Bertram Hawker Kindergarten
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At Bertram Hawker Kindergarten we value:

Learning — our major focus
Positive relationships — collaborative, honest, kind, forgiving, flexible
Mutual respect — tolerance, acceptance of diversity, justice
Balance — peace, time, space, optimism, harmony
Zest for life — happiness, fun, joy, enthusiasm, motivation, interest
Self-esteem — resilience, persistence, assertiveness, confidence
11 We work closely with our neighbouring schools to ensure children have a happy and smooth transition into school.

Transition visits enable children to become familiar with their new school, staff, routines and expectations. We liaise with school staff to ensure they have an understanding of the individual needs of each child.

Playgroup

Friday mornings during term time—please ring for current session times

Playgroup enables local families to meet and enjoy our facilities. It is an opportunity for your child to develop social skills and become familiar with the kindergarten. Playgroup is particularly beneficial for children prior to beginning kindergarten.

There is no playgroup session on the last Friday of each term.

12.1 Parent/caregivers responsibilities

While our coordinator oversees the session, parents/caregivers are required to:

• closely supervise children at all times
• assist with packing up and facilitating group times
• provide your child with a healthy snack
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Welcome

Welcome to Bertram Hawker Kindergarten: a safe, caring and exciting environment that maximises each child’s potential and where children, educators and families learn together, get to know each other and share in the education of our children.

Philosophy

We believe that:

- Every child is unique and special.
- Education is a shared role between parents/caregivers and staff.
- The most powerful way children learn is through play and through language based interaction.
- Children need opportunities to develop responsibility, independence and other life skills.
- Skilfully guided play ensures the growth of children’s knowledge and skills.
- Children learn best when given the opportunity to make choices and decisions.
- Relationships that children establish with adults and other children are of central importance in their development.
At Bertram Hawker kindergarten we:

- believe everyone has the right to feel safe
- teach children to take responsibility for their own actions
- provide a supportive environment
- model and encourage positive ways of behaving
- provide explicit behaviour guidelines.
- closely follow Restorative Practices

Our Behaviour Management Policy is provided in your information pack.

**Support Services Available**

10.1 Bi-lingual support

Bi-lingual support is available for children when required.

10.2 Preschool support services

The Department of Education and Children's Services provide support for some children with additional needs to assist their learning and participation at kindergarten.

10.3 Speech and Language program

This program provides a high level of integrated and specialised support for children referred by a speech pathologist for severe speech and/or language impairments. (Further information is included in our Inclusion Policy provided in your information pack).

10.4 Child and Youth Health Services (CAYHS)

CAYHS conduct medical checks on children from the age of 4.6 months. Included are hearing and eyesight tests. If you wish to seek advice about your child’s health and development contact CAYHS on 83625422.

10.5 Dental care

The Linden Park School Dental Clinic, which provides treatment up to and including Year 7 school students, is based at the Linden Park Primary School. Phone: 8379 3399
8.5 Medication
Please notify staff in writing of your child’s allergies. Labelled medication for asthma and severe allergies are to be given to staff on arrival. A medication plan must be completed and signed by your doctor before staff can administer these medications. These forms are available from the director if required.

8.6 Emergency procedures
Please familiarise yourself with the evacuation plan displayed by every door in case you should be in the kindergarten during an emergency or during a fire drill.

8.7 Immunisation
It is recommended that children be immunised. Information is available at the kindergarten. Alternatively, call the Immunisation InfoLine on 1800 671 811.

8.8 Mandatory reporting
Staff are legally obliged to report any indication or incidence of child abuse that comes to our attention.

8.9 Smoke free zone Please note the kindergarten premises (buildings and grounds) are a SMOKE FREE ZONE.
3.1 Facilities

Our kindergarten is spacious and recent renovations have upgraded facilities. To meet your child’s developmental needs the centre is well equipped with an extensive range of numeracy and literacy equipment, puzzles, games, construction toys and musical equipment. Our outdoor area, which is large, leafy and well shaded, provides numerous areas for your child to explore, discover and create.

3.2 Learning Environment

Our learning environment is:

• welcoming and safe
• creative and challenging
• inclusive.

Children are involved in learning experiences that encourage the development of:

• self confidence and purposefulness
• problem solving
• social skills and life skills
• resourcefulness
• positive decision making
• independence
3.3 Curriculum

Our learning program, which encompasses all the interactions, experiences and routines that make up each child’s day, is based on Early Years Learning Framework, Being Belonging, Becoming. We continually update our educational practices. If you would like to know more about our curriculum please ask the staff.

3.4 Assessment and Reporting

We assess your child’s progress through:

- observation
- questioning
- child interviews.

