



# Kindergarten

# Information Book

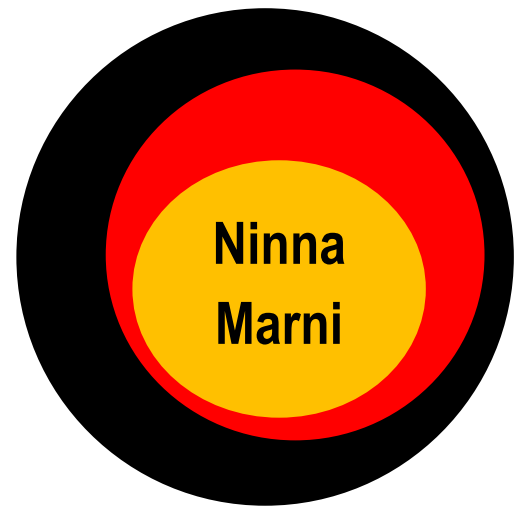


Government of South Australia  
Department for Education

## Welcome to Grove Kindergarten

Ciao Bonjour Ni Hao Buenos Dias Guten Tag

At Grove Kindergarten we play and learn on the traditional lands of the Kurna people. We acknowledge the Kurna people past, present and future as the Traditional Owners of this land and recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kurna people living today.



### The Grove Philosophy



Children form the fabric of learning at Grove. Learning is created through connections within our place and beyond, where wonder, listening, giving it a go, questioning and learning from the past are interwoven through relationships.

Educators curate a journey of encounters, inviting each child to explore and become a powerful learner in an ever changing world where challenges are opportunities to connect and learn.

Families and caregivers are an integral part of the collaborative learning community at Grove, nurturing, supporting and encouraging their child's educational journey.

### More about the philosophy

Fabric, like learning, is created with threads of inspiration, ideas, odds and ends, plans, design and skilled expertise. Learning in a kindergarten is a patchwork quilt of individual children and group contributions; a whole that is greater than the sum of its parts. The quilt, the blanket, the weaving grows; a creation from bits and pieces, brought together into an intricate pattern, a material of many colours and textures.

Our kindergarten is like a bee hive – a mixture of energetic exploration, movement, rest, and coming together. Painting, Lego, blocks, books, book-making, digging, cooking, relaxing, running, water play, climbing...this is just a snapshot of what your child might do as they connect with and explore the world around them at kindergarten.



Nothing summarises our philosophy in action quite like an Outdoor Only Day. Outdoor Only Days are a special part of Grove's curriculum where, children spend the whole day outdoors to experience the natural world in all its variety and wonder. Activities may include cooking at the camp fire, gardening, sand and water play, caring for the chickens, building and digging with natural materials and making bush toys.

## Rhythm of the Day - A day in the life of a child at Grove Kindergarten

Each day at Grove is different. Our rhythm of the day is an indicator of the main aspects of the day. Extra gathering times may be added as necessary. Our goal is to create stretches of time for children to engage in deep learning through sustained play. Rigid times are not allocated as experiences flow through the day.

### 8.00 Welcome, drop off and Parent Sign in



*Grove children are encouraged to participate in the morning routine. Morning snacks stay in their locker. Lunch, in an insulated bag, is put in the trolley and the Afternoon snack in the small green trolley. Drink bottles are placed on the coloured spot in their locker for access throughout the day.*

### 9.00 Mini Morning Meeting and Discovery Time



*After allowing time for children to arrive and settle at kindergarten with (mostly) indoor experiences we have a planned mini morning meeting to set up for the rest of the day. When Discovery Time begins children may choose to play inside or outside once a staff member is outside. Each week children will have their turn to be a 'Grove Garden Gnome'; caring for chickens, collecting eggs, watering the vegetable garden, recycling and doing safety risk assessments.*

### Then Morning Snack



*Morning snack is integrated into the morning discovery session. Children access this from their bags and sit at the round table on the verandah after washing their hands. We encourage children to bring a healthy and nutritious snack and eat it when they feel hungry.*

### Then Gathering Time



*When the tambourine rings children gather together for a group experience. It may be a story reading, game, sing along, movement or dance focussed activity linked to the programme.*

