



Leslie Gribble   
CHILDREN'S CENTRE

# INFORMATION BOOKLET

## 2019

Leslie Gribble Children's Centre  
Kindergarten, Pre-Kindergarten, Playgroup & Maternal & Child Health  
9-13 Westmorland Cres, Shepparton Victoria 3630 Tel: (03) 5821 3980  
[lesliegribble.kindergarten@shepparton.vic.gov.au](mailto:lesliegribble.kindergarten@shepparton.vic.gov.au)

## Our Acknowledgement to Traditional Owners

*“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 Leslie Gribble Kindergarten.

We welcome you to Leslie Gribble Children’s Centre. We look forward to working with your child and family. This booklet contains information to assist you and your child and also to help in the smooth operation of the centre.

#### EDUCATORS

**Kindergarten & Pre-Kindergarten Leader:** Ellie Beadle

**Early Childhood Educator:** Nichole Delahey, Leila Smith

**Administration Officer:** Cassie Sullivan

#### 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

#### CENTRE TIMETABLE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>KINDER Group A RED</b>	9:00am- 2:00pm	9:00am- 2:00pm	11:00am- 4:00pm		
<b>KINDER Group B BLUE</b>	9:00am- 2:00pm	9:00am- 2:00pm		9:00am- 2:00pm	
<b>KINDER Group C GREEN</b>	9:00am- 2:00pm		11:00am- 4:00pm	9:00am- 2:00pm	
<b>KINDER Group D YELLOW</b>		9:00am- 2:00pm	11:00am- 4:00pm	9:00am- 2:00pm	
<b>PLAYGROUP</b>			9:30am- 11:00am		

## 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. 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>

## Important Dates to Remember

Tuesday 1 <sup>st</sup> January	New Year's Day
Saturday 26 <sup>th</sup> January	Australia Day
Monday 28 <sup>th</sup> January	Australia Day Holiday
Monday 29 <sup>th</sup> January	Staff preparation day
Tuesday 30 <sup>th</sup> January	Kindergarten Interviews
Thursday 1 <sup>st</sup> February	Kindergarten Interviews
Monday 5 <sup>th</sup> February	Kindergarten sessions commence
TBC	Pre-Kindergarten sessions commence
Monday 11 <sup>th</sup> March	Labour Day
Friday 19 <sup>th</sup> April	Good Friday
Monday 22 <sup>nd</sup> April	Easter Monday
Thursday 25 <sup>th</sup> April	ANZAC Day
Monday 10 <sup>th</sup> June	Queen's Birthday
Tuesday 5 <sup>th</sup> November	Melbourne Cup
Wednesday 25 <sup>th</sup> December	Christmas Day
Thursday 26 <sup>th</sup> December	Boxing Day

## What is Kindergarten?

A child's early years are very important because basic skills, attitudes and knowledge are formed, on which the child builds 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, socially, intellectually and emotionally.

## 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
- Pre-Kindergarten allows children to explore, form friendships and have new experiences.
- Play is a child's work and 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.

### Program

- The program will be flexible, aiming to cater for the individual needs and interests of the children in accordance with their stage of development.
- The program will provide for optimal learning via a "hands on" approach (discovery learning).
- The program will foster the development of every child's pride in self, family and ethnic heritage.
- All children will be encouraged, guided and supported in all of their attempts to discover and learn.
- The program will aim to meet the needs of all children regardless of race, gender, or economic circumstances.

## OUR PHILOSOPHY

**At Leslie Gribble Children's Centre we offer a warm and welcoming learning environment. We respect and value each child, their family and their community. Our programs are led by nurturing educators who teach through play and intentional teaching to prepare for life-long learning.**

**The Leslie Gribble Children's Centre staff work in collaboration with the children, families and the community to provide education and care in the centre. We offer opportunities for children to express their ideas, have a voice and share their interests.**

- **We believe that children are capable and competent learners.**
- **We understand that all children have the right to develop to their potential at their own pace.**
- **We value that each child brings their own unique experiences, interests and background to our centre.**
- **We empower the children to develop self-help skills and independence.**

**Positive relationships are the foundations for children to develop a sense of:**

**'Belonging, Being and Becoming.'**

## Aims and objectives of our Kindergarten

- For the children and their families to feel safe, secure and supported.
- For the children to learn to interact in relation to others with care, empathy and respect.
- To assist the children and their families to respond to diversity with respect.
- For the children and their families to develop a sense of belonging to groups and communities.
- To encourage the children to become socially responsible and show respect for the environment.
- For the children to become strong in their social, emotional and physical wellbeing.
- For the children to continue to develop and extend on their curiosity, cooperation, creativity, persistence and imagination.
- For the children to develop a range of skills such as problem solving, experimentation and investigating.
- For the children to interact verbally and non-verbally with others for a range of purposes.

