Norrie Stuart Childhood Services Centre

Director: Mandy Klessens

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Parent Information Handbook

Director: Mandy Klessens

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WELCOME

We welcome you and your child to our kindergarten. We have included some basic information here, which it is important for you to become familiar with as you settle in. We hope we can work together to provide a happy and worthwhile experience. Without the co-operation and support of parents/caregivers and friends we would not be able to provide such a service to children, families and the community. Please don’t hesitate to ask staff if you have any queries.

NORRIE STUART CHILDHOOD SERVICES CENTRE PHILOSOPHY

At Norrie Stuart Childhood Services Centre we respect children as unique individuals and value their diverse backgrounds. We support the learning and the wellbeing of every child and use the Early Years Learning Framework - Belonging, Being and Becoming - to guide our curriculum decisions that will best support every child to engage fully and confidently in the program.

We recognize that children need to have a sense of belonging in order to reach to their full potential. Children need to feel connected to others, valued, understood and to feel comfortable, safe and secure in their environment. We aim to develop strong relationships with children and families in order to expand learning experiences.

It is our belief that children learn best through play. Our staff believes that preschool years are a vital time when children learn skills for life by being engaged in purposeful and explorative play.

We believe children start to form their sense of identity from an early age, which shapes who they will become. As preschool educators, we support children to develop their increasing independence, embrace new learning, develop literacy skills and recognize their own strengths and identity and to develop the confidence to move on to the next step in their education.

It is our aim to build strong connections between home, community and kindergarten and to identify and build on a child’s strengths, interests and previous learning experiences. We understand while each child will develop and learn differently, their needs will be met with positive and quality teaching.

Our staff work together as a team. We collaborate, share observations and support each other to plan a quality program that is inclusive of culture and individual needs.

STAFF

DIRECTOR: Mandy Klessens
TEACHER: Tracey French
EARLY CHILDHOOD WORKER: Deb Travis
SUPPORT WORKERS: Nora Lawrence and Michaeli Greenbank
OCCASIONAL CARE WORKER: Michelle Martin
PLAYGROUP COORDINATORS: Peta Shore and Charmaine Papadontas

We also have Support Staff, Trainee and Volunteer workers.
SESSION TIMES

Norrie Stuart is a part time centre and offers five sessions of kindergarten per week for four year old children. The sessions are Monday, Wednesday and Thursday mornings, starting at 9.00 am and finishing at 12 noon, and Tuesday all day 9:00 am to 3:00 pm. To assist working/studying parents we are able to offer a limited number of places for children to attend all day Thursday instead of one morning session.

KINDERGARTEN: Monday, Wednesday & Thursday 9.00am – 12 noon
Tuesday 9.00am – 3.00pm

OCCASIONAL CARE: Wednesday 9.00am – 12 noon
Thursday 9.00am – 12 noon & 12.30pm – 3.00pm

PLAYGROUP: Monday 12 noon – 2.00pm

FEES

Cost per term for kindergarten is $45. Children need to pay fees even if they are absent from kindy. Fees and money for special events/excursions etc. are paid by placing money in the envelopes provided and label with your child’s name and amount paid and post it in the white fees box on the wall above the kitchen counter. Please include correct money as we do not keep change on the premises. Internet banking is also available. Bank SA - BSB# 105-054 Account# 058751440, please use your child’s name as reference.

EARLY CARE

At Norrie Stuart we offer early care (from 8.45am) for 15 minutes for working families and/or emergencies at a cost of $1.00 per time. The Early Care book (kept on the kitchen bench) must be filled in each time a child attends early care. It must be negotiated in advance with a staff member if you require this service.

OCCASIONAL CARE

Occasional Care is offered for children aged 3 and 4 years old. Session times are Wednesday and Thursday mornings and Thursday afternoon. The times are the same as kindy sessions. Children need to be booked in week by week.

