79 Brentwood Drive
Huntfield Heights, 5163
Phone: 8384 2783

South Australian term dates 2014
Term 1 28 January - 11 April
Term 2 28 April - 4 July
Term 3 21 July - 26 September
Term 4 13 October - 12 December

South Australian term dates 2015
Term 1 27 January - 10 April
Term 2 27 April - 3 July
Term 3 20 July - 25 September
Term 4 12 October - 11 December
Our Philosophy Statement

Brentwood Drive Kindergarten embraces diverse, cultural, linguistic and economic backgrounds. We provide a place for support and social connections for families with young children. We value professional staff who bring diverse skills and local knowledge. Our families, community, staff and children are our richest resources.

We believe all children develop best in a supportive, child centred social environment. We believe learning happens through play when adults engage with children and help them learn: hand in hand and step by step.

We are committed to developing a welcoming and safe play environment where children’s culture is respected and valued.

We aspire for children to be connected emotionally and socially to become competent, confident and resilient learners and for children, families and staff to develop trusting supporting positive relationships.

Brentwood Drive Kindergarten values the journey: where we have been, where we are and where we are going.

Our staff team are

Claire Kennett—Director
Sue Gray—Teacher
Gill Morris—Speech and Language Teacher
Kathy Maddock—Speech pathologist
TBA—Preschool support worker
TBA—Early Childhood Worker
What is Kindergarten?

Kindergarten is a play based educational program staffed by trained early childhood educators and funded through the Department of Education and Children’s Development. Kindergarten offers special programs to support children’s developmental needs including children with additional needs. Brentwood Drive Kindergarten offers 15 hours of Kindergarten per week.

How do I enrol my child?

To enrol your child please call or visit the Kindergarten and ask to fill in an enrolment enquiry form. The Director can discuss the availability of places with you and any additional needs your child may have. In the term or two prior to starting the Director will go through all enrolment enquiries and allocate places according to our priority of enrolment. You will be contacted by phone and the Director will invite you in for an enrolment meeting and confirm the enrolment. Proof of age must be bought to the enrolment meeting; this may be a birth certificate, passport or Centrelink statement showing date of birth.

Fees

The total cost per year is $300 (plus $8 for personalised hat OPTIONAL) for 600 hours preschool (this breaks down to 50 cents per hour). Families are usually invoiced $308 at the start of the year and up front payment is ideal, however paying in instalments (ie per fortnight) is welcomed by negotiation with the Director. Payment may be by cash, cheque or direct debit or Centrepay. For those who wish to pay in instalments, a one a term invoice will be issued.

Special Programs

Early Entry

Early entry may be provided prior to the child’s eligible year. Early entry supports children with additional needs by providing additional time at Kindergarten. The provision Early Entry depends on the availability of spaces.

Preschool Support Program

Children with additional needs may be eligible for support under the Preschool Support Program. Please see the Director if you are concerned about your child’s development or they have an identified health need/disability.

Stay and Play

For Stay and Play families are invited to attend Kindergarten with their child for 1 1/2 hour per week and integrate into the Kindergarten program. This helps us all to get to know each other prior to starting Kindergarten.

Speech and Language Program

Brentwood Drive Kindergarten offers a specialised program supporting children with significant Speech and/or Language needs. Access to this program is through referral by a Speech Pathologist and discussion with the Director. If your child has a Speech and/or Language need, please discuss your child’s eligibility with the Director and your Speech Pathologist. There is provision for families to claim a travel allowance to attend the Program.
When are the Kindergarten sessions?

We are a half time centre. Our sessions are at the following times:

- **Monday 8.30am to 1.30pm**
- **Tuesday 8.30am to 1.30pm**
- **Wednesday 8.30am to 1.30pm**

If you are early please stay with your child until the session starts. If you are late please phone us so staff can reassure your child. People collecting your child must have written authority (this included on the enrolment form) and staff may ask unknown people collecting your child for identification and will not release your child to a person without written authority.

What does my child need to bring to kindergarten?

