Welcome to
Bute and District Kindergarten and Rural Care

We look forward to getting to know your child.
We welcome you to this centre and hope that your time with us will be happy and
beneficial to you and your family. We invite you to stay during the session to help with
activities or to discuss any issues with staff. If you have any concerns queries or ideas
about your child’s development, or the service provided by the centre, please do not
hesitate to make an appointment to speak to the Director or staff members.

Our Staff are:
Director: Vicki Reichelt
Early Childhood Workers: Geraldine Penney
Rural Care Workers: Paula Knowles, Geraldine Penney & Donna Edwards
Relief Staff: Marie Daniel, Christine Winkler, Sharyn Burford, Louise Staines

Address: Third Street, Bute S.A 5560
Phone: 8826 2230
Fax: 8826 2337
Email: kindy.director@butekgn.sa.edu.au
Employer: DECD – Department for Education and Child Development

The Bute and District Kindergarten & Rural Care is a locally managed service and staff are
employed by DECD. The centre is located on a share campus with the Bute Primary School
due to the amalgamation and integration of the two services and site.

The centre offers the following services
- A preschool (Kindergarten) program catering for children in the year prior to
  starting school.
- A long day care (Rural Care) program catering for children aged birth - 12 years

The centre works in close collaboration with the Bute Primary School and the local
community.

Through staff and community collaboration the Bute and District Kindergarten & Rural
Care will strive to develop a holistic Early Years Campus, providing a range of quality care
and educational programs to support children, students, families and the Bute Community.
1. Operating Times

Rural Care Program:

- Monday to Friday 8:00am – 6:00pm
- School Holidays 8:00am – 6:00pm
- Public Holidays CLOSED

A closure period (2-4 weeks) is determined each year usually in Dec/Jan period. Governing Council will advise (providing a months notice of the dates).

Preschool Program:

Children are eligible for up to 600 hours in the year prior to starting school.

1st week
- Tuesday 8.30am – 12.00pm (odd weeks)
- Wednesday 8:30am – 3.10pm
- Thursday 8.30am – 3.10pm

2nd week
- Wednesday 8:30am – 3.10pm
- Thursday 8.30pm – 3:10pm

Public Holidays CLOSED

It is very important that you keep to these times. Before and after sessions the staff are setting up and cannot fully supervise the children’s safety.

2. Arrival and Departure/ Sign In/Out

Parents and/or Caregivers MUST enter the centre to deliver and collect children. NO child will be permitted to leave the centre until the parent or caregiver has entered the inside of the building and the child has been farewelled by a staff member. PLEASE advise staff if somebody other than a parent or caregiver is to collect your child. To ensure the safety of your child, we ask you to sign a form to give us permission to send your child home with a different person. If you cannot collect your child from the centre, please phone or get a written message to staff about alternative arrangements.

All children must be signed in/out on arrival and departure. Bus children will be signed in/out by centre staff. We would appreciate being notified if your child will not be attending.
3. Sunsmart
The Bute & District Kindergarten and Rural Care is a SunSmart Centre.
Exposure to harmful ultra violet rays can cause deadly skin cancer. It is our policy that all children wear a broad brimmed hat and protective clothing for outside play during all terms, with the exception of term 2 & 3 when the UV is below 3. Please provide a broad brimmed hat and dress your child appropriately (cover shoulders, collars on shirts). For clarification please see our Skin Protection Policy.

4. Food and Drink
We recognise the importance of promoting, encouraging and developing healthy eating habits particularly in young children. We have developed a Food Safety and Healthy Eating Policy which is available for perusal in Policy Folder in the Family Area. Preschool children please provide fruit for snack and lunch for your child to have at the centre. It is always important to send a little too much, than not enough. All children are asked to supply a water bottle. After school hours children attending the Rural Care program are asked to supply snacks and a water bottle.

5. Emergency Action Plan
In the event of an emergency the centre has an evacuation and invacuation procedure. A whistle will be blown for an evacuation and an invacuation. These procedures are talked about frequently during session times and put into practice once a term with fire drills practiced twice in term 1 term 4.

6. Catastrophic Days Procedure
We are situated in the Yorke Peninsula fire ban district. On days when the fire danger rating is catastrophic the centre will be closed. The Bushfire Action Plan is available in the centres policy folder situated in the family corner.

7. Resource Charges
Preschool: Resource charges need to be placed in an envelope and marked clearly with name and amount and place in the fee box on the office door. Resource charges help to cover the daily costs of resources your child uses while at kindy e.g. art and craft supplies such as paint, paper, glue, sticky tape, staples, scissors, pencils, textas, crayons, indoor & outdoor play equipment, toilet paper, centre cleaning, etc.
Rural Care: The amount a family will pay is determined by an income assessment. All families are recommended to have a Childcare Benefit (CCB) number, which will reduce the amount each family, will pay for the service. You can do this by filling out a CCB form, which we have at the centre. At the end of the week the Rural Care Worker will forward a copy of the Attendance Records and Bookings sheets and the Family Payments register to
the Rural Care Project Officer (RCPO). The RCPO will generate and distribute an invoice for each family. Any payment to the RCW, they will issue a receipt for every fee received from families. The RCPO will also issue a receipt with the next family invoice. Please refer to the centre’s fee policy for more information.

