Our Purpose

We are a Department for Education and Child Development Site (DECD) etc.

We provide a play-based learning program for children to learn through exploring familiar and unfamiliar experiences. In a safe, supported and fun environment, we encourage children to develop a positive self-esteem and an enjoyment of lifelong learning and we support each child's individual development.

We particularly encourage children's development in Emotional Resilience, Persistence, Confidence and Social Skills, through our use of the 5 keys 'You Can Do It' program.

Our Aims

We aim to provide opportunities for our children to:

- build self-confidence
- have a voice and to be heard
- have a choice and to make decisions
- and develop
  - independence and school readiness
  - social skills
  - communication skills
  - inquisitiveness
  - an awareness of tolerance and respectfulness towards others.

Our Values

Integrity
Tolerance
Communication
Respect
Sincerity
Commitment

The Lady George Kindergarten

Information Book

27a Highgate St
Highgate 5063
Ph: 8271 6343
Fax: 8373 5734
Email:
the.ladygeorge810@schools.sa.edu.au
WELCOME TO THE LADY GEORGE KINDERGARTEN

We hope you and your child enjoy the experience of developing positive relationships and learning with others during your time at The Lady George Kindergarten.

The Lady George Kindergarten is a full time preschool centre in the Unley Council area. The Kindergarten was opened in 1955. Staff work as a team to provide an excellent educational program for young children and their families. We believe that children learn best through their play and we aim to plan and implement a stimulating, dynamic educational program in which children are encouraged to be actively involved in all aspects of their learning. The environment is safe, interesting and enjoyable with activities planned that meet the needs of individual children. We support and extend the individual child’s play skills, their active exploration and thus their learning. This occurs through quality teaching, using current methodologies with a thorough knowledge of relevant curriculum pedagogy. We value the opportunity to work in partnership with families to ensure the needs of individual children are met. We plan a program and implement a curriculum that promotes communication, problem solving, questioning, optimism, resilience and celebrates each individual’s success.

The Lady George Kindergarten offers preschool for children who turn 4 by May 1st. There are 2 groups for preschool. Children can attend one group only.

**BLUEGUM** group—Monday and Tuesday full day

**WATTLE** group — Wednesday and Thursday full day
Our values at The Lady George Kindergarten

The Children.
Care for each other.

Respect our belongings and other peoples.

Help each other.
STAFF:

Director: Sally Sorrell
Teachers: Suzanne Horsfall
        Simone Misso
        Tammy Dispain

Early Childhood Worker: Sharon Pensa, Uzma Kazmi,
                        Julie Mosheev

Pre School Support:

PRE SCHOOL SUPPORT
Through the Department for Education and Children’s Services (DECD) children and families can access support services from the Speech Pathologist, Psychologist, Disability Consultant and Social Worker and Bilingual Assistants. The

Under the Policy and Guidelines of the Department for Education and Children’s Services, Children are entitled to access four terms of preschool in the year before they start school. There is one intake at the beginning of each year for children who turn four years of age before 1st May. There are 2 groups for preschool

BLUEGUM - Monday and Tuesday 8.15—3.45
WATTLE - Wednesday and Thursday 8.15—3.45

Enrolling Siblings at Kindergarten
If you have younger children who you would like to attend at The Lady George Kindergarten please make sure you complete a Pre Enrolment Waiting List Form. You can pre enrol your child one year before they are due to start

Enrolling Your Child At School
Please note that parents / carers must enrol their child in the primary school of your choice. This is not the responsibility of the kindergarten staff. Please let the kindergarten staff know which school you have enrolled your child in.

