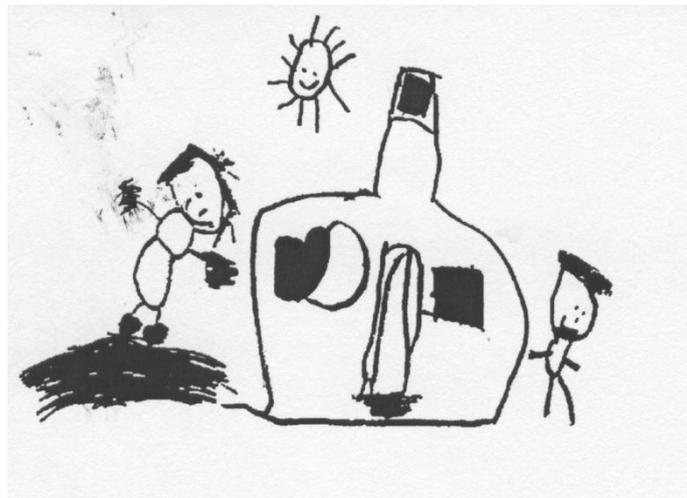


YORKETOWN COMMUNITY CHILDREN'S CENTRE

27A STANSBURY ROAD
YORKETOWN 5576
POSTAL ADDRESS; P.O. BOX 32
PH: 88521780
FAX: 88521513



Preschool Program

PARENT INFORMATION BOOK

Our Philosophy.

'Our job is not just to keep children safe but also to positively contribute to who they are and who they may become. We can also contribute to children growing up with understandings, skills and dispositions to be caring people and effective learners, able to contribute to their world.'

Pam Winter: 'we can make a difference: learning and developing in childcare' DECS 2005

What we believe

At Yorketown Community Children's Centre we feel that Early Childhood Education and Care is not just about learning, it is much, much more. It's about loving and caring for our children and raising them in the best possible way. We are passionate about valuing each child's sense of Belonging, Being and Becoming (as described in the Early Years Learning Framework).

For children this means:

- A sense of belonging within a family, community, and culture
- A sense of being, a right **to be** who they **are**, a right to enjoy their particular age or stage of development
- A sense of becoming, a sense of the endless possibilities of the future

For Yorketown Community Children's Centre this means:

- developing secure respectful and reciprocal relationships with children
- forming strong partnerships with families and the community
- developing a secure environment
- having positive and realistic expectations of each child
- respecting equity and diversity in all its forms
- engaging in learning and reflective practice

Family and Community

We provide an early childhood service where all children, families and all workers feel welcome and included. We prioritise nurturing relationships to provide consistent emotional support. We are attuned to children's thoughts and feelings and constantly striving to build strong and secure attachments between staff and children.

We are a community children's service, an important part of our local community. We work hard to form strong partnerships with families. This means knowing the children and their families, understanding each other's expectations and attitudes and valuing each other's knowledge of children. We value communicating respectfully and freely with each other, trusting each other and sharing ideas, insights and decision-making.

We understand that there are many ways of living, being and of knowing. As a result, we actively support and respect diversity in all its forms: diversity in culture, religion, family, gender and ability and we consolidate this understanding through having positive and realistic expectations of each child. This includes being committed to equity and believing in every child's capacities to succeed regardless of circumstances and ability and promoting and supporting the inclusion and participation of each child.

What we do

We provide a safe and secure environment at Yorketown Community Children's centre. We do this by helping children make strong attachments, to develop trust and to feel secure, safe and supported. We want children feel confident working within a circle of security, we want staff to develop trusting relationships with families and for staff to work as an effective team to provide continuity, stability and security for children.

Staff members work together to support and encourage each other's involvement and engagement in learning and reflective practice. We support staff to improve their professional knowledge and skills base through professional development opportunities.

We provide the best early childhood experience that we can for each child. This means that staff reflect and review their practice using current theories of child development and pedagogy. Staff also undertake professional development and seek to improve and extend their professional understanding through a variety of sources and apply this to their practice. Staff work together with children and families to create environments that reflect the

children's interests and ideas. Staff listen to children and encourage them to develop their own thinking, opinions and choices.

