



Park Orchards  
Kindergarten Inc.

# Information Booklet

GROW LEARN EXPLORE

## Information About The Kindergarten

Welcome to the Park Orchards Kindergarten. We look forward to sharing the year with you and your child. We trust that our time together will be happy, productive, educational and creative.

Your child will be in ..... Group this year

Door Code: XXXXXXXXXX

The door code is to be used by parents only.

### Contact details:

Park Orchards Kindergarten Inc.

570 Park Road PARK ORCHARDS VIC 3114

PH/Fax: (03) 9876 1618

Email: [park.orchards.kin@kindergarten.vic.gov.au](mailto:park.orchards.kin@kindergarten.vic.gov.au)

Website: [www.parkorchardskinder.org.au](http://www.parkorchardskinder.org.au)

Facebook: [www.facebook.com/parkorchardskindergarten](http://www.facebook.com/parkorchardskindergarten)

Park Orchards Kindergarten provides your children with an environment that is especially set up for them. It is safe and manageable, because it is designed for this particular age group - everything is their size, ensuring they can function independently.

Children will learn:

- how to manage the equipment and the routines;
- how to relate to other adults and children;
- how to play alone and with others;
- what it means to be a member of a group;
- how to express emotions in socially acceptable ways; and
- to develop problem solving skills and ask for help when needed. They will also discover many new things about themselves and their world.

In order for them to achieve all these things, they need to feel secure and happy within their Kindergarten environment. We aim for the children and their families to experience an environment where they know they belong. We like to work collaboratively with parents to help the children achieve success in their Kindergarten year.

It is very important parents and staff work as a team, sharing openly, honestly and respectfully to achieve the best outcomes for each child.

## Our Teaching Philosophy

- To create a beautiful and natural environment where young children can explore, discover, connect with and learn from their world.
- To provide an environment where children can be happy, safe, productive and creative.
- To support children in establishing a strong sense of wellbeing and grow and develop a positive self-esteem.
- Our view of children is that they are capable and competent life-long learners.
- We recognise and value the role of families in their child's life and support a collaborative approach to the learning journey.

## Staff

### 4/5 Year Old Program:

- Teacher - Blue Group: Sian Pearson
- Co-Educator - Blue Group: Karen McGown
- Teacher - Green Group: Jennifer Lawrence
- Co-Educator - Green Group: Teresa Carboni
- Lunch Cover Co-Educator: Micaelia Doolan

### 3/4 Year Old Program:

- Teacher - Red Group: Karen Rogers
- Co-Educator - Red Group: Jennie Graham

## Committee of Management

The Kindergarten is run by a Committee of Management, a body of parents elected to office at the Annual General Meeting. The Committee meets on a monthly basis to discuss the financial and general running matters of the Kindergarten.

President	Rachel Dawson
Vice President	Kate Cusano
Treasurer	Jade van Prooyen
Secretary	Emma Giosserano
Enrolment Officer	Alex Harmsworth
Maintenance Officer	Joel Browne
Purchasing Officer	Hayley Bullen
Health & Safety Officer	Skye Di Gennaro
Staff Liaison	Tania Hannath
IT Support/Communications	Rochelle Haralambous
Fundraising/Social	Jodie Moore
	Kylie Ross

It is the Committee's responsibility to ensure the Kindergarten complies with the Department of Education and Early Childhood Development Regulations, to manage the business of running the Kindergarten and maintain policies, building and grounds.

## Fundraising / Social Sub-Committee

The Fundraising/Social Sub-Committee consists of interested parents who meet monthly to organise fundraising and social events. We need and welcome representatives from each group to join this sub-committee. It's a great way to meet other parents and become involved.

## Working Bees and Maintenance

The Kindergarten building and grounds are owned by the Manningham Council however, the maintenance of the playground and equipment cleanliness and health and safety aspects of the building are the responsibility of the Committee. There will be four working bees per year.

**Each family will contribute towards the maintenance of the Kindergarten with a \$30.00 maintenance levy.**

We expect each family to participate in **at least one** working bee throughout the year. It is a great opportunity for parents to become involved in the Kindergarten and maintain the well presented, high quality play ground environment and equipment that we are all so proud of.

## Parent Participation

Parents are welcomed to participate in the program. This is a valuable experience for each parent, child and the staff. Parents are able to enjoy participating in activities with their child and other children, and observe their child at play in a group situation. Staff will guide you as to how you can assist with areas of the program and packing up.

