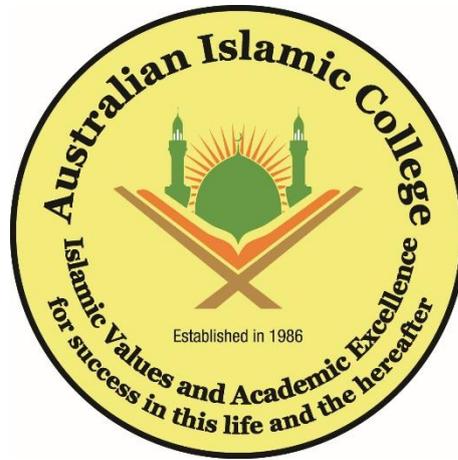


Australian Islamic College Adelaide



Kindergarten Parent Information Booklet

Address: 22A Cedar Ave, West Croydon SA5008

Tel: (08) 8340-7799 Email: info@aic.sa.edu.au Website: aic.sa.edu.au

Vision

*Islamic Values and Academic Excellence for
Success in this Life and the Hereafter*

Mission Statement

Our goal is for our Muslim youth to aspire towards excellence in both character and education. We want our students to encounter new educational experiences that will serve their future aspirations whilst maintaining a balance between academic pursuits and Islamic values.

Objectives

- Committed, balanced individuals
- Contributing citizens and community builders
- Importance of Islamic Faith (Imaan)
- Purpose of Prayer (Salah)
- Strong Moral Character (Akhlaaq)

Implementation date: [July 2017]
Last reviewed date: [February 2018]
Approved by: [Executive Principal]
Next review: [February 2019]

Table of Contents

Our History.....	4
Our Philosophy.....	4
Our Staff.....	4
Hours of Operation	4
Term Dates	4
Enrolment.....	5
Priority of Access Policy	5
Kindergarten Routines	5
Arrival and Collection of Children.....	6
Fees	6
Curriculum.....	7
Planning and Reporting for Individual Children.....	8
Medication.....	8
Information that must be provided on the Enrolment Form.....	8
Incident/Injury and Illness	9
Exclusion Period	9
Healthy Eating	10
Sun Protection.....	11
Clothing	11
Child Protection.....	11
Behavior Management.....	12
Home Toys and Birthdays	12
Strategies for Smooth Transition.....	12
Communication & Parent Information Board.....	13
Parents Involvement and Responsibilities	13
Grievance Policy	14

Welcome to Australian Islamic College Adelaide Kindergarten. Thank you for your interest in our center and we hope you find the following information informative, comprehensive and helpful. Should you have any further queries or comments please feel free to speak with one of the staff. We are always happy to help. We hope that your time with us at AIC Adelaide Kindergarten will be happy and rewarding.

Our History

The Kindergarten opened in 2017 with the aim of preparing children for further schooling at AIC Adelaide. Our Kindergarten is currently accommodating 20 children every day, which allows for 40 enrolments at any time.

Our Philosophy

Our center has the philosophy of providing high quality and inclusive educational experience in a safe, healthy, caring and fun environment. Our vision is to make the children responsible and socially competent individuals in an Australian Muslim context with a passion for learning to achieve excellence. Our curriculum is guided by the Early Years Learning Framework and we value learning through play and discovery. We provide varied and stimulating experiences to enhance children's knowledge. We respect the multi-cultural backgrounds of our families and incorporate diversity in our programs through displays, songs, books and talks. We work in partnership with families and value and celebrate the diverse community to which we belong. The guiding principles of our center are to encourage children to become lifelong learners, who can communicate fluently, develop mutually beneficial social relationships with their peers, and respect and care for the world around them.

Our Staff

Our Kindergarten operates with two staff members, ie. one Early Childhood Teacher and one Educator. The Early Childhood Teacher holds a University Degree whereas the Kindergarten assistant holds at least Certificate III in Children Services. All staff, permanent or relief, hold current Working with Children Check, First Aid, Asthma Training, and Mandatory Notification certifications. Our center also has access to specialist teachers of Arabic and Islamic Studies who guide Kindergarten staff to implement age appropriate activities for Arabic and Islamic Studies.

