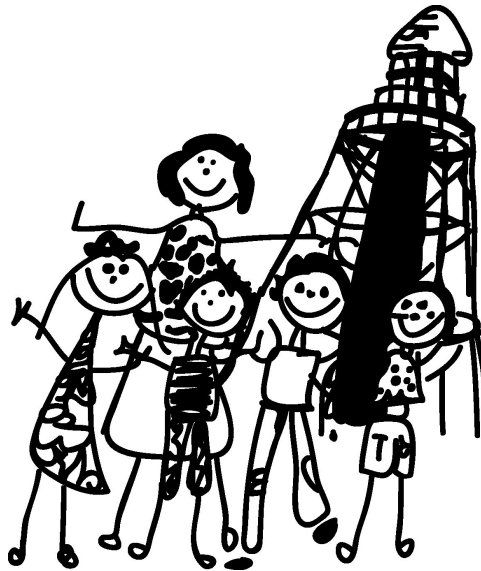


Le Fevre Kindergarten

**14 Hughes St,
Birkenhead, S.A., 5015**
(cr Hughes St & Roberts St)



Phone: 84494580

Fax: 82423496

Email:

dl.5629_leaders@schools.sa.edu.au

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[Welcome to Le Fevre Kindergarten](#)

We hope you and your child/children have a wonderful association with our centre during your time here.

The following pages have been prepared in an effort to provide you with an insight into the organisation and ethos of the Centre as well as outlining the services, facilities and information you may need.

We look forward to meeting you and your child as well as other family members.

If you have any questions, please do not hesitate to contact us.

Le Fevre Kindergarten is a Department for Education and Child Development public preschool.

Le Fevre Kindergarten is part of the Le Fevre Peninsula Partnership.

The Flinders Park Education Office is at:
20 Beatty St.
Flinders Park. S.A.,5025

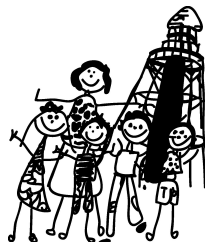
Ph. 84167303

Fax. 84167336

The Educational Director is Ms. Deb Graham

Further information is available on the DECD Website
www.decd.sa.gov.au

Visit the kindergarten website for further information, newsletters, policies and happenings at
www.lefevrekgn.sa.edu.au



ABOUT LE FEVRE KINDERGARTEN

Le Fevre Kindergarten is a Department for Education and Child Development stand alone, full time preschool service. It is situated 19 kms north west of the GPO on the Le Fevre Peninsula. The centre is adjacent Le Fevre Primary School. It is a full time centre, offering sessional funded preschool and lunchtime care. We operate 9 sessions of preschool per week. The centre mainly feeds the two local primary schools and the private catholic school.

The kindergarten offers a flexible learning program. We believe that children learn best through play and social interaction, valuing and respecting each child as an individual with unique talents, interest and skills. We are committed to provide an accessible, inclusive play-based quality learning environment, which is safe and stimulating for children in their eligible years of preschool. We provide an educational program which empowers individual children to continue developing their life skills with confidence. There is a primary focus on Literacy, Numeracy, student wellbeing and environmental awareness.

Site attendance capacity is 30 children per session.

ACCESS TO KINDERGARTEN

The South Australian Department for Education and Child Development (DECD) with the Australian Government has committed to implementing Universal Access to Early Childhood Education to ensure that all eligible children have access to 15 hours of preschool prior to entry to school.

Le Fevre kindergarten offers children the opportunity to access 5 sessions of kindergarten per week, a session being 3 hours.

If your child turns four before May 1, they will start preschool on the first day of term one that year. If your child turns four on or after May 1, they will start preschool on the first day of term one the following year.

Children of Aboriginal & Torres Strait Islander background and children under the guardianship of the minister are able to start at 3 years of age. Children whose parents are in the armed forces can access early entry.

When enrolments reach capacity limit, which is 30 per session, a waiting list will be started and a centre priority of access will be implemented.

The option to offer early enrolment is limited to site capacity and by negotiation with the Director.

An orientation session is held in the term prior to children starting full time kindergarten.

Documentation of Proof of Birth & immunisation record schedule is required on enrolment.

