

# Maroondah Pre-School



# Information Booklet

## **Wominjeka / Welcome**

Maroondah Pre-school acknowledges the Wurundjeri people as the traditional owners and custodians of the land on which we play and learn, paying respect to their Elders past, present and emerging.

We welcome all our new and returning families to Maroondah Pre-school. This is an exciting time for you and your child as part of their learning journey. We hope it will be an enjoyable year for all families who are enrolled with us.

Kindergarten is the beginning of your child's formal education. These early years are very important for your child as basic attitudes, skills and knowledge are formed which provide the foundation for further learning.

The educator team and committee of Maroondah Pre-school have created this booklet as a guide for our families. Please take the time to read it as it contains important information about the operation and management of the kindergarten, and keep it so you can refer to it throughout the year.

We aim for every family to feel welcome and part of our kindergarten community. We hope both your child and you have a great year and a fantastic experience at Maroondah Pre-school.

If you have any questions or comments about this handbook, please contact a Maroondah Pre-school committee member or teaching educator.

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## History and Philosophy

Maroondah Pre-school has been operating since 1960 and was one of the first pre-schools in the Maroondah area.

Our pre-school is a place where everyone belongs! We value diversity, relationships, wellbeing, community and fun. In our nature-based setting, we take care of our environment and teach environmental values. We are committed to providing a stimulating learning program for three to five year olds that reflects the interests and uniqueness of each child. Our play-based program empowers each child to learn and grow as competent and capable individuals who can be instrumental in their own decision-making processes.

We believe that:

- Play is crucial to the development of children. Play is the way children explore and learn about their world, each other and themselves.
- Children's learning and development is an individual process; learning outcomes will be unique rather than standardised and homogenous. Each child's ideas and interests are our focus.
- Children learn best through experiences that are child initiated, adult supported, open-ended, flexible and fun.
- Children need to explore their own boundaries to gain confidence in their own abilities. We allow children to test, push, explore safe risk taking and redefine their abilities.
- Children are naturally curious and active communicators and they give and receive information in different ways. By encouraging children to ask questions, their learning becomes more relevant and authentic.
- Social and emotional development is the foundation for a positive approach to all learning. Children who have high self-esteem and believe in their own abilities will have the best starting point for the transition to school.
- Families are the child's first educators. Children learn best when families are involved in their educational program. We support and work together with our families to foster a cooperative partnership in their child's learning.

# Values and Objectives

## Our values:

- A caring attitude towards other children, adults and all living creatures
- Respect for the rights of self and others and the culture of self and others
- Positive relationships with children, families and educator
- A love of nature and the environment
- An appreciation of language, literature, science and maths
- Extended periods of uninterrupted play
- A desire to discover more about our interesting world that we live in and a positive attitude towards learning

## Our objectives:

**Foster curiosity:** Awaken and stimulate a sense of curiosity, observation and awareness of the environment around us and a love of learning.

**Nurture creativity:** To develop ways of expressing themselves creatively through many mediums – art, music, dance and verbally.

**Create enjoyment:** Of life and the world we live in

**Build confidence:** support self-help skills, independence and safe risk taking behavior.

**Encourage responsibility:** For our actions, learning that there are consequences to these actions and different ways to express oneself, some more appropriate than others.

**Strengthen social skills:** Help children to make happy and satisfying friendships with other children and develop negotiating skills to resolve conflicts. Support building relationships with adults outside the immediate family.

Our philosophy and values are interpreted in the context of state and national early years frameworks.

## Program

Play is a young child's way of learning. Play is the way children make sense and meaning of the world around them and is the child's 'work'. Engaging in play, children can explore, investigate, experiment and socialise, developing curiosity for learning and skills for life. Our programs are designed to facilitate learning through play, allowing children to work to their ability with the freedom to challenge themselves.

The structure of the program is a balance of play experiences that include active/quiet, indoor/outdoor, group/individual and structured/unstructured opportunities.

Educators observe and get to know each child and plan activities and experiences according to their needs, ideas and interests. We document children's developing knowledge, interests, ideas, skills and attitudes in our reflection journal and we encourage families to share their views of their child's learning journey.

