



# Adelaide Miethke Preschool

## INFORMATION BOOK



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Woodville South 5011

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<http://www.adelaidekgn.sa.edu.au>



Government of South Australia  
Department for Education



Updated: 2025



# Adelaide Miethke Preschool

PLAY - WONDER - EXPLORE - GROW

**Our vision is for all children to engage in play experiences that inspire and motivate them to develop a love of learning**

**We acknowledge the Kurna people as the traditional custodians of the Adelaide region and that their cultural and heritage beliefs are still as important to the living Kurna people today**

## **CHILDREN AND FAMILIES**

We recognise families as children's first educators and honour the wealth of knowledge they bring.

We value strong relationships between children, families, community and educators.

We strive to build meaningful relationships and include families in their children's learning.

Children's identity will be respected and reflected in our program.

## **COMMUNITY**

We recognise and embrace the uniqueness of each child and their family and appreciate that Adelaide Miethke Preschool is the place they all intersect.

We value our community's cultural diversity.

We will build an inviting and accepting place where all families and children are welcome in order to foster a strong sense of community.

We endeavour for children to have opportunities to engage in and with their community.

## **LEARNING IN THE EARLY YEARS**

We recognise that all children are competent and capable, and that play is the means by which young children learn.

We value children's inquisitiveness and their desire to make connections and meaning of their world.

We will ensure all children are active, involved and successful learners through ongoing planning and reflective practices.

Children's strengths and ideas are the focus by which we extend upon their learning.

## **LEARNING IN AND WITH NATURE**

We recognise that all children need positive connections with the natural environment so they develop a love and respect for their world.

We value the possibilities that exist for children to learn through play in our indoor and outdoor learning spaces.

We will model sustainable practices & promote active engagement and challenge through play in the natural environment.

Children will have opportunities to develop the dispositions of curiosity, confidence, persistence, enthusiasm and cooperation.

## **Educators at Adelaide Miethke Preschool are committed to**

Working with our community in a caring, open and professional manner.

Ensuring a respectful, supportive team that values each educator's individual strengths.

Ensuring a culture of ongoing professional learning.

Engaging in ongoing critical reflection.

Maintaining an enjoyable and fun work environment where achievements are celebrated.

Developing the cultural competence of educators with respect to Aboriginal and Torres Strait Islander culture as we work towards our Reconciliation Action Plan

Reviewed – May, 2022

## **Important Information about enrolment at kindergarten**

Adelaide Miethke Kindergarten is a Department for Education & Child Development (DECD) site. All children in SA can attend up to 15 hours/week of funded preschool in the year before they begin school.

Please inform us if your child is ALSO attending a DECD funded preschool in another child care centre or private school's preschool so we can ensure you are not exceeding your child's entitlement.

### **Priority of Access Guidelines**

The centre has a Priority of Access which is published on our website and given with the preliminary enrolment form.

If you would like further information please speak to one of our staff.

## Kindergarten Staff

**Director** Emma Liebeknecht  
**Teachers** Monica Woolford & Sarah Polley  
**ECW's** Carol Jones & Jo Mills  
**Preschool Support Staff** Karyn Desmond

## Kindergarten Session Times

Children in their eligible year are able to attend up to 15 hours of kindergarten each week (or 600 hours per year). Children at Adelaide Miethke access their 15 hours over two sessions.

### **Group 1**

**Monday & Tuesday**  
8:00am - 3:30pm  
(15 hrs / week)

### **Group 2**

**Wednesday & Thursday**  
8:00am - 3:30pm  
(15 hrs / week)

## Fees

Fees are charged to cover operating costs such as cleaning & utilities and also include an excursion levy.

**Preschool fees are \$700 for the year of \$175 a term.**

*For more information please see the fees policy on our website.*

## Paying fees

Invoices will be placed in pockets the beginning of each term.

Our preferred method of payment is via Direct Debit. Please reference the child's name when making a payment

BSB 105-099  
Acc # 374182640

Receipts will be issued.

If you would like to arrange deductions through Centrepay please see the Director for further information.

## Communication with families

**Email or text is our preferred method of communication.**

Every term we will send out a digital newsletter. One will be placed on display and will be made available to families who would prefer a printed copy (please let us know).

Parents are welcome to email, text or phone us if their child/ren are away sick.

***Please ensure we have your correct email address.***



## Occasional Care

Occasional Care is a child care service offered to families in our community. We have sessions available for children aged under 2 and those aged over 2. A small fee is charged for each session and payment should be made for the term as per the child's bookings. An invoice will be issued

Occasional Care operates during term time only.

