



**Government of South Australia**

Department for Education and  
Child Development

# Information Handbook



**Cumberland Kindergarten**

**4 Tweed Street**

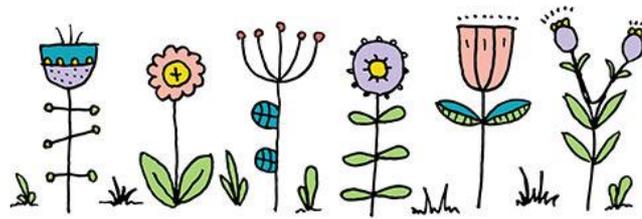
**Cumberland Park**

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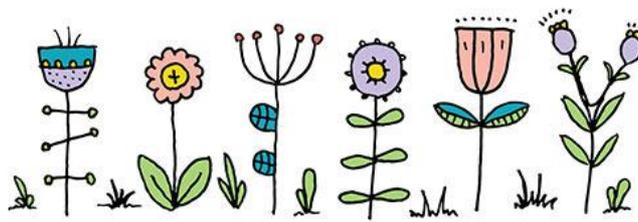
**[dl.4639.leaders@schools.sa.edu.au](mailto:dl.4639.leaders@schools.sa.edu.au)**

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## CENTRE INFORMATION

### 2017 Session Times:

The Kindergarten is open Monday to Friday.

All day sessions: 8.45am to 3.30pm.

Group A: Monday & Wednesday.

Group B: Tuesday & Thursday.

Children must turn 4 years old by 1<sup>st</sup> May before they can commence kindergarten in the January. Children are entitled to up to 30 hours of preschool every fortnight. Cumberland Kindergarten offers every child 2 full days per week. The children are placed in either Group A: Monday & Wednesday or Group B: Tuesday & Thursday. We then also offer a three hour session on Fridays once per fortnight.

### Kindergarten Staff:

Director: Melissa Slater

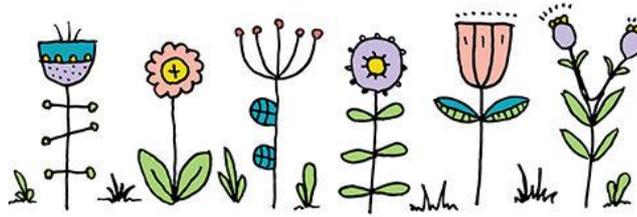
Teacher: Honi Lovell

Early Childhood Workers: Tracy Eatts & Karen Lord

### Flow of the Day:

8:45am:	Arrival – Activities inside and outside
9:00am:	Large Group Time, followed by small group time
9:30am:	Play time indoors and outdoors
10:15am:	Fruit
11:30am:	Group time/Story
11:45-12:30:	Lunch time
12:30pm:	Play time indoors and outdoors
2:15pm:	Fruit
2:30pm:	Packup
3:00pm:	Mat time
3:30pm:	Goodbye

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## STATEMENT OF PHILOSOPHY

**A centre of excellence where staff and parents work together to provide programmes that best cater for the needs of the individual children, their families and the local community.**

### *WELLBEING OF CHILDREN IS OUR PRIMARY FOCUS*

Sound wellbeing results from the satisfaction of basic needs—the need for tenderness and affection; security and clarity; social recognition; to feel competent; physical needs and for meaning in life (adapted from Laevers1994). It includes happiness and satisfaction, effective social functioning and the dispositions of optimism, openness, curiosity and resilience.

We believe to explore and experience through play leads to outcomes which build success for life.

### *WE VALUE A FRIENDLY, WELCOMING AND CARING ENVIRONMENT WHERE EVERYBODY IS TREATED WITH RESPECT*

In the early childhood setting curriculum means “all the interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children’s learning and development (adapted from Te Whariki)  
We aim to provide an environment that provides opportunity to explore and experience through play that leads to outcomes which build success for life.