We believe the outdoors to be an ideal learning environment for children and we encourage outdoor play in all weather conditions (see Clothing). Children benefit from sensory rich play-opportunities such as: sand, water, mud, clay, finger painting, light and shadow play. We focus on the process of 'learning by doing' not necessarily the end-product.

We interweave the areas of art, music and movement, language and literature, dramatic and imaginative, sensory and physical as well as science and maths into play experiences. We provide opportunities for a wide range of skill development and children are encouraged to make decisions. Children are supported to participate in small and large group activities.

The kindergarten offers two years of early childhood education, 3 to 4 year old and 4 to 5 year old kindergarten sessions.

The 3 to 4 year old curriculum recognises that children of this age enjoy the security of working and playing close to each other and the adults around them. The indoor and outdoor areas are used at different times of their session.

The 4 to 5 year old curriculum recognises that children of this age enjoy the freedom of working and playing in a more self-directed way. There are long stretches of open time for children's play and exploration. We believe that children deserve to engage deeply with each other and with their ideas, questions and challenges.

## **Program cont.**

Maroondah Pre-school offers a natural environment with open-ended resources. Sticks, sand, dirt, stones and water along with physical toys such as climbing equipment, swings and trikes are favored play materials. The indoor environment offers a wide range of materials.

Our program aims to further each child's individual interest and overall development. We offer a broad range of experiences to explore, discover and experiment with.

### **Excursions and Service Events**

The educators plan for excursions and service events during the year. The aim of the educators and Committee of Management is to offer excursions or service events in the 3 to 4 year old and 4 to 5 year old program that are relevant to the children and families in the group and that link with the educational program. Examples of excursions from previous years include: Realm Library and Ringwood Lake, Ringwood Fire station, Croydon Library, visiting local primary schools, Woolworth Discovery Tours and service events such as Black Snake Australian animals, music and dancing workshops, Bee keeper, Melbourne Museum's Outreach Program, Aboriginal culture and the Pet Safety Program. Parents are invited and encouraged to attend our excursions. Adult/child ratios will be assessed and communicated for each outing.

### **Learning Auslan (Australian Sign Language) in Biik group**

The 4 to 5 year old program incorporates the Victoria Government Learn Languages at Kindergarten Program where the children learn Auslan. The experiences and learning we offer through the language program is play based, focused on the children in the group, is in line with our philosophy and is designed to complement our program. The language program is taught by additional qualified educator in partnership with the kinder teacher who knows the children best. The language program is fully funded by the Victorian Government, with no extra expense to parents or the kindergarten.

There are many benefits to children learning another language, including:

- ✓ increased reading and writing skills
- ✓ cognitive flexibility
- ✓ strengthened brain development
- ✓ improved problem-solving skills
- ✓ providing children a richer understanding of how languages work
- ✓ can bolster self-esteem and strengthen cultural identity

From 2023, 3yo Ngawan group children will be introduced to basic Auslan signs shared by Carolyn and Zee (Auslan trained), in consultation with our Auslan educator Pallavi.

## **Intergenerational play and learning with Donwood**

Biik group and Donwood Community Aged Care will connect, allowing us to foster and develop relationships with people and places beyond the kinder gates. Donwood has stunning facilities and a similar philosophy creating a strong foundation for our new relationship. Intergenerational play and learning benefits children through;

- building social skills through opportunities to communicate and engage with older people.
- developing positive attitudes towards the elderly and learning from and alongside them in a nurturing environment.
- sharing their own skills, ideas and abilities as a knowledgeable person to celebrate their achievements and develop individual competencies.
- participating as a valued local citizen and creating a sense of belonging within the local community.

## **Toys from Home**

Please keep all toys at home. It is very upsetting for a child if their toy gets lost or broken. We cannot be responsible for toys that children bring from home. Children that do bring toys from home are asked to either put the toy back in their bag or give it to parents to take home. We do consider children bringing in a special comfort toy at the start of the year to help them settle into the program. Please speak to your child's teacher about this during orientation.