Concessions are available for Occasional Care. Fees are as set out below:

- No concession: $5
- Concession: $1.50
- 2nd child attending same session: 1/2 price

*Concession cards must be sighted on enrolment.
**A fee increase is due soon

PLAYGROUP

Playgroup operates each Monday afternoon from 12.00noon to 2.00pm. Cost is $2 per family. Please bring a healthy snack and a suitable hat.
CURRICULUM & OUR PROGRAM

Our Kindy program is based on the Early Years Learning Framework (EYLF). The EYLF focuses on the learning and development of children aged from birth to school entry (usually 5 years of age) and their transition from early childhood services to school.

The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development.

The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

We program fortnightly and it is displayed on the information wall near our entrance door. We also have information on EYLF displayed around the centre.

The curriculum is based on the following beliefs:

- Play and exploration is the most powerful way children learn.
- Parents have a unique knowledge and understanding of their child and are their first and foremost educators.
- Children have prior knowledge and abilities when starting kindergarten.
- The learning environment is stimulating, safe and enjoyable.
- There is respect for children's diverse range of knowledge, skills, values, attitudes and dispositions.
- Children develop at their own individual level and in different ways - emotionally, intellectually, morally, socially, physically and spiritually.
- Children learn when they are involved in initiating and negotiating their own learning, which is enhanced and supported by positive, challenging interactions.
- Children are encouraged to develop life skills, which foster a sense of resilience and optimism within themselves.
- Children need lengths of uninterrupted time and space (space to be alone, with a friend or with a group of friends) to maximize learning opportunities.

REPORTING TO PARENTS

Reporting to parents is both oral and written. Parents are encouraged to discuss their child's interests, strengths, progress or any other concerns with the staff at any point of time throughout the year.

Each child has a portfolio folder while they are at kindy. These folders contain samples of children's work, photos, activities, term overviews etc. They are displayed in the main mat area and we encourage parents to look through these folders with their child. At the end of your child's time at kindy they are given their portfolios and artwork folders showing their progress and a summative report.

BEHAVIOUR MANAGEMENT

The staff have decided that they will have a behaviour management policy based on children caring for others, looking after their own and other's belongings and looking after themselves. If parents have any concerns these can be brought to the attention of staff. Please refer to our Behaviour Management Policy.

CHANGES

Please notify the kindergarten about any changed circumstances which may affect your child's wellbeing. For example: Change of name/address/phone, custody changes, bereavement, marriage or medical concerns. It is essential that our records are kept up to date.
ARRIVAL
Parents /carers who drop off children are asked to bring them into the kindy and not drop them at the gate. If you arrive early please stay outside with your child until staff have opened the door. The time from 8:45 am to 9.00am is used by staff to set up indoor and outdoor learning areas. If you need to drop your child off early for any reason, please see a staff member. Encourage your child to put away their own bags and then settle them at a learning activity (if possible) before leaving.

DEPARTURE
Children are farewelled from the mat or their small group. Come inside the room, as staff must sight parents before allowing children to leave. Encourage children to collect their own bags, belongings and creative work for taking home. If you take your child early, please notify a staff member. If someone other than the parent is collecting the child please let a staff member know and write details in book provided. Please shut the gate when entering or leaving the kindergarten and watch that other children do not go through the gate as you do.

WHAT TO BRING
Children are asked to bring a piece of fruit or vegetable to share. They also need a wide brimmed, legionnaire or bucket style hat or purchase one from the centre. The centre provides water for the children to drink, so please do not send a drink bottle. Children staying for the all day session will need to bring a packed lunch - please refer to our Food and Nutrition Policy for acceptable and unacceptable foods. We do not have the facilities to heat food or to store lunches in a refrigerator so please plan accordingly and include an ice pack if necessary. We are a Nut Awareness Zone and nuts and products containing nuts should not be brought into the centre.

TOYS FROM HOME
We ask that children keep their toys at home, the risk of having them damaged or lost and hence causing distress to your child, yourself and the staff. One of the obvious benefits of kindergarten is for children to experiment with a different range of toys and equipment. Children will have the opportunity to show something special when they have “Free Choice” for show and tell.

LOCKERS & CHILDRENS BELONGINGS
Each child is allocated their own locker to keep their belongings in during session time. Please ensure your child's belongings are clearly marked with their name. This includes shoes, hat, lunch boxes and bag. We ask that suitable footwear (i.e. no thongs, rubber boots, heels etc.) be worn by your child to ensure their safety when climbing and running. Please ensure your child's locker is empty at the end of each session.