## 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>

## Arrival and Departure



Sign in/out book – this is located at the front door and it is a legal requirement that your child must be signed in and out of the centre with the actual arrival & departure time.

It is important to notify Educators if someone different is going to collect your child from the centre. **ID will be required.**

Only authorised persons can collect children.

On arrival and departure please ensure you speak to Educators. At the end of each session the children are encouraged to remain as a group on the mat until they are

directed to go to the person picking them up.

## Attendance

Children need to attend regularly. Please inform staff when your child is going to be away by calling the centre on 5821 3980.

## Settling In

Beginning kindergarten can be quite overwhelming for some children. Parents are welcome to stay at the start of the session but please say good-bye to your child when you are leaving and reassure them with a happy confident face that you will see them when the session finishes.



## Illness and Emergency Care



In the event of an accident or sudden illness, staff will contact parents/guardians or the emergency contact, to arrange for the collection of their child. An ambulance will be called if necessary. Parents will be required to cover the costs of the ambulance (no cost for families with a health care/pension card).

Please notify the staff of any allergies or infectious diseases experienced by your child. Please also notify staff of any changes to your child's medical details (i.e. you child may become diagnosed with asthma or an allergy to a particular food throughout the year).



An 'Accident/Injury Book' and an 'Illness Book' are kept by staff. Details of accidents or injuries received by a child during session times, and any treatment given by staff, are recorded in the 'Accident/Injury Book'.

Any illness that becomes apparent whilst your child is attending the centre, and details of any treatment given by staff, is also recorded in the 'Illness Book'.

Staff will notify the person collecting the child at the end of the session, should an injury, accident or illness develop. The person collecting the child will be required to sign the book.

## Medication

If a child is to be given a prescribed medication whilst at the centre, it must be clearly marked with the child's name and in its original container. Parents must write the dosage and time to be given in the "medication book", and sign it before it can be administered to your child. Please make sure these details are correct and up to date otherwise staff will be unable to administer the medication. **It is very important that medication is handed to staff not left in your child's bag.**

## Emergency Procedures

In the event of an emergency, children will be evacuated from the centre. A whistle will sound and children will be evacuated to the front garden or the back gate; depending on the location of the emergency. Staff will collect the sign-in book, emergency bag and phone and check that all children are present. Staff will remain with the children until it is safe to return to the building.



In the event of incidents where a longer term safe venue is required, children will be evacuated to the gymnasium at Wilmot Road Primary School, Wilmot Road Shepparton, where running water, toilets and shelter are available. Staff will take the emergency evacuation suitcase with them as well as the other evacuation items as above.

## Immunisation - Exclusion

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.

## Sun Safety Policy

This policy was adopted to ensure that all children attending the kindergarten are protected from skin damage caused by harmful ultraviolet rays of the sun. The staff will endeavour to protect children from excessive exposure to the sun when the UV reaches 3 or above.

As part of the general skin protection policy strategies:

- Children are required to wear hats which are provided by the kindergarten and which protect the face, neck and ears, whenever outside.
- Children who do not have their hat with them will be asked to play in an area protected from the sun.
- Staff will act as role models.
- Parents/guardians will be required to ensure their child is wearing 15+ sunscreen and it is applied before attending kindergarten.
- Teaching about skin protection will be incorporated into the curriculum.
- The policy will be reinforced in a positive way through noticeboards and family pockets etc.

## Special Events

Please inform educators of any special events in your child's life e.g. a new baby, grandparents visiting etc. Children are welcome to celebrate their birthdays at kindergarten.

You may wish to bring a large cake or small patty cakes, to be shared among the children at morning tea time. Wherever possible, please let staff know of your intentions the week prior to the special day.

**Reminder:** Cakes containing cream are not permitted and a list of ingredients must be provided in case of allergies etc. We do request NO nuts please.

***Please Note: If 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.***

## TOYS FROM HOME

Having a special item of your child's can assist with the settling process. All care is taken to ensure your child's special item from home is kept safe. Assistance with your child's name on the item assists with this.



## WHAT TO BRING TO KINDERGARTEN

### Kindergarten 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.

### Change of Clothing

It is advisable to have a change of clothing for your child as activities can sometimes be messy and toileting accidents can occur.

