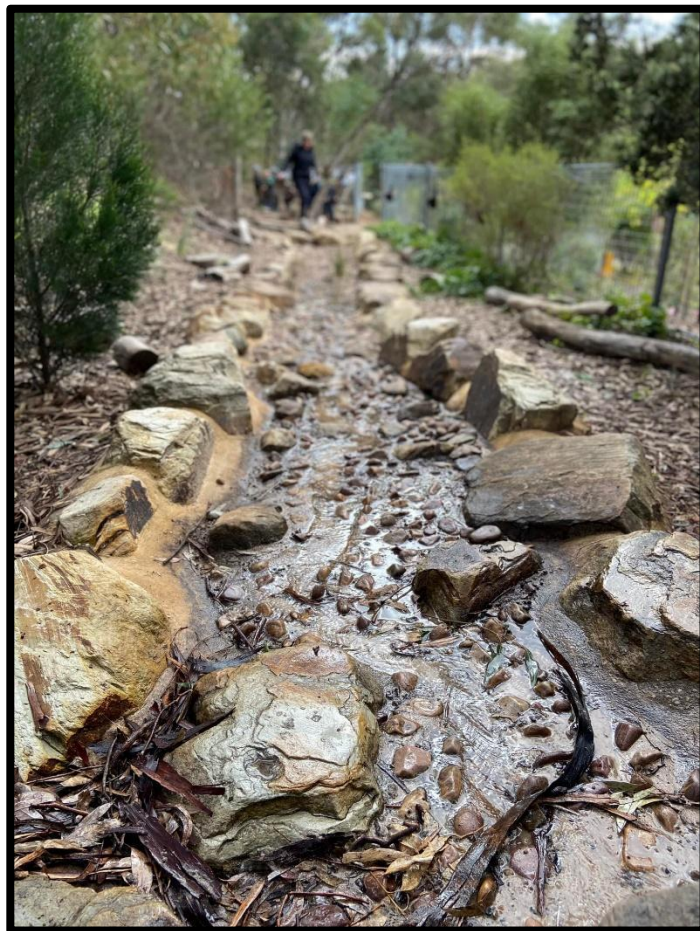




Information Handbook



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Updated March 2026

Our Philosophy

Play, Relationships, Nature and Sustainability

Play

We recognise play as a biological necessity throughout childhood. Play supports children's identity, wellbeing and development, while nurturing dispositions for lifelong learning. Educators at Flagstaff Hill Kindergarten are intentional in providing spaces, materials, time and permission for children to play. We honour children's agency to ensure their engagement is meaningful, inclusive and intrinsically motivating.

Relationships

Flagstaff Hill Kindergarten is a welcoming and inclusive environment which values each child's connection with family, community, culture and place. A strengths-based approach celebrates and builds upon children's skills, knowledge and dispositions. Educators scaffold the development of children's social and emotional capabilities by being attuned and responsive to their thoughts, feelings and experiences. We 'lift up' communication to support children to learn with and from their peers. Children's relationship to nature and place is explored through our Bush Kindy program and engagement with local Aboriginal peoples. As a community, we collectively develop our knowledge of Kaurna history, culture and language.

Nature & Sustainability

We create opportunities for children to explore and interact with the natural environment. Through our Bush Kindy program, children develop a sense of place through active learning in the elements. We believe nature play nurtures children's sensory systems, while strengthening their physical development, dispositions for learning, and care for Country. Our site is committed to the continued improvement of sustainability practices. We engage with Green Adelaide, enact a Sustainability Action Plan and access professional learning to support this focus.

Our Team

Director:

Andrea Gore – Full time

Teachers:

Jade Hollick – Monday/Tuesday

Natalie Bunworth – Wednesday/Thursday

Lydia Luz – Full time

Educators:

Shari Calaby – Monday to Thursday



Session times

We offer kindy sessions across two groups:

Ngawaka/Rainbow Lorikeets – 8:30am to 4pm on Monday & Tuesdays

Kurraka/Magpies – 8:30am to 4pm on Wednesday & Thursdays

Enrolment

All children are entitled to 15 hours per week of government kindy in the year prior to starting school. If your child turns 4 years of age on or before 30th April, commencement is in Term 1 (intake one). If your child turns 4 between 1st May and 31st October, they are eligible to commence in Term 3 (intake two).

