

St Margaret's Kindergarten

Parent Manual



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play

learn

grow

together



Welcome to St. Margaret's Kindergarten. The Kindergarten is an affiliated centre with the Department of Education, and Child Development (DECD). We have been on this current site since 1990. The primary function of the Kindergarten is to offer four sessions of Kindergarten to children in their eligible year (from four years of age) for four terms prior to school entry. Our other services include playgroup and pre-kindy.

ST MARGARET'S PHILOSOPHY

THE IMAGE OF THE CHILD

Our most important, common goal is the **wellbeing** of the children. We believe that a **happy, loving, trusting** atmosphere is conducive to learning, to developing positive self esteem, **friendships**, and to acquiring the foundations of life skills.

We believe that every child is a **unique** individual and that children learn best through **play** and discovery and through being actively involved in their learning. Our enriched play based curriculum allows children to make independent choices and allows for individual development.

CURRICULUM

At St Margaret's we are committed to providing a quality educational program that is inclusive of all children in our care.

We plan a curriculum which reflects the needs of both the individual and the group and values each child's background, culture, interests and strengths. We promote the development of children's self esteem, confidence, resilience, problem solving, **respect** for others, **independence** and social skills.

ROLE OF ENVIRONMENT

We aim to provide a **happy, safe, fun, nurturing**, relaxed and enriched environment where children can develop dispositions for learning such as being curious, confident, a communicator, resourceful, cooperative, persistent and a risk taker.

We value our outdoor environment and we recognise that children need opportunities to connect to the natural world fostering an understanding and **respect** of the natural environment.

We will embed sustainable practises into our curriculum to highlight our responsibilities to care for the environment and provide for a sustainable future.

CHILDREN ARE CONNECTED

Children's learning is a **journey**. Each child will learn in their own **time** and in their own way. The learning is based on their life experiences, the interests they have and their individual needs. Children are given opportunities to try new things, take risks, make mistakes, and be free to **explore** and experiment and to discover things that extend their knowledge. Children need the opportunity to develop life skills which will enable them to thrive in an ever changing world.

FAMILIES AS PARTNERS

We strive to create a welcoming environment for all families who come into our centre, where positive and **supportive** relationships are formed. We believe that parents are their children's first and most influential teachers, and that it is vital to **work together** in partnership with families to provide appropriate learning experiences for the children. We actively encourage parents to be involved in their child's learning and the everyday operation of the kindergarten.

CULTURE

We acknowledge and **respect** the **diversity** of our families and their histories, cultures, languages and traditions. Children are given opportunities to understand Australia's cultural diversity, and the importance of being inclusive and respectful to all.



CURRICULUM

The Early Years Learning Framework

The Early Years Learning Framework has been developed to ensure your child receives quality education programs in their early childhood setting. This is a vital time for them to learn and develop. The Framework's vision is for all children to experience play-based learning that is engaging and builds success for life.

It is a guide for early childhood educators who work with children from birth to five years. We will use the Framework in partnership with families, children's first and most influential educators, to develop learning programs responsive to children's ideas, interests, strengths and abilities, and recognise that children learn through their play.

The Early Years Learning Framework describes childhood as a time of belonging, being and becoming.

- Belonging is the basis for living a fulfilling life. Children feel they belong because of the relationships they have with their family, community, culture and place.
- Being is about living here and now. Childhood is a special time in life and children need time to just 'be' – time to play, try new things and have fun.
- Becoming is about the learning and development that young children experience. Children start to form their sense of identity from an early age, which shapes the type of adult they will become.

Play is very important for children. Through play young children explore and learn to understand the world around them as they come to communicate, discover, imagine and create. When children play they are showing what they have learned and what they are trying to understand. This is why play is one of the foundations of the Early Years Learning Framework, and forms the basis of our practice at St Margaret's Kindergarten. Through using this Framework we will guide your child's play by carefully designing learning activities and stimulating indoor and outdoor learning environments.

It is well known that children learn best when they have secure relationships with caring adults. When children from a very early age develop trusting relationships they feel more confident and able to explore and learn. In early childhood settings, when children feel emotionally secure they learn through play to develop the skills and understandings they need to interact positively with others and gradually learn to take responsibility.

