

**Policies:** All our policies are available for you to read in the parent information area on the verandah.

**Contact Persons:**

Approved Provider: *Department of Education and Child Development*

Nominated Supervisor: *Amy Mudge*

Certified Supervisors: *All our teachers are Certified Supervisors*

Educators: *All our Early Childhood Workers are appropriately qualified*

**Regulatory Authorities:** Our Service complies with the National Quality Framework (NQF) including the National Quality Standard (NQS), the Early Years Learning Framework (Belonging, Being, Becoming) and the National Regulations (Education and Care Services National Regulations).

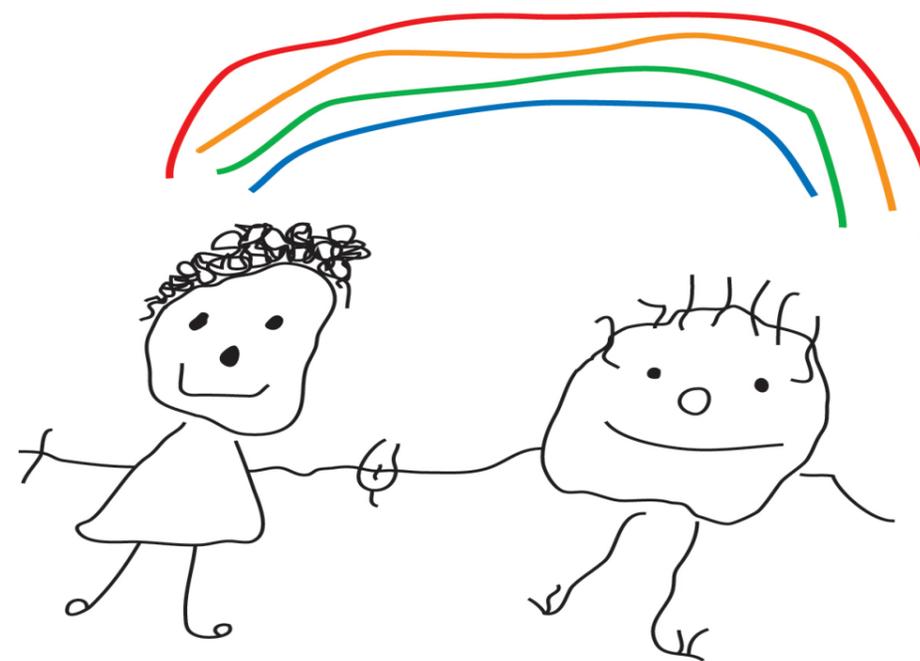
Our Service is regulated by the new national body for early education and care – the Australian Children’s Education and Care Quality Authority (ACECQA) as well as the state licensing department in our State/Territory. To contact our Regulatory Authority, please refer to the contact details below –

**South Australia**

Education and Early Childhood Services Registration and Standards Board of South Australia

[www.eecrsb.sa.gov.au](http://www.eecrsb.sa.gov.au) 1800 882 413

[9nationalqualityframework@sa.gov.au](mailto:9nationalqualityframework@sa.gov.au) GPO BOX 1811, ADELAIDE, SA 5001



**Adams Road Children’s Centre**  
**‘Supporting your child’s early learning’**

33 Adams Road (PO Box 548)

Craigmore SA 5114

Phone: 08 / 8254 6616

Fax: 08 / 8284 3036

[dl.2696\\_leaders@schools.sa.edu.au](mailto:dl.2696_leaders@schools.sa.edu.au)

## WELCOME

Adams Road Children's Centre is a Department of Education and Child Development 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. We hope your child will have an enjoyable time with us and that you as parents/ caregivers will become involved in the many varied activities that we offer. We have a happy, lively centre and through an interesting, stimulating and secure environment we aim to help your child to grow and learn. 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.

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.

### **Core Business:**

Our core business is to provide a preschool environment –

That is caring, safe and supportive of quality teaching and learning based on the Early Years Framework for Australia curriculum document – ***Belonging, Being and Becoming***

That involves parents and caregivers in the programs

That values each child as an individual

Where staff act as positive role models

### **Vision Statement:**

At Adams Road Children's Centre, children have the opportunity to engage and learn in a happy educational environment which is comprehensive, challenging, creative, diverse, flexible and fun. Our children, families and staff enjoy positive interactions with the local community through shared experiences.

### **Philosophy:**

At Adams Road Children's Centre we believe each child is a unique individual in their own right and that their special abilities, interests and cultural backgrounds should be the basis of our curriculum. We will work with families to provide high quality education and care within a warm, secure environment which promotes diversity and inclusion.

