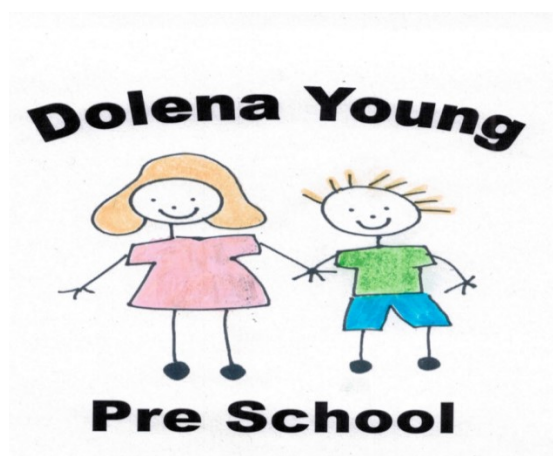


Dolena Young Kindergarten

INFORMATION BOOKLET



2019

Dolena Young Kindergarten
135 Balaclava Road, Shepparton 3630
Phone: 03 5821 3908
DolenaYoungKindergarten@shepparton.vic.gov.au

"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".

Kindergarten Teacher: Kaye Cooper

Kindergarten Teacher: Beth Ivory

General Educator: Jo O'Neill

Parents, please read this information booklet carefully.

This booklet has been designed to provide information and assistance to parents regarding the centre and its operation, and we have endeavoured to cover most areas. If at any time during the year you have any queries, please feel free to ask staff.

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

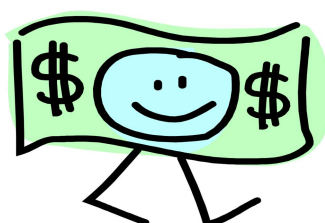
Kindergarten and Pre- Kindergarten families are required to complete a Direct Debit form on enrolment unless full annual fee has been paid by 23 February or family is eligible for Kindergarten Fee Subsidy. Outstanding balances will be deducted from your nominated account on the last Wednesday of each 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>



What is Kindergarten?



Kindergarten in many cases the first stage in your child's formal education. As each child has their own level of physical, intellectual, social and emotional development, educational objectives must be personalized for optimum development. Skills, knowledge and attitudes can be fostered individually but within a group setting. To ensure an easy transition into school I will plan for each child to feel happy and self-confident, to enjoy the company of peers and adults, to be able to share thoughts and feelings, to be curious about their world, to have strategies for seeking information and to learn and develop skills as a base for formal learning. The first section of this booklet aims to explain the educators teaching philosophy.

Kindergarten is a one year educational program for children in the year before they start school.

Our Kindergarten operates with the Early Years' Learning Framework. There are five learning outcomes:

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

Our program is based on play, providing a variety of experiences and activities for children to discover, create, experiment and imagine. Children's learning is encouraged through a balance of child led, child initiated and educator supported learning. We cater for different learning areas and invite children and families to contribute ideas, interests and questions.

Our Commitment Statement

At Dolena Young Kindergarten, we aim to provide a welcoming, inclusive environment for children and families.

We believe in offering a play-based program, with educators engaged in supporting children to build on their ability to communicate effectively, develop language and literacy skills, and enhance their social and emotional development.

Through the promotion of active play, our children will develop an understanding of the environment and the community that surrounds them whilst also being supported by educators and the kinder community to create healthy habits around nutrition and active lifestyle choices

Educators will work collaboratively with families to support children's learning through encouraging participation in our daily routines and activities, input into our daily program and our quality improvement processes to achieve better outcomes for all children.

What will my child learn at Kindergarten?

Educators develop a program based on their knowledge and understanding of children's development and learning styles. At Kindergarten, your child will be involved in a wide variety of activities and experiences, music, drama, nature, science, language, communication, investigation and discovery.

Your child will learn:

- Social skills: how to engage and contribute in shared play experiences
- Emotional skills: how to understand their feelings and other children's emotions
- Play skills: to use play to investigate, explore new ideas, communicate and problem solve
- Language and literacy skills: such as listening to stories, storytelling, talking together, involvement in music and drama
- Numeracy and problem solving skills: such as playing with blocks, construction to learn about pattern, size and spatial awareness
- Fine motor skills: for example, drawing, scissors, manipulating equipment
- Gross motor skills: involvement in physical play, climbing, jumping, dance and movement.

These skills will help your child for their whole life.

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

Please note: Interview sessions may begin earlier

PUBLIC HOLIDAYS

Please note that Dolena Young Kindergarten will be closed on Public Holidays and during the school holidays. There is also one day allocated annually for staff to attend training (date to be advised).

