



Echuca Road
Pre-kindergarten
Kindergarten &
Information
Booklet 2019

160 Echuca Road (P.O. Box 139)

MOOROOPNA VIC 3629

Phone: (03) 5825 2698

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OUR PHILOSOPHY

We believe in the uniqueness and individuality of each and their right to develop to their full potential through positive effective learning experiences in their early years.

We value diversity and believe children should learn to respect and celebrate it through a wide range of experiences which support them in developing awareness of the different family backgrounds, cultures, abilities and values within our centre and the wider community.

We provide an active, play based, child-directed learning program which supports children to be confident in constructing their own knowledge and understanding at their own pace, building on their strengths and following their interests.

As educators, we work in a collaborative way, sharing knowledge and expertise and reflecting on our practice, to create an environment which encourages children's exploration of new ideas and enhances their social, emotional, physical, problem solving and life skills.

We support families in their parenting role and encourage the ongoing exchange of information to promote their child's development and encourage all families to be active participators in the centre and its activities.

The Educators of the Kindergarten welcome you to the centre and hope you enjoy the year ahead. This booklet has information to help you and your child settle in with us and understand how the Kindergarten is organised and administered. You may like to keep this booklet for easy reference throughout the year.

THE PROGRAM – What we believe in

Kindergarten provides children opportunities to play. Children need to play, it is necessary for learning, living, growing and being part of the world. Research has shown us that the early years of a child's life are the formative, basic years and that the opportunities that they experience during this time will have lasting and far-reaching effects.

As Educators we aim to create a positive and aesthetically pleasing environment, where children feel comfortable to become enthusiastic inquiring and challenged learners. The children provide the lead for the adults within the program, involving themselves in individual and group projects. The Kindergarten Curriculum is based around a number of key concepts and focus points reflecting the National Early Years Learning Framework with a strong emphasis on **Belonging, Being and Becoming**.

The key principles that guide the Early Years learning Framework and our own understandings focus on creating an environment where the following are embedded in our practice:

- Secure, respectful and reciprocal relationships with children, families and colleagues.
- Partnerships with families, children, early childhood educators and community
- High expectations and equity where every child, family and educator is valued and catered for.
- Respect for diversity where difference is acknowledged and celebrated in respectful ways that enhance our understanding.
- Ongoing learning and reflection where we as educators take the time to reflect on what and why we do what we do, and what may change and why.

Our Key learning outcomes are aligned to the National Early years Framework and encompass the following key understandings:

- 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.

We acknowledge the importance of the family and developing a partnership with parents which promotes the wellbeing, education and development of children. To help program effectively for your child, it is important that the teacher is aware of circumstances that could have an effect on your child. A new baby, shifting house, altered parenting arrangements etc. may affect your child's behaviour at home and at Kindergarten. Whilst we do not wish to pry, you may find that when you mention a problem, we may already be aware that something was not as usual, as the child's behavior had altered. Personal information revealed by parents will be kept strictly confidential.

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.

EDUCATORS

Kindergarten Teacher/Service Leader: Jenny Asbury

ECE Certificate III: Nicole Damon



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

Session Times

KINDER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A	8.30am-1:30am	8.30am-1:30am		8.30am-1.30pm	
B	8.30am-1:30am	8.30am-1:30am			
C	8.30am-1:30am			8.30am-1:30am	
D		8.30am-1:30am		8.30am-1:30am	
Pre-Kindergarten		9.00 – 12.00			

Date	Public Holiday
Tuesday 1st January 2019	New Year's Day
Saturday 26th January 2019	Australia Day
Monday 28th January 2019	Australia Day Holiday
Monday 11th March 2019	Labour Day
Friday 19th April 2019	Good Friday
Saturday 20th April 2019	Day following Good Friday
Sunday 21st April 2019	Easter Sunday
Monday 22nd April 2019	Easter Monday
Thursday 25th April 2019	Anzac Day
Monday 10th June 2019	Queen's Birthday
Tuesday 5th November 2019	Melbourne Cup Day *
Wednesday 25th December 2019	Christmas Day
Thursday 26th December 2019	Boxing Day

For the program to run effectively, could you please abide by **starting** and **finishing** times. Educators need the time before and after sessions to prepare materials and equipment and attend to administration. Please show consideration for educators by being punctual with session times.

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.

Concession Card holders are eligible for free or low cost funded kindergarten. This does not apply to Pre-Kindergarten as the Government provides no funding (Excludes Early Start). Your card must be presented within the first two weeks of term to avoid full fees being charged for kindergarten program. For further information on Kindergarten subsidies:

<https://www.education.vic.gov.au/Documents/childhood/providers/comms/kinderfeesub.pdf>

SERVICE CLOSURES

The Kindergarten will be closed on Public Holidays and during the school holidays.