There is a priority of access in place for the Occasional Care Program. Further information is available from staff.

Bookings are made directly with the staff.

Phone - 8445 6936

## Occasional Care Staff

|                   |                        |
|-------------------|------------------------|
| Jo Mills          | Early Childhood Worker |
| Carol Jones       | Early Childhood Worker |
| Ilona Baldacchino | Early Childhood Worker |
| Emma Liebeknecht  | Centre Director        |

## Occasional Care Session Times

**Monday** 8:45am - 11:45am (Under 2's and Over 2's)

**Tuesday** 8:45am - 11:45am (Over 2's only)

**Wednesday** 8:45am - 11:45am (Under 2's and Over 2's)

**Wednesday** 12:30am - 3:30pm (Over 2's)

***Please note:*** Children attending kindergarten are not able to access additional Occasional Care sessions. Kindergarten families who require emergency care should speak with the Director.



## Talking with the staff

As parents you are your child's first and most important teacher, and we value information from you.

Should you wish to discuss any matter about your child, please talk to one of the staff.

You can make a time to chat to the teachers about your child's learning at kindy at any time during the year. If the staff are unable to talk with you immediately they will make an appointment at a mutually convenient time.

If there is important information we should know about your child before they begin preschool please make a time to talk with the Director.



## Term Dates - South Australia

|      | Term 1         | Term 2           | Term 3         | Term 4         |
|------|----------------|------------------|----------------|----------------|
| 2024 | 29 Jan—12 Apr  | 29 April — 5 Jul | 22 Jul—27 Sept | 14 Oct—13 Dec  |
| 2025 | 28 Jan— 11 Apr | 28 Apr— 4 Jul    | 21 Jul-26 Sept | 13 Oct— 12 Dec |



## What to Bring

1. Bag (named).
2. Hat (named).
3. Change of clothes.
4. Drink bottle - **WATER ONLY** (named).
5. Healthy packed **lunch box**– (named with ice pack).

***Please name all belongings.***

## Nutrition Policy

We actively support the DfE Healthy Eating and Right Bite policies that promote sound nutrition and healthy eating. We proactively promote the children's awareness and understanding of the benefits of healthy eating and sound nutrition, linking with regular exercise to promote fitness and wellbeing. See our Healthy Eating Guidelines on page 6 and policy published on our website

## Lunch box

Please pack a healthy lunch box with a cold pack. The children will have two formal eating times a day. Please pack enough food for morning tea and lunch. Please try to avoid processed & packaged foods. Our Healthy Eating Guidelines on page 6 provides additional information. In the morning please place Lunch boxes in the trolley.



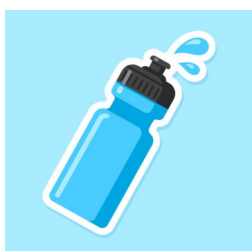
**PLANT  
FRUIT & VEG  
IN YOUR  
LUNCHBOX**

## Drinks

**Children need to bring a named water bottle each day.**

Please send water only, no cordial or fruit juice.

Staff will re-fill water bottles throughout the day as needed from our filtered water tap.



## NUT AWARE ZONE



We have children attending the kindergarten who have a range of **allergies**, many to NUTS.

In some cases NUT allergies can be life threatening so the kindergarten is a **NUT AWARE ZONE**.

To ensure these children's safety products containing NUTS **must not** be brought to kindergarten.

Please check your child's snacks and lunches carefully. Many foods such as muesli bars, Nutella, peanut paste and biscuits all contain nuts and therefore **should not** be brought to kindergarten .

From time to time we may have to restrict other foods due to particular children's allergies. If this is the case families will be notified.

Children with nut and other allergies will be supervised closely at snack and lunch times.

## Sun Safety

**Please pack your child's hat each day .**

All children are encouraged to wear their hats when the UV is 3 or above. Staff also wear hats to model sun-safe behaviour.



Please **apply sunscreen** to your child's exposed skin each morning. The children will re-apply sunscreen after lunch each day. With staff support the children will quickly be able to do this independently. If your child requires their own sunscreen please supply a named container to stay at kindergarten.

## Hot Weather

On days of extreme heat the centre will remain open. If you are aware that your child becomes distressed in the heat you make like to collect them early.

The centre is air-conditioned and the staff will ensure that children play quietly in shaded areas and inside and have regular drinks to keep them hydrated.

