

AGNES GOODE KINDERGARTEN
HELPFUL INFORMATION LEAFLET FOR FAMILIES



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Red Group	Start 8.45am Finish 3.30pm	Start 8.45am Finish 3.30pm			Alternate Weeks Morning 2, 4, 6 etc... Start 8.45am Finish 11.45am
Yellow Group			Start 8.45am Finish 3.30pm	Start 8.45am Finish 3.30pm	Alternate Weeks Afternoon 2, 4, 6 etc... Start 12.30pm Finish 3.30pm

Session Times

Your child's sessions times are indicated as above depending on what group they are in.

Red Group is Monday/Tuesday (+ alt Friday Mornings) and Yellow Group is Wednesday/Thursday (+ alt Friday Afternoons).

Attendance/Illness

A sign in sheet is situated near the lockers. It is very important that you **sign your child in** when you drop them off in the morning and **sign out** when you collect them at the end of the day.

If someone other than the usual carer is to collect your child, please advise us and write their name and phone number on the sign in sheet next to your child's name. Your child will not be released to any person that we have not been notified of or that does not have your authorisation to collect your child.

Please notify us if your child is absent (due to illness or holidays). This can be done by phone call or email. In particular, please tell us if your child has a contagious illness such as chicken pox, measles, mumps, skin complaints, head lice, or eye infections so that we can notify other families at the Kindergarten.

Bags

Children place their bags in the lockers provided near the sign in sheet. Bags should be clearly labelled.

Snack and Lunch Foods

We follow the DECD guidelines and promote healthy eating to all children. Please do not send sweets, cakes, sweet biscuits or chips. Healthy snack ideas for your child to eat during morning and afternoon snack times could be fruit, vegetables, crackers, cheese. Lunch ideas could include sandwiches, wraps, rice, noodles, meats, pasta. We are richly multicultural and we encourage families to provide culturally appropriate lunches. Yoghurt cannot remain as cool as required throughout the day during the summer months, so please keep it at home as a healthy snack option.

IMPORTANT NOTE: **WE HAVE CHILDREN WITH SEVERE ALLERGIC REACTIONS TO NUTS.**
NUTS ARE NOT ALLOWED ON OUR PREMISES.

Snack containers stay in the child's bag and these can be accessed by the child when necessary. Please include a **cool pack** on hot days in their food container to assist in keeping the temperature cool. Please label all containers. Children place their **lunch boxes on the trolley inside** for easy access during lunch time.

Water Bottles

Water bottles must contain water only, and your child can place their bottles on the table labelled "water bottles" near the sign in sheet. Please label all water bottles.

Laundry Roster

On a roster basis, families are asked to help by washing children's dress-ups, smocks and kitchen linen etc. Laundry is given out at the end of the session and we ask that it be returned by the following week. Every term a new laundry roster is displayed, so please check the roster for your turn!

Fees and Payments

Current fees are \$150.00 per term. Invoices have been posted out to your home address. Please note the **10% discount** if fees for the whole year are paid in full by this date ie \$60 discount on \$600 year fees payment, so you only pay **\$540**. EFT (electronic funds transfer) is our preferred payment method **BSB 105-034 Account Number 155059940**. If paying by cash or cheque, please fill out the envelopes provided by the letter box near the kitchen. If you are unable to pay the fees by the due date and need more time or a payment plan, please do not hesitate to see staff.

Hot Weather Policy

Children must have a hat for outdoor play. Please ensure that your child's hat is clearly named. Please apply sunscreen before arrival and then staff will provide sunscreen for children to reapply after lunch in readiness for the afternoon session. If your child requires a specific sunscreen, please let staff know. Specific sunscreen for your child must be provided by you.

Update of Personal Information

Please keep us up to date if any of your personal information changes. This may include address, telephone numbers, email address, emergency contacts and newly discovered allergies or reactions.

Occasional Care

We are one of the few Kindergarten's that offer Occasional Care. So, if you have a child that is younger than eligible kindergarten age, please speak to our Occasional Care Co-ordinator Deanna to find out how you may be able to access this service. Deanna is available on Tuesdays, Wednesdays and Fridays.

Communication

Communication is essential between families and staff. We hope that you will be comfortable in approaching us with any concerns, positive or constructive feedback that you may have. Please check your children's information pockets daily for any notices or newsletters. (These pockets are hanging on the front wall of the kindergarten). We engage in communication with families in a variety of ways including email, phone, in writing and through the Governing Council. For more information on raising a concern or complaint please visit www.decd.sa.gov.au/parentcomplaint

Helping Out/Family Involvement

We actively encourage and value the involvement of families and the wider community at our Kindergarten as much as possible. Your children love to see you helping out. You may be able to spend time supporting children's learning by involvement in small group activities including cooking, assisting with gardening, maintenance work or sharing an interest or talent you have. Please feel free to talk to us about how you would like to get involved.

Messy Play

Kindergarten is a time for exploration. Children are active learners, they learn through play. Play allows them to make sense of their world. Through play children learn to make choices, solve problems and make plans. Please dress your child in clothes that you won't mind getting dirty or covered in paint as their actively engage in their learning environment. Texta and glue on children's clothes, the pockets and shoes filled with sand, the paint in their hair -these are the indicators of architects, artists, and scientists in the making. If we worry too much about wet or dirty clothing, we can place a real dampener on the spirit of learning and self-discovery.