

# ALEXANDRA KINDERGARTEN

## Information Booklet 2026

15 Bayley street,  
Alexandra 3714  
03 5772 1387

[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 & emerging

# 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 **Exceeding** *the National Quality Standard* following assessment by the Department of Education and Early childhood Development Assessment and rating 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.

# PHILOSOPHY



Alexandra and District Kindergarten is a partnership between children, their families, teachers, educators and staff, the committee of management and the wider community.

We show our respects to the Taungurung people, the traditional custodians of the land on which we learn and play.

Together, our collective aim is:

To create a space where children, families, teachers, educators, and staff feel safe, secure, and supported during their time at kinder. Provide children and families with a sense of belonging where diversity and individual uniqueness are recognised, valued, and respected. The connection with our surrounding communities contributes to creating quality programs which provide everlasting, life-long learners.

Together, we will:

Implement a holistic practice that supports children in all areas of their development. Encourage meaningful connections, to their environment and the wider world, supporting children's sense of being. We value strong environmental connections and encourage sustainable practices in the education and care provided in our kindergarten settings.

# 2026 SESSIONS

## Pre- Prep sessions- Rotational

Pre Prep Groups				
Monday	Tuesday	Wednesday	Thursday	Friday
Groups A & B	Group C and 1/2 of Group A	Group B and 1/2 of Group A	Groups B & C	Groups A & C
8.30am to 4.00pm	Bush Kinder- Offsite 8.30 am to 1.30pm	Bush Kinder - Offsite 8.30 am to 1.30pm	8.30am to 4.00pm	8.30am to 4.00pm

## Pre Kinder sessions- Rotational

Pre Kinder Groups				
Monday	Tuesday	Wednesday	Thursday	Friday
Groups A B C 8.45 am to 1.45pm	Groups A D E 8.45 am to 1.45pm	Groups B C D 8.45 am to 1.45pm	Groups A B E 8.45 am to 1.45pm	Groups C D E 8.45 am to 1.45pm
EXTENDED PROGRAM HOURS				
Groups A B C 8.45 am to 3.45pm	Groups A D E 8.45 am to 3.45pm	Groups B C D 8.45 am to 3.45pm	Groups A B E 8.45 am to 3.45pm	Groups C D E 8.45 am to 3.45pm

## Bush Kinder sessions- Pre Prep 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.

### **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.

**Bush kinder sessions are held every Tuesday & Wednesday (during school terms) at McKenzie reserve (weather permitting)**

# STAFFING ARRANGEMENTS IN 2026

## Early Childhood Educators

### Early Childhood Teachers



**Tanya**

Bachelor of Education (Early Childhood)

[Alexandra.kin.tjones@kindergarten.vic.gov.au](mailto:Alexandra.kin.tjones@kindergarten.vic.gov.au)



**Rhiannon**

Bachelor of Education/Teaching

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Amy Williams- Studying Certificate III of Children's services

Annie Howell- Certificate III of Children's services

Eliza Gesler- Studying Certificate III of Children's services

Karen Shaw- Certificate III of Children's Services

Kelley Howell- Diploma of Children's Services

Wendy Trye- Bachelor of Education

### Administration

Sally Phelps- Certificate III in Bookkeeping

Samantha Petersen- Certificate III in Children's Services

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**Kate**

Bachelor of Education (Early Childhood)

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**Stacey**

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## TERM DATES 2026

**Term 1:** 29<sup>th</sup> January – 2<sup>nd</sup> April

**Term 2:** 20<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 -18<sup>th</sup> December



## Public Holidays 2026

- **Labour Day:** March 9, 2026 (Monday)
- **Anzac Day:** April 25, 2026 (Saturday)
- **Monarch's Birthday:** June 8, 2026 (Monday)
- **Friday before the AFL Grand Final:** September 25 (Friday)
- **Melbourne Cup Day:** November 3, 2026 (Tuesday)



Designated child free days (for planning, set up and staff professional development);

- Tuesday January 27<sup>th</sup>- Set up
- Wednesday January 28<sup>th</sup>: Set up day
- Thursday – May 7<sup>th</sup> - Murrindindi Children's Networking Conference
- Monday November 2<sup>nd</sup> & Tuesday 3<sup>rd</sup> November- Melbourne Cup
- Thursday December 17<sup>th</sup> Pack up day

# 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.

All families are invited to join our committee of management and participate in the running of our centre. This can be a very rewarding experience!

