

Arthur Dickmann  
Children's Centre  
**Kindergarten  
& Pre-Kindergarten  
Program**



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**“We, Greater Shepparton City Council, acknowledge the Traditional Owners of the land which now comprises Greater Shepparton. We pay respect to their tribal elders, we celebrate their continuing culture and we acknowledge the memory of their ancestors”**

## Our Vision

*“Better outcomes for all children, young people and their families in our community.*

*We provide leadership, advocacy and support for all children, young people and their families in our community.”*

## Philosophy

Greater Shepparton Children's Services are committed to providing early year's services which reflect the core values of leadership, integrity, respect, innovation and teamwork. This commitment supports the belief in the right of all children to experience the best start in life and Greater Shepparton Children's Services promotes this belief by providing warm, secure, safe education and care environments which foster quality learning and development opportunities for children in our community.

## Statement of Principles

- We provide education and care settings underpinned by inclusive practices that build a solid foundation for children's lives, maximize their individual abilities and respect their unique family and cultural identities.
- We actively support a play – based learning approach which fosters children's sense of identity and wellbeing as well as supporting them in becoming confident learners and effective communicators, and in building strong links with the community
- We acknowledge families as the first and most significant influence in their child's life and learning, and work in partnership with them to support children's ongoing development.
- We respect and value the experience, skills and commitment of our team of professional early childhood educators.
- We support and resource educators to actively promote children's learning and development in line with our philosophy and core principles.
- We support an ongoing professional development culture which enhances the skill levels of educator's, fosters critical reflection and promotes best practice.
- We develop and maintain collaborative professional relationships which help to identify and respond to child and family needs.
- We regularly seek input and feedback from stakeholders to guide ongoing service improvement.

## Kindergarten Commitment Statement

*We believe in working collaboratively with our team, families, and community to provide an inclusive and welcoming environment that builds and maintains respectful, trusting and positive relationships to support and encourage children through play based learning experiences forming strong foundations for lifelong learning. We are committed to teaching children about the natural environment and the importance of sustainability. We will promote the use of natural resources and sustainable practices within our programs.*

## KINDERGARTEN & PRE-KINDERGARTEN PROGRAM

### Educators

|                          |            |
|--------------------------|------------|
| Kindergarten Teacher     | - Marni    |
| Program Leader           | - Jeanette |
| Early Childhood Educator | - Jess     |

### Term Dates for 2019

|         |                         |
|---------|-------------------------|
| Term 1- | 29 January – 5 April    |
| Term 2- | 23 April – 28 June      |
| Term 3- | 15 July – 20 September  |
| Term 4- | 7 October – 20 December |

### FEES AND PAYMENTS

- Kindergarten fees
  - \$1500.00 annual fee paid in full by 23 February **or**
  - \$150.00 per month - February to November direct debit
- Pre-kindergarten
  - \$680.00 annual fee paid in full by 23 February **or**
  - \$68.00 per month February to November direct debit

Kindergarten and Pre- Kindergarten families are required to complete a Direct Debit form on enrolment unless full annual fee has been paid by 23 February or family is eligible for Kindergarten Fee Subsidy. Outstanding balances will be deducted from your nominated account on the last Wednesday of each month. You can pay the amount at any time prior to the last Wednesday of the month if you wish to avoid your account being direct debited.

Concession Card holders or Early Start to Kindergarten (ESK) are eligible for free or low cost funded kindergarten. Your card must be presented to the kindergarten teacher prior to 23 February to avoid full fees being charged for the kindergarten program.

For further information on Kindergarten subsidies:

[https://www.education.vic.gov.au/Documents/childhood/providers/comms/kin\\_derfeesub.pdf](https://www.education.vic.gov.au/Documents/childhood/providers/comms/kin_derfeesub.pdf)

## Dates to remember

|   |                                       |
|---|---------------------------------------|
| Tuesday 31 <sup>st</sup> January                              | <b>Staff preparation day</b>          |
| Wednesday 1 <sup>st</sup> & Thursday 2 <sup>nd</sup> February | <b>Kindergarten Interviews</b>        |
| Tuesday 7 <sup>th</sup> February                              | <b>Kindergarten sessions commence</b> |
| Monday 11 <sup>th</sup> March                                 | <b>Labour Day</b>                     |
| Friday 19 <sup>th</sup> April                                 | <b>Good Friday</b>                    |
| Monday 22 <sup>nd</sup> April                                 | <b>Easter Monday</b>                  |
| Thursday 25 <sup>th</sup> April                               | <b>Anzac Day</b>                      |
| Wednesday 12 <sup>th</sup> June                               | <b>Queen's Birthday</b>               |
| Friday 29 <sup>th</sup> September                             | <b>Grand Final Day</b>                |
| Tuesday 5 <sup>th</sup> November                              | <b>Melbourne Cup</b>                  |
| To be advised   | <b>Early Childhood Training Day</b>   |