Date	Day	Public Holiday
1st 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

Session Times 2019

Group A	Monday	9:00am - 2:00pm
	Tuesday	9:00am - 2:00pm
	Thursday	9:00am - 2:00pm
Group B	Tuesday	9:00am - 2:00pm
	Wednesday	9:00am - 2:00pm
	Thursday	9:00am - 2:00pm
Group C	Monday	9:00am - 2:00pm
	Wednesday	9:00am - 2:00pm
	Friday	9:00am - 2:00pm
Pre-Kinder	Friday	9:00am - 12:00pm



***Session times can vary from year to year.**

Monday	Tuesday	Wednesday	Thursday	Friday
Beth & Jo	Kaye & Jo	Kaye & Jo	Kaye & Jo	Beth & Jo

First Days

Kindergarten is a new environment and sometimes children find it quite overwhelming. Although many children have already attended Pre-kindergarten (here and at other centres), it can sometimes be difficult for them and they need time to settle in as do the children who are new to the Kindergarten experience. Parents can help their child to settle in by:

- Being confident themselves. If parents are anxious they can easily influence the way their child feels.
- Always say 'Goodbye' and tell your child that you are going and that you will be back.

Settling In

An orientation day will be held in December (date and time to be advised). This is a day for the children to have a play with the activities and experiences set out for indoor and outdoor play. Parents will need to stay during this time. It is a wonderful opportunity for the parents and staff to meet each other. An enrolment day, time and date will be allocated to you on orientation day.

T-Shirts

Our Kindergarten t-shirts, vest and jackets with our logo on it are available for you to purchase, they are not compulsory. These are available in navy, red, purple and pink in sizes 4, 6 & 8. Forms and costing are available on orientation day and interview days.

Things to consider when starting Kindergarten

Depending on whether your child has been cared for at home by you or another family member, or attended a childcare service or a Pre-kindergarten program, there are a few things to keep in mind when your child starts Kindergarten that may be different from other environments they are used to. Some children may initially find some of these differences a bit daunting; however there are lots of things we can do together to overcome this which will be covered shortly.

Physical Environment

- Children may need to get used to being in an enclosed area with high fences
- Depending on the size of the Kindergarten class, children may need to get used to being around a large number of other children.

Emotional Environment

- Children will need to get used to you leaving them for the Kindergarten session

Teaching Staff

- At Kindergarten, there is the kindergarten teacher and kindergarten assistant (plus additional aides). There may also be one or two parent's helpers for the day.

Delivery and Collection of Children

- **Sign In/Out Book** - This is located in the foyer and it is a legal requirement that your child must be ***signed & timed*** in and out of the centre. Your signature must accompany the time. We understand this is a busy time, but please be patient.
- It is important to notify staff members if someone other than you or the normal caregiver is going to collect your child from Kindergarten.

For the program to run effectively please abide by the starting and finishing times of the sessions. This is a busy centre with four groups operating and staff need the time before and after sessions to prepare materials, equipment and attend to urgent matters of administration. At the beginning of each session families are asked to wait until the door has been opened before bringing children into the centre. At the end of each session children are encouraged to remain as a group on the mat until they are directed to go to the person collecting them. Please remember that the children's final mat time is an important time and we ask that parents wait quietly outside until the session is finished. If you need to take your child early please see staff at the start of the session.

Your child's work will be handed out at the end of each session, or placed in the art box when it is dry and ready to go home. Please note that some work is kept at Kindergarten for a short time on display.

Attendance

It is strongly recommended that children attend every Kindergarten session (unless they are sick) to ensure they get the most out of their Kindergarten year. This also establishes a good routine for school where attendance is compulsory.

It is also important that children are on time for Kindergarten so they have time to put their bag away, say hello to their friends, maybe have a little play (children sometimes form their play groups at the start of the day) and get ready for the start of the Kindergarten session.

What to Bring?

Group A, B & C - Snack, lunch and water bottle

Pre-kindergarten - Snack and water bottle

Each day:

We encourage healthy food and drink at Kindergarten. Please provide a lunch bag with drink holder attached. These are easier for children to handle.

Snack Time

Children need to bring a named snack box with a piece of fruit – fresh or dried, cheese or raw vegetables, e.g. carrot, celery etc.

Lunchtime

Children will need a sandwich or roll, extra fruit or snack.

Drinks

Children need to bring a large drink bottle with water. Please note: Juice and Prima's are strongly discouraged.

Please make sure children can manage everything they bring, open and close containers, open and close lids on bottles. It is a great idea for children to practice at home.

Everything **must** be labelled with your child's name. Dolena Young has a refrigerator for lunchboxes and water to be stored.

We are a 'package free' at our Kindergarten, no packaging, clingwrap or foil. All food needs to be in reusable containers.