## 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 is located on our [website](#) OR The policy book can be found in the foyer. Ask at the office any time to have a look at it.

## Committee of Management 2026

President: Kelly Ragg

Vice President: Rachel Cooper

Secretary: Chelsea McCrae

Treasurer: Hayley Steyger

General Committee:

Alison Penhale, Renee Kelly, Jacque Carter, Claire Duke, Freya Bramwell, Molly Dean & Madison Kerr

# Early Years Learning & 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:**

- IDENTITY. Children have a strong sense of identity

*Relationships are the foundations for children's construction of identity.*

- 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 & skills in being active participants in their community.*

- 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.*

- 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.*

- 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.**

# Arrivals and Departures/Sign in Book

## Entering the Kindergarten

- For the safety of the kinder children, please ensure all gates and doors are closed securely every time you enter or leave the grounds/building, only let children in your care through doors.
- Children will enter and exit from the front foyer
- A keypad code is required to enter the building- this code will be communicated to families at the start of the year. *For the safety of all children attending the service, it is important the code is not shared with people who are not on your child's authorisation list.*
- All children and toddlers waiting to collect kinder children at the beginning or end of a session must be **closely supervised** by the parent/caregiver.
- Please do not bring Pet dogs into kinder or into the playground. It is best that they are tied to the outside fence, away from gates where they cannot jump onto approaching children.



Each time you drop off or collect your child it is necessary to sign the attendance book indicating exact times of arrival and departure e.g., 8.35am. Please make sure staff are aware of your child's arrival. Children do not become the responsibility of staff until session start times so, please stay with your child until then.

If someone other than yourself is dropping off 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 5772 1387, so we can explain to your child, so they understand.

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, parents/guardians have access to their child at any time.

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

# Clothing and what to bring to kinder

## Settling In

Children will begin the year by going straight into normal sessions. All children adjust to new environments differently, please be prepared to stay with your child in the early stages if they are 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.

Whatever time it takes, you will usually notice a new confidence in your child once they have 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.

Feel free to ring in during the day to ask about your child. Staff will also call or contact families through *StoryPark* to let them know their child is ok if they had trouble separating.

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 always possible for busy children to stay clean and extremely difficult to participate completely if they are worried about the clothes they are wearing. 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.

Let them know its ok to get dirty in them.

We supply protective smocks for the messier activities but sometimes accidents do happen. We do have spare clothes at kinder, but children always tend to feel more comfortable in their own clothes. Please send a spare set of clothes in their kinder bag.

**Shoes need to be well fitted. 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 **SunSmart centre**, children need to come to kinder in a t-shirt or shirt that protects their shoulders. Kinder will provide hats for every child and these remain at the kindergarten for the year.

### In Cold weather please dress your child with :

- Raincoat/Waterproof Jacket
- Warm hat (gloves and scarf optional)
- Gumboots or sturdy shoes for outdoors
- Other shoes/slippers are suggested for inside play.
- Optionally Mudlarks or similar, are a great option for children who love messy outdoor play and for wet bush kinder sessions (Year Before School Program)

## Uniform

The logo kindergarten t-shirt, windcheater, bag and other items are available for purchase online.

These can be ordered from [www.eduthreads.com.au](http://www.eduthreads.com.au)  
search for **Alexandra Kindergarten**

Items ordered from EduThreads are delivered directly to your home.

*Please note: Our uniform is **NOT** compulsory.*

### **Hats are provided by Kinder**

REMEMBER to label all your child's belongings (including socks) in obvious places, as they are easily lost. Imagine trying to find the owners of ten identical windcheaters!

Donation of spare clothing is always appreciated.



# What else do you need to bring to kinder

- 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)

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** throughout the day. A water trolley is made available all day so children can learn to pour their own drink.

- Lunch box including a drink bottle containing only water

Children and staff sit at small tables & we all eat lunch together and 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.

