Preschool Staff:
Director: Kerri Willmott
Teacher: Elaine Eacott
& Michele Wagnitz
ECW: Lyn Tucker

Fees:(per term)

1 session - $15.00 per term
2 sessions - $35.00 per term
3 sessions - $52.50 per term
4 sessions - $70.00 per term
5 sessions - $80.00 per term

No charge for lunch care.

Fees are due at the end of week 4. Your fees help to meet operating costs such as electricity, cleaning, maintenance, art and craft materials.
**Kindergarten**

Mon, Tues. Wed and Thursday

Session times 8.45 - 11.45am
11.45 - 2.45pm

Children can receive up to 5 sessions per week. Flexibility of sessions is available in most cases – however to access 5 sessions children will need to attend one full day per week.

**Pre Entry**

Weeks 5-8 term 4

Details of pre-entry sessions will be given at the Pre-entry morning tea which will be held at the end of term 3.

**Playgroup**

Playgroup is on Fridays from 9.15 until 10.45am. This is run by our parent community. There is a charge of $3.00 per family per week. Please bring a hat and a piece of fruit.
What my child will need at kindergarten?

All items need to be CLEARLY NAMED.

1. **Bag**

2. **Hat – all year round.**

3. **Water bottle.**

4. **Healthy snack.**

5. **Spare clothes**

6. **Comfortable/ Sensible clothing.**

7. **Suitable footwear**

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**Sunscreen**

Sunscreen needs to be applied to your child prior to their session. If your child is staying all day staff will reapply sunscreen at lunchtime 20 minutes before going outside. The permission form needs to be signed and returned for this to happen.
Kindy program

Our program is displayed on the board inside. We encourage you to read this so you will know what is happening in the centre and can talk with your child about past and upcoming events.

PROGRAMMING AND REPORTING

Staff program and report using the EARLY YEARS LEARNING FRAMEWORK. From our observations of each child, and the Child Profile you fill out (and return), we plan for group and individual needs. Parents are encouraged to share information with the staff about their child at any time.

During the child’s first term staff develop an Individual Learning Plan specific to your child and you will be offered the opportunity to speak to the Director or Teacher to discuss your child’s progress.

You will receive a written report in your child’s first and fourth term of kindy.

Celebrations

We celebrate children’s birthday by singing ‘Happy Birthday’ with a pretend birthday cake. This is because of our healthy eating policy. Please let us know if for any reason (e.g. religious, personal, health, diet etc) your child is not to take part in special events which occasionally occur at kindy.
PARENT PARTICIPATION

Parents are always welcome and encouraged to be involved within the Kindergarten. Assistance in the centre can be given in a variety of ways. some of which include being part of the Governing Council, reading stories, cooking with the children, preparing materials for activities, sharing a special talent e.g. music, dance, assisting in fundraising events, gardening, and excursions.

Governing Council

The Annual General Meeting is held at the beginning of term 1 each year. The Kindergarten is has a Governing Council made up of parents, staff and interested community members. This is a great opportunity to have a say in your child’s education. Meetings are held twice a term, and any parent can attend as an observer, ask questions, or offer opinions. Responsibilities include fundraising, decision making, social events and general maintenance of the kindergarten. Please see a staff member if you are interested in making a contribution to this centre.
**GENERAL INFORMATION**

- We understand that you know your child best, and therefore, would appreciate continued sharing of information between home and kindy.

- Each child has a named pigeon hole where all notices will be placed.

- Any additional information will be written on the whiteboard or on the front door.

- Please inform staff of any changes to your address, phone number or relevant health or family issues.

- If at any time you are unable to collect your child please inform staff and record the name of the person who will be picking up your child in the PICK UP DIARY. In an emergency please ring and inform the staff of any new arrangements.

- If at any time you are delayed please phone the centre to enable us to inform your child of your arrival time.

- Please encourage your child to leave toys and special items at home.
**Administration of Medication**

Medication e.g. ventolin inhalers can only be administered when the relevant consent form has been completed. Please discuss medical requirements for your child with the Director.

Please be aware that medications of any type must not be left in your child’s bag.

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**Absences & Attendance**

Regular attendance at kindy is beneficial to your child and it is therefore important for us to know if your child is to be away for any reason. Staffing is based on *actual attendance*, and *not* the number of children enrolled.

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**Accidents**

If your child has had a minor accident, we will record the details in the accident book and a copy will be placed in your child’s name box. If the accident is more serious, we will endeavour to contact *you immediately*, and if not successful, we will ring your child’s listed alternative contacts.
POLICIES
All policies are available in the folder which is situated under the children’s pigeon holes.

The policies for the Morphett Vale East Kindergarten can also be found on our website-
www.mvek.sa.edu.au

There are also some departmental policies on the D.E.C.D. website -
Childhoodreform/PoliciesandProcedures

SERVICES OFFERED

DECS Special Services
If you are concerned about any aspect of your child’s development (speech, behaviour, health etc) please speak to the staff. DECS have special programmes which offer support for children, parents and staff. We will discuss any concerns in confidence.

Bilingual / Integration Staff
Where funding is available DECS is able to provide extra staff for families who have English as a second language and for children who require help and additional adult support within the kindergarten environment. You may see extra staff in a part-time capacity at the centre.

Child and Youth Health Screening
Nurses conduct developmental screenings of four and a half year olds at Child Youth Health Centres. You will be informed when your child is due for screening.

Dental Clinic
We encourage your child to visit the Dental Clinic at Morphett Vale East Primary School. This service incurs a small fee for Kindy and Primary School aged children.

Children’s Library
Children are encouraged to borrow BOOKS or LITERACY KITS from the centre. One week is the normal borrowing time. Enter your child’s name on the borrower’s card, inside the back cover of the book, file the card in the Beige metal box, and return book/ literacy kit to the round yellow post box.

Parent’s Library
We have a small selection of books on topics of interest e.g. child development, life skills, health etc. Please borrow and return in the same manner as for children’s books.
Our Philosophy

WONDER  DISCOVER  PLAY  LEARN

We believe that it is in the early childhood years that children form who they are as individuals. We have a responsibility to develop the whole child – socially, emotionally, physically and cognitively. We acknowledge that parents are the child’s first educators and that we need to build effective relationships in order to work as partners. The principles of respect, shared responsibility and community underpin our work. We believe that children learn through curiosity, exploration, discovery and play. Our role as educators is to facilitate all children’s learning by:

- providing a supportive and enriching environment
- promoting a sense of wonder
- fostering a sense of wellbeing

Parent Concerns or Complaints

You are always welcome to speak to the Director about any issue of concern to you. Please let the Director know what you wish to discuss and make an appointment so that you can be assured of her full attention. Most issues can be resolved if they are discussed openly and honestly. Copies of the Policy and procedures are available.

If this meeting does not resolve the issue you may wish to contact the DECS Regional Office on 8207 3700 - our Education Director is Christine Hatzi. The office will be able to advise you of the process to take if you do not feel that the matter has been dealt with to your satisfaction.

EQUAL OPPORTUNITY

No Family will be disadvantaged or discriminated against because of their race, religion, nationality, ability, gender, financial situation or marital status. Please do not hesitate to contact staff if you have any questions or concern.
- enabling children to have some control over their learning
- scaffolding learning through all the senses
- facilitating the development of social skills and relationships
- offering children ongoing opportunities to express themselves.