

## Digital Technologies policy

At Darlington Children's Centre, we are committed to ensuring the safe and responsible use of digital technologies within our learning space. Our **Digital Technologies Policy** ensures that:

- All educators, students, and visitors use **Department-issued devices** only within the learning environment.
- Parents are welcome to carry their phones but are encouraged to **minimise phone usage** in areas occupied by children



# Information Booklet

We understand the importance of capturing and sharing special moments. Parents are permitted to take photographs of their own child if needed but are reminded to ensure no other children are included in these images. This policy extends to **events such as graduations, family celebrations, and other site functions**.

Families are asked to sign a **Photo Permission Form** allowing their child's images to be displayed and used as part of the learning program. All images are stored safely, adhering to strict Department guidelines, and are securely **deleted** once a child has left the site.

## 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



12A Kurrajong Place  
Seacombe Gardens  
Ph. 8296 2686 Fax 8270 6108  
Email: dl.3624.leaders@schools.sa.edu.au  
[www.darlingtoncc.sa.edu.au](http://www.darlingtoncc.sa.edu.au)



**Government of South Australia**  
Department for Education



## How to make goodbyes easier



Early learning lasts a lifetime....

### **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.**



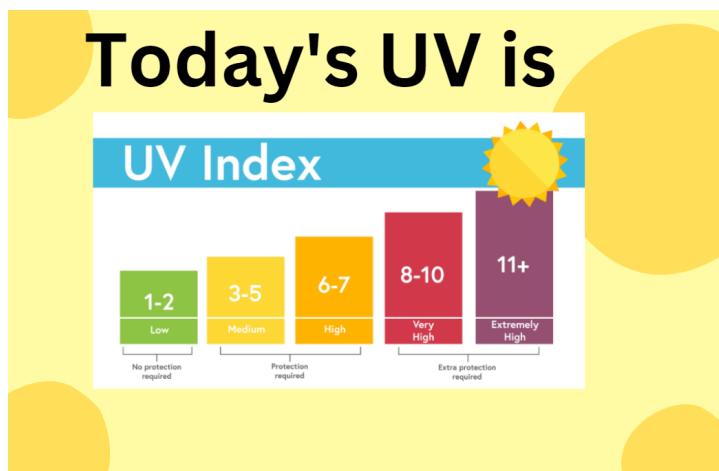
**Naa Marni (Kaurna language meaning “are you all good?”)**  
**Hello and welcome**  
**to Darlington Children’s Centre**

## **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.



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

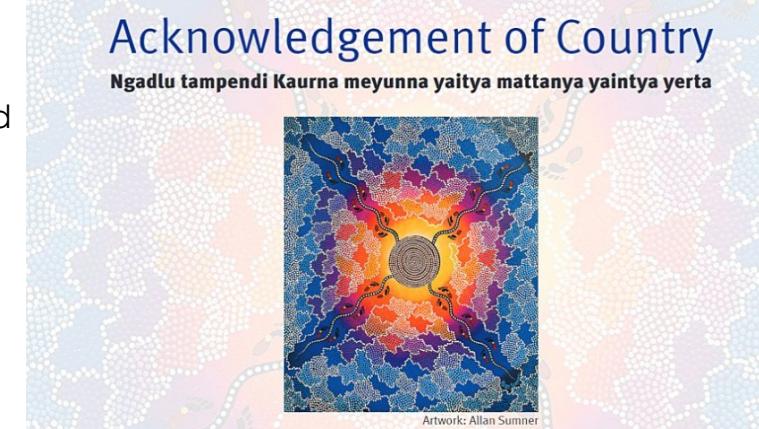
To do this we need to:

- 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 Kaurna 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:

Stacey– Monday and Tuesday

Selena– Monday, Tuesday, Wednesday, Thursday (term 1)  
Monday and Tuesday (term 2 only)

Beck– Wednesday and Thursday (term 2)  
Monday, Tuesday, Wednesday, Thursday (term 3 ongoing)

Sarah – Wednesday, Thursday

### 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—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.



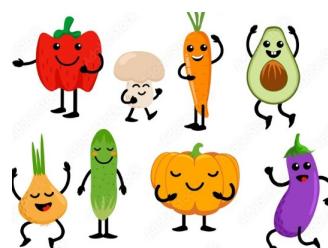
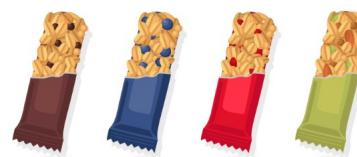


## Lunch Boxes

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 across three meal times. 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 (Calendar will be given to show dates)

**Group B( January intake)** Wednesday and Thursday 8:30-3:15 and alternate Fridays 8:30-11:30 (Calendar will be given to show dates)

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 for January start of 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 intake 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 on the corner shelf above the tissues( ask an educator if you need help to find)

## 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 crocs.



- 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.