*For more information please see our detailed Sun Safety policy.*



# Adelaide Miethke Preschool

## Healthy Eating Guidelines

This policy covers both the **Occasional Care** and **Kindergarten** programs.

We ask that families using our services support us by sending fruit, vegetables or cheese for shared fruit time and a healthy lunch to kindergarten with their children. The traffic light guide below is able to assist families in making healthy choices and is in-line with the Right Bite Healthy Eating Plan.



### Green **Most food packed for children's LUNCH should come from this category**

- |  |   |
|--|---|
| Fruits   | Dried Fruit   |
| Vegetables / vegetable sticks (cooked or raw)                                  | Dry and savoury biscuits, rice crisps, rice cakes, corn cakes |
| Sandwiches/wraps with healthy fillings<br>(e.g. cheese, meat, salad, vegemite) | Cold meats  |
| Salad  | Fruit loaf  |
|  | Cheese  |



### Amber **May include a MAXIMUM OF 2 small treats for kindergarten children staying for lunch.**

- |        |                |
|--------|----------------|
| Chips  | Cakes          |
| Yogurt | Sweet biscuits |



### Red **Do not bring these to Preschool** \* May be available for special days and celebrations very occasionally.

- |   |  |
|---|--|
| Lollies                                   | Fast food (e.g. hot chips)   |
| Muesli bars and Fruit Roll-ups            | <b>Nuts &amp; Nut products</b> - Please observe our NUT AWARE zone and do not send nuts (e.g. peanuts, cashews, macadamia and other nuts) or foods that contain nuts (e.g. peanut butter & Nutella). |
| Chocolate bars & chocolate custard snacks | Eggs   |
| Cordial, juice & Soft drinks              |  |



## Arriving At Kindergarten

The morning session begins at **8:00 am**.

The doors will be closed until the session begins so we can set up the room and yard ready for the day. Please supervise your child in the yard until we open the doors.

### **Encourage your child to unpack their bag independently -**

- Place their water bottles in the trolley.
- Put their bag and lunch box in their locker.

### **Parents need to**

- **Sign in** their child on the attendance sheet every day. This is a requirement of the National Quality Standard.
- Notify the staff if their child is going to be collected by someone new and write this on the collection record sheet.
- Check your child's newsletter pocket for any notices.

## Leaving your child

You are welcome to stay with your child until they are settled for the day. When it is time to go, be sure to say goodbye. It is important that you do not go without saying goodbye as your child may lose trust and confidence.

From time to time some children become upset when left. If you are having difficulty with separation and you are unsure please speak with a staff member.

**If your child does not settle once you leave a staff member will call you.**



## What to wear to kindergarten

Please send your child in clothes and shoes that are suitable for climbing, sandpit play and art activities. Although smocks are provided for some activities clothes can get dirty.

Kindy t-shirts are available for purchase through the Kindy for \$12.00.

Long sleeve t-shirts and jumpers are available to order on <http://eduthreads.com.au>

Please do not send your child in thongs as these can be dangerous when children are climbing and running.

In cooler months children will need suitable clothes for outdoor play including a rain jacket or suit and gum boots.

## Collecting Your Child

### **The session finishes promptly at 3:30 pm.**

- Parents are asked to wait on the verandah while we have our final group time.
- We will begin dismissing children from 3:20pm.
- Please come in once the doors are open. Staff will farewell your child when we see their parent/caregiver.
- If you need to take your child early please approach a staff member.
- If you are running late please phone the centre so that we can re-assure your child that you are on your way.

### **Collection of children by friends and extended family**

If your child is being collected by a person other than a parent or a regular carer please write the person's name & phone number on the sign in sheet.

If you forget to record this please telephone the centre during the day. We will confirm your child is going with the correct person and may ask for identification.

***Please note: If someone arrives to collect your child without notification we will telephone you before we dismiss your child.***





## **Learning in and with Nature**

In 2015-16 our outdoor learning area was redeveloped with funding from the SA Government POLA project promoting nature play. Many of our staff have undertaken considerable professional learning including attending conferences, a 6 day nature pedagogy course and a UK Study tour to ensure we can foster children's learning in and with nature.

We believe that everything we can teach inside the kindergarten is possible and can be more meaningful for children in the outdoor learning environment this includes reading, writing and mathematics.

Children will be actively engaged in all of these activities in purposeful pursuits in the outdoor environment. It is our role as teachers to seize the teachable moment and to plan for children's learning in all contexts.

