

## INFORMATION HANDBOOK 2024

### *Welcome to Yackandandah Kindergarten*

The following Information Booklet, in conjunction with the Policy Document prepared by the Kindergarten Sub Committee, is designed to help you understand the service offered at Kindergarten. Please read this information and keep it in a handy place for referral.



We look forward to you joining the Yackandandah Kindergarten community and hope it will be an enjoyable year for you and your child

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Web: [www.yackandandahkinder.com.au](http://www.yackandandahkinder.com.au)

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the magic of play starts here.



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## PHILOSOPHY AND VALUES

### Our Philosophy

The Yackandandah Kindergarten belongs to the community of Yackandandah and surrounds.

Yackandandah Kindergarten aspires to provide high quality, inclusive early childhood education.

We provide play-based learning experiences within a safe and caring environment in which to explore and grow in areas of health, learning, personal and social development, and wellbeing.

Yackandandah Kindergarten believes that nature play in a bush setting fosters children's emotional and social wellbeing, develops skills, fosters their development and connects children to the community.

We respect and accept each child as an individual, valuing unique abilities, interests and needs within the context of a mutually supportive Yackandandah Community.

Yackandandah Kindergarten also respects the role of the family in shaping the child's learning and development and acknowledges the importance of community involvement.

Yackandandah Kindergarten is committed to sustainable practices and fosters environmental awareness.

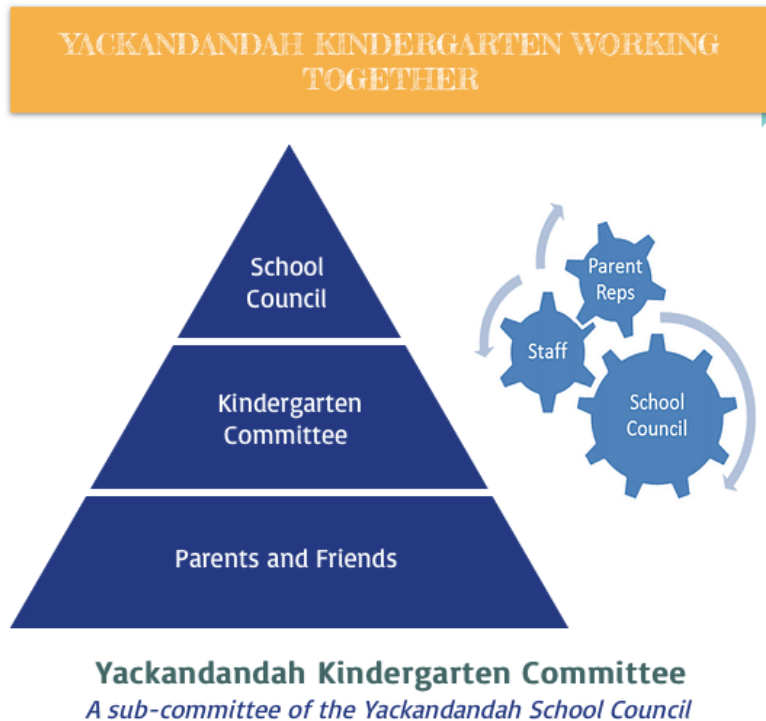


### Our Values

1. Honesty
2. Respect
3. Responsibility
4. Compassion
5. Fairness
6. Tolerance

## MANAGEMENT STRUCTURE

Yackandandah Kindergarten is a licensed children's service operated by the Approved Provider, Yackandandah Primary School. The Yackandandah Primary School under the guidelines of the Department of Education is responsible for the management of our Kindergarten.



A Kindergarten Sub-Committee facilitates the management of the kindergarten service. The Kindergarten Committee currently comprises: Yackandandah Primary School Principal, Kindergarten Educational Leader, at least two representatives of School Council, two 4 year old Pre-School parent representatives, two 3 year old Kindergarten parent representatives and our Administration Officer.

Parents are urged to become involved in the Kindergarten either as a parent representative on the kindergarten committee or as an active participant of the Parents & Friends groups. There is also the opportunity to participate on the

parent helper roster, which will be discussed later in this information booklet.

