Our Philosophy
As the only kindergarten in Roxby Downs, we strive to provide a friendly, high quality educational service for the children and families in our community. We proudly support Froebel's vision of a 'children's garden' - a safe place for children to learn about themselves, others and the world and where learning can be fun, meaningful, exciting, and engaging.

At Roxby Downs Kindergarten we honour the importance of each child's belonging, being and becoming. We honour the importance of:
- Belonging within a family, community, and culture;
- Being 4 years old; and,
- Becoming a confident learner and contributor to Australian society.

Our personalised curriculum values and supports children's needs and rights, and draws upon the children's ideas, questions, and experiences. As a diverse community the curriculum we provide aims to fully support each child to participate as a valued member of the group. Staff members work alongside children as partners in their learning processes and documenters of their successes and discoveries throughout the year.

We believe that strong partnerships with families are essential in providing the best opportunities to young children. A trusting relationship between families and staff members ensures our curriculum and daily practice is culturally appropriate, and provides support and advice in the important role of parenting. The kindergarten links with other local services to ensure that the families of Roxby Downs also experience a sense of belonging, being and becoming within the community.

Our work is underpinned by the principles of the Belonging, Being & Becoming Early Years Learning Framework:
- Developing secure, respectful & reciprocal relationships with children
- Forming strong partnerships with families and community
- Holding high expectations for each child
- Respecting diversity & equity
- Engaging in ongoing learning and reflective practice.

Staff members are enthusiastic, knowledgeable, collaborative, and committed to ensuring our everyday practice reflects this educational philosophy.

The best way that we can let a child be 5 years old is to let them be 4 for a whole year.
This Kindergarten is part of the Department of Education and Childhood Development (DECD).

DECD is responsible for the planning and provision of a number of services for young children and their families in South Australia.

These services include Kindergartens/Preschools, Schools, Childcare Centres, Family Day Care, Occasional Care, Play Centres, Respite Care, Out of School Hours Care, Vacation Care, Playgroups, Toy Library, Special Needs Services, Aboriginal Programmes etc.

The Staff and Governing Council WELCOME you to the Roxby Downs Kindergarten. We look forward to working together to create a safe and happy learning environment for your child.

KINDERGARTEN GOVERNING COUNCIL

This Council is a Parent Group which is responsible, along with the Staff, for the operation and maintenance of the centre. Membership of the Council involves attending monthly meetings, organising Kindergarten functions, fundraising and encouraging others to give their support. As a Council Member you gain an excellent understanding of how your Kindergarten works.

Meetings are held twice per term and are advertised within the centre’s newsletter and on the noticeboard.

All Parents Welcome!!!

PLEASE REMEMBER,
THIS IS YOUR KINDERGARTEN

It is here for your child and your family. Kindergarten is often the child’s first encounter of life outside of the home. Parents are the child’s first teachers, therefore we encourage you to continue to share in this role with us. You are welcome to spend time in the Kindergarten whenever your child is attending. You are also welcome to contribute stories about your child’s learning to their portfolio folders.
Emergency Evacuation Plan

1. Automatic alarm or whistle blows sounded by observing staff member. Directs children to safe area.
2. Inside educator to collect roll book, sign in sheets, telephone and First aid kit (if safety permits).
3. All staff guide children to “area A” (mat area / invacuation) or “B” (rear gate) or “area C” (paved area at front of kindergarten).
4. 1 staff member to stay with children at all times.
5. 1 staff member to ring 000 – all help teacher check roll, search action depending on safety. If unsafe contact Emergency Services immediately. Urgent injuries attended to at this point.
6. Decision to move or not to move to school oval made.
7. Roll call again on arrival.
8. Teacher to advise emergency services that we are all accounted for.
9. Parents to collect children from this point, when advised safe to do so. Parents to inform teacher with roll when collecting their child. Use separate check off list in roll exclusively for emergencies.
10. Director/Teacher to inform Regional Office of incident as soon as practicable.

This plan is practiced each term with the children.

TERM DATES

2014 / 2015
Term 1 2014 28 Jan to 11 Apr
Term 2 2014 28 Apr to 4 Jul
Term 3 2014 21 Jul to 26 Sept
Term 4 2014 13 Oct to 5 Dec
Term 1 2015 27 Jan to 10 Apr

STAFF

DIRECTOR: ADAM CHRISTIE has a Bachelor of Early Childhood Education and Arts. Prior to achieving his degree in Early Childhood Education Adam worked in long day care and kindergartens in a number of roles including pre-school support, bilingual support and administration support. Adam has lived in Roxby Downs since 2011 and prior to being the centres Director Adam occupied the full time teaching role.

