

# Alexandra & District Kindergarten



## 2020 INFORMATION BOOKLET

15 Bayley street,

Alexandra 3714

Ph: 03 5772 1387

Fax:03 5772 2540

Email: [alexandra.kin@kindergarten.vic.gov.au](mailto:alexandra.kin@kindergarten.vic.gov.au)

#### Acknowledgment of Country

\*Alexandra and District kindergarten acknowledges the traditional owners of country throughout Australia and their continuing connection to land and community.

We pay our respects to them and their cultures, and to the Elders both past and present.

# Table of Contents

Welcome Letter .....

Staff/Important Dates.....

Kindergarten Philosophy.....

Committee of Management .....

Early Years Framework .....

Arrival and Departure Procedures .....

Settling in/Clothing.....

Uniform/Lost Property.....

What to bring to kinder .....

Food .....

Morning Tea/Lunch .....

Birthdays/Working Bees .....

Fundraising/Communication.....

Notices/Photos.....

Book club/Excursions/Fees .....

School Transition/Concerns.....

Library Borrowing/Story Bags.....

Fundraising .....

Health .....

Evacuation Procedures/Fire risk days .....

Fee Subsidy.....

Policies .....

Code of conduct.....

## Session Times for 2020

| Monday  | Tuesday  | Wednesday   | Thursday   | Friday   |
|---|--|---|--|--|
| <b>Koalas</b><br><b>8.45am – 2.45pm</b><br><br><b>Teacher- Tanya</b><br><b>Co-Educator-</b><br><b>Rebecca</b> | <b>Possums</b><br><b>8.45am – 2:45pm</b><br><br><b>Teacher- Tanya</b><br><b>Co-Educator-</b><br><b>Rebecca</b> | <b>Bush kinder</b><br><b>Morning session</b><br><b>8.45am-11.45am</b><br><b>Educators:</b><br><b>Tanya/ Karen</b><br><hr/> <b>Bush kinder</b><br><b>Afternoon</b><br><b>session</b><br><b>12.45pm -3.45pm</b><br><b>Educators:</b><br><b>Tanya/ Karen</b> | <b>Koalas</b><br><b>8.45am -2.45pm</b><br><br><b>Teacher- Wendy</b><br><b>Co-Educator-</b><br><b>Rebecca</b> | <b>Possum</b><br><b>8.45am – 2.45pm</b><br><br><b>Teacher- Kate</b><br><b>Co-Educator-</b><br><b>Wendy</b> |

|  |  |  |  |  |
|--|--|--|--|--|
|  | <b>TUESDAY</b>   |  | <b>THURSDAY</b>  |  |
|  | <b>Pre-Kinder</b><br>9.00am to<br>12.45am<br>Teacher- Kate<br>Broadway<br>Co-educator-<br>Karen Shaw |  | <b>Pre-Kinder</b><br>9.00am to<br>12.45am<br>Teacher- Kate<br>Broadway<br>Co-educator-<br>Karen Shaw |  |

## Welcome!

Dear Parent/Guardian,

Welcome to Alexandra and District Kindergarten. This booklet has been compiled in the hope that your child's transition from their life at home to their new experience at kindergarten will be smooth and worry free.

Kindergarten is often the first step the child takes in the world outside his/her home and family. It is a continuation of the educational process that starts at birth and should be viewed as another stepping-stone in the wonderful world of learning.

We are delighted that our kindergarten has received a rating of 'Meeting the National Quality standard from the Department of Education and Early childhood Development Assessment and rating team, following an assessment by the Development and Assessment Team. The team report was excellent and speaks highly about all that is offered at this kindergarten.

Children can thrive when families and educators work together to support young children's learning. We are hoping to develop a genuine partnership with families in achieving joint goals for your child.

We are looking forward to sharing this special year with you and your child. Your child will grow and develop greatly this year and we hope this will be a happy year for you all at our kindergarten.

Tanya Jones-  
Director

## Staffing Arrangements in 2020

Teacher (Centre Director)- Tanya Jones- Bachelor of Education (Early childhood)

Early Childhood Teachers- Kate Broadway & Wendy Trye – Bachelor of Education

Co-educator- Karen Shaw- Certificate III in Children's services

Co-educator - Wendy Trye- Bachelor of Education (Early childhood)

Co-educator- Rebecca Smith (Diploma)

Administration- Sally Phelps- Certificate III in Book keeping

### Committee of Management 2020

President: Courtney Coulson

Vice President: Aldona Baranowski

Secretary: Cat Thomas

Treasurer: Nicole Simpson

### TERM DATES 2020

Term 1: 29<sup>th</sup> January-27<sup>th</sup> March

Term 2: 14<sup>th</sup> April – 26<sup>th</sup> June

Term 3: 13<sup>th</sup> July – 18<sup>th</sup> September

Term 4: 5<sup>th</sup> October – 17<sup>th</sup> December.



