

St Margaret's Kindergarten

Parent Manual



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Welcome to St Margaret's Kindergarten.

We are a community-based kindergarten, partially funded by the Office for Early Childhood Development (OECD). St Margaret's Kindergarten has been located on this site since 1990 and operates from premises leased from the City of Charles Sturt.

Our primary role is to provide 15 hours of preschool each week for children in the year before they start school, over four terms. In addition to our kindergarten program, we also offer Playgroup and Pre-Kindy sessions for younger children and their families.

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 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 share curriculum updates through our newsletters, keeping families informed about the children's interests, learning experiences, and activities. Photos displayed on the program board and posts shared via our SeeSaw app also provide regular insights into the children's learning.



Key curriculum ideas, learning outcomes, activities, and children's interests are displayed on the notice board near the office.

ASSESSMENT AND REPORTING:

At the beginning of each year, a focus teacher is allocated to each child at St Margaret's Kindergarten. The focus teacher observes and documents your child's learning and development throughout the year. Information gathered can be discussed with your child's focus teacher at any time upon request.

During the first semester, educators use a Preschool Screening Tool to gather information about each child's development. This information helps us plan learning experiences that are responsive to your child's strengths, interests, and needs. Your child's focus teacher will share the information gathered with you.

At the end of the year, your child's focus teacher will prepare a portfolio showcasing some of the learning experiences, activities, and achievements your child has been involved in throughout the year. This portfolio will include an End of Year Summative Report. With your permission, a copy of this report will be forwarded to your child's school to support a successful transition.

There are many opportunities throughout the year for informal discussions about your child's learning and development. We also offer individual family meetings during the first few weeks of kindergarten, providing an opportunity for you to share information about your child and work with educators to identify goals and priorities for the year ahead.

If you would like another formal meeting at any time during the year, please contact your child's focus teacher to arrange an appointment.

PROGRAMS

PLAYGROUP

Our Playgroup is for families with children from birth to 5 years of age. Sessions are parent/caregiver-led, with support from one of our educators. Parents and caregivers are responsible for supervising and ensuring the safety of their children at all times during Playgroup sessions.

Time: Friday 11am - 12:30pm

Cost: \$5 per family



KINDERGARTEN SESSIONS

Children are eligible to begin kindergarten in the year before they start school.

- Children who turn four years of age on or before 30 April can commence kindergarten in Term 1 of that year.
- Children who turn four years of age between 1 May and 31 October can commence kindergarten in Term 3 of that year.

At St Margaret's Kindergarten, children attend 15 hours of kindergarten each week over two full days.

Please note that the provision of 15 hours of kindergarten is subject to ongoing 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, carers, teachers, and educators, we all share a common interest - **your child**. St Margaret's Kindergarten is **your** kindergarten, and we warmly welcome and encourage family involvement in our community.

Being involved is a wonderful way to get to know the staff, connect with other families, and gain a deeper understanding of your child's learning and experiences. We value the contributions families make and welcome new ideas about how you would like to be involved.

Some of the ways you can contribute include:

- **Sharing special skills or interests**

If you have skills or interests such as cooking, gardening, music, storytelling, art, or a particular hobby, we would love you to share them with the children to enrich our program.

- **Donating useful materials**
We can often make use of clean recyclable and natural materials, such as boxes, fabric and wool scraps, ribbons, shells, and soft wood offcuts.
- **Helping with washing**
Take home items such as smocks or tea towels for laundering.
- **Assisting with maintenance and gardening**
Support the upkeep of our kindergarten through gardening, repairs, or general maintenance tasks.
- **Joining the Governing Council**
The Governing Council plays an important role in supporting the kindergarten's operation and future direction. If you are interested in becoming involved, please speak with a staff member or current council member.
- **Participating in excursions**
From time to time, we organise excursions and may require additional adult supervision. Information about upcoming excursions will be shared through newsletters and other communications.
- **Helping with working bees and clean-up days**
Families are invited to assist with occasional maintenance and clean-up events, including our annual end-of-year clean-up in preparation for the following year.
- **Attending social and fundraising events**
Throughout the year, the Governing Council coordinates a range of events that provide opportunities for children, families, and staff to connect and have fun together. These may include:
 - Art Gallery Evening
 - Movie Nights
 - Quiz Night
 - Christmas Celebration
 - Working Bees and community events

We greatly value the time, skills, and support that families contribute to our kindergarten community.

