



# SEAFORD RISE KINDERGARTEN

*“Children are our future”*



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## Information Booklet

## Occasional Care

### Sessions:

Monday:

8:30AM-11.30AM

Or

Monday:

12.15PM-3:15PM



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# Welcome

Members of the staff and Governing Council welcome you to Seaford Rise Occasional Care. We look forward to sharing your child's learning journey with you to ensure that our time spent together will be a happy and fulfilling experience for both you and your child.



Please take time to read through this information booklet as it will help you to gain an insight into our curriculum and routines. It will also outline the policies and procedures to ensure that you have a smooth transition into our Occasional Care community.

At the Seaford Rise Occasional Care we aim to provide a high quality flexible educational programme that is inclusive, equitable and accessible for all children, meeting the needs of individual children and their families. We encourage families to be involved in the services. You are welcome to visit or be a part of our programme after consultation with the Director or a Teacher.

The Occasional Care curriculum is developed by the staff and is based upon the Australian National Curriculum, the "Early Years Curriculum Framework" (EYLF), "Belonging, Being & Becoming." V2.0, 2022

The outcomes that we develop the learning programme around are:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators



## What to do upon arrival at Occasional Care

1. Sign your child in – the sign in sheet is on top of the cube where children's bags are stored under the veranda.
2. Encourage your child to put their own occasional care bag into the cubes provided under the veranda.
3. Apply provided sunscreen to your child's exposed body parts, located on the large table.
4. Please say 'goodbye' to your child before you leave.

# Routine Components

## Morning Session 8.30 – 11.30 AM

- **8.30 - 8.45 AM** – Start of Occasional Care Session. Saying goodbye to parents/ caregivers. Free Play indoors and outdoors.
- **8.45 - 9.15 AM** - Yarn Circle (group time) building a sense of community. Lead Educator of Occasional Care and all the children come together for programmed intentional teaching. These experiences can be based on literacy and numeracy, movement, music activities, other shared experiences.
- **9.15 - 11.00 AM** - Progressive snack time. By providing a progressive snack time the children have a choice of when they would like to eat, and snack time becomes an integrated activity within the session. This allows children to continue their play undisturbed.
- **9.45 – 11.30 AM** - Outdoor and indoor free play. Children can freely choose indoor or outdoor play. At this time, the lead Occasional Care Educator offers programmed intentional teaching experiences to the children based on the prepared planning cycle.
- **11.30 AM** – Conclusion of Occasional Care.

## Afternoon Session 12.15 – 3.15 PM

- **12.15 – 12.30 PM** - Start of Occasional Care Session. Saying goodbye to parents/ caregivers. Free Play indoors.
- **12.30 – 2.00 PM** - Progressive lunch time. By providing a progressive snack time the children have a choice of when they would like to eat, and snack time becomes an integrated activity within the session. This allows children to continue their play undisturbed.
- **12.30 – 2.30 PM** - Outdoor and indoor free play. Children can freely choose indoor or outdoor play. At this time, the lead Occasional Care Educator offers programmed intentional teaching experiences to the children. These are based on the prepared programme and planning cycle.
- **2.30 – 2.45 PM** - Clean up song and collaborative pack up between Occasional Care and Kindergarten children.
- **2.45 – 3.00 PM** - Last eating time offered.
- **3.00 – 3.15 PM** - Yarn Circle (group time) building a sense of community. Lead Educator of Occasional Care and all the children come together for programmed intentional teaching. These experiences can be based on literacy and numeracy, movement, music activities, other shared experiences.

## Hours of Care

Day	Over 3's Session	
Monday	8.30 – 11.30AM	Morning
	12.15 – 3.15PM	Afternoon

## Collection of Children

If someone other than a parent is collecting your child from an Occasional Care session, please ensure their details have been recorded on your child's enrolment form under 'Authority to Collect' or as an 'Emergency Contact'. You must contact the kindergarten prior to this.

Should an emergency arise, and you are unable to collect your child, please phone the Kindergarten to let us know who will be collecting your child in your absence.

When coming and going from Occasional Care/ Kindergarten, please ensure the gates are closed behind you and that no one goes through the gate other than you and your child/children.

## Car parking

Please note that the car park on the southern side of the Kindergarten is for Kindergarten/Occasional Care and School staff parking only. Families are permitted to park on Grand Boulevard, which has a 25km/h speed limit when children are present. The Kindergarten disabled car park is the designated and signed park closest to the Kindergarten for disable permit users only.

## What to Bring to Occasional Care

- Bag
- Hat
- Fruit/healthy snacks
- Drink bottle (water only)
- Lunch box
- Ice brick (to keep lunch box contents cool)
- Spare clothing in a plastic bag
- Any Medication (*see Medication page*)

**PLEASE ENSURE THAT ALL ITEMS ARE LABELLED CLEARLY, AND YOUR CHILD IS INDEPENDENTLY ABLE TO MANAGE THEIR BELONGS.**

### **PLEASE DO NOT BRING TOYS**

Children often get distressed if they bring a toy to Occasional Care and it is then lost or broken. Please support us by keeping children's toys at home.

## Hat

Your child will need to bring a named broad-brimmed or legionnaire hat. Please ensure any drawstrings, cords, or straps without a quick release under the chin are removed, as these pose a significant safety risk. Our centre follows a strict “No Hat, No Outdoor Play” policy, in line with recommendations from the Anti-Cancer Foundation. Hats are required whenever the UV index is forecasted to be 3 or above, which can happen even during winter months. To be safe, please pack a suitable hat every session.

We encourage children to develop independence by taking responsibility for their belongings. Please help by ensuring your child applies sunscreen before arriving or please apply upon arrival. We will also provide sunscreen on the large kindergarten sign in table.