## Timetable

| 2019              | MONDAY         | TUESDAY       | WEDNESDAY     | THURSDAY      | FRIDAY        |
|-------------------|----------------|---------------|---------------|---------------|---------------|
| <b>KINDER A</b>   | 8:45am-1.45pm  |               | 8:45am-1.45pm | 8:45am-1.45pm |               |
| <b>KINDER B</b>   |                | 8:45am-1.45pm | 8:45am-1.45pm |               | 8:45am-1.45pm |
| <b>KINDER C</b>   |                | 8:45am-1.45pm |               | 8:45am-1.45pm | 8:45am-1.45pm |
| <b>PRE-KINDER</b> | 9:15am-12:15pm |               |               |               |               |

**Kinder and Pre-Kinder Journey Begins for 2019 students on:  
Tuesday 11<sup>th</sup> December 2018-** Transition day

### What is Kindergarten?

Kindergarten is the beginning of your child's formal education. A child's early years are very important because basic skills, attitudes and knowledge are formed, on which that child builds as he/she proceeds with his/her education. At kindergarten we aim, through play, to lay the foundation upon which effective learning of these basic skills can be achieved. Through fostering a safe environment and setting limits in a positive way we aim to encourage children to develop in a balanced way, physically, socially, cognitively, and emotionally. Some of our Kindergarten experiences include excursions within our local community, school visits and hands on learning within our Bush Kinder Program from Term 2.

### What is Pre-Kindergarten?

Pre-kindergarten is a year of social & emotional growth to allow a child of 3 years and over to gain confidence to separate from their primary care giver in a safe and friendly environment. Pre-kindergarten allows children to explore, form friendships and have new experiences. Play is a child's work and through play that we aim to help your child learn. Pre-kindergarten is a safe environment and we set positive limits to encourage children to develop in a balanced way - emotionally, socially, physically and intellectually. It is commonly for the year before Kindergarten.

### Centre Policies

Our centre's policies are display in the centre foyer. They are available to all families at any time, and we are happy to answer any questions in regards to these policies. For concerns and grievances please refer to the notice on display in the foyer.

### Evacuation & Lockdown Procedures

Emergency Procedures are on display throughout the Kindergarten. For further information please refer to our Policy Manual.

### Long Day Care

If requiring Long Day Care on Kindergarten Days, the hours of attendance will be between 7:30am – 8:45am. Children will walk across with the Kindergarten Educator to the Kindergarten Room at 8:45am. Once the Kindergarten session has finished at 1:45pm children will walk back with the Kindergarten Educator to Room 4, their Long Day Care Room. They may be picked up any time between 1:45pm – 6.00pm. When kinder is not in session during school holidays our Long Day Care hours are between 7.30am- 6.00pm.

Long Day Care fees are \$107 per day; Families are required to complete a direct debit form. Outstanding balances will be deducted from your nominated account on the last Wednesday of each month.

### Facebook

Arthur Dickmann Children's Centre Facebook group can be found on Facebook and you may request access to this page. This page is used for reminders of upcoming events as well as snapshots of our learning.

## Flexi Buzz

Flexi Buzz is an 'app' that we use to send out reminders of events we are having as well as information about what we are doing. Please download the 'app' from the app store for iPhone and Android phones. If your child will be absent or is sick, you can notify staff of the absence through the use of the absences form on the 'app.'



## Arrival & Departures

Children may only be collected from the centre by authorised persons. All arrivals and departures must be noted on the sign in/out sheets with the exact times. Sign in/out sheets are located in the Kinder room and these sheets are used as a record in emergencies of who is in the building.

On arrival we would really like to hear about the following:

- How was your child when they went home last time from Kinder?
- How was their morning?
- Did they sleep well?
- Did they eat breakfast?
- Has something different occurred since we saw you?
- Is there something you or your child would like to share with us?
- Who will be picking up your child?
- Do you have medication that you would like us to give to your child?