The Framework focuses on your child's learning. We will work with you in order to get to know your child well and create a learning program that builds on your child's interests and abilities, and keep you in touch with your child's progress.

Through the Framework's five learning goals we will assist your child to develop:

- ❖ a strong sense of their identity
- ❖ connections with their world
- ❖ a strong sense of wellbeing
- ❖ confidence and involvement in their learning
- ❖ effective communication skills.





LIFE SKILLS

Our curriculum is designed to promote the development of life skills and competencies. These life skills and competencies include:

- Self esteem
- Self awareness
- Creativity
- Curiosity
- Independence
- Cooperation
- Intrinsic motivation
- Critical thinking skills
- Language skills
- Social skills
- Cultural awareness
- Environmental awareness
- Decision making skills
- Communication skills
- Problem solving skills
- Physical skills
- Perceptual motor skills

CURRICULUM INFORMATION:

We send home curriculum updates in our newsletters, which tell you what the children are interested in and some of the activities they are involved in. Photos on the program board and the daily slide show, will also communicate this. The curriculum key ideas, activities and children's interests are displayed on the notice board near the office.



ASSESSMENT AND REPORTING:

At the beginning of each year the teachers at St. Margaret's are allocated a group of children to focus on. We note observations in different ways and our findings can be discussed with your child's focus teacher at your request.

During the first term at Kindergarten, the staff use a Preschool Screening Tool to collect information about each child's development. The information gathered will help us plan developmentally appropriate learning experiences for your child. The staff will share with you the information gathered through this process. At the end of your child's year with us your child's focus teacher will formulate a portfolio, which will be a collection of some of the activities and learning experiences your child has been involved in throughout the year. An end of year Summative Report will be included in this portfolio and a copy will be forwarded, with your permission, to your child's school. There are many opportunities throughout the year for informal discussions about your child's development. If you would like a more formal discussion, please make an appointment with staff.

PROGRAMS

PLAYGROUP

Our playgroup is for families with children from birth to age 5. The playgroup is run by the parents/caregivers with support from our playgroup coordinator, Marina Phillips. Parents/Caregivers are responsible for the safety of their children at all times during playgroup sessions.

Time: Friday 11am - 12:30pm

Cost: \$5 per family



KINDERGARTEN SESSIONS

Children begin the Kindergarten program in the year before they commence school.

- If your child turns four years before 1 May they start kindy in term 1 of that year.
- If your child turns four on or after 1 May they start kindy in term 1 of the following year.

At St Margaret's 15 hours of Kindergarten are offered over two full days.
(These hours are subject to government funding)

There are two groups for the kindergarten sessions...

- Monday and Tuesday 8:15am - 3:45pm (Koala Group)



- Wednesday and Thursday 8:15am - 3:45pm (Possum Group)



PARENT INVOLVEMENT

As parents, teachers and early childhood workers, we have one very important interest in common- your child. St Margaret's Kindergarten is YOUR centre and we welcome your family's involvement. We really encourage parents and carers to be involved in the kindergarten community.

Helping at the kindergarten can be a good way to get to know the staff and find out more about what your child is doing. Children like to see parents and teachers interacting happily. Here are just some of the ways you can be involved. If you have ideas or other ways you'd like to be involved, please suggest them to the staff.

There are numerous ways you may be able to contribute.

- **Special skills** - If you have any special skills or interests (eg cooking, gardening, music, storytelling etc) we hope you can share these with us to further enrich our program.
- **Donate 'collectables'**. We can use almost anything - soft wood scraps, material and wool scraps, all sizes boxes eg grocery boxes, ribbons, shells,
- Offer to take home washing -smocks, tea towels
- Attend to yard/kindy maintenance - gardening, fixing things
- **Join the Management Committee**
 - See more information about the Management Committee below. Please speak to one of the members or staff if you are interested in joining the Management Committee.
- **Participate in excursions**
 - From time to time we organise excursions and sometimes need parents for extra supervision. You will hear about the excursions through our newsletters.
- **Assist with cleaning**
 - We have a clean up morning on the last Friday (or Thursday) of each term and ask families to assist with a general clean up of the kindy in preparation for the new term.
- **Participate in social events**
 - The Management Committee hosts a series of events through the year for parents, carers, staff and children to interact and have fun. These may include activities like:
 - Morning teas
 - Art gallery
 - Bunnings sausage sizzle
 - Christmas celebration picnic
 - Working Bee



MANAGEMENT COMMITTEE

Another way you can become involved is through our Management Committee. The Management Committee of community members and parents is responsible for the management of the centre. They work closely with the kindergarten directors on these matters. We encourage families to join the Management Committee. Meetings are held twice a term. Elections for the Committee take place at our Annual General Meeting. This is held in March.

