



***What's the hurry? – Education is a journey not a race.***

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## **Information Book**

*Please keep safe for future reference*

**Irymple Kindergarten would like to acknowledge all the Traditional Aboriginal tribes along the rivers in the Mallee and District area and on whose land we work and live as the first people of this Nation. We also pay respect to all Elders past and present and to honour their culture.**

## Welcome to Irymple Kindergarten

We trust you will find kindergarten a rewarding experience for you and your child. Kindergarten is a unique time in your child's development and education. We look forward to working with you to provide a happy and productive experience for your child. Please take the time to read through this booklet as it provides information about how our kinder works. Please hold onto it to refer back to later. If you have questions, please don't hesitate to ask.

## Starting at Irymple Kindergarten

Starting at Irymple Kindergarten involves a transition to a new environment for children and parents. We try to ensure that this transition is a positive and gradual process. Information session and orientation days help children and parents become familiar with the surroundings, staff and other children. Separation from a parent or carer in an unfamiliar environment can take time – some children may take a little longer to settle than others, and this is ok. If you have any concerns, the staff will be happy to provide support. Further information is provided later in this booklet.

## Irymple Kindergarten Philosophy



*What's the Hurry? - Education is a journey not a race*

- ✎ At Irymple Kindergarten our aim is to provide a safe, caring and welcoming environment to allow all children to reach their full potential. Our intention is to promote self-esteem so our children can be happy and confident learners.
- ✎ We acknowledge that each child is an individual therefore our goal is to provide an environment that allows each child to enhance their skills regardless of gender, level of ability, social and cultural background. We recognise the diverse needs of children and their families and our preschool is accessible and inclusive to all families at all times.
- ✎ We believe that children learn best through play. As such we provide the environment and resources to allow children to discover answers themselves; to explore, create, imagine and improvise. Our qualified teachers promote time to play so that each child can make sense of things they are exposed to; to question, to experiment, to practise.
- ✎ We plan educational programs that support and encourage socialisation/friendships, fine and gross motor skills, language, self-help skills, respect, responsibility and confidence. Staff continually observe and review our practises, we work together to challenge and support each other, allowing us to develop and enhance every child's educational needs.
- ✎ Our programs are based on the interests and ideas of the children. We aim to enhance learning outcomes through daily experiences targeted at the children's strengths and abilities which are provided in partnership with parents, educators and the community. We promote open communication between staff, families and children to allow us to maintain sensitive and supportive relationships. Our educational environment respects the rights and feelings of children, parents and staff.

## 2020 Term Dates

Term 1: 28 January – 27 March

Term 2: 14 April – 26 June

Term 3: 13 July – 18 September

Term 4: 5 October – 18 December

Term calendars will notify you of holidays and coming events.



*Children's commencement & Information session date & time is supplied at the Annual General Meeting.*

## Staff

### Pre-Kinder Groups and Session Times (Room 3)

Teacher: Michelle Riordan Educator: Brenda Vadori

**Yellow Group** Wednesday 9:00am - 2:00pm

**Blue Group** Thursday 9:00am – 2:00pm

**Green Group** Friday 9:00am - 2:00pm

### Kindergarten Groups and Session Times

#### **Red Group (Room 1)**

Teacher: Kerry Weinert Release Teacher: Joshua Daymond Educators: Mel Hynoski & Vicki Marshall  
Monday 8:30am - 2:30pm, Wednesday 8:30am - 2:30pm & Friday 8:30am - 11:30am

#### **Blue Group (Room 1)**

Teacher: Kerry Weinert Release Teacher: Joshua Daymond Educators: Mel Hynoski & Vicki Marshall  
Tuesday 8:30am - 2:30pm, Thursday 8:30am - 2:30pm & Friday 12:30pm - 3:30pm

#### **Green Group (Room 2)**

Teacher: Leanne Peters Educators: Brittany Pedersen & Stephanie Grigg  
Monday 9:00am – 3:00pm, Wednesday 9:00am-12:00pm & Thursday 9:00am-3:00pm

#### **Yellow Groups (Room 2)**

Teacher: Hayley D’Ettorre Educators: Stephanie Grigg & Brittany Pedersen  
Tuesday 8:30am – 4:00pm, & Friday 8:30am – 4:00pm

#### **Purple Group (Room 3)**

Teacher: Connie Aldamiz Educators: Fiona Bowden & Brenda Vadori  
Monday 8:30am – 4:00pm, & Tuesday 8:30am – 4:00pm

### Office & Office Hours

Director/Teacher: Hayley D’Ettorre Office Manager: Disa Wilson  
Monday – Friday 9:00am – 3:00pm

Irymple Kindergarten employ qualified and experienced Early Childhood Teachers and Educators. Each staff member has an early childhood qualification, first aid, asthma & anaphylaxis training and all relevant Working with Children checks. Early Childhood Teachers also must be registered with the Victorian Institute of Teachers, this is reviewed and updated annually. All staff are supported and encouraged to participate in various professional development to expand upon their knowledge base and ensure their practices reflect changes in the early childhood field, updates in research and that developmentally appropriate practice is embedded in all areas of the curriculum.

