

Kororoit Creek Kindergarten Parent Handbook 2018



“Welcome to our kindergarten, a place for you to wonder, to question, to play and to learn. Here you are safe and can be yourself amongst friends.

Know that you will find spaces – inside and out – that are warm, wondrous and exciting. The teachers will challenge you, and support you to participate and have fun. They will listen to your ideas and take them seriously, then carefully think about how to help you take them further. Here, you will begin to take your place in a global community, preparing for school, learning skills for life, making sense of the world. We will explore with you the wonders of the natural world, planting the seeds for a sustainable future.

We welcome your family and invite them to share with us your culture, language, knowledge and interests. Remember, we are all on this learning journey together, and we will support you every step of the way.”



K-6 PRINCIPAL:

Natalie Bakai

K-6 ASSISTANT PRINCIPALS:

Hannah Newton
Bethany Saunders
Sarah Afiouni
Blayne Wallis
Andrew Comley

KINDERGARTEN EDUCATIONAL LEADER:

Andrew Comley

KINDERGARTEN NOMINATED SUPERVISOR:

Havovi Antia

KINDERGARTEN TEACHERS (4 Year Old):

Havovi Antia, Stephanie Maaka, Megan Beasley and Jayshree Joshi

ACTIVITY GROUP LEADERS (3 Year Old):

Laura Millauro, Anna Bordignon, Megan Beasley

KINDERGARTEN ASSISTANTS:

Natasha Mangion, Laura Millauro, Anna Bordignon, Joanne Carroll, Kavita Rani, Iris Zammit and Frances D'Amico

KINDERGARTEN ADMINISTRATION OFFICER:

Kathryn Killeen

ADDRESS: 130 Tenterfield Drive, Burnside Heights, 3023

PHONE: Direct 8358 0634 or 8358 0613 /8358 0600

FACSIMILE: 8358 0699

EMAIL: kororoit.creek.ps@edumail.vic.gov.au

TERM DATES FOR 2018

Four Year Old Orientation Sessions: 30th and 31st January

Three Year Old Sessions Start: 2nd February

Term 1: 5th February – 29th March

Term 2: 16th April – 29th June

Term 3: 16th July – 21st September

Term 4: 8th October – 21st December

Please Note: Kororoit Creek Kindergarten will be closed for all public holidays



WELCOME TO KOROROIT CREEK KINDERGARTEN

Dear Parents,

Welcome to Kororoit Creek Kindergarten. We are delighted that you have chosen to be part of our learning community during your child's pre-school years and thank you for entrusting your children's education to us. The partnership formed between the Melton Shire Council and Kororoit Creek Primary School has made the development of this kindergarten facility a reality and is one that we continually strive to develop and consolidate.

In 2014, we were extremely proud to have received the highest rating of 'Exceeding' in our National Quality Rating and Assessment process. We know that your child will enjoy an exceptional level of care and individualised learning at our Kindergarten. Our practice is underpinned by our Philosophy, which reflects our commitment to an emergent curriculum, sustainable practices and family connections.

Our School values of lifelong and personalised learning are extended into our Kindergarten context and we are looking forward to forming a partnership with you as you begin the educational journey through Kindergarten with your child.

Our aim is to deliver a rich, comprehensive program that meets the needs of the individual child and provides a nurturing environment that is fun, supportive, stimulating and safe. The learning needs of students are addressed through the Victorian Early Years Learning Framework (VEYLDF) as well as the Primary Years Programme of the International Baccalaureate (PYP). This year, within the fifteen-hour program, we are delighted to be able to offer two hours of specialist sessions, which will further integrate Music and Physical Education into your child's program. We believe this approach will provide additional opportunities for all children. Buddy programs with the school, as well as visits to the Library and Assembly will also work to support a smooth, cohesive transition for those children who may go on to attend Kororoit Creek Primary School.

Limits on behaviour will apply and will be based on consideration of health, safety and respect for the rights of others. These expectations will be established with the children and be in line with the directives set down by the Department of Education and will ensure equity for all children.

We hope that the following information gives you an understanding of the way our Kindergarten operates and the ways in which you can be involved.

We look forward to working with you and to providing the best learning opportunities and outcomes for your children.

