



Government of South Australia
Department for Education and
Child Development

Happy Valley Kindergarten
12b Regency Road, Happy Valley SA 5159
Ph: (08) 8381 3940 Fax: (08) 8322 8763
e-mail: dl.3640.leaders@schools.sa.edu.au

Happy Valley Kindergarten

Parent Information Booklet

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*2B Regency Road
Happy Valley SA 5159*

Telephone: 8381 3940

Fax: 8322 8763

Email: dl.3640.leaders@schools.sa.edu.au

www.happyvkgn.sa.edu.au

www.facebook.com/HappyValleyKindergarten



'Belonging to a
*learning community. **Being** who we are. **Becoming***
anything we want to be.'

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Term 1 2017 Staff Team

Director: Amy Hicks (Fulltime)

*Bachelor of Early Childhood
Education*

*Currently studying Graduate
Diploma of Strategic Leadership*

Teachers: Kerri Willmott (Fulltime)

Bachelor of Early

Childhood Education

*Graduate Diploma of Education
(specialising in Early childhood
Leadership)*

Certificate 3 & 4

in Auslan

Catherine Johnston (Part time)

Bachelor of Early Childhood

Education

*Bachelor of Junior Primary and
Primary Education*

**Early Childhood Worker: Anissa Silverlock
(Fulltime)**

*Certificate III Government
Disability Stream*

*Diploma of
Children's Services*

**Pre-school support: Lorraine Crumbie
(Hours/Days vary)**



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Certificate III Children's
Services

Financial Officer: Bridie Talbot

TERM DATES

2017

- Term 1:** 30/1/17 – 13/4/17
- Term 2:** 1/5/17 – 7/7/17
- Term 3:** 24/7/17 – 29/9/17
- Term 4:** 16/10/17 – 15/12/17

*The **DECD Preschool Enrolment Policy** states:
Children turning 4 years before May 1st each
year are entitled to attend a preschool program
for 15 hours per week for up to four terms.*

Session Times

Group A: Monday & Tuesday 8:30am–3pm
Alternate Fridays 8.30am– 1.30pm

Group B: Wednesday & Thursday 8.30am–3pm
Alternate Fridays 8.30am–1.30pm



*** Please check newsletters at the beginning of each term for Friday schedules***

Philosophy

At Happy Valley Kindergarten, we believe that all children are capable and competent learners who are individual, unique, curious, and seek to belong, understand, and develop. We believe that respectful and reciprocal relationships underpin everything we do, and that they are fundamental to a child's development. We believe children develop knowledge and understanding of their world through collaborative hands-on experiences. Parents and families are the child's first teachers, so through clear and open communication, we work in partnership to ensure decision making is made in collaboration to achieve the best possible outcomes for children. We want our children to develop **dispositions for learning** such as resilience, independence, persistence, curiosity, problem-solving, risk-taking, and collaboration. Therefore, by using the environment as the third teacher, we provide our children with a high quality play based curriculum that reflects their interests, and provokes wonder, discovery, excitement, challenge, and fun.

Welcome To Happy Valley Kindergarten

Welcome to Happy Valley Kindergarten. We hope that the time your family spends with us will be



mutually rewarding. Please feel welcome to participate in any way you feel comfortable. You may have particular skills or interests such as your occupation, gardening, cooking, craft, music, computer, administration, or management, which you would like to share and in doing so enrich our preschool program. We believe that parents are the first and foremost educators of their children and that the most worthwhile learning occurs when home and preschool cooperate and support each other.

Happy Valley Kindergarten is a community preschool and your family's involvement is welcome and indeed necessary for the smooth running of the preschool. Involvement means something different for each family and we look forward to your contribution.

Happy Valley Kindergarten is a Department of Education and Child Development preschool and follows departmental guidelines and policies.

Equal Opportunity

No family will be disadvantaged or discriminated against because of their race, religion, nationality, ability, gender, financial situation, or marital status. Please do not hesitate to contact staff if you have any questions or concerns.

Preschool Fees 2017



Kindergarten - \$170.00 per term
(Term 4 'Stay and Play' Sessions - \$25)

*If paid upfront by the end of week 5 of term 1,
a discount of \$20 per term will apply meaning
you will pay \$600 for the year instead of \$680.*

- Families will be invoiced during week 1 of each term. This invoice is compiled by our Finance Officer who also handles the payments. This invoice will be placed into your child's communication pocket. Fees are then due for payment by the end of week 3 each term.
- Payment of fees can take place by over the counter banking, internet banking, or in an envelope through a cash deposit into our locked, secure cash box. Please ensure that the child's name is provided upon payment so it can be identified. Cash payments are receipted. Receipts of online payment are available on request.
- If families experience difficulty paying the fees, they are welcome to meet with the Director to discuss other payment options, such as through instalments, e.g, automatic payment schedules can be set up online (payments per week \$17, per fortnight \$34, per month \$68).