Some of the responsibilities of the Committee include:

- Financial management of the Centre
- Developing Centre policy
- Encouraging parent involvement
- Organising and running fundraising activities
- Supporting the children and staff in organised activities
- Performing maintenance work on the Centre building and grounds
- Keeping informed of recent developments in early childhood education
- Having valuable and valued input to the curriculum and other areas of the day to day running of the centre.



FUNDRAISING



The Management Committee has an active fundraising subcommittee which works hard to raise additional funds for the Kindergarten. The committee aims to present a range of fundraising activities. **We do not expect every family to participate in every fundraiser but ask that all families participate as often as they are able.** You are always welcome to assist the fundraising committee in planning any of these fundraisers.

ATTENDANCE

Your child's attendance is really important to us. Establishing a routine helps them to be comfortable and secure and assists their learning.

Our staffing numbers are based on the number of children who attend regularly and we'd like to keep our staff team consistent.

If your child is absent for any reason, please let us know eg

- family holidays
- illness of child or parent (particularly if the illness is contagious so that we can inform other families to be aware of symptoms)

CONFIDENTIALITY

Our staff members treat all information with confidentiality. We sometimes need to share information with the whole staff team so that they are fully informed about your child's needs. We always seek parent permission before sharing information with other government agencies eg other schools, DECD, support services

COMMUNICATION

We encourage you to communicate regularly and constructively at the kindergarten by:

- chatting to staff and other parents and carers on arrival or pick-up
- booking an appointment to speak with staff if you need privacy or a longer conversation
- checking the notice board regularly
- leaving a message on our answering machine if out of hours
- sending an email to: stmargky@bigpond.com

NOTICES

Newsletters and other notices are usually emailed to families. If you require a printed copy, please speak to a staff member. Reminders are always written on the **whiteboard** near the front gate. **It is important that you read this daily.** Please read the notice boards near the entrance door, the office and the kitchen for program details and special events.

PERSONAL INFORMATION

Please ensure that our information on your child is always up-to-date. It is particularly important that we are aware of newly discovered allergies or changes to your work, home or emergency contact telephone numbers.

COLLECTING YOUR CHILDREN

It is important that staff members know who will be collecting your child each day. If there is a break in routine, please write the details in the parent diary which is located in the kitchen. The diary can also be used to note if you are collecting your child early or if you know your child will be away for a day etc.

LITERACY PACKS

We have a supply of literacy kits which contain a story book and some props to go with the story, for you and your child to enjoy at home with the family. Select one literacy kit at a time for borrowing and enter your family's borrowing details in the book situated at the front entrance table. If pieces are missing please inform a staff member. Please do not place the bags on the stand if they are incomplete.



PARENT LIBRARY

We have a Parent Library for you to borrow from. There are books and articles about child development, behavior and many other interesting topics. If you have a particular topic you want information about, please speak to staff and we may be able to suggest a book for you. We ask that you fill out the borrowing book situated at the front entrance table and please be mindful that other parents may be waiting for the book.

Health and Wellbeing

SEPARATION ANXIETY

Adjustment in the first few weeks of children's kindergarten experience varies from family to family. Staff are sensitive to these differences and aim to respond to individual needs of children and their families. Separation trauma is difficult for both children and parents, however staff members are experienced in dealing with children and generally they respond to a warm, caring adult. It is our experience that children usually settle very quickly once parents have left. So as not to prolong the process, we encourage parents/carers to cuddle, reassure and leave their child as quickly as possible. You are welcome to phone staff later to check that your child has settled and to put your mind at rest.

HEALTH AND HYGIENE

At St Margaret's we wish to maintain a healthy environment for all children. If your child has a medical condition, it is essential that the staff are advised at the time of enrolment. Please keep us informed of any medical conditions or allergies your child develops and/or infectious diseases. Please phone the kindergarten if your child is to be absent for any reason.



