

Booleroo Centre + District Kindergarten and Rural Care ~ Incorporating Melrose Rural Care

BOOLEROO CENTRE & DISTRICT KINDERGARTEN AND RURAL CARE

✉ 26 Campbell St. [Box 42] Booleroo Centre, 5482
T. (08) 8667 2055
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MELROSE RURAL CARE

✉ 25-29 Stuart St. Melrose, 5483 [Box 42 Booleroo Centre]
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2017 HANDBOOK



Government
of South Australia
Department for Education
and Child Development

WELCOME TO BOOLEROO CENTRE AND DISTRICT KINDERGARTEN AND RURAL CARE, INCORPORATING MELROSE RURAL CARE!

We look forward to getting to know you and your child.

Parents are their children's first and most important educators, so we really value your input and encourage you to work in partnership with us to provide the best possible program for your child. You are welcome to visit the centre any time while your child is at preschool / rural care. Don't hesitate to discuss any queries, concerns, feedback or suggestions with staff. Longer meetings are best scheduled for a mutually convenient time so please speak to a staff member or phone, text or email to make an appointment.

OUR STAFF ARE:

Director: Alison Arthur

Kindy Early Childhood Worker: Karen Blesing

Booleroo Rural Care Workers: Elfie Woolford, Liz Prosser, Vanessa Hook, Porzia Slattery, Jasmin Lomman and Christina Callus

Melrose Rural Care Workers: Vanessa Hook, Elin Griffiths, Sas Phillips, Porzia Slattery, Liz Prosser

CONTACT DETAILS:

	Phone	Mobile*	Website	Email
Booleroo Kindy & Rural Care	8667 2055	0437586083	www.boolerookgn.sa.edu.au	dl.6608.director@schools.sa.edu.au
Melrose Rural Care	8666 2145	0437586083	www.melrosekgn.sa.edu.au	dl.6608.director@schools.sa.edu.au

*This is a temporary mobile number until we purchase mobile phones for each site. We will advise you of the new numbers in due course.

OUR PHILOSOPHY*

<p>N Q S</p>	<p>E Y L F</p>	<p>C O D E O F E T H I C S</p>	<p>B e l o n g i n g</p>	<p>We believe:</p> <ul style="list-style-type: none"> • In providing a welcoming, respectful, fun and loving learning environment, where all can see and feel they belong. • Children first belong to their family. We build relationships and communicate with families and children to get to know each child individually and the family they belong to. • In respecting diversity, by learning about one another and our cultures. • Developing partnerships will strengthen our sense of belonging within the community. 	<p>B e l o n g</p>	<p>We believe:</p> <ul style="list-style-type: none"> • In the significance of here and now. Therefore, as educators, we are responsive to each child. • In learning through play where children have the opportunity to express wonder, question and problem solve, communicate, construct their own knowledge and develop at a rate that is appropriate and meets their individual needs. • Intentional teaching is important to complement play based learning and to further facilitate children's learning. • In maintaining relationships with one another. 	<p>B e c o m i n g</p>	<p>We believe:</p> <ul style="list-style-type: none"> • In a process of continual change therefore we document children's development and scaffold for what's next. In doing so, we promote high expectations in order to achieve the best possible outcomes. • In children as capable and involved learners in our environment. We encourage children taking on responsibility for and contributing to the care of our environment with a sense of ownership. • In building and maintaining partnerships to enable planning for the future. • In the process of critical reflection which enables us to improve practices and develop our skills as lifelong learners.
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*This document is under review. Changes will be published and shared with kindy and rural care families.

1. OPERATING TIMES

Kindergarten Operating Times

Tuesdays 8:45am – 3.15pm
Thursdays 8:45am – 3.15pm
Nominated Monday sessions (to be advised) 8:45am – 3.15pm

*Kindy only operates during school terms.

*Bus travel is offered to kindy children travelling from outside Booleroo Centre subject to seat availability.

Rural Care Operating Times (both Booleroo and Melrose)

Monday – Fridays 8:00am – 6:00pm

*Please don't bring children in early or pick them up late. At these times staff will be setting up or packing up and preparing the program for the next session.

*Rural Care children are not eligible for travel on school buses.

2. ARRIVAL AND DEPARTURE

Kindergarten Children

Anyone collecting your child must be listed on your child's enrolment form as a collection authority. We cannot release a child to an unauthorized person. If someone who is not a collection authority needs to pick up your child, please let staff know. We will ask them for photo ID if they are not known to us.

