



Strive to excel

Booleroo Centre District School

Respect, Responsibility, Resilience & Integrity



Booleroo Centre & District Kindergarten 2014 Information Handbook



PO Box 42, Booleroo Centre SA 5482 Phone: 08 86 672 055 Fax: 08 86 672 039
Email: dl.6608_Leaders@schools.sa.edu.au Website: www.boolerookn.sa.edu.au



Government of South Australia
Department for Education and
Child Development



BOOLEROO CENTRE DISTRICT SCHOOL KINDERGARTEN GENERAL INFORMATION

Welcome to Booleroo Centre and District Kindergarten. We are delighted to have your child attending our centre and hope that you and your family enjoy your time with us. In January 2001, the Booleroo Centre Primary School and High School amalgamated to become the Booleroo Centre District School with the Kindergarten working closely with the school and indeed sharing Governing Council.

Contacts

Phone 8667 2055 Fax 8667 2039 Email: dl.6608_Leaders@schools.sa.edu.au
Preschool Director: Jenny Stringer Early Childhood Worker: Karen Blesing Teacher: Angela Hamlyn

Kindergarten Sessions

Our kindy operates as a .05 rural centre offering 15 hours per week for 2014

On Tuesday, Thursday each week and Friday every second week.

Every Week: Tuesday 8.45 – 3.15pm Thursday 8.45-3.15pm

Every 2nd Week Friday 8.45 – 12.45pm (Beginning Week 2 of terms)

Parents may be rostered on for lunch duty with a criminal history check process being completed.

Rural Care Sessions

Rural Care operates from 8 am to 6 pm week days and is able to cater for 4 children under the age of 5 and 3 children between the ages of 5 and 12. This is a long day care service that offers holiday care and before/after school care. Parents may wish to put their child on a waiting list for Friday 1pm to 6pm Rural Care to follow the kindy session. There will be no after kindy care from 3.15 to 6pm.

Orientation to Kindergarten

In term 4 of the preceding year, there will be two opportunities for your child to have orientation to the centre before beginning kindy in term 1 of your child's eligible year. To be eligible your child needs to turn 4 years old on or before April 30th of that year. Transition to school happens on a planned basis throughout the year.

Early or Extended Enrolment to Kindergarten

Early or extended enrolment is available to children with special needs relating to social, emotional, intellectual or physical development. If you feel your child is eligible for this, please contact the director. Early entry is decided on a case by case basis and may be negotiable when: additional time is likely to significantly improve learning and outcomes, the kindy has the capacity within its resources (staffing and physical capacity), consultation has occurred between the director, centre staff, parents and support personnel.

Enrolment Packages for Kindergarten

Our main aim is to provide a quality curriculum, using the Early Years Learning Framework and an enriching environment for our preschool children. Please ensure that you take a package available in the centre's foyer or local school and fill in prior to when you would like your to start, so that we can have your child's information processed.

Kindergarten Fees \$80

Kindy fees are set by the Governing Council and are used to help cover the cost of consumable materials, equipment and other general expenses incurred in running the centre. An account will be sent to you from Booleroo Centre District School on a term by term basis, payment is to be made at Finance window, BCDS, by cheque or Bizgate facilities.

Occasional Care and Emergency Care

This is a childcare service provided by the centre for children at a minimum age of three years, on Kindy days, at the Director's discretion. The costs are in line with current rural care prices. The complete Occasional Care policy is available for reading in our foyer.



**BOOLEROO CENTRE DISTRICT SCHOOL
KINDERGARTEN
GENERAL INFORMATION**

Arrival

When you and your child arrive in the kindy please bring your child into the building. Help your child put their bag away and greet the staff so that we are aware of your child's arrival. Students arriving by bus are supervised by a kindy staff member as they move between the school loop and the kindy.