Curriculum:

Throughout the year we will include in our educational programme information about how to stay healthy and what needs to happen if you are unwell, including basic hygiene practices e.g. blowing own nose, covering mouth when sneezing or coughing, washing hands etc.

Exclusion:

Children who are unwell (running a high temperature, has suspicious spots/rash on the body, is vomiting or has diarrhoea, conjunctivitis etc) should be kept at home not only to reduce the spread of infection, but also to give the child appropriate care and medication. If children begin to display the above symptoms while at Kindergarten, a staff member will call his/her parent/caregiver to collect their child to prevent the spread of infection.

Medication:

Long term / preventative medication:

- Any child requiring administration of medication must have a completed health plan signed by a doctor with clear information about the child's health needs, likely problems and treatment options.
- Parents must provide medication which is labelled clearly with child's name, dosage instructions.
- Parents must sign the administration of medication form, date it and complete dosage instructions on the form and inform staff of their child's needs.
- Children should not have medication in their bags at any time in the interests of safety for all children in the centre. Please see staff if medication needs to be left for the person collecting your child.

FOOD AND NUTRITION

At St Margaret's we promote healthy eating habits for your children. During our snack time we encourage children to eat healthy, low fat, low sugar food. Eating food that is of high nutritional value is critical for overall brain growth and development. Snack time at kindergarten is an important break in the session as well as being a social time. Staff also model healthy eating habits to children during snack time by sitting down with the children and eating with them.

Some children are highly allergic to nuts and any food which contains nuts is prohibited. If we have children at kindergarten who are allergic to peanut products, it is vitally important that no products containing peanuts, e.g. peanut paste or nutella sandwiches, muesli bars, etc, come to Kindergarten. Parents will be made aware of this in our newsletters throughout the year. If your child is allergic to certain foods please ensure that you have notified staff. Photos of children with food allergies are on display in the office and on the kitchen fridge for staff to identify.

We advise parents of the following guidelines & procedures:

- Children come to each kindergarten session with a piece of fruit, vegetable, cheese, or a healthy item to eat including healthy sandwiches.
- If parents are sending carrots they need to be thinly sliced due to potential choking hazards.
- Peanut Butter/paste, Nutella and nut products, chocolates, chips, lollies, sweet biscuits and muesli bars with nuts or chocolate etc are NOT suitable.
- No sweet drinks are allowed. Parents must provide **water** in a bottle that is clearly named. We also have a drinking fountain and trough which allows children to access fresh water whenever they wish.
- Children are required to wash their hands prior to handling any food.
- Children are supported to be independent in managing their own food.
- Children must remain seated whilst eating.
- Staff will supervise children whilst eating.
- Children will be encouraged to dispose of their own food scraps in the appropriate bucket for composting.

Please make sure bags, boxes and drinks bottles are clearly named.



Birthday celebrations

At St Margaret's Kindergarten we believe;

- the Early years of life are critical in establishing food attitudes and habits.
- that effective learning about healthy eating must be supported in all aspects of the learning environment.
- in the promotion of the healthy weight of children.
- in supporting children with food-related dietary needs and allergies.
- learning programs should be inclusive of the socioeconomic, cultural and spiritual perspectives of the community.
- the focus of a birthday celebration is the child.

As the majority of the treats brought in for children to share for birthday celebrations are not recommended foods for an educational setting, (based on the Department of Education and Children's Services "eat well SA schools and preschools healthy eating guidelines") and (Rite Bite Healthy Food and Nutrition Policy) it has been decided that there will be no sharing of food/treats for birthdays.

Unless otherwise indicated or notified by parents/carers, we will acknowledge children's birthdays by presenting them with a birthday sticker and singing Happy Birthday.

Reference:

Right Bite Food and Nutrition Policy for Preschool – Nov 2007

"Eat well SA schools and preschools healthy eating guidelines" Department of Education and Children's Services 2004

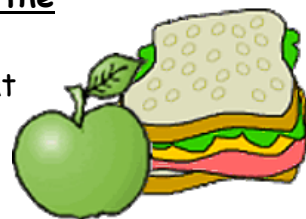
Please see the St Margaret's website for our complete 'Nutrition, Food and Beverages' Policy (Copies also available at the Kindergarten)

SHARED FRUIT DAY

On **MONDAYS** and **WEDNESDAYS** we have shared fruit for snack time. On these days please bring along a piece of fruit to share with the group. Please place your fruit in the fruit container on the entrance table. Staff will cut and distribute the fruit during snack time. On the other days please send a healthy snack with your child.

