Riverton Kindy

Information Book

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Contents

1. Our Purpose
2. Services
   2.1 Kindergarten
   2.2 Pre-entry
   2.3 Rural -entry
   2.4 Occasional Care (unfunded)
   2.5 Playgroup
   2.6 Other Services
3. Enrolling Your Child
4. Transition and Settling In
5. Arrival and Departure
6. Security and Collection of Children
7. Bus
8. Communication
9. Nutrition
10. Curriculum-What Will My Child Do At The Centre?
11. Excursions
12. Children’s Behaviour
13. Emergency and Accident Procedures
14. Health And Safety
15. Sun Smart
16. Staffing
17. Family Involvement
18. Mandatory Reporting
19. Centre Policies
Welcome!!

The Governing Council and Staff welcome you to Riverton Kindergarten.

We value and care for all children at our centre and strive to provide a safe and caring learning environment.

Our Governing Council, families and staff have worked together to establish core values for our centre. These values are an important part of the way we operate –

**Participation, Engagement, Learning through play and Innovation.**

😊😊 Come along to experience the **fun & excitement** of a preschool learning environment 😊😊

### 1. Our Purpose

To provide care, education and support for preschoolers that meets the developmental needs of each child in a safe, caring environment. Where staff, families, and other community services work together to provide a program, which ensures each child has the opportunity to develop and learn life skills and competencies through play, excellent resources and a high quality teaching practice.

**We will achieve our purpose by:**

- Valuing children and positively building their self esteem so they achieve their full potential.
- Facilitating on-going learning for children, their families and staff, enabling them to grow, innovate and continuously improve.
- Being responsive to the needs and influences of each family and the community.
- Increasing the awareness of children, families and the community to the diversity of Australian society.
**Children**

We are committed to providing a rich and relevant play based curriculum to support the development of the whole child. We will:

- Create a safe, caring, happy and peaceful environment
- Nurture the physical, social, emotional, intellectual, cultural and creative development of the child
- Promote active involvement in hands-on experiences and activities that are relevant to their lives and builds upon their previous knowledge and interests
- Support and extend children's individual interests and talents
- Assist children to explore new concepts, skills and problems
- Foster a positive self esteem, personal responsibility and independence
- Provide opportunities for stable, caring relationships with staff and other children
- Establish an awareness and respect for ourselves, others and our environment

**Families**

We aim to support parents / caregivers in their roles as primary caregivers and educators by:

- Welcoming you into our Centre in a genuine and sensitive manner
- Recognising, respecting and supporting the different cultural and socio-economic backgrounds of our families
- Creating, encouraging and supporting opportunities for your involvement and participation
- Encouraging the exchange of information and cooperation with staff about your children
- Providing information about other services for children and families

**Staff**

To ensure provision of high quality care and education for children, our staff will:

- Recognise and respect children as individuals and have an understanding of their needs
- Be sensitive to the needs of families and the community, and be able to respond to these needs through open communication
- Resolve conflict showing respect of culture, diversity and individual difference
- Be enthusiastic, approachable, and professional
- Adhere to the Centre’s policies and guidelines

**Community**

Our Centre will:

- Be sensitive to the range of social and cultural backgrounds of our community;
- Promote awareness and knowledge of the need for and value of high quality education for children
- Provide flexible, accessible, high quality services
- Be actively involved in the community and encourage the community’s participation in our Centre
- Be sensitive to the ever-changing needs of our community
2. Services

- Kindergarten
- Pre-entry
- Rural Entry
- Playgroup
- Occasional Care (unfunded)

2.1 Kindergarten

Kindergarten is primarily for 3 ½ -5 year olds. Children who are 4 years of age are entitled to a total of 160 half day sessions for 4 terms before starting school, usually consisting of 4 sessions per week. A full day program (2 sessions per day) is offered to children on Monday’s and Wednesday’s.

The Kindergarten encourages a rich and relevant play based curriculum to support the development of the whole child. Children are actively engaged in hands on experiences and activities that are relevant to their lives and builds upon their previous knowledge and interests. The focus is on fostering a positive self-esteem, interpersonal skills such as communication, cooperation, sharing and making friends. Children are encouraged to explore new concepts, skills and problems.

