



# **Hincks Avenue Children's Centre Davison Street Occasional Care**

Hincks Avenue WHYALLA NORRIE

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## **Parent Information Booklet**



**Government of South Australia**  
Department of Education and  
Children's Services

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# Welcome

## Welcome to Hincks Avenue Children's Centre

We look forward to getting to know you and your child and working together with you to make a difference for your child. We hope that your family's association with us will be happy and rewarding.

The success of this centre depends on parents, staff, community and the Department working together to provide a positive, caring, happy, secure and stimulating environment that promotes the development of each child.

This booklet provides you with some information about Hincks Avenue Children's Centre and how it operates. If you have any questions or concerns, please feel free to ask a staff member.

At Hincks Avenue Children's Centre our purpose is to create healthy, active and socially responsible citizens. Our vision is to provide a high quality educational program that meets the needs of the children, their families and the wider community focusing on continual improvement for children's wellbeing and achievement.

### STAFF:

Director: Kellie Bails

Teacher: Lauren Griffin

Early Childhood Worker: Kerryann Berry, Julie Holtham and Lisa Chambers

Preschool Support: Jodie Shambrook, Sandra Sproule and Madhavi Pathak

### OUR EMPLOYER:

This Centre is a branch of the Children's Services (which is part of DECS - Department of Education and Children's Services)

#### **Whyalla Office**

115 Nicolson Avenue

WHYALLA SA 5600

Phone: 8645 6588 Fax: 8645 2477

#### **Port Lincoln Office**

34 Oxford Terrace

PORT LINCOLN SA 5606

Phone: 8682 3788 Fax: 8682 5348

The Regional Coordinator of Department of Education and Children's Services visits the centre during the year and is available for discussion/advice for staff, parents and the Governing Council. The Department of Education and Children's Services directs the centre financially and administratively.

# Priorities

As part of our Site Improvement Plan our priorities for 2010 are:

- Attend to Culture
  - Professional Development and Performance Management
- Make Data Count
  - Data Management Processes
  - Multiple Measures of Data
- Listen and Respond
  - Governance and Decision Making
- Focus on Learning
  - Learner Achievement and Wellbeing Needs
  - Literacy
- Attendance
  - Improved attendance of children who are enrolled at the preschool but who are not attending on a regular basis

## SESSIONS:

### Hincks Avenue Children's Centre

Tuesday	9:00 am - 12:00 pm & 12:00 pm - 3:00 pm (free lunch care provided)
Wednesday	9:00 am - 12:00 pm
Thursday	9:00 am - 12:00 pm & 12:00 pm - 3:00 pm (free lunch care provided)

### Davison Street Occasional Care

Tuesday	9:00 - 11:45 am
Wednesday	9:00 - 11:45 am
Thursday	9:00 - 11:45 am

### Playgroup

Friday	11:00 am - 2:00 pm
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## FEES:

An account will be sent home during the first few weeks of each term.

Cost

1 session per week	= \$10 per term
2 sessions per week	= \$20 per term
3 sessions per week	= \$30 per term
4 sessions per week	= \$40 per term
5 sessions per week	= \$45 per term

Fees can be paid by the week, fortnight, month or term depending on parental preferences. If you have difficulties in meeting this fee, please see the director so alternative arrangements can be made.

# Coming to kindy ...

Children are eligible to attend 160 sessions of Preschool, which usually begins at the beginning of the term following their fourth birthday. However some children have their sessions spread over 5 or 6 terms, according to the specific needs and circumstances of each child. Special DECS policies operate for Aboriginal children, children with special needs and 'rural' children (who live more than 10km from their nearest centre). Aboriginal children can attend preschool from 3 years of age.

## PRE-ENTRY:

Children may start pre-entry the term before they are four. This is one session per week and the day and time can be negotiated with the director.

## ATTENDANCE:

Regular attendance at Kindy is encouraged. Children will get used to and maintain their kindy routines easier through regular attendance. Also, preschools are staffed on the number of children attending each session rather than the number of children enrolled so regular attendance means more funding for adequate resources.

## ARRIVAL AND DEPARTURE OF CHILDREN:

Parents and/or Caregivers **MUST** enter the Centre to deliver and collect children. **NO** child will be permitted to leave the Centre until the Parent or Caregiver has arrived and the child has been farewelled by staff. Please advise staff if somebody other than that of a Parent or Caregiver is to collect your child and fill in the book on top of the lockers. For the convenience of everyone, we ask that the session times are observed as closely as possible.

