



# Kindergarten Handbook

2019



The four year old kindergarten program at Home Road Kindergarten is supported by the Victorian Government.

## TABLE OF CONTENTS

<b>Important Dates.....</b>	<b>4</b>
2019 Timetable .....	4
Term Dates.....	4
Public Holidays (in term time) – Centre Closure.....	4
<b>Curriculum.....</b>	<b>5</b>
The Early Years Learning Framework Outcomes .....	5
National Quality Framework.....	5
National Quality Standard.....	5
Child Safe Standards .....	6
Qualified Staff Members.....	6
Relief Staff.....	6
Service Closure.....	6
<b>Arrival and Departure .....</b>	<b>7</b>
Settling In .....	7
Attendance Book .....	7
Authorisation for Collection of Children.....	7
Arrival and Departure .....	7
Door Bell .....	8
Delivery and Collection of Children Policy.....	8
Late Collection Register and Fee.....	8
<b>Appropriate Clothing.....</b>	<b>9</b>
Suitable Clothing.....	9
Sun Protection Policy .....	9
<b>Personal Items at Kindergarten .....</b>	<b>9</b>
Lockers .....	9
Personal Items .....	9
Labelling.....	10
<b>Food and Drink .....</b>	<b>10</b>
Water .....	10
Snacks & Lunch .....	10
Important Anaphylaxis Message.....	10
Birthdays .....	11
<b>Pockets, Notices, Money and Enrolment Details .....</b>	<b>11</b>
Hanging Pockets.....	11
Notices .....	11
Money.....	11
Changes to Enrolment Details .....	11

<b>Illness, Allergy and Emergency</b> .....	<b>12</b>
Illness and Absence.....	12
Emergency Care .....	12
Sick or infectious children.....	12
Washing Hands .....	12
Accidents at Kindergarten.....	12
Anaphylaxis & Asthma Management .....	13
Administering Medication .....	13
Emergency Management.....	13
<b>Photographs, Incursions and Excursions</b> .....	<b>14</b>
Photographs.....	14
Visitors to Kindergarten, Incursions and Excursions.....	14
Community Connections program.....	14
<b>Parent/Teacher Communication</b> .....	<b>15</b>
Parent/Teacher communication and Induction information sessions .....	15
Program Evaluation Folder .....	15
Communication Book.....	15
Storypark.....	15
Portfolios/Learning Journals .....	15
<b>Preparation</b> .....	<b>16</b>
Preparation Time .....	16
<b>Parental Assistance</b> .....	<b>16</b>
Parental assistance at Kindergarten .....	16
Management Committee.....	16
Kinder Duty Roster.....	16
Laundry .....	16
Working Bees .....	16
Participation Guidelines.....	17
<b>Lost Property and Junk Material</b> .....	<b>18</b>
Lost Property.....	18
Junk Material .....	18
<b>Children’s Art Work</b> .....	<b>18</b>
Art Work.....	18
<b>Second Year Attendance</b> .....	<b>19</b>
Second Year Attendance for 3 Year Old Kindergarten Program.....	19
Second Year Attendance for 4 Year Old Kindergarten Program.....	19
<b>Centre Policies</b> .....	<b>19</b>
Home Road Kindergarten Policy Manual.....	19

## Important Dates

### 2019 Timetable

#### PLATYPUS ROOM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>RED GROUP</b> 9:15 am to 2:45 pm 4yo - 5.5hrs	<b>GREEN GROUP</b> 8:45 am to 11:45 am 3yo - 3hrs	<b>RED GROUP</b> 9:15 am to 2:45 pm 4yo - 5.5hrs	<b>GREEN GROUP</b> 8:45 am to 11:45 am 3yo - 3hrs	<b>YELLOW GROUP</b> 9:15 am to 2:45 pm 3yo - 5.5hrs
	<b>YELLOW GROUP</b> 12:15 pm to 4:15 pm 3yo - 4hrs		<b>RED GROUP</b> 12:15 pm to 4:15 pm 4yo - 4hrs	

#### KANGAROO ROOM

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>BLUE GROUP</b> 8:30 am to 4:00 pm 4yo - 7.5hrs	<b>ORANGE GROUP</b> 8:30 am to 4:00 pm 4yo - 7.5hrs	<b>BLUE GROUP</b> 8:30 am to 4:00 pm 4yo - 7.5hrs	<b>ORANGE GROUP</b> 8:30 am to 4:00 pm 4yo - 7.5hrs	<b>PURPLE GROUP</b> 8:30 am to 3:00 pm 3yo - 6.5hrs

#### Term Dates

Term 1	<i>Tuesday 29 January</i>	<i>Friday 5 April</i>
Term 2	<i>Tuesday 23 April</i>	<i>Friday 28 June</i>
Term 3	<i>Monday 15 July</i>	<i>Friday 20 September</i>
Term 4	<i>Monday 7 October</i>	<i>Friday 20 December</i>