GOVERNING COUNCIL

Another way to become involved in the kindergarten community is by joining our Governing Council.

The Governing Council is made up of parents and community members who work in partnership with the Directors to support the operation and future direction of the

kindergarten. We warmly encourage families to become involved and contribute their skills, ideas, and perspectives.

The Governing Council meets twice each term, and elections are held at the Annual General Meeting (AGM) in March each year.

Some of the responsibilities of the Governing Council include:

- Overseeing the financial management of the kindergarten
- Developing and reviewing policies and procedures
- Encouraging family involvement and community engagement
- Organising and supporting fundraising activities
- Supporting children, families, and staff through kindergarten events and activities
- Assisting with the maintenance and improvement of the kindergarten building and grounds
- Keeping informed about developments in early childhood education
- Providing valuable input into the kindergarten's programs, priorities, and ongoing development

The Governing Council plays an important role in ensuring St Margaret's Kindergarten remains a vibrant, welcoming, and high-quality learning environment for children and families.

FUNDRAISING



The Governing Council 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.

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 schools, Dept for Ed 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 or texting our mobile phone, if out of hours
- sending an email to: stmargky@bigpond.com
- message on SeeSaw

NOTICES

Newsletters and other notices are emailed to families and shared on our Seesaw App. If you require a printed copy, please speak to a staff member. Reminders are always written on the **whiteboard** on the entrance table. **It is important that you read this daily.**

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.

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 ISSUES

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 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 strive 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 and a Medical Management Plan is completed with one of the Directors. Please keep us informed of any medical conditions or allergies your child develops and/or infectious diseases. Please phone or message the kindergarten if your child is to be absent for any reason.



Curriculum:

Throughout the year, we will include in our educational program, 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, having suspicious spots/rash on the body, vomiting or 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, unprocessed, 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. If your child has any allergies, please ensure that you have notified staff at enrolment. We will need to complete a Medical Management Plan with you. Photos of children with food allergies are on display in the office and in the kitchen 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 etc are NOT suitable.
- No sweet drinks are allowed. Parents must provide **water** in a bottle that is clearly named.
- 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

We acknowledge children's birthdays by presenting them with a birthday certificate, playdough cake and singing Happy Birthday. Image will be posted on Seesaw. We don't share any food/treats for birthdays.

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. Educators will cut and distribute the fruit during morning and afternoon 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 lunch in the labelled 'Lunch box' which will be transferred to the fridge by a staff member.

(please leave snacks and any cooler bags in your child's kindy bag). Please note - we are **not** able to heat up food for the children. Educators 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. Please speak to us if there are any issues with your child eating their lunch.



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 kindergarten 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 SUPPORT

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

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

When a child's behaviour impacts their own safety, the safety of others, or disrupts learning, educators will work with the child in a calm, respectful, and supportive manner. Strategies may include:

- Supporting the child to calm and regulate their emotions.

- Helping the child reflect on their actions and understand the impact on others.
- Reminding the child of the kindergarten's expectations and agreed ways of interacting with others.
- Redirecting the child to a different activity or learning experience.
- Providing a quiet space or individual support away from the group for a short period if needed to help the child regain self-regulation.
- Working closely with families to share information, discuss concerns, and develop consistent strategies to support the child's individual needs and wellbeing.

Educators aim to support children to develop positive relationships, self-regulation skills, and confidence in managing their behaviour in a safe and respectful learning environment.

We support children to recognise early warning signs when they feel unsafe, uncomfortable, or worried, and encourage them to seek help from a trusted adult. Developing these skills helps children build confidence, resilience, and an understanding of how to keep themselves safe.

These are important life skills, and learning them from an early age helps children to develop positive safety habits that will support them throughout their lives.

Please refer to the St Margaret's Kindergarten website for our full Behaviour Management Policy. Copies are also available from the kindergarten upon request.

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. (No nuts) 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 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
- Place fees or any other money or notices in the 'fees box' (inside near entrance)
- Help your child place their lunch in the 'lunch box' and place water bottles on drinks' trolley
- 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

- Make yourself visible at the door in hallway or where group time is occurring, 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
- Ensure only your child/ren go through the gate as you leave
- Ensure the gate is shut behind you.

General Information

SUN SAFETY



We aim to provide a balance between sun protection and safe sun exposure to support healthy Vitamin D production for bone growth and development.