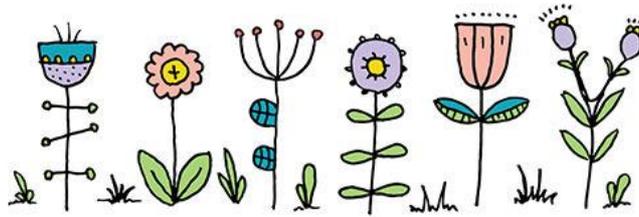
### *EVERYONE AT KINDERGARTEN HAS THE RIGHT TO FEEL SAFE AND VALUED*

We believe in building and maintaining a strong sense of community where each person is valued and respected, which leads to a feeling of belonging, connection and common purpose.

### **All young Australians become:**

- **Successful learners**
- **Confident and creative individuals**
- **Active and informed citizens**

(Taken from Melbourne Declaration on Education Goals)



## CURRICULUM

Play is very important for children. Through play young children explore and learn to understand the world around them as they come to communicate, discover, imagine and create. When children play they are showing what they have learned and what they are trying to understand. By working together parents and educators can enhance a child's learning and wellbeing.

Cumberland Kindergarten uses the Early Years Learning Framework for Australia, called 'Belonging, Being and Becoming'. It is a national framework for children from birth to five years. The Early Years Learning Framework describes childhood as a time of belonging, being and becoming:

**Belonging:** is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.

**Being:** is about living here and now. Childhood is a special time in life and children need time to just 'be' – time to play, try new things and have fun.

**Becoming:** is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

The framework has 5 outcomes:

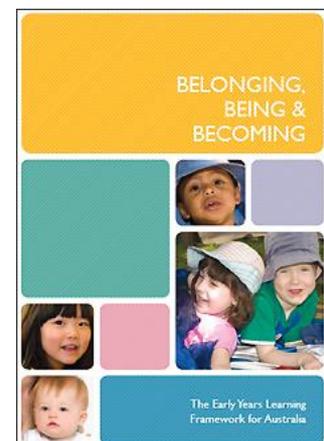
Outcome 1: Children have a strong sense of identity.

Outcome 2: Children are connected with and contribute to their world.

Outcome 3: Children have a strong sense of wellbeing.

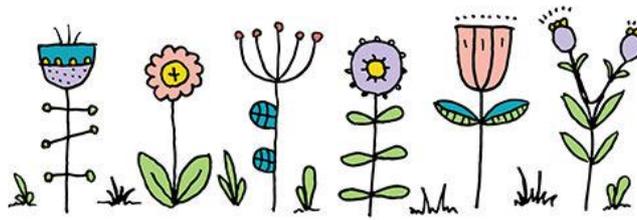
Outcome 4: Children are confident and involved learners.

Outcome 5: Children are effective communicators.



### Documentation of the Curriculum Program:

We document our learning journey at kindy in a large display book which is located near the sign in/out area on a large wooden easel. This Learning Journal contains information about the curriculum the children engage in, photos, children's drawings and their comments. The children love to browse this book to re-visit their prior learning and look at photos of their family and friends. Regularly having a look through this book is a way that you can gain knowledge about what your child has been doing at kindy. Also please take the time to look around the walls of our kindy to notice the children's artwork and current learning.



## NATURE PLAY

Over the last few years we have been on a journey of developing our approach in the area of Nature Play. In the past, playing outside in nature was a part of everyday, normal childhood experience. Many of us have fond memories of time spent outdoors riding our bikes around the neighbourhood, swinging from the clothesline, climbing trees, playing backyard games of cricket or soccer that spilled out onto the street, picking fruit straight from homegrown trees, camping, bushwalking and picnics in our beautiful national parks.

