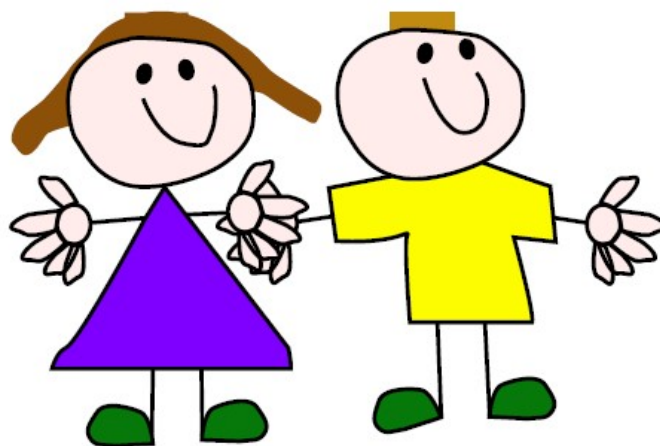


Arthur Mawson Children's Centre

2019

Kindergarten & Pre-Kindergarten Information Book



Incorporating Kindergarten, Pre-Kindergarten & Playgroup

Telephone: (03) 58215110
Mobile: 0429 405 976
Access via Hayes Street Shepparton
Locked Bag 1000, Shepparton 3632
Licence No. SE-00011322

Email: arthurmawson.kindergarten@shepparton.vic.gov.au

Welcome to our Service

The Educators at the Arthur Mawson Children's Centre would like to welcome your child and family to our Service. We hope that we can form a strong partnership with you in the year ahead, so that your child can become the best they can be.

Please read this booklet carefully and keep it in a safe place: you may need to refer to it through the year.

Acknowledgement to Traditional Owners

"We, the 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".

EDUCATORS

Early Childhood Teacher in Charge
Kindergarten Diploma Educator
Kindergarten Diploma Educator
Kindergarten General Educator
Pre-Kindergarten General Educator
Administration Support

Sue McLean
Eman Alderawy (Mat Leave)
Sarah Monshing
Paola Diaz-Gutierrez
Kerri Wisely
Cassi Sullivan

TERM DATES 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



CENTRE TIMETABLE					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
KINDERGARTEN	9:00am-2:00pm Possums Kangaroos Koalas	11.00am-4.00pm Wombats Possums Kangaroos	9:00am-2:00pm Koalas Wombats Possums	9:00am-2:00pm Kangaroos Koalas Wombats	
PRE-KINDERGARTEN					9:00am - 12:00pm
PLAY GROUP		9:00am-10.45am			

PUBLIC HOLIDAYS

Date	Day	Public Holiday
01st January	Tuesday	New Year's Day
26th January	Saturday	Australia Day
28th January	Monday	Australia Day Holiday
11th March	Monday	Labour Day
19th April	Friday	Good Friday
20th April	Saturday	Day following Good Friday
21st April	Sunday	Easter Sunday
22nd April	Monday	Easter Monday
25th April	Thursday	Anzac Day
10th June	Monday	Queen's Birthday
5th November	Tuesday	Melbourne Cup Day *
25th December	Wednesday	Christmas Day
26th December	Thursday	Boxing Day

WHAT IS KINDERGARTEN?

Kindergarten is often the first step your child takes into the world beyond that of his/her home and family. It is the beginning of your child's formal education. Kindergarten is the first year of a continuing process, but it is not an early form of school, nor is it simply a preparation for school. A child's early years are very important because basic skills and attitudes are formed and knowledge gained which form the building blocks for future development. At kindergarten we aim, through play, to lay a 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 and challenge the children to be the best they can be, physically, socially, intellectually and emotionally.

WHAT IS PRE-KINDERGARTEN?

Pre-Kindergarten allows a child to gain confidence to separate from their primary care giver. It is about having fun in a safe and friendly environment and this makes for a smooth transition into kindergarten.

Pre-Kindergarten allows children to explore, form friendships and have new experiences. Play is a child's work and it is 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.

PHILOSOPHY

- We respect the uniqueness of each child and their family and embrace their individuality, culture and beliefs.
- We aim to build strong respectful relationships between educators, with the children and their families and for the children to develop a respect for self and others.
- By providing a safe, secure, stimulating environment, we aim to nurture the children's individual strengths and to encourage/foster exploration, resilience, collaboration and engagement.
- Through collaboration with schools, Children's Services team, allied health and other early childhood professionals we aim to facilitate the best outcomes for the children and their families.

