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**INFORMATION BOOKLET**

**2022**

**SESSION TIMES:**

**Monday *and* Tuesday - 8.30am to 3.00pm Alternate Wednesday\* - 8.30am to 1.30pm**

**OR**

**Thursday *and* Friday - 8.30am to 3.00pm Alternate Wednesday\* - 8.30am to 1.30pm**

 (\*Except the last two weeks of each term)

(If you arrive early please stay with your child to allow staff to set up the learning environment.)

**CONTACT INFORMATION:**

Telephone: 8386 1971

Email: dl.3690\_leaders@schools.sa.edu.au

Website: moanakgn.sa.edu.au

Text: 0438 427 146

We hope that you and your child feels at home in our Kindergarten community.

*Our core business is to provide a quality teaching, learning and caring service for pre-school children.*

*We value family participation and welcome you to spend time at the Kindergarten with your child and support the site through participation on governing council,* helping with community events, volunteering on our excursions and our beach Kindy program.

Our curriculum is based on *The Early Years Learning Framework* assisting your child to develop a strong sense of their identity and wellbeing, connection to their world, effective communication skills and confidence and involvement in their learning. We also report on the *Indicators of Preschool Numeracy and Literacy* and *The National Quality Standards* benchmarks.

We will seek the support and involvement of kindergarten families, support services, and the community while respecting and valuing individual needs and expectations.

OUR PHILOSOPHY STATEMENT

Moana Kindergarten is a welcoming, supportive and inclusive centre where we aim to inspire a lifelong love of learning.

We strive to:

* Foster positive respectful relationships with children and families to create a sense of belonging and community.
* Create a safe, nurturing and stimulating play based curriculum that recognises individual children’s abilities and maximises learning potential.
* Provide an inclusive environment that values children and families of culturally diverse backgrounds including ATSIC and actively provides awareness and acceptance of heritage and culture.
* Develop resilient, persistent, independent learners that imagine, discover, explore and question.
* Work together with educators and families to enable children the skills to assess, manage and take appropriate risk.

At Moana Kindergarten we have created a beautiful Nature Play environment that provides authentic learning experiences. We access our unique local environment, which also promotes a culture of respect and appreciation of the natural world. Learning in all curriculum areas is embedded in the Nature Play environment which has a positive impact on children’s health and wellbeing.

Fun and messy play happens every day!

**STAFFING**

**Pre-school Director:** Sophie Northcott and Bonnie Sibley

**Teachers:** Kerri Allen, Kerry Addison, Bonnie Sibley

**Early Childhood Workers:** Annette Little, Leah Bunney, Zoey Browne

**SERVICES**

Children in their eligible year, that is the year before they start school, may attend up to the equivalent of **15 hours** of pre-school per week for 4 terms before school entry.

**Pre-school operates** across 2 Groups – Monday to Friday

Monday and Tuesday 8.30a.m. - 3p.m. *and* alternate Wednesday mornings 8.30a.m. - 1.30p.m (no Wed session last two weeks of each term)

Thursday and Friday 8.30a.m. - 3p.m. *and* alternate Wednesday mornings 8.30a.m. - 1.30p.m (no Wed session last two weeks of each term)

**Starting and finishing on time will ensure that your child accesses their full entitlement.**

**Emergency Care:** If parents find themselves in an emergency situation and unable to get to the Centre for an extended period at pick-up time, a phone call to us can arrange emergency care.

**FEES**

Pre-school: $140.00 per term **OR**  $560.00 per year

***\*\*Term 1 fees are required prior to your child starting Kindergarten in 2022\*\****

***If you choose to pay fees term-by-term you MUST pay by the due date shown on the Invoice as fees are vital to supplement our resource and equipment purchases.***

***Please*** *speak to the Director if you are experiencing difficulties paying your Fees.*

**Payment of monies:** Please place money in an envelope and label it with your **CHILD’S FULL NAME**, purpose, and amount, then post it in the pine letter-box inside the Centre OR pay by Direct Debit as per account details on Invoice *quoting* your **child’s Christian and Surname**.