- Play clothes - named
- A spare change of clothes—named
- Shoes that enclose around the foot (NO thongs, slippers or floppy shoes please) - named
- Bucket Hats—named—and clothes with covered shoulders in Terms 1 and 4. Please apply sunscreen prior to coming.
- A bag—named
- A bottle containing water only—named
- 1 serve of fruit/vegetables (to be left in bag).
- Lunch in a lunch box - named

Please bring lunch boxes in and place them on the kitchen bench. We encourage healthy eating and lifestyles, lunches may contain a range of low salt, low sugar and low fat items: for example a sandwich, yoghurt, meat, fruit, vegetables, rice snacks, cheese, a wrap or a range of finger foods.

Brentwood Drive Kindergarten is an **Allergy Aware Kindergarten**. In order to reduce the risk of an allergic reaction please do not send food with nuts or nut products such as peanut paste.

What do I do when I arrive?

When you arrive for your child’s Kindergarten day you can help your child to...

- Find their name tag and hang up their bag.
- Get out the things they need for the day (lunch on Wednesdays, a hat from 1st September to 30th April, their drink bottle)
- Put their drink bottle in the basket and their lunch on the kitchen bench (on Wednesdays)
- Check the whiteboard for daily notices and your child’s pocket for individual notices.
- Sign your child in and leave any notes—don’t forget to sign them out when you collect them.
How do I know what’s happening at the kindergarten?

- The Parent Information noticeboard near the entrance gives information on community events and National Quality Standard information.
- The whiteboard in the front walkway gives daily information about what is happening and up-coming events.
- The pin up board on the front wall gives information about our routines and program for the term.
- Your child’s pocket is where you will find your invoice, your newsletter and any other individual communication.

Please ask a staff member if you need assistance or can’t find the information you need.

Programming, Assessment and Reporting

Brentwood Drive Kindergarten uses the Early Years Learning Framework for programming, assessing and reporting. Our program teaches children through play. We plan, assess and report through the 5 broad goals found in the Early Years Learning Framework:

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

Each child is programmed for individually at Brentwood Drive Kindergarten. At the end of each term staff compile children’s work samples, photos, learning stories and assessments into a Profile Folder. This is sent home at the end of each term, please return it at the start of the next term for updating.

At the end of your child’s year of Kindergarten a Summative Report will be written, this is passed on to the school as a summary of your child’s achievements throughout the year.

The following strategies are used for reporting throughout the year:

**Profile Folders**: Are handed out each term, contain work samples and learning stories, the Family Profile, the Learning Quilt and Parent Feedback sheet. Please return Profile Folders at the start of the following term.

**Statement of Learning**: Will be completed by educators each term and shared with you at the “Parent Chat” meeting. The Statement of Learning will be provided in full to you and the school at the end of the year (previously known as the Summative Report).

**Parent Chat**: A ½ hour parent meeting (held in terms 2 and 3) to discuss your child’s learning, your goals for your child/ren, update the Family Profile, and share the Statement of Learning.
National Quality Framework

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services.

Brentwood Drive Kindergarten reviews its practices under the 7 areas of the National Quality Standard

1. Educational Program and practice
2. Children’s Health and Safety
3. The Physical Environment
4. Staffing Arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management

Our Quality Improvement Plan describes our goals in each of these areas—please see our website to download the Quality Improvement Plan.

Illnesses and injuries

All our staff hold current First Aid Qualifications and standard procedures are used at all times when administering first aid. Any injuries or illnesses occurring at the Kindergarten will be treated with the most appropriate, recommended first aid procedures and you will be contacted for collection if necessary. In the event of a serious injury an ambulance will be called.

If an outbreak of any illness occurs an informative note will be sent home to all families stating “A suspected case of... has been identified” and advice about the condition will be included. If an infectious illness occurs, or a child is suffering from Anaphylaxis or Asthma a notice will be placed at the entrance of the Kindergarten. A child should stay home when running a temperature or showing any signs of being unwell to minimise the spread of any illness to staff and other children. Children should stay home for 24 hours after the last signs of illness to ensure that they are fully recovered and well rested for Kindergarten, this helps to avoid further spreading illnesses and developing new illnesses.