Session Times:

Monday and Wednesday 9.00am to 3pm

Costs for Kindergarten:

An account for access to materials and services will be sent home each term, or arrangements can be made to pay by instalments. This cost is determined by the number of sessions per week a child is enrolled. It can be paid by cheque, cash which can be placed in the silver tin or by Electronic Fund Transfer in which case please place receipt in tin.

BSB 105-038
Account 167 001 340

Two full days ( 4 sessions ) $50 term
One full day ( 2 sessions ) $25 term

The Department of Education and Children's Services directs the centre administratively and financially. Parent contributions and fundraising are used to purchase equipment and consumable items such as art supplies.
**What do I need to bring?**

- Named bag
- Coat in winter
- Set of spare clothes (labelled)
- Fresh fruit or vegetables (not raw carrot or celery) and other healthy food for morning snack plus an extra piece of fruit for shared fruit in the afternoon.
- Lunch if attending all day
- Drink bottle with water

Please ensure that everything your child brings is clearly named including bags, lunch boxes, shoes and all items of clothing. We have permanent textas you can use at the centre or you can order vinyl or fabric labels anytime during the year from Stuck on You ([www.stuckonyou.biz](http://www.stuckonyou.biz))

For us to earn commission, please remember to enter Riverton Kindergarten (our fundraising name) when completing your details online.

### 2.2 Pre-entry

Children can attend one session of Pre-entry for the term before they turn 4. Parents are encouraged to stay with their child until they are confident to stay on their own.

The aim of the Pre-Entry program is to settle children into the routines of Kindy. For children this means learning new names and making new friends as well as learning the rules and routines in the centre. One of the main aims of our Kindy program is to encourage children to play co-operatively with others as this helps them to establish friendships. Satisfying relationships with other children are essential for children’s social and emotional welfare. This well-being influences all other areas of their development.

Staff invite you to talk to them at any time about your child’s development and to share any information that you feel is important for us to know about your child or the family. In the fifth week of each term an information session is held for families to learn more about how the centre operates.

**Session Times:**

| Monday or Wednesday | 9.30am to 11.30am (Depending on numbers) |

**Costs for Pre entry:**

- $10 plus
- $15 sun safety charge; includes a bucket hat and roll on sun cream.

**What do I need to bring?**

- Water bottle
- Healthy snack or a piece of fruit
2.3 Rural entry

Children who live more than 10km from the centre can access their 160 sessions over an extra term. They can attend one full day for two terms then 2 full days for 3 terms after their pre-entry term. Or they can attend as normal with 2 full days for 4 terms after their pre-entry term.

2.4 Play Group

Playgroup is an informal session where parents, carers, babies and young children up to school age can come together in a relaxed environment and socialise. Both adults and children can gain from a regular Playgroup session – it is a time to talk, make friends and share experiences. Free play is the essence of the playgroup session. Different activities are set out to allow children to choose, experience and learn at their own pace with you present to lend a helping hand.

Our Playgroup is an affiliated member of the Playgroup Association of South Australia Inc. As such, **all families attending must become members of the association**. There are many benefits to being a member, including insurance cover, member discounts, newspapers and newsletters, professional support and events.

**Play Group Times:**

Thursday 10 am to 12am

**Playgroup Fees:**

$1.00 per week

An annual membership of $35 or early bird fee of $30 is payable to the Playgroup Association of SA. Term memberships are also available if you join during the year.

**What do I need to bring?**

- Water bottle
- Healthy snack or a piece of fruit
- Hats for adults and children to wear outside
- Ideas for activities

2.5 Occasional Care (unfunded)

When numbers permit several occasional care spaces may be available each session. Children who are toilet trained can access one session per week. Bookings can be made with the Director up to 1 week in advance.
Occasional Care Times:

Monday & Wednesday  
9.30am to 11.30am  
12.30pm to 3.00pm

Cost for Occasional Care

$2.50 / hour

2.6 Other Services

• Access to “Support Services” is available through the Centre.

These include:

- Speech Pathology
- Bilingual Support
- Psychologists
- Occupational Therapy
- Behaviour Management
- Social Worker
- Aboriginal Community Worker
- Other services in response to individual needs

• Child and Youth Health (CYH) conduct regular developmental screenings at the Centre for 4 year old children.

