



## Welcome

Thank you for your enquiry to our centre regarding the care and future in early childhood education for your child. This information package is designed to give you some understanding of the operation of our Kindergarten as well as providing you with essential information you will need during your child's time with us. Please do not hesitate to speak with our Director or Educators if there is anything else you need to know or have a concern about.

This centre is privately owned and we are committed to ensuring that the centre has a family focus and feel. We extremely value input and suggestions by our families to further improve our centre to be the best that we can be for the benefit of your children. At Karalta Cottage Kindergarten we recognise and pay respect to the traditional landowners and of all Aboriginal people both past and present.

### General Information

#### HOURS OF OPERATION:

8:00am to 5.30pm. The Kindergarten is open 50 weeks a year and closes 2 weeks over Christmas and on any public holidays.

#### SIGNING IN AND OUT:

All children must be signed in at arrival and out at departure. Please sign in as soon as you enter the grounds, for security reasons. Also indicated on this sheet the adult with whom your child will be leaving the school with. If you are late, the emergency contact you have mentioned on your enrolment form will be contacted to collect your child. A late fee will be charged if your child is collected after 5.30pm. Please call the centre if you are going to be late to collect your child.

#### CLOTHING:

Send your child in sensible clothes they can play and paint in. Provide a full change of clothing in your child's bag. Remember, being covered paint and glue is a sign of a happy, productive day! Even the teachers cannot keep clean. The centre adheres to the NSW Cancer Council's recommendations for safe sun play which includes broad brimmed or legionnaire hats which are to be worn even in the winter months.

## SCHOOL PREPARATION PROGRAM

At Karalta Cottage Kindergarten we incorporate an extensive School Preparation program for children aged 3-6 years based on the National Early Years Learning Framework. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development. The Framework also recognises the importance of communication and language (including early literacy, numeracy, social and emotional development). We believe the value of play is of utmost importance to children as it is their way of learning about their world. While children are playing they are able to express their creative ability, release emotions and can share their feelings. We aim to guide your child in becoming an effective learner through creating an environment that is challenging and stimulating. The overall aim of our programs is to help your child in developing all areas necessary for success now and in later years.

We have devised a planned month by month schedule where we will focus on particular areas in line with

- The National Quality Standards
- The National Early Years Learning Framework
- The NSW Board of Studies Early Stage 1 Syllabus incorporating subjects English, Mathematics, Science and Technology, HSIE (Human Society and its Environment), Creative Arts and PDHPE (Personal Development, Health and Physical Education).
- We also incorporate the "Letterland" a program which is currently taught in many of the local schools.

As well as building these skills we will also focus on Personal/Social and Emotional areas giving your child the confidence and self esteem needed to face the challenges of "Big School".

## ABSENSES:

Please phone the centre and advise the staff if your child will be absent for any reason. You must phone between 8:00am and 9:00am to be eligible for a make-up day. Fees still need to be paid for any absences, and must be brought up to date at your child's next attendance.

## MAKE-UP DAYS:

We are one of the very few centres that provide makeup days. We do this to encourage families to keep sick children at home therefore reducing cross infection. To be entitled to a make up day you must contact the centre to advise staff that your child will not be attending before 9.00am. To obtain a make-up day you must make prior arrangements the day before with the staff, or ring before 9:00am to see if we have a vacancy on that day. Make up days cannot be used for days dropped during the month of December. Make ups days do not roll over from one year to the next and are only available to be taken if fees are up to date.

## BIRTHDAYS:

These are a very special occasion for young children, and if you would like to provide cupcakes, we would love to celebrate the occasion together. Due to allergies etc. we require a copy of the ingredients of the birthday cake. Please let staff know in advance so that children with allergies can be catered for and included.

If your child does not participate in birthdays for religious reasons you may provide a treat which can be kept at the centre for instances when other children are celebrating birthdays.

## STAFF:

- \* Belinda holds a Bachelor of Education in Early childhood and is our Centre Director/Nominated Supervisor. Belinda took over the Director role in 2016 and will be on the premises 4 days a week from Monday-Thursday and working from home on a Friday, she will float between the office and classroom throughout each day working 8-5.30.
- \* Trudi holds an Advanced Diploma in Children's Services and is our Assistant Director/Educational Leader and Certified Supervisor, she has been at Karalta Cottage Kindergarten since 2009 and works on a part time basis. Trudi will run the school preparation program throughout the week.
- \* Sharon holds a Diploma in Children's services, she has been at the centre since 2011 and works full time. Sharon runs an 'Around the world Passport' where we visit a different country each month.
- \* Vivian holds a Diploma in Children's services, working full time at Karalta Cottage Kindergarten. Vivian completed her traineeship with Belinda in 2013.
- \* Adele holds a Diploma in Children's services and will be at the centre regularly and will cover sick days/holidays etc

## FEES:

### **Please call the service for up to date fees!**

A **registration fee of \$50** is payable before your child's first day. This fee is non-refundable and contributes towards administration costs throughout the year. Also on enrolment you will be asked to pay **\$150.00 as a holding fee** as well as the **first two weeks fees**. It is a \$150.00 Bond for each individual child. Fees are kept one week in advance. Please note that notice of leaving will not be accepted during the month of December. It is expected that families maintain their enrolment until the final day of the centre's operation of the year as it is rarely feasible to offer your place to a new family at this time of year. The holding fee will be refunded when your child leaves the centre or when two weeks written notice (not applicable during December) is given and your child attends those last two weeks. If your child does not attend the last day of booked care you will be charged full fee as the Child Care Benefit will not be paid. This is not a centre policy but a Centrelink directive. Please keep your fees up to date as the cost of running the Kindy is met by these payments. Fees are to be collected through "direct debit" from your nominated account. Forms are provided upon enrolment.

