PARENT INFORMATION HANDBOOK

Monash Kindergarten Children
Standing tall and strong
Branching out into our community
Growing to love life - long learning
Welcome
A very warm welcome is extended to you and your family from the staff of the Monash Kindergarten. This booklet has been prepared to answer some of the questions and queries you may have. We hope you will view the kindergarten as an extension of your home and that you’ll share with us in the development of your child through the preschool years.

Vision Statement
We strive for enjoyment and excellence in learning by providing an environment that encourages confidence to explore and discover in the pursuit of life long learning.

Values Statement
We value collaborative partnerships and believe that they build a strong foundation in developing a successful learning environment.

Staff
Director: Leanne Brooke
Teacher: Coralie Dixon
ECW: Melissa Ebert, Sarah Knight
Support & Bilingual staff work at the kindergarten when required.
Please refer to outside notice board for photos of current staff members.

Services Offered
Sessional Kindergarten:
Children are able to attend up to 5 sessions per week during the year prior to them beginning school.

Monday, Wednesday and alternate Thursdays
8.45am - 11.45am.
12.15pm - 3.15pm.

Kindergarten Enrolment Policy
Children are eligible to attend kindergarten for the 12 months prior to them beginning school (except where special needs exist). Children who turn 4 on or before April 30th are entitled to start at the beginning of the school year. Children are not required to start school until age six. It is sometimes the case that a child can benefit from extra time at kindergarten. This can be arranged in consultation with the Director.

Pre-entry: Offered one term prior to starting kindergarten. Session time to be negotiated with staff.

Playgroup: Operates from the kindergarten on Friday mornings and is coordinated by parents.

Friday 9am - 11.30am.
$2.00 per family per session.

Parent Library: We have a collection of books for parents/care providers to borrow. It includes brochures on child rearing; dealing with children's specific needs eg toileting, behaviour management issues; cooking and more.

Literacy Kits: We have a collection of literacy kits for children to borrow. Each kit contains a picture book and adjuncts that support the story.

Access to:
- Speech Pathology.
- Special Services for children with identified needs
- Dental Clinic
- Child, Youth Health
- School Transition

Fees
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Fees are set by the Governing Council and help to meet the running costs of the centre e.g. telephone, cleaning, electricity, upgrading & maintenance of equipment.

$70 for 5 sessions per week  
$55 for lunch care (optional service).  
$20 Pre-entry

Fees and fundraising money contributes to a major part of the kindergarten income. The kindergarten does receive assistance from the State Government-staff salaries, term allocation of funding & other financial assistance through the Centre Asset Management Plan.
All monies paid into the kindergarten need to be put into a labelled envelope and posted into the kitchen letterbox. Please make sure you tender the correct money. The treasurer collects and receipts all money.

Programming & Philosophy

We believe that our kindergarten facilitates the development of life skills and competencies in preschool children. Our safe, caring environment enables us to provide challenging, enriching child-initiated experiences where children feel comfortable to develop and learn through play, according to their individual needs and interests.

The kindergarten staff use the Australian Early Years Learning Framework as a curriculum guide, which fosters life skills and competencies. The Learning Outcome areas are: Children have a strong sense of identity; Children are connected with and contribute to their world; Children have a strong sense of wellbeing; Children are confident and involved learners; Children are effective communicators. We also have a strong focus on Literacy and Numeracy as prioritised in our Quality Improvement Plan.

During your child’s time at kindergarten, staff will observe & note his/her progress and plan for their future development. Ongoing observations and assessment will be undertaken during your child’s time at kindergarten and the information gathered from these will be shared with parents on a continual basis.

We welcome any input from you regarding your child’s needs and interests. Learning goals will be established for each child at the beginning of the year and reviewed each term, giving each child a current individual focus. Each kindergarten child has a profile book which enables staff to collate photos, art work and other works related to your child’s year at kindergarten.

Governing Council

Monash Kindergarten is affiliated with the Department for Education and Child Development (DECD) and managed by parents serving on the Governing Council. Members are elected at the Annual General Meeting held in February and meetings are held monthly, usually at night.