### Noon Lunch

*Children wash their hands and sit to eat their lunch as a group in our courtyard.*

### Then Relaxation Time



*Once children have eaten lunch they participate in a relaxation time with quiet music, audio stories, yoga and other mindfulness experiences. Santa sometimes crochets a blanket so on the cold days they can snuggle with a rug they have watched being made.*

### Then Discovery Time — indoors or outdoors

### Then Pack Up Time

### Then Gathering Time

*When the tambourine rings children gather together to mark the end of the day.*

### 3.30 Collect children and parent sign out

*Please come inside the kindergarten to collect your child as staff will only dismiss a child to your care once their collecting adult has been sighted. You are also welcome to stay and listen to a story or game.*

*At the end of the day children can be collected by staff from Cranley House or Parkside Out of School Hours Care staff for after kindy care (please arrange with the relevant service)*

## Session Times 2025

**Group 1: Monday & Tuesday: 8:00am – 3:30pm**

**Group 2: Wednesday & Thursday: 8:00am – 3:30pm**



## Daily Requirements

### What to Wear

Wear **comfortable clothing and shoes** that will be easy to run, climb and play in. Please ensure you dress your child in clothes that you don't mind getting a little wet, painty and messy. In Terms 1,3 & 4 be mindful of clothes that offer protection from the sun.

### What to Bring

1. Change of clothes (extra T-shirt, jumper, pants, underwear and socks)
2. Labelled sun hat in Terms 1, 3 & 4
3. Named water bottle filled with water (sweet drinks attract ants-please avoid)
4. Labelled lunchbox with a nutritious lunch. (Use an ice pack inside the lunch box during warmer months, to ensure your child's food is kept cool.)
5. A nutritious morning snack in a separate named container
6. A nutritious afternoon snack in a separate named container
7. Named roll-on sunscreen (To be kept at kindy for children to apply independently).



### Ideas for Snacks and Lunchboxes



We encourage the children to eat nutritious food and to drink water throughout the day. Our focus is on children learning about nutrition and eating the foods that help their bodies move, learn and grow. We also encourage families to reduce or eliminate packaging in their lunchboxes by using re-usable containers, as this greatly supports your child's learning about sustainability.

Nutritious ideas include wraps, dumplings, sushi, rice, noodles, roti, sandwiches, yoghurt, cheese, crackers, fruit, baked beans, vegetables, hard boiled eggs, sliced meat, tofu and tasty dips.

### What to Do at Drop Off

An educator will welcome you at the verandah once you enter the main gate. Please help your child to place their name rock into the beaded basket and have a go at 'signing in'. Please help your child pick a locker to place their bag and morning snack in, with their drink bottle placed on the coloured dot. Lunch boxes go in the big trolley. Afternoon tea goes in the small green trolley. Staff store these in the kitchen until lunch time to keep them cooler.



### Greetings and Settling

Greet an educator with your child and help connect your child with an activity before saying goodbye. You are invited to stay as long as you need to settle your child. If you are concerned that your child will be upset when you leave, please speak to an educator who will work with you to make the process as smooth as possible.

Notify a staff member and write a note in the sign-in book if your child is going to be collected by an Out of School Hours Care (OSHC) staff member or someone other than yourself. This person should also be recorded and authorised by a parent/guardian on the preschool enrolment form.

### What to Leave at Home

Please leave toys and special items at home to ensure they are not lost or broken throughout the day. If your child requires a security toy, please speak to an educator to help you arrange this.

At times we may ask children to bring things from home that relate to the programme or you may have something to contribute which may add to the programme and is of special interest (eg: a found bird's nest, special shell, leaf or favourite book)

### A note about Safe Use of Digital Technologies

At Grove we have a safe use of digital technologies and online environments procedure for our work with children. It emphasises that images and videos of children are only taken and stored using service-issued devices by authorised staff, with prior parental consent. It discourages the use of personal devices by parents and visitors. We ask to parents to avoid bringing children's personal devices from home\* and reminded you not to take pictures of other children in the kindergarten or at Grove events. Parental consent and child assent is a key component of our procedure. Ask a staff member to find out more. \*AAC and medical devices are to be approved prior to use at Grove

## Staff



### Director

Victoria Willcox (Mon, Wed-Fri)

Kate Bolton (Tue)

### Early Childhood Worker

Santa Dimopoulos (Mon-Thu)

### Teachers

Kelly Patrick (Tues-Fri)

Kate Bolton (Mon, Tue, Fri)

Harshini Beligaswatte (Wed-Fri)

## Fees and account information

Kindergarten Fees: \$280 per term (This fee covers excursions, performances, travel costs and visitors)

BSB: 105 032

Account: 147035240

Invoices are issued and distributed termly.

