Seaford Rise Children’s Centre
Kindergarten Information

Session Times

Preschool Sessions
Mornings: Monday to Thursday 8:40am - 11:40am
Afternoons: Monday to Thursday 12:10pm - 3:10pm
Full Days: Tuesday, Wednesday and Thursday 8:40am - 3:10pm

Playgroup Session
A parent led Playgroup operates on Friday mornings 12:00am – 1:45pm
**Kindergarten Staff**

**DIRECTOR: Kim Noble**
Kim holds a Diploma of Teaching (Junior Primary), has been teaching since 1988 and has worked in Early Childhood Education since 2002. She has taught from K-12 in various schools in country and metropolitan areas. Kim lived in Roxby Downs from 2002 to 2006 and taught at the Kindergarten there. Kim started at Seaford Rise Children’s Centre as the teacher of the Outreach in January 2008 and has worked here as Director since June 2009. Kim’s 3 children attended this Kindergarten in the mid to late 1990’s and she was a member of the Governing Council during this time.

**TEACHER: Audrey Bley-Linn**
Audrey holds a Diploma of Teaching (Early Childhood Education) and has worked in Kindergartens since 1983. These include Kindergartens in Hackham West, a mobile Kindergarten servicing Port Elliott and Hallett Cove, bi-lingual support in Morphett Vale, Kindergartens in Strathalbyn, Christies North and, most recently, 10 years at Madge Sexton Kindergarten, McLaren Vale. She has worked at Seaford Rise Children’s Centre since January 2008. Audrey has lived in Willunga since January 2006 and is mother to 2 sons, Beau and Dion. Audrey’s life long goal was to work as a Kindergarten Teacher and this is still her chosen career!

**PART TIME TEACHER: Lisa Brandt**
Lisa holds a Degree in Early Childhood Education (Bachelor of Education) and has been working with children since 2002. She has worked in Child Care Centres, Kindergartens and Schools both in London and the Adelaide metropolitan area. Lisa lives locally with her husband and two children, Felix and Isabella.

**REGULAR RELIEF TEACHER: Tess Pitcher**
Tess holds a Diploma of Teaching (Early Childhood Education) and has been working in Kindergartens since 1990. Centres she has worked at include Barmera Preschool and Waikerie in the Riverland, Millicent and Acacia Kindergartens in the South East, Trott Park Kindergarten, Yankalilla Children’s Centre and O’Sullivan Beach Kindergarten. She has most recently worked in a relief capacity at Madge Sexton Kindergarten and Seaford Rise Children’s Centre. Tess lives in Willunga with her husband Bruce and two children, Angus and Eliza.

**EARLY CHILDHOOD WORKERS, (ECWs)**

**Maree Gillies, ECW**
Maree has worked for the Education Department since 1992. Maree has worked at a number of Kindergarten including Dunbar Terrace and Baden Pattinson (both at Glenelg), Ascot Park, Oaklands Estate, Marie Dunstan (Brooklyn Park) and The Hub (Aberfoyle Park). She has worked at Seaford Rise Children’s Centre since January 2008. Maree lives at Glenelg with her husband, Rob and they have 4 adult sons, Adam, James, Tim and David. Tim and his wife, Kara, have a beautiful son, Tennyson, who has brought much love and laughter to the family.

**Anita Vario, ECW and Support**
Anita has 2 sons and previously worked as a receptionist in the medical field. She has worked as an ECW since February 2009. Anita has worked in a number of Kindergartens including Moana, Aldinga, Madge Sexton (McLaren Vale), Reynella South and Seaford and has worked at Seaford Rise Children’s Centre since Term 2, 2009. She also works as support for children with special needs.

**Heather Tinkler, ECW and Support**
Heather cares for the children staying for lunch and also works as support for children with special needs. She lives in Seaford Rise with her husband and 4 children, 2 of whom have special needs. Heather also works at Seaford Rise Primary School as an SSO (School Services Officer) doing classroom support and in the library. Previously Heather has worked as a relief SSO at the Christie Downs Pre-school with disabled and autistic students.