#### Public Holidays (in term time) – Centre Closure

<i>Monday 28 January</i>	<i>Australia Day in lieu</i>
<i>Monday 11 March</i>	<i>Labour Day</i>
<i>Monday 22 April</i>	<i>Easter Monday</i>
<i>Thursday 25 April</i>	<i>Anzac Day</i>
<i>Monday 10 June</i>	<i>Queen's Birthday</i>
<i>Tuesday 5 November</i>	<i>Melbourne Cup Day</i>

**Our centre will also be closed on FRIDAY, 24 MAY 2019 for a Staff Professional Development Day. 3yo YELLOW and PURPLE groups will be CANCELLED on this day.**

## Curriculum

Our centre adopts the Early Years Learning Framework and the Victorian Early Years Learning and Development Framework to provide definition and support for each child's uniqueness. We also must adhere to the National Quality Standards which were introduced by the Federal Government in 2012 across all early childhood education and care services in Australia. The Child Safe Standards and Reportable Conduct Scheme have also been implemented and promote child safety as a priority.

### The Early Years Learning Framework Outcomes

The Early Years Learning and Development Outcomes are embedded into the curriculum to ensure each child's strengths, needs and interests are supported. These outcomes also optimise each child's potential and enhance their overall development.

These are the five Early Years Learning Framework Outcomes:

1. **Identity** – Children have a strong sense of identity
2. **Community** – Children are connected with and contribute to their world
3. **Wellbeing** – Children have a strong sense of wellbeing
4. **Learning** – Children are confident and involved learners
5. **Communication** – Children are effective communicators.

Families can access this document online at <https://www.acecqa.gov.au/nqf/national-law-regulations/approved-learning-frameworks>

### National Quality Framework

The National Quality Framework aims to raise quality and drive continuous improvement and consistency in education and care services through:

- a national legislative framework - Education and Care Services National Regulations, Education and Care Services National Law Act
- a National Quality Standard
- a national quality rating and assessment process
- a national body called the Australian Children's Education and Care Quality Authority (ACECQA).

Quality education and care shapes every child's future and lays the foundation for their development and learning. The early years are critical for establishing self-esteem, resilience, healthy growth and capacity to learn. Research shows quality education and care early in life leads to better health, education and employment outcomes later in life.

### National Quality Standard

The National Quality Standard (NQS) sets a national benchmark for the quality of education and care services. The NQS is divided into seven Quality Areas:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Governance and Leadership.

Under the NQS, all early childhood education and care services undergo a process of rating and assessment. Approved Services will be assessed and rated against each of the seven Quality Areas of the National Quality Standard and the National Regulations. They will also be given an overall rating which will be published. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care.

### **Home Road Kindergarten has been rated as Exceeding the National Quality Standard.**

For more information on the National Quality Framework and Standards, please visit <http://www.acecqa.gov.au/families> or visit our National Quality page on our website.

### **Child Safe Standards**

The Victorian Government is committed to the safety and wellbeing of all children and young people. As part of the Victorian Government's commitment to implementing the recommendations of the Betrayal of Trust report, which found that more must be done to prevent and respond to child abuse in our community, there is a new regulatory landscape surrounding child safety, underpinned by the new PROTECT Child Safe Standards.

The Child Safe Standards are compulsory minimum standards for all Victorian early childhood services and schools, to ensure they are well prepared to protect children from abuse and neglect.

Parents can read more about this here:

<http://www.education.vic.gov.au/about/programs/health/protect/Pages/default.aspx>

<https://ccyp.vic.gov.au/child-safety/resources/guides-and-information-sheets/#TOC-8>

### **Qualified Staff Members**

All kindergarten educators meet the training and qualification requirements as set out in the Education and Care Services National Law Act and Regulations. Our kindergarten teachers are Bachelor qualified or equivalent and all of our co-educators either hold or are working towards a Diploma qualification or above. The minimum qualification required for co-educators is Certificate III, however Home Road Kindergarten prides itself on supporting staff to continue their professional learning, development and growth. All educators possess and regularly update their First Aid, CPR, Asthma, Anaphylaxis and adrenaline auto injector training.

### **Relief Staff**

When an educator is absent, a relief staff member will be employed in their place. The relief staff member must have approved qualifications and medical training and wherever possible, we aim to use relief staff that are familiar with our centre. We endeavour to use current employees for relief purposes wherever available or we acquire relief staff from external agencies.

### **Service Closure**

During the year, sessions may be cancelled for child free days as per the staff award, educator professional development days, or for orientation sessions and induction information sessions. Also, in the event that an educator is absent and suitably qualified relief staff cannot be found, a session may be cancelled. We aim to give families as much notice as possible when these cancellations occur.

**Our centre will be closed on FRIDAY, 24 MAY 2019 for a Staff Professional Development Day.  
3yo YELLOW and PURPLE groups will be CANCELLED on this day.**

## Arrival and Departure

### Settling In

All children react differently when introduced to Kindergarten and sometimes it can be trying for both parents and children. Coming to kindergarten may be new and strange and your child may feel uncomfortable. Your child may need time to adjust. Be patient and understanding while your child begins this new experience. It is important that you give your child reassurance during these first days.

