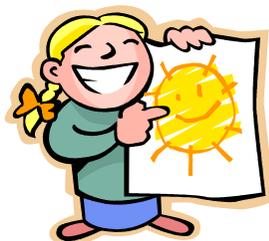


## Parent Helpers

At Magill Kindergarten we welcome your contribution and encourage you to be actively involved in your child's learning.

If you have some spare time you would like to spend at the kindergarten please do not hesitate to do so. You may like to share some of your special talents with the children (art, craft, sewing, musical, cooking), prepare materials, cover books, play a board game with a small group of children, or read a story to a small group. Let us know if you would like to be a regular helper and we will go through the induction process with you.



## Governing Council Information

All parents are invited to join our Governing Council. Meetings are held twice a term. We share information about what the children have been doing at the kindergarten, learning programs and new developments. Financial reports are shared including details of the allocation of funds for special projects. Many decisions are made including the setting of fees, policy and maintaining the facilities.

If you can spare some time to attend meetings or would like to be involved in decision making and policy development, please see one of the staff. All of our policies are in the Policy Folder on the Parent Information Table.

## Borrowing Library Books

Children can borrow books any time. Please write the name of the book on your child's borrowing card. As part of the Kindergarten literacy program, we encourage children to borrow books from our Take Home Library. Parents are invited to help their child to choose a book and complete a borrowing card.

**Please find the time to share the love of books with your child as this has proven significant in later reading success.**

## Bring from Home Junk Materials

The items below are always in demand. Please save and bring along anything you think may be useful.

For example, cardboard cartons, plastic containers, cotton reels, bottle tops, buttons, magazines, wool scraps, wood off cuts, material scraps, ribbons, lace, greeting cards, cardboard rolls, gift wrap, wallpaper, feathers, gumnuts, pinecones, envelopes, and blank forms.

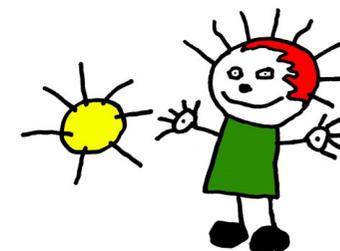
NO matches, medicine bottles, or soap powder or chemical boxes please. Currently no egg cartons due to allergies.

Thank you

## Welcome to Magill Kindergarten

### Contact Details

26 Edward Street  
Magill SA 5072  
Tel. 08 8332 4803  
Web address: [www.magillkgn.sa.edu.au](http://www.magillkgn.sa.edu.au)  
Email: [Isobel.quick318@schools.sa.edu.au](mailto:Isobel.quick318@schools.sa.edu.au)



### Staff

*Director:* Isobel Quick

*Teachers:* Rebecca, Karen

*Early Childhood Workers:* Vicki, Nazak

*Bilingual Support Workers:* depends on which languages needed

### Philosophy Statement

At Magill Kindergarten, we draw from children's interests, strengths, capabilities, and needs to create an engaging learning environment. We value each child's uniqueness and provide a curriculum where children can be involved in decisions, have fun, and develop a positive attitude to learning.

We provide a caring learning environment where children experience a sense of belonging. Educators celebrate and build on our multicultural community.

Supportive relationships are developed amongst children, staff and families. By working in partnerships with families, children and educators co-create a learning environment that is stimulating and challenging.

By planning a curriculum that includes enquiry questions, children learn from each other, the environment, by experimenting and problem solving, play and discussion. They develop the ability to think deeply and imaginatively, to collaborate with others, to research and to communicate their ideas.

Educator's wholistic approach to planning provides for intentional and spontaneous play while providing a balance of both indoor and outdoor play, individual, and small and large group activities. All children are capable learners and able to succeed. Educators develop deep knowledge of each child through documenting, assessing and critically reflecting, which enables them to guide children's learning.

We further build on the range of experiences with language, literacy and numeracy that children have within their families. Our curriculum is rich in print and oral language experiences.

