



# Parent Handbook 2025

## Victor Harbor Community Kindergarten

Welcome to Victor Harbor Community Kindergarten

Nguldi Arndu

Welcome

*We thank the Ramindjeri and the Ngarrindjeri people for sharing the land on which we walk, play and learn at our Kindy.  
We promise to do our best to care for and look after your land.  
The animals, the bush and the trees, the rivers and seas and all its people.  
We love our Ngarrindjeri land.*

## Philosophy Statement

Our current Philosophy Statement can also be found on our website and is displayed at our Kindergarten.



### Victor Harbor Community Kindergarten Philosophy Statement

#### Core Values: 'Belonging', 'Respect', 'Play Based Learning'

Our vision is to provide a safe play-based learning environment that promotes respect, resilience and growth. We want all children to thrive, prosper learn and achieve.

Children are valued as competent capable and effective learners who are supported to develop their curiosity, creativity, meaning making, growth mindset and self-regulation.

Each child's wellbeing is supported by helping them to feel. Educators help all children to develop their, resilience persistence and cognitive engagement.

Collaborative partnerships with families and the wider community to enable children to learn and grow.

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We celebrate all children's unique diversity including Aboriginal learners, to build on their cultural identity and develop skills.

We care for the environment by implementing and promoting awareness of environmental and sustainable practices.

Staff use Critical reflection to demonstrate high quality practice and foster continuous improvement in the best interest of children.

Revised May 2024

# 2025 Staffing

Jo-Anne Peat (Director - Fulltime)

Anne Taggart (Teacher - 0.6)

Rosalie Watson (Teacher - 0.4)

Ashlee Wray (Teacher – 0.6) To be confirmed

Gaynor Russell (Early Childhood Worker - .8)

Jodie Guidi (Early Childhood Worker) To be confirmed

Fiona Nelligan (Early Childhood Worker) – To be confirmed

Gabby Tyllis (Early Childhood Worker) – To be confirmed

Phoebe Tapscott (Volunteer)

# 2025 Kindergarten Session Times

**Each child is entitled to 15 hours of kindergarten each week under the Universal Access Funding. Children are allocated one of the following two groups.**

*Group 1 – Monday (8:30 am – 3:00 pm) Tuesday: (8:30 am – 3:00 pm),  
Alternate Fridays (8:30 am – 12:30 pm)*

*Group 2 - Wednesday (8:30 am – 3:00 pm), Thursday: (8:30 am – 3:00 pm)  
Alternate Fridays (8:30 am – 12:30 pm)*

# Parent Contributions

All Preschools rely on parent contributions to cover the costs of consumables and new equipment, and to maintain a high quality learning environment for the children. Parent contribution amounts are set by the Governing Council and are invoiced at the beginning of each term via your child's pigeon hole. Contributions for 15 hours of Kindy each week for 4 terms (40 weeks) are:

\$520.00 per child per year (billed as 3 payments of \$175.00 in Terms 1, 2 & 3)

Parent contributions can be paid into the locked "Payment box" located near the kitchen, or via online banking. (BSB: 735 - 621 Account No.: 070164) A receipt will be issued to you. Payment instalment agreements can be made.

If you would like to discuss payment arrangements, please see the Director to talk through your options.

# Governing Council

The Governing Council consist of parents and other interested persons, who assist the staff in the running of the kindergarten and have input into important decisions relating to such matters as our philosophy, policies, curriculum, maintenance, fundraising, parent contribution setting and purchasing of equipment.

Meetings are held twice a term and are open to all parents (only governing Council members may vote)

Please consider joining our Governing council for this year. We meet twice a term on a Friday, in weeks 3 & 7, at the kindergarten from 12:30 am. (These times and weeks may change in 2025)



# Support Services

Victor Harbor Community Kindergarten has access to the following services: Speech Therapist; Psychologist and Special Support Staff. If you think your child may require any of these services, please see the Director.

