Cranston St Kindergarten
Parent Information

Children are our future
TOGETHER we PLAY to LEARN
Cranston St Kindergarten Staff Team

Lyn Boase              (Director)
Gill Jenkins             (Teacher)
Nicole Amey           (Teacher)
Vicki Ianniello         (Early Childhood Worker)
Bronwyn Warland   (Integration Worker)

Staff are in attendance from 8.30am-4.00pm daily.

Session Times

Preschool Sessions
Group One:  Monday and Tuesday   8.30a.m.-3.15p.m.
           Friday Week 1,3,5,7,9 from 8.30-11.30a.m.

Group Two:  Wednesday and Thursdays 8.30a.m.-
           3.15p.m.
           Friday Weeks 2,4,6, 8,10. from 8.30-11.30

Kindy Fees

Kindy Fees are $100.00 per term  for all families
Fees can be paid Weekly/ fortnightly or per term.
Fees paid fortnightly = $ 22.00 per fortnight
Please fill in the Fee payment form and return to kindy by the first
Friday of term.
Fees help pay for equipment your child uses at kindy.
Direct Bank payment –BSB– 105-036
    A/N—094332240

Kindy Term Dates-  please try and organise your holidays to coincide with kindy
Holidays as we are staffed on attendances not enrolments.

<table>
<thead>
<tr>
<th>Year</th>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>29 Jan –12 Apr</td>
<td>29 Apr—5 Jul</td>
<td>22 Jul—27 Sep</td>
<td>14 Oct—13 Dec</td>
</tr>
<tr>
<td>2015</td>
<td>27 Jan - 10 Apr</td>
<td>27 Apr - 3 Jul</td>
<td>20 Jul - 25 Sep</td>
<td>12 Oct - 11 Dec</td>
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Attendance

Group 1
These children will attend every Monday and Tuesday from 8.30a.m.-3.15p.m. They can also attend alternate Friday mornings from 8.30-11.30a.m. On weeks 1,3,5,7,9. This is optional if you want to access 15 hours of preschool. You will need to let us know if you are choosing not to bring your child to this session.

Group 2 will attend Wednesday’s and Thursday’s from 8.30-3.15p.m. and they may also attend Fridays from 8.30-11.30am. Alternate Weeks - 2,4,6,8,10. Please let staff know if your child will not be attending this session.

Friday morning sessions will be used for transition visits to school and small excursions.

Your child will benefit from regular attendance.

If your child is not being collected from kindy by someone known to us, please write who is picking up your child in the kindy daily diary as we must have written authority from you. If circumstances change during the day and someone different is collecting your child, you will need to ring kindy and inform staff and your child of the changes.

What to bring each day:-
A kindy bag with a spare set of named clothes in a plastic bag.
2 pieces of fruit or vegetable for recess.
A healthy packed lunch in a clearly named container.
Once a week an apple or banana for brain food. (Put this in the brain food basket at the entrance to kindy and mark on the form what you have brought.)

What to do when you arrive at kindy:-
Children sign themselves in on the sign in sheet on the front tables next to their own name. We encourage the children to make their own mark in this space.

Check your child’s notice pocket at the beginning and end of each session for notices and Accident notes.

Keep us informed about your child’s interests/ worries etc and your own concerns or needs. If you find it difficult to catch up with staff, you can ring us and talk to us after kindy sessions or make an appointment outside
Enrolment Policy
Four year old children are entitled to 4 terms of kindergarten, 15 hours per week, prior to their commencement at school. They MUST have turned 4 years old before the term starting date. Port Lincoln Preschools currently have a central enrolment meeting to organise a preschool for each child to attend. A priority of access for each kindergarten has been established to cater for the high number of enrolments and restricted numbers of children allowed at each site. Families will receive notification of the Preschool they have been allocated in the term prior to their child commencing Kindergarten.