3. Enrolling your child

We encourage all families wishing to enrol their child to visit the Centre. A staff member will show you around and explain routines and policies. You will have the opportunity to ask any questions and you are invited to spend time with your child in the Centre and meet the staff before your child starts Kindy. Please ring to make an appointment.
4. Transitions and Settling In

**Home to Centre**

It is often an emotional strain for children and parents to adjust to a new environment and even if things appear to be going well, your child may feel uncertain for the first few days or weeks at Kindy and may be very tired. It may help your child to settle in if you can stay for a while although we understand this may not always be possible. We encourage you to ring the centre during the day to check on your child if you would like to.

It will help your child and the staff if you share your child’s special routines, food preferences etc. when enrolling. For your child’s safety it is important to inform the Director at enrolment about any allergies, asthma or medical conditions and the appropriate management strategies. Serious medical conditions require a health care plan.

**Centre to School**

To assist you and your child to settle into school, we begin with informal visits to and from Riverton Primary school with all Kindy children. Then there are three formal visits building up to a full day. Children going to Tarlee will also have these formal visits.

5. Arrival and Departure

We ask that children arrive at 9am ( staff are busy with setting up prior to this ) and be picked up at 3pm.

On arrival please bring your child to a staff member so that we can greet you. Please say “Goodbye” to your child even if this is difficult for you. It is important that your child knows you are leaving and that you will return.

We are here to assist you should you need help at separation time.

**Please:**
- Help your child to place their snack and lunch boxes in the tubs on the kitchen bench and put bags in lockers.
- Leave a change of clothes in their bag and label all belongings
- Make sure that all doors and gates are closed securely when entering or leaving.

**On leaving we ask you to:**
- Help your child collect their day’s work and their belongings

If you are going to be late collecting your child PLEASE TELEPHONE THE CENTRE. Children tend to become upset when they are picked up late and it helps if we warn them.
6. Security and Collection of Children

The safety of children in our Centre is of paramount importance to parents and staff. Only parents and authorised people nominated on the enrolment form may collect your child unless you have advised the staff beforehand, preferably in writing. If staff are unclear about an unfamiliar person collecting a child, identification such as a driver’s licence may be requested.

CHILDREN WILL NOT BE RELEASED TO UNAUTHORISED PEOPLE

If at any time a Family Court order is made in relation to your child, the Director must be advised immediately and be provided with a copy of any such order.

No information will be given to persons over the telephone if our staff cannot establish their identity.

7. Buses

As the regulations stand at present the Department has no responsibility to provide transport for pre-school children. However, where possible we will endeavour 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 Riverton Primary School.

8. Communication

The notice board outside is used for general information and a regular newsletter is distributed to all families. Other information is placed in the children’s individual “pockets”. Please check your child’s pocket at the end of every day.

Please make an appointment if you have any queries or concerns about your child or the Centre. If you have a concern in relation to your experiences at the centre, opportunities exist for you to have your concerns addressed by the Director or the Governing Council.

In the first instance you are encouraged to address your concerns to the person involved. If your concern is not resolved you are welcome to discuss it with the Director, who will notify the Governing Council if appropriate. You are also able to write to the Governing Council or use the Suggestion Box.

If you feel that the Governing Council does not resolve your concerns, you have the right to take the matter to the Department of Education and Children’s Services.

We also like to hear about things that we do well!!

We treat all information regarding children and their families with the utmost confidentiality. Personal information of staff and families is not given out to anyone without prior consent. (See Confidentiality Policy)
9. Nutrition

We believe that good nutrition is vital for the well being of children and they access food according to their individual needs and timetable. We encourage nutritious, safe eating habits for all children attending the Centre.

Parents are invited to discuss with the staff what their child has eaten/drunk throughout the day, including information such as likes and dislikes.

For kindergarten you need:

- Snacks such as fruit, vegetables, yoghurt or cheese in a named container for morning and afternoon snack.
- A healthy, nutritious lunch in a separate named container
- Clearly named drink bottle

Due to the high risk of choking do not send nuts, raw carrot, raw celery, popcorn or corn chips. It is a rule that children sit to eat.