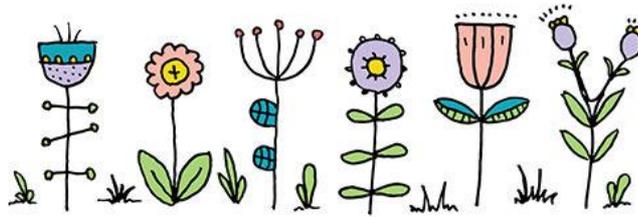
*Children today are increasingly unable to relate to these experiences. In fact, South Australian children are spending less time outside in nature than at any other time in our history. In the space of just one generation, there has been a dramatic shift in childhood activity from outdoors to indoors driven by a number of factors including the advent of new screen-based technologies and the emergence of a risk-averse culture.*

*This has far-reaching consequences for our community. In parallel with the shift indoors we are seeing increasing rates of childhood obesity, depression and behavioural disorders. Research across the world supports the view that unstructured outdoor play is fundamental to childhood. Opportunities for outdoor play and immersion in nature are essential to the health and wellbeing of children, helping them to develop to their full potential. Participation in nature play has the ability to enhance children's cognitive flexibility and creativity, boost self-esteem and improve resilience. 'Nature play' includes any unstructured play outdoors such as riding a bike, climbing a tree, gardening, bushwalking and swimming at the beach (Nature Play SA website).*

At Cumberland Kindy we believe that being outdoors and experiencing nature is an important aspect of our children's day. We will provide plenty of opportunities for children to be outside and set up a range of experiences that reflect our belief in this vital aspect of children's play. This may include water play, sand/mud play, using tools like binoculars/magnifying glasses, observing insects and creatures, monitoring the weather, gardening, caring for our worm farm or composting, cubby building, using natural objects in play (eg. Gum nuts, seed pods, logs/sticks, rocks, etc.) and the list goes on! Nature play can be messy and wet (which is why we ask families to send spare clothes) but it is a lot of fun. Sometimes children need to be given permission to get grubby and engage with nature and reassurance to 'have a go'.

Nature play will be a feature of our curriculum throughout the year and we will provide information for families about ways that you may continue this and support this learning at home. Our excursions (or visitors to kindy) each term generally have a nature based focus. Examples include: our annual Kuitpo Forest excursion, Adelaide Zoo, Road Safety School, Wamiparinga wetlands, other parks and outdoor play spaces, & visiting animal programs.

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## INDEPENDENCE & SELF-HELP SKILLS

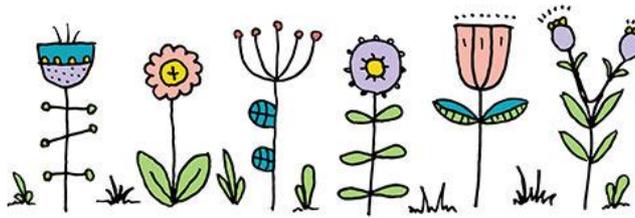
We believe that during a child's year at kindy it is our role to work closely with families to help develop their child's independence and self-help skills.

*Independence contributes to the development of self-esteem, identity and wellbeing. Doing something for yourself produces a powerful sense of achievement and success. When children have opportunities to make choices, to attempt tasks for themselves, and to take on increasing responsibilities, their sense of themselves as competent members of society grows.*

*We have a sense of 'agency' when we feel in control of things that happen around us; when we feel that we can influence events. This is an important sense for children to develop. Too often adults treat children as though they are incapable of making decisions or holding valid options. If instead we listen to and respect children's words and ideas, we model collaboration and cooperation and show that we recognize children's capabilities. ('Promoting independence and agency' Early Childhood Australia)*

Children can gradually be expected to take more responsibility for taking care of themselves and completing tasks required, in relation to toileting, dressing, eating and organising themselves. Families can work on these areas at home to build children's skills prior to starting kindy. We will continue to support and encourage children with these skills once at kindy. Some things to try include:

- Helping your child to learn to dress themselves, eg. Putting clothes on and off, putting on socks and shoes
  - Expecting your child to feed themselves and eat independently, eg. Using a spoon for yoghurt, picking up their sandwich and biting it
  - Supporting fussy eaters to begin expanding their range of foods including fruits
  - Helping your child to toilet themselves, including wiping their own bottom
  - Working with your child on a morning routine for leaving home and arriving at kindy, eg. Packing their bag at home and unpacking at kindy (drinkbottle in trolley, lunchbox in trolley, sign in, etc)
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## ASSESSMENT AND REPORTING