Hours of Operation

Monday to Thursday 8.30am - 3.15pm

Fridays 8.30am – 12.45pm

Term Dates

The Kindergarten follows Independent Schools term dates. Information about term dates are available on the College's website: www.aic.sa.edu.au

Other holidays may include public holidays, staff development days (occurring once every term) and Eid holidays.

Enrolment

Enrolment information can be obtained from School's front office reception. Enrolment process, however, follows the following steps:

- An appointment is required with the front office.
- A visit to Kindergarten.
- An interview will then take place with the Coordinator/Teacher.
- Parents/guardians/caregivers submit completed application form.

Documents that may be required on the day of interview include:

- Birth certificate/passport/citizenship certificate
- Immunization record
- Medical conditions report by a GP (e.g. asthma, allergies etc.)

After completion of the above process your child will be put on the waiting list and a place will be offered to the child at the beginning of each year or when a vacancy becomes available. An information session will be organized for parents before commencement of Kindergarten.

There has been an amendment to when children start preschools and schools in South Australia. This will mean that all children will start on the same day at the beginning of the school year. This came into effect in 2013 for preschool children. Under the new arrangements, if your child:

- Turns four before 1 May they will start preschool on the first day of Term one in that year.
- Turns four on or after 1 May, they will start preschool on the first day of term one the following year.

Priority of Access Policy

At times, when our enrolments are high, a limited number of places only will be available. A child will have priority of access to sessions on the following basis:

- Date of birth
- Date of registration
- Additional needs (including physical disability, developmental delay, gifted development, children at risk because of culturally and linguistically diverse backgrounds).

All final decisions are at the discretion of the Principal of Australian Islamic College Adelaide.

Kindergarten Routines

- Start at 8.30am – Welcome children and their families

- Revision of Surahs & Duaas
- Mat time – Say “Assalam o Alaikum”/ “hello”
- Islamic Studies or Arabic Lessons
- Morning Tea – small groups
- Outdoor free play / work with teachers in small groups
- Story time – small groups
- Lunch
- Indoor / Outdoor free play
- Afternoon tea – work with teachers in small groups
- Mat time - play games, sing songs, “Show and Tell”
- Home time

This routine may change during the day due to inclement weather, other activities arranged in the school or to meet children’s needs.

Children also have opportunities to attend the library and events at school.

Arrival and Collection of Children

All children at our Kindergarten must be signed in and out by a parent or guardian. This is to help staff confirm presence of children at the Kindergarten on the day and in the case of a fire or emergency this list is used as a head count. All staff will ensure children feel safe, secure and settled once they are in the Kindergarten.

Children can only be collected from the center by a parent/ guardian or an authorized emergency contact person.

Please note:

Parents must give prior notice (via phone, in person, or in writing, whichever is appropriate) where the person collecting the child is someone other than those mentioned on the enrolment form, e.g. in an emergency situation. The person nominated by the parent must be able to produce some form of identification e.g. driver’s license.

Please inform center staff of any changes in your telephone numbers, address, and emergency contacts.

Fees

Please contact School’s front office regarding Enrolment and termly fee.

Additional costs may occur in the event of an excursion or an invited visitor to the Kindergarten. Payments can be made at the School’s front office.

Curriculum

Teaching programs at our center are based on the curriculum document *Belonging, Being and Becoming – The Australian Early Years Learning Framework*. Our curriculum design, assessment and reporting is based on this national document.

Early Years Learning Framework (EYLF) is built around five developmental learning outcomes to capture integrated and complex learning development of children. These outcomes are:

- **Outcome 1 Children have a strong sense of identity**
“I am who I am”
- **Outcome 2 Children are connected with and contribute to their world**
“I am a great friend”
- **Outcome 3 Children have a strong sense of wellbeing**
“I am independent”
- **Outcome 4 Children are confident and involved learners**
“I am curious, inquisitive and eager to learn”
- **Outcome 5 Children are effective communicators**
“I can express myself”

The framework focuses on your child’s learning. Our staff will work with you in order to know your child well. They will create a learning program that builds on your child’s interests and abilities. These outcomes are broad and observable and acknowledge that children learn in a variety of ways and also differ in their capabilities and pace of learning. We therefore use EYLF to provide an inclusive environment which develops knowledge, skills, social interactions and communication.

Help Your Child to Be Successful

Attendance - “Set the pattern now for your child’s future”. It is important that children attend kindergarten regularly. If your child is absent due to illness please let us know. Children’s regular attendance enables each child to gain maximum participation and to ensure continuity of learning.

