Local Feeder Schools
Please remember that it is the Parent's/caregivers responsibility to enrol their child at school.

Madison Park Junior Primary School: 8258 4505
Gulfview Heights Primary School: 82589959
Keller Road Primary School: 82583842
St. Augustine’s Parish School: 81827900
Tyndale Christian School: 82507655

Playgroup

A great place to play
Meets on
Fridays 10.30am – 12.30pm

29 Piccadilly Road,
Salisbury East 5109
Phone: 8258 8939
Fax: 8258 5157

(Please contact the centre to ensure that the operating time are still current)
We warmly welcome you and your child to Madison Park Kindergarten.

We are pleased that you have chosen Madison Park Kindergarten for your child and we look forward to your family’s involvement with our centre throughout the year.

We hope that your child’s educational experience is a successful one and that you enjoy the journey with them.

This parent booklet is a snapshot of some of the routines, expectations and includes basic information.

The staff team at Madison Park Kindergarten is:

**Director:** Lucia Gatti

**Teacher:** Rosie Thompson & Jo Delmenico

**ECW:** Hennie Murphy & Catherine Dillon-Shallard

We also have the part-time services of support workers, bilingual assistants, speech pathologists and volunteers. Students from tertiary training colleges and secondary schools also attend for work experience.

---

**Health Information**

**Personal Information**

Please keep the staff informed of any change of address or telephone numbers. Children’s medical details may change in the course of the year and it is important to keep us informed of any changes also. If a child requires medication during session times a doctor, and parent/guardian must complete a Medication Plan form. Staff are unable to administer drugs without the consent of a medical practitioner. An Asthma care plan is also necessary if your child has asthma. We also have Medication Procedures in place to ensure safe storage and administration of medication.

Parents are notified by staff and via child’s note pockets re minor injuries. Staff only treat minor injuries, all other injuries are referred to parents and/or a medical practitioner.

---

**Injuries**

Does your child have a Medical Condition? Please meet with the Director if your child has a serious medical condition so we can ensure that we can meet your child’s needs.

*Elizabeth CAMHS (Child and Adolescent Mental Health Service) Sidney Chambers 50 Elizabeth Way: 82520133*

*Youth Health line: 1300 131 719*

*Child and Family Health Service: for appointments ring 1300 733606*

*Parents Help line: 24 hour service: 1300364 100*

*Health Direct Australia: 24 hour Health Advice line: 1800 02 222*
Some children require more assurance than others to settle into kindergarten whilst others throw themselves wholeheartedly into activities. Whilst families know their child best, teachers understand general patterns of behaviour enabling us to work together to organise an individual process for managing separation if it is needed.

Staff are experienced at sensitively handling any distress that children may experience when separating from a family member. Parents are welcome to ring the centre to enquire about their child’s morning if staff have been unable to do so.

We hope that your child’s time at Madison Park Kindergarten will be happy and rewarding. If you have any queries/suggestions please do not hesitate to discuss them with us.

**Policies**

The Governing Council and staff have developed a number of Policies to ensure the smooth running of the kindergarten. The policies cover a range of issues:

- Sun Protection Policy
- Parent Complaint Policy
- Administration of Medication Policy
- Head Lice Policy
- Snack and Lunch Food Policy
- Volunteer Policy
- Attendance and Improvement Policy
- Playgroup Statement of Purpose
- Site Behaviour Code
- Emergency Procedure

These policies are reviewed bi-annually and are located on the shelves next to the main entrance.

Consent forms are required for a range of issues such as excursions, administration of medication, photographs, application of sun screen.

---

**Session Times**

Children aged 4 years by the 30th April may attend 5 kindergarten sessions which are offered on:

- Mondays: 8.55 am – 2.55
- Tuesdays: 8.55 am – 2.55
- Wednesdays: 8.55 am – 2.55
- Thursdays: 8.55 am – 11.55

These are the operating times for 2015 and may be subject to change depending on the enrolments. Children will have a combination of 2 full days and a 1/2 day session and will be required to bring a snack and their lunch. There is no additional cost for lunch care.

**Fees**

Kindergarten Fees $85.00

Fees are to be paid by 2nd week of every term
What to Bring

*A named hat.* Our Sun Safe Policy states that children are required to wear hats outside all year round. A wide brimmed or legionnaires hat offer the most protection and we discourage the wearing of caps. Children not wearing hats are asked to play under the shaded areas/verandahs.