AIMS

In line with the Early Years Learning Frameworks (EYLF & VEYLDF), through play, we will encourage each child to develop: a strong sense of identity; connections with their world and an interest in contributing to it; a strong sense of wellbeing; confidence and involvement in their learning and effective communication skills in English and in their home language, where applicable.



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/kinderfeesub.pdf>

PROGRAM

Our program will be on display on the whiteboard above the lockers and we welcome your suggestions and feedback.

- Through a flexible play based learning environment we aim to provide the children with endless opportunities for the exploration of emotions, relationships and identity, as well as a chance to practice language and communication skills: a chance to make sense of and explore the world around them.
- We value & encourage independence, self-confidence & a desire to explore & find things out. Our focus is on preparing children for life in general.
- We provide the children with opportunities to imagine, wonder, explore, create, manipulate, discover, practice, reflect, evaluate, laugh, sing, move their bodies and resolve conflicts.
- Where possible we run an indoor/outdoor program with many open-ended activities on offer. We also aim to offer “flexible” snack & lunch times and provide many opportunities for the children to be involved in the preparation of food.
- We mostly start the day with a ‘Morning Circle’: a time to share news; ideas; sing songs; play games; listen to a story; and/or do a focus drawing. We aim to finish the day, once again sitting in a circle, with a told story and a story candle.

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 communicates these expectations through the five following learning 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.

SETTLING IN

Beginning kindergarten or pre-kindergarten can be quite overwhelming for some children. Talk to your child about starting Kindergarten or pre-kindergarten in a positive manner: a place to meet other children and have fun. Children need time to adjust to their new environment and become comfortable with the other children, Educators and the setting. Please feel welcome to stay until you feel that your child is ready for you to leave.

When you are leaving, please ALWAYS say goodbye to your child and reassure them that you will see them when the session finishes. This helps to build trust as the educators are able to reassure your child that you have said goodbye and that you will be back. This can then be reinforced when you return at the end of the session.



ARRIVAL AND DEPARTURE

- It is important to make sure that you are punctual in arriving and collecting your child. Children may find it difficult to come in when the session has already started. Even the most confident children can become upset when they are last to leave.
- The sign in and out book is located in the room. It is a legal requirement that the book is to be signed by the person whom is bringing or collecting the child. This is the first thing to be done on arrival and at the end of each session. You simply sign beside your child's name i.e. You will never need to write your child's name in the book.
- It is important to let educators know if someone different will be collecting your child. This person will need to be added to your enrolment details and photo ID will be required.
- Older brothers or sisters under the age of 18 years cannot collect or sign out children.
- On arrival and departure please make sure you speak to an educator, especially before leaving with your child. At the end of the session children will be encouraged to remain with the other children on the mat – the safe place - until they are directed to go with the person who is collecting them.
- Please respect our circle times. You are welcome to quietly join in. If you need to take your child prior to the end of the session, please quietly indicate this to an educator. Otherwise, we thank you for waiting quietly.



Please be on time when collecting your child. It is often upsetting for children when they are last to be collected. Please contact the centre as soon as possible if you know you are going to be delayed.

Please Note: Under the National Law Act and National Education and Care Regulations 2011, children will only be permitted to leave with those authorised to collect them on their enrolment form.

*Verbal authorisation may be given in emergency situations but photo ID will need to be sighted by staff.

A fee will be charged for the late collection of children at \$2.00 per minute as stated in the Policy and Procedure Manual

ATTENDANCE

Children develop a sense of belonging more quickly and learn best when they attend every kinder day, arrive on time and remain for the entire session. It is also assisting them to develop good life skills. Please let us know if your child is going to be absent, especially if they have an infectious disease.

WHAT TO BRING

BAG: Large enough to bring their belongings and to take home their work. Sometimes their work can be rather bulky.

CHANGE OF CLOTHING: It is advisable to have a change of clothing for your child as activities can sometimes be messy and we have limited spare clothes at the service.

MORNING SNACK (KINDER AND PRE-KINDER): The children are required to bring a piece of fruit or vegetable to put into the basket. This is then cut and shared for Morning Snack. They will also require a water bottle every day.

LUNCH (KINDER ONLY): Children will need a healthy lunch and a water bottle for each session. At Kindergarten, we aim to encourage healthy eating, so please send along a nutritious lunch.