## Newsletters

A regular Grove newsletter is emailed to parents most Fridays. This will include information about kindergarten activities, forthcoming Grove community events, governing council decisions and the focus of current learning programme.

## Absences

**Grove Kindy Absences Number: 0417 092 487**

**Email: [info.grovekindy436@schools.sa.edu.au](mailto:info.grovekindy436@schools.sa.edu.au)**

Please text, email or call the educators as soon as possible if your child is going to be absent, and indicate whether this is for family reasons or sickness for our records. In the case of infectious diseases, it is important that staff know the reason for the absence. This information will be kept confidential.

## Medical Conditions and Allergies

Staff will seek emergency assistance for your child as required (eg: medical practitioner, ambulance or hospital). Parents/caregivers will be responsible for any costs incurred. It is the responsibility of parents to provide adequate information regarding their child's health conditions. Where a diagnosed medical condition or allergy is



identified, additional documentation such as health care plans, medication agreements, and first aid plans will be required for completion in collaboration with the director. This information is important to inform the staff on how they can support your child at kindergarten. Any medications are to be given to an educator on arrival. Medications are then secured in a clear container with your child's name and photo. **Medicines can not be kept in your child's bag under any circumstances.** All staff hold First Aid qualifications including CPR updated annually. We are a nut-free and allergy-aware kindergarten. Please ensure that staff are informed if your child has any allergies or sensitivities we should be aware of.

## Toileting

Children are encouraged to manage their toileting needs independently at kindergarten. Staff understand that each child learns at their own pace and will provide support as they learn the skills to be independent. Clothes such as trousers with elastic waists can further support your child's autonomy. If your child has specific toileting requirements please discuss this with us prior to the start of kindergarten so we can support them appropriately.

## Uniform

Children aren't required to wear a uniform to kindy. However, Grove hats and polo shirts are available for purchase if you wish.



## Birthdays

We sing 'Happy Birthday' to celebrate this special day in your child's life with a lovely birthday sticker. Please note that due to our allergy awareness and healthy eating policies, we ask that parents do not bring any food to celebrate.

## Car Parking

Car parking is available on the street. Please **do not** use the Kindy driveway for collecting or dropping off your children. The driveway is for council, staff and disabled permit cars only.

## Parent Involvement

There are many different ways to be involved at Grove and we encourage you and your family to engage with us in what ever capacities suit you and us. At any time you are welcome to stay with your child and join in with the days experiences such as reading stories, playing in the sandpit or gardening. There will also be times when the kindergarten will invite parents to come and be involved in different and specially planned experiences, such as helping out during our Outdoor Only Weeks. Other experiences you may like to volunteer for are cooking with a small group, sharing a special skill to enrich the children's learning program, assisting with administrative tasks such as covering books or typing, becoming a member of the Governing Council, caring for our garden, being involved in end of term cleaning on the last week of term, participating in social functions, responding to questionnaires and giving feedback on specific matters, volunteering for the laundry roster, caring for the chickens on the weekend or during the holidays.

## Getting involved in your child's Grove learning at home

Learning is happening all the time for children (and adults!), at kindergarten and at home. We encourage families to learn at home with us and we will learn alongside you. At the beginning of the year we will ask each family to make a 'Belonging Card' with their child to bring to kindergarten which shares important aspects about your child with the group. As we have been doing this for a number of years we have books for each year's children and it is wonderful to look back at children (and siblings) who have been here before and are part of our Grove community.

## Governing Council

Volunteer parents are elected to the governing council at the Annual General Meeting at the start of each year. The council meets twice a term and works in partnership with the director and educators to manage the kindergarten. The council assists with decisions around policies, facilities, maintenance and budget priorities.

