



Goolwa  
**Children's Centre**  
for Early Childhood  
Development and Parenting

**Nguldi arndu (Welcome) to Goolwa Kindy**



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*We acknowledge that the land we meet on and care for our children is  
Ngarrindjeri-Ramindjeri.*

*We respect the past present and emerging elders of our community.*

# Philosophy Statement

Our philosophy statement is reviewed every year.

Children, families, Governing Council, and the entire staff team are an integral part of the ongoing development of this important document.



We strongly believe a play-based curriculum is best. Through play children explore, question, are creative, problem solve and make sense of their world in ways that are meaningful to them.

We believe the environment is 'the third teacher', so we provide long periods of uninterrupted play in an environment purposely created by our educators and guided by children's inquiries.

We believe in a whole child approach, that supports and nurtures the individual child's needs, interests, and wellbeing. We develop strong and respectful relationships with children, which allows us to support 'the whole child' to strive to reach their full potential.

We believe all children have the right to belong. We create a sense of belonging through building strong relationships with families and the broader community.

We believe the child's family are their first and most important educators, so we strive to build honest and respectful relationships, creating opportunities to connect, listen and communicate.

We build strong connections with First Nations communities and work together to promote reconciliation and celebrate difference.

We are all life-long learners, who continually strive for improvement. Our staff work together towards shared goals and visions for all children at Goolwa Children's Centre.



**Centre Director:** Donna McAuley/Lara Dempster

**Assistant Director:** Jodie Morris

**Community Development Co-ordinator:** David Hammond

**Speech Pathologist:** Rachel Althorp

**Occupational Therapist:** Amy Fegan

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Donna—Director



Lara - Director



Alison - Teacher



Kate - Teacher



Alana - Teacher

Tom - ECW



Stacey - ECW



Jodie  
Assistant Director



Deb  
Admin/Finance



Karen  
Reception/Admin

## CHILDREN'S CENTRES

Our children's centre is one of forty-two across South Australia, including four Children and Family Centres.

Our staff team work together with families and the community to provide the best possible learning, health and wellbeing outcomes for children.

Goolwa Children's Centre promotes integrated early childhood programs and family services in which professional agencies, service providers, families and the local community work together to provide high quality programs for children and family support services.

Children Centre's recognise and respect cultural diversity and provide programs and services that are inclusive of all members of the community.

Programs and services offered by Goolwa Children's Centre include:

- Long Day Care
- Preschool
- School Transition
- Health and wellbeing programs and information
- Family Support programs and services
- Speech Pathologist
- Occupational Therapist



## GOVERNING COUNCIL

The Governing Council works in partnership with staff and parents to ensure an effective and co-operative style of service delivery. They are encouraged to take an active role in the planning of a high quality program and curriculum and work to ensure that finances are properly managed. They are to treat all employees fairly and consistently and adhere to the principles of equal opportunity.

All families are invited to be a part of the Governing Council and attend meetings which are held once a month on a Tuesday evening from 6-7pm.

If you would like more information please speak to Reception.

## PRESCHOOL INFORMATION

### KINDY SESSION INFORMATION

If your child turns four before May 1, they can start preschool on the first day of Term One in that year. Children who turn 4 between 1 May and 31 October can start preschool mid-year (beginning of term 3).

We have two preschool sessions and children can stay with one group of friends and educators throughout the year. This helps to build strong relationships and develops a strong sense of belonging. Sessions are 15 hours per week.