The way parents feel can influence their child's adjustment to Kindergarten. If you feel reluctant and over-anxious about leaving your child, he or she may also feel insecure and wary, making their adjustment difficult. Your child may be very reluctant to leave you! You may like to stay for a short while until your child settles at an activity. However, when you are leaving, give your child a cheerful kiss goodbye and then leave promptly after reassuring him or her that you will be back to pick them up. Don't hover around once you have said you are going or your child may feel anxious. If you are still concerned after leaving your child, please call us during the session to see how he or she is going on **9391 2958**.

It is also very important that you are punctual when picking up your child; otherwise he or she may feel forgotten and worried, making their adjustment to Kindergarten more difficult.

### Attendance Book

As a requirement of the Education and Care Services National Regulations, each centre must keep an attendance record.

It must list the name and time of arrival and departure of each child. It is necessary that parents, or any other people involved in dropping off and collecting children, sign the child in and out and write their **name** (not Mum or Dad), the time when they deliver and collect the child from Kindergarten for **every session**.

We ask that adult helpers who are rostered on for duty sign their name in the attendance book, as well as siblings. It is important that all people on the premises are accounted for.

### Authorisation for Collection of Children

The Kindergarten educators are responsible for the children while at the centre, and therefore must know which adults have permission to collect your child at the end of session. It is imperative that you record in writing in your child's enrolment record (email accepted), any person who will be dropping off or collecting your child from Kindergarten. We need this authorisation in writing to operate according to the Education and Care Services National Regulations.

Under no circumstance will a child be passed over to a person who is not included in the enrolment record. When someone else is collecting your child, please write his or her name in the sign-in book and bring it to the educator's attention when you drop your child off. They may be asked to provide photo ID if educators are not familiar with them. If there is a last minute change as to who is picking your child up, please phone the kinder and let us know.

### Arrival and Departure

When you bring your child to Kindergarten each day, please wait in the front entry area until it is time for the session to begin, when the front door will be opened. For your child's safety, please take the time to ensure that he/she is taken into the Kindergarten room, that the educators note their arrival and that you sign the attendance book.

When collecting the children, again please wait outside until the front door is opened. This allows us to settle the children before parents/carers come inside, ensuring that everyone is ready to leave and relaxed before they go. Ensure you sign the attendance book before collecting your child.

If you need to collect your child early, please inform us at the start of the session. If for some reason you are late, please telephone us so that we know and so that we can reassure your child that you are on your way.

The front gate is a safety gate. Only adults are asked to open it. Please do not lift your child to open the gate or allow primary school children to open it as this defeats its purpose. Also, please do not allow your children to stand or swing on the gate as this weakens the self-closing mechanism; or to climb on the front fence. This is for the safety of all children.

**Please be VERY aware of any unaccompanied children exiting the Kindergarten when the gate is open. Young siblings can be particularly notorious for their quick exits. At no time should the gate be propped open. Please supervise all siblings closely when waiting at arrival and departure times.**

## Door Bell

The educators will open the front door when it is time for the session to start and again at dismissal time. If you need access at any other time, please ring the doorbell located near the front door. The corresponding rooms are marked. Only Kindergarten staff and Committee members are asked to open the front door to ensure security at all times. We ask for your patience when you ring the bell as educators are in session and may be engaged with children and may take some time to get to the door.

## Delivery and Collection of Children Policy

It is in the best interest of your child that you ensure that they are collected promptly at the end of the Kindergarten session. If you are running late, PLEASE call and let our staff know! The Home Road Kindergarten phone number is **9391 2958**.

In the situation where the parents/guardians or authorised person is more than 10 minutes late in collecting their child/ren and has not notified the centre that they will be late, the educators are responsible for:

- Contacting parents/guardians or the authorised nominee to request collection
- Ensuring educator to child ratios are maintained at all times that children are present at the service
- Continuing to attempt to contact the parents/guardians or authorised nominees
- Contacting the Approved Provider (Committee) to inform them of the situation
- Contacting Child FIRST or the local police if the parents/guardians or authorised persons are still not contactable after 1 hour.

Once Child FIRST or the police have been contacted, the child is no longer the responsibility of the educators. **NOTE: educators and committee members are not permitted under any circumstances to take a child home in their own car.**

## Late Collection Register and Fee

The committee reserves the right to implement a late collection fee when parents/guardians are late in collecting a child/ren. It is the responsibility of parents/guardians to collect their child/ren promptly at the conclusion of a session. Educators may request parents/guardians or the authorised nominee to complete the Late Collection Register on arrival to collect the child/ren. A late collection fee may be applied when:

- The parents/guardians are between 10 and 30 minutes late in collecting their child. The fee will be based on \$10.00 for every 10 minutes, or part thereof, from the conclusion of the session.
- The parents/guardians are over 30 minutes late collecting their child. The fee will be based on \$10.00 for every 10 minutes, or part thereof, for the first 30 minutes from the conclusion of the session and then \$15.00 for every 10 minutes or part thereof, after that.

## Appropriate Clothing

### Suitable Clothing

Children have more fun at Kindergarten when they are not restricted by having to keep clean. Educators will do their best to protect clothing and smocks will be used for messy play and painting. However, older clothing and easily washed clothes allow children more freedom to explore the environment.