- Enrolment offers for intake one are made in August the year prior
- Enrolment offers for intake two are made in February of the same year

To express your interest in an enrolment offer, please complete a *Preschool Registration of Interest form*, which can be found on our website.

'Stay and Play' Transition Visit

A transition visit will be offered in the term before your child commences kindy. This will be an opportunity to build familiarity with our physical spaces, as well as to meet the educators and children who will form their learning community.

Term Dates 2026

Term 3 20th July - 25th September

Term 4 12th October - 11th December

Each term aligns with the South Australian school system, with a two week break in between (during which time kindy is closed).



Fees

Our funding is derived from:

1. Kindy fees from families
2. Government funding, determined by our number of enrolled children
3. Annual fundraising initiatives

We are dependent upon these funds to ensure the smooth financial operation of the Kindergarten, which includes site maintenance, equipment costs and the purchase of consumable materials.

Our Bush Kindy program is self-funded, meaning that we do not receive government funding to support the additional staffing required. For the continuation of this beneficial program, income and support from families is essential.

Kindergarten Fees:

- \$200 per term
- You may choose to transfer this amount in \$20 weekly transactions across term time
- An additional \$15 charge will be billed to your account in your child's first term of kindy, to cover the cost of a kindy branded hat

Please note:

- An invoice will be emailed to you at the start of each kindy term
- If experiencing difficulty paying fees, you are encouraged to discuss this in confidence with the Director
- We would prefer payment via Direct Debit into our kindy bank account. Details will be provided on your invoice
- Cash payments (if made) must be placed in an envelope and put into the fees box situated in the kitchen. Please write your name, the amount, date and what it is for on the front of the envelope



Curriculum and the Quality Improvement Plan (QIP)

Our curriculum is underpinned by the [Early Years Learning Framework: Belonging, Being and Becoming \(EYLF\)](#).

In addition to principles and practices that inform our teaching and decision making, the EYLF features five learning outcomes. Children...

1. [have a strong sense of identity](#)
2. [are connected with and contribute to their world](#)
3. [have a strong sense of wellbeing](#)
4. [are confident and involved learners](#)
5. [are effective communicators](#)

The [Preschool Literacy and Numeracy Indicators](#) are also used alongside the EYLF to inform, extend, track and monitor each child's learning through play.

The [Child Protection Curriculum](#) is a mandatory program used to develop children's understanding of their feelings, rights and protective practices. It is embedded throughout the year, visible in our interactions with children and during intentional teaching moments.

Our [Quality Improvement Plan \(QIP\)](#) is a tool to continuously improve our leadership and teaching, while maintaining a focus on children's learning.

The purpose of the QIP is to:

- Identify and celebrate what is working well
- Identify and plan against learning improvement goals that will improve learner outcomes and educator practices
- Monitor impact
- Review and evaluate the improvement goals each year

The kindy will have four [Student Free Days](#) across the year to work on our [Quality Improvement Plan](#) and access relevant training.

Communication



Relationships with children and families are central to the work we do. Clear communication about kindy life helps to build connection and trust. There are several ways we connect with families:

- Each family is assigned a communication pocket, located on the wall outside of the children's bathroom. Paper based communication is shared here
- Daily messages are written on a whiteboard, affixed to the external brick wall at the bottom of the path. Please check daily for reminders and updates about the learning that has taken place that day
- We have a private Facebook group to support communication pathways. Please search for 'Flagstaff Hill Kindergarten 2026' and request to join
- Information such as newsletters are shared via email
- Learning Conversations are offered towards the end of your child's first term of kindy
- We are available for brief discussions with you during the day, however if you'd like to discuss a matter which requires more time or confidentiality, please request an appointment outside of our teaching times. Maintaining duty of care for the children is of utmost importance

General Information



Delivering and Collecting Children

Please be prompt when collecting your child/ren at the end of the day, to avoid them becoming distressed and to support staff in concluding their working day.

In the interest of child safety, please come into the kindy building at the end of our session. We will farewell children when a recognised adult is there to greet them.

Please sign in/sign out your child on the daily attendance sheet. If someone other than yourself is going to collect your child, please write this next to your child's name. If they are not listed as having collection authority, presentation of ID will be required.

If you feel the learning day will be too long for your child, or you are needing to coordinate a school run too, you are invited to do a later drop off and/or earlier pick up. Each family is different and we are flexible in meeting your needs.