Natalie Bakai

Natalie Bakai
K-6 Principal

OUR KINDERGARTEN PROGRAM AND CURRICULUM:

At Kororoit Creek Kindergarten we believe a formalised link between pre-school and school enables greater curriculum continuity and a shared knowledge of children and families. This creates an enjoyable environment and enables strong positive links between parents, students and the community ensuring a rewarding and fulfilling Kindergarten program developed on the love of productive play, exploration, inquiry and learning. Kororoit Creek Kindergarten is an integral part of Kororoit Creek Primary School and strives to provide a committed seamless and continuous program that builds on the needs of the children and their families in an environment that is engaging, supportive and safe for all its members.

The kindergarten and school both work within the framework of the Primary Years Programme (PYP) of the International Baccalaureate. This framework provides the context for developmental play experiences through four Units of Inquiry. Within each unit, teachers facilitate student-led inquiry in new and exciting indoor/outdoor environments. They establish focussed experiences and use guiding questions to extend students' understandings of the world they live in. Intentional Teaching ensures students progress in key learning areas. For more information, please go to www.ibo.org/pyp/

The PYP Curriculum is strongly underpinned by the Victorian Early Years Learning and Development Framework (VEYLDF). The framework contains 5 learning outcomes that are designed to capture the integrated and complex development of all children across the birth to five age range. The kindergarten incorporates the frameworks in their daily planning and evaluation.

1. **Identity:** Children have a strong sense of identity
 - Children feel safe, secure and supported
 - Children develop their emerging autonomy, inter-dependence, resilience and sense of agency
 - Children develop knowledgeable and confident self-identities
 - Children learn to interact in relation to others with care, empathy and respect.
2. **Community:** Children are connected with and contribute to their world.
 - Children develop a sense of belonging to groups and communities and an understanding of the reciprocal rights and responsibilities necessary for active community participation.
 - Children respond to diversity with respect.
 - Children become aware of fairness.
 - Children become socially responsible and show respect for the environment.
3. **Wellbeing:** Children have a strong sense of wellbeing.
 - Children become strong in their social and emotional wellbeing.
 - Children take increasing responsibility for their own health and physical wellbeing.
4. **Learning:** Children are confident and involved learners.
 - Children develop dispositions for learning such as curiosity, cooperation, confidence, creativity, commitment, enthusiasm, persistence, imagination and reflexivity.
 - Children develop a range of skills and processes such as problem solving, inquiry, experimentation, hypothesising, researching and investigating.
 - Children transfer and adapt what they have learned from one context to another.
 - Children resource their own learning through connecting with people, place, technologies and natural and processed materials.
5. **Communication:** Children are effective communicators.
 - Children interact verbally and non-verbally with others for a range of purposes.
 - Children engage with a range of texts and gain meaning from these texts.
 - Children express ideas and make meaning using a range of media.
 - Children begin to understand how symbols and pattern systems work.
 - Children use information and communication technologies to access information, investigate ideas and represent their thinking.

The Program

Our Program will:

- Promote a strong and positive image of the child
- Advocate for their rights as citizens and to realise their own potential
- Require children to accept their responsibilities as local and global citizens
- Encourage the active participation and involvement of parents
- Provide an environment which will stimulate, challenge and provoke children's thinking
- Reflect the child's and adult's interests and provide opportunities for different learning styles
- Value children as individuals and group members and be inclusive of differences in gender and culture
- Provide small and large group experiences which will promote complex cognitive problems for children to solve, enabling persistence and motivation to develop
- Incorporate intentional teaching alongside play-based learning experiences
- Document the children's experiences in order to make the learning visible
- Encourage reflection and research for staff, children and parents
- Value relationships that promote collaboration and communication both with and between children, parents and staff
- Encourage children to participate in research projects which will provoke them to theorise, analyse, reflect revisit and interpret
- Support authentic literacy and numeracy skill development
- Provide learning experiences which are FUN!!

Items to save and look out for!

We can usually find a use for anything. For example you might be able to find:

- Sawdust, wood shaving, laminated cut outs, wood turnings, offcuts
- Boxes, wrapping paper, tissue, ribbons, cardboard
- Dried flowers, ribbon, seed pods, leaves, bark
- Material samples, tiles
- Spools, fabric, buttons, trimmings
- Screws, nuts, bolts, pipes
- Old greeting cards, magazines etc

Please keep your eyes peeled – all donations are appreciated!