Independence - It is important for a child’s development and confidence to be able to do some things independently as this gives your child a sense of success. We will support children to continue to develop their independence while at Kindergarten, but your help and support to their learning will go a long way in their cognitive, physical and social development. It would, therefore, be beneficial if you could help your child to:

- Hang up their **own** bag
- Remember to bring their sun safe hat each day
- Open their drink/snack/lunch containers independently
- Go to the toilet independently (including wiping their bottom) and then wash hands
- Put on their own socks/shoes
- Recognize their own belongings
- Be responsible for their own belongings, e.g. putting their hats in their bags
- Helping their friends

Writing name - To help your child to write their name, please teach them to use a capital letter for the initial letter, and lower case for remainder of name. Encourage them to start their name on the top left hand corner of the page. We have name cards at Kindergarten to help your child learn this skill.

Planning and Reporting for Individual Children

Each child has a portfolio in which Staff keep copies of their work e.g. drawings, photographs and other records of their time at Kindergarten. Parents are invited to look at their child's portfolio at any time.

At the end of the Kindergarten year, this Portfolio will be given to your child as a record of his/her development. These portfolios are also used as part of the process of planning for your child. Together with the knowledge developed by staff about your child (through observations, interactions, conversations etc.) these portfolios assist us in planning activities and experiences to extend your child's knowledge, skills and abilities. You are always welcome to discuss your child's progress with a staff member. Each child is assessed at Kindergarten during their first term. Target for individual learning is developed and shared with you. These targets are reviewed each term and in their last term a Summative Report will be written for parents. This report is developed around the learning outcomes and summarizes your child's skills and interests, as well as areas which need strengthening.

Medication

The service adheres to privacy and confidentiality procedures when dealing with individual health needs. Staff are not permitted to administer any medication without a signed Health Support Plan from a medical practitioner. Families are required to provide this information on the Enrolment Form and are responsible for updating the Kindergarten Staff on any new medication, ceasing of medication, or any changes to their child's health. Parents are also responsible for the maintenance of a current Health Support Plan and for the maintenance and cleaning of any equipment brought to the School.

Information that must be provided on the Enrolment Form

Enrolment form provides an opportunity for parents to help the Kindergarten to meet their child's needs relating to a medical condition. Information relating to medical conditions should be attached to the enrolment form, ie,

- Asthma
- Diabetes
- Allergies
- Anaphylaxis
- Diagnosed at risk of anaphylaxis
- Any other specific medical condition(s) suggested to be made aware to staff by registered medical practitioner.

Please note that all this information is treated as confidential and is for information of authorized staff only.

Incident/Injury and Illness

At Kindergarten all minor injuries will be treated by staff on site. In the event of a medical emergency an ambulance will be used to transport children to hospital. It is recommended that families take up ambulance cover. Every practical effort will be made to notify injury, trauma, or illness of a child to their parents as soon as possible. If your child becomes sick at Kindergarten, a staff member will contact you so that you could collect your child. Head injuries are treated cautiously and parents are informed immediately so they can decide a course of action.

Center staff will also ensure that incident, injury, trauma and illness record is completed in full and without delay.

First Aid kits are readily available at the Kindergarten and during excursions.

Exclusion Period

A child can be excluded from Kindergarten for the following reasons. Please check the table below for reference.

Quick reference guide to common infections and diseases

INFECTIOUS DISEASE	PERIOD OF EXCLUSION FROM THE CENTRE
Vomiting	Until there has been no vomiting for 24 hours
Diarrhea	Until there has been no loose bowel motion for 24 hours
High Temperature	Not accepted at the Kindergarten with high temperature
Head lice	Until treatment has been given
Conjunctivitis (Viral / Bacterial)	Until discharge from eyes has stopped (medicated)
Cold Sores	Until sores have dried
Hand, Foot and outh	Until all blisters have dried
Chicken Pox	Until all blisters have dried

If your child is not immunized they may be excluded from Kindergarten in case of an outbreak of disease. Please check the table below.