Happy Valley Kindergarten Bank Account Details



Bank: BankSA
Branch: Reynella
BSB: 105 144
Account#: 033 541 140

***You can pay fees and excursion money online.
Please use your child's name as the reference***

Preschool For Your Child

Now that your child is starting preschool he/she will be exposed to many new people and a range of different learning experiences. As with all new situations there will be excitement and sometimes, hesitation at the unknown. The preschool environment aims to encourage children to become independent learners for life in a supportive environment. The learning which occurs during these early years lays down a foundation on which all future learning experiences are established.

Children's Preschool Program

Our preschool program is on display for parents in various ways. Floorbooks, learning stories, displays, children's portfolios, and our Facebook page. Staff spend considerable time planning the preschool program based on their knowledge and experience of Early Childhood Education and child development and the needs and interests of your individual child. Staff reflect on the curriculum at the end of each week - what planned



events/activities/experiences happened as well as spontaneous things, and any interests of children that may have been discovered, and record this in a Floorbook, often following with a PLOD (Possible Line of Development). These PLOD's then form the direction of the curriculum for the following week. This ensures that our curriculum is child centred, captures the interests and needs of the children, and that all voices are heard and recorded. Parent contributions are most welcome—please refer to the 'Parent Help' section ahead.

Our program is structured using "Being, Belonging and Becoming: An Early Years Framework for Australia", a National Framework for children Birth to 5 years.

Our Kindergarten has been assessed under the National Quality Framework. This looks at the provision of preschool care and programmes in 7 quality areas. We are very proud to say we achieved the rating of 'Exceeding the National Standard'.

Preschool environments are designed for "hands on learning". Play is the child's natural learning medium and preschool staff plan individual and group experiences and activities which provide children with the opportunities to practice the skills they need to develop their social, emotional, intellectual and physical skills and to develop a positive self-esteem. We value helping children to develop dispositions



for learning. These include (but are not limited to) helping children to develop resilience, persistence, positive self-efficacy, confidence, and that it is ok to make mistakes. In fact, making mistakes is one of the most powerful ways we all learn. Educators also see themselves as life-long learners, often learning everyday alongside the children.

If you would like any further information or clarification regarding our program, please speak to a staff member, or take some time to read the information on display around the kindergarten.

Information About Your Child's Learning

Each child will have a folder (referred to as a Portfolio) to reflect their learning. In it you will find samples of your child's work, photographs and records about your child's learning throughout their time at preschool. Towards the end of first term or beginning of second term you will be invited in for a teacher-parent interview. This is a chance for you to share your aspirations and or concerns around your child and for educators to share observations and interests. Together we can create goals and future plans for your child's time at Kindy and this document becomes your child's Individual Learning Plan. You will also receive a Statement of Learning at the end of your child's time at kindergarten, which is a



formative report with termly reflections written by the teachers. This is an important document to be forwarded to the school your child is enrolled at to assist in planning your child's program. Parents are welcome to discuss their children's learning and progress with the director and teacher. Please negotiate an appropriate time. All information exchanged between staff and parents, is considered confidential.

Special Services/Preschool Support

DECD offers assistance from some specialist support staff. Their roles are to support families, children and staff to meet the children's and families' individual needs through a referral process. These services include speech therapy, child psychology, special education, social work, preschool support and bilingual support. These are free services.

Our Outdoor Environment: Loose Parts and Nature Play.

Over the last couple of years, there has been some exciting research into the benefits of loose materials and nature play for preschool aged children. This is something that has resonated with our staff, and we feel very passionate about this pedagogical approach. But first, let us explain what these are!



Loose parts are materials that can be moved, carried, combined, redesigned, lined up, and taken apart and put back together in multiple ways. They are materials with no specific set of directions that can be used alone or combined with other materials. Loose parts can be natural or synthetic. In a preschool outdoor environment we can provide an array of loose parts for use in play: stones, stumps, sand, gravel, fabric, twigs, wood, pallets, balls, buckets, baskets, crates, boxes, logs, rope, tyres, shells, seedpods, just to name a few!