### Children's Portfolios:

A child's learning in the early years is dynamic and fluid. As early childhood educators we value the process of learning – the problem solving, thinking and communicating which children demonstrate when they interact with peers, materials and adults. We have chosen to use portfolios to make your child's learning "visible" to you. This enables us to monitor and assess children's skill development, knowledge and understanding, ensure our curriculum is supporting optimum learning and ensure our accountability as educators.

Your child's portfolio will include a variety of evidence of their development. The portfolio may include written observations, work samples, photographic documentation, your child's comments and conversations, and educator's interpretations.

Children are presented with their portfolio at the end of year celebration before starting school. The Portfolios are kept in shelving near the lounge for the children and parents to look at any time.

### Individual Learning Plans:

Your child will have an individual learning plan during their time at kindergarten. This learning plan (ILP) is linked to the Learning outcomes stated in the Early Years Learning Framework for Australia. Belonging, Being and Becoming. The plan identifies areas of strengths, interests, goals for each child and strategies. Parents are invited to participate in an ILP meeting with your child's teachers to create and update this plan. (You will receive information about this at the appropriate times during the year).

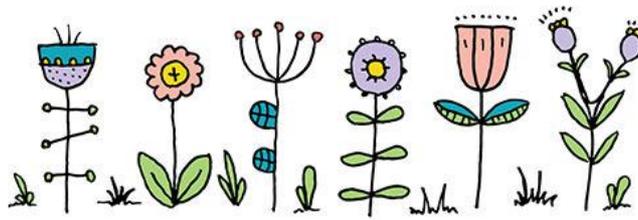
### Statement of Learning:

A Statement of Learning will be written during your child's year at kindy. A summary statement is provided at the end of term 2. A copy is provided to families to read and comment on. The final section of the Statement is written in your child's last term. It is more detailed and reflects the five outcomes of the Early Years Learning Framework. Parents are invited to read, comment on them, sign and then the Kindergarten will forward them to the school your child is enrolled in.

### Parent – Teacher Communication:

We believe that communication between staff and parents should be ongoing. We also ask that parents have regular conversations with staff, and that if you do have any concerns, to please arrange a time for a more formal discussion with the teacher. If staff have concerns, they will arrange to discuss these with you at a mutually convenient time.

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## SERVICES OFFERED AND CONTRIBUTIONS

### Contributions and Accounts:

In 2016, parents have been charged a Kindergarten Contribution of \$170.00 per term. Accounts are issued at the start of each term. Contributions can be paid by Internet banking using the information on your invoice. Alternately you can place the *correct money* in an envelope that has your child's name and amount and post it in the box on the wall between the two end windows. A receipt will be issued by the Finance Officer via your child's note pocket. Contributions are reviewed by Governing Council at the end of each year in preparation for the following year.

### Support Services:

DECD have specific responsibilities to include ALL children in their programs. Information about special needs, enrolments and access to other DECD services is available from the Director. DECD can support children with additional needs through agencies such as; Speech Pathology, Psychology, Family Workers and Behaviour Management Advisors. The centre also has strong relationships with other specialist early childhood organisations and services. Aboriginal children are able to access Pre-school Programs at 3 years of age. Children for whom English is not their first language are able to access support through the DECD Bi-lingual Program.