## **Behaviour Guidance**

Any large group of people face challenges getting along and kindergarten is no different. Children also face challenges specific to their development. A child will not always know how to behave appropriately and understand the positive social benefits appropriate behaviour brings. It is necessary to provide a child with guidelines and boundaries to enable them to learn what acceptable behaviour is. Guidance needs to be consistent so a child can make decisions based on knowledge of the consequences. If you are concerned about a child's behaviour, please consult your child's teacher. A behaviour policy is available with more details and is displayed on our kinder website. Please feel free to take a look at any time.

Children are encouraged to develop social skills that help them to resolve conflicts and meet their needs without the use of aggressive or destructive behaviour. When situations occur, educators discuss with the child the effect their action has had and what else they could have done. We always encourage children to resolve conflicts verbally rather than with actions. Limits such as you may not hurt anyone or anything are reinforced continually. Conflict is kept to a minimum by focusing on positive behaviour, using reminders, praise and encouragement, using indirect guidance, preventing problems before they arise by methods such as diversion and having clear limits which are reinforced by all educators.

When a child does not uphold the limits set they are given a chance to exhibit appropriate behaviour or accept the consequences of their present actions. Consequences are logically related to the action, for example a child throwing sand at another child:

- The child is shown the effect of their action ie. sand in the other child's eyes
- Asked to use the sand appropriately otherwise they will be removed from the sandpit
- If the child persists they will be asked to leave until they are ready to use the sand appropriately
- The child may return when they decide they will use the sand properly



## Management and Educator Team

The Pre-school is run by a parent-based Committee of Management. The committee is responsible for the overall governance of the kindergarten and the employment of the educators. We encourage you to consider becoming a member of the committee.

### **Educator for 2023:**

#### **Biik Group**

4 year old Teacher / Nominated Supervisor / Educational Leader	Zee Hewitt
4 year old Educator	Rachel van Brussel
4 year old Educator	Mel Westerveld

#### **Ngawan Group**

3 year old Teacher	Carolyn Fraser
3 year old Educator	Rachel van Brussel

There is always a minimum of two educators working with your child when they are at the kindergarten in Ngawan Group and three educators in Biik Group. Teacher/Educator lunch breaks will be covered by our teachers, Zee (covering in 3yo Ngawan group) and Carolyn (covering in 4yo Biik Group). Whenever it is necessary to have a replacement for an educator, we will always endeavor to have a person who is familiar to the children.

## Session Times and Term Dates

### Session times:

Biik group (4 to 5 year olds): Tuesday, Thursday and Friday 9:15am to 2:15pm (total 15 hours per week)

Ngawan group (3 to 4 year olds): Monday and Wednesday 9:15am to 2:15pm (total 10 hours per week)

### Term dates:

**Term 1:** **30<sup>th</sup> January to 6<sup>th</sup> April** (30<sup>th</sup> January Educator set up day. NO CHILDREN.)

<p><b>4yo Biik group</b> Orientation Stay &amp; Play day Tuesday 31<sup>st</sup> January *Thursday 2<sup>nd</sup> February pupil free day Biik group first session is on Friday 3<sup>rd</sup> February</p>
<p><b>3yo Ngawan group</b> Orientation Stay &amp; Play day on Wednesday 1st February Ngawan group first session is on Monday 6<sup>th</sup> February</p>

**Note:** Biik Group early pick up for whole educator team professional development training. Session ends at **12:45pm** on **Thursday 2<sup>nd</sup> 9<sup>th</sup> 16<sup>th</sup> and 23<sup>rd</sup> March**

**Term 2:** **24<sup>th</sup> April to 23<sup>rd</sup> June**

**Term 3:** **10<sup>th</sup> July to 15<sup>th</sup> September**

**Term 4:** **2<sup>nd</sup> October to 20<sup>th</sup> December**

**Note:** late start for the 2024 'Meet and Greet' orientation visits

4yo Biik group **Tuesday 5<sup>th</sup> December** late start session **10:15am** to 2:15pm

3yo Ngawan group **Wednesday 6<sup>th</sup> December** late start session **10:15am** to 2:15pm

**Note:** Friday 15<sup>th</sup> December (Final day for 4yo children)

Monday 18<sup>th</sup> December (Final day for 3yo children)

19<sup>th</sup> 20<sup>th</sup> December (Educator pack up day. NO CHILDREN)

**Start Times for Term 1**

We offer shorter session times in the early weeks to help children settle in. This also gives our educators the time to plan for individual needs. The first day for each group is listed above.