A list of committee members is displayed on the notice board at the entrance of the kindergarten. The following email addresses are available for contacting Staff and/or Committee members:

- Kindergarten Educational Leader (Director):  
[director.yackandandah.kin@kindergarten.vic.gov.au](mailto:director.yackandandah.kin@kindergarten.vic.gov.au)
- Administration: [yackandandah.kin@kindergarten.vic.gov.au](mailto:yackandandah.kin@kindergarten.vic.gov.au)

Other contact details are included on the Yackandandah Kindergarten website at [www.yackandandahkinder.com.au](http://www.yackandandahkinder.com.au)

## SERVICE INFORMATION

### **License to Operate Children's Service**

Yackandandah Primary School is the Approved Provider of the Approved Children's Service operated as Yackandandah Kindergarten.

### ***Approved Provider:***

Yackandandah Primary School

### ***Responsible Officer:***

Michael Edwards

### ***Nominated Supervisor:***

Marisel Blefari

### ***Children's Service Regulatory Authority:***

DE Victoria – *Department Education*

Copies of relevant legislation can be found in the foyer of the Kindergarten

- EDUCATION & CARE SERVICES NATIONAL LAW ACT 2010
- EDUCATION & CARE SERVICES NATIONAL REGULATIONS

For your reference a copy of the Yackandandah Kindergarten Policy Document can also be found in the foyer of the kindergarten.

## **Quality Accreditation**

Our Kindergarten operates in accordance with the National Quality Standards (NQS) under the Education & Care Services National Law and Regulations.

In December 2021, the service was assessed under the National Quality Standards (NQS) as a children's service exceeding all quality standards. The seven Quality Areas under the NQS are:

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

The Standard ensures that our service adopts approaches that are most appropriate to and focus on the best outcomes for the children being educated at Yackandandah Kindergarten.

## PROGRAM INFORMATION

The central focus of Yackandandah Kindergarten's educational programs is on outcomes for our children. Our programs are based on an approved learning framework which considers the developmental needs, interests and experiences of each child and takes into account the individual differences of each child. *(Refer VEYLDF-Victorian Early Years Learning & Development Framework & NQF – National Quality Framework)*

### The Healthy Early Childhood Services Achievement Program

Kinder's Healthy Achievement Team comprises staff & parents working with Beechworth Health Service's Health Promotion Officer to create a healthy kinder environment using a whole-service approach that includes students, families and the wider community.

In 2021, the team achieved Victorian Government recognition as a Healthy Early Childhood Service recognition for meeting all health benchmarks through:

- Aligning kinder policies with key policy & guideline organisations like VEYLDF & NQS
- Helping children, educators and staff reach their full potential
- Promoting children's wellness and eating habits early on in their preschool years, in ways that actively provide benefits while still being fun (eg. by planning new activities)
- Illustrating to our community that our kinder is committed to supporting health & wellbeing.

### Staffing/Qualifications

All Teachers and Educators working at the service are suitably qualified to work in a licensed children's service. Our Kindergarten programs are taught by a four-year Bachelor Degree qualified early childhood teacher. Degree qualified early childhood teachers hold registration with the Victorian Institute of Teaching (VIT). All staff members hold current First Aid, Asthma Management and Anaphylaxis Management Certificates and a current Working with Children Card along with having undergone a Police Check.

From time to time the service assists in the training of pre-service teachers (La Trobe or Charles Sturt University / Wodonga TAFE / RMIT and Swinburne University) & participates in providing work experience/community service for secondary school students.

**Marisel Blefari** is the Kindergarten Director overseeing the Kindergarten. Marisel holds a qualification equivalent to a four-year Bachelor Early Childhood Education and a Bachelor of Childhood & Family Studies.

Each program has a lead teacher and an educator(s) who supports the Teacher's plans and assists with the everyday operations of each session.

### Administration

All administrative and enrolment arrangements are handled by the Kindergarten Administration Officer, **Jennie McKern** who works from the Kindergarten premises Mon, Tues, Wed & Thurs.