Families can also have access to the Children's Health & Development Teams. The team provides assessment, therapy and support services for children from birth to 8 years of age and their families. The team offers a range of different services and support for families including, Occupational Therapists, Social Workers and Physiotherapists.

# No jab, No play

In order for a child to attend an early childhood service they must have all age-appropriate vaccines as set out in the [National Immunisation Program](http://www.sahealth.sa.gov.au/immunisation) (www.sahealth.sa.gov.au/immunisation)

Families will need to provide the following information to the kindy when they enrol:

- a copy of your child's current immunisation record; or
- evidence that your child has an approved exemption; or
- evidence that your child is on a catch-up schedule.

# Daily Routine

Below is an outline of our routines for a full day. Times may vary, as we are flexible and responsive to the needs of the children we work with.

At Victor Harbor Community Kindergarten we encourage all children to become independent learners. One way we do this is by getting children to sign themselves in when they arrive in the morning. We encourage you to support your child's independence by getting them to put their own lunch box in the fridge (leave fruit in your child's bag for morning fruit time) and hang up their bag when they first arrive. Children can choose when they want to eat their fruit in the morning. Educators will remind them at different times.

8:30am - 9:00am Children arrive and can choose indoor or outdoor learning experiences

9:30am - Group time

10:00am - Inside/outside self-directed learning experiences

11:30am - Large group time story and song

11:45am - Lunch

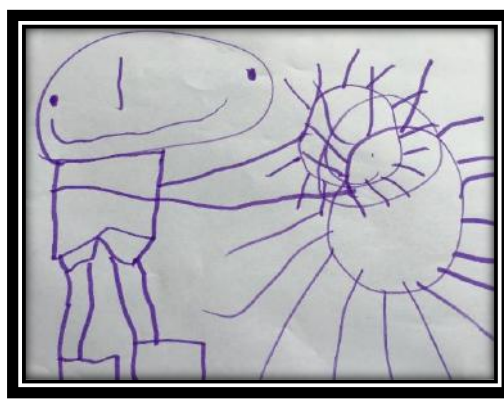
12:15pm - Inside/outside self-directed learning experiences

2:00pm - Optional afternoon snack

2:45pm - Large group time – Relaxation/mindfulness, rest, story and song

3:00pm - Home time

3:10pm - Educators engage in curriculum planning and documentation of children's learning. Please try to be on time to collect your child so that we have time to plan and prepare learning experiences for the next day. Thank you.



# When your child starts

Please bring with your child:

- ❖ A bag
- ❖ A Sun-smart hat (bucket, broad-brimmed or legionnaire). Please remove all drawstrings/cords and toggles on hats.
- ❖ A piece of fruit or vegetable for morning fruit time (left in their bag)
- ❖ Packed healthy lunch
- ❖ A water bottle containing water only
- ❖ Spare clothes
- ❖ Sandals or closed-in shoes

**Please label all belongings with your child's name clearly marked on it.**

Please apply sunscreen at home before your child comes to Kindergarten.

## Learning Journals

At Victor Harbor Community Kindergarten, we acknowledge that parents and caregivers are the first teacher in children's lives. We use 'Learning Journals' to share information about each child's developing successes. We aim to gather as much information upon enrolment about children's needs, interests and this is used to create children's 'Learning Journals'.

This book is interactive and can be taken home by children and we encourage families and caregivers to add photos, comments and artwork to the journals. Through the 'Learning Journal' we use the Early Years Learning Framework Learning Outcomes as well as Numeracy and Literacy Indicators.

## Signing in & Out

It is a requirement of the Commonwealth National Quality Standards that children are signed in and out on arrival and departure by an authorised adult at all early childhood services, including kindergarten. The attendance sheet is located outside the front door.

## Communication

Each child has their own pocket near the back door. These pockets are one way we communicate with you. Other ways are through, and app called Seesaw, notes and newsletters.