We offer: 4-year-old kindergarten (15 hours per week)

4-year-old kindergarten Session Times

Monday and Wednesday 8.30am to 4pm		Tuesday and Thursday 8.30am to 4pm	
Room 1	Kangaroo	Room 1	Wallaby
Room 2	Bandicoot	Room 2	Numbats
Room 3	Bilby	Room 3	Potoroo

Fees for 2018

4-year-old kindergarten fees are to be paid in advance as follows:

PLEASE NOTE THAT FEES ARE TO BE PAID AT THE SCHOOL RECEPTION OR BY DIRECT DEBIT AND A RECEIPT WILL BE ISSUED UPON PAYMENT.

Payment Number	Due Date	Amount Due
1	Prior to start of term 1	\$315.00
2	Prior to start of term 2	\$315.00
3	Prior to start of term 3	\$315.00
4	Prior to start of term 4	\$315.00

We offer: 3-year-old activity group (1 x 3 hour session)

3-year-old activity group Session Times:

PLEASE NOTE THAT A PARENT/AUTHORISED FAMILY MEMBER MUST BE IN ATTENDANCE AT EACH SESSION UNTIL YOUR CHILD HAS TURNED 3 YEARS OF AGE.

Group – Joey, Echidna & Possum

FRIDAY	9:30 – 12:30
---------------	---------------------

Fees for 2018

\$20.00 non-refundable application fee

3-year-old activity group fees are to be paid in advance as follows:

PLEASE NOTE THAT FEES ARE TO BE PAID AT THE SCHOOL RECEPTION OR BY DIRECT DEBIT AND A RECEIPT WILL BE ISSUED UPON PAYMENT.

Payment Number	Due Date	Amount Due
1	Prior to start of term 1	\$200.00
2	Prior to start of term 2	\$200.00
3	Prior to start of term 3	\$200.00
4	Prior to start of term 4	\$200.00

Fees

The Department of Education provide partial funding for the kindergarten, for children attending the four year old program on a per child basis and covers operational costs only. The remaining costs (equipment, maintenance and services) are covered by fees and fundraising revenue.

Fees must be paid in advance prior to the start of each term.

*Health care cardholders may be eligible for a concession for **four-year-old kindergarten only** based on a subsidy provided by the Department of Human Services.*

Unpaid fees

- 1. Children will not be permitted to attend kindergarten unless fees are paid prior to the commencement of each term.**
- 2. If fees remain unpaid after the second week of term the child's place at the kindergarten will be cancelled.**

Management

The School Council Executive Officer (School Principal) manages the operation of the Kindergarten and reports to School Council, which meets twice a term

Parents are encouraged to participate through:

- volunteering for duty
- either formal or informal input and suggestions including use of the suggestion box at the entry of the kindergarten rooms
- communicating either formally or informally with the teachers and assistants
- Attending special days such as celebrations of learning, birthdays or family days.
- Sharing any skills or hobbies with the kindergarten
- Taking part in our learning experiences

Kororoit Creek Kindergarten Fundraising Committee:

- The School Council, through the fundraising sub-committee oversees fundraising for the kindergarten and school. Interested parents are welcome to support the fundraising committee with events that are held throughout the year.

Beginning Kindergarten:

Beginning kindergarten is usually a happy experience for your child. Your child may confidently tackle the new situation enthusiastically or, if a little unsure, may become bewildered by the strange experience. All children are individuals and will react to the kindergarten experience in varying ways. This is not an indication of an ongoing issue but an initial reaction to a new experience which we work closely with families on.

Whilst some children are naturally outgoing and confident, it is also natural for some children to be reluctant to leave their parent/guardian. For these children, parents/guardians are encouraged to stay for a short time past the usual drop-off time until he or she has become more settled.

Saying goodbye:

Please ensure that you say a proper goodbye to your child and reassure them that you will be picking them up. Leaving abruptly without saying a proper goodbye will upset your child and they will worry that you may not be coming back. Whilst it is important to say goodbye we ask that parents make it a quick goodbye so that children can settle. The longer the goodbye is then the more anxious the child will become.