## ENROLMENT / INDUCTION

### 2024 Yackandandah Kindergarten Term Dates

Term 1: 30 January to 28 March *[staff return on 29 January]*  
 Term 2: 15 April to 28 June  
 Term 3: 15 July to 20 September  
 Term 4: 7 October to 20 December *[children finish on 18 December]*

### Sessions

The Australian Government is committed to ensuring that every child has access to a quality early childhood education program. The fully State Government funded 3yo & 4yo programs are to be delivered by a four-year university-trained early childhood teacher, 40 weeks a year, in the 2 years before full time schooling (often referred to as 'pre-school' or 'kindergarten').

Yackandandah Kindergarten provides 15 hours of fully State Govt funded kinder to children enrolled in the Kindergarten program [4 years & over] and 15 hours of fully State Govt funded kindergarten to children enrolled in the Pre-kindergarten [3 years & older program].

### Pre-Kindergarten Program for children 3 years and older

The kinder aims to provide 15 hours/pw over Monday & Wednesdays from either 8.15am to 3.45pm or 8.30am to 4.00pm [7.5 hour sessions]. *Note: final determination of 2024 days may change subject to staffing and enrolment numbers.*

### Kindergarten Program for children 4 years and older

Fully State Government funded sessions for kindergarten [4 years & over] are held on Tuesday / Thursday during the Victorian school terms. Each child is enrolled for two days per week, for a total of 15 hours. The 2024 program times are Tue/Thur: 8.15am – 3.45pm and 8.30am – 4.00pm. *Note: final determination of 2024 days may change subject to staffing and enrolment numbers.*

Whilst our kindergarten is flexible in working with families, we must ensure that continuity of delivery of the program is not impeded; therefore families will need to advise/discuss with the Director or Teacher if they intend to collect their child prior to program finish time on special occasions.

At Yackandandah Kindergarten, children are enrolled in a pre-school educational program which is carefully tailored to individual learning plans. Whilst we are aware that there may be issues / appointments from time to time that necessitate earlier collection times, we ask that families are mindful of the interruption to the classroom activities.



**Fully State Govt funded Kindergarten and Pre-School Programs & Non-Funded Program enrolments** require the payment of the maintenance and IT Levy fees to be paid by parents/guardians/carers.

### Non-Funded Kindergarten Sessions Offered

Subject to program and staffing availability, the Kindergarten also offers stand-alone [non-funded by the State Government] program days as an extra learning opportunity for children:



- **Bush Kinder Programs: Monday & Tuesday**

Operating 8.15am – 3.45pm, this session is open to 3yo and 4yo plus children who enjoy the outdoors as their classroom. Families are responsible for payment of the full termly fee amount.

- **School Readiness Session Day: Wednesday**

Operating 8.15am – 3.45pm, this educational learning day is available to our 4yo children heading to Primary School in the following year. Families are responsible for payment of the full termly fee amount.



### Once all enrolment forms are lodged

**(together with provision of a Birth Certificate & current *Medicare* copy of the child's Immunisation History Statement showing they have had all age-appropriate vaccinations)**, an enrolment interview is then conducted in July.

Enrolment place offers are made in August – receipt of such an offer indicates that your child's enrolment in the Yackandandah Kindergarten program is confirmed.

All children currently enrolled at the service will have the opportunity for an informal interview with their teacher or the Kindergarten Director late in 2023.

For any new enrolments, families and their child/ren will be asked to attend an interview and tour of the kindergarten facilities.

## Fees and Funding

The Victorian State Government fully funds every eligible child one year of pre-kinder and one year of kindergarten.  
15 hours per week.

A *Fee Payment Agreement* accompanies the enrolment form and should be signed and returned with the completed form.

Families will be issued with an invoice at the start of the year for the full year's fees. Statements will be issued each term.

Fees can be paid by way of EFT to the following Westpac account:

Yackandandah Primary School  
BSB: 033-222      Account: 018848

Fees can also be paid by cash or cheque via the Yackandandah Primary School office. Fees need to be paid by the second week of term.