ACCIDENTS/ILLNESS

Accidents

When a serious accident occurs at kindergarten, parents/caregivers will be contacted immediately. It is important that contact numbers and emergency contact details are supplied to the kindergarten on enrolment and updated when necessary.

Appropriate medical attention will be provided by staff. In the unlikely event that an ambulance is required, it will be charged to the family.

Illness

In the event of minor accidents or illness, children will be cared for at the kindergarten where possible. If it is felt that they should not remain at kindergarten, staff will endeavour to contact a parent or an emergency contact.

If your child is unwell, please keep them at home. If they have a contagious illness, please let us know so we can inform the kindergarten community.

Infectious Diseases

Children who have been ill with an infectious disease may not return to kindergarten until fully recovered or when indicated by a doctor.

For the following general infectious diseases, the recommended exclusion periods are:

- Measles – at least 5 days from appearance of rash
- Chicken Pox – exclude until fully recovered, or at least one week after the eruption first appears
- Mumps – exclude until fully recovered
- Hepatitis - exclude until fully recovered
- Diphtheria, Scarlet Fever, Poliomyelitis, Tuberculosis – re-admit after receipt of a medical certificate of recovery
- Whooping Cough – exclude until well, and has been given appropriate medical treatment. Not infectious five to seven days after starting antibiotic treatment.
- Conjunctivitis - exclude until discharge has ceased
- Impetigo (School Sores), Scabies, Tinea (Ringworm) – exclude until effective treatment has been carried out

ASSESSMENT AND REPORTING

It is a Departmental requirement that reports are prepared and shared with families on children's progress during their time at kindergarten. Reports prepared by staff reflect the children's progress at kindergarten based on the learning outcomes of the "Belonging, Being & Becoming" National Early Years Learning Framework, additional learning documents, professional knowledge and observations as well as information provided by you, the parents/caregivers.

The Learning Outcomes, together with supporting evidence, provides us with reference points to monitor and assess children's progress.

Staff will share reports with families throughout the year.

A copy of the transition report is forwarded to your child's reception teachers, providing a useful tool for the school to plan for children entering the next stage of their learning.

A profile of children's work is collated, containing samples of work, questionnaires, comments by staff and children and photos. This provides a picture of the "distance travelled" during the year at preschool. This profile is kept at kindergarten for children to use and parents to view. At the end of the year it is presented to the children and we encourage you to share it with your child's reception teacher.

ATTENDANCE

It is a requirement of DECD that attendances are recorded. To help your child gain the most from their time at kindergarten it is important that they attend each session. Regular attendance at kindergarten supports your child's participation in the education program so they feel part of the group and teachers can plan to support their learning. We are staffed according to the number of children ATTENDING each preschool session, so please send your child regularly. If your child is going to be absent from kindergarten, please let the centre know.

BEHAVIOUR MANAGEMENT

At Le Fevre Kindergarten we have high expectations of children's behaviour and relationships. We believe that:

- children should be safe at all times.
- a safe and caring environment is central to learning.
- participation in a safe and caring setting is important for building self-esteem.
- it is important to have respect for each other, our differences and cultural backgrounds.

At Le Fevre Kindergarten staff use a variety of strategies to promote positive behaviour and encourage children to be caring, considerate, and responsible for their actions, to make positive choices and understand consequences and develop appropriate assertive behavior.

Where there is an incident of unacceptable/challenging behaviour, staff use a variety of strategies based on the particular situation and the child's level of understanding. Staff use strategies to assist the child to manage inappropriate reoccurring behaviour. Staff will contact and consult with parents/caregivers if there are repeated incidents of unacceptable/challenging behaviour in order to work together to promote positive behavior.

Site behaviour guidelines and policies are updated regularly and are accessible on the kindergarten website or in the kindergarten information folder

BIRTHDAYS

We acknowledge and respect each families' beliefs and customs relating to birthdays and other celebrations. Children's Birthdays are acknowledged at kindergarten unless we are informed otherwise, by singing "Happy Birthday." The children make each other a birthday card and are given a birthday sticker. We do not have birthday cakes or other treats to celebrate birthdays. A copy of our Birthday Celebration guidelines is available on the kindergarten website and in the kindergarten information folder.