Water is the preferred drink and drinking water is always available. The children are reminded to have regular drinks throughout the day.

Parents are asked to avoid sending foods that are highly processed and high in sugar, salt or fat, such as: chocolates, lollies, sweet biscuits, chips, chocolate coated fruit bars, roll ups, and soft drinks.

Please send food with minimal packaging – to assist children to access their food and support our environmental education program.

Food considered dangerous will not be served to the child, but will be sent home again. In such a situation, staff will have an informal discussion with the parents concerned, and explain why the food was considered unsuitable.

The Director needs to be notified in writing of any special dietary restrictions, requests and/or allergies at the time of enrolment or as relevant. Children with allergies will be photographed and information displayed for staff. (See Health Policy-allergies)

Super Snack Suggestions

Snacks are an important part of daily food intake, especially for children. They need to be nutritious, tasty, quick and easy to prepare.

- Slice of fruit loaf / bun
- Fruit bread, made into jaffles with ricotta cheese, dried fruit
- Pikelets, add mashed bananas to the mixture for a change
- Fruit / date / pumpkin or plain scones
- Sandwiches, cut into strips or shapes
- Small pita bread, spread with peanut butter, grated carrot, sprouts and roll up
- Small handful of rice crackers or baked wheat pretzels
• Wholemeal crackers with cheese
• Rice cakes with a thin scrape of reduced fat cream cheese and vegemite
• Breakfast cereals served dry, fruitybix, mini wheats, WeetBix, Wheat Bites To Go
• WeetBix spread with vegemite, peanut paste etc
• Handful of home made pita chips (pita bread cut into triangles, sprinkle with a little parmesan cheese and bake 180C for 15 mins until crisp)
• Rice cakes spread with ricotta or cream cheese and vegemite and fruit spreads
• Crispbreads with vegemite, promite, fruit spreads
• English muffin with margarine and cheese, or vegemite, peanut paste
• Plain biscuits (Wheatmeal, arrowroot)
• Small can baked beans or spaghetti
• Tub of yoghurt or Fruche
• Cheese stick or triangle and sultanas
• Piece of fresh fruit or fruit salad in a small container or canned fruit snack pack
• Small handful of dried fruit (can serve in an ice cream cone)
• Homemade fruit muffins (aim for recipes with less than ¼ cup oil)
• Small container or assorted salads (eg.tabouli, pasta, rice)

Here are some ideas of balanced lunch boxes, which include foods from all groups.

• Sandwich, roll or flat bread with favourite filling
  Ice cream cone filled with dried fruit, 2-3 fruit biscuits or 2 slices of fruit loaf
  Tub of yoghurt, custard or frozen yoghurt tube
  1-2 pieces of fresh fruit - kiwi fruit, pear, rockmelon, watermelon, mandarin
  Corn or rice thins or cruskits with vegemite, peanut paste, cream cheese or cheese spread

• 2-3 savoury pikelets or vegetable/pizza muffin
  Fruitybix bar or container of fruitybix / Nutrigrain or Apple & cinnamon muffin
  1-2 cheese sticks or pieces, grated cheese or flavoured milk
  1-2 pieces fresh fruit – apricot, nectarine, banana, grapes, orange, apple
  Savoury rice crackers or multigrain Saladas with vegemite

For more ideas and recipes look in the parent library in the foyer

10. Curriculum – What Will My Child Do At The Centre?

Our curriculum is based on the Early Years Learning Framework, Belonging, Being, Becoming and promotes the development of knowledge, skills and dispositions for learning through play. The 'curriculum' includes everything that happens during the day - all the experiences, routines, events and interactions. The staff are regularly planning, implementing and evaluating programs to meet the needs of the children.

The framework helps us to plan opportunities to foster children learning and development with the following learning outcomes in mind;

• 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

Children grow and learn best in a safe and caring environment. Staff use the routines, planned experiences and child initiated play as learning opportunities. They meet regularly to discuss and plan for each individual child and for the group as a whole. Developmental records are regularly updated for each child and we welcome the opportunity to share these with the child’s parents/caregivers.