#### KUKAKI - GROUP

Mon & Tues 8.30am – 3.00pm

#### NORI - GROUP

Wed & Thurs 8.30am – 3.00pm

and alternate Friday mornings 8.30am – 12.30pm

**EVEN** WEEKS OF TERM

**ODD** WEEKS OF TERM

### PRIORITY ACCESS GUIDELINES

The following guidelines have been set by the Department for Education:

- Preschool is not compulsory. Children can access up to four terms of preschool before they start school.
- Aboriginal children, Torres Strait Islander children and children under Guardianship of the Minister are entitled to attend preschool as soon as they turn 3.
- Early entry to preschool may (if space available) be offered to children with:
  - additional needs or disability
  - significant extenuating family or individual circumstances
  - emerging English as an additional language or dialect (EALD)
  - significant risk due to family circumstances

### PARENT CONTRIBUTION FEES

Parent contribution fees are currently set at **\$450 per year**, plus a one off maintenance levy of **\$20.00**. The fees are billed at the beginning of the year and you can pay \$150.00 in three instalments in Term 1, 2 and 3. The fees are set by the Governing Council.

### CHILD CARE HOURS

Sessions are available from Monday to Friday from 7.30am to 6.00pm.

The Centre is closed for all public holidays and for two weeks between Christmas and New Year. In addition there are two staff training days each year when the Centre will be closed - families are given at least four weeks notice prior to these days to make alternative care arrangements for their children.

When families enrol at the Centre they sign a fee agreement which is in each enrolment pack. A bond is required for each child with a permanent booking, equivalent to a full day's fee. All parents are eligible for Child Care Subsidy which are calculated by the Family Assistance Office.

## PRESCHOOL DAILY RHYTHM

We respectfully ask that you wait with your child if you arrive before 8.30am for the session. This can be a great opportunity for your child to share their learning at Kindy with you.

<b>8.30am</b>	<b>Session begins Child initiated play choices inside or outside</b>
<b>9.15am</b>	<b>Kindy Group Time</b>
<b>9:45am</b>	<b>Morning Snack Time</b>
<b>10am</b>	<b>Child initiated play choices inside or outside</b>
<b>11.45am</b>	<b>Kindy Group Time</b>
<b>12pm</b>	<b>Lunch time</b>
<b>12.30pm</b>	<b>Child initiated play choices inside or outside</b>
<b>2.00pm</b>	<b>Afternoon Snack Time</b>
<b>2.15pm</b>	<b>Child initiated play choices inside or outside</b>
<b>2.45pm</b>	<b>Kindy Group Time</b>
<b>3.00pm</b>	<b>Farewell (Children staying for Childcare will be transitioned)</b>



## PRESCHOOL ARRIVAL ROUTINES

Parents and caregivers please sign your child in upon arrival.

We encourage all Kindy children to develop their independence by putting their own belongings away.

Named lunch boxes are placed in the fridge and water bottles on the trolley.

All bags to be hung on a hook under the veranda.



## DEPARTING ROUTINES

Parents and caregivers please sign your child out and wait for an educator to transition your child.

Lost property will be placed in a container near the sign in sheet during the term and will all be donated to a local charity at the end of each term.

Feel free to discuss your child's day with staff. If you have any concerns or questions please do not hesitate to discuss these with a staff member or make an appointment for longer discussions.

Sign any accident/incident reports as required.

## SHARING INFORMATION WITH FAMILIES

### SEESAW AND POCKETS

At Goolwa Children's Centre we regularly communicate with families through the SeeSaw App as well as family pockets that are located in the foyer.

Please regularly check your family pocket for any notices, messages and artwork.

We may send photos or videos of your child's learning via Seesaw while they are at Kindy and encourage families to send back photos and videos of activities at home that your child may like to share at Kindy. We aim to send information while your child is with us at Kindy so that you can have the opportunity to chat with your child about what they have been engaged in during the day. The Kindy team may also use SeeSaw to post reminders about upcoming events or send personal messages regarding a more individual issue. You will receive a unique QR code or link for access to your child's SeeSaw journal when your child commences at Goolwa Children's Centre.



