Assessing and Reporting on Children's Learning

Preschool staff are trained observers of young children. We will discuss with you your child progress both informally and at an interview in your child’s second term.

We keep portfolios of examples of each child’s work. Staff use these to reflect on children’s learning and progress, to use as a basis for planning and reporting to parents. This will become your property as your child goes to school. We also provide a written report on your child’s progress prior to starting school. With your permission a copy of this report goes to the reception teacher.

Through the Department of Education and Children’s Services staff have access to a number of services such as speech pathologists, special educators and educational psychologists. In consultation with parents, we may, if there are concerns re. learning and development, refer children for programming assistance from these services.

Please feel free to approach staff regarding concerns or issues. If you need more than a few minutes we will make an appointment at a time convenient. Often the beginning of the session is very busy as we settle children to activities, so a time after session is usually best.

Confidentiality

All information that you choose to share with staff is treated with respect and confidentiality. All information re your child is passed to other agencies, including schools only with your permission.

Parent Involvement

We encourage parent involvement in the learning program as well as in the running of the centre.

You may wish to:
- Spend a short time reading a story.
- Share skills such as playing a instrument, a simple craft activity, cooking, gardening etc.
- Help staff at the end of the session.
- Attend management committee meetings.
- Attend family events.

Management Committee

The management committee works with the staff to ensure the smooth running of the centre. It is a group of parents elected each year at an Annual General Meeting. The committee meets twice a term to discuss, amongst other things, needs of the centre, possible kindergarten functions, curriculum directions and community needs. This is an excellent way of gaining an understanding of the way kindergartens are managed while making some friendships along the way.
Arriving at Kindergarten

- Encourage your child to put their bag on a hook on the locker trolley.
- If your child is to be collected by someone else, please write details in diary.
- Spend some time at an activity with your child.
- Please approach a staff member for help if your child is reluctant to let you go.

Collecting Children

- Doors are opened at the end of Group Time at 245 and a staff member will individually farewell your child.
- Help your child collect their bag, art work and clothing.

Information Pockets

Each family has a notice pocket on the back of the name board. Please check this daily as all News-letters, receipts, excursion forms etc are placed there.

Excursions

We usually have a special event or excursion once a term. A small fee will be requested to cover costs. Often we are able to take a number of parents with us to assist staff with supervision.

Toys from home

We ask that children leave toys of any description, including super hero clothes at home. Often these get broken or lost and cause conflict amongst children.

Lost property

We have a lost property box located on the lockers in the bathroom.

Children’s Library

Children can borrow books from the kindy library box which is placed outside the front of the kindy at the beginning of every session. Just record the name of your child and the book being borrowed and return it the following day.
Washing Roster
Each week a family is rostered to take a bag of washing home. It usually contains tea towels, smocks and dress ups. Please wash and return the next week. The roster is placed by the front door.

Thank you.

Parent Library
A small amount of material is available for loan. Please take one item at a time and record details in the book on the shelf. Please cross off when returned.

HEALTH & MEDICAL INFORMATION

Health
While it is important that children attend kindergarten regularly, please do not send children if they are ill. Staff will contact parents if children become unwell while at kindergarten and request that they collect their child.

Infectious Diseases
Please notify staff if your child contracts an infectious disease. Your doctor will be able to advise you when your child may return.

Medical
All kindergarten staff have basic first aid training. Only minor injuries are treated by staff, all others are referred to parents, so you can contact your own doctor. In any emergency, an ambulance will be called and parents contacted. If we cannot contact you, we will call those people listed as emergency contacts on your child’s enrolment form.

Always update medical information concerning your child, and ensure mobile phone numbers are accurate.

We regularly talk to children about being healthy. This includes washing hands after visiting the toilet, before eating, blowing noses, putting tissues in the bin and eating healthy foods.

ENROLMENT AT KINDERGARTEN

Policy
Children need to be 4 years of age before they can attend kindergarten and are entitled to up to 4 sessions per week for up to 4 terms.

Pre-entry Session
Pre-entry may be offered the term before children start kindergarten. Although not a government funded session, pre-entry is offered so that children have an opportunity to get to know staff and the routines of centre in the company of other children of similar age. It is also an opportunity for children to develop confidence and feel happy about leaving their parents for a short time.

Pre-entry children attend for 1 session per week on the morning of a day that they will attend full-time. Session times are 9 - 1100.

It is the responsibility of parents to enrol children at school and to check the exact date of starting so that each child has no more than 4 terms at kindergarten.

Session Times

Group A - Tuesday and Thursday
Start: 9 am
Finish: 2:45 pm

OR

Group B - Monday and Wednesday
Start: 9 am
Finish: 2:45 pm

As staff are preparing for the day parents are asked to stay with their child until 9am when the session begins.
This diagram shows the Learning Outcomes in the Early Years Learning Framework to which we program.

Children are effective communicators

Children are confident and involved learners

Children have a strong sense of identity

Children have a strong sense of wellbeing

Children are connected with and contribute to their world

CURRICULUM INFORMATION

Our role is to support children’s learning by providing a range of activities that interest, stimulate and extend them in their learning.

We believe:

- That children learn through play.
- What children can do and what they already know should be the starting point in their learning.
- Children develop at different rates and in different ways.
- Children are individuals and each has their own strengths.
- That children who feel positive about themselves have a head start to learning.

We aim to assist children to:

- Develop skills in a range of learning areas.
- Develop a positive self concept.
- Develop the confidence to cope with new situations and experiences.
- Experience success and enjoy their new learning.
- Respect and value differences in each other.

General information about the learning program for the children is placed on a notice board. Newsletters, displays, and photographs will also update you with information. We base our program on The Early Years Learning Framework for Australia.
Kindergarten Fees

Fees should be paid in the first three weeks of term. Monies are used to cover the cost of running the kindergarten, including cleaning, utilities and purchasing equipment.

Fees per Term are:

- Pre-entry: $25
- Kindergarten: $100 (includes lunchtime care)

Place fees in an envelope with your child’s name and amount on the front and put in the fees box on wall in main room.

Nb: Families who have a Health Care Card are eligible for 25% fee reduction.

What children should wear…..

- Clothes in which they are allowed to get dirty.
- Clothes suitable for climbing…no long dresses.
- No thongs or slip on shoes please.

PLEASE NAME CLOTHES ESPECIALLY SANDALS/ SHOES

Children need to bring…..

- A bag named on the inside.
- A hat.
- A packed lunch.
- A piece of fruit or healthy snack such as cheese, crackers, carrot, celery.
- NO CHIPS, ROLLUPS, CAKES, LOLLIES, BISCUITS or CORDIAL.
  - We also discourage yogurt as it is frequently dropped / spilled.
- A small water bottle.

AS WITH CLOTHES, PLEASE LABEL ALL ITEMS.

On TUESDAYS and WEDNESDAYS, morning and afternoon snack is provided. Fruit is supplied by courtesy of FOODLAND SUPERMARKET, at West Beach.

Sun Safe Policy

All children must wear hats outside, each day, all year. Children who forget their hat will be offered a spare hat if available, otherwise they will need to play inside or under the verandah.

Sunscreen is applied after lunch. Please apply sunscreen to your child prior to attending Kindy.
West Beach Playgroup

Is operated independently by parents and is held at the kindergarten on Friday mornings from 9:30am – 11:30am.

Playgroup is for children aged 0-5 years. Children need to bring a hat and a piece of fruit for snack time. Contact details are available from the Kindy.