Welcome to Settlers Farm Kindergarten!

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KINDERGARTEN STAFF

Director
Teachers
Early Childhood Workers
Support Staff

* An updated copy of our staff details will be provided at the ‘Information Session’ when your child commences Pre entry

At Settlers Farm we are very happy for children and parents to use our first names. The staff works closely together as a team, so please don’t hesitate to approach any of us with your queries and problems.

SERVICES AVAILABLE

Settlers Farm Kindergarten is primarily funded by the government, but we rely on parent contributions and fund raising. The kindergarten provides the following services:

PRE-ENTRY

Children can attend pre-entry during the term prior to commencing the four terms of pre-school. This is only available if there are vacancies after the four year olds are placed, and the number of sessions may vary. This programme provides children with the opportunity to become familiar with the staff, the routines and the kindergarten environment as being part of a small group where staff can give children lots of individual attention

Cost: $15.00 per term

SESSIONAL PRE-SCHOOL (Government Funded)

Up to 15 hours per week for 4 year olds, a maximum one year prior to school entry

<table>
<thead>
<tr>
<th>Group</th>
<th>Days</th>
<th>Time</th>
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<tbody>
<tr>
<td>One</td>
<td>Monday &amp; Thursday</td>
<td>8.30am - 2.55/3.15pm</td>
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<tr>
<td></td>
<td>Wednesday odd weeks</td>
<td>8.30am - 11.30am</td>
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<tr>
<td>Two</td>
<td>Tuesday &amp; Friday</td>
<td>8.30am - 2.55/3.15pm</td>
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<tr>
<td></td>
<td>Wednesday even weeks</td>
<td>8.30am - 11.30am</td>
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Fees

$50 per term

EARLY ENTRY / EXTENDED ENTRY
(Government Funded)

Early and extended entry allows a child with particular special needs to have more than one year of sessional kindergarten and/or enter the pre-entry programme early. This is only available when vacancies exist after the eligible 4 year old children are placed.

**Services depend on vacancies and staffing**
**Sessional Kindergarten has priority over all services**

Other services which may be available are:

* Pre school Support Program - makes available staff to provide extra support to children with special needs
* Bilingual Support Program - makes available staff, fluent in two languages to provide support for language and culture in the Kindergarten
* Support Worker - makes available staff for children with special health needs so they can access the normal Kindergarten programs
* Special Services - services to provide for individual needs, including Speech Pathologist, Disability Coordinator, Social Worker, Psychologist, and Aboriginal Community Workers

PLAYGROUP

We have parent run playgroups on Tuesday, Wednesday and Friday at the Child & Youth Health building next door to the Kindergarten.

Please do not hesitate to enquire if you wish to join a playgroup. There is usually a waiting list, but you will be contacted as soon as a place becomes available. This is a great opportunity for children to develop skills and build friendships with other children.
Settlers Farm Campus Kindergarten is committed to providing and maintaining a safe and healthy work environment for its staff, children and visitors.

This policy aims to ensure that all children and staff attending the centre are protected (as much as practicable) from skin damage and heat stress caused by the sun and its radiation. This policy has been formulated by the staff and Governing Council of the Centre with the help of the Anti Cancer Foundation ‘Sunsmart Advice for Early Childhood Centres’ booklet and DECS policies.

**CENTRE RESPONSIBILITIES**

- The centre will incorporate sun and skin awareness activities into teaching programmes
- Where and when possible inside play (in air conditioning) will be encouraged during very hot weather
- Children who do not have their hats with them will play indoors. “No hat, no outdoor play”
- On school playground visit days or other campus events, children who do not have their hats will remain at the kindergarten to play indoors
- On days when school children are “playing in the shade” as part of the school hot weather policy, kindergarten children will not go to the playground
- Playgroup children without a hat will need to play indoors

**STAFF RESPONSIBILITIES**

Staff will be positive role models who practice skin protection behaviours. This means that staff will:

- Wear hats and appropriate clothing for outdoor activities
- Staff will be expected to use and direct children to shaded areas during hot weather, and encourage all children to keep fluid levels high in hot weather

**PARENT RESPONSIBILITIES**

On enrolment of their child parents will be given a copy of this policy and asked to meet the following requirements:

- Become familiar with this policy
- Provide a named hat for their child’s use at kindergarten
- Think about clothing which provides greater sun protection for their child
- Promote the policy by wearing a hat outdoors at playgroup

The centre will not supply hats or sunscreen due to the risk of allergic reactions and/or the spread of head lice. This policy will operate throughout the year to reinforce the sun protection behaviour, and to acknowledge that damaging UV rays are present all year round.

**EVALUATION**

Evaluation of the effectiveness of this policy and associated procedures will occur through annual hazard checks and annual review of this policy.

**ESSENTIAL INFORMATION**

**MANAGEMENT**

The kindergarten is managed jointly, by the Director of the kindergarten and members of the ‘Governing Council’. The Governing Council consists of kindergarten parents and community members. We encourage all parents to attend our meetings. Meetings are usually held on a morning once a month, as detailed on the whiteboard. You are welcome to bring your child with you to meetings.

**CURRICULUM**

We base our curriculum on the National Preschool Curriculum Framework - ‘Being, Belonging, Becoming’. Please take the time to read the curriculum plans displayed at the centre, and other information regarding the curriculum document.

**ASSESSMENT AND REPORTING**

- Staff keep records about each child’s learning
- From time to time you will receive a “learning note” about your child’s strengths and areas to work on
- At the time at which each child moves on to school and we write a summative report which is shared with the parents and a copy provided to the school.
- We keep portfolios of children’s work, which are displayed once a term for you to look at. These are given to you on exiting the kindergarten.

**BIRTHDAY CAKES**

The Council and Staff have decided not to have cakes on children’s birthdays at kindy. We still celebrate the birthday by giving the child a birthday sticker and singing “Happy Birthday” with the emphasis on the child being special - not the cake.

**DRINKS**

We have drinking fountains which are available for the children to use. Children usually bring water in named bottles, which are easy for them to open and close on their own. Please do not send any other drinks to kindy as they attract ants.
**POCKETS**

Every child has a pocket where all notes from the kindy will be placed. Please check it daily in order to keep up with information and coming events. Please see the staff if you are unsure where your child’s pocket is located.

**DAILY INFORMATION IS UPDATED ON THE WHITEBOARD**

**TOYS**

Please do NOT allow your child to bring along toys from home as they are inevitably lost, and children become upset!

**DROP OFF / PICK-UP OF CHILDREN**

Please collect your kindy child before collecting your child from school. Be sure to notify us if someone unfamiliar to us is collecting your child from kindy. If possible, introduce people who are likely to collect your child to the staff before they do so. If their name is not on your enrolment form, children will not be released. If children are to be collected by someone under the age of 14, a written note will be required.

**SCHOOL RESOURCE CENTRE VISITS**

Children have the opportunity to visit the resource centre and borrow books, **at least one term prior to starting school**. It is recommended that children have a library bag for these visits.

**KINDY BORROWING LIBRARY**

If you want your child to borrow from the kindy collection, please send a library bag with your child’s full name on the outside on Thursday or Friday.

**FOOTWEAR**

Children need to wear secure footwear, sandals or sand shoes, that is suitable for active play. Thongs are not suitable. Children may remove footwear during warmer weather. Shoes must be placed in the red suitcase by the sandpit. Please make sure your child’s shoes are named.

**CLOTHING / HATS**

This should be loose and comfortable for active play. Also washable/stainable so that children can participate in messy learning experiences. Children MUST have a hat for outdoor play throughout the year. Please see our sun policy for further information.

