ADAMS ROAD
CHILDREN’S CENTRE

Information Handbook

‘Supporting your child’s early learning’

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Adams Road Children’s Centre is a Department of Education, Training and Employment Preschool. It was established in 1990 and is situated directly opposite the shared campus of Playford Primary School and Catherine McAuley Catholic Primary School.

We welcome your child and your family to the Adams Road Children’s Centre community and trust that your time with us is happy and fulfilling. For many children Kindergarten is their first experience away from home and we want to make this transition as easy and happy as possible. We hope that the information contained in this booklet will assist in this process. Do feel free to spend some time at the Centre when your child has settled in and get to know the staff, children and families. Please approach the staff with any questions, comments or concerns.

**Core Business:**

Our core business is to provide a preschool environment –
- That is caring, safe and supportive of quality teaching and learning and is based on the South Australian Curriculum, Standards and Accountability curriculum framework document
- That involves parents and caregivers in the programs
- That values each child as an individual
- Where staff act as positive role models

**Governing Council:**

The Centre has an enthusiastic Governing Council –
- Committed to supporting staff deliver programs which reflect the needs of the community
- Fundraising to provide resources
- Involved in development of Centre policies and financial management

Families are encouraged to join the Governing Council and contribute to decisions and running the Kindy. Some families prefer to just be available to assist when needed and we appreciate offers of help in various areas. If you have an interest or skill that you think could be useful, please let us know.
Programs:

- Sessional Pre-School – up to 4 sessions a week for the 4 terms before starting school
- Pre Entry – 1 term prior to Kindergarten
- Early Entry / Extended Time – for children with special needs, including those who are gifted
- Early Intervention Assistance Program – for children at risk to develop literacy and numeracy skills
- Transition to School – excellent transition to Playford Primary and Catherine McAuley Schools and connections with most other Primary Schools
- Emergency Care - to cope with the unexpected
- Lunch Care – to enable children whose parents are working or studying to access their local kindergarten and participate in school transition activities
- Occasional Care – funded (3 months old to commencement of Pre-entry)
- Bi-lingual – for NESB children
- Playgroup – Friday 11.30am to 1.00pm

Daily Routine: Each Kindergarten session – morning (8.45am to 11.30am) and afternoon (12.15pm to 3.00pm) follows the same format:

- **Indoor activity:** On arrival children are free to choose their own activities from those we have prepared to develop their desire to experiment and learn.
- **Small group time:** During small group time children divide into small groups for stories, games, activities with a staff member. In the small group situation, staff are able to observe the children more closely, all of the children can have a turn and of course working in a small group situation is not so daunting for them.
- **Indoor and outdoor programmed activity time:** During this period of play, the children work individually, in pairs or in small groups, choosing from a range of programmed activities. These activities reinforce independence, self discipline, using and caring for equipment responsibly, manners, co-operation and care and respect for others and their environment.
- **Snack time:** Busy children become hungry children and they need a healthy snack. Snack time is a wonderful opportunity for social interaction with other children at the snack tables inside or outside. Children learn about hygiene as they must wash their hands before eating, manners while they sit with their friends and they gain self-help skills when they manage to unwrap and peel their snacks, clean up after themselves and return their lunchboxes to their bags.
- **Pack up time:** All children are expected to help tidy up after each session – a learning experience as well.
- **Group time and goodbye:** Each session concludes with a short whole group time activity – singing, circle games, morning or afternoon talks, story, sharing time. Children will sit on the mat until farewelled by staff when their parent or caregiver collects them.
Mobile Library Visits – City of Playford: The Mobile Library Service visits the Kindy once a fortnight on a Monday. All children can visit the van and those who have had a registration form completed by a parent / guardian will receive a library card and can borrow books. Each child borrowing is entitled to borrow two books per visit and books need to be returned before a child may borrow more.

The Mobile Library Service provides a comprehensive selection of –
- Children’s Picture Books
- Children’s Easy Readers
- Selected range of Non-Fiction Books

Research shows that reading aloud to children is very important in developing their literacy skills and also contributes to positively influencing future academic achievement.

Library Visits to Playford Primary School: One day a week we take the Kindergarten children across to the shared primary campus resource centre to share a story and some time looking at books with the teacher / librarian. The children are at the library for about a half an hour and we are most grateful to resource centre staff for giving us this time each week.

Session Times:

**Morning**
- Monday to Thursday: 8.45 – 11.30 AM
- Friday: 8.45 – 11.30 AM

**Afternoon**
- Monday to Thursday: 12.15 – 3.00 PM

Arrival and Collection of children: Sessions will **not** begin before the allocated time as it is important that activities are prepared and that staff are ready to greet each child as they arrive. If you need care before the session, please speak to one of the staff, otherwise we would appreciate it if you could wait with your child outside until the doors are opened and the session begins.