### Public Holidays 2020

Labour Day – Monday 9<sup>th</sup> March

Good Friday – 10<sup>th</sup> April

Easter Monday –13<sup>th</sup> April

Anzac Day –25<sup>th</sup> April

Queen's Birthday –8<sup>th</sup> June

Melbourne Cup Day – 3<sup>rd</sup> November



## **Alexandra and District Kindergarten Philosophy**

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Alexandra and District Kindergarten is a partnership between children, families, staff and community that works to build happiness, resilience and possibility in the youngest members of this diverse and close knit population.

As such, our collective aim is for:

- **Children** who feel cared for, important, interested and secure – who approach each kinder day with a sense of excitement and potential; who return home bursting with stories to tell.
- **Families** who can entrust their children to a safe, respectful environment – who feel part of the kinder experience and know that their children’s home life and individual personalities are recognised and understood.
- **Staff** who feel stimulated, valued and rewarded – who have the resources and the support they need to give of their utmost every day; who see kinder as an opportunity to gain, as well as to share, knowledge.
- **A Community** that feels ownership of the kinder – that can contribute to the children’s experiences and their wider sense of belonging; that understands that quality early childhood education brings lasting benefits to all.

To achieve this, the focus of the staff at Alexandra and District Kindergarten is to:

- **Develop** the whole child – recognising the importance of physical, social, emotional, environmental, spiritual *and* cognitive wellbeing;
- **Balance** boundaries with opportunity – ensuring that children know what is expected of them and of others, in turn enabling them to extend themselves and discover new things;
- **Harness** each child’s own distinct and varied ways of learning;
- **Encourage** positive communication and respectful listening – discussing, questioning, wondering and playing in order to help children find their own solutions to problems;
- **Model** enthusiasm, courtesy, patience, consistency and positive reinforcement;
- **Build** on children’s specific interests to make each activity more meaningful, fostering concentration by allowing children to complete activities within a flexible timeframe;
- **Expand** the children’s understanding of the world around them through excursions into the community; and through a special visitor program;
- **Highlight** the importance of the natural environment through discussion, and through exploration of our beautiful garden setting;
- **Communicate** with families – providing detailed accounts of activities in a daily journal, and discussing individual triumphs and concerns with parents.

With this philosophy as our guide, Alexandra and District Kindergarten lives its fundamental belief in the value of early childhood education – its belief that, indeed, it takes a village to raise a child; and that, to contribute to the development of children who feel cherished, supported and inspired is both a collective responsibility and a continuous privilege.

## Committee of Management

The Department of Education and Training (DET) is responsible for the regulations governing the standards our kindergarten must maintain. The Committee of Management exercise control over the day-to-day operation of this children's service. This includes: Employment and Management of Staff, compliance with all standards, equipment purchases, fundraising, social functions, setting fees, maintaining the grounds and building etc.

### Regulations

Kindergartens are partially funded by the Department of Education and Early Childhood Development (DEECD) and must comply with the **Education and Care Services National Law Act 2010**.

### Policies

Kindergarten policies are available for viewing at the kindergarten. A list of policies\* are located at the back of this handbook. The policy book can be found in the foyer. Ask at the office any time to have a look at it.

## **EARLY YEARS LEARNING AND DEVELOPMENT FRAMEWORK**

The Victorian Government has developed the Early Years Learning and Development framework to promote children's learning and development. Alexandra and District kindergarten recognises the importance of giving every child the opportunity to learn, grow and experience a happy healthy childhood. Children's first and most important learning happens with their family. This framework is designed to support a partnership between families and our kindergarten. It provides a common base from which we can plan and design programs for children, set common goals and provide assessments of children's progress. Alexandra Kindergarten will therefore:

- Develop play-based programs that are responsive to children's differences and build on children's capabilities, strengths, interest and knowledge.
- Encourage children to explore, solve problems, communicate, think, create and construct.
- Encourage child-led and adult led play based learning
- Use child centered approaches to explicitly teach particular knowledge and skills
- Build on children's capabilities, strengths and experiences
- Gather and analyze information about each child's progress from a wide range of sources.
- Use these assessments to provide the best possible advice and guidance to children and their families.