Nature Play is as the title suggests, interactions with nature and natural materials. Nature play is not just outdoor play. Child-initiated and child-directed, it happens in a natural space, like a patch forest or bushland, an overgrown field, the beach, or the unmaintained edges around your yard or neighbourhood. While children might spend time on a playground, this type of play is unlikely to put them into direct contact with nature and offers a different set of benefits. Nature play is children playing with nature and it has many benefits.

Why Loose Parts and Nature Play?

We believe that there are many reasons why play spaces should include a multitude of loose parts and nature. Loose parts and nature play can be used in any way children choose and can be adapted and manipulated in many ways. Loose parts and nature play allow children to take



risks. Allowing children to take risks helps them to build their independence, confidence, and resilience as they are trusted to make judgements and assess the possibilities of a scenario.

Please be assured that the resources we provide in our environment are checked by staff to ensure safety when using, and close supervision is provided where the risk of injury is greater. We do not want your children to get hurt, however they may experience some 'learning injuries' as they use our environment to test their theories and make assessments and judgments. Children develop a relationship with the environment and learn about sustainable practices, while also developing a sense of respect and responsibility to care for the environment.

Loose parts and nature play encourages open ended learning, and can be used in combination with other materials to encourage creativity and imagination. Loose parts and nature play develop more skill and competence than most modern plastic toys. Children often choose loose parts and natural materials over fancy toys. There is often rich development of language and communication as the children collaborate with each other, whilst also exploring endless opportunities for mathematical learning and experimentation with scientific concepts. Loose parts and nature play encourage children to



develop problem-solving skills and work in collaboration with their peers.

This is an approach we at Happy Valley Kindergarten have been gradually incorporating more and more into our outdoor environment, so in our outdoor learning environment, you will not find much in the way of purpose built play materials. We have noticed the shift in the children's learning while engaged in this approach to play. We have found that the level of engagement amongst children is extremely high and it is meaningful play with a reason. The children are engaged in deeper discussions with each other, they are working together much more to plan and create theories and constructions, and solve problems together, as opposed to the play which occurs with purpose build materials that more often than not becomes inappropriate once the purpose has been achieved. We are currently beginning our journey to redevelop our outdoor environment to better support the children and educators to implement this approach. You will see plans and ideas posted around the place and we would love your feedback to help create and enhance the environment to create inquiry, excitement, wonder and fun.

For more information, please speak to a staff member, or some wonderful websites you can visit are:

www.natureplaysa.org.au and
www.letthechildrenplay.net



Arriving & Departing

We are very conscious of safety with our children and insist that they are all brought into the Kindergarten and collected from inside the Kindergarten. Please sign your child in on arrival and out on departure. If someone else is collecting your child a diary is located next to the sign in sheet. Please be aware we cannot release children to people not listed on their enrolment form. When coming into the Kindergarten please check that the gate shuts behind you and that no one goes through the gate other than you and your child. Please do not allow children to climb up on the gate and open it.

What To Wear to Kindergarten

When your child comes to Kindergarten they will be involved in a wide variety of activities. Some will involve building and construction, some will involve drawing, painting and modelling and others will involve puzzles and games. They will play with paint, water, mud, wet sand and then they will sing and dance! It is therefore **EXTREMELY** important that they are dressed in clothes and shoes which they feel comfortable in, and that are easily cleaned. We suggest gumboots and wet weather pants/coat in the cooler months such as those available at www.muddlarks.com.au We also ask all of our children to carry a complete set of spare clothes, **with a plastic bag** in their bag for



unforeseen circumstances that can occur, for example wet pants, wet from water/sand play, painting, etc. Please remember that some children have difficulty with belts, buckles, braces and studs on clothes.

Changes to Details

If at any stage during your child's time at kindergarten there are changes to your circumstances such as telephone number, address, family situation, intended school and medical conditions it is important that you inform us as soon as possible to ensure we are able to provide the best quality care and education for your child.

Communication With Parents

Notice pockets are provided for parents. All notices for parents will be regularly placed in these for your convenience. Happy Valley Community Children's Centre staff regularly check the pockets and take notes back to the Child Care Centre, please check your child's bag each day for communication from the kindergarten. The whiteboard on the wall near the main kindergarten entrance provides additional information about daily and up coming events as well as other important information such as health issues. Please check it daily. Please also check Facebook for reminders etc. We also have an App called Skoolbag available for downloading on iPhone/iPad, Windows, and Android devices. It is free to download - just type 'Happy Valley Kindergarten' into the search of your 'app store' and you should find our



icon. All our notices, newsletters, etc, are uploaded on to this app so you have access to everything all the time. We are able to send out alerts and reminders which come up as a notification on your phone once you have tweaked your devices settings. You can even notify us of your child's absence using the App. This is helping us to become more sustainable, save money on photocopying etc, and it prevents the loss of notices between home and kindy. We encourage all families to download this App, however, if you still wish to receive hardcopy notices, please indicate this on the form in your pack. We will still send hardcopy notices for when we require signatures, so please keep an eye out in your communication pocket for such notices - however we will put an alert on the App when we do this.