USEFUL PHONE NUMBERS
Highgate Primary School: 8271 9622
Unley Primary School: 8272 9323
Mitcham Primary School: 8271 2227
Parkside Primary School: 8373 3075

We hope your time at The Lady George Kindergarten is a happy and productive time for your child and you. As parents you are your child’s first teachers—we look forward to also learning about your child from you.
Reporting to families
During their time at kindergarten staff collect examples of children’s work, observe their play and social interactions, photograph children’s involvement in activities and assess their development. All children have their own Learning Portfolio which becomes a collection of their work highlighting their learning, interests and achievements. All assessments, and Parent Information sheets are also included in the Portfolios.
Staff work closely with parents to report on your child’s progress. Parents and staff are involved in shared planning at Parent/Teacher interviews, and each child then has an Individual Learning Plan developed which is reviewed in the following terms.

Staff also report on children’s learning and development through Learning Stories, anecdotes and narrative stories. In their final term at kindergarten all parents and children will receive a Statement of Learning reflecting and documenting various areas of children’s learning achievements and development. Parents are also informed of their children’s learning through our Floor Books, displays in the kindergarten, Photo Stories and incidental conversations with parents.

The centre has an open door policy where parents are invited to talk with staff about their child’s progress. As kindergartens’ can be busy places, if you need to talk at length about your child it is useful to make a specific time to discuss particular concerns.

Attendance
It is very important that your child attends their kindergarten sessions each day to establish continuity in their learning, social interactions, kindergarten routines, emotional development and to prepare for regular attendance at school. Of course if your child is unwell or infectious they need to rest at home until they are well. Please phone the kindergarten if your child is going to be absent.

INFORMATION

Greeting and Farewelling
Parents/carers must sign their child in and out of each session on the Daily Attendance Sheet located on the Parent Table. If someone other than yourself is going to collect your child at the end of a session please write this in the Collection Diary on the Parent table, recording the name of the nominated person and their contact number. The Parent Table is located at the entrance to the building.
It is important to keep to the session times and so if you are early please stay outside with your child until staff open the door at the beginning of the session and always bring your child in to the centre to be greeted by a staff member.
If you need to collect your child early please let a staff person know and record this in the Collection Diary.

Parking in Highgate Street
Please note the No Parking and Loading Zone signs directly out the front of the kindy. The loading zone is only for use by families who have children with physical disabilities and the Child Care Centre buses.
Notice Pockets
These are located in the locker room. Please check them regularly for invoices and notices.

Rosters
To assist with the smooth running of the Centre, parents are requested to assist with tasks such as laundry and raking. Each term a list is placed on the bathroom window at the exit door.

Fees
At the beginning of each term families will receive an invoice for fees. Fees can be paid by cash / cheque—please mark envelope clearly with your child’s name, amount enclosed and place in the Fees Box next to the kitchen bench OR pay by Direct Debit
BSB: 105– 125
Account Nos: 460026840
You must put your child’s name as the reference.
Fees are set by the Governing Council and are reviewed annually.
Currently fees are set at $200
Please see Sally if there are difficulties managing fees—all enquiries are confidential.

The Role of the Kindergarten Governing Council
The Kindergarten has a Governing Council that is elected at the Annual General Meeting held each year in November. The Governing Council is an important link to, and within our local community. This parent committee assists the Director to manage the Kindergarten budget and finances and supports the staff team as they promote the Kindergarten’s educational practice within the community. The Governing Council also organises information, social and fundraising functions, maintains the building, grounds and equipment in a safe and hygienic condition and liaises with DECD and other community groups as required. Meetings are organised on a monthly basis and these meetings are open, however only elected members may vote.

Curriculum
All DECD staff across the state provide a developmentally appropriate curriculum through the mandated curriculum framework known as the Early Years Learning Framework (EYLF).
At The Lady George Kindergarten the curriculum is also based around children’s play, their interests, as well as offering developmentally appropriate learning groups. The educational program has been developed using the EYLF and children are active participants in their learning allowing them to reflect on what they already know and question what it is they want to know more about.
It is important for us that the curriculum offers experiences that children can be involved in the process used and their experience within it, rather than the product.
Skin Protection and Hot Weather Policy

The Lady George kindergarten has a Skin Protection and Hot Weather policy that is available on site and on our web page. Please read it so you are aware of our procedures. Children are required to wear a hat each day if the daily UV rating is 3 or above. The children and staff check the rating each day. It is important that your child has their hat packed in their bag each day. Please sunscreen your child before they arrive at kindy. Staff will support children applying sunscreen after lunch.

