



Enfield Folland Park Kindergarten

Information Booklet

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Philosophy

We acknowledge that Enfield Folland Park Kindergarten is on the traditional lands of the Kaurna people. We commit to our ongoing journey of reconciliation, and honouring Kaurna culture and history. Through daily interactions with children, we foster a deep understanding, respect, and connection with Aboriginal and Torres Strait Islander communities in an authentic way. We aim to care for Kaurna land by being mindful of our environmental impact, practising sustainability, and nurturing the native flora and fauna in our surroundings.

We value strong, respectful partnerships with children, families/caregivers, staff, and community members and believe this is essential for creating a sense of belonging and providing high-quality education. We listen authentically to individuals, communicate honestly, and incorporate different perspectives in our decisions. We embrace and celebrate cultural diversity within our community and encourage mutual respect among families/caregivers, children, and staff. Family involvement is integral to our approach, and we encourage active engagement with the curriculum as well as opportunities for collaborative management. We value cultural inclusivity, effective communication, and collaborative engagement to build a strong and supportive community.

At Enfield Folland Park Kindergarten we believe that play is a powerful, effective tool for learning, and enabling children to enjoy being children. We will provide a safe and inclusive environment where children feel supported to investigate their interests, develop a love for learning, and experience pride in their accomplishments. Through a carefully designed, open-ended environment, children are encouraged to explore, experiment, set goals, problem solve, take calculated risks, and construct their own meanings. We provide a social learning community through play-based experiences, inquiry projects, and intentional teaching that promote all areas of development including literacy, and numeracy.

Children are supported to become active, compassionate citizens with responsibilities and contributions. They are also encouraged to build friendships and social skills like empathy, kindness, and teamwork. We acknowledge that each child is a unique, capable, and competent learner with their own temperament, skills, ideas, and cultural beliefs. Educators strive to nurture valuable lifelong learning dispositions such as autonomy, confidence, curiosity, resilience, persistence, cooperation, and creativity. We take collective responsibility for fostering the growth and wellbeing of every child through an ongoing cycle of planning that is responsive to the holistic needs, interests, and abilities of everyone.

Your educators are:

Director – Natalie Starrs

Two teachers

Early Childhood Educator

We also regularly have a number of Preschool Support Workers and Bilingual Assistants working with specific groups of children.

Services Offered at EFPK

Sessional Preschool*

Kurraka Group

Monday and Tuesday

8.00am – 3.30pm

Kalta Group

Thursday and Friday

8.00am – 3.30pm

**Session times & days are subject to change due to government funding. You will be notified of any changes to the above when applicable.*

Early Entry

Aboriginal children, children with a parent enrolled full-time in the Australian Defence Force, and Children in Care can attend sessional preschool from 3 years of age. Preschool programs are play-based educational programs designed and delivered by qualified teachers using the national curriculum framework.

For children with specific additional needs (please see the Director if you think your child is eligible).

Preschool Support

The Department for Education (DE) provides specialised help, free of charge from qualified Speech Pathologists, Psychologists, Inclusive Educator, and Behaviour Coach. If you have any queries or concerns regarding your child's development, please see the Director for a confidential referral.

Bilingual Support

Bilingual support is available for children and families from culturally and linguistically diverse backgrounds who have limited English. Please see the Director if you think your child is eligible.

Starting Preschool

There have been recent changes to when children start preschool and school in South Australia. Government Preschools have two major enrolment intakes each year where children are eligible to access their full preschool entitlements (15 hours per week).

Intake 1 for children starting at the beginning of the year (term1), and intake 2 for children starting mid-year (term3).

- Intake 1- Children who turn 4 years of age before 1 May, are eligible to start preschool at the beginning of each year (term 1).
- Intake 2- Children who turn 4 years of age before 1 November are eligible to start preschool mid-year the same year (term 3)

Children who turn 4 years of age on or after 1 November are eligible to start preschool in intake 1 the following year.

Parent/Caregiver Financial Contribution

\$400.00 per Semester (2 terms)

Financial contribution notices go out Week 2 of Term 1 and 3 and are due Week 7 of Term 1 and 3, unless otherwise negotiated. Money raised goes towards purchasing equipment and resources for your child to enjoy at Preschool and contribute to the costs of incursions and excursions.