We believe that relationships each child has with their families and communities are the foundation for learning, and we will use those relationships to develop our curriculum and extend each child's learning.

We believe each child's health, security and wellbeing underpins all learning experiences. We will promote exercise, good nutrition, and rest periods. We will ensure each child feels love, security and a sense of belonging. Our outdoor and indoor areas engage every child in experiences which promote play and learning through stimulation of the senses in built and natural environments.

At Adams Road Children's Centre we will endeavour to build upon the child's self image, independence, belief in oneself and confidence in their well-being by fostering in each child a positive approach to their identity, with a sense of responsibility, self-discipline and self-esteem.

We will scaffold the education of development of each child as an individual who can grow his / her separate identity and qualities, yet still work and contribute constructively within a large group.

We will engage in ongoing reflection about our practices and procedures to drive continuous improvement and to ensure each child can maximise his or her learning opportunities, and as educators we value opportunities for professional development.

## PARENT HELP

### PARENT PARTICIPATION

We can not emphasise too strongly the importance of your role in your child's learning. Accordingly we hope to foster and maintain a close communication between you and our Kindergarten such that you will feel comfortable and at ease enough to discuss any issues or concerns with our staff. The learning situation that will help our child most is the one where you and staff have a cooperative and friendly relationship. Ask staff members what you can do to help. There are many ways parents can assist inside and outside the centre, as well as at home. Discuss this with the staff.

Here are examples of activities that parents have been involved in with the children:

- Help on excursions.
- Wash and cut up fruit on sharing days.
- Help prepare activities such as cutting up collage materials.
- Wash paint and glue brushes.
- Help in general tidy up such as wipe down tables.
- Help with some gardening
- Story telling
- Working with big books
- Running a craft or cooking activity
- Taking home the kindy washing
- 



### Other ways you could become involved in your child's Preschool

- Support fundraising
- Filling in and returning surveys.
- Be involved in Governing Council

Even if you are unable to help during Kindergarten time you can support your child's education by communicating with the school and by spending time with your child. Through our regular newsletters we try to keep you informed of what is happening in the centre.

### Requirements

The Preschool welcomes parent helpers. To conform to DECD requirements and ensure the safety of the children, parents who wish to volunteer at the Preschool or on an excursion must have a DSCI clearance and had an induction session. Please see the Director for more information.



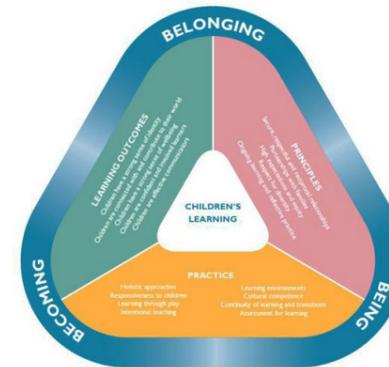
These measures are a requirement in all schools and are a positive way to ensure our children are in the best care. If you would like any more information on the Volunteer information sessions, ask the staff of the Preschool.

## Kindergarten Program

Amy Mudge is the educational Director for the site, together with the Adams Road team, we all contribute, discuss, plan and evaluate programs for the learners at our centre.

At Adams Road Children's Centre we believe that play is an essential part of children's learning.

Educators facilitate and enhance children's learning through their planning using the Belonging, Being and Becoming Framework.



Through the Frameworks 5 learning goals educators will help your child to develop-

A strong sense of identity.

Connections with their world.

A strong sense of well being

Confidence involvement in their learning.

Effective communication skills.

## Toilet training

Staff promote self help skills at Preschool including using the toilet independently. Most children at Preschool age are well on their way with toilet training. If your child requires assistance or supervision for using the toilet please advise a staff member. If your child is still wearing a pull up it is a Department requirement that a Continence Care Plan is filled out by a GP and given to the Preschool before they can start. If you have any questions please ask a staff member.



We use the Belonging, Being and Becoming document to plan and implement learning experiences through indoor and outdoor environments.

Children to learn through play, investigating and experiencing with others. We use observations and records of testing to prepare a folder of child's interests, abilities and achievements. Children receive a folder at the end of their time with us, before they start school. Staff monitor the children's interests, abilities and needs in all areas of the curriculum through regular communication and surveys. The Preschool encourage families to be interested and involved in our programming for the students. The weekly program is displayed in the learning journey book and suggestions for programming can be provided directly to staff, or using written feedback on post it notes in the book. .