### Morning Tea and Lunch

As the sessions run at different times of the day some days your child will have morning tea and lunch at kindergarten. Please bring along a piece of fruit for them to share at morning tea with the other children. Please pack them a healthy lunch. At kindergarten we aim to encourage healthy eating, so please send along a nutritious lunch and a bottle of water.

### Clothing at Kindergarten

Kindergarten activities invite the children to explore, and sometimes exploration work can get a little messy! Please dress your child in sensible clothing, which are easy for your child to manage. Comfortable, older clothes are best for kindergarten as they often get grubby.

- No thongs. Sandals and sneaker type shoes are best suited for kindergarten children who love to climb, run and play.
- Please send coats in winter.
- Please label all belongings, as things often get lost.



During the cooler months children need to wear clothing that protects their back and neck from the cold, preferably 'layers' of clothing so that they are easily removed and put back on as needed.

Long Hair - Staff encourage children with long hair to have it tied up. This will help alleviate the problem of hair hanging down into paint and food and will also reduce the spread of head lice.

If you have any queries or concerns about your child or the running of the centre, no matter how small it may seem, please consult the teacher who will always be available to attend such matters. If anything unusual is happening at home, please confide in staff as this may affect your child's behaviour. It will be treated confidentially. If you don't feel confident approaching staff about any problem or you wish to stay anonymous, you may wish to put a note in the box near the office door for any concerns or suggestion you may have.



## Fundraising

From time to time we organise fundraisers which we hope you will be able to support. When returning fundraising money or forms etc, please place them in the fees/forms box located outside the office. If you have any ideas we would love to hear them.

## Excursions

Excursions are an important extension of the kindergarten program in broadening children's awareness and enriching their experiences through activities not available in the centre. Parents are encouraged to participate in excursions. A signed permission form must be returned to enable your child to participate. These are to be returned to the fees/forms box located outside the office.



## SUPPORT – QUERIES - CONCERNS

Leslie Gribble 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](mailto:council@shepparton.vic.gov.au)
- Department of Education and Training Regional Offices Benalla –
  - Phone 1300 333 231
  - Email Address: [nevr@edumail.vic.gov.au](mailto:nevr@edumail.vic.gov.au)

## WHAT ELSE DOES OUR CENTRE HAVE TO OFFER

**Fun group - TBC**

*Please guidelines attached at the end of this handbook.*



**Maternal and Child Health Service**

The Maternal and Child Health Service provides support to families with children aged 0-6 years living within the City of Greater Shepparton. Our Maternal and Child Health nurse can give parents support, advice and information on child and family health issues, as well as monitor the development and behaviour of your child. It is recommended that all children have a 3½ year old developmental check and our Maternal Health nurse can also do this by appointment.



Please feel free to make contact with the nurse at our centre or by phoning (03) 5832 9312.

## How Can I Help?

### Excursions

Excursions are a great opportunity to share your child's experiences. We encourage family members to come along whenever they are available to help out with the children and to enjoy the experience.

### Parent Advisory Group

Now your child is enrolled at our Kindergarten you automatically become a member of our Parent Advisory Group. Your participation is essential in the smooth operation of our service. You may be able to contribute through;

- Fundraising
- Joining us on Excursions
- Participating in events at the service
- Snack/lunch roster
- Laundry roster
- Kindergarten/Pre-Kinder activities
- Sharing special talents e.g. craft, cooking, music
- Special events/days e.g. mother's day, father's night, BBQ
- Input to kinder program etc.
- Policy reviews
- Helping us with going shopping, catalogue surfing
- Attending meetings or special events
- Supporting fundraising events
- Small maintenance jobs like mending toys or dress up cloths

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

### Parent Involvement/Ideas and Suggestions

We value your suggestions for the program and we would love to include your child's current interests in our program. If you have any skills or interests you feel would be interesting for the children or any activities you would like to have included in the program please let the Kindergarten staff know.

### Working Bees

Occasionally we hold working bees and are always glad for all who are able to help.

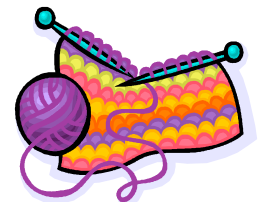
### Recycling

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 in the large cylinder, or see the staff if you have anything to donate and are unsure if we would use it.



***"We can make much treasure from little trash"***  
We hope your child will enjoy a happy and memorable year at our kindergarten and we look forward to sharing it with you.

**Thank you.**



### 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.