(We encourage families to get their child involved in packing their lunch box- This way your child knows what is in their lunchbox and will give them a sense of ownership and will more likely eat it)

## ***Healthy Food Ideas***

**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)

A healthy food chart has been developed to give you some inspiration for your child's lunch box. This can be found on the next page.

We support a Nude food/Rubbish free environment, so we encourage you to send your child's lunchbox packet free- This could be achieved by using containers or a bento style box

We do recommend that sweet biscuits, chips, donuts, cakes, chocolate yoghurt, custards and lollies etc not be sent in lunchboxes as they don't keep your child full or provide them with the energy needed for a busy day of play and learning. These are best to be eaten at home.

Dear 2026 Parents/Caregivers



**Alexandra Kindergarten is committed to a Nude food environment.**

Every piece of packaging or excess food that we can save from landfill makes a difference. We want to focus on reducing the amount of material that we send to landfill.

When planning lunches for kinder, and throughout the year, please help us minimise food and packaging waste by packing a waste-less lunch!

Try to pack ... A Waste-Less Lunchbox

- Snacks in reusable containers
- Drinks in a reusable container
- Reusable utensils when needed
- A reusable lunchbox or backpack
- Small pieces of fruit, yoghurt or snack items in a reusable container

Avoid ... A Disposable Lunchbox

- Lunches packed in plastic bags or wrap, foil, wax paper
- Disposable drink boxes, pouches, cans, cartons, and bottles
- Disposable forks and spoons
- Pre-packaged single-serve snack items

Here are a few more suggestions:

- Help children to make nutritious, waste-less lunches and let them make their own lunches. Try packing lunches the night before and storing them in the fridge overnight.
- Discuss with your child what they like to eat and how much.
- Cut up fruit and vegetables and pack them in reusable containers so that children can eat some and save the rest for later. For example, it is hard to take some bites from a big apple at morning tea and save the rest for lunchtime. It is easier to eat a wedge or two and then reseal the container. A rubber band around sliced apple will prevent browning.
- Encourage your children to bring home uneaten food to eat after kinder. Appreciate that play time is also important, so discuss with children how much they can reasonably eat in one day. Often children throw uneaten food away because they do not want to upset the person who packed the lunch. If you are not sure how much they will eat at kinder, start small. e.g., a piece of fruit and a sandwich, and build it up if they are asking for more.
- If your children have small snacks, try buying a larger bulk pack (rather than the more expensive so called 'convenience' packs with lots of packaging) and have your children put the same quantity into a reusable labelled container that they bring home each day.
- Please find attached our healthy eating guide which can help you prepare your child's lunches for kinder. This guide is part of our Nutrition-Oral Health-and Active Play Policy.

Thankyou,



# FOR A HEALTHY LUNCHBOX **PICK & MIX** SOMETHING FROM EACH GROUP **1-6!**

## FRUIT 1

### FRESH FRUIT

- Apple
- Banana
- Mandarin
- Orange quarters
- Passionfruit halves (with spoon)
- Watermelon, honeydew, rockmelon chunks
- Pineapple chunks
- Grapes
- Plums
- Nectarines, peaches, Apricots
- Strawberries
- Cherries
- Kiwifruit halves (with spoon)
- Pear

### MIXED FRUIT

- Fruit salad
- Fruit kebabs

### DRIED FRUIT

- Dried fruit, nut, popcorn mixes\*

### TINNED FRUIT/SNACK PACKS/CUPS

- In natural juice (not syrup)



## VEGETABLES 2

### FRESH CRUNCHY VEGIES

- Corn cobs
- Carrot sticks
- Capsicum sticks
- Green beans
- Cucumber sticks
- Celery sticks
- Snow peas
- Tomatoes (e.g. cherry and Roma tomatoes)
- Mushroom pieces

### Can serve with either:

- Hummus
- Tomato salsa
- Tatziki
- Beetroot dip
- Natural yoghurt

### SALADS

- Coleslaw and potato salad (reduced fat dressing)
- Mexican bean, tomato, lettuce and cheese salad
- Pesto pasta salad\*

### BAKED ITEMS

- Grilled or roasted vegetables
- Wholemeal vegetable muffins or scones
- Vegetable slice (with grated zucchini and carrot)
- Popcorn

