



Governing Council

We have a Governing council that is made of staff and parents/caregivers of children accessing our site. We meet twice per term to discuss:

- the finances
- assess the budget
- make decisions about what to money on to improve our site
- fundraising

Typically we will meet after hours in the community building. If you would like to join let us know!

Raising Concerns

Please come and connect in with us if you have any concerns or issues about the Kindergarten. First step is to speak with the teacher, then the Director. If you feel that we have not been able to help, please connect in with the customer feedback unit.

Overview - steps for raising your complaint



Darlington
Children's Centre
for Early Childhood
Development and Parenting

Information Booklet



12A Kurrajong Place

Seacombe Gardens

Ph. 8296 2686 Fax 8270 6108

Email: dl.3624.leaders@schools.sa.edu.au

www.darlingtoncc.sa.edu.au



Government of South Australia
Department for Education



Early learning lasts a lifetime....



How to make goodbyes easier

Have a goodbye routine

A goodbye routine makes goodbyes predictable, and this can help greatly with children's anxiety.

- Let your child know that you are going and that you will be back at the end of the day
- Take your child to their educator and reassure them that this person will keep them safe until you come back
- Add in a little ritual that is special to your child such as a big bear hug a kiss on the head with a little fist bump, a few high fives etc. This will become a signal that it is time to go

Keep the goodbyes brief

- Say goodbye to your child with your routine and then leave. If you stay longer to comfort your upset child, this can become very confusing for them and can increase anxiety

Please don't sneak out

- It can be tempting to sneak out without your child noticing especially if they are enjoying playing. However once your child realises that you are gone they can become upset and confused.
- They may also become more vigilant and clingy next time as they will be anxious that you may disappear again. Its best to let your child know you're going and say that you'll be back later.

Try not to be lured back after you have said goodbye

- If you come back after you have said goodbye it can be very confusing for your child. If you need to come back, repeat the goodbye and ritual and remind your child that you will come back later. **Remember that some upset behaviour is normal.**

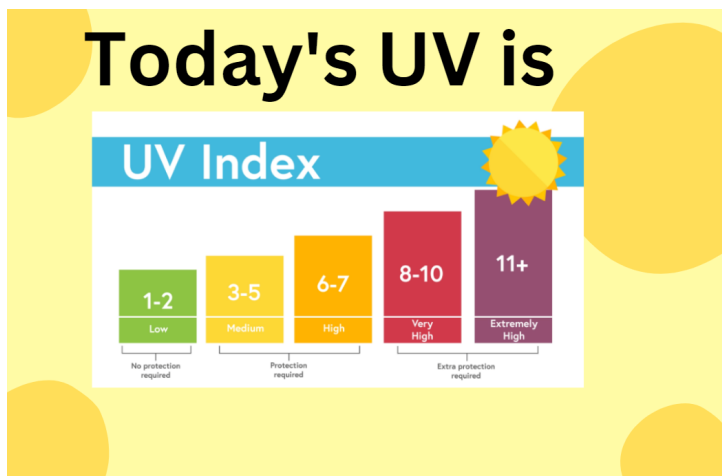


SunSmart policy

We will provide each child with a hat for Kindergarten that will be kept in the hat pockets with a photograph of your child.



When the UV is 3 and above all children will need to wear hats and sun cream. Families will be asked to apply on arrival to Kindergarten and we will communicate this at the sun cream table. If your child needs their own sun cream please supply with their name.



Naa Marni (Kurna language meaning “are you all good?”)

Hello and welcome
to Darlington Children’s Centre

We believe in developing strong relationships with children, families, community, each other and Aboriginal and Torres Strait Islander people.

To do this we need to:

- Support wellbeing and the whole child
- listen to each other
- connect with cultures
- learn together
- look after our world
- be inclusive and welcoming

With this children will then thrive through play

Acknowledgement of Country

We recognise that our site is located on the lands of the Kurna people and we commit to helping care for and respect this land together. We acknowledge the traditional owners of the land we are on and pay our respects to their Elders, past and present, and extend that respect to other Aboriginal people who are present today.





Educators at our Kindergarten 2025

Director:

Kim – full time— Teaching Friday fortnightly group A

Admin:

Erica - Monday and Wednesday

Teachers:

Selena– Monday, Tuesday, Wednesday, Thursday

Stacey– Monday and Tuesday

Tina– Wednesday, Thursday—Friday fortnightly group B

Early Childhood Workers:

Rachel, Naila, Madie and Rosalee help to support across the week

Vicki– Occasional Care Coordinator – Monday to Friday

Erica– Occasional Care Friday

Term Dates 2025

Term 3 21st July-26th September

Term 4 13th October– 12th December

Term Dates—2026

Term 1 27th January– 9th April

Term 2 27th April-3 July

Term 3 20th July-25th September

Term 4 12th October - 11th December



We ask for NO

- Lollies
- Chocolate
- Fruit boxes/ flavoured milks/juice (due to high sugar and issues for teeth)
- Nut based products such as Nutella, peanut butter, nut bars. We are a nut aware site and have many children who have allergic reactions that can be life threatening.





Lunch Boxes

We will have 3 times for children to sit down and eat food—morning tea, lunch and afternoon tea. We allow children to eat what they would like in their lunch box and support children to listen to their bodies when they are hungry or full.

Please pack what your child would typically eat at home. We cannot heat up food whilst in care. Here are some ideas to pack in your child's lunch box.