What to Bring

Children are asked to bring a packed lunch and recess (recess only on Fridays) and water bottle. Cold water is always available at the kindy. A fridge is available for students' lunches. There are healthy food guidelines in place which give parents options for food to bring. These guidelines are available for viewing in our front foyer. We are an **allergy awareness** site. Please try to keep lunches to the guidelines and as part of our kindy program the children share a piece of fruit, vegetable or dairy on Tuesdays & Thursdays for the purpose of healthy eating. Please ensure that your child's lunch box, kindy bag and clothing are clearly labelled. Please also ensure that your child wears shoes rather than thongs and comes in clothes which are suitable for messy play. Your child may also like to wear a uniform from the school where you intend sending your child.

Assessment and Reporting

Your child will receive portfolio of work at the end of each term. This folder is a collection of work samples, photos and anecdotal notes for your child's progress. However, if you have any questions or concerns about your child, please do not hesitate to contact the director as soon as possible. There will be a summative report at the end of their time in kindy.

Transition to School

Students will be involved in a transition program in the term prior to starting the school of your choice. You will receive a letter from the school outlining the program. For information about the fee structure, please contact the school.

Booleroo Centre District School: 8667 2124
Melrose Primary School: 8666 2154
Wirrabara Primary School: 8668 4087

Sun Safety

Exposure to harmful ultra violet rays can cause skin cancer. It is our policy that all children wear a broad brimmed or legionnaire hat for outside play during the period 1st September to 30th April. In keeping with our sun smart policy, shirts with sleeves are recommended. Between 1st May and 31st August hat wearing will be worn on days above 3 on the UV alert for Port Augusta. Please provide a broad brimmed hat for your child to keep at the centre. In terms 1 and 4 it is also advisable for your child to have sunscreen applied prior to kindy and the kindy staff will reapply when necessary.

Library

Children are allowed to borrow one book every Thursday for that week. We suggest that as a family, you take time to read this book with your child, involving them in the story as much as possible. Please also teach your child how to care for their book and most of all enjoy them. Books can be returned into a basket near the front door when dropping your child off at the centre.

Home Toys

We generally feel it is best if children do not bring their toys and precious things from home. If however, your child insists on bringing something special from home, please ensure that it is clearly identifiable. Special show and tell sessions will be held during the term. Damages are the responsibility of the family bringing the item.



**BOOLEROO CENTRE DISTRICT SCHOOL
KINDERGARTEN
GENERAL INFORMATION**

Preschool Parent Information Session

A parent information meeting is held **week 2** of each term. This short meeting is at 12.45pm on a Friday to inform parents of any general kindy matters.

Preschool / Childcare / Playgroup Committee (of BCDS Governing Council)

The preschool /childcare/playgroup committee meets **week 4** and **week 8** of each term and is made up of 1 parent representative from each of:

- 1) Booleroo Kindergarten,
- 2) Booleroo Rural Care,
- 3) Melrose Rural Care,
- 4) Booleroo Playgroup

along with the director, kindy/rural care staff member and a governing council representative. This committee meets two times a term. The purpose of this committee is to discuss issues raised by parents, staff or wider community, which will then be referred to governing council through regular reporting processes and voting procedure.

Governing Council

Governing Council meets twice a term to make decisions about the running of the kindergarten, care and playgroup based on information from the subcommittee. We need to have at least one member of council come from our kindergarten parent base and one member from our care parent base.

Exclusion from the centre

Please be aware that the centre's policy is that when there is an outbreak of an infectious disease, the ill child is excluded for the recommended period and also that:

- With an outbreak of measles, non-immunized or immune-compromised children will be excluded until 14 days after the first day of rash in the last case, unless immunised within 72 hours of first contact during the infectious period with the first case.
- With an outbreak of Chickenpox, a child with immune deficiency or recovering from chemotherapy should be excluded for their own protection.
- Children from the same house with a case of Diphtheria are excluded until cleared to return by an appropriate health body.

With Whooping Cough, if a child has received less than 3 doses of pertussis vaccine are excluded until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, then the child is excluded for 21 days after their last exposure to the case while the person was infectious

If you have any other questions please do not hesitate to ask.

Once again we warmly welcome you and your family to our centre and hope that your time with us is both enjoyable and rewarding. We look forward to a happy and productive association with your family.