Rural Care

Parents and Caregivers MUST enter the centre to deliver and collect, sign in and sign out their children. NO child will be permitted to leave the centre until the parent or caregiver has come into the building and the child has been farewelled by a staff member. Please let us know if anyone other than yourself or the child's other parent is collecting your child. As for kindy children, we cannot release your child to anyone who is not listed as a collection authority on the enrolment form so you must notify us if this needs to happen. We will ask for photo ID if the person is not known to us and ask you to countersign next to that person's signature on the sign out sheet. You can update the enrolment to include additional collection authorities at any time.

3. SUN SMART POLICY

All children, staff and visitors are required to wear a broad brimmed or legionnaire hat and 30+ sunscreen between 1st August and 30th April. Outside this period, staff will check UV levels each day and ensure that sun protection is used when the forecast level is 3 or higher. Please dress children in shirts/dresses with sleeves to protect their shoulders. We will provide a named, broad brimmed hat for your child to keep at the centre. You will be required to give signed consent for staff to apply sunscreen to your child. If your child has skin sensitivities and reacts to our sunscreen, please provide a product that they can use. It is really helpful if you apply your child's morning sunscreen before they come to kindy or rural care.

4. FOOD AND DRINK

We promote healthy eating habits to support children's nutrition and dental health. Children will be offered or asked to choose a "healthy" food before eating foods with lower nutritional value. Please avoid lots of prepackaged snacks in lunch boxes as these tend to be high in sugar, salt and fat and the packages themselves contribute to landfill. Some children eat a lot more at kindy or care than at home and others eat a lot less. It is better to send too much food than not enough. With the exception of breast milk or formula for babies, children are to bring WATER ONLY in drink bottles.

PLEASE DON'T PACK...	WHY?
Chips	Too high in salt and fat, low nutritional value
Lollies	Too high in sugar, low nutritional value
Nuts / nut products (Nutella, peanut butter, almond meal biscuits etc)	High risk of severe allergic reaction if touched / consumed by another child/baby
Popcorn	Choking hazard for under 5s

5. PAYMENT OF FEES

Kindy Fees

Kindy fees can be paid at the front office of the school or online using the "Qkr!" app (download it on your phone). All payments are receipted. Current fees are set at \$85 per term (to be reviewed for 2017) and can be paid by installments or as a lump sum for the whole year.

Rural Care Fees

Rural Care Bonds and Weekly Invoices are paid directly to Rural Care in Adelaide through B-Pay. Most families are eligible for the CCB and the CCR, which are administered by the federal Department of Human Services. These benefits significantly reduce out of pocket expenses for child care. A Negotiated Payment Plan may be arranged if you are having trouble paying your fees.

6. ABSENCES

Please ring the centre to let us know if your child is going to be absent. This is particularly important for Rural Care children as we can then offer the place another child. This allows our service to keep up utilization levels and therefore remain viable.

7. ADMINISTRATION OF MEDICATION

If children are unwell, they should not attend kindy or care. However, there may be times when children do need to have medication whilst at the centre, such as when they are completing a course of antibiotics. All medication to be administered by our staff MUST:

1. Have written authorisation (prescription or letter) from the child's treating doctor or specialist including timing, frequency, dosage and method of administration
2. Be in its original container
4. Be within its "use by" date

Before medication can be administered by a staff member the following forms must be received:

EITHER

Authorisation to administer medication form (signed by parent at drop off time) – best option for short term medical condition (e.g. course of antibiotics)

OR

Health Care Plan (provided by the child's treating doctor) – best option for ongoing medical condition (e.g. asthma, allergies)

8. COMPLAINTS

We can't promise to get everything right all the time, but we can promise to listen and respond if you have a complaint. Please refer to the "Guide to Raising a Concern or a Complaint" brochure included with the handbook.

9. CHILD PROTECTION

As mandated notifiers, staff members are obliged by law to make a report to the Child Abuse Report Line if they suspect on reasonable grounds that a child has been or is being abused or neglected.

10. CHILDREN'S PROGRAM

Our program is based on the Early Years Learning Framework (EYLF) which is used Australia-wide in preschools and child care centres. The "EYLF" identifies five broad learning outcomes for children:

OUTCOME 1	Children have a strong sense of identity	Having a sense of belonging, making choices, developing confidence and independence and interacting with others
OUTCOME 2	Children connect with and contribute to their world	Learning to co-operate in group situations, respecting differences, understanding fairness and caring for environments
OUTCOME 3	Children have a strong sense of wellbeing	Feeling secure, being friendly, managing emotions, developing fine and gross motor skills, having a healthy lifestyle
OUTCOME 4	Children are confident and involved learners	Learning to learn – being curious, exploring and experimenting, asking questions, using technology, persisting and being creative.
OUTCOME 5	Children are effective communicators	Developing language skills, listening and understanding, engaging with stories, songs and other texts, expressing ideas through the arts (drawing, painting, making, putting on plays), developing beginning reading/writing skills.