### Committee of Management

The Committee is a voluntary body of parents and family members, elected at the Annual General Meeting in October/November each year. The Committee works in conjunction with staff to ensure that the kindergarten meets all of its obligations to children, families and various government departments. They have regulatory responsibility for the running of the kinder including planning and decision making, financial management and fundraising activities.

**Please think seriously about joining the committee of management, as this is one way you can become involved in your child’s education. All parents/guardians are welcome to attend meetings. Meetings are held monthly, and advertised at the kinder.**

## DET Funding & Fee Policy (relevant points only)

**A full copy of our fee policy is in the policy folder in the foyer on available on our website.**

*The Victorian Government provides funding to support children to access a kindergarten program in the year before they start school. The funding is a contribution towards meeting the cost of the kindergarten program and is based on the number of children enrolled in the program at Irymple Kindergarten. If your child is attending our kindergarten program, they will be counted as an eligible child when we submit our data as part of reporting requirements to the Department of Education and Training.*

***Your child can attend only one funded kindergarten program in a single year. If your child is currently attending another children's service that offers a kindergarten program, please draw this to the attention of the other service.***

Irymple Kindergarten receives funding for children enrolled in the Kinder (4 – 6-year-old program) from the Department of Education and Training (DET). Although Pre-Kinder groups must comply with the regulations set out by the DET, there is **no per-capita funding for Pre-Kinder groups.** Therefore, Pre-Kinder groups are **self-funded** by fees paid by parents, there are no government fee subsidies available.

**Fees for Pre-Kinder** for 2020 will be \$250 per term for 1x3 hours, or \$415 per term for 1 x 5 hours plus an incursion/entertainment fee of \$5 per term = **\$255** per term for 1 x 3 hours, or **\$420** per term for 1 x 5.

**Fees for Kindergarten** for 2020 will be \$380 per term plus an excursion/entertainment fee of \$20 per term. Total amount payable = **\$400** per term.

If your child identifies as Aboriginal and /or Torres Strait Islander or holds a current Concession card, they are eligible to attend 4-5-year-old kindergarten free of charge (Kindergarten Fee Subsidy). Children who receive the Kinder Fee Subsidy are requested to pay the excursion /entertainment fee of **\$20** per term or **\$80** full year.

**Concession Cards** - Families will be asked to present them on enrolment at Council. If details change during the year (i.e. you no longer have a concession card/or you become eligible for one) please ensure the office staff are made aware of this. When a new card is issued, please present it to the office staff, as the kindergarten needs a current copy to continue to provide reduced fees.

**Term Fees are payable during the first two weeks of each term.** Fee notices are issued in advance, one week before the end of term. Reminders will be sent out consistently for outstanding fees.

Parents/guardians upon accepting a position at Irymple Kindergarten acknowledge their acceptance of adhering to Irymple Kindergarten's Fee Policy, which is available in the foyer.

**QikKids Software** - Mildura Rural City Council in partnership with the Department of Education and Training (the Department), are providing software to collect attendance data for children accessing a funded kindergarten program at Irymple Kindergarten.

The software provided is QikKids, a program used in childcare centres throughout the state and is moving into the kindergarten space. The software will provide an opportunity for parents and families to sign children in and out of kindergarten electronically. This will provide more accurate information for the kindergarten but also maintain environment sustainability.

To sign in you will simply input your mobile phone number, followed by a 4 digit number of your choice, and select sign in. To sign out the process is the same.

The attendance data along with your child's name, date of birth and gender will be provided to Mildura Rural City Council. This data will then be de-identified by Mildura Rural City Council and shared with the Department for the identification of kindergarten attendance patterns and trends at group, service and local government level.

Kindergarten attendance has been identified as a major part of school readiness of our children. Collecting information about children's attendance will provide the opportunity to understand our community needs.

## Statement of Fees and Charges

### 3-4-year-old kindergarten

Hours: 3 hours per week

	Fees (\$)	Entertainment Levy (\$)	Total (\$)
Term 1	250.00	5.00	255.00
Term 2	250.00	5.00	255.00
Term 3	250.00	5.00	255.00
Term 4	250.00	5.00	255.00
<b>Total</b>	<b>1,000.00</b>	<b>20.00</b>	<b>1,020.00</b>

Hours: 5 hours per week

	Fees (\$)	Entertainment Levy (\$)	Total (\$)
Term 1	415.00	5.00	420.00
Term 2	415.00	5.00	420.00
Term 3	415.00	5.00	420.00
Term 4	415.00	5.00	420.00
<b>Total</b>	<b>1,660.00</b>	<b>20.00</b>	<b>1,680.00</b>

### 4-6-year-old (funded) kindergarten

Hours: 15 hours per week

	Fees (\$)	Entertainment Levy (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Entertainment Levy (\$)	Total (\$)
Term 1	380.00	20.00	400.00	0.00	20.00	20.00
Term 2	380.00	20.00	400.00	0.00	20.00	20.00
Term 3	380.00	20.00	400.00	0.00	20.00	20.00
Term 4	380.00	20.00	400.00	0.00	20.00	20.00
<b>Total</b>	<b>1,520.00</b>	<b>80.00</b>	<b>1,600.00</b>	<b>0.00</b>	<b>80.00</b>	<b>80.00</b>

#### **Payment of fees**

Invoices will be issued **at the start of term 1 and in the last week of term for subsequent terms** and must be paid by the due date. Invoices will be emailed to the email address supplied on enrolment form, a paper copy will only be supplied on request to book keeper.