## Settling In

Beginning Kindergarten can be quite overwhelming for some children. Families are welcome to stay at the start of the session but please say good-bye to your child when you are leaving and reassure them you will see them when the session finishes.

## Start/Finish Times

For the program to run effectively, we ask that families please abide by the starting and finishing times of sessions. Children accessing a combination of kindergarten and day care will begin their day in Room 4 until our Kindergarten educator walks them to the kinder room at 8:45am. This provides educators with important preparation time to set up for the day's session.

## Mothers and Fathers Nights

To celebrate these Dickmann Children's Father's nights. These popular with our any special people in an opportunity for service and what they great time to meet educators.



special occasions Arthur Centre host Mother's and special occasions are very families; they are open to your child's life. The night is your child to show off the do at Kinder. It is also a other parents and

## Excursions and Visitors

Excursions are held regularly throughout the year. These excursions provide children with first hand experiences within the wider community and the opportunity for 'hands on' learning. Visitors to the centre are a vital part of our program throughout the year as it provides for an extension of children's interests through special activities, for example: musicians, puppets, reptiles.

We also build relationships and engage with our local community through regular outings and excursions. We collaborate with other organisations to enhance our children's learning and wellbeing. Our regular outings include visiting the local library for story time, concerts at Eastbank, Art Gallery, and Bush Kinder as well as attending other cultural community events.

## Bush Kinder

At bush kinder the children play with sticks, jump in puddles, climb trees, scramble around logs, dig in the mud and much more. Each fortnight in Term 2 and 3, on different days of the week we venture down to the bushland near Princess park oval-Quinan Parade Shepparton. Only the bare essentials are taken to their bush site: a portable toilet chair, toilet paper, tarpaulins, and hand washing bucket, soap, first aid, drinking water, shovels and children's medications as well as emergency supplies. The rest is up to the children's imaginations. The children are hard to miss as they run through the bushland, all wearing their bright fluoro vests. Although they think they're hiding in the bush and free to do whatever they want, the reality is that their vests allow staff to keep an eye on who is where, but they are careful not to intervene in play. There's no inappropriate weather, only inappropriate clothing. We ask families to dress their children in clothing that is ok for messy play as well as boots or shoes that can get muddy- long pants for walking in long grass when it's hot as well as to keep warm and pack for wet weather if needed. Some children keep a spare pair of clothing in their car for changing into before going home. In times of severe weather- lighting, thunder, torrential rain or wind- we have access to the Runners club rooms 100metres away to shelter in or if we know about these weathers we will cancel bush Kinder and have Kinder inside at Arthur Dickmann Children's Centre.



Bush kinder also helps build independence with children responsible for taking their bags to and from the bush, getting dressed and ready to head out the door, and come up with their own games. The children also carry out what they carried in- this includes all rubbish they had on their food. Before bush kinder starts each year, staffs reassess the area and do some training with the new group of children. We discuss what to do in different situations such as snakes, what to do if our friends are hurt, as well as constant learning as we go.

And the young nature lovers of today could become the nature guardians of tomorrow.

## Birthdays

We enjoy celebrating and acknowledging children's birthdays according to their culture and home life celebrations. Families are welcome to join in the celebration to, just chat with your child's educator as to what time suits and when they plan to sing "Happy Birthday".



## Sun Protection

As part of our sun protection policy, children are required to wear a broad-brimmed hat when the UV reaches 3 or above in line with the Cancer Council's recommendations. Children are also required to wear suitable clothing to provide as much protection as possible.

We provide sunscreen and re-apply throughout the day. Where possible, Educators will organise that play equipment be placed in/under shade and children will be encouraged to make use of shaded areas.

Educators act as role models by wearing an appropriate hat and using 30+ sunscreen.

"Sun protection" education is also incorporated into our educational programs and activities.

## What to bring to Kindergarten & Pre-Kindergarten



### Bag

Please bring a bag for your child's belongings to be kept in throughout the session. Please ensure the bag is suitable to hold all your children's belongings.

## Change of clothes

Messy play is part of our daily program and bush kinder program so we advise you always keep a spare pair of labelled clothes in your child's bag.

## Water Bottle

Water only – please ensure your child's drink bottle is labelled and placed in the drink bottle container or fridge door on arrival.

