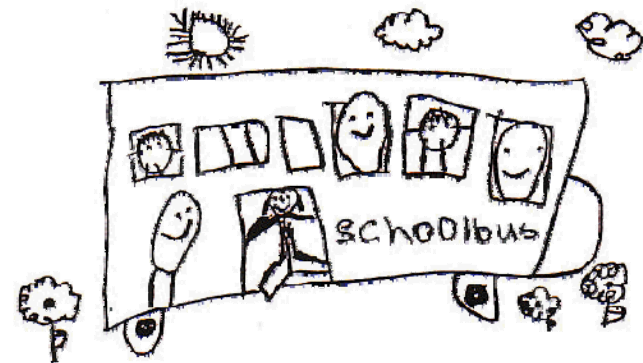




Government of South Australia  
Department for Education and  
Child Development

# Coomandook & Districts Kindergarten

Information Booklet



Dukes Highway  
Coomandook SA 5261  
Ph 08733176

[kindy.director@coomandookgn.sa.edu.au](mailto:kindy.director@coomandookgn.sa.edu.au)

## **Kindergarten Staff**

Director

Cheryl Wallis

Early Childhood Worker

Karen Schmerl

Occasional Care Worker

Michelle Cameron



## **Centre Times**

Tuesdays

8.50am - 3.20pm

Thursdays

8.50am - 3.20pm (alternate)



Children receive 6 sessions per fortnight as each day constitutes 2 sessions.

## **Fees**

A levy of \$40 per term, per family (6 sessions per fortnight). 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 6 years old.

Playgroup is on Wednesdays from 9.00am 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.

\$1.00per week is paid on the day for use of equipment and facilities.

## **Other Services**

Please speak to the Director if you have any concerns or problems or in need of support in any of your family life e.g.. Occasional Care, Child Care etc.

Support is also available through Murray Mallee Community Health with Speech Pathologists, Special Educators and Social Worker 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
- Library Representative
- School Representative
- Playgroup Representative
- General Committee Members
- Patrons

## **Parent Help Roster**

During our Kindergarten sessions we require the help of parents and we really do appreciate the support you give at these times. It is one of the few times now that most parents join us at Kindergarten, because of the convenience of the school buses. We hope that you will keep up to date with our activities by reading our Newsletters as they come home.

Rosters are made up and sent home at the beginning of each term with the term planner.

If you are unable to make your allocated timeslot please feel free to negotiate a change with another parent.

## **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 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 if you wish
4. Lunch in a lunch box (or lunch order with money)
5. Snack Time Preferably fruit, carrot, cheese or sultanas
6. Library Bag for borrowing from the Kindy or School Library
7. Hat for use in hot weather (terms 1 and 4)

Children will have a labelled water cup for use at Kindy, provided by Kindy.

## **Library Books**

The children visit the Community Library (at the School) each Tuesday and are able to borrow books, DVDs and videos. The teacher/Librarian usually reads a story or two to the children. We feel that these visits are valuable, as the children become familiar with the school and some of it's staff. They also have the chance to borrow from a wonderful selection of books. Reading to your child is very important for their development and helps them realise that books are interesting and fun.

## **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.

## **Absence from Kindergarten**

Please ring the Centre on 85733176 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**

Children can use the school buses to travel to and from Kindy, providing consent has been given by the school. Staff always meet the buses and collect the children, and then put them on buses at home time.

## **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 screen children at the Kindy, prior to the commencement of School.
- **Photographer** A photographer will visit once per year

## **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 to 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 Coomandook Area School.**

## **Kindergarten to Junior School**

CAS has a 6 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 Principal (if necessary), Junior School Manager (if necessary) and the Reception teacher. It is recommended that this be held on Tuesday of Week 2 in Lesson 7. The Reception Teacher is to be released if necessary. Parents/teachers may arrange an alternative time that suits them and the others involved. The Reception Teacher is encouraged to make a visit to the Kindergarten on their own in Week 1 so that Transition Students and new Kindergarten Students can familiarise themselves with the teacher without Junior Students present. A range of 'Play Visits' are to take place on the Tuesday. These visits are to take place at the Kindergarten and at the school, so the R/1 (or R) class will visit the Kindergarten students and vice versa.

A meeting between the Reception Teacher and the Kindergarten Staff will take place on Thursday of the last week of the term to plan for the following term. The Reception Teacher will be released for this meeting.

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

### **6 Week Program for Terms 1, 2 and 3**

Tuesday	Week 4	Lesson 1 & 2 and recess	(9.00 am – 11.00 am)
Tuesday	Week 5	Lesson 1 & 2 and recess	(9.00 am – 11.00 am)
Tuesday	Week 6	Lesson 1 to 5 and Lunch	(9.00 am – 1.50 pm)
Tuesday	Week 7	Lesson 1 to 5 and Lunch	(9.00 am – 1.50 pm)
Wednesday	Week 8	1 full day	(9.00 am – 3.25 pm)
Wednesday	Week 9	1 full day	(9.00 am – 3.25 pm)

### **6 Week Program for Term 4**

Tuesday	Week 3	Lesson 1 & 2 and recess	(9.00 am – 11.00 am)
Tuesday	Week 4	Lesson 1 & 2 and recess	(9.00 am – 11.00 am)
Tuesday	Week 5	Lesson 1 to 5 and Lunch	(9.00 am – 1.50 pm)
Tuesday	Week 6	Lesson 1 to 5 and Lunch	(9.00 am – 1.50 pm)
Wednesday	Week 7	1 full day	(9.00 am – 3.25 pm)
Wednesday	Week 8	1 full day	(9.00 am – 3.25 pm)

### **Sun Smart Policy**

As much of the skin's damage from the sun occurs during childhood and adolescence, we feel it is important to take effective skin protection measures. The Sun Smart Policy is in place from beginning of September until the end of April or when the UVR level is 3 and above at other times

The Kindergarten's Sun Smart Rules are:

- All children to wear hats outside in terms 1 and 4
- No Hat - No Play Outside
- SPF 30+ Sunscreen applied 15-20mins before children go outside and is reapplied regularly
- Parents are to please apply sunscreen before sending their child
- Students are directed to play in shaded areas and outdoor activities are scheduled outside of peak UVR times where possible
- Staff are encouraged to be positive role-models of sun smart behaviour.
- Appropriate clothing to be worn. No singlet tops or midriff tops allowed
- The centre reinforces sun smart behaviour and has incorporated sun smart protection activities in the program.
- The Kindy has sufficient shade to provide adequate sun protection areas

### **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