Parent Appointments

An appointment can be made with the teacher, Educational Leader or Principal to discuss your child's progress or concerns.

How families can help at the kindergarten:

Families are welcome to attend kindergarten sessions and be involved with children's activities. This gives staff an opportunity to work closely with individual children. The kindergarten has parent helper rosters. Please consult the teacher and a time can be chosen.

Helping gives you an opportunity to:

- Spend valuable time with your child (children enjoy their parent's involvement and often look forward to these occasions)
- See the program in progress
- Get to know the kindergarten staff and your child's friends

Some ways in which parents can assist the Kindergarten include:

- Sharing special skills (cooking, gardening, music)
- Reading stories, including stories in your mother tongue
- Helping with the centre routine
- Attending excursions
- Laundry
- Mending broken equipment / assembling new equipment
- Fundraising
- Collecting any useful materials/resources etc. Paper, cartons, shells, boxes etc.
- Laminating / Contacting items including books and other play resources

Any parents who wish to help on a regular basis should complete our **Parent Helpers Workshop** at the start of the year, and dates for the workshop will be advertised early 2018. All parent helpers should obtain a **Working With Children** check.

Working With Children check

The WWC check helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct and preventing those who pose an unjustifiable risk to children from working with or caring for them.

As a volunteer, the WWC check has no fee/cost attached to it.

To apply for a WWC check, you need to complete an online application, which is available at the following website: <https://online.justice.vic.gov.au/wwcu/onlineapplication.doj>

Toddlers:

Small children are welcome to visit the centre with their parents, but please make sure they are fully supervised at all times, both for their own safety and the safety of our kindergarten children. Please be aware that the activities at kindergarten are age appropriate for three – five year olds and may not be suitable for younger children. Babies, toddlers and young children who are visiting the kindergarten with you are your responsibility at all times whilst you are at the centre.

Making learning visible:

Our weekly programmes are displayed in each room and on the Curriculum Wall in the Foyer. Please take the time to read through these, and contribute any ideas to the teacher. Educators respond to, support and extend the children's and family's current ideas and interests and incorporate these within our daily work in the room.

Children and educators create **individual portfolios** throughout the year, which is a collection of their work, observations, reflections and photos. The Portfolios are available to parents throughout the year. Please take the time to enjoy these records of learning with your child. The portfolios are a legal document and belong to Kororoit Creek Kindergarten until the end of the year. It is sent home during school holidays – please ensure you take care and return it when the children come back to start the new kindergarten term. These portfolios will go home to families at the end of the year.

Each child also has an individual **Developmental Continuum** in Literacy to track their progress and inform future planning and teaching. These documents will follow the children up to Kororoit Creek

Primary School, or will be sent home at the end of the year if you are not attending KCPS.

Discussion with parents is a vital part of the program allowing educators to talk about your child's progress with you. As session times are quite busy, please make arrangements with the teacher for a suitable time, either before or after the session, for such a discussion. The kindergarten teacher will help parents with any queries and, if necessary, we will refer you to others who may be of some help.

What your child should bring:

- A school bag to carry belongings
- A spare hat (wide brimmed or legionnaire's hat), from September to the end of April
Please Note: Kororoit Creek Hats will be provided to all children and will remain at Kindergarten throughout the year.
- A change of clothing including underwear (in case of accidents)
- Snack and lunch. Snack should include fruit, crunchy vegetables, yogurt etc. In the warmer weather please pack your child's lunch in an insulated pack. Lunch could include a healthy meal such as a sandwich or wrap. Again we encourage healthy eating so chips, chocolate and lollies are not permitted. Nuts and nut products are also not permitted to support the safety of all of our students including those with severe nut allergies which may lead to anaphylactic reactions.
- A large NAMED drink bottle. Water is our preferred drink.
- Things collected at home eg: fur, fabric, soft wood, wool etc... can be brought on an occasional basis
- One box of tissues per term. These will be shared as needed.

Clothing:

We will do our best to protect the children's clothing by providing smocks to wear during painting, water play and other messy activities. It is unavoidable that some clothing will become soiled. Please send children in clothes that wash easily, and that children aren't afraid to get dirty.

