Welcome to Victor Harbor Community Kindergarten

Victor Harbor Community Kindergarten provides half day sessions and full day care. The centre operates as a shared facility with Family Day Care services and Learning Together at Home Program.

As a preschool service we aim to provide a quality educational program that fosters children's well being and meets the needs of individual children and their families.

**Staff team**
The staff at Victor Harbor Community Kindergarten consists of:
Preschool Director ..................Chris Taylor - full time
Teachers..............................Christine Kettle Mon, Wed, Fri
                                  Anne Taggart Mon, Tues, Thurs
Early childhood Workers......... Gaynor Russell- full time

Preschool support ..................Jodie Guidi -Tues, Wed, Thurs
Finance Officer .................... Maree
Regular Volunteers .................Phoebe Tapscott
                                  Debbie Blake

Health and Safety Representative - Chris Kettle
Fire Warden -Chris Taylor
First Ad Officer -Gaynor Russell

**Family Day Care staff**
Field Worker ......................Kay Schirmer  -phone 8552 4160
Clerical worker ....................Meredith Hedges
Learning Together @ Home Program
Field Worker ........................................Darlene Hill
Phone 8552 3681

Governing Council
The centre is run on a day to day basis by the Director. The
director is accountable to DECD for the effective and efficient
management of the centre. The governing Council, who are
elected annually, play a vital role in the effective management of
the centre. The Governing council consists of parents and staff.
The Governing Council meet monthly to discuss issues surrounding
programs, finance, staffing, maintenance, service delivery,
outdoor development, fundraising, etc

Arrival
Sign in staff book as you arrive and wear your staff badge.
Place personal belongings in cupboard provided

Kindergarten Session times
Morning session ............................... 8.30- 12.00
Full Days .............................................8.30 - 3.00
Children’s Clothing and Safety

Children are required to wear Sunsafe Hats Term 1, Term 3 and Term 4. In Term 2, children are encouraged to wear hats or beanies for warmth. The Cancer Council recommends exposure to Vitamin D from May to 1st September and sunscreen is not required unless the UV rating is above 3. Hats and T-shirts are available to purchase from the Centre - see display. Children are required to wear tops that cover their shoulders and collars are preferred but not mandated. If a child has shoe string straps or a tank top, staff will provide a T-shirt for them to play outside. There are some spare sun safe hats for children to use if they have left theirs at home. Children are asked to wear non-slip shoe wear (No Thongs or slip on shoes) for safety when running and climbing.

Staff Uniform

Staff to wear name tags
Staff to wear Sun safe hats when outside with shoulders covered (No shoe string straps, tank tops)
Staff to wear Shoes with toes covered at all times and well secured.(No thongs, slip off shoes..etc.)

Local Child Care Centres and Kindergartens

Victor Harbor Child care and Education Centre:
Director - Ella Jacka -Phone - 8552 4211
Local Kids Child Care:
Director Karen Pearson Phone 8552 9709
Goolwa Children’s Centre
Director - Jill Griffen -Phone 8555 25 09
Pt Elliott Kindergarten
Director - Mandy Stokes - Phone 8554 2962
Yankalilla Children’s Centre
Director - Kathy Tozer - Phone 8558 2387
Early Encounters - Encounter Lutheran College
Phone 8552 8880
Local Schools

Victor Harbor Primary School R-7
Primary Principal – Brenton Robins – Phone 8552 1166
Junior Primary Principal – Julie Kelly – phone 8552 1166

Victor Harbor High School
Principal – Amanda O'Shea Phone 8552 1988

Investigator College
Principal – Don Grimmett Phone 85510900
Reception Teachers – Sandi Grimmett, Katie Hill, Vicki Hudson

Encounter Lutheran School
Principal – Kelvin Grivell Phone 85552 8880

Pt Elliott Primary School
Principal – Brenton Hudson Phone 8554 3399

Community Services

Southern Health Service – Phone 8552 0600
Services available through the Children's Team team:
Occupational Therapy – Erin Croft
Physiotherapy – Tane’ Luckens
Speech Therapy – Wendy Clark