To enrol your child at kindergarten you will be asked to fill in an enrolment form.

# Why is Kindy important for your child?

Kindy is a stepping stone from the home environment before the child starts school and it provides the child with a new sense of independence. Staff at Hincks Avenue aim to provide a happy, warm and secure environment, rich in many play and learning activities which will stimulate and nurture each child's social, emotional, creative, physical and intellectual development.

In an happy, secure kindergarten environment, children have additional opportunities to:

- ☺ Be independent
- ☺ Develop positive self esteem
- ☺ Communicate with other children and adults
- ☺ Separate from parents
- ☺ Follow instructions
- ☺ Ask for help
- ☺ Understand and express needs, feelings and ideas
- ☺ Share adult attention
- ☺ Take turns and share
- ☺ Listen for longer periods
- ☺ Concentrate for longer periods
- ☺ Remember and follow rules and routines
- ☺ Play cooperatively
- ☺ Learn to accept rules happily and to handle feelings of hostility and aggression in a positive manner
- ☺ Solve problems peacefully
- ☺ Work alone and in a group
- ☺ Make friends
- ☺ Be involved
- ☺ Be eager for new experiences
- ☺ Listen and take turns to talk
- ☺ Develop speech and language skills
- ☺ Respect other people (their ideas, feelings and property)
- ☺ Develop coordination skills

# Curriculum

At Hincks Avenue we value a play based curriculum where children learn through play, where they can experiment, discover, manipulate, invent and draw conclusions from their experiences in a non-threatening environment. Kindergarten is a wonderful environment in which through play young children are actively involved in their own learning and in which both planned and incidental learning takes place. We use The Early Years Learning Framework for Australia - Belonging, Being and Becoming to plan, monitor and assess the children.

## SPECIAL PROGRAMS:

**LIBRARY:** Every second Tuesday the children visit the Hincks Avenue Primary School to listen to the Community Librarian read stories and sing songs.

**COOKING:** Every Thursday children participate in cooking to promote awareness of healthy food, appropriate eating habits and appropriate hygiene when handling food.

**CHILD PROTECTION:** This is an ongoing program in our centre that teaches children about body awareness, self esteem, an understanding of feelings and personal skills, such as problem solving and assertiveness. There are four main themes the program focuses on:

1. The Right to be Safe
2. Relationships
3. Recognising and Reporting Abuse
4. Protective Strategies

## TRANSITION TO SCHOOL PROGRAM:

The transition from kindergarten to school is a large step for your child and their development. At Hincks Avenue we feel it is vital for the Kindy children to have as much interaction with the school environment, the children and the staff. We have weekly visits to the school library and weekly visits either from or to a class. At Kindergarten your child has been learning through play, developing interests, confidence and self esteem. Whilst play is still important, at school they begin a more structured education, with an increased focus on literacy, numeracy and other areas of learning. In your child's final term of kindergarten we gradually increase the time spent at school.

# Communication

## LOCKERS:

Please collect all newsletters and notices from your child's locker - the lockers are clearly labelled and are located on the wall as you enter the Centre. Please encourage children to carry their own bag and place it in their labelled locker.

## NEWSLETTERS:

Our newsletters are published fortnightly and delivered via children's lockers. The newsletter includes coming events, rosters, learning events, photos, health news, community news and any other interesting information. Please take the time to read them.

## NOTICE BOARD:

A parent notice board is located on the wall as you enter the centre via the far door. This has relevant information for you to read and keep up to date with what is happening at Kindy. Other community information is also displayed.

## ASSESSMENT AND REPORTING:

We use a variety of methods to record each child's progress during their preschool year. One of these is their 'Busy Book' which is a collection of their creative work, photos of play and achievements and assessments on areas of development. These books are a valuable and precious record of your child's year at Kindy. These books will be given to the children to keep when they leave our centre. All children will be given a Summative Report, on this report staff record the learning that children have demonstrated capably whilst at Kindy. Children also have Individual Learning Plans (ILPs) that focus on specific areas and are updated throughout the term. We also offer 'home visits' to children in their first term of Kindy as an informal way of forming relationships between staff and children.

## ENROLMENT DETAILS:

Please notify staff if any details supplied on your original enrolment form changes during your child's time at Kindy. This includes address, telephone number and marital status. MOST IMPORTANTLY any allergies that your child has or the emergency contact number provided.