## Staff

**Director:** Amy Mudge

**Teachers:** Tina Henderson  
Tahlia Eckert

**Early Childhood Workers :** Sue Grieg  
Debbie Krauel  
Sue Cruickshank  
Casey Lam

**Finance Officer:** Kylie Butler

### **Opening Hours:**

The Service is open from 8.30 am to 3:15 pm Monday to Friday during term time and caters for children 3-5 years.

### **Admission Policy**

This kindergarten is supported by the State Government Department of Education and Child Development (DECD).

All children that turn 4 before the 30<sup>th</sup> of April in any given year are entitled to 15 hours of kindergarten per week for the four terms before they start school.

### **Programs offered**

Sessional Pre-School – up to 15 hours a week for the 4 terms before starting school for eligible children

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

Bi-lingual support – for NESB children

## **Health**

We do our best to provide a healthy and safe environment for all children in the Preschool. Please use this information as a guide to help prevent spread of infection and disease and to inform you when a child now when a child should or should not attend Preschool.

Below is a list of common childhood conditions and what do to about them.

**Asthma-** if a child has asthma an Asthma Care Plan is required from a GP otherwise NO MEDICATION or PUFFER can be given at kindy. If you have any questions please see staff.

**General Cough/Colds and Flu –**if a child has a chesty cough, croup or coloured mucus in their nose they should be kept home for fluid and plenty of rest.

**SCHOOL SORES/IMPETIGO –** stay at home until the sores heal or are completely covered with a dressing.

**RINGWORM –** stay at home until the sores are healed or are completely covered with a dressing.

**CONJUNCTIVITIS –** stay at home until there is no discharge from the eyes or until cleared by the doctor.

**WORMS –** you may need to treat your child and your family if you suspect that your child has worms.

**HEADLICE –** a common problem in all schools. Please treat and comb out eggs. Children may return immediately after having treatment.

### **INFECTIOUS DISEASES**

**MEASLES –** stay at home for seven days or more from the time the rash appears.

**GERMAN MEASLES – (Rubella)** stay at home until fully recovered.

**CHICKEN POX –** stay at home for five days from the time the spots appear.

**MUMPS –** stay at home for ten days from the onset of symptoms.

\* \* We suggest children be kept at home when there is any doubt about their health. \* \*

**ALLERGIES – PLEASE NOTIFY STAFF IF YOUR CHILD IS ALLERGIC TO ANYTHING.**



## Other Activities

### BOOK CLUB

From time to time order forms from “Wombat Book Club” will be on display next to the sign in book. Quality paperback books, suitable for Preschool age children can be ordered. Money or credit card details needs to be sent with the order and placed in the payments box near the office window. The books are then delivered to the school and sent home with your child.

### Mobile Library Visits – City of Playford:

The Mobile Library Service visits the Kindy (please check signage for visit times) 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.

Colourful waterproof Library Bags available from Kindy - \$6.00 each.

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:

A few times per term 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.

### Resthaven

We visit the local nursing home (on Adam’s Road) to participate in activities, songs and Bocce with the Residents.

### BIRTHDAYS

We request that parents do not send birthday cakes to kindy on that ‘special day’. Each child makes their own special playdough cake to take home. The children are presented with a birthday card and sticker and have the pleasure of blowing out the candles.

### TRANSITION

Our Kindergarten values the importance of School transition as children get ready to start school. We communicate and collaborate with most schools in the area for their different transition programs. As transition gets closer you should be informed by mail or phone. school.

**Thankyou for reading through our information book.**

**Preschool Contact Details**

**Phone 8254 6616**

**Fax 8284 3036**

**Address 133 Adams Road Craigmore SA 5114**

## Fees

### 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.

Preschool fees are \$150 per term.

Invoices come out at the start of every term and are due by week 4.

### Payment Options

Cash or Cheque to Adams Road Children’s Centre. Please place monies in an envelope and deposit in the coloured payment box near the office door.

Direct debit- BSB and account information are provided on the invoice for you to make a payment by internet banking.

If you require a payment plan please arrange an appointment with the director. All arrangements are strictly confidential.

## Funding

DECD provide the building and pay for a base level of staffing they also provide some funding which is determined by the numbers of children who attend preschool. Fundraising occurs during the year in order to provide extra equipment and resources. Your help, support and ideas are most welcome

## Governing Council:

The Centre has an enthusiastic Governing Council, committed to supporting staff deliver programs which reflect the needs of the community. The governing council meet twice per term to discuss the running of the Centre including-

Fundraising to provide resources

Quality improvement planning

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.

We believe the best way to work with you and your child is by building a partnership of education and care.

