

HACKHAM EAST KINDERGARTEN



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FAMILY HANDBOOK

WELCOME TO OUR KINDERGARTEN

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WELCOME MESSAGE

01

Welcome to Hackham East Kindergarten.

At Hackham East Kindergarten we pride ourselves on the relationship based focus our teaching and learning offers.

We hope that you feel at home here and your child finds their Kindergarten year with us enjoyable and rewarding. This booklet contains all the information you need for a smooth transition to Kindergarten.

Please feel free to email, phone or make a time to meet with us if you have any questions or concerns.

Emma Morgan

Director

Contact

Arnold Drive, Hackham

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E: DL.3636.leaders@schools.sa.edu.au

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ACKNOWLEDGEMENT OF COUNTRY

Each morning children are welcomed with a Morning Group Time - during this time we acknowledge that we meet on Kurna Land. We do this by singing: Niina Marni Welcome, and sharing a short little poem:

We show respect, we share this land.
We walk together, hand in hand.

We recognise the importance of our role in Reconciliation and are planning on developing a Reconciliation Action Plan in 2025, which will provide direction to how we authentically include children's voice in our Acknowledgement and how it is presented at Kindy.

KINDERGARTEN SESSIONS

Your child will receive 30 hours of Kindergarten per fortnight as follows:

Wednesday: 8.45am - 2.45pm

Thursday: 8.45am - 2.45pm

Friday (odd weeks): 8.45pm - 2.45pm

Term Dates 2025

Term 1: 28 Jan - 11 Apr

Term 3: 21 Jul - 26 Sept

Term 2: 28 Apr - 4 Jul

Term 4: 13 Oct - 12 Dec



WHAT WE OFFER

About Our Site

The Hackham East Kindergarten is co-located with the Hackham East Primary School but is a Stand-Alone Kindergarten, meaning that it is managed by the Kindergarten Director and Governing Council (separate from the school). Most children who attend our Kindergarten go on to the Hackham East Primary School. The children develop close connections with the school throughout the year through library, playground and Reception class visits.

Access to the Hackham East Primary School OSHC is available to Kindergarten children once they turn 4 years of age. Sessions are available both before and after Kindergarten and staff from both sites take turns to drop children off at their next service. For more information or to enrol your child in OSHC please contact them directly on 8382 3824 or at Oshc.Director286@schools.sa.edu.au

Our team of educators are committed to improving our practice and the service we provide to children and their families. We create a Preschool Quality Improvement Plan that guides our ongoing Improvement Journey.

Philosophy

A copy of our philosophy statement is provided in your Enrolment Pack. Our philosophy statement will be reviewed each year and update shared with the community

Our core values are relationships, respect and learning.

Our mission is to support children to develop the skills, behaviours and understanding that will enable them to be life-long learners and creative, flexible thinkers.

We provide an integrated play-based curriculum in an engaging environment, relevant to the individual and group needs of the children. Each child's social, emotional, physical and intellectual growth are equally considered when developing the curriculum. Through play, children explore and learn to understand the world around them. They develop language, social skills, gross and fine motor skills, creativity and take developmentally appropriate risks.

Belonging, Being & Becoming: the Early Years learning Framework for Australia is used as a guideline for curriculum planning, assessment and reporting, along with the Indicators of Preschool Numeracy and Literacy. We also intentionally teach the Keeping Safe: Child Protection Curriculum and there is information about this in the parent hand out provided with your welcome pack. Please note the importance of following up this learning at home.

ASSESSMENT AND REPORTING

Planning our teaching - Staff regularly review children's learning during our planning sessions using observations, work samples, knowledge of children's interests and information from families. We use this information to plan our program including activities for individual children and groups.

Sharing children's learning - There are many ways that we share children's learning throughout the year.