COMMUNICATION

Regular communication between kindergarten and families is encouraged. This can occur informally on a daily basis through verbal exchange between parents/caregivers and staff or formally at a planned meeting time. Newsletters are sent out regularly through the My Skool Bag App or placed in the children's information pockets.

Staff are happy to talk to you about your child's progress at kindergarten, either informally or at an appointment. It is a DECD requirement that staff report on children's progress three times during the year. We will always let you know if we have any concerns.

We have a webpage, facebook page & My Skool Bag app. We encourage all families to download the My Skool Bag app.

CONCERNS OR COMPLAINTS

Parents and caregivers are encouraged to raise concerns if they believe that the kindergarten, or a staff member working there, has done something wrong, failed to do something that should have been done or acted unfairly or impolitely. The DECD parent complaint process is based on the belief that complaints are resolved more effectively, and relationships more likely to be maintained, when they are dealt with as close to the local level as possible.

There is a Parent Complaint Policy available for parents/caregivers outlining definitions and guidelines when raising a concern or complaint. Further information is available on the DECD website, the kindergarten website and in the kindergarten information folder.

CURRICULUM/PROGRAM

Our curriculum planning is based on the Early Years Learning Framework “Belonging, Being & Becoming”. This is the national early learning framework for children from birth to five years. The Framework’s vision is for all children to experience play-based learning that is engaging and builds success for life.

At Le Fevre Kindergarten we use the Framework in partnership with families, children’s first and most influential educators, to develop learning programs responsive to children’s interests, strengths and abilities and recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of “*belonging, being and becoming.*”

Belonging is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

Being is about living here and now. Childhood is a special time in life & children need time to just “be” – time to play, try new things and have fun.

Becoming is about the learning and development that young children experience.

Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Through the Framework’s five learning goals educators will assist your child to develop:

- A strong sense of their identity
- Connections with their world
- A strong sense of wellbeing
- Confidence and involvement in their learning
- Effective communication skills

The curriculum content is based on **children’s needs, interests and abilities** and planning the program is a collaborative process.

CHILDREN make suggestions that come from their play, interests and questions.

PARENTS have contributions to make, skills to share, an event they can organise through their networks.

STAFF observe, talk with parents/caregivers, children and each other to develop a program that best meets each child’s needs and interests in a play based environment.

CURRENT EVENTS play a part e.g. festivals, world environment day, reconciliation week, science week, the seasons.

PARENTS/CAREGIVERS are asked to share the very important information that they know about their child in the child enrolment, questionnaires, informal chats and interviews if requested.

In a partnership with you, we endeavour to provide your child with a happy, safe, learning year at preschool that is unique in itself and the opportunity for the family to be involved in the life of the Centre as well.

DENTAL CLINIC - Le Fevre 84493364

Children are able to access the Le Fevre Dental Clinic based at the Le Fevre Peninsula school site, Shorney Street, Birkenhead. The service is free for School Card Students. There is an annual fee for all other students. Further information and enrolment forms are included in your child’s information pack. It is the parent’s/caregiver’s responsibility to take children to the dentist. The clinic is open on Monday to Friday from 8.30am – 4.30pm.

EMERGENCY PROCEDURES

The kindergarten has emergency procedures in place for evacuation and invacuation of the building and site which is practiced regularly with staff and children. All visitors to the centre are made aware of the emergency procedures. All emergency procedures are displayed clearly around the kindergarten, available on the kindergarten website and in the volunteers sign in book and kindergarten information book.

EXCURSIONS/PERFORMANCES

These activities are valuable in the educational program and are held at various times throughout the year. They provide first hand experiences and shared learning for all children. Excursions and performance relate and reinforce planned learning experiences and activities. Information about excursions/performances is given to parents/caregivers prior to the event.

FEE PAYMENT

Families will be invoiced each term for term fees and lunch fees. Payment details are on the invoices and can be made either by paying cash, cheque or direct deposit to the bank. Centre link payments can be arranged if needed.

GOVERNING COUNCIL

The Governing council consists of parents/caregivers, staff and other persons interested in the Centre. Their role is to assist the Director in the running of the Centre and to have an input and decision making role in such matters as policy, maintenance, fundraising, fee setting, community input, purchasing of equipment etc.

