

Patricia Smith Information Booklet 2019



Kindergarten & Pre Kindergarten

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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 Patricia Smith Kindergarten

INTRODUCTION

This booklet has been designed to provide information and assistance to families regarding the centre and its operation. We have endeavoured to cover most areas, however, if at any time during the year you have any queries please feel free to ask our friendly educators.

Patricia Smith Kindergarten have highly experienced educators who aim to create a warm, caring, friendly environment where age appropriate experiences are offered to meet the individual needs of your children in all areas of their development.

The educators observe children's individual reactions and responses in play and, through planning and evaluation, encourage and extend your child in all areas of their development.

We consider parents to be valuable resources and their contributions, ideas, assistance and participation are encouraged.

Services provided at the centre include kindergarten, pre-kindergarten (children aged 3 years and older) and playgroup.

Our centre is a Greater Shepparton City Council kindergarten and as such adheres to all policies and guidelines outlined in the Children's Services Policy and Procedure guidelines. The complete document is available at the service.

OUR PHILOSOPHY

We believe

- **All children have the right to develop to their potential.**
- **In promoting respect for differences in people, families and the community.**
- **In a collaborative partnership between child, educators, families and the community.**
- **In children developing responsibility for self, others, belongings and the environment.**
- **In the importance of play, both directed and spontaneous as it builds up a child's sense of wellbeing and belongings and encourages their social, emotional and physical confidence to feel part of their kindergarten community.**

EDUCATORS

Kinder Room 1

Kindergarten Teacher/Service Leader: Courtney Wilson
Early Childhood Educator: Phoebe Asante

Early Childhood Educator: Julie Michel

Kinder 2

Kindergarten Teacher: Narelle Willing
Early Childhood Educator: Kathy Van Oosten

Pre-Kindergarten

Program Leader: Courtney Wilson
Early Childhood Educator: Kathy Van Oosten

Playgroup Facilitator: Jenny Wileman

Administration Officer: Cassie Sullivan

WHAT IS KINDERGARTEN?

Kindergarten is often the first step the child takes in the community outside of their home and family. It is viewed as a stepping stone into the wonderful world of learning. Kindergarten provides the child with experiences that allow them to develop skills in many areas such as identity, wellbeing, community and communication. Our program is based on the Early Years Learning Frameworks and is in accordance with the National Quality Standards www.acecqa.gov.au

Our program is play based and involves planning for the children 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 children as individuals, and their 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 puzzles, craft, swings, sandpit, climbing frames, imaginative play and many more.

Large group activities and experiences include songs, music, dance, games and discussions and more. To include additional interest in areas such as local and worldwide happenings, we have seasonal activities, special projects and excursions and incursions.



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.

WHAT IS PRE-KINDERGARTEN?

- ❖ Pre-kindergarten is recommended for children who have turned 3 and will be attending kindergarten the following year.
- ❖ Pre-kindergarten provides children with opportunities to develop their social skills, self-awareness, respect for others and the joy of learning in a group environment
- ❖ Pre-kindergarten assists in preparing your child for kindergarten.



TIMETABLE FOR 2019

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
KINDER 1 Group A	9:00am- 2:00pm	9:00am- 2:00pm	9:00am- 2:00pm		
KINDER 1 Group B	9:00am- 2:00pm	9:00am- 2:00pm			9:00am- 2:00pm
KINDER 1 Group C	9:00am- 2:00pm		9:00am- 2:00pm		9:00am- 2:00pm
KINDER 1 Group D		9:00am- 2:00pm	9:00am- 2:00pm		9:00am- 2:00pm
KINDER 2		8:45am- 1:45pm	8:45am- 1:45pm		8:45am- 1:45pm
PRE- KINDERG ARTEN				9:00am- 12:00pm	
PLAY GROUP	9:30am- 11:30am				

Note: *Timetable is subject to alteration in consideration of centre enrolments and budget requirements.*

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

There is also one closure day allocated annually for Educators to attend Educators professional development (date to be advised).

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>

SETTLING IN PROCEDURE

Children need time to adapt to their new surroundings and to feel comfortable in a new environment.

We recommend that you don't hurry your child or just 'slip away' without saying goodbye, and always tell your child when you are going and when you will return. This builds confidence and trust with your child and helps them to feel safe and secure in their new environment.

The length of settling in period will vary with each child. Your child may react differently to other children while learning to cope with insecure feelings in a new environment, with new educators, adults and children. Our friendly and experienced educators will assist you and your child in making a smooth transition into kindergarten/ Pre-kindergarten. If you or your child are experiencing difficulty or are having any concerns, please don't hesitate to speak to an Educator.



GENERAL INFORMATION

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 children will be provided with a hat on loan for the year. Pre-kindergarten families will need to provide a hat for their child. 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

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.

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 one piece of fruit to share at snack time and a bottle of water. Please make sure your child's drink bottle is clearly labelled.

We are a Water Only service so please do not provide juice, flavoured milk or any soft drinks.

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



If parents would like to have their child celebrate their birthday with the other children and educators at the service, they are welcome to bring along a cake or individual cup-cakes to share. Due to allergies, it is important to discuss with Educators at the Centre the ingredients used in the cake. **(Parents will be asked to provide a list of ingredients used in the cake)** Cream fillings are not allowed. If parents would like to be present at the time of the celebration, they will need to advise the educators in the room to ascertain at what time the candles will be lit and the cake eaten. Educators endeavour to celebrate birthdays throughout the day's activities.