Talk to your child about what is going to happen on their first day and be clear about your intentions. Revisit the 'Coming to kinder' booklet so your child can see and hear what kinder will be like. Separating can be just as hard for parents as it is for children.

Please speak to educators if you have any concerns about separation anxiety and we can help find a helpful solution for you and your child.

**Public Holidays**

If a public holiday falls on a kindergarten day there will be no kindergarten session.

## Practical Information

### What will your child need for Kindergarten?

- Bag – similar size to a school bag
- Lunch box for their snack/lunch
- Drink bottle, water only
- Appropriate clothing

### Clothing

At Maroondah pre-school we value outdoor play and spend long periods outdoors where children do get clothes wet, dirty and stained as part of normal play. It is important to dress children in clothes and footwear that allow for safe climbing and physical activity. Long dresses, sleeveless/tank tops, thongs and slip on sandals (like crocs) are not suitable. **Gumboots are for outside play only**, please send shoes too. Casual clothes that can be washed easily are the most suitable for kinder. Please name everything that your child may take off.

**Please also provide 2 spare sets of clothing** (in case of messy play or an accident).

### Sunhat and Sunscreen

Outdoor play is an important part of the curriculum all year round. Please read our Sun Protection Agreement and Permission Form (or our Sun Protection Policy) to find out how to best protect your child from harmful UV rays. All Children need a sunhat every day when the UV rating is 3 or higher, generally from the beginning of term 1 to the end of April and from September to December. Hats need to be sun smart with a broad brim to provide shade to face, back of the neck and ears. **NO baseball caps**. All children are provided with a kinder hat as part of the fees, hats are stored at the kinder in their hat pocket. **Sleeveless tops and dresses are not permitted**. Please put sunscreen on your child every day before they come to a kindergarten session. We will also apply sunscreen to each of the children in line with our policy so please let us know if your child has a sunscreen allergy. You are welcome to provide your own bottle of sunscreen for your child.

### Winter Woolies

As we like to play outside all year round it is important that children can be kept warm and dry. Please provide your child with a raincoat, beanie and gumboots so that they can fully enjoy and explore the seasons.

### Lost Property

It is hard for children at this age to look after their belongings. Educator will make every attempt to return lost items to their owners but this is not always possible. We have a lost property basket in the bathroom. Please look in this if your child loses any clothing, containers or anything else.

To avoid confusion and misplaced items, **please label ALL of your children's belongings**.

## Snacks and Lunches

We enjoy snack time together in Ngawan group encouraging conversations with peers and offer progressive snack times in Biik group. This means children can choose when, where and with whom they would like to have their snack with. Lunches are enjoyed together, either inside at the tables or outside 'picnic style'. Please provide your child with sufficient food for the duration of the session in a clearly labelled lunch box. Children require energy food rather than quick sugar fixes to get them through the day. We encourage healthy food habits and throughout the year talk about healthy food choices. Recommended foods include:

- Fruit
- Vegetables
- Dried fruits
- Sandwiches/ Wraps
- Plain crackers, dips like hummus or guacamole
- Cheese
- Leftovers from dinner such as pasta
- Water only

### Please no:

- nut based products\*\*
- no eggs\*\*
- Chips
- Lollies
- Sweet biscuits
- Chocolate
- Cordial/juice/soft drinks/ flavoured milk

\*\*Please DO NOT provide, peanut butter, Nutella or any other nut-based products as we have children who have life threatening allergies to these particular foods. We appreciate your help in keeping all the children safe. Other known allergens affecting children at the kinder may be advised at the beginning of the year.

Lunches are kept in children's bags. Please pack an ice pack if necessary.

A labelled drink bottle with water is best for children. The water bottle can be frozen in summer and stored in the lunch box to keep foods cool and fresh.

We encourage children to take home what they don't eat and drink so you know what has been eaten.