- PLEASE: ensure all clothing worn or brought to kindergarten is clearly marked with their name
- Encourage independence, by dressing children in clothes that they can manage themselves.
- Avoid long dresses which hinder children when running and climbing.
- Please ensure that children do NOT wear strappy or strapless tops as these are not conducive to either being sun-safe during warmer weather or playing on equipment.
- Note that thongs or strappy sandals are NOT permitted and that closed shoes must be worn by ALL children.
- Coats are required in cold weather as an outdoor program is provided for the children all year around.
- Kororoit Creek Kindergarten hats will be provided to all children and should remain at Kindergarten throughout the year.
- It is our policy that staff and children wear sunscreen and a hat during the warmer months from the start of September through to the end of April. The kindergarten will provide sunscreen for children to re-apply during the day. Please ensure your child's hat remains at kindergarten. Children without hats will have to remain inside.
- The children are invited to bring along a pair of gumboots and a raincoat on wet weather days so that they can explore and investigate aspects of the program outdoors in wet weather conditions.

Kororoit Creek Kindergarten t-shirts and hats with the kindergarten logo can be purchased from the school office.

Rest Times

The children will have the opportunity to rest each day, which is a quiet time across the centre. This time can be spent reading books, doing yoga, talking with the teacher, making puzzles or lying down to sleep. If your child needs a sleep, please talk with the teacher to ensure they are supported to do this. You might like to send a comforting toy or blanket to help them to sleep. Each child will have their own pillow provided by the kindergarten, and soft mats and blankets are available if needed. Please make a cover for your pillow, which can be taken home and washed regularly. Some parents have used a large T-shirt to cover their pillow.

Healthy Eating:

PLEASE NOTE THAT OUR ENTIRE KINDERGARTEN AND SCHOOL IS A NUT FREE AREA. THIS MEANS NO FOODS CONTAINING NUTS SUCH AS NUTELLA, NUT MUESLI BARS OR PEANUT BUTTER ETC MAY BE BROUGHT TO KINDERGARTEN OR SCHOOL.

We promote healthy eating habits and dental hygiene at kindergarten. Lollies, potato chips, chewing gum and soft drink are **not permitted**, nor are glass-bottled drinks. Children bring their own food and drink.

Ideas for a healthy lunch box at kindergarten:

- Cheese sticks
- Cheese and crackers
- Noodles, pasta, rice, dumplings etc
- Popcorn
- Sultanas
- Fruit salad
- Pieces of fruit
- Vegetable sticks with dip
- Flat bread or pita bread
- Nut free muesli bar
- Home made pizza
- Pretzels
- Dried fruit
- Pikelets with healthy spread on top.
- Yogurt
- Rice cakes
- Dried fruit
- Sandwich
- Salad

Birthday Celebrations:

Birthday cakes are often a significant part of the way children and families celebrate their special birth or name day. We are happy to support the tradition at school and kindergarten but request that you bring cupcakes for children to share rather than a birthday cake. We also request that there are no lolly bags provided. This helps both children and staff in distributing the cake and ensuring that there is minimal clean up required. Due to privacy issues we are not able to supply group lists to parents but teachers will give you the number of cupcakes required for the group.

Family Support:

The kindergarten teacher is able to advise parents of appropriate services that are available within the community, eg. MCHN, Djerriwarrh Health Services, Play Groups, Toy Library, Speech Therapy etc.

Preschool Field Officer:

The Preschool Field Officer (PSFO) is an early childhood professional, experienced in working with children who are having difficulty in the kindergarten setting. The PSFO may attend the kindergarten to observe the children. If they have any concerns about your child you will be notified and the PSFO will arrange a meeting with you to discuss any issues or concerns. The PSFO is based at the Melton Shire Office. Parents and the kindergarten teachers are able to make contact on (03) 9747 7200.

Maternal and Child Health Nurse:

The Melton City Council have a Maternal and Child Health Service on site at Kororoit Creek Kindergarten. The service is free and is offered to all Victorian families with children from 0-6 years. Maternal and Child Health Nurses are Registered Nurses and Midwives with a postgraduate qualification in Child and Family Health. Families can find out more information about this service by contacting Melton City Council on (03) 9307 9808.