### Child and Youth Health:

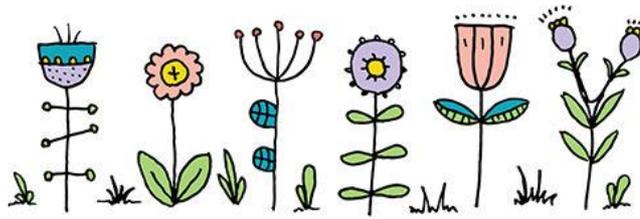
Children will have the opportunity to have a general health/development screening before beginning school. These screenings are free, and are highly recommended. CAYHS recommend that children are screened when they are 4-yr old and staff will offer families appointments during the year. If you wish to make an earlier appointment, please Phone: 1300 733 606

### SA School Dental:

The School Dental Service offers expert oral health care to eligible children at clinics throughout South Australia. This care is provided by teams of dentists, dental therapists, and dental assistants. All preschool, primary school and secondary school students, aged under 18 years, are eligible for oral health care with the School Dental Service. All dental care is free for toddlers and preschoolers.

Our Local clinic is: Clapham Primary School - Calgary Ave, Clapham Ph: 8374 2053

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## COMMUNICATION AND INVOLVEMENT

Each child is allocated a note pocket. Newsletters and other information are placed in your child's note pocket on a regular basis. The newsletter/ fliers will also contain information about our Educational Programs and it will report on your child's learning. Other information about learning is displayed around the kindergarten, including the individual work of children. We believe that celebrating success is very important.

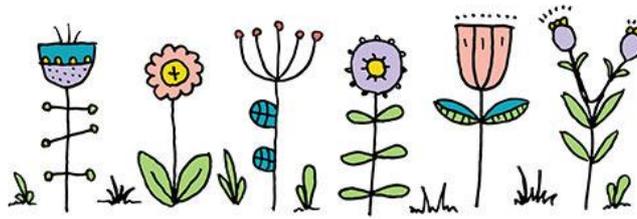
Arrangements for alternative modes of communication – for example, when parenting is shared or when one parent or carer isn't able to access the Kindy – can be easily made by discussing your needs with staff. If staff are not available for an informal discussion, please let us know of an alternative time that is convenient for you. You are welcome to discuss a wide range of matters, like your child's development, the Kindy's educational program, health matters or behaviour support for example. Often families like to find out more about their children and how they learn in a "play-based program". We can provide information on the many areas in which children develop and the reasons why this development is important.

It is also very important for us hear from you. Information from home is invaluable, as it allows us to know YOUR child better. We welcome your involvement. You may want to stay and read to children, help children with table activities or share a skill(s) with us. Please talk to us about opportunities for you to share your knowledge, skills and time with our Kindy. We have various rosters that give parents the opportunity to assist the Kindy in areas like laundry, library, gardening, materials preparation etc.

### **Governing Council:**

The Governing Council works in partnership with the kindergarten team to ensure the smooth running of the centre. It is a friendly group of parents who meet twice a term to discuss kindergarten priorities, financial matters, facilities, possible kindergarten functions, and curriculum directions. It is an excellent avenue to gain an understanding of how the kindergarten operates while making some good friends along the way. Governing council members and office bearers are elected at the Annual General Meeting. However, members may elect to join at any time during the year.

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## WHAT TO BRING TO KINDY

Please provide your child with a clearly named bag for their Kindy belongings including:

- A hat
- A change of clothes
- Two serves of fruit to be left in your child's bag for morning & afternoon snack
- A lunchbox to be placed inside in the lunchbox trolley
- A drink bottle with water (can go in the trolley's near the door or stay in bag)

The bag can be placed on a hook on the verandah.

## CLOTHING

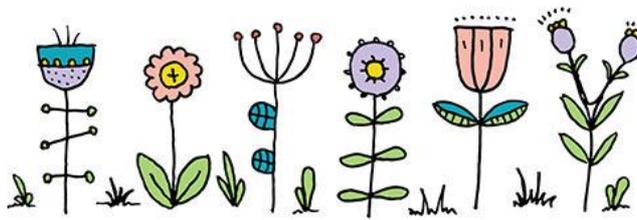
Please name your child's clothes and shoes. Children should wear:

- Clothes that can get wet, sandy or dirty (water play, sand play, mud play)
- Clothes suitable for climbing
- Suitable footwear - no thongs please

## ARRIVING AT KINDY AND FAREWELLING YOUR CHILD

An attendance sheet is available each morning to sign in your child. If someone different will be collecting your child that day, please provide their name and contact phone number in the diary next to the sign in folder. If your child is reluctant to let you go on arrival, please approach a staff member. We are used to helping children separate from parents and we can help you to set up a farewell routine that works for you both. Our session does not start until 8.45am, and we ask that you do not leave your child until then. Prior to this time staff are preparing for the day by having a morning meeting, and setting up learning spaces.