Medical Requirements

Some children require regular administration of medication. In all cases staff are bound by the Department for Education policy of Administering Medication. Therefore, we require parents to complete a number of documents in consultation with your doctor, before we are allowed to give medication. Please discuss your child's medical requirements with the Director.



Toys

All toys from home are discouraged as they often get lost or broken and also restrict children's equal access to materials. The Kindergarten has plenty of resources, which are changed regularly to extend children's learning. Children will be encouraged to return personal toys to their bag or to keep them in the office for safekeeping. We recognise however, that children may bring a beloved attachment object to kindy to help them feel safe in a new environment. This will be supported by educators.

Illness and injuries

If your child is unwell with symptoms such as a green runny nose, cough, unknown rash, temperature, vomiting or diarrhea, please keep them at home. This will help them to recover and assist in controlling the spread of infection.

If a child injures themselves at Kindergarten we will fill in an accident report for you to sign. Should the injury involve a head injury or bite, we will ring you to inform you and if required, ask for your child to be collected early to seek medical attention.

Sunscreen

Sunscreen needs to be applied by you at home or upon your arrival in the mornings, if the UV index is 3 or higher (we will communicate this on our whiteboard). Children will reapply sunscreen throughout the day. If your child has allergies to sunscreen or requires their own, please supply the Kindergarten with a bottle/tube that can be left onsite. For further information, please refer to our [Sun Protection Policy](#).

Children's birthdays

In reference to our [Food and Nutrition Policy](#), and potential allergies, food cannot be supplied for children's birthdays. We also discourage families from supplying small gifts to share with the group, to uphold our value of sustainability. We have a kindy birthday ritual to acknowledge and celebrate this milestone with children instead.

Playgroup

Playgroup runs on Friday mornings fortnightly from 9:00am until 11am during term times. We welcome children from birth to school age for these stays and play sessions, which are supported by our volunteer playgroup coordinator. Playgroup is \$5 each and is an ideal opportunity to connect with other parents, as well as to support children's familiarity with our kindy environment ahead of starting their year at preschool. Please check our Facebook page for updates.

Phone use at kindy

In line with our [Safe use of digital environments policy](#), we ask all families and visitors to keep phones in their bag or pocket while children are present at kindy, including during drop off, pick up and playgroup. If you need to use your phone for payment, please do so quickly before putting it away. Taking photos of other children is not permitted, even with their caregiver's consent. Staff and visitors are also not allowed to have phones accessible outside the office when children are onsite.

Bushfire Preparation

Flagstaff Hill Kindy is rated as an R2 bushfire risk site. This means that on days declared as 'Catastrophic' fire danger, the kindergarten will be closed. We have a Bushfire Action Plan in place and regularly practise safety procedures with children. Families will be notified of closures and any updates relating to bushfire risk.



Lunch Boxes

Our kindergarten encourages healthy eating, to nourish children's bodies and minds. We ask that families supply healthy foods for their children, with reference to the *Australian Dietary Guidelines*.

Morning tea:

- Fresh fruit or vegetables, yogurt, plain crackers.
- This is placed in our trolley to avoid confusion between what is morning tea and what is lunch.

Lunch time:

- Sandwich/wrap/roll/quiche/leftovers etc.
- Additional snack such as yoghurt or a muesli bar

Afternoon tea:

- A filling snack such as cheese and crackers, muffin, yoghurt etc.

Additional Information:

- Please avoid nut spreads (Nutella/peanut butter), nut containing muesli bars or whole nuts, due to children's allergies
- We unfortunately cannot heat up children's food, however a thermos can be used for warm lunch options (e.g. chicken noodle soup, pasta and veg, baked beans)
- We encourage families to buy yoghurt in large containers, then pack in a small reusable container for lunch boxes. Eating yoghurt with a spoon develops children's hand-eye coordination and also cuts down on the waste created by squeeze yoghurt packages (which can't be recycled)
- Children's lunchboxes stay in their bags for the day. In warmer months we recommend that you include ice packs to keep their food cool.
- Consider choosing lunch containers which children can open independently (we will help as needed but work towards the development of these skills)
- Water is the only drink accepted at kindy. We refill bottles as needed throughout the day with filtered water
- For additional information, please refer to our Food and Nutrition Policy: <https://www.flaghillkgn.sa.edu.au/policies>

What to Bring

Please pack a bag containing:

- Lunch box
- Water bottle (containing water only)
- Kindy hat (which will be here for you on your child's first day)
- Spare change of clothes & wet bag (include lighter/heavier clothing for warmth/coolness)

All items need to be named to ensure that anything lost will find its way back to you.