As part of our sun protection guidelines, children should wear clothing that covers their shoulders.



## Clothing

A child’s Occasional Care and Kindergarten years is a special time where children have the opportunity to explore, grow and develop through the use of a wide range of learning experiences.

You can support your child by:

- Dressing your child in clothing and footwear that is suitable for climbing, running, jumping and swinging, and can withstand paint, glue, sand etc.
- Sending a change of clothes with your child (please place spare clothes in a plastic bag in their Occasional Care bag. Name all of your child’s belongings).
- Ensuring that clothing covers your child’s shoulders.

Our online provider, Edu Threads, offers the option to purchase Seaford Rise Kindy clothing. While not mandatory, many families appreciate this convenient option as a way to help build a sense of community and belonging.

Please visit: <https://eduthreads.com.au/collections/seaford-rise-kindergarten>

## Food/ Snacks/ Drinks

Your child will need to bring healthy food/ snacks to Occasional Care. We encourage healthy eating in compliance to the Rite Bite food supply and nutrition policy for preschools. We are finding that children are hungry early on in the day and progressive times are a wonderful part of our routine, which supports the wellbeing of children.

We are an **ALLERGY AWARE** centre; therefore, **NO NUT PRODUCTS** are to be brought into the centre e.g. Peanut Butter, Nutella or Nut Bars. Please check packaging labels carefully. See our Healthy Eating Policy for more information. If you have any questions, please see a staff member. Children’s named lunch boxes (insulated, containing a cool pack/ ice brick) are kept in their bags. When children feel hungry, they may go to their bags, get their lunch boxes, and sit at a table under the veranda to have their snack.

In the afternoon session of Occasional Care children (please refer to the Routine Components) are able to eat over an extended period and also at 2.45PM. The children gather under the veranda to have their lunch and engage in shared conversations with educators and peers. At 2.45 we gather

inside on our mat before we start Yarn circle.

Visit [www.education.sa.gov.au/sites/default/files/right\\_bite\\_manual\\_colour.pdf](http://www.education.sa.gov.au/sites/default/files/right_bite_manual_colour.pdf) for more information

## Drinks

We encourage children to drink water at Occasional Care only. Please supply a named drink bottle of water to be kept in your child's bag.

## Medication

If your child suffers from a medical condition or allergy, Occasional Care will require a Health Care Agreement and Health Care Plan (and any further required documents) from your child's doctor to ensure that the staff can support your child in their health needs. Please see the Lead Educator of Occasional Care for the appropriate forms or for more information. **Under no circumstances should any type of medication be left in children's bags.**

## Behaviour Support

Positive reinforcement and encouragement for appropriate behaviour is modelled by staff. Redirection/distraction and early intervention to avoid escalation of conflict are practiced as well as communication and problem-solving skills that encourage self-awareness and self-discipline.

**Consequences for inappropriate behaviours must reflect the dignity and rights of the child.**

Children are encouraged to develop social skills that will allow them to resolve conflicts and meet their needs without the use of aggressive or destructive behaviours. We encourage children to respect themselves and others and have staff members guide children's behaviour and provide clear guidelines as to why a particular behaviour is unacceptable while they are at the Occasional Care.

## Fees

Fees are payable for each session your child/ children attend. The account will be sent via Dojo or given personally. All fees are to be paid as soon as possible

If you have any difficulty in paying fees, please speak to the Kindergarten Director.

Internet Payments (preferred method)

ACCOUNT NAME:	Seaford Rise Kindergarten
BSB:	035-087
ACCOUNT NUMBER:	127580
REFERENCE:	Child's name

Internet payments will be reconciled week. If a receipt for internet payments is required please request.

Health Care and Pensioner Concession Card Holder	No fee relief
1 <sup>st</sup> Child \$1.50 per session	1 <sup>st</sup> Child \$5.00 per session

## Forms of Communication with Parents

The primary form of communication is through the Class Dojo App, a safe and simple communication app for educators and parents. In the case of an injury or incident, the nominated care giver will be notified by phone call or message via the Class Dojo app or Kindy mobile phone (0448 175 897). It would be useful to put the kindy mobile number in your contacts.

## Absence

Please advise staff of any child absences. To enable each child to gain maximum benefit from the Occasional Care programme, it is essential that children attend regularly.

If your child is running a temperature or showing any signs of being unwell you must keep them at home. Please keep children home for 24 hours after the last episode of any vomiting or diarrhoea to aid your child's recovery and to prevent the spread of infection. We also ask for notification in the incidence of infectious or contagious diseases in the family.

## Detail Changes

If at any stage during your child's time at Occasional Care there are changes to your circumstances such as telephone number, address, family situation, intended preschool and medical conditions, it is important that you inform us as soon as possible to ensure we are able to provide the best quality care and education for your child.

## Emergency Policy

All children in attendance at the Occasional Care are signed in/out by you on an attendance sheet when they arrive/leave their session. This attendance sheet is used to identify all children in the event of an emergency or evacuation process. It is important to remember to sign your child in/out and to notify us should your child not be attending Occasional Care for their nominated session. Evacuation and lock down procedures are practised with the children and staff on a regular basis as required by the Education Department (at least once per term). An ambulance will be called in the case of an emergency. All staff are trained to administer First Aid.

## Assessment and reporting

Assessment and reporting involve collecting information about your child in a variety of ways including:

- Written observations
- Photographs

We encourage you to provide feedback on your child's learning and our program.

## How you can help us

There are many ways that you can help us including: bringing in recycling materials and resources; volunteering your time (Governing Council); offering your services (trade, skill, interest) to improve our facilities or enrich our learning experiences. Please see staff for more information or to offer your services.