**INFORMATION CHANGES**

Please contact the Centre immediately if there are any changes to the details on your child’s enrolment form eg: address, phone number, emergency contacts etc……

**SETTLERS FARM CAMPUS KINDERGARTEN**

**HEALTHY FOOD POLICY**

This policy was developed by the Governing Council of Settlers Farm Campus Kindergarten. This is supported by the National Dietary Guidelines which indicate that we all need to increase our consumption of fruit and vegetables and minimise consumption of high sugar/high fat foods.

The following foods are considered to be acceptable for snack & lunch time at kindergarten and playgroup:

- any fresh fruit
- cheese
- any fresh vegetables
- savoury sandwiches
- dried fruit
- dry crackers
- yoghurt, tubs of fruit, quiche and rice are acceptable for lunch but not as a snack

Please keep in mind that during hot weather some foods (eg: meat) are unsafe to eat unless refrigerated, and avoid supplying this type of snack during hot weather. If a child brings food to kindergarten that is not on the above list, the staff will ask them to put it back into their bag or in their note pocket, and then provide them with fruit from the fridge. From time to time staff will arrange shared fruit or a special event where this policy will be varied.

Babies will have individual snack as suited to their age group. (NO NUTS)

The following foods are deemed to be not acceptable for various reasons. Please DO NOT send:

- nuts including nutella and peanut paste
- cakes
- biscuits
- chocolate in any form
- lollies
- rollups
- muesli bars
- chips
- custards

To enable staff to provide fresh fruit at kindy when required we would be grateful for any donations of surplus fruit from trees at home.

**The kindergarten has a commitment to providing a safe environment for all children, including those with severe allergies. For this reason from time to time, certain foods may be banned.**

Currently all NUT products, including peanut paste and nutella are NOT ALLOWED. Please precut fruit for playgroup where possible.

If you have any questions about this policy, please see a member of staff.
We believe that we all have the right to feel and be safe.
We believe that consistency and partnerships with parents are important in promoting acceptable behaviour.
We accept that children may feel upset, frustrated and angry at times and we will support them in expressing these feelings appropriately.
We understand that children at Kindergarten are still learning how to communicate and behave appropriately and that some children will need more support than others to learn these skills.

**ACCEPTABLE BEHAVIOUR**

- Respecting and caring for others
- Sharing and taking turns
- Being polite
- Helping
- Listening
- Participating in activities
- Valuing other people’s property (including something they have made or built)
- Caring for our animals and plants
- Walking inside the building and on the pavers

**UNACCEPTABLE BEHAVIOUR**

- Hitting/kicking/pushing/pinching
- Biting/spitting
- Swearing
- Bullying
- Speaking unkindly or rudely, teasing
- Disrupting other people’s learning
- Throwing - sand, stones, toys etc
- Playing with sticks
- Climbing fences/trees
- Damaging our trees/plants
- Running inside the building and on the pavers
- Destruction of property

To promote acceptable behaviour we will

- Model appropriate behaviour
- Have fun and be positive
- Be consistent in our approach to behaviour management
- Support the individual child and their specific learning needs (which may include the use of Negotiated Behaviour Plans)
- Implement ‘Success Learners’ curriculum (see pamphlet)
- Help children recognise and manage their feelings
- Make learning relevant and manageable for all children

To minimise unacceptable behaviour we will

- Give positive feedback for acceptable behaviour
- Redirect disruptive behaviour
- Discuss a child’s unacceptable behaviour and warn of consequences
- Use ‘time out’ on the ‘thinking chair’ for persistent unacceptable behaviour
- Use ‘time out’ for any child who physically/intentionally hurts another child
- Discuss with parents any concerns their child’s behaviour to promote a team approach

**ADMINISTERING MEDICINE**

Staff cannot give medication without a signed approval form from the child’s doctor and parent. Forms are available from the staff. All medication (including asthma puffers) needs to be given to staff.

