



GREATER
SHEPPARTON

Nancy Vibert



Kindergarten

Information Booklet 2019

Nancy Vibert Occasional Child Care Centre
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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".

KINDERGARTEN PROGRAM

Educators

Kindergarten Teacher	- Tina Gardiner
Kindergarten Early Childhood Educator-Certificate 3	- Racheal Pegg
Service Leader	- Rebecca Polinelli

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>

Term Dates

Period	Start	Finish
Term 1	Tuesday, 29 January	Friday, 5 April
School Holidays	Saturday, 6 April	Monday, 22 April
Term 2	Tuesday, 23rd April	Friday, 28 June
School Holidays	Saturday, 29 June	Sunday 14 July
Term 3	Monday, 15 July	Friday, 20 September
School Holidays	Saturday, 21 September	Sunday, 6 October
Term 4	Monday, 7 October	Friday, 20 December
Summer School Holidays	Saturday, 21 December 2019	Tuesday, 28 January 2020

Timetable for 2019

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
KINDER	8:45am-1.45pm		8:45am-1.45pm		8.45am-1.45pm

Public Holidays

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

Date	Day	Public Holiday
01st January	Tuesday	New Year's Day
26th January	Saturday	Australia Day
28th January	Monday	Australia Day Holiday
11th March	Monday	Labour Day
19th April	Friday	Good Friday
20th April	Saturday	Day following Good Friday
21st April	Sunday	Easter Sunday
22nd April	Monday	Easter Monday
25th April	Thursday	Anzac Day
10th June	Monday	Queen's Birthday
5th November	Tuesday	Melbourne Cup Day *
25th December	Wednesday	Christmas Day
26th December	Thursday	Boxing Day

What is Kindergarten?

Kindergarten is the beginning of your child's formal education; it is an important step for your child. It will help them to learn skills that they will build on throughout their life, at Kindergarten your child will grow socially and emotionally. Children will have the ability to think, use and recognise language; their fine motor skills will be developed through play, art, dance, music & movement and interacting with others. Most importantly your child will be learning to be an effective learner as they develop and extend their communication skills, build their self-confidence, learn to be creative, and develop skills that assist them with reading, writing and mathematics. The early years are critical for establishing self-esteem, resilience, healthy growth and capacity to learn. Quality education and care shapes every child's future and lays the foundation for development and learning.

A Framework for all Children in Victoria

The Victorian Early Years Learning Framework recognises that children's learning and development takes place in the context of their families, and that families are children's first and most important educators. Families provide children with the relationships, the opportunities and the experiences that shape their learning and development and are enhanced when early childhood professionals respect their cultures and ways of knowing and being.

The Victorian Early Years Learning Framework sets the highest expectations for every child. It identifies five Learning and Development Outcomes for all children:

- Children have a strong sense of identity
- Children are connected with and contribute to their world
- Children have a strong sense of wellbeing
- Children are confident and involved learners
- Children are effective communicators.

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>

Curriculum

In the early childhood setting curriculum means all the interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development. Our curriculum here at Nancy Vibert Kindergarten is flexible, allowing us to meet the individual needs and learning styles of each child. At Kindergarten we will be going out into the community learning about where our food comes from, sustainability and our environment. We will be learning about different cultures and experiencing new and exciting things with a 'hands on' learning approach.

The curriculum is offered as an indoor/outdoor program and is based on children's interests as they emerge and evolve. Activities and experiences provided will be based on educators observations and interactions, family and community input and will take into account child development theories. Children are encouraged to explore their environment, experiment, test their own ideas and pursue their own interests within a safe and supportive environment. Our curriculum is based around the VEYLF. Our curriculum is play based and is collaborated through integrated teaching and learning approaches, educator-initiated and child-initiated experiences.

Centre Policies

Our centre's policies are on display in the centre foyer. They are available to all families at any time, and we are happy to answer any questions in regards to these policies.

Immunisation – Illness - 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.

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. Parent must inform staff and complete the details on the medication authorisation form and sign it, before it can be administered to your child. **All medication must be handed to an educator and not left in child's bag.**

Long Day Care

Children attending long day care will start their day in the Sapling (2-5) room until Kindergarten starts at 8.45am, and will return to the Sapling (2-5) room after the session at 1.45pm. On a day where Kinder is not in session, for e.g. school holidays, long day care children will have their normal long day care sessions in the Sapling (2-5) room.

