We believe that
- Each child is unique and has individual strengths and needs.
- Children develop at different rates and in different ways.
- Children learn through play.

Management Committee
A Management Committee works with the staff to ensure the smooth running of the centre. It is a friendly group of parents who meet once a month to discuss financial matters, facilities, possible kindergarten functions, and curriculum direction. An understanding of how the kindergarten works while making some good friends along the way.

Annual General Meeting
A committee is elected each year at our AGM in but new members are welcome throughout the year to attend committee meetings.

Curriculum Information
We are committed to giving children the best possible start to their education.
A programme is planned to help children:
- Develop a strong sense of identity
- Feel connected to their world and make a contribution to it
- Have a strong sense of wellbeing
- Be confident as they learn
- Be able to communicate with others.

Glandore Community Kindergarten
37 St Georges Avenue, Glandore, 5037
Phone: (08) 8293 5325  Fax: (08) 8371 4970
Email: dl.5616_leaders@schools.sa.edu.au
www.glandorekgn.sa.edu.au
Kindergarten is an important year in your child's educational journey. It is a year where children learn new skills, play grow and develop.

**Same Day Start**
From 2014, children who turn 4 years of age after 29th January and before May 1st will start on the first day of term 1. There will be no further general enrolments after this until the following year.

**Staff**
Director: Ros Wright
Kindergarten Teachers: Margot Hayter, Rita Alexandru, Erica Walker
Early Childhood Workers and Pre School Support: Debbie Wannan / Libby Henly
Speech and Language Staff: Erina Carthew (Teacher), Sue Bryson (Speech Pathologist)
Lunch Care and Admin. Support: Kim Nic

**Attendance**
At Glandore, children attend 2 days per week—either Mondays and Wednesdays or Tuesdays and Thursdays, 8.30—3pm.
In addition children are now eligible to attend fortnightly for 4 hours on a Friday. Each term you will be advised of your Friday dates.

**Priority of Access**
When there are a lot of children seeking enrolment, a priority of access policy is used. Under this policy, we give priority to our local families.

**Kindergarten Fees**
Fees are used to assist with the costs of running the kindergarten. This includes cleaning, electricity, phone, new equipment and maintaining facilities:
- $130 per term. This includes lunch care and subsidizes special events.
- Payable within the first 3 weeks of each term.
- No refunds for days missed.

Please place all money in a named envelope, into the fees box.

**Health & Medical information**
While it is important that children attend Kindergarten regularly, please do not send them if they are unwell.
Staff will contact parents if children become unwell at Kindergarten.

**Infectious Disease**
Please notify staff if your child contracts an infectious disease. Your doctor will be able to inform you when your child can return to kindergarten.

**First Aid**
Staff have first aid training but will treat minor injuries only. Anything else is referred to parents so that they can contact their own doctor. In an emergency an ambulance will be called and parents contacted. If we cannot contact you we will call your listed emergency contacts.

**Medication**
Staff will only give medication (eg antibiotics), that has been prescribed by a doctor and which is in the original container as dispensed from the pharmacy. We also require a letter/note from the doctor.
Children with a medical condition such as asthma will need a health care plan completed by a doctor detailing the condition, medication and any action to be taken.

**Nut policy**
The centre has a policy of NO NUTS OR NUT PRODUCTS on site. This means no nutella, muesli bars, peanut butter or any other products with traces of nuts.
We have children who are severely allergic and could become critically ill.
It is essential that you supply us with a signed medical care plan, should your child have any allergies or medical conditions. In the absence of a plan, and your child is unwell, we will call an ambulance.

**Sun Safe Policy**
When outside in Terms 1 and 4, children must wear a hats. Children who forget their hat will need to play inside. We do have a kindly hat available for $5 each, but feel free to supply your own.
We apply sunscreen to all children at lunch time. If your child has sensitivities, please alert staff and supply a suitable sunscreen.

**Toilet training**
Some children may not be toilet trained when they start kindergarten. If this is the case we will work with you to develop a continence plan.

**Leaving and Collecting your Child**
Please talk to a Staff Member if you have any concerns.
- If your child is reluctant to let you go on arrival, please approach a staff member.
- If someone else is collecting your child, please write the details in the diary.
- If doors are open, you are welcome to watch the group time…QUICKLY.
- A staff member will say goodbye to your child at the end of the session. If your child runs to you before this has happened, please bring them back to the mat. This routine helps ensure that each child is safely handed over to a caregiver before leaving kindergarten.

**Communication**
We endeavor to keep in touch with families, informing them about our activities, and their child's progress.
- Each family has a notice pocket on the wall of the main room. Please check daily for notices, receipts and newsletters.
- We also ask that an email address is provided, so that the director can contact you at any time, regarding kindergarten updates.
- Samples of children's work which indicate progress and development are kept throughout the year in individual folders. You are welcome to view your child's work—please see a staff member.
- Feel free to approach staff for an appointment to discuss any issues.
- A short report is written for each child prior to starting to school. With your permission this is forwarded to the child's reception teacher.

**Clothing**
Please name your child's clothes and shoes. Children should wear:
- Clothes that can get dirty.
- Clothes suitable for climbing.
- Suitable footwear - no thongs please.

**What to bring to Kindy**
Please provide your child with a clearly named bag for their Kindy things:
- A hat.
- A change of clothes.
- A piece of fruit to be left in the child's bag for morning snack.
The bag should be put in a cubicle on the verandah.

**Lunch**
Lunch - place on the lunch shelf inside the kindergarten. Kim Nic, our lunch care supervisor can assist with any queries regarding lunch care, suggestions for what to provide etc.

**Toys**
We ask that children do not bring their own toys to kindergarten in case they get lost or broken. If your child takes home a toy or item that you think is from kindergarten, please return it asap.