Joining the governing council is a rewarding experience and enables you to actively participate in your child's kindergarten. It offers a wonderful opportunity to get to know other parents and have a deeper understanding of the kindergarten. Minutes are kept of all meeting and copies are kept in the office. All parents are welcome to read them at any time. Important information from council meetings will be included in the 'Grove Friday News' where relevant.

## Chickens

During the term breaks and on the weekends we ask families to volunteer to care for, feed the chickens and collect the eggs. This is a great experience, particularly if your child is anxious about beginning kindergarten to help out and have some extra kindy play time!



To be a member of the governing council or a regular volunteer you must provide an up-to-date Working with Children Check. [screening.sa.gov.au/applications](https://screening.sa.gov.au/applications). AND

Complete the RRHAN-EC online training.

Certificates for both must be provided to the Director

## Excursions

Parent helpers are often required to assist with kindy excursions and we would welcome your involvement. It is a valuable way to support the children's learning and build a sense of community amongst Grove families.

## Family Events

Regular family events and celebrations are held to bring the community together and organised by Governing Council in liaison with the staff. They are reflective of the curriculum and the kindergarten's philosophy. We encourage you to make the most of these opportunities.

## Working Bees

Grove holds occasional working bees and we would welcome you to join in. Tasks may include gardening and weeding, minor repairs, organising toys and storage spaces. Please keep an eye on the weekly newsletter for dates if you are keen to attend. It is a great way to meet other families, encourage your child's pride in their learning environment and become more familiar with the kindergarten.

## Learning Design, Curriculum and Assessment at Grove

Grove Kindergarten uses 'The Early Years Learning Framework for Australia (EYLF v2, 2022) Being, Becoming and Belonging' to design a curriculum and inclusive learning program for all of the children at our centre.

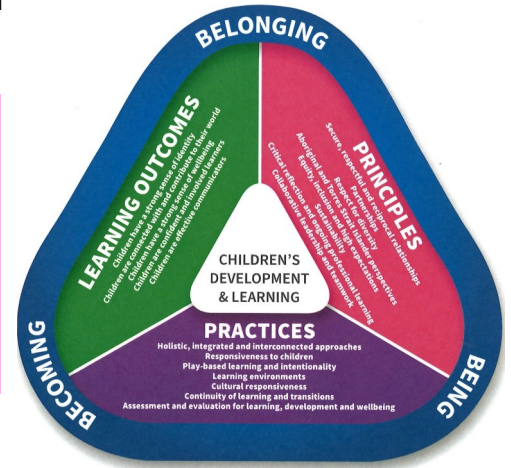
All children engage in learning that promotes confident and creative individuals & successful lifelong learners.  
All children are active and informed members of their communities with knowledge of Aboriginal and Torres Strait Islander perspectives.

The EYLF describes eight principles from contemporary theories and research evidence which underpin high quality teaching practice in early childhood for young children.

Our Grove educators draw on a rich repertoire of teaching practices to promote learning.

### Principles

- Secure, respectful and reciprocal relationships
- Partnerships
- Respect for diversity
- Aboriginal and Torres Strait Islander perspectives
- Equity, inclusion and high expectations
- Sustainability
- Critical reflection and ongoing professional learning
- Collaborative leadership and teamwork



We have written a Professional Learning Procedure which annually allocates funding to support professional development in excess of that supplied by the Department for Education as we highly value the ongoing professional development of our staff.



### Practices

- Holistic, integrated and interconnected approaches
- Responsiveness to children
- Play based learning and intentionality
- Cultural responsiveness
- Learning environments
- Continuity of learning & transitions
- Assessment and evaluation for learning, development and wellbeing

One of the key practices in the Early Years Learning Framework is play based learning and intentionality.

### Learning through Play

Play provides opportunities for children to learn as they discover, create, improvise and imagine. When children play with other children they create social groups, test out ideas, challenge each other's thinking and build new understandings. Play provides a supportive environment where children can ask questions, solve problems and engage in critical thinking. Play can expand children's thinking and enhance their desire to know and learn. Our educators take on many roles in play with children and use strategies to support learning. We engage in sustained shared conversations with children to extend their thinking. We provide a balance between child led, child initiated and educator supported learning. We create learning environments that encourage children to build attachment. Grove educators recognise spontaneous teachable moments as they occur, and use them to build on children's learning. We actively support the inclusion of all children in play, help children recognise when play is unfair and offer constructive ways to build a caring, fair and inclusive learning community.

