

Frank R Pullar KINDERGARTEN

Family Information Booklet



2019

Greater Shepparton City Council

Frank R. Pullar Children's Centre

168 Echuca Rd, MOOROOPNA, Vic 3629

Telephone: **(03) 5825 3101**

ABN 59 835 329 843

Welcome to Our Kindergarten

We would like to welcome you to Frank R. Pullar Children's Centre for 2019. The following booklet provides you with important information to assist you and your child in settling into the kindergarten. It will also provide you with information in understanding many of the kindergarten's operations and the kindergarten philosophy which our curriculum is based on.

EDUCATORS

Kindergarten Teachers - Jasmine Humphries

Monday, Thursday
Tel: 5825 3101

Aimee Cecchin

Tuesday, Wednesday, Friday
Tel: 5825 3101
Email: aimee.cecchin@shepparton.vic.gov.au

Early Childhood Educator - Kym Jackson

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



SESSION TIMES

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<u>9am – 2pm</u>				
<u>10am-1pm (Pre- Kindergarten)</u>	<u>9am – 2pm</u>	<u>9am – 2pm</u>	<u>9am – 2pm</u>	

BEFORE & AFTER KINDERGARTEN – Long Day Care

If you have been allocated a full day Long Day Care place on your child's Kindergarten Day/s, your child can attend long day care any time from 7:30am – 9:00am. Children will walk across with the Kindergarten Educator to the Kindergarten Room at 9:00am. Once the Kindergarten session has finished at 2:00pm children will walk back with the Kindergarten Educator to Room 4, their Long Day Care Room. The staff will sign your child into and out of each room on your behalf. They may be picked up any time between 2:00pm – 6:00pm by their family.

If you have been allocated an after kinder care Long Day Care place only on your child's Kindergarten Day/s, your child will be walked over to Room 4 by educators after the end of the kindergarten session at 2:00pm. The staff will sign your child out and in of each room on your behalf. They may be picked up any time between 2:00pm – 6:00pm by their family.

Throughout each school holidays, children can continue to attend Room 4 at Frank R. Pullar on their allocated Long Day Care day, including after kinder care.

Please complete the Kindergarten Walking Bus permission form in collaboration with the kindergarten teacher and your child.

HOLIDAYS

The kindergarten will be closed on public holidays and during the school holidays.

IMPORTANT DATES TO REMEMBER

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

WHAT IS KINDERGARTEN?

Kindergarten is the beginning of your child's formal education. Kindergarten is the first step in their formal education, although it is not an early form of school or a preparation for school. A child's early years are very important as basic skills, dispositions for learning, attitudes and knowledge are formed, on which that child builds as he/she proceed with his/her education.

At kindergarten we aim, through play, to lay the foundation upon which effective learning of these basic skills can be achieved. Through fostering a safe environment and setting limits in a positive way we aim to encourage children to develop in a balanced way, physically, socially, intellectually, and emotionally.

A quality kindergarten program combines the creativity and skill of dedicated, well-educated and qualified teachers and the support of families to provide a safe and secure environment in which children enjoy learning.

THE KINDERGARTEN PROGRAM

OUR PHILOSOPHY

FRANK R. PULLAR CHILDREN'S CENTRE COMMITMENT STATEMENT:

It is our commitment to work towards the best interests of every child. We acknowledge the child to be successful competent, confident, creative, active and an informed learner of the future.

Through partnerships between our educators, children, families and community, we endeavour to work within an environment that promotes respect for family and culture and supports children's sense of creativity, self-awareness, independence and imagination.

By valuing play our educators hope to broaden and build on children's thinking and learning, and support them to develop positive attitudes towards future learning. We do this by providing open-ended, child focused programs that grow from the children's input and include activities and experiences supported by a cycle of ongoing reflection and evaluation by educators.

SETTLING IN

Beginning kindergarten can be quite an overwhelming experience for your child and for many families. The child and family have new educators to meet, a new environment to settle into and a new routine to become familiar with. For other children it can be the first time they have been away from their family and the first time in the kindergarten setting. Families are more than welcome to stay at the start of the session to help settle your child in. We do ask you to please make sure you say good-bye to your child when leaving. This reassures them that you are coming back to collect them and will see them at the end of the session.

YOUR CHILD'S DAY

Through the kindergarten program your child will engage in a range of experiences and activities in the indoor and outdoor spaces, while learning with and alongside their peers. The kindergarten educators will engage in many moments throughout the day with individuals, small and large groups of children. The program will include indoor and outdoor periods of play, as well as intentional teaching moments, excursions, and a range of planned and engaging play based activities and experiences based on the children's interests, strengths and abilities.



