



Government of South Australia

Department for Education and
Child Development

Our Philosophy.

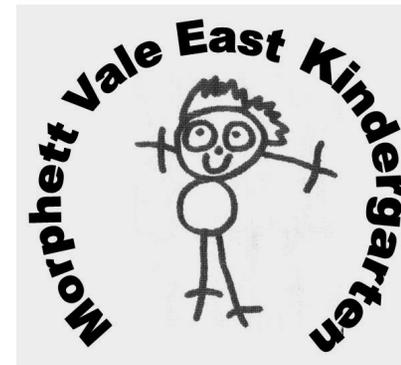
ENGAGED CREATIVE CHALLENGED
RESILIENT SUCCESSFUL

- We believe that children begin to develop as individuals from birth
- We believe that as global citizens we each have a responsibility through sustainable practices to improve our environment
- We have a responsibility to develop the whole child. We believe that play is essential in achieving this
- We acknowledge that parents are the child's first educators and that we need to build effective relationships in order to work collaboratively with all stakeholders
- We believe in a holistic approach when it comes to children's learning
- We acknowledge that all children are unique and therefore all children learn differently
- The culture and values of all families are acknowledged and respected
- All Children need a have a positive sense of wellbeing in order to engage in learning and educators are committed to creating a safe environment
- Our values: ENGAGED, CREATIVE, CHALLENGED, RESILIENT SUCCESSFUL are based on those of the Panalatinga Partnership

We, as educators, aim to facilitate all children's learning by:

- Building trusting and respectful relationships
- Being responsive to children's engagement and to program reflectively
- Providing a supportive and enriching environment
- Promoting a sense of wonder
- Promoting a growth mindset
- Being approachable to enable parents to voice their concerns and celebrate the successes of the child

Morphett Vale East Kindergarten



Information

Booklet

Morphett Vale East Kindergarten

1 Archer Court

Morphett Vale, SA 5162

Tel: 8382 8422

Fax: 8326 8269

Email: dl.3605_leaders@schools.sa.edu.au

PRESCHOOL STAFF:

Director: Sarah Weightman

Teachers: Kerry Bosisto, Moria Smith

ECW & Preschool Support: Fiona Woodward

Fees: (per term)

1 session - \$15.00 per term

2 sessions - \$35.00 per term

4 sessions - \$80.00 per term

5 sessions - \$90.00 per term

NO CHARGE FOR LUNCH CARE

Fees are due at the end of week 4. Your fees help to meet operating costs such as electricity, cleaning, maintenance, art and craft materials.

EQUAL OPPORTUNITY

No Family will be disadvantaged or discriminated against because of their race, religion, nationality, ability, gender, financial situation or marital status. Please do not hesitate to contact staff if you have any questions or concern.

Parent Concerns or Complaints

You are always welcome to speak to the Director about any issue of concern to you. Please let the Director know what you wish to discuss and make an appointment so that you can be assured of her full attention. Most issues can be resolved if they are discussed openly and honestly. Copies of the Policy and procedures are available.

If this meeting does not resolve the issue you may wish to contact the DECD Regional Office on 8207 3700 - our Educational Leader is Christine Hatzi. The office will be able to advise you of the process to take if you do not feel that the matter has been dealt with to your satisfaction.

Child and Youth Health Screening

Nurses conduct developmental screenings of four year olds at Morphett Vale East Kindergarten. You will be informed when your child is due for screening.

Dental Clinic

The Dental Service is now available at Noarlunga. Opening hours are Monday-Friday 8.30am - 4.30pm. Appointments can be made by phoning 8384 9244. There is a charge for all kindy and school students

Library:

Kindy Library:

The Kindy Library is open when a volunteer is available to help the children. We have some Kindy library bags to use, however, if you have your own special library bag, please feel free to use that. If you are able to assist with the Kindy library, please let a staff member know.

Parent's Library:

We have a small selection of books on topics of interest e.g. child development, life skills, health etc and you are most welcome to loan them. If you wish to borrow a book from the Parent's Library please speak to a Staff Member.

School Library:

We are very lucky at MVEK to have access to the school library. The kindy visit the school library weekly and have the ability to borrow from there. If your child is not attending on the day of a library visit, you are most welcome to take your child over to the school (before or after school) to borrow a book.

SESSIONS AND TIMES

Kindergarten

Monday, Tuesday, Wednesday and Thursday

Session times 8.45 - 11.45am

11.45 - 2.45pm

Children can receive up to 5 sessions per week.

Flexibility of sessions is available in most cases - however to access 5 sessions children will need to attend one full day per week.

