

JUNIOR KINDY

PARENT INFORMATION HANDBOOK

GREY WARD CHILDREN'S CENTRE

253 Wright Street, Adelaide, SA 5000

Tel: (08) 8231 9195 Fax: (08) 8231 6285



GREY WARD CHILDREN'S CENTRE

Updated 2019

Table of Contents

Welcome to Junior Kindy	3
Communication	4
The Learning Curriculum	5
Sleeping and Resting	6
Birthdays	7
Health and Hygiene Procedures.....	8
Toilet Training	9
Behaviour Guidance	10
What to Bring checklist	11
Arrival: What to do.....	12
Departure: What to do.....	13
A Guide to our Day	14

Welcome to Junior Kindy

The age group of this room is 2.5 - 3.5 years, with variations dependant on individual and group needs.

At this age the children are curious explorers, gaining autonomy, and their language skills are blossoming. Stimulating learning experiences are offered using a play-based curriculum.

The program for the Junior Kindy Room is set around the Centre's policies and educators' philosophies of teaching and learning. We value the input of families regarding your children and welcome your support and visits.

We trust you and your child will benefit from and enjoy your time spent in Junior Kindy, where we aim to provide an interesting, safe and nurturing learning environment.

HANDBOOK

THIS HANDBOOK COVERS INFORMATION PARTICULAR TO THE JUNIOR KINDY SECTION. FOR MORE DETAILS ON CENTRE POLICIES AND PRACTICES PLEASE SEE THE GREY WARD GENERAL PARENT INFORMATION BOOKLET, AND THE POLICY FOLDER AVAILABLE IN THE FRONT FOYER.

Communication

Good communication between educators and families is vital to the smooth running and efficiency of the Junior Kindy.

Families are welcomed and farewelled each day and given feedback on their child's day. Other communication methods used in Junior Kindy include:

- ❖ White board- daily record of information and child's needs.
- ❖ Attendance sheet.
- ❖ Experience plan based on the belonging, being and becoming framework is an explanation of planned experiences and can be found on the wall beside the children's pockets,
- ❖ 'notice' pockets - parents collect information regarding centre business etc.
- ❖ Medication folder - parents fill out this form regarding medication and it is filed in junior kindy. All medications are crossed checked and signed by staff and stored safely out of reach of the children.
- ❖ Accident records - an explanation stating date, time of accident, etc and first aid given. This is shown to parents with the record signed by the parent and staff member. Parents receive a copy on request.
- ❖ Curriculum displays in the junior kindy room.
- ❖ Parent notices/newsletters are provided each term regarding the curriculum.

The Learning Curriculum

With reference to the curriculum document Belonging, Being and Becoming (BBB), appropriate materials are provided within the Junior Kindy environment to stimulate curiosity and offer challenges within a play based structure. This ‘hands on’, active learning gives children confidence because they have opportunity to choose their own learning tools.


With reference to BBB, Junior Kindy educators are continually taking individual observations to promote children’s progress and involvement in the curriculum. Goals are set for the general environment as well as for the individual child and all the areas of learning are observed.

When planning experiences and resources, educators ensure that the environment is well rounded, and free of racial and sex role bias or stereotype. We encourage children to accept and enjoy diversity.

The Program is displayed next to the whiteboard in Junior Kindy for your perusal and we are always happy to discuss your child’s learning with you.

Your input and feedback on all aspects of the Junior Kindy curriculum are most welcome.

For more clarification on any matters please don’t hesitate to ask.



An essential part of learning curriculum is the development of society and skills : self-regulation and respect for others.

Sleeping and Resting

In the Junior Kindy environment we always have a cosy spot where your child can withdraw to have a change of pace. Here at Grey Ward we encourage the skill of relaxation and the formal time for this is soon after lunch each day.

Our room is dimmed and relaxing music is played. Each child has their own named mattress which is placed in the same spot each day. As time goes on, some children 'grow out' of their sleep and that's okay, they can rest on their bed.

Individual needs and rituals are respected all throughout the day, and especially at Rest Time. Please let us know of your child's needs and any particular things that they enjoy at Rest Time (such as comforters, dummy or a soft toy).

*Our Centre sleep time policy suggests
if children fall asleep they require one
hour minimum of sleep to facilitate
brain development
(as per our sleep policy).*

Birthdays

These are important times for most cultures, and in Junior Kindy we use birthdays to appreciate a very special person. We welcome a birthday cake and require that it does not contain nuts, alcohol or is too 'rich'. We also need a list of ingredients to ensure that there are no traces of nuts or foods which may cause children to have an allergic reaction.

While it is the policy of the Centre to provide a 'low salt', 'low sugar', 'low fat' menu, we also agree that it is prudent to promote awareness for moderation.



Please make known to us any of your particular thoughts on this matter and they will be respected.

Health and Hygiene Procedures

- ❖ Children are encouraged and assisted to wash hands and faces prior to and after eating.
- ❖ Tables are cleaned with disinfectant before and after meals.
- ❖ Spills are wiped up immediately.
- ❖ Children sit when eating and drinking.
- ❖ Children are always supervised when eating and drinking.
- ❖ Drinking water is available in the room for your child to access at will. Cups are used once only before being washed.
- ❖ Floors are swept and mopped when necessary after lunch and snacks.
- ❖ The bathroom, toilets and hand basins are washed with disinfectant after lunch or when necessary.
- ❖ Educators are vigilant when a group of children are using the bathroom.
- ❖ Children are encouraged to flush the toilet and wash their hands after using the toilet.
- ❖ Equipment is kept clean and in safe working order.
- ❖ Extra clothing, jackets and hats are worn outside on chilly days.
- ❖ Sunscreen is applied and hats are worn when outside.
- ❖ Each child has their own bedding and the sheets are washed each Tuesday.