We will have group times and workshops and also ensure that children have long periods of time to develop and extend their play and learning. Children will have opportunities to

- Play, share, communicate and develop friendships.
- Build, create and construct.
- Express and develop their ideas through a range of modes including the arts, design and construction.
- Develop fine motor skills
- Climb, swing and develop gross motor skills.
- Plant, grow and harvest in our gardens.
- Learn about nature, the environment & sustainability.

We know that children are highly engaged and motivated in the outdoor learning environment and that they develop strong identities as confident and capable learners.

We believe in challenging children and encouraging them to develop knowledge and understandings.

Providing rich, meaningful experiences in which children can develop fine and gross motor skills and oral language, solve problems, develop confidence, enquire and question is the most important foundation we can give them in their preschool year.

Research suggests that in the outdoor learning environment children use more language and ask more complex questions this leads them to develop better oral language which is essential to them becoming confident readers later in school.

## **Learning through play**

Children in the early years learn best through play as this is how they are best able to make connections and build understandings. We honour the important space that is preschool and ensure learning occurs in the context of play. In play we include learning experiences targeting all areas of development including reading, writing and mathematics everyday. Young children have many years ahead of them where their learning will be more formal. In preschool we take a holistic view of learning and integrate children's learning into our teaching. We consider each child individually and set age appropriate goals embracing what each child brings to our space. In nature children play spontaneously, creatively and joyfully.

## **Learning outside all year round**

We will be aiming to have the children learning in our outdoor learning space every day. However we will not be playing outside in stormy weather and on very hot or cold days there will be an option to play inside.

Families may be concerned about children playing outside in cooler weather but research shows that children who play outside regularly are actually healthier and have fewer colds and there are tremendous benefits to wellbeing of those who spend time in nature.

Busy children do not get cold playing outside and in many countries children play outside everyday even in the snow. It is however important that children are dressed appropriately for outside play with a hat and light clothing in summer and raincoat or rain suit and gumboots in winter. Staff will help children manage their clothing to ensure they are set for play and we encourage you to pack extra clothes for them to change into if needed.

We understand it takes effort to have children dressed for outdoor play and managing sandy or muddy clothes but we believe in the benefits and hope that you will join us in encouraging the children's interest and love of learning outdoors.





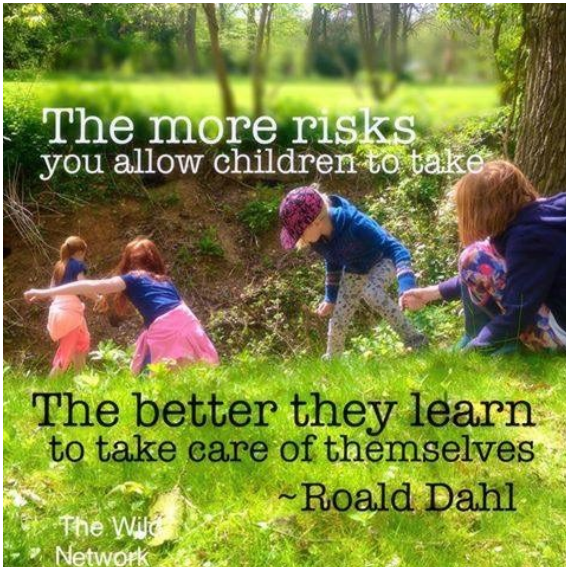
## **Benefit - Risk assessments**

The children will be actively encouraged to challenge themselves and take risks as this promotes their sense of self as a capable learner.

Our rules and expectations are explained to children to

ensure they are able to extend themselves in their learning.

We work with the children to learn new skills, to understand and take ownership of the rules and support them in their play and when using tools. Teachers work with the children to assess the benefits and risks of activities such as climbing, mud play, building with loose parts (sticks, pipes, pallets, boxes, tyres) and using tools and we supervise children closely. We develop benefit-risk assessments with the children as part of their learning and support the children to understand the difference between taking risks, hazards, and dangerous play.



## **Learning Dispositions**

Learning dispositions are the life-long characteristics that individuals build that can support them in their learning and daily life. The Early Years Learning Framework (page 10) describes dispositions as 'enduring habits of mind and actions, and tendencies to respond in characteristic ways to situations, for example, maintaining an optimistic outlook, being willing to persevere, approaching new experiences with confidence'.

Dispositions for learning fostered in the early years will help children succeed in school and later life. These include

**Enthusiasm**  
**Curiosity**  
**Commitment**  
**Persistence**  
**Confidence**  
**Cooperation**

## **The Curriculum**

'The Early Years Learning Framework for Australia' (EYLF) is the curriculum document that all early childhood educators in Australia use to support their planning and curriculum development as well as assessment and reporting.