- Learning Conversations held in the first Term of commencement
- Family events - held throughout the year
- A Floorbook created by children and educators
- Displays of children's work
- Our closed Facebook page

Statement of Learning - This summarises your child's learning against the five EYLF outcomes and the Indicators of Preschool Numeracy and Literacy. It is written during your child's final term at Kindergarten and a copy is provided to families and the child's intended primary school.



WHAT TO EXPECT AT KINDY

Our daily routine is flexible to meet children's needs on the day, but may look similar to this:

8.45am Arrival at Kindergarten - Inside Play

Parent/Caregiver sign in child on roll and check Notice Pockets

Children sign in their names

Children place lunchbox and drink bottle in trolleys

9.00am Group time

Morning snack time

Inside and outside play

12noon Sunscreen

Lunch time

Relaxation

Inside and outside play

2.15pm Pack up

Group time

2.45pm Goodbye - children are dismissed from the mat

Parent/caregiver to check Notice Pockets and sign child out on roll.

Leaving and collecting your child

A good routine is essential in helping children adapt to a new environment or setting. We encourage you to remember the following recommendations:

- Be punctual when dropping off or collecting your child
- Always say goodbye even if your child is occupied with other tasks
- Stay with them until the session begins at 8.45am as educators will be busy preparing the learning environment for the day
- Children are required to come inside before you leave
- Sign your child in and out for each session
- Occasionally, children may be anxious when you leave. Please speak to a staff member to share any concerns. Most children settle comfortably once parents have left, however if this is prolonged, a staff member will call you

At the end of the day, please wait outside until our group time is over. Children will stay seated on the mat until staff see their parent or caregiver and say goodbye.

- If someone other than you or your partner are collecting your child, they are attending OSHC, or you need to pick up at an irregular time, please add this to the roll. Check Notice Pockets at the start and end of each session for notices

Absences

Regular attendance at Kindergarten is important for children in establishing routines and expectations. However, if your child is unable to attend Kindergarten for any reason, please phone, email or Facebook message to let us know.

Parent Contribution

Parent Contribution is charged to cover learning resource costs such as paper, craft, writing materials, paint etc.

Parent Contribution is \$340 per year (\$85 per term).

Our preferred method of payment is electronic funds transfer.

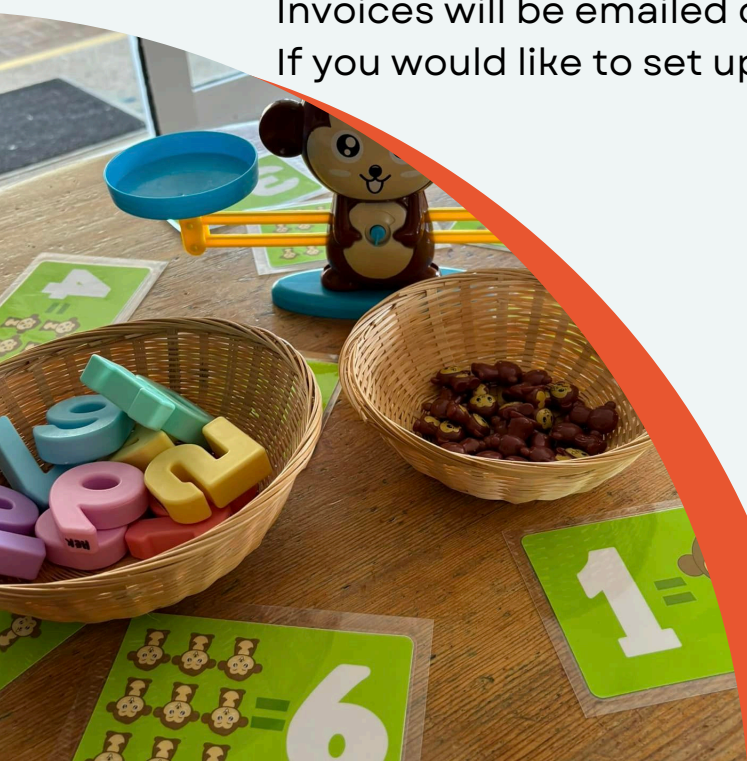
Please reference your child's name when making payment. Details as follows:

BSB: 105 136

Account: 510 442 440

Invoices will be emailed out each Term for payment of \$85.

