

WELCOME TO GOWRIE PARK



2019 INFORMATION BOOKLET

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We welcome you and your family to Gowrie Park Kindergarten. We hope that your year with us will be a happy and rewarding one for your whole family.

This booklet includes information about the services our service offers. Gowrie Park kindergarten is a quality educational early childhood service for children 3-6 years of age. We offer kindergarten for 4-6 year olds and also a, 3-4 year old Pre-kindergarten program. These programs occur in an environment that is friendly, stimulating, secure and caring for your child. Our programs allow children to thrive as they learn and grow as individuals, developing their life skills, attitudes and lifelong learning. While also contributing and becoming aware of their community around them.

We also run a playgroup at the service for families and their children of any age to enjoy the service and program which is run on a Friday

KINDERGARTEN

Kindergarten may be the first step your child takes in the world outside his/her home and family. It is viewed as a stepping stone into the wonderful world of learning building upon what learning and development has occurred from birth. Kindergarten provides the child with experiences that allow him/her to learn and develop skills in many areas. Through adult lead, child lead and guided play environments children will have the opportunity to learn through planned and spontaneous play experiences. Through these learning opportunities children develop their sense of identity

- Socialise, build relationships, sharing, feel recognised and respected, work with others and joint play.
- Connect and contribute to the world around them. Understand their community; recognise difference and similarities in others.
- Develop strong sense of wellbeing (self-care, emotional and physical development).
- Become confident learners (curious learners, problem solving, cognitive skills, investigators).
- Become effective communicators (use of language in play, become familiar with print/text using creative expression).

Planning for children occurs 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 the individual children and 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 painting, puzzles, pasting, swings, sandpit, climbing plus many more. Large group experiences include songs, music, dance, games, discussions and more. To include additional interest areas such as local worldwide happenings we have seasonal activities, special projects and excursions. We also have a sensory garden where this area includes vegetable and sensory play area that helps the children learn about the physical environment around them. We also run a bush/park Kinder excursion program where the children explore the environment and world outside of the kindergarten.

SERVICE COMMITMENT STATEMENT/PHILOSOPHY

Our aim is to enhance children's learning with a developmentally appropriate play-based curriculum which promotes social skills, forming secure relationships and allowing children to build their sense of identity and belonging whilst encouraging children to be respectful of others and their environment.

We believe our knowledge and commitment to children nurtures each child to develop independence and allows each child to learn at their own individual pace to ensure every child succeeds with high expectations.

We believe strongly that both indoor and outdoor environments provide important learning opportunities for children and recognise the importance of natural play experiences, exploration and awareness of the world and community around them as they are involved in developing their real life experiences and skills. We believe that children learn both spontaneously and through planned learning experiences as individuals as well as through group learning experiences and that learning is a continual process for life.

Relates to: National Quality Framework [NQF] area 1 & 5



PRE-KINDERGARTEN: (3-4 YEAR OLDS)

Pre-kindergarten is a special year for your child; it prepares your child for kindergarten and offers a year full of fun and learning, in a less structured but well planned environment. Our program offers experiences which allow your child to explore a variety of materials and equipment, in an environment which encourages the development of language and social skills, but also builds your child's self-esteem and confidence.

As with the Kindergarten program we encourage children to;

- Develop their sense of identity
- Connect with their community
- Develop sense of wellbeing
- Become confident learners.
- Become effective communicators through our program.

Planning for the group as a whole and for the individual children takes place within both the indoor and outdoor areas. This indoor time also includes a short group time with opportunity for lots of singing, games, rhymes and stories, as well as practice with simple discussions, listening and group participation.

As the year progresses the children's ability to participate in small activities and mix with other children will increase. Many children at this stage will play next to other children, this is an important stage of social development and does not necessarily indicate your child is not socialising.

The Pre-kindergarten year enables the child to grow happily and confidently.
NQF area 1 & 5

INCLUSION

We run an inclusive program and work towards making everyone feel welcome within our centre. Children will not be discriminated against on the basis of race, gender, disability, religious or ethnic background. Difference in values, cultures, backgrounds and ability of the children attending our kindergarten will be acknowledged, shared and respected.

NQF area 5 & 6

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 & Pre-kindergarten Leader – Educational Leader

Lynda Ashcroft - Bachelor of Education Early Childhood

Early Childhood Educator – Certificate III (Assistant) for Kindergarten and Pre-kindergarten

Nicole MacQueen

TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
KINDER	8:30am- 1:30pm	8:30am- 1:30pm		8:30am-1:30pm	Playgroup
PRE KINDER	8:30am – 1:30pm				

TERM DATES 2018

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: In addition to the standard school holidays, the kindergarten will be closed on all public holidays.

Start date for Pre-kindergarten - Monday 6th February
Start date for Kindergarten - Thursday 2nd February



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

FEES AND PAYMENTS

Fees

- 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. *This does not apply to Occasional care who pay on arrival each time.* 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>

PARENT PARTICIPATION

Parent involvement is an extremely important part of the Kindergarten and Pre-kindergarten group program. Without parent involvement the service would not be able to operate.