IMMUNIZATION

Age	Disease
Birth, 2, 4, 6 months & Year 8	Hepatitis B
2, 4, 6 mths & 4 yrs.	Diphtheria/Tetanus/Whooping Cough (Triple Antigen)
2, 4, 6 mths	Pneumococcal
2, 4, 6 mths	Rotavirus
2, 4, 12 mths	Hib Meningitis
2, 4, 6 mths & 4 yrs.	Polio
12 mths & 4 yrs.	Measles/Mumps/Rubella
12 mths	Meningococcal C
18 mths & Year 8	Chicken pox
Year 8 (girls only)	HPV
Year 9 students	Diphtheria/Tetanus/Whooping Cough

Healthy Eating

Our center aims to promote healthy lifestyles, good nutrition and the wellbeing of all children. We are particularly cautious about food allergies, dietary requirements, restrictions, specific cultural and religious practices. We therefore request all parents/guardians to provide suitable healthy food in their child's lunch box. Please refer to our friendly suggestion chart below.

Snack Ideas	Lunch Ideas
<ul style="list-style-type: none">• Fresh piece of fruit: a mandarin, banana, apricot, pear, grapes, plum• Sliced fruit: oranges, melon or pineapple• Crackers with cheese or vegemite• Vegetable sticks or slices with dip• Small tub of yogurt• Cheese stick	<ul style="list-style-type: none">• A sandwich, small pita wrap or small bread roll with fillings such as, shredded chicken with lettuce and cheese, tuna, corn and lettuce, vegemite and cheese• Crackers or rice cakes with cheese• Homemade savory muffins• Homemade pizza• Rice with vegetable or chicken• Noodles with vegetables or chicken

In promoting healthy eating practices, we encourage children to bring a healthy snack to Kindergarten, which should include fresh fruits and vegetables. We recommend that parents provide 2 or 3 pieces of fruit or vegetables (any fruit or vegetable that your child can eat independently). These are given to children at snack times with their water bottle. Children are required to bring in their own labelled water bottle.

Please affix a named label to your child's water bottle and lunch box.

What not to include in Lunch boxes

Please try not to include sweet fillings in sandwiches e.g. jam, honey, chocolate spread; nor packaged food such as muesli bars, fruit straps, chocolate bars, lollies, donuts and potato chips - these are 'sometimes' foods and should only be offered in small amounts on special occasions.

NUT FREE ZONE Our preschool is a "**nut free zone**". This means that foods which contain nuts or nut products must not be brought to the preschool. Please do not give your child food items or food containing items such as:

- Peanuts
- Nuts
- Peanut butter
- Nutella
- Muesli bars that contain nuts

Please note that nuts in vulnerable children cause anaphylaxis. This is a life-threatening condition caused by an extreme allergic reaction.

Sun Protection

All children are required to wear sun hats in Term 1 and 4. Children will not be allowed to play outside without a hat during these terms. A broad brimmed, legionnaire or bucket hat is recommended (Baseball style caps are not allowed as they cannot provide sun protection to neck). In addition, appropriate sun protection clothing is to be worn, no singlet, midriff tops are allowed.

We recommend that parents apply sunscreen during hot weather (especially in terms 1 and 4) to their child prior to arriving at the Kindergarten. Sunscreen will also be supplied by the Kindergarten and children will be supported to apply it independently.

Clothing

All children are encouraged to wear suitable clothing for a variety of indoor and outdoor activities. Play can be messy at times though smocks are provided, yet there is no guarantee clothes can't get dirty.

- Children need to wear clothes that allow freedom of movement around our learning environment, so that they can manage themselves in outdoor activities as well as when going to the toilet.
- Children are encouraged to wear sneakers or closed shoes. Please note that the Kindergarten encourages enclosed shoes, which means that no thongs or sandals are allowed. Thongs are not appropriate foot wear for Kindergarten due to health and safety reasons.
- During summer days shirt/top should cover the shoulders (for appropriate sun protection) and need to be comfortable for play. We ask parents to consider the weather when dressing your child.
- The children MUST have a hat to play outside - "NO HAT, NO PLAY".

All clothing MUST be labelled with your child's name. Please keep a spare change of clothes in your child's bag in case he/she gets wet or very dirty.

Child Protection

Child protection is taken seriously at our Kindergarten. We provide children with strategies to help them be safe and empower them with the ability to seek help if they feel unsure or unhappy about a situation. We teach children protective behaviors and strategies which allow children to:

- Feel safe in their environment and social situations,
- Develop positive self-esteem, and
- Communicate effectively to seek help.