Staff understand that children's learning:

"... does not proceed in a linear way, determined and deterministic, by progressive and predictable stages, but rather is constructed through a series of living experiences, advances, standstills, and 'retreats' that take many directions"

Carla Rinaldi (Reggio Emilia)

Children's learning and development

At Yorketown Community Children's Centre we believe that children will develop best in a warm, caring environment which respects each child's need to explore and learn at their own pace. Children will develop life skills, dispositions and attitudes that will be with them for life. For children this means:

- being connected and belonging to their culture to the stories, traditions and beliefs of our communities.
- being connected to the land, the environment, to the planet.
- having sense of awe and wonder, a spiritual sense
- each child's inner life of imagination and creativity is supported and nurtured.
- being able to communicate, to talk and to listen.
- having a strong sense of identity, and feelings of responsibility, respect, love, friendship, openness and togetherness.
- developing feelings of empathy, to be capable of deep emotion, to be hopeful, and to have an ethical sense.
- the ability to understand how to be healthy and happy,
- possessing a sense of unconditional self regard, an ability to express themselves, a sense of agency,
- to feel confident and to have a sense of responsibility for others.

We also want our children to have a sense of the endless opportunities future and what we can all contribute to making the world a better place.

The importance of Play

Children learn through meaningful opportunities to play and engage with quality materials, committed staff and other children.

At Yorketown community children's centre children are allowed the choice, time and space to express themselves through play, and to explore their dreams, passions and interests.

We believe play should be encouraged, fostered and utilized as a great learning and social tool, providing responsive interactions between child to child and child to adult, both verbal and non verbal, initiating, imagining, creating and building ongoing levels of understanding of the world around them.

Play can enable children to participate at their optimum level of development and experience success.

"preschoolers who spend more time at socio-dramatic play are advanced in general intellectual development, make believe strengthens a wide variety of mental abilities, including memory, logical reasoning, language and literacy, imagination, creativity and the ability to reflect on one's own thinking and take another's perspective"

"...if children possess their own theories, interpretations and questions, and are protagonists in the knowledge-building processes, then the most important verbs in educational practice are no longer 'to talk', 'to explain' or 'to transmit'...but 'to listen'. Listening means being open to others and what they have to say, listening to the hundred (and more) languages with all our senses" From Children's Services to Children's Spaces: re-thinking early childhood Peter Moss

(Thomas Coram Research Unit, institute of Education University of London)

WELCOME TO YORKETOWN COMMUNITY CHILDREN'S CENTRE

ESTABLISHED 1970

The Yorketown Community Children's Centre is a part time preschool centre offering 5 kindergarten sessions over two full days - Tuesdays and Thursdays (4 sessions) and on Wednesday morning (1 session).

The centre also offers a Rural Care program, catering for children 6 months - 12 years old over 5 days a week, 50 weeks of the year.

There is also a playgroup operating on Mondays from 10.00am til 12.00pm

Children attending the centre feed into two local schools, Yorketown Area School and St. Columba's Primary School.

The number of children attending the kindergarten varies between approx. 15 - 25 children. The number of children booked into rural care is up to 4 preschool aged and 3 school aged children at a time.

Our centre welcomes parents and caregivers to the centre at any time.

GENERAL INFORMATION

STAFF

DIRECTOR: David Elder

EARLY CHILDHOOD WORKERS: Fran Robinson,

RURAL CARE WORKERS: Ros Smitham, Annette Bellchambers,, Terry Goody, Courtney Wilson

SUPPORT WORKER: Ros Smitham

KINDERGARTEN SESSION TIMES

TUESDAY: 8.45 – 2.45

WEDNESDAY: 8.45 – 11.45

THURSDAY: 8.45 – 2.45

PRE - ENTRY SESSIONS

Children are offered one session of pre-school per week, usually on a Tuesday morning 8.45 to 11.45, for 10 weeks prior to your child starting full time pre-school sessions.

FUNDING

The Department of Education and Children's Services (DECS) provides funding for the centre. This contributes towards the staffing and operating costs. In addition to this the Governing Council organises fundraising and sets the termly contribution for kindergarten and pre-entry. You will receive a termly invoice for this contribution – please let us know if you need to make any changes, like paying weekly. Please put all monies in a named envelope in the fees box (on the “snack box” table).

The Commonwealth Government provides initial funding for the Rural Care and rebates and claims are made through registration with Centre Link. Invoices are issued weekly. People wanting a permanent place in the Rural Care program are required to pay a bond of two week's fees in advance. The Governing Council is also responsible for the management of this program and parent contribution toward fundraising and social/workshop functions is still vital.

CONTRIBUTIONS/FEES

KINDERGARTEN \$65.00 per term, \$60.00 if paid within 2 weeks of receipt of invoice.

PRE-ENTRY \$25.50 (\$13.00 plus \$12.00 for a personalised hat)

RURAL CARE Please contact the centre for advice for Rural Care Costs.

