



Dookie Children's CENTRE

... 'A place where children grow' ...



**GREATER
SHEPPARTON**



Kindergarten & Pre-kindergarten Information Booklet 2019

Mary Street, Dookie Vic 3646

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"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".

Welcome to Dookie Children's Centre

Kindergarten Teacher/Service Leader: Paula Gullick

Early Childhood Educator: Judy Geddes

OUR PHILOSOPHY...

At Dookie Children's Centre we offer an inclusive learning experience where the children and parents feel safe, happy, relaxed and involved. Each child is encouraged to grow as an individual in our community through an achievable yet challenging program.

We would like to welcome your child and family to Dookie Children's Centre. Kindergarten is the exciting beginning of your child's formal education, thus educators strive to provide a warm and caring atmosphere where your child is able to develop and acquire various skills whilst having FUN!

If you have any queries regarding your child, please don't hesitate to discuss this with us. Our teaching team work together, to support your child to develop to their full potential. Children are all different and the educators recognise the existence of differences in personality, ability and background. Through observation, interaction and listening, we come to know the children. Consequently our educators aim to provide the learning experiences best suited to your child's interest and stage of development, and tries to create a happy environment for both your child and you.

To help your child, it is important that we are aware of circumstances that could have an effect on your child, such as a new baby, shifting house or changes in parenting arrangements as this may have an impact on how your child settles at the service.

TERM DATES 2019:

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



SESSIONS:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
KINDERGARTEN	9am-2pm	9am-2pm		9am-2pm	
PRE-KINDERGARTEN	9am-2pm			9am-2pm (second session only)	

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>

PUBLIC HOLIDAYS

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

INTRODUCTION TO PRE-KINDERGARTEN

Through our interesting and varied program, we aim for our centre to be stimulating, happy and safe.

AIMS

- For the children to experience and enjoy time away from their family environment.
- For the children to develop a positive self-image through interaction and communication with children their own age, within a safe and friendly environment.
- For the children to develop language and appropriate social skills through interaction with other children and adults.

During the Pre-kindergarten year the above aims are extended and enhanced. It is important to assess whether your child will be ready for a funded four year old Kindergarten year, as children are in the education system for a long time and we do not need to push them into it too early. Let your child be a child. Children only receive one funded year of Kindergarten, so participation in Pre-kindergarten can be a worthwhile indication of readiness for a full year of funded Kindergarten.

ELIGIBILITY - *Please see the attached information at the end of this handbook.*

INTRODUCTION TO KINDERGARTEN

Kindergarten is often the first step the child takes in the community outside of their home and family. It is viewed as a stepping stone into the wonderful world of learning. Kindergarten provides the child with experiences that allow them to develop skills in many areas such as identity, wellbeing, community and communication. Our program is based on the Early Years Learning Frameworks and is in accordance with the National Quality Standards. Website: www.acecqa.gov.au

Our program is play based and involves planning for the children at both an individual and group level.

Through observations and other informal assessment techniques, educators are able to plan and implement a program that is creative, flexible and responsive to the interests and needs of children as individuals, and their families in an environment that is safe, secure, happy, friendly and stimulating.

The activities provided allow the children to increase their confidence and independence and develop a positive self-image. An indoor and outdoor program is implemented through a wide variety of individual and group activities such as puzzles, craft, swings, sandpit, climbing frames and many more.

Large group activities and experiences include songs, music, dance, games and discussions and more. To include additional interest in areas such as local and worldwide happenings, we have seasonal activities, special projects and excursions and incursions.

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.

We have developed our continuing Quality Improvement Plan (QIP). This is how we keep improving on and developing the above 7 areas as the needs of the children and their families change and in order to make sure that the Dookie Children's Centre continues to evolve in a positive way.

The major benefits for parents and children attending services under the NQF are:

- greater individual care and attention for children
- better support for children's learning and development
- educators with increased skills and qualifications
- improved educator to child ratios in most services
- A ratings system of education and care services.

FIRST DAYS – SETTLING IN



For some children starting Pre-kindergarten or Kindergarten will be the first separation from their parents and whilst some children may cope without any problems, we organise the beginning of the year to accommodate those children who are distressed or unsure of the situation. We encourage the children gently into the routine of the centre, so they will feel comfortable and secure in the new surroundings.

If you have any concerns regarding how your child is settling in e.g.: how long should you stay, please do not hesitate to discuss this with the Kindergarten team.

ARRIVALS & DEPARTURES

It is important that you always come into the centre with your child. If you are unable to do so your child is still to be accompanied by an adult. The time of arrival and departure of your child must be recorded in the attendance book each day and it is the responsibility of the person who brings the child to do this.

Please make a note of the starting times – do not bring children until that time as we use the time before this to set up the program.



When collecting your child, please be prompt. If you are not able to arrive on time please inform the teacher. By doing this, we will be able to reassure your child that he or she will be collected.

If you are unable to collect your child please inform the staff and tell your child about the arrangements made. Parents are asked to provide a list of persons authorised to collect their child and inform staff of any changes made to this list. No child will be allowed to leave the Centre unless collected by an authorised person. Educators will need to ask for identification if they have not met the authorised person previously.

A copy of the late collection of Children Policy is available in the Greater Shepparton City Council Children's Services Policy Book.

CLOTHING

Please ensure to send your child in suitable clothing and footwear. Thongs and slip on shoes are not suitable as they do not allow your child to run and climb safely. As part of our sun smart policy shoestrings singlets and dresses are also not acceptable.

Kindergarten is a great place for children to experience mud, sand, water and other sensory experiences; this often leads to very messy or wet clothes. We encourage children to wear art smocks however they can still become messy, so please ensure to pack a full change of clothes (including socks and underwear).