EXCURSIONS

Excursions are organised as part of the kindergarten program to provide first hand opportunities for the children to broaden their general knowledge and understanding of their immediate environment, local neighbourhood and the wider community.

On these days we request and appreciate parental assistance. Parent signed permission is required for children to attend an excursion.

Parents cannot bring along siblings if they are under the age of 3 due to the seat belt laws.



DELIVERY AND COLLECTION OF CHILDREN

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.

END OF SESSION

Your child looks forward to seeing you arrive at the finish times and it can be upsetting for children who are waiting for a parent after the other children have left. For the program to run effectively, we ask that families please abide by the starting and finishing times of sessions. Please notify Educators in advance if you are aware this may happen, or if unforeseen circumstances occur. We can then let your child know what is happening. A late fee applies.

COMMUNICATION

A program is displayed on our display board near the front door. All notices, newsletters and matters of interest are placed on the information board and posted in your child's pocket. Please remember to read this information as it tells you of coming events etc.



KINDERGARTEN ENROLMENT POLICY

Please refer to the Central Enrolment Policy of the Greater Shepparton City Council which is available at the centre.

HEALTH AND ILLNESS

If a parent/guardian suspects that their child may have an infectious disease, the child should be taken to a medical practitioner to have the disease diagnosed. An infectious disease exclusion list is displayed in the centre outlining the length of time a child must remain away from the centre if one of these diseases is contracted. Please inform the centre immediately if any of these diseases is contracted by your child/children.



When informed of any infectious illness at the centre, our educator will place a prominent notice in the centre. Confidentiality will be maintained at all times.

All communicable diseases will be treated in accordance with the Communicable Infectious Diseases Exclusions table.

Where an outbreak of an infectious disease occurs within the Children's Services, the service will contact the appropriate authorities. An outbreak is defined as two or more affected individuals within the service in a 48 hour period. All cases need to have had contact with each other within this period to be classified as an outbreak. For further information refer to Greater Shepparton City Council's Infectious Diseases and Control Policy.

Please note: If a child in the centre becomes sick the parent/guardian will be contacted to collect the child.

ASTHMA / ANAPHYLAXIS / ALLERGY MANAGEMENT PLAN

Children diagnosed with asthma or anaphylaxis/allergy will require a detailed asthma or anaphylaxis/allergy management plan to be completed on enrolment and updated as required. **This plan needs to be filled out in consultation with your child's doctor.**

MEDICATION

If your child is to be given prescribed medication whilst at the centre, it must be clearly labelled with the child's own name and in its original container. Parents will be required to complete and sign the Medication Book.

For the children's safety medication must not be left in your child's bag. Please give any medication directly to Educators



Thank you for helping us to keep all children safe when in the service. Please feel free to discuss any concerns or issues you may have with our friendly educators.

EMERGENCY EVACUATION & LOCKDOWN

Educators will follow the emergency evacuation/lockdown procedure. We practice regularly with the children and a notice will be displayed when an evacuation or lockdown procedure occurs.



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.

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 see Children's Services Policy and Procedures Document for further information.

SUPPORT – QUERIES - CONCERNS

Patricia Smith 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



Courtney, Narelle, Phoebe, Julie, Kathy and Cassie trust your child and family have an exciting and enjoyable year with us.



WE HAVE A FACEBOOK PAGE!

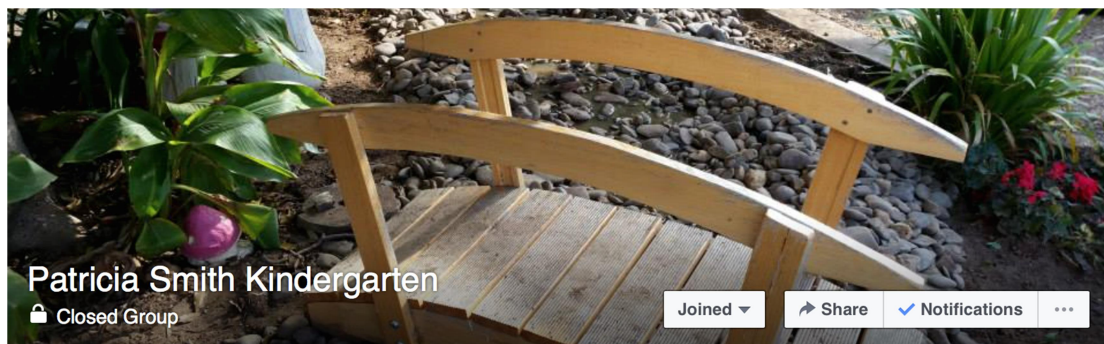
This page is a closed group where you can join (we can't see any of your information or profile and neither can our families) and you will get daily updates about what has happened at kinder.

We share photos of your children every day so if your child goes home and says they did 'nothing' that day; you can see what they actually did 😊

We also post reminders and upcoming events!

Make sure you search for Patricia Smith Kindergarten or follow this link and join in <https://www.facebook.com/groups/PatSmithKinder/>

Every family member can join!!!!



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.