INDUCTION and ENROLMENT

Prior to starting pre-entry sessions you will be invited to attend a Pre-entry meeting. All relevant forms including enrolment forms are included in the pre-entry pack. The completed enrolment form needs to be returned to the Centre on your child's first day of pre-entry. If you are unable to attend the pre-entry meeting please make a time to see the Director and collect your pre-entry pack. Please let us know of any changes to your child's details if they should occur ie. contact numbers, address, health, custody issues.

YOUR CHILD WILL NEED

On each day your child will need to bring:

- Comfortable NAMED play clothes.
- A NAMED bag to carry their things.
- A NAMED snack box (fruit only).
- A NAMED lunch box (healthy lunch).
- A NAMED drink bottle (water only).

- A NAMED spare set of clothes.

Please dress your children in clothes that will protect them from sun-burn in the summer months and apply sunscreen before pre-school. We will re-apply sunscreen at lunch time.

ON ARRIVAL

We ask that children with their parents/ caregiver's assistance;

1. Greet the other children and staff.
2. Place their drink bottle and snack on the long table.
3. Place their lunch in the fridge.
4. Put their name up on the attendance board.
5. Put their bag in the locker.
6. Ensure that their child is settled at a learning activity before leaving.

DEPARTURE

We say good bye to the children from the mat. Staff must sight the parent/ caregiver before allowing children to leave. If someone other than the regular person is collecting the child please let the staff know and write it in the Parent Communication Book on the kitchen bench.

Staff will provide support on arrival and departure for all children who travel to kindergarten on school buses.

- Please do not park in the section of street in front of the kindergarten as you come and go, as this space is reserved for the school bus.
- Please don't park in the staff car park.

ABSENCES

If your child is to be absent for any session please let us know. If your child is leaving the centre please let us know so we can finalise our records.

We ask that children keep their toys at home, to avoid the risk of having them damaged or lost and hence causing distress to your child, yourself and the staff. One of the obvious benefits of kindergarten is for children to experiment with a different range of toys and equipment. If they have something special to bring, it is best to show it around on their arrival, then you to take it back home with you.

SCHOOL BUS

The school bus service is available to bring your child to the centre and take them home. If you wish for your child to go on the school bus, you will need to organise this with the Yorketown Area School. Children are eligible to travel on the bus once they are 4 years old.

BIRTHDAYS

We celebrate the children's birthdays by singing happy birthday to them and giving them a book (when they turn 5). This is usually done on their last day of pre-school. Some parents choose to bring a cake to help celebrate their last day but this is a matter of personal choice. If you would like to you're welcome, but please don't feel obliged to.

NOTICES

The parent noticeboards are located next to the glass doors in the main building. Please take the time to look at these so that you are aware of what is happening in the centre and in the community. There are also parent information leaflets and videos which you are welcome to borrow. **Newsletters are sent home via the pockets, which you need to check regularly. If you do not collect your child, (ie. bus children), please check your child's bag each day.**

PROGRAMMING, ASSESSMENT AND REPORTING

Staff use the Early Years Learning Framework or 'Belonging, Being, Becoming' document as a guideline for programming, assessment and reporting.

This covers the areas

- Children have a strong sense of identity
- Children are connected with and contribute to their worlds
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators

Young children learn from all of their experiences, what they see, hear, touch, taste and smell. The way they are cared for and the relationships that they establish have a significant and lasting effect on their ongoing growth and the development of their understandings. This begins with their early attachments.

Children are assessed using jottings, photographs and staff discussion in regard to specific areas of development. These assessments are recorded in our assessment folder.

Our reporting procedures consist of;

- A "parent chat" at the start of your child's second term of pre-school.
- A profile book containing work samples and end of term assessment comments, sent home at the end of each term, to be looked at and returned to the centre for the next term.
- A summative report, where a copy is provided to you, and sent to the school at the completion of your child's four terms of pre-school.

You are welcome to discuss your child's development with the Director at any time – just ask.

CHILDREN WITH ADDITIONAL NEEDS

Children requiring specific support for participation in the program have the opportunity to access additional support. The Director and support worker are responsible for writing an individualised learning program, addressing the areas of need. A Psychologist, Social worker, Special Educator and Speech Pathologist are available through the Regional office. Parents are welcome to raise any queries about their children with the Director or vice versa, and an application for additional support can be filed with parental permission.

POLICIES

This site has the following policies: you may request a copy of any of the policies.

- Dangerous Goods
- Illness, immunisation and health related exclusions
- Medication
- Child Protection
- Food safety and healthy eating
- Planning, evaluating and reporting children's learning experiences
- Excursions
- Access to the Centre and custody issues
- Privacy and Confidentiality
- Dental Care
- Rest and Sleep
- Sun safety
- Grievance and complaint management

- Behaviour Guidance
- OHSW
- Policy Development and review
- Fees

We also hold copies of the Yorketown Area School and St Columba's School enrolment policies.