Toilet Training

In Junior Kindy many children are gaining awareness of their body and its functions. As your child shows 'readiness' for toilet training, and by mutual agreement between you and educators, formal toilet training often begins.

To make this a positive experience:

- ❖ Remember that individuals vary.
- ❖ Maintain a relaxed pace and non-judgemental approach.
- ❖ Send plenty of changes of clothes.
- ❖ Send easy to pull up and down clothes which provide autonomy.

We provide child sized toilets and potties for children to use. Self-help skills and hygiene are promoted by educators at all times.

Signs of 'readiness' for toilet training are:

- *child stays dry longer*
 - *shows an interest in the toilet*
 - *tells you they are 'doing it'*
-

Behaviour Guidance

At Grey Ward Children's Centre we follow the philosophy of Dr Louise Porter whose work can be accessed at

<http://www.louiseporter.com.au>

For us, this means that we see all children as capable and we guide and teach them to act thoughtfully, rather than reward or punish undesired behaviour. We believe that children respond to expectations, and a positive response to their considerate behaviour. In Junior Kindy we aim to minimise conflict by offering a peaceful environment.

We encourage verbalisation of feelings and explain our expectations for everyone to feel safe. We offer assistance and comfort to children as they feel a range of emotions throughout the day.

We encourage an 'open' approach to our parents, as it is very important that there is consistency between home and child care regarding Behaviour Guidance.

What to bring checklist

- ❖ 2 pieces of fruit (please no apples, grapes or raw carrot as these foods can create a choking hazard for children under four years of age).
- ❖ A change of clothes (named please) or more if toilet training.
- ❖ A comforter if required.
- ❖ A named hat.
- ❖ A parker on chilly days.
- ❖ A bag or backpack (clearly named)

Arrival: what to do

- ❖ Sign your child in—label fruit with child's name and place on tray in Junior Kindy.
- ❖ Place your child's bag on named hook in the room and remove any medication.
- ❖ Put all medications in specified place in Junior Kindy Room or kitchen fridge.
- ❖ Have a chat with staff as to the plans for the day and exchange relevant information regarding you and your child's needs.
- ❖ Try to spend some time settling you and your child in, ie read a book or do a puzzle saying that 'when we have finished I must go'.
- ❖ Pass your child onto the carer in a positive way and say good bye. Feel free to call in and telephone at any time.

Departure: what to do

- ❖ Locate your child who may be playing in the garden or inside and notify staff of your departure.
- ❖ Collect any medications.
- ❖ Collect any artwork from your child's notice pocket or from the 'saving table'.
- ❖ Read whiteboard for eating and sleeping records.
- ❖ Check bathroom record of toileting.
- ❖ Chat with staff on how your child's day went and farewell staff and children's friends.
- ❖ Sign out.

A Guide to our day -Morning

- 7.45am Centre opens & all children have self-selected experiences in Junior Kindy.
- 8.15am Children move off to their own rooms. Self-selected experiences continue as children still arrive.
- 9.15am Children pack up and put on their sunscreen.
- 9.20am Hello Song, Calendar and roll call.
- 9.30am Fruit time.
- 9.45am Numeracy Group Time.
Toileting reminders and nappy changes, (these are also seen to on a needs basis).
- 10.15am Children split into two small groups for a planned fitness experience.
- 10.30am Children are invited to self select play experiences in the outside 'Big yard'.
- 11.15am Literacy Group Time activities are chosen from within the program interests. Reminders for toileting, nappy changes and handwashing..
- 11.30am Lunch in small groups where self-help skills and social skills are promoted.
- 12.00pm Reminders for toileting, nappy changes and handwashing. Children make their own beds and settle with books, soft toys etc for rest time.

A Guide to our Day - Afternoon

- 1-2.30pm Children waking, toileting, and moving to quiet program experiences inside.
- 2.45-3.00pm Pack up and group time –related to current curriculum.
- 3.15pm Afternoon tea in small groups. Reminders for toileting, nappy changes and handwashing.
- 3.45pm Children are invited to self select play experiences in the outside 'Big yard'.
- 4.30-5.00pm Children come inside for quiet self selected experiences /group time.
- 5.30pm All groups gather in Junior Kindy for quiet group time games or stories.
- 5.45pm Home time.
- 5.45pm Centre closes.

Children have a strong sense of identity.

Children relate to and contribute to their world Children have a strong sense of wellbeing.

Children are confident and involved learners Children are effective communicators.

Who we are

Grey Ward Children's Centre is an Integrated Service, catering for families with children from 6 weeks to 5 years of age. The Grey Ward Children's Centre was the second Kindergarten to be established in Adelaide in 1908. It was developed in the image of Lillian de Lissa who began training teachers in 1907 in a cottage at Franklin Street.

Grey Ward Children's Centre was the first Nursery School established in Adelaide taking children from 2 years of age. Today, it is a non-profit, community-based organisation that is managed by an elected Management Committee consisting of interested parents and staff. The Centre also has a Service and Funding Agreement with the Department for Education and Child Development (DECD) to provide sessional Kindergarten to eligible 4-year old children.

Contact Us

253 Wright Street
Adelaide SA 5000

Phone: 08 8231 9195

Email: debbie.mclean480@schools.sa.edu.au

Web: <http://greywardcc.sa.edu.au>



Grey Ward Children's Centre



Grey Ward Children's Centre

253 Wright Street
Adelaide SA 5000