We encourage families to send 'nude' food and minimize packaging waste. Please use reusable containers. Please consider the amount and type of foods being sent in your child's lunch box/snack container. Please send foods your child is familiar with eating and amounts of food they would normally eat at home for a snack and lunch in both groups.

### **Signing In and Out Procedure**

The Department of Human Services requires the time of arrival and departure of each child to be recorded. It is the parent's responsibility to record time of arrival, departure and person collecting child using electronic sign in / on our new tablet device (by the main entrance door). Educators also need to be aware if another person is picking up your child and authorisation is required to do so. You can update these details to include additional people at any time. Please ask your child's teacher if you wish to do so.

### **Arrivals and Departures**

On arrival, please encourage your child to store their bag in a locker on the verandah. Please bring your child into the kindergarten room once the bathroom door is open. All children must wash their hands during arrival. Please ensure an educator is aware that your child has arrived before leaving. When you are ready to leave please tell your child you are leaving and that you will be back after story time and then leave. Children become quite upset when parents do not tell them they are leaving or sneak away. Staying around once you have said goodbye can also be confusing for some children. Please be on time at the beginning and end of each session. If you are unavoidably detained, a phone call to educators is appreciated so that we can reassure your child they have not been forgotten.

### **Gate**

Children are naturally curious. They like to know how things work, so it is not surprising that some children want to know how a 'child safe' gate opens. **Parents and carers must ensure they do not let any child other than their own exit the gate or allow their child to operate the gate latch. Please do not let your child 'ride' on the gate.**

### **Safe Access and Parking**

Please note that parents are not permitted to park in or across the driveway. The driveway is only for educator cars, disabled access or emergency vehicles. The driveway slope is very steep and during the wet months can be slippery. Maroondah Council has advised that there is to be no pedestrian access to the kinder from the driveway and everyone must use the walking path provided. If you are parked closer to the driveway entrance, please take the time to walk the extra distance to the path and encourage your children to do the same.

With many children around at peak times, for safety, families are asked to park only on the kindergarten side of Evon Avenue to avoid children crossing the road. In addition, when leaving Evon Avenue, please take the time to drive around the block rather than reverse parking or three point turns in the street.

### **Late Collection**

Parents who are regularly late to collect their child will be charged a 'Late Arrival Fee'. The charge will be \$10.00 for the first 15 minutes (or part thereof) and \$5.00 for each additional 5 minutes (or part thereof). This will apply as stated above to regular late arrivals not a parent who has an occasional and unexpected delay in picking up their child. If a parent fails to arrive 1 hour after the end of the session and we are not able to contact any of the emergency contacts provided on the 'Confidential Enrolment Form' the nearest Community Policing Squad will be contacted to deal with the situation. A phone call to educator when parents are unavoidably delayed will of course prevent this action.

### **Mobile Phone Free Zone**

Please put your mobile phone away while you are at kindergarten. We request all adults do not use their mobile phone during all times at the kindergarten including drop off, pick up or when helping with excursions or our stay and play roster. It is important for your child to have your full attention; this will keep them safe and develop their social and communications skills.

## **Family Participation**

We love it when parents get involved in the kindergarten and so will your child! At Maroondah Pre-school we value the help that parents and grandparents can give to our children and pre-school. We believe that parents bring interest and diversity to the kinder program as well as supporting more 'small group' activities and individual learning experiences. If you or a family member has a hobby, interest or trade in any field, you are welcome to share it with the children (baking, craft, storytelling and music are just some examples of how you can contribute).

We display a 'Stay and Play' sign-up sheet on our notice board. Please record your name for the days you would like to be a parent helper on it. We encourage each family to place their name on the roster once a term. This is a great opportunity to enjoy activities with your child as well as giving valuable assistance to the educator team.

We always welcome any products that you no longer require for the children's activities, such as glass jars, cardboard boxes, wool, string, small pieces of wood, fabric, things collected from nature.

