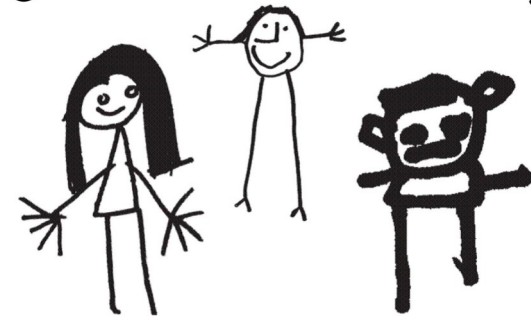


Quorn Kindergarten & Occasional Care

Quorn Kindergarten



A place for your child to
grow...

Parent Handbook
Reviewed July 2016

Contact Details

Quorn Kindergarten & Occasional Care

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Welcome

The Children, Families, Staff and Governing Council of Quorn Kindergarten & Occasional Care welcome you and your Family to our Centre. The Centre aims to create a caring, social and play-based learning environment for children aged 2-5 years.

The Centre offers a range of services:

- *Sessional Kindergarten*
- *Occasional Care*
- *Pre-Entry*
- *Playgroup*
- *'Transition to School' program*
- *Venue Hire*
- *Support program for Children with Additional Needs*

Parents and Caregivers are invited to approach any of our staff if you have any concerns or questions about our service, or if you have a suggestion that can help us improve the service we provide to Families and the Community.



General Information

Tuesdays	Wednesdays	Thursdays
Kindergarten 8:30am - 2:30pm	Kindergarten 8:30am - 2:30pm	Kindergarten 8:30am - 2:30pm
Aboriginal Chn 3 yrs 8:30am - 2:30pm	<i>*kindy is every 2nd Wednesday—even weeks</i>	Aboriginal Chn 3 yrs 8:30am - 2:30pm
Occasional Care 8:30am - 11:15am		Occasional Care 8:30am - 11:15am

** Please note that staff will be on duty from 8:00am to allow half an hour to prepare for your child's day. Please avoid bringing your child in earlier than 8:30am unless otherwise pre-arranged. The Centre's front door will remain locked until 8:30am.*

Playgroup

Playgroup operates on Mondays between 10:00am and 12:00pm. Playgroup is an excellent opportunity for all children from Birth to 5 years to participate in play activities that develop skills children will need when attending Occasional Care, Kindergarten and School. Please see centre staff for further details.



General Information

Personal Belongings: All personal belongings (hats, bags, lunch boxes, water bottles, etc) need to be clearly labeled with your child's name. Hats are to be left in your child's draw ready for their next day. Other belongings can be kept in your child's bag and hung on the hooks under the verandah.

Painting: Smocks are provided for children to wear during painting and other messy activities. Please remember that 'best' clothes are not suitable choices to wear to Kindergarten and Occasional Care.

Fruit: Kindergarten and Occasional Care children are encouraged to bring a vegetable, piece of fruit, or cheese to share with other children attending the centre. Please place your donations in the bowls located at the front door. The donations are then cut up and shared between all children attending the centre.

Lunch: Your child's lunch should be in a named container and placed in our fridge, located in the kitchen. Please speak with staff about Healthy Eating options for your child if unsure.

Transition to School: This is generally program that runs across the entire term, including a combination of visits from the transition class to kindy and kindy visits to the school. The program is organised by the Centre Director and the Transition Class Teacher. Information is sent home early in the term. Special activities will be organised for transition students to help develop social skills, problem solving skills, and basic skills that are preferable for the school environment.

Clothing: We ask that Parents be aware of the ever changing weather of Quorn and pack appropriate clothing for the climate—especially during Autumn and Winter. The centre has clothing available for sale—please see staff for further details.



Quorn Kindergarten Staff

Quorn Kindergarten is staffed with a Director, 1 Permanent ECW, 1 Support ECWs and an ECW to run our Occasional Care program.

Nicole (*Miss Nikki*): Nicole is the centre's director and is contracted until December 2017. Nicole holds a Bachelor of Early Childhood Education and has 20 years experience of working with children.

Mrs Murray: Mrs Murray is our permanent ECW and has been with our service for 39 years. Mrs Murray has a strong connection to our community and valuable knowledge of our families.

Sunny: Sunny has been with our service for 15+ years and was originally employed as an Aboriginal Education Worker and is currently employed to support our children with speech, behavioural and additional needs.