#### **Early Start Kindergarten fee subsidy**

Families who are eligible for the Early Start Kindergarten fee subsidy (refer to Fee information for families) will not be required to make fee payments.

#### **Children turning three during the year**

Irymple Kindergarten now require a non-refundable deposit of half term fees for a place to be reserved for a child in the three-year-old kindergarten program. If this deposit is not paid, your child will not have their position at Irymple Kindergarten held and you will need to seek a place after your child turns 3. Children can only commence the program when they have turned three.

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

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make fee payments, only the entertainment levy.

### ***Late collection charge***

The Committee of Management/Board reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child (refer to Fee information for families). The late collection policy is as follows:

- All children are to be collected from Irymple Kindergarten at the stated session times.
- Parents/caregivers who advise of late arrival may be excused from the late fee policy at the committee's discretion.

If a Parent/Caregiver is **10 minutes** late the following procedure is followed:

- Any Parent/Caregiver who arrives late to collect their child with or without notification will be required to sign the late collection book. Details to be included are – Date, Time of parent/caregiver arrival, was Notification given, Reason for late arrival, Late fee application, Staff and Parent signature.
- Parents/caregivers who have signed the book once (1) during the entire year will not be subject to any late fees.
- Parents/caregivers who have signed the late collection book for the second (2) and all subsequent entries during the entire year will be subject to the following late fee penalties:
  - A late fee of \$60 is to apply on each occasion
  - Late fees will be invoiced by a separate invoice within the week

If a Parent/Caregiver is **20 minutes** late the following procedure is followed:

- Any Parent/Caregiver who arrives late to collect their child with or without notification will automatically be charged a late fee of \$60.
- Any Parent/Caregiver who arrives late to collect their child with or without notification will be required to sign the late collection book. Details to be included are – Date, Time of parent/caregiver arrival, was Notification given, Reason for late arrival, Late fee application, Staff and Parent signature.

If a Parent/Caregiver is **over 20 minutes** late the following procedure is followed:

- Any Parent/Caregiver who arrives late to collect their child with or without notification will automatically be charged a late fee of \$60 per 20 minutes or part thereof they are late.
- Any Parent/Caregiver who arrives late to collect their child with or without notification will be required to sign the late collection book. Details to be included are – Date, Time of parent/caregiver arrival, was Notification given, Reason for late arrival, Late fee application, Staff and Parent signature.

### **Fee payment contract**

- I/we acknowledge that the three-year-old kindergarten is not funded by the state government and that the program cannot operate without receiving fees (the only exception is where a child is eligible for the Early Start Kindergarten fee subsidy – see below).
- I/we acknowledge that the four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.
- I/we understand that I/we am/are entitled to obtain the Kindergarten Fee Subsidy if I/we meet one of the criteria. If my/our eligibility lapses, then I/we understand that full payment of fees is required from the beginning of the following term.
- I/we agree to receive invoices via email, which I/we supplied on the enrolment form.
- I/we agree to pay fees by the due date on the invoice.
- I/we understand that term fees are non-refundable.
- I/we acknowledge that if fees are not paid by the due date, the Committee of Management/Board will implement the late payment of fees procedures, as outlined in the *Fee Information for Families*, which could result in the withdrawal of my/our child's place at the service and no further enrolments until the outstanding fees are paid.
- I/we agree that if my/our financial circumstances change and I/we am/are unable to pay as agreed, I/we will immediately notify the Book Keeper to discuss alternative payment options.
- I/we acknowledge that I/we have received and read the service's Fee information for families, which outlines the procedure for payment of fees.
- I/we understand that by accepting a position at Irymple Kindergarten, I/we are agreeing to abide by the policy.

### **Early Start Kindergarten**

3-4-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

### **Kindergarten Fee Subsidy**

Except in the case of an Aboriginal or Torres Strait Islander child, supporting documentation will need to be sighted on commencement at Irymple Kindergarten by the Director or Book Keeper.

**Note: the eligibility of concessions may vary from time-to-time. Up-to-date information can be found in The Kindergarten Funding Guide (Department of Education and Training): [www.education.vic.gov.au](http://www.education.vic.gov.au)**

Note: Invoices, receipts and collection of fees will be in accordance with the Irymple Kindergarten Fees Policy.

### **Child Safe Standard**

Irymple Kindergarten is committed to providing a Child Safe Environment.

Protecting children is everyone's business. All children need to feel that their world is a safe place where people will care about them, where their needs for support, respect and friendship will be met and where they will be able to get help to work out any problems.

By accepting a place at Irymple Kindergarten all parents/guardians, family members and visitors acknowledge that they have read and understand Irymple Kindergarten's Code of Conduct and agree to abide by it.



### **Code of Conduct for parents / guardians, students, volunteers, contractors and visitors**

I commit to contributing to creating an environment at Irymple Kindergarten that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of any form of discrimination
- maintains a duty of care towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

### **Relationships with children**

In our relationships with children, I commit to:

- 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
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity

- having regard to each child's cultural values
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

### ***Relationships with the Approved Provider, Nominated Supervisor, staff and others***

In my relationships with the Approved Provider, Nominated Supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

- reading and abiding by the *Code of Conduct Policy*
- developing relationships based on mutual respect
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches
- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy
- following the directions of staff at all times
- treating the kindergarten environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
- raising any complaints or grievances in accordance with the *Complaints and Grievances Policy*.