Fleurieu Families – Phone 8551 0553
Coordinator – Leanne Symonds
Kerry Pomery organizes Early Years
Services available for parents:
Playgroups
Young mums support
Kindergym facilities

Victor Harbor Public Library – Phone 8551 0730
Baby Bounce and Rhyme
Story Telling and craft activities
Phone Numbers in case of Emergency
Ambulance, Fire, Police - 000
Digital Mobile Phone Emergency Service - 112
Victor Harbor District Council - phone 8551 0500

Networking in case of Community Emergency
Victor Harbor High School  8551 1900
Victor Harbor Child Care and Education Centre - ph -8552 4211

Emergency procedures
Evacuation procedure - to leave the building
Emergency signal - constant bell ringing- inside and outside
All staff collects children and assemble near the double gates near the sandpit. Green Assembly sign posted on gate
The person in charge will provide further instructions. The roll will be called and a decision will be made whether to remove all persons to a safer assembly point outside the Kindy.
Procedure to come in when there is danger outside - removing all persons from the play yard into the building
Emergency signal - Teacher’s firm and serious Voice “Come In Now” to call all children to come inside.
Use stop sign visual (pinned on emergency display board) to assist children in responding
All staff search and collect children and visitors and bring to large mat as the assembly point. The person in charge will wear the yellow hat and provide further instructions.
For further details, please read emergency procedures posted by all exit doors for your own safety in readiness for emergencies.
Assisting and reporting Child accidents and incidents

In case of minor child accident, report to nearest staff member or take to first aid officer- Gaynor. Follow appropriate first aid procedures- First Aid Equipment kept on Parent newsletter post boxes and report clip board are with first aid box. Fill in accordingly with child’s story, retain original- post notification slip in parents news post box. Parents to sign original. Minor Head injuries write up on ED 155 form and retain at centre as documentation in case the injury becomes major. Parents are to notified in any head injury incident.

In case of major child accident, first aid officer- Gaynor called to administer assistance and one staff calls ambulance and parents/emergency contact. Collect enrolment card in readiness for ambulance.

Remaining staff treat as emergency procedure and gather all children for a mat time activity until emergency over. If parent/emergency contact not arrived, one staff member to accompany injured child in ambulance and remain with child until family support comes. Write up ED 155 Accident report and send into DECD on the day.
**Reporting Staff accidents and incidents**

**In case of minor accident** - please report to nearest staff member for assistance and to formalize the reporting process. The director must be notified and in case of accidents that requires a staff member to leave their duties for a short time for first aid e.g. band aid, cold pack... ask for another staff to take your place on duty.

Staff First Aid Box is installed on kitchen sink wall. Cold packs kept in large refrigerator.

If another adult is required, the nominated first aid officer will assist.

Please fill out accident /incident report form with staff witness and signatures. Report accident to H&S Rep for further investigation and preventative measures. (ED 155 Accident Form in appendices)

Return to work when finished.

**If injury is major**, the First Aid officer stays with affected person, while ambulance is called. Remaining staff team gather all children and assemble on mat or suitable assembly point. Treat as an emergency and follow emergency procedures.

Please collect all necessary documentation from doctor. Notify Director of medical advice and plan for leave with relief staff. Director to write up ED155 accident report and send off to DECD on the day.

If accident is a work related injury, please refer to Injury Management folder for Work cover procedures. Seek Director's advice. Make sure all documentation is collected.

Accidents and incidents are discussed at staff meetings and data collected over the term to analyze potential hazards and take measures to prevent further incidents.

**Please provide personal details in case of emergences to Director when commence duties at the centre.** (Forms in appendices)
Procedures to Report Potential hazards
If a near miss has occurred, where there is a potential for an accident, it is a legal requirement to report this as a duty of care to others. Please document on near miss form attached to clip board hanging on outside on veranda. When possible, report to H&S Rep for further investigation and preventative measures.

Policies and Procedures to assist in your work and provide clear instructions for your safety and the safety of others
The centre has a policy folder which has all relevant policies that guide the administrative management of the centre, staff roles and responsibilities, safe work practices and appropriate interactions with others. Please refer to folder for further information. Important Induction polices as attached as appendices. Also a memory stick is included for viewing to keep abreast of updated DECD WH&S Policies.