### **Parent/Teacher interviews**

Parent teacher conversations are encouraged and are a great opportunity to discuss your child's learning and development. At the start of term 1 we will conduct orientation stay and play sessions in small groups. This allows us to collect all necessary information and also gives you the opportunity to discuss concerns or interests individually. The children will be able to play with an educator and meet with a group of peers during that time. This allows children to familiarise themselves with the kinder and gives them confidence for their first day. Families will have the opportunity to meet and chat with other families. Please make every effort to attend the session with your child.

If you have any concerns or would like to discuss your child's progress please make an appointment with the teacher at any time during the year.

The Department of Education and Training regulations require us to have all enrolment documentation and personal information before your child is able to stay for a session.

### **Communication**

We strongly believe that the best learning and development outcomes are achieved when families and educators work closely together and communication is open and regular. We use the verandah area to communicate curriculum details and throughout the year we will email out regular reflections of learning and kinder news. We use a reflection journal where we record events, learning experiences and children's comments. We encourage you to browse through this big book and add your comments. Each child also has a note pocket which can be used to distribute information.



Should you have any concerns about your child's development, come and talk to us! Often a quick chat can alleviate concerns and clarify educational issues. Any information you share with us helps us to work more effectively with your child. All information given is treated as completely confidential. For those in the 4 year old program, by the second term we will be able to help you decide if your child is ready to attend school next year. To move from kindergarten to school is a big step and to ensure a good start, children need to be both socially and emotionally ready. To ensure the right outcomes, close collaboration between families and educator is vital.

Children are very sensitive to family life and can exhibit difficulties they may be experiencing through play at kindergarten. If your family experiences any difficulties it is helpful for us to know so we can address the issues at kindergarten appropriately and be sensitive to everyone's needs. Any information you give us about your family's circumstances will be kept strictly confidential.

### **Birthdays and Celebrations**

We encourage families to share their important cultural events. If there are events you would like to see celebrated at kinder, please let educators know (eg. Japanese Children's day etc). Children enjoy celebrating their birthday at kindergarten. We display a birthday calendar and celebrate everyone's birthday towards the end of the session with a 'birthday circle'. We invite parents of the birthday child to join this birthday circle shortly before pick up.

NB: We have a unique way of celebrating Birthdays in each of the programs at Maroondah Pre-school which does not focus on food. We ask that parents **DO NOT** provide sweets, cakes or party bags to hand out to the group. If you are giving out birthday party invitations, please place them in the children's named note pocket to avoid disappointment of others.

At Maroondah Pre-school we also celebrate Mother's Day and Father's Day, each with a breakfast, morning tea or evening event to honour the special people in our lives. We call the events 'wonderful women's' and 'marvelous men's' night to acknowledge the diversity of families in our community. These events are held the week prior to Mother's and Father's Day.

### **Laundry Roster**

A laundry roster is placed on the notice board adjacent to the bathroom. Each family will be given the laundry once and on occasions twice a year. The laundry consists of hand towels, art smocks and sometimes dress-up clothing. If the date your name appears on the list is not convenient, please organise a change with another family.

### **Weekend Roster**

A weekend roster is placed on the notice board adjacent the bathroom. Each family will be placed on this roster once a year. Keys to the kindergarten will be given to the rostered family before the weekend and will need to be returned early the next week. If the date your name appears on the list is not convenient please organise a change with another family.

The weekend roster requires the following tasks to be completed:

- Mowing grassed areas
- Sweeping paths
- Raking sandpit
- Raking leaves
- Cleaning chicken cage
- Feeding chickens

Children are more than welcome to accompany parent(s) when on weekend duty but please do not allow your child(ren) to play inside the kindergarten or remove items from the shed.

### **Working Bees**

There will be 4 working bees per year. The dates are set by the Committee of Management and include two Saturday and two Sunday dates. Working bees run from 9:00am to 11:00am, children are welcome to attend and help but must be actively supervised by their own parents. Work to be done on these days could consist of gardening, topping up the sandpit or softfall bark, painting, general maintenance and tidying of the kindergarten.