BOOLEROO CENTRE DISTRICT SCHOOL KINDERGARTEN GENERAL INFORMATION

Clothing

Best clothes are not suitable for kindy, as the program sometimes includes messy activities, such as painting, gluing, water play, sandpit play, gloop and digging in the veggie patch or garden. Smocks are provided to protect clothing but it is not always possible to prevent clothing getting dirty. Please name all clothing that is likely to be removed including hats. Packing a spare set of clothing is also a good idea for the accidental mishap.

Communication

Notices are posted out the front of the building for you to see on your way in to the centre, notes go home in your child's communication book and information comes out in the newsletter. There are also letters which go home for excursions etc on a as needs basis. You are welcome to talk with staff at any time and if you have an issue, we have a grievance procedure in place to help have this resolved. A copy can be found on our website at www.boolerookgn.sa.edu.au

Participation

Parents and caregivers are encouraged to join us for special events. At the end of the year a Graduation Party is held for those children starting school and we ask that you bring along a plate of food to share for the celebrations. If you have a special skill (and a criminal history check) you are welcome to volunteer your time and expertise.

We occasionally have working bees, where we work together to improve the outdoor play environment, your help on these days are most valued!

Health Checks

The child and youth health nurse visits the kindergarten to carry out free general health checks for children who are beginning school. The service includes a hearing and vision screen. Parents are invited to attend this session, and have the results recorded in the "Blue Book". If you have any concerns prior to the check, please do not wait! Speak to staff or a health practitioner.

Preschool Support

DECD may provide a referral service for Speech Pathology, Vision, Hearing, Behaviour and Social work. Staff may seek your permission to undertake a pre referral before having a member of the Preschool Support team make an assessment. An assessment may result in funding for an ECW to work with a child for a specified time each week.

Permissions

With the enrolment form, there is an information sheet about your child, which we use in the programming cycle for your child's individual learning plan. You are also welcome to suggest ideas for your child's learning at any stage. We seek permission for photographs, local excursions, headlice checks, sharing information with your school of choice for your child's entry into school and sunscreen application. We also seek acknowledgement that you understand our exclusion policy for communicable diseases.



Policy List for guidance on any issues you may have

(these policies are under review in line with ACECQUA)

Centre Philosophy
Access to the Centre & Custody Issues
Arrival and Departure Policy
Asthma Policy
Behaviour Guidance Policy
Biting & Spitting
Changing of Children's Clothes
Childcare/Kindy Guidelines
Child Protection Policy
Children's Program Policy
Children of Staff Guidelines
Confidentiality
Custody and Access of Children Policy
Dental Care Policy
Diversity and Inclusion Policy
Environmental Protection Policy
Excursion Policy
Fees Policy
Food and Nutrition Policy
Food Handling and Storage Policy
Headlice Policy
Hepatitis A, B, C and HIV/AIDS
Infection Control
Infectious Diseases
Medical Emergency - First Aid
Medication Policy
Occasional Care
Occupational Health and Safety
Psychological Health
Safe Sleeping Policy
Sickness
Single Staff Safety
Sun smart Sun Protection (School)
Staff Sickness Policy
Toileting Procedure
Staff Grievance Policy
Parent/Community Grievance Policy
Potentially Dangerous Products, Plants and Objects Policy
Volunteer Policy

Policies are in the flip folder in the parent corner in the Centre's foyer for your reference or coming soon to our website: www.boolerookgn.sa.edu.au



Booleroo Centre Preschool and Rural Care

Allergy Aware:

As we have children in our centre and community who suffer allergic reactions to various allergens, our site is an 'Allergy Aware' environment. Many children will "outgrow" their food allergies. However reactions to nuts, seeds and seafood tend to be lifelong (*Allergy Capital 2003, Food Allergy – Overview*). The symptoms of allergies range from mild to life-threatening.

For example:

If someone in our centre eats peanuts and then touches playground equipment, the equipment can then be contaminated with enough peanut residues to trigger a severe reaction in a child with nut allergies.