At Magill Kindergarten we value:

- |                |                             |
|----------------|-----------------------------|
| ◇ Respect      | diversity                   |
| ◇ Inclusion    | sustainability              |
| ◇ Partnerships | Our multicultural community |
| ◇ Creativity   |                             |

## Services Available at the Kindergarten

### Preschool Education Program

At Magill we offer kindergarten sessions for children in the four terms prior to their starting school. Subject to government funding session times are:

#### Group 1

⇒ Two Full days Monday and Tuesday 8.15am until 3.45 pm

#### ⇒ Group 2

⇒ Two Full days Thursday and Friday 8.15am until 3.45pm

You will be offered a choice from the sessions which are available at the time of enrolment.

The kindergarten provides an educational program which is designed to maximise your child's learning. While some expenses are subsidised by the State Government, parents are expected to contribute to the financial cost of the kindergarten operating expenses.

### Fees

In 2017 the Kindy Fees are \$120 + \$10 fundraising Levy for the term.

You will be invoiced towards the end of each term for the following term. Payment is due prior to the commencement of the term.

Payment can be made using cash/cheque or via direct debit. Please place the cash (correct amount is preferred) in the payment envelope and post it in the secure 'mail' box at kindergarten. Details for on-line payment will be included on the invoice. A receipt will be issued for all money received at the kindergarten.

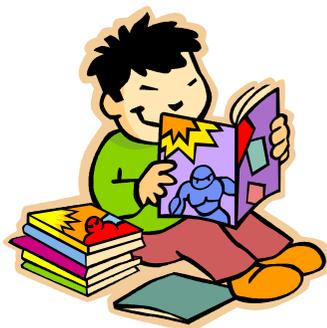
In cases of hardship, parents may negotiate with the Director to pay fees by instalments but all fees must be paid in full by the end of the term.

By enrolling, parents are holding a place for their child, so even if they absent for a short time the fees are still payable.

### Early Entry

**If there are spaces,** we offer an Early Entry Program for children who are eligible such as children with diagnosed learning needs (e.g. speech and language difficulties) or children who come from a non-English speaking background. However **eligible preschool year enrolments take precedence, so this is not currently available.**

**Please refer to Preschool Enrolment Policy document for further details.**



## Curriculum

Staff in the kindergarten use the Early Years Learning Framework (Belonging, Being, Becoming) and the individual needs and interests of your child to plan learning experiences that are relevant and challenging for your preschool child.

The EYLF is built around 5 Developmental Learning Outcomes:

- ◆ Children have a strong sense of identity
- ◆ Children are connected with and contribute to their world
- ◆ Children have a strong sense of wellbeing
- ◆ Children are confident and involved learners
- ◆ Children are effective communicators

Literacy, which includes phonological awareness, concepts relating to print and oral language skills, is evident across our curriculum. The value we place on our multicultural and multilingual community is also reflected in our curriculum.

Science, Technology, Engineering and Mathematics (STEM) is a key focus.

Our curriculum is displayed by the door for parents to view. Please also look at the displays of work which show what children have been learning about.

## Assessment and Reporting

We make observations of children then and develop Individual Learning Plans in consultation with parents. This occurs at the beginning of your child's second term. Please contact the director or teacher if you would like to talk about how your child is progressing.

We collect examples of the your children's learning and photographs, and display them in a portfolio which can be viewed by parents. Parents will be invited to provide feedback and comment on their learning.

At the end of your child's time at kindergarten a Statement of Learning is written by the teachers. This report is signed by parents and a copy is sent to your child's school.

## Support Services

Specialised assessment and support (eg. Speech Pathologist) is available free of charge from the Department of Education and Child Development (DECD) for eligible children. We are also able to provide information about and referrals to other services as required.

If you have any queries regarding your child's development please discuss them with the preschool staff who can refer or advise you.

'If children are told what to learn and memorise by the teacher, they may become more passive and dependent learners'



## Communication Pockets

All children have a communication pocket. Please check this pocket each time you come to the kindergarten. It is there that you will find notes, fee accounts/envelopes, receipts and other correspondence from us.