*A named bag.* A drawstring bag, back pack or case for children to keep their own belongings in. Please remember that many children come along with the same 'character bags' (Barbie) please ensure that your child’s bag is clearly labelled/identified.

*Sensible shoes* and clothes as children utilise a range of play areas. Please ensure that your child’s clothing are clearly named.

Lost/Found box is located in the bag room on the shelf for unclaimed clothing and items.

Philosophy

CHILDREN, FAMILIES & EDUCATORS WORKING TOGETHER, BUILDING FRIENDSHIPS – MAKING MEMORIES BY PLAYING, LEARNING, & HAVING FUN.

We are a cohesive, committed staff team who work collaboratively alongside each other, sharing, respecting and valuing each other’s strengths and capabilities. The decisions we make as a staff reflect how we think about children.

We believe that children learn best through play when they are highly engaged, have the time and space to try things for themselves. Experiences which are open-ended, stimulating & inviting tempt children’s curiosity and imagination therefore our learning environment including the outdoor environment reflects this belief. Our outdoor area offers endless opportunities for children to explore, wonder and learn in solitary or social play.

The curriculum develops through children’s interest, experiences & social interactions between children and adults. Educators guide children in their learning allowing a balance between child-initiated and teacher directed learning. We listen to children, encourage their ideas and interests allowing them to plan, negotiate, share and be the real ‘drivers’ in their learning.

The kindergarten year is a crucial time in children’s lives and we work closely with families to ensure that we know and understand each child in our care. Families are welcomed, respected and encouraged to take an active part in their child’s kindergarten year. Educator’s value and respect children’s family &cultural beliefs and practices. We have created an environment where children work together, learn from one another and develop an understanding of themselves.

Children know if they are valued and cared for. Providing a secure and safe environment is essential for all children to thrive. This enables children to be themselves, grow in confidence and take risks in their daily lives and to deal with challenges that will arise.

We want our children to become ‘caring citizens’ respecting & caring for each other as well as our precious environment. To this end we involve children in real jobs such as looking after our worm farms, feeding our frog, recycling their food waste and planting the vegetable garden.

Through Restorative Justice we teach children to share, negotiate, take turns and empathise with others, to recognise unfair play, to make amends for their actions and work together in a learning community that values equity and respect.

At MPK it is our aim to foster confident and capable learners and we believe this is best achieved if children are encouraged to develop their ‘growth mindset’ so that ‘practice and effort’ will make a difference in their ability to succeed. For children to become lifelong learners, informed decision makers, literate and numerate we aim to develop children’s capacity for curiosity, resilience, perseverance and flexibility.
Literacy Kits

To promote children’s enjoyment of reading and language development staff have prepared Literacy Kits which can be borrowed every day. The Kits contain a book, activity sheets and a variety of props/toys relevant to the story. A fee will be charged for lost items.

Library Books

A range of library books are available for children borrowing on any day. Please ensure that your child has a library bag.

Parent Information Kits

As well as our literacy kits for children we have put together Parent kits with easy to read information on a range of topics. Each kit contains reading material/book on child development issues and covers topics that seem to concern us about our children. Some of the kits also contain reading material about how to extend children’s learning through simple and fun experiences. Some of the titles are: Friendship, Learning about Feelings, Everyday learning about Imagination, Everyday learning about the backyard, Learning about Fears and Anxieties, Everyday learning about science.

Recess/Lunches

Healthy Eating at Kindergarten

Our Food policy is that children bring fresh fruit, vegetables or cheese for snack. We understand that at times families may run out of fruit: healthy sandwiches (multigrain or wholemeal bread) with a savoury filling or plain unsalted crackers (e.g. Vita wheat) are most acceptable. Children will be encouraged to eat their snack during the course of the morning but we do not push children to eat if they tell us they are not hungry, although we always encourage. We encourage healthy eating so a healthy lunch in a lunch box that can be independently opened is preferred. Due to WHS issues and health issues lunches cannot be heated in a microwave.

We do not recommend the following foods:

* Chocolate
* Chips
* Sweets
* Cordial or sweetened fruit juices
* Cakes
* Sweet biscuits
* Fruit rollups
* Muesli bars
* Drinks other than water (preferably do not send drink bottles)

* NO Nuts or items such as Peanut Butter, Nutella, Muesli bars

Please read our Healthy Food Policy for a more comprehensive explanation of expectations for healthy eating at our kindergarten.
Please ensure that you accompany your child into the building at the beginning of each session and ensure that a staff member is aware of your arrival. Parents/caregivers are required to sign in/sign out their children each day. If there are any changes of who will collect your child please note it in the diary next to sign in sheet and if possible inform a staff member. Parents are always welcome to come in and join in an activity with your child to start the day. If you are early, please stay with your child until the session begins. You are welcome to use the outdoor area as the staff set up the learning environment. This time is also used for confidential discussions, exchanging ideas and programming for your child’s learning.