# Family Involvement

Parents are welcome to visit and stay at any time during a kindy session. We need assistance with things like preparing materials for children's uses, reading stories or displaying art work. We have rosters and working bees to ensure that the workload is shared and that maintenance costs are kept to a minimum. If you have any skills, interests or talents which you would like to share with us, please inform staff, as we can incorporate these into our program.

## GOVERNING COUNCIL:

Parent meetings are held approximately twice per term. These meetings give parents the opportunity to have a say in the running of their kindergarten, to meet other parents, to discuss children's preschool activities and interests and have input into the curriculum and program.

All parents can gain and give valuable assistance to the centre by supporting the staff and committee with their attendance at meetings. Guest speakers are invited from time to time. As per our Constitution, only members of the Management Committee have voting rights. The Management Committee is elected at our A.G.M. and is reviewed at the beginning of each term as families move on to school and new families join the kindergarten community.

## PARENT HELP ROSTER:

We have a paid cleaner employed at the centre to ensure the kindergarten is cleaned to a high standard. In order to keep costs to a minimum, parents at Hincks Avenue Children's Centre have elected to help with washing smocks, dress-up clothes and towels. If you find a bag of washing in your child's locker could you please wash and dry the items and return the bag to kindy as soon as possible.

At the end of each term a blank roster will be put up with jobs that need to be completed before the holidays. Assistance with getting these jobs done help us out greatly and show us your pride and appreciation you have for our site.

# Food and Nutrition Policy

## AIM:

To ensure children are consuming healthy food and drinks based on the Australian Guide to Healthy Eating and to promote knowledge and understanding of a diet for life.

## OBJECTIVES:

1. To supervise and assist children in consuming a healthy diet.
2. Provide a positive eating environment that reflects family and multi-cultural values.
3. To teach children about food and nutrition.
4. To communicate with families and staff regarding nutrition and eating.
5. To ensure children are provided with safe food and that hygiene practices are promoted.

## OBJECTIVE 1:

To supervise and assist children in consuming a healthy diet - preschool children need the opportunity to develop sound food habits and learn that a balanced, nutritious diet promotes good health. Many habits that are developed in the preschool years will be carried out throughout life.

- Hincks Avenue Children's Centre will provide parents and carers with information on suitable food to pack for their children when they enrol and throughout the year.
- Water will be available at all times for children and staff.
- Emergency food will be available.
- Any uneaten foods will be sent home and feedback provided to parents and carers if a child is not eating well.
- Food and drinks which are not recommended (please see attached list of recommended foods) will be returned to the child's bag and if need be some emergency food will be supplied.

## OBJECTIVE 2:

To provide a positive eating environment that reflects family and multicultural values.

- Staff will sit with the children at meal times and engage in conversations and listen to the children and where appropriate discuss what the child is eating.
- Multi-cultural differences will be recognised and accepted.
- It is acceptable to celebrate a child's birthday at preschool. Families may send 30 cupcakes or 1 large cake, preferably a butter cake as chocolate may exclude those children who have special diets.
- Parents and carers of a child who may have allergies may freeze cakes at preschool that can be thawed on 'birthday days'.
- We respect the wishes of parents and carers who do not want their child to celebrate birthdays.

# Food and Nutrition Policy Continued

## **OBJECTIVE 3:**

To teach children about food and nutrition.

- Food awareness activities will be included in the curriculum.
- Cooking with the children is a regular part of the curriculum at Hincks Avenue. Cooking helps children learn about food and good nutrition by:
  - Introducing children to a wide variety of foods, tastes and textures.
  - Encouraging practical experience in food preparation.
  - Appreciating foods from a variety of cultures.
  - Positively promoting healthy foods.
- Recipes and food awareness activities will be chosen from a variety of cultures.

## **OBJECTIVE 4:**

To communicate with families and staff regarding nutrition and eating.

- All families and staff members will receive a copy of the nutrition policy.
- In the case of a returned food or drink being placed in a child's bag a staff member will discuss recommended foods with parent and carer.
- The nutrition policy and attachments will be displayed at the centre.

## **OBJECTIVE 5:**

To ensure children are provided with safe food and that hygiene practices are promoted.

- Children and staff will wash their hands before handling food or eating meals or snacks.
- Food will be kept cold in the fridge.
- Children will be discouraged from handling other children's food or utensils.
- Staff will be aware of any food allergy and the appropriate management of it.
- Communal foods will be prepared using proper food handling procedures.
- Where a child has a severe allergic reaction to a particular food (e.g. peanuts), parents and carers of other children will be asked to avoid packing the offending food in their child's lunch box.