Occasional care

Children attending permanent occasional care will start their day in the Sapling (2-5) room until kinder starts at 8.45am, and will return to the Sapling (2-5) room at 1.45pm. On a day where kinder is not in session, for e.g. school holidays, occasional care children will have their normal session in the Sapling (2-5) room.

Delivery and Collection of Children

Sign In/Out Book - This will be located in the kindergarten room. Upon arrival/departure please sign your child in and out. Please ensure you also notify educators of your child's arrival/departure. We understand that this is a busy time, so please be patient. 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.

If your child is going to be absent from Kindergarten for any reason, sick or on holidays, can you please let the centre know as soon as practicable.

Settling In

Beginning kindergarten can be quite overwhelming for some children. We invite families to assist in this transition by staying at the start of the session. You can help your child adjust by being confident, if you are anxious, this can easily influence the way your child feels. Always tell your child when you are leaving and reassure them that you will be back when the session finishes.

Start/Finish Times

For the program to run effectively, we ask that families please adhere to the starting and finishing times of sessions. This provides educators with important preparation time to set up for the day's session.

Excursions and 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, for example: musicians, puppets, reptiles.

What to bring to Kindergarten:

- **Bag**

Please bring a bag for your child's belongings to be kept in throughout the session. Please ensure the bag is suitable to hold all your children's belongings including a change of clothes, lunch box, drink bottle and art work.

- **Change of clothes**

Messy play is part of our daily program so we advise you always keep a spare pair of labelled clothes in your child's bag. Toileting accidents can happen at Kinder and a spare set of clothes can make this situation less stressful your child.

- **Water Bottle**

Water only – please ensure your child's drink bottle is labelled and placed in the drink bottle container or fridge door on arrival

- **Morning Tea**

On arrival please place your child's lunch box in the fridge. We ask that all children please bring along a piece of fruit for morning tea either cut up or whole in a lunchbox, this will start the discussion on what we eat at certain times of the day. You may also want to pack a snack for after fruit if you think they will need a little more food. (Yogurt, cheese, veggie sticks)

- **Lunch**

Your child's lunch box should include a sandwich/wrap or alternative such as leftover dinner and healthy snacks for the day. Please note as per our Nutrition Policy it is recommended that chips, cakes, lollies and other 'sometimes' foods are not part of children's snacks. Please keep in mind 'nude food'/ wrapper free lunch boxes are preferred.

Birthdays

We would like to help celebrate your child's special day. Simple items such as cake/cupcakes may be brought in by the family to celebrate a child's birthday or special occasion.

Should families wish to supply birthday cupcakes for children;

- The cake is not to contain cream
- If the food is purchased, it is to be from a registered food premises in the original container and/or include the listed ingredients.
- A list of ingredients to be provided if the food is home made.

The list of ingredients will be kept with the Menu and Program records.

Sun Smart

Our Sun Smart Policy is on display in the Early Childhood Services Policy and Procedure Manual in the foyer. Educators will endeavour to protect children from excessive sun exposure when UV reaches 3 and above. Children will have a hat supplied for them with their name on it; this will be kept at Kinder for use throughout the year. (These will be laundered regularly) The children will be required to wear their hat and sunscreen to protect them whenever they are outside.

Family Participation

Families are a very important part of any kindergarten program and are welcome to participate and contribute at all times. 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. Please inform educators of any special or upcoming events happening in your child's life. Thus helping educators plan a curriculum that reflects our families interests and needs.

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. Gumboots are recommended in cold and wet weather as well as coats in winter. Thongs and clogs are not suitable footwear. Please make sure appropriate clothing is in their bags at all times.

SUPPORT – QUERIES - CONCERNS

Nancy Vibert 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

Our centre operates under the National Law Act and National Education and Care Regulations 2011 and Procedure manual. These documents are available at your centre if you would like further clarification or information.



‘When I play, I use my imagination, I characterise, I explore, I discover, I organise, I lead, I delegate, I contribute and relate my idea, I question, I compromise, I follow’. I work both cooperatively and independently, I create, I socialise, I practice caring and sharing, I regulate my emotion, I indulge my senses, I re-enact my experiences and tell stories through game. I negotiate and problem solve. I am making sense of my world and my place in it’.

(United Nations Convention on a child’s right to play)

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.