There is also one day allocated annually for Educators to attend the Professional Development Training (date to be advised).

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.

FUNDRAISING

Throughout the year the parent advisory group organises a variety of fundraisers. This is a necessary form of revenue to assist in offering "added extras" for the children to enjoy, such as new play equipment, extra art and craft materials and resources. In the past these have included raffles, chocolate and bulb drives, photo portraits, auction nights, book club etc. We ask families to participate and we appreciate your support.

ARRIVAL AND DEPARTURE

Signing In and Out:

Parents/Guardians are required by the National Educational and Care Regulations 2011 to come into the Kindergarten/Pre-kindergarten each session and sign the daily attendance book, indicating the time of arrival and departure. Your signature must accompany the time. The attendance book will be placed on the table at the start of session time.



On Arrival:

The Kindergarten/Pre-kindergarten will be open when you and your child arrive for sessions. You are welcome to use the indoor or outdoor play areas and participate in quiet activities such as reading a story or enjoy sharing a puzzle or game with your child as educators prepare the programmed activities. Parents or guardians are required to stay with their child until the session time begins.

End of Session:

Towards the end of session time children will be participating in quiet activities in preparation for being collected. Parents/guardians are welcome to enter the play area when arriving to collect their child.

Someone else picking up your child??

Under the National Educational and Care Regulations 2011, children will only be permitted to leave with those authorized to collect them on their enrolment form.

Please advise educators if someone unfamiliar is collecting your child, photo ID will be required for educators to witness.

Late Collection:

For the program to run effectively, could you please abide by starting and finishing times. As this is a busy centre the preparation time for educators before and after the session is precious. When children are arriving early and being collected late, this preparation time is diminished. Parents are to contact the Kindergarten as soon as possible if they are going to be delayed in collecting their child. Echuca Road Kindergarten offers before and after Kindergarten Care. Families can contact the centre directly to make necessary arrangements.

A fee will be charged for the late collection of children in accordance with the Fees policy

FIRST DAYS

Beginning Kindergarten/Pre-kindergarten can be quite overwhelming for some children. They are meeting new adults, new children in a new environment. Not to mention a different routine. We therefore encourage parents to stay with your child for a short time until they are settled and familiar with the Kindergarten/Pre-kindergarten

Did you know - that you shouldn't try to avoid moments of separation anxiety by sneaking away when your child isn't looking? This may be tempting, given your child's reaction to separation from you but experts agree that this practice is likely to produce even more anxiety. Instead say a loving but quick good bye, even if your child cries and screams. It is important to be honest – tell your child you are going to work, home to do jobs and you will be back at a certain time. While concept of time is an unknown to children, gradually they will recognize the regular pattern of your return. By establishing a consistent pattern of attentive goodbyes and happy reunions, you can build your child's confidence in you and your relationship.

Please feel free to ring during the session to see how they are going. You may feel distressed when you leave your child, this is normal and we recognize how you may be feeling.

It is important for you to know that all children do settle – some take just a day, some can take several weeks. For those that take a little longer it can be very distressing for the parent. Please discuss any concerns you have with the educators.

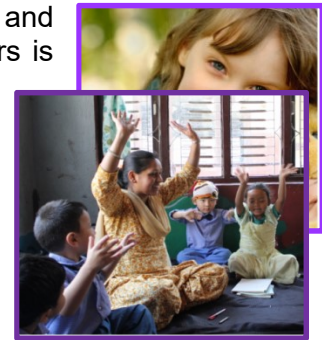
Children attend full time Kindergarten sessions after interviews are completed. Adjusting to the new routine of Kindergarten can take time for children. If at any time you feel that your child is finding it too tiring to stay the entire session, please feel free to pick them up early, or if they are struggling to get out of bed in the morning, please do not be concerned if you arrive a little late.

YOUR CHILD'S DAY

During the session your child will have opportunities to do many exciting activities, listen to stories, and play with friends and to have quiet times. Talk to your child about their day – if they want to – and admire what they bring home. Don't be too concerned if they don't bring home art work or craft work – they have been involved in so much during the day that they just never go around to doing some, and there are many ways to be creative and to build meaning.

CUSTODY AND ACCESS

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



PARENT INVOLVEMENT

Parents are a very important part of our service and are most welcome to visit at any time to observe and actively participate in ensuring their child is secure in their first formal learning environment. The children enjoy your involvement and the educators appreciate your interest and support. Without parent involvement the Kindergarten/Pre-kindergarten would not be able to operate.

Families are a wonderful resource in the Kindergarten/pre-Kindergarten and there are many ways that you can contribute to your child's Kindergarten year:

- Helping on laundry, snack or garden duty
- Helping at working bees
- Coming on excursions with us
- Becoming part of the management committee
- Sharing special skills

We welcome parents or visitors with special skills who may play an instrument, dance, share cooking skills, help with gardening activities, talk about their occupation, etc. So feel free to volunteer. All contributions are appreciated as they enhance our Kindergarten program.