Our service follows the SunSmart guidelines developed by Cancer Council SA and encourages children to use a combination of sun protection measures whenever the UV Index reaches 3 or above.

We are fortunate to have a well-shaded outdoor environment, with shade covering many of the children's play areas.

Families are asked to:

- Apply sunscreen to their child before arriving at kindy.
- Provide a suitable sun-safe hat for outdoor play when the UV Index is 3 or above.

Educators will assist children to reapply sunscreen before outdoor play after lunch. Children are encouraged to apply their own sunscreen under educator supervision to support independence and self-help skills.

Families with specific sunscreen requirements or concerns are asked to provide their child's own sunscreen.

Acceptable sun-safe hats include:

- Broad-brimmed hats
- Bucket hats
- Legionnaire hats

Baseball caps, visors, beanies and hoods do not provide adequate sun protection and are not suitable. If a hat has a chin cord, it must be a safety cord designed to pull apart if caught, reducing the risk of choking.

When UV levels are high:

- Outdoor activities will be conducted in shaded areas whenever possible.
- Educators will incorporate sun safety education into the curriculum.
- Children will be encouraged to drink water regularly, particularly during hot weather.

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 kindy, which can help to make it easier for families. Please also leave a named change of clothes in the child's bag each day.

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.

TOYS

Please leave your child's own toys at home. 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 when toys are 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).

CHILD DEVELOPMENT CHECKS

Children will have the opportunity to participate in a free Child Development Check during their preschool year. These checks are funded through the Office for Early Childhood Development and provide families with information about their child's development, learning and wellbeing as they prepare for school.

Families will be provided with information about how to access and book a Child Development Check during the year.

SUPPORT SERVICES

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

FEES

Fees are set by the Governing Council. These fees contribute to the operational costs of running the preschool, including utilities, cleaning, maintenance and administration expenses. Fees also support the purchase of resources and equipment that enhance children's learning and play experiences, such as art materials, books, educational resources and outdoor play equipment.

Funds raised through fundraising activities organised by the Governing Council are used to purchase additional equipment and resources, and to maintain and improve the preschool's facilities and outdoor environment.

Current Fees - \$1240

You will receive an invoice at the beginning of the year with various payment options which can be paid over the first three terms.

Our preferred payment method is EFT. (Please see details on your invoice). Alternatively cash can be placed in an envelope/bag with slip enclosed with your child's name and the amount paid which can be put into the fees box near the kitchen. Payment slips and bags are available on kitchen bench.

If you have any problems with payment please speak with one of the Directors or our Finance Officer, Teresa Matkovic.

CLOSURE DAYS AND PUBLIC HOLIDAYS

Throughout the year, educators participate in professional learning and development, both in their own time and on several designated kindergarten closure days. On these closure days, kindergarten sessions will not operate. Families will be advised of these dates well in advance.

When the kindergarten is closed due to professional development closure days or public holidays, or if your child is absent for any reason, we are unfortunately unable to offer make-up sessions, as enrolments are at full capacity.

CLEAN UP DAY

At the end of each year, families are invited to assist with cleaning and tidying the kindergarten in preparation for the following year. Children are also welcome to attend and help alongside their families.

This is a wonderful opportunity for our preschool community to work together and help maintain a welcoming environment for all children and families.



TERM DATES

	2026
Term 1	27 Jan - 9 Apr
Term 2	27 April - 2 Jul
Term 3	20 Jul - 24 Sep
Term 4	12 Oct - 9 Dec

2026 STAFF

Jane Ryan (Director/Early Childhood Teacher)

Vicki Kousiandas (Director/Early Childhood Teacher)

Kate O'Dea (Early Childhood Teacher Teacher)

Carrie Cao (Early Childhood Worker)

Kathryn Proud (Early Childhood Worker)

Teresa Pica (Early Childhood Worker)

Marina Phillips (Early Childhood Worker)

Teresa Matkovic (Finance Officer)



A TYPICAL DAY AT ST MARGARET'S

8:15am	Children start arriving and settle in
9:00am	Group time
9:20am	Snack and inside play time
11:00am	Group time
11:20am	Outside play
12:00pm	Lunch time
12:30pm	Rest and relaxation time
1.00pm	Inside playtime
2:00pm	Group time
2:20pm	Afternoon snack and outside play
3:15pm	Group time
3:45pm	Session ends -Home time



Throughout the day, educators engage with individual children and small groups, providing learning experiences that build on children's interests while supporting their learning, development and wellbeing.

