Cleve District Children’s Centre

Our Philosophy
At Cleve District Children’s Centre, we believe our role is to support, teach, nurture, challenge and encourage children to become the best they can be.

We strive to provide a safe, secure environment that inspires and challenges children to learn, take risks and explore through play.

We acknowledge and respect the importance of a child’s family and build positive relationships based on trust and open communication.

We value the importance of belonging to and being supported by our community.
Welcome to Cleve District Children’s Centre

We hope that your time at our centre is happy and rewarding for both you and your child.

1. Starting Preschool
Starting Preschool is a big step in a child’s life. It is often the first step outside the secure home and family environment. The child must get to know and come to feel secure in the care of new adults. He/she must become part of a group - make friends, share toys and ideas, cope with frustrations, find out and remember where things are, learn rules and share staff’s attention with many other children. Most children need extra re-assurance during the initial settling in period. Parents / caregivers are encouraged to stay with their child during this period, the length of which will vary from child to child. A successful settling in period will result in a happy, confident child who is eager for new experiences and learning. The effort spent is well worth it.

2. Staff
Director: Bronwyn Smith
Teacher: Michelle Hartwig

Rural Care: Lisa Gerloff, Fiona Harkness, Sandra Clements, Zoe Traeger, Tash Rosenzweig, Kaila Kirvan

3. Programs
In 2014 Programs were run as day sessions from 9.00 to 3.00 pm, Children using school buses arrive from 8.30 to 8.50 and depart at 3.10. 2015 may change to 8.45 to 3.10.

Pre-entry.
This program is an introduction to “Kindy life”, offered when space permits during the term prior to starting Preschool. It is especially important if your child has no previous experience at the centre. The session in which this is offered will vary according to the centre’s enrolment numbers, and will be discussed before enrolment.

Preschool: As of 2012, each child is entitled 15 hours a week of preschool for 4 terms prior to starting school. We are unsure how this will look in 2015 as it is depend on State Government funding. We may offer 2 days a week for terms 1, 2 and 3 then 3 days a week for term 4 or something similar.
4. Arrival and Departure

Children must be signed in and out each day.

Please bring your child into the centre on arrival, and meet your child inside before you take him/her home. This ensures staff are aware of his/her movements and may share with you any relevant information. Please inform staff if anyone other than a parent/caregiver is to collect your child.

Please respect staff’s right to this time by delivering and collecting your child on time as staff have limited time to consult, prepare for sessions and clean up.

Bus children are collected from and delivered to buses by staff.

Please do not park in the bus zone in front of the centre between the hours of 8.30 and 9.00 am.

5. Attendance

Please contact the centre if your child will not be attending. This is particularly important if they are receiving support requiring extra staffing.

6. Health

Any child enrolled at the centre that has an ongoing medical condition such as asthma or allergy MUST have a medical plan in place before attending. Copies of this plan are available from the centre and/or from a Doctor, and require a Doctor’s signature.

Please note that staff are not able to dispense medication of any sort without such a plan. If the plan requires medication to be given, this must be in date and in the original container, labelled with the child’s name and dosage instructions from a Pharmacy.

Please notify the centre if your child is unwell. Some health conditions are highly infectious and your child may need to be excluded from the centre. eg chicken pox, mumps, measles.

7. Fees

Fees form a crucial part of our budget and are set annually by Governing Council. Currently our fees are $60 per term.

8. Food / Drink

Our Nutrition policy is included in your enrolment package.
Children require a named water bottle which can be refilled as needed throughout the day and a separate, named lunch bag/box (preferably insulated). These are stored through the day on the lunch box trolley. This makes it easy for children to access and enables us to keep food away from weather extremes. Children normally have fruit time at around 10.00am with lunch at 12.00. They also have an afternoon option for a further snack if they choose.
9. Clothing
The centre is not the place for best clothes. Children need to feel able to take part in activities without the constraints of keeping clothes spotless. Staff endeavours to keep smocks on children for messy activities, but it is inevitable that clothes will get dirty. Clothes need to allow free movement, and be easy for the child to manage for toileting. Please supply a spare set of clothes in your child’s bag for the odd “emergency”. Footwear needs to allow for safe active play. Thongs or backless sandals are not suitable. Please label everything. Clothing which is labelled is easy to return and saves a lot of problems!