**The Victorian and National Framework uses FIVE outcomes to describe the key elements of children’s learning and development:**

1. **IDENTITY.** Children have a strong sense of identity  
*Relationships are the foundations for children’s construction of identity.*
2. **COMMUNITY.** Children are connected with and contribute to their world  
*Having a positive sense of identity through experiencing respectful, responsive relationships strengthens a child’s interest and skills in being active participants in their community.*
3. **WELLBEING.** Children have a strong sense of well being.  
*Early childhood is a period in which the foundations of social, emotional and spiritual well-being are laid down.*
4. **LEARNING.** Children are confident and involved learners.  
*When children express wonder and interest in their environments, are curious and enthusiastic participants in learning and use play to investigate their world, they begin to develop positive dispositions for learning.*
5. **COMMUNICATION.** Children are effective communicators.  
*Children’s rich spoken language, as well as their gestures and actions, underpin the development of basic literacy and numeracy concepts, such as the sound of language, letter sound relationships, concepts of print and the ways the texts are structured.*



**Through observation and other assessment techniques, e.g. Individual portfolios, learning stories, and a daily reflective diary, we are able to plan and implement a program that is creative, flexible and responsive to children’s interests, experiences and developmental abilities.**



### **Entering the Kindergarten**

- Please ensure the gate is closed securely every time you enter or leave the grounds.
- Kinder children and toddlers waiting for the beginning or end of a session must be **closely supervised** by the parent/caregiver.
- Pet dogs are not to be brought into kinder or in to the playground. They must be tied to the outside fence, away from gates where they cannot jump onto approaching children.

### **Arrivals and Departures/Sign in Book**

Each time you bring or collect your child it is necessary to sign the attendance book indicating exact times of arrival and departure e.g. 9.07am. Please make sure staff are aware of your child’s arrival. Children do not become the responsibility of staff until session start times; please stay with your child until then. If someone other than yourself is bringing or

collecting your child, please make sure you explain this procedure to them. Please help your child to hang up his/her own bag and place their fruit in the basket just inside the playroom door.

If you are delayed in picking up your child, please phone the kindergarten on 5772 1387, so we can explain to your child so he/she understands. Your child will never be left alone and will always be cared for.

Being punctual is extremely important so that your child is secure in the knowledge that you are going to return at the specified time. Notification in writing is required when someone other than those nominated are to collect your child or if that person is under the age of 18. If an emergency arises during a session, a telephone call is sufficient authorisation.

Please note the following:

- Keep the staff up to date with relevant information, particularly telephone numbers of emergency contacts
- Staff and committee members will comply with the kindergarten's 'Delivery and Collection of Children Policy' if no-one has collected your child within 15 minutes from the end of your child's session. Please note a fee may be charged for late pick up. A copy of this policy is available at any time.

Alexandra Kindergarten has an open door policy; which means that parents are able to have access to their child at any time.

Parents are always welcome to stay and participate with their child.

### **Settling in**

Children will begin the year with normal sessions. All children adjust to new environments differently, please be prepared to stay with your child in the early stages if he/she is unused to being away from you. Some children may take longer than others to feel comfortable in a new situation. With patience and understanding, most children will settle into the routine of kindergarten. If you don't feel that your child is ready to stay for the entire length of the session, you can pick them up earlier for the first couple of weeks.

Whatever time it takes, you will usually notice a new confidence in your child once he/she has overcome initial anxiety. Learning to trust is an enormous step for children to take and we want it to be as easy as possible.

Your teacher will be happy to guide you if you are unsure when to separate. Always tell your child when you are leaving, it can be frightening for your child if they expect you to be in the room but can't find you.

### **Clothing**

Remember COMFORTABLE: to run, climb, jump & move.

Remember MANAGEABLE: Child can undo easily.

Kindergarten is a place for children to fully explore and experiment with materials and equipment.

Whilst we do our best to protect the children's clothes, it is not possible for busy children to stay clean and extremely difficult to participate completely if they have been told to 'keep clean' or 'look after your best clothes'. Please send your child in easily washable, casual and

comfortable play clothes that will not restrict movement and can easily be managed by your child at the toilet.

We supply protective smocks for the more messy activities but sometimes accidents do happen.

We do have spare clothes at kinder but children tend to feel more comfortable in their own clothes. Please send a spare set of clothes in their kinder bag. It is advisable not to dress your child in clothes considered his/her best.

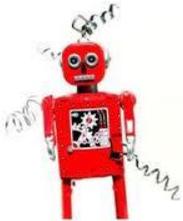


**Shoes need to be well fitted and suited to running and climbing. We ask that children do not wear thongs, backless shoes or crocs, as these are a danger when climbing.** It is preferable that children's toes are protected with closed shoes. Long dresses may also inhibit play for some children.

As we are a Sun smart centre, children need to come to kinder in a t-shirt or shirt that protects the shoulders. Singlets & Singlet dresses are not suitable to be worn at kinder.



## **Uniform**



We have a kindergarten t-shirt, windcheater, hat, bag and other items available for purchase. These can be ordered from [www.eduthreads.com.au](http://www.eduthreads.com.au)

*Our uniform is **NOT** compulsory.*

REMEMBER to label all your child's belongings in obvious places, as they are easily lost. Imagine trying to find the owners of ten identical windcheaters! Donations to our spare clothing are always appreciated.

## **Lost Property**

The Lost property box is located in the foyer.

