



Government of South Australia

Department for Education



# O'Halloran Hill

## KINDERGARTEN

*A great place to play & learn*

### Information Booklet

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Updated February 2025

## WELCOME...

Welcome to our kindy community. We look forward to working with you, your child and family.

We hope the time that you and your child are with us will be rewarding, enjoyable and most importantly prepare your child for the beginning of their lifelong learning.

### Our "Statement of Philosophy"

We are committed to building reciprocal relationships with every child and their family while providing a challenging, play-based curriculum.

All children are supported to develop a sense of belonging while growing socially, emotionally with life-long dispositions for learning. Our natural environment encourages all children to explore with curiosity and wonder.

This is underpinned by the belief that all children are capable and co-constructors of their learning.

### 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 concerns.

### TERM DATES 2024

Term 4            Tuesday 15th Oct—Thursday 12th December

### TERM DATES 2025

Term 1            Tuesday 28th January -Thursday 10th April

Term 2            Tuesday 29th April - Thursday 5th July

Term 3            Tuesday 22nd July - Thursday 25th September

Term 4            Tuesday 14th October— Thursday 11th December

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## THE STAFF TEAM

Director: **Kerri Willmott**  
Teacher: **Natalie Maloney**  
ECW: **Rosslyn Aistrope**  
Preschool Support: **Lisa Budick**

## SERVICES

### KINDERGARTEN SESSIONS:

Children are entitled to access full-time kindergarten (15 hours per week during term time) for up to 12 months prior to starting school.

If your child turns 4 years of age before May 1st then your child can commence Kindergarten from Term 1 of that year.

If your child turns 4 years of age on or after May 1st until the 30th Oct then your child can commence Kindergarten from Term 3 of that year.

Session Times :            Tuesdays:     9:00am - 3:00pm  
                                      Wednesdays:  9:00am - 3:00pm  
                                      Thursdays:  9:00am - 12:00pm

Fees: \$175 per term (this includes an excursion levy)  
\*subject to change\*

### MONIES/FEES

Bank transfer is preferred for all payments made to the kindy. Each term you will receive a fees invoice. These fees are payable by the end of week 4 each term.

Direct Deposit - Bank SA  
BSB: 105-144  
Account: 032 008 240  
**Reference: Child's Name fees**

Prompt payment is appreciated. Parents experiencing difficulty in paying are encouraged to discuss this confidentially with the Director. If you need to pay in cash please see staff.

### **PLAYGROUP:**

Playgroup is offered once a fortnight during term times for children 0-5 years accompanied by a parent/caregiver.

This service is usually parent run, with parents/carers responsible for the supervision of their children, organising activities and cleaning up at the end of the session.

Session Time:            Odd week Mondays 9.30am - 11.30am

Cost: Gold coin donation each session attended

### **TRANSITION SESSIONS:**

This is an unfunded program which introduces children to Kindergarten. It aims to assist children in learning the routines, getting to know staff and other children and in separating from their parents.

Children enrolled for the following term may attend once a week.

Session Times:            Term 2— Week 8 & 9

Term 4 - Weeks 6 & 7

Cost:                         \$60

*(Please Note: Time and cost may vary from year to year).*

### **ENROLMENT:**

The following are requirements for enrolling your child at Kindy:

- Completed Enrolment Form (please update as required)
- Immunisation History Statements & Proof of Age (My Gov/AIR)
- Proof of Address

For parents/guardians who own their residence, they must provide:

- a copy of the contract of sale for the property (or a recent council rates notice) and
- a recent gas or electricity bill for that property.

For parents/guardians who are renting, they must provide:

- a rental agreement that covers the first 12-months at the school and
- a bond receipt lodged with Consumer and Business Services and
- a recent gas or electricity bill for that property.

- Permissions Forms (including photo permission)
- 'Getting to know you' Child Information Questionnaire

*\* Please notify staff of any changes in circumstances. This may include contact names and details, custody issues, home address and telephone numbers, work locations and work numbers. It is extremely important that this information remains up to date in case of emergency.*

## WHAT YOUR CHILD NEEDS TO BRING

- A bag - named and easily identifiable.
- A named hat - bucket, broad-brimmed or legionnaire (as per policy)
- A named water bottle - with water only (*to be placed on trolley*)
- A piece of fruit for 'Fruit Time' - *to remain in child's bag*
- A packed Healthy Lunchbox (NUT FREE as per policy) - *to be placed in top shed fridge*
- Spare clothes - *just in case!*

## WHAT YOUR CHILD NEEDS TO WEAR TO KINDY

There's a wonderful Norwegian saying - "Det finnes ikke dårlig vær, bare dårlig klær!" which translates to "There is no bad weather, only bad clothes!"

We have an outdoor program all year round, meaning we expect children to be dressed appropriately for any weather (rain or shine).

