

Wudinna RSL Memorial Kindergarten



2021 Guideline booklet
for Preschool parents
www.wudinnakgn.sa.edu.au

Wudinna Kindergarten Information

Phone: 86802252
Mobile: 0428239946
Address: Corner of Oswald and Wilkins sts Wudinna 5652
Po Box 261 Wudinna SA 5652

Director: Rebecca Sampson
ECW/s: Wendy Simpson/Nikki Payne (Relief)
Teacher: Sarah Williams
Occasional Care: Wendy Simpson
Finance Officer: Alanna Barns

Kindy session times: 8:25 – 3:35pm Tuesdays and Thursdays.

Opening hours Tuesday and Thursday educators are in attendance at 8.25 am - 3:35pm (children start to be dismissed after our Kindy song which is sung at 3:30pm in order to get bus children boarded on time).

We are aiming to hold our 4 pupil free days on non-kindy days in 2021 to reduce impact on families.

Kindy Fees

Kindy fees are billed once at the beginning of your child's time at kindy. The fees for 2021 are: \$85 per term.

Fees may be paid via cash or cheque to the kindy or school and incremental payments are welcome. Alternatively you may pay via bank deposit. Our bank details are:

Account name: Wudinna Memorial Kindergarten
bsb: BSB: 105/171 Account Details: 016033640

Please use your child's name and 'fees' as the reference.

Welcome to Wudinna RSL Memorial Kindergarten Our Philosophy and Curriculum

At Wudinna Kindy we believe that Early Childhood is the foundation on which children build their lives as they learn life skills and make sense of the world around them through play. We believe young children learn best when they are happy, having fun, have strong relationships, a sense of belonging and they are actively engaged and interested. We encourage children to have a voice in their learning, to think critically and creatively, to solve problem, to act independently and to work collaboratively with others. We connect with our local environment through Nature play and we have a strong relationship with our local community who have a shared commitment to the future of our youngest citizens.

Our Kindy motto is:

"At Wudinna Kindy we are all learning for life"



OUR INVITATION TO YOU.....

- We invite you to join our team in sharing your child's time at kindergarten! We believe it is a vital part of your child's development to have open communication between home and kindergarten.
- We welcome your comments, participation, and involvement in the Kindy.
- We invite you to assist us with programming for your child through a "tell us about your child survey".
- We invite you to be a parent helper through our Parent Help Roster.
- We invite you to participate in the management of the kindergarten by joining our Governing Council. Governing Council roles are renewed each year. We ask you to consider taking on a role during your child's time at kindy.
- Not available for Governing Council? We invite you to share your thoughts and ideas for our kindy grounds and program by either talking to educators, making suggestions via the suggestion box or discussing with our Governing Council members

The Governing Council

The Governing Council meets twice per term to discuss matters important to the kindy. Office Bearers of the council are elected at the first meeting (held early in the year). Members of Governing Council have an input into matters such as general policy making, resource purchasing, fundraising and general kindy developments.

If you have ideas and suggestions for our kindy, they may be fed through to educators, the Governing Council members or through the suggestion box at the kindy.



What to bring to Kindy

- A backpack for a kindy bag – please label
- A piece of fruit, a snack for morning tea and afternoon snack
- Lunch
- A bucket or broad brimmed hat to keep at kindy
- A spare set of clothes inc underwear/socks
- A waterbottle (no cordial thanks)
- Appropriate footwear – we prefer sandals or sneakers.
- Sunscreen (applied)
- Please make sure everything is labelled clearly including all clothing and shoes

Days to remember:

Library: TBA

School Bus travel

There are currently 5 school buses transporting children from around the district into both kindy and school. Kindy children are able to utilise the school bus service provided there is room on the bus.

Please speak to Stacey Georgiou at the school to organise this 86802263.



Bushfire Action Plan

Parent Responsibilities

The Bushfire Action Plan tells us what we will need to do in the event of a fire in our area.

Please read and ensure you understand your responsibilities.

If you have any questions please contact the Kindy.



BEFORE

- Ensure the Kindy has updated telephone numbers
- Develop your families Fire Action Plan
- Ensure we have alternate pick ups if needed.

On CODE red or CATASTROPHIC days

- **Please be aware that school buses do not run on catastrophic days**

You will be contacted by educators/the school to inform you if buses are running.

Only bring your children into Kindy if you feel it is safe to do so.

Monitor the ABC or CFS website for fires in the local area.