Nancy: Nancy runs our Occasional Care program and holds a Diploma in Children's Services. Nancy also works at Quorn Area School as an SSO in the classroom and the library.

Penny: Penny works as our Finance Officer and works every second week. Penny also provides admin support for Nicole.



Enrolment

The Department for Education and Child Development (previously DECS) provides up to 600 hours of pre-school for children aged 4 years (15 hrs/week x 40 wks). The Department also provides the following measures for identified groups of children:-

Early Entry:

- **Aboriginal Children** may access up to 4 sessions of pre-school per week starting the term after their 3rd birthday.
- **Children who Reside over 10kms from their local Kindy** may access their 600 hours from the age of 3.5 years.
- **Children with Additional Needs** may access an additional Early Entry term providing one session per week for two terms prior to starting full-time Kindy.

Pre-Entry:

Children are eligible to access a term of pre-entry the term before they start Kindy full-time. Pre-entry is on Thursdays.

Kindy Program:

Children can attend our preschool program once they reach their eligible year. This is determined based on your child's D.O.B. Children turning 4 before the 30th April in the next year can start preschool in that year. This policy from DECD is referred to as 'same first day'.

** Families are encouraged to register their interest to attend Quorn Kindergarten in the year before they are entitled to start preschool. The preschool will then contact families in early Term 3 to offer places to eligible families and invite them to enrol their child/ren.*



General Information

Communication: Efforts are made to keep Parents/Caregivers informed through inside/outside notice boards, newsletters or the Mercury. Each child will have a communication book that will be located in their draw. These books will contain information about your child's day, events, notices, etc and we ask that these books remain on site.

Fees: Fees are payable at the beginning of each term and are set by the Governing Council at the beginning of each year. An invoice will be placed in your child's draw at the start of the term. Payment of fees can be negotiated with the Director or Finance Officer in confidence.

Sun Protection: Sunscreen is available at the centre and children will be asked to apply this throughout the day before playing outside or going on an excursion. Children will be supplied with a hat when their first term's Kindy fees are paid in full. Occasional Care children, and children with outstanding fees, will need to supply their own broad brim hats.

Spare Clothes: Spare clothes are kept at the centre for children in case of an accident, although it is always a good idea to keep a spare set in your child's bag - you never know when they might need them. Donations of spare clothes are always welcome.

Excursions and Special Events: These are usually limited to 1 per term, at extra cost to the family. Special events may occur which your child may attend. Notices are always given out prior to each event.

Uniforms: Jumpers, T-Shirts and hats with the kindy logo are available for purchase, sizes 3-8. Priced from \$12 - \$35.



Safety

The physical safety of your child is paramount.

Centre *Emergency Procedures* are displayed on the notice board above the sign-in area. Parents are encouraged to read our emergency procedures in case of being on the premises when the alarm is sound. A fire drill will be held once per term.

We ask that Parents bring their child in to our centre (and collect them) personally, making sure to **sign the child in and out each day**. If someone other than a Parent is bringing/collecting your child, please inform one of our friendly staff members.

** We will not allow any child to be collected by an unknown/ approved adult or by a person under the age of 18 years.*

Children are not extensively insured through the Kindergarten, so please take out private insurance if you feel this is necessary.

Behaviour Guidance

Parents hold the primary role of discipline for their child, however staff at Quorn Kindergarten and Occasional Care will help your child make safe and responsible decisions when attending our centre to ensure their safety, and the safety of other children and adults within the centre.

** Please ask staff for a copy of our Behaviour Guidance Policy for further information.*



Parent Involvement

Quorn Kindergarten and Occasional Care staff appreciate and welcome parent involvement. Parents/Caregivers are encouraged to speak with staff about ways they can be involved:-

- organising morning tea for the children
- volunteer during excursions
- joining Governing Council
- helping with organising and running events and fundraising
- sharing a special skill / knowledge
- working bees
- resources

Help is always appreciated in washing, gardening, end of term clean ups and stock taking. Parents are also encouraged to join the Centre's Governing Council and help us work towards our future and self improvement.

What can I do at home?

Parents and Caregivers are encouraged to extend their child's experience at Kindergarten and Occasional Care by engaging with your child in one of the following ways:-

- reading a book with your child
- singing and dancing
- complete an age appropriate puzzle
- create something special together and share with us
- do some cooking together

Just spending time together doing chores or even asking them about their day with help them to learn and grow as an individual. As Parents, you are at the centre of your child's life - no one is more important to a young child.