**Geetha Vadakattu, Bi-lingual Support**
Geetha comes from India. She has been working bi-lingual, ECW and ESL (English as a Second Language) Support for DECS since 2008 in various Kindergartens. Currently Geetha is studying Certificate 3 in Education Support.
General Information

This section of the handbook seeks to explain the Kindergarten component of the service. We trust that your time here with us will be enjoyable and rewarding.

Seaford Rise and District Children’s Centre offers a range of services across two campuses. The centres are situated approximately 2 km apart. The Kindergarten campus is located next to the grounds of the Seaford Rise Primary School. The Child Care campus is situated across the road from the All Saints Catholic School. Through the provision of these two services we seek to meet the needs of the community in relation to child care and education in the Seaford Rise and District area.

At the Seaford Rise Kindergarten Campus we offer:
- Kindergarten sessions
- Pre entry programme
- Playgroup
- Early Entry (for children with special needs)
- Support for Children with special needs
- Transport between campuses by arrangement

At the Seaford District Child Care Campus we offer:
- Child care
- Support for children with special needs
- Transport between campuses by arrangement
- Out of hours School and Vacation Care at All Saints Primary School (for school aged children)

Children can access Pre-Entry and Kindergarten. Arrangements can be made for children to be transported between sites for Child Care and Kindergarten. Please notify both the Kindergarten Director and the Child Care Director if transport is required for your child.

At Seaford Rise and District Children’s Centre we aim to provide high quality care and educational programmes that meet the needs of individual children and their families. We encourage families to be involved in the services. You are welcome to visit or be a part of our programme after consultation with the staff.

The Kindergarten curriculum is developed by the staff and is based upon the National Curriculum the “Early years Curriculum Framework” (EYLF).
**WHAT TO BRING**

**HAT**
Your child will need to bring a *named* broad brimmed or legionnaires hat. Our centre has a policy, as does the Seaford Rise Primary School, “NO HAT, NO OUTDOOR PLAY.” This supports the recommendation of the Anti-Cancer Foundation.

Children who forget their hat are asked to play indoors or under the verandah. We encourage children to be independent and take on the responsibility of caring for their own hat. Please encourage your child to apply sun screen before the start of the session.

**CLOTHING**
A child’s Kindergarten year is a special year where children have the opportunity to explore, grow and develop through the use of a wide range of learning experiences. Sometimes children will be apprehensive about participating in these valuable experiences because they are concerned that they will be punished if they get dirty. You can help them in two ways:

- Please send your child in play clothes or old clothes (Smocks are provided for art activities)
- Please send your child a change of clothes (Please name all clothes and shoes)

**FRUIT/ SNACK**
Your child will need to have a piece of fruit or snack for each Kindergarten session. As part of children’s learning we encourage children to wash their hands, get their own snack out of their bag and eat their snack.

Staff will encourage each child to be independent and support them through this process accordingly. Staff members are available to assist as necessary.

We have a healthy food policy at the centre. Foods you may like to send at fruit time include fresh fruit, dried fruit, cheese, fresh vegetable and sandwiches with a healthy filling. We ask that you **DO NOT SEND** chocolate, chips, cake or anything in a wrapper such as muesli bars, dip-its and fruit bars, as they may have a very high sugar, salt or fat content.

We are an **ALLERGY AWARE** centre, therefore, **NO NUT PRODUCTS** are allowed eg. Peanut Butter, Nutella, muesli bars. Please check labels carefully.

**DRINKS**
We encourage children to drink water at Kindergarten. Please supply a *named* drink bottle of *water* to be kept in your child’s back pack. If you child forgets to bring his/her bottle, water and cups are available at all times. Cordial, fruit juice and sweet drinks are not permitted.