**PARENT INVOLVEMENT**

The Staff at Settlers Farm Kindergarten believe that parents are an integral part of a successful kindergarten. We encourage you to stay and become involved, even if it is only five minutes. There are lots of different opportunities for you to be involved, with excursions and special events, where we ask for help with particular activities, or simply by letting us know that you would like to stay and help out for a session. Parents are welcome to join us for lunch with the children.

**KINDERGARTEN POLICIES**

The Kindergarten has a number of policies which relate to different aspects of the kindergarten. These have been decided upon by the kindergarten community as part of a formal decision making process. Copies of all of these are in the Policy Folder on the front table for you to refer to. Please see a member of staff if you need assistance.

**OTHER EARLY CHILDHOOD SERVICES**

1. Occasional Care is available for under 4’s at Burton Park (8280 6472) and Riverview Kindergartens (8281 7330)
2. CAYHS nurse is available on the Settlers Farm Campus. The clinic is held on Wednesday - phone 1300 733 606 for an appointment
3. Salisbury Community Health Service is located at Hollywood Plaza, next to the Salisbury West Library
4. Burton Park Community House and Morella Community House offer a wide range of low cost interest classes and English classes. See noticeboard for details.
5. Family Day Care is available by contacting the FDC officer in your area. The number is 82079100
6. Dental Clinic is free for children under 5 phone

**SETTLERS FARM CAMPUS KINDERGARTEN ATTENDANCE POLICY**

In order for your child to obtain the most learning from their kindergarten experience it is important that they attend all their sessions. If your child is unwell and not able to come, please call the kindergarten to let the staff know that your child will be absent. Regular attendance makes it easier for children to make and sustain friendships as well as setting them up for good attendance habits during their education.
SCHOOL INFORMATION

SCHOOL TRANSITION

Settlers Farm Kindergarten has strong ties with the school on Campus. We make every effort with other schools our children may attend.

Children on campus have many opportunities to use campus resources, and be involved in 'school life'. We visit the library, playground and join Junior Primary and some whole school assemblies. The kindergarten children also join in activities with children from other classes.
We do this to ensure a smooth transition to school for our children.
Consent for visits to school is covered in the permission for short walking excursions form on the enrolment form.

Information about specific school transition programmes is available and is given to parents closer to the time of their child starting school.

SCHOOL ZONING

Due to the high numbers of children in the Salisbury/Paralowie area, some schools are zoned.
If you live outside that area, the school generally will not accept the child unless you have a child already attending the school or a care provider within the zone. Please see kindergarten or school staff for more information about this.

Presently Settlers Farm and Burton Park schools are both zoned schools.

Kindergartens are not zoned, although priority may be given to children who live in designated housing areas at times of high need. Generally children may attend any kindergarten. However, acceptance into a kindergarten does not guarantee placement at the nearby school, eg: into Settlers Farm Kindergarten does not mean automatic placement at Settlers Farm Junior Primary School.

SETTLERS FARM CAMPUS “ZONING” BOUNDARY

Port Wakefield Road, Burton Road, Fairbanks Drive, Redford Court, Enterprise Road, Byron Bay Drive, Botham Street, Caloundra Drive, Lennox Drive, Nestor Street, Kings Road, Little Para River

The Kindergarten Program

Children in South Australia are entitled to, where possible, 15 hours of kindergarten a week for 4 terms prior to starting school.
Kindergarten sessions are held from Monday to Friday with children accessing a planned program. By attending all sessions, children experience continuity in the program, building on what they have learned in the previous session.

Lunch at Kindergarten

The following guidelines are in place to ensure the smooth running of the centre in the interests of children’s learning.

- Please send your child’s lunch in a separate small named box which should be placed in the lunch crate on arrival at kindergarten. Staff will put this in the fridge.
- Two separate snacks, for the morning and afternoon sessions should remain in your child’s bag.
- Water is freely available at all times for children to access at kindergarten but it is a good idea to leave a bottle of water in your child’s bag at all times.
- The lunch supplied needs to comply with our Healthy Food Policy.