### SOUP (In small thermos)

- Pumpkin soup
- Potato and leek soup
- Chicken and corn soup

## MILK, YOGHURT AND CHEESE 3

- Milk
- Calcium-enriched soy and other plant-based milks
- Yoghurt (frozen overnight)
- Custard

### Tip:

- Freeze the night before to keep cool during the day

- Cheese cubes, sticks or slices
- Cottage or ricotta cheese
- Cream cheese
- Tatziki dip

### Can serve with either:

- Fruit
- Wholegrain cereal, low in sugar
- Vegetable sticks
- Rice and corn cakes
- Wholegrain wheat crackers

## MEAT OR MEAT ALTERNATIVE 4

- Tinned tuna or salmon in springwater
- Lean roast or grilled meats (e.g. beef, chicken, kangaroo)
- Falafel balls
- Lean meat or chicken patties
- Tinned tuna or salmon patties
- Lentil patties
- Lean deli meats (e.g. ham, silver-side, chicken)
- Boiled eggs
- Baked beans (canned)
- Tofu cubes
- Hummus dip
- Lean meat or chicken kebab sticks
- Peanut butter\*

### Can serve with:

- Wholegrain sandwich, roll, pita or wrap bread with salad
- Rice and corn cakes
- Wholegrain wheat crackers
- Side salad

- Vegetable frittata
- Skinless chicken drumsticks
- Savoury muffins or scones (e.g. lean ham, cheese and shallots)
- Homemade pizzas with lean roast or deli meats and vegetables

### Can serve with:

- Side salad
- Steamed or roasted vegetables

## GRAIN AND CEREAL FOOD 5

### MAINS

- Wraps
- Sandwiches
- Rolls
- Toasted sandwiches

**Tip:** Use breads such as wholemeal, multigrain, rye, sourdough, pita, flat, corn, mountain, lavash, white fibre-enriched, soy and linseed, herb, naan, bagels, foccacias, fruit bread and English muffins.

- Pasta dishes
- Rice, quinoa or cous cous dishes
- Noodle dishes
- Sushi

### SAVOURY BAKED ITEMS

- Homemade pizzas
- Wholemeal savoury muffins or scones (e.g. ham, cheese and corn muffins)
- Vegetable based muffins
- Pasta or noodle bake

### SWEET BAKED ITEMS

- Fruit loaf
- Wholemeal fruit based muffins

### SNACKS

- High fibre, low sugar cereal (e.g. muesli)
- English muffins
- Crackers
- Crisps/spreads
- Rice cakes
- Corn thins
- Wholemeal scones
- Pikelets
- Crumpets
- Hot cross buns (no icing)

## WATER 6

- Take a water bottle (for refilling throughout the day)

### Tip:

- Freeze overnight to keep foods cool in lunchboxes

**Sweet and savoury snack foods (e.g. muesli/fruit/nut bars, biscuits, crisps, cakes, muffins, slices) should be limited in lunchboxes. They can lead to excess energy intake if consumed in large amounts.**

**Sugar sweetened drinks and confectionery should not be provided in lunchboxes. They can lead to excess energy intake and tooth decay.**



\*Check your school's policy regarding the use of nuts and products containing nuts.

# Parent/Guardian 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 at kinder.

We welcome all parents to enjoy the opportunity of helping at our kindergarten, while observing the children at their activities. Parents/Carers will be asked to provide a copy of their working with children check when helping at kinder or participating in excursions.

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

## Morning Tea

A roster is provided for parents/guardians to choose days that suit them to help. During your fruit time help shift, we would ask that you cut up the fruit, set up the trolley, assist and supervise the children while they have morning 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 possibly then doing the dishes when you come back for pick up time. As we cannot remove the co-educator during the session to cut up fruit it is preferable to have a parent/guardian helper.

## Lunch

begins at 11:30am till 12:30pm. Parent/Guardian helpers are here to help prepare the eating area for lunch, help the children unwrap sandwiches etc. and clean up when lunch is over.

## Laundry

We often have dress-ups, towels and tea 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 or ask one of your child's educators 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'.

