24. Other Services

- **Occasional Care:** When kindy numbers are low, Occasional Care is available on Thursdays from 8.45am—11:45am, by prior arrangement with kindergarten staff. Children must be three years old and toilet trained. Cost is $10 and should be paid to staff the same day.

- **Playgroup:** First Monday of the month at the Kindy and run by parents. The cost is $2.00 per session. Please enquire at the Kindy.

- **School Dentist:** This free dental service is available to kindergarten children. The Dentist arranges the child’s visit.

- **Support Services:** If you are concerned about your child’s development (speech, language, physical, learning, social, behavioural, etc) have a chat with a staff member. We will put you in touch with people who provide special services to help you and your child.
21. **Administering Medication**

Staff are unable to administer medication without signed approval from the child’s parent and doctor. In the interest of child safety please do not send any medication unless we have a medication plan from the doctor and you have discussed this with the Director.

22. **No Smoking**

Please remember the Kindy and grounds are a non smoking environment. The Kindy grounds and building are Smoke Free areas. Please remember that cigarette buts are highly toxic and should not be left near children or near where they may walk and play.

23. **Bushfire Season**

We have a Bushfire Action Plan in conjunction with the Snowtown Area School and this is operational in Terms 1 and 4. On days of catastrophic fire danger the Kindy will be closed however, if and when this happens you will be given advanced warning.

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**Welcome to**

**Snowtown Kindergarten**

Glen Davidson Drive, Snowtown, 5520

Phone (08) 8865 2195       Fax: (08) 8865 2459

Email: Vicki.reichelt676@schools.sa.edu.au

1. **Staff**
   - **Director:** Vicki Reichelt
   - **Early Childhood Worker:** Rosie Zweck
   - **Support Early Childhood Worker:** Katrina Ebsary
   - **Finance Officer:** Sharee Cocks
   - **Groundsperson/Cleaner:** Jodi Baxter

2. **Preschool Sessions**

Every child is entitled to 600 hours of kindergarten in the year prior to commencing school.

Snowtown kindergarten is open on:

- Thursday: 8:40am — 3:10pm
- Friday: 8:40am — 3:10pm

They can also usually have one Pre Entry session 9:00am — 11:30am during the term before they start full time kindy, although this is up to the Director and depends on the number of children enrolled at the time.
3. **Starting Kindergarten**

Starting kindergarten is a big step in a child’s life. It is often the first step outside the home and family environment and they need to get to know and come to feel secure in the care of new adults.

They also need to become a part of a group including making friends, sharing toys and ideas, coping with frustrations, finding out and remembering where things are and learning rules.

Most children need extra reassurance during the initial “settling in” period. Parents/carers are encouraged to stay with their child during this period, the length of which will vary from child to child.

A successful settling in period will help to result in a happy, confident child who is eager for new experiences and learning.

4. **Arrival and Departure**

Please bring your child in to the Kindy through the side gate on arrival and at the end of the session, come and meet your child inside the kindy before you take him/her home. Please inform staff if your child is to go home with anyone other than parents/carers, otherwise your child will not be released.

**Bus Children:** The school must be contacted prior to your child starting kindy to ensure the bus has a seat available. Bus children are delivered to the Kindy and staff greet them at the front door. Then at the end of the day staff walk them across the school and ensure they get on the bus.

5. **Attendance**

Please contact the centre if your child is sick or going to be absent. We are staffed according to actual attendance not enrolments so we want to keep attendance figures up in order that kindy times are not cut back.

Regular attendance also enables continuity of learning for your child and give the staff a better chance to get to know them.

16. **Program**

Our program focuses on children learning through play and it is based on the National Curriculum document—Early Years Learning Framework, Belonging, Being, Becoming.

17. **Profile Folders**

We develop an individualised learning plan for each child and compile a folder of their work etc. This folder is kept at Kindy where anecdotes, photos, comments etc are recorded throughout each child’s time at kindergarten. The individualised learning plan helps us to plan strategies for each child to assist in their development. We value parents’ comments, ideas and assistance. Children’s folders will be sent home approximately once per term. They should be returned promptly so that further entries can be made.

18. **Parent Library**

There is a small collection of books available for parents to borrow. Please see staff about borrowing if you are interested.

19. **Transition to School**

There is a program organised between the Snowtown Primary School and the kindy. Programs with other schools are arranged as needed.