Lost property can be collected at any time. The lost property will be put on display at the end of each term. Anything left in the tub on the last day of term will be taken to the opportunity shop.

## **Children's Belongings**

If your child needs the security of a loved toy please explain that it may need to stay in a safe place but will return to them at the end of the session.

Toy guns or weapons must not be brought to kinder. Whilst interesting items relating to current interests are welcome to be shared, personal toys other than a 'security' toy are discouraged from being brought to kindergarten.

We take no responsibility for lost or broken toys.

Children will have the chance to 'Show and Share' special items from home on their nominated show and share day. Teachers will let your family know when it is your child's turn.

## What to bring to kinder

We are a Sun smart kindergarten, children are required to wear a broad brimmed hat between September and April. (Hats are supplied by kinder and left on site) at kinder.



Children should also have:

- Shirt and collar that protects the shoulders and neck
- 30+ sunscreen applied before attending kindergarten

### Cold weather:

\* Coat

\* Warm hat, (gloves and scarf optional)

\* Gumboots or sturdy shoes for outdoors

Gumboots are worn in the playground only-other shoes will be needed for inside play.

### Children will also need to bring....



- A bag or backpack for spare clothing, personal belongings and to take home notices, artwork and other creations.
- A library bag (not plastic bags, a pillowcase will do)
- One piece of fruit to share for morning tea
- Healthy lunch ( 4yr old sessions only)

(Children are NOT allowed to share their lunch due to dietary restrictions)

We recommend you do not send sweet biscuits, chips, donuts, cakes, chocolate yoghurt etc.

*If you send lollies or chocolate products including chocolate yoghurt, they will be sent home.*

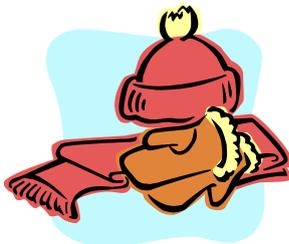
## Anaphylaxis Policy

Due to the increasing number of children presenting at kindergarten with an allergy to nuts, we ask that you do not send nuts, peanut butter or items containing nuts along to kindergarten.

This includes Nutella Hazelnut spread.

If your child has any serious allergies it must be indicated on your child's enrolment form and you must present an action plan. Any changed to your child's anaphylaxis status must be communicated to the kindergarten.

**Alexandra Kindergarten undertakes every endeavor to be nut free.**



## FOOD

We are a member of the Victorian Prevention and Health Promotion Achievement Program and we would like to help you create healthy eating habits in your child for life. Infancy and childhood are critical stages for the development of habits that will affect health in later years. The main messages are:

- Tap into water every day
- Include fruit and vegetables in lunchboxes every day
- Limit sometimes foods that contain sugar & salt.

Sometimes foods include roll-ups, muesli bars, barbeque shapes, twisties, chips and donuts. Sometimes foods can detract from your child's ability to concentrate & participate fully in the program.

Please avoid sending these items to kinder.

### **Morning Tea**

Children are asked to supply one piece of fruit or vegetable to share for morning tea. Some suggestions for sharing fruit are:

Apples, oranges, pears, watermelon, strawberries, rock melon, carrot, bananas, celery, cherry tomatoes, green beans and cheese etc

Children will be provided with **water** at morning/afternoon tea. A water trolley is made available all day so children can learn to pour their own drink.



**We encourage parents to stay and help for Morning Tea.** If you would like to stay we would ask that you cut up the fruit, set up the trolley, assist and supervise the children while they have morning/afternoon tea and then clean up.

If you are unable to stay for any length of time, we would greatly appreciate if you could cut up the fruit at the beginning of your child's session and leave it in the fridge ready for us to use. As we cannot remove the co-educator during the session to cut up fruit, parents will be rostered on to help if we do not get enough volunteers.

### **Lunchtime**

Children and staff sit at small tables & we all eat lunch together. We welcome parents to roster themselves on to help out at lunchtime by sitting with a group of children. Children notice what other children and adults are eating. We therefore encourage you to provide a well balanced healthy lunch. Families are encouraged to place an ice block in with their children's lunch during the warmer weather. Children need a range of foods from the following food groups. ( A more comprehensive list is attached to our Nutrition policy)

**Fruit and Vegetables:** e.g. (Snow peas, corn on the cob, carrot sticks, celery, cherry tomatoes, cucumber and baby beetroot)

**Bread/Grains** e.g. (Pita bread, flat bread, rice crackers, fried rice, pasta, salad, beans and couscous)

**Meat/Fish/Chicken/Eggs** e.g. (Tuna, boiled egg, cold meat, chicken drumsticks)

**Dairy** e.g. (cheese & yoghurt but not chocolate yoghurt)

**Water-** bottle of water



At our kindergarten, the only drink you need to provide is water in a drink bottle. We will offer your child water at lunchtime if they have not brought a bottle of water with them.