**Newsletters**

Newsletters and notes are placed in your child’s pocket as well as receipts. Newsletters contain important information about events, day to day routines as well as information about children’s learning and development. Further urgent notices are placed on the large white board or window near the lockers.

**Excursions & Incursions**

Excursions are organized throughout the year and linked to the learning programme. Families will be informed of excursions or other special events via newsletters/information note seeking consent for their child’s participation. We welcome family participation on excursions and special events.

---

**Jolly Phonics**

Jolly Phonics: a programme designed to help children with reading. It is a commercial programme developed by UK primary/elementary teachers Sue Lloyd and Sara Wernham, and published by Jolly Learning Ltd.

The 42 main sounds of English are introduced first. Children learn each letter by its sound, not its name (for instance ‘a’ is learnt as it is heard in ‘ant’, not ‘ai’ as in ‘aim’). The sounds are not introduced alphabetically, but are in seven carefully selected groups. The first group (s, a, t, i, p, n) can be combined to create the largest number of simple three-letter words. Letters that are easily confused, like "b" and "d", are presented in separate groups.

The seven groups of letter sounds are:

1. s, a, t, i, p, n
2. c/k, e, h, r, m, d
3. g, o, u, l, f, b
4. ai, j, oa, ie, ee, or
5. z, w, ng, v, oo, oo
6. y, x, ch, sh, th, th
7. qu, ou, oi, ue, er, ar

Each letter sound has a corresponding action. By performing an action for each sound, children are using kinaesthetic, auditory, visual and speech methods to help them remember the letter(s) representing each sound. At kindergarten we will play the song, play the sound and use the actions to introduce children to the sounds of our language. We introduce one sound a week to fully embed the letter and its sound.

Children will be given a sound booklet at the start of the year for parents to work with their children on one sound and its corresponding letter and action. Parents will be responsible for collecting and pasting in a new letter every week.
The kindergarten is managed by parent and staff Governing Council. The Governing Council under guidance and support from the Director, are responsible for the kindergarten’s budget and finance, maintenance of the building, equipment, gardens and grounds ensuring a safe and healthy learning environment for all. The Council consists of:

**Chairperson**

Ensures that the meetings are held twice a term, organises the agenda, chairs the meeting, contact with Director for official meetings or matters which may arise.

**Vice Chairperson**

If the Chairperson is absent assumes the above responsibilities

**Secretary**

Takes minutes of the meeting, ensures all members have copies for minutes for next meeting - at least one week before meeting.

**General Council Members**

Contribute to discussion and support the council where needed. At MPK we have had dedicated, caring Council members - which have shaped who we are – becoming a member is a great way of being involved in your child’s kindergarten year. It is an opportunity to make friends, get to know other parents and staff. No experience is required and your ideas, suggestions, and comments are valued and welcomed. Meetings occur twice a term – all are welcome to attend. Parents may also join throughout the year. Please consider this opportunity and join us.

The primary mode of programme delivery is through play as we believe this is the means by which children make sense of their world.

The daily programme allows for uninterrupted periods of play as well as planned large group and small group experiences where we focus on oral language, social skills, numeracy, games, movement, music. The programme contains a balance of quiet / active and indoor/outdoor activities, play and explicit teaching. Children’s interests, questions and ideas are important and staff respond to this by involving children in planning activity areas.

Every week staff discuss children’s progress based on their daily observations and plan or modify the programme accordingly.
We welcome parent participation in our Kindy as parents play a primary role in their child’s education and we appreciate your support in caring for your child.

How can you be involved in your child’s kindergarten year?

- Help with the library borrowing/ literacy kit borrowing on Wednesday mornings
- Help with organizing or assist in fundraising events
- Support the varied fundraising
- Volunteer to take the washing
- Cut up collage materials
- Read to a child /assist a child with one of the activity tasks
- Assist children with the computer work/games
- Read to a group of children
- Volunteer for end of term jobs/events
- Share a skill/hobby/ an area of expertise with the children
- Join the Governing Council
- Volunteer for Excursions
- Assist with the gardening
- Support children with their Homework tasks