The governing council is responsible for

- The financial management of the kindergarten. This involves budgeting, maintenance & upgrade of equipment, fundraising.
- Informing the parent body of all related issues, to enable discussion & endorsement.
- Development of policies
- Development, implementation and reporting of the Strategic Plan, Operational Plan and Annual Report.
- Assisting with the implementation of the program within the kindergarten.
- Maintaining accurate records.
From the Governing Council
The kindergarten is staffed & allocated operating time according to child attendances and projected enrolments. You can help us to maintain adequate time by bringing your child to kindergarten regularly. To assist with forward planning related to our operating times & projected enrolments please enrol younger children early.

Parent Responsibilities
Please wait with your child if you arrive before session time, as staff will be busy preparing planned activities. For your child's safety, please come into the kindergarten with them and make sure staff are aware of your arrival.
Please make sure that your child is delivered and collected at the appropriate times. If you are unavoidably delayed, please telephone as soon as possible so that your child can be reassured. Should you arrange for somebody other than yourself to collect your child, it is necessary that both child and staff are told.

If you change your address, your family situation, or change your mind about which SCHOOL your child will attend, please let the Director know as soon as possible.

Parent Participation
Please feel welcome to stay, or drop in, at the kindergarten any time during the session. The urn is always on for a "cuppa", so please help yourself. We invite you to become involved in whichever way you feel comfortable.

Parent Note Pockets
Each child has a named pocket in which newsletters, notices etc are placed. Please check regularly.

Washing Roster
We rely on parent help for the washing of smocks, towels and cushion covers. A roster is drawn up each term and your help with this task will be greatly appreciated.

Insurance
As children are not insured against accident whilst at kindergarten, insurance cover is available. If more information is needed, contact the Director.
Ambulance cover is available from your local St. John Ambulance Centre.
Throughout the year, excursions are organised for your child. If you wish to help transport children on these days, please advise your motor vehicle insurance company.

Excursions
For children to accompany the kindergarten on "long" excursions involving transport separate consent forms will be issued and you will be required to sign this form giving your child permission to go.
For unplanned walking excursions we will attempt to display a notice informing you of the walk, and we’d like to take this opportunity to reassure you that children will be appropriately supervised at all times. Please let the staff know if you do not wish your child to participate.

Health Care

Please notify staff if your child is sick, especially if they are suffering from an illness that can be transmitted to other children eg conjunctivitis, measles, school sores etc or if your child is going to be away for a number of sessions.

It is now a requirement that children attending kindergarten requiring medication to be administered by staff (even once off) MUST be prescribed by a Doctor and have your child’s name on the medication.

Any child with a medical condition MUST have a HEALTH CARE PLAN done on enrolment to ensure everyone’s responsibilities are clearly defined. See the Director if you have any further queries.

First Aid

At times children have accidents at kindergarten. All staff have an up to date first aid certificate and they take great care when dealing with your child. When an incident occurs during the session the staff will place a First Aid note into your parent pocket informing you to see the staff member responsible for your child’s care.

Dental Care

All children attending kindergarten are eligible to be enrolled at the dental clinic for treatment. From January 1st 2007, a $35.00 fee will be charged to all children accessing the school dental service who are not dependants of, or holders of Health Care Cards, Pensioner Concession Cards or School Cards. You may ring the Berri Dental Clinic located at the Berri Primary School - 85821969 for an appointment.

Child and Youth Health

These screenings are conducted throughout the year on the kindergarten site for children prior to school entry. The screening includes many aspects of general development, hearing, physical and sight. Parents will be notified for appointments. For further information about this service contact your local Child and Youth Health Clinic: Ph 8582 2666.

Mandatory Reporting

As teachers and carers of children we are legally obliged to report any suspicious or incidence of child abuse (physical or emotional).

