisons Information Centre: Free Call 1800 182 111
Y.H.S.: Free Call 1800 188 082
Child & Adolescent Mental health Services 8204 7389

**PLAYDOUGH**

A magical cooked playdough recipe without the messy, sticky saucepan.

**Ingredients:**
2 cups flour
4 tablespoons cream of tartar
2 tablespoons cooking oil
1 cup salt
Food colouring
2 cups boiling water

**Method:**
Mix dry ingredients, add oil to water and mix together.
Mixture will dry a little as it cools.

---

**SA Beginner’s Script Writing:**

This is the printing taught in all Primary Schools. Teaching your children to write their name this way will avoid confusion later.

When teaching your child to write his/her name, write it with one capital letter only.

Eg. **Sarah** (correct)
   **SARAH** (incorrect)