Absences
Precautions against the spreading of colds, virus infections and contagious diseases are very necessary at kindergarten. Please keep children at home who are running a temperature, who are or have been vomiting, who have diarrhoea, or who have very obvious nasal discharge. Please notify staff if your child is suffering from any infectious disease.

Parent Diary
The diary is located on the shelf inside the bag room door. This is for parents to notify staff if there is a person other than themselves picking up their child. This is very important and we may need to hold a child until we have confirmation from a parent before allowing a child to go with a person not named in the book. In an emergency you may ring us and we will make a note in the book for you. It is also necessary that we have a reliable contact number for either or both parents.

Brain Food
We believe it is important to make sure our brain is hydrated and fed foods that help it work efficiently. Therefore we have brain food twice a day at kindy. Every child needs to bring an apple or banana each week to share for brain food. This is separate to recess and lunch.

Clothing/Footwear
Please send your children to kindy in WORK clothes. Play is children’s work and they cannot work effectively if they are not wearing suitable clothes and footwear. Sandals with heel straps and sneakers are suitable footwear. Thongs and rubber boots are not safe for climbing.
Easy start to Pre-school

The aim of Preschool is to enhance and develop children’s social, emotional, physical and intellectual development. Your child will be actively learning through play experiences that allow them to construct, test and apply their developing knowledge.

Playing is important because it allows children to practice skills over and over again and develop ideas at their own pace.

**What can you do to help your child settle into Preschool?**

Every child reacts differently to new situations. You can help your child settle into preschool by:

- **At home,** plan with your child how you will say Good bye, (“I will say Good bye after....”)
- **Establish a routine** for leaving your child, such as arrive at preschool, encourage your child to put away their own bag, do a puzzle or read a story, then say Goodbye and leave. (You are welcome to give us a call after 30 mins. to see how your child is going if they seemed upset when you left).
- Using the **same routine** daily allows your child to know when you will be leaving, making separation easier to accept.
- Talk about what things your child experiences at Preschool, take some photos of favourite activities and show the family at home.
- You showing confidence demonstrates to your child how they can feel, if you feel nervous and unsure your child will follow your lead. Your child looks to your reactions as a guide for their own.

If problems emerge please talk to a staff person.

We hope that your child enjoys their beginning at Preschool.

**INDEPENDENCE**

We encourage children to be independent in caring for their personal needs and belongings. (carrying own bag, put shoes and hats on or in bags, opening and closing their own drink and food containers and can determine when they need to go to the toilet.)

Research has suggested that encouraging these skills enhances children’s self esteem as they gain much needed self help skills for future development. This self-help is invaluable for when your child starts school.

Although children may demonstrate frustration this is an emotion that happens before mastery of skills. It is fantastic to see the face of a child when they say, “I did it all by myself!” That look is a child’s self esteem and self concept developing.
We believe it is vitally important to involve parents in their child’s learning at kindergarten. We do this by meeting with you on a Friday morning to discuss your child’s current development and to look at the areas that need to be a focus in our programming e.g. we may have observed your child has difficulty with his/her cutting skills. While interviewing your child about their interests we may have discovered they really want to learn about how cars work. You may be concerned about their lack of interest in drawing. We would devise a program with activities that encompass all the areas of concern and by using your child’s interest the learning is much more important to them. 

We ask for feedback with each newsletter from parents and this usually asks what interest your child has shown at home. We then include these in the activities we set up at kindy.

Each child has a Learning folder which contains:

- examples of work, matched to articulated curriculum outcomes
- teacher observations which document examples of children’s learning across the curriculum
- Learning Stories and photographs which demonstrate and record activities planned for preschool children in order to reach desired outcomes.

The folders belong to the child and their family, and are available at all times for families to look at with their child. When children make the transition to school, the folder is a means by which information about your child’s learning may be shared with the school.

Evaluations of all children’s progress are based on observations, discussions and written records which are there to share with you on request. We welcome information from you which will further enhance your child’s development at kindergarten.