They will be involved in a wide variety of activities; paint, water, mud, wet sand, climbing, jumping, running and then they will sing and dance!

We do have O'Halloran Hill Kindergarten t-shirts and jackets for sale. While our clothing is not mandatory it does reduce the morning struggles of deciding what to wear to kindy!

- *Please ensure clothes and footwear allow your child to participate safely in all activities both indoors and outdoors*
- *Suitable footwear (e.g. not thongs or heels)*
- *Comfortable and okay to get paint/mud etc. on*
- *Encourage/enable children to toilet independently (eg can they undo zips, buttons etc?)*
- *We suggest gumboots and wet weather coat/pants in the cooler months*
- *We strongly recommend that children with shoulder-length or longer hair wear it tied up to reduce the risk of headlice.*
- *Please label ALL belongings with your child's name - thanks!*

## WHAT NOT TO BRING (and why!)

### **Toys and other valuables from home**

- We show respect for children's belongings (sharing may be an issue if child is protective of an item)
- Items may get lost or damaged
- Items may not be appropriate for Kindy
- May cause disputes amongst the children (including ownership)
- **Cakes, lollies and other 'treat' foods**

## **BIRTHDAY CELEBRATIONS (Healthy Options)**

We celebrate birthdays at Kindergarten by singing 'Happy Birthday', blowing out the candles on our plaster cake and giving each child a card to acknowledge their special day. If celebrations conflict with family's beliefs this will be respected.

## **PARENT INVOLVEMENT**

We recognise and value that as parents you are your child's first and most influential teacher. We strongly encourage, support and appreciate parental involvement. Parental involvement is crucial in the management of the Kindergarten and greatly enriches the program.

Please refer to and complete the Assistance Register provided in the information pack. Feel free to speak with staff if you have any ideas.

## **PARENT VOICE (GOVERNING COUNCIL)**

Parent Voice is a parent run management committee working in partnership with staff to support decision making and general operation of the Kindergarten.

It has an annual responsibility to manage the site's finances, maintenance and future directions. Meetings are held twice a term at a time determined by all involved. It's an excellent way to meet other parents and gain insight into Kindy operations so please consider joining.

- **Office Bearers** - Each year we are required to fill the positions of Chairperson, Secretary and Treasurer. Without these we would not be able to keep the Kindy running!
- **Fundraising** - Support the kindy by helping to organise and raise money for the kindy through a variety of fundraising activities.
- **Volunteers** - All volunteers who provide assistance must be provided with the Responding to Abuse and Neglect - Education and Care (RAN-EC) induction session for volunteers.
- Laundry
  - ⇒ We regularly need help with washing painting smocks, tea towels, towels, dress-up clothes etc. There is a roster in the parent area.
- Animals
  - ⇒ We rely on family support to care for the Kindy animals on weekends and during the holidays. There is a roster in the parent area.
  - ⇒ You will receive information and induction to support you!

## **EDUCATIONAL PROGRAM (DfE)**

Belonging, Being and Becoming: The Early Years Learning Framework V2.0 for Australia is an approved learning framework under the National Quality Framework and outlines practices to support and promote children's learning.

The aim of the EYLF is to extend and enrich children's learning from birth to five years and through the transition to school. It assists services to provide young children with opportunities to maximise their potential and develop a foundation for future success in learning. (from the 'Guide to the National Quality Framework' - [www.acecqa.gov.au](http://www.acecqa.gov.au))

Staff use the EYLF as a basis for planning, assessment for learning and reporting on children's learning.

### **The 5 Learning Outcomes are:**

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

Staff are also required to use the Indicators of Preschool Numeracy and Literacy to inform planning and teaching, to monitor children's numeracy and literacy development, and to inform the 'Statement of Learning'.

### **The Numeracy Indicators are:**

- I explore and understand my place and space in the world
- I measure and compare my world
- I analyse, read and organise the data in my world
- I quantify my world

### **The Literacy Indicators are:**

- I use language to connect with my world
- I understand the language of my world
- I engage with texts and make meaning
- I represent my world symbolically

*\* More detailed information is provided in your child's Learning Folder. Please feel free to ask staff if you would like to know more!*



## **Core Values:**

At O'Halloran Hill Kindergarten we believe...

- In a focus on the whole child
- That learning needs to be underpinned by constructivist methodology
- In a focus on the child within their family
- In emphasising the importance of attending to multiple voices  
to inform the curriculum
- In the value of a play based curriculum
- In the importance of the inquiry process with children
- In the importance of 'big ideas' and intentional teaching
- In the importance of an active learning environment that includes families at all times

As a result of this...

- Children are learning how to be active learners
- Children are practising skills to achieve proficiency
- Children are given opportunities to consolidate skills and learning dispositions ensuring that they are confident and involved learners.

