Dear Parents and Caregivers,

You are invited to read this information booklet to find out how our centre operates and hopefully answer many of your questions. Please do not hesitate to contact any of the staff about anything you are unsure of at any time.

**Age children may start Pre-Entry**
In the term the child turns four they may attend kindergarten 1 session per week.
It is a lot easier to settle a child into kindy if you are not trying to fill out forms at the same time so we recommend picking these up and filling them in before your child’s first session. They may be picked up Monday, Tuesday or Wednesday between 9.00 a.m and 3.00 p.m.

**Pre-Entry Sessions**
Wednesday 8.45 a.m. – 12.00 noon.

provided next to the box. Please fill in your child’s name, what you are paying for and how much is enclosed.
We are unable to give change so please pay with the correct change or by cheque (payable to “Leigh Creek Kindergarten”).

**Governing Council**
The Governing Council is the parent body that supports the Kindergarten. Meetings are held twice per term on Wednesdays at 3.00 pm. Minutes are distributed to all families and everyone is invited to attend. The Treasurer and Director report to each meeting. Governing Council has been involved in maintaining and upgrading the grounds, fundraising and finances.

**Contacts**
Kindergarten Phone: 8675 2119
Fax: 8675 2036
Email: kindy.director@leighkgn.sa.edu.au
**Library**
Each Monday the children visit the school library. They are encouraged to borrow a book which is on loan for a fortnight. All books can be returned through the kindy by placing in the library basket or returned yourself.

**Parent Help**
*Parent help is always welcome.* It enables parents to be involved in their child’s learning and gives staff more time to work with smaller groups of children. Involvement can be directly with the children, at home or out of hours.

**Fees**
Kindergartens all rely heavily on fees to provide materials for the children and maintain the centre.
Fees are currently set at $1.30 per session with full days being 2 sessions.
All money is taken care of by a voluntary Treasurer. To help them please place all money in the silver box in an envelope.

**Full-time Kindergarten**
Full-time kindergarten involves four sessions per week for four terms before beginning Reception at school.
Children must be four before the beginning of the term they begin full-time kindergarten.

**Session Times**
Monday 8.45 a.m – 3.00 p.m.
Tuesday 8.45 a.m – 3.00 p.m. Weeks 2, 4, 8 only.
Wednesday 8.45 a.m. – 3.00 p.m.
Please note that a full day of Kindy counts as two sessions.

**Programme**
All kindergarten sessions are programmed by staff using the SACSA Framework.
Kindergarten is play-based and children are encouraged to participate in a range of different activities.
We aim to both build and extend each child’s knowledge and experience that they bring to kindy.
We value the knowledge parents have of their own children.
**What to bring to kindy**

*All items must be labelled!*

- Broad-brimmed or bucket hat
- Fruit – 1 piece per day
- Lunch - for full days
- Drink – optional as water is always available
- Spare change of clothes to be kept in child’s bag in case of need
- Toys – please do not bring toys from home as they can easily be lost or damaged and the kindy cannot be responsible for them.

**Dropping off and Picking up Children**

Please bring all children inside to us in the mornings.

Please let us know if anyone different will be picking up your child.

Please try to always pick up your child on time – young children become very upset if no-one turns up when they are expecting them!

If for any reason you are delayed please give us a ring.

Please use the car parking spaces and not the bus parking area directly outside the kindy.

Children may travel on the school bus if there are enough seats. They may travel to kindy each morning and in the afternoon but will need to be picked up after Pre-Entry sessions from the kindy at 12.00 noon.

**Kindy Clothes**

Children play at kindy in all sorts of activities and they will be active and become dirty! We recommend:

- older clothes that the children don’t have to worry about keeping clean
- shoes and clothes that are easy to run in – eg sneakers or sandals, not slip on or high platforms and heels.
- clothes that can be managed easily and independently at the toilet
- sending a spare set of clothes in case of any accidents.

**Sunsafe Policy**

The kindergarten has a policy that requires the children to wear a broad-brimmed or bucket hat at all times outside all through the year. It also requires children to wear clothing with sleeves (short sleeves are OK). The kindergarten does sell hats and kindy polo shirts that can be purchased at the kindy at cost price.

Children who do not have their own hat or suitable top any day will be expected to wear one provided by the kindergarten or stay under shade.