Bags

Children will need to bring a bag to Kindergarten to carry things like a snack, lunch, drink bottle, jumper and to take their art work home. Children can hang their bag on any hook. Please encourage children to put their lunchboxes and drinks on the trolley at the start of the session.



Clothing

Children come to Kindergarten to be busy, active and to play and have lots of fun. The play can be messy or wet at times so we encourage parents to dress children in suitable clothes for these activities. Smocks are provided for children. Long dresses, singlets in summer are not appropriate. Please make sure children have sturdy shoes. Crocs, thongs and slip-ons are not allowed as they restrict play. It is a great idea to put a change of clothing in their bags every day. In cooler weather, children will need a warm coat and beanie.

Hats

All children are provided with a centre hat from our service. They are labelled with your child's name and are kept in each child's locker.



Problems

If you have any concerns about your child or the running of the Kindergarten, please see educators, who will always be available to attend to such matters or make a more suitable time to discuss issues.

If anything unusual is happening at home, please let the Educators know as this can affect the child's behaviour at Kindergarten. Personal information revealed by parents will be kept strictly confidential.

HOW CAN YOU HELP?

Parent Advisory Group

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-kindergarten 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.

Excursions/Visitors to the service

Excursions and visitors attending the service are part of our program, to further children's learning experiences and for them to have an understanding of their community. Parent help is needed on excursions. Excursions do not allow for babies/toddlers to attend as we need the full supervision of our Kindergarten children. Parents will receive information about these experiences and will need to fill out a permission form for each one.

Family Members

We appreciate the help parents can give us throughout the year and the children love to have their parents, grandparents and friends involved in the program in any small way.

Recycling



In many of our activities we use recycled waste material, we would appreciate any materials you can collect at home. Please bring them to Kindergarten and place in the "junk box". Thanks for this but we are unable to use toilet rolls or washing powder boxes. This is an important part of our program, as children learn about recycling and it is part of our ongoing program.

Birthdays

We like to celebrate the children's birthdays. We suggest small cupcakes as they are easier for the children to manage.

As part of the health policies, parents need to bring in a list of ingredients used in the cakes, icing and toppings. We suggest packet mixes, and then the ingredient list can be cut out of the packet and brought to Kindergarten. This list should be displayed near the sign in book. ***Please note no cream to be in cakes.***



If we have children with special requirements due to allergies, further information will be given.

If children have birthday invitations to give out please put them in the appropriate notice pockets. This will save uninvited children from being upset and minimize the risk of children missing out on a party due to a misplaced invitation.

Sun Protection Policy

When the UV reaches 3 or above (displayed)

1. Children will be required to wear broad brimmed hats whenever they are outside.
2. Parents need to apply sunscreen to their child before session begins. Sunscreen is available at the Kindergarten. Children will also apply sunscreen themselves before going outside to play.
3. Where possible staff will organize that play equipment be placed in/under shade and children will be encouraged to make use of shaded areas.
4. Staff will act as role models by wearing an appropriate hat and using sun screen.



Immunization – illness - Exclusion

Immunization 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 immunization 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.

Medication

If a child is to be given prescribed medication whilst at the centre, it must be clearly marked with the child's name and in its original container (from the doctor, hospital or chemist). . Medication must be handed to staff and not left in the child's bag. This includes asthma medication. See the Policy Manual for more information.



Communication

All notices and matters of interest are placed on the information boards situated outside the front door and in the foyer. Please remember to read these information boards regularly to make sure you do not miss out on any Kindergarten happenings. Newsletters and fee invoices etc will be placed in your child's pocket which is located in the foyer.

Emergency/Evacuation Procedures

The Kindergarten practices an emergency evacuation and lock down evacuations with the children once a term.

Emergency procedures are located prominently in the service.

See the Policy Manual for more information.

Kindergarten Policies

The Kindergarten Policy and Procedure Manuals are kept in the foyer. This manual includes policies relating to behaviour management, excursions, fees, health and safety, late collection of children, plus others. These policies are available to parents to read. If you would like to see the policies please see staff.

The Program

Our program is based on the Early Years Learning Framework and the National Quality Standards. The framework gives parents and early childhood educators a way to understand how learning and development sets the foundation for life. The Framework is based on the understanding that children's first and most enduring educators are their families.

SUPPORT – QUERIES - CONCERNS

Dolena Young 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

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 ways



'When I play, I use my imagination, I characterise, I explore, I discover, I organise, I lead, I delegate, I contribute and relate my idea, I question, I compromise, I follow'. I work both cooperatively and independently, I create, I socialise, I practice caring and sharing, I regulate my emotion, I indulge my senses, I re-enact my experiences and tell stories through game. I negotiate and problem solve. I am making sense of my world and my place in it'.

(United Nations Convention on a child's right to play)

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.