



Welcome to Ascot Park Kindergarten

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Ascot Park Kindergarten

is a part of the Department for Communities and Social Inclusion (DECD)

Vision Statement

Our vision for Ascot Park Kindergarten is to provide a quality educational programme, meeting the needs of children, families and the wider community through a commitment to excellence in teaching and learning.

Our Values

Respect

Fairness

Responsibility

Perseverance

CENTRE STAFF

DIRECTOR:	Glenda Fletcher
TEACHERS:	Jeanette Jansons and Briohny Woollett
Early Childhood Worker:	Megan Hemer

Other staff, such as Bilingual and Support Services staff, may be allocated to the Centre each term according to the needs of the children enrolled.

We also offer Tertiary and Secondary school students placements throughout the year and work closely with our neighbouring sites and schools in collaborative teaching and learning programs.

KINDERGARTEN SESSION TIMES

The equivalent of 15 hours of preschool per week *(Pending Government Funding)*

A roster will be allocated for each child over 2 weeks

Week 1,3,5,7,9 Tuesday and Wednesday 9am until 3pm

Week 2,4,6,8,10 Tuesday, Wednesday, Thursday 9am until 3pm.

Children aged 4 years and above are entitled to attend a preschool program for the equivalent of up to five sessions per week for up to four terms.

Children who are Aboriginal or under the guardianship of the Minister for Families & Communities are entitled to attend up to four preschool sessions per week from 3 years of age, and may continue to attend Kindergarten until they are 6 years old.

Early entry to preschool may be considered for children with additional needs such as disability, developmental delay, gifted development, culturally & linguistically diverse backgrounds or family & social circumstances who may commence early entry 2 terms prior to their eligible year of preschool. These children are eligible to attend for 1 session per week in the first term and increase to a maximum of 2 sessions per week from the beginning of their second term of early entry.

One pre-entry session per week may be offered to children in the term prior to their eligible attendance at preschool.

Where a service is experiencing enrolment pressures, children enrolled under Early Entry or Extended Enrolment will take second priority to other eligible enrolments

HOW MUCH DO WE CHARGE

Pre-entry	\$50.00	per term
Early Entry		per term
Sessional Kindergarten	\$100.00 (5 sessions)	per term
Gym Levy	\$ 20.00	per term

The kindergarten is dependent upon these fees to meet operating costs. If you are having difficulty with payment please see the Director to discuss payment options. Instalments can be arranged.

WHAT WILL MY CHILD NEED AT KINDERGARTEN

- **A named bag** suitable for carrying a snack and a change of clothes.
- **A healthy snack** preferably a piece of fruit, or vegetable, cheese, savoury biscuits, sandwich. Please remember that chips, lollies and most processed foods are not recommended due to their high sugar and salt contents. Water for drinking is available at all times. Please note this is a nut free site. For more information on our Healthy Eating Policy please ask staff.
- A **Healthy packed lunch** along with their snacks, if they are staying for a full day. These can be kept in a thermal lunch bag.
- **A hat** broad brim or legionnaire style is required for maximum protection. Please be aware of our 'No Hat No Outdoor Play' policy. For Sun Smart policy please ask staff
- **To be comfortably and sensibly dressed.** The children often participate in messy activities inside and out. These are valuable activities and children need to feel free to explore and enjoy this play. We encourage children to wear smocks.
- **A spare set of clothes including underwear.** Please pack a spare set of clothes each day in case your child has an accident or becomes wet or dirty during messy play. Please name all items

OTHER IMPORTANT INFORMATION

Supervised Times:

Staff will open the doors at the commencement of each session. Please stay and supervise your child in the playground until sessions begin. Staff appreciate your assistance in allowing them time to prepare materials, clean up, discuss program details, conduct parent/teacher discussions & have lunch.

Children's Communication Pockets:

Each child has a named communication pocket on the wall to the right of the entrance. Please keep a close watch on these pockets for an assortment of notes and newsletters to keep you informed about the day to day workings of the Kindergarten.

Children's Program:

Our program overview is displayed on the wall in the main room. Please take time to read about our plans for your child's learning.

Regular Attendance:

It is important for children to attend regularly to gain maximum benefit from their Kindergarten experience. Irregular attendance at school has been shown to affect children's learning outcomes significantly.

Notification of Absences:

Of course there are reasons why children may be absent such as sickness, holidays etc. Please notify the centre if your child is absent. We have an answering machine for messages outside of operating times.

Literacy & Numeracy Packs:

Our Kindergarten has an extensive range of Literacy and Numeracy packs to borrow. Please see staff for borrowing details. These packs have been developed to extend your child's early literacy and numeracy skills. Parent packs are also available covering a range of topics.

Changes in personal information:

Please keep us informed of any changes to your personal details such as address, telephone numbers, health issues, family details, custody orders etc.

Check the gate:

Please ensure the gate is closed at all times and only your child exits with you.

HOW YOU CAN BE INVOLVED

Join the Governing Council

The kindergarten is run by a Governing Council which is made up of parents, staff and interested community members. Meetings are held approx. monthly and any parent can attend, ask questions, offer opinions (voting, however, is restricted to elected members). Attending meetings is a great way to see how the centre is run and to have a say in the education of your child.

Committee positions (Chairperson, Secretary, Treasurer) are elected yearly at the Annual General Meeting in March but members can be elected at any meeting. It is now essential that Governing council members and volunteers have an approved police clearance through DCSI. The kindergarten Director can help you with this.

Fundraising

The kindergarten is supported with its operation by Government funding, including funding for staffing and basic operation grants. The majority of money needs to be raised by the community to purchase resources, upgrade facilities, employ cleaners, pay for amenities etc. Your support in our fundraising activities is therefore essential and lots of fun!

Parent Participation

Parents are welcome and encouraged to be involved within the kindergarten. Each parent is invited to help out at kindergarten any time. We would appreciate your assistance. Helping at kindergarten can be a good way to get to know staff and find out what your child is doing. For example you may like to read stories, cook, share special interests, plant in the garden or play.

If you are unable to spend time at Kindergarten you might like to help by washing smocks, sewing, covering books, collecting recyclable materials for gluing etc. Please just speak to staff. Regular helpers will need to have a police clearance by DCSI.

The Early Years Learning Framework

Play statement

We have an Early Years Learning Framework that has been developed nationally with input from early childhood educators, early childhood academics and the Australian and State and Territory Governments.

“All children have the best start in life to create a better future for themselves and for the nation.”

At our Kindergarten we understand the importance of:

- Children learning through play
- Safe and secure learning environments
- Fostering children's confidence and self esteem
- Developing personal and intellectual qualities through life
- Building partnerships with parents
- Creating collaborative individuals

Belonging Being and Becoming

There are five Learning Outcomes

- **Children have a strong sense of identity.**
- **Children are connected with and contribute to their world.**
- **Children have a strong sense of wellbeing.**
- **Children are confident and involved learners.**
- **Children are effective communicators**

KINDERGARTEN POLICIES

The Kindergarten has developed a range of policies and procedures which are available upon request. They include:

- Sun Smart Policy
- Healthy Eating Policy
- Bullying & Harassment Plan
- Site Behaviour Code
- Excursion Policy
- Full Day Program Policy
- Grievance Procedures
- Manual Handling Policy

We believe in working closely with each child's family and within the community in order to give each child our maximum support and look forward to working in partnership with you.