**Kindergarten Staff**

Director  
Ally Mead

Teacher  
Sheree Biddle

Pre-School Support Worker + ECW  
Angela Mason

Support Staff  
Dana Wilson

**Centre Times**

Tuesdays  
8.45am—3.00pm

Thursdays  
8.45am—3.00pm

Fridays  
8.45am—3.00pm (alternate)

**Fees**

A levy of $60 per term for Kindy.

Pre-Entry levy of $20 per term.

Please contact the Director if you are experiencing difficulties with fee payment.

**Playgroup**

This is organised and run by parents for children from ages 0 to 5 years old.

Playgroup is on Mondays from 10.00am to 12.00 noon.

Playgroup membership is organised through Playgroup SA. Current Playgroup families will be able to offer you further information in regards to membership fees.

$2.00 per week is paid on the day for use of equipment and facilities.
**Meningie Kindergarten vision**
*‘Learning Through Play’*

At Meningie Kindergarten we strive to meet the needs of our children and families in the best way we can. Please take a moment to read through our Vision, Philosophy, Mission, Values and Acknowledgement Statements. This information describes what we believe in and what we aim to achieve at Meningie Kindergarten. These statements have been developed in conjunction with Staff, Parents, Children and Governing Council Members.

**VISION:**
At Meningie Kindergarten our vision is for all children to learn through play in a quality program catering for all individuals.

We respectfully consider our families backgrounds and incorporate cultural understandings and practices in our daily approach.

**PHILOSOPHY:**
We believe:
- Children reach their full potential in a play based learning environment where they can actively construct their own learning
- In self exploration and enquiry based learning
- All children are capable and should be provided with opportunities to be successful and develop confidence in themselves.
- In acknowledging the diversity of our community
- In inclusivity for all family groups and cultures

**MISSION STATEMENT:**
Our curriculum The Early Years Learning Framework – Belonging, Being & Becoming ensures children gain opportunities and experiences to explore, problem solve, take risks, create, imagine, be challenged, communicate and build relationships.

Experiencing *Belonging* is integral to human existence. Relationships are crucial to a sense of *Belonging*. *Belonging* is central to *Being* and *Becoming* in that it shapes who children are and who they can become.

We believe children actively construct their own learning through play and inquiry based learning. We encourage the Kindy children to participate in sensory, explorative, physical, creative, symbolic, role and dramatic play and games. Children have opportunities to develop their learning, thinking, imagination, story making and communication through play experiences. We encourage children to discover their own worlds by investigating elements in our outside and inside environments; through sharing discoveries both verbally and with symbols, developing questions and wonderings, looking for ways to further their understanding and in making connections to their worlds.

**VALUES:**
At Meningie Kindergarten We Value:
- **Relationships** – Being able to feel safe, comfortable and confident to build new relationships and trust that everyone has a right to be heard individually. Together we work to achieve common goals as a whole group.
- **Wellbeing** – Wellbeing is the core to a child’s development, influencing respect, relationships, learning and values in life. Through supporting each other we feel safe and secure, giving our community confidence that allows us to grow together.
- **Respect** – We encourage children to treat others the way they want to be treated and to respect their surroundings. We also recognise the importance of respecting other people’s cultural values and beliefs.
- **Active Learning** – Active learning enables children to play freely through trial and error, in a fun and interactive environment. Children learn about themselves and others through caring and supportive environments when interacting with staff and their peers.

**ACKNOWLEDGEMENT:**
We acknowledge the Ngarrindjeri as the traditional owners of the land and waters within this region and commit to develop greater understanding of Ngarrindjeri culture, rights, laws, and spiritual beliefs.
Other Services
Please speak to the Director if you have any concerns or problems or in need of support in any for your family. Support is also available through Murray Mallee Community Health with Speech Pathologists, Special Educators and Social Workers who work with us and help us when required.

Parent Involvement
Governing Council
The Kindergarten Governing Council is elected at the Annual General Meeting (normally held in November of each year) and is made up of parents and interested people in our community, plus the Director. Meetings are usually held twice per term and are open to anyone interested, so please feel welcome to attend when you wish and contribute to the running of the centre. Please become involved so that we can sustain and improve the facilities we have for the children.