## Special Skills

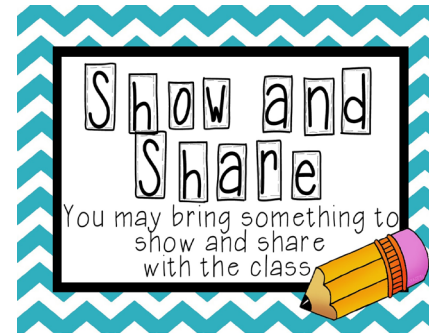
Parents/Guardians are welcome to share any of your talents, skills or interests with us eg, Musical skills, craft, cooking, gardening or bringing your family pet. Family involvement enriches the program and is very much enjoyed by the children. Please discuss with any of the educators if you are interested in sharing your special skills.



## Lost Property

Items left at kinder (if unnamed) will be put into the lost property basket.

Items not already collected will be put on display at the end of each term. Anything left in the basket on the last day of each term is donated to the opportunity shop.



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. It is preferable that children do not bring toys from home on normal kinder days as they can get lost which normally upsets the child.

We take no responsibility for lost or broken toys that do come to kinder. Encourage your child to wait for their Special Show and Share day.



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.

## 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. We always hold a working bee in January prior to the start of our new kinder year and often schedule a second one for the middle of year.

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. As an independent service we are liable for all ongoing service maintenance and gardens with some of the major issues completed by a paid maintenance person. For other smaller jobs we ask our families to help out where they can.

### **Working Bee Date**

Saturday 31<sup>st</sup> January 2026

9am-12pm



# FUNDRAISING



Fundraisers are a great way to tackle budget shortfalls and give the children and educators the resources, equipment and playground upgrades that they deserve.

Part of fundraising is volunteering and understanding the importance of community and how your time can help us achieve our goals. Fundraising throughout the community is important and helps the community understand how they too can help our kindergarten meet its goals. Showing your child that you volunteer also helps them understand the importance of being part of a community, a skill they too will use as they go out into the world as adults.

Many of our fundraiser will include the help of our families and your support for these events would be greatly appreciated.

We have compiled a list of fundraiser that have been planned for 2026. If you have any other ideas, you would like us to explore please feel free to let us know at: [alexandra.kin.admin@kindergarten.vic.gov.au](mailto:alexandra.kin.admin@kindergarten.vic.gov.au)

# Communication

Close communication between home and kindergarten is particularly important. The teachers are always happy to talk with parents/guardians to discuss your child's progress or other relevant matters. Appointments with the teachers can be made outside of session times. Feel free to email the teacher you would like to meet with to book an appointment time.

Any administration queries can be made directly 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 contact the Kindergarten via phone [5772 1387](tel:57721387) or email: [alexandra.kin@kindergarten.vic.gov.au](mailto:alexandra.kin@kindergarten.vic.gov.au) to make an appointment with your child's teacher.

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

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

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 with the Kindergarten's *Complaints and Grievances Policy*. Copies of the policy are available to parents/guardians 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.

# Notices

Each child has their own notice folder, kept near the sign in book. 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 they need to check your child's folder.

Most notices and information is emailed home or put on *StoryPark* but occasionally notices, newsletters, fundraising information etc. will be placed in this folder. If you need to leave messages for other parents, feel free to use these folders.

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



# Library

Children are encouraged to borrow library books weekly from our library in the foyer. **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.

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.

We also 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).





Professional photos are taken of the children by School Pix.  
You will receive a proof sheet after the photograph day for you to order photos from.

## Photo Dates

**Monday 14<sup>th</sup> & Tuesday 15<sup>th</sup> September**

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 check with staff first. 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.

## Excursions, Visitors and Special Events

Excursions, visitors and special events are arranged each term to extend the children's experiences.

On excursions parental assistance is required so that we comply with *Children's Services Regulations*. 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 emailed and filled out online.

If you would like to help it is preferable you have a Working with Children's Check. You can add a copy to any permission slips if you have one or email to [alexandra.kin.admin@kindergarten.vic.gov.au](mailto:alexandra.kin.admin@kindergarten.vic.gov.au)

Unfortunately, it is not possible for siblings to attend excursions, as supervision of the kindergarten children is a priority.



# 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**.

## *Accidents*

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 admin 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.

