Welcome to Victor Harbor Community Kindergarten

Victor Harbor Community Kindergarten provides preschool as half day or full day care session. 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 Aid Officer - Gaynor Russell

**Family Day Care staff**
Field Worker …………………..Kay Schirmer -phone 8552 4160
Clerical worker …………………..Meredith Hedges
Arrival
Sign in visitor book as you arrive and wear volunteer badge. Place personal belongings in cupboard by photocopier.

Kindergarten Session times
Morning session.............................. 8.30- 12.00
Friday only 8.30 -12.30
Full Days............................................8.30 - 3.00

Routines and group time expectations
8 am to 8.25 am- Prepare for the day .Set up learning environment.
(Staff have nominated duty areas - Usually one staff outside, one staff inside and one staff floating between. Volunteers should place themselves where the most children are.)
8.30 am Children arrive. Session begins with free play - inside and outside
8.30 to 8.45 - Bus children arrive - they need assistance to put lunch in fridge.
Staff and volunteers engage in positive interaction with children in their activities - welcoming them and greeting in a warm manner.
9.15 Mat time - Inside teacher provides group experience for the whole group- adults assist by sitting with children and providing guidance.
The large group divides into 3 home groups for small group experiences. Volunteers may need to assist with a younger child to provide guidance in group time expectations. Model positive listening skills with children sitting next to you and not on your lap.
Fruit is eaten in the small group time to provide quality interactions and good hygiene practices. Volunteers may be required to assist with food handling and need to have training in appropriate practices.
10.00am approx - free play time - inside and out. Children need their hats and a teacher outside before they can resume play outside.
11.30 Tidy up time - Tidy large mat area and ask children to assist. Phoebe cleans and tidies lunch tables in the art area
11.40 All children wash their hands and come to the mat for story time.
12.00 Lunch time for all day children - Sun scream applies before lunch. 2 staff rostered on for lunch care. Children sit at least for 20mins for lunch - quality interactions with children and staff.

*Approx 12.30* Children put away lunch boxes and free play outside until 1pm -

*****Rostered lunch breaks for staff over hour and half starting at 11.30am*****

1pm inside and outside time.

2pm Healthy food break - quiet time - music, individual stories, puzzle time, quality interactions

2.25 pm Pack up time - all children assist to put away toys and be responsible.

Outside they put away swings, mats, sand toys, blocks, construction sets. They may use small brooms to sweep sandy areas.

Inside they clear and wash tables with warm soapy water. They are taught to squeeze sponges so they are not too wet and watch water going on the floor. Once the table is clean, an adult sprays the table with disinfectant and children wipe with paper towels for hygiene practices. Paper placed in bins. They complete puzzles and tidy large mat area - all toys are placed on the shelf or in boxes. Any scrap paper is picked up off the floor/carpet.

Children are encouraged to take care of their Kindy and demonstrated respect.

2.40 pm Rest and story time - quiet puzzle play

3.00pm Farewell
Sun Safety
Children are required to wear Sunsafe Hats Term 1, Term 3 and Term 4. The Cancer Council recommends exposure to Vitamin D from May to 1st September. Hats are still encouraged but not so strict - winter hats are fine. 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, T-shirts will be provided for them to play outside. Also there a number of spare sun safe hats for children to use if they have left their own at home. Children are asked to wear non-slip shoe wear (No Thongs or slip on shoes) for safety when running and climbing.

Adults Model Sun Safety
Volunteers are asked to wear Sun safe hats when outside with shoulders covered (No shoe string straps, tank tops). Shoes with toes covered at all times and well secured. (No thongs, slip off shoes, etc.)

Appropriate Interaction with Children and Parents
You must respect the confidential nature of both the children's personal information and also of any parental discussions. As a volunteer team member, the privacy and confidentiality of all users of this centre must one of your priorities. (See Confidentiality Policy)
Your role in interacting with children is to be their guide as they explore and engage with the learning environment and learn to interact positively with others.
Please read the Behaviour Management Policy in the Appendices for your own information.

*Managing children’s behaviour is the role of the staff.*
Please advise staff of any behaviour concerns.

Please read Protective Guidelines booklet for your safety and children’s welfare.
Children are not to be picked up and carried around.
Children can be assisted and reassured through holding hands and walking together, sitting side by side, talking, listening, perhaps reading to provide distraction.
Engage in active and fun play but not running or chasing games – these often result in accidents.
**Emergency procedures**

**Evacuation procedure** - to leave the building
Emergency signal - bell ringing constantly.
All staff collect children and assemble at the double gates near sand pit area. Assembly sign posted on gate.
The person in charge will provide further instructions. The roll will be called and a decision will made whether to remove all persons to a safer assembly point outside the Kindy

**Invacuation - procedure for danger outside** - removing all persons from the play yard into the building
Emergency signal - Teacher’s firm and serious Voice - “Come in Now”- a small “stop” visual is used to assist children to focus
All staff search and collect children and visitors and bring to large mat as an assembly point. The person in charge will 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 stored on top of large fridge and report clip board with first aid box. Fill in accordingly with child’s story, - retain original- place notification slip in parents news post box. Ask parents to sign report . For any band aids used please record in band aid booklet.

**In case of major child accident**, First aid officer- Gaynor will be called to administer assistance and one staff calls ambulance and parents/emergency contact . Remaining staff treat as emergency procedure and gather all children for a mat time activity until emergency over.
Reporting Adult 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 in case of accidents that requires volunteer to have a break for first aid, e.g. band aid, cold pack,...
First Aid equipment is kept on top of large fridge. Cold packs kept in large fridge.
If another adult is required, the nominated first aid officer-Gaynor- 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)

If injury is major, the First Aid officer stays with volunteer, while another staff member contacts ambulance. 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. Director to write up ED155 accident report and send off to DECS on the day.

Accidents and incidents are discussed at staff meetings and mapped 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 on clip board kept near First Aid box on shelf above parents newsletter boxes.
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 policies as attached as appendices.

Please read:

* Protective practices Guidelines
* Interactions with Children
* Playground Safety Limits
* Emergency Procedures
* Safe operating Procedures
* Sun Protection Policy
* Clothing and Foot wear Policy
* Healthy Food Policy
* Allergy Friendly Policy
* OHS&W responsibilities and Hazard management
* First Aid and Medical Emergency Procedures
* Wasp Policy
* Purchasing and Supply Procedures
* Manual Handling Policy

Security

The centre is monitored by alarm system when the building is not in use.

No Volunteer to be in the building on their own. No keys are provided for volunteers. Staff are key holders.

All staff and visitors/volunteers 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 people are in emergencies. Staff and volunteers have a designated space to place personal belongings and teaching resources.
Appendices

* Confidentially Policy
* Protective Practices Guidelines
* Behaviour Guidance Code
* Playground Safety Limits
* Emergency procedures
* Sun Protection Policy
* Clothing and Footwear Policy
* Healthy Food Policy
* Allergy Friendly Policy
* ED 155 Accident /Incident Report
* WH&S Responsibilities and Hazard Management
* Purchasing and Supply Procedures
* Manual Handling Policy
* Handwashing Policy
* Safe Operating Procedures - Laminator - Water safety management- In an event of a spill
* Volunteer Policy
* Volunteer agreement
* Information for Volunteers and Brochure slip agreement
* Staff Grievance procedure
* Personal Details Slip
* Induction Checklist for Volunteers
* Code of Ethics