**Sessional Preschool:** All children enrolled will be charged full fees unless prior arrangements are made with the Director.

**Rural Care:**
- Morning (8am – 1pm) session
- Afternoon (1pm – 6pm) session
- Full Day (8am-6pm)

8. **Priority of Access**
The Rural Care program primarily targets families that meet the Commonwealth Government’s Priority of Access guidelines for the provision of care for work or respite purposes. A copy of the definitions can be obtained in the Rural Care Enrolment and Fee Payment Policy. The service operates in accordance with the Education and Early Childhood Services Regulation and Standards Board of South Australia. The Commonwealth Government resources child care with a major purpose for meeting the child care needs of families with recognized work or work-related commitments. The Commonwealth Government also regards children at risk of abuse or neglect as a priority group for access to quality child care. Families in crisis also have support and assistance from child care services to the maximum extent possible. Where demand for care exceeds supply the centre will allocate available places to those families with the greatest need for child care support.

9. **School Transition**
During the term before your child starts school, he/she will take part in the school Transition Program. This involves you, your child and the staff of the school and kindergarten. You will be notified of details at the start of your child’s final term of kindergarten.

10. **Excursions/Learning Journeys**
Your child’s kindy enrolment form asks for your consent for your child to go for walks in and around the local are (which includes Kindergym once per term). Trips by car or bus – you will be notified of these special excursions and your permission asked for at the time.

11. **Administration of Medication**
Medication is any drug, mixture, prescriptions, remedy etc used to alleviate symptoms. Paracetamol, asprin, cough mixture, asthma preparations/inhalers are all medications for the purpose of the policy requirement. All medication needs to have the following information:
1. Written authorisation signed by a Doctor to administer the medication
2. Be in original container
3. Appropriate instructions
4. Current used by date
5. Dosage
6. Times and dates of administration

Before medication can be administered by a staff member the following forms must be completed and signed by parents.
1. Authorisation to Administer medication form signed by your Doctor
2. Medication Plan form
3. First Aid Plan form for children with Asthma, Epilepsy etc.

A Health Support Plan form is enclosed in the enrolment pack. You and your Doctor must complete and sign this form before staff are able to administer medication to your child.

12. Behaviour Management
The centre is a place to learn, have fun and feel safe. In the case of extreme inappropriate behaviors such as fighting, hitting, biting, etc children will be dealt with according to our behavior Policy.

13. Smoking
Smoking on the ground is prohibited at all times. It is therefore requested that staff, parents and visitors refrain from smoking, to facilitate modeling of desirable health practices for children. If people need to smoke they must be at least 5 metres from the outside perimeter fence which surrounds the centre.

14. Grievance
Our Policy is available on the Centre website

15. Child Protection
It is the responsibility of all staff to treat children with dignity and respect, to act with propriety, and to protect children in their care. Staff are mandated notifiers and are obliged by law, if they suspect on reasonable grounds that a child has been or is being abused or neglected and the suspicion is formed in the course of their work, paid or voluntary and/or carrying out official duties. Please refer to our Child Protection Policy located in the policies folder in the Family area.

16. Children's program
The centre provides a program that is developmentally appropriate and meets the needs of all of the children attending the service. The program will promote the development of each child's social, physical, emotional and intellectual potential, including language skills and creativity and will complement the home environment.
We believe play is the very best way young children learn so we provide many different activities and as far as possible, uninterrupted time for them to play and learn. Play is fun, messy and safe so play clothes are most suitable for kindergarten. We stock a supply of spare clothes in case children need to be changed.

17. Immunisation
The centre encourages parents to have children given age appropriate immunisations by health professionals. On enrolment parents need to fill in the medical form giving details of immunisation. (Rural Care) Staff will ensure records are routinely updated to give the latest medical history. The centre will advise parents of any childhood diseases reported, symptoms to look for and the length of time the child/children needs to stay away from the centre if the disease is contracted.

**Rural Care:** All children aged up to seven years who were born on or after January 1st 1996, starting care for the first time, must be immunised to access Childcare Benefit.
Information is available on the childcare benefit application form or by contacting the Family Assistance Office (FAO) on 136 150.

**POLICIES / PROCEDURES / GUIDELINES**
The following link contains the DECD policies and procedures as required under Regulation 168 and are to be used by all preschool services for the purpose of compliance, assessment and rating. Where required complementary site specific policies and procedures which take into account local context and implementation have been developed and are available either on our website or in the Policy Folder located in the parent area.