You are welcome to come and join in with an activity with your child in order to settle them.

Please try to collect your child promptly after the session has finished as children can become distressed if they think that they may be left after their friends have gone. Staff also need time to clean up and prepare for the next session and to attend to paper work, administration and evaluation.

Please write your child’s name on the sign on sheet on the table under the verandah each session that your child attends. If you or the usual caregiver is not collecting your child, please make sure that you write down the name of the person who is and tell them to bring some form of identification as we may ask for it so we can feel confident that your child will be safe. Please leave a contact phone number, remembering to leave a number where you or someone can be contacted – your home phone number is no use if you are
going shopping and it may be better to leave the work number of your child’s father or the home phone number of grandparents.

An adult must drop off and collect your child unless staff have been notified otherwise – children will not be released to siblings without prior discussion with staff.

**Car Parking:** Car parking is available in the Kindergarten carpark (north of the building), on Adams Road (east of the Kindergarten) and on Washington Drive (west of the Kindergarten). In the Kindergarten carpark, please observe the reserved staff and handicapped parks and leave those spaces free for the vehicles they were intended. Please observe school speed limits when driving near the Kindergarten (Adams Road and Washington Drive) and remember to stop for schoolchildren on the two Adams Road crossings. Please **DO NOT** park in the Playford Primary School grounds at all.

**Dress:** Please dress your child in sensible clothes that are suitable for a busy morning or afternoon of play. From time to time your child will get paint on their clothes or they may get wet in the sandpit, so please send along a spare set of clothes each day. Play can be messy, so please be patient with your child if they do get wet or dirty and as they gain experience with the different activities they should remain cleaner in time. We provide smocks and puddle pants and children are encouraged to put them on if they are likely to get dirty.

All clothing should be clearly named – particularly hats, shoes, socks and jumpers.

**Snack:** The Centre has a healthy food policy, so please try to send fruit or something reasonably healthy for a snack. We appreciate that there will be times though that some children will bring treats for one reason or another.

We encourage children to drink fresh water during the session and water is provided for children to access as they want.

**Lost Property:** Please check the lost property basket – under the desk at the back entrance – if you misplace anything at Kindergarten. Please try to discourage your child from bringing toys from home, as it is likely that they may become lost or broken and your child will become distressed.

Please label everything you can so that your child’s belongings can be returned to them. We have a company which will print labels for you and we encourage you to order online at [www.younameitlabels.com.au](http://www.younameitlabels.com.au) and when asked for a fundraising code, enter arccsa0203.

**Sun Smart Policy:** Staff will model appropriate sun smart behaviour and we include it as part of our program. All children must wear a hat outside at all times during Terms 1 and 4 and we encourage them to also wear a summer or winter hat in Terms 2 and 3. When the weather is very hot, children will be encouraged to play indoors or under the verandah. Sunscreen should be applied **before** coming to Kindy, particularly in Terms 1 & 4.
Sick Children: If children appear unwell, have green runny noses, unexplained rashes, discharge from eyes or a temperature we ask that families will keep them home until they are better or have been cleared to attend Kindergarten by a doctor.

Medication: Generally children who require medication during Kindergarten sessions should remain at home until they are well except where the medication is part of a management plan for an ongoing or chronic condition such as asthma. Where children have ongoing health concerns a health management plan will be completed in consultation with families, medical practitioners / specialists and teaching staff. Any medication brought to Kindergarten must be –

- In the original container with the child’s name, dosage and date prescribed able to be read
- The medication, instructions and any necessary adjuncts are all placed in a named, clear container and placed on top of the fridge in the kitchen
- Staff must be informed that medication is due
- Record on the sign-on sheet what time medication is to be given

MEDICATION MUST NEVER BE LEFT IN YOUR CHILD’S BAG.

If any aspect of your child’s health management plan changes, please see staff and have your doctor update where necessary.

Regular Attendance: Attendance at Kindergarten is not compulsory but we know that regular attendance at Kindergarten sets a good pattern for school attendance and future success at school. It helps children develop and maintain friendships and they become more secure at Kindergarten and have greater involvement and control in their learning experiences.

If your child is going to be absent for a while or develops a contagious illness, can you please phone the Kindy and let them know.

Star Pockets: Each child has a named ‘star pocket’ for newsletters, notes, fliers, receipts, etc. Please remember to check your child’s star pocket regularly as it is our main way of communicating with your family.

Parent Contribution Fees: The Pre-school Parent Contribution fee is set by the Governing Council and is reviewed each year by the Governing Council to ensure that we are able to meet operating costs – electricity, gas, security, maintenance, resources and equipment, materials, etc. Fees can be paid up-front for the duration of your child’s time at Kindy, each term or in installments. Please remember to pay your fees promptly.