



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:

The door code is to be used by parents only.

Contact details:

Park Orchards Kindergarten Inc.

570 Park Road PARK ORCHARDS VIC 3114

PH: (03) 9876 1618

Email: park.orchards.kin@kindergarten.vic.gov.au

Website: www.parkorchardskinder.org.au

Facebook: www.facebook.com/parkorchardskindergarten

Park Orchards Kindergarten provides your child with an environment that is specifically 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
- 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: | Kate Bartlett |
| • Co-Educator - Blue Group: | Amy Medley |
| • Teacher - Green Group: | Jennifer Lawrence |
| • Co-Educator - Green Group: | Teresa Carboni |
| • Lunch Cover Co-Educator: | Micaelia Doolan |
| • Additional Assistant: | Virginia Strybosch (Green Group) |

3/4 Year Old Program:

- | | |
|----------------------------|---------------|
| • Teacher - Red Group: | Lyn Marsh |
| • 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 operation of the Kindergarten.

President	Ben Davis
Vice President	Barbara Haley
Treasurer	Travis Morgan
Secretary	Sara Carter
Enrolment Officer	Jodie Moore
Maintenance Officer	Adrian Harris
Purchasing Officer	Jane Summers
Health & Safety Officer	Justine Woolley
Staff Liaison	Belinda Hounslow
IT Support/Communications	Evan Jones
Fundraising/Social	Skye Di Gennaro
	Lizzie Read

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 \$50.00 maintenance levy.

We ask 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.**

A 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.

*All parents/grandparents/carers must have a **current working with children check** to participate in our programs.

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 is another great way to access information, including the newsletter and all coming events and reminders. The Kindergarten's policies can be found on the website and we ask you to read and adhere to them. Current policies can also be read in hard copy in the foyer.

Please 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.

Park Orchards Kindergarten Term Dates

Term 1	29th January 2018	-	29th March 2018
Term 2	16th April 2018	-	29th June 2018
Term 3	16th July 2018	-	21st September 2018
Term 4	8th October 2018	-	21st December 2018

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.

The end of sessions can be a busy time, with many people in the foyer. To ensure safe dismissal of the children, please ensure siblings do not enter the room at this time and the gate is closed as you leave the kindergarten.

What to Bring

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.

Please ensure **nuts and nut products are not included** in your child's snack/lunch, due to children with anaphylaxis.

Helpful Websites for snack ideas

www.betterhealth.vic.gov.au

www.heartfoundation.org.au

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 appropriate 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 cup cakes or chocolate frogs are a good example. Remember the candles are the most important part and lolly bags are best given out at parties. When organising birthday parties, please be sensitive - it can be very difficult for families and children who feel left out when not invited.

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.

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.

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 - **\$425.00 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 - **\$495.00 per term.**

Fees are due the last 2 weeks of the preceding term. Please pay promptly when you receive your invoice. We prefer Internet Banking and can accept cheques, but not cash. Cheques can be placed in the green letterbox just inside the front door on the wall.

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, if your child is eligible for this assistance.

Is Your Child Ready For Kindergarten?

The current Government has agreed to fund one year of Kindergarten for each child before commencing school (4 / 5 year old program). A second year may only be available in circumstances where children show needs in specific areas of learning and development.

Please carefully consider your child's readiness, particularly if your child does not turn five until 2019.

If you begin 4 year old Kindergarten then defer your child before the end of Term 1, he/she will still be eligible for a funded year of Kindergarten in 2019. If you do not defer your child and wish your child to have a second year of Kindergarten in 2019, 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. We value and respect your knowledge about your child and are happy to discuss his/her development at any time. Please let us know if you would like to make a time to meet.

Readiness for Kindergarten

Victoria's minimum school starting age of 4 $\frac{3}{4}$ 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.

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 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
- able to separate from parents and accept direction and support from adults other than parents
- 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!



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