Using the EYLF our staff plan a play-based curriculum that allows the children to develop their skills and knowledge through active learning experiences. Staff use a term focus to guide the program. In a play-based program children participate in both child initiated and teacher initiated experiences across a range of learning areas that enable them to develop language, social skills, gross and fine motor skills and creativity. Children are also involved in workshops and group times and specific learning tasks related to the teaching focus each term.

We plan our program for each 5-week teaching block. The program is reviewed and adjusted fortnightly. During the planning cycle we are continually reflecting on the children's learning and planning additional learning experiences. The program is displayed on the notice board with information about the curriculum displayed along with children's work throughout the centre.

Staff will also share information with you about the program in the newsletters, emails and in learning snapshots.

If you have any questions please speak to one of the staff.



## Assessment and Reporting

### Planning our teaching

Staff regularly review the children's learning during our planning sessions using observations, work samples, assessments, Snapshots of Learning and information from parents. We then use this information to plan our program including activities for individual children and groups.

### Sharing children's learning

All educators are involved in documenting and reporting on children's learning. Most often this is done through floor books and SNAPSHOTS OF LEARNING. These include photos and information about your child's involvement at preschool. SNAPSHOTS OF LEARNING are printed for inclusion in your child's learning portfolio. We love to hear your thoughts about your child's learning and welcome your involvement.

### Children's learning Books

During your child's time at kindy we collate a portfolio of Learning Snapshots, information about specific curriculum projects or group learning, artwork and photos.



Children are encouraged to choose work to put in their portfolio throughout the year. Portfolios are available for children and parents to look through at any time and we send them home in week 8 each term for you to look at as a family. This is part of our assessment and reporting cycle.

The portfolios are also terrific examples of your child's learning which is worth sharing with their reception teacher when they begin school.

### Individual Learning Plans

Staff write an Individual Learning Plan for each child during Term 1. This is documented and shared with families early in Term 2. Parents are offered the opportunity to meet with your child's key teacher for a 'parent chat' to discuss the ILP.

### Statement of Learning

A **Statement of Learning** is written for each child at the end of their time at kindergarten. The Statement of Learning details information about their learning at kindergarten, their strengths and interests as well as areas the staff have been supporting. A copy is also forwarded to school and a copy is included in your child's work portfolio for your family to keep.

## National Quality Standard

From 1 January 2012 the National Quality Framework was introduced. The NQF sets out a National Quality Standard for all early childhood education and care services throughout Australia. Over time all services will be assessed against the standard by an independent body. In South Australia this is done by the Registration and Standards Board.

There are **7 Quality Areas** that are assessed. These are

- Educational program & practice
- Children's health & safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Leadership and service management.
- Collaborative partnerships with families & community

Each year all centres review their work towards the standard and write a Quality Improvement Plan (QIP) outlining their priorities for improvement for that year. Our current QIP is published on our website. The work towards these priorities are reported each year in the centres Annual Report.

In 2022 Adelaide Miethke Kindergarten was assessed and was given an overall rating of

### **MEETING NATIONAL QUALITY STANDARD**

Further information is available from our staff.

The overall rating for a service is determined by the combination of the Quality Area ratings achieved. If a service is rated below the National Quality Standard in any Quality Area, the overall rating will reflect the lowest Quality Area rating. To achieve an overall rating of Exceeding National Quality Standard, a service needs to achieve Exceeding National Quality Standard in four or more Quality Areas of which two must be from Quality Area 1, Quality Area 3, Quality Area 4, or Quality Area 5.

This service has been assessed against the National Quality Standard for Early Childhood Education and Care and School Age Care and these ratings have been awarded in accordance with the Education and Care Services National Law July 2012 and the Education and Care Services National Regulations 2012.

The Education and Early Childhood Services  
Registration and Standards Board of SA  
Date of issue: 13 December 2022  
Department Reference Number: ASB-00035877

an independent service authority  
ABN 76 100 862 415  
GPO Box 121 Adelaide SA 5001  
www.edsb.gov.au



# Every day counts

Children who attend preschool regularly have opportunities to:



## Develop friendships

Joining in with groups, playing together, negotiating with other children, co-operating and having fun



## Learn new things

Developing confidence, sharing ideas, solving problems and being inquisitive



## Build on what they have learnt

Practise and refining new skills, extending their communication skills, thinking and knowledge



## Follow routines

Developing independence, taking care of belongings, following instructions, separation from parents/carers, organising their time

Regular attendance supports your child's participation in the education program so they feel part of the group and teachers can plan to support their learning.