Our paramount concern is for the safety and well being of all people in our centre, so we ask that:

All peanut butter and nut products are eliminated from children lunches and snacks.

This will include some dips, crackers, Nutella or peanut butter sandwiches, biscuits and cakes with nuts in them, muesli bars with nuts, chocolate containing nuts (i.e. Snickers) and/or nut mixes. Products labelled "may contain traces of nuts" are acceptable, at this stage.

Why is important that a centre become allergy aware and allergy friendly?

- In Australia, more than 90% of fatal reactions to food have occurred in children aged 5 years and older
- Of those who have died from anaphylaxis, 90% have been allergic to nuts, the exposure was usually away from the home (including centres).

Implementation:

Parents/Caregivers of children with a known allergy are to provide a 'Health Care Plan' to be completed by the children's doctor.

Parents/Caregivers of children with a known allergy are expected to educate their child in the self-management of their food allergy (eg safe and unsafe food, strategies for avoiding exposure to potentially unsafe food, symptoms of allergic reactions, how and when to tell an adult that they may be having a reaction and how to read food labels).

An education program for parents/caregivers, staff and children will be implemented so that:

- the importance of nut-free foods is known,
- the symptoms of allergic reactions is known,
- alternative foods are explored, and
- the importance of lists of ingredients and how to read them is known.

This policy will be provided to all new families who enrol at the centre. Staff will observe foods provided for lunch and snacks whilst supervising eating times. Parents/caregivers of children who bring foods containing nuts to centre will receive a letter outlining the importance of our 'Allergy Aware Policy'. Children sent with nuts or nut produce in their recess/lunch by mistake will be asked to eat something else from their lunch box. Detailed information is available at the following website: www.allergy.org.au

Implementation supported by:

- Parent/Caregiver of a child with allergy speaking to class teacher/s and Preschool Director or delegate prior to child's attendance to allow any individual practices be put in place.
- All peanut paste containers (some may be used for storage) removed from centre.
- Information added to Parent Information Booklet, which is given to new parents on enrolment.
- A photo of child with allergy and brief details included in class Roll Book and put in staff room so all people working at the centre are all aware of the symptoms and procedures.
- Information and reminders to be a regularly (at least twice per term) in newsletters.
- Information and reminders to be a part of any notes regarding food based activities to be held at the centre.
- Warning notices were put on entrance doors.
- All cooking activities will have recipes checked for ingredients.

HEALTH FOOD GUIDELINES FOR BOOLEROO CENTRE KINDERGARTEN, PLAYGROUP & RURAL CARE

As part of the early childhood program we learn about and encourage healthy eating. A lot of recent research is showing that what children eat affects the growth and development of the brain and has an adverse affect on how they learn. It is important that we work together to help the children learn about healthy foods and you can do this by sending healthy snacks with your child to the centre.

Here are some suggestions:

- Sandwiches
- Cold meats, roast meat, sausages, rissoles, chicken, fish
- Pita or flat breads rolled up with sandwich fillings
- Pasta dish (can be re-heated at kindergarten)
- Home-made pizza
- Easy veggie slice
- Mini quiches
- Zucchini slice, frittata or left over quiche (can be re-heated at kindergarten)
- Soup (can be re-heated at kindergarten)
- Tossed salad in a container
- Hard boiled eggs (if no egg allergy with current children in centre)
- Vegetables: cut into small pieces or strips, carrot, celery, cucumber, capsicum, cauliflower and broccoli, can include dip
- Vegetable based dips
- Cheese: cottage cheese, cream cheese, fruit cheese and cheese sticks
- Cracker biscuits: saladas, saos, vita weats, rice crackers, corn thins etc
- Fruit: whole or cut up in pieces
- Dried fruit
- Small containers of yoghurt, sago, vanilla custard
- Pancakes/pikelets
- Weetbix with vegemite, promite or jam
- Fruity bix or mini wheats in a container
- Fruity bix bar
- Fruit muffin, fruit loaf/raisin bread
- Sweet plain biscuits (rusks, yoyo, granita, milk arrowroot, milk coffee)
- Water in own drink bottle

We have a fridge available for foods that need refrigerating and a microwave to re-heat foods as required.