Staff also prepare a Summative (final) report about your child’s development which is presented to your family in your child’s final week at kindergarten. A copy of this report is passed on to their school with your permission.
At this kindergarten we adhere to the D.E.C.D. Health Food Policy and promote healthy eating habits for your children. This includes having water for children to drink.

At recess time we encourage **fruit and vegetables** to be eaten (with the exception of yoghurt, block cheese and plain water crackers).

**FOODS WHICH ARE GOOD CHOICES FOR RECESS TIME:**

- FRESH FRUIT: apples, bananas, pears, apricots, watermelon, strawberries, grapes.
- DRIED FRUIT: sultanas, dried apricots, dried pears, dried apple etc.
- FRESH VEGETABLES: cherry tomatoes, cucumber, carrot, capsicum, olives etc.
- CHEESE: block cheese, kraft wedges, kraft cheese sticks only
- CRACKERS: plain water crackers only
- YOGHURT

**FOODS WHICH ARE NOT GOOD CHOICES FOR RECESS TIME ARE:**

- FRUIT BARS
- PACKAGED FRUIT IN LIQUID
- ROLL UPS
- MUESLI BARS
- CUSTARDS
- SANDWICHES
- CHEESE DIPPERS/VEGEMITE DIPPERS/PEANUT BUTTER DIPPERS
- SAVOURY BISCUITS
- RICE CRACKERS/CAKES
- SWEET BISCUITS/CAKES

If parents are unsure or have any questions regarding this policy, staff are happy to discuss our policy on healthy eating and nutrition with you.

**LUNCH**

It is preferable that healthy lunch boxes are also sent. Please pack lunch and recess in separate named containers.

We teach the children about Healthy foods using **THUMBS UP** foods are healthy choices. Thumbs sideways have some nutritional value and **THUMBS DOWN** are **SOMETIMES** foods. (see next page for examples)

Approved by Governing Council  February, 2012
What Should I Eat?

<table>
<thead>
<tr>
<th>Hand Position</th>
<th>Types of Food</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thumbs Up</td>
<td><strong>Whole Foods - Natural / Mostly Unprocessed</strong></td>
</tr>
<tr>
<td></td>
<td>Fruit - Apples, Bananas, Oranges, Manderines, Watermelon, Strawberries, Apricots, Peaches, etc.</td>
</tr>
<tr>
<td></td>
<td>Vegetables - Carrots, Peas, Cucumbers, Lettuce, Cabbage, Broccoli, Cauliflower, Beans, Capsicum, Mushrooms, Potatoes, Corn etc.</td>
</tr>
<tr>
<td></td>
<td>Protein - Fish, Beef, Chicken, Lamb, Pork, Eggs, Nuts etc.</td>
</tr>
<tr>
<td></td>
<td>Dairy Products - Milk, Yogurt</td>
</tr>
<tr>
<td></td>
<td>Breads &amp; Cereals - Wholegrain / Wholemeal Preservative Free</td>
</tr>
<tr>
<td>Thumbs Sideways</td>
<td><strong>Processed Foods - With Some Nutritional Value</strong></td>
</tr>
<tr>
<td></td>
<td>Dried or Tinned Fruits - Apples, Bananas, Apricots, Peaches etc.</td>
</tr>
<tr>
<td></td>
<td>Protein - Cheese, Fritz, Metwurst, Salami etc.</td>
</tr>
<tr>
<td></td>
<td>Flavoured Milk and Yogurt</td>
</tr>
<tr>
<td></td>
<td>Breads &amp; Cereals - White</td>
</tr>
<tr>
<td>Thumbs Down</td>
<td><strong>Processed Foods - With Little or No Nutritional Value</strong></td>
</tr>
<tr>
<td></td>
<td>Foods High in fat, sugar and salt - Cakes, Biscuits, Fried foods, Chips, Takeaway etc.</td>
</tr>
</tbody>
</table>

At Cranston Street Kindergarten we prefer children to eat Thumbs Up foods so they can begin to develop an understanding of which foods will support their lifelong wellbeing. We also encourage children to drink water.
Curriculum

The preschool curriculum is based on the Department of Children and Education Development’s Belonging, Becoming and Being (Australian Curriculum and Accountability Framework) which provides us with a programming framework on which we base our planning.