Kindergarten Session times

Group A (mid year intake) Monday and Tuesday 8:30-3:15 and alternate Fridays 8:30-11:30 (weeks 2,4,6,8,10 in term 1, 2 and 3 and 2,4,6,8 in term 4)

Group B (January intake) Wednesday and Thursday 8:30-3:15 and alternate Fridays 8:30-11:30 (weeks 1,3,5,7,9,11 in term 1, 1,3,5,7,9 in term 2 and 3 and 1,3,5,7, in term 4)

The Kindergarten will have four closures across the year to work on our Preschool Quality Improvement Plan.

Orientation Visits

Two visits will be offered in term 4 the year before your child starts Kindergarten. This will be an opportunity to get to meet the educators in your child's group and start to connect in with the children who will be attending the following year. For mid year intakes two visits will be provided in term 2 before your child commences in term 3.

During this visit our Department Speech Pathologist will attend to listen to children and we will put in a referral form for support should your child require this.

Medical and health Requirements

Some children require regular administration of medication. In all cases staff are bound by the Department policy of Administering Medication. We will require parents to complete a number of documents, in consultation with your doctor, before we are allowed to give medication. Please include all relevant information on the enrolment form.



Policies



We have a range of policies including: sun smart, safe sleep, water play, healthy eating and a site behaviour code. They are located in a purple folder under the sign in sheets.

Parking

Please do not park in the staff carpark unless you need the disability carpark. Please park around the surrounding street and check the signs where you park.



General information and what to bring



- Named backpack with a lunch box and drink bottle with water only



- Change of clothes including a jumper/ jacket /beanie in the cooler months. If your child is toileting please bring extra clothing. If your child is in nappies please bring nappies/pull ups too. We may need a Continence Plan completed by a Doctor.



- Shoes that help your child to climb and run. We ask for NO Ugg boots, thongs and cros.



- We have Darlington Kindergarten jumpers and t-shirts available to purchase through Eduthreads
<https://eduthreads.com.au/collections/darlington-childrens-centre>



Illness and accidents

If your child is unwell with symptoms like conjunctivitis, a runny nose, temperature of 38 degree or higher, vomiting and diarrhea the previous 24 hours, head lice which has not been treated yet, or a persistent cough then please keep your child home.

If you have given your child medicine (e.g. paracetamol) they should not be attending Kindergarten that day. **Please let us know if your child has an illness e.g. Covid, flu, hand foot and mouth so that we can inform the rest of the families.**

Darlington Children's Centre
12A Kumpang Place
Seacombe Gardens SA 5047
08 82562686

DEPARTMENT FOR EDUCATION
Incident, injury, trauma and illness record

Child details / Parental Acknowledgement (Parent to sign and date)

Child's full name: _____
Date of birth: / / Gender: ☐ Male ☐ Female
I, _____ (name of parent/guardian)
Signature: _____ Time: _____ am/pm Date: / /
have been notified of my child's incident/injury/trauma/illness (Please tick)
Parent contact phone number: _____ Parent email: _____

Incident details

Incident date: / / Time: _____ am/pm Location: _____
Name of witness (if any): _____
General activity at the time and circumstances surrounding the incident/injury/trauma/illness: _____
Cause of the injury/trauma: _____

Type of injury/trauma/illness:

☐ Allergic reaction (not anaphylaxis)
☐ Anaphylaxis
☐ Asthma
☐ Amputation
☐ Bite wound
☐ Breathing difficulty/respiratory
☐ Broken bone/fracture/dislocation (known or suspected)
☐ Burn/scald/steam
☐ Choking
☐ Convulsion/seizure/unconscious
☐ Crush jam
☐ Cut/open wound
☐ Drowning (non-fatal)
☐ Electric shock
☐ Eye trauma
☐ Head injury/concussion
☐ High fever/temperature
☐ Infectious disease (incl. gastrointestinal)
☐ Ingestion/inhalation/insertion
☐ Internal injury/infection
☐ Poisoning
☐ Sprain/swelling
☐ Stabbing/piercing
☐ Tooth/dental injury
☐ Venomous bite/sting
☐ Other _____

Part/s of the body affected: _____

If a child injures themselves at Kindergarten we will fill in an accident report for you to sign. Should the injury involve a fall, head injury, wound or bite we will ring you to inform you and if required ask for your child to be picked up. Only minor injuries will be treated by staff such as those that require simple first aid e.g. a band aid, cold cloth etc. In the rare case of a more serious emergency an ambulance will be called and parents contacted as soon as possible.



Kindergarten Fees

Kindergarten funding resources come from a Government subsidy, fees from families, and fundraising.

The parent fees help to support our Kindergarten to pay for new resources, art equipment and outdoor resources.

Kindergarten fees are **\$145 per term (\$580 per year)** (as of Jan 2025)

This works out to be \$14.50 per week of Kindy

Hat charge : \$8 billed to your account (once per year charge)



Please check your pocket each day for your account, children's art and general information.

To pay your fees– please transfer to our bank account or you can pay cash at the front office.

Bank SA
Account Name:
Darlington Kindergarten
BSB: 105-112
Account: 407201840



Curriculum and the Preschool Quality Improvement Plan (PQIP)

Our Preschool Quality Improvement plan is to "support children's play skills".

We work in partnership to develop an Individual Learning Goal around your child's play skills and plan learning opportunities to support your child's growth in their goal. We will meet with families to set the learning goal in the first term of their Kindy year and then again half way through the year to share how your child is progressing. We will share photos of moments where we have observed their growth against their goal.

Our Learning and planning connects with the Early Years Learning Framework (EYLF), the Preschool literacy and numeracy indicators and the Child Protection Curriculum.

At the end of your child's Kindergarten year, you will receive a report called a Statement of Learning that details your child's learning and growth across the year.



Information Sharing and communication

We will send and share information about what is happening:

- Through email
- Parent pockets
- Kindy communication board
- Facebook
- Face to face chats