Please read:
Protective practices Guidelines
Behaviour Management Practices
Site W&HS Policy
Hazard Management Procedures
Emergency Procedures
Sun Protection Policy/Clothing and Footwear policy
Health and Nutrition policy-healthy eating for children
Allergy Friendly Policy
First Aid and Medical Emergency Procedures
Purchasing and Supply Procedures
Manual Handling Policy
Procedures in Events of a Spill
Staff Grievance
Employee Assistance Program
Excursion policy
Staff security  Issue 9 reviewed 10.7.15

The centre is monitored by alarm system when the building is not in use. Please refer to security note for code when opening up.

**Opening up**: Alarm is disarmed by first staff on site - e.g. Kindergarten, Family Day Care, Learning together at Home

**Locking up** during Term - Mon to Thurs only lock the door - The cleaner will arm the security alarm when she leaves by 8.30pm. On Friday you will need to set up the alarm. Wait until the "ready" light is green before putting in the code then push on. You have a few seconds to close the door.

During term breaks the alarm is disarmed /armed by any staff coming in and leaving.

If the centre is not armed by 8.30pm Police Security will phone the Director. Depending on the circumstances, the director will decide where to investigate at that time or defer to the following day.

SAPOL Security is notified in advance of any evening meeting or event and a new arming time is given for that occasion only. Refer to security note for the phone number. Recite password and site number to security personnel.

There must be at least 2 staff present to allow any visitors /parents admittance after normal session times.

**When in the building on your own , please lock all doors.**

Keys are given to nominated key holders and signed out in key register. When your time as key holder has finished please return keys and sign the register when returned.

All staff must sign in on arrival and when leaving the building during the day and at the end of the day. This is a safety measure and tracks where staff are in emergencies.

Staff have designated spaces to place personal belongings and teaching resources.
**Staff Well Being**

To assist staff in their duties and manage the constant demands and stress of hands on teaching, administrative duties and rigorous documentation, the centre provides clear procedures to support staff psychological health. A psychological survey is conducted during the year and an action plan is made from the results of the survey and any additional concerns. Psychological health is a staff meeting agenda item and concerns can be addressed as they arise. There is also opportunity to bring up problems and situations that each staff member is experiencing through an agenda item and this helps to share issues and work as a team to resolve concerns as they arise. Staff need to be prepared to be open and honest with things that are bothering them, in order for the team to offer support and modify work demands.

**For a crisis that affects your mental health - please document incident on ED 155 accident form and send to DECD within 24 hours.**

For ongoing concerns that are not resolved for what ever reason, there is a staff grievance procedure to follow. (see policy in appendices)

Also there is the Employee Assistance Program available as part of DECD support systems. See Information in appendices.

**Training and Development**

The training and professional Support Strategy recognizes the strong link between developing professional skills, understandings and practices and improved performance outcomes. Professional development occurs both during work time and out of normal work hours. Under this strategy eligible staff are able to offset professional learning and development undertaken outside normal working hours against attendance on site during the final duty week of the preschool year. Participation in the strategy is voluntary and those who not participate are required to present themselves for duty in the normal way. Employees are requires to sign a declaration stating the amount of hours of training undertaken outside normal hours that comply with approved training. This will be provided the director and be retained in the individuals performance management file.

For further information see Training and Professional Support Strategy Guidelines on DECD website


A training survey is conducted annually to assess what WH&S training needs are required and staff team training needs plan developed for the year.
Performance Management
All staff are required to participate in a performance review process with the Director.
The review will include personal objectives relating to DECD priorities, Regional Office Priorities and site Quality Improvement Plan as well as personal goals. It is an opportunity to discuss what assistance may be needed to meet performance outcomes and address any issues or concerns.
The review will be recorded in written form and presented in an informal discussion with director or as a informal team review. Time for the review is traditionally Term one (setting goals) and Term Three (review progress).