## Yackandandah Kindergarten Fees 2024

**Maintenance Levy: \$30 per family p/annum**  
(Family contributions to the maintenance of our kinder)

**Information Technology IT Levy: \$15 p/child**

**Non-funded, additional stand-alone school readiness program for pre-school children [4yrs & over] on a Wednesday:**  
**Fee: \$656 per term** (7.5 hr day)

**Non-funded, stand-alone Bush Kinder Program for pre-school children [3yrs & over]:**  
**Fee: \$656 per term** (7.5 hr day)

**Voluntary Fundraising Contribution:**  
**\$50/family**

To allow equitable sharing of the fundraising load across the whole parent body. We would gratefully accept more or less than this amount.

## GENERAL ENROLMENT PROCEDURES

### 1. Application for a place

Enrolment applications for the funded programs can be accepted any time after the child has turned 3 years of age before 29<sup>th</sup> April 2024. If a child turns 3 years of age after 29<sup>th</sup> April 2024, then they would need to enrol for a non-funded program or wait until the following year. *This is a discussion with the Director at the time of interview.*

- Enrolment application forms are available from the Yackandandah Kindergarten and are provided to the parents/guardians together with information about the requirements of the law for enrolment, locating and accessing immunisation services, obtaining acceptable immunisation documentation and, upon request, a copy of the *Enrolment and Orientation Policy*.
- Yackandandah Kindergarten will determine the date(s) by which applications must be received for offer of places in the pre-kindergarten [3 years & over] funded program, the kindergarten [4 years & over] funded program and the non-funded programs.
- Enrolment forms will "roll over" from one year to the next with the exception of the pages relevant to medical, contacts, address, immunisation information.
- To facilitate the inclusion of all children into the program, the enrolment application form should clearly identify any additional or specific needs of the child (refer to *Inclusion and Equity Policy*).
- Parents/guardians of children applying for a second year of funded kindergarten or currently attending a pre-kindergarten program need not submit a new enrolment application form for the following year.
- A copy of the child's birth certificate and proof of address must be submitted with all applications.
- Completed enrolment application forms are to be forwarded to the Kindergarten Administrator either in person, via email or postal mail for enrolment processing at the Yackandandah Kindergarten [30 Isaacs Avenue, Yackandandah].
- Access to completed enrolment application forms will be restricted to the person responsible for the enrolment process, the Approved Provider, Nominated Supervisor and educators at the service, unless otherwise specified by the Approved Provider.
- Applications will go on the waiting list using the eligibility and priority of access criteria.
- Applications received after the above dates set by Yackandandah Kindergarten will be considered if there are available places, and after all other applicants have been offered a place, in line with the eligibility and priority of access criteria of Yackandandah Kindergarten.



## 2. Offer of places

- After enrolment interview, tentative places will be offered in writing to applicants in accordance with the eligibility and priority of access criteria of the service making clear that confirmation of a place is not final until immunisation and/or any other requested documentation has been received, assessed and found acceptable.
- **Yackandandah Kindergarten requires parents/guardians who have been offered a tentative place to provide acceptable immunisation documentation for assessment at least **two months prior** to the child first attending the service in order that a confirmed place can be offered.**
- The documentation is assessed as outlined in the *Immunisation Enrolment Toolkit for Early Childhood Education and Care Services* by the person responsible for the enrolment process on behalf of the Approved Provider. The Key Dates work form in the *IETECECS* is used to determine the date at which immunisations must be up to date.
- The acceptable outcomes of the assessment for offering a confirmed place are:
  - That the next due vaccine for the child on the ACIR Immunisation History Statement or the Immunisation Status certificate is within the acceptable timeframe for an enrolment, or;
  - That the child is on a recognised catch-up schedule if they have fallen behind with their vaccinations, or
  - That the child has a medical reason not to be vaccinated, or,
  - That the child has been assessed by Yackandandah Kindergarten as being eligible for a 16-week grace period.
- The person responsible for the enrolment process advises the parent/guardian in writing whether a confirmed place is offered and the enrolment can proceed.
- **Parents/guardians who do not have acceptable immunisation documentation cannot be offered a place and should apply to the Australian Childhood Immunisation Register or to an immunisation provider.**