**Lunch Duty** begins at 11:45am till 12:15pm. You will need to prepare the eating area for lunch, help the children unwrap sandwiches etc and clean up when lunch is over.

## **Parent Participation**

A happy and successful kindergarten depends greatly on family involvement. Without parent involvement the kinder could not operate successfully. All children find great delight in having a friend or a member of their family helping out at kinder.

We welcome all parents to enjoy the opportunity of helping at our kindergarten, while observing the children at their activities.

Some ways of helping are **Morning tea, Lunch Duty, or coming in and sharing a special skill with the children i.e sewing, cooking, woodwork, music etc or you could simply spend some time reading to the children.**

We supply smocks and towels that need laundering. Occasionally you may be asked to take home the washing. If you are able to help with this job, please pick up the bag of washing at the end of your child's kinder session. This can be a great activity to involve your child in; they get great satisfaction in helping fold the 'kinder washing'.

## **Birthdays**



Your child is welcome to celebrate this special time at kinder. Remember however it is the sharing that is important and not the complexity of it. We ask that you only send **small plain** cupcakes that are nut free and lolly free, in line with our Nutrition policy. Please let a staff member know if you are planning on bringing in cakes for your child's birthday. To avoid hurt feelings, if distributing party invitations, please give them directly to parents or put them into the children's notice folders. We also ask that you do not hand out lolly bags at kinder; these are best distributed at a child's birthday party.

**Special Skills** You are welcome to share any of your talents, skills or interests with us e.g. Musical skills, craft, cooking, gardening or bring in your family pet. Family involvement enriches the program and is very much enjoyed by the children.

## **Maintenance**

Working Bees are essential for maintaining and developing our kinder playground. Their success is dependent on the enthusiastic participation of all families attending kindergarten.

Some tasks include: mowing, weeding, aerating soft fall, sweeping, and general yard tidying.



As well as our general working bees we have ongoing larger maintenance issues that arise. The council has passed total responsibility for kindergarten maintenance (ground, exterior and interior of building) to the Alexandra & District Kindergarten. A maintenance levy of \$100 per family per year (\$25 per term) has been established so the kindergarten is in a position to employ a maintenance person to attend to these tasks. The levy is included in Term fees.

## **Other important jobs!**

Gardening, minor repairs, general maintenance, checking story bags and covering books.

## **Recycling**

We appreciate all donations of recyclable materials suitable for children's creative work. We can usually use just about anything; bottle tops, buttons, beads, cardboard boxes, cereal boxes, egg cartons, fabric pieces, greeting cards, ribbon, wool etc. However we ask you **do not** send medicine containers, cigarette packets, toilet rolls or match boxes.

## **Fundraising**

Fundraising helps to keep the fees as low as possible and the enthusiastic participation of **all parents** ensures our fundraising activities are successful. Notification of fundraising activities will be made through your notice folder and the notice board. See appendix at the end of this handbook.

## **Communication**

Close communication between home and kindergarten is very important. The teacher is always happy to talk with parents to discuss your child's progress or other relevant matters. Appointments with the teacher can be made outside of session times. A calendar for appointments is kept near the sign in book.



Any administration queries can be made to the office.

Please let your child's teacher know of any sadness, distress or joy in your child's life. It is particularly important if there is a change in family circumstances as the behavior of your child or his/her attitude to attending kinder may alter.

Teachers are usually able to answer questions briefly at the beginning of a session, but lengthy discussions are best left to the end of a session or (by appointment) when the teacher is not teaching.

Please leave a message on the phone or email the kindergarten at  
**[alexandra.kin@kindergarten.vic.gov.au](mailto:alexandra.kin@kindergarten.vic.gov.au)**

The Committee of Management is also available to answer any questions or queries you may have.

The Daily diary (can be found near the sign in book) and gives an insight into what the children have achieved throughout the day.

Each child also has their own portfolio in the hallway. This may be borrowed during the year by signing it out in the book on the portfolio cupboard.

## **Notices**



Each child has their own notice folder, kept near the entry to their kinder room. It is **vital** that you check this at **every** kinder session, preferably at pick up time, as often notices go in during the morning.

If someone other than yourself is picking up your child, please let them know that need to check your child's folder.

The majority of notices and information are now emailed home but occasionally, notices, newsletters, fundraising information, Term invoices etc will be placed in this folder. If you need to leave messages for other parents, feel free to use these folders.

Notices and Upcoming events are also displayed on the notice board so remember to have a look at that.

## **Artwork**

Children's artwork is not always taken home. Some items may be displayed at kindergarten or filed into the child's portfolio. Some children prefer other activities- a child that doesn't produce much artwork can be busy developing skills in other areas.

Work that is ready to go home is given to parents at the beginning or end of a session.

## **PHOTOS**

Professional photos are taken of the children by Treasured Impressions photographers.