### Intentional Teaching

Intentional teaching is deliberate, purposeful and thoughtful. When we engage in intentional teaching we recognise that learning occurs in a social context and that interactions and conversations are vitally important for learning. At Grove we actively promote children's learning through worthwhile and challenging experiences and interactions that foster high-level thinking. We use strategies such as modelling and demonstrating open questioning, noticing and wondering, speculating and explaining, engaging in shared thinking and problem solving to extend children's thinking. A growth mindset is encouraged at all times. Grove educators monitor and document our children's learning in a number of ways.

*The five learning outcomes are designed to capture the integrated and complex learning and development of all children. (EYLF, p.15)*

### Learning Outcomes

- 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.

## Learning Design, Curriculum and Assessment at Grove

The principles, practices and learning outcomes of the Early Years Learning Framework are encompassed by a view of children's lives as characterised by belonging, being and becoming. As children participate in everyday life, they develop interests and construct their own identities and understandings of the world,

### Belonging

Experiencing belonging is integral to human existence. Children belong first to a family, a cultural group, a neighbourhood and a wider community. In early childhood relationships are crucial to a sense of belonging.

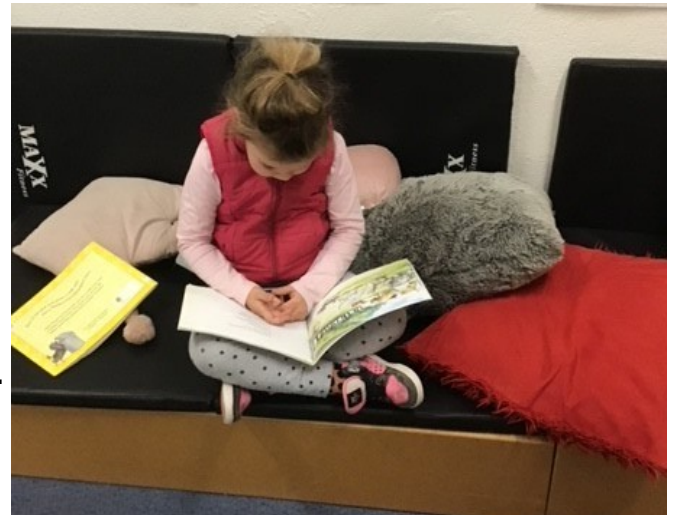
### Being

Childhood is a time to be, to seek and make meaning of the world. Being recognises the significance of the here and now in children's lives. The early childhood years are not solely preparation for the future but also about the present.

### Becoming

Becoming reflects the process of rapid and significant change that occurs in the early years as young children learn and grow. It emphasises learning to participate fully and actively in society.

**At Grove Kindergarten we aim to build a sense, for each child, of belonging to a learning community and being a learner (just like their parents and educators). Their learning and development is monitored by staff, in partnership with parents. At the beginning of their time at kindergarten we observe children, listen to and collect information from parents as we develop individual learning plans and goals for each child. These are monitored at regular intervals and parents will be invited to be part of a learning conversation about their child with a teacher in the first part of the year. Towards the end of the year a Statement of Learning is written to summarise children's learning and involvement which is shared with parents and the school each child will attend.**



## How is literacy and numeracy defined today?

Literacy and Numeracy understandings are an aspect of the learning that children are involved in at kindergarten. The literacy and numeracy indicators are conceptual, behavioural, interconnected and describe the process of children being and becoming numerate and literate.