Toys:

Children are not encouraged to bring toys from home unless it is for a special event or unless a security toy is needed during sessions or for rest time. Please ensure any toys brought to kindergarten are labeled. We do not accept responsibility for any lost, missing or damaged items. **NB.** Kororoit Creek Kindergarten is a 'war toy and super hero free zone'. Children are expected to keep such toys at home.

Behavioural Guidance:

The teachers and assistants are committed to the safety and well being of all children, staff and volunteers attending our centre. The teacher will inform parents of acceptable behaviours, and those that are unacceptable as required. The aim is to help children learn the consequences of their behaviour and therefore develop an understanding of how their actions affect others. Please feel free to approach the kindergarten teacher if you have any concerns regarding your child's behavior and would like to discuss guidance techniques.

Children with additional needs:

All children of eligible age have the right to a placement in kindergarten, regardless of any additional needs. Teachers will work closely with the child and family and encourage families to fully utilise the available support while attending Kororoit Creek Kindergarten. The Preschool Field Officer is also available to enhance your child's experience at the kindergarten program. Please contact Melton Shire Office on 9747 7200 for further details.

Excursions & Incursions:

Excursions provide the opportunity for children to explore and learn outside the boundaries of the kindergarten. In order for these excursions to occur, written authorisation from parents/guardians is essential.

A form stating the date, destination, method of transport, activities, cost (if any), number of staff and adults to accompany and supervise will be provided for you to sign before each excursion. These must be signed and returned to the kindergarten in order for your child to attend the excursion.

Children will also embark on local excursions on the School site as a regular part of their program and transition to Primary School. This will include visits to the school library, classrooms and assembly. Sessions may be rescheduled or altered to allow for excursions or special activities at the kindergarten.

Notices:

Notices are an important way for parents/guardians to be kept informed about what is happening in the kindergarten. These notices will be placed in each child's notice pocket, which is hanging on the wall. Please check these pockets on a regular basis. It may be helpful to make a place at home for posting notices about excursions, rosters, meeting dates etc. Please also remember to check in the sign in area of our child's room for any important notices or newsletters.

Kindergarten Blog and School Website

The Kindergarten uses a room blog to communicate what is happening at the kindergarten, as well as important dates and event reminders. The details for access to the blog will be made available to parents at the beginning of the year. The School Website also has a Kindergarten section with newsletters, policies and procedures uploaded.

Concerns and Complaints:

If at any time throughout the year you have concerns about your child or the kindergarten program,

please do not hesitate to approach your child's teacher to make a suitable time to discuss them.

Alternatively, you may wish to contact Andrew Comley, Assistant Principal, on 8358 0634, or Natalie Bakai, the Principal of Kororoit Creek Kindergarten and School on 8358 0600.

Arrival and Departure

Please try and be prompt with the arrival and departure times to help transitions.

The time of arrival and departure of each child must be recorded each day as per the Children's Services Regulations.

- On arrival write in the time and sign beside it in the space provided. Please ensure that the exact time is recorded.
- On departure fill in the time you collect your child and sign out.

It is essential that the teachers be informed either by letter or phone that a person other than the authorised parent/guardian will be collecting your child. Children will not be released to any person that is not known by the teacher. A list of people nominated by the parents/guardians will be obtained prior to the commencement of the kindergarten year.

Please note that only adults and children 16 years and older may be on your child's form and may collect your child from kindergarten. This is part of the Department of Education requirement.

On Arrival Please:

- Inform staff of any new medication your child is taking
- Inform staff of any new contact numbers or early pick up times
- Inform staff of anything you feel may help in caring for your child that day
- Please read notice board in foyer for information
- Check named pockets for notices and newsletters
- Assist your child in putting their bag in their locker and getting out their drink bottle to place in the room.
- Assist your child to wash your hands upon commencement of the session.

Parents can play a major role in the program development by keeping the staff informed of children's current interests. In this way it is possible to plan for the individual child's development.

Late Pick Up:

Please respect the fact that our centre is not licensed to supervise children after 4:00pm. Staff often have meetings to attend after session, and wish to utilise their planning time as efficiently as possible. If you are late, or think that you may be, please notify the centre as soon as possible on 8358 0634. Any late pick-ups will be recorded in a separate sign-out book so that we can monitor ongoing issues.

