



GREATER
SHEPPARTON

Isabel Pearce Information Booklet 2019



ISABEL PEARCE KINDERGARTEN
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“We, 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 OUR CENTRE

We welcome your family to our centre and we look forward to an exciting, fun filled year together.

This booklet has been prepared to help you learn more about our centre and how your child can be encouraged to reach his/her maximum learning potential within this caring environment. It explains how you as parents can help play a vital role in your child's Kindergarten and Pre-kindergarten experiences.



THE EDUCATIONAL PROGRAM

An educational program is planned, implemented and evaluated by qualified educators on a developmentally appropriate basis which is designed to follow your child's interests and to further develop their skills and interests in all aspects of their world.

We welcome your suggestions about the program that is offered to the children. Staff are also happy to talk with you about your child and the program should you have any questions or comments and we would love to have your input at any time.

Our Philosophy

We believe in offering a welcoming, quality, caring educational environment which is fun, safe, supportive and interesting for all our children and families. We pride ourselves on providing a kind, respectful and inclusive motivating program and environment that promotes self-growth and development for everyone.

WHAT IS KINDERGARTEN?

Kindergarten is often the first step your child takes into the world beyond that of his/her home and family. It is the beginning of your child's formal education. Kindergarten is the first year of a continuing process although it is not an early form of school nor is it simply a preparation for school. A child's early years are very important because basic skills, attitudes and knowledge are formed. The child builds on this information and experience as he/she proceeds with his/her education. At Kindergarten we aim through play to lay a 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, social, intellectually and emotionally.

Kindergarten allows your child to participate in a variety of activities that reflect their interests and skills, extend their knowledge of themselves and others, and help them to understand their environment. Kindergarten programs are delivered by qualified Kindergarten teachers and are designed to increase a child's independence and develop a positive self-worth through furthering the social, emotional, cognitive, physical and language development of children.

WHAT IS PRE-KINDERGARTEN?

Pre-kinder for many children will be the first experience away from home. It is during this time the children will gain or extend a number of skills including happily separating from parents and loved ones, problem solving, sharing, turn taking, positively interacting with others and exploring their new environment. The educators will provide an environment which is safe and where the children feel comfortable. Pre-kindergarten will assist in preparing each child for 4 year old Kindergarten.

EDUCATORS:

Kinder Room 1

Kindergarten Teacher/Service Leader:	Linda Laws
Kindergarten Teacher	Emma Seddon
Early Childhood Educator:	Joy Lees

Kinder Room 2

Kindergarten Teacher:	Emma Seddon & Paula Irvine
Early Childhood Educator:	Lyndall Pickard

Pre-Kindergarten Room 2

Program Leader:	Paula Irvine
Early Childhood Educator:	Lyndall Pickard

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

PUBLIC HOLIDAYS

Date	Day	Public Holiday
01st January 2019	Tue	New Year's Day
26th January 2019	Sat	Australia Day
28th January 2019	Mon	Australia Day Holiday
11th March 2019	Mon	Labour Day
19th April 2019	Fri	Good Friday
20th April 2019	Sat	Day following Good Friday
21st April 2019	Sun	Easter Sunday
22nd April 2019	Mon	Easter Monday
25th April 2019	Thu	Anzac Day
10th June 2019	Mon	Queen's Birthday
5th November 2019	Tue	Melbourne Cup Day *
25th December 2019	Wed	Christmas Day
26th December 2019	Thu	Boxing Day

TIMETABLE 2019

Monday	Tuesday	Wednesday	Thursday	Friday
Room 1				
Koala 8.45pm- 1.45pm Linda & Joy	Possum 8.45am- 1.45pm Linda & Joy	Possum 8.45am- 1.45pm Emma & Joy	Koala 8.45am- 1.45pm Linda & Joy	Possum 8.45 am- 1.45 am Linda & Joy
Room 2				
Wombat 9.15am- 2.15pm Emma & Lyndall	Group A Pre- Kindergarten 8.45am- 11.45am Paula & Lyndall Group B Pre- Kindergarten 1pm-4pm Paula & Lyndall	Koala 9.00am- 2.00pm Paula & Lyndall	Wombat 9.15am- 2.15pm Emma & Lyndall	Wombat 9.15am- 2.15pm Emma & Lyndall

All Kindergarten groups have total 15 hours Kindergarten per week:

All Kindergarten groups have 3 x 5 hour sessions = 15 hours (Koala, Possum & Wombat Group)

Both Pre-Kindergarten groups have 1 x 3 hour session

CHILDREN'S PROGRESS

Staff takes a range of formal and informal observations of your child's progress and participation within the program. These confidential records about your child's progress and development reflect your child's individual needs and areas of progress in their Kindergarten and Pre-Kindergarten year.

