

Information Handbook

Site contact details

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Website: www.hackneykgn.sa.edu.au

Educator Team

Director: Jade Pudney
Teachers: Nicole Hentschke
Carly Underwood
Early Childhood Worker: Danielle Wahlstrom

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 to uninterrupted play based learning experiences. The educator's role is as a guide by their 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.

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!

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 your child on time at the end of the day. Inform an educator if you are running late to enable us to reassure your child.

Signing in / out

We ask that parents / caregivers come into the pergola area and make sure they have seen an educator before leaving or collecting their child so that an educator can sign their child in / out of the kindergarten. If your child is being collected by someone different please let one of the educators know. If the educators don't know the person collecting your child please ask them to bring some form of identification (drivers license or Medicare card). If your child has a minor injury or staff need to speak with you this will be recorded in the note section of the sign in /out sheet.

Settling in and saying goodbye

At the start of the session please look at the various experiences offered and help your child select an experience like making or painting. Say goodbye to your child positively and firmly even if you know it will upset them. This helps them to trust that you are doing what you say you are and that you will return as promised at the end of the session.

If your child seems unsure or is upset educators will assist by reassuring them and involving them in an experience.

Prior to your child starting please discuss any difficulties with an educator so we can work with you and your child.

Kindergarten Sessions

Children are eligible for one year of kindergarten. They can enrol to start at the beginning of the year if they turn 4 by 30th April of that year or mid-year if they turn 4 by 31st October of that year.

Children can attend either Monday & Tuesday (& Fridays Week 1 & 2 of each term) or Wednesday & Thursday (& Fridays Week 3 & 4 of each term).

	Monday	Tuesday	Wednesday	Thursday	Friday
Group 1	8.30am 3.30pm	8.30am 3.30pm			8.30am 1:30pm week 1 & 2
Group 2			8.30am 3.30pm	8.30am 3.30pm	8.30am 1:30pm week 3 & 4

Kindergarten Fees

Fees are \$250 per term. Invoices are posted to families at the beginning of each term and for financial security we ask that payments are made via EFT. Account Name: Hackney Kindergarten BSB: 105 - 034 Account: 155069840. The fees are inclusive of all resources, incursions and excursions that your child will be part of.

Food at Kindergarten

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 Time Children bring their own lunch. We have a Health Food Supply and Nutrition Policy and encourage healthy choices for lunch. During warm weather please place an ice brick in your child's lunch box to help keep their lunch cool and fresh. Lunch boxes are kept inside the kitchen where it is cooler until lunchtime.

Allergies Some children have severe allergies. It is a requirement that all food provided for your child does not contain nuts.

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

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

Clothing

Please send your child in comfortable, easy to manage clothes. A spare set of clothes sent in your child's bag is also important. Even the most organised child occasionally needs a change. Please see the Sun Protection Policy regarding the types of suitable clothing. Please see the Sun Protection Policy

Please label all items with your child's name

Sun Protection

To comply with our Sun Protection Policy

Hats are worn by children when outside whenever ultraviolet (UV) radiation levels reach 3 or above. Hats should be bucket, broad brimmed or legionnaire style to protect the neck as well as the face.

Sunscreen The site provides SPF30+ (or higher) broad-spectrum, water-resistant sunscreen for children's use. Children apply sunscreen under the supervision of educators at least 20 minutes before going outdoors and reapplied every two hours if remaining outdoors. Please apply sunscreen at home before coming to kindergarten.

Medication

If your child requires staff to administer preventative or ongoing medication at kindergarten please speak to the director. Children requiring medication to be administered by a staff member will not be able to attend kindergarten unless they have a Health Care Plan that has been completed and signed by a medical practitioner and their medication with a pharmacy label. Please hand any medication to a staff member so that it can be safely stored. 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 hyperactivity could affect their safety at kindergarten.

Communication

Most communication will be via email. Please let the kindergarten know if any of your contact details need updating (address, email, phone number). If your child is unwell and not going to be attending kindergarten, please call us.

Preschool Quality Improvement Plan

The Preschool Quality Improvement Plan (PQIP) 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. This will be emailed to you at the start of the year and is available on our website.

Governing Council & Parent Involvement

We welcome parent involvement. If you would like to volunteer at the kindergarten please speak to the director regarding required documentation.

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

Site Policies and Procedures

All site policies and procedures are emailed and are also available on the Hackney Kindergarten website.