Kindergarten aged children are learning through all the interactions, experiences and routines that are part of their day. There are 5 main outcomes which are:-

1. Children have a strong sense of identity
2. Children are connected to and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

We believe PLAY is the most powerful way young children learn. Through their play, we will encourage independence, respect for self/others/the world around them, problem solving, critical thinking and self discipline—and provide opportunities for the children to be creative, make choices investigate, invent, explore, problem-solve, communicate, verbalise, question, socialise, use their imagination and most importantly, develop a positive self esteem.

Play should be enjoyable and fun.

At Cranston St Kindergarten our curriculum acknowledges the following important aspects:

✧ Parents have a unique knowledge and understanding of their child and are their first and foremost educators.
✧ Staff focus on building on children’s prior knowledge and abilities, as well as providing a stimulating environment which will extend learning.
✧ Staff respect children’s diverse range knowledge, skills, values, attitude and dispositions.
✧ Through play children make sense of their world.
✧ Each child develops at a different rate and in different ways: emotionally, physically, intellectually, morally, socially and spiritually. These differences are respected and honoured so that children build a sense of trust and confidence and a willingness to take risks.
✧ Play enables children to represent their world in a variety of ways.
✧ Play promotes creative flexibility in thinking
✧ Play assists children to build their knowledge
✧ Play fosters language and social abilities
✧ Play helps children to be extended beyond previously mastered learning
Behaviour Management Policy

An important outcome of a quality preschool program is that children develop as happy, responsible and confident individuals learning to work together. Cooperatively as members of a group. To be able to develop these skills, children need to learn that within society there are behaviours that are acceptable and behaviours that are not acceptable.

We believe

- All children are individuals and the strategies used for guiding behaviour reflect this.
- Everybody has the opportunity to express their feelings.
- Children learn best when they experience success and have positive self esteem.
- Staff and parents share the responsibility for modelling appropriate behaviours.
- We consider that children learn through a positive, safe secure setting that encourages and values play and is free from harassment.
- Families and educators need to work together to develop consistent expectations.
- Behaviour expectations need to be explicit and take into account children’s background, age, culture and stage of development.

Behaviours we encourage

We believe that social skills are of vital importance to children’s development and need to be explicitly taught using appropriate body language, tone of voice, facial expressions and language.

- Respecting and caring for materials and equipment
- Respecting and accepting others and helping each other
- Positive interactions
- Being cooperative
- Sharing and turn taking
- Listening behaviour (eg giving eye contact)
- Being polite
- Valuing people’s opinions
- Participating in activities
- Using appropriate social language and actions
- Safe play
- Development of problem solving skills
- Recognition of the natural and logical consequences of behaviour

Behaviours which are unacceptable or inappropriate include,

**Refusal to follow directions /disruptive behaviours**

**Physical behaviours causing distress to another individual**

* Hitting
* Punching
* Throwing objects
* Biting
* Damage to equipment

* Pushing
* Kicking
* Breaking objects
* Spitting
* Snatching

**Acts which cause emotional distress to another individual**

* Putting other children down
* Threats
* Bullying

* Verbal abuse
* Yelling and screaming (directed at an individual)
* Racial Taunts
**Behaviour Management Policy continued:**

Acts which interfere unduly with the routines around the preschool functions
* deliberate disruption of group or pack up time

Dealing with unacceptable behaviour

When dealing with unacceptable behaviours it is important to remember that

* All children are individuals and will have different levels of understanding and experience of ‘the rules’. Different expectations need to be made of a child who is new to the preschool from those of a child who is familiar with the setting.