CLOTHING: Please dress your child in sensible clothes, which are easy for your child to manage. Comfortable, older clothes are best as they allow children to become involved in play without worrying about spoiling their clothes. T-shirts, polo shirts & windcheaters with kindergarten logos are available.

During the cooler months, children need to wear clothing that protects their back and neck from the cold; preferably 'layers' of clothing so that they are easily removed and put back on as needed. They will also need to wear/bring a coat during the cooler weather.

Your child will need to wear shoes which support their feet well so they are not restricted in their running and climbing activities.

- **NO thongs, crocs or slip on sandals/ shoes.** Suitable shoes include: runners, shoes with buckles, laces or Velcro.
- Please **label all belongings** as things sometimes get misplaced (Lost Property Box is situated under the desk on the verandah).

LONG HAIR: We encourage children with long hair to have it tied up. This will help alleviate the problem of hair hanging down into paint and food and will also reduce the spread of head lice.

SUN SAFETY

- Children are required to wear hats which are provided by the kindergarten and which protect the face, neck and ears, whenever outside.
- Children who do not have their hat with them will be asked to play in an area protected from the sun.
- Staff will act as role models.
- Parents/guardians will be required to ensure their child is wearing 30+ sunscreen applied before attending kindergarten. Children with very dark skin may not need to wear sunscreen but will still be required to wear a hat in the sun.

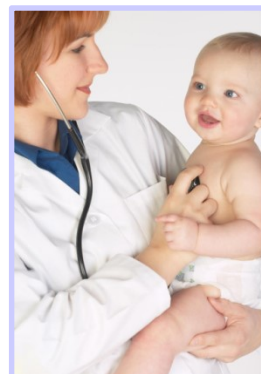
Remember, it is the **UV Index** and not necessarily how hot or windy it is which does damage to your skin.



ILLNESS AND EMERGENCY CARE

In the event of an accident or sudden illness, educators will contact parents/guardians or the emergency contact, to arrange for the collection of their child. An ambulance will be called if necessary. Parents will be required to cover the costs of the ambulance (no cost for families with a health care/pension card).

Please notify the educator of any allergies or infectious diseases experienced by your child. Please also notify staff of any changes to your child's medical details (i.e. you child may become diagnosed with asthma or an allergy to a particular food throughout the year).



ILL HEALTH AND EMERGENCY CARE PROCEDURE

An 'Accident/Injury Book' and an 'Illness Book' are kept by educators. Details of accidents or injuries received by a child during session times and any treatment given by educators are recorded in the 'Accident/Injury Book'.

Any illness that becomes apparent whilst your child is attending the centre, and details of any treatment given by educators, is also recorded in the 'Illness Book'.

Educators will notify the person collecting the child at the end of the session, should an injury, accident or illness develop. The person collecting the child will be required to sign the book.

BIRTHDAYS

We celebrate birthdays in a special way,
On the day before the child's birthday we say:

*When I have said my evening prayer,
And my clothes are folded on the chair,
When mother switches out the light,
I'll still be Years old tonight.*

*But from the very break of day,
Before the children rise to play,
Before the sunshine turns to gold,
I'll be years old.
..... kisses when I wake.
..... candles on my cake.*



The child then chooses which flavour cake they would like us to make together on their Birthday. We encourage parents to come at the end of the day to participate in their child's birthday story.

Please share with us other special events and celebrations which are important to your child and your family.

MEDICATIONS

If a child is to be given a medication whilst at the centre, it must be clearly marked with the child's name and in its original container. Parents must write the dosage and time to be given in the 'medication book', and sign it before it can be administered to your child. Please make sure these details are correct and up to date otherwise educators will be unable to administer the medication. **It is very important that medication is handed to educators not left in your child's bag.**

EMERGENCIES

Please refer to the Emergency Plans located in the building.



INFECTIOUS DISEASES

If a parent/guardian suspects that their child may have an infectious disease, the child should be taken to a medical practitioner to have the disease diagnosed. An infectious disease exclusion list is displayed on the main noticeboard on the verandah, outlining the length of time a child must remain away from the centre if one of these diseases is contracted. Please inform the centre immediately if any of these diseases is contracted by your child/children.

For more information please refer to our Policy Manual.