TEACHER: SOPHIE BOTH has a Bachelor of Early Childhood Education and Arts. In 2013 she worked as a relief teacher at schools in Adelaide, before moving to Marree in October to teach a Junior Primary class for the remainder of the year. Sophie moved to Roxby Downs in January 2014 to start her role as a kindergarten teacher.

EARLY CHILDHOOD EDUCATORS

VICKI MCGAUCHIE arrived in Roxby Downs in 1997 with her husband and 4 daughters. Vicki also has 7 grandchildren. Vicki has been an E.C.E and a support worker since October 1997 and has a Certificate III in Children’s Services.

MEGAN PIKE is a long term resident of Roxby Downs. She has a Certificate III in Children’s Services. She has worked in child care and kindergarten for 17 years and has 2 children of her own.

TINA TRICE has been a long term resident of Roxby Downs. Tina has 2 daughters, and has previously worked in the banking industry. Tina enjoys working with children and has a Certificate III in Children’s Services. She is also our Finance Officer.

TANYA PARKER has lived in Roxby Downs for 23 years. She has 2 beautiful daughters and holds a Diploma in Children’s Services.

KERRY LECONS moved to Roxby Downs in 2005 with her husband and 2 children. She has a Certificate III in Children’s Services and is currently studying a Diploma in Children’s Services.

CHELSA MULVAY has lived in Roxby Downs for 17 years, has 3 children, 2 which have come to Roxby Downs Kindergarten and now attend RDAS. She is currently studying Cert III in Education Support & Finance & Accounting.

LAUREN RIZK was born in NSW and moved to Roxby Downs in 2012. She has completed her Diploma in Children’s Services at Bedford College. Lauren has worked as a Nanny, in vacation care and also in long day care in Sydney.

RUBY TURNER recently graduated from Roxby Downs Area School. She is currently studying her Certificate III in Children’s services and has also enrolled to complete her Diploma in Children’s Services. Ruby is an excited and passionate educator.
**PLAYGROUP**

Playgroup also offered on Friday afternoons from 1.00 pm until 2.30pm for children of all ages under 5 years. The cost is $2.00 per session (your first session being free).

**KINDERGARTEN**

Kindergarten operates Monday - Friday. Each child can access a maximum of 30 hours per fortnight over a twelve month period prior to starting school. Your child is in either the Blue group or Red group.

**Kindergarten Times (subject to ongoing review) -**

<table>
<thead>
<tr>
<th>Group</th>
<th>Days</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Blue</td>
<td>Mon</td>
<td>8.30am - 3pm</td>
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<tr>
<td></td>
<td>Tues</td>
<td>8.30am - 3pm</td>
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<tr>
<td></td>
<td>Fri (odd)</td>
<td>8.30am-12.30pm</td>
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<tr>
<td>Red</td>
<td>Wed</td>
<td>8.30am - 3pm</td>
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<tr>
<td></td>
<td>Thur</td>
<td>8.30am - 3pm</td>
</tr>
<tr>
<td></td>
<td>Fri (even)</td>
<td>8.30am-12.30pm</td>
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**SAME FIRST DAY POLICY**

From 2014 there will be a new start date for school children. Children who turn 5 before 1 May will commence school on the first day of Term 1, 2014. For children commencing kindergarten in 2013 some things will be different as we move to the new same first day arrangements.

Children who turn 4 prior to 29 January will commence kindergarten in Term 1, 2013. Children who turn 4 between 29 January to 30 April will commence kindergarten in Term 2, 2013. Children who turn 4 between 1 May 2013 to 30 April 2014 will start kindergarten Term 1, 2014.

**CHILD AND YOUTH HEALTH CHECKUPS**

All children will receive a developmental health screening from C.A.Y.H.S. at some time between 4 - 5 years of age. A time for your child’s screening will be made through the Kindergarten. These checks are held at the kindergarten each term or alternatively you can access them through your local GP or the Medical Centre. Children's immunisations can be organised through your local GP or at the Medical Centre.

**ILLNESS**

If your child becomes ill, please keep them at home to prevent the spread of illness. Please let us know if your child contracts an infectious disease (e.g. conjunctivitis, measles, chicken pox, head lice, etc). Also - please seek medical advice on how long to keep your child at home.

**MEDICAL CONDITIONS**

If your child has a medical condition such as Asthma or Anaphylaxis please notify staff at enrolment so a health care plan can be set up. You will receive a copy of our Medical Conditions Procedure.