Parent Concerns or Complaints

You are always welcome to speak to the Director about any issue of concern to you. Please let the Director know what you wish to discuss and make an appointment so you can be assured of her full attention. Most issues can be resolved if they are discussed openly and honestly. Copies of the policy and procedures are available on request.

If this meeting does not resolve the issue, you may wish to contact the DECD Regional Office on 8207 3700 - our Educational Director is Brendyn Semmens. The office will be able to advise you



of the process to take if you do not feel that the matter has been dealt with to your satisfaction.

Kindy Bags

****Bags need to be large enough to fit ALL children's belongings****

*Children need to bring a named bag containing their fruit, drink bottle, spare clothing and hat. At the end of kindergarten they can use it to carry their artwork home. Please ensure that your child's bag is named as we often have more than one of the same type and children can become quite concerned if they cannot locate their own bag. **Your child will receive a bag tag to attach to their bag, this is to promote independence when packing their bags ready for Kindy.** Please also make sure that your child can manage to open and close their bag and lunch box themselves as we do encourage children to be independent. It is important that your child hangs their own bag up to develop a sense of independence, but also to ensure your child can locate their bag when required.*

Healthy Food Policy and Food Allergies

The kindergarten has a Healthy Food Policy which fosters the development of healthy eating practices. Each child needs to bring 2 portions of fresh fruit, vegetable or dried fruit when attending the full days, but only one portion on Fridays. Fruit and Vegetables need to be packed



separately to lunch and left in your child's bag.

Food Allergies

We have an **Allergy Friendly Policy** at our kindergarten; to reduce the risk of harm for some of our children that have a life threatening allergic reaction to nuts and nut products, including peanut butter and other products that may contain nuts such as muesli bars and biscuits. Sometimes just touching a bowl that has had peanuts in it can trigger a reaction. Please do not send anything in a wrapper for example muesli bars, fruit sticks, etc., staff are unable to monitor their ingredients. **PLEASE DO NOT include nuts or nut products or eggs**, for example boiled eggs, quiche/frittatas/omelettes, or egg sandwiches. Eggs that are cooked into recipes such as into a muffin, is acceptable.

Lunch Time

Please provide children with a lunch that they are able to unpack and eat easily and independently. Parents are required to provide their children with a healthy lunch. Some healthy lunch suggestions include: Sandwiches with salad fillings, Salad Plate/Pack, Salad Wrap, Savoury Muffin. Parents may also choose to include: Cheese, a piece of fruit, vegetable sticks, yogurt, fruit jelly tub, fruit tub, banana bread, ham, fruit muffin. Please **DO NOT include chocolate, chips, nuts, lollies etc.** as



*these items may not be eaten at kindy and children will be asked to take them home. A place will be provided for children to put their lunch boxes each day and in warmer weather please place a cold pack/frozen drink bottle in lunch boxes to help keep them cool. Please note we **DO NOT** heat or refrigerate food.*

Drinks

*As part of our healthy food policy we encourage all children to drink water. Children are required to bring a NAMED drink bottle in their bags at all times which contains **only water**.*

Toys & Special Items From Home

We ask that children do not bring toys or special items from home to Kindergarten. Staff cannot be responsible for the items children bring from home. They are often lost or get broken which can cause distress. Please do not allow children to wear jewellery to Kindergarten, as this can also be easily lost.



First Aid

All staff are trained every 3 years and complete the 'Provide an emergency first aid response in an education and care setting' course offered by the Red Cross.

Illness

If your child is obviously unwell the best place for them is at home or with their carer. Parents need to be wise and use their best judgment in these situations as 4 year olds can be very persistent about going to Kindergarten even when they are obviously unwell! A list of exclusion periods for common contagious diseases is available at the kindergarten. Please contact the kindergarten if your child is unwell and will not be attending kindergarten.

Medication

Staff are not permitted to administer medication to children unless we have a signed authority from both the Doctor and you, the parent. This also includes over the counter medication such as Panadol or rash creams. If your child has an ongoing need such as asthma we are required by law to have an action plan in place with your Doctor's authority. Please speak to staff if your child requires a plan. Please do not leave medication of any type in a child's bag for safety reasons.