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;

- Assisting with
- the planned program
 - snack duty
 - working bees
 - laundry roster
 - fundraising activities
 - social activities
 - excursions



We also value parent skills and encourage parents to participate in the program with cooking reading, playing music, etc. Your ideas and suggestions are important and we encourage parents to comment and suggest ideas for what is planned for the children. Hearing about your child's and family's interest at home is important for the child's learning at kindergarten.

NQF area 6

CHILDREN'S SERVICES POLICIES AND REGULATIONS

These can be found in the office and on the information board inside the building.

LAUNDRY ROSTER

A laundry roster will be drawn up for parents of kindergarten and Pre-kindergarten children. This will require each family to take the laundry (smocks, hand towels etc) home at least once or twice for the year, wash and carry out any mending required and then return it to the kindergarten. Please ensure that you fold washing neatly before returning it.

NOTICE BOARD

A notice board is situated just outside the door and also at the sign in area. It is important that you read these frequently as it will inform you of important kindergarten activities, excursions, holidays and other items of interest.

We also distribute information via a closed Facebook page.

NOTICE POCKETS

Notice pockets are also situated near the sign in book. This is where all notices will be placed for your collection. Please ensure that you check these every session. Notices can also be emailed to parents who elect to have them sent electronically.

PARENT LIBRARY

We have a number of interesting books covering a variety of topics for your use. These books are located on the shelves in the office. If you do borrow a book please remember to sign the borrowing book.

CHILDREN'S LIBRARY (Story-A-Day Program)



Our children's library starts operating mid Term 2 and continues Term 3 and finishes mid Term 4. Children will be able to borrow books on a weekly basis as part of the Story a Day program. To be eligible to borrow, your child will be provided a library bag and to have returned any previously borrowed books. Any lost or damaged books must be replaced by the child's family. Participation in this program is a great way to further your child's interest in books and develop effective communication skills as they become more familiar with text.

(The library is not available to the Pre-kindergarten program).
NQF area 1

EXCURSIONS (Kindergarten only)

Excursions are provided as part of the kindergarten program to provide first hand opportunities for the children to broaden their general knowledge and understanding of the immediate environment, local neighborhood and the wider community. Through participation children have the opportunity to connect with the community and the world around them. On these days parental assistance is greatly appreciated.



However, siblings are unable to attend, as supervision of the kindergarten children is our priority and adventurous toddlers may divert parental attention.

For your child to be able to attend an excursion, a parent/guardian must sign and return the excursion permission form prior to the excursion.

CHILDREN'S WORK

Children's art work is not always taken home at the end of the session. The work is sometimes kept overnight to dry or is displayed on the walls etc. If your child comes home empty handed, it does not mean that your child has not been productive. There are many other areas of the playroom e.g. clay, blocks, construction, dramatic play etc, each producing constructive and valuable results during the session time. ***Children do not develop all skills just by doing art work!***

NQF area 1

ARRIVAL AND COLLECTION

When you arrive at the kindergarten or Pre-kindergarten sessions please wait outside until the doors are opened. When it is time to begin the session, please bring your child into the room and encourage them to hang up their bag, take off his/her coat, hat etc. Parents are to stay with their children until the session begins. Please feel free to stay for a while and share some session time with us.

NOTE: Please take care that unaccompanied children are not let out of the building or gate and ensure the safety gate/door is closed after entering or leaving.

We encourage parents to stay as close to session start and finish times when dropping off and collecting children as possible, to allow staff adequate preparation time.

Children who are picked up late are of concern to the Educators, committee and Council. Children often become distressed if they are left behind when all the other children have departed for the day. We realise that there are times when a late pick up is inevitable however; parents have a responsibility to contact the Educators to advise the staff of difficulties and when possible make alternative arrangements for the child to be picked up.

ATTENDANCE BOOK

In line with Government policy **all** children must be signed **in** and **out** of sessions. The **exact** arrival and departure time must also be recorded. Our attendance book is located outside, just near the front door. Please remember to sign as you drop off your child and again as you pick him/her up.

If you cannot collect your child and you arrange for a friend or relative to collect him/her please be sure to let the teacher or assistant know.

Photo ID as proof of identification will be requested if the person collecting the child is not recorded on your child's enrolment form.

Educators are unable to release children to unauthorised persons.

Every day at kindergarten and Pre-kindergarten your child will be taking part in many valuable learning experiences. In order for your child to gain maximum benefit from the planned educational program it is important that they attend regularly. If your child is ill or unable to attend please ring or send a message.

SETTLING IN

Some children find the new situation and routines difficult to accept, so please do not feel your child is being difficult or unusual if this is so. With patience and understanding the settling process can usually be solved fairly quickly.

When you feel your child can cope without you, please tell him/her and the teacher that you are going and most importantly, that you will be back to pick him/her up after the session. **Do not be tempted to slip away** whilst he/she is busy, as this can only lead to feelings of insecurity.



CUSTODY AND ACCESS

If a parent is experiencing difficulties associated with custody and access, please discuss this with the teacher.