Meetings are held monthly and are open to all parents/caregivers. If you are interested in becoming involved, please see staff.

Members of the Governing Council are required to undertake a current police clearance and to complete training in Responding to Abuse & Neglect (RAN) which the kindy can organise.

The Annual General Meeting is usually held in February.

HATS

In accordance with the kindergarten Sun Smart policy all children and staff must wear a sun safe hat when outdoors in Term 1 of each year or til the end of April and from September 1 to the end of term 4. From April to September if the sun's UV rays are 3 or over children and staff must also wear a hat when outdoors. Sunscreen will be applied to children staying all day during the same time hats are required to be worn. Please refer to the Sun smart Policy Statement available on the kindergarten website or in the kindergarten information folder.

HEAD LICE

From time to time head lice are prevalent and parents are asked to check their children's heads regularly. The main areas to check are the nape of the neck and behind the ears. There is where they breed, but they can be elsewhere on the hair.

Children with head lice may not attend kindergarten until they have been treated. All family members should be treated when a child is identified as having head lice. The kindergarten community will be informed if there is a case of head lice and information relating to head lice will be displayed.

HEALTHY EATING

The kindergarten has a healthy eating policy. Children must bring fruit or vegetables for fruit time to eat at kindergarten and have a healthy lunch if they stay for lunch. The cooking program also reflects the centre's focus on healthy eating. We grow many ingredients used in our cooking in our garden. Rite Bite information for parents/caregivers is available on the kindergarten website and in the kindergarten information folder.

LENDING LIBRARY

We have a children's lending library and parents/caregivers information books. There are books and information for adults to borrow relating to children, their development, behaviour and learning.

LOCAL SCHOOLS

Le Fevre Peninsula Primary School - 84496417
Largs Bay School - 84492000
Semaphore Dominican - 84496225
Le Fevre After School Care - 84497227

It is your responsibility to enrol your child at school. The school will arrange orientation visits prior to commencing school.

LOST PROPERTY

Please ensure all items that come from home are clearly labelled, including clothing, bags, toys, lunchboxes, drink containers and hats. If you are missing items, we have a lost property container for you to check. At the end of each term, unclaimed items will be displayed and items still unclaimed will be given to a suitable charity.

LUNCHTIME CARE

We do have a lunchtime component which enables children to attend a full day (which is 2 sessions). As full day sessions are limited, negotiation with the Director is required to secure a position. Full day sessions are not guaranteed. Families are still required to provide a healthy lunch for their child. There is a fee of \$5 per lunch session enrolled as the kindergarten employs a lunchtime carer and it is not funded by the Department. Fees are payable on invoice. Lunch time fees need to be paid to secure a lunch time position.

NEWSLETTERS

Newsletters are written regularly and contain information about the children's learning, about the aims and objectives of the program and about other matters to do with the Centre. Families can also access information from the My Skool Bag app.

NOTICEBOARDS

Noticeboards have updated notes about the program and other information about the week's events and community events. Also check the doors and windows for extra information.

NOTICEPOCKETS

Each child has a named pocket on the notice holder. It is hanging near the front door. Please check regularly for newsletters and other information.

PARENT/CAREGIVER/VOLUNTEERS/ INVOLVEMENT

Is encouraged and appreciated. Examples of parent/carer involvement include

- Being involved in our gardening and cooking program
- Engaging with children in technology i.e. Ipad etc.
- General support work and material preparation in the library, kitchen and general kindergarten
- Reading with and to the children
- Sharing your talents/skills i.e. music, art, woodwork, etc.
- Observing your child learning through play
- Supporting kindergarten activities, excursions, fundraising events etc.

Parents/caregivers who volunteer on a regular basis do need to have an approved current police clearance through the Department for Communities and Social Inclusion (DCSI) and undertake a volunteer's induction which includes participating in "RAN training.

PERSONAL PROPERTY

We discourage children bringing toys or items from home unless there have been requested to do so for sharing or they need a special item for comfort or settling. It can be very stressful if toys or special possessions get lost or broken.

PICKING UP CHILDREN

If your child is to be picked up by another person other than those indicated on the enrolment form, please inform a staff member and write the name of the person and their telephone contact in the pickup book/diary on the table near the front door.