<b>Term 1</b>	<b>Saturday 18<sup>th</sup> March</b>
<b>Term 2</b>	<b>Sunday 30<sup>th</sup> April</b>
<b>Term 3</b>	<b>Saturday 2<sup>nd</sup> September</b>
<b>Term 4</b>	<b>Sunday 12<sup>th</sup> November</b>

### **Pets**

We have two chickens in our program that share the yard with us, Marshmallow and Bobby-Bingo, the children will be actively involved in their care. We first introduced chickens in 2016 and they have since become an integral part of our program. Caring for pets offers rich learning opportunities including responsibility, team work and connection to the natural world.

# Administration

## Contact Details

16 Evon Avenue, Ringwood East 3135

Phone: (03) 9870 2874

Kinder Mobile: 0493 547 816 (*Note this number is only used during excursions to receive text messages*)

Email: maroondah.kin@kindergarten.vic.gov.au

Biik 4yo Group Email: maroondah4s@kindergarten.vic.gov.au

Ngawan 3yo Group Email: maroondah3s@kindergarten.vic.gov.au

## Committee of Management

The Committee of Management is made up of parents of children that attend Maroondah Pre-School. Members are elected each year at the Annual General Meeting and are responsible for the day to day running of the kindergarten. The Committee usually meets once per month on a regular night and time that suits committee members.

Some of the responsibilities of the Committee are:

- Employing educator
- Management and payment of all accounts
- Enrolments
- Paying educator wages
- Collecting term fees
- General maintenance
- Managing Enrolments

Please let us know if you are interested in joining the committee of management.

## Attendance

Children need to attend kindergarten on a regular basis to benefit from the program. Your child's progress will be limited if attendance is irregular or infrequent.

If your child is absent from kindergarten, please email or phone the kindergarten and notify the educators.

**Custody and Access**

Please inform the director/teacher if there are any custody or access difficulties. A copy of any current Court Orders is required to be kept in the child's records. It is the parent's/guardians responsibility to notify the director/teacher of any changes to court orders.

**Change of Address and Contact Details**

It is the parent's responsibility to make sure any changes of your address, including email and/or phone numbers are made known to educator as soon as they occur so all records are always kept up to date.

**Complaints**

If you have any concerns, questions or queries during the year, please feel free to approach the teacher/director. It is better to ask than wonder why or listen to car park chatter that may or may not be accurate or relevant to your child. Please approach the teacher/director at the beginning of a session so a time at the end of the session or a mutually convenient time can be arranged to discuss. If you still have concerns the next step is to discuss your concern with the President of the Committee of Management. Both the name and contact phone number of the President is pinned on the notice board adjacent to the bathroom.

**Quality Assessment**

As a Government funded pre-school provider we are required to undertake an annual evaluation of the quality of our service and work towards achieving continuous improvements in service quality. Maroondah Pre-school has a Quality Improvement plan which is regularly reviewed and updated by management and educator. Families' feedback is welcome throughout the year to educator and/or committee members or in the suggestions box by the main entrance.

Feedback is very important to the kindergarten. We encourage parents to complete a brief survey that is distributed during term 4.

## Health Conditions

If your child is unwell, then home is the best place for them. The kindergarten does not have the facilities or educator to care for sick children. Providing comfort and individual care is not possible in a group setting. Despite their protests about not wanting to miss their session, most unwell children will be miserable at kindergarten and run the risk of spreading their germs to everyone else's children and the educators.

If your child becomes unwell at kindergarten we will telephone you to come and collect your child. There are some illnesses that require exclusion from kindergarten by government guidelines. Please refer to the 'Infectious Diseases' information sheet provided with this booklet. If you are unsure, please feel free to call and check with the educators.

### Accidents and Emergencies

All Maroondah Pre-school educator are trained in First Aid, Anaphylaxis Management and Emergency Asthma Management and are able to respond to medical emergencies.

Educators will deal with minor accidents such as grazed knees or scratched arms. These incidents will be recorded on an 'Incident/injury/trauma or illness form' and parents will be told when they arrive to collect their child at the end of the session. Parents will be required to sign the 'Incident/injury/trauma or illness form' and indicate the date they were advised of the incident. Please note we are not permitted to put any ointments, antiseptics etc on wounds but a band-aid will be offered if it is a bleeding wound.