**PLEASE DO NOT BRING TOYS**
Children often get distressed if they bring a toy to Kindergarten and it is then lost or broken. Please support us by keeping children’s toys at home.
BIRTHDAYS
We support and encourage participation in a range of cultural celebrations including birthdays. We celebrate birthdays at the centre by singing “Happy Birthday.” We support family choice for those families preferring not to be involved in this celebration, please let staff know. We ask that birthday food is kept for home as it would mean that children could be eating birthday cake twice a week if every child brought cake to share for their birthday!

MEDICATION
We realise that at times children will require medication to be administered whilst at the centre. Medication can only be administered in accordance with the guidelines of the Department for Education and Children’s Services (D.E.C.S).

The medication needs to be in the original bottle with the child’s name and expiration date clearly marked. Staff must be notified of the need to administer medication and it must be stored in the medicine cabinet or in the ‘fridge. Medication forms need to be completed and signed by the parent.

Long term medication forms need to be completed and signed by a medical practitioner and a parent for longer term medication arrangements.

BEHAVIOUR MANAGEMENT
Positive reinforcement and encouragement for appropriate behaviour is modelled by staff.
Redirection/distraction and early intervention to avoid escalation of conflict is practiced by staff.
Teaching of communication and problem solving skills that encourage self awareness and self discipline are an integral part of the curriculum programme.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOURS MUST REFLECT THE DIGNITY AND RIGHTS OF THE CHILD

ASSESSMENT AND REPORTING
Assessment and reporting is as follows:
Collecting information about your child in a variety of ways including:
- Observations
- Child interviews
- Child profiles
- Photographs
- Individual learning plans
- Parent interviews (Mid Year Update)
- Summative Reports

DEVELOPING THE PARTNERSHIP WITH PARENTS
Partnership with parents via parent interviews in the child’s 2nd term at Kindergarten and informal chats.
During your child’s year at Kindergarten their work samples will be collected and placed into a portfolio folder.
In your child’s last term at Kindergarten staff will complete a Summative Report.
Three copies will be made:
- The original for parent information.
- One copy will remain at the Kindergarten.
- One will be forwarded to your child’s school.

There will be an end of term celebration to acknowledge your child moving on to school. Families will be notified of the celebration via newsletter and/or invitation.
Kindergarten Fees

Kindergarten fees and charges are billed using M.Y.O.B. Accounting Plus at the beginning of each term. Accounts are distributed via the child’s note pocket at the Kindergarten. Fees can be paid via the internet, by cash, cheque or money order (for credit card and EFTPOS payments see details below). Fees are required to be paid in full by week 3 of each term. The receipt will be placed in your child’s pocket after payment is received. If you have difficulty in paying fees please see the centre Director.

The fees for the term are:

**KINDERGARTEN**
- $80.00 per term

**PRE-ENTRY**
- $30.00 per term

**LUNCH CARE**
- $50.00 per term
- To be paid in full by the end of week 1 of the term.

**Payment via the Internet:** This is our preferred method of receiving payments.

**Funds Transfer or AnyPay option.**
Anyone using this option needs to be registered with their financial institution for Internet Banking.

The details required are as follows -

**ACCOUNT NAME:** Seaford Rise Children’s Centre  
**BSB:** 085 005  
**ACCOUNT NUMBER:** 57 747 7866  
**REFERENCE:** Parent or Child’s name

Internet payments will be reconciled weekly & receipted against fees outstanding. A receipt will only be issued upon request.

**Personal payments at the Kindergarten**

Staff members are available at the beginning and end of each session to assist parents with fee payments. The following procedures to be used
- Parents complete payment details on Fees and Money Verification sheet.
- Parents complete details on a fee envelope located on the end of the kitchen bench.
- Have details counter-signed by a staff member before sealing envelope.
- Post fee envelope containing payment into fee box at the end of the kitchen bench.

All other payments e.g. Book Club, excursions and social event payments will be recorded in the same manner unless otherwise indicated.

**NOTE:** This process is for cash or cheque payments.

Credit Card and EFTPOS payments can be made at Seaford District Community Children’s Centre, ‘phone 8386 0972.

PLEASE SEE A STAFF MEMBER IF YOU HAVE ANY QUERIES