

Tallygaroopna Children's Centre 2019 Information Booklet



Tallygaroopna Children's Centre Inc.
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Welcome to Tallygaroopna 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

EDUCATORS

Kindergarten

Service Leader/ Kindergarten Teacher

Corina McLeod (Wednesday & Thursday)
To be advised (Tues)

Certificate III

Beth Sheargold

Pre-Kindergarten educator

To be advised

Occasional Care Educators

Judy Pedretti
Linda Sutton
Beth Sheargold
To be advised

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 HOLIDAY 2019

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

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
 - \$22.00 for 3 hour session – paid on arrival
 - \$36.00 for 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 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>

WELCOME TO SERVICE

At the Tallygaroopna Children's Centre we offer a high quality kindergarten and Pre-Kinder experience and we hope that all new families will feel welcome and have a rewarding and enjoyable year with us.

We have been rated as "Exceeding" the National Quality Standard.

SERVICE PHILOSOPHY

At Tallygaroopna Children's Centre we believe that in all actions the best interests of the children shall be the primary consideration.

We believe that our children learn and thrive best through a play-based program that is flexibly structured, offers open ended play, promotes exploration and wonder, and reflects the relaxed and unhurried rural setting of the centre.

Within the program we actively value and respect the children's own ideas and interests and believe in our role to facilitate the children to extend their play and learning. We believe that it is vital within the program to develop the children's confidence, self-esteem and resilience skills (their sense of agency). We believe in inclusive practices where all children can meet their potential.

We believe in the value of outdoor play and a natural environment in the children's learning. We believe in promoting sustainable practices within the centre and supporting the children to become environmentally responsible.

We believe that the children's health is of vital importance and therefore actively promote the benefits of healthy eating habits and exercise.

All families are valued, accepted and cherished. Special interests/skills of families are valued and become an important base for learning within the program.

We believe our centre to be an integral part of the local community with the needs of the community reflected in the programs and advocated for at all levels.

We believe that the educators at our centre are one of the most important resources. Mutual respect is the key to the relationship between all educators, leading to a caring, supportive, positive and happy working environment. We believe in the importance of ongoing education in all our lives including professional development for educators and the sharing of knowledge and skills.



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.



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.

WHAT IS PRE-KINDER?

- Pre-kinder 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-kinder allows children to explore, form friendships and have new experiences.
- Play is a child's work and it is through play that we aim to help your child learn.
- Pre-kinder 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 and skill levels. Experiences include painting, puzzles, climbing, water and sand play.

Occasional Care Session Information

- Operates Friday'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 or
 - 9.00am to 12.00pm

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.



INDOOR / OUTDOOR PROGRAM

At Tallygaroopna all our programs offer an indoor/outdoor program right throughout the year. This means that the children can choose where they would like to play during the session depending on their interests and need for either physical play and movement, or quieter activities inside. Staff interchange between indoors and outdoors, so they can experience both environments with the children throughout the day.

KINDERGARTEN PROGRAM – FLOOR BOOK (Kindergarten only)

The Kindergarten Floor Book documents (through photos and the children's voices and drawings) a snap shot of the learning happening each session at Kindergarten. The Floor Book is available each day for parents to read. It can be found on a low table in the kindergarten room so that parents and children can read through it together. Please take a moment to discover some of the learning your child has been involved in at kindergarten.

During your child's kindergarten year, your child will be involved in planned programs that aim to help them:

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

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

- A bag that children can manage independently. The bag should be big enough to fit a lunch box and a change of clothes.
- Fresh fruit/vegetables for morning tea. Fruit is part of our centre's educational program. Children attending occasional care, pre-kinder and kindergarten share fruit at snack time.

Each session children are asked to bring along a piece of fresh fruit or vegetable to share for morning tea. This is a wonderful learning opportunity for the children. They discover the names of the fruit, what they look like and what they taste like. Many children discover new fruits that they like to eat.



- Kindergarten children will need to bring a healthy packed lunch. Sandwiches, fruit, yoghurt, cheese etc. Please do not include lollies, chocolates, cakes and chips in kindergarten lunches. Let your child know that it is a kindergarten rule that you only have healthy food at kindergarten. Thank you for your co-operation in this matter.
- A drink bottle of water.
- A spare change of clothes.
- Please clearly label lunch boxes and drink bottles.