Occasionally inadequate communication leads to misunderstandings. Your concerns can best be resolved through direct contact with a staff member as soon as possible. Staff will listen to your concerns. Please see the DECD Parent Complaint Policy and our site Complaint Procedure for managing parent concerns.

## Sickness

If your child is showing signs of being unwell please keep him or her home for the day. Children who have diarrhoea or are vomiting must be kept home for 24 hours after the last episode. Please notify staff immediately should your child contract an infectious disease. Staff are unable to give medication to children without a form provided by the doctor. Should any child become unwell at preschool, parents will be asked to take their child home. We adhere to the exclusion periods for infectious conditions for preschools as detailed in the "Staying Healthy in Preschool".

## First Aid

In the event of a serious accident we will call you, or your child's emergency contact. Staff will provide first aid and call an ambulance if needed.

**If your child has a minor accident we will provide first aid, an accident report note will be placed in your note pocket and a note on the roll. We complete further documentation if any medical advice is sought.**

## Transition to School

Please advise staff as soon as you have made a decision to enrol your child at your chosen school. We can then ensure that we can liaise with the school to ensure a smooth transition.

The school organises your transition programme and will notify you of the dates.

Local Schools:	Magill Junior Primary School	8331 8675
	Stradbroke Primary School	8337 5439
	St. Josephs School Tranmere	8431 2834

During each term we arrange regular walks to Magill Primary School, so that the children can become familiar with the school prior to entry. Parents will be invited to accompany us.

## Parent Information Table

Just beside the front door, there is an area where parent information is displayed, including hard copies of the latest newsletter and contact details for various services for families of preschool children. There will also be information about local schools.

## Change of Contact Details

If you change your address, phone or mobile number; your email address or emergency contact people, could you please let the kindergarten know immediately. In an emergency, we need to know that we can make contact with you or your designated contact person.

## Policies

The kindergarten and DECD have a number of policies which we follow. See our Policy folders located by the front door, or the kindergarten and DECD websites.

## Health

Please note that if your child has any health condition, the Department of Education and Child Development requires health forms to be completed, signed by your child's doctor and returned to kindergarten.



All medication/puffers must be given to a staff member. We must have a special administration of medication form signed by your child's doctor if they need any medication at preschool.

By doing this we can provide a safe environment for your child and any medication is given in accordance with the doctor's instructions.

## Arrivals & Departures

When you and your child arrive at the kindergarten, please

- ⇒ Help your child to place their bag in their locker and put their lunch box in the lunch trolley. Snack and water stay in their bag.
- ⇒ Bring them into the building and greet staff (for safety reasons, children are not permitted to play outside unless a staff member is supervising)
- ⇒ If you are running early, please stay with your child until session starting time. This allows staff to be fully prepared for the day.
- ⇒ Please see that your child is happily settled into an activity before you leave, and tell them you are going so that they do not suddenly miss you and become upset
- ⇒ If someone other than a known contact will be collecting your child, please write this in our communication book on the white cupboard.

At the **end of the session**, please

- ⇒ Collect your child prior to 3.45 pm please. This gives the staff a chance to talk to you about your child's day.
- ⇒ Ensure that your child has been farewelled by staff before leaving. Staff will only allow children to leave the centre with parents or carers unless notified that someone different is to collect your child. Let them know the end of session times and routines if they are unfamiliar with the kindergarten.
- ⇒ Should an emergency arise please telephone so staff can reassure your child
- ⇒ Collect any artwork that your child has done during kindergarten from the veranda.
- ⇒ Be careful to allow **only** the children in your care to exit the gate with you.

*If your child has trouble separating from you, please discuss the way you would like to handle this with staff. There are a range of ideas, but we need to choose strategies both you and the staff are comfortable with.*

## Notice Board

Each week we write up a calendar on the whiteboard by the main entrance. This will let you know about changes to staff and special events.