### Numeracy indicators

- I explore and understand my place & space in the world
- I measure and compare my world
- I analyse and read my world mathematically
- I quantify my world

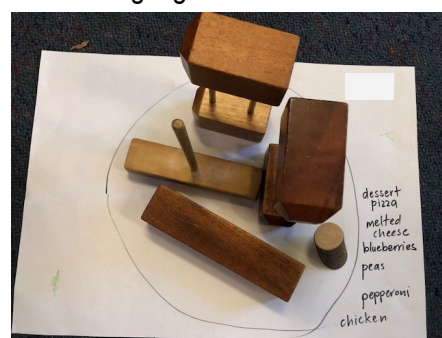
Numeracy is the capacity, confidence and disposition to use mathematics in daily life. Children bring new mathematical understandings through engaging in problem solving. It is essential that the mathematical ideas with which young children interact are relevant and meaningful in the context of their current lives. Spatial sense, structure and pattern, number, measurement, data argumentation, connections and exploring the world mathematically are the powerful mathematical ideas children need to become numerate.



### Literacy indicators

- I use language to connect with my world
- I understand the language of my world
- I engage with texts and make meaning
- I represent my world symbolically

Literacy is the capacity, confidence and disposition to use language in all its forms. Literacy incorporates a range of modes of communication including music, movement, dance, storytelling, visual arts, media and drama, as well as talking, reading and writing. Contemporary texts include electronic and print based media. In an increasingly technological world, the ability to critically analyse texts is a key component of literacy. Children benefit from opportunities to explore their world using technologies and to develop confidence in using digital media.



## A few more notes ...

### When to keep your child at home

Sometimes it may be difficult to know when to keep your child away from kindergarten so we have provided the following guidelines which may be useful.

Please keep your child at home if they

- Are very tired
- Have gastro symptoms eg: vomiting or diarrhoea
- Have vomited in the past 24 hours (even if they say they are feeling better)
- Have an ear infection
- Have any discharge from their eyes, as this is very contagious
- Have a body rash, especially with fever or itching
- Have a sore throat, laryngitis or any viral or bacterial infection
- Have a heavy or persistent cough or swollen glands in the neck
- Have mucous from the nose that is thick and not clear
- Have any other contagious illness or disease



### Additional Services offered by the Department for Education

The following services, offered by the Department for Education are available through negotiation with the staff at kindergarten.

- Bi-lingual support
- Speech and language
- Inclusive Educator
- Psychology
- Social Work

If you are interested in finding out more then please speak with Victoria or Kate.



### School Transitions

Educators work closely with neighbouring schools to ensure the children have a smooth transition.

Transition visits, which occur in the last few weeks of kindergarten, help children become familiar with educators, routines, facilities and expectations. Parents are notified by the school when these visits will take place and are responsible for transporting children to and from the school.

Educators liaise with school educators to ensure they have an understanding of the individual needs of each child.

A statement of learning is written about your child's learning journey while at kindergarten identifying knowledge and interests, strengths and areas needing support.

These will be shared with the school your child will attend.

### Communication

Staff are available to answer your queries at anytime, please talk to or email us if you require any clarifying information about anything mentioned in this information booklet or any other matter. If you would like to have a longer conversation please schedule a time so that this can occur without disruption to the staffing ratios during teaching and learning times.

## Policies and Procedures

As a Department for Education site Grove adheres to the policies of the Department. Where additional or individual policies or procedures are required these are listed below. They are all available for you to read on the kindergarten website (or you can click on the hyperlink—to be added soon) if you are reading this on the web. If you would prefer a paper copy please speak to Victoria as a Policy Folder is also available in the Grove office.

### Grove Kindergarten Policies

Sun Protection Policy

Healthy Food Supply and Nutrition Policy

Hot Weather and Extreme Conditions Policy

Environment and Sustainability Policy

[Social Media Policy](#)

### Grove Kindergarten Procedures

Professional Learning Procedure

Confined Spaces Procedure

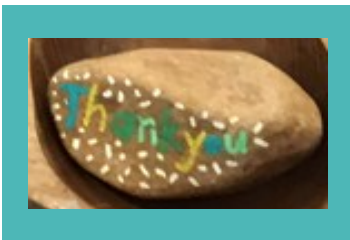
Safe use of Digital Technologies and Online environments

Toileting Procedure

Working in Isolation Procedure

Behaviour Guidance Code

Parent Complaints Procedure



**Thankyou for taking the time to read this information booklet. We hope that it provides an insight into Grove and answers any questions you have. If you feel there is more information that may be useful please speak to staff member as we are always looking for ways to improve our service to the**

**Grove families and community.**

### Contact Details

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