Parent Involvement

At Enfield Folland Park Kindergarten we really value parental support. There are a range of ways that parents can be involved in the kindy including;

- Participation in the Governing Council
- Sharing your experience and expertise with the children through our inquiry projects
- Sharing significant aspects of your family culture with the children
- Providing support at working bees or celebratory events
- Volunteering to cut up or create collage materials
- Supporting us with the maintenance of our beautiful outdoor learning area (weeding, sweeping veranda or raking out the sandpit)

We have a washing roster where one family each week is rostered to take the washing home and return it by the following week. This usually involves washing painting smocks, tea towels and other bits and pieces. If you have any other suggestions where you might be able to help us, please speak to the Director.

Governing Council

The Preschool is managed jointly by the staff and the Governing Council – a committee made up of elected parents/caregivers and interested persons. The Governing Council is formed at our Annual General Meeting, held in the first term of each year. The Council is responsible for the financial management and maintenance of the Preschool. The Governing Council arranges social and fundraising events to provide the funds necessary to keep the Preschool operating smoothly and provide resources for your children. It is also a great way to meet people, make new friends and have a say in how the Preschool is run. Meetings are held twice a term at the Preschool and are relaxed and informal. Please see the Director if you are interested in being a member as attaining a 'Working with Children Check' through the Department of Human Services is required. Please note this check is free as you are volunteering.

Curriculum

Our curriculum is delivered through a combination of play-based experiences, inquiry projects, and intentional teaching during group times. Our team of educators consider all areas of children's development and base their curriculum plan on what they know about each child as well as their specialist knowledge on quality early childhood education. We continually design, assess and reflect on our teaching and learning program using Literacy and Numeracy Indicators and The Early Year's Learning Framework v2 (EYLF). The EYLF describes five learning outcomes including:

- 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's learning in preschool builds on their early learning experiences at home, in their culture and community, and in early childhood services. Learning in preschool includes social, emotional and physical learning and development, alongside and in conjunction with language and cognitive learning and development. This holistic approach ensures a focus on the whole child whilst also setting the foundations for success in literacy and numeracy."

Department for Education 2022, Preschool Position Statement, p. 4.

Inquiry Projects: Throughout the day, educators observe and record children's interests, curiosities/questions, and theories about their world.

Preparation for an Inquiry Project:

- Once patterns arise around a topic, educators have discussions with children and brainstorm some learning possibilities.
- Educators may scaffold children's learning with resources (e.g pictures, books, songs and toys), setting up provocations (e.g play areas for children to explore, investigate and experiment), and/or researching and arranging incursions/excursions.

Process and Documentation of Inquiry Learning:

- We have discussions, research, extend learning with excursions and visits from experts or people in our community, and reflect on our learning.
- Our inquiry learning is recorded through photos, writing children's oral communication, children's artwork and symbolic representations, and learning stories/pedagogical documentation.
- Inquiry Projects may be very short or may continue for several weeks or terms.

Assessment & Reporting of Learning

Through a cycle of planning (observation, assessment, planning, implementation, and evaluation) educators continually develop whole group and individual learning goals for children so that every child has opportunities to reach their highest potential. Through careful observations and analysis of children's learning through play, engagement with inquiry projects and intentional teaching experiences, educators assess and report on many areas of children's development throughout the year. These areas include wellbeing, physical, social and emotional, numeracy, literacy and cognitive development.

Educators document children's learning through individual or group learning stories and inquiry documentation. Children's individual portfolios and inquiry documentation are available for parents to view and add comments to. During the year, educators also communicate to parents/caregivers about their child's development through informal conversations, formal parent/teacher chats, and a Statement of Learning at the end of their child's kindergarten year.

Communication with Parents/Caregivers

Email

To become more environmentally sustainable, we try to communicate as much as possible through email. Please note, emails are sent to the first email listed on your child's emergency contact list in hopes that information will be shared with the appropriate parents and caregivers. If multiple parent/caregivers on a child's emergency contact list would like to receive kindergarten information directly, please email the Director requesting this (please include your child's name and your name in the email).

Weekly Curriculum Update emails

Weekly emails from the kindergarten will communicate the learning that is evolving within our program. It will also remind families about upcoming events. This information is also displayed on the white board so all families and carers can read and engage with the learning.

Newsletters

Newsletters are emailed one to two times each term to update parents on what has been happening at kindergarten and what is coming up. Paper copies will be available upon request.

Children's pocket

Each child has a pocket located near the sign in. Please check your child's pocket every day for updates, notes etc.