20. **Excursions/Trips**

Throughout the year, various visits/excursions are arranged. These can take two forms:

1) Walking within the vicinity of the local community

2) Travelling by Bus.

You will be notified of these special excursions and your permission asked for at the time.
14. Governing Council

The kindergarten is managed by a governing council which is elected at the Annual General Meeting (AGM), normally held in February/March. Governing council meetings are held twice a term at the kindy. The only qualification you need to be on the committee is to have an interest and a desire to have your say in your child’s education and welfare. DECD also requires that each member of the governing council have an approved DECD police check carried out by the centre.

The Governing Council is responsible for:

1) Planning the use of kindy funds
2) Arranging fundraising activities
3) Assisting the staff with the management of the centre
4) Promoting interest in the kindergarten throughout the community
5) Encouraging parents to become involved in the kindergarten program and activities
6) Maintaining buildings, grounds and equipment.
7) Assisting policy development and review

Meetings are friendly, welcoming and a good way for you to have your say, support your child’s education and keep in touch in what is happening. It is a great way to meet new people and make a contribution which will be greatly appreciated. Please feel free to approach the staff or Governing council members with your ideas, concerns and questions at any time.

15. Working Bees

The Governing Council may at times organise working bees at the Kindy. If the particular day and/or time does not suit, you are welcome to come at a convenient time. This way the workload can be shared.

6. Health

As certain illnesses or infections are highly contagious, it is required under the Health Act that children are excluded from attending kindergarten for illnesses such as chicken pox, mumps, measles, ring worm, school sores, head lice, etc.

Please notify the centre if your child has an infectious disease or illness.

Also please do not send a child with a cough, cold or nasal discharge, as this may affect others.

7. Food

Healthy eating habits need to be encouraged in young children. We have noticed an increase number of children eating processed food, e.g. Muesli bars, fruit rollups, etc. These are extremely high in sugar and should be discouraged in the interest of dental hygiene and health. Also please do not send lollies, chips etc.

**Snack:** Fruit with their name on it to be put in the basket on the shelf

**Lunch:** This is to be put in the fridge on arrival at Kindy and will be available at lunchtime

**Drink:** Please send along a bottle of water

8. Communication Pockets

There is a pocket for each attending child. These are for any notes, newsletters, information etc. Please check this regularly when collecting your child or look in your child’s bag (for bus children).
9. Clothing & Accessories

Snowtown Kindergarten tops and hats are available to be ordered at the Kindy.

Kindergarten is not the place for good or best clothes. Smocks are provided for some activities but it is inevitable that clothes will get dirty. Clothes should be comfortable and should allow for free movement and be easily undone and done up again, for ease of going to the toilet.

We have a few spare clothes in case children need to be changed however it is a good idea for children to have their own spare clothes in their bag just in case.

Please label all clothes with your child's first and last name.

Footwear: Children should wear sandals, sneakers, shoes or boots to Kindergarten. Please do not send children in thongs, as bike riding, climbing and running can be dangerous in such footwear.

Bags: Please ensure that your child brings a named bag / backpack for their belongings.

During kindy these bags are kept in the lockers on the verandah.

10. Sun Smart Policy

All children wear hats for outside play in terms 1 & 4. Please provide a named sun smart hat—legionnaires, bucket or wide brimmed—NO CAPS.

Children are encouraged to use sunscreen. Sunscreen is available at the kindy if parents/carers forget to apply it. With staff supervision, children will reapply sunscreen during the day.

11. Toys and Treasures

Children love to share these with their friends. We suggest that children do not play with them during session time because they can be broken or lost. If children bring toys etc. to Kindy please note staff are not responsible for them if they are lost or broken.

12. Lost Property

Please check this occasionally. It is located inside the kindy.

13. Fees

The governing council reviews the fees annually. An invoice will be put into your child's pocket at the start of each term. Please return money in the envelope provided and put in the letterbox in the kitchen and these will be given to the finance officer and a receipt will then be issued.

Fees form part of the on-going costs of running the kindy. We rely heavily on fees and fundraising to meet ever increasing costs. Fees contribute to maintenance of building and equipment, consumable materials for use by children, repairs to equipment, purchase of new equipment and water and electricity. We receive a small grant each year from DECD but this by no means covers our budget, so the Governing council organises fundraisers.

Fees to be paid per term

- $70 Kindergarten
- $35 Pre Entry
- $10 Occasional Care