### **Parent Involvement**

We are a community based kindergarten and parents are invited to be involved in the kindergarten in many ways-

- Helping with the **snack roster/kinder duty**– this is a great opportunity for you to see the children at play and observe what happens during sessions. The children enjoy having a parent come along and show interest in their kindergarten.
- Perhaps you have some **special skills** you may be able to share: play a musical instrument; cooking skills; have an art/craft idea; a trade to help with repairs. There are many talents that we can incorporate into our program, so please let your teacher know if you are willing or able to help in any way.
- During the year you may be asked to **help** with some laundry, gardening, or at our annual working bee.
- You may be asked to help the committee with **fundraising** activities.
- A washing duty roster is in each kinder class; we ask you to please volunteer to take a basket of washing occasionally.



### **Working with Children Checks**

The Working with Children Act 2005 states that parents and family members who are volunteering or doing 'kinder duty' continue to be exempt from requiring a Working with Children Check.

### **Kinder Duty**

We ask that everyone participate at some stage during the year. You are welcome to bring along your younger children, however we ask that you actively supervise them during this time. If you are unable to make kinder duty, the teachers would be grateful if you could let them know in advance or you may reschedule your rostered time with another parent should it not suit. Children love having family attend to help out and it's lovely to see them enjoying their time at kinder. When you stay for duty please sign in and out in our Parent & Visitor Sign in/Out folder, which is located on the Office ledge. It is a stipulation of our regulations that we record all visitors and this will also be used in the event of an evacuation to ensure everybody is accounted for and safe. You are required to sign in if you are at the kinder longer than fifteen minutes.

**Please see snack routine located in Kitchen above sink, on Fridge and later in this book as a reference.**

## Communication

Parents/families can keep up to date with the kindergarten experiences in several ways:

- Education Programs and Reflection Diaries are displayed in the classrooms or the foyer.
- Newsletters are distributed twice per term, via email.
- Our notice boards display a wealth of information concerning the program including health warnings, calendars and community events.
- Informal discussions with staff at the beginning or end of sessions.
- Teachers regularly discuss individual children's goals and progress with parents and invite you to help set aims for your child with us at any time during the year– we are happy to make a time to talk at the kinder or via a phone call if you have work commitments.
- The Irymple Kindergarten Facebook page.
- The Irymple Kindergarten Website.

### The Value of Kindergarten & Early Years Learning Framework Learning Outcomes

#### ***Children Have a Strong Sense of Identity***

- Children feel safe and supported.
- Children develop their emerging autonomy, interdependence, resilience and sense of agency.
- Children develop knowledgeable and confident self-identities.
- Children learn to interact in relation to others with care, empathy and respect.

#### ***Children are Connected with and Contribute to their World***

- Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.
- Children respond to diversity with respect.
- Children become aware of fairness.
- Children become socially responsible and show respect for the environment.

#### ***Children Have a Strong Sense of Wellbeing***

- Children become strong in their social and emotional wellbeing.
- Children take increasing responsibility for their own health and wellbeing.

#### ***Children are Involved and Confident Learners***

- Children develop disposition for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.
- Children develop a range of skills and processes such as problem solving, enquiry, experimentation, hypothesising, researching and investigating.
- Children transfer and adapt what they have learned from one context to another.
- Children resource their own learning through connecting with people, places, technologies and natural and processed materials.

#### ***Children are Effective Communicators***

- Children interact verbally and non-verbally with others for a range of purposes.
- Children engage with a range of texts and gain meaning from these texts.
- Children express ideas and make meaning using a range of media.
- Children begin to understand how symbols and pattern systems work.
- Children use information and communication technologies to access information, investigate ideas and represent their thinking.
- Staff take written observations of all children, allowing us to identify areas of strength and areas of need. We regularly develop aims and strategies for individual children to help them to improve on skills.

***We value any information families share about their child, this helps us to plan an education program that interests and engages them.***

*Our teachers have extensive university training and experience in early childhood education, they welcome any enquiries about your child and the kindergarten program. Our staff implement the Early Years Learning Framework (EYLF)/ Victorian Early Years Learning & Development Framework (VEYLDF) as well as the National Quality Standards.*

## Aims for Term 1

The first term is spent settling the children into kinder. We encourage confidence by planning experiences the children can achieve and enjoy. We provide opportunities for the children to play with others and explore in a safe and comfortable environment. We work on building trust between the children and ourselves, and help them become familiar with others in the group (such as learning names etc.).

We encourage children to use basic social skills - saying hello and goodbye, seeking help when needed and following directions. Kinder is often the first large group setting that the children experience without their parents. With this in mind, we assist the children to learn how to be a group member - to interact with others, make friends and to share.

## Readiness

### ***Is my child ready for Kindergarten?***

Sometimes parents, or your teacher may be concerned about a child's readiness for kindergarten or school the following year. If you have concerns, please discuss them with your child's teacher.