If you would like to set up a payment plan please speak with Emma.



WHAT TO BRING TO KINDY

Children need to bring the following items each day and should be able to independently unpack their own bag when they arrive at Kindergarten.

Please ensure all belongings are named.

- Backpack - big enough to easily hold everything they bring to Kindergarten, including lunch box and drink.
- Shoes - appropriate for running and climbing (no thongs). Gum boots can be kept on site during winter.
- Clothing - should be comfortable for play and able to get messy. Shoulders must be covered for sun safety.
- Spare Clothes - a full set of clothes including underwear and socks, labelled and in a plastic bag.
- Morning Snack - a piece of fresh fruit or vegetable and a something else (crackers, cheese, yoghurt) for morning snack. Please leave morning snack in your child's locker for them to access at snack time.
- Lunch - a healthy packed lunch each day with an ice brick in summer for food safety.
- Drink bottle - water only in a named water bottle your child can use independently.

What not to bring: Toys, special things from home or unhealthy snacks or drinks



HEALTH AND MEDICAL INFORMATION

The health and wellbeing of your child is one of the highest priorities for our staff. Please make sure you inform us of any medical conditions and management plans your child may have, so we can care for them properly.

We encourage children to follow good hygiene practices including handwashing and coughing/sneezing etiquette.

Unwell

If your child is unwell, please do not send them to Kindergarten. It is important that children have time to rest and recover, allowing them to return ready to learn. Our Local Sick Children Policy is available to view on our website.

If your child becomes unwell at Kindergarten, staff will phone you and ask that you collect them as soon as possible.

Sleep

We know Kindergarten can be exhausting for our young learners, and we encourage all children to take a moment to relax and regroup after lunch. If your child does fall asleep, we will follow the policy and allow them to sleep, with sleep checks in place. A record of this sleep will be provided to you in the form of an incident form at the end of the day. If your child should sleep for more than 30 minutes, we will also give you a courtesy call to let you know.



Infectious conditions

Infectious conditions are passed on quickly between children. If your child contracts an infectious condition, or you have any concerns, please discuss with our educators immediately. As a guide, children should remain at home until they are well or treated, if they experience:

- a temperature of 38° or above
- vomiting or diarrhoea in the previous 48 hours
- conjunctivitis
- undiagnosed rash
- head lice
- cold sores
- a productive cough

If you have given your child medicine (eg. paracetamol), they should not be attending Kindergarten that day, please keep them home to rest and recover.

First Aid

Only minor injuries will be treated by staff, such as those that require simple first-aid e.g. a band-aid, cold cloth etc. In the event of a more serious injury, including any injury to the head, staff will contact you so you can consult with your child's doctor. In the rare case of an emergency, an ambulance will be called and parents will be contacted as soon as possible. Refer to our First Aid and Incident Recording Procedure for further information.

Medication protocols

Any prescribed medications should be administered by parents prior to or following Kindergarten sessions. Educators are not authorised to administer medication without a doctor's written advice. If your child requires medication whilst at Kindergarten, please see educators for a Medication Agreement Form to be completed by your doctor.

Asthma & Anaphylaxis

Children who suffer from Asthma and/or Anaphylaxis must have a specific management plan completed in conjunction with their doctor before their child is able to attend Kindergarten. This plan will detail the child's symptoms and appropriate management. Families are required to provide the relevant medication to the Kindergarten in order for your child to attend.

It is important educators are made aware of your child's condition at the time of enrolment or when the condition is first diagnosed.