Specific curriculum approaches include:

Nature Play

Animal Programme

Reggio Emilia

## **Other information to look out for...**

- Musical Muscles with Caleb Mason
- You Can Do It (YCDI) Program
- Dispositions for Learning
- Child Protection Curriculum
- National Quality Standard (NQS)

# Celebrating every child's right to play at OHHK

## **What does this mean for your child today?**

Play provides your child with opportunities to learn as s/he discovers, creates, improvises and imagines.

When your child plays with other children they create social groups, test out ideas, challenge each other's thinking and build new understandings. Play provides a supportive environment where your child can ask questions, solve problems and engage in critical thinking. Play can expand your child's thinking and enhance his/her desire to know and to learn. Play enables your child to simply enjoy *being*.

## **We as a staff team take our role in your child's play very seriously. We are playful adults.**

We work towards sustained and responsive conversations with your child. These conversations help build attachment between us and your child.

We work to provide to provide balance between child led, child initiated and teacher supported play and learning.

We create the learning environment to encourage your child to explore, solve problems, create and construct through play.

We work with your child to promote and model positive ways to play and be with others.

We work towards supporting the inclusion of all children in play, including yours and we help children to recognize when play is unfair. We work together with children to build a caring, fair and inclusive learning community.

**Play based learning is a context for learning through which children organize and make sense of their social worlds, as they engage actively with people, objects and representations.**

(From 'Belonging, Being and Becoming: The Early Years Learning Framework for Australia' document)

## STUDENT SUPPORT SERVICES (DfE)

As Early Childhood Educators we are trained to observe the development of individual children. At times we may notice areas of a child's development where extra assistance may be beneficial for them to reach their full potential.

We will discuss your child's needs with you and may refer, with your signed consent, to DfE Student Support Services.

We have access to a range of specialists who provide individual assessments, programs and reviews and are available to work with children, families and staff. These services are free of charge.

These are (as stated in the Catalogue of Services):

- Aboriginal education services
- Behaviour support coach
- Psychologist
- Social work—truancy
- Special Educator / special educator (hearing)
- Speech Pathology

\* If you have any concerns in regards to your child's development and/or wellbeing please have a chat to staff. The earlier assistance is sought, the better for your child.

## Collecting Resources

We are always in need of resources that will support our program and will help us save some money.

Do you work somewhere or have friends or family members who have an excess of materials?

The collection of junk materials and other resources is welcomed and appreciated...

- **Softwood off-cuts for woodwork**
- **PVC pipe and joiners**
- **Cardboard/paper/boxes - any size, colour or thickness**
- **Wool/cotton/yarn/string/ribbon...**

Please note that for health and safety reasons we are unable to accept the following for use at Kindy:

- \* **Laundry powder containers**
- \* **Toilet rolls**
- \* **Pet food containers**
- \* **Medicine**

## POLICIES AND PROCEDURES

O'Halloran Hill Kindergarten is a Department for Education centre and adheres to DfE Policies and Procedures (including Enrolment & WHS).

### Policies

There are a number of required site policies that are included in the Information Folder in the 'Parent Area' for you to refer to as needed:

- Sun Protection Policy
- Outdoor Learning Guidelines
- Nutrition and Healthy Eating Policy
- Site Behaviour Code
- Safe Sleeping and Rest Procedure
- Water Safety Procedure

\* Other Policies and Procedures may be updated or written if and when necessary in consultation with Parent Voice. You will be advised of any changes or updates as required.

Important things to remember:

- Sun Protection
  - ⇒ Every child must wear a suitable HAT when the UV is 3 and above
  - ⇒ Please provide suitable outdoor clothing
  - ⇒ Children will be assisted to apply sunscreen 20 minutes prior to going outside after fruit and lunchtimes.
  - ⇒ If your child has an allergy to Hamilton Sensitive Toddler sunscreen you can provide an alternative (named and kept at kindy).
- Healthy Eating (and drinks)
  - ⇒ Please provide fruit/vegetables only for fruit time
  - ⇒ A packed Healthy Lunchbox may include a sandwich, fruit, yoghurt, vegetable sticks etc.
  - ⇒ Please ensure your child brings a WATER bottle
- Allergy Aware
  - ⇒ Please do not send food containing allergens. These can change at anytime and are displayed in the parent area.

Please speak to staff if you have any queries etc.

## **FUNDING**

O'Halloran Hill Kindergarten is a Department for Education service which receives a government grant to assist in the running of the site.

DfE funding covers warranted staffing salaries and provides funds for some of the general running and day to day operation of the centre. This funding however does not cover the entire cost of running the Kindy making the payment of fees and fundraising a highly important part of our income.