Confidentiality

Parental information (eg address & phone numbers etc) is only given upon written or verbal consent from the party concerned. Kindergarten staff respects confidentiality of all matters pertaining to the child & family

Clothing & Lost Property

We would prefer that children do not come to kindergarten wearing thongs, long dresses or high heels. These items of clothing can cause accidents while climbing or running.

Getting “dirty” is part of kindergarten business so please dress your child accordingly. Children’s play and hence development, can be affected by concerns related to getting “dirty”.

Clothes need to be easy for children to manage when going to the toilet. As we encourage independence, children need to be able to manage their own clothes. Please name all clothing, particularly sandals and hats. Most of the paints used at kindergarten are non-staining. Use cold water when washing.

**Kindergarten Polo Shirts**

Blue long & short sleeved polo shirts and different coloured hats with the kindergarten logo are available to purchase from the centre.

**Lost Property:**
All articles of clothing that has been misplaced maybe found in the lost property box, which is located outside on the children's lockers.

**Celebrations**

Celebrations are an important part of our communities, families and therefore children's lives. They promote a sense of belonging and positive self esteem and can be celebrated in a variety of ways. The staff endeavour to celebrate each child's birthday at the kindergarten, however we do ask parents to remind us so that we do include the celebration during the day.

**What to bring to kindergarten**

- All children are asked to bring a clearly named bag to put their belongings in, and a named broad brimmed hat.
- Children will need to bring a healthy, nutritious lunch in a named container as well as 2 pieces of fruit or appropriate healthy snacks for morning & afternoon fruit time. Their lunch boxes are kept in the refrigerator during the day. Lollies, chocolate, cakes, sweet biscuits etc **DO NOT** fit into our Healthy Eating and Nutrition Policy so please leave them for after kindergarten.
- Packaged foods can often be difficult for children to handle, so please keep these at home.
- The kindergarten provides children with a supply of fresh rainwater, however children are asked to bring their own drink bottle filled with water, for health and hygiene purposes.
- Staff also discourage children from bringing toys from to kindergarten-they can easily be lost or broken.

**Collecting Materials**

We encourage families to send along materials for recycling during children's activities. Some suggestions are:

- empty boxes, wool, material scraps, corks, greeting cards, old wrapping paper, wood off-cuts for hammering, storage containers (margarine & ice-cream), gum nuts, shells,

**Items not** for collecting are toilet rolls, match boxes, cigarette boxes.

**School Transition Program**

With our feeder schools we have set up transition programs designed to make transition from kindergarten to Junior Primary a gradual and positive experience for child and family.
You are asked to enrol your child at the school of your choice at least 6 months before your child turns five. Please let us know if you change your mind regarding your child’s school.

It is a legal requirement that children be enrolled at school before they begin transition. Enrolment forms are available from the school.

For further information and enrolling procedures please contact the following schools.

- Monash Primary School ph. 8583 5361
- Glossop Primary School ph. 8583 2386
- Berri Primary School ph. 8582 1077
- Our Lady of the River ph: 8582 1128
- Riverland Christian School ph. 8583 2304

Evacuation Plan

WHEN YOU HEAR THE WHISTLE BLOWING, LEAVE THE BUILDING AND GATHER AT THE CRICKET PITCH ON THE SCHOOL OVAL.

1. Staff sound the alarm-the whistle hangs on the notice board by the double glass doors.

2. Staff, adults and **ALL** children gather immediately at the main gate and proceed to the cricket pitch on the school oval.

3. Inside staff to:
   - Phone Emergency Services (000) and collect roll book.
   - Check all rooms.
   - Collect First Aid kit, fire blanket (on wall in kitchen).
   - Check all outdoor play areas and collect class list from shed if unable to locate roll book.
   - Proceed to cricket pitch on school oval.

4. Call roll. Wait until safe to return to building, on advice of emergency personnel.

We hope you and your family will enjoy your time at the Monash Kindergarten. Please feel free to discuss your child’s progress with the staff at any time- informal, appointment, telephone, or write.

Remember to add Policies next—Blue paper

Remember to add return paper in green - 2x consent and Parent Questionnaire