One way we record each child’s progress during their preschool years is in a ‘learning journey’ folder. This is a collection of their creative work, photos and achievements and assessments on areas of development. Theses folders are a valuable and precious record of your child’s year at Kindy. Parents are welcome to look at them at anytime and they will be sent home at the end of every term to be shared with family members. They will be given to children to keep when they leave our centre.

Routines include times for group play, individual play, eating, resting and cleaning up.

Planned activities will include times for problem solving, creative and imaginative play, music, stories and physical activities.

We believe that children learn and develop skills best through play and staff will continually support and challenge children through interactions of the highest quality.

**Riverton Reading Challenge**

As we all know literacy is such an important part of our children’s education. We encourage parents and children to use our library on a regular basis. We love to see parents take the time in the morning or at pick up time to borrow two books with their children.

Reading challenge sheets can be found in the reading room and need to be filled out each time you and your child read a book together. There are sticker rewards and prizes to be won and on completion of your sheet we ask that you hand it to a staff member to put into your learning journey book.

We have waterproof library bags in a large range of colours, including pink, purple, lime green and aqua for $5.00. They are a great way of protecting our books from spills in children’s bags.

If you have any questions about the borrowing of books in our library, please ask staff.
11. **Excursions**

Excursions and neighbourhood walks are an important way to extend children’s experiences. They provide variety, fun and interesting opportunities for learning and are planned as part of the developmental program.

There are prescribed guidelines for excursions to ensure excellent supervision for your children. You will be asked to sign a general consent form for us to take your child on spontaneous local walks as part of the Centre's program. If you do not want your child to participate in these trips you must indicate this on the enrolment form.

You will be given details of any other excursions and your written consent must be given for each excursion.

12. **Children’s Behaviour**

We believe that children need guidance and assistance in a caring way to help them learn to become responsible for their own behaviour and realise the consequences of their actions.

Children are encouraged to “use their words” to convey their needs and feelings. We teach children to use words like 'stop it I don't like it' if someone hurts them in some way and then to seek adult help if that doesn't work.

Each child will be supported by appropriate and positive guidance with clear, consistent and realistic limits.

Please see staff for more information or read our behaviour policy.

13. **Emergency and Accident Procedures**

Our Centre has a detailed Policy, which sets out procedures in the event of an accident or emergency.

**In the event of any emergency you will hear 3 blasts of the whistle. Please follow staff to the Emergency Assembly Area.**

Emergency procedures are displayed in prominent places throughout the Centre. Emergency drills are practised at least once a term so that children and staff are familiar with the procedure. Children will be kept together in a designated, protected area; this is our Emergency Assembly Area.

It is important that telephone numbers of parents and emergency contacts are kept up to date. Contact details will be completed on an annual basis to assist us in maintaining accurate records.

If you are visiting the centre for an extended period please sign the visitors book.
14. Health & Safety

If children are unwell they should not attend Kindergarten. Not only will the child be unable to participate happily, it is unfair to the other children and adults to be exposed unnecessarily to viral and bacterial infections.

If a child is sick and unable to attend parents are asked to telephone the Centre and inform them about their child’s illness. The Centre does not have facilities to look after sick children; if your child becomes unwell we will call you or your emergency contact. Please arrange to have your child collected as soon as possible if you are notified that they are sick. Please ensure your emergency contact details are up to date.

Where a child has an infectious disease such as chickenpox, German measles or whooping cough, the Department of Human Services, Communicable Disease Control section can advise of the minimum exclusion time from Kindergarten and Playgroup. Telephone 82267177. A current copy is at the end of this section, or you can visit [www.dhs.sa.gov.au/pens/youve-got-what](http://www.dhs.sa.gov.au/pens/youve-got-what)

We realise from time to time that it will be necessary to give your child medication. **Medicine must be brought in the original package** and handed directly to a staff member who will:

- Check the expiry date is current
- Ensure that the child’s name and correct dosage is clearly marked on the label
- Place the medicine in the fridge or medicine cupboard

Details of all medications to be administered must be entered into the accident and medication folder and signed by the parent/guardian/caregiver. A staff member will check to make sure all details are clear

**This procedure MUST be repeated on each and every day that medication is to be administered.**

Medicine will only be administered by a qualified staff member and will be checked by a second staff member prior to administration. If your child requires Panadol staff will ring parents for permission.