LUNCH PROCEDURES

We ask parents to separate snacks from lunch and put only the lunch in the fridge. (no cooler bags in fridge please). Please note - we are not able to heat up food for the children. Staff supervise the children while they eat and make sure to the best of our ability, that your child has eaten something. We do not like to make an issue of eating and certainly will not force feed your child. We do not want this time to be stressful or a negative experience for your child.



PARENT CONCERNS AND COMPLAINT PROCEDURES

At St Margaret's Kindergarten we believe parents are partners in the education of children. Regular two-way communication between parents/carers and the preschool is essential in helping children achieve their potential.

Our preschool is committed to ensuring that anyone with parental responsibilities for a young person can raise a concern or complaint, with confidence that it will be heard and responded to in an appropriate and timely fashion.

Please refer to the St Margaret's website for our complete 'Parent Concerns and Complaints' Procedures/ Policy (Copies also available at the Kindergarten)

BEHAVIOUR

At St Margaret's Kindergarten we believe that everyone has the right to feel safe, valued and respected all of the time. We promote an environment that optimises learning, catering for individual needs, abilities and well being.

- We believe that children have the right to engage in play and learning in a nurturing, friendly, safe and supportive environment.
- We believe behaviour is an individual response to a particular situation or circumstance. We encourage positive behaviours through a variety of strategies.
- We believe that staff and parents, through their words and actions, should work together to promote and encourage positive behaviours.

At St Margaret's we encourage the children to use protective behaviour language like:

- saying "Stop it! I don't like it when you....."
- saying "No" appropriately
- talking about their feelings

The steps that will be taken in situations where the children's safety is being compromised or where behaviour is disruptive to learning are:

- calming the child
- encouraging them to think about their actions
- A child will be reminded of the Behaviour rules
- If behaviour persists child will be redirected to another activity
- If this is unsuccessful the child will be removed from the group for a short period of time i.e. time out
- The staff team will keep parents informed and work in collaboration with parents to devise and share strategies in to assist with their child's individual needs.

We help them to recognise early warning signs like feeling safe and encourage them to get help if they don't feel safe.

These are important life skills for their future. The earlier they have these skills, the safer they will be. We encourage you to try some of these ideas out at home.

Please see the St Margaret's website for our complete 'Behaviour Management' Policy (Copies also available at the Kindergarten)

Procedures

CHECKLIST

What to bring

Before you come

- dress your child in comfortable, named, hardwearing sun smart clothes and sturdy safe footwear
- apply sunscreen

Pack a named back pack or bag with:

- A healthy snack for morning and afternoon snack time. In warm weather put the snacks in a cooler bag in the child's bag.
- Your child's healthy lunch in a separate named lunch box (**no cooler bag** as lunch will be stored in the fridge and we have limited space)
- Named change of clothes
- Named hat
- Water bottle

What not to bring

- Sweets (lollies)
- Nuts
- Toys (if your child has something special to show, please bring it and show us at the beginning of a session, then take it home with you. It is distressing for children and parents to have toys lost or broken). We encourage the children to be observant and welcome items from nature or any object which may pertain to our program (no valuables).
- Sick child (If your child is sick, do not send them to kindergarten. Instead phone us and let us know that your child is staying at home. This is better for the child and reduces the risk of spreading infection.)

What to talk about before you come to Kindy

- Who the teachers are
- What sort of activities they will participate in kindergarten
- Who will drop them off
- Who will pick them up

Things to do when you arrive for the day

- Arrive from 8.15 am.
- Observe 25km speed limit as you approach the kindergarten to park
- Put kindergarten bag in your child's locker
- Check whiteboard for messages
- Sign in next to your child's name
- Take any notices on table
- Place fees or any other money or notices in the 'fees box' (near entrance)
- Help your child find a space for their lunch in the fridge and place water bottles on drinks' tray
- Fill in the diary on the kitchen cupboard if someone different is collecting your child and let a staff member know.
- Read the curriculum program which is written up and placed near the office.
- Say 'goodbye' to your child before leaving.