Our Kindy needs to ensure covering all of its running costs including cleaning, maintenance (building and grounds), finance and admin support officers, all indoor and outdoor resources and consumables.

## **COMMUNICATION**

**Please check regularly to ensure that you are informed about**

**important information about our Kindergarten...**

- ⇒ Pockets - located in the 'Parent Area'
- ⇒ Whiteboard - reminders and happenings for the week
- ⇒ Notes - targeted information for you - excursions, special events
  - please feel free to give us notes too (more reliable than just telling us!!!)
- ⇒ Speak to staff - please approach us at any time! At busy session times it may be necessary for an appointment time to be made.
- ⇒ Phone/Email - please contact us at any time and we will get back to you as soon as we can. During session times it can be difficult for us to answer the phone (the children are our focus). If you need to speak to us urgently and we haven't answered please hung up and ring again. We will always answer it on the second try.,

## **ARRIVAL AND COLLECTION**

Please observe starting times of sessions. If you are running early we please feel free to enjoy our outdoor area until the door opens at 9am.

In the interest of child safety we ask that you bring your child into the Kindy building upon arrival so that staff can acknowledge their arrival before you leave.

Please be prompt when collecting your child to avoid them becoming distressed.

Please sign your child in/out on the daily attendance sheet.

If someone other than yourself is going to collect your child please write information in the 'Child Collection' folder as well as informing staff.

If there are special circumstances that require early drop off, early pick up or late pick up please speak to a Staff member.

Should an emergency arise, where possible, please telephone so staff can reassure your child. Please leave a message on the answering machine or if you need to speak to staff urgently, hang up and ring again!

## **GATE SAFETY**

Please check that the gate shuts firmly behind you and that no one goes through the gate other than you and your child. Please do not allow children to stand on the gate as it breaks the locking mechanism.

Please be aware that the lane-way next to the front gate is also the neighbours driveway!

## **ATTENDANCE**

The likelihood of success in learning is strongly linked to regular attendance and appropriate participation in educational programs.

It is crucial that children develop habits of regular attendance at an early age. Children who have poor patterns of attendance are at risk of not achieving their educational, social or psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations.

Regular attendance, very importantly, helps children establish their friendships - something that is hard to do when they attend irregularly.

## **ABSENCES**

If you are going on holidays or your child is going to be away we appreciate it if you can let us know in advance.

If your child is sick we also need to know as we may need to inform other parents.

## **SCHOOL ENROLMENT**

Choosing a school for your child can be daunting. Staff are happy to discuss with you your child's needs in relation to starting school. Please note that we cannot make recommendations about schools. The best way for you to find out about what each school offers is to organise a school tour. You can also speak to other parents who have already enrolled at school.

## HEALTH AND MEDICAL INFORMATION

It is essential that we have medical details relating to your child's needs to ensure the appropriate management of their health. We ask that you fill in the medical conditions section of the enrolment form with as much detail as possible. If your child develops a medical condition after forms are completed please let staff know as a matter of urgency.

Please note:

- All staff are trained in First Aid.
- Standard precautions are used at all times when administering first aid or dealing with blood/body fluid spills.

## ILLNESS/INFECTIOUS DISEASES

- If your child becomes sick while at Kindy s/he will be cared for and a parent or emergency contact person rung to collect them. We are obliged to comply with guidelines regarding infectious diseases and exclusion practices.
- If your child is sick or suffering from any communicable/notifiable disease please inform staff and keep them at home. This helps them recover and assists in controlling the spread of infection.
- Please consult with your medical professional regarding the length of time your child needs to be excluded from Kindergarten.

## ADMINISTRATION OF MEDICATIONS

- Prescribed medicine will only be administered after a parent has completed the required Health Care and Medication forms as per the 'Guide to Planning Health Support'.
- **ALL** medications are to be handed to staff in the original container it was dispensed in, bearing the child's name, date, description of the medication and dosage (and within its use by date).
- Please **DO NOT** leave any medications, creams, sticks etc. in your child's bag.

## MEDICAL EMERGENCIES

- In case of emergencies or accidents staff will ring for an ambulance as required by our First Aid Training. You will be notified as soon as possible.

## What to bring to kindergarten everyday

- Named bag
- Fruit or vegetable for snack time (packed separately and left in bag)
- Lunch packed in a separate named lunch box (to go in the fridge in the verandah room)
- Named water bottle containing **water only**
- Named change of clothes and a spare pair of shoes
- Plastic Bag
- Named sun smart hat
- We assume that all children have had sunscreen applied prior to coming to kindy each day.

Please ensure your child is independently able to manage their bags, lunch boxes, drink bottles and clothing and that their kindy bag is of an appropriate size to hold all of their belongings.

**Remember to put your child's name on everything!!**

Thank you.

**NOTES / QUESTIONS...**