

JUNIOR KINDY

PARENT INFORMATION HANDBOOK

GREY WARD CHILDREN'S CENTRE

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HAND BOOK

This handbook covers information particular to the Junior Kindy section. For more details on Centre policies and practices please see the general Grey Ward Parent Information Booklet, and the policy folder available in the front foyer.

WELCOME TO JUNIOR KINDY

The age group of this room is 2.5 - 3.5 years, with variations dependant on individual and group needs.

At this age the children are curious explorers, gaining autonomy, and their language skills are blossoming. Stimulating learning experiences are offered using a play based curriculum.

The programme for the Junior Kindy is set around the Centre's policies and educators' philosophies about teaching and learning. We value the input of families regarding your children and welcome your support and visits.

We trust you and your child will benefit from and enjoy your time spent in Junior Kindy, where we aim to provide an interesting, safe and nurturing learning environment.

COMMUNICATION

Good communication between educators and families is vital to the smooth running and efficiency of the Junior Kindy.

Families are welcomed and farewelled and given feedback on their child's day. Other communication methods used in Junior Kindy are:

- ◆ white board- daily record of information and child's needs.
- ◆ attendance sheet
- ◆ experience plan based on the BBB Framework- an explanation of planned experiences (can be found on the wall beside the children's pockets).
- ◆ 'notice' pockets - parents collect information regarding Centre business etc.
- ◆ Medication Folder - parents fill out form regarding medication and it is filed in Junior Kindy. All medications are crossed checked and signed by staff.
- ◆ Accident Records - an explanation stating date, time of accident, etc and first aid given. this is shown to parents with a record signed by the parent and staff member. Parent is given a copy on request.
- ◆ Curriculum displays in the Junior Kindy room.
- ◆ Parent notices/Newsletters are provided each term regarding the curriculum.

THE LEARNING CURRICULUM

With reference to the curriculum document *Belonging, Being and Becoming* (BBB), appropriate materials are provided within the Junior Kindy environment to stimulate curiosity and offer challenges within a play based structure. This 'hands on', active learning gives children confidence because they have opportunity to choose their own learning tools.

With reference to BBB, JK educators are continually taking individual observations to promote children's progress and involvement in the curriculum. Goals are set for the general environment as well as for the individual child and all the areas of learning are observed, ie *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 and Children are effective communicators.*

When planning experiences and resources, educators ensure that the environment is well rounded, and free of racial and sex role bias or stereotype. We encourage children to accept and enjoy diversity.

THE LEARNING CURRICULUM CONT.

The Programme is displayed next to the whiteboard in Junior Kindy for your perusal and we are always happy to discuss your child's learning with you.

Your input and feedback on all aspects of the Junior Kindy curriculum are most welcome. For more clarification on any matters please don't hesitate to ask.

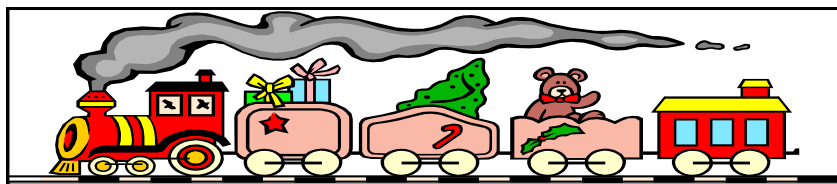


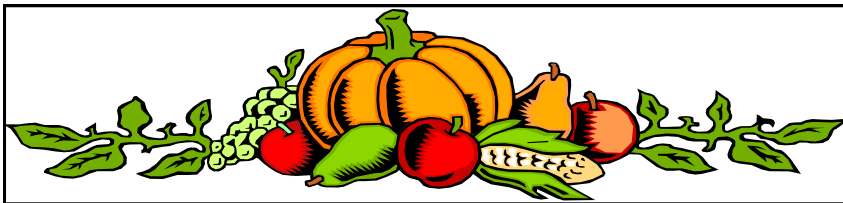
SLEEPING AND RESTING

In the Junior Kindy environment we always have a cosy spot where your child can withdraw to have a change of pace. Here at Grey Ward we encourage the skill of relaxation and the formal time for this is soon after lunch each day.

Our room is dimmed and relaxing music is played. Each child has their own named mattress which is placed in the same spot each day. As time goes on, some children 'grow out' of their sleep and that's okay, they can rest on their bed.

Individual needs and rituals are respected all throughout the day, and especially at Rest Time. Please let us know of your child's needs and any particular things that they enjoy at Rest Time (such as comforters, dummy or a soft toy). Our Centre sleep time policy suggests that if children fall asleep they require one hour minimum of sleep to facilitate brain development (as per our Sleep Policy).





BIRTHDAYS

These are important times for most cultures, and in Junior Kindy we use birthdays to appreciate a very special person. We welcome a birthday cake and require that it does not contain nuts, alcohol or is too 'rich'. We also need a list of ingredients to ensure that there are no traces of nuts or foods which may cause children to have an allergic reaction.

While it is the policy of the Centre to provide a 'low salt', 'low sugar', 'low fat' menu, we also agree that it is prudent to promote awareness for moderation.

Please make known to us any of your particular thoughts on this matter and they will be respected.