Things to do as you leave for the day

- Please be at the kindergarten five minutes before a session ends so that your child does not have to wait for you. This will help your child to develop confidence and security
- Look at the slideshow of our day and read about what we have been doing on the small whiteboard
- Make yourself visible at the door in hallway, so that staff can dismiss your child
- Check for artwork that might be drying
- Check whiteboard
- Check the box for artwork not yet collected (located outside near the lockers)
- Check the lost property box
- Chat with the staff if you have any queries
- Sign out next to your child's name and speak to staff if your child's name is highlighted
- Make sure only your child/ren go through the gate as you leave
- Make sure the gate is shut behind you.

General Information



MESSY PLAY

When children are actively involved in play with paint, water, clay, mud and sand, it is almost inevitable that some of those materials will end up on their clothes. We provide smocks for children to wear for most messy activities but unfortunately, they do not always prevent messy clothes.



Please ensure your child wears clothes that can get sandy, dirty, muddy or wet, so they can be fully involved in the program! We have St Margaret's Kindy clothes that can be ordered through the centre, which can help to make it easier for families.

ROCKPOOLS

We are very fortunate to have our wonderful rock pools at St Margaret's which give the children an opportunity to participate in water play. This gives them many great learning opportunities as well as being a fun way to keep cool on a hot day. The rock pools are running water and they are emptied and cleaned out after each session. We vary the days that we have the rock pools operating, depending on the weather and also being conscious of water conservation.

On other days we have a water trough where the children enjoy playing and we also may use water in the sandpit and mudpit.

We ask that you assist us by keeping in your child's bag a change of clothes, ideally bathers and a 'rashie', and a plastic bag for wet clothes. **Please make sure everything is named.**

If for some reason a child does not have a change of clothes and wishes to participate, we will supply them with some spare clothes from kindy as we want this valuable experience to be available to all children. Please wash and return these spare clothes as soon as possible.



PHOTOGRAPHS

A professional photographer photographs the children individually and in a group during Term 1 each year and the photographs are available for purchase.

HEALTH CHECKS

Children will have the opportunity to have comprehensive health screening during their preschool year. A nurse from **Child & Youth Health** conducts these health checks. This is arranged with you at some stage during the year when your child is at least 4½ years old.

SUPPORT SERVICES

If your child has been identified with special needs, we have support services which we can access from the Department of Education and Child Development (DECD). eg. Speech pathology. Please speak to staff if you have any concerns about your child's development and for more information on referral procedures.

TERM FEES

Term fees are set by the Management Committee and are payable each term. These fees enable us to pay ongoing costs such as energy and cleaning and to buy materials such as paint and paper. Term fees and fundraising profits raised by the Management Committee are used for purchasing new equipment and maintaining and improving the facilities.

Fees for 2020

Kindergarten: \$230

All fees are due by week 4 of each term.

Payments can be placed in an envelope/bag with slip enclosed with your name, the amount and what the money is for (e.g. Term 3 fees) and put into the fees box near the kitchen. Payment slips and bags are available on kitchen bench. Direct Debit is also available. Please see details on your invoice.

If you have any problems with payment please speak with one of the Directors.

CLOSURE DAYS AND PUBLIC HOLIDAYS

Throughout the year staff will be involved in training and development in their own time as well as on three Kindy days throughout the year. On these days, there will be no Kindy sessions. You will be notified of these dates well in advance.

When the kindergarten is closed due to closure days or public holidays (or your child is absent for any reason) we are unfortunately unable to offer 'make-up sessions due to the number of children we have at the centre.

CLEAN UP DAY

The last Friday of each term (last Thursday - Term 4) is clean up day. Families are asked to help with cleaning the Kindy in readiness for a new term. Children are also welcome to come with you.



St Margaret's Kindergarten

Sun Safe Policy



Australia has the highest incidence of skin cancer in the world with two out of every three people developing some form of skin cancer before they are 70. Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Sun exposure in the first ten years of life determines, to a substantial degree, the likelihood of skin cancer developing later in life.