LUNCH TIME CARE PROGRAM

TUESDAY & THURSDAY 12.00-12.30 pm

The lunch time care program consists of staff rostered to supervise lunch and a quiet time, between the two pre-school sessions. The provision of a lunch time care program is in addition to the pre-school sessions for children.

TIMETABLE

A copy of our daily timetable is posted on the storage cupboard for your information. We also display our program plans and overviews for you to be aware of and build on our activities and focus areas as you would like to.

GOVERNING COUNCIL

This Committee is a Parent group that is responsible, with Staff, for the maintenance and running of the Centre. Being on the Committee involves attending two meetings per term, encouraging others to give their support, having a say about site policies and curriculum, organising centre functions and fundraising. As a committee member you gain an excellent understanding of how your kindergarten and rural care works. Please check your newsletters for the latest date, time and location.

PARENT INVOLVEMENT

We value the involvement and participation of parents and community members in the provision of the service. There are many ways that parents are asked to provide support.

Parents are invited to visit at the Kindy at any time to observe or assist in the program.

We also ask that parents assist at the end of each term in helping to clean up after the term. This helps us to keep our equipment hygienic.

- *skill sharing* – joining in with children's activities, programming and excursions
- *music* – songs, instruments and tape resources
- *story – telling, reading books or using puppets*
- *cultural knowledge* – pictures or artefacts
- *second language* – talking, singing or listening
- *gardening* – support with 'fix-it' tasks
- *cooking* – sharing hobbies and collections

You may also choose to be involved in the following ways;

- governing council – assisting with ideas and information links
- fundraising – social ventures and gathering materials we use like wood, boxes
- consultative structure/sub - regional meetings – Departmental feedback

COMMUNITY LINKS

Yorketown Community Children's Centre is an integral part of the Yorketown Community. Links have been established with other organisations.

CHILD AND YOUTH HEALTH – 1300 364 100

Pre-school children are developmentally screened by the local Child and Youth Health Staff. Details will be provided to you closer to the event. We also like to advertise and encourage your attending at their parenting workshops.

FAMILY DAY CARE - : 88322825

There are approved Family Day Care providers in the Yorketown area. Enquiries can be made through the Maitland Office.

PLAYGROUP - 88521780

Playgroup meets at the Kindergarten on Mondays 10:00am – 12.00pm.

LEARNING TOGETHER AT HOME - 88323053

Provides home visits to support families who require additional support for their children.

ACTIVE KIDS - 88521233

Assist children to develop physical skills. It is held in the Yorketown Area School Gym on Fridays from 9:00am - 9:45am. For children 0-5 years old.

BABY BOUNCE AND RHYME - 88521233

This is a music group for pre-school age children which operates out of the library at Yorketown Area School.

OTHER SERVICES

Parenting Helpline: 1300 364 100

Youth Helpline: 1300 13 17 19

CYH Nurse Appointment Bookings: 1300733606

Local CYH Nurse: 8853 2060

Health Direct:1800 022 222

Breast feeding Hotline:1800 686 268

Kidsafe: 8161 6318

Healthy Families Team: 8828 1360

Including, Speech Pathology, Occupational Therapy, Physiotherapy, Social Worker & a Dietician. All of these services are paediatric.

Life line: 13 11 14

Child Abuse Report line: 131 478

Poisons Information: 13 11 26

Crisis Care: 13 16 11

Healthlink: 1800 003 307

BANKING

On request from parents to the bank, children are issued with a bank book from the Bank of South Australia. Banking is available on Tuesdays at the kindergarten.

TRANSITION

The main feeder schools of this Centre are Yorketown Area School and St Columba's Schools.

Yorketown Area School has a termly intake policy in 2013. Children are enrolled to start school at the start of the week after they turn 5 in terms 1, 2, and 3. In term 4 children are enrolled at the start of term only. From 2014 there will be a single intake. Eligible children will only start school at the beginning of term one.

The transition program involves 6 visits prior to starting school. More details are available by reading the YAS enrolment policy, or by contacting the School on 88521233.

St Columba's School has a once a term intake policy. Children can commence at the beginning of either term 1, 2, 3, or 4 once they have turned 5 years of age.

The transition program involves 3 visits in the last 3 weeks of the term prior to starting school. More details are available by reading the policy, or by contacting the school on 88521 461.

Other schools taking children from the centre include **Edithburgh Primary School (8852 6117)** and **Stansbury Primary School (8852 4286)**. Please contact the schools for details of their intake policy.