If we move to our safe refuge (school library) you will be contacted by educators WHEN POSSIBLE.

IN THE EVENT OF A FIRE

- Please do not come to the school library to pick your children up until it is safe to do so (this includes yourselves being safe don't drive through fire affected areas).
- Your children will be looked after until you can get into us. Do not take children back to a fire affected area.
- Try to contact us on the directors mobile (0427671978) or kindy mobile 0428239946 and let us know what you plan to do. This will help us assure your children you are ok as well as give us a time line.

RECOVERY

Communicate any concerns including children's emotional state with Kindy so we can be really informed to help your children.

Medication Guidelines

If you require educators to administer medication to your child you must have both a Medication Agreement and a Health Care Plan from your doctors stating the child's name, frequency of dosage and size of dosage. An agreement from parents reiterating the above information is also required.

Medication can not be administered without a signed form or note

Administering educators will communicate name, dosage, and time of administering with parents.

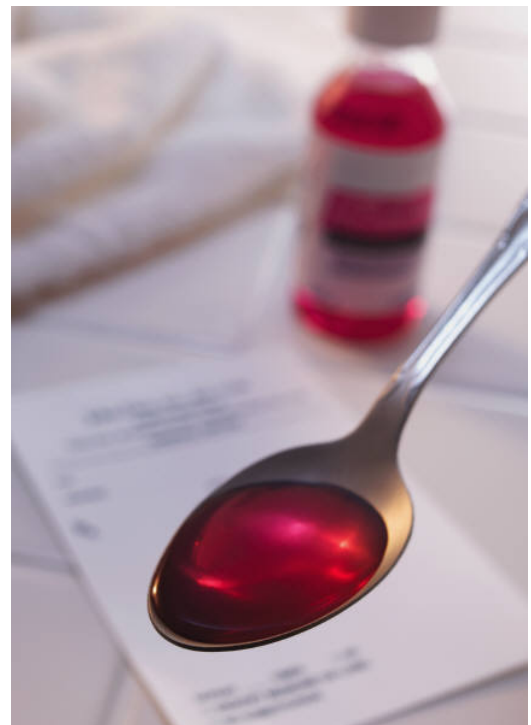
Regular or permanent medication (such as an epi-pen or asthma medication)

Educators must be supplied with a health care plan for Asthma. Educators will support children to administer medication in accordance with the plan.

Educators must be supplied with the following documentation for Anaphylaxis:

- Anaphylaxis (severe Allergy) care plan
- Action plan for allergic reaction and a medication agreement for Allergic reactions.

Medication and permissions must be given to educators at the beginning of each session and not left in bags.



Assessment and Reporting at our Kindy

Assessment and reporting are the basis of the curriculum cycle; it helps us to determine learning activities for children, monitor and collect evidence of learning and allows us to focus on children's individual needs.

Educators at Wudinna RSL Memorial Kindergarten use the Department for Education policies and strategic directions and the Early Years Learning Framework to plan, assess, and report on children's learning.

Assessment at Wudinna Kindergarten Involves:

- *Observations and Anecdotal notations*
- *learning stories*
- *Video observations*
- *Dated and annotated work samples*
- *Interviews*
- *Checklist*
- *Photos*
- *Specific screenings (such as speech assessments)*

Reporting at Wudinna Kindy involves:

- *A report called the "Statement of learning" (to be shared with the school at the end of the year)*
- *Learning Journey Folder including work samples and evidence of learning growth.*
- *Interviews (when requested)*
- *Learning Stories*

Families are the first educators of children. At Wudinna Kindy we encourage family involvement and the input into the education of each child.



Sun Smart Guidelines at our Kindy

In Wudinna our summers can be extremely hot with temperatures in excess of 40°C. Our guidelines help to reduce the possibility of heat stress and skin damaged caused by the sun.

At Wudinna RSL Memorial Kindergarten we:

- Provide children with sunscreen and encourage its application several times during the day.
- Children may be exempt from using centre sunscreen by parents' wishes, however parents need to supply the centre with their own sunscreen to be used exclusively for their child.
- Schedule outdoor learning activities in the shade wherever possible.
- Provide children refills of water and encourage drinking through out the day.
- Role model wearing hats whenever educators are outside.
- Supply a clean spare kindy hat if required.

