

Katandra West Early Children's Centre 2019 Information Booklet



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"We, the Greater Shepparton City Council, acknowledge the Traditional Owners of the land which now comprises Greater Shepparton. We pay respect to their tribal Elders, we celebrate their continuing culture and we acknowledge the memory of their ancestors".

Welcome to Katandra West Children's Centre

This Service aims to provide all children with a quality program which will enable them to develop through play in a secure, stimulating environment.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
KINDERGARTEN	9:00am-2:00pm	9:00am-2:00pm	9:00am-2:00pm		
PRE-KINDERGARTEN	9:00am-2:00pm				
OCCASIONAL CARE				9:00am-2:00pm	
MATERNAL CHILD HEALTH			Every Second and fourth Wednesday of month	Immunisation 3 rd Thursday of Month	

EDUCATORS

Kindergarten

Service Leader/ Kindergarten Teacher
Certificate III

Jenny Heaps
Karen Hosie

Pre-Kindergarten

Pre- Kindergarten Leader
Certificate III

Jenny Heaps
Karen Hosie

Occasional Care

Diploma
Certificate III
Certificate III

Chelsea McNamara
Linda Sutton
Lesley Thompson

Educational Leader

Maternal Child Health Nurse

Jenny Heaps
Suzanne Carkeek

TERM DATES FOR 2019

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

PUBLIC HOLIDAYS

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

WELCOME TO OUR SERVICE

We offer a high quality Kindergarten and Pre-kindergarten experience and we hope that all families will feel welcome and have a rewarding and enjoyable year with us.

Katandra West Kindergarten/ Pre-kindergarten and Occasional Care Educators are a team who challenge and support each other's strengths and beliefs. We have highly qualified and experienced teachers who view their professional development and growth as paramount in understanding how our service can continue to represent the best practices in early childhood education. Each year all Educators attend professional development sessions regarding early education, health and safety, and best practice.

As Educators we share ideas and information and use reflective practice to ensure a genuinely successful and happy learning environment for our children and their families.

We have also being rated as "Meeting" the National Quality Standard.

SERVICE PHILOSOPHY

The Katandra West Children's Centre programs follow the Victorian Early Years Learning and Development Framework and the National Early Years Learning Framework and the service meets all regulatory requirements.

As the program is play based, it is designed to develop the children's social, language, physical, emotional and intellectual skills through play. It is done by providing a warm, safe, stimulating environment for the children and to assist them to make a smooth transition from home to the service and on to school. The Educators work together to maintain and provide a high quality service and support, as well as assist each other with professional development.

The service works with families to develop and maintain positive relationships, and share the experiences that shape children's learning and development, fostering their confidence, a sense of belonging and a love of learning.

The children are included as active participants in the program planning process, challenging them to think and feel whilst encouraging their involvement.

Families, the community and the wider world are supported and respected by including appropriate learnings about different cultures in the program.

By working collaboratively with families, Educators are able identify individual children's strengths, needs and interests, and then integrate them into the program plan.

Educators ensure that their interactions with the children and their families are at all times ethical and of a consistently high quality. The experience of responsive, respectful interactions with others strengthens a child's interest and skills as they become active participants in their community.

WHAT IS KINDERGARTEN?

Kindergarten can be the first step that a child takes into the world, beyond that of his or her family. It is the first year of your child's formal education. However, it is a very special year, one which should not be thought of as merely an introduction to the school years. The Kindergarten year is very important because basic skills, attitudes and knowledge are formed, and it is these skills attitudes and knowledge that are built upon during the rest of a child's education.

We hope that during your child's year at Kindergarten they will:

- Gain confidence in themselves;
- Gain confidence in relationships;
- Grow in independence;
- Explore, discover, experiment with and observe the world around them;
- Stretch their creativity;
- Learn to co-operate with others, sharing materials and equipment;
- Develop physical skills using a wide range of apparatus;
- Stimulate communication skills by active participation;
- Develop skills that will prepare them for school and life.

WHAT IS PRE-KINDERGARTEN?

Pre-kindergarten is a year of social experimentation to allow a child to gain confidence to separate from their primary care giver in a safe and friendly environment. It allows children to explore, form friendships and have new experience play is a child's work and it is through play that we aim to help your child learn. Pre-kindergarten is a safe environment and we set positive limits to encourage children to develop in a balanced way - emotionally, socially, physically and intellectually.

WHAT IS OCCASIONAL CARE?

The Early Years Rural Occasional Care Program provides occasional care for children between the ages of 6 weeks to 6 years (who have not commenced school) in facilities that cater for children's needs. We trust you and your child/ren will enjoy being part of an environment that is secure, friendly and stimulating. A session at Occasional Care provides a balance of planned experiences appropriate to your child's age and skill levels. Experiences include painting, puzzles, climbing, water and sand play.