You will receive a proof sheet after the photograph day for you to order photos from.

[www.treasuredimpressions.com.au](http://www.treasuredimpressions.com.au)

### **Kinder photos 2020-**

Pre- kinder- Thursday April 16<sup>th</sup>

Possum group- Friday April 17<sup>th</sup>

Koala group- Monday April 20<sup>th</sup>

General Photos are taken regularly of kindergarten happenings. These photos often appear in the children's portfolios. It is possible that in many instances your child will be present in other children's photos. Please let us know if you do not wish your child to be present in other children's photos shared in the portfolios.



If you would like to take photographs or videos (with a camera or mobile phone) of our kindergarten children you will need to alert staff. We respect the privacy of all our families and staff and do not permit the use of photos taken at kinder on social media sites.

## **Book Club**

Twice a term a book club catalogue is put in your child's notice folder. You are able to purchase books for your child at a discounted cost. Any purchase made through book club accumulates points for the kindergarten to use for future purchases. This is a great way for the kindergarten to keep our library up to date.

## **Excursions, Visitors and Special Events**

Excursions, visitors and special events are arranged each term to extend the children's experiences. Term Fees cover the cost of these special events.

On excursions parental assistance is required so that we comply with Children's services regulations. Unfortunately it is not possible for siblings to attend excursions, as supervision of the kindergarten children is a priority. For your child to be able to attend an excursion it is necessary that the parent/guardian sign and return any permission slips prior to the excursion. These forms will be placed in your notice folder approx. 2 weeks prior to the excursion.

## **Term Fees**

State funded kindergartens receive funding per capita, which covers approximately 90% of Staff wages. All other costs associated with running a kindergarten are met by kindergarten fees.



**\*4 year old kindergarten fees are set at \$430 per term,**

**for 15 hours of kindergarten per week.**

\*3 year old kindergarten fees are set at \$400 per term  
for 7.5 hours of kindergarten per week.

Term fees are due prior to the start of each new term (the fee payment date schedule was communicated to parents on enrolment). Alternatively, you may pay for the entire year upfront. You will receive an invoice in your child's notice folder. Payment can be made by cash, cheque or internet transfer.

Parents experiencing difficulty in payment of fees are asked to speak to Sally Phelps (admin) in confidence to arrange a flexible payment option.

- Health care card/Pension Card holders are eligible for a State government rebate on kinder fees

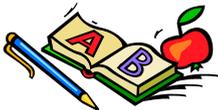
*(Applicable to 4 year old kindergarten only).*

This payment is made directly to the kindergarten and the balance of fees will be invoiced to families. Evidence of eligibility\* must be produced and a copy of your card will be kept on file at the kindergarten.

**Fee Payments can be made directly into the kindergarten account:**

**BSB: 083 503 Account # 773 739 624**

## **Kinder/School Transition (4 year old groups)**



The Alexandra Kindergarten works closely with all schools in the area to provide a smooth transition from kinder to school.

The children attend school transition during November, where they attend school for 1 day a week for 4 weeks.

As part of the Early Years Learning Framework (EYLF) the kindergarten provides the school with individual written transition statements about your child. As a family you are also asked to fill in a transition statement relating to your child's home experiences and what they expect from school.

## **Queries and Concerns**

The staff and committee are happy to answer any queries you may have concerning children, equipment or teaching. Any concerns regarding your child or the teaching program needs to be directed to your child's teacher. It is also beneficial to talk to the teacher about anything you feel is worrying or could worry your child.

Complaints regarding the kindergarten must be made in writing and brought to the attention of the Committee. Complaints will be dealt with in accordance to the Kindergarten's Complaints and Grievances policy. Copies of the policy are available to parents at any time.

Our Kindergarten President is available to be contacted with any enquiries. Committee details are posted in the foyer.  
Details for the Department of Education and Training and our Children Services advisor are also available in the foyer.



### **AVAILABLE TO BORROW**

Children are encouraged to borrow library books weekly. **Two** books may be borrowed at a time, commencing from the 2<sup>nd</sup> week of term. Please provide some type of library bag (not plastic) for your child to protect the books. Assist your child with the borrowing process by helping them to choose their own books. There will be a library borrowing folder near the library for you to sign in and out your child's books.

Books available to borrow are in the book shelf in the Foyer. Please do not take books off the library shelf in the kinder rooms, as these are the books that are currently being read to children during the session.

### **Parent Library**

We have a shelf in the foyer that contains many parenting books for you to borrow. Feel free to have a browse and borrow whichever books you would like. There will be an exercise book on the shelf for you to record your details (name, date book borrowed, date returned).

### **Kinder Mascots**

Our soft toy mascots get sent home with a different child every week to form a connection between home and kinder. We ask that you include the mascot in your everyday activities and that your child share his/her life with it for a week.