What to Wear

- **Clothing:** Please dress your child in clothes that allow them to get messy and have unrestricted movement for climbing etc.
- **Footwear:** Supportive footwear should be worn for safety reasons (no thongs, crocs, ugg boots or heels)
- **Kindy uniform (optional):** If you wish to purchase Kindergarten clothing, we have a range of items with our logo such as t-shirts and jumpers. These are ordered by families online from EduThreads and can either be shipped directly to your home address or collected from kindy (site delivery runs once a term). <https://eduthreads.com.au>



Bush Kindy



In the language of the Kaurna people, Yeltanna Wirra translates to 'dry airy place'. We are so fortunate to have this wild space within our kindy grounds (our back garden). This is the location of our Bush Kindy Program, which runs across Term 2 and some of Term 3. Normal kindy continues for each group on one day of the week, while the second becomes their Bush Kindy day, where we are immersed in nature, regardless of the weather. At present Bush Kindy days are Tuesday and Wednesday's.

Once we have settled into Yeltanna Wirra, we also begin to spend part of our day walking and playing in the adjoining Sturt Gorge.



The learning observed through our Bush Kindy program:

- Engagement in sustained play, in a sensory rich environment
- Deepening connection with the environment and with others
- Strengthening of motor skills, balance, coordination and physical stamina
- Engaging with risk taking: What am I capable of? What feels safe to try next time? Are my warning signs telling me this is out of reach right now? What couldn't I do previously that I can now?
- Imagination, creativity and resourcefulness, fostered through investigation and exploration with open ended materials
- Building learning dispositions through discomfort and challenge, for example persistence, confidence and resilience



Here are some of the children's reflections:

- "I will miss climbing the mulberry tree"
- "I'm going to miss the gorge and playing in the play spot. Bush Kindy is the best!"
- "I liked making the tower out of bricks, sitting under the mulberry tree and playing in the creeks and going on the gorge walks and throwing rocks in. That's what I like"
- "I like the walk in Bush Kindy, seeing all the cockatoos. I will miss seeing the trees and all the things. I will miss the bush walk too"
- "I liked the whittling with a tool and going for a walk and throwing the rocks. The puddles were fun"

Risk assessments

Together we conduct risk assessments of the physical space each session as a precaution. Children are empowered to develop the skills and responsibility for making choices that impact on safety. This connects with the Child Protection Curriculum regarding children's understanding of safe and unsafe risks and listening to the warning signs of their own body.

Emergency evacuation/lockdown

We regularly revisit and practice evacuation/lockdown procedures in the event of an emergency.

Extreme weather

In extreme weather conditions i.e. thunder and lightning storms, Bush Kindy sessions will cease and play will be moved indoors. Educators will check the weather each Bush Kindy day and use this information to make adjustments as necessary.



Hygiene and safety

Children will have access to the bathroom for toileting and handwashing. There are first-aid kits onsite and all educators hold first aid qualifications. A commonsense approach prevails.

Snake awareness

Snake Catchers of Adelaide visit the site to support our efforts in educating children about snake awareness. We run our Bush Kindy program through winter, intentionally attempting to reduce the likelihood of a snake sighting. We also make lots of noise during our sessions!

Bugs, slugs and creepy crawlies

Children are naturally inquisitive and we hope that within the Bush Kindy environment they will discover various creatures. Educators will support children in identifying those that are safe to handle and encourage respectful interactions. Creatures that pose a risk will be dealt with appropriately.

What you need for Bush Kindy

- Gumboots to keep feet dry and shoes to change back into after the session
- Waterproof rain jackets and pants or a waterproof onesie (whole body coverage needed). We recommend coveralls from *Nature Play SA*
- Layers of clothing underneath wet weather gear, to avoid overheating (easier to remove or add layers as body temperature and activity levels change)
- Beanies to keep warm
- Wet bag/plastic bag to put dirty or wet clothes in
- 3 sets of spare socks and clothing
- An additional snack is often needed - we get really hungry outdoors



Find our private Facebook group (for enrolled families):

'Flagstaff Hill Kindergarten 2026'

We also have a public page:

'Flagstaff Hill Kindergarten'