CUSTODY AND ACCESS

If a parent is experiencing difficulties associated with custody and access please discuss this with the program leader. A copy of the court order is required to be supplied to the centre. Please ensure the program leader is notified of any changes to court orders. Parents/guardians should provide a list of people who are allowed contact with the child. Parents/guardians should inform the educator immediately if they believe a custody order may be violated.

TOYS

If your child wants to bring something from home, please encourage them to think about how they will feel if it becomes lost or damaged. If it is very precious, maybe it could be shown at circle time and then taken home again.



POLICIES

Our service has some policies on display on the verandah and a complete policy document (yellow folder) which is available on request. These policies cover a range of issues that you may like to keep informed about. Please feel free to read them at the centre or request a copy to take home and read when you have time. We draw your attention to our fees policy, which you need to read as you will be asked to sign an agreement on your enrolment form.

EXCURSIONS – Kindergarten Only

Excursions are an important extension of the kindergarten program in broadening children's awareness and enriching their experiences through activities not available in the centre. Parents are encouraged to participate in excursions. A signed permission form must be returned to enable your child to participate. These are to be returned to the fees/ form box located outside the office or given to an Educator.

Parents of both **Kindergarten** and **Pre-Kindergarten** children will be required to sign a routine excursion form to be able to visit the school (including the chickens).



HOME/COMMUNICATIONS

NOTICES AND NOTICE BOARDS: Each child will have their own 'Notice Pocket' where staff and other parents can 'post' newsletters, notes, fundraising activities etc. for their family. It is important that parents remember to check and clear their child's 'Notice Pocket', regularly. Noticeboards are located on the verandah for information and reminders. Please remember to check these boards regularly.

PARENT LIBRARY: This can be found on the ledge near the office door. It is there for parents' free use. To borrow, just write your name, the book's name and the date in the borrowing book provided.

WHAT ELSE DOES OUR CENTRE HAVE TO OFFER?

PLAYGROUP: The Centre also offers a facilitated Playgroup on Tuesdays from 9.00am – 10.45am. Through a partnership between Best Start and Kildonan, Zahra, an Arabic and Dari interpreter attends each session. Parents stay and participate with their children. Cost is a gold coin donation.

HOW CAN I HELP?

PARENT HELP: A duty roster is drawn up each term giving you the rewarding opportunity to spend time with your child and join in the program. Younger brothers and sisters are most welcome, although it must be remembered that the parent is responsible for them.

**** A special person e.g. a grandparent or family friend is most welcome to do duty.**

LAUNDRY: A laundry roster is drawn up and parents are asked to take the washing home once or twice a year.

ODD JOBS: If you are able to help with gardening, sewing, typing or mending equipment, the educators would be glad to hear from you.



PARENT ADVISORY GROUP

We value your suggestions for the program and we would love to include your child's current interests in our program. If you have any skills or interests you feel would be interesting for the children or any activities you would like to have included in the program, please speak to one of the educators.

Parents and carers are a very important part of our community and centre. You are always welcome to visit and participate in our program whenever you are available or have some time to share. The children enjoy your involvement and the educator's value and appreciate your interest and support.

Families and carers are wonderful resources in our Service and there are many ways that you can contribute to your child's experience

Now your child is enrolled at our Kindergarten you automatically become a member of our Parent Advisory Group. Your participation is essential in the smooth operation of our service. You may be able to contribute through;

- Fundraising
- Joining us on Excursions
- Participating in events at the service
- Snack/lunch roster
- Laundry roster
- Kindergarten/Pre-Kinder activities
- Sharing special talents e.g. craft, cooking, music
- Special events/days e.g. mother's day, father's night, BBQ
- Input to kinder program etc.
- Policy reviews
- Helping us with going shopping, catalogue surfing
- Attending meetings or special events
- Supporting fundraising events
- Small maintenance jobs like mending toys or dress up cloths

Have a chat with the Kindergarten team and let them know how you would like to participate.

RECYCLING: In many of our activities we use materials that are recycled. We would appreciate any materials in any quantity. Please bring them to the Service and place in the large cylinder.

'We can make much treasure from little trash'.



SUPPORT – QUERIES - CONCERNS

Arthur Mawson 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
- Department of Education and Training Regional Offices Benalla –
 - Phone 1300 333 231
 - Email Address: nevr@edumail.vic.gov.au



We hope your child will enjoy a happy and memorable year at our Service and we look forward to sharing it with you.



Thankyou



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.

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