At the end of the week we ask that you write up a short reflection of the week, including pictures if you like. These reflections will be kept in the book that goes home and then shared with the rest of the children at kinder.

### **Fundraising events held in 2019**

- Cake stalls      \*Picture products
- Raffles- Easter      \* Tea Towels
- Dutch pancakes at the Truck Ute and Rod show
  - Jolly sole socks

All these fundraisers raise money that allows us to upgrade our facilities and equipment where required.

### **HEALTH**

#### ***Illness***

If your child is unwell we ask you keep him/her at home, despite the desperate 'but I want to go' cry. Kindergarten cannot provide the comfort and attention that a sick child needs and sending him/her to kindergarten not only puts an unfair burden on your child but also puts other children at risk. Health department exclusion times are on display at kindergarten in the foyer and apply to children suffering from a contagious condition or infectious

disease. Please notify kinder immediately if your child becomes ill from a contagious condition or infectious disease.

In the event of your child becoming ill at kindergarten, you will be contacted and may be required to take your child home. If you are unable to be reached, your emergency contact will be notified – Please ensure that your child's contact numbers are **always up to date**.

### ***Accident***

All staff have current first aid qualifications. Details of accidents will be recorded in the accident book, which parents must read, and sign when collecting their child. If necessary due to the nature of the accident, parents or emergency contacts may be notified during the session or medical treatment sought. Please let Sally or your teacher know if emergency details change throughout the year.

### ***Medication***

Any child requiring medication must have details completed by a parent in the medication book. Medication must be clearly marked with the child's name and in the original container.

**Asthma** An asthma management plan must be completed by your child's doctor if your child has asthma.

### ***Anaphylaxis***

If your child is at risk of anaphylaxis you will need to complete an anaphylaxis management plan and leave a copy at the kindergarten. You will also be required to leave a current epipen© at the kindergarten.

### ***Head Lice***

Unfortunately head lice will occasionally be a problem at the kindergarten. If lice are noticed in your child's hair it is important to treat them immediately. Lice treatments are available at the pharmacy. It is helpful to tie long hair up or in plaits. Please notify the kindergarten if your child has lice, as families need to be aware to check their child's hair.

This information is confidential.

## **Evacuation Procedures**

Please note evacuation procedures are posted above all exits for parents to familiarize themselves with.

**Evacuation procedures are practiced regularly with the children.**

## **Kindergarten Closure (Due to unusual events)**

Schools and children's services that have been identified as being at high fire risk will close on days declared a Code Red Fire Danger Rating Day. (Please note: Alexandra Kindergarten **has not** been identified as being in a High fire risk area). Where possible, up to 3-days notice of a planned closure will be provided; parents and carers should, however, expect that in some instances less than 3-days notice may be provided.

Advice will be provided to you directly by Alexandra Kindergarten (on advice from DET and the CFA). The final decision to close our kindergarten will be confirmed no later than midday the day before the planned closure.

Once the decision to close is confirmed, this will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when our kindergarten is closed. When our kindergarten is closed for bushfire, no staff will remain on site.

In the event that the kindergarten has no power or running water for more than an hour our centre will close and families will be notified.

### **\*Kindergarten Fee Subsidy**

The purpose of the kindergarten fee subsidy is to make kindergarten fees affordable for eligible low-income families.

The kindergarten fee subsidy is State Government funding paid to our organisation to enable concession card holders to attend our 4 yr old kindergarten at a lower cost (for families meeting the eligibility criteria).

The current annual kindergarten fee subsidy rate is \$1514 per year.

The kindergarten fee subsidy is paid directly to our funded organisation to directly reduce or cover the kindergarten fee payable by eligible families.

To receive the kindergarten fee subsidy, you or your child must meet the following criteria:

#### The child:

- Is eligible to attend a funded kindergarten program, and
- Individually holds, or has a parent or guardian who holds, a Commonwealth Health care card or a Commonwealth Pensioner Concession Card or Visa 786 or 785

#### Or the child

- Is identified on the birth certificate as a triplet or quadruplet, and
- The other two or three children on the birth certificate are attending a funded kindergarten program,

#### And the child

- Does not have 'approved' Commonwealth Child care benefit applied to the fee paid for the time spent in the funded kindergarten program.

## Policies

- ✚ Privacy
- ✚ Asthma
- ✚ Child safe environment
- ✚ Complaints & Grievances
- ✚ Delivery and Collection of children
- ✚ Enrolment & Orientation
- ✚ Excursions
- ✚ Fees
- ✚ Administration of First aid
- ✚ Hygiene and Food safety
- ✚ Illness and Emergency care
- ✚ Nutrition & Active Play
- ✚ Emergency & evacuation
- ✚ Acceptance and Refusal of Authorizations
- ✚ Sun Protection
- ✚ Staff
- ✚ Occupational Health and Safety
- ✚ Administration of Medication
- ✚ Dealing with Infectious Diseases
- ✚ Supervision of children
- ✚ Code of Conduct
- ✚ Participation of Volunteers and Students

New policies are added and existing policies will be updated regularly. Please feel free to read the policies in the folder available to parents at the sign in table.