Facebook

Another way that we like to communicate with parents is through our Facebook page. This is regularly updated with photographs about the learning we have been engaging in and how we connect with the kindergarten's community.

Health Care and Medication

If your child needs toileting support or has a medical condition, allergy, sunscreen sensitivity, or requires mosquito repellent, or eczema cream, please contact the Director to complete the steps so that staff can support your child appropriately. This may include providing a specific care plan from your doctor (GP), collaborating with the Director to complete the required documentation, and providing your child's labelled creams/medication etc.

For more information please see the DE website: [Health and complex needs support and management \(education.sa.gov.au\)](https://education.sa.gov.au/Health_and_complex_needs_support_and_management) (or scan QR code pg.6).

Parents/guardians are responsible for providing an up-to date copy of their child's approved Immunisation History Statement (e.g., when their child turns four), and contacting the Director of the kindergarten immediately if there are any changes to their child's health care needs and/or medication.

Please note, under no circumstances can any medication remain in a child's bag throughout their time at kindergarten. Creams and medication should be handed over to staff to store in a safe place.

Attendance at Preschool

It is important that your child attends preschool regularly to gain the maximum benefit from the educational program and to build strong relationships with educators and other children. If your child will be absent for a session, please let us know by speaking to us or emailing the kindergarten.

Sick Children

Sick children are required to stay at home until they recover to stop illnesses spreading to other children and staff members. Parents are required to notify the Kindergarten staff of their child's absence and informing us of contagious/infectious illnesses so that the community can be informed to watch out for symptoms. In the event of your child becoming unwell at kindergarten, we will telephone you to collect your child. If staff are unable to contact you, we will then contact the people listed on your child's emergency contacts list.

The following SA Health websites, provides information about infectious diseases and illnesses (or scan QR code pg.6):

<https://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Healthy+living/Protecting+your+health/preventing+disease+and+infection/Youve+got+what/>

Please see this factsheet for information about exclusion from preschool: [YGW - exclusion to childcare, preschool, school and work \(sahealth.sa.gov.au\)](https://sahealth.sa.gov.au/~/media/Content/SA+Health+Internet/Healthy+living/Protecting+your+health/preventing+disease+and+infection/Youve+got+what/YGW+-+exclusion+to+childcare,+preschool,+school+and+work+(sahealth.sa.gov.au).pdf)

What to Bring to Kindergarten

Children will need to bring the following items:

- A healthy packed lunch in a named lunch box (please refer to Healthy Eating Policy)
- A named drink bottle filled with water only
- A separate healthy snack to be kept inside the kindy bag for easy access at morning snack time
- Named change of clothes including underwear, socks, t-shirt, pants/skirt
- A named broad brimmed hat (No ties or cords please) to be stored at kindergarten.

Please ensure that all belongings are named. If an item is misplaced, please check lost property.

We ask that children do not bring in toys, precious items, digital devices, smart watches or cameras from home, so they don't pose a safety risk, or get damaged or lost amongst our toys. Please contact the director if your child requires digital devices for communication purposes such an Augmented Communication Device.

Arrival Procedure

Please make sure you accompany your child into the kindergarten site each morning and sign them in on the Daily Attendance Sheet. The Daily Attendance Sheet is a legal document and is especially important during emergencies and excursions.

It is important that your child can locate their belongings so that they can follow the routine independently.

Upon arrival support your child to:

- Wash their hands
- Place their water bottle on the drink trolley
- Hang up their bag
- Apply sunscreen if UV is 3 or above

Arrival and pick up times are a good opportunity for you to talk with staff about your child and to pass on any important information. Staff will highlight your child's name on the Daily Attendance Sheet if they need to speak to you. This may be to pass on a first aid incident or share a positive observation of their learning and play.

If a different person from usual will be picking up your child, please write their name and relationship with your child next to their name on the Daily Attendance Sheet (notes column). Please ensure this person brings photo identification when collecting your child. No child is to be collected by another child (under 18 years of age).

Taking Images and Videos of Children

Families and caregivers will be discouraged from using their personal electronic device while at the service, noting they will not be prohibited from taking an image or video of

their own child, but must not take images or videos of other children. Staff reserve the right to request to view any images or videos taken and may request images be deleted if other children are in it. Parents/caregivers must not send inappropriate images or videos of their child to the service, e.g., photos of a child's nappy rash.