The kindergarten educators will engage in an ongoing process of gathering information about the children and reflecting on the children and program to ensure they create and deliver a program that is meaningful and responsive to all children in the kindergarten group. The program will emerge and evolve from the children's interests and the information gathered will be also based on family input and the community. Through the kindergarten program we aim to provide your child with a positive start to learning and to develop a love for learning. The educators aim is to create an environment that provides all children with a sense of belonging.

Children are encouraged to explore their environment, experiment, test their own ideas and pursue their own interests within a safe and supportive environment.

At kindergarten children will be learning a variety of skills and concepts through play, including:

- Creativity and imagination
- Language and literature (including pre-reading and pre-writing skills)
- Science
- Independence
- Problem solving
- Mathematics
- Listening

THE CURRICULUM

As mentioned above, our program is play based and delivered through integrated teaching and learning approaches, educator-initiated and child-initiated experiences. This program is also based on and guided by the Early Years Learning Framework (EYLF) and the National Quality Standards (NQS).

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.

PROGRAM DOCUMENTATION

Learning Portfolio

Every child will have a learning portfolio, which will include an ongoing story of your children's learning and development during their kindergarten year. These will be available to families on request.

Artwork

Your child's artwork will be collected and placed in a work box. Please remember to check regularly and take home any artwork.

Family Pockets/Email

Each family will have a pocket if they choose or if families would prefer to be emailed the information please let kindergarten teachers know. Newsletters, notices and any other important information will be placed in your pocket or sent via email, based on preferences. Please also check regularly to keep updated and informed about the kindergarten.

Facebook

Frank R. Pullar Children's Centre also run a Facebook page to keep our families up to date and informed about events and happenings at kinder. If you require more information about this, please talk to kindergarten teachers.

EXCURSIONS & VISITORS

Excursions are held regularly throughout the year. These excursions provide children with first hand experiences within the wider community and the opportunity for 'hands on' learning.

Visitors to the centre are a vital part of our program throughout the year as it provides for an extension of children's interests through special activities.



WHAT TO BRING TO KINDERGARTEN

Bag -

Please bring a bag for your child's belongings to be kept in throughout the session.

A change of clothes -

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

Drink bottle -

Please provide a drink bottle every day your child attends kindergarten.

Lunch box -

The children are required to bring their own morning tea and lunch to kindergarten. On arrival please place your child's lunch box in the fridge. We aim to encourage healthy eating so please provide a healthy morning tea and lunch. It is recommended by our Nutrition Policy that chips, cakes, lollies and other 'sometimes' foods are not part of children's snacks. Please keep in mind, to support sustainability, wrapper free lunch boxes are preferred.

Wet weather & outdoor play -

There are many learning opportunities in the outdoors all throughout the year. When it is cold, windy and wet we still venture outdoors to make the most of all learning opportunities. Gumboots, coats, beanies, and any other wet weather clothing help us to stay comfortable when outdoors on these days.

ARRIVALS & DEPARTURES

Signing in and out

In accordance with our policy, each child is required to be signed in on arrival and out on departure, by the person dropping them off or picking them up. Please ensure you also notify staff of your child's arrival/departure.

End of session

For the program to run effectively, we ask that families please abide by the starting and finishing times of sessions. Your child looks forward to seeing you arrive at the finish times.

If someone else is collecting your child

If someone other than you or the normal caregiver will be collecting your child, please inform educators of this. People permitted to collect your child from kindergarten will need to be noted on your child's enrolment form and **PHOTO IDENTIFICATION** will be required if educators have not previously met the person collecting your child.

FAMILIES – What do I need to do and how can I help?

We believe families are children's first and most important educators. We also believe that children's learning goals and outcomes are most likely to be achieved when the kindergarten educators and the family form a strong partnership. We believe in working collaboratively with families and the community to provide a warm, secure and respectful environment that reflects our children, families and community, building strong foundations for lifelong learning.

Families are welcome at any time and we encourage families to participate in and contribute to the kindergarten program in any way they can. Family involvement may include participating in the day-to-day program, helping out with excursions, contributing from their own experience, hobbies, or special skills. Families are encouraged to ask questions about the program and about their child's progress throughout the year.

We will also send home family voice sheets on a regular basis for families to inform educators of any special or upcoming events happening in your child's life. This helps the educators to plan a program which reflects our family's interests and needs.

Recycled materials & donations

In many of our activities and especially within our art experiences, we use a range of recycled materials. If you have anything you could donate to our program it will be very appreciated.

Frank R. Pullar Family Network

We are in the process of starting a Frank R. Pullar Kindergarten Family Network. We encourage all or any families to be involved. If you are interested in being involved please let the kindergarten teacher know and you will be provided with more information.