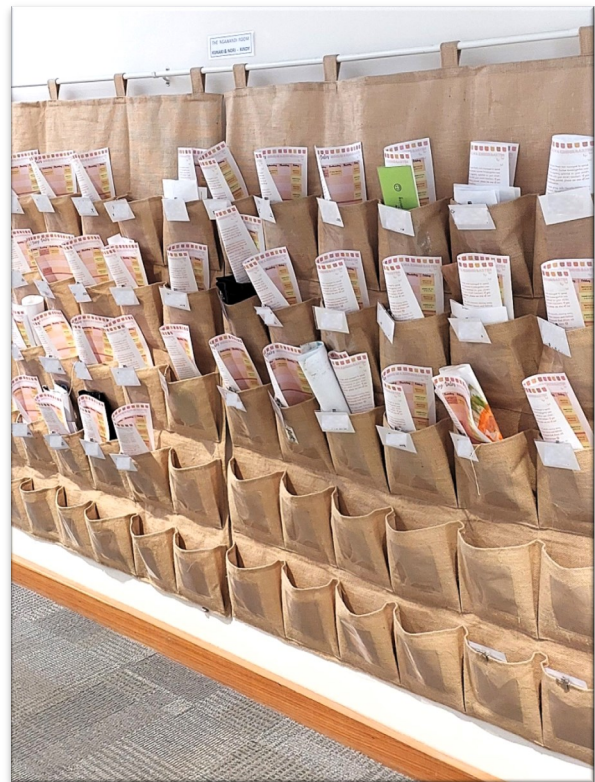
I'm a Teacher



I'm a Student



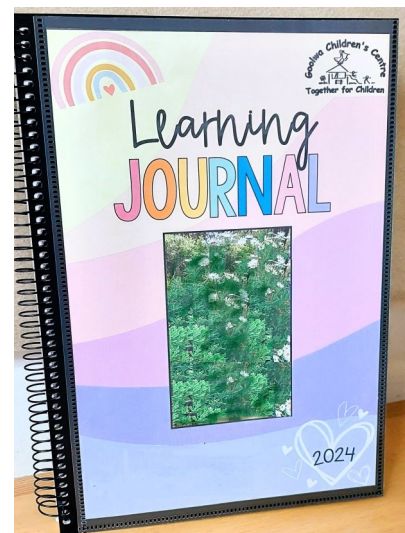
I'm a Family Member



### LEARNING JOURNALS

The Kindy team use Learning Journals as a way to document your child's learning journey with us at Goolwa Kindy. Kindy children may use their journals to reflect on an experience, share ideas and plan activities through drawings, photos or scribed text from educators. Children are welcome to access their journals any time and we value any input from families.

We encourage children to take their Kindy journals home with them throughout the year and document events and experiences with their families (such as in the school holidays). Learning Journals aim to include the voice of the child, their teachers, their peers and their families.



# CENTRE POLICIES

## PROGRAM POLICY

At the Centre we provide a wide range of experiences and resources suited to children's developmental levels and their extension of learning. As we know young children learn through their play, this is the learning style we encourage. By actively encouraging individual children, preparing play environments and extending children's individual interests within a framework of routines, we believe we can best enhance children's self-esteem and foster a love of learning and respect for others. We respect children's choices and interests and use these ideas as the basis of our planning.

## HEALTH & SAFETY POLICY

### **ILLNESS**

We ask parents to respect the rights of other children by keeping their children home when unwell. We follow Department for Education and SA Health guidelines.

### **NOTIFICATION OF ILLNESS**

- Children cannot attend the Centre until **48hrs** after a loose bowel motion or vomiting has ceased. Children are excluded for **24hrs** after a temperature has returned to normal.
- In the case of communicable diseases, a notice will be displayed to inform parents caregivers.
- Children who have a contagious illness will not be accepted at the Centre until the exclusion period is over.
- When children become ill at the Centre, staff realise that it is often difficult for the parents to leave work, so every attempt is made to cater for the child's needs. Nevertheless, if it is considered a child is too unwell to remain then the child must be collected.