The Governing Council is made up of:
- Chairperson
- Deputy Chairperson
- Treasurer
- Secretary
- Playgroup Representative
- General Committee Members

Parent Help
During our Kindergarten sessions we sometimes require the help of parents and we really do appreciate your support. We enjoy parents being involved in the program so please consider giving some time if you have any to spare. We hope that you will keep up to date with our activities by reading our Newsletters as they come home.

Newsletters are usually placed in your child’s pocket.

Washing Roster
We have a roster for parents to assist us with the Kindy washing. This is usually once per term and requires you to wash and fold the art smocks and tea towels in preparation for the next Kindy week.

Program
Anyone is welcome to contribute to our program, especially if we are discussing something that you are interested in and can assist us with. We have the occasional excursions, as we feel these provide first hand experiences. We also have members of the community visit us e.g. Police, Ambulance, Ngarrindjeri Elders etc.

What your child will need:
1. Names on all clothing and possessions
2. Kindy Bag to carry lunch box, children’s belongings and for taking notes and paintings/Kindy work home
3. Lunchbox clearly labelled and a drink bottle for water
4. Lunch in a lunch box
5. Fruit Time Preferably fruit, carrot, cheese or sultanas for our sharing platter
6. Hat for use in outdoor play
7. Spare Clothes Please pack some spare clothing items, in case of accidents
8. Drink Bottle water only please

Library Books/Literacy Kits
The children can borrow from our Kindy Library books. We have a borrowing system where they can record the book they have borrowed and also record when it is returned. At times throughout the term we also plan to visit the school/community library for borrowing and library experiences. It would also provide the opportunity for the school staff to meet and greet the Kindy children and for the children to experience a school experience.

Reading Stories to your child is very important for their development and helps them realise that books are interesting and fun. Literacy Kits contain a storybook and material to extend and enhance a story. They are of most benefit when used at special times and supervised by an adult.

Parent Visitor Morning Program
Parents will have the opportunity to visit their child at Kindy as a part of our ‘Parent Visitor Morning Program’. This runs on Thursdays, 9-10.30am. You will be given a specific date and further information.
Clothing
Paint can usually be removed if first soaked in cold water before washing. It is NOT advisable for children to wear thongs, as these are dangerous on climbing equipment and when running. Closed toe shoes are preferable. Awkward belts and buckles on pants or shorts make it difficult for independent toileting. We ask that children leave jewellery at home.

Absence from Kindergarten
Please ring the Centre on 85751290 if your child is absent for any reason. Help reduce the spread of infection by keeping your children home if they are unwell and notify us immediately if your child is suffering from an infectious disease or contracts head lice.

If your child is unwell we will contact you to arrange pick up. We will isolate your child if necessary to avoid further transmission of illness.

School Buses
Families who live out of town can access the school bus runs. This means the children can travel to and from Kindy, providing consent has been given by the school. Staff meet the buses and collect the children, and then put them on buses at home time. If your child is normally on the school bus but for some reason this changes on the day it would be advisable to let the bus driver know so they are not waiting for your child at the designated bus stop.

Parking/Bus Zone
Please be aware of the no parking area outside the Kindy between 9-9.30 and 3-3.30 each day.

Safety
All reasonable precautions are taken to ensure your child’s safety at the Centre. Should an accident occur, parents will be contacted and the child taken to hospital, if necessary.

Additional Services Provided
- **CYWHS** Child, Youth Health Services. The sister/nurse screens children at the Kindy, prior to the commencement of School to check sight, hearing etc.
- **Photographer** A photographer will visit once per year
- **3 Year Old Entry** Aboriginal children may enter the Kindy from 3 years of age as per Government Initiative.

Working Bees
From time to time we have a Working Bee at the Kindy. This is to assist with jobs that need doing around the Kindy. These usually occur once or twice per year. It is fantastic if you can offer your time to help us as many hands can get the jobs done much faster!

A list of the jobs that need to be tendered will come out before the working bee is on to allow you time to plan this into your diary and also to check what sorts of tools may be required.

