

### Coming into Kindergarten

Please encourage your child to carry their own bag into kindergarten and find a locker. It is important for them to take on this responsibility as they then know where their bag is located when they go to get their fruit or put their creations away. Tasks like this contribute to children's developing self esteem as they discover how capable they really are!

#### Sign In

Please sign your child in as you enter the kindergarten. An A3 sheet is also provided for your child to write their name. This assists them to recognise their name, practise their writing skills and develops their sense of belonging to the kindergarten

#### Settling in

At the start of the session please look at the various experiences offered and help your child select and settle at an activity like a puzzle, painting etc.

#### Punctuality

Please try to arrive as close to the start time as possible as it supports your child to have a positive, settled start. Please collect children on time at the end of the day. Inform a Staff member if you are running late to enable us to reassure your child.

#### Good-bye can be difficult for parents and children

Children love you to stay for a little while but it is a good idea to give a timeline ie 1 or 2 activities. Say good-bye positively but firmly. If your child seems unsure or is upset Educators will assist by reassuring them and involving him / her in an activity.

If your child is crying please trust us. Educators are experienced in calming upset children. If your child does not settle we will phone you. We also suggest you phone back about 15 minutes later if your child is upset when you leave. We can then tell you how they are going and usually put your mind at ease.

Say good-bye to your child even if you know it will upset them. This helps them to trust you are doing what you say you are and will return as promised at the end of the session. Please discuss any difficulties with an Educator so we can work with you and your child.

### Fruit time and Lunch time

**Fruit time:** Please ensure that your child's snack is easy to eat and they can open and close containers. We encourage fruit and vegetables.

**Lunch:** Children bring their own lunch. We have a Healthy Food Policy and encourage healthy choices for lunch too. Please do not send any products containing nuts.

While **filtered water** is available at 2 drinking stations children care encouraged to **bring their own drink bottle**. Please fill the bottle with only water.

**Sustainability: The best snack is fruit that already comes in an already wrapped skin. ie banana or apple.** We try to be a sustainable kindergarten and would prefer not to manage unnecessary plastic wrap and packaging.

During warm weather please place an ice brick in your child's lunch box to help keep their lunch cool and fresh. Lunches boxes are kept inside in the kitchen where it is cooler until lunch time.



#### Self Guided Play

We provide a structured environment that is inviting and attractive to young children. Children are encouraged to be self directed in their learning and have opportunities for uninterrupted play based learning experiences. The Educator's role is as a guide by the side, extending and guiding children's learning.

#### Resilience and Optimism

Children are encouraged to be in charge of their own feelings. They are scaffolded in interactions with Educators and other children to manage a variety of situations. While usually outcomes are positive, occasionally they may not be quite as they may have wished and this is a practice for possible future life situations.

### Clothing

Please send your child dressed in comfortable, easy to manage clothes.

Please name any clothing which may be taken off. eg hats, shoes and jackets.

A spare set of clothes sent in your child's bag is also important. Even the most organised child occasionally needs a change.

Hackney Kindergarten polo shirts, bucket hats and long sleeve t shirts are available for purchase.

#### Sun Protection

**Hats** are worn by children except during the winter months. Hats should be bucket, broad brimmed or legionnaire's style, to protect the neck as well as the face.

**Sunscreen:** We ask that Parents supply a **roll on sunscreen with their child's name** on it for them to apply after lunch when the UV rating is 3 or above. The roll on sunscreen is kept in a container and brought out after lunch so that the children, with adult supervision, can apply their own sunscreen. Please apply sunscreen at home before coming to kindy. (Skin Protection Policy).

#### Medication

If your child requires staff to administer preventative or ongoing medication during session time, please speak to the Director as a **Health Care Plan signed by a medical practitioner is required.**

Any medication must be brought into the office for storage. Do not leave medication in your child's bag.

Should your child be taking any form of medication at home please inform the staff as side effects such as drowsiness or hypoactivity could affect their safety at kindergarten.

#### Learning Folder

A large Learning Folder which follows the children's investigations is always available on a table for Parents and Children to share. It is a record of the children's learning and is full of photos and children's thoughts, ideas and wonderings. The folder is a great way to find out about what is happening at kindergarten and enables Parents to start discussions with their child and ask pertinent questions about their experiences at kindergarten. Please read it regularly.

### Communication Pockets

Each child has a pocket with their name on it hanging near the children's lockers. Newsletters and invoices are placed in pockets. You are welcome to use the pockets for birthday invitations or to communicate with other Parents.

### Diary Notes

If your child will be collected by someone different please make a note of this on the sign in sheet or by email. If your child has a minor injury a note asking you to speak with a staff member will be recorded in the Note section of the Sign In / Out Sheet.

### Kindergarten Times

Monday —Thursday: 8:15am — 3:45pm  
Arrival time is flexible from 8:15—8:45

**Children attend either:**

Monday & Tuesday  
Or  
Wednesday &Thursday

### Quality Improvement Plan

The Quality Improvement Plan provides the link between the areas identified for improvement through the self-assessment process and the strategies developed to ensure continuous improvement. It is reviewed regularly with Families and Educators.

# Starting Out at



### Governing Council Meetings

Joining the Governing Council provides an opportunity for Parents to contribute to the Kindergarten's decision making. Meetings are held twice a term.

### Policies

All policies are available in the Parent Information Folder and on the Hackney Kindergarten website.

### Playgroup

Playgroup is held on Friday from 9:30—11:00. It provides an opportunity for Parents / Carers and their child/ren to meet other Families and enjoy the use of the kindergarten resources and environment. Cost: \$4 a visit.

### Fees

Fees are \$150 for the term. You will receive a Fees Invoice within the first 2 weeks of each term. Please pay via internet banking, or by placing a cheque or cash in a named envelope and posting in the fees box near the sign in sheet.

### Educators

**Director :** Robyn Molyneux  
**Teachers:** Nicole Hentschke  
Francine Schiller  
Carly Underwood  
**E.C.W. :** Danielle Wahlstrom  
Rosanne Brookes  
Emily Baldi

### Contact Details:

#### **Hackney Kindergarten**

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**Government of South Australia**  
Department for Education