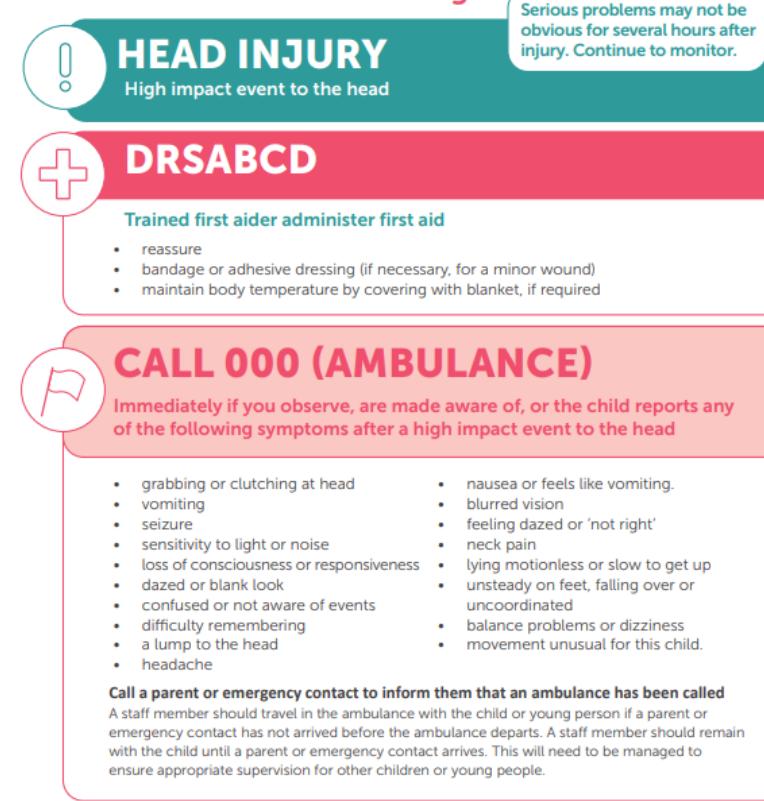
If you have given your child medicine (e.g. paracetamol) they should not be attending Kindergarten that day. **Please let us know if your child has an illness e.g. Covid, flu, hand foot and mouth so that we can inform the rest of the families.**

If a child gets injured at Kindergarten we will fill in an accident report for you to sign. Should the injury involve a fall, a minor 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.

**For high impact head injuries at Kindergarten we are required to follow the head injury first aid flow chart. If your child has any**

## **HEAD INJURY FIRST AID**

**In education and care settings**



The flowchart is titled 'HEAD INJURY FIRST AID' and 'In education and care settings'. It consists of several sections: 1. 'HEAD INJURY' (High impact event to the head) with a warning icon and a note: 'Serious problems may not be obvious for several hours after injury. Continue to monitor.' 2. 'DRSABCD' (Trained first aider administers first aid) with a plus sign icon and a note: 'Trained first aider administers first aid' followed by a list: - reassure - bandage or adhesive dressing (if necessary, for a minor wound) - maintain body temperature by covering with blanket, if required 3. 'CALL 000 (AMBULANCE)' (Immediately if you observe, are made aware of, or the child reports any of the following symptoms after a high impact event to the head) with a phone icon and a list of symptoms: - grabbing or clutching at head - vomiting - seizure - sensitivity to light or noise - loss of consciousness or responsiveness - dazed or blank look - confused or not aware of events - difficulty remembering - a lump to the head - headache - nausea or feels like vomiting - blurred vision - feeling dazed or 'not right' - neck pain - lying motionless or slow to get up - unsteady on feet, falling over or uncoordinated - balance problems or dizziness - movement unusual for this child. 4. 'CONTACT PARENT' (If assessment by a first aider determines that an ambulance is not required, call a parent or emergency contact to inform them of the incident) with a phone icon and a note: 'If assessment by a first aider determines that an ambulance is not required, call a parent or emergency contact to inform them of the incident.'



### **CONTACT PARENT**

If assessment by a first aider determines that an ambulance is not required, call a parent or emergency contact to inform them of the incident.

#### **Contact**

Work Health and Safety

Phone: 8226 1440

Email: education.WHS@sa.gov.au

V2 August 2025



Government of South Australia  
Department for Education

## 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 **\$155 per term ( \$620 per year)** (as of Jan 2025) Each January this will increase by \$10.

**This works out to be \$15.50 per week of Kindy**– Families are more than welcome to pay fees fortnightly or weekly. Please connect in if you need help with paying your account.

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

Accounts will be emailed out to families and once you have paid, a receipt will be emailed from the Preschool finance team.

To pay your fees– please transfer to our bank account.

Bank SA

Account Name: Darlington Kindergarten

BSB: 105-112

Account: 407201840

## 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!



## **Curriculum and the Preschool Quality Improvement Plan (PQIP)**



## **Information Sharing and communication**

Our Preschool Quality Improvement plan for 2025 is an inquiry question “How do routines and the environment support educators to engage in children’s play”.

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.



We will send and share information about what is happening:

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

