

# PARENTS HANDBOOK



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## About Walkerville Pre-Kindy

Walkerville Pre-Kindy has been in operation for more than 30 years and now owned and operated by Sally Cudmore for over sixteen years.

We are licensed by the Department of Children Services for a maximum of 30 children between the ages of 2-5 years.

Walkerville Pre-Kindy aims to provide an environment where children feel safe and secure. A place that prepares them for all the other new challenges ahead of them at Kindergarten and School.

## Philosophy

Our philosophy at Walkerville Pre-Kindy is that you children learn best in an environment in which they feel safe and secure and the each child has a right to always feel the way, both physically and emotionally.

We believe that creating an environment where they can learn through play will enable them to think, create, discover, explore and communicate for themselves. Through play we believe that children acquire the skills that prepare them for future learning and life.

We know every child is unique and an individual in respect to their different cultures, personalities, interests and we acknowledge the different ways that children learn.

As this may be the first experience a child will have within an educational setting, the child must be able to gain confidence with relating to and interacting with other children and adults.

Children should be offered activities in a safe and non-threatening environment where they can develop a sense of identity which leads to the formation of positive self esteem.

We want you and your child to feel safe and happy within their environment.

## Our Curriculum

Our curriculum reflects our commitment to the national curriculum “Being, Belonging, and Becoming” and to plan for children to achieve the following learning outcomes which are identified in the “Early Year Learning Framework”

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

We believe in allowing children time to explore and discover new ideas and have the

## Orientation for New Families

Leaving your child (for the first time in some cases) can be a big change for you both. We want you to feel welcome and make your transition as smooth as possible.

We encourage all parents and their children to visit the Walkerville Pre-Kindy prior to starting and to spend as much time as necessary before starting. This gives you as a parent an opportunity to observe the way staff interact as well as the routines of the Kindy.

We also encourage parents to phone throughout the day to discuss with staff how your child is adjusting and plan strategies to support this. We want you as parents and caregivers to feel safe and secure so that when the time comes to leave them, they will also feel the same. A special rug/blanket/soft toy can be brought along to assist your child feeling secure so they have something familiar from home.

## Parent & Family Involvement

Parents are always welcome to be involved and to share in their children’s activities such as stories, songs, music and cooking.

We encourage family members to share in their family life. This could include sharing cultural foods, important ceremonies and festivals, dance and differing languages.

## Newsletters

Through our regular newsletters, we aim to inform our parents of our program and activities, policies, reminders and any help we might need, e.g.. recycled boxes, paper or even handy work that needs to be done around the premises.

## Noticeboard

Notices to inform you of current issues of interest at the Kindy, our program and community notices. Parents are also welcome to use our noticeboard for any information they might like to share with other parents.

## Daily Communication

A staff member will give you information of how your child's day eventuated at pickup time, however you more than welcome to ring at any time throughout the day for more information about your child.

## Grievance Procedures

If there are any concerns or issues you have with either a staff member or the service we provide, please communicate this to the Director as soon as possible. We have a grievance policy in our procedures manual which is always followed if and when required.

## Staffing

Walkerville Pre-Kindy has always maintained that we have the same staff everyday to ensure security and stability for the children in our care. All staff are Early Childhood trained and hold current first aid certificates and police clearances.

The ratio of staff to children is 1:7.

Please check the policy and procedure manual located inside the Kindy to ensure you understand all our policies and procedures.

## Security & Collection of Children

The safety of children when they are collected and dropped off at Walkerville Pre-Kindy is paramount.

We enforce:

1. Parents/Caregivers sign their child in and out on the provided daily attendance book.
2. Parents/Caregivers notify a staff member if someone other than the nominated person on their enrolment form will be collection their child.
3. Parents let staff know when they are ready to leave (When dropping off and collecting your child).
4. The main entrance of the Kindy is locked at all times once parents/caregivers have all departed from the property.
5. That all parents/caregivers please ensure that the entrance gate is always securely closed and not to let any other children out unless accompanied by their parent/caregiver.

## Behaviour Management and Discipline Policy

Walkerville Pre-Kindy's policy on behaviour management balances the rights of individual children with those of the peer group.

It maintains common values such as self respect for each other and the belief in their own self and that of others.

We encourage independence in all activities, routines and individual work, we also encourage children to be responsible for themselves and their environment.

Discipline is always developmentally age appropriate and the safety of all children the prime consideration. No child will be isolated for any reason due to inappropriate behaviour but spoken to in a calm manner to help solve the issue at hand.

Children will be encouraged to participate in problem solving activities and to be given the opportunity to express themselves in any of the activities provided.

Staff will always be available to assist a child with learning experiences and any conflict they may be having with their peers.

## Fees

Walkerville Pre-Kindy is a "Registered Care" provider (Not providing day long care), therefore only a small rebate is available through Centrelink upon application.

9am - 12pm session	\$39.00
9am - 1pm session	\$50.00
9am - 2pm session	\$61.00
9am - 3pm session	\$71.00
9am - 4pm session	\$78.00
12pm - 4pm session	\$50.00
1pm - 4pm session	\$39.00

An 8:30am start is available on all days at the cost of \$8.00 extra per session (But needs to be booked on a permanent basis).

Payment by Cash, Cheque or Electronic Funds Transfer (EFT) payment to be made no later than 2 weeks from when your child commences.

The full fees are to be paid regardless of public holidays/illness/family holidays or any other reason. A day in lieu of public holidays will be granted and if and where we can accommodate children away due to illness (If we have been notified on the day).

Once full payment of full fees has been received, ADHOC days can be added with payment on the day.

## What You Need to Bring

- Clearly named bag
- Complete change of clothes including underwear (clearly named)
- Named drink bottle (Juice or Water)
- Healthy morning snack (9am-12pm session)
- Healthy packed lunch (9am-1pm session)
- Afternoon snack (9am-3pm session)
- Named Hat
- Named nappy (If applicable)

No NUTS, EGG, RAW CARROT (including Nutella, Quiches and Muesli Bars).

## Sun Safe Policy

Children should wear a named legionnaire or broad rimmed hat and sunscreen whenever they are outside (Sunscreen available at the Kindy).

While there is plenty of shade throughout the playground, it is your responsibility to provide and appropriate hat for your child.

For more information, please refer to the Policies and Procedures Manual.

## Medical/Medications Health Policy

If your child has an illness that is infectious or contagious or is unwell, a staff member will call the parent/guardian for the child to be collected.

Common sense is to prevail, so if your child is feeling unwell, they should not attend the Kindy on that day. This is for both the wellbeing of your child and the other children in attendance.

Notification must be given to the Director if your child has an infectious disease.

It is imperative that you notify the Kindy via the enrolment form of any allergies (bees, eggs, nuts etc) as well as actions plans from your G.P. for Asthma or Anaphylaxis if required.

If any medication is required to be administered, you are required to fill out a medicine administration form prior to leaving your child.

This must include detailed dosage, frequency and a signature from the parent/guardian. C.C. Reg 1998.

The administering staff member and one other staff member are required to sign medication administered on the form.

If medication has been missed or delayed and differs from the time on the medication form this will require an incident report to be completed by the staff member responsible.



## Location

Walkerville Pre-Kindy is set amongst lovely parklands in Walkerville, there is a playground next door and the Kindy overlooks the lush green Walkerville Oval.

Access to a free car parking is available off Smith Street.



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