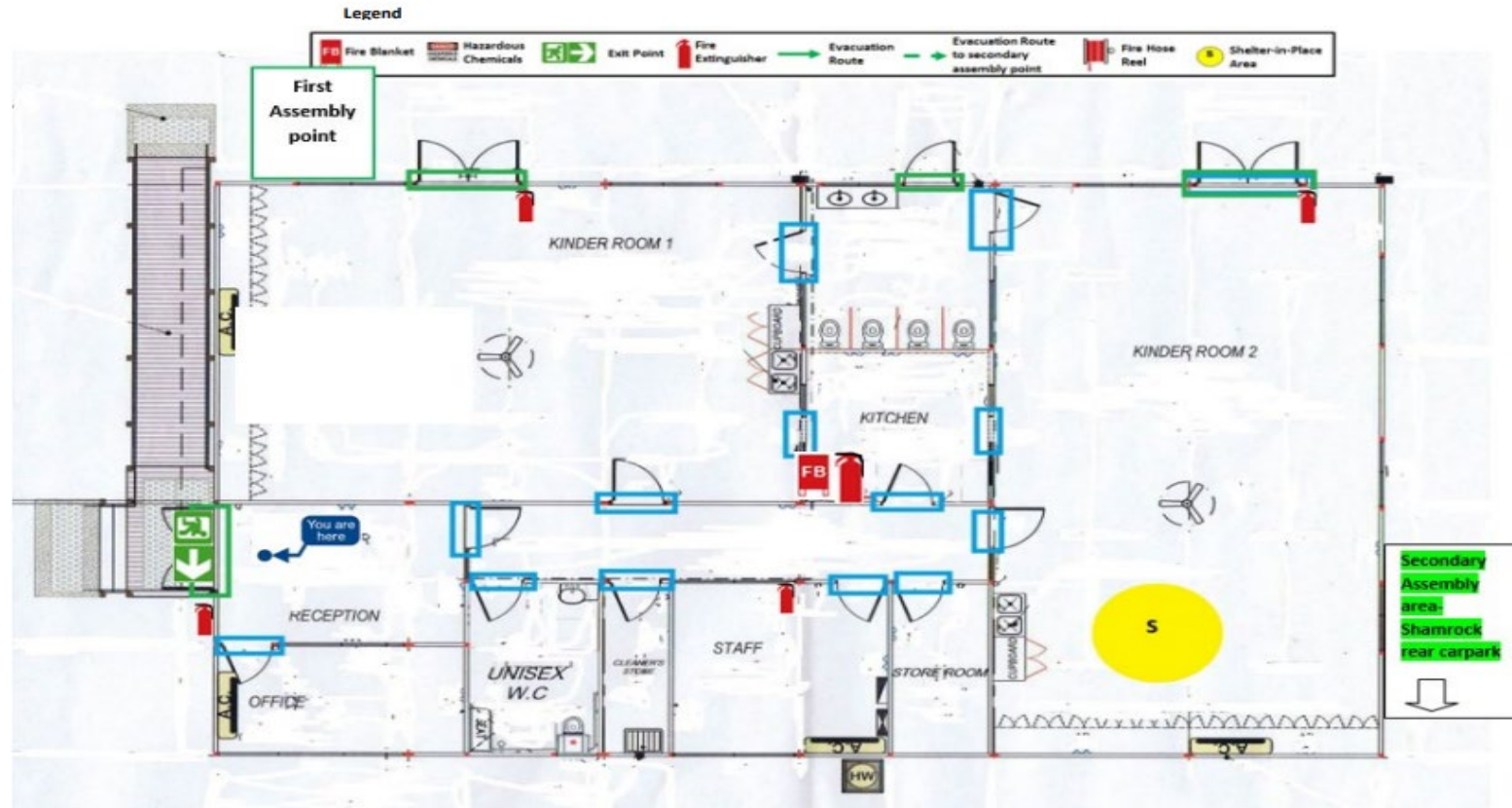


# Evacuation Procedures

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

Evacuation procedures are practiced regularly with the children.