Minor accidents are recorded on a report sheet, which parents must sign.

Parents are encouraged to keep their child’s immunisation up to date. Children who are not immunised will be excluded from the Centre during outbreaks of some infectious diseases in accordance with the National Health and Medical Research Council Exclusion Guidelines, even if a child is well. These guidelines are as follows:
## INFECTIONS AND DISEASE

<table>
<thead>
<tr>
<th>Disease</th>
<th>Incubation Period</th>
<th>Period of Exclusion from Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>14-21 days</td>
<td>Exclude 7 days after appearance of lesions.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td></td>
<td>It can be contagious. The Centre reserves the right to ask that a child can be removed immediately after 2 consecutive diarrhoea motions. Exclude for 24 hours after return of normal bowel motion.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td></td>
<td>Exclude until symptoms disappear.</td>
</tr>
<tr>
<td>Head Lice</td>
<td></td>
<td>Excluded until effective treatment has been given and hair is free of nits and eggs.</td>
</tr>
<tr>
<td>High Temperature</td>
<td></td>
<td>The Centre will not accept children with a high temperature – it is usually an indication that something is wrong. A child may convulse when the temperature is above 39°C.</td>
</tr>
<tr>
<td>Impetigo (Sores)</td>
<td></td>
<td>Excluded until sores are healed, unless they are in a position that can be kept covered or until Medical Certificate of recovery is produced.</td>
</tr>
<tr>
<td>Infectious Hepatitis</td>
<td>14-60 days</td>
<td>Excluded until Medical Certificate is produced.</td>
</tr>
<tr>
<td>Intreptococal</td>
<td></td>
<td>Excluded until appropriate treatment and Medical Certificate of recovery are given.</td>
</tr>
<tr>
<td>Measles</td>
<td>10-14 days</td>
<td>Excluded at least 7 days from appearance of rash.</td>
</tr>
<tr>
<td>Meningococcus</td>
<td></td>
<td>Excluded until Medical Certificate of recovery is produced.</td>
</tr>
<tr>
<td>Mumps</td>
<td>14-21 days</td>
<td>Excluded at least 7 days from the appearance of rash.</td>
</tr>
<tr>
<td>Rubella German Measles</td>
<td></td>
<td>Excluded at least 7 days from the appearance of rash.</td>
</tr>
<tr>
<td>Scabies</td>
<td></td>
<td>Excluded until Medical Certificate of recovery produced.</td>
</tr>
<tr>
<td>Thrush</td>
<td></td>
<td>Need not be excluded if spots are covered.</td>
</tr>
<tr>
<td>Tinea</td>
<td></td>
<td>Not excluded if lesions are on a part of the body that can be covered.</td>
</tr>
<tr>
<td>Vomiting</td>
<td></td>
<td>The Centre reserves the right to exclude a child that has vomited once. Vomiting can lead to the spread of infection and dehydration. Children can return if vomit-free for 24 hours.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td></td>
<td>Excluded 4 weeks, or until Medical Certificate of recovery produced.</td>
</tr>
</tbody>
</table>

If any child in the Centre contracts such a disease specific details are displayed on the notice board in the foyer, see staff for further information.

### 15. Sun Smart

As part of our Sun Smart Policy, children, staff and parents are required to wear a suitable hat and sun screen whilst outside. We also ask that your child wear clothing that protects their shoulders. We supply sunscreen, but you may provide your own if preferred. Please give it to staff in its original container labelled with your child’s name. We encourage play in shady areas, especially between the hours of 11.00am and 3.00pm during the hotter months.
16. Staffing

The Centre’s most valuable resource is the staff team who have a range of qualifications and experience in working with young children. They love and respect children, and our warm and caring environment enables them to identify and respond to individual children’s developmental and learning needs.

There is a staff photo board as you enter the centre to help you identify our dedicated team.

The required child: staff ratio will always be maintained.