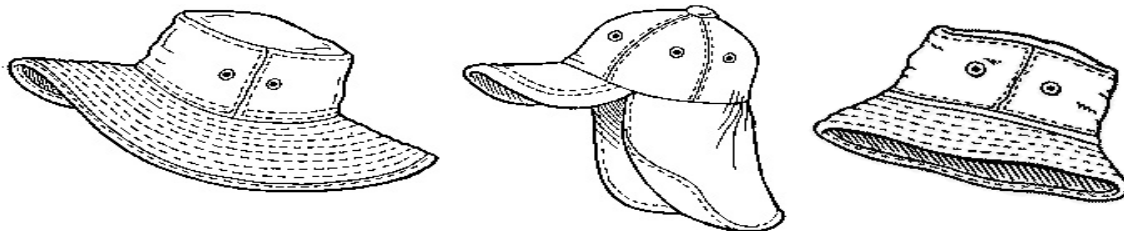
It is important to balance sun protection with safe sun exposure for the production of vitamin D for bone growth and development. During June to August, at times when the UV radiation level is low, sun protection for most people is not necessary. Kindergartens are ideally placed to help reduce the incidence of skin cancer by developing good habits in and an understanding of the effects of the sun by the children at the centre.

The aims of our policy are to promote amongst children, staff and parents:

- Positive attitudes towards skin protection.
- Lifestyles practices that help reduce the incidence of skin damage.
- Awareness of the need for environmental changes in our Centre to reduce the level of exposure to the sun.

IMPLEMENTATION

- All children and staff will wear hats outside all year **excluding the months of June, July and August**.
- Children without hats will need to play inside or under the veranda (please consider this can be very difficult for the children).
- Hats must be either broad brimmed, legionnaire or bucket. (baseball caps, visors, beanies and hoods are not considered appropriate sun safe hats)



- Brims on broad brimmed hats should be at least 7.5cm wide.
 - Legionnaire style hats should have a flap that meets the sides of the front peak to provide protection to the side of the face
 - A bucket hat should have a deep crown so it sits low on the head and have a brim of at least 5 cm.
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- Parents are to apply sunscreen to their own children before coming to kindy. Staff will reapply sunscreen in the afternoon with the sunscreen provided by the Kindergarten. If you do not wish for your child to have sunscreen reapplied or would prefer to supply your own sunscreen, please speak to staff.
 - Outdoor activities will be located in the shaded areas when possible.
 - Staff will incorporate sun and skin awareness activities into our teaching programs.
 - Staff and children can wear protective eye wear, ie sunglasses, if they choose.
 - Children are encouraged to drink water frequently on hot days.

References: Cancer Council South Australia. www.sunsmart.org.au

TERM DATES

| | 2020 |
|--------|-----------------|
| Term 1 | 28 Jan - 9 Apr |
| Term 2 | 27 April -2 Jul |
| Term 3 | 20 Jul - 24 Sep |
| Term 4 | 12 Oct - 9 Dec |

2020 STAFF

Cathy O'Dea (Director/Teacher)

Vicki Kousiandas (Director/Teacher)

Janet Borchardt (Teacher)

Jenny Scheepers (Early Childhood Worker)

Jane Ryan (Teacher)

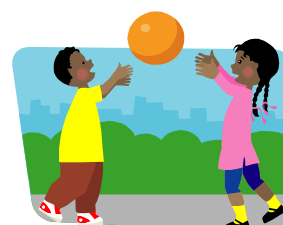
Marina Phillips (Early Childhood Worker and Playgroup Coordinator)

Teresa Matkovic (Finance Officer)



A TYPICAL DAY AT ST MARGARET'S

| | |
|--------------------|----------------------------------|
| 8:15am - 8:45am | Children arrive and settle in |
| 8:50am | Group time |
| 9:20am | Snack and inside play time |
| 10:30am | Group time |
| 10:45am | Outside play |
| 12:00pm | Lunch time |
| 12:20pm | Rest and relaxation time |
| 12:45pm | Inside playtime |
| 1:45pm | Group time |
| 2:00pm | Afternoon snack and outside play |
| 3:15pm | Group time |
| 3:45pm | Home time |



Throughout the day, teachers will work with individual and small groups of children on activities which focus on children's developmental needs and interests.