

What if my child is sick?

We appreciate a phone call advising us if your child is ill, or not coming that day. It is our policy that if your child has vomited during the previous 24 hours that they not attend that day. Please consider infection control and do not send your child if they are ill. We will call you if we feel a child is too unwell for kindy (or if they become unwell) as we have no facilities for sick children.

If your child requires medication at kindy-please speak to staff who will give you the forms required to be signed by a Doctor, as per ECD policies.

How can I help out at kindy?

We welcome and encourage parent participation at our kindy

There are lots of ways to be involved and to help us out

- Collect boxes of all sizes and shapes; egg cartons, wrapping paper, ribbons etc. for the children's creative collage work
- Soft wood off cuts are always needed for our woodwork bench
- Take a turn on our laundry roster to wash smocks, T-towels etc.
- Volunteer for lawn mowing /gardening roster etc.
- Attend regular working bees
- Support our fundraising efforts
- Staying anytime during sessions to help out eg. cutting up materials, assisting children, reading stories, cleaning up at end of sessions, washing tables, sweeping floor
- Some tasks (eg. cutting up materials) can be taken home to do
- Covering library books
- Placing learning stories etc into children's profile folders

One of the best ways to help is to join our Governing Council. This is made up of interested and committed volunteer parents, who represent user groups of the centre (eg. playgroup)

Meetings are held once a month to discuss:

- Services offered/current centre issues
- Financial matters/ budgets
- Building/grounds maintenance
- Policies-local and Government (eg. ECD)
- Fundraising

These parents work with staff for the mutual benefit of all the children and families of Kathleen Mellor. Please consider joining this most vital part of the kindergarten.



Government of South Australia

Department for Education and
Child Development

Our Purpose

We at Kathleen Mellor Kindergarten aim to provide an environment where staff, children, parents, families and the community are active participants in children's learning. We are responsive to the needs of all children and families and value collaboration with outside agencies to ensure every child achieves their potential.

Staff :

- **DIRECTOR : Anne Willis**
- **TEACHER : Broke Williams**
- **EARLY CHILDHOOD WORKERS : Jill Clarke and Cheryl Tatarelli**

Our staff team is both qualified and very experienced in Early Childhood Education

Children are welcome to call staff by their first names. From time to time, you may see other people such as support teachers, students (both teaching and work experience) and volunteer workers in our centre.

KATHLEEN MELLOR KINDERGARTEN

51 Bowen Road TEA TREE GULLY

Phone :8264 3603

Fax : 8395 3607

E-mail: dl.4626_leaders@schools.sa.edu.au

Website: www.kathmellkgn.sa.edu.au

The Kathleen Mellor Kindergarten is a Department of Education and Children's Services facility opened in 1965 to cater for the needs of families and children in the local area.

This information booklet should answer your queries but please feel free to discuss any concerns/questions you may have with staff. There is more information on the website with current centre policies, newsletters etc.

What are the session times?

Children are entitled to have four terms of full time kindy (15 hours per week) in the 12 months before they start school.

Their starting date will be worked out when you enroll.

As we are only a part time kindy, all children are offered the following session time:

Tuesday and Thursday 8.45am-2.45pm in terms 1 and 2

Tuesday, Wednesday and Thursday from 8.45am-2.45pm in terms 3 and 4

Children bring a packed lunch and recess/snack for mid morning.

What are the fees?

Although a Department of Education preschool, we only receive a modest grant to assist with our running costs. Therefore we rely heavily on fees to provide for cleaning, art materials etc.

Fees are: \$100 per term per child for terms 1 and 2 and \$120.00 for terms 3 and 4. There is also provision for reduced fees according to particular circumstances (eg.unemployed/sole parents).Please have a quiet word with our Director Anne so that something can be worked out to suit your circumstances.

What other services do you offer?

• **PRE-ENTRY**

This may be offered in the term prior to a child's entry into kindergarten, where vacancies allow.

We acknowledge that pre-entry is a valuable introduction to kindy.

• **EARLY ENTRY FOR SPECIAL NEEDS**

The Department has a policy for early entry into kindy for children with special needs (including gifted and aboriginal children). Please discuss your child's particular needs with the Director so that a decision on early entry can be made.

We are also able to help you with concerns you may have about your child (eg. speech / behaviour difficulties). We have access to specialist staff (eg. speech pathologists) and are able to refer children for assessment at any time during your child's time at kindergarten.

• **PLAYGROUP**

This is offered on **Mondays from 9.00-11.00am** Playgroup is for all ages, and is run by the parents who attend. Fees etc. will be explained on your first visit by the volunteer parent coordinator.

• **CHILD AND YOUTH HEALTH SCREENINGS**

These are held at various times in the year. Please keep an eye on newsletters for dates etc.

What does my child need to bring?

- A kindy bag to keep belongings in-please place in a locker
- Please pack a separate morning snack in your child's bag, and lunch in named lunchbox. Please place the lunch box in the laundry baskets first thing in the morning, and staff will store them in a cool place. Please pack an ice brick or frozen water bottle in the lunchbox in hot weather to keep lunches cool.
- We aim to promote healthy eating habits, so would ask that you not send chocolate, lollies or chips. Please ask for a copy of our Healthy Eating and Nut Aware policies if you'd like more details
- Water is freely available to children, but you can send a drink bottle. Please do not send cordial as it often spills, attracting ants and staining carpets.
- A sunhat(please ask for a copy of our Sun-safe policy for more details)
- Warm clothes/coat in winter
- Please do not send children in thongs/"crocs" as they are dangerous for climbing
- Kindy is often messy (but fun!) so dress children appropriately. We do provide painting smocks.
- Please encourage children to leave their own toys at home, as they may get lost or damaged, causing distress to your child.
- **Please NAME all belongings!!!**
- We do encourage children to borrow library books and story kits as often as they wish. Use your child's calico library bag to transport borrowed items and portfolio folders home.

What if someone different is picking up my child?

It is our policy that you must notify us about this. Please let a staff member know and fill in the book by the front door. In an emergency, a phone call would be appropriate. We will be guided by your enrolment form as to who has authority to collect your child, so please provide as much detail as possible.

What happens if there is a fire/bushfire?

We have an emergency evacuation procedure which is practiced once per term with children. A warning whistle is used to assemble everyone at the gates facing the oval. Staff, children and visitors may then proceed to a safe haven. Parents need to be aware we are in a bushfire prone area, so please think carefully about sending your child on hot/windy days (or total fire ban days- Mt.Lofty Ranges). Please ensure you have provided a number of alternative emergency telephone contacts for us.

We have good air-conditioning at kindy but on days of Extreme fire danger travel to and from kindy could be considered a risk.