Thongs or Crocs are dangerous when climbing and running and therefore should not be worn at Kindergarten. Closed toe sandals and runners/sneakers are ideal.

Please consider how your child will manage his/her clothes when toileting. When in a hurry, a jumper worn over overalls/playsuit or jeans with a belt can be difficult to manage. In case of accidents (not just with toileting), please supply a change of clothes in your child's kinder bag. Please label all belongings, especially those that are often removed such as hats, coats, jumpers and also bags.

As we have an indoor and outdoor learning program, your child will need a sunhat and sunscreen applied prior to each session from the beginning of September to the end of April. Parents are asked to apply sunscreen to their child before the start of the session and it will be reapplied where applicable. Coats are essential in Winter, as children will be outside even on cold or wet days.

### Sun Protection Policy

Our policy is that:

- Each child, educator, adult helper and sibling will be required to have appropriate head and shoulder coverings during attendance at Kindergarten.
- By wearing hats the educators will provide a role model for the children and they will encourage parents and others to also act as appropriate role models.
- The Kindergarten will provide spare children's hats that can be laundered after casual use.
- The children are required to arrive at Kindergarten wearing appropriate clothing (shoulders must be covered), hats and sunscreen on days of risk to ultraviolet exposure, during the months between September through to April.
- The Kindergarten will encourage each family to apply sunscreen to their child prior to arrival at kindergarten. If your child has sensitive skin and allergies, you are strongly encouraged to provide additional sunscreen and educators will assist with application where necessary.
- The program will reflect the Sun Protection policy and educators will ensure a combination of sun protection measures are applied during outdoor time with particular care taken when UV levels reach their peak.

Further details are available in the Home Road Kindergarten policy manual located in the foyer or on our website at [www.homeroadkindergarten.vic.edu.au](http://www.homeroadkindergarten.vic.edu.au).

## Personal Items at Kindergarten

### Lockers

Each child is allocated their own locker to keep their belongings in during session time. Please ensure your child's locker is empty at the end of each session as the lockers are shared by all groups.

### Personal Items

We ask that toys from home are NOT brought to Kindergarten as they may be lost, broken or fought over. Any toys that are brought will stay in the child's locker/bag until home time. Please note that the Kindergarten is a "war toy free zone", as we believe war toys promote aggressive and violent play.

## Labelling

Please label your child's clothing, their snack/lunch boxes, bags, hats and water bottles.

## Food and Drink

### Water

Please supply your child with a labelled water bottle for each session. We are a water only centre. The children can drink from their water bottle at snack/lunch and anytime during the session.

### Snacks & Lunch

We aim to promote a healthy lifestyle to children, including eating nutritious food and participating in physical activity. Snacks from home contribute to meeting children's daily dietary and developmental needs – we request and encourage you to include fruit and vegetables in your child's lunchbox every time they attend Kinder, in addition to other healthy snacks (please remember NO NUTS and NO EGGS). Food is NOT PERMITTED to be shared between children. Please be thoughtful when selecting items to bring for meal times and consider freshness and variety.

For the 3 year old kindergarten groups:

- Green group (3hr sessions) will require a snack;
- Yellow group (4hr & 5.5hr sessions) will require a snack AND lunch;
- Purple group (6.5hr sessions) will require TWO snacks (morning and afternoon) AND lunch.

For the 4 year old kindergarten groups:

- For Red group, children will require snack AND lunch;
- For Orange and Blue groups, children will require TWO snacks (morning and afternoon) AND lunch.

Please pack their snack and lunch in separate containers/compartments so as to minimise confusion.

Here are some suggestions for healthy snack/lunch options:

Sandwiches or wraps with cheese/vegemite/salad/ham/avocado, rolls, crackers with cheese and dip. Fresh fruits can include apples, pears, oranges, bananas, kiwi fruit, grapes, melons, plums, mandarins, berries, etc. Other options could include fresh vegetables like carrots, celery, capsicum, cucumber, dried fruit, yoghurt and cheese.

Snacks and lunch should be packed in a container your child can manage themselves, such as a lunch box or insulated bag. Food should not be brought in plastic bags, as these are a suffocation hazard.

The following drinks and foods are NOT welcome in lunchboxes:

- Soft drinks, flavoured mineral water, flavoured milks, cordial, 100% juice, fruit juice drinks, breakfast drinks and vitamin C syrups.
- Pre-packaged items such as chips, chocolates, lollies and other sugary treats.

### Important Anaphylaxis Message

Where a child diagnosed as at risk of Anaphylaxis is in your group, you will be advised of this at the start of the kindergarten year. You will be provided with information regarding the specific food restrictions and the risk minimisation strategies that will be undertaken at kinder. We ask for cooperation from all families in keeping all children safe at kindergarten.

Currently our centre is a **"No Nut Zone"** and **"No Egg Zone"**. This means that nuts of any sort, nut spreads or any packaging of nut products; as well as eggs, boiled or raw and egg cartons, are not allowed into the centre or in the children's lunch boxes. Eggs in baked goods may be accepted, although egg sandwiches, egg mayonnaise, whole eggs, quiches etc are not. Specific groups may have further restrictions depending on the risk minimisation required in each group. We ask for your full cooperation with this and please speak with educators if you have any questions.