SUN PROTECTION

The Kindergarten will provide each child with their own named wide brimmed hat that will remain at the Kindergarten for your child to use at each session they attend.

Children should wear loose fitting, close weave clothing that covers as much skin as possible during outside activities. Tops with elbow length sleeves and if possible collars and knee length or longer style shorts and skirts are best.

Educators will act as role models by wearing appropriate hat and using sunscreen. Sun protection education will be incorporated into the program and activities where possible.

For more information please refer to our Policy Manual.

LUNCH AND SNACKS

Your child needs nutritious food and water throughout the day to keep their bodies and brains going. On a regular day we have morning snack and lunch. Morning snack consists of a piece of fruit or vegetable followed by something else if your child wishes. Examples of food you could pack in your child's lunch box is sandwiches, a wrap, fresh or dried fruit and vegetables, yogurt, cheese, dry biscuits or dip. We have access to both a fridge and microwave, so if your child requires their lunch to be heated please let educators know. As part of promoting healthy eating we ask that no chips, chocolate, chocolate flavoured yogurt, lollies or other high sugar snacks are brought to kinder and water only in a named drink bottle.

BIRTHDAYS

Birthdays are special and we like to celebrate them with your child. We suggest that if you bring cakes, individual cup cakes are a good idea.

The cake will be included with the snack. A list of ingredients needs to be included. Please ensure that the cake or cupcakes do not include any cream.



WHAT WILL MY CHILD DO ON AN AVERAGE DAY?

When you and your child arrive at the Centre, below is a brief outline on what your child may expect to happen on an average day:

- Your child will put their bag in one of the bag lockers.
- Your child will place their drink bottle in the tub located next to the front door.
- In wet weather, activities will be set up inside for the children to do, however if children bring coats and gumboots we may still go outside. In the warmer weather, we will go outside for activities in the morning. Outside play time is an important part of your child's experience at the service and children will go outside in all seasons. Parents are welcomed to stay as long as they wish to enjoy activities with their children.
- Mid-morning, the children will be offered snack (either inside or outside depending on the weather).
- Before having a snack, your child will be asked to wash his/her hands.
- In warmer weather, we will pack up outside and come inside for more activities, mat time, games, reading etc...
- In cooler weather we will pack up inside and then go outside.
- Children will have lunch and then quiet or outside activities after lunch.

- When appropriate educators will offer an indoor/outdoor program where children can choose which play space they wish to play in and an educator will be located in each space.
- Approximately 15 minutes before the end of the session the children will pack their bags with their work and be encouraged to participate in group activities until parents arrive.

Please note that the above outline is a GUIDE ONLY. The daily routine is flexible to meet daily needs.



KEEPING PARENTS INFORMED

Information is communicated to parents in a variety of ways – both verbal and printed e.g.: newsletter, printed messages that will be placed in named pouches that hang on the wall near the 'sign in' desk (please check daily) or on the noticeboard (which also needs to be checked daily). Information from the committee is also placed in the named pouches. Email is also available for sharing information. Please let your Educator know what your preferred method of contact is.

Please remember to check any verbal information brought home by your child as it may not always be correct. The children may be given information to remember as it helps develop memory skills, but usually important information will be on the noticeboard or a written message will be sent home.

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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-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.

ABSENCES

Children are encouraged to attend regularly. Please inform the Educator if your child will be absent, e.g. sickness or family holidays.

CODE RED DAYS

Please be aware that all Early Childhood Services including Dookie Children's Centre may be affected by a declaration of Code Red catastrophic fire days. This could mean the centre will be closed. If this occurs, families will be notified as soon as possible.

EMERGENCY EVACUATION

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

Emergency Evacuation procedures are practised regularly.



PACK UP DAYS

When the hall is to be used for a function all the equipment must be packed up. Your assistance would be appreciated at these times.

PARENT HELPERS

Any help which parents can give to the centre is appreciated and highly valued and here are some ways in which help is required:

- **ODD JOBS**

Such jobs as sewing, mending broken equipment, cleaning, etc., crop up from time to time

- **WITH THE CHILDREN**

Some parents may like to come and tell stories to the children, play a musical instrument, cook with them, or show and teach them a special hobby or craft.

- **WORKING BEES**

All minor up-keep on the centre has to be carried out by the centre parents. When necessary, working bees are organised to do gardening, minor maintenance, repairs etc. As parents of a Kindergarten child we request your participation to participate in working bees as they are for the benefit of your child.

RECYCLED MATERIALS

In many of our activities we use materials that are recycled. We would appreciate any quantity you can contribute from the following list, or anything unusual! However, it is usually advisable to check with the teacher first just in case there is an oversupply in the storeroom.

- | | |
|---------------------------------|-------------------------------------|
| • Ice-cream containers and lids | • Milk cartons (especially 1 litre) |
| • Ice-cream buckets and lids | • Large fruit tins (850gm) |
| • Margarine containers | • Bubble plastic packing |
| • Cardboard cylinders | • Corrugated cardboard |
| • Old birthday cards | • Cotton reels |
| • Cardboard boxes | • Magazines |
| • Wood off-cuts | • Bottle tops |
| • Tin foil | • String |
| • Corks | • Wool |

****- Please ensure that all items are clean -****

****- No toilet rolls or tissue boxes please -***



ILLNESS AND EMERGENCY CARE

If a child requires urgent medical attention you will be contacted immediately. Educators will provide basic first aid please refer to the Policy Manual for further information.

IMMUNISATION - ILLNESS - EXCLUSIONS

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.

Please refer to our Policy Manual for further information.

SUPPORT – QUERIES - CONCERNS

Dookie Children's Centre 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



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.