## **MORNING SNACK TIME:**

Morning Snack Time is part of every morning session at Hincks Avenue Children's Centre. Parents and carers are asked to provide fresh fruit, vegetables, dried fruit, cheeses or other healthy options.

## **AFTERNOON SNACK TIME:**

Afternoon Snack Time happens on a Tuesday and Thursday afternoon at Hincks Avenue Children's Centre. Parents and carers are asked to provide a piece of fresh fruit or vegetable to share.

## **NUT FREE CENTRE:**

Hincks Avenue Children's Centre is a Nut Free Centre this is because some of our children can have a life threatening allergic reaction to nuts and nut products including peanut butter, nutella, nut products, muesli bars and other snack items (please read the labels carefully). Sometimes just touching a bowl that has had peanuts in it can trigger a reaction.

## **LUNCH TIME:**

Parents and carers of children who are at Hincks Avenue for lunch time are encouraged to pack healthy lunches consisting of a variety of foods from the five food groups. Foods from these groups will help the children meet their nutrition requirements for the day. Parents and carers will receive handouts with guidelines and ideas for healthy lunches.

# Sun Smart Policy

## RATIONALE

Australia has the highest incidence of skin cancer in the world with two out of every three people developing some form of skin cancer before they are 85.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Sun exposure in the first 10 years of life determines, to a substantial degree, likelihood of skin cancer developing later in life.

The Cancer Council SA advises people protect their skin at all times when the ultraviolet (UV) radiation level is 3 and above – this is when it is strong enough to cause damage to unprotected skin. For much of South Australia, UV radiation levels are 3 and above everyday from September to April – it is during these months that sun protection is necessary.

The Cancer Council SA recommends that a **Sun Smart Policy be in place from the 1<sup>st</sup> of September until the 30<sup>th</sup> of April when UV radiation levels are 3 and above.** It is highly recommended that UV radiation levels are monitored, particularly during May and August as they still may be 3 or above depending on your location. The Cancer Council also recommends that particular care should be taken during these months between 10 am – 3:00 pm, when the UV radiation levels are at their highest.

It is important to balance sun protection with safe sun exposure for the production of vitamin D for bone growth and development. During May to August, at times when the UV radiation level is below 3, sun protection for most people is not necessary.

## AIMS

The aims of the Hincks Avenue Children's Centre Sun Smart Policy are to promote among children, staff and parents:

- Positive attitudes towards skin protection.
- Lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths.
- Personal responsibility for and decision making about skin protection.
- Awareness of the need for environmental changes in our centre to reduce the level of sun exposure when the UV radiation level is 3 and above.

## IMPLEMENTATION

The purpose of the policy is to ensure that all members of Hincks Avenue Children's Centre are protected from skin damage caused by the harmful rays of the sun.

# Sun Smart Policy Continued

It is an expectation that all staff, students and parents of Hincks Avenue Children's Centre will use the following skin protection strategies:

- Take care to protect the skin when the ultraviolet radiation is 3 (moderate) and above. Extra care should be taken between 10 am and 3 pm when UV radiation levels are highest.
  - The children's lunch, rest time and indoor activities will be held between 10 am and 3 pm to minimise exposure to UV radiation in the middle of the day.
- Whenever possible, all outdoor activities will be scheduled before 10 am and after 3 pm, or in the shaded areas of the centre.
- Use the shade of trees, pergolas, umbrellas and tents whenever outdoors.
- The sandpit and play equipment area to be priority for shade structure planning.
- The further provision of shade areas is a priority for the centre.
- Wear appropriate clothing which protects the skin.
- Children, staff and parents will be expected to wear a broad brimmed hat, legionnaire style hat, or a bucket hat whenever they are involved in outside activities. Children not wearing an appropriate hat will be expected to play in the shade.
- Children will be encouraged to wear shirts with collars and at least elbow length sleeves and longer style shorts/skirts.
- Apply a broad-spectrum, water resistant sunscreen with an SPF of 30+ to clean and dry skin.
- Parents will be encouraged to apply sunscreen to their child before attending the centre.
- Reinforcing the Sun Smart message in all centre activities and in general centre procedures is an important strategy in the adoption of skin protection behaviours.
- Staff will be encouraged to role model appropriate Sun Smart strategies in all of the centres activities.
- Skin cancer prevention will be included in appropriate teaching activities.
- Staff will be encouraged to keep up to date with new information and resources from The Cancer Council SA.
- Information about the centre's Sun Smart Policy will be given to all new staff, students and families.
- The Hincks Avenue Children's Centre Sun Smart Policy will be evaluated on a 2 yearly basis.
- Policy issues will be discussed at staff and parent meetings.

