Early Years Learning Framework (EYLF)
Belonging, Being, Becoming (BBB)

The EYLF document provides us with a framework for observing and planning for children at our kindergarten.

The areas consist of the following and examples of work and photos give a record of your child’s learning during their time at kindergarten.

CHILDREN HAVE A STRONG SENSE OF IDENTITY

CHILDREN ARE CONNECTED AND CONTRIBUTE TO THEIR WORLD
*Family Life and Roles *Variety of cultures *Life experiences *Discovering our own cultures and traditions and valuing and respecting other cultures, customs, language and beliefs.

CHILDREN HAVE A STRONG SENSE OF WELLBEING
*Fine motor skills: cutting, threading, manipulation of tools eg pencil *Gross motor skills: climbing, coordination, ball skills, awareness of their bodies *Safety, including Protective Behaviours *Health and Hygiene *Individual and Group Participation

CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS

CHILDREN ARE EFFECTIVE COMMUNICATORS
WELCOME TO BADEN PATTINSON KINDERGARTEN

The staff at the Kindergarten are:

JENNY HASKETT - Director
SARAH VIVIAN - Teacher
MANDY CHENOWETH - Half Day Early Childhood Worker
PAM ILLSLEY - Half Day Early Childhood Worker

Please remember:
This is your Kindergarten. We look forward to working together with you and your child during your association with the centre. We hope your stay with us is enjoyable.

KINDY SESSIONS

GREEN GROUP: Monday & Tuesday am  9am to 11.45am
              Wednesday & Thursday pm  12.30pm to 3.15pm

BLUE GROUP:  Monday & Tuesday pm  12.30pm to 3.15pm
              Wednesday & Thursday am  9am to 11.45am

PLAYGROUP

Friday  9.30am to 11.00

STATE SCHOOL TERMS

2012:  30 January - 5 April
       23 April - 29 June
       16 July - 21 September
       8 October - 14 December

2013:  29 January - 12 April
       29 April - 5 July
       22 July - 27 September
       14 October - 13 December
Your child will need the following:

- A labelled bag
- A named hat to wear outside in Terms 1 and 4. (The policy is “no hat, no play”). Please remember to apply sunscreen before coming to kindergarten.
- A piece of fruit or vegetable, cheese or dried fruit. NOT biscuits, cake, sandwiches, sweets, or muesli/fruit bars, or any kind of packaged food. (Please see attached page)
- A named bottle of water
- It is important to dress your child suitably for kindergarten. The children often participate in messy activities, inside and outside. These are valuable activities and the children need to feel free to become involved.
- Please discourage children from bringing their own toys because they can become lost or broken. Interesting things like shells, little lizards etc. can be brought for “show and tell”.

CONFIDENTIALITY

We respect all the information that you give us at any time about your family or child. This will remain confidential at all times.

STANDARD PRECAUTIONS

Our kindergarten has policies and practices in place to prevent cross infection of blood borne diseases including HIV and hepatitis B & C.

The children are taught about safe handling of blood at kindergarten.

- Blood can carry viruses that can make us very sick.
- All cuts/breaks in skin need to be covered with a band aid – if necessary please do so before coming to kindergarten.

Staff always use latex gloves and band aids in managing cuts/blood spills. The children are provided opportunities to get familiar with and use latex gloves in play situations eg. the play hospital.
**LAUNDRY ROSTER**

Each week we ask one family from each group to take home a bag of laundry, including tea towels, smocks, dressing-up clothes etc. The roster is displayed on the notice board.

**PARENT HELP**

Helping at the kindergarten can be a good way to get to know the staff and find out what the children do at kindergarten. Please let us know if you would like to come for part or all of a session. Some activities you could be involved in are: reading stories, cooking, computer work, art and craft. There is a roster on the whiteboard for you to write your name.

**OTHER REQUESTS**

1. Please let us know if someone other than yourself is going to pick up your child, or write it in the diary on the kitchen bench.

2. Make sure that one of the staff know when you are leaving your child at kindergarten. Please come into the building with your child at the beginning and end of the session to deliver and collect your child.

3. It is a good idea to name any pieces of clothing that your child is likely to take off and all other belongings.

4. Please let the staff know of changes in:

   - your address, phone number
   - family details that are relevant

5. Every child has a notice pocket. Please check it regularly for notices. It hangs on the shed door around by the lockers.
Please do not send your child to kindergarten if he/she is unwell. If your child is away from kindergarten please let us know, however, it is important for you to know that we are funded and staffed ONLY on the children who attend the centre, so please make an effort to have your child here EVERY day.

We have the expertise of a Social Worker; Speech Therapist; Special Education Teacher; Psychologist etc. available to assist us with children with special needs.

**Kindergarten Session : $70 per child per term**

( which includes an excursion/special event each term.)

These fees are used to assist in our operating costs.

The grant we receive from the government is insufficient to cover all the costs of running the kindergarten eg. cleaning, electricity, water, and maintenance. We also have to provide materials such as paint, paper etc. and the purchase of new equipment.
This Governing Council is made up of interested parents who assist in the efficient management of the kindergarten. In order for the centre to operate smoothly, it is vital that parents take part and work with the staff.

You are always welcome to attend meetings and hope that you will become involved. It is a good way to meet people.

Meetings are held on the first Monday of each month.

Some of the main concerns of the Governing Council include:

- Maintenance and improvements of grounds and buildings
- Financial management of the centre
- Supporting the staff in the quality of service
- Providing for the needs of the community

Some of the ways you can become involved include:

- Become a member of the Governing Council
- Support working bees, spring cleaning
- Take part in fundraising events

Your involvement will help to make the centre a better community service. Any ideas are welcomed for improvements to the centre and its services.