PLAYGROUP

Friday afternoons from 1.00p.m. - 2.45 p.m. This is parent operated.

COST: \$2.00 per family per session GST free

Playgroup is not available for term 1 2018

ROSTERS

Families will be asked to assist with the kindergarten washing during their time at kindergarten. A roster list is put up each term.

There is also a cooking roster for parents/caregivers who would like to come in and cook with the children.

SESSIONS

Sessional preschool: The South Australian Department for Education & Child Development (DECD) with the Australian Government has committed to implementing Universal Access to Early Childhood Education to ensure that all eligible kindy children have access to 15 hours of preschool prior to entry to school.

Le Fevre Kindergarten will be offering children the opportunity to access 5 sessions of kindergarten per week.

SESSION TIMES

AM - Monday to Friday 8.45am – 11.45am

PM - Monday to Thursday 12.15 pm – 3.15pm

Friday afternoons are staff non-contact time used for program planning and meetings.

COST: 5 sessions a week per term - \$75.00 per term gst free

4 sessions a week per term - \$60.00 per term gst free

3 sessions a week per term - \$ 40.00 per term gst free

2 sessions a week per term - \$ 30.00 per term gst free

1 session a week per term - \$15.00 per term gst free

If your child stays for lunch, there is an additional cost on top of their session fees of \$5.00 per time they stay for lunch i.e. 5 sessions +2 lunches per week = \$175.00 per term.

We aim to negotiate attendance times that will be in the best interest of the child in regards friendships and family needs and of course availability, centre site capacity numbers and staffing.

SMOKING

The kindergarten is a smoke free zone. Parents/caregivers and staff are requested not to smoke within the school grounds.

SOCIAL MEDIA

The kindergarten has guidelines for the use of social media in line with the Department's Social Media Policy. All parents/caregivers need to sign the social media permission form if they want to use our Facebook page. A copy of the social media guidelines and permission form is in the information pack and the permission form needs to be returned to the kindergarten. We also have a website with information about the kindergarten. We are also accessible through the "My Skoolbag" app.

STAFF

Director & Nominated Supervisor: Shirley Hartman

Teachers: Sally Morris
Sabine Orchard-Simonides

Early Childhood Worker (ECW): Ingrid White

Pre-school Support Worker: Leonie McGillivray and Michelle McClory

Lunch time ECW: Sharon Baker

We often have additional staff in the centre depending on the number of children enrolled.

From time to time, you will meet support workers, bilingual staff, child care, teaching students and work experience students. We endeavour to identify these people on the notice board and they wear name tags.

Please make them feel welcome.

Staff work as a team. Please feel free to come and see us with any concerns and queries.

SUPPORT SERVICES - Please speak to Shirley

The kindergarten has access to DECD support services including

- speech pathologists
- Bi lingual support workers
- Special education teachers
- Psychologists

Every effort is made to provide additional support considered necessary for children. In consultation with parents/caregivers a referral is made to the Preschool support team who consider the needs of the child and allocate necessary support.

TERM DATES:

Term dates are the same as state schools. Term dates are available on the DECD

Website - www.decd.sa.gov.au

VISITORS

All visitors to the centre are required to sign the Visitors Book which is located on the table at the front door. Visitors are required to wear a visitor or volunteer badge.

WHAT CHILDREN NEED TO BRING TO KINDERGARTEN

- a bag clearly named
- suitable footwear, please no thongs
- suitable clothing to allow ease of movement - your child may get dirty as play is part of their learning + a spare set of clothing
- a sun safe hat (clearly labelled) Please refer to sun safe policy for examples
- a piece of fruit or vegetable per session

