

Michelle DeGaris Memorial Kindergarten



Information Handbook

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Contact Information

Michelle DeGaris Memorial Kindergarten

10 Price Avenue

(PO Box 379)

NARACORTE SA 5271

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Fax: 08 – 87620 862

Mobile: 0409 621 086

Email – Geraldine.Mathieson0@schools.sa.gov.au

Staff

Director – Geraldine Mathieson

Teacher – Chantelle Weckert

Early Childhood Worker (ECW) – Keryn Proud, Jayne Castine and Meg Nolan

Occasional Care Worker – Susie Sutherland

Preschool Support Workers – Deb Henschke

Bi-Lingual Support Worker – Ashlee Mackenzie

Governing Council Committee

Chairperson – Tracy Ebert

Vice Chairperson – Beck Elsworthy

Secretary – Ashlee Mackenzie

Finance Manager – Bec Henschke

Book Club Co-ordinator – Emma Rasheed

Our Philosophy

At Michelle DeGaris Memorial Kindergarten we are committed to the wellbeing, health, care and education of all children, families, staff and community members.

We value, respect and promote a sense of ownership, collaboration and participation of all community endeavours, which will maximise positive learning outcomes for all people accessing the Centre's services.

- We believe that each child is individual, unique and important, and has the right to develop to their full potential.
- We believe that parents and families are children's 'first educator.'
- We believe that staff are the Centre's most valuable resource.
- We believe that the Centre is a valuable community resource.



A Philosophy of Learning

If a child lives with criticism

He learns to condemn

If a child lives with hostility

He learns to fight

If a child lives with ridicule

He learns to be shy

If a child lives with shame

He learns to feel guilty

If a child lives with tolerance

He learns to be patient

If a child lives with encouragement

He learns confidence

If a child lives with praise

He learns to appreciate

If a child lives with fairness

He learns justice

If a child lives with security

He learns to have faith

If a child lives with approval

He learns to love himself

If a child lives with acceptance and friendship

He learns to find love in the world

Children learn what they live

Children live what they learn

Available Services

Michelle DeGaris Memorial Kindergarten offers a range of programs for children from birth through to school age. These include -

Come and Play - parents, care providers, grandparents etc are welcome to visit Michelle DeGaris Kindergarten and join in with a variety of activities available on that day. Children can attend from birth until school age.

Occasional Care – children aged from 2 years are able to access 1 x 3 hour session per week when places are available. The Occasional Care program is facilitated by Susie Sutherland. Children are able to socialise with Kindy students while building their social and independence skills and participating in a range of play-based activities.

Kindergarten - most children are eligible to attend 4 terms of Kindergarten prior to starting school. Children can attend 15 hours per week which is made up of 2 ½ days per week OR 2 days per week with an additional full day each fortnight.



Session Times

Come and Play

Monday, Tuesday, Thursday and Friday

10am – 11:30am and 1:30am – 3.00pm

Occasional Care

Tuesday 9am – 12pm

(1 x session per week per child) Thursday 9am – 12pm or 1pm – 3:30pm

Friday 9am – 12 pm

Kindergarten

Monday, Tuesday, Thursday and Friday

MICHELLE DEGARIS MEMORIAL KINDERGARTEN IS NOT OPEN FOR CHILDREN ON WEDNESDAYS.

Michelle DeGaris Memorial Kindergarten offers a bus service for eligible students on Tuesdays and Fridays. A staff member meets bus children at Naracoorte Primary School and travels with them via the link bus to Kindy.

Fee Structure

Come and Play \$2 per session

Occasional Care \$5 per session, \$2.50 for siblings

 \$1.50 per session, 75c for siblings (Healthcare Cardholders)

Kindergarten \$75 per term (based on \$15 per session)

Fees can be paid either by cash, cheque or direct deposit to Michelle DeGaris Memorial Kindergarten.

Banking details are as follows –

BSB **065 506**

Account No **009 00367**

NOTE: Please use your child's name as a reference.

If your family has difficulty in paying fees, please see the Director to make an alternative arrangement.

Daily Routine

Children are most successful in an environment which is familiar and where expectations are understood. At Michelle DeGaris Memorial Kindergarten we aim to follow a consistent yet flexible daily timetable. These times are approximate to other elements in the day.

8:30 am – 9:00 am Children arrive and prepare for the day

9:15 am Mat time

9:30 am Free play – inside and outside

10:00 am Healthy snack

10:30 am Structured Learning Groups

Free play

11:20 am Pack up

11:40 am Literacy Learning

12:00 pm Lunchtime and Busy Books

12:20 pm Viewing time (staff lunchtime)

12:50 pm Pack up

1:00 pm Free play

1:30 pm Structured Learning Groups

Free play

2:30 pm Pack up

3:00pm Mat time / talking bags

3:30pm Dismissal

Attendance

Children are strongly encouraged to attend ALL eligible Kindy sessions when possible. The Department of Education and Child Development (DECD) requires that all absences be explained either in person or via phone or written note.