End of Day Child Collection Procedure

Our prescribed operating hours are from 8:00 am to 3:30 pm. We kindly ask that parents and caregivers make arrangements to collect their child by the official finishing time of 3:30 pm. Educators will begin end of day dismissals from 3:05 pm but you may pick up your child earlier if you need to. After 3:30 pm, educators attend a brief staff meeting before their workday concludes. On the rare occasion you are running late, please notify the staff as soon as possible.

In the event that a child has not been picked up by 3:30 pm, staff will begin contacting the child's emergency contacts until someone is reached to arrange collection. If no arrangements can be made with an authorised person to pick up the child, staff will contact the relevant authorities to ensure that no child is left alone with an educator unlawfully.

Daily Routine (subject to change)

8:00am	Doors open, parent's sign in, children arrive and unpack their bags then participate in learning through play activities and experiences inside/outside <i>Families may arrive from 8am. We encourage arrival by 9am for morning group time</i>
9:45am	Group time – Greeting between all children and staff and group learning
10:00am	Sunscreen applied if UV is 3 or above. Children wash hands for their healthy morning snack.
10:20am	Learning through play experiences inside and/or outside
12.00pm	Group time – Whole and/or small group learning. Short relaxation experience.
12:20pm	Children wash hands and have lunch time. Sunscreen reapplied if UV is 3 or above for that afternoon. Quiet inside experiences
1.30pm	Learning through play experiences outside and/or inside
2.40pm	Afternoon snack is offered
3:05pm	Pack up time begins inside and outside. Children help to clean and tidy up.
3:30pm	Group time and dismissal. Staff say goodbye to children before they leave the mat
	Please arrange for your child to be picked up by <u>3:30pm</u> . We ask that families leave the kindergarten property promptly.

Celebrations Guideline

We believe that it is important to teach children that events in their lives are worthy of being celebrated. Some celebrations are of great importance to families, while some are not. Celebrations that are 'commercialised' in our society are not necessarily of importance to everyone. We would like to embed a culture of respect and acceptance of different ways of being and to learn a little bit about what celebrations each family enjoys and how they do this. We ask for families' support with letting staff know if there are any significant cultural celebrations they would like to share with the kindergarten and we encourage children and/or families to share stories, photographs, songs, dances, a book, traditional clothing, or artifacts about this celebration. Educators may also offer experiences around this celebration.

Birthdays may be celebrated with your child at mat time by inviting them to stand in front of the group, having a birthday chat, and singing 'Happy Birthday.' If parents and children want to share a special gift with the rest of the group, we would prefer a non-food related item due to differing dietary requirements and allergies.

Links to Department for Education Policies, Procedures, and Relevant Information

Policies and Procedures

Please refer to the Enfield Folland Park Kindergarten Policy Booklet for further details and for a complete list of policies required under the National Quality Standards please refer to the following web link: <https://www.education.sa.gov.au/department/policies/departmental-policies> or scan QR code to right.

Sick Children

The following SA Health websites, provides information about infectious diseases and illnesses:

<https://www.sahealth.sa.gov.au/wps/wcm/connect/Public+Content/SA+Health+Internet/Healthy+living/Protecting+your+health/preventing+disease+and+infection/Youve+got+what/> or scan QR code below.



Please see this fact sheet for information about exclusion periods from preschool: [YGW - exclusion to childcare, preschool, school and work \(sahealth.sa.gov.au\)](https://www.sahealth.sa.gov.au/_wcm/connect/SA+Health+Internet/Healthy+living/Protecting+your+health/preventing+disease+and+infection/YGWW+fact+sheet) or scan QR code to below.



Parent Concerns and Complaints

We hope the time you and your family spend at Enfield Folland Park Kindergarten is an enjoyable experience. Yet there may be times when you have concerns or issues you want to raise. If you do have a concern, please do not hesitate to speak to the Director or the Chairperson of our Governing Council. For further information about making a complaint see DfE website below:

<https://www.education.sa.gov.au/department/feedback-and-complaints/make-complaint-about-school-or-preschool> or scan QR code to right.



Health Care and Medication

For more information please see the DE website: [Health and complex needs support and management \(education.sa.gov.au\)](https://www.education.sa.gov.au/_wcm/connect/SA+Health+Internet/Healthy+living/Protecting+your+health/preventing+disease+and+infection/Youve+got+what) or scan QR code to right.