We are legally obliged to notify Children, Youth & Family Services of any suspicion, on reasonable grounds, that a child has been abused or neglected.

Behavior Management

An important aspect of our program is that each child develops as a happy, responsible and confident individual who can work with others as a productive member of a group, community, and society. We encourage these behaviors through discussions, role-plays, self-regulation strategies and routines. This helps children to find appropriate ways to handle problems they may encounter. Children are supported to develop and share their opinions on safety, rules, and fairness and encouraged to make choices and manage the consequences of their choices - both positive and negative. In this regard rules for appropriate behavior are formed, revisited and revised regularly with the children. Common themes of these rules relate to:

- Ensuring safety and fairness
- Providing a positive environment
- Encouraging children to be responsible for their actions
- Helping children respect themselves, others and their environment

In case of behavior issues, reminders and requests to stop certain behaviors would usually be the first step. If the behavior continues, the child would be redirected to move to a quiet spot away from the group for a few minutes. Repeated or very serious behaviors would be communicated to parents. Staff will work with parents to develop strategies to encourage appropriate behavior. Bullying is taken seriously and is not tolerated.

Home Toys and Birthdays

Toys from Home

We ask parents/guardians not to allow children to bring their toys from home to the Kindergarten. Staff do not accept any responsibility for any loss or damage to toys brought into the Kindergarten without permission. Children can only bring toys for “show and tell” and they must be kept in the “show and tell” basket.

Birthdays

In respect to the Islamic faith, birthdays are not celebrated at the Kindergarten as part of the school policy.

Independence

Parents/guardians please consider that when buying bags and lunch boxes, your child will need to manage the opening and closing of the items independently. Also, shoes and socks that can be easily put on and off are helpful (small, tight socks and shoes with laces can be tricky).

Strategies for Smooth Transition

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

- Planning with your child at home how you will say Goodbye, (“I will say Goodbye after....”).
- Establishing a routine for leaving your child, such as arrive at school on time, encourage your child to put his/her things away.
- Joining in an activity with your child such as puzzle, painting or story, and then saying Goodbye and leave. (You are welcome to give us a call anytime to see how your child is going if they seemed upset when you left).
- Using the same routine daily, allowing your child to know when you will be leaving, helps your child feel less anxious at goodbye time.

Communication & Parent Information Board

Our curriculum is displayed on a noticeboard in Kindergarten for parents to read. Our termly and fortnightly plans are also displayed on this board stating expected developmental and learning outcomes for the children.

The Kindergarten newsletter is available on the school's website. Apart from this, communication notes will be sent home as needed.

A Parent Communication book is placed on the parent information table to communicate any messages with staff.

Parents Involvement and Responsibilities

Smoke Free Zone



Our School is a smoke free zone. The smoke free zones policy applies to all areas of the College, which include buildings, grounds, Kindergarten and all car parks. To maintain a healthy environment, we request all parents to please not smoke in the vicinity of our Kindergarten.

Parent Responsibilities

- Please be punctual in bringing and collecting your child from the Kindergarten.
- Please wait with your child if you arrive before the start time.
- Please inform staff if your child will be away for any reason.
- Please check for notices and your child's pieces of work.
- Please be involved in the activities of the Kindergarten. This may include staying during some sessions to help or by coming on excursions.
- Please talk to your child about their work and praise their efforts.