**Curriculum**
Our curriculum is based on the 'Early Years Learning Framework' for Australia and involves both indoor and outdoor areas.
Our daily program is planned to develop children's skills, concepts and attitudes, while encouraging the children to build upon and extend their previous experiences and knowledge. The curriculum also encourages independent learning and self assessment.
We use the curriculum framework to plan an environment where children move freely from activity to activity learning through their play.

**0-5 Years Program** is planed around the EYLF for Australia's 5 Learning outcomes.

**Assessment & Reporting**
We use an inclusive approach to assessment and reporting at the centre. We use a variety of methods to record each child’s progress during their time at the centre.
**Rural Care Children**
Staff take Observations, Learning Stories, photos of the children and display work samples in the child’s Rural Care Folders. Children aged 0-3.5 years have a Development Quilt and school aged children have an observation book. Staff also have informal talks with parents about their child and what they have been doing at the centre.

**Preschool Children**
Staff take Observations, Learning Stories, photos of the children and display work samples in the child’s Kindy Folder. Each child has a Literacy and Numeracy Quilt which outlines children’s achievements and process in these areas. Children also have an Oral Language Checklist which tracks children’s development from their first term of preschool till their last. These folders are a valuable record of your child’s time at kindy. They are given to children to keep, when they leave kindy. Staff also have informal talks with parents about their child and what they have been doing at the centre.

**Family Involvement**
You are welcome at the centre and can help by:
- contributing help at end of term cleanup
- offering to spend a session or part thereof to assist.
- maintenance tasks, which are sometimes done at a working bee, or at another time.
- participating in fundraising activities or special events/excursions.

**Governing Council**
The Governing Council is responsible for the operation and management of the Centre, i.e. curriculum, fundraising, maintenance and development of buildings, grounds and facilities, budget and finance, and policies and programs that the centre may undertake. We need your participation and ongoing support.
Our AGM is held in February of each year and if you would like to become a councilor you are more than welcome. Minutes of each meeting can be viewed in the Governing Council folder located in the parent area.
Family Corner and notice board
A parent notice board is located inside our centre above the children's lockers. It contains relevant information for you to read and keep up to date with what is happening at the centre. The parent book shelf holds pamphlets, spare newsletter, centre policies, Governing Council Minutes and any other relevant information for parents. The outdoor white board is located next to the entrance door which contains important information for parents.

Files
Each child is allocated an information file into which newsletters, notices etc. are placed. Please check your pockets daily so you are kept up to date with centre happenings.

E-mailing is an important communication method. We prompt this form of communication for Newsletters etc.

Bus children (kindy children only) are issued with a communication book providing information about the child learning during the day and other communication. Please ensure this book comes with the child on the bus to kindy.

Reminders

Articles named
Please make sure your child's belongings are named, especially bags, hats, removable clothing (e.g. Coats & jumpers), lunch boxes, lids and water bottles. All lost property will be left in the lost property box.

Tissues
Could each family please donate a box of tissues to be used throughout the year? All donations will be greatly appreciated and put to good use.

Enrolment details
If you have a change of address, phone number, e-mail address, emergency contact, children's medication etc. that differs from that given to us at the time of enrolment, please speak to staff to update your details. Families who use the Rural Care service must notify FAO of any family circumstances or changes etc.

Medication/Illness
If you child requires medication during a session, please see a staff member, as forms need to be completed and signed by your Doctor. Please do not send your child to the centre if they are feeling unwell. The best place for them is at home, where they can receive the care that they need. Also, it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill at the centre we will contact you.

Forms
When you enroll your child there are a number of forms that need to be filled out and returned. Please make sure you return them to the centre before your child begins at the centre. The two main forms are the enrolment form and the emergency contact form. The enrolment form contains details about your child and yourself as a parent or caregiver. It also contains permission for the centre to take photos of your child, head lice checks, going on walks around the Bute district.

**Additional Services Available**

**Bus/ drop off and pick up arrangements**
Please inform a staff member if your child will be travelling to and/or home from Kindy by bus, or if they will be going home with another adult. We have forms that need to be signed to ensure these children are taken by the appropriate person.

**Out of School Hours Care**
We offer an OSHC program for children aged 5 to 12 years from 3:15 pm to 6:00pm Monday to Friday. For bookings please see a staff member or ring the centre on 8826 2230.

**School Holiday Care (Vacation Care)**
We offer vacation care for children aged 0-12 years from 8am-6pm Monday to Friday. The centre is usually closed for 4 weeks over the Christmas/New Years break. For bookings please see a staff member or ring the centre on 8826 2230.

**Family Day Care**
Family Day Care is provided throughout the Yorke Peninsula. For details of your nearest available Family Day Care provider, contact the Maitland Family Day Care on 8832 2825.

**Kindergym**
As part of our kind ‘Health and Physical Development’ curriculum we visit Kindergym during Terms 1, 2, 3 & 4.

**Transition**
Please inform staff of which school your child will be attending so the transition time can be organised. The transition program occurs during your child’s last term at Kindy. A note will be sent home from Kindy and school in your child’s last term to keep you informed.

We look forward to sharing your child’s learning journey with you.