Custody or Residency:

Where custody or residency is an issue, parents are requested to fully inform staff of the conditions of the Order, and a photocopy needs to be kept with the child's Enrolment Form. Staff should be kept up to date with information relating to custody and the collection of the child. We appreciate that this is sensitive information and will ensure that it is kept confidential.

Health and Absences:

If your child is ill, please do not send him/her to kindergarten until they are well again, as it is not fair to others present. Please inform the teachers of absences **by 10:00am**.

Government Regulations state how long a child must be excluded from kindergarten depending on different illnesses and diseases. A list of the applicable illnesses and diseases is attached at Appendix B of this handbook, and exclusion times for illnesses and diseases are also on display in the

kindergarten. You may also wish to speak to the teacher.

If you are going away on holidays please let the teacher know if your child is going to be absent for more than two days

Allergies and Medical Conditions:

Parents/guardians of children who suffer from allergies/anaphylaxis/other medical conditions (i.e. diabetes, epilepsy) are required to complete a Management Plan and Risk Minimisation Plan. Please ensure that your child's kindergarten teacher is informed of any allergies or sensitivities before beginning kindergarten, as a short meeting is required to work through your child's risk management plan. Parents need to inform staff of any changes throughout the year especially with regards to student health management plans and newly diagnosed conditions.

Asthma:

Parents/guardians of children who suffer from asthma are required to complete an Asthma Management Plan and Risk Minimisation Plan. Please ensure that your child's kindergarten teacher is informed if your child suffers from asthma before beginning kindergarten, as a short meeting is required to work through your child's risk management plan. If any asthma condition is diagnosed or changes during the kindergarten year, it is the responsibility of parents to immediately inform the staff so that any emergency can be managed quickly and effectively.

Illness:

The well being of the children is the highest priority at our kindergarten. We are particularly sympathetic and understanding of the concerns of working parents and we try to accommodate the difficulties associated with sick children. However, to ensure a high level of health throughout the kindergarten, cross infection must be kept to a minimum, therefore children are requested to be kept at home when ill.

Under health regulations, any infectious diseases (eg. conjunctivitis, head lice, measles, chicken pox etc) must be reported to the teacher ASAP. If your child is infectious or unwell, please refer to the Department of Human Services Exclusion Table – Appendix B for further details. A note informing parents of infection will be placed on the kindergarten room door but no child will be identified.

If a child becomes ill at the kindergarten, the teacher will:

- Make the child comfortable and provide supervision or first aid
- Contact parents on home and work numbers provided and request that the child be taken home
- If parents cannot be reached, staff will contact emergency contact numbers.

Medication:

If your child is well enough to attend kindergarten but requires medication, then the Children's Services Regulations require parent/guardian authorisation in the medication book. Medication will only be administered if it is written in the medication book. All medications must be handed to a staff member and not left in your child's bag.

The Children's Services Regulations has the following requirements when medication is administered at kindergarten:

*Medication should be stored in its original container and must be clearly labeled with the child's name, required dosage and expiry date.

*The name of the medication, dosage amount and administration times must be written into the medication record and be signed by the parent/guardian.

Safety and Regulations:

Some general information about safety at Kororoit Creek Kindergarten:

- The kindergarten will adhere to all Children's Service Regulations 2011 at all times.
- Staff will always maintain safety standards for children.
- Child/Staff ratios will be maintained and children will never be left unsupervised.
- All equipment used will be sound and not in need of repair.
- The environment will complement all safety aspects as identified in the Children's Services Regulations.
- Occupational Health and Safety checks will be done by educators on a regular basis.

Emergency Evacuations Procedure

Kororoit Creek Kindergarten has an emergency evacuation plan on display in the kindergarten room. The staff practice emergency drills with the children throughout the year so that they are familiar with the procedure. Refer to appendix C.

Injuries or serious accidents:

The kindergarten staff maintain current First Aid Certificates. In the event of a serious injury, one teacher will carry out any first aid required and the other teacher will phone an ambulance and parents/guardians or emergency contacts. For less serious accidents, the staff will carry out any necessary first aid. The teacher will then fill out an accident incident report, outlining details of the accident and injury and actions taken. Parents/guardians sign this report to acknowledge awareness of the accident.