These records are available throughout the year and staffs are happy to keep you informed of your child's progress at any time. Please feel to make an appointment throughout the year to discuss your child's progress.

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.

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:

SETTLING INTO KINDERGARTEN & PRE-KINDERGARTEN

PREPARE YOUR CHILD

Your child will benefit from many chances to talk about starting Kindergarten, and Pre-kindergarten and will also benefit from visiting the centre, (or even just driving past), prior to commencing.

The night before, help your child to get out the next day's clothes, or pack their Kindergarten bag. Allow yourself plenty of time to get ready so that your child does not feel rushed on their first day - it is better to arrive late than both feeling stressed.



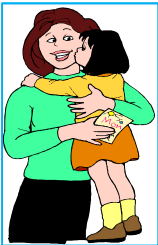
PREPARE YOURSELF

Children going to Kindergarten and Pre-kindergarten for the first time may react in different ways; parents also will experience different reactions and emotions. For some, it may mean "freedom at last"; whilst for others it may be an anxious or even sad time. Children pick up easily on our emotions, so try to remain calm and hide the tears (at least until after you have left the centre!).

SAYING GOODBYE

A staff member will greet you and your child and invite you to stay for a while. Establish some arrival routines together:

Sign in together: Put belongings away. Choose an activity together.



Always say goodbye, and be sure to say when you'll be back, e.g. "after you have had a play outside, I'll be here to take you home."

Be firm but friendly about leaving... a kiss, hug, or wave, then when you have said goodbye... GO!

Staff will be alert to you leaving and make sure your child quickly becomes involved in an interesting activity.

WHEN YOU RETURN

Try to maintain a predictable pick up schedule.

At the beginning of the year, home time can be a very busy and confusing time for children with many adults crowding into the building. For this reason staff likes to stress that a routine is followed before leaving.

Please ensure that you sign your child out and check your information pocket.

Parents are asked to wait outside the Kindergarten door until a staff member opens it when the session is finished. Children will be asked to stay "on the mat" until their parent or guardian has come inside. Staff will then say goodbye to that child and allow them to leave. Help your child collect their bag, any other belongings or artwork.

Parents/guardians are required by the Education and Care National Regulations, to come into the Kindergarten each session and complete the daily attendance book,

indicating the time of arrival and departure. **Your signature must accompany the time.**

GENERAL INFORMATION

WHAT TO WEAR

Clothes

Children learn and develop through play. We encourage them to explore a wide range of materials and activities, including messy play. Please dress your child appropriately in clothes that allow them to enjoy messy play and won't restrict their movement.

Children require a bag with a complete change of clothes.

Shoes

Shoes need to be comfortable, well fitted and suitable for running, outdoor play and climbing e.g. runners or gumboots are great footwear for kindergarten. For your child's safety, it is recommended that your child not wear thongs, crocs, loose sandals or open toed shoes. .

Weather Protection



Children are required to wear a bucket hat at kindergarten when the UV reaches 3 or above for outdoor play. All Kindergarten & Pre-Kindergarten children will be provided with a hat on loan for the year. Parents are asked to apply sun block to your child before coming to kindergarten and making sure their shoulders are covered. We aim to make children aware of the need to care for their skin.

In cold weather a warm water proof coat is necessary, so the children can still go outside to play. Spending time outdoors, even in winter, promotes good health through exercise and fresh air.

Polo tops and jumpers with the kinder logo are available for purchase but they aren't compulsory to buy.

TOYS FROM HOME

Please discourage your child from bringing toys from home as they can easily be lost or broken and can be distracting to other children and planned activities. The Kindergarten cannot be held responsible for any loss or damage.

FOOD

Kinder – Parents are asked to provide one piece of fruit to share at snack time, a bottle of water and a healthy lunch. Let your child know that it is a kinder rule that you only have healthy food at kinder. **Please do not include lollies, chocolates or chips.** Lunch boxes and drink bottles should be clearly labelled and have lids that your child is able to open easily. Thank you for your co-operation in this matter.



Pre-kindergarten – Parents are required to provide a healthy snack to be eaten snack time and a bottle of water. Please make sure your child's containers & drink bottle is clearly labelled.