Parents please:

- Supply a broad brimmed hat for your child to wear.
- Dress your child in appropriate clothing that provides greater sun protection. Provide your child with a named drink bottle containing water each day.
- Start your child's kindy day by applying sunscreen.

A copy of our Sun Smart Policy is available upon request or alternatively can be accessed via our website

www.wudinnakgn.sa.edu.au



Hot Weather Procedure

At Wudinna we live in an environment that can produce extreme weather conditions and extreme temperatures. The following procedure is set out to ensure the health and safety of educators and children at our centre.

Our centre is well air-conditioned and remains at a comfortable temperature on hot days. Once the outside temperature reaches 35°C the director may make the decision to keep children inside during opening hours pending a dynamic risk assessment. This also applies during other extreme weather conditions ie dust storms/wind, thunder and lightning etc.

In extenuating circumstances, when the temperature inside becomes uncomfortable (ie due to an air conditioner malfunction or extended power outages) parents will be called to collect their child/ren. When the risk is high, any excursions or outings will be cancelled and where possible rescheduled.

On hot days children are encouraged to drink water regularly and tap water will be provided. At Wudinna Kindy we have a sun smart policy which compliments this procedure.

For accurate record keeping, parents are asked to notify the centre if they choose to keep their children home due to the weather.



Food and drinks at Kindy

At Wudinna RSL Memorial Kindergarten we believe that adopting healthy eating habits early in life is important to enable children to develop optimally, and set themselves up to carry healthy habits into adulthood.



Please note that the Wudinna RSL Memorial Kindergarten is a **ALLERGY AWARE SITE**. This means that some of our children have a life threatening allergic reaction to nuts and sesame. We ask that you refrain from sending food containing nuts or sesame to kindy.

Our Food Policy aims to:

- Promote healthy food choices to children
- Teach children about food and nutrition
- Promote safe eating practises

Fruit Time

During our morning sessions at Wudinna RSL Memorial Kindergarten we have Fruit Time. Children can eat fresh or dried fruit during this time. Parents please supply a piece of fruit for your child to eat. We also allow children to eat cheese or yoghurt IN ADDITION to their fruit/veg.

Unhealthy Foods

Some foods are unhealthy because of their high sugar content or because they pose a risk of choking.

It is preferred that children don't bring the following to kindy:

- Cordial
- Lollies including cough lollies
- Soft drinks

Afternoon snack – at 3pm each day we have an afternoon snack. We collect the afternoon snacks from lunchboxes at fruit time so we ask that you send something labelled that doesn't need refrigeration.

Food Allergies and Sensitivities

It is vital that parents keep Kindergarten educators up to date with children's sensitivities to foods, however mild. Educators will negotiate with parents regarding a course of action (depending on the severity) to protect their child.

Birthday cakes

We encourage healthy alternatives to birthday cakes at Kindy. This is because Kindy can only have two "treat food" each term as per our healthy eating Guidelines set out by the DEPARTMENT FOR EDUCATION.

We believe that each birthday should be special which is achieved by using our fun wooden birthday cake which the birthday child is able to decorate. This is such a special event at kindy and children enjoy having “Happy Birthday” sung to them and blowing out the candle on their special cake.

Parents are always welcome to attend and can bring a food items which comply with the healthy eating policy should they wish ie: Fruit Kebabs or a cake made of fruit.

A copy of our healthy food policy is available upon request or alternatively can be accessed via our website.

www.wudinnakgn.sa.edu.au



Behaviour -

Our Relationship Code

At Wudinna RSL Memorial Kindergarten we believe that everyone has the right to feel safe all of the time (educators and children). We accept that children feel angry, frustrated, and upset sometimes and we encourage children to express their emotions appropriately. We believe that behaviour changes quickly when handled in a positive manner. Educators and parents need to share the responsibility, to be fair and consistent, to create a safe and secure environment, and to model appropriate behaviours.

At Wudinna RSL Memorial Kindergarten we encourage positive behaviours. The behaviours we encourage are:

- Sharing and turn taking
- Taking responsibility for ourselves and our things
- Playing safely
- Being respectful of others and property

We provide additional support to children for the following behaviours:
those that may hurt others or themselves physically,
emotionally, mentally or socially.

A copy of our relationship code (formally a behaviour code) is available upon request or alternatively can be accessed via our website.

www.wudinnakgn.sa.edu.au



Communication at Kindy

We have a facebook page which we use for reminders. Please let us know if you are not a facebook user and we will aim to inform you via notes and text message.