We want you to feel:

Welcomed, recognised, acknowledged and respected by all our Educators

That your child is known by and knows the people who care for him / her

You are given information about what is happening at kindy and are asked for your views

You are able to be involved in making decisions about your child’s experiences

You and your child are greeted on arrival

Your child is happy, secure and engaged

Your child is really educated and cared for

## Grievances, Complaints and Feedback

If for any reason you are not happy with our level of education and care or our environment we want to know immediately. You can discuss this with Educators or write a formal letter. When any matter is raised the Service will follow our Grievance Procedure. All Service policies / procedures are available to parents. Positive feedback is most welcome also.

## Weekly Timetable

### Session Times:

**Blue Group** Monday & Tuesday 8:30am- 3:15pm  
and Wednesday Morning 8:30-11:30 on alternate weeks only (Weeks 1, 3, 5, 7, 9)

**Yellow Group** Thursday and Friday 8:30AM – 3:15 PM 12.30 – 3.30 PM  
and Wednesday Morning 8:30-11:30 on alternate weeks only (Weeks 2,4,6,8,10)

Monday	Tuesday	Wednesday	Thursday	Friday
8:30-3:15	8:30-3:15	Alternating 8:30-11:30	8:30-3:15	8:30-3:15
		Admin		

## School term Dates

### South Australian State Schools Term Dates

	Term 1	Term 2	Term 3	Term 4
2013	29 Jan - 12 Apr	29 Apr - 5 Jul	22 Jul - 27 Sep	14 Oct - 13 Dec
2014	28 Jan - 11 Apr	28 April - 4 Jul	21 Jul - 26 Sep	13 Oct - 12 Dec
2015	27 Jan - 10 Apr	27 Apr - 3 Jul	20 Jul - 25 Sep	12 Oct - 11 Dec
2016	1 Feb - 15 Apr	2 May - 8 Jul	25 Jul -30 Sep	17 Oct - 16 Dec
2017	30 Jan - 13 Apr	1 May - 7 Jul	24 Jul - 29 Sep	16 Oct - 15 Dec
2018	29 Jan - 13 Apr	30 Apr - 6 Jul	23 Jul - 28 Sep	15 Oct - 14 Dec

This information is current as of December 2013.

**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.

**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, zip-lock bag** and placed on top of the microwave 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.**

We encourage children to play in the shade, wear hats and use sunscreen. Please apply sunscreen to your child in the

## Dental Checks

Nearby there is a GP Plus facility at Elizabeth Centre. Free appointments can be made for kindergarten children by contacting Ph:7485 4000

## Other Services at GP Plus Health Care Centre Elizabeth -

Most services at the centre require an appointment, some require a GP referral but there are some walk-in services. Services currently available are:

- General Practice services, Allied Health
- SA Dental services
- Royal District Nursing Society (RDNS)
- Breastscreen SA
- Women's Health and Safety Northern Services
- pathology collection services provided by IMVS pathology
- immunisation clinics (including a clinic for newly arrived families)
- Children Youth and Women's Health Services

To check on your eligibility to access these services, please contact the centre. Please remember to bring your Medicare card and any concessions to all appointments. PH : 7485 4000.

## Daily Routine:

**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

**Group Time-** During Group time children participate in a large group experience, directed by a teacher. Which may include a story, songs, games, brainstorm, show and tell, exploration of a theme.

**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.

**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.

**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

**Lunch Time:** Before eating children go to the toilet, wash their hands and have sunscreen applied. Children eat their lunches sitting at tables inside or outside with staff eating with them.

**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 or they move to a quiet activity.



## What your child needs to bring each day

**A named kindergarten bag**, which is easy to open

**A sunsafe hat** bucket or legionairres are best

**A named drink bottle** filled with water only- placed in drink section on arrival

**A named lunch box** or fruits/snack in their bag for self serving and a separate named lunch (sandwich etc) placed in the fridge on arrival.

**A change of clothes-** Incase of getting messy or wet or toileting accidents.

## Snacks and Lunch:

The Centre has a healthy food policy, so please try to send fruit or something healthy for a snack. We recommend fruit, vegetables, sandwiches, fritz, cheese or muesli bars (not covered in chocolate) . Children can also bring yogurt, custard etc.

We have a fruit sharing day once a week. Each child's fruit is collected, cut up and served on plates by the staff for all students to share.

We encourage children to drink fresh water during the session and water is provided for children to access as they require from the drinking fountain.

Please name all snack containers, drink flasks and lunch boxes and bags as we have some children with life-threatening allergies to certain foods and their families need to feel confident that they will only eat what is packed for them.