If your child has an accident or becomes ill during the session, every effort will be made to contact you. If emergency treatment is required, an ambulance will be arranged without delay. Parents must sign the 'Authority for Emergency Treatment' (located on the Confidential Enrolment Form) to enable educator to arrange emergency treatment before children are left for their first session of kindergarten. It is very important that an up to date contact number is supplied. Parents will be responsible for any costs incurred from emergency treatment.

### Diagnosed Medical Conditions and Medications

If your child has a diagnosed medical condition (such as asthma or anaphylaxis), a medical management plan/ medical certificate which has been completed by a licensed health care professional must be provided. This plan authorises educator to administer medication. **You must provide this information and medication before your child can start kindergarten**, failure to do so will result in your child being unable to attend.

It is the parent's responsibility to provide adequate supply of medications and equipment (e.g. epipen, reliever/spacer) for the child at all times. It is also your responsibility to notify us of any changes to the plan. The kindergarten develops a risk minimisation plan in consultation with the parents for each child diagnosed with a medical condition. Please do not leave medications in your child's bag this includes asthma medications. Medication must be given to educators. All medication must be labeled with your child's name, expiry date and dosage. You will need to fill in the Medication Book when you give us any

medication. Medication cannot be given without written consent. In the event of an emergency, like an asthma attack, we will give emergency medication, call an ambulance and then call the child's parents. If you don't have ambulance cover, the kindergarten does not pay for the cost of transferring your child to hospital. Please remember to pick up any medication at the end of the session.

### **Immunisations**

Under the 'No Jab, No Play' legislation, before enrolling a child, Maroondah Pre-School will have to first obtain evidence that your child is:

- Fully immunised for their age OR
- On a vaccination catch-up program OR
- Has a medical condition preventing them from being fully vaccinated.

Evidence must be provided in the form of an immunisation status certificate. This certificate is a statement showing the vaccines a child has received. The only acceptable type of immunisation status certificate is an Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR).

Immunisation History Statements can be requested at anytime by logging into your online MyGov account, contacting Medicare: ph 1800 653 809, emailing [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au), visiting the Medicare website, or visiting your local Medicare Office.

## Policies

Please visit our website at: [www.maroondah.kindergarten.vic.gov.au](http://www.maroondah.kindergarten.vic.gov.au) for access to all current Kindergarten policies. Please ensure you have read and understood each of the policies including those listed below in order to maintain the safety and privacy of all children within our pre-school community.

1. Child Safe Environment and Wellbeing Policy
2. Code of Conduct Policy
3. Enrolment and Orientation Funded Kindergarten Policy
4. Free Kindergarten and Fees Policy
5. Anaphylaxis and Allergic Reactions Policy
6. Privacy and Confidentiality Policy
7. Infectious Diseases Exclusion Table

## **Maroondah Pre-school's statement of commitment to child safety and wellbeing**

Maroondah Pre-school is committed to the safety and wellbeing of all children and young people. This is the primary focus of our education, care and decision-making. Maroondah Pre-school has zero tolerance for child abuse.

Maroondah Pre-school;

- ❖ is committed to providing a child safe environment wherein children and young people are safe and feel safe including;
  - promoting the cultural safety and wellbeing of Aboriginal and Torres Strait Islander children
  - promoting the cultural safety and wellbeing children from culturally and/or linguistically diverse backgrounds
  - promoting the safety and wellbeing of children with a disability
- ❖ actively manages risk in the physical environment and promotes psychological and emotional safety by building trusting and respectful relationships with each child in our care
- ❖ Empowers children to know their rights and to participate in decisions that impact them
- ❖ values and nurtures children's sense of identity to ensure cultural multiplicity is embedded in their kindergarten program, procedures and our policies
- ❖ actively manages the risks of abuse or harm to each child, including fulfilling our duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- ❖ leadership, educators and volunteers are informed of the actions required by them to help keep children safe and well, and to promote and protect the rights of every child

Every person involved in the Maroondah Pre-school community has a responsibility to understand the important and specific role they play, individually and collectively. The legal and moral responsibility ensures the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make. We help ensure our children have the knowledge and confidence to speak to someone if they do not feel safe. Where there are concerns regarding the safety of children, our educators are ethical, professional and timely in our communication of concerns.