**GOVERNING COUNCIL**

The role of the Governing Council is to oversee the running of the Kindergarten and have input into the decision making for the site and children. The Governing Council is comprised of parents, staff and interested members of the community. Meetings are held twice a term to plan events, and to ratify decisions made in consultation with staff, and following Education Department guidelines. It is also a great way to get to know other families in our community. ***Please speak with the Director if you would like further information or to be on the council.***

**SUPPORT SERVICES**

**Child and Youth Health Services:** Appointments are made for children to attend free screening sessions during their kindergarten year. Notes will be posted in your communication pockets when your child is eligible, and sessions are available. They are held at the Seaford Community Centre.

**Dental Care:** The Government provides a **free** dental service for most preschool children called the Child Dental Benefit Schedule. For more information and locations please visit [www.sadental.sa.gov.au](http://www.sadental.sa.gov.au)

Through discussions with Staff, there are a number of support services such as **Special Education Assessment, Speech Therapy, Child Psychology, Bilingual Support, Special Education and Support, Social Worker** available through DECD**.**

**POLICIES**

* **Philosophy statement –** please refer to the copy provided in your enrolment pack.
* **Behaviour Management policy** – We believe that every child has the right to feel safe at all times.
* **Excursion Policy** – children attend excursions and this describes the safety and welfare requirements when on excursion.
* **Priority of Access policy** - A Priority of Access Policy applies which designates area where enrolling children live and has a criteria for children out of area to be enrolled - please speak with the Pre-school Director for more details.
* **Sun Smart Policy and Procedure -** Children **MUST** wear a hat from 1st August to 30th April. **NO HAT - NO OUTSIDE PLAY** during these periods.
* Sunscreen should be applied to children at home prior to their session. Sunscreen will be reapplied throughout the day. Please advise staff if your child has an allergy to sunscreen. Each child will be provided with an individual sunscreen for use at Kindy.
* Please ensure that clothing covers children’s shoulders. No shoe-string straps or tank tops.
* **Inclement Weather Policy** – if there is extreme weather the children will be restricted to engaging in activities on the enclosed verandah or inside the main building.
* Please wear appropriate footwear so children can fully engage in the program - No thongs or ‘crocs’.
* **Food and Nutrition Policy -** Please send fruit, vegetables or nutritious food for snack time and nude food is strongly encouraged.
* **Social Media Policy** – for our closed Facebook group for families
* **Toileting policy and Procedure** – site procedures for respectfully supporting children with continence needs and for changing of children’s clothes.

**Please refer to our website for copies of these documents:** moanakgn.sa.edu.au

**Further information on Department of Education Policies can be found at:** [**https://www.education.sa.gov.au/department/policies**](https://www.education.sa.gov.au/department/policies)

**RHYTHM OF THE DAY**

*This is a guide only and is flexible and is subject to change depending on interests and needs of the children*

* Greeting group time as children arrive and then split group times with focused learning
* Progressive morning snack time (an open window of time where children can choose when to eat)
* Free play and planned experiences available (indoor and outdoor)
* Singing and stories
* Lunch together at the Kindy Café
* Free play and planned experiences available (indoor and outdoor)
* Progressive afternoon snack time (an open window of time where children can choose when to eat)
* Children and team pack up
* Farewell group time to children and families

(Children will also have access to other experiences including use of the local community centre and environment, Moana school facilities (gym program, playground, library and grounds), excursions/incursions, ongoing music program and ongoing beach Kindy sessions)

**YOUR CHILD’S LEARNING**

We encourage you to discuss your child’s progress with the staff team on an ongoing basis as we value your continued input as you will always be your child’s first teacher.

A parent/teacher meeting will be held in term 1 where Individual learning goals will be set collaboratively (staff, child’s voice and family voice). You will also receive continual communication and documentation on your children’s learning through visual displays, floor books, an individual learning portfolio and One Child One Plans. At the end of the year you will be provided with a Statement of Learning on your child’s year at Kindergarten. A copy will also be forwarded to their school.