Occasional Care Session Information

- Operates Thursday's during school terms
- A Rural Occasional Care session can only be booked one week in advance
- Cancellations – the centre needs to be notified by 8:30am on the day that care is booked otherwise full fees will be charged.
- Payment for sessions must be made on the day of attendance
- Waiting list available which will be rotated to the next weeks booking sheet before new bookings are taken
- Children may attend from: 9.00am to 2.00pm.

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
- **Occasional Care**
\$36.00 – 5 Hour Session paid on arrival

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 Februarys 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>.

LEARNING THROUGH PLAY

Play provides opportunities for children to learn as they discover, create, improvise and imagine. When children play with other children they create social groups, test out ideas, challenge each other's thinking and build new understandings. Play provides a supportive environment where children can ask questions, solve problems and engage in critical thinking. Play can expand children's thinking and enhance their desire to know and learn. In these ways play can promote positive outlooks towards learning. Children's engagement in their play illustrates how play enables them to simply enjoy being.



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.

CHILDREN'S PROGRESS

Assessment of children's learning is a process of gathering and analysing information as evidence about what a child knows, can do and understands. It is part of an ongoing cycle that includes planning, documenting and evaluating children's learning. These records are available throughout the year and the Service Leader will be happy to keep you informed of your child's progress at any time.

WHAT TO BRING

For Kindergarten, Pre- Kindergarten and Occasional Care, each child needs to bring:

- a carry-bag or back-pack (to take artwork home, store clean clothes, lunch boxes etc),
- a change of clothing and a Sun Protection hat (Occasional Care only).
- a piece of fresh or dried fruit, vegetables, or cheese to eat for morning tea and afternoon tea.
 - This could be three pieces on the Monday for Kindergarten
 - One piece on Monday for Pre- Kindergarten
 - Occasional care to supply lunch box containing morning tea and lunch
- A drink bottle
 - The service will supply water to drink as we are a 'Water Only' service.
- If your child is having lunch at Kindergarten he/she will need to bring a nutritious lunch
 - Please include microwave instructions if appropriate.
 - All food and drink must be prepared for the child so he/she can manage easily and containers clearly labelled.

Eating 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 pre-packaged food. We strongly discourage lollies, chocolate, chips or any other 'sometimes food'

Please do not send handkerchiefs to Kindergarten to minimise the risk of cross infection. Tissues are preferred and supplied.

WHAT TO WEAR

Play is an essential part of development and your child is bound to get dirty at our service. Please send your child in comfortable clothing that he/she is able to manage independently (especially at the toilet) and allows freedom to join in all Kindergarten activities. Although smocks are provided for messy activities, keeping clean should not limit the child's play. Rubber or crepe sole shoes and sandals are flexible and safe for all outdoor activities. Thongs and long skirts can be dangerous.

It is essential that your child wears a hat (provided by the service) and sunscreen in the summer, as the service enforces a SUN PROTECTION program. A warm coat and hat is important in winter – we will be playing outside on cold days. Labelling clothing is helpful and keeps lost property to a minimum. Strappy dresses and singlets do not provide adequate sun protection and are not recommended to wear to our service.

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 Kindergarten and Pre-kindergarten child with their own named wide brimmed hat that will remain at the Kindergarten for your child to use at each session they attend. For Occasional care, please provide a sun safe hat for your child.



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. Remember, it is the **UV Index above 3** and not necessarily how hot or windy it is which does damage to your skin.

DELIVERY AND COLLECTION OF CHILDREN

Children can only be collected from the service by authorised persons. All arrivals and departures must be noted in the attendance book. Parent will write the exact time of arrival and departure, note who will be collecting the child and sign the attendance book each day.

Parents will notify Educator of any change to the normal collection arrangements for their child, either by noting the change in the attendance book or by a phone call from a nominated authorised person. Parents will provide the service with a list of persons authorised to collect their child and will inform the Educator of any changes to this list. Any person collecting for the first time and unknown to the Educators must provide photo identification.

ARRIVAL AND DEPARTURE

Signing In and Out:

Parents/Guardians are required by the National Educational and Care Regulations 2011 and Children's Services Regulations 2009, to come into the Kindergarten/ Pre-kindergarten/ Occasional Care, 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/ Occasional Care 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 in Kindergarten/Pre-kindergarten children will be participating in quiet activities or a story in preparation for being collected. Parents/guardians are welcome to enter the play area when arriving to collect their child. For Kindergarten, please either wait outside if you wish to chat with other families or come and sit quietly with the children until the end of the quiet activity. Occasional Care families are welcome to enter at any time.

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 service 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 service as soon as possible if they are going to be delayed in collecting their child.

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

PARENT INVOLVEMENT

Parents are more than welcome to come into our Service at any time. Children love to see their mums and dads at and enjoy showing you what they do and engaging your help at various activities.