Remember, always phone the preschool first thing in the morning if your child will be away.

If you are having difficulty getting your child to preschool, talk to the preschool staff for help.

By working together we can support the regular attendance of your child and help set up good learning habits for life.

To help your child gain the most from their time at preschool it is important they attend each session.

Please call us if your child will be absent.

Phone - 8345 5019



## Health & First Aid

### Health

It is important that children attend regularly but please do not send them if they are unwell.

- Children with colds, congestion, runny noses and temperatures **MUST** be kept at home.
- Children who have had diarrhoea **MUST** be excluded for 24 hours.
- Those with conjunctivitis, school sores or cold sores **MUST** be excluded until treated and as directed by your GP.
- Children with head-lice **MUST** be excluded until treated.

If your child becomes sick at preschool or occasional care we will contact you and ask you to collect them.

### Infectious diseases

Please notify staff if your child contracts an infectious disease, such as chicken pox or conjunctivitis. Your GP or staff can tell you when your child may return to kindy. We may be required to notify other families of an infectious disease. This will be done confidentially.

### First aid

All minor injuries will be treated by staff, recorded and reported to parents. In the event of a more serious injury staff will contact parents so they can consult the child's doctor.

In the case of an emergency an ambulance will be called and the child transported to the Women and Children's Hospital accompanied by a staff member. Parents will be contacted as soon as possible.

### Asthma & Anaphylaxis

Parents of children who suffer from asthma &/or anaphylaxis **MUST** complete a specific management plan with their doctor detailing the child's symptoms and appropriate management before they may attend. Staff will also work with you to complete a Health Support Agreement and Safety Risk Management Plan.

### Administration of Medication

In some cases where children require medication at specific times on an ongoing basis this can be supported. In these instances families must provide a **medication agreement** form. This form is completed by the child's doctor and is available from the Director.

### Toilet Learning

If your child is in nappies or needs help with toileting it is very important to tell us so that we can change or help them with toileting during the day.

## ASTHMA WARNING

### Pine Trees

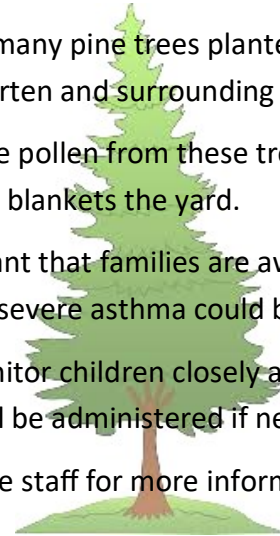
There are many pine trees planted in the kindergarten and surrounding parks.

In spring the pollen from these trees often blankets the yard.

It is important that families are aware that children with severe asthma could be affected.

Staff will monitor children closely and asthma first aid will be administered if necessary.

Please see staff for more information.



### Support Services

For bilingual children and those with additional needs there are a range of services we can assist parents to access. The Department for Education has specialist staff to work with children and families. These staff include:

- Bi-lingual Support Workers
- Preschool Support Workers
- Speech Pathologists
- Special Educators, and
- Psychologists.

If your child has additional needs or you have any concerns about their development please speak to one of the staff.

Occasionally children who access services from other agencies such as Autism SA have visiting therapists or teachers who work with staff in the kindergarten. You may notice these staff in the centre from time to time.

All children have the opportunity to come to kindergarten including those with additional needs. We strive to access support services and provide an inclusive curriculum that will allow all children who attend our centre to develop knowledge and skills in a supportive setting. Our role is to support all children in their learning no matter their stage of development.

## Confidentiality

All information given to staff about your child, including medical information is treated confidentially.

## Immunisation Information

The early childhood services and immunisation requirements legislation (No Jab, No Play) is an amendment to the South Australian Public Health Act 2011.



This new law comes into effect on 7 August 2020. It means that in order for a child to attend an early childhood service after that date they must have all age-appropriate vaccines as set out in the [National Immunisation Program](#)

([www.sahealth.sa.gov.au/immunisation](http://www.sahealth.sa.gov.au/immunisation))

Families will need to provide the following information to their early childhood service as soon as possible:

- 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.

If you have already provided these records you do not need to provide another copy.

We are required to keep a copy of these records while your child is enrolled in an early childhood service so that the Chief Public Health Officer has them to hand in order to protect susceptible children in the event of any type of vaccine preventable outbreak.