## Morning Tea (Kinder & Pre-kindergarten)

On arrival please place your child's lunch box in the fridge. We ask that all children please bring along a piece of fruit for morning tea either cut up or whole in a lunchbox, this will start the discussion on what we eat at certain times of the day. You may also want to pack a snack for after fruit if you think they will need a little more food.



### Lunch (Kinder only)

Your child's lunch box should include a sandwich or alternative such as leftover dinner and healthy snacks for the day. Please note as per our Nutrition Policy it is recommended that chips, cakes, lollies and other 'sometimes' foods are not part of children's snacks. Please keep in mind 'nude food'/ wrapper free lunch boxes are preferred.

### Curriculum

Our curriculum is flexible, allowing us to meet the individual needs and learning styles of each child, while still offering opportunities for children's physical, intellectual, social and emotional growth. The curriculum is offered as an indoor/outdoor program and is based on children's interests as they emerge and evolve. Activities and experiences provided will be based on educators observations and interactions, family and community input and will take into account child development theories. Children are encouraged to explore their environment, experiment, test their own ideas and pursue their own interests within a safe and supportive environment. Our curriculum is based around the Early Years Learning Framework (EYLF). The EYLF is comprised of a set of principles, practices & outcomes which we build our curriculum on. Our curriculum is play based and is collaborated through integrated teaching and learning approaches, educator-initiated and child-initiated experiences. The framework provides an opportunity for educators across Australia to work towards:

- A clear focus on children's learning and wellbeing
- A shared language for curriculum in the early childhood field
- A case for planning, promoting and accessing learning
- Improved quality within our early childhood setting
- Cultural security for Aboriginal and Torres Strait Islanders children & their families
- Including families and communities in children learning

### Immunisation- Illness- Exclusion

Immunisation is compulsory for children attending an Early Childhood Service unless the child meets the exemption criteria. It is a requirement that families notify the service when their child's immunisation status is updated. It is important that families keep their children home if they are unwell. Families are to notify the service educator of any infectious disease nominated on the Victorian Department of Health Communicable Infectious Disease Chart as displayed in the service. Children suffering from any of the Infectious Diseases listed on the Chart must not attend the service for the period specified. Confidentiality will be maintained at all times.



## NATIONAL QUALITY FRAMEWORK

The National Quality Framework (NQF) provides a national approach to regulation, assessment and quality improvement, where it raises quality and drives continuous improvement and consistency for early childhood education and care services across Australia.

The NQF includes:

- [National Law and National Regulations](#)
- [National Quality Standard](#)
- [Assessment and quality rating process](#)
- [National learning frameworks](#).

Further information can be accessed at the following websites:

<https://www.acecqa.gov.au/>

<https://www.acecqa.gov.au/nqf/national-law-regulations>

## EARLY YEARS LEARNING FRAMEWORK

The Early Years Learning Framework conveys the highest expectations for all children's learning from birth to five years and through transition to school. It outcomes:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of well being
- Children are confident and involved learners
- Children are effective learners

The Framework provides broad direction for teachers/educators to facilitate children's learning. Children's learning is ongoing and each child will progress towards the outcomes in different and equally meaningful days.

## SUPPORT – QUERIES - CONCERNS

Arthur Dickmann Kindergarten is a Greater Shepparton City Council service and regulated in accordance with the National Quality Framework. If you would like additional information or support, have queries or a concern; please speak to the Service Leader. If you require further information please don't hesitate to contact:

- Councils Children's Services Leadership Team
  - Phone 58329783 or
  - Email Address: [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)
- Department of Education and Training Regional Offices Benalla –
  - Phone 1300 333 231
  - Email Address: [nevr@edumail.vic.gov.au](mailto:nevr@edumail.vic.gov.au)

## Family Participation/Parent Advisory Group

Families are a very important part of our kindergarten program and are welcome to participate and contribute at all times as part of our Parent Advisory Group. Family involvement may include participating in the day-to-day program, coming along on excursions, contributing from their own experience, hobbies, or special skills. Families are encouraged to ask questions about the program and about their child's progress throughout the year. Please inform educators of any special or upcoming events happening in your child's life.



### **PRIVACY**

Greater Shepparton City Council complies with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001. The information recorded on these enrolment forms complies with the above Acts and relevant regulatory requirements. A copy of the Greater Shepparton City Council Privacy Policy and Records and Information Management Policy are available on request.