- Offer of places in the funded Pre-Kindergarten [3 years and over] Program/s and the funded Kindergarten [4 years and over] program will be made at the same time.
- Parents/guardians who do not wish to accept the offer of a tentative or confirmed place, or intend to withdraw their enrolment, are requested to notify the Kindergarten Office, or the person responsible for managing the enrolment process at the service, in writing as soon as possible.

Note: Places will not be allocated to children until any outstanding fees owed to the service by the family is paid, or a payment plan is agreed to between the family and the service (refer to *Fees Policy*).

### **3. Kindergarten Place Withdrawal by a Parent(s) / Guardian(s)**

Upon a parent/Guardian advising they wish to withdraw their enrolled child from the kindergarten/ preschool programs offered by this service, a *Withdrawal Form* will be provided by the Service Provider, Kindergarten or Administration Officer responsible; for the parent to note the reason for withdrawal, date of parent notification, last date of child's attendance etc.

Notification of withdrawal will be deemed the date this form is received at the Kindergarten, if later than the date withdrawn is stated on the form.

Please note that parents/guardians will be charged the equivalent of two weeks fees for administration costs for withdrawing your child. The Yackandandah Kindergarten's Service Provider Yackandandah Primary School, may issue a pro-rata refund in exceptional circumstances.

## Immunisation information for parents enrolling a child in a Kindergarten

### Enrolment requirements in Victoria *\*Under the Public Health & Wellbeing Act 2008, in effect from 1 Jan 2016*

By law\*, to finalise enrolment for your child in long day care, kindergarten, family day care or occasional care you must provide the service with an immunisation status certificate that shows your child is:

- up to date with vaccinations for their age OR
- on a vaccine catch-up schedule OR
- has a medical condition preventing them from being fully vaccinated.

"Conscientious objection" is not an exemption under the 'No Jab No Play' legislation.

### What is an immunisation status certificate?

It is a statement showing the vaccines your child has received. The most common type of immunisation status certificate is an Immunisation History Statement from the Australian Childhood Immunisation Register<sup>2</sup>. [Medicare]

'Homeopathic immunisation' is not a recognised form of immunisation.

### What is this document used for?

- **To finalise enrolment.** To accept an offered place at a service, you must provide the service with an immunisation status certificate. This should be done two months before your child is due to start at the service.
- **To keep children safe.** If there is a disease outbreak at the service, the document is used to identify children at risk (for example, children too young to be fully immunised against a disease) who may need to stay away from the service until safe for them to return.

### What if I cannot get this document?

In some circumstances a 16 week 'grace period' can be applied, so your child can start at the service while you organise the document. The service can advise if this applies to you.

1. Under the *Public Health and Wellbeing Act 2008*, in effect from 1 January 2016.
2. The Australian Childhood Immunisation Register was renamed the Australian Immunisation Register in September 2016.

### How do I get an immunisation status certificate?

Request an Immunisation History Statement HIS from the Australian Childhood Immunisation Register (ACIR)

- phone 1800 653 809
- email [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)
- visit [www.medicareaustralia.gov.au/online](http://www.medicareaustralia.gov.au/online)
- visit a Medicare service centre.
- See your doctor or local council



A doctor or local council immunisation service can also provide an immunisation status certificate. For enrolment, the document/s needs to contain the same details as an ACIR IHS and be signed by the immunisation provider.

### How do I tell if my child is 'up to date'?

Review your child's most recent ACIR Immunisation History Statement. At the bottom of the statement there is a section titled 'Next due immunisation(s)'. If the date of the next due vaccination is in the future, then your child's immunisations are up to date for their age.

If your child has completed all their childhood vaccinations, there will be no vaccines listed under the 'Next due immunisation(s)' heading.