We also have a kindy website which can be used as a one stop shop for parents.

You can now find the following information on there:

- ✓ Term dates
 - ✓ Links to relevant parenting websites
 - ✓ A link to the Wudinna Area School website
 - ✓ Link to UV rating and CFS fire rating
 - ✓ An updated bushfire plan
 - ✓ Copies of Wudinna Kindy site specific policies
 - ✓ An updated parent guideline booklet
- *please add it to your favourites*



www.wudinnakgn.sa.edu.au

We believe that a successful time at kindy requires team work and communication between families and the kindy. As a result you are welcome to ring/text anytime to discuss any concerns or worries you may have.

Our kindy phone number is 0886802252

The kindy mobile number is 0428239946

Beck can also be contacted via email Beck.sampson17@schools.sa.edu.au.

From time to time, kindy Governing Council groups have set up a facebook group messaging about kindy business. We are happy for this to occur provided an educator is included and that methods are put in place to ensure those parents who are not facebook users are notified of these discussions in some way. Please speak to Beck for more information.

Other Services available at

Wudinna Kindergarten

Occasional Care

Wudinna Kindy's Occasional Care program is short periods of care for children aged between 2 and 5 years of age. Families can access occasional care on either a regular or irregular basis. Parents use occasional child care for a variety of reasons, including casual, shift-work or part-time work; respite care; crisis and emergency care, shopping or attending appointments.

The benefit of Occasional Care is it provides families with the flexibility to leave their children in a caring and interactive early childhood learning environment to play, learn, socialise and interact with other children. Children have the opportunity to learn through play, interact with other children, develop social skills including speech and language skills, numeracy skills and fine/gross motor skills. Please call the kindy for more information.

Occupational Therapist

The Occupational Therapists role is to assess and provide treatment to young babies, children, adults and elderly people who are having trouble performing everyday tasks. The O.T. visits local Kindergartens, Schools, Hospitals, and people in their own home by request. The O.T. who visits our Kindy is located at Mid West Health Wudinna 86802254.

Speech Pathologist

For children under preschool age, the Mid-West Health Speech Pathologist visits Wudinna twice a term. The Department for Education Speech Pathologist can be accessed once the child begins sessional kindy and is referred by educators. If you have any concerns about your child's speech or language development please see educators.

CAFHS

Child and Youth Health Services is based at Port Lincoln and a CAFHS Nurse visit preschools once a term to offer a free health check for Preschool children. This check is very important as it looks for some of the health and developmental problems that may cause difficulties with growing, developing and learning. It differs from a 4 year old assessment at the doctors as it includes a sight and hearing test. A note will be sent home when it is your child's turn for a check.

Special Education Unit

This is located in the Eyre District Education Office at Port Lincoln. Referrals are made through the Kindergarten and support hours are allocated on a needs basis.



Complaints at Wudinna Kindy (Grievance procedure)

Education and quality care are vital to your child's success. Wudinna RSL Memorial Kindergarten is committed to delivering high quality education and care. Working with you to resolve any concerns or complaints is a key part of how we will deliver on this commitment.

Raising a complaint

We recognise that sometimes things go wrong and you may feel that your expectations are not being met. If you have an unresolved issue or a complaint, please raise it. It is important to work together, talk, listen and find solutions so we can improve our services to the community. The following information will walk you through the steps you can take when you have a complaint or concern.

Types of concerns and complaints

You may choose to make a complaint if you believe that a government public education or early childhood service has:

- done something wrong
- failed to do something they should have done
- acted unfairly or impolitely.

Your concern or complaint may be about:

- the type, level or quality of services
- the behaviour and decisions of educators
- a policy, procedure or practice.
- Complaints may be about something we have to do because of state or federal law. In such cases we will talk to you and help you understand the requirements and why they exist.

The Department for Education has outlined the steps for raising a complaint:





Getting Ready for Kindy

A healthy lifestyle begins early

Sleep

A good night's sleep is very important for young children to be successful in kindy. 10 to 12 hours of sleep per night is the recommended time needed for 4 year olds. We offer quiet time daily but children may not have the opportunity for an afternoon sleep. We encourage you to utilize non-kindy days for this, as your child gets closer to school – work towards cutting these out. You could compensate with earlier teas and bedtimes.