<table>
<thead>
<tr>
<th>Kindergarten</th>
<th>Staffing Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 16 Children</td>
<td>0.5 Director + 0.5 ECW</td>
</tr>
<tr>
<td>16 – 25 Children</td>
<td>0.5 Director + 0.5 Teacher</td>
</tr>
<tr>
<td>26 – 35 Children</td>
<td>0.5 Director + 0.5 Teacher + 0.5 Early Childhood Worker</td>
</tr>
</tbody>
</table>

Ongoing professional development for staff is actively encouraged. Familiar relief staff are employed whenever possible to provide continuity and stability for children, staff and families.

17. Family Involvement

Parents and family members are always welcome to visit us at kindy and be a part of our learning experience. We do need assistance from time to time with preparing materials for children’s use. You will often find little jobs that need doing on the parent table or you can ask one of the staff. We have working bees and small fix it jobs from time to time so if you have any skills, interests or talents please let us know.

We have a paid cleaner employed at the centre for 2 hours per week but we do still need assistance with washing of smocks etc and end of term jobs. The washing bag is hung out near the message board when full and it is always appreciated when a parent takes it home. The end of term jobs list is also left near the board and has a space to place your name next to a job. Jobs can be done in the morning or at the end of the day.

In order that we ensure safety standards, it is essential that you sign your name in the visitor’s book if you’re staying to help.

The Governing Council is made up of representatives from Playgroup, Kindy and interested parents that all combine to constitute Riverton Kindergarten. They make decisions that impact on the running of the centre. Governing Council support staff in delivering programmes that reflect the needs of the community, fundraise to provide resources and are involved in the development of centre policies and financial management.
Meetings are held twice a term on Tuesday nights at 7.30pm. These meetings give parents to have their say in the running of their kindy; to meet other parents; to discuss children’s pre-school activities and interests; and have input into the curriculum and programme.

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 and is elected at our AGM and is reviewed at the beginning of each term as families move on to school and new families join the Kindy.

Executive:

Director
Chairperson
Secretary

Treasure
Vice-Chairperson.

Service representatives from:

Kindergarten
Play Group

Sub-Committees:

Sub-regional rep
Fundraising (as needed)

No experience is necessary to join the Governing Council, just interest, enthusiasm and commitment. The Director or any member of the current Governing Council will be happy to give you more information. Current information is available on the noticeboard outside the Directors office. The Annual General Meeting is usually in February.

18. Mandatory Reporting

Our Centre is committed to the prevention of child abuse and neglect. You are encouraged to come and talk to the Director or any other staff member about any concerns you may have, as the needs and care of young children are paramount.

The staff and Governing Council members at the Centre are mandated notifiers and are obliged by law to report any suspicions of child abuse and/or neglect.
19. Centre Policies

The Centre policies are reviewed on a regular basis and are available for parents and visitors to read. Please familiarise yourself with them and discuss any concerns with staff.

They include:

1. **General Policies**
   - 1.1 Confidentiality
   - 1.2 Environmental Protection
   - 1.3 Equal Opportunity
   - 1.4 Occupational Health, Safety and Welfare
   - 1.5 Volunteers

2. **Health**
   - 2.1 Environment
   - 2.1 Exclusion
   - 2.1 Health and Hygiene
   - 2.1 Immunisation
   - 2.1 Management of unwell children
   - 2.1 Medication
   - 2.2 Nutrition
   - 2.3 Sun smart
   - 2.4 Clothing

3. **Safety**
   - 3.1 Safety
   - 3.1 Safety Drill
   - 3.2 Child Abuse and Neglect
   - 3.2 HIV, Aids and Hepatitis

4. **Children’s Programme Policies**
   - 4.1 Equipment
   - 4.2 Excursions
   - 4.4 Guiding Children’s Behaviour

5. **Management Policies**
   - 5.1 Access to the Centre
   - 5.1 Late Collection
   - 5.1 Authorisation to Collect Children
   - 5.1 Enrolments
   - 5.1 Family Contact
   - 5.1 Visitors
   - 5.1 Grievances
   - 5.2 Fees and Fee Agreement
   - 5.3 Financial Management
   - 5.4 Grievances - Committee
   - 5.5 Grievances - Parents
   - 5.6 Role of Management Committee
   - 5.7 Records
   - 5.8 Accepting Referred Children

Thankyou for taking the time to read this Information Book. If you require any further information, please do not hesitate to speak to a staff member.