### What do I do when my child has vaccinations AFTER enrolling?

After each vaccination, you should provide an updated immunisation status certificate to the Yackandandah Kindergarten to include in their records.



## Birth Certificate and Immunisation Details

It is a requirement that the Kindergarten holds copies of all children's birth certificates and up-to-date immunisation details. All families are asked to bring the original copies with them for their kinder interview so we can sight and copy them for our files. Without these documents, children cannot start. Throughout the course of the enrolment year, it is the responsibility of the family to provide the Kinder Administrator with updated copies of the IHS as their child receives their age-appropriate vaccinations.

## Child Care Subsidy is not applicable to Yackandandah Kindergarten

Under the New Child Care Package, families can only claim the CCS when using approved care which is Long Day Care, OSHC & Family Day Care. A service that primarily provides an early educational program to children in the year that is 2 years before Grade 1 of school (such as a pre-school or kindergarten) is not eligible to become approved.

## Health Care / Pension Card / Veterans Card Holders

If you hold a Health Care, Veteran Affairs or Pension Card, it is important to register such a holder at your enrolment interview by bringing along a current card. A copy of the current card will be made by Administration Officer and kept on record, for the purpose of recording to the Department of Education. This information will be dealt with confidentially.

## Medical Conditions and Action Plans/Medications

Families are responsible for providing information to the service on any medical condition/s or additional need/s of their child.

Parents should convey as much information as possible (in writing via the enrolment form or additional notes), to the Kindergarten Director, Teacher or Administration staff. This information will be discussed at your enrolment interview, prior to the start of the kindergarten year. Please provide copies of any medical or developmental assessments where required.

It is a parent obligation to provide the service with such details so as to assist kindergarten staff in providing for their child's healthy and safety at the service.

## ***Asthma***

Our Asthma Policy states that all children with asthma require an *Asthma Action Plan* to be completed in consultation with your doctor and attached to your child's enrolment form. Each child will be required to bring their own devices (puffer, spacers) and medication (Ventolin etc.).

A child cannot attend kinder without bringing their own device/medication. You will be given a copy of the Asthma Policy at your interview.

## **Anaphylaxis**

Our Anaphylaxis Policy states that all children with anaphylaxis require an *Individual Anaphylaxis Risk Management Plan* to be developed by the early childhood teacher in conjunction with parents and staff. The teacher will initiate the review of this Plan with the parent on a termly basis. An *ASCI poster Action Plan for Anaphylaxis* signed off by the child's doctor will also be required. Each child will be required to bring their own adrenaline auto-injector (eg. EpiPen) – please ensure you hand this to the staff at the beginning of the year and that it is replaced just before expiry date. A child cannot attend kinder without having provided kinder with an updated Plan / EpiPen.

Extra time will be allocated during your child's Enrolment Interview to discuss these requirements.

NB: For the information for parents, the Service will display signage advising of anaphylactic trigger allergens of children enrolled.

## **Medication**

If your child needs to take medication of any kind during session times, written authority must be given by the parent or guardian concerned on the day to be administered. A form will be available at your interview to fill out the necessary requirements regarding administering long-term medication.

Each time medication needs to be administered a parent will need to sign an authorisation form before and after the medication has been given to their child. Provision of medication by a staff member will be witnessed and initialled by another staff member.

All medication must be provided in its original bottle/packaging clearly labelled with your child's name, dosage required etc. Medications will be safely stored during the session and are only to be administered by a staff member. Please ensure that prescribed medication is specifically for your child. Staff are not permitted to administer medication that is prescribed for another family member.

By law, staff are only allowed to give the recommended dosage of medication to your child, so please don't ask them to do otherwise.

If your child requires first aid of any kind after an accident or medication is administered, it will be recorded in the *medication/illness/injury folder*.

A red dot will be placed next to your child's name in the sign in book to notify you that you need to see a staff member to sign the *medication/illness/injury folder*. If your child becomes ill whilst at kinder, parents or the child's emergency contact/s will be requested to collect the child.

In the case of an emergency, an ambulance will be called if required. The ambulance is not a free service, so we recommend you consider having ambulance coverage if you have not already done so.