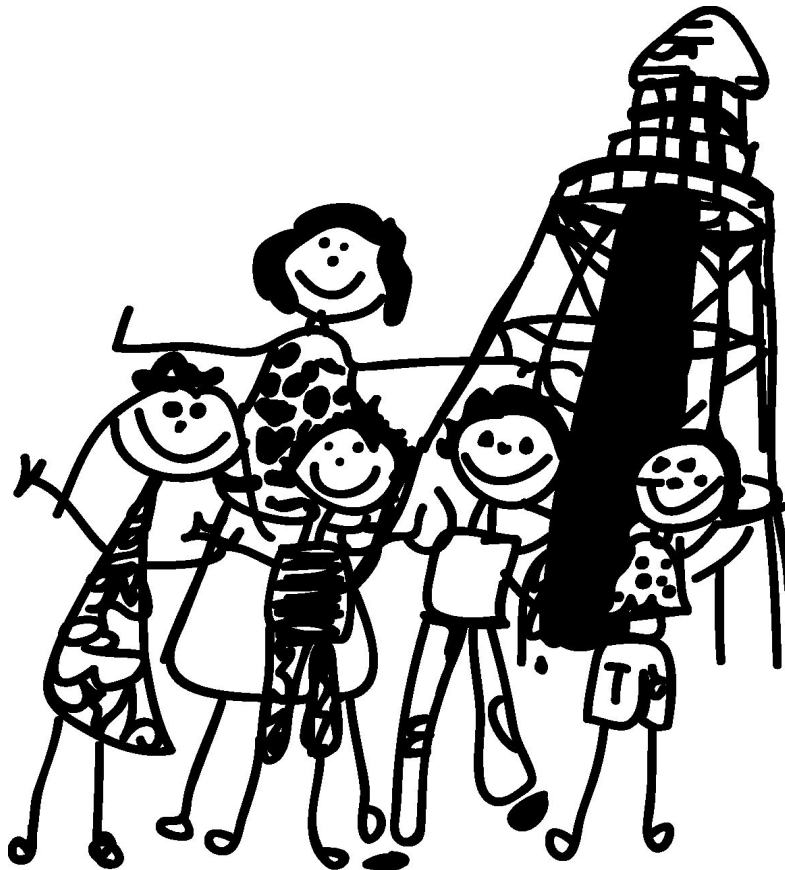
Children do not need to bring drinks to kindergarten as there is a drinking fountain and water is provided for children who stay for lunch. If, however, you feel that your child needs to bring a drink, it must be water only.

Children staying for lunch bring their own healthy lunch.

WEBSITE

For information about the kindergarten, newsletters and current happening and other information please look at our website www.lefevrekn.sa.edu.au

Also we have a "My Skoolbag" app for further information and notifications.



Le Fevre Kindergarten

Philosophy Statement

Le Fevre Kindergarten is a Department for Education and Child Development (DECD) public preschool facility providing education to families with children of preschool age, as defined by the State Government.

The kindergarten is a place where educators, children and their families work together to create a learning environment that is responsive to the needs of the children and the community.

We believe that every child is unique in terms of life experience, and cultural heritage. We value culturally and linguistically diverse backgrounds.

Therefore, we

- provide a safe, nurturing, stimulating environment that accommodates and embraces diversity.
- plan developmentally appropriate learning experiences that are provided through a play-based curriculum.
- value and build on children's strengths, skills, knowledge and interests.

We believe all children's learning should be positive and enjoyable. Educators provide a learning environment which supports children intellectually, physically, socially, emotionally and creatively

Therefore, we provide a quality curriculum which is

- play-based, using the Early Years Learning Framework "Belonging, Being & Becoming".
- used to assess and support the individual learning, development and level of wellbeing of children through interaction, observation and record keeping.
- interesting, inviting and challenging to allow children to build on their existing knowledge skills and interests. Opportunities are provided for the children to discover new learning and foster independence for lifelong learning.

We as Early Childhood Educators work in partnership with families, the children's first and most influential educators.

Therefore, we

- build positive and respectful relationships with children and their families to enhance children's learning and wellbeing.
- work in partnership with the families to benefit the child and create a welcoming environment where all children and families are valued & respected.
- encourage parents and caregivers to participate in the kindergarten community through the Governing Council, fundraising and social events, and to be an active part of the Kindergarten program.

We as educators provide children with opportunities to maximise their potential and develop a foundation for future success in learning.

Therefore, we

- draw on our creativity, intuition, knowledge and imagination to help improvise and adjust our practice to suit the context of the children's learning. We allow for flexibility to enable us to reflect and follow the child's interest as well as promoting their wellbeing and involvement.
 - continue to engage in Professional Development and Training to build our professional knowledge and skills, to enhance and implement our learning and understandings.
 - collaborate with colleagues to generate a culture of continual reflection and renewal of high-quality practices in early childhood education.
-