### CODE OF CONDUCT

#### Professional standards for staff -Relationships with children

In their relationships with children, the Approved Provider (if an individual), Nominated Supervisor, Certified Supervisor, educators and all staff will demonstrate their commitment to high-quality education and care for children by:

- being a positive role model at all times
- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- respecting the rights of all children
- contributing to a service environment that is free from discrimination, bullying and harassment
- speaking to children in an encouraging and positive manner
- listening actively to children and offering empathy and support
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to the cultural values, age, physical and intellectual development, and abilities of each child at the service
- providing opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the service
- informing children if physical contact is required for any purpose, and asking them if they are comfortable with this interaction

- ensuring all interactions with children are undertaken in full view of other adults
- encouraging and assisting children to undertake activities of a personal nature for themselves e.g. toileting and changing clothes
- respecting the confidential nature of information gained about each child while participating in the program.

#### *Relationships with parents/guardians and families*

In their relationships with parents/guardians and families, the Approved Provider (if an individual), Nominated Supervisor, Certified Supervisor, educators and all staff will demonstrate their commitment to collaboration by:

- being respectful of, and courteous towards, parents/guardians and families at all times
- considering the perspective of parents/guardians and families when making decisions that impact on the education and care of their child

- communicating with parents/guardians and families in a timely and sensitive manner responding to concerns expressed by parents/guardians and families in a timely and appropriate manner respecting the cultural context of each child and their family working collaboratively with parents/guardians and families respecting the privacy of information provided by parents/guardians and families, and keeping this information confidential, as required under the Privacy and Confidentiality Policy.

#### **Relationships with colleagues at the service**

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In their relationships with colleagues, the Approved Provider (if an individual), Nominated Supervisor, Certified Supervisor, educators and all staff will demonstrate collegiality by:

- developing relationships based on mutual respect, equity and fairness
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of their peers
- sharing expertise and knowledge in appropriate forums, and in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches.

#### ***Professional responsibilities***

The Approved Provider (if an individual), Nominated Supervisor, Certified Supervisor, educators and all staff will demonstrate commitment to their professional responsibilities by:

- undertaking their duties in a competent, timely and responsible way
- ensuring their knowledge and expertise is up to date and relevant to their role
- understanding and complying with legal obligations in relation to:
  - discrimination, harassment and vilification
  - negligence
  - mandatory reporting
  - privacy and confidentiality
  - occupational health and safety
- raising any complaints or grievances in accordance with the *Complaints and Grievances Policy*.

**Refer also to Code of Conduct Policy- Quality area 4.**

**Refer also to Privacy and Confidentiality Policy- Quality area 7**

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**Refer also to the Interactions with children Policy- Quality area 5**

## ***Bush Kinder (4 yr old groups )***

At Alexandra & District Kindergarten we believe in the importance of nature and outside play in a child's learning and development. Numerous studies also support the need for children to spend time outside in nature.

Children are natural learners. Bush Kinder, held at the McKenzie Nature Conservation Reserve, will provide the children with the ideal learning environment: time and space to play in a natural setting, materials provided by nature and their own interests and enjoyment spurring them on in their learning. They will have the opportunity to play in the rain and the mud, roll down hills, balance on fallen logs, find insects, birds, animals and plants that engage their interest, use natural materials in creative ways, explore their understanding of the natural world, climb trees, expand their knowledge and hone their skills, and share these experiences with their friends, parents and teachers.

Each child's developmental progression, advancing skill levels and particular interests will be noted by their teachers. The teachers will use this knowledge to support the children's learning (just as they do at Kinder). Teachers will support children as they take considered risks and face challenges essential to well-rounded learning. Stories will be told, knowledge shared, songs will be sung, and fun will be had.

At times we will seek knowledge and skills from the local Rangers. These rangers have an amazing amount of knowledge and enthusiasm to share with our children. Staff are also undertaking Professional Development to help support the children in their learning about the local Aboriginal culture and heritage and the connections to the land around us.

Through play the children will connect with and grow to respect and love the natural environment. They will connect with their land in a way that cannot be done under a roof or within walls.

### ***Location***

The Bush kinder site will be located within the McKenzie's Nature conservation reserve. This environment provides an ideal location with the area full of grass, trees, bird life and natural habitats for frogs and other species. There are large trees that provide natural boundaries for the children. This area also offers opportunities to venture further afield (under supervision) to explore the surrounding areas.

**Parents will be asked to stay for the first ½ hour of your child's first session on Tuesday February 12th so they can familiarize themselves with the bush kinder site and get a true understanding of our Bush kinder program.**