Foods that are not suitable are:

- Cakes
- Sweet biscuits
- Sweet packaged bars
- Lollies and chocolate
- Nuts
- Chips
- Cordial or fruit drinks/juice.
- Peanut paste
- Arnott's shapes
- Popcorn

Special Occasions

Cakes and other 'sometimes foods' will be allowed to be eaten at kindy for children's birthdays and other special occasions, such as farewell morning teas, Easter and Christmas.

At each group eating time, we talk positively in a very simple and fun way about all the lovely, healthy food being eaten and the value of such healthy food to them as growing children.

Because of:

- Lack of health value
- Inappropriate food restricts a child's learning
- Lack of nutritional value
- Dental damage
- Choking and allergy hazard
- Fairness to other children in the group
- Hyperactive behaviour
- Allergy hazard
- Lack of nutritional value
- Choking Hazard



PAYMENT OPTIONS

Information for Parents/Caregivers

Dear Parents and Caregivers

The aim of this circular is to give you information about our finance procedures for a better understanding of payment methods available to you, now that our finances are processed by the Booleroo Centre District School Finance Officer. Having our finances processed at BCDS gives you much more flexibility for payment, which now includes Eftpos and online internet payment.

Payment of Monies

1. Payment at Booleroo Centre District School

Payments in person must be made directly to the Finance Officer (please use finance servery window, located at the front of the old school building with a small verandah overhead) between the hours of 8:30am and 4:30pm daily. Payments can be made by cash, cheque, or by EFTPOS.

2. Payment by post

You may wish to send a cheque, money order, or credit card details with invoice cut off attached. Cheques are to be made payable to 'Booleroo Centre District School'. Receipts will be posted to you or sent home via your child's communication book.

3. Payment via Telephone

Payments may be made over the phone using credit card facilities. Please ask to speak with Finance Officer.

4. Online Internet Payment

An online payment system, known as Bizgate is available. This has been developed to provide parents/ caregivers the option to make payments over the web using credit card (visa and mastercard only). Please see over for instructions on use of Bizgate.

Instalments

Parents/caregivers requiring this option of payment, due to genuine financial hardship, need to meet with the Preschool Director and sign an appropriate contract.

Please do not hesitate to contact the Finance Officer for any clarification on any of these matters, and we wish you an enjoyable association with Rural Care

Maureen Waters
Finance Officer
8667 2124



Online Payment System – Procedures for Parents

An online payment system, known as Bizgate is available for payment Rural Care invoices. This application has been developed to provide parents/caregivers with the option to make school payments over the web. This facility is only available for Credit Cards at present. Any fees can be paid using Bizgate.

Please ensure that you have the following available:

- Credit Card (Visa/Mastercard)
- Rural Care Invoice
- Your child's ED ID, which is

Instructions for payment:

1. Enter school website: (www.booleroods.sa.edu.au)
2. Enter 'Online payment Option'
3. Enter ED ID – shown on the student invoice/statement.
4. Enter Student's Full Name.
5. Enter Invoice Number(s) and Amount(s).
If you are not paying an invoice, enter details under Other Payment
- enter item name or description with the amount.
6. The Other Comment box is optional, and can be used to describe the payment.
7. Click 'Next' – bottom right hand corner.
8. Enter Parent/Caregiver name.
9. Enter Address of Parent/Caregiver.
10. Enter Email Address (optional).
11. Enter Telephone Number (optional)
12. Click 'Next' – bottom right hand corner
13. Check details and then 'Confirm' – bottom right hand corner
14. Complete Credit Card details – must include expiry date and verification code.
15. Ensure all details are correct and click 'Pay Now' – bottom right hand corner.
16. A delay of 5 to 10 seconds will occur whilst the card details are confirmed.
17. Receipt will be shown – it is recommended that the receipt be printed for your records.
18. Click 'Close' to complete transaction.

Orientation

There are photos of our site on the web at www.boolerookgn.sa.edu.au should you wish to familiarise yourself and your child with our centre.