## Birthdays

We value and embrace birthday celebrations at kindergarten and welcome families to come along and celebrate their child's birthday. Families are also welcome to share **NON-FOOD** treats with the other children in your child's group if you wish. Non-food treats may include (but are not restricted to) items like bubbles, stickers, novelty pencils or balloons which are very popular with the kids! We do ask parents to consider items that are not a choking hazard to young children.

Our policies and practices are regularly updated to reflect our families' feedback, support children's individual health needs and minimise the risk of anaphylaxis and we ask for your cooperation in providing **NON-FOOD treats** for birthday celebrations at kindergarten.

For children's birthday parties, if you wish to invite children from kindergarten, please place invitations, cards etc in the individual hanging pockets of the children. Handing them out to the individual children is not encouraged as other children might feel left out if they do not receive an invitation.

## Pockets, Notices, Money and Enrolment Details

### Hanging Pockets

Each child is allocated a hanging pocket in their classroom. Important items such as group notices, event invitations, permission forms, Scholastic book catalogues, fundraising and other communications are placed in the children's pockets regularly, so it is imperative that you check it each time you visit Kindergarten. We ask that you also advise other people of this who may deliver or collect your child from Kindergarten.

### Notices

Notices relating to parent duty rosters, special events etc, may be posted on the front notice boards, placed in your child's individual hanging pocket, written in your group's communication book, emailed, placed on Storypark or on the kindergarten's website; [www.homeroadkindergarten.vic.edu.au](http://www.homeroadkindergarten.vic.edu.au)

Emails will also be sent to individual groups. If you do not have email, a notice will be put in your child's pocket or will be available at the Kindergarten. Please make a point of reading the notices displayed as they will include information relating to the program the children are involved in, special events, visitors or current issues in early childhood, but especially as reminders of things to come.

### Money

To prevent money being misplaced at Kindergarten, please place all money for special events, fees etc, in an envelope with details of child's name and group, amount and description written on the outside. Please include correct money as this makes collection of money easier and less time consuming for our volunteers! These envelopes can then be placed in the red slot on the wall in the foyer. We prefer fees are paid by Bpay or bank transfer – the kinder cannot take responsibility for lost cash. We do not keep cash or change on the premises.

### Changes to Enrolment Details

If during the year, your telephone, home address, email, work contacts, child-minding details, emergency contact details and/or names of persons you authorise to collect your child change, please remember to inform the educators so that your child's information records are kept up to date. This information should be written down and handed to a staff member or emailed.

## Illness, Allergy and Emergency

### Illness and Absence

Within such a small community as Kindergarten, colds/flu, chickenpox and other infectious diseases are easily transmitted. We ask you to keep your child at home during the acute stages of the illness to minimise the chances of other children catching 'the bug'.

Children with infectious diseases are to be excluded from the Kindergarten according to the Department of Health regulations. This information is displayed on the front windows and more information can be provided by educators if required. If your child has an infectious disease e.g. hand foot and mouth, chickenpox, gastro, conjunctivitis or head lice, please let us know so that we can alert other parents and inform you of the exclusion period.

### Emergency Care

In the event of sudden illness or accident of a child, emergency procedures will take place and you will be contacted. Further details are available in the Home Road Kindergarten policy manual located in the foyer or on our website at [www.homeroadkindergarten.vic.edu.au](http://www.homeroadkindergarten.vic.edu.au).

### Sick or infectious children

If your child appears unwell or you have reason to think they may be infectious, please consider the other children and keep them at home. If your child requires Panadol (or similar), they should not be coming to kindergarten.

- Diarrhoea – Your child should not return to the kinder until he or she has been free of loose bowel motions for at least 24 hours.
- Vomiting – Your child should not return until he or she has not vomited for at least 24 hours.

Educators will check your child's temperature if they show signs of illness. When a child becomes ill after arrival at kindergarten, the parent/guardian, or if they are unable to be contacted, the emergency contact person will be notified immediately and arrangements will be made for the sick child to be taken from the centre as soon as possible. If necessary, details will be recorded in the Incident, injury, trauma and illness record.

### Washing Hands

We ask that upon arrival at kindergarten, all children proceed to the bathroom and wash their hands. Adult helpers and siblings attending session that day are also asked to wash hands upon arrival. The children are also asked to wash hands before and after eating. We do this as it is good hygiene practice and risk minimisation for children with Anaphylaxis and allergies.

### Accidents at Kindergarten

If a child has an accident or is injured at Kindergarten, arrangements will be made to notify the child's parent/guardian immediately. First aid treatment will be carried out and details of the accident / injury will be recorded in the Incident, injury, trauma and illness record. Parents are asked to read this information and sign and date the record.

In the case of a serious accident or injury, educators will submit a report to the Department of Education and Training within 24 hours of the event occurring. A serious accident or injury would be defined as that which requires medical, hospital or ambulance attendance.