### ***What is school readiness?***

Your child not only needs to be academically but more importantly they need to be socially and emotionally ready so they not only cope and survive at school but thrive and flourish in their education journey. In the words of Kathy Walker, Education Consultant. *"The most important factors associated with a successful start and continued learning in school are related to a child's social and emotional maturity, such as being able to separate from parent/caregiver without distress, taking responsibility for their own possessions like putting their bag in their lockers, being able to talk to and respond to the teacher, showing interest in peers although not necessarily a true friendship, following a few directions at a time without being distracted by others, completing a task without needing lots of prompting from the teacher, and making some decisions and initiating own play."*

## Birthdays

Birthdays are special times and you are welcome to bring along small cupcakes to celebrate at Kinder. Please check with staff the number of children in your child's group and if there are any allergies. We are a nut intolerant Kindergarten. Birthday invitations can be put in the children's letter boxes at the end of sessions.

## Arrival & Departure at Kindergarten

It can become very noisy and chaotic at these times. Having an orderly entry and departure routine helps children settle and ensures they do not move outside the kinder un-noticed. Some children do not cope with lots of noise, they are not able to block it out and may become anxious, agitated and unable to concentrate or settle. We ask that parents assist by being quiet and respectful at story times, making sure toddlers/siblings are not disruptive, using quiet voices or moving to the foyer or the bench seat in the entry area when wanting a chat with other parents and by trying not to linger too long in the classroom at the beginning or end of sessions.

## Late Pick Up of Children

Parents are asked to be prompt at pick up times. Children can become distressed if parents are late to pick them up and staff are unable to complete packing up and setting up tasks if they are supervising children out of regular session time. Any parent picking up their child late will have to sign our late collection book. Parents who sign this book 2 times during the year will be charged a late fee of \$60 on each subsequent occasion. Late fees will be invoiced by a separate invoice within the week. (See our Fees Policy).

## Security Door Access

The front door has security coded access to increase the safety of the children. Families will receive a code for entry to the front door at the Information Session. The security system is on at all times. Only people who regularly collect children should know the code. To exit the building, you need to push the green button above the red box to the right of the front door and then push the door to exit.

**Children should NOT KNOW OR BE ALLOWED TO ENTER THE CODE, if this is allowed to happen we will have no choice but to change the code and this will mean a fee increase.**

***Please also ensure you ONLY let your own children out the door.***

### Car Park Safety

Please ensure you enter the carpark slowly and **FOLLOW THE ARROWS** to ensure you are going the correct way. To increase safety, please remember:

The entrance lines are double lines, making it ILLEGAL to cross them.

The speed limit is **20km/hour**.

Please also remind family members of the correct way to use the carpark.



*Each year we have several near misses which cause distress for the child, driver, family and staff. Please ensure you are alert, patient and always supervising your children when using the car park. We all need to work together to ensure the safety of our children.*

### Children Left in Cars

**It is not acceptable at ANY time to leave children unattended in cars. If children are left unattended in cars, the police will be called.**

There are always other options available if you cannot bring other children in to collect please discuss this with staff if necessary.



## Illness



If a child becomes ill or is injured, we will contact parents immediately. If your child is not well, please keep them home where they can rest and recover without passing the illness onto others. Children are not always the best judge of what is good for them, they may say “But I want to go to Kinder” and then when faced with the rigors of the busy kinder environment they do not cope, meanwhile they may have exposed others (children/staff/siblings/families) to illness, which could have been avoided if they stayed home when unwell.

## Communicable Disease / Infections /Head Lice

It is important that we know when children are suffering illness such as chicken pox, gastro, conjunctivitis etc. so that we can let other parents know. A comprehensive list for the minimum period of exclusion required for common infectious disease cases and contacts (children exposed to but show no symptoms of) is available in the kindergarten foyer or online from the Dept. of Health and Irymple Kindergarten Website.

**Please keep home for at least 24 hours after a loose bowel motion or vomit.**

Children should not attend if they show any of the following symptoms:

- Pus or stickiness in the eye
- A persistent green or yellow discharge from the nose
- Diarrhea or vomiting
- An unusual skin rash
- A fever greater than 38 degrees Celsius
- Physical pain
- Consistent coughing that will impact their activity level.

## Anaphylaxis

Please take time to read the allergy notice in the foyer. There are a number of measures put in place to ensure that all children attending our kinder are safe. Staff, children, parent helpers and visitors are required to wash their hands before participating in activities. Snacks must not contain nut products (Nutella, peanut butter or snack bars etc.) or items that contain whole egg products (Quiche, boiled eggs etc). Please be aware of allergies when sending in items for art experiences/pasting (no nut bar or crunchy nut cornflake boxes etc.).

## Policies & Procedures

The policy folder along with regulations provide the rules by which the kindergarten operates. The policies folder is located in the kinder foyer and are also available on the Kindergarten website. Please take the time to familiarise yourself with these and please do not remove this folder from the Kindergarten. These are updated regularly and placed in foyer for feedback.

## Sun Smart Policy

Children are required to bring a hat which protects their face, neck and ears to kindergarten each day. Broad-brimmed hats with our logo can be ordered at a cost of \$20.00, a small selection of hats is available for purchase from the Office. If a child does not have their hat, they will be asked to play in shaded areas protected from the sun. Children are to have their shoulders covered while at kinder (no singlets or spaghetti straps please).