If you wish to terminate your child's place at the centre or change days you need you are required to advise in writing and give two weeks notice. If your fees become more than two weeks in arrears, your child's place will be vacated. If you are having trouble meeting your weekly fees and become in arrears please advise The Director who will assist in developing a payment plan to bring fees up to date. Childcare Benefit and Rebate are available.

## WHAT TO BRING TO PRESCHOOL:

1. A piece of fruit, vegetable or healthy snack, e.g. rice crackers, Saos, etc in a container for morning tea and a healthy lunch (sandwich, yoghurt, cheese, etc) and a water bottle. Due to children's allergies, we are nut free, so no nuts or peanut butter in lunches please.
2. If your child sleeps; 2 cot sheets, 1 fitted and 1 flat sheet, labelled and placed in a pillowslip or sheet bag (no plastic bags please). A complete change of clothes labelled with your child's name.
3. A blanket in cooler months.
4. A broad brimmed hat or legionnaire hat - labelled.
5. Please do not let your child bring any toys from home as more often than not they usually end up lost. Any special toys can be brought in as a special news item (your child will have a news day once a month) and are to be placed in the 'News Box' for group time discussion. Staff will

- not be held responsible for any toys from home which go missing.
6. Please label all belongings drink bottles, lunch boxes, clothing, hats etc. Please regularly check lost property box for any missing items.
  7. Nappies or pull ups (these are to be placed in children's bathroom). Baby wipes are supplied
  8. Please apply sunscreen to your child on arrival. Sunscreen is provided. We use Cancer Council approved sun cream.
  9. A small hand towel or face cloth with a small hook labelled to be used after hand washing.

**If you wish to enrol your child at Karalta Cottage Kindergarten we require the following items:**

- Completed Enrolment form
- Copy of Birth Certificate (Original must be sighted)
- Copy of Immunisation Records (Immunisation history statement) Obtained from Medicare
- Information about my child/Child settling
- \$150 Bond (holding fee)
- \$50 Registration Fee

We hope your time at Karalta Cottage is fulfilling for both you and your child. Please find attached our centre philosophy.

Thankyou

Karalta Cottage Kindergarten Educators

### ***Karalta Cottage Kindergarten Philosophy***

At Karalta Cottage Kindergarten we understand the level of trust families place in us when they enrol their child. We believe each child is unique, bringing with them their own interests, beliefs, characteristics, attitudes, knowledge and skills.

We respect and appreciate the uniqueness of all children. A child's opinion, initiative and perspective are always valued within our service.

It is our goal to support each child's individual needs for ultimate wellbeing.

### ***Partnership with Families and the Community***

At Karalta Cottage Kindergarten we have an 'Open Door' policy, welcoming families into the centre at all times, to encourage each child and their family to feel welcome and comfortable within the service. We believe that family is the most important and influential aspect in the lives of children and the significance of their relationships cannot be underestimated. We strive to develop positive, mutually respectful relationships with each family, taking into consideration all cultural and religious diversity. Families are encouraged to participate and share their ideas, culture and talents with the children and Educators.

We endeavour to incorporate each child's individual culture throughout all areas of the program.

We provide a service that respects and shows sensitivity to diverse social, cultural and religious backgrounds. Through expression of respect, acknowledgement, appreciation and acceptance of diversity within our community, our service will embrace, celebrate and share Aboriginal culture and cultures from around the world throughout our program. We believe that children belong to their family, culture, neighbourhood and wider community. We strive to be seen as a service of excellence within our community. We utilise community resources effectively to enhance and support the growth and development of individual children, families, and Educators.

### ***Our Educators***

We are committed to working together as a team of highly trained and experienced Educators, to ensure the highest quality of Education and Care for each child. We, at all times, adhere to a professional code of ethical conduct that recognises and respects the views, values and rights of all children, families & Educators. We value and are responsive to all children's strengths, abilities and interests to ensure their motivation and engagement in learning. We aim to create an environment of trust and respect where we work towards achieving a shared goal.

### ***Our Educational Program and Curriculum***

We feel that a meaningful, integrated, curriculum using the Early Years Learning Framework is the most beneficial to children's learning across all developmental areas. A curriculum in which children are active participants and collaborators allows for a more individualistic and meaningful involvement by the children. We believe that children learn many life skills through play and we recognise the value and importance of play in children's learning and development. We believe children learn from the information presented to them by the significant adults in their lives.

Therefore, our programs reflect both child initiated and teacher directed, planned and spontaneous experiences which are designed to support children's development in all areas. We encourage children's learning by observing and documenting the children's progress and plan enriching experiences accordingly, to foster the children's interests.

We implement a comprehensive School Preparation Program. This program is planned and evaluated weekly to suit each child's individual abilities and as well as the overall group. School Preparation focuses on children developing resilience and the social skills needed to adapt successfully into the Primary School system. Exploration of numeracy and literacy are integrated throughout the regular program and within the School Preparation Program daily.

### ***Environment***

We believe children are connected to the natural world and as Educators we like to support children in their understanding of the world around them. We believe we have a responsibility to present a positive approach to the environment and the importance of sustainability, embedding sustainable practices into our everyday routine.

### ***Conclusion***

At Karalta Cottage Kindergarten we believe that children are tomorrow's adults and need nurturing, love and guidance to help them grow into independent, secure and positive human beings.