The purpose of the network is to provide additional support to the kindergarten program through:

- Organising social events, incursions, and excursions
- Fundraising
- Being involved in policy reviews
- Being involved in purchasing new resources
- Providing family involvement and partnerships within the program
- Completing other odd jobs



Being involved in the network can be rewarding in many ways. It can be rewarding through making new contacts, meeting new people, supporting the program, showing your child you also enjoy being at the service and assisting in the operations of the kindergarten.

CENTRE POLICIES & PROCEDURES

Our centre's policies and procedures are located in a yellow folder in the foyer. They are available to all families at any time, and we are happy to answer any questions in regards to these policies and procedures.

BIRTHDAYS

We really enjoy helping celebrate your child's special day. Simple items such as a cake, slice or biscuits may be brought in by the family to celebrate a child's birthday or special occasion with a list of ingredients provided. Should families wish to supply birthday cakes for children:



- The cake *must not contain cream*
- The cake, if purchased, is to be from a registered food premises in the original container and include the list of ingredients
- A list of ingredients shall be provided if the cake is home made.
- All cakes shall be covered and stored in the refrigerator upon arrival.

LIBRARY PROGRAM

Frank R. Pullar Kindergarten runs a special book program to promote and support language and literacy. It is called Story a Day and involves children borrowing books from the kinder to take home and read with a family member.

Reading books together is lots of fun and children get so much enjoyment from listening to stories, asking questions and talking about the story they have just heard. Reading books and telling stories helps children build important literacy and language skills, encourages imagination and listening skills.

Here at kinder we have a book borrowing library that your child will be able to borrow from. Your child will be provided with their own library bag to keep at the start of the program, and will be used to carry books home and then return them to kinder.

We also invite ant volunteers to support the children to change their books from week to week. At the start of each term a list will be placed near the attendance sheet, if you are able to help out with this program please write your name down.

SUN SMART

Educators will endeavour to protect children from excessive sun exposure when the UV reaches 3 & above. Children will be required to wear a broad brimmed style hat to protect their face, neck and ears whenever they are outside during the danger times.



Children will also be required to wear and apply sunscreen before going outside if the UV reaches 3 or above. Staff will reapply the sunscreen during the day as required.

EMERGENCY & LOCKDOWN PROCEDURES

In the event of an emergency evacuation or lockdown, a whistle will be blown to notify every one of the emergency. The educators will assist the children to evacuate the building to the evacuation assembly point or to make their way to Room 4 if it is a lockdown. In an emergency that requires us to leave the property, our evacuation point is the Echuca Road Kindergarten, approximately 100 metres down the road, back towards the centre of Mooroopna.

The Kindergarten practices an emergency evacuation and lock down drill with the children once a term. The Emergency Evacuation Procedure and Lockdown Procedure are located in the room.

If you require further information please ask educators for a copy of the “Emergency Situations” Policy in the Greater Shepparton City Council Children’s Services Policy and Procedure Manual which can be found on display in the foyer.

CODE RED DAYS

Please be aware that Frank R. Pullar Children’s Centre is located in a Bushfire Risk Area. The centre may be closed if a CODE RED warning is issued. If this occurs families will be notified as soon as possible.

APPROPRIATE CLOTHING AND FOOTWEAR

Comfortable, non-restrictive clothing allows for greater freedom of movement for climbing, jumping and running. For this reason we advise that children are not dressed in their “best” clothes. Children are engaged in messy activities whilst they are in kindergarten and although protective smocks are provided, children are able to participate more freely if dressed in casual play clothes.



Footwear is to be worn outside at all times, the only exceptions being when they are playing in the sandpit.

MEDICATION

Should your child require medication while attending Kindergarten, e.g. Ventolin, please ensure that you inform educators. A medication form will need to be filled in before the educators are allowed to administer the medication and families will need to sign this document again when they collect their child. To ensure the safety of children all medications will be stored in a cupboard in the kitchen or in the fridge in the kitchen. Medications are not to be left in children’s bags at any time when in the centre.



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. 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 in the centre.

The health and wellbeing of children is of paramount importance in the centre. The Council's Children's Services endeavour to be sensitive to the needs and concerns of working families and will try to work around the difficulties associated with a sick child. It is essential that families inform staff of any health related problems their child may have. A child's life could depend on educators having the right information. Any allergies or chronic conditions that a child has should be discussed with educators as soon as the condition is known so that they can make informed decisions when dealing with your child's health and wellbeing.

See Greater Shepparton City Council Children's Services Policy and Procedure Manual available in the foyer.

Collection of sick children

In the event of a child becoming sick whilst at kindergarten the family, or emergency contacts of family, will be notified to come and collect the child as soon as possible.

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>

SUPPORT – QUERIES - CONCERNS

Frank R Pullar 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, memorable and exciting year at our kindergarten and we look forward to sharing this special time with you.

Thank you

Frank R. Pullar Kindergarten Educators

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.