## Pets at Kinder

Our policy is that animals are not able to visit the kindergarten, and this is for the best interests of both the children and the animals. We offer several intentional opportunities for the children to learn about safe animal practices from professionals through incursions. We have several kinder pets (fish, yabbies & chooks) and we believe these offer sufficient opportunities for children to experience pets within our kinder environment. Some children have allergies to animals are these risks are able to be managed appropriately when staff are fully aware of the scope of animal visitors. If an animal is brought into the kinder you will respectfully be asked to take it away. We appreciate your support in the matter.

## Privacy and Confidentiality Policy Collection Statement

### **We believe your privacy is important.**

Irymple Kindergarten has a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available in the Kindergarten foyer. To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

### **Purpose for which information is collected**

The reasons for which we generally collect personal information are given in the table below.

<b>Personal information and health information collected in relation to:</b>	<b>Primary purpose for which information will be used:</b>
Children and parents/guardians	<ul style="list-style-type: none"><li>• To enable us to provide for the education and care of the child attending the service</li><li>• To manage and administer the service as required</li></ul>
The Approved Provider if an individual, or members of the Committee of Management /Board if the Approved Provider is an organisation	<ul style="list-style-type: none"><li>• For the management of the service</li><li>• To comply with relevant legislation requirements</li></ul>
Job applicants, employees, contractors, volunteers and students	<ul style="list-style-type: none"><li>• To assess and (if necessary) to engage employees, contractors, volunteers or students</li><li>• To administer the individual's employment, contracts or placement of students and volunteers</li></ul>

*Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.*

### **Disclosure of personal information, including health information**

Some personal information, including health information, held about an individual may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment
- insurance providers, in relation to specific claims or for obtaining cover
- law enforcement agencies
- health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- anyone to whom the individual authorises us to disclose information.

### **Laws that require us to collect specific information**

The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*, *Associations Incorporation Reform Act 2012 (Vic)* and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child's enrolment at the service
- a person's employment with the service
- the ability to function as an incorporated association.

### **Access to information**

Individuals about 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 and Confidentiality Policy*, which is available on request.

For information on the *Privacy and Confidentiality Policy*, please refer to the copy available at the service or contact the Director/ Approved Provider/Nominated Supervisor.

## Permission for Photographs and Videos

Photographs and videos are now classified as 'personal information' under the *Privacy and Data Protection Act 2014*.

Irymple Kindergarten has a responsibility to:

- comply with the privacy legislation in relation to all photographs/videos taken at the service, whether by the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, parents/guardians, volunteers or students on placement
- enable photographs/videos of children to be taken as part of the program delivered by the service, whether group photos, videos or photos at special events and excursions etc.
- notify parents/guardians as to who will be permitted to take photographs/videos, where these will be taken and how they will be used.

### **Photographs/videos taken by staff**

Staff at the service may take photographs/videos of children as part of the program. These may be displayed at the service, on the Irymple Kindergarten website or placed in the service's publications or promotional material to promote the service, or for any other purpose aligned to the service's operations. Some staff may use learning journals in which photographs are included.

When the photographs/videos are no longer being used, the service will destroy them if they are no longer required, or otherwise store them securely at the service. It is important to note that while the service can nominate the use and disposal of photographs they organise, the service has no control over those photographs taken by parents/guardians of children attending the service program or activity.

### **Group photographs/videos taken by parents/guardians**

Parents/guardians may take group photographs/videos of their own child/children at special service events such as birthdays, excursions and other activities. Parents must ensure that where the photographs/videos include other children at the service they are sensitive to and respectful of the privacy of those children and families in using and disposing of the photographs/videos.

### **Photographs taken by a photographer engaged by the service**

A photographer may be engaged by the service to take individual and/or group photographs of children. Information will be provided in written form to parents/guardians prior to the event, and will include the date and the photographer's details.

### **Photographs/videos for use in newspapers, Irymple Kindergarten website and other external publications**

The permission of parents/guardians of children will, be obtained prior to a child's photograph being taken to appear in any newspaper/media or external publication, including the service's newsletter, publications and website.

### **Photographs/videos taken by students on placement**

Students at the service may not take photographs/videos of children as part of their placement requirements.

### **Access to photographs/videos**

Access to any photographs or videos, like other personal information, is set out in the service's *Privacy and Confidentiality Policy*, which is displayed at the service and available on request.

### **Confirmation of consent**

Consent for photographs and videos is given on your child's Enrolment Form.

## Separation

Children come to kindergarten with unique personalities and experiences. For many children the idea of starting something new, such as kindergarten, will be exciting and positive. For other children it can be a cause of stress. We ask parents to be positive when talking about kinder, but parents need to understand that until children have had some kinder-like experience they may not be able to relate to what you are telling them.

Here are a few strategies to help your child settle in. If your child has an ongoing separation anxiety you will need to discuss this with your child's teacher and work together to develop an individual approach.

\*Talk to your child about kinder but don't make it sound too exciting (we may not live up to their expectations). It is also hard to appear friendly if we are used as a threat or punishment e.g. 'You won't be able to do that at Kinder'.

\*Accept that your child may have legitimate concerns about kindergarten and that you may also be anxious about leaving your child.