* Some children who have learning difficulties /delays or disorders may have greater difficulty in coping with frustration and in learning to behave acceptably: and in understanding the rules and the reasons for them.

* Staff and parents need to work together and share the responsibility for encouraging and modelling appropriate behaviours in a variety of situations.

* All staff must be consistent in their approach to each individual child.

* Staff and parents must work together to provide a safe environment for all children.

* At times children do feel angry, frustrated and upset and need help to express their feelings appropriately. (We use the language of the Emotional rooms). 

* Children learn best when they experience success in a positive way— it is better to acknowledge and encourage the behaviour that is acceptable than to focus on the negative.

* Children should be involved in regular discussions about ‘the rules’ and helped to understand why we need them.

* Staff and parents need to be explicit about expectations for behaviour in various situations and about the consequences of behaviour.

When unacceptable behaviour occurs generally the staff will:

use the language of the emotional rooms to

* redirect the child towards acceptable, constructive activities/experiences and provide encouragement, support and/or praise.

* Talk with the child about the incident and the reason for it occurring, then ask what they could have done that was appropriate, and restate what will they do next time? Ensure the child talks to the people involved and explain verbally how they felt and what instigated their behaviour. Make amends to the ‘victims’ if necessary.

Or

* ignore the behaviour if it is being done only to seek attention, as long as it is not unsafe.

With this policy statement staff want to ensure that our preschool is a place where children feel safe, secure and respected. A place where children, staff and parents work together to maximise children's learning potential. A place which is fun and exciting and allows children to enjoy themselves, take risks and learn through play.

Accepted by Governing Council at AGM— Feb.2012
The Parent Committee (Governing Council)

A new committee is elected each year and being a member is an ideal way to become involved in your child’s learning environment. The Committee is made up of the Director, Staff and interested Parents—who assist in the efficient management of our Kindergarten. We depend on the involvement of parents for our smooth operation and high quality programs. You are always welcome to attend meetings and we hope that you will become involved. Meetings have a formal agenda but we also share a glass of wine or a coffee. We encourage companionship, respect and fun. It is a good way to meet people and learn a little more about what happens at the Kindergarten.

Meetings are held on two evenings per term at the Kindergarten to discuss matters related to the operation of the Centre.

You have a choice to participate and be actively involved in:

- Management and administration of the Kindergarten, and contributing ideas regarding the service provided to our community (within the guideline established by DECD—Department of Education and Children’s Development.)
- Financial management and fundraising
- Planning for facilities and resources, and the maintenance and improvement of building, grounds and equipment.
- Curriculum and policy development.
- Development of site plans and improvement documents.
- Involvement in planning for special events and celebrations.
- Networking with other parents.
- Supporting Staff.

Through local management this Kindergarten community can fulfil a shared responsibility for the delivery of high quality learning for EVERY child.

SPEAK TO STAFF IF YOU ARE INTERESTED IN JOINING THE COMMITTEE. WE WOULD LOVE TO HAVE YOU.

Quality Preschools provide Education and Care and need a positive and active partnership between Parents and Staff.

Cranston St Kindergarten is a DECDS (Department of Education and Childrens Development) Centre and part of the public education system. It is in the Eyre and Western Region and our Regional Office is situated at 4 Mortlock Tce. Port Lincoln 5606 (next to Sportscene).

Phone: 86820700
OTHER SERVICES OFFERED

SUPPORT SERVICES
D.E.C.D.S supports preschools and provides the staff to work within pre-
school.
D.E.C.D.S can also supply Support Staff and services to kindergarten
aged children with special needs and to their families.
Staff can also arrange for you to have access to bilingual support,
speech pathology, social/family workers, psychologists and special
education.
If your child has additional needs or you have concerns about their
development please speak to the Director. We will discuss any concerns
in confidence.