Parents need to supply all medication in a clearly named package a complete set is to remain at kindergarten. ***If your child is Asthmatic or Anaphylactic it is a requirement of this service that you provide Medication and**



a current Plan*. If your child has asthma or is anaphylactic and attends Happy Valley Community Children's Centre, a second kit must be provided for them as we cannot transport medication between the two sites. If your child requires medication after kindergarten, you must write this in the Happy Valley Community Children's Centre medication log before leaving for the day. Please be aware staff are not responsible for checking use by dates, this is the responsibility of the parent. Please check your child's medication on a regular basis to ensure it is in date and that all equipment is working and in good condition. Staff are unable to administer out of date medication.

Parking

We are fortunate to share a car park with the Happy Valley Community Children's Centre and parents are to use this facility. Please drive with great care and observe the "In" and "Out" signs. Make sure you lock your cars and please do not leave any valuables in sight in the car. The car park on Regency Road is for **STAFF ONLY**. Please be mindful not to park in the Child Care Centre Staff Car park. While we understand that it may be tempting to leave sleeping siblings in the car when picking up Kindy children please refrain from doing so.

Photographs

A professional photographer comes to the Kindergarten each year and photographs all of the children who attend preschool sessions per week. You are not under any obligation to purchase these photos.



Literacy Packs & Borrowing Library

To support children's literacy development we have created a large number of literacy packs and books for families to borrow. Packs and books are available for borrowing at the beginning of each session. With books and packs available for loan for 7 days. A Maximum of 3 books and 1 pack can be borrowed at a time. Please allow at least 1 day after your pack has been returned for processing before you borrow another. Your child will have a Library card made for them which will remain at kindergarten when they have begun full time Kindergarten. Please speak to a staff person about the borrowing process.

Birthdays

We celebrate every child's birthday at Kindergarten with a "pretend" kindy cake and a card. Parents are not to send cake or sweets to kindergarten as we have many children with allergies.

The Role of the Governing Council

Happy Valley Kindergarten is community managed and funded by the South Australian Government, Department of Education and Children's Services (DECD). The Governing Council consists of parents, staff and local community representatives, who collaborate to effectively manage the preschool. Their role is to assist staff in decision making, financial management, fundraising, maintenance and implementing policies and new initiatives from DECD. The



council meet monthly, but not in the school holidays. All parents are welcome and encouraged to attend. We receive approximately one-third of our running costs from the Department of Education and Child Development annually. The rest of our income is derived from fees and fundraising. If numbers prevail, a number of sub-committees deal with Grounds and Maintenance, Fundraising, Policies and Finance. They meet less regularly, set their priorities and report back to the Governing Council. The Annual General Meeting is held in February each year. All positions are declared vacant and new members are always welcome.

Parent Help

There are many ways parents can participate and help out at the kindergarten and without your help we simply couldn't operate! You may be interested in the Governing Council, helping with the laundry roster, processing the literacy packs or library books, helping on excursions, reading stories, sharing a work skill, playing a musical instrument, sewing or fundraising. If you are interested in helping at the kindergarten please speak with a staff person.

School Enrolment

It is a parent's responsibility to select a school and ensure that their child is enrolled at least six months prior to school entry. Please see the school information board for pamphlets from many schools in the surrounding area. Staff are happy to discuss with you your child's needs in relation to starting school.



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Please ensure you inform the Kindergarten when you have selected and enrolled your child at a school. Once your child is enrolled the school will contact you when the time approaches for your child to start attending transition visits.

Please note that we cannot make recommendations about particular schools. The best way for you to find out about what each school offers is to organise a school tour so that you can see and experience what the school provides and it's a chance for you to ask questions that we cannot answer. You can also speak to other parents who have already enrolled at school.

Happy Valley Community Children's Centre

We work collaboratively with Happy Valley Community Children's Centre to meet the preschool and child care needs of the Happy Valley community. Where capacity allows Happy Valley Community Children's Centre is able to offer Before and After Kindy Care. Bookings can **only** be made at the Child Care Centre. Should you need to access Child care you can contact the Centre on 8381 1380.



What To Bring To Kindergarten Each Day

Named bag

2 pieces of fruit or vegetable for snack time
(packed separately and please leave in bag)
Lunch packed in a separate named lunch box (to
go in lunch room)

Named water bottle containing **water only**

Named change of clothes & Plastic Bag

Named sun smart hat

Please ensure your child is independently able to manage their bags, lunch boxes, drink bottles and clothing and that their Kindergarten bag is of an appropriate size to hold all of their belongings. Thank you.

Check us out

www.facebook.com/HappyValleyKindergarten