## **Anaphylaxis & Asthma Management**

Where a child has been medically diagnosed as at risk of Anaphylaxis or Asthma, the child's family will provide the Centre with an action plan signed by a Doctor, an adrenaline autoinjector or Asthma medication and face mask/spacer. In collaboration with the family, the Educators and Committee of Management will adopt a risk minimisation plan. For Anaphylaxis, this may involve excluding certain foods from the centre and other risk minimising strategies.

## **Administering Medication**

Administering medication to a child is an extremely serious matter. If prescribed medication is to be administered, in line with our Administration of Medication policy, the parental request should be accompanied by written medical advice, consent and very clear instructions for its administration.

All medication brought to Kindergarten must be:

- In the original container, bearing the original label and instructions.
- Clearly labelled with the child's name, dosage and expiry date.
- Brought to the attention of the Educators.
- Recorded in the **Medication record**.

**IMPORTANT NOTE: Please DO NOT leave any medication in your child's kinder bag.**

All children with an ongoing illness, allergy, Asthma or other medical condition **MUST** have an action plan signed by both the doctor and parent/guardian. Please ask the Educators for a blank action plan to take to your doctor.

In the case of administering medication in an emergency, educators will contact the parent/guardian as well as an ambulance if required.

Non-prescribed medication (with the exception of sunscreen) will only be administered with authorisation from a health care professional.

## **Emergency Management**

Emergency management procedures will commence if the Nominated Supervisor or Responsible Person in Charge decides the circumstances warrant, or if directed by emergency personnel. Emergency management plans are displayed at various locations throughout the centre. Emergency management drills are carried out each term by Kindergarten staff to ensure the children are familiar with the process. Any visitors to the centre will be asked to participate in Emergency Management drills at these times. Further details are available in the Home Road Kindergarten policy manual located in the foyer or on our website at [www.homeroadkindergarten.vic.edu.au](http://www.homeroadkindergarten.vic.edu.au).

## Photographs, Incursions and Excursions

### Photographs

A photographer will attend the Kindergarten during the year to take both individual and group photos of the children. You will be advised when a firm date has been set. These photos will be made available for families to purchase if you wish.

### Visitors to Kindergarten, Incursions and Excursions

At various times during the year, visitors are invited to the Kindergarten. These form part of the educational program the children are involved in at the time and are an extension of that program.

Part of the kindergarten fees that you pay each term are used for extra-curricular activities for the children. Examples of activities provided for the children include drama productions, sports, yoga, animals/reptiles, musicians, water safety, dress-up days, gardening etc.

We may take the children on local excursions; your child may get to go for a walk to the park, visit the local library or post a letter and buy some fruit at the local shops. These excursions may vary from year to year but all children will have the opportunity to participate and parents/guardians are also asked to accompany us on the excursion.

Our kindergarten is committed to providing a high level of safety for the children in all circumstances. In line with the Education and Care Services National Regulations, a risk assessment must be carried out before authorisation is sought from parents for an excursion. This assessment ensures all risks are identified and assessed and explains how these risks will be managed and minimised, to ensure the health, safety and wellbeing of all children being taken on the excursion.

You may see fundraising events such as entertainment books, picture plates or movie nights but these are optional events and are provided for your enjoyment and benefit. Scholastic book catalogues are provided as a service to parents whilst also earning the kindergarten credits to use for books and other resources.

### Community Connections program

The National Quality Standards, the Victorian Early Years Learning and Development Framework, along with our philosophy, highlight the importance of learning in nature and within the local community. Having an active presence in the local community strengthens community links and strengthens children's interests and skills in becoming active contributors to their world. Part of our community connections program allows the children to have uninterrupted play and learning within local natural environments. Providing the opportunity for children to participate in unstructured play in a natural environment has overwhelming benefits in all areas of life; including physical, emotional, social, language, cognitive and spiritual development. "Outdoor spaces with plants, trees, rocks, shells, mud, sand and water invite open ended interactions, spontaneity, risk taking and a connection with nature." (The National Quality Standards)

Once each group has settled into the year, they will each have regular walks and excursions to explore and learn within the local area. This will include walking to Digman Reserve, Hall Street shops, Newport Community Hub and Newport Lakes. It may also include visiting Newport train station, a train ride to Williamstown Botanical Gardens, a train ride to Point Gellibrand or a bus ride to Coles Williamstown. The Community Connections program will be tailored to each group and will depend on the individual group's learning interests and inquiries that come up throughout the year. Families will be informed of community outings before they take place and permission notes will be distributed for outings that are not part of the regular outings permission form that is signed on enrolment.

## Parent/Teacher Communication

### **Parent/Teacher communication and Induction information sessions**

The Induction Information Sessions for three year old groups at the commencement of the year provide an ideal opportunity to share information about your child with the educators. This is also a chance to discuss with your educators, your expectations of Kindergarten for your child.

To support the transition of the four year old kindergarten children into their new groups and into our Home Road Kindergarten community, there will be an opportunity for families to have parent/teacher meetings early in the year. These meetings will first be offered to children with additional needs, medical conditions and new families to our centre. If there are further bookings available, they will then be offered to all other families. However, if you would like to have a more detailed conversation that might aid your child's transition, we encourage you to arrange a separate time with your child's teacher.