BILINGUAL/INTEGRATION STAFF
Where funding is available D.E.C.D is able to provide extra support for
families who have English as a second language and for children who re-
quire help and additional support within the kindergarten environment. You
may see extra staff in a part-time capacity at the centre.

CHILD and YOUTH HEALTH SCREENING
Nurses conduct developmental screenings of four and a half year olds at
kindergarten. You will be informed when your child is due for screening.
We highly recommend ALL children take part in this service.
Parents are expected to attend with their child when possible.

DENTAL CLINIC
We encourage your child to visit the Dental Clinic at Port Lincoln Junior
Primary School. This service incurs a small fee for Kindy and Primary
School aged children.

CHILDREN’S LIBRARY
We encourage every child to regularly borrow books and a literacy kit to
read and explore at home. Reading stories to your children daily will help
them develop a love of reading which will aid their literacy development in
later schooling. Library days will be Tuesday and Thursday. This will be
part of our afternoon program so please make sure your child has a cloth
library bag to keep these books in. Parents are welcome to come in early
to do this with their child (3p.m.) Children will borrow 3 Library books and
one literacy kit. Please respect our Library books and report any damage
to staff. Parents are asked to be responsible for Literacy kits and books
and may need to replace lost or broken items. Please do not let younger
siblings play with literacy kits.
Administration of medication

Medication e.g. ventolin inhalers can only be administered when the relevant consent form has been completed. Please discuss medical requirements for your child with the Director.
Please be aware medications of any type must not be left in your child's bag. Staff are not able to administer any other medication.

ABSENCES & ATTENDANCE

Regular attendance at kindy is beneficial to your child and it is therefore important for us to know if your child is to be away for any reason.
Staffing is based on actual attendances, and NOT the number of children enrolled.

Accidents

If your child has a minor accident, we will record the details on the accident form and a note will be placed in your child’s notice pocket. (these are on RED paper)
If the accident is more serious, we will endeavour to contact you immediately, and if not successful, we will ring your child’s list of alternative contacts.

Changes in information details/confidentiality:

Please make sure you inform kindy of any changes in phone numbers, address, family situations etc.
ALL information given by parents is confidential, therefore we do not give phone numbers etc. to other parents. If you wish to contact another child’s parents for plays etc. leave a note in their child’s notice pocket.

PHOTO’S at Kindy

Kindy staff take photo’s of each child’s learning journey at kindy and this is presented in a profile book at their graduation. We do not allow other photo’s to be taken at kindy without parent individual consent. Please do not publish kindy photo’s on face book or any other media.
A professional photographer is employed in 3rd term each year to take individual and group photo’s which you may purchase.
SAFETY

In the interests of safety, you need to bring your child into the Centre to greet a staff member. At the end of the session, a staff member will say goodbye to your child when they see a responsible adult arrive. If you arrange for anyone else to bring or collect your child please notify staff (and provide their name and contact phone number). And make sure your child knows who will be collecting them. It is a good idea to introduce anyone who is collecting your child, or ask them to introduce themselves to staff when they arrive.

Please make every effort to keep to the session times when bringing and collecting children, as staff need the time before and after sessions for preparation. If you arrive early, please stay with your child until the session begins. To avoid unnecessary distress for your child, please ensure they are collected on time and if you are unavoidably delayed, please phone. We will ask you to speak to your child to tell them who is collecting them from kindy. This is also an important part of our Protective Behaviours Program.

Community Volunteers are welcome in our preschool. It is a DECD regulation that all volunteers provide an application for Criminal History Checks prior to commencing their voluntary work in the centre. This process ensures the safety of all who access our preschool centre.

It is important for the safety of ALL children who attend and visit the kindergarten that they are kept safe when they are on the property. We ask that everyone help to keep the children safe by

- Making sure that the gates are safely closed as you enter and leave
- Ensuring that only children in your care are leaving the kindergarten when you have opened the gates.
- Younger siblings/children are often very quick to see an open gate and will run out.