The children are very excited at sharing their Kindergarten experience with their parents, and the staff find the extra help invaluable. This is also an opportunity to discuss your child's progress with the teacher.

Program participation is a special time for you and your preschool child. Toddlers may attend if you are unable to find a sitter, but **visiting toddlers must be supervised by the parent at all times and may not play outside without parental supervision.**

The roster will be drawn up early each term. It is important to take your turn on the roster or arrange a swap prior to your turn if you're unable to attend.

If you have a special skill or interest that you would like to share with the children (for example gardening, playing an instrument, dance, or knowledge of other cultures) we would love to hear from you.

Please let us know if you can help.

## Communication

Each month, a newsletter will be emailed home. The newsletter contains information about what the children are doing at the Kindergarten, coming events and reports from the President and Fundraising/Social Sub-Committee. Please notify the Kindergarten of any changes to your address, phone or email address.

Additional notices will be placed in a pocket, hanging in the foyer, labelled with your child's name. The Kindergarten website will also contain relevant information, including the newsletter and all coming events and reminders.

Do not hesitate to come to the teacher at any time with any questions, or problems that you may have in regard to your child's development or behaviour, or if you just want to know how your child is progressing. If the teacher cannot speak to you at that moment, she will make a suitable time to talk with you.

It is important that you adhere to and are aware of the preschool's policies. These are available online or in the foyer.

## Health / Infectious Diseases

There is a minimum period for exclusion if children have an infectious disease. Please report any infectious disease or condition, for example head lice, as soon as the symptoms occur.

If your child is unwell, we would ask that you consider the health and safety of others in the Kindergarten community and also your child. Sometimes a couple of days at home to ensure full recovery is needed.



## Park Orchards Kindergarten Term Dates

Term 1	Wednesday 27th Jan - Thursday 24th March
Term 2	Monday 11th April - Friday 24th June
Term 3	Monday 11th July - Friday 16th September
Term 4	Monday 3rd October - Tuesday 20th December

## Normal Session Times

### Blue Group

Monday	8:15am - 3:45pm
Wednesday	12:30pm - 4:15pm
Thursday	8:15am - 12:00pm

### Green Group

Tuesday	8:15am - 3:45pm
Thursday	12:30pm - 4:15pm
Friday	8:15am - 12:00pm

### Red Group

Wednesday	8:30am - 11:30am
Friday	12:45pm - 3:45pm

## Signing Children In and Out

The Department of Education's Regulations require you to sign your child in and out of each session. On arrival parents need to sign the day sheet, as the children hang up their bags. Always bring your child/children to staff indoors. At home time, parents need to sign their children out, and then collect them from the teacher at the foyer door.

**If another adult is to pick up your child, we need to be notified in writing by filling in the enrolment form in the office and notifying the teacher.**

The nominated adult will still need to sign the day sheet. It is important that you sign in the correct place each day.

In case of fire or evacuation, we need an accurate record of the children in attendance. This is a very important legal procedure that **MUST** be **ADHERED** to.

# What to Bring

## Each Day

Each day, your child needs to bring a backpack big enough to carry artwork, a snack box, a change of clothes and his/her Kindergarten hat. He/she also needs a refillable bottle of water, which can be accessed throughout the session.

Children are required to bring a fruit or vegetable snack each day. If the children don't eat fruit/vegetables they may bring a nutritious dairy snack or dried fruit in containers they can open. We try to emphasise nutritious fruit snacks and drinking water as a part of our educational program.

**Children in Green and Blue groups** need to bring a nutritious lunch (as well as their snack) on Monday and Tuesday, which could include a wholemeal sandwich/roll/wrap and dairy snack such as cheese or yoghurt. Wherever possible, please use reusable containers rather than cling wrap to minimise our impact on the environment.

**NO NUTS/ LOLLIES, CHIPS OR BISCUITS** - Nuts and nut products are discouraged in the Kindergarten due to allergies.

## Helpful Websites for snack ideas

[www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)

[www.heartfoundation.org.au](http://www.heartfoundation.org.au)

[www.healthyactive.gov.au](http://www.healthyactive.gov.au)

## Clothing

Play is an essential part of your child's learning and development. Children are bound to get dirty. We do provide smocks for some activities, however, please send your child in comfortable work clothes, he/she can manage and will stand up to considerable wear and tear. Ensure that your child wears shoes, such as sneakers or sandals. Thongs, crocs and party shoes are discouraged as they are not safe for climbing. Long dresses also make climbing very difficult. Overalls and belts are difficult for the children to manage when toileting and may lead to unnecessary frustration and accidents.