Check the lost property box regularly to see you are not missing something.

AVAILABLE TO PURCHASE
Sun safe short sleeve polo shirts with logo - $25.00
Long sleeve jackets with logo - $25.00
Legionnaires hat with logo - $5.00
**BIRTHDAYS**

We celebrate children’s birthdays by blowing out the candles on our pretend cake and singing "Happy Birthday". Due to our healthy food policy and many children having allergies, we ask that parents do not bring cakes or sweets please.

**LIBRARY BORROWING**

Each week, on Tuesdays, the children are able to borrow 2 library books to take home and read for the week. You have the choice of bringing along a library bag for your child or we can supply one for you. On Tuesdays mornings there will be a box outside near the back door, please put your child’s library bag with their books in it into this box.

**SHOW AND TELL**

On Tuesdays we have Show and Tell at kindy, where children are able to bring in an item from home to show everyone and talk about what it is. We put blue boxes outside near the hat pockets for children to put their Show and Tell items in when they arrive at kindy. The boxes have the children’s names on them; please help your child find their name and put their item in the correct box. Show and Tell has a theme each week, and we ask that you try and find something from home to fit in with the theme. If your child has something special they wish to bring in we do offer free choice Show and Tell themes during the term.

**LITERACY KITS**

Also on Tuesdays children are able to borrow a Literacy Kit to take home for the week. The kits contain a story book and hands on activities for your child to complete. They are put out on display near the entrance door at the end of session, please fill in the borrowing book. Please ensure all contents are returned each week.

**COOKING**

Once a week, usually Tuesday afternoons, we run a cooking program with the children. We cook a healthy meal or snack for the children to help prepare and try. We encourage parents to get involved if you have the time and a recipe you would like to share, please see a staff member.

**LAUNDRY ROSTER**

Parents are asked to take home the washing that consists of - the art smocks, dress ups, kitchen tea towels and hand towels - approximately once or twice during the year. The roster is displayed on the notice board by the entrance door.

**COMMUNICATION POCKETS**

Each child is allocated a communication pocket (hung on wall by the entrance door). Important items such as staff notices, invoices, newsletters and other communications are placed in the children’s pockets regularly, so it is imperative that you check it each time you visit Kindergarten. We ask that you also advise other people of this who may deliver or collect your child from Kindergarten.

**EMERGENCY ACTION PRACTICES**

At least once a term we practice what to do if there was an emergency at Kindy. Our emergency evacuation and invacuation plans are displayed around our site.
MEDICATION

If a child requires medication or creams/lotions a Medical Authority Form must be completed by the child’s doctor and returned. All medicines and creams must be in their original container with the Pharmaceutical instruction attached. Staff will check the name of the medication, dosage and the date to match the information provided on the Medical Authority form from the doctor. Please refer to our Health and Medication policy.

SUN SAFE POLICY

All children must wear a broad brimmed hat or legionnaires style hat during the time they are at kindy to protect them from the sun during outdoor play. Parents are asked to apply a 30+ sunscreen at home at least 20 minutes before their child’s arrival at kindy. Parents are requested not to dress their child in sleeveless T-shirts, dresses and singlet tops. Sensitive skin sunscreen supplied by the centre will be applied in the afternoon for children who stay all day. Please refer to our Sun safe Policy

SAFETY

Please observe the parking restrictions that apply around the kindergarten. Please take care not to stop in the NO PARKING ZONES. It is also important that you use the back side gate entry, so staff can observe who is entering or leaving.

GOVERNING COUNCIL

The Governing Council is a committee of interested parents which are elected at the beginning of each year at the AGM.

The Governing Council is responsible for the local management of the centre, which includes:

- Promoting interest in the centre throughout the local community and becoming involved in the program and activities of the centre;
- Managing the fundraising and finances of the centre;
- Offering input into centre policies and programmes;
- Ensuring buildings, equipment and grounds are kept in a safe, secure and hygienic condition.