### For Occasional Care children this means

A current approved immunisation record needs to be supplied:

- at the time of enrolment **THEN AGAIN**,
- after your child turns 7 months of age but before they turn 9 months of age
- after your child turns 13 months of age but before they turn 15 months of age
- after your child turns 19 months of age but before they turn 21 months of age
- after your child turns 4 years and 2 months of age but before they turn 4 years and 8 months of age.

### For Preschool children this means

A current approved immunisation record needs to be supplied:

- at the time of enrolment **THEN AGAIN**,
- after your child turns 4 years and 2 months of age but before they turn 4 years and 8 months of age.

Records must be provided at these times to show your child is up to date with all immunisations and the immunisations have been provided at the correct schedule points. Children must receive their immunisations as outlined in the guidelines.

Our staff are required to suspend the enrolment of children when an Immunisation Record has not been provided **OR** the child's immunisations are not up to date. This means the child will be unable to attend.

Please ensure you provide our staff with an up-to-date copy of your child's Immunisation Record. These can be emailed to [Suzanne.Dawson531@schools.sa.edu.au](mailto:Suzanne.Dawson531@schools.sa.edu.au) or a printed copy can be given to one of the staff.

## More information

Contact the Immunisation Section, Communicable Disease Control Branch, phone 1300 232 272 or visit:

[www.sahealth.sa.gov.au/immunisation](http://www.sahealth.sa.gov.au/immunisation)

[SA Health parent and carer FAQ](#)

[SA Health early childhood service provider FAQ](#)

Please contact us if you have any questions or require further information or assistance.

## Site Policies & Procedures

The kindergarten has a number of policies many of which are briefly outlined in this handbook. All policies are published on our website and a policy folder is on display in the kindergarten for parents to read. Please take the time to read these policies. If you have any questions please speak a staff member.

### Site specific policies and procedures include:

- Immunisation - NO JAB, NO PLAY
- Healthy Eating Guidelines
- Sun Safety
- Behaviour Management
- Dress Code
- Changing Children's Clothing
- Medication Management Policy
- Asthma Management Procedures
- Excursion Policy
- Preschool Complaints Process
- Safe Sleep Procedures
- Fees schedule

*Policies are reviewed annually by staff and the Governing Council.*

## Parent Opinion Survey

During the year we send home a short survey to give families an opportunity to provide feedback on the kindy program. Your responses inform us of ways we can improve the centre delivery. Survey results are discussed at our Governing Council, reported in our Annual Report and are used for future planning.

## Concerns or complaints

The staff always try very hard to ensure families are pleased with the service provide at the kindergarten.

If you do have a concern or complaint about something that has happened in the centre the **FIRST step** is to come and speak to us about it so that we can help work through the issue with you. This helps us improve the centre for everyone.

If you are not satisfied that your complaint has been resolved after speaking to the staff you may choose to contact the DECD Education Complaint Unit on 1800 677 435 for information, advice and support.

For further information please see the **Raising a complaint with DECD** information available on our website.

## Enrolment Details

Please ensure you keep your child's enrolment details up-to-date. Including medical information, immunisations, your address, contact phone numbers , email **and** the details of emergency your contact people.

## Excursions

Each term an excursion, entertainer or curriculum project is planned as an extension of the curriculum.

For excursions parents are given information in advance with a permission slip to be signed and returned. Parent help is often needed so please let us know if you would like to come along.

## Toys From Home

We do not encourage children to bring toys to kindergarten as they can be lost or damaged.

If your child has a security toy that they need to bring please let the staff know.

At times children may have a toy or item related to our curriculum topic and they are most welcome to share these. Please give the item to a staff member so we can share it with the group and keep it safe afterwards.

## Children's Library

Each child will be given a library bag and can borrow a new book each week from our library.



Adelaide Miethke Preschool is proud to be a partner of the Paint the Westside REaD program. This program is a joint initiative of the Department of Education preschools, children's centres and schools in the Inner West Partnership, The City of Charles Sturt and Uniting SA.

The program promotes the importance of reading, talking, singing, rhyming and playing with children every day from birth.



## Parent Involvement

Parent involvement is an important part of our kindergarten and is highly valued by our staff. We know that parents will wish to be involved in a variety of ways and try to offer lots of different things for parents to do.