SNACK/LUNCH ROUTINES

During kindergarten sessions children are asked to bring their own fruit or vegetable for morning tea. This is to be placed in the individual baskets on the trolley. A healthy lunch option and also a drink of water. Healthy lunches are encouraged, as treats can be unfair to other children (see poster for ideas for lunches and snacks). Please ensure your child can manage their lunch box and drink bottle easily.

NQF area 2

BIRTHDAYS

We like to celebrate birthdays so if you would like your child to share this special time you can send small individual cupcakes. Please make sure there is enough for all the children in their group. Please provide the recipe and ingredients list so we can ensure the safety of children with allergies, please **NO CREAM**. It is also a good idea to mention it to the staff prior to the day. We are happy to take photos for you, just leave us your camera. If you are able to attend the birthday time, we'd love you to join us (soft drinks, lollies are not appropriate for kindergarten).



If you are distributing invitations for a party, please remember some children's feelings may be hurt if they are given out in front of the whole group. It is best done privately by putting invitations in children's pockets, or giving them to parents.

WHAT TO BRING



A BAG

Your child will need to bring a bag big enough to fit all clothing, lunch box and drink easily. They are encouraged to pack and look after their belongings. Their bag must be suitable for carrying home paintings and other artwork. The kindergarten supplies the children with smocks etc. We have a "snack time" during each session and parents are responsible for providing a healthy snack for their child.

Children sometimes enjoy bringing something from home. Please discourage your child from bringing "precious" toys which may be damaged or lost. All toys must be clearly named. Please remember that Educators cannot be responsible for children's toys etc

WHAT TO WEAR

Remember:

Comfortable – to climb, run and move

Manageable – can undo easily

All of our paints are water based and will usually wash out in cold water. We supply protective smocks for the children but sometimes accidents happen. We do have spare clothes at kindergarten but it is a good idea for you to keep a spare set of clothes in your child's Kindergarten bag. It is advisable not to dress your child in clothes considered their best. Shoes need to be well fitted and suited to running and climbing. Thongs and slippery shoes can be very dangerous on the climbing equipment, and are therefore discouraged. Please remember to **label** all of your child's belongings as they are easily lost!

Gowrie Park polo T-shirts, jackets, shorts and hats are available with our logo if parents wish to purchase. Please see committee members or educators for more information.

SUN PROTECTION

The educators will endeavour to protect children from excessive exposure to the sun when the UV reaches 3 or above. Children will be required to wear provided hats to protect their face, neck and ears whenever they are outside. Educators will apply with parental permission 30+ sunscreen to children before outdoor play.

Where possible, educators will organize that play equipment be placed in/under shade and children will be encouraged to make use of shaded areas. Educators will be expected to act as role models by wearing an appropriate hat and using 30+ sunscreen.

When outside children are encouraged wear loose fitting clothing that covers as much skin as possible. Tops with elbow length sleeves, if possible, collars and knee length or longer style shorts and skirts are best. If a child is wearing a singlet top or dress they will need to cover up with a t-shirt before going outdoors. Children will be encouraged to make use of shaded areas.

WINTER

During Terms 2 and 3, children will be required to bring a coat or something warm to wear outdoors as we still enjoy outdoor play unless it is raining. There is a rack and hangers situated in the bathroom for wet coats on arrival at the kindergarten. We encourage children to bring a pair of gumboots for outside play and slippers can also be worn indoors during the winter months.

HEALTH

Infections spread quickly at kindergarten or Pre-kindergarten so if your child is unwell do not hesitate to keep him/her home. For some infectious conditions there are set exclusion periods e.g. head lice and chicken pox.

NQF area 2

IMMUNISATION - 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 the Policy Manual for more information.

ACCIDENTS/ILLNESSES

In case of an accident or illness whilst at the service, it may be necessary for your child to be taken to hospital and/or the doctor. In the event of an accident or illness to a child the following procedure will be followed:

Please refer to the Policy Manual for more information

MEDICATION

Please refer to the Children's Services Policies, Practices and Procedures Guidelines which are located in the service.



EMERGENCY PROCEDURES



Evacuation procedures have been developed in case of an emergency, to ensure the safety of all children, staff and visitors, and are displayed at the front entrance.

JUNK MATERIALS

Waste materials are very valuable and welcome at kindergarten for use in creative activities. If you have access to or are able to save any useful items we would be only too happy to accept them.



Great items: cotton reels-ice cream containers-corks magazines -wool-straws-patty pans-cardboard-cotton wool -greeting cards-computer-paper-pine cones-gum nuts-boxes-Wrapping paper-Easter wrappers-tissues-egg cartons-cream /bottle lids-plant cuttings-wood

SUPPORT – QUERIES - CONCERNS

Gowrie Park 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

TALKING TO THE TEACHER

If at any time you would like to talk about your child's progress, please do not hesitate to approach the teacher. I will be only too happy to answer any questions or concerns that you may have or arrange an appropriate time to do so.

During Term 3 we will be holding a parent/staff informal meeting. This meeting is totally optional, but it is a great way to discuss the developmental progress, program and individual records of your child.



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.