**SPECIAL SERVICES**

Children Services provide a range of services for children and their families, including support for children with special needs (developmental, speech etc). If you feel the need to use any of these services, please discuss this with the Director. Also if your child is going to need any additional help through a session (eg, toileting) or if you have any concerns about your child’s development please speak to us.
FAMILY INFORMATION AREA

Please check this area regularly to be aware of all that is happening in your Kindergarten. You will find the daily sign in and out sheets, information from the Governing Council and information about local activities for children.

NOTICE POCKETS

These are located in the Family Information Area. Newsletters, fee receipts, information about local services and children’s activities, etc. are placed here. Please check your notice pocket when you sign your child in or out of kindergarten.

LEARNING PORTFOLIOS

During your child’s time at Kindergarten, we will be keeping learning stories and samples of their work which will be displayed in their own special folder which you will receive when they have finished their Kindergarten education. Please feel free to have a look in your child's folder—located near the lounge and book area. You are also welcome to add stories about your child’s learning at home. This folder is yours to keep when your child leaves kindergarten.

BIRTHDAYS

We celebrate the children’s birthdays by singing ‘Happy Birthday’. In line with our healthy eating policy we ask that cakes and other surprises are not provided. If you have any questions please see staff.

WHAT TO BRING

- a bag or case for your child’s belongings;
- a piece of fruit or vegetable for morning and afternoon snack;
- a healthy lunch on the days your child attends full days (see our healthy eating policy);
- a named bottle of water (no juices, milk or cordials);
- a broad brim sunhat.
- spare clothes

*** Please label your child’s belongings clearly.***

CAN CHILDREN BRING THEIR TOYS TO KINDERGARTEN?

Where possible we ask that children keep their toys at home, to avoid the risk of having them damaged or lost and hence causing distress to your child, yourself and the staff. If your child does bring a toy, please make sure it has their name on it, and let your child know they are responsible for it.

ARRIVAL / DEPARTURE

Please take time to ensure that you close the gate when entering and leaving the Kindergarten. DO NOT leave your child alone outside before a session begins, or let your child come into the Kindergarten on their own from the car. Please come in so that one of the staff can greet you both. Again, when you collect your child the staff will say good-bye to you both. Please write in the book provided (placed near the post-box in the kitchen area) if someone other than yourself will be collecting your child. Otherwise, ring us if circumstances change. Please be prompt when collecting your child and ring us if an emergency arises and you are going to be late.

***THE MINIMUM AGE FOR A CHILD BRINGING/COLLECTING A KINDERGARTEN AGED CHILD TO/ FROM THE CENTRE IS 8 YEARS***
CLOTHING

We do our best to protect the children’s clothes, and they will wear smocks when they paint, finger-paint, play with clay or other such activities. However, it is not always possible for children to stay clean at all times - so please send your child in comfortable, easily washable clothes. Clothes which your child can manage themselves as much as possible would also be appreciated. This helps to encourage their sense of independence. (A suggestion is for your child to have a spare set of clothes in their bag.) Kindy T-Shirts can be purchased for $20.00.

HATS

Please ensure your child brings their hat to Kindergarten each session as we have a “No hat, play in the shade” policy. Personalised hats are available from the kindergarten for $15.00.

FEES

A term fee is charged for each child to help cover costs of running the Kindergarten. Invoices with your child's name and the amount are handed out at the commencement of each term. Please pay your fees within four weeks of receiving your invoice. You can pay your fees on-line or at the NAB.

Fees are: $100.00 per term for Kindergarten.

Pension concessions are also available.

Note: concession is given to those who have a Pension Card, or have twins attending the kindergarten.

On-Line Fee Payment Details:
Bank Account Details: National Australia Bank
A/C Name: Roxby Downs Kindergarten
BSB: 085-896
A/C Number: 548433346
Please record your child’s full name as reference (if you have a 2nd reference area field, put your own name).

ENROLMENT FORM

Please tell the Director or Staff of any changes to the information on your child’s enrolment form, including address, phone number, emergency contact person, custody, email address, etc.

ABSENCES

Our staffing is determined by children’s attendance at kindergarten so it is important your child attends regularly. If your child is to be away please let us know. If your child is leaving Kindergarten, please let us know so we can finalise our records.

LIBRARY VISITS

We visit the Community Library on Fridays. Your child will need a cloth library bag. You can make one yourself or an old pillow case also makes a good bag. We encourage you to visit the library as often as you wish between the Kindergarten visits.

SCHOOL VISITS / ORIENTATION

Prior to your child starting school, he or she will be involved in visits to the school. These help the children to get to know their teacher, class mates and the school environment. These visits usually occur in the last weeks of term (the school you have enrolled your child in will contact you regarding transition visits).

Your child will need to be enrolled prior to commencing transition.