You could:

- Spend time reading a story, pushing some children on the swing or help with an activity. Just tell a staff member you have some time and would like to stay.
- Share your culture and/or skills with the staff & children. Tell us if you play an musical instrument, paint, draw, love to cook or garden or if you can help us celebrate a special cultural event.
- Cover library books at kindy or home.
- Help us prepare teaching materials by cutting up bits & pieces.
- Help at end of term clean-ups.
- Help clean up at the end of the session.
- Help with gardening .
- Attend family events.
- Help with excursions.
- Attend Governing Council Meetings.

Parent help is always appreciated in supporting fundraising activities and assistance with the maintenance of the centre.

We also have a laundry roster to assist with cleaning of smocks, tea towels, home corner 'dress-ups' etc.

Being involved lets you see the types of learning your child is participating in at kindy and children show great pride when their parents are involved.



## Governing Council

All kindergartens and schools have a Governing Council which is a group of interested parents who support the staff with kindergarten operations.

The Governing Council is elected each year at our AGM which is held in Term 1. We have two evening meetings each term . New members are welcome to join throughout the year.

The GC help staff with developing centre priorities, learn more about the curriculum, share ideas and give feedback, plan community and fundraising events, approve spending for major purchases and oversee the budget. Meetings are generally fairly informal and are a great opportunity to meet other parents.

We hope to have 8-10 parents on our Governing Council each year. If you are interested in joining our Governing Council please see one of the staff.

## Criminal History Screening

All Governing Council members and volunteers must have a current approved criminal history screening. The Department of Communities and Social Inclusion (DCSI) Screening Unit provides a screening service for DECD volunteers. National Police Certificates from a SAPOL branch are not acceptable to DECD. The DCSI clearances must be updated every three years. Forms are available from our staff or can be downloaded from [www.dcsi.sa.gov.au](http://www.dcsi.sa.gov.au). Forms can be lodged through the kindergarten at no cost to parents.

Governing Council and volunteers are also required to attend a volunteers induction and RAN (Reporting Abuse and Neglect) training session. This session will be arranged by our staff.

## History

Our kindergarten is proudly named after Adelaide Laetitia Miethke OBE (1881-1962), a Woodville identity, who was an educator, leader, and advocate for children. In 1936 she



worked to establish the Australian Aerial Medical Service, later the Flying Doctor Service. In 1950 she set up the World's first School Of the Air, for children living in remote communities. The centre was opened in 1953.

## Local Schools

It is important to enrol your child at the school of your choice once they begin kindergarten. Schools need to know their numbers well in advance so they can plan their classes.

The staff work closely with a number of local schools. In particular school and kindergarten leaders from our Inner West Partnership .

### Transition to school

Schools will usually organise transition visits to enable children to visit their school before they begin.

Parents are notified by the school when the transition visit will be.

## **Contact Details**

### DECD Schools

**Woodville Primary School 8445 2428**

Evans Street, WOODVILLE

**Kilkenny Primary School 8345 4138**

Jane Street, West Croydon

**Allenby Gardens Primary 8346 1541**

Barham Street, Allenby Gardens

**Seaton Park Primary School 8356 2422**

Balcombe Ave, SEATON

## School Dental Service

The School Dental Service, provides **FREE** dental care for all babies, children not yet at school and for most children to age 17.

The School Dental Service is a Child Dental Benefits Schedule provider.

For more information and to make an appointment contact -

### **Pennington School Dental Clinic**

**Phone: 8447 6946**



## Other local Services

### **Department for Education**

Regional Office **8416 7300**

[www.education.sa.gov.au](http://www.education.sa.gov.au)

### **FAMILIES SA – Local Metropolitan Office**

824-826 Port Road, Woodville **8406 2777**

[www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

**Parent Helpline 24 hours/day 1300 364 100**

### **Child and Family Health Service**

Appointments: **1300 733 606**

[www.cyh.com](http://www.cyh.com)

### **Local CAFHS clinic**

795 Port Road, Woodville **82431177**

### **City of Charles Sturt Council**

72 Woodville Road, Woodville **8408 1111**

### **City of Charles Sturt Civic Library**

56 Woodville Road, Woodville **8408 1340**



## DECD - Inner West Partnership

Adelaide Miethke Kindergarten is part of the Inner West Partnership of the Department for Education.

The Inner West Partnership includes other Department for Education preschools, schools & high schools in our local area.

Our Education Director, Mr Paul Newman and Early Childhood Leader, Adam Christie are located at the Flinders Park Office. Phone 8416 7300.

Further information about DfE programs and services is available on the web at

[www.education.sa.gov.au](http://www.education.sa.gov.au)