**STARTING KINDERGARTEN**

* Send your child to Kindy with: **a bag, sun safe hat** (legionnaires or broad brim), **lunch box, water bottle, spare set of clothing** and **waterproof jacket/Onesie** (for water play, mud play and inclement weather)
* Lunch and snacks: Children bring their own lunch box which includes **two healthy snacks** (e.g. fruit, vegetables) **plus their lunch** (e.g. sandwich, salad, rice, wrap) and their own **water bottle**.
* **DO NOT** send peanuts, peanut paste or Nutella for your child as other children may have a life threatening reaction to nuts and/or nut products. Cakes, sweets, etc. are also discouraged.
* Label all items your child brings to kindergarten please.
* Keep children’s toys at home to avoid loss or damage unless specifically requested by staff.
* Dress your child in comfortable, easy to manage clothes that they can be active in and get messy and dirty and sensible shoes i.e. no thongs as they can be dangerous when running or going to the gym.

**SUPPORTING A SUCCESSFUL TRANSITION**

* Make sure your child can recognise their possessions, e.g. kindy bag, lunch box, drink bottle, and spare clothes.
* Have your child;
	+ Practise open and closing Kindy bags, lunch boxes and drink bottles.
	+ Practise independent toileting skills if this has not yet been achieved.
	+ Practise independent dressing, including putting on shoes and socks. Teachers are happy to tie shoe laces as this is a difficult skill to learn.
* Establish a regular routine for going to bed. Screen time should stop at least 30 minutes before bedtime. This is a good time for reading stories together with your child.
* Ensure your child has the recommended amount of sleep for good health and effective learning. For children 3-6 years this is 10-12 hours of sleep a night. A good sleep = a good learner.

*We look forward to supporting your child through their learning journey at Kindy!*

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**CHECKLIST FOR ENROLMENT**

***PLEASE RETURN THE FOLLOWING FORMS***

**CHILD’S NAME: ……………………………………………………….**

**FORMS SIGHTED: DATE:……………………………………….**

BIRTH CERT/CENTRELINK/PASSPORT □

IMMUNISATION HISTORY STATEMENT □

*(Blue books not accepted)*

PROOF OF RESIDENCE □

**FORMS RETURNED: DATE:……………………………………….**

PRESCHOOL ENROLMENT FORM □

CONSENT FORM □

PARENT QUESTIONAIRE □

SPEECH AND LANG QUESTIONNAIRE □

GROUP PREFERENCE FORM □

CONSENT FORM – FOR USE OF IMAGES □

***I AM AWARE OF THE CENTRE POLICIES AND WHERE TO ACCESS COPIES AND I AGREE TO ADHERE TO THEM***

SIGNED**………………………….**

**FEES PAID: Per Term $140 Yes □ Year $560 Yes □**

Form of Payment: CASH ONLINE

 Date Paid: ……………………………. ……………………..

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**PREFERENCE FORM FOR GROUPS**

*Please indicate your preference for session times by ticking the box below.*

*Every effort will be made to meet your selection choice, but preferences cannot be guaranteed.*

Child’s Name **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 I Choose the Rosellas Group

Mondays and Tuesdays 8.30am-3.00pm

Alternate Wednesday 8.30am-**1.30pm** (except last 2 weeks of each term due to longer session times in the other weeks)

OR

 I Choose the Turtle Group

Thursdays and Fridays 8.30am-3.00pm

Alternate Wednesday 8.30am-**1.30pm** (except last 2 weeks of each term due to longer session times in the other weeks)

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**CONSENT FORMS**

**Short supervised community walks and accessing Moana School grounds**

As part of our curriculum we take children on supervised walks in the local area and use the local school and community centre resources and need your permission to take your child off site during session times.

□ I give permission for my child to participate in short walks with staff.

□ I do not give permission for my child to participate in short walks with staff.