Immunisations

At the time of enrolment and again when your child has received their 4 year old immunisations, you will be asked to provide evidence of your child's immunisation status from Medicare, unfortunately the Bluebook is not accepted. Families will need to provide:

- a copy of your child's current immunisation record; or
- evidence your child has an approved exemption; or
- evidence your child is on a catch-up schedule

The Kindergarten is required to retain a copy of these records. They can be emailed or a printed copy provided. If parents are unable to provide an Immunisation Record or a child's immunisations are not up to date, staff are required to suspend the enrolment until this has occurred.

For further information, visit: [SA Health's Parent & Carer FAQ](#)

Toileting

Generally, children are fully toilet trained prior to commencing Kindergarten. If your child needs help with toileting, please inform us as soon as possible, so we can assist them during the day and avoid any embarrassment. Please ensure you pack additional spare clothes in case of any accidents. If your child is not toilet trained at the time they start Kindergarten, a Contenance Care Plan completed by your child's doctor will be required. Your child will only be able to attend Kindergarten once the Contenance Care Plan has been provided and discussed with staff. Families are required to provide all nappies and wipes.



OTHER IMPORTANT INFORMATION

Excursions

Throughout the year excursions and events are planned to support the curriculum. For excursions, parents will be provided with information and a permission slip to return. Parent help is often needed, so please consider if you can come along. Your child will love having you there.

Transition to School

We have a close relationship with Hackham East Primary School. To support the children's transition to school, we have regular visits with the school. Typically, this involves visits to the library and nature playground, visits from the Reception/Year 1 classes and visits to the Reception/Year 1 classes. Formal transition visits are generally held in Terms 2 and 4, depending on your enrolment. You will be notified by your chosen school about these visits.

Families will need to enrol their child in their chosen school. You can do this at any time in their Kindergarten year. Please advise the kindergarten of your chosen school so that we can connect with them about transition.

Birthdays & Special Events

We look forward to celebrating your child's birthday when they are at Kindy. We have a special wooden cake that children can put candles on, and we will sing Happy Birthday to them. They will also be given a birthday sticker on their special day. We ask that due to the varying dietary needs of children at the Kindergarten, you do not bring in anything extra inconsistent with our nutrition policy, such as nuts, cakes or lollies.

Sun Safety

We encourage children to wear their hats whilst playing outside all year round, recognising the need to develop positive sun safe practices from an early age. Hats are provided to children on enrolment. Staff also wear hats to model sun-safe behaviours. All families are required to supply a roll-on sunscreen for their child at the beginning of their Kindergarten journey. This will be kept onsite and made available for children to apply sunscreen when the UV moves to 3 or above (in accordance with the Sunsmart Global UV app).

Hot Weather

On days of extreme heat, the Kindergarten will remain open. The Kindergarten is air-conditioned and staff will ensure children play indoors or in shaded areas and have regular drinks to keep them hydrated.

More information is available in our Sun Safety Policy online.

Wet Weather

During Terms 2 and 3 we encourage children to bring wet weather clothing to Kindy including gumboots, rain coat and a full change of clothes. At times, we enjoy jumping in muddy puddles, splashing in the rain and making mud pies. It is important that children have the right clothing to participate in these experiences and a full change of clothes so they can dry off and warm up after.

You can send their wet weather clothes in their bag each day, or provide it in a labelled bag that can be stored at kindy.



The involvement of parents and families is an important part of the life and development of our Kindergarten. We value and welcome the time and skills family members can offer.

Some of the ways we can use your assistance include:

- joining our Governing Council (see section below)
- sharing your culture and/or skills
- joining us on excursions
- providing materials we can use at Kindergarten
- supporting our fundraising efforts

If you have some time available or can assist in any way, please let us know. We would love to use your help.

Governing Council

Hackham East Kindergarten is a locally managed site. We have a parent committee known as the Governing Council. The members of the council are selected at the AGM held in March each year and comprises of a Chairperson, Secretary, Treasurer, at least one general member and the Director. Meetings are held twice per term on a day and time suited to the Council and go for approximately one hour.