Healthy eating

A healthy breakfast and a healthy lunch is very important. It is hard to concentrate when you are hungry. If you are packing your child's lunch, choose foods that are filling and provide energy but at the same time can be eaten in a short amount of time. We eat a piece of fruit every day. You can start now practicing eating fruit, discussing what is fruit, and what is a treat/lunch in a lunchbox.

Eating at the Table

At kindy mealtimes (fruit, snack and lunch) we sit to eat. If your child is use to eating away from the table, it is a good time to work on this as we eat one meal a day at a table. Eating with the family at dinner time will give your child a good chance to talk with you about his or her day. You also will want your child in the habit of sitting at the table until he or she is finished with the meal. Lunch time at kindy is often a short period of time and your child needs to be in the practice of eating a meal without getting up to walk around during the meal time.

Self-help skills

Dressing themselves

Your child will be more confident if he or she can put on a jacket, pull up, zip or button pants, put on shoes, and other basic skills in dressing himself during the kindy day. Be sure to choose shoes that your child can be relaxed in, and learn to put on by themselves. NB *this does not include tying shoe laces, this may come later in your child's time at kindy, or once they have started school.*

Taking care of belongings

Start early teaching your child how to put things away when finished playing with them at home.

Remind your child to put lids back on markers, crayons back in the box, and to close the lid on glue sticks. Give your child opportunity to use these items and practice taking care of their kindy supplies at home so they will be prepared to take care of them at kindy.

Back Packs

Help your child select a back pack that is large enough to fit an A4 sized note folders, library book, a jumper and lunch box, hat and jumper – ensure it is not so large that the child can't carry it easily to and from the car/bus.

Sit down with your child every day after kindy and go through the back pack to see what is coming home and to talk about what might need to be coming home.

Remind your child to put their note folder back in the back pack after you have read the notes.

Toileting

Make sure your child is wiping his/her own bottom after going to the toilet. Generally Kindergarten teachers are not in the practice of wiping bottoms (we will talk children through it if required). It is in your child's best interest to take care of his or her own hygiene while at kindy.

Make sure your child is also in the habit of washing hands after going to the toilet as well. And for boys.... More encouragement to use the toilet rather than the lawn 😊

The occasional accident may occur. In these moments we talk your child through the process of changing themselves – providing help when needed.

Sunscreen

We supply sunscreen to children and aid its application; however we encourage children to do as much of this as possible. To begin with we place a blob on the forehead and cheeks and ask children to rub it in. We model sunscreen application. Your support with this at home is greatly appreciated.

Developmental Readiness

Emotional Readiness

If your child hasn't spent much time away from you, heading off to Kindergarten is going to be a big step.

If possible, start smaller by taking your child to spend a fun day at trusted relatives or friends houses here and there so your child will be more confident and less anxious when you are leaving and while you are not there.

Social Readiness

Give your child lots of opportunities to spend time with other children his or her same age.

Don't be in a big rush to interfere with every "normal childhood" conflict that arises. Your child needs plenty of practice developing his or her own skills in making new friends, getting along with others, working through disappointments and conflicts, cooperating, taking turns, and discovering how to be a good friend.

If your child is struggling to positively work through some of these social skills on his or her own, sit down at home and give some healthy tips and encouragement.

Physical Readiness

Give your child opportunities to develop both fine motor and large motor skills through play and creative experiences.

Give your child ample opportunity to develop fine motors skills through activities that include cutting, gluing, painting, drawing, folding, tearing, and other uses of those small motor skills.

Give your child ample opportunity to play outdoors, toss and catch a ball, run, march, jump, and other large motor development type activities.

Cognitive Readiness

Your child will be learning much throughout his or her kindergarten year but you can participate at home through some of the following ways...

- **Read, Read, Read:** Reading with and to your child often will help your child as they begin their path to mastering literacy and language and more.
- **Decision-Making:** Give your child ample opportunities that will foster his or her ability to make good decisions and choices. Sometimes a “not-so-good” decision under your watchful eye can lead to an opportunity to learn and make better decisions in the future.
- **Ask your child open ended questions.** These are questions that promote critical thinking and require more than a yes or no answer or a one word response.
- **Play Car Games.** Fun games such as eye spy (something starting with tr for tree) build ‘pre-reading’ skills AKA Phonological awareness.

Self-Regulation

Self-regulation is having the ability to know when a certain behavior or action needs to be changed.

Help your child develop the skills to regulate or monitor or recognize when his or her own behavior and actions need to be stopped, changed, or toned down a bit.