A cool brick in an insulated lunch bag is a good way to keep snacks fresh and lunches need to be placed in a named zip-lock bag to be put in the fridge.

## No Nuts or Nut Products:

We have children in the Kindy who are highly allergic to nuts and nut products (Nutella, peanut paste, muesli bars, etc) and so we ask you not to send these as snacks to Kindy. For some children contact with nuts can be life threatening and as coming to Kindy is often the first time children spend away from their families, it can be a worrying time for families.

## Practical clothing

We do our best to protect the children's clothing (by providing smocks) when they do activities such as painting, clay etc. However, it is just not possible for children to stay clean at all times, so please do not send children to the centre in their best clothes. Please send your child in washable, easy-care clothing suitable for active play. At toilet times it is essential that children can undo and do up their own clothes. To help prevent accidents, please dress children simply to enable them to be independent when going to the toilet.

As children do lots of climbing, walking and running they need support for their growing feet and we prefer that children do not wear those or slip on shoes. We do not recommend long dresses, difficult belts, overalls, scarves and sashes, thongs, or slippery soled shoes as these can inhibit play or cause accidents, especially on the climbing equipment.

To ensure your child's safety and kindergarten tank tops and shoe string straps are not considered sun safe clothing and are there for inappropriate for kindergarten.

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 on-line 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 from September to May and when the UV is over 2 during other months. Sunscreen should be applied **before** coming to Kindy, particularly in Terms 1 & 4.

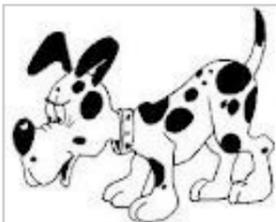
## Emergency Evacuation

Repeated blowing of the whistle signifies the EMERGENCY EVACUATION alarm. If you are in the site at this time you are instructed to leave the building quickly and assemble with the children on the back lawn.

Please remain on there until the "all clear" is given. An emergency evacuation drill is usually held once a term.

## Dogs / Animals / Birds

It is undesirable for any pets to be on the Kindergarten Grounds, Unless prior knowledge and consent has been gained from the Director. Please see a staff member if you wish to bring a pet along to the Preschool.



**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.

### **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. Please try to collect your child promptly after the session has finished.

- If your child is starting at the Preschool for the first time, it is important to consider the best way for them to settle in. Some children may require a short play with a parent or caregiver, while some may be quite happy to walk in and start playing with the children.
- There is a sign in sheet near the front door for parents/caregivers to record your child's attendance at Preschool.
- Please record on the whiteboard near the big mat if someone else will be picking up your child. If you have not done this please send a signed permission note with the caregiver picking up your child. We will ring you if this is not done as we cannot send your child home with an adult who is unfamiliar to Preschool staff. An adult or responsible older child must drop off or collect your child from the Preschool. Children are NOT allowed to walk to and from the centre alone.
- If something happens and you may be late to pick up a child please call the centre on 8254 6616 to inform them of your whereabouts, if an alternative pick up person is available please organise one and inform staff of who it will be. If you are quite late children will be taken to the school office and need to be signed out.

### **Sign in form**

Please sign your child in at the start of the session, on the sign in sheet provided. 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.

Each Kindergarten session – 8:30 am- 3:15 pm follows the same format:

### **Communication**

Regular communication is essential between parents and educators who support your child's progress at kindergarten. We hope you feel comfortable in approaching us with ideas, thoughts, questions or areas of concern you may have. We are more than happy to chat at any time, However if you have a particular concern please see the director to make an appointment to ensure sufficient time and no interruptions.

*Other communication is available through-*

### **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.

### **Information boards**

We have whiteboards at the front and back doors with upcoming events and reminders. Please check them as you come to and leave from kindy each day to keep up to date with what is going on.

### **Facebook Page**

Adams Road Children Centre is now on Facebook!

Like our page now to keep <https://m.facebook.com/profile.php?id=738910556139900>

Updated on our learning and activities going on within the Centre.

### **Learning Journey Book**

Please be sure to check our learning journey book on display in the main area of the kindy, to keep up to date with our program, learning and future direction, we value your input and would love for parents to contribute feedback and ideas by writing on sticky notes and sticking it in the book.

### **Learning folders**

Your child has a portfolio. These are to record their individual learning journey during their time at Kindy. You are able to access your child's folder at any time, they are on display near the office window.

### **Lost property.**

We stress the importance of naming everything your child brings to Kindergarten. It gives us the best chance to return items to your child. The lost property box is located at the front door.