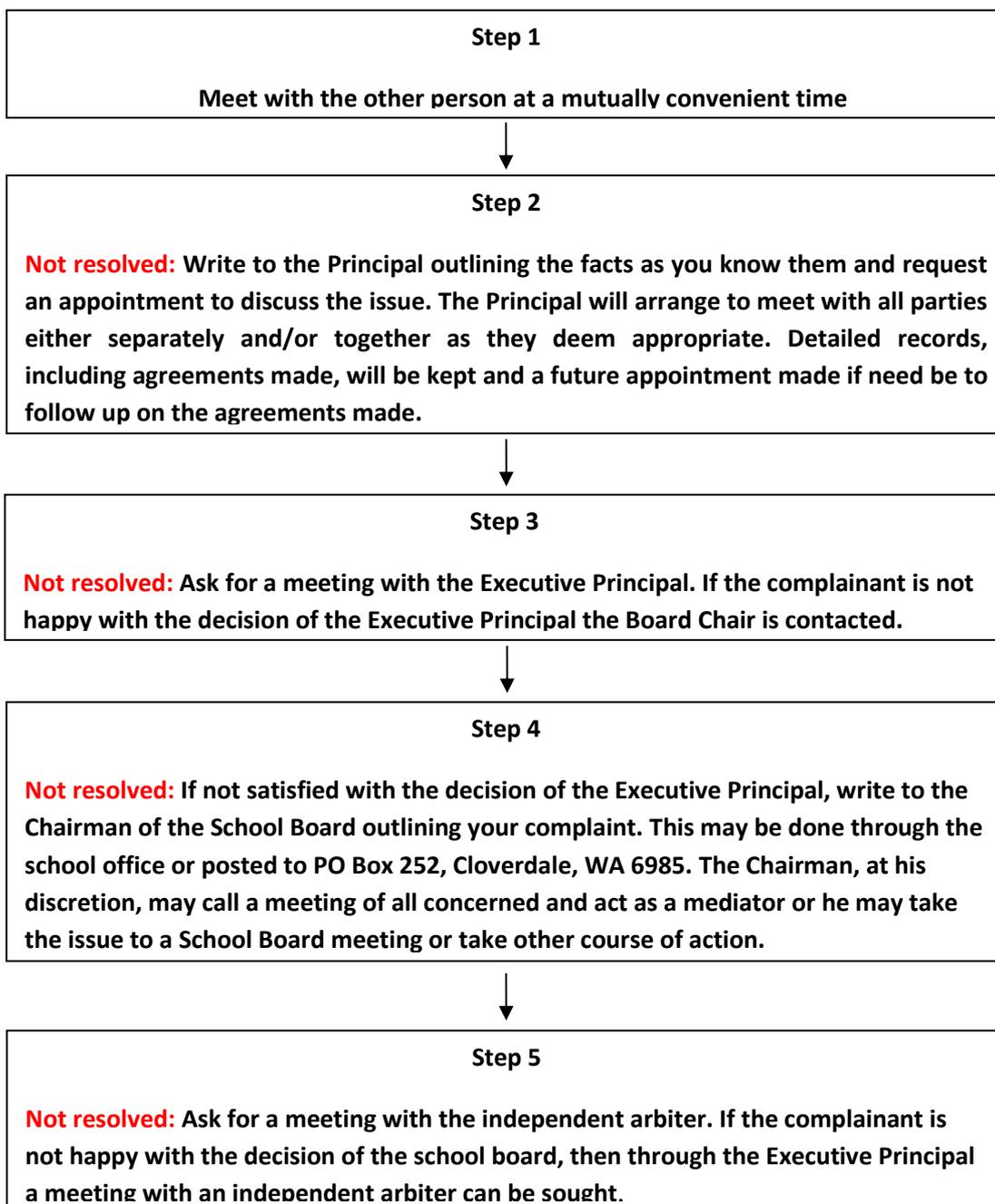
Parent Involvement

Parents and caregivers are encouraged to participate in center activities in whatever capacity they feel comfortable. Any help you can give is greatly appreciated. We always welcome ideas, activities, or simply an extra pair of hands. Some examples of how you can become involved are:

- Stay and play with your child
- Help with gardening, cooking, sewing, general repairs / working bees.
- Help in fundraising events.
- Help in end of term clean up (wash toys, tables and chairs, repair equipment, mend and wash dress ups, remove children's work from walls.
- Cut up materials for pasting /art activities.
- Provide boxes of all shapes and sizes, card board, foam trays, shells, bottle tops, paper, wrapping paper, used cards, pictures, ribbons, buttons, material, wool, leather, calendars for our collage boxes.
- Donate boxes of tissues.
- Help with excursions and special events.
- Become a regular volunteer.

Grievance Policy

Everyone has the right to learn in a safe and supportive environment. Occasionally situations may arise where grievance procedures are necessary for resolution. Concerns may involve your own child at the center, a staff member, or other parents. It is important to understand that children see adults modeling respect for one another and showing confidence in our ability as a School/community to work things through. Good relationships between the School and community give our children a greater chance of success, in an atmosphere where conflicts are resolved with trust and respect. Our Kindergarten adheres to the school's grievance procedure, which is outlined below.



NB: Complainant can seek legal advice at any stage of the process.