## Settling In

### **When your child starts kinder....**

- Be relaxed (don't rush in and out) – Take the time to show them where to put their bag, wash their hands and find their towel. Reintroduce them to staff and help settle them into an activity. If you feel they need extra support stay with them for a longer period.
- BUT (this is the crunch) when you decide it's time to go tell your child when you will be back and say goodbye. Once you have said goodbye you need to leave! (It's really hard to leave your child crying but if you stay you may encourage the behaviour you're trying to avoid). We will comfort your child – most children settle very quickly. Please ring the kinder in a short time if you are concerned. We will ring you if your child remains upset.
- Make sure you are on time to collect your child or, if your child was upset when you left, it is a good idea to come back a little early - some children will get upset again when other adults start to arrive no matter how settled they have been during the session. Pass this information onto other people who may deliver or collect your child so that you will all use the same consistent approach.
- If you think your child may have difficulty when you leave, these are some of things parents frequently do that undermine the chances of a successful separation – waiting until children are busy and then slipping away without saying goodbye, staying longer after you have said goodbye, looking back through the door or the glass or remaining in the foyer. This is especially difficult in this kinder because, although we will often hold your child to comfort them when you first leave and then encourage them to become involved in an activity, some children like to go out into the foyer and make sure you have gone. As you can imagine if you are still there we will need to start the separation process all over again and it's likely that your child will find it even more difficult to settle.

Our staff would love all children to start off their kindergarten year happy and relaxed although we realise this probably isn't going to happen immediately for everyone. Please don't feel we expect you to drop your children off and leave – we would much prefer to settle children into the kinder gently and with the least amount of stress possible (for parents, children and staff) – for some children this will take more time than others and this is ok!

### **Irymple Kindergarten is a health promoting kinder and a part of The Achievement Program VIC.**

Irymple Kindergarten is committed to ensuring the health and wellbeing of our kinder community. We achieve this through addressing elements of the National Quality Standard and by establishing healthy habits early, setting children up for a lifetime of good health as well as integrating health and wellbeing strategies into our Quality Improvement Plan. Irymple Kindergarten's Health Promotion Charter is reflected in the overall and day-to-day practices of the kindergarten. We believe that learning opportunities, decisions and actions taken today can have positive impacts on the way children grow and the healthy contribution they can make to the wider community.

### **Health Promotion Charter**

Irymple Kindergarten strives to create an environment that assists all members of the kindergarten community to experience physical, mental, emotional and social wellbeing. Healthy children learn better, therefore we recognise the importance of a whole kinder approach to the promotion of health and wellbeing.

To become a health promoting kindergarten we are committed to working together to:

- Provide a kinder community where children, families and staff share a vision and responsibility to encourage healthy lifestyles and better choices.
- Implement a curriculum that promotes and educates children about healthy eating and balanced lifestyles. Respect, fairness and equality will underpin this to ensure a sense of belonging is fostered for all participants.
- View play and routine experiences as rich discussion and learning opportunities to explore healthy lifestyle habits while promoting children's competencies, ownership and belonging within the kinder and wider community.
- Explore healthy lifestyle habits through routine play and discussion.
- Promote children's competencies, ownership and belonging within the kinder and wider community.
- Role model positive relationships.
- Provide opportunities for physical activity, healthy eating and promoting good choices.
- Teach resilience and assist students to reach their full potential through building, developing and fostering children's positive self-identity and self-regulation.
- Inspire calmness and mindfulness in children and provide a healthy mental health environment for all participants. Children need families and educators who take the time to look after themselves and promote supportive and appreciative teams and relationships.

- Link children and their families to community support services to meet their health and wellbeing needs. The kinder will be seen as a fundamental setting to build partnerships and provide opportunities for families to learn more about the healthy development of critical social and emotional skills.
- Embed sustainable change into our curriculum. This will be motivated by staff who are supported to become up to date with the latest research and developments in education and health to ensure ongoing reflection, evaluation and improvement is a continuous cycle of growth.
- Develop policies to create a physical and social environment which support holistic and consistent health and wellbeing practices.

### **Frequently Asked Questions (FAQs)**

#### **When should my child start kinder?**

It is important for children to start school when they are ready to learn in a more formal environment. It is also important to consider when it is best for your child to start school as this will help you determine the when to commence kindergarten. Kindergarten and other early childhood professionals, such as your maternal and child health nurse can also provide advice and relevant information to help you make an informed decision about the best age for your child to start kindergarten and school.

#### **My child is too young to start the three-year-old kinder session. Can I attend the kinder session with them until they have turned three years of age?**

No. We must abide by regulations and quality frameworks. If a child under the age of three was to attend an additional staff member would be required and this is not practical or sustainable under the current organisational model.

#### **How should I dress my child for kindergarten?**

Please dress your child in practical, comfortable clothing that is easy to manage for toileting. Although we provide smocks for messy play and art activities, the children (and us!) still manage to get clothing dirty..... so nothing special please. For your child's safety, thongs are not permitted at kinder, as the children can easily trip in these and they do not grip on the equipment whilst the children are playing.

We do offer our kinder logo to be screen printed on t-shirts, long sleeve tops and jumpers, it is optional whether your child wears them. However, the uniform is quite handy if you do not want your child's regular clothes paint, glue or grass stained! There are also bucket hats available to purchase for \$20.