Cooking is often included as part of the program, and Educators need to know if children have any reason for not eating certain foods e.g. allergies, culture, vegetarian etc. (provision for this is made on the enrolment form).

BIRTHDAYS

Children are welcome to celebrate their birthdays at Kindergarten. You may bring either a large cake or 25 small cakes to be shared among the children at morning/afternoon snack time. **No cream please**. If the cake is not purchased from a registered food outlet a list of ingredients must be included. Please let our staffs know of your intentions a few days prior to the day. Candles are supplied at the service.



Please do not ask staff to hand out party invitations, as we cannot be seen to be favouring one child over another. Parents are asked to arrange invitations between themselves before or after session, or alternatively, invitations may be placed into children's '*Notice Pockets*'.

ARTWORK

Your child's work will be placed in the art box when it is dry and ready to go home. Note: Some work is kept at the Kindergarten for a short time for display.

VISITORS

We also celebrate special days at our centre – e.g. mother's day, fathers' day, and grandparents' day - when we look forward to sharing our session with these 'special people'. Other visitors e.g. nurse, policeman, music specialist will also be invited to enhance our program throughout the year.

POLICIES

In line with regulations, our centre displays current policies on the noticeboard in the foyer. These policies cover a range of issues that you may like to keep informed about. Please take the time to read them or a copy is available to parents on request.

The service policies are located in the foyer on the shelf above the sign in bench in the yellow folder.

MEDICATION

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

***It is essential that medication is handed to staff and not left in the child's bag.
For more information please see the Policy Manual.***

ABSENCES

Please contact the centre or let staff know if your child will be away due to absence or illness.

For more information please see the Policy Manual.

ILLNESS and ACCIDENTS

If your child is sick (including colds) they should stay at home until they are better.



In the event of an accident or illness to a child, staff will administer basic first aid. If your child requires medical attention we will contact you immediately.

For more information please see the Policy Manual.

IMMUNISATIONS- 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.

For more information please see the Policy Manual.

EMERGENCY PROCEDURES

Are displayed prominently in our near our exits. Regular drills are to take place once a term.

COMMUNICATION

Flexi Buzz

Flexi buzz is a free app that is downloadable on phones, tablets and computers.



You need a password to access the Isabel Pearce page and this will be given you by staff at the orientation session for Kinder and Pre-Kindergarten.

On this site we upload reminders of upcoming events, photos of the activities and excursions, newsletters & community events.

NOTICE BOARD:

Important information is relayed through newsletters and notices on the notice boards outside and in the foyer, and on the sign in bench so please check these **and your family's pocket each day.**



RETURNING NOTICES AND FUNDRAISING MONEY

When returning money for fundraising please place those in a clearly named envelope into the letter box marked 'Fundraising' in your child's Kindergarten room.

PARENTS – HOW CAN YOU HELP?

Parent Advisory Group

Now your child is enrolled at our Kindergarten you automatically become a member of our Parent Advisory Group.

Your participation is essential in the smooth operation of our service. You may be able to contribute through;

- Fundraising
- Joining us on Excursions – Siblings unable to accompany
- 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
- Working Bees

Have a chat with the Kindergarten team and let them know how you would like to participate.

Laundry

A laundry roster is drawn up and parents are asked to take the washing home once or twice a term. Laundry will include tea towels, art smocks and dress-up clothes. These can be washed and returned the next week (ironing not required).

Odd jobs

If you are able to help with sewing, typing or mending equipment, please see an educator as we would be glad to hear from you.



Working bees

These are held at least once a term and all hands are most welcome!

Recycling

In many of our activities we use materials that are recycled. We would appreciate any materials in any quantity. Please bring them to Kindergarten and place tubs in the foyer.



"We can make much treasure from little trash"



Donations are greatly appreciated

- Collecting recycled goods for use at the centre. e.g. boxes, egg cartons, cylinder tubes, yoghurt containers, old cards
- Old kitchen items- such as cake tins, spoons, bowls etc.
- Please feel free to share your skills such as cooking, singing etc...

Please note – keep safety and hygiene in mind. No boxes that have contained Poisonous or dangerous substances. No metal cutters on cling wrap boxes etc. Please clean any food container before donating e.g. ice-cream and yoghurt containers.



SUPPORT – QUERIES - CONCERNS

Isabel Pearce 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 that your child's year at Isabel Pearce Kindergarten is an enjoyable one.

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.