## MEDICATION/ACCIDENT/ILLNESS BOOK

### **MEDICATION**

Qualified staff are to administer medications which are Doctor prescribed only. All medications must be written up clearly in the medication book by the parent on the day it is required. Medication must be delivered in the original bottle with a current expiry date, the name of the child and the dose to be administered. It must be handed to a staff member and **NEVER** left in the bag. A **HEALTH CARE PLAN** completed by a doctor must be given to the Centre for any child who has been diagnosed with asthma, allergies and other medically diagnosed health conditions. This plan will be kept with medication in a container for each child.

### **ACCIDENT**

Accidents are documented. Parents are required to sign the record and can obtain a copy if they request for their information. Serious accidents or incidents are required to be written up on a more detailed accident form and parents/caregivers will be contacted. However, if neither parent can be reached, then appropriate medical attention will be sought by the Director. Parents will always receive a courtesy call if their child has received a bump or graze to the head, regardless of the severity.

## GRIEVANCE PROCEDURES FOR PARENTS/CAREGIVERS

If you feel you have a grievance or are unhappy or uncomfortable with any aspect of your child's care, you are encouraged to discuss the concern, in the first instance, with the staff caring for your child. If this is not possible/appropriate or the matter is still unresolved, the Director should then be approached.

Parents/caregivers are also able to contact the Department for Education (<https://www.education.sa.gov.au/department/feedback-and-complaints>) or 1800 677 435 if their grievance is unable to be resolved at any other level.

**CONFIDENTIALITY IS REPECTED AT ALL TIMES.**

## SUNBLOCK AND SUN PROTECTION

Parents are asked to apply sunscreen to their child prior to their session beginning. If parents have given permission, staff will re-apply sunscreen during the day with an SPF50+ provided by the Centre. If your child has a particular sensitivity to sunscreen we ask that you provide your own SPF50+ sunscreen with chemist-labelled

instructions for use and your child's name, and complete a medical authority form (available upon request). Staff and children are required

to wear a hat outside when the UV is 3 or above. In accordance with Department for Education policy, sun hats must be broad brimmed or legionnaire style and not have any chin straps. Parents are asked to dress their children in clothing with sleeves that gives protection from the sun.



## PERSONAL ITEMS

Clearly label all items that are brought to the Centre, lunch box, drink container, bags, clothes and hats. Outdoor play and sensory activities are a regular occurrence in our program so we kindly ask that children bring at least one pair of spare clothes with them each day. We encourage children to bring sun safe clothes (eg a rash vest and quick drying shorts) to change into if they are going to engage in water play on warmer weather days.



As we also encourage outdoor play in a variety of weather conditions, we ask that children bring gum boots and rain jackets to use on cooler wet weather days. It is preferred that personal items from home are not brought into the Centre unless it is classed as a comforter. This avoids possible damage or loss.

## SECURITY AND COLLECTION OF CHILDREN

- Please sign in and out when arriving and leaving with children.
- Let staff know when you are ready to leave, both on arrival and departure.
- Only authorised persons over 18 nominated on the enrolment form may collect children, unless staff have been advised beforehand. **Identification will be required.** Please note on the sign in sheet if one of your authorised persons is collecting your child.
- The Centre must be notified of any relevant issues e.g. court orders, etc, and these must be sighted by the Director. A copy will be required to be kept at the Centre. It must be noted however, that the Centre cannot legally withhold a child from either parent unless a court order has been presented.
- Childcare is not licensed to stay open after 6.00pm. If a child has not been collected by this time and an authorised person cannot be contacted, staff are legally required to notify police.

## LUNCH, FRUIT & SNACK TIME

The Centre endorses the policy of good food and good health. Parents are encouraged to send healthy food to the Centre and avoid sending foods which are high in sugar, salt and fat (chips, sweet biscuits, chocolate).

Due to allergies and choking hazards, we do not allow nuts, nut products or popcorn in the Centre and we ask that grapes be cut in half.

We prefer that children drink water from their water bottle while at Kindy and are able to refill water bottles with filtered water if needed.

Good nutritional practices are a focus at the Centre and all families are encouraged to send healthy nutritional food rather than less healthy options.