MOOROOPNA EARLY YEARS ALLIANCE GROUP

In 2015 a local community group formed known as the Mooroopna Early Years Alliance Group. Through working with the Greater Shepparton Best Start Project and the Department of Education and Training a pilot program was formed between early childhood services and primary schools in the Mooroopna community. A positive relationship has developed between the groups which has previously organised a Sports Day, Art Show, Teddy Bear Picnic and Music performance for the children and community. All the events and meetings that are attended were successful in both enhancing relationships between Kindergartens and schools and reaching out to our families. The Alliance group will continue to work together in 2019 to provide a smooth transition to school for children and their families.

TRASH 'N' TREASURE

Many of our activities use materials that are recycled. If you have access to or are able to save any of the following items or others we would be only too happy to accept them.

Cotton reels
Envelopes
Pine cones
Sea shells
Tin ware
Shoe boxes

Wool
Different sized boxes
Corks
Cardboard cylinders (**not toilet rolls**)
Plastic containers
Kitchen utensils
Various shapes, sizes, colors
and textures of scrap paper

Cards
Egg cartons
Gum nuts
Streamers
Ice cream containers
Dress Up's
Material pieces of
various sizes

SNACK DUTY

We are always grateful to parents/guardians for the support they give us. During each session, we roster a parent/guardian on duty to help out during the Kindergarten session. We appreciate the difficulty working families have therefore grandparents, uncles, aunts or friends are welcome to help out with snack duty. Helpers are welcome to stay all or part of the Kindergarten session, check with the educators for times required. Snack duty gives you the rewarding opportunity of spending time with your child within the Kindergarten environment – sharing in their play and learning and observing how they relate to other children and adults.



Siblings are welcome at the Kindergarten although it must be remembered that the parent is responsible for them.

LAUNDRY HELP



A laundry roster will be drawn up for families to help out with the washing (smocks, hand towels, tea towel ect). On your rostered weekend the basket of washing can be collected from the educators. Please ensure washing is neatly folded upon return (ironing isn't necessary) Families will only need to help out once throughout the year.

EXCURSIONS

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. However, extra supervision is necessary and your willingness to assist on these excursions will be most appreciated.



As they are Kindergarten excursions siblings are not able to attend as the supervision of the Kindergarten children is our first priority.

Parents will receive prior notification about any excursion or special event that is planned. *Signed permission forms must be returned to enable the child to participate.*

We ask that you return signed permission forms to the Kindergarten as soon as possible to allow your child to attend and participate in these experiences.

WHAT TO WEAR

Please dress your child in practical clothes that are easy for your child to manage (e.g. when going to the toilet). There are lots of activities to be involved in and although smocks are provided for messy activities, keeping clean should not limit your child's play. **Please remember to label all of your child's belongings as they are easily lost.**

Practical footwear is also necessary. Thongs, slippers, shoes with wedge or built up heel do **not** provide the support children need to run, jump and climb and can create a safety problem. Please ensure your child's shoes have appropriate non-slip soles to minimize accidents.

WHAT TO BRING



A Bag

Please ensure your child's bag is large enough to hold art work, lunch box and a spare set of clothes, as children often get frustrated and may also lose things if their bag is too small to zip up.

Spare Set of Clothes

It is a good idea to have a spare set of clothing for your child as activities can be messy and accidents do happen.

Wet Weather and Outside Play

We still venture outside on cold, windy and wet days. We make the most of learning opportunities winter offers by getting outside and experiencing the elements. Gumboots, coats, beanies, extra layers of clothing, wet weather pants and spare clothes are some of the things that can help everyone remain comfortable.

Always remember – “There is no such thing as bad weather, only inappropriate clothing”
Ranulph Fiennes

Fruit/vegetables

Children are encouraged to bring a piece of healthy, nutritious fruit or vegetable to each session to share for morning tea. Some suggestions are – apples, oranges, plums, pears, bananas, sultanas, kiwi, nashi, carrot, celery, cheese, peaches, snow peas, watermelon, strawberries etc.



Lunch

Children need to bring a named lunch box containing a sandwich with nourishing fillings for our lunch routine. Lunch times are great social and learning opportunities where we can talk about healthy eating. The food you provide should be healthy and where possible try to avoid processed and prepackaged food.

WE DISCOURAGE LOLLIES, CHOCOLATE, TWISTIES, CHIPS OR ANY OTHER “JUNK FOOD”

RUBBISH FREE KINDERGARTEN

We have adopted a rubbish free policy at our Kindergarten where we encourage children to bring rubbish free lunches to try and reduce the amount of rubbish for our Kindergarten. Please place food in reusable containers making sure your child is able to manage opening and closing them. Fruit scraps from morning tea and lunch will be composted into our worm farm or the organics bin.