We value the opportunity to informally chat to parents regularly throughout the year as a means of sharing information about your child's progress both at home and at Kindergarten. Day-to-day happenings at home can greatly influence your child's behaviour at Kindergarten and ongoing communication between parents and educators is vital in enhancing each child's Kindergarten experience. Your rostered parent duty is a great time for an informal chat with educators also.

More formal arrangements can be made to discuss your child's progress and/or development. Your child's teacher will be happy to arrange a meeting time with you. Teachers can be contacted via phone, email or by starting a conversation on Storypark; contact details are provided on our website at [www.homeroadkindergarten.vic.edu.au](http://www.homeroadkindergarten.vic.edu.au)

### **Program Evaluation Folder**

Every group has their own folder with photos, comments, current programs and goals prepared by the educators and regularly updated for the parents to browse. This book will be located on the table in the entrance area when your child attends kindergarten.

### **Communication Book**

Each group will have their own communication book, which will be located on the table in the entrance area when your child attends kindergarten. This book is another tool to encourage communication between families and educators. We ask families to provide relevant information about home life, children's interests, family holidays or any exciting news which will then be shared with the group or used to plan activities and experiences at kindergarten. Families must be aware that this book is not confidential; any confidential information should be directed to the educators.

### **Storypark**

To assist with documenting children's learning and communicating with families, Home Road Kindergarten uses Storypark – a secure, private online space to ensure your child receives the best support possible and that you are involved and up-to-date with your child's development. Storypark provides each child with an online community which you (their parent/guardian) own and control who has access to, at no cost, for as long as you wish.

You can choose to add your own stories or leave comments and feedback for children and our teaching team. You can also choose to share these stories with family members if you wish. We hope that you will invite your extended family so that the children have an authentic audience who are genuinely interested in their learning.

### **Portfolios/Learning Journals**

Portfolios will be developed and collated showcasing your child's work, photos and observations which identify your child's developmental progress in the five learning outcomes of our curriculum. These are sent home at the end of second term for you to view and make comments on your child's development. We ask that families return your child's portfolio at the beginning of term three so that educators can continue to add to them. At the end of the year your child's portfolio will be given to you as a treasured keepsake.

## Preparation

### Preparation Time

Our educators are given preparation time during the week for the various needs of the Kindergarten. Program planning and administrative work take up most of this time, although teacher/staff meetings and professional development are often planned for this time.

We ask parents/carers to assist educators with program preparation whenever possible. You may be asked during a session when you're doing parent duty, or perhaps you may be able to take some simple preparation tasks home to assist educators.

## Parental Assistance

### Parental assistance at Kindergarten

There are various ways in which you can help with the running of the Kindergarten:

#### Management Committee

The Committee is made up of volunteer parents and is responsible for the running of the Kindergarten. They are also responsible for employing teaching and administrative staff as well as cleaners, other contractors and maintaining the Kindergarten equipment. Another role of the committee is to organise events outside of the usual kindergarten program, such as Open Day, working bees and fundraising activities. Committee meetings are held once a month. Please consider joining the Committee and being involved in the Kindergarten management.

#### Kinder Duty Roster

**You are welcome to bring siblings when doing kinder duty.**

Parents are encouraged to participate in our duty roster. Parents/carers or other family members are asked for two sessions per term (more if you are able!) to help assist with the program. For example, reading stories to the children, helping with puzzles and games or other special activities, assisting with clean up. At various times, parents have enthusiastically brought with them their own special skills, such as gardening, music, drama, cooking and woodwork. They have performed, demonstrated and taught the children. If you have any skills that you'd like to share with the children, please speak to educators.

This roster time provides you with an opportunity to see what your child does at Kindergarten and share with your child what is, at the moment, an important part of his/her life. If you are unable to do duty, please feel welcome to talk to educators about other roles.

#### Laundry

Families are asked to take home the washing that consists of the art smocks, kitchen tea towels and hand towels approximately once or twice during the year.

#### Working Bees

The maintenance of the Kindergarten grounds is the responsibility of the parent Committee. Therefore, working bees are held once per term to help with the upkeep of the Kindergarten. It is hoped that each family will be represented. The only people who will miss out if there is little support are the children. Note that part of the fee schedule includes a maintenance levy, which is refundable upon attendance at a working bee. The levy will be refunded via a reduced fee rate for the term following the working bee.

## Participation Guidelines

Parents/guardians, family members, volunteers and students on placement are a valued part of our program. Below are some helpful guidelines to ensure your stay with us is enjoyable and fun.

### Why do we need guidelines?

The Education and Care Services National Regulations outline specific requirements for the protection of children from hazards, which includes providing adequate supervision at all times. Adequate supervision is defined as constant, active and diligent and involves educators keeping each child within sight or hearing at all times. In line with regulations, parents/guardians and volunteers are not recognised as educators and are therefore unable to be left alone with a child or children at any time.