Transition Program

**Kindergarten to Reception Transitions** occurs during the term prior to your child commencing Meningie Area School.

**Kindergarten to Junior School**
MAS has a five week Transition Program for students entering Reception the following term. The Kindergarten Director, Reception Teacher and Junior School Manager should meet early in the term to discuss arrangements. A meeting is held with parents, the MAS Principal (if necessary), Junior School Manager (if necessary) and the Reception Teacher. The Reception Teacher is encouraged to make a visit to the Kindergarten at a time negotiated with the Kindergarten Director and prior to the children transitioning to school. Transition students can familiarise themselves with the teacher without other Junior School Students being present. A range of visits are to take place on the Tuesday. These visits are to take place at the school from 8.45 am to 3.20 pm. The staff will also negotiate a time and date for the school class students to visit the Kindy for a ‘play time’.

We have included a guide as to how this timetable of visits will look. Please bear in mind that this may vary according to how many weeks are in the term.

**5 Week Program - Tuesdays**
Week 6-10 8.45am—3.20pm
A parent meeting will also be negotiated by the school and this information will be shared with you as it is known.
Behaviour Management Policy
We believe that all children in our centre have the right to feel safe and we need to provide steps encouraging appropriate behaviour to other children and staff/parents in the learning environment of our centre.

* All children are valued as individuals

Behaviour Code & Procedures:
* It is expected that all children will follow our ‘Kindy Rules’ that are established with children at the beginning of the year. These reflect our Kindy Values and children are encouraged to demonstrate acceptable behaviours including:
  > Looking out for others
  > A positive attitude
  > Sharing
  > Taking turns
  > Appropriate behaviour
  > Respecting equipment & environment
  > Respecting others

* The above will be encouraged through:
  > Group praise
  > Individual praise
  > Role play
  > Stickers/stamps

* Use descriptive encouragement where appropriate behaviour is occurring e.g. ‘walking inside is safe………….well done’

* We will discourage:
  > Negative talk/attitude
  > Throwing sand/objects
  > Running inside
  > Inappropriate language eg swearing, name calling
  > Pushing, shoving
  > Hitting, punching, kicking
  > Inappropriate behaviour
  > Biting

Staff will discuss plans for safe and appropriate behaviour as part of the curriculum. Stories and activities relating to “sharing” and “feelings” provide opportunities for children to contribute in a non-threatening way.

Children will receive a friendly reminder about inappropriate behaviour

* If it continues, the following will occur: -
  Step 1: Warning—a reminder of what is acceptable
  Step 2  If they do not stop - encouraged to find something else to do
  Step 3  Still continuing - THINKING CHAIR, in a set chair or next to a staff member 
  Maximum time in Thinking Chair will be approx as many minutes as the child is years old

NOTE: - In times of aggression then the child will immediately go to the THINKING CHAIR

Staff will document inappropriate types of behaviour.

THINKING CHAIR DISCUSSION:- When the child is in the THINKING CHAIR they are encouraged to think about their actions, think about what was wrong with what they did and think about what they could do next time to improve the situation. After their time spent in the THINKING CHAIR the teacher will talk about the ‘choices’ the child had in the situation and have a discussion about how to resolve the problem appropriately and encourage them to apologise to any other children/staff involved.

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At no time will physical punishment be used at the centre. Children’s cultural and social backgrounds and values will always be respected.

Recurring Inappropriate Behaviour
Children with on-going behaviour concerns will have the option of a Behaviour Management Plan which is developed with the collaboration of parents and the Director, this is to be agreed upon with parents. This will be monitored and reviewed as the child develops.

Mandatory Reporting
All staff, employees and volunteers (e.g. parents) at this Centre are mandatory notifiers of any form of child abuse.

Under the Children’s Protection Act 1993 - we are legally obliged to report any, or suspected form of child abuse (physical, emotional, sexual, neglect or at risk of abuse or neglect)

The person who suspects such abuse must be the one to report it to FAYS (Family and Youth Services), and must also inform the Centre’s Director. The notifiers identity will be kept confidential.

If an employee of children’s services is suspected of any of the above mentioned abuse, then the person who suspects must notify FAYS, and the District Director of Children’s Services in Murray Bridge.
This may be useful when writing out words for your child.

**Lower case:**

a b c d e f g h i j
k l m n o p q r s t
u v w x y z.

**Upper case:**

A B C D E F G H I J
K L M N O P Q R S T
U V W X Y Z.

**Numbers:**

0 1 2 3 4 5 6 7 8 9 10