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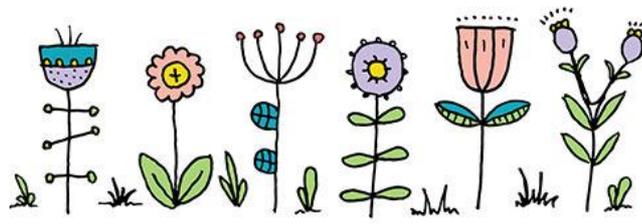


## COLLECTING YOUR CHILD

At collection time at the end of the day you are welcome to watch the group time quietly inside. Please be prompt when collecting your child at the end of the day as it can be distressing for your child if you are late. A staff member will say goodbye to your child at the end of the session. If your child runs to you before this has happened, please bring them back to the mat. This routine helps ensure that each child is safely handed over to a caregiver before leaving the kindergarten. Please also sign your child out when you collect them. Please talk to a staff member if you have any concerns about this process.

To help keep you and your children safe at kindy please:

- Supervise younger siblings when they are visiting the Kindy
  - Ensure children use equipment properly and be aware that very young children are in the grounds at drop off and pick-up times.
  - Please do not ride bikes in the yard. Bikes can be stored behind the green gate near the bins.
  - Be aware of the gates and the need to ensure that only children in your care are exiting with you.
  - Be aware of the Evacuation and Invacuation Procedures.
  - Always let a staff person know if you are collecting your child earlier and verbally farewell us so we know they have been collected as per the plan.
  - Please keep us informed of your child's health needs.
  - Have fun and enjoy the wonderful space and learning environment that is Cumberland Kindergarten.
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## A-Z OF KINDERGARTEN

### BIRTHDAYS

When a child has a birthday we like to celebrate with the child at group time by: lighting candles on our 'fake cake', singing 'Happy Birthday', giving special 'birthday claps', presenting the child with a card and allowing the child to tell us about their special day. Please save treats like cakes, etc. for the child's birthday at home.

### CLOTHES

Please only send your child to kindy in appropriate clothing, eg. NOT their best outfits, sun safe and easy for them to manage independently (No tricky belts!). We do our best to protect your child's clothes with smocks for painting, but a lot of kindy learning can be messy. It is hard for children to fully engage in an activity if they are concerned about getting their clothes messy or wet. Please send a change of clothing in your child's bag to the event they have a toileting accident or get messy during the day. Kindy uniforms are available for purchase.

### FACEBOOK

Just search for Cumberland Preschool Kindergarten on Facebook to find our page. Like the page for quick updates about the developments of the kindy and to see photos of what has been happening. We are very careful to only post non-identifying photos of children in order to maintain their privacy and online safety.

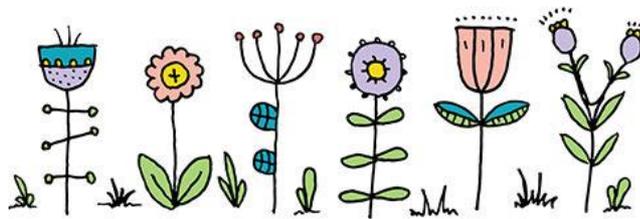
### HATS

Please send a named, suitable legionnaires style or broad brimmed hat for your child to wear when playing outside. Children need to wear hats in Terms 1 and 4. Children are regularly reminded to wear their hats. See our Sun Protection Policy for more information.