We believe play is the very best way for young to children learn so we provide many different activities and, as far as possible, uninterrupted time for them to learn through play. Play can be messy, so "best" clothes are not suitable for kindy or rural care. The program for both kindy and child care is displayed at each site. Please just ask if you would like to talk to staff about your child's individual program and progress.

11. IMMUNISATION, SICKNESS & INFECTION CONTROL

We encourage parents to follow the recommended immunization schedule for children. Information about your child's immunization status is recorded on the enrolment form. All children aged up to seven years who were born on or after January 1st 1996, must be immunised be eligible for the Childcare Benefit. Information is available on the Childcare Benefit application form or by contacting the Family Assistance Office (FAO) on 136 150.

Please do not send your child to kindy or rural care if they are sick. The best place for sick children is at home, where they can receive the care that they need. We are not staffed to care for sick children and it is not reasonable to expose other children or staff to unnecessary germs. If your child becomes ill whilst at the centre we will contact you and ask you to collect them promptly.

We ask that you let us know if your child has an infectious illness so that we can let other families know that the illness is present in the community and provide information about symptoms to look for and the length of time children need to stay away from kindy / rural care if they do develop the illness.

12. GOVERNING COUNCIL

Our service is managed by a Kindy, Rural Care and Playgroup Committee, which reports to the Booleroo Centre District School Governing Council. We encourage interested parents to be part of the committee. It is a great way to find out more about your child's preschool / child care experience and to contribute to the community. Committee meetings are held twice a term, usually once at Melrose and once at Booleroo. We try to ensure that we have representation from both kindy and rural care families and families from both Booleroo and Melrose on the school Governing Council. Governing Council holds evening meetings on the school site twice a term.

15. WHAT YOUR CHILD NEEDS TO BRING TO KINDY / RURAL CARE

- Healthy lunch and sufficient number of extra snacks for the time they are at the centre
- A water bottle / sippy cup
- Breast milk or formula as required for babies
- Change of clothing (plus extra socks, pants and underpants for children who are toilet training)
- Hat (until your child has their kindy / rural care hat to be left at the centre)
- Medication (All medication should be handed to staff on arrival for safe storage. If your child has an ongoing health condition that requires medication you may like to purchase extra, e.g. spare asthma reliever and spacer, to be kept at the centre.)
- Sleep needs, e.g. dummy, snuggle blanket or toy (Safe sleeping procedures advise that babies should not be put to sleep with toys and snuggle blankets. If these are part of your child's usual settling routine, staff will remove the toy/blanket once your child is asleep. We cannot put children to sleep in prams.)

16. NAMING EVERYTHING!

Please make sure your child's belongings are named, especially bags, hats, removable clothing (e.g. coats, jumpers and socks), lunch boxes, lids and water bottles.

17. ENROLMENT DETAILS

Please advise us at any time of changes to the information provided on your enrolment form, including address, phone number, emergency contacts and health needs.

19. FORMS

You will need to return your child's enrolment form before they commence kindy or rural care. The enrolment pack includes consent statements for:

- Photos
- Local walks
- Head lice checks
- Sharing information with transition school
- Sunscreen application
- Sharing information with early childhood services
- Ambulance

Your child can still be enrolled if you don't consent to one or more of the statements. If at any time you change your mind about the consent statements, just let us know.

20. PLAYGROUP & PLAYCENTRE

Playgroup is managed by parent volunteers. Sessions are held at Booleroo Kindy/Rural Care on either Monday or Wednesday mornings. Playgroup is for children aged 0-5 to attend with a parent or caregiver. The cost is \$2 per session.

Playcentre is a DECD funded program for children aged 3-5 years. It is managed by Melrose Primary School but operates concurrently with Melrose Rural Care. Sessions run from 9am-12pm on Wednesday mornings. Please contact Melrose Primary School on 08 8666 2154 for details.

21. CHILDREN WITH SPECIAL NEEDS

If you have any concerns about your child's development, please feel free to talk to us. We can discuss a referral to either DECD support services or the Child Health and Development unit based in Port Pirie. Wheelchair access and toilet facilities are available at both sites.

22. BUSHFIRE

Booleroo is a low/medium risk bushfire site and will operate on days forecast by the CFS to experience "catastrophic" fire conditions. However, school buses will not run on these days, which may impact kindy children.

Melrose is a high risk bushfire site and will be closed on days forecast by the CFS to experience "catastrophic" fire conditions.