Notify staff if you notice anything that will compromise the children’s safety at kindergarten.

Parking– please do not park on the yellow lines at the front of the kindergarten at any time. We keep this clear so drivers can see the children as they drive up and down Cranston St Kindy.

Please keep your speed at 25kph. as you drive past Kindy at any time during the day. Please ask friends and relatives to practise this as well.

Toys and Belongings

We discourage children from bringing toys and belongings from home. If we ask children to bring something related to our curriculum topic, we will always send a note home to explain to parents. We will not be responsible for other toys brought to kindy.
**Curriculum and Routines**

We encourage all children to participate in inside activities for the first half hour of each session. This is followed by Sharing time by the child who did the morning greeting after which we have Physical activity time. A large group time at the end of each session enables the children to actively participate in songs and games. Children then have brain food before having free play (they are able to play both inside and outside and choose their own activities.) We gather on the mat for songs and games or a story before lunch. All children wash their hands and sit together inside to eat their lunch. When they have finished eating a staff member checks their lunch box to ensure they have eaten enough. They put their lunch box away and when most children have finished eating we all have relaxation time for 10-15 minutes. The children are divided into 3 small groups each session and each group has a story and over a week participates in a literacy, numeracy, Science, Child Protection or a fine motor activity (cutting, gluing, writing, drawing or similar) curriculum activity. We then have roll call and sharing time by our Roll call person. The children are then given sunscreen to apply to themselves before play time. Children are invited to have recess about 2.00p.m. then continue with their play. We all pack up then gather together for songs, games and brain food before going home. During free play time staff play with or next to the children providing ideas and language explaining the children’s play. This helps extend children’s vocabulary and understanding of their world. Staff set up play activities throughout the kindergarten which come from the children’s interests, needs and requests.

**Introductory Sessions for children starting Preschool**

Children will be invited to attend a familiarization morning or two while older kindy children are on their transition to school visits.

**Transition to School**

Parents are responsible for enrolling your child at school. Please do this as soon as possible. Staff will meet with school staff before your child starts school transition visits, to discuss their development while at kindy. Parents will be given a final report on your child’s development while at kindy in their final week of kindergarten. We also have regular visits to the Junior Primary school and St Joseph school to help children become familiar with a school environment.
COUNTER DISASTER PLAN 2012
For
Cranston Street Kindergarten - Centre No: 6655
15 Cranston Street, Port Lincoln, S.A. 5606.
Phone: 86830479 Fax: 86834368

EVACUATION OF KINDERGARTEN BUILDING (e.g. incase of internal threat)

Warning signal - Whistle blast sounded by staff Person No.1 - DIRECTOR
Collect Sign in Sheets

Emergency Services contacted by Staff Person No.2 - TEACHER

Emergency Numbers: phone 000
- FIRE - 8682 1000
- POLICE - 8688 3020
- S.E.S. - 1300 300 177
- AMBULANCE - 000

Check toilet area and other rooms on way out.

Staff Person No.3 (E.C.W. - inside person)
Guide all persons present to
FRONT LAWN AREA, BACK AREA or INSIDE BUILDING depending on location of disaster.

FURTHER ACTION
5. Staff Person No. 1 checks roll. Initiate search if necessary.
6. Decision taken to move or not to move to.

ST JOSEPH SCHOOL OVAL Phone - 86823655
PT LINCOLN PRIMARY SCHOOL OVAL Phone - 8682 1544

If Director or Teacher is absent - Teacher 1/2 becomes person No. 1,
Teacher 2/ECW is person No 2 and
Relief person is person No. 3.

Copies attached to Roll Books and displayed on Staff Notice Board, Parent Notice board, Director’s Office, Adult toilet and Parent Information Booklets.
Copies sent to Emergency Authorities and D.E.C.S. - District Office.

Accepted by Governing Council Feb, 2012.