Parents/guardians, family members and volunteers are encouraged to refer to the Home Road Kindergarten Code of Conduct policy for guidance when attending or assisting at Home Road Kindergarten. Here is an excerpt:

I commit to contributing to creating an environment at Home Road Kindergarten that:

- respects the rights of the child and values diversity
- acknowledges the vulnerability of Aboriginal children, children from a culturally and linguistically diverse background and children with a disability and has zero tolerance of discrimination
- maintains a duty of care (refer to Definitions) towards all children at the service
- is committed to the safety and wellbeing of each child at the service
- is committed to the safety and wellbeing of all staff at the service
- provides a safe and secure environment for all at the service
- provides an open, welcoming environment in which everyone's contribution is valued and respected
- is committed to communicating openly and honestly
- is committed to continually learning how to be inclusive and respectful of cultural needs
- encourages parents/guardians, volunteers, students and community members to support and participate in the program and activities of the service.

### Relationships with children

In our relationships with children, I commit to:

- being a positive role model at all times
- encouraging children to express themselves and their opinions
- allowing children to undertake experiences that develop self-reliance and self-esteem
- maintaining a safe environment for children
- speaking to children in an encouraging and positive manner
- giving each child positive guidance and encouraging appropriate behaviour
- regarding all children equally, and with respect and dignity
- having regard to each child's cultural values
- respecting individual difference including age, physical and intellectual development, and catering for the abilities of each child at the service.

### Relationships with the Approved Provider, Nominated Supervisor, staff and others

In my relationships with the Approved Provider, Nominated Supervisor, staff, other parents/guardians, volunteers and visitors I commit to:

- reading and abiding by the Code of Conduct Policy
- developing relationships based on mutual respect
- working in partnership in a courteous, respectful and encouraging manner
- valuing the input of others
- sharing our expertise and knowledge in a considered manner
- respecting the rights of others as individuals
- giving encouraging and constructive feedback, and respecting the value of different professional approaches

- respecting the privacy of children and their families and only disclosing information to people who have a need to know as required under the Privacy and Confidentiality policy
- following the directions of staff at all times
- treating the kindergarten environment with respect
- raising any concerns, including concerns about safety, as soon as possible with staff to ensure that they can be resolved efficiently
- raising any complaints or grievances in accordance with the Complaints and Grievances Policy.

#### **In general**

- The centre and staff are responsible for the children who are enrolled and signed in; that is, those children attending the children's program.
- Adults are responsible for all children who accompany them — for example, while on duty and at drop-off and pick-up times — ensuring they do not inhibit or disrupt the program in any way.
- Staff may ask parents/guardians to remove children not enrolled and signed into the program if they are disturbing the program.
- Parents/guardians must clean up after their children following meetings and activities that are not part of the program, such as a working bee, and leave all areas as they were found.
- Parents/guardians will also be responsible for children's behaviour when attending other activities and the child is not signed into the program, such as working bees and centre events.
- Smoking is not permitted on centre property at any time.

## **Lost Property and Junk Material**

### **Lost Property**

Labelled items left behind will be placed in your child's group art box for safe keeping; all other items will be placed in a lost property box. At the end of each term if items have not been claimed they will be disposed of. We ask that you do not take items that do not belong to your child from the lost property box.

### **Junk Material**

Kindergartens love junk material. If you think you have anything that may be useful for us at Home Road, please let us know what you have before bringing it in as we have limited storage space. Foil paper, corks, bottle tops, ribbon, small boxes, wood off-cuts, material, etc may be appreciated.

## **Children's Art Work**

### **Art Work**

During the year your child may create many paintings, drawings and collage works at kinder. When the art work is dry, they will be placed into your child's locker or given to them to take home at the end of session. It is the process of creating art work and not always the finished product that is most important. Children take much pride in their efforts to create and want to share their work with their families.

## Second Year Attendance

### **Second Year Attendance for 3 Year Old Kindergarten Program**

Your child's teacher may suggest that your child could benefit from a second year of 3 year old kindergarten, or you may wish for them to undertake a second year. You should discuss your child's progress with the teacher during Terms 1 and 2 and you must advise the Administration Manager of your decision prior to the end of Term 2 in their first year. Places can only be guaranteed for children to attend a second year of 3 year old kindergarten if the Administration Manager is advised prior to first round offers being sent out (usually in June each year). Priority of group selection will also be given for children attending a second year.

### **Second Year Attendance for 4 Year Old Kindergarten Program**

The Department of Education and Training (DET) provides funding to support children to access a four year old kindergarten program in the year before they start school. When considering whether a second year of funded four year old kindergarten will benefit a child, the early childhood teacher and parent must ensure that the child meets the eligibility criteria for a second year.

For more information, please refer to pages 5 and 6 of our Kindergarten Information Guide, speak with your child's teacher and refer to the DET website at <https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/kindergarten-second-year.aspx>

## Centre Policies

### **Home Road Kindergarten Policy Manual**

A full copy of all Kindergarten policies are available in a folder in our foyer for parents to read or available for download on our website; please note, the folder must not be removed from the centre. Please see staff or committee members for its location. Please do not hesitate to raise any concerns with staff or committee of management members. All parents are welcome to attend committee meetings if they have an issue to discuss. Minutes of meetings are available to parents upon request.