DRINK

You will also need to provide a large drink bottle with screw top or pop up top. Please supply water for your child rather than fruit juice or cordial as this is more beneficial to them.

SPECIAL EVENTS

Please inform us of any special events in your child's life; a new baby, grandparents visiting, etc. We love to celebrate birthdays and it's always a treat when birthday cakes come in. However, with ever changing health and food safety standards we are asking everyone sending in a birthday cake to consider the following suggestions. Our preference is for small patty cakes, that way when we blow out the candles we only blow them out over one cake, not spreading bugs across the whole cake!

A suggested recipe: Patty Cakes

Ingredients: 125 g butter, 1 tsp. vanilla essence, $\frac{3}{4}$ cup castor sugar, 3 eggs, $1\frac{1}{2}$ cups SR Flour, $\frac{1}{2}$ cup custard powder, $\frac{1}{4}$ cup milk.

Method: Cream the butter, sugar and vanilla essence. Beat in the eggs one at a time, add sifted flour, custard powder and milk. Bake in moderate oven for 15 minutes.

How many patty cakes will I need to make? – Please check with the educators.

Please note: If distributing invitations for a party, please remember some children's feelings may be hurt if they are not being invited and invitations are given out in front of the whole group. It is best done privately by putting invitations in children's work box.



PHOTOGRAPHS

We will be taking photographs throughout the year and these will be displayed for you to enjoy on a regular basis. Please check your child's enrolment form for the permission section regarding use of photographs etc. taken at Kindergarten/Pre-kindergarten. In addition we will have photos taken by a professional photographer and these will be available for purchase from the photographer.

COMMUNICATION

Effective communication between parents and the educators is very important and one of the key stones to caring for and working with your child. Because it is so important there are a number of ways that we provide and gather information.

Telephone:

You are welcome to telephone at any time to see how your child is progressing.

Verbal communication

It is important for communication between educators and parents/guardians to take place each day. It is important also for parents/guardians to let educators know of any changes in a child's home life or routine. This includes changes to parent contact numbers (home and/or work), emergency contact details or parenting arrangements that may occur. Information regarding family dynamics is treated with the strictest confidence. Educators will inform parents of all relevant information regarding their child on a day to day basis.

Parents/guardians know their child intimately and educators have expertise in child development. Each is a resource to the other. You may wish to make an appointment to allow a suitable setting and time for discussion. You may like to share some more information or you may have concerns about the program, your child's participation or your child's development. Please do not hesitate to contact the Kindergarten to arrange a suitable time.

Newsletters

Newsletters are regularly produced informing families of what we are doing, outlining the program and giving reminders of important dates and issues. From time to time further notices are displayed on the noticeboard or placed in your child's work box. Please read all information carefully.

We encourage you to join our Facebook group to keep up to date with all the happenings at Kindergarten. All you simply need to do is search for Echuca Road Kindergarten and request to join.



CHILDREN'S WORK BOXES

Your child's work will be placed in the work box when it is dry and ready to go home. Some work may be kept at Kindergarten for a short time for display or as part of your child's developmental records. Newsletters, notices, receipts from fees will all be placed in your child's work box. Please check this regularly to keep up to date with any important information and news.

Please check regularly behind your child's name.

HEALTH, SAFETY AND HYGIENE

SUN PROTECTION

To ensure that a healthy balance between too much and too little UV is maintained, sun protection will be used whenever the UV reaches 3 and above.

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.

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.

MEDICATION

If a child is to be given medication whilst at Kindergarten, it must be **clearly marked** with the child's name and in its **original container** bearing the original label.

Parents / Guardians must inform educators and complete details in the medication book (Regulation 17) and sign it before it can be administered. Medication, including asthma pumps or puffers, should be placed in the basket on top of the fridge in the kitchen **not** in children's bags.

Please refer to our Policy Manual for further information.



ACCIDENT/ILLNESS PROCEDURE

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.

EVACUATION AND LOCKDOWN PROCEDURE

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

Code Red Fire Days

We 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.



POLICY INFORMATION

In line with Department of Education and Early Childhood Development regulations and Greater Shepparton City Council guidelines, our Kindergarten/Pre-kindergarten policies are on display in the foyer and a complete policy document 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.

SUPPORT – QUERIES - CONCERNS

Echuca Road 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

If you have any questions to be answered or want to ask about your child's progress, do feel free to speak to the educators. Remember it is YOUR child's Kindergarten/Pre-kindergarten. Our Educators are caring and committed to helping your child get the most out of their Kindergarten or Pre-kindergarten year.

We hope you and your child will enjoy a happy and exciting year and we look forward to your support and friendship.

Jenny and Nicole



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.