Meetings are usually held twice a term and all parents are welcomed and encouraged to attend to support the ongoing wellbeing of our centre and its services - kindergarten, occasional care and playgroup. Please speak to a staff member if you are interested in joining the Governing Council. A poster is displayed near the entry door of our current Governing Council
PARENT INVOLVEMENT

All our sessions are open to you so feel free to stay or come back early as time allows. If you so wish to stay regularly for a session, please let us know, we would love to have you. We appreciate your support, no matter how small.

Here are some ways you can provide input:

- Help give out children's library books.
- Do some cooking with the children.
- Read stories to children.
- Join in with children's activities, e.g. play dough, puzzles and games.
- Talk to children or sit and listen to them.
- Help prepare materials for pasting, painting etc.
- Share your hobbies with the children, e.g. craft, cooking, dance.
- Music, cultural knowledge, gardening, etc.
- Provide supervision on excursions.
- Help with tidying or washing dishes at the end of sessions

WEEKLY PLANNER

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<td>Kindy library</td>
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<td>Playgroup</td>
<td>Visits to Long St.</td>
<td>Large group mat activity</td>
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<td>Literacy &amp; Numeracy small</td>
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Please do not send your child to kindy if they are feeling unwell. The best place is for them at home where they can receive the care that they need. Also it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at Kindy we will contact you. Here are some regular sicknesses your child may encounter:

**Diarrhoea/Vomiting**: Please keep children who have had these ailments during the night at home as they are very infectious. Your child may still want to come to kindergarten, but they will also be low in energy and stamina. A day at home free from symptoms ensures the disease is passed. If symptoms persist, see a doctor as there are many strands of infection and dehydration needs to be avoided. If there is cramping, foul smelling faeces, fatigue or nausea over extended time, these could be symptoms of Giardiasis or such - notifiable diseases often resulting from contaminated drinking water or contact with infected faeces. Once diarrhoea has ceased the child may return.

**Chicken Pox/Shingles**: A viral illness with symptoms including fever, runny nose, cough, fatigue and a general rash. Each small sore begins as a bump which becomes blister-like for three or four days, then leaves a scab. Several crops of these blisters will come out over a period of days and tend to be more noticeable on the trunk. Avoid aspirin - calamine lotion may relieve the itch. Children must stay at home until all moist sores have recovered and they feel well.

**Conjunctivitis**: An irritation or infection of the eye which may present a discharge causing the eyelids to stick together in the morning, or a scratchy feeling in one or both eyes and redness in the whites of the eyes. The child should be seen by a doctor for proper diagnosis and treatment, and not attend the centre during the acute stage of infection, (usually for 3 days after beginning treatment).

**Common Cold/Influenza**: Symptoms include a runny-stuffy nose, sneezing, coughing and sore throat. Colds have little or no fever and hence exclusion is not necessary providing hygienic handling of tissues and covering of mouth is practised. Flu is more acute, having fever and headache symptoms, and thick green nasal discharge or severe cough indicates infection. The child should stay at home until they look and feel well - medicines help relieve symptoms, but avoid aspirin. Bronchitis is more complex and should only be diagnosed and treated by a doctor to avoid misdiagnosis such as asthma or croup.

**Fleas/Head Lice**: Fleas can irritate the skin and transmit tapeworm and if bites are evident, control measures for animal fleas should be undertaken. Head Lice are different and generally cause itching of the scalp, usually behind the ears and above the neck. They are contagious as long as the eggs (nits) or lice are alive. Proper treatment is required, following directions on medications available from chemists. Personal contact items need particular laundering and close members of the family should be regularly inspected for signs of infestation for at least seven days. Children must stay at home until treatment has been given.

**Measles**: This is a serious viral disease causing concern because it is highly infectious and causes serious complications. A child with measles usually feels quite ill. Symptoms begin with fever, tiredness, cough, runny nose and inflamed eyes. There may be small white spots on a red base present inside the mouth, on the cheek. Between the third and seventh day, a rash begins at the hair line and spreads over the entire body. The rash is usually gone after six days, the cough often the last symptom to disappear. Children should be kept away from others for at least four days after the onset of the rash.