Child and Youth Health Checks

The Child and Youth Health Service offers a Preschool Health check for children aged between 4—5 years. The health check includes a discussion with you about your child’s growth and development, immunisation status and will also assess your child’s vision, hearing, height / weight and oral health. This service is offered off site but is co ordinated through the pre school. Each child will be offered an appointment time during their time at pre school. Staff will notify you when your child is eligible.

School Dental Service

Children are entitled to dental treatment through the School Dental Service. Enrolment forms are available through the kindergarten. The district Dental Surgery is located at: Mitcham Primary School, Elphyn Road, Kingswood S.A. Phone 8271 0371

What I Need To Bring To Kindergarten

Each child will need to bring:
- A named bag in which to put their things
- A named hat each time they come
- A spare change of clothes if necessary
- Lunch, AM and PM snacks all packed separately and clearly named
- A drink bottle with water. Fresh water is always available for children to refill their bottles.

Please read the Lunch Care Information sheet in your Information Pack to familiarise yourself with the snack and lunch routines.

Healthy Eating

We promote and model healthy eating choices at the kindy. While at kindy please support our healthy eating policy and do not send sugary snacks, cakes, sweet biscuits, lollies, chocolate, chips etc for your child. Fresh water is always available to your child. PLEASE NOTE WE ARE AN ALLERGY AWARE KINDERGARTEN.PLEASE DO NOT SEND NUTS OR EGG FOODS WITH YOUR CHILD.

Please read the Information regarding Lunch and Snack periods in your information pack for further information.

Toys from home

Please encourage your child to leave their toys at home to avoid breakages and loss.
Medical Information/ Allergies
Please remember we are ALLERGY AWARE at this site for the safety of all children. Please inform staff at enrollment if your child has any allergies or medical conditions and forward any medical plans. Should your child develop an allergy or medical condition during their kindergarten year it is important that you inform staff, provide medical information and any necessary medications. Staff will discuss the safe storage of your child’s medicine - UNDER NO CIRCUMSTANCES MUST MEDICINE(S) BE LEFT IN YOUR CHILD’S BAG.

What to Wear
Please send your child to kindergarten in sensible clothing that they are able to manage easily when going to the toilet, or taking on or off. We encourage children to wear smocks when painting, however accidents do happen...we encourage active play and sand, water, clay and dirt are materials that children use daily. Please do not send your child to kindergarten in thongs as these are not safe on climbing equipment and swings.

Parent Help
Help is always welcome and appreciated and we welcome your assistance in a range of ways. If you have a particular interest or skill, please share this with us so that we can incorporate these into our program. If you would like to come in and help during sessions eg: with cooking or art activities please let us know. Help is always appreciated in the management of the literacy and numeracy lending library.

Literacy & Numeracy Kits
We have a selection of Literacy and Numeracy Kits available for borrowing. These come with a range of items relevant to the particular story that can be used as discussion points with your child. This can then further add to your child’s enjoyment of literature and add to the developing understanding of the elements of numeracy. This service also relies heavily on parent assistance and we appreciate any offer of help.

Behaviour Code – Centre Policy
We believe that everyone has the right to feel safe at all times when visiting our centre. Part of the provision of a high quality service involves a consistent, positive approach to behaviour management that accounts for the needs of individual children and the well being of all. Staff model and teach appropriate behaviour and language to children. Some children need extra care when managing conflict or their own emotions/feelings. A copy of our Behaviour Code is available in the Policies Folder available for parents at the Parent Information table as well as on our web site.

Centre Policies
All Centre Policies are available for parents to read – they are located in a folder at the Parent Table as you enter the main doors. Please feel free to read any policies at any time. All policies are reviewed by the Parent Governing Council and are also available on our web site.