Occasional Care

Each child is to bring their own healthy snacks for morning tea, and afternoon tea.

Children remaining over the lunch period need to bring a nutritious lunch. Water will be available throughout all sessions. 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'

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 child with their own named wide brimmed hat that will remain at the Kindergarten for your child to use at each session they attend.



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.

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 centre) and sunscreen in the summer, as the centre 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.

DELIVERY AND COLLECTION OF CHILDREN

Children can only be collected from the Centre 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 staff 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 centre with a list of persons authorised to collect their child and will inform the staff of any changes to this list.

ARRIVAL AND DEPARTURE

Signing In and Out:

Parents/Guardians are required by the National Educational and Care Regulations 2011 to come into the Kindergarten/ Pre-kindergarten 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 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 children will be participating in quiet activities in preparation for being collected. Parents/guardians are welcome to enter the play area when arriving to collect their child.

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 centre 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 Kindergarten 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

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 Centre. 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.*

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

BUSH KINDER

Tallygaroopna Children's Centre operates a regular Bush Kinder experience for our kindergarten children. Research shows that children's social, psychological, academic and physical health is positively impacted when they have regular contact with nature.

Our Bush Kinder site is located at Loch Garry, Bunbartha. Children travel to and from Bush kinder by bus and Bush Kinder is held every fortnight, usually during term two and three. There may be some sessions in term four depending on the weather and conditions at Loch Garry. Regular risk assessments occur to determine the most appropriate part of the bush location to utilise for our play and this is monitored regularly as the seasons and conditions change.



A big part of bush kinder is exploring the environment and for the children to learn how to take considered risks in that environment. This means that with guided support from educators, the children learn about what is safe and respectful in the environment. For example, children quickly learn about assessing strength of branches for climbing by looking at the size of the branch and determining whether it is thick enough to support their weight and whether there is any danger underneath the branch in the landing area.



Staff take the children into the environment by themselves, without the assistance of parents. This is so that a consistent approach is taken to the guiding of their learning and understanding about safety and respect for the environment. There will be a day set aside for families to join us at bush kinder once the children have become familiar with the environment and are confident in the space.

There are no toys, art supplies etc. Children play with what nature provides drawing on, or developing their own imagination and creativity. Outdoor spaces with plants, trees, rocks, mud and water invite open ended interactions, spontaneity, risk taking and a connection with nature.

PARENT INVOLVEMENT

Parents are more than welcome to come into our kindergarten at any time. Children love to see their mums and dads at kindergarten/pre-kinder 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 staff and children alike. A roster is drawn up for laundry where each family is asked to take washing home (tea towels, cloths, etc) once or twice a year.

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 clothes



INTERACTIONS AND COMMUNICATIONS WITH CHILDREN

The centre 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.

Expectations

- Walk inside.
- Children are encouraged to use 'inside voices' inside and may use louder voices outside.
- Children are encouraged to keep their hands to themselves, not being disruptive or destructive with other children's play.
- Children are encouraged to be kind to other children.
- Children are supported to take turns with others.
- Children are encouraged to be gentle with other children's property and that of the service.
- Wash hands before eating food and after using the toilet.
- Wear a smock when participating in messy activities.
- Wear a hat and sunscreen outside when the UV reaches above 3.

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.

In the case of any injury to the head (including blood nose, scratch, bump, etc), in accordance with the service policy, parents will be contacted immediately.

Accidents and illnesses will be documented with parents asked to sign the form on collection of their child.

EVACUATION & LOCKDOWN PROCEDURE



Emergency Procedures are on display throughout the Kindergarten and the procedures are practiced with the children throughout the year in all the programs. For further information please refer to our Policy Manual.

IMMUNISATION - 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.

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 placed in the basket on top of the fridge in the kitchen **not** 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.

BIRTHDAYS

A birthday is a special occasion which we like to share. Parents are encouraged to send along a cake or small patty cakes to share.

Reminder: cakes containing cream and nuts are not permitted and a list of ingredients must be provided in case of allergies etc.)



SUPPORT – QUERIES - CONCERNS

Tallygaroopna 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

Finally..... Your ideas, suggestions are always welcome and please remember you are welcome to share your talents and skills with the group during the year. If you play a musical instrument or can sing or know someone who does, and would be willing to play/sing for the children, please let us know.

This year should provide us all with a valuable opportunity to work together towards your child's education.

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

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 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 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 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!