Head lice

If head lice is identified, your or your emergency contact will be phoned for collection. Once the head lice has been treated your child is welcome to return to Kindergarten. If head lice is identified an informative notice will be sent out to all families.

Sun safety

Brentwood Drive values sun safety so please remember:

- Bucket hats to be worn outside at all times when the UV rating is over 3 and from 1st September to 30th April. Please ensure your child has clothes that protect them from the sun (e.g. covered shoulders).
- Please apply sunscreen to your child before the session starts. Staff will reapply sunscreen after lunchtime on Wednesdays all-day session.
Grievances and complaints

We aim to help you resolve any concerns you have and work within the public sector Code of Ethics in our relationships with others. If you have a grievance or complaint please see the relevant staff member, or the Director and we will endeavour to resolve the situation. If you require further help to resolve the issue you may phone the Southern Adelaide Regional Office or the DECD parent complaint line on 1800 677 435. Further information is available on our website.

Behaviour Code

We will respond to challenging behaviours by:

- Reminding children of expectations and limits and the reasons for these
- Supporting children to problem solve, negotiate, find resolutions and manage emotions appropriately
- Using Restorative Justice practices that support children to empathise with others and restore relationships
- Communicating with and involving families at the earliest opportunity to work together positively to assist the child’s well being and learning
- Assessing individual children’s learning and development and reflecting on and reviewing our planned program and how the active learning environment supports positive behaviours
- Planning, implementing, monitoring and reviewing individual behaviour plans in partnership with families and support services
- Being aware of our limitations and seeking assistance when required
- Withdrawing children when they are at risk of hurting themselves or others, ensuring that an adult is with them all the time

Please see our full behaviour code on our website for more information.

How can I be involved in Brentwood Drive Kindergarten?

Volunteers are a valuable part of our program and help to expand the opportunities each child has. Volunteers at Brentwood Drive Kindergarten can assist in one of our special programs

Gardening—volunteers are needed to help develop our edible garden, plant plants, compost and care for our garden. This occurs as a part of our program.

Parent Group (Governing Council) - volunteers are needed to take on position in the Parent Group. The parent group help to make decisions about the Kindergarten, run fund raising events, assist at working bees and develop policies and procedures. Meetings are twice a term, on a Tuesday morning.

If you are interested in volunteering please see the Director. All volunteers must have a cleared Criminal History Screening and complete Responding to Abuse and Neglect Training. These will be provided free of charge. Food Handling training is also provided free of charge for programs.
Local services

Brentwood Drive Kindergarten feeds into several schools including, but not limited to:

- Old Noarlunga Primary School 83862093
- Port Noarlunga Primary School 83822455
- Noarlunga Downs Primary School 83844395
- Reynella Primary School 83811493
- Reynella South Primary School 83811407
- Christies Beach Primary School 83821511
- Christies Downs Primary School 83823266
- Huntfield Heights Primary School 83845300
- Hackham East Junior Primary School 83823824
- Hackham West R-7 School 83820955
- Flaxmill Primary School 83823057
- Moana Primary School 83861144
- Morphett Vale East Junior primary School 83824311
- Braeview Primary School 83812966
- Seaford Rise Primary School 83270232
- Seaford K-7, birth -7 83861197
- Woodcroft College 83222333
- Sunrise Christian School 83227279
- Prescott Primary School—Southern 83814290

Families may also access support from local community groups:

- Hackham West Children’s Centre 83826161
- Hackham West Community Centre Inc. 83841065
- The Smith Family (Learning for Life) 83827619
- My Time—Supporting parents with disabilities 83822850
- Southern Primary Health 83258100
- Child, Family and youth Health Service 1300733606
- Child, Adolescent and Mental Health Service 83261234
- Southern women’s Community Health Centre 83849555
- Community Health Centre 83849266
- GP Plus Health Centre (including the Aboriginal Health Service) 83849577