Please feel free to drop in at any time. As the child's parent you have a very special place in the service, not only to assist with fruit duty, working bees, odd jobs and excursions, but also to join in any part of the daily program in which you have skills to offer. The involvement of parents in the service is highly valued by Educator and children alike. Rosters are drawn up for morning tea, gardening and laundry.

PARENT ADVISORY GROUP

Now your child is enrolled at our Service 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
- Participating in events at the service
- Snack/lunch roster
- Joining us on Excursions
- Laundry roster
- Kindergarten/Pre-Kindergarten activities
- Sharing special talents e.g. craft, cooking, music
- Special events/days e.g. mother's day, father's night, BBQ
- Input to Kindergarten 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 clothes



EXCURSIONS (Kindergarten Only)

Excursions are an important extension of the Kindergarten program in broadening children's awareness and enriching their experiences through activities not available in the service. 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.*

A routine excursion form will be completed on enrolment that allows our children to go on spontaneous and planned excursions around Katandra West community (library, post office, primary school)

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



INTERACTIONS AND COMMUNICATIONS WITH CHILDREN

The service aims for all children to develop an understanding of self-control, other people's rights and needs, and for the well-being of children, adults and our environment. Praise and recognition are given for appropriate behaviour.

Children are capable and competent. Educators will promote this by:

- Encouraging children to take acceptable risks
- Recognising and responding to their own and others feelings
- Asking for children's views and input on service decisions and the curriculum
- Encouraging a sustainable environment

A full copy of the CHILDREN'S LEARNING and PROGRAMMING Policy is available in the Greater Shepparton City Council Preschool Policy and Procedure document.



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 & LOCKDOWN PROCEDURE

Emergency Procedures are on display throughout the Kindergarten. For further 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.

GENERAL INFORMATION

When you attend the service feel free to bring your younger children along and they can feel welcome to participate in the activities that are happening if appropriate. However, Educators at the service are not able to supervise this additional child and this will be your full responsibility. Non-kindergarten children are not invited to attend excursions as these occasions require additional supervision of the Kindergarten children.



Birthdays

A birthday is a special occasion which we like to share at Kindergarten/Pre-Kindergarten/Occasional Care. Parents are encouraged to send along a cake or small patty cakes to share. If you are making your cakes please send in a copy of the ingredients. Cakes with cream are not allowed by our food safety policy, so please consider this in your cake selection.

School Bus Travel (Kindergarten only – Child must be minimum of 4 years of age)

Kindergarten children are eligible for school bus travel only by arrangement with the Katandra West Primary School and only if there are vacant seats available. A completed bus travel form must be retained at the Kindergarten with your child's file, as well as completing a form at your child's school. One Educator will meet the bus each session and escort the child/ren to the Service and sign them in.



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 given to the Educators and **not left** in children's bags.

Please refer to our Policy Manual for further information.



NOTICES

There are notice boards near the sign-in book, on which upcoming events and parent information will be displayed. Newsletters will also be sent home periodically with information regarding all of our services, their activities and events.



If you have any questions regarding any aspect of the child's year, please don't hesitate to approach our Educators at any stage throughout the year.

SUPPORT – QUERIES - CONCERNS

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Katandra West Children's Centre is a Greater Shepparton City Council service and regulated in accordance with the National Quality Framework. If you would like additional information or support, have queries or a concern; please speak to the Service Leader. If you require further information please don't hesitate to contact:

- Councils Children's Services Leadership Team
 - Phone 58329783 or
 - Email Address: council@shepparton.vic.gov.au
- Department of Education and Training Regional Offices Benalla –
 - Phone 1300 333 231
 - Email Address: nevr@edumail.vic.gov.au

PRIVACY

Greater Shepparton City Council complies with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001. The information recorded on these enrolment forms complies with the above Acts and relevant regulatory requirements. A copy of the Greater Shepparton City Council Privacy Policy and Records and Information Management Policy are available on request.

I'VE BEEN BUSY

Did you do a painting?

No. But –
I did a lot of other things,
Almost too many to say,
I talked and laughed and thought and played,
I've had a lovely, busy day.



Did you do a painting?

No, But I –
climbed up and down the trestle
and held on tight at the top,
I talked on the phone and told my friend,
What I wanted at her shop.



Did you do a painting?

No. But –
I found some worms where the soil was wet,
We dug the holes quite deep,
For lunch I ate tomatoes and rice,
Then I settled down for a sleep.



Did you do a painting?

No. But I -
Used five boxes to make a house,
We took the teddy in, too,
I sat on the mat with my legs tucked up
And listened to "Wombat Stew".



Did you do a painting?

No. But –
I watered all the growing plants,
Then I saw you at the gate,
I might do a painting tomorrow –
Or perhaps you'll have to wait