[Link to Emergency management Plan](#)



# Policies

Acceptance and Refusal of Authorisations	Emergency and Evacuation	Fees – Kindergarten	Prevention of Harassment and Bullying
Administration of First Aid	Enrolment and Orientation (Free Kindergarten)	Fees- Pre-Prep	Privacy and Confidentiality
Administration of Medication	Enrolment and Orientation (Funded Kindergarten)	Finance & Procurement	Relaxation and Sleep
Anaphylaxis and Allergic Reactions	Enrolment and Orientation (Pre-Prep)	Food Safety	Road Safety and Safe Road Transport Policy
Asthma Management	Environmental Sustainability	Governance and Management of the Service	Safe Use of Digital Technologies and Online Environments
Behaviour Support	Epilepsy & Seizures	Hygiene	Social Media
Child Safe Environment and Wellbeing	eSafety for Children	In Nature Program	Staff Grievances and Dispute Resolution
Code of Conduct	Excursions, Regular Outings and Service Events	Incident, Injury, Trauma and Illness	Staff Personal Development
Compliments and Complaints	Family Violence Support	Inclusion and Equity	Staff Recruitment
Dealing with Infectious Diseases	Fees – AKC	Information Communication Technology	Staffing
Dealing with Medical Conditions	Fees - Free Kindergarten	Interactions with Children	Sun Protection
Delivery and Collection of Children	Fees – Funded Kindergarten	Mental Health and Wellbeing	Supervision of Children
Determining Responsible Person		Nutrition, Oral Health and Active Play	Tobacco, E-cigarettes, Vapes, Alcohol and other Drugs
Diabetes		Occupational Health and Safety	Water Safety
Educational Program		Occupational Violence and Aggression	Whistle Blower
		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 in the Foyer.*

# 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.

# Code of Conduct

## *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**

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*.

### **Link to Policies for Reference:**

***Code of Conduct Policy- Quality area 4.***

***Privacy and Confidentiality Policy- Quality area 7***

***Interactions with children Policy- Quality area 5***

## Confidentiality of Enrolment records

•The approved provider of the Education and Care service must ensure that the information in the child’s enrolment record is not divulged or communicated directly or indirectly, to another person other than as prescribed under Regulations 181 and 182 of the Education and Care services National Regulations 2011. This includes, to the extent necessary for the education and care of the child or medical treatment of the child; or where expressly authorised, permitted or required to be given by or under any Act or law; or with the written consent of the person who provided the information.

### Privacy Policy & Collection Statement

- We believe your privacy is important.
- We have put in place a Privacy Policy, which illustrates how we will collect, use, disclose, manage and transfer personal information including health information. This policy is available on request.
- Our service is, in some of its activities, bound by privacy legislation. If we need to collect health information we are subject to the Health Records Act (Vic). If we have collected information as a service provider to the state government, we are covered by the Information Privacy Act (Vic). Otherwise, for all other transactions involving personal information, we are not covered by privacy legislation, and our Privacy Policy may not apply.
- If you are unsure about this, please contact the President/Secretary.
- Purpose for which information is collected.**
- The reasons for which we generally collect personal information are:
- You should be aware that under relevant privacy legislation, other uses and disclosures of personal information are permitted, as set out in that legislation.
- Disclosure of personal information, including health information.**
- We may disclose some personal information, including health information, held about an individual to:
  - Government departments or agencies as part of our legal and funding obligations;
  - Local Government in relation to enrolment details for planning purposes;
  - Organisations providing services related to employee entitlements and employment;
  - Anyone to whom the individual authorises us to disclose information.
- Laws that require us to collect specific information.**
- The Children’s Services Regulations 2009, Children’s Services Act 1996, Incorporations Act 1981 and employment related laws and agreements require us to collect specific information. Failure to provide the required information could affect:
  - A child’s enrolment at the service;
  - An employee’s employment;
  - The Committee’s ability to function as an incorporated association.
- Access to information.**
- Individuals on whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our Privacy Policy, which is available on request.
- For information on the Privacy Policy please contact the President or Secretary.

Personal information and health information collected in relation to:	Primary purpose for which information will be used
Children and parents/guardians	To enable us to provide for the education and care of the child attending the service and to enable us to manage and administer the services as we are required.
Committee members	For the management of the service by the Committee.
Job applicants, employees, contractors, volunteers and students	To assess and (if necessary) to engage the employees, contractors, volunteers or students, as the case may be; To administer the individual's employment, contracts or placement of students and volunteers.