Please ensure that you notify Kindergarten staff of any changes in your family's circumstances such as change of address, phone, family structure etc. It is also essential that emergency contact information is up to date in the event that you are unable to be contacted.

For more information refer to the Attendance Procedure via the website **www.michellekgn.sa.edu.au** or ask Kindy staff for a printed copy.

Arrival and Departure

Upon arriving and departing ALL children must be signed in and out by a parent / caregiver as a legal requirement. No child will be permitted to leave with an adult other than those nominated unless prior notice has been given to staff.

We ask that all drivers exercise extreme caution when driving in and around the Kindergarten during drop off and pick up times. Please also note the 25kph speed limit when driving past.

Please take note to ensure the gate is securely closed behind you as you enter and leave the grounds.

What to Bring

Each day your child attends Kindergarten they will need to bring –

- ✓ A clearly labelled bag including bag tag
- ✓ A named drink bottle (water only please)
- ✓ 2 x healthy snack foods
- ✓ A labelled lunchbox with lunch and snacks for the day
- ✓ A suitable sun hat (Terms 1 and 4) – wide brimmed or bucket hat
- ✓ A labelled change of clothes
- ✓ Nappies if required
- ✓ Communication book if travelling via bus

PLEASE NOTE: Due to children with allergies, we are a nut and egg aware Kindergarten. Please DO NOT send these food with your child.



Curriculum and Programming

At Michelle DeGaris Memorial Kindergarten, our educational program is based on the Early Years Framework – Belonging, Being, Becoming – as required by the Department of Education and Childhood Development (DECD).

The Early Years Framework is based on 5 key outcomes. They are –

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a sense of well being
4. Children are confident and involved learners
5. Children are effective communicators

This forms the centre of educational activities in which the children participate. In addition to this planning and assessment operates in a cyclic rotation depending on the student needs identified by Kindergarten staff.



Assessment and Reporting

Assessment of student learning and development takes place in both formal and informal ways.

Formal – group work assessment tasks with summary, digital photographs, a comprehensive summative written report upon completion of kindergarten, work samples, structured learning activities, checklists, literacy quilt, numeracy quilt, concepts of print, writing assessment, social skills assessment, alphabet letter writing book, speech and language link, motor planning.

PLEASE NOTE – samples of students' work is kept in individual folders. You are welcome to view this at any time. This folder is forwarded on to your child's reception teacher before being returned to you.

Informal – conversations with parents / caregivers, activities completed and sent home.

Please do not hesitate to approach Gerry or Channy with any questions regarding your child's progress at Michelle DeGaris Memorial Kindergarten BUT this is a 2-way process. It is vital to inform staff of any factors which may influence your child's behaviour or development at Kindy.

KidsMatter

KidsMatter Early Childhood is a national early childhood mental health promotion, prevention and early intervention initiative specifically developed for early childhood services. It involves ALL people who have a significant impact on young children's lives in making a positive difference for young children's mental health.

The KidsMatter program compliments the Early Years Framework and aims to -

- Improve the social and emotional health and well being of children to school age
- Reduce mental health problems amongst children
- Achieve greater support for children experiencing mental health difficulties and their families

Behaviour

At Michelle DeGaris Kindergarten BOTH children and staff have rights regarding appropriate and acceptable behaviour. Rules help us to respect our rights and the rights of others and to encourage responsibility.

We believe that children have the right to learn and play in a friendly, safe and supportive environment.

We believe that staff have the right to teach in a friendly, co-operative and supportive environment.

There are 3 main behaviour codes surrounding communication, learning and safety. Logical and appropriate consequences are in place for times when rules are not followed.

For more information refer to the Behaviour Code via the website **www.michellekgn.sa.edu.au** or ask Kindy staff for a printed copy.

Policies and Procedures

Safe Centre Procedure

Aim

- To establish and maintain a safe and supported environment for children, families and staff
- To identify and appropriately deal with bullying, harassment, violence and child protection

Implementation

- Follow the 9 key elements of the National Safe Schools Framework
- Be aware of different types of bullying and how to manage them
- Teach the Keeping Safe Child Protection Curriculum to an age and developmentally appropriate level

For more information refer to the Safe Centre Procedure via the website **[www. michellekgn.sa.edu.au](http://www.michellekgn.sa.edu.au)** or ask Kindy staff for a printed copy.

Skin Protection Procedure

Aims

- Promote skin protection awareness to children, parents and staff
- Promote a positive attitude and personal responsibility toward skin protection
- Show how changing our lifestyle and protecting our skin can help reduce the incidence of skin cancer

Implementation

- Wear sun safe clothing
- Apply broad spectrum 30+ sunscreen
- Restrict outdoor play during the hottest part of the day
- Adults act as positive role models
- Regularly update the Skin Protection Procedure

For more information refer to the Skin Protection Procedure via the website **[www. michellekgn.sa.edu.au](http://www.michellekgn.sa.edu.au)** or ask Kindy staff for a printed copy.

Evacuation Procedure

In the event of an emergency and an evacuation is required, children, staff and visitors will assemble on Memorial Oval or near the Table Tennis Hall.