For example, a child who can recognize when the play is getting too rough or the laughter is too loud and then can make good decisions to adjust that behavior or action will be on the path towards positive self-regulation.

Empathy

Encourage, model, and teach your child to care about other children and people as well as the things in their world like pets, plants, and the things that belong to others.

Developing a sense of empathy is an important part of early development and you want your child to have a sense of caring and concern so that he or she will grow up to value the well-being of others as well as self.



Our Kindy Routine

Time	Activity	Description
8:25 – 8:45	Children Arrive, unpack bags, sign in Settle into inside child initiated/table top activity	Centre opens – Families and children are greeted as they arrive. Educators communicate with parents about important information and assist children to unpack bags. One educators member will pick up children from the bus and help them to unpack bags, sign in and assist children to settle into an activity. Activities are set up for individual children based on their interests, needs and development.
9:35	Fruit time	We line up and we wash our hands. Children collect their hats, lunchboxes and water bottles. During this time children learn about different fruits and learn to find their fruit amongst their other lunchbox items. Children are encouraged to peel and open their own items as This enhances their fine muscle control.
9:45	Learning through play	There are a variety of physical, fine motor, social and cognitive activities set up for children to further develop their skills of co-ordination and strength, social interactions, language development and small muscle strength. Painting/art activities – enhance creative and fine motor development. Children have a voice in the activities we set up. Educators are there to observe and support learning. This may be a time for small group inquiry discussions.
10:20	Line up – clean up time	
	Mat time – Numeracy/literacy activity	Language/Story Time – educational detailed stories are read to the children. Children are encouraged to recall the events in the story and ask questions.
11:00	Snack	
	Learning through play time	
1:00	Lunch	Children are transitioned to wash their hands in readiness for lunch. Children learn to collect their lunchboxes and water bottles before finding a spot to sit. Children are encouraged to try different foods, to determine the difference between snack and lunch and to pack their lunch box into their bag when finished.

	Quiet time on mat followed by news time and/or afternoon groups.	Our relaxation time varies from day to day. Activities include: Yoga, bookmaking, paired reading or shared puzzles.
2:50 - 3:00	Pack up	Pack away outdoors – children are given specific areas to clean up and are encouraged to work as a team to help pack away the outdoor equipment.
3:10	Afternoon snack followed by Inside/outside Mat time (if we have time) – finish with music time or a game	Afternoon snack is generally held on the platform and we collect their afternoon snacks earlier in the day to ensure lunchboxes don't need to be repacked. Our outside games are gross motor activities – a group experience to enhance children's large muscle development and develop an enjoyment of physical activities. These games encourage turn-taking also.
3:25	Come together for our mat time	We finish the day by singing our kindy song. As Beck sees a parent arrive each child gives Beck or Sarah a High 5 as their name is called. Bus children are encouraged to go to the toilets and are then escorted to the bus.
3:35	Dismissal time	

Our mat time activities are very flexible and interchangeable. We use the children's mat skills as a guide as to how long mat times will go for. Our first few weeks will be dedicated to learning the mat time routine and expectations.

An extract from the Department for Education About ATTENDANCE

The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in education programs.

It is crucial that children and students develop habits of regular attendance at an early age, even from the time they are enrolled in a kindy setting. Children and students who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations. These learners may:

- Be socially isolated
- Place themselves at risk of harm during times of absence
- Be more likely to be involved in socially unacceptable and/or illegal activities

Benefits of regular attendance for students

- Getting the maximum benefit from kindy and school will optimise your life choices.
- Attending kindy regularly will develop skills and attitudes that will help you to be successful in later life. These include self-discipline, punctuality, being organised and sticking to routines.
- Regular attendance leads to an increased likelihood of being successful at school.
- Attending regularly leads to making friends and learning to maintain relationships over a length of time.
- You will learn social skills necessary to live and work successfully with others.
- People will be more positive about you if you have a good attendance record.
- Attending kindy provides opportunities for socialising with your friends.
- The more you attend, the more you learn, and this will probably mean you will like kindy more.

Benefits of regular student attendance for parents/caregivers

- By encouraging regular attendance you will know that you have positively influenced your child's education.
- You will know that your child is safe at kindy and not at risk elsewhere.
- You will have peace of mind in knowing that children who attend kindy regularly are less likely to break the law and go to jail in later life.
- You will enjoy more structured family routines.
- Your child is more likely to finish year 12 and have broader opportunities.