The council's responsibility is to

- support staff in developing Kindergarten priorities
- plan community and fundraising events
- learn about curriculum, share ideas + give feedback
- approve spending for major purchases
- oversee the annual budget

If you have skills to offer or would just like to be more involved in the operations of the Kindergarten, please talk to the Director. We can also put you in touch with a current member to ask for their thoughts on their experience.

Regular, two-way communication with families is vital in supporting children's wellbeing, learning and development. As parents, you are your child's first and most important educator and we value the information you provide to us.

How we communicate with you - Each child has a notice pocket in which we place hard copies of notes. Our main form of communication is through the private Facebook group, where we share photos, learning summaries, newsletters, reminders and requests. If you are not a Facebook user, please discuss with us the best way to communicate with you. We also use email to communicate with families. Please ensure we have at least 1 up-to-date email address that you check regularly. Educators will also call families as needed.

We ask that you keep us up to date with any changes to your phone number, address or email so we can keep in touch with you as we need to.

How you can communicate with us - You can speak to us at any time during the Kindergarten day, however if you would like to discuss a sensitive matter or have a longer discussion please make a mutually convenient time. If you are not going to be dropping off or collecting your child very often, we encourage you to schedule regular catch-ups to discuss how your child is going. This is particularly important if your child will be attending OSHC.



Our Floorbook is a great way to provide feedback on your child's engagement and learning. Please add your comments as relevant. We encourage you to talk to our staff to discuss any matter involving your child's learning or wellbeing at any time.

In 2025, Emma will be available from 2pm most Friday's that children attend, to meet with families and community members; to listen to and share information relevant to what is happening at Kindy. You are invited to stop in before collecting your child.

Concerns & Complaints - Our staff work very hard to ensure families and children are happy with the service we provide and to work with you to resolve any issues that may arise.

If you are not satisfied that your complaint has been resolved, you may choose to contact the DfE Education Complaint Unit on 1800 677435 for information, advice or support.

Site Policies and Procedures - Our policies and procedures are available on our website. PLEASE familiarise yourself with them before your child starts kindergarten. www.hackeastkgn.sa.edu.au

Our policies are reviewed on a regular cycle and you are welcome to provide feedback and suggestions.

Please also refer to the following website for

Department for Education policies

<https://www.education.sa.gov.au/department/policies>



Kindergarten Uniforms – Jumpers and T-shirts in a variety of colours are available from eduthreads.com.au. Hats are provided as part of enrolment. For more information please visit the eduThreads website and search for Hackham East Kindergarten under Early Education Centres. Samples are available to view and check sizing at Kindergarten.



Kindergarten Photos – A professional photographer visits the Kindergarten to take individual and a group photo of the children. In the past this has occurred early in term 2. Hard copy or digital albums are available for families to buy.

Support Services – Additional supports are available for children who meet the requirements. We aim to have representatives from our Support Services Team present during transition visits. Please talk to staff if you feel your child would benefit from additional support.

We look forward to having your child and family as part of our Kindergarten community.



2024

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STAFF TEAM



Emma

DIRECTOR/TEACHER



Harmony

TEACHER



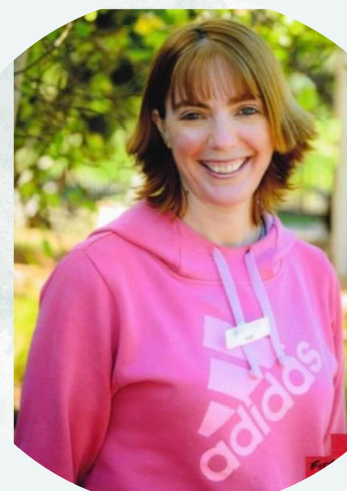
Kadie

TEACHER



Kate

ECW



Beth

ECW/SUPPORT