Grievance Procedure

Parents and caregivers with issues regarding their child/ren at Kindergarten are advised of the following procedure to rectify the situation –

1. Raise the concern with the Centre via telephone or in person

If solved Great

If notThen

2. Make an appointment to see the Director. Inform them of the situation and who is involved.

If solved Great

If not Then

3. Contact the Regional Director at the Murray Bridge Regional Office (Ph 85320725).

4. Contact the Parent Complaint Unit (Ph 1800677435).

For more information refer to the Grievance Procedure via the website **www.michellekgn.sa.edu.au** or ask Kindy staff for a printed copy.

Hot Weather Procedure

All of the programs at Michelle DeGaris Memorial Kindergarten pay particular attention to strategies aimed at reducing the risk of heat illness in younger children. Some examples of these strategies are:

- Shade activities conducted in periods of hot weather
- Children are frequently offered water to drink and water is accessible at all times
- Parents are encouraged to dress children in sunsafe clothing that minimises heat gain
- Parents are encouraged to pack food in insulated containers with a freezer brick.

Health and Medication

Many children attending Michelle DeGaris Memorial Kindergarten require medication and/or specialised health care while at Kindergarten.

Kindy staff will advise parents / caregivers of the required Health Care forms which need to be completed. The information provided is specific to your child's medical condition.

ALL medication to be administered at Kindy needs to be -

- handed to a staff member
- in the original packaging
- in the measured dose
- authorised by signing a consent form

Communication

Communication between staff and parents / caregivers at Michelle DeGaris Memorial Kindergarten is a “2-way street.” Parents / caregivers are encouraged to contact staff with questions or concerns regarding their child’s learning and wellbeing at Kindy.

Information about Kindergarten matters are conveyed to parents / caregivers in a variety of formats. These include –

- a fortnightly newsletter
- 1:1 conversations either in person or via telephone
- Personal Learning Pathway Folders
- Emails – minutes of meetings etc
- Notice board
- Term Focus Pamphlet
- Home visits

Please regularly check your child’s notice pocket in the foyer for handouts.



Parent Involvement

Parents / caregivers are encouraged to be actively involved in their child's pre-school education. Throughout each year, there are many ways to do this. They include –

- Helping at home (ie cutting fabric, colouring pasta etc)
- Volunteering to help at working bees and excursions
- Joining a parent committee
- Helping with end of term cleaning
- Washing smocks and tea towels as per the roster
- Fundraising
- General participation at all times

The main parent / caregiver committee operates at Michelle DeGaris Memorial Kindergarten – Governing Council. Everyone (including children) is welcome to attend.

Governing Council meetings are held twice a term on a Wednesday mornings. Meeting dates are advised through the newsletter and via email.



Transitioning to school

Michelle DeGaris Memorial Kindergarten maintains positive relationships with all local primary schools in the Naracoorte and district area – Naracoorte Primary School, Naracoorte South Primary School, Sunrise Christian School Frances Primary School, Apsley Primary School and Edenhope College.

To assist your decision, it is best to arrange a meeting with ALL possible options in regard to the school structure that best meets the needs of your family. Please talk to a staff member if you have questions regarding your choice of school.

To ease the move from Michelle DeGaris Memorial Kindergarten into primary school, a transition program is arranged with each of the schools.



Other Helpful Bits and Pieces

Uniform – Iron on logos are available to purchase for \$2 from the Kindergarten. As children are actively engaged in a range of inside and outside activities, we encourage them to come wearing 'older clothes.' Suitable footwear is also required.

Book Club – Usually available twice a term for those wishing to purchase books. Completed order forms are to be returned to Kindy by the due date with payment.

Library – Children and parents are welcome to borrow a range of fiction and non-fiction books from the Kindy library.

Lost Property – Please ensure ALL of your child's belonging are clearly labelled. Un-named items are placed into lost property on the window sill near the nappy change facilities or placed near the sign in sheet.

Payments – All money is to be handed directly to a Kindy staff member in a sealed envelope which includes your child's name and what the payment is for. Alternatively, some payments can be made via direct deposit. Please also include your name and details about the payment and provide staff with a printed receipt.

Support Services

Additional support services are available to eligible children who attend Michelle DeGaris Memorial Kindergarten. Some services operate during Kindergarten hours while others are available in the local Naracoorte community. Children are able to access additional support such as speech therapy, occupational therapy, English as a Second Language (ESL) support, physiotherapy, dental service and Child and Youth Health Service (CAYHS) depending on individual needs and availability.

Other useful services available in the Naracoorte community are listed below. Please contact the relevant organisation should you require further information.

School Dental Service - 87622614

Child, Youth and Women's Health Service – 1300 733 606

Naracoorte Community Health Service – 87 628 160

Child Care Services

Naracoorte Day Care Centre 87 622 850

Early Learning Centre – 87 624 944

Family Day Care – 87 623 099

Out of School Hours Care (OSHC) – 87 622 014

Naracoorte South School Toy Library – 87 622 977

Kids-at-Gym

Kincraig Medical Centre – 87 624 888

Anglican Care (ac Care) - 87623086