We inform you of your child’s progress through:

- informal conversations
- interviews arranged by appointment
- individual learning folders
- formal interviews (second term of full time kindergarten)
- learning statements given to parents and schools at the completion of kindergarten.
8.1 Sun protection
We encourage children to:
• wear protective clothing for outside play
• BHK hats and t-shirts are available for purchase
• play in shaded areas • wear UV sunscreen.
* Our Sun Safe Policy is provided in your information pack.

8.2 Healthy Food policy
As a number of children attending our kindergarten have a nut allergy we ask that foods containing nuts are not brought to kindergarten.
* Our Healthy Food Policy is provided in your information pack.

Please support our encouragement of healthy eating by ensuring your child brings nutritious foods such as:

• fresh fruit and vegetables • cheese and dry biscuits
• rice crackers and rice cakes • sandwiches with healthy fillings and
• yoghurt.

8.3 Illness or injury
If your child is unwell prior to arriving it is in the best interests of other children to keep them home until they have fully recovered. Please inform us when your child has an infectious disease or skin infection:

• chicken pox • measles
• mumps • school sores
• head lice • conjunctivitis.

In the event of your child becoming ill or having an accident at kindergarten, we will contact you or your indicated emergency contact person. In an emergency, staff will not hesitate to call an ambulance.
There are many ways to be involved at the kindergarten. We encourage you to participate in whatever way you can.

7.1 Informal roles include:
- reading a story or cooking with a small group
- attending working bees
- attending the Annual General Meeting (AGM)
- assisting with administration tasks (i.e. typing, laminating)
- sharing your experiences, culture, interests &/or occupation with the children.
- washing smocks etc. and cleaning equipment

7.2 Formal roles:
- Interactive kits: ensures kits are well maintained
- Garden and working bees: oversees garden maintenance.
- membership on Governing Council:
  - Chairperson
  - Vice chairperson
  - Minutes secretary
  - General Governing Council.

Volunteer parents are elected to the Governing Council at the Annual General Meeting. They meet twice a term and operate in partnership with the director and staff to manage the kindergarten and assist in decision making concerning:
- services provided
- social activities and parent talks
- policy making and curriculum
- community activities
- facilities, maintenance and improvement.

Joining the Council enables you to actively participate in our kindergarten and get to know other parents and staff. No experience is needed. We welcome your comments, suggestions and concerns.
4.1 Term dates
Term dates are available on the DECD and Kindergarten websites

4.2 Orientation/Information session
There will be an orientation session for you and your child in the term before your child starts sessional kindergarten.

Kindergarten
Your child will attend on either Mondays and Wednesdays or Tuesdays and Thursdays. Please contact the kindergarten for session times.

Please adhere to session times when delivering and collecting your child. As late collection can be stressful for children, please advise us should an emergency arise so that staff can reassure your child.

Please provide lunch for your child and place in the containers in our kitchen.

4.3 Emergency care
In the case of an emergency, please notify the Director and care will be arranged when possible.
5.9 Absences
Please inform staff if your child is to be absent, particularly in case of infectious illness.

5.10 Telephone messages
When staff are unable to come to the telephone during session times, please leave a message and your call will be returned as soon as possible.

5.11 How to deal with issues and concerns
From time to time issues may arise that require resolution. Guidelines to assist you in resolving concerns relating to parent/staff relationships, policies or curriculum are available from the Director or at our Website: www.bertramhkgn.sa.edu.au

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**daily requirements for your child**

6.1 Essentials
Please name all personal items and ensure your child has the following:
• practical easy care clothing for active play
• hat (labelled with your child’s name) kindy hats available for purchase
• nutritious snack & and lunch in a container which can be easily opened by your child.
• kindergarten bag which is easily opened
• change of clothes.

6.2 What to leave at home:
• toys and special items

Should your child need a security toy, please discuss this with staff.
5.1 Confidentiality
Staff respect the confidentiality of all matters relating to your child and family. We are obliged to withhold the release of address and telephone numbers unless we have written or verbal consent from the party concerned.

5.2 Information notice board
Located on the verandah outside the main entrance, this board has essential and interesting news about kindergarten and community events.

5.3 Newsletter
Families receive a newsletter at least twice per term informing you about kindergarten activities, meetings and curriculum information.

5.4 Pigeon Holes
Each child has a pigeon hole located on the front verandah into which all notices and newsletters are placed. Please check these daily.

5.5 Change of contact details
Please inform staff if there is a change to contact details as current records are essential in an emergency.

5.6 Change of other details.
Please inform staff of any other details that may have changed, so that our records are kept up to date, e.g. changes to medical conditions/allergies, changes to the school your child will be attending.

5.7 Arriving at kindergarten
On arrival, please initial the sign in/sign out book and greet a staff member. This ensures staff are aware of your child’s presence and provides an opportunity to share information that is relevant on the day.