Screen printing can be completed at the kinder either at the Information Session held in the November, or at the end of Term 1. The cost of this is \$10 per item. Uniforms are also available from Totally Workwear on Lime Ave, order forms are available in the Kinder Foyer near office window, or on the Kindergarten's website.

#### **Will my child have a 'Graduation / Concert' at Kindergarten?**

No. Irymple Kindergarten does not have a graduation. At the end of the year each class will have a Christmas Party where parents are invited for a sing- a -long at the conclusion of the party. Kinder children also sing at the Irymple Community Christmas Carols.

#### **More questions?**

If you have any more questions that have not been covered about the kinder programs, or our kinder specifically, please contact us.

### **Complaints / Suggestions**

If you have any concerns or suggestions, please discuss them with your child's teacher. You may also discuss concerns with the Director, or contact the current President or Vice President of the Kindergarten management committee, the contact details for our regional DET Office are listed below or in the kinder foyer. Your concerns will be treated respectfully and confidentially.

#### **Department of Education and Training (DET):**

Postal: PO Box 442, Bendigo VIC 3552

Physical Address: 7-15 McLaren Street, Bendigo VIC 3552

Ph: 4433 5702

Email: [lmr.gar@edumail.vic.gov.au](mailto:lmr.gar@edumail.vic.gov.au)



# Irymple Kindergarten

(SE-00003422)

Quality Area 1

Educational program and practice  
Exceeding NQS

Quality Area 2

Children's health and safety  
Meeting NQS

Quality Area 3

Physical environment  
Exceeding NQS

Quality Area 4

Staffing arrangements  
Exceeding NQS

Quality Area 5

Relationships with children  
Exceeding NQS

Quality Area 6

Collaborative partnerships  
Exceeding NQS

Quality Area 7

Governance and leadership  
Meeting NQS

Overall

RATED  
**EXCEEDING**  
NATIONAL QUALITY STANDARD



**Department of Education and Training**

Date of issue: **25 September 2019**

Assessment and Rating ID number: **ASR-00027685**



## Checklist of Things to Remember

### Pre-Kinder

- **Bag Locker/Towel Hook/Classroom Pigeon Hole** - each child will have a locker for their bag in the foyer, a towel hook in the bathroom for their towel to dry their hands and a pigeon hole in the playroom where hats, notes and work to go home are stored - a list of symbols is posted in the foyer.
- **Towel Hook** - each child will have a towel hook in the bathroom where they can find a towel to dry their hands.  
Please note towels are provided at Kinder and families **do not** need to provide hand towels.
- **Hat** (broad brimmed or legionnaire style – no caps please) \*stored at kinder in pigeon holes.
- **Sunscreen on before session**
- **Snack - Fruit / Veg for the shared fruit platter & Lunch (only 5 hour session)**
- **Water in a named, easily managed bottle**
- **Spare clothes** (just in case...)

### Kindergarten

- **Bag Locker/Towel Hook/Classroom Pigeon Hole** - each child will have a locker for their bag in the foyer, a towel hook in the bathroom for their towel to dry their hands and a pigeon hole in the playroom where hats, notes and work to go home are stored - a list of symbols is posted in the foyer.
- **Towel Hook** - each child will have a towel hook in the bathroom where they can find their towel to dry their hands.  
Please note towels are provided at Kinder and families **do not** need to provide hand towels.
- **Hat** (broad brimmed or legionnaire style – no caps please) \*stored at kinder in pigeon holes.
- **Sunscreen on before session**
- **Snack & lunch during longer sessions**
- **1 piece of fruit for shared fruit (7.5 hour sessions only)**
- **Water in a named, easily managed bottle**
- **Spare clothes** (just in case...)
- **Library Bag** (when library starts in term 2– a note will be sent home advising of this)

### Food on 3-hour session

The 3-hour session (depending on your child's class) will be shared fruit/veg day. On this day please bring a piece of fruit/veg to place in the basket outside your child's classroom and their named water bottle.

### Lunch Days (5 hours of Pre Kindergarten and 15 hours of Kindergarten)

On their 5 or 6-hour day children need to bring a packed nutritious lunch and snack as well as their water bottle. It would help if you could show your child what they have for snack and lunch each day as this allows the children to practice organisational skills for school. The lunch box remains in children's bags until lunch time so an ice pack would be a good idea. **Please name all containers/drink bottles.**

Please save 'sometimes' foods at home and not at kinder. Examples of 'sometimes' foods include:

- chocolate, confectionery, jelly, sweet biscuits, high fat/salt savoury biscuits, chips
- high sugar/high fat cakes and slices, cream, ice cream
- deep fried foods (e.g. hot chips) and pastry based foods (pies, sausage rolls and pasties)
- most fast food and takeaway foods
- processed meats (e.g. sausages, frankfurts/hot dogs, salami, Devon/fritz, commercial chicken nuggets/fish fingers)
- soft drinks, fruit juice and drinks, cordial, sports drinks, energy drinks, flavoured milk and flavoured mineral water.

***Wishing your family a great year at Irymple Kindergarten!***

***Please don't hesitate to ask anything that you aren't sure of, there's no such thing as a silly question 😊***