# Health

Please do not send your child to kindy if they are feeling unwell. The best place is for them at home where they can receive the care that they need. Also it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at Kindy we will contact you. Here are some regular sicknesses your child may encounter:

***Diarrhoea/Vomiting:*** Please keep children who have had these ailments during the night at home as they are very infectious. Your child may still want to come to kindergarten, but they will also be low in energy and stamina. A day at home free from symptoms ensures the disease is passed. If symptoms persist, see a doctor as there are many strands of infection and dehydration needs to be avoided. If there is cramping, foul smelling faeces, fatigue or nausea over extended time, these could be symptoms of Giardiasis or such -notifiable diseases often resulting from contaminated drinking water or contact with infected faeces. Once diarrhoea has ceased the child may return.

***Chicken Pox/Shingles:*** A viral illness with symptoms including fever, runny nose, cough, fatigue and a general rash. Each small sore begins as a bump which becomes blister-like for three or four days, then leaves a scab. Several crops of these blisters will come out over a period of days and tend to be more noticeable on the trunk. Avoid aspirin – calamine lotion may relieve the itch. Children must stay at home until all moist sores have recovered and they feel well.

***Conjunctivitis:*** An irritation or infection of the eye which may present a discharge causing the eyelids to stick together in the morning, or a scratchy feeling in one or both eyes and redness in the whites of the eyes. The child should be seen by a doctor for proper diagnosis and treatment, and not attend the centre during the acute stage of infection, (usually for 3 days after beginning treatment).

***Common Cold/Influenza:*** Symptoms include a runny-stuffy nose, sneezing, coughing and sore throat. Colds have little or no fever and hence exclusion is not necessary providing hygienic handling of tissues and covering of mouth is practised. Flu is more acute, having fever and headache symptoms, and thick green nasal discharge or severe cough indicates infection. The child should stay at home until they look and feel well – medicines help relieve symptoms, but avoid aspirin. Bronchitis is more complex and should only be diagnosed and treated by a doctor to avoid misdiagnosis such as asthma or croup.

***Fleas/Head Lice:*** Fleas can irritate the skin and transmit tapeworm and if bites are evident, control measures for animal fleas should be undertaken. Head Lice are different and generally cause itching of the scalp, usually behind the ears and above the neck. They are contagious as long as the eggs (nits) or lice are alive. Proper treatment is required, following directions on medications available from chemists. Personal contact items need particular laundering and close members of the family should be regularly inspected for signs of infestation for at least seven days. Children must stay at home until treatment has been given.

***Measles:*** This is a serious viral disease causing concern because it is highly infectious and causes serious complications. A child with measles usually feels quite ill. Symptoms begin with fever, tiredness, cough, runny nose and inflamed eyes. There may be small white spots on a red base present inside the mouth, on the cheek. Between the third and seventh day, a rash begins at the hair line and spreads over the entire body. The rash is usually gone after six days, the cough often the last symptom to disappear. Children should be kept away from others for at least four days after the onset of the rash.

# Health Continued

**Mumps:** Symptoms of this virus, when present (some cases have mild or no symptoms), include swelling of one or more of the salivary glands, high fever and headache. In males, tenderness in the testicles may also occur, females may have lower abdominal pain. Children should stay at home for nine days or until swelling goes down.

**Rubella (German Measles):** The first sign of the childhood viral illness may be swollen glands, followed by fever and a general body rash. The pink isolated spots appear first on the face, then, spread quickly to the trunk, upper arms and upper legs. The rash fades rapidly and is usually gone within three days. While it is usually a mild illness in children, infants born to women infected during the first 12 weeks of pregnancy are at risk of severe birth defects. The affected child should stay away until fully recovered. Measles, mumps and rubella can be prevented with immunization of a combination vaccine given from 12 months of age.

**Ringworm/Tinea:** Ringworm of the scalp, the nails, the body and of the foot (tinea) presents differently in each site. It is not actually a worm, but a spreading of fungal dermatitis. Ringworm of the skin appears as a flat, spreading ring-shaped lesion. The periphery is usually reddish often containing fluid or pus but may also be dry and scaly or moist and crusted. The centre of the patch may appear to be healing. With all forms it is infectious as long as the condition persists. Children must stay at home until appropriate treatment has commenced. Medical advice is recommended for correct diagnosis and the prescribing of antifungal medications, which may need to be used for long periods of time.