### In Summer

Please cover your child with sunscreen prior to their Kindergarten session. Sun hats must be worn at all times from the 1st of September to the end of April, as part of our Sunsmart Policy. Hats are to remain in the children's backpacks.

### In Winter

Please send a coat every day. We will be going outside as much as possible.

**A change of clothes in your child's bag is beneficial, especially underwear. Children usually prefer to wear their own clothes after an accident.**

## **Birthdays**

Birthdays are fun and we like to share them with your child, but please keep it simple. Small cakes are most suitable. Remember the candles are the most important part and lolly bags are best given out at parties. When organising birthday parties, please do this in a respectful way - it can be very difficult for families and children who feel left out when not invited.

## **The Children's Borrowing Library**

The children's borrowing library will begin in Term 2 for Green and Blue Groups. Children will need a separate NAMED draw string cloth bag in which to keep and transport their book.

## Fees Information

### Four / Five Year Old Program (Green and Blue groups)

The State Government contributes a subsidy per year for each child. The balance of operating costs including staff salaries, maintenance, general running costs and purchasing of equipment is made up by a combination of fundraising revenue and term fees - **\$375.00 per term.**

### Three / Four Year Old Program (Red group)

This program is a privately funded group offered to the community and, therefore, no Government subsidies or grants apply. Its running costs are met totally by the fees levied to the families - **\$475.00 per term.**

**Fees are due the last 2 weeks of preceding term. Please pay promptly when you receive your invoice. We prefer Internet Banking and can accept cheques, but not cash.**

**Please note: Health Care Card Holders or Pensioner Concession Card recipients are eligible for government assistance with 4/5 year old pre-school fees. Please notify your teacher at your interview.**

## Is Your Child Ready For Kindergarten?

The current Government has agreed to fund one year of Kindergarten for each child before commencing school (Four / Five year old program). A second year may only be available in circumstances where children show needs in the areas of learning and development.

Please carefully consider your child's readiness, particularly if your child does not turn five until 2017.

If you begin 4 year old Kindergarten then defer your child at the end of Term 1, you will still be eligible for a funded year of Kindergarten in 2017. If you do not defer your child and wish your child to have a second year of Kindergarten in 2017, an application will need to be made to the Department of Education and Early Childhood Development, reporting on areas of developmental delay. We are not able to guarantee a 2nd year of funded Kindergarten.

We carefully observe the children during Term 1 and will discuss your child's progress with you if we are concerned about their readiness.

## Readiness for Kindergarten

Victoria's minimum school starting age of 4<sup>¾</sup> years is one of the youngest in the world. Your child does not have to attend school until s/he is 6 years old and, therefore, does not have to commence Kindergarten until they are 4 years old or older.

There is no evidence to show that starting preschool and school at a younger age in any way advantages children. Children who start school at 4 years and 9 months may be up to 12 months younger than their classroom peers and are expected to do the same activities and master the same skills.

It is important to look at your child's total development when making the decision whether they are ready for preschool. Remember, when you are choosing your child's school commencement year, to consider the effect on your child during their later school years.

The social and academic pressures are far greater in later years of education and consequently students may face a distinct disadvantage in comparison to their older peers. Here is a brief outline of areas to consider when making your decision about whether to start your child in Kindergarten.



We anticipate the children are:

- ready to learn to interact with others with care, empathy and respect;
- showing an interest in other children and in being part of a group;
- able to cooperate with others and beginning to negotiate roles and relationships in play episodes and group experiences;
- able to interact verbally and non-verbally with others;
- curious and enthusiastic participants in their own learning;
- becoming increasingly independent in personal hygiene, toileting, care and safety; and
- able to separate from parents and accept direction and support from adults other than parents; and
- able to cope with a large group of children, whilst feeling safe and secure in a new environment.

If you have any concerns about your child's readiness for Kindergarten, please make an appointment with your child's teacher.

We look forward to a great year!



Park Orchards Kindergarten Inc.  
570 Park Road PARK ORCHARDS VIC 3114  
PH/Fax: (03) 9876 1618  
Email: [park.orchards.kin@kindergarten.vic.gov.au](mailto:park.orchards.kin@kindergarten.vic.gov.au)  
Website: [www.parkorchardskinder.org.au](http://www.parkorchardskinder.org.au)  
Facebook: [www.facebook.com/parkorchardskindergarten](http://www.facebook.com/parkorchardskindergarten)