Pre Entry 2017

Weeks 7-8 term 4

Details of pre-entry sessions will be given at the Parent Information Sessions which will be held at the end of term 3.

Playgroup

Playgroup is held on Fridays
9.15-10.45 am

Cost is \$3.00 per family

WHAT WILL MY CHILD NEED AT KINDERGARTEN?

All items need to be **CLEARLY NAMED**.

1. Bag
2. Hat - all year round
3. Water bottle
4. Morning/ Afternoon Fruit
5. Lunch (if attending full day or PM session)
6. Spare clothes
7. Comfortable/ Sensible clothing.
8. Suitable footwear

Sunscreen

Sunscreen needs to be applied to your child prior to their session. If your child is staying all day staff will reapply sunscreen at lunchtime 20 minutes before going outside. The permission form needs to be signed and returned for this to happen.

If your child has a sensitivity to regular sunscreen, please provide the kindy with a labeled sunscreen suitable to your child.

POLICIES

All policies are available in the folder which is situated under the children's pigeon holes.

The policies for the Morphett Vale East Kindergarten can also be found on our website- www.mvek.sa.edu.au

There are also some departmental policies on the D.E.C.D. website - www.decd.sa.gov.au/childrenservices/pages/earlyChildhoodreform/PoliciesandProcedures

SERVICES OFFERED

DECD Special Services

If you are concerned about any aspect of your child's development (speech, behaviour, health etc) please speak to the staff. DECD have special programmes which offer support for children, parents and staff. We will discuss any concerns in confidence.

Bilingual / Integration Staff

Where funding is available DECD is able to provide extra staff for families who have English as a second language and for children who require help and additional adult support within the kindergarten environment. You may see extra staff in a part-time capacity at the centre.

ADMINISTRATION OF MEDICATION

Medication e.g. ventolin inhalers can only be administered when the relevant consent form has been completed. Please discuss medical requirements for your child with the Director.

Please be aware that medications of any type must not be left in your child's bag.

ABSENCES & ATTENDANCE

Regular attendance at kindy is beneficial to your child and it is therefore important for us to know if your child is to be away for any reason.

Staffing is based on *actual attendance*, and *not* the number of children enrolled.

Accidents

If your child has had a minor accident, we will record the details in the accident book and a copy will be placed in your child's name box.

If the accident is more serious, we will endeavour to contact you immediately, and if not successful, we will ring your child's listed alternative contacts.

KINDY PROGRAM

Our program is displayed on the board inside. We encourage you to read this so you will know what is happening in the centre and can talk with your child about past and upcoming events.

PROGRAMMING AND REPORTING

Staff program and report using the EARLY YEARS LEARNING FRAMEWORK. From our observations of each child, and the Child Profile you fill out (and return), we plan for group and individual needs. Parents are encouraged to share information with the staff about their child at any time.

During the child's first term, staff develop an Individual Learning Plan specific to your child and you will be offered the opportunity to speak to the Director or Teacher to discuss your child's progress.

You will receive a written report in your child's second and fourth term of kindy.

CELEBRATIONS

We celebrate children's birthday by singing 'Happy Birthday' with a pretend birthday cake. This is because of our healthy eating policy.

Please let us know if for any reason (e.g. religious, personal, health, diet etc) your child is not to take part in special events which occasionally occur at kindy.

PARENT PARTICIPATION

Parents are always welcome and encouraged to be involved within the Kindergarten. Assistance in the centre can be given in a variety of ways. Some of which include being part of the Governing Council, reading stories, cooking with the children, preparing materials for activities, sharing a special talent e.g. music, dance, assisting in fundraising events, gardening, and excursions

Governing Council

The Annual General Meeting is held at the beginning of term 1 each year.

The Kindergarten has a Governing Council made up of parents, staff and interested community members. This is a great opportunity to have a say in your child's education.

Meetings are held twice a term, and any parent can attend as an observer, ask questions, or offer opinions.

Responsibilities include fundraising, decision making, social events and general maintenance of the kindergarten.

Please see a staff member if you are interested in making a contribution to this centre.

GENERAL INFORMATION

- Due to severe allergies, we are a NUT FREE and EGG free kindy.
- We understand that you know your child best, and therefore, would appreciate continued sharing of information between home and kindy.
- Each child has a named pigeon hole where all notices will be placed.
- Any additional information will be written on the whiteboard or on the front door.
- Please inform staff of any changes to your address, phone number or relevant health or family issues.
- If at any time you are unable to collect your child please inform staff and record the name of the person who will be picking up your child in the diary. In an emergency please ring and inform the staff of any new arrangements.
- If at any time you are delayed please phone the centre to enable us to inform your child of your arrival time.