HEALTH AND HYGIENE PROCEDURES

- ◆ Children are encouraged and assisted to wash hands and faces prior to and after eating.
- ◆ Tables are cleaned with disinfectant before and after meals.
- ◆ Spills are wiped up immediately.
- ◆ Children sit when eating and drinking.
- ◆ Children are always supervised when eating and drinking.
- ◆ Drinking water is available in the room for your child to access at will. Cups are used once only before being washed.
- ◆ Floors are swept and mopped when necessary after lunch and snacks.
- ◆ The bathroom, toilets and hand basins are washed with disinfectant after lunch or when necessary.
- ◆ Educators are vigilant when a group of children are using the bathroom.
- ◆ Children are encouraged to flush the toilet and wash their hands after using the toilet.
- ◆ Equipment is kept clean and in safe working order
- ◆ Extra clothing, jackets and hats are worn outside on chilly days.
- ◆ Sunscreen is applied and hats are worn when outside
- ◆ Each child has their own bedding and the sheets are washed each Tuesday weekly.

TOILET TRAINING

In Junior Kindy many children are gaining awareness of their body and its functions. As your child shows 'readiness' for toilet training, and by mutual agreement between you and educators, formal toilet training often begins.

To make this a positive experience:

- ◆ remember that individuals vary
- ◆ maintain a relaxed pace and non-judgemental approach
- ◆ send plenty of changes of clothes
- ◆ send easy to pull up and down clothes which provide autonomy

We provide child sized toilets and potties for children to use. Self-help skills and hygiene is promoted by educators at all times.

Signs of 'readiness' for toilet training are:

- ◆ child stays dry longer
- ◆ shows an interest in the toilet
- ◆ tells you they are 'doing it'.



BEHAVIOUR GUIDANCE

*AN ESSENTIAL PART OF LEARNING CURRICULUM
IS THE DEVELOPMENT OF SOCIETY AND SKILLS
IE:
SELF-REGULATION AND RESPECT FOR OTHERS.*

At Grey Ward Children's Centre we follow the philosophy of Dr Louise Porter whose work can be accessed at www.louiseporter.com.au

For us this means that we see all children as capable and we guide and teach them to act thoughtfully, rather than reward or punish undesired behaviour. We believe that children respond to expectations, and a positive response to their considerate behaviour. In Junior Kindy we aim to minimise conflict by offering a peaceful environment.

We encourage verbalisation of feelings and explain our expectations for everyone to feel safe. We offer assistance and comfort to children as they feel a range of emotions throughout the day.

We encourage an 'open' approach to our parents, as it is very important that there is consistency between home and child care regarding Behaviour Guidance .

WHAT TO BRING CHECKLIST

- ◆ 2 pieces of fruit (please no apples, grapes or raw carrot as these foods can create a choking hazard for children under four years of age).
- ◆ a change of clothes (named please) or more if toilet training
- ◆ a comforter if required
- ◆ a named hat, or parker on chilly days
- ◆ a bag or backpack (clearly named)

ARRIVAL: WHAT TO DO

- ◆ sign your child in—label fruit with child's name and place on tray in JK
- ◆ place your child's bag on named hook and remove any medication
- ◆ put all medications in specified place in Junior Kindy or kitchen fridge
- ◆ have a chat with staff as to the plans for the day and exchange relevant information regarding you and your child's needs
- ◆ try to spend some time settling you and your child in ie read a book or do a puzzle saying that 'when we have finished I must go'.
- ◆ pass your child onto the carer in a positive way and say good bye. Feel free to call in and telephone at any time.

DEPARTURE: WHAT TO DO

- ◆ locate your child who may be playing in the garden or inside and notify staff of your departure.
- ◆ collect any medications
- ◆ collect any artwork from your child's notice pocket or from the 'saving table'.
- ◆ read whiteboard for eating and sleeping records
- ◆ check bathroom record of toileting
- ◆ chat with staff on how your child's day went and farewell staff and children's friends. Sign out.

A GUIDE TO OUR DAY

7.45am	Centre opens & all children have self-selected experiences in Junior Kindy.
8.15am	Children move off to their own rooms. Self-selected experiences as children still arriving.
9.15am	Children pack up and put on their sunscreen.
9.20am	Hello Song, Calendar and roll call
9.30am	Fruit time.
9.45am	Numeracy Group Time. Toileting reminders and nappy changes, (these are also seen to on a needs basis).
10.15am	Children split into two small groups for a planned fitness experience.
10.30am	Children are invited to self select play experiences in the outside 'Big yard'.
11.15am	Literacy Group Time which are chosen from within the program interests. Reminders of toileting, nappy changes and hand washing.
11.30am	Lunch in small groups where self-help skills and social skills are promoted.
12.00pm	Reminders of toileting, and handwashing. Children make their own beds and settle with books, soft toys for rest time.
1-2.30pm	Children waking, toileting, and moving to quiet programmed experiences inside.
2.45-3.00pm	Pack up and group time –related to current curriculum.
3.15pm	Afternoon tea in small groups. Reminders for toileting, nappy changes and handwashing
3.45pm	Children are invited to self select play experiences in the outside 'Big yard'.
4.30-5.00pm	Children come inside for quiet self selected experiences/ group time
5.30pm	All groups gather in Junior Kindy for quiet group time games or stories
5.45pm	Home time
5.45pm	Centre closes.