### LIBRARY

Books are available for loan from both our children's and parents libraries. Staff/parent helpers support children to select and borrow a library book during the day. Please send a named cloth library bag to carry books in. Library bags need to be put in the big blue box under the sign in table when children arrive at kindy in the morning. Please encourage your child to look after the book they have borrowed. Please inform us if any book is damaged or lost so we can repair or replace it.

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## LOST PROPERTY

Please name all types of clothing (even those worn) and shoes. This not only helps staff return them to their owners, but also helps the children recognise their names. We have a lost property box located under the sign in table. Please check this regularly for your child's belongings.

## LUNCH

At lunch time we have two groups. The first eats lunch at the tables under the verandah while the other group has a small group time with the teacher indoors. The children have 20 - 30 minutes to eat and then the groups swap. Please send a packed healthy lunch (e.g. sandwich, roll, salad, dry biscuits and cheese). We ask that you do not send lollies, chips or chocolates. There are lots of good choices that can be made. We ask that all children bring a drink bottle labeled with their name. Please only put water inside. Please NAME all containers. We ask that parents place lunches in the trolley at the beginning of the session. If it is warm, please place a small ice pack in your child's lunch box to help keep their food cool. REMEMBER: Children need 2 serves of fruit, one for the morning and one for the afternoon. Water is always available. Please refer to our Food & Nutrition Policy for further information.

## MEDICAL INFORMATION

At Cumberland Kindergarten the health and wellbeing of the children in our care is of the highest priority. Children who are unwell should not come to kindergarten. Instead, they need time to recover in an environment where the sickness cannot be passed onto other children and staff. In the event of your child becoming ill at kindergarten we will telephone you to collect your child. The following information is to provide guidance as to when your child is likely to be infectious and therefore needs to be excluded from kindergarten. This is likely to be when your child has:

- A temperature of 38C or higher,
  - Been vomiting in the last 24 hours,
  - Diarrhoea,
  - A productive cough,
  - Conjunctivitis,
  - Coloured nasal mucous,
  - An undiagnosed rash,
  - Head lice (until treated),
  - Cold sores.
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**Infectious disease:** Please notify staff if your child contracts an infectious disease. Your doctor will be able to inform you when your child can return to kindergarten.

**First Aid:** Staff have first aid training and will treat minor injuries. Anything else is referred to parents so that they can contact their own doctor. In an emergency an ambulance will be called and parents contacted. If we cannot contact you we will call your listed emergency contacts.

**Medication:** Staff will only give medication (e.g. antibiotics), that has been prescribed by a doctor and which is in the original container as dispensed from the pharmacy. Children with a medical condition such as asthma will need a health care plan completed by a doctor detailing the condition, medication and any action to be taken.

**Allergies:** Allergies and anaphylaxis (a severe and life threatening reaction to various allergens) is becoming increasingly common health issue amongst our community. For some of these children, coming into contact with traces of these allergens can be life threatening. We all work together to help keep these children safe. Nuts are a common cause of allergic reaction and we are therefore a "Nut Free" kindy.

Some ways that you can assist include:

Ensuring no nuts, or products containing nuts, are sent for your child to eat... e.g. peanut paste, Nutella, nut muesli bars etc. Encourage your child to not share food, except when provided by the Kindy... e.g. fruit time, cooking activities. All donated materials should be given to staff as we check the pasting materials and eliminate boxes and containers which may be contaminated with small traces of nut oils.

At times there may be children with other allergies which may mean we need to eliminate certain foods, eg. Eggs. We will inform families of this on an 'as needed' basis.

## SUNSCREEN

Please apply to your child before coming to kindy during Terms 1 & 4. Staff will support your child to reapply it at lunch time. If your child is sensitive to sunscreen, please send along their own NAMED sunscreen.

## TOYS

We ask that children do not bring their own toys to kindergarten in case they get broken or lost. If your child takes home a toy or item that you think is from the kindergarten, please return it as soon as you can.

Thank you for choosing Cumberland Kindy, we hope you find your kindergarten year with us rich and rewarding. We look forward to you joining our Kindergarten community!

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