Please feel free to discuss ideas with either a council member or one of the staff.
Our assumptions about children.
We believe:
1. Children must be active participants in their learning (they learn through doing).
2. That each child is unique - they come from varying backgrounds - they have different skills, interests, needs and abilities, thus the program is most effective when we work from the child's interest - the child's level of development - and allow each child to work at his own pace.
3. That children learn and develop when they feel good about themselves, their achievements, their ability to be effective in the world around them.
4. To learn how to express themselves, communicate, how to get along with others and how to share.

Our assumptions about learning.
We believe:
1. That the best preparations for being five is a whole year being four.
2. That kindergarten prepares children for life.
3. Kindergarten should be a year of enjoyment.
4. That learning occurs in all areas of the kindergarten.
5. That play is the way that children make sense of their work and is the NATURAL LEARNING METHOD. Through play, you provide an opportunity to develop - independence, initiative, problem-solving skills, creative ability, ability to use time constructively, to make their own decisions.
6. That the education of the child has to be a shared experience between home, kindergarten and the wider community.
7. That we should provide experiences for the development of the total child:
   • intellectual
   • physical
   • social and emotional
   • moral

OLD CHINESE PROVERB
When I hear, I forget
When I see, I remember
When I do, I learn
This is the shared philosophy of the staff. Please feel free to discuss this and/or your child’s progress and development with us at any time.
BEHAVIOUR MANAGEMENT CODE

We believe all children have the right to feel safe all the time. This happens in a safe, secure, and well planned environment. Children are active participants in their learning, consequently we promote a positive learning environment that promotes optimum learning, trust and respect and includes developmentally appropriate behavioural expectations. The staff are also well aware of OH&S responsibilities.

The behaviours we encourage are: -

- Positive communication with individuals and groups
- Cooperation through listening, sharing, turn taking
- Respect and care for themselves and each other and their environment
- Expressing thoughts, needs and feelings appropriately

The ways we maximise positive behaviours are: -

- Providing a safe, secure, learning environment
- Developing positive, caring relationships with children
- Reinforcing positive behaviours
- Teaching children to be aware of the consequences of their behaviour
- Helping children develop problem solving skills, positive language and communication and cooperation skills, and appropriate ways of expressing feelings

The behaviours which are not acceptable or appropriate are: -

- Behaviour or actions that endanger the physical or emotional safety of others
- Aggressive or threatening behaviours including spitting, biting, hitting, pushing, bullying, harassing or hurting others or property
- Behaviours which exclude children from play or participation in the program

The ways we minimise challenging behaviours include: -

- Providing a safe, secure and caring environment
- Early intervention
• Access Support Services
• Explicit teaching of social and play skills
• Explicit teaching of strategies to deal with inappropriate actions
• Modelling positive behaviours
• Praising appropriate peer behaviour models

We inform children regularly by: -

• Explicit teaching of protective behaviours and rules and values
• Using role play, practice and modelling
• Using visual reminders and displays
• Review with the children

We consult and inform parents by: -

• Building good relationships and communication with parents/carers
• Providing this code with enrolment package
• Incorporating the relevant practices into the program and providing all parents with a copy

How Parents Can Help Support the Behaviour Code

• Consistent expectations
• Practice and reinforce similar strategies at home
• Communicating with staff and children
• Inform staff of any changes which may affect the children’s behaviour in any way

Informing Staff/How Staff Can Help Support the Behaviour Code/Review

• Make policy available for all staff in induction book
• Involve ALL staff in annual reviews in consultation with the Governing Council
• Develop a culture of trust and respect
• Access a Professional Development Program or Support as the need arises
GRIEVANCE PROCEDURES FOR PARENTS BY PARENTS

The parents on the Governing Council of Baden Pattinson Kindergarten have developed this set of Grievance Procedures for Parents. This procedure is to be followed if a Parent/Caregiver has an idea/concern which needs to be addressed.

HAVE YOU GOT A PROBLEM?
Your ideas/concerns may relate to child/staff or parent/staff relationships, behaviours, kindergarten policies or curriculum.

THE FOLLOWING GUIDELINES MAY ASSIST IF YOU HAVE A CONCERN:

1. Make an appointment to talk to the most relevant person letting them know what the issue is beforehand, so that they are better able to provide any information that you might require.

Making an appointment ensures the most productive use of the time available – when the staff are free to give you their full attention.

If you feel that an issue you have raised is still unresolved – it is important that you state this at the conclusion of the meeting.

2. If the issues are not resolved, make an appointment with the Director. Let her know what issue you wish to discuss, as this will help the process.

3. Meet with the Director. Results of this meeting may include the following:
   - the situation is followed up
   - outside support for the child/kindergarten or family may be sought.

4. If after steps 1 – 3 you are still dissatisfied, approach the Assistant District Director who will try to resolve the situation further. The expectation of the Director will be that the above steps have been followed. Directors are also keen to hear about successes.

Revised November 2011
We have fruit time at Kindergarten, not snack time, in order to promote and encourage healthy eating and lifestyle.

So that your child doesn't go hungry please send fresh or dried Fruit, fritz, ham and vegetables (eg. carrots or celery).

As we have a number of children who are highly allergic to **peanuts** we cannot allow children to bring them to kindergarten at any time.

This includes peanut butter, muesli bars, fruit bars, biscuits, sandwiches etc. as they may contain traces of nuts. As so many packaged foods contain traces of nuts we will have to ban them and they will not be allowed to be eaten. This includes any type of biscuits!

This is extremely important as it is a **life-threatening** situation, and these items are therefore banned.
The children also need to bring a named bottle of water to drink. (NO JUICE, CORDIAL ETC.)

Thank you for your help in this matter.