Financial Procedures
Maree is the Centre's Finance officer, paying all authorized accounts and managing the budget with the Director- Chris Taylor and Gaynor- the treasurer.
Any item over $10 needs to be reimbursed through Maree's office. Under $10 can be passed through the petty cash books and Gaynor administers this. Please provide a receipt with an ABN number.
Maree will require a receipt and a payment authorisation slip to accompany reimbursement request.
The payment authorisation slip with relevant documents can be left in the top mail basket of Maree's office. She attends monthly to administer the accounts.
All money (fees and fundraising, books, etc.) are placed in a named envelope and posted in end of kitchen bench. Gaynor administers all money for the book clubs and is the coordinator.
Money for the bus comes to Gaynor and marked off the Weekly sheet and money left in plastic pocket, kept with sheet on the kitchen bench.
**Persona Dolls**
The Centre provides a range of cultural dolls, dreamtime stories, science packs and happy dog packs for children to borrow overnight or the weekend. These packs are designed for families to spend time with their children - reading stories, sharing fun experiences, drawing and recording their adventures to bring back and share with the group as an oral literacy experience and cultural appreciation.

**There are conditions to borrowing:**
* Packs should be checked before and after use to ensure all of the contents are included. Washing dolls and clothes is much appreciated.
* The packs/persona dolls need to be returned from an overnight stay or weekend stay. Keeping them for longer means another child misses their turn.
* Staff handing out the packs must keep a track of the last family to have it in order to track its movements if it doesn't return. The packs are a valuable resource financially and in learning value.

Borrowing will stop in the last week of term and all contents washed and cleaned for the following term.

**Literacy and Numeracy Kits**
Staff and parents have produced these kits for families to borrow.

The purpose is for parents to be:
* Actively involved in their child’s literacy and Numeracy learning
* Fostering a love of literature
* Promoting critical thinking and problem solving
* Extending what the child already knows
* Providing opportunities for play and drama while learning

Parents are asked to wash and disinfectant relevant items and also check that all items in the kit are present before returning.
Appendices
* Protective Practices for staff in their interactions with students
* Behaviour Guidance Code
* Interactions with Children
* Playground Rules
* Site WH&S Safety Policy
* Hazard management Procedures
* Emergency procedures
* Safe operating Procedures
* Sun Protection Policy/Clothing and Footwear Policy
* Water safety management
* Healthy Food Policy
* Allergy Friendly Policy
* Wasp policy
* First Aid and Medical Emergency Procedures
* ED 155 Accident /Incident Report
* Purchasing and Supply Procedures
* Manual Handling Policy
* Procedures in Event of a Spill
* Staff Grievance Procedures
* Excursion policy
* WH&S Safety Information and Hazard Management
* Staff Personal and Confidential Details Slip
* Induction Checklist
* Psychological Health Management Procedure
* Hand washing
* Employee Assistance Program
* DECD smoke free policy
* EYLF- Booklet - Curriculum
* Preschool Attendance Policy
Daily Routine   Term one 2015

8.30am Children arrive - free choice play time - inside and outside

9.15am - Greeting time - gather as a large group to share messages/events about the day. Greeting staff and children (keep the large group gathering time to 10mins)

9.25am small groups with designated staff member - story, discussion, group game - getting to know each other (limit sitting in the early stages, e.g. 10mins.)

9.45am - fruit time - flexible whether in small groups or sitting at the outside table’s together - focus on the social

By 10.00am - free choice play - inside and outside

11.45am - Group time - to share the mornings work, celebrate learning through game, story or open discussion

12.00pm - Full day children get ready for lunch

   Apply sunscreen if UV rating over 3 (needs to be applied 20mins before outside play), wash hands and collect lunch boxes.

Morning children have puzzle time until parents arrive

Lunch time between 12.00 to 12.30pm

When children finished put away lunch boxes for short outside play while lunch area cleaned. By 1 pm allowed back inside.

1.45pm - Food break - eating what food they have left in lunch boxes

2.25pm Pack up together

2.45pm Gather for last group - group game or felt board story. Quiet book reading time while waiting for parents

3pm Goodbye