Staff absence:

In accordance with the Children's Service Regulations, kindergartens can only run sessions with three staff present, one of whom must be qualified (the teacher). This means that if the teacher is absent and an appropriately qualified replacement is unavailable, the kindergarten session must be cancelled. **NB: Sessions are only cancelled as a last resort.**

Smoke free environment:

The kindergarten building, foyer and entire outdoor fenced area is smoke free at all times. All school sites in Victoria are smoke free.

Please do not hesitate to speak with the kindergarten staff if you have any queries about this handbook. We hope your family enjoys this very special year at Kororoit Creek Kindergarten.

Appendix A: Fee Policy and Contract

Kororoit Creek Kindergarten is committed to:

- Affordable fees for parents of this kindergarten
- Responsible financial management of this kindergarten
- Applying the fees in a non-discriminatory manner
- Fair negotiation of late or non-payment of fees

The Victorian Government funds four-year-old kindergarten on a per capita basis. The funding is a contribution towards the cost of providing the kindergarten program. There is no government funding for 3-year-old groups. Fees are necessary because there is a shortfall between the level of government funding and the costs of running the kindergarten responsibly. In order to operate the kindergarten program, Kororoit Creek Kindergarten is required to budget for:

- Staff salaries
- Utilities (gas, electricity, water and telephone)
- Cleaning
- Maintenance
- Insurance
- Supplies (paint, paper, glue, scissors etc)
- Equipment

PAYMENT

Fees will be invoiced as per the Fees Schedule and payment is by cash, credit card or direct credit and receipts will be issued. **Payment by cheque will not be accepted.**

NON-PAYMENT OF FEES

Fee collection is mandatory. Kororoit Creek Kindergarten has the discretion to terminate your child's enrolment from the service for the non-payment of fees.

Parents should contact our Administration Officer Kathryn Killeen on 8358 0634 if they are having difficulty with payment of fees, as there is a process for negotiating short-term alternative arrangements.

Appendix B: Department of Human Services Exclusion Table

The following table indicates the minimum period of exclusion from schools and children's service centre required for infectious diseases cases and contacts as prescribed under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001

– Schedule 6.

Condition	Exclusion of Cases	Exclusion of Contacts
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Human immunodeficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded unless considered necessary by the Secretary.
Leprosy	Exclude until approval to return has been given by the Secretary.	Not excluded.
Measles*	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Meningitis (bacteria -	Exclude until well.	Not excluded.

other than meningococcal meningitis) Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
Pertussis* (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
Verotoxin producing <i>Escherichia coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
Worms (Intestinal)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.

Appendix C: Emergency Evacuation Procedure

If it is unsafe for children, staff and visitors to remain inside the building, the Kindergarten will be evacuated.

- **Alert other staff and the Nominated Supervisor / Incident Controller of the emergency by pressing the red evacuation button located in each kindergarten room.**
- **Nominated Supervisor / Incident Controller to call 000.**
- **Communications Officer to call the School Principal, and inform Maternal and Child Health Staff/other visitors to the building. Logistics Officer locks internal automatic door.**
- **Inform emergency services of the nature of the emergency (e.g. “There is smoke in the building”).**
- **If the decision to evacuate on-site is made, Logistics Officer leads the evacuation of staff, children and visitors out of the building to the School Oval (rear exit of Kindergarten).**
- **If evacuation is off-site, Logistics Officer leads the evacuation of staff, children and visitors out of the building and proceeds to the Sports Oval on Tenterfield Drive (opposite front entrance to Kindergarten)**
 - Teachers should take the children’s attendance list and room First Aid kit, including medication.
 - Assemble the children a short distance from the building and undertake a head count. If any children are missing the Teacher should hand the First Aid Kit and class roll/sign in book to the Assistant and then look for the missing child/children while the other children are escorted to safety.
 - Nominated Supervisor to collect Emergency Back Pack, Mobile Phone & Key Information Book.
- **Once at assembly area, check all children, staff and visitors are accounted for.**
- **Wait for emergency services to arrive or provide further information.**
 - Phone parents/guardians to advise them of the situation and whether there is a need for the children to be collected. Parents are to be advised to collect their children from the Kororoit Creek Primary School oval.
 - Wait at the oval for parents to arrive or return to the Kindergarten if advised by the Emergency Services that it is safe to do so.
 - Children to be marked off the class roll/sign in book when collected by parents, if necessary.