10. Sun Smart Policy
Children are required to wear a broad brimmed or legionnaire’s hat from September 1st to the end of term 1. Children without hats will be confined indoors or to shaded areas when outside. Staff will apply sunscreen in the morning before outdoor play and straight after lunch. If you prefer your child to wear their own sunscreen please let us know.

11. Communication
Each child has a named pocket which is emptied of general information, newsletters etc. before leaving each day. Children will bring these items home in their named plastic “book” bag. In addition a small notebook is given to each child for daily information sharing between staff and Parents. This is checked daily for notes and will contain any individual messages from the staff to you.

Children love to show and share these with friends. We recommend that these be brought with the parent(s) and leave with them or be kept in their bag. Those kept at Kindy invariably get lost or broken causing great distress. Please note that staff are not responsible for the safekeeping of these items.

13. Parent Library
We have a small collection of books, videos and pamphlets on items of interest to parents. Some are free for you to take, others available for borrowing. They are displayed in the foyer so please make use of them.

14. Governing Council
The centre is managed by a parent committee called the Governing Council, which meets once a month at the centre. Membership is determined at the beginning of the year, and all parents are eligible to be elected. Among other things, the Council is responsible for Planning the use of centre funds
Promoting interest in the centre throughout the community
Fundraising activities
Assisting in planning of the future directions of the centre.

15. Curriculum / Reporting.
The Centre Curriculum follows the Early Years Learning Framework which is based on the following areas of learning:
- Children are effective communicators
- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children are confident and involved learners
- Children have a strong sense of wellbeing.

Expanded information on the curriculum is displayed in the centre.

The centre curriculum is play based and child centred.

At the end of each term your child will bring home their “Special folder” - a collection of their learning, work samples and photographs during the term. We ask you to share this with your child and write a comment. In the last week of Kindy we celebrate their learning with a special presentation of their 'Special folder'.

16. Transition to school
The preschool children will have several visits to various parts of the school during your child’s time with us. More formal transition visits to classrooms in the term prior to your child beginning reception will be timetabled and you will be notified by letter. These arrangements are arranged jointly between the school and Kindergarten.

17. Child Safety
There are several systems in place to insure children’s safety while at the centre and policies underpinning these systems are available for you to read at any time. The policy book is in the front foyer. These include such things as
- Protective practices,
- Evacuation, Invacuation Procedures, Bushfire policy
- Behaviour Guidance code,
- Parents concerns and complaints procedure,
- Sunsmart etc.

In addition staff must undergo police checks, hold a first aid qualification and are Mandated Reporters, requiring them legally to report suspected abuse.

In the event that there is an incident where a child needs medical attention staff will access assistance as necessary. Please be aware that any medical / ambulance costs incurred are the responsibility of the parents/ caregivers.
18. Photographs
Centre organised photos of children enrolled in the preschool program are taken once a year, normally in term 3, by specialist photographers. Purchase of these is voluntary.

19. Banking
Bank SA visits weekly to process deposits. Packs to open accounts may be obtained from the bank or we can access this for you on request.

20. Visiting Health Care Professionals
Speech Pathologists and Occupational Therapists who visit fortnightly from Whyalla provide free services to children under preschool age, and you may request their help at any time. We can assist with forms. Once a child is at preschool the speech pathology service is provided by DECD through the Whyalla office, but the OT remains the same. In addition, Busy Bee Screenings are normally hosted twice a year and 4 year old CAYHS checks are offered through the centre.

Thank you for taking the time to look at what our centre offers.

If you would like to take an active role as a volunteer helper, or a council member, or in any other way, please contact us. We would love to talk to you about how we can work together for your child.