**School Sores/Cold Sores:** Impetigo (school sores) appears as a flat, yellow crusty or moist patch on the skin and is spread easily to others or other parts of the body from direct contact with sores or contaminated clothing. The child and their personal laundry items should be kept at home as long as there is discharge from the sores, They may return when appropriate treatment is applied (eg. Antibiotic ointment) and sores on exposed surfaces are covered with occlusive dressing eg. Gauze bandage. With cold sores (herpes simplex virus type 1), the area of infection usually reddens and then develops fluid filled blisters which tend to recur in the same area of skin, i.e. the lips, gums, mouth. The blisters burst, becoming ulcers, which eventually heal. A child should stay at home until the lesion is completely dried – mixtures are available to assist this process.

**Whooping Cough:** The bacterial disease may begin with cold-like symptoms which progress after several days to severe coughing fits which may cause the child to vomit after coughing or to lose their breath. Sometimes a high pitched crowing (the whoop) is heard when inhaling. The coughing can last between one and three months, but is no longer infectious five to seven days after starting antibiotic treatment. A medical certificate should determine the return of a child when well. Protection is best achieved through adequate immunization with Triple Antigen vaccine starting at age two months.

These are the most common and infectious illnesses, but it is important to notify the kindergarten if your child is sick so that we can take the appropriate action to check spread and to notify health authorities as required.

# Additional Information

## CHILD AND YOUTH HEALTH

As part of CAYH services to young children, the nurse is available to visit your child to provide health checks. This involves you and your child meeting the nurse here at kindy. These checks are carried out sometime after your child turns 4 years and 3 months of age, to identify possible health conditions which might otherwise go unrecognised. The free health check involves the nurse examining the child's eyesight, hearing, height and general development.

## MEDICATION AND SPECIAL REQUIREMENTS

If your child requires medication during a Kindy session, please see a staff member, as a form needs to be filled in. All medication needs to be in its original packaging with the prescription label attached.

If your child has special health requirements, we will work together with you (and your doctor, if necessary) to ensure that we provide the best care that we are able to.

## EMERGENCY ACTION PRACTICES

At least once a term we practice what to do if there was an emergency at Kindy. Our emergency evacuation and invacuation plans are displayed around our site.

## SUNSCREEN

In hot weather, please apply sunscreen before arriving at Kindy and staff will help children to re-apply during the day.

## SPECIAL SERVICES

The Children's Services (DECS) also provides a range of Special Services personnel. These people are able to provide assessment and help for children with special developmental needs. If you require access to any of these services please talk to staff – a speech pathologist, special educator, social worker, nurse, psychologist are all available for consultations.

## DECS POLICIES

DECS has a number of policies relating to accidents/first aid, anti-racism, attendance, assessment and reporting, custody, duty of care, enrolment and Occupational Health Safety and welfare.

If you would like any more information on these policies please speak to the Director.

# Additional Information Continued

## NO SMOKING POLICY

DECS has implemented a "Smoke Free Environment Policy". This policy prohibits smoking at all times in indoor and outdoor areas of Kindergartens, Schools and Child Care Centres.

Anyone smoking inside the boundary fence of our centre will be asked to politely put out his or her cigarette or go outside the fence to smoke. This policy includes all activities such as working bees and Twilight Kindy Sessions.

## BUSES

As the regulations stand at present the Department has no responsibility to provide transport for pre-school children. However, where possible we will endeavor to carry these children to Kindy on a school bus provided there is room to do so. First preference, however, must be given to students who attend the local Primary Schools.

It is now the policy of the schools to offer transport to pre school children provided there is sufficient room. This offer will be made first to those children who will be next to commence school, and, if there is more than one child, who live farthest from the school.

# In a nutshell...

## WHAT YOUR CHILD NEEDS TO BRING TO KINDERGARTEN:

- A bag, backpack or case - check that your child can open it.
- A healthy snack (one piece on a Wednesday and two pieces on a Tuesday and a Thursday).
- On Tuesday and Thursday your child will need a named lunch box. This will be kept in the fridge.
- A spare change of clothes in case of accidents or water play.

If you would like to share any concerns or celebrate your child's achievements with us, please come into the kindy. If we seem very busy at that moment, please ask for another time which may be more suitable to us both.

Welcome to our Kindy.

Kellie, Lauren and Kerryann