## Medical Needs

If your child has any specific medical needs including continence needs, please let the Director know, as relevant paperwork will need to be filled out. The paperwork and relevant medication need to be handed to the Director before the child attends kindergarten. I need time to make sure the medication is all up to date and the relevant paperwork is filled in.

# Healthy eating

We encourage Health Eating at our kindergarten and follow the Department for Education Right Bite Healthy Eating Policy. We ask families to please send healthy food to kindergarten and refrain from sending items for your child that are high in sugar.

Please see our Food and Nutrition Policy for more information.

Please be aware that if children are attending our Kindergarten who are allergic to certain food items (Anaphylactic) then you will be asked to be aware of the foods that you pack for your child.

Red foods including chips, lollies chocolates, or fruit boxes are also not appropriate foods for kindergarten.



# Sun Smart

Sun hats are mandatory during terms 1, 3 and 4. During term 2 hats are to be worn unless the UV rating is below 3.

# Our guiding curriculum: Early Years Learning Framework

Early childhood is a vital time for children's learning and development. *Belonging, Being & Becoming: The Early Years Learning Framework for Australia* (EYLF) has been developed to ensure your child receives a quality education program in their early childhood setting. All Department for Education kindergartens use the Early Years Learning Framework. The Framework's vision is for all children to experience learning that is engaging and builds success for life.

# Parent Grievances

Our staff are here to ensure you and your child enjoy a happy and healthy experience at Victor Harbor Community Kindergarten. Should a problem arise that you feel you need to resolve with our staff, then please let us know.

Communication is the key, the first person to speak to is always the Educator. In almost all cases, parents together with the Educator will be able to resolve the issue. Should this not be the case and you find yourself unsatisfied with the outcome, please contact the Director, who can work with you and the Educator to resolve the problem. All grievances will be taken seriously and our best efforts will always be forthcoming.

Please see our "Parent guide to raising a concern or complaint" brochure located in the foyer or on our website.

Complaints about education and early childhood services can be made to:

Education Complaint Unit

Phone: 1800 677 435

Email: [DECD.EdcautionComplaint@sa.gov.au](mailto:DECD.EdcautionComplaint@sa.gov.au)

# Policies and procedures

Our Policies and procedures can be found at the front of the kindergarten entrance in a pink folder. These are reviewed every year or when required. Families will be notified at least 14 days before making any changes to a policy or procedure that may impact the education and care of a child or a family's ability to use our service. Policies and procedures are shared with Governing Council and families once a year.

## Taking photos at Kindy

Please note that you are very welcome to take photos of your own child at Kindergarten but please ask a staff member for permission BEFORE you take any photographs of any other Kindergarten children. Some children's families have not given permission for their child to be photographed at Kindergarten by other families. Please do not publish other children's photographs on Facebook or any other social media unless you have gained permission from their parents.

## Confidentiality and Privacy

Victor Harbor Community Kindergarten seeks to maintain confidentiality and to always respect and be sensitive to the rights of children and their families.

## Illicit drugs

As per the Department for Education policy, this site is required to be free from the use of tobacco, vaping, illicit drugs, and alcohol. We ask that you don't do any of the above, while on site or if you attend excursions with your child.

## Birthdays

At the kindergarten, we are only too happy to share in your child's special day. Unfortunately, due to food intolerances and allergies we are no longer able to have cakes at kindergarten. We will however celebrate in our own special way. If you have another family celebration that you would like to share with us at kindergarten, please speak with the Director.

***Finally, educators are always willing to have a short discussion with you, but if you need more time please arrange an appointment, as we have a Duty of Care for all children while they are in attendance.***

Contact us

Director: Jo Peat

Phone: (08) 8552 2028

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or

[Joanne.peat303@schools.sa.edu.au](mailto:Joanne.peat303@schools.sa.edu.au)

Address: 1 Oval Road, Victor Harbor SA 5211