**Head lice Checks**

The Department of Health recommends that everyone has their hair checked weekly for head lice. Checking and treating children's hair is by law a parent’s/caregivers responsibility. Sometimes preschools offer to arrange checks if there is an outbreak. This consent seeks permission for your child to be inspected if the need arises.

□ I give permission for preschool staff or health professional to check my child’s hair for eggs and head lice.

□ I do not give permission for the preschool staff to check my child's hair for eggs or head lice.

We recommend children return to Kindergarten once they have been treated, but a follow up treatment should be done one week later to kill any eggs.

**Sunscreen**

To comply with Moana Kindergarten’s Sun Smart Policy staff will ensure sunscreen is applied at lunch time or as required. Each child will be provided with their own individual roll on sunscreen.

□ I give permission for sunscreen to be re-applied after lunchtime

□ I do not give permission for sunscreen to be applied.

□ My Child has an allergy to sunscreen, I agree to supply an appropriate alternative.

***Childs Name ……………………………………………………..***

***Parents Name …………………………………….. Signature ……………………………***

***Date ………………………………..***

Consent Form – Child/Student

**Permission to use image, video, voice, and/or creative work of students and children**

The Department for Education develops teaching, learning and promotional materials and publishes them in print and digitally (eg on websites and social media accounts). Students also publish their own materials on websites (eg school website, department website, Scootle™, iTunes™ or other online environments).

By completing and returning this form, I grant permission for the Department for Education to create/use:

• photographs, video or audio recordings of my child

• samples of my child's work

• my child's first name and school/preschool/service name

and to distribute them in the following locations:

• printed publications (eg newsletters, year book, promotional material)

• secure intranet websites and publicly accessible websites, including social media accounts.

The permission will continue until I revoke permission in writing to the principal of the school, director of the preschool or manager of the service.

Any material placed on publically accessible websites under a Creative Commons licence will be available to download and use. This licence allows for the replication, distribution, display, performance and remixing of copyrighted work, provided that the author is credited.

**Notes**

• Items might not appear in exactly the form in which they have been submitted and not every item for which permission is granted will be used.

• Items which contain images/references to Aboriginal and Torres Strait Islander people may be accompanied by warning text to indicate that the work may include people who have passed away.

• Where permission is revoked, every effort will be made to remove relevant media from distribution, however this may not be possible or practical in some situations.

**Signatures**

**Additional optional permissions (tick if yes)**

I also grant permission for my child to be photographed/recorded by external media organisations for publication/broadcast.

Name of child/student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Full name - please print)

Name of school/service: **Moana Kindergarten**

Parent/guardian’s signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Parent/guardian to sign) (Parent/guardian to sign)

Full name of parent(s)/guardian(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Please print name) (Please print name)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide signatures of both parents and/or guardians where possible.

**OR**

I **do not** consent to video footage/photos/other images taken by Moana Kindergarten being shown in a public environment (in South Australia, interstate and/or overseas) but **do agree** to photos of my child and/or work samples (i.e. a painting, drawing, written work) being displayed in Moana Kindergarten and in children’s portfolios.

Signed: ……………………………………………………………………… Date: ………/………/………

 (Parent/Caregiver)

*Consent Forms will be securely held by the Kindergarten*

**Parent/ Caregiver Questionnaire**

Dear families,

This questionnaire asks you to answer a few questions about your child and their learning.

This information will help staff when working with your children at Kindergarten and when setting learning goals. We value your input!

Child’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your child’s strengths?

What are your child’s challenges or things that they may need help with?

What learning outcomes would you like your child to achieve whilst at Kindy?

What are your aspirations for your child?

What is the main language spoken at home?

* Can you understand your child’s speech?

Always mostly sometimes not often

* Does your child speak in sentences using three or more words?

Yes No

* Can your child follow two step instructions?

Yes No

* Does your child listen to stories and answer simple questions about a story they have just heard?

Yes No

* Has your child’s hearing been assessed?

Yes No