## DAILY PROCEDURES AT KINDER

To ensure that your child's kinder day gets off to a smooth start and to enable us to provide you with a quality early childhood education service, there are some procedures that families need to be aware of prior to starting kindergarten.

### Daily arrival at kinder:

- The arrival times for the 4yo kindergarten programs (Tuesday & Thursday) are either **8.15am** or **8.30am**.
- The arrival time for pre-kindergarten children (Monday & Wednesday) are either **8.15am** or **8.30am**.
- The arrival time for all students on the non-funded days; Bush Kinder is **8.15am** and School Readiness Wednesday is **8.15am**.

It is important for safety reasons that children do not arrive early at Kinder. The working day for our staff begins earlier; providing time to set up the room in preparation for the session before welcoming children at the official session time. There is an expectation that your child arrives for program on time – in cases where you know you will be late, a courtesy call to the kinder is expected so that staff can best support your child's transition into the room once they arrive.

Our staff are not legally able to supervise children until the official start time of the program. Please note the door will not be opened until that time.

### **Signing your child in and out of the Attendance Register daily**

Under the National Regulations your child must be signed into the Attendance Register (sign in book) on each day that they attend kindergarten. The sign in book is located on the verandah table outside the kinder foyer. After the session starts, or during inclement weather, it will be moved inside.

The person collecting your child at the end of the session must sign your child out of the Attendance Register and record the child's time of departure.

As this is an official record of children's attendance and the first document required in an emergency situation, we require an accurate recording of information therefore this book is for adult use only. Please ensure children/toddlers do not write in this book. FULL NAMES of people dropping off or collecting your child are a legal requirement.

Each family will have completed the 2023 enrolment form on which you will have nominated persons authorised to collect your child. Kindergarten staff are not able to release your child into the care of any person other than one who is nominated as an authorised contact in their enrolment form.

It is the responsibility of parents to notify the Kindergarten in writing regarding changes to information recorded about their child: address, work numbers, emergency contacts and if someone other than a current authorised person is collecting their child from kinder.



This person's name will be added to your child's file. If unknown to staff, they will be asked to produce their driver's licence as proof of ID. Without this, staff cannot release a child to any unauthorised person regardless of how well known that person may be to them or your child.

It is our practice that drop-off of children in the morning is at the door. Teachers will greet each family, bid farewell to parents and accompany the child to the classroom. Staff have found that the children settle quicker and enjoy the responsibility of unpacking their lunchbox, drink bottle and placing their bag in their locker.

If your child may initially need your support to settle, please speak with their teacher.

### **Notification of Absences from Kinder**

Families are to contact the Kinder by 8.45am to advise of their child's absence from kinder. Please speak with the administrator by phone or leave a message on the answering machine/email the office or advise your child's teacher via *Kindyhub*.

### **Building Security During Session Times**

As a kindergarten facility, we believe it is crucial to assure families that their children are in a protected environment. Our electronic door locks are reliable and ensure that only authorised individuals can enter the service under staff supervision. Our CCTV cameras provide an added layer of attendance validation by capturing photos and providing administration with visual coverage around the premises. It is not used to monitor student behaviour – its presence is for safety and emergencies.

### **Visitors During Session Time**

For the safety of the children, our doors are closed at all times. Families and visitors are also asked to be mindful of keeping noise to a minimum when entering the kindergarten prior to and during sessions to allow the children to focus on the program. After ringing the doorbell for staff assistance to enter, all visitors to the Kinder must sign the Visitors Book.

### **Daily Pick Up from Kinder**

It is in the best interests of the children and a courtesy to staff for parents/carers to ensure responsible and prompt collection of children. If children are not collected within 10 minutes of the session finish time staff will follow procedures as per the service's *Delivery & Collection of Children Policy* and late pick-up fees will apply to families.

As discussed earlier in this booklet, (*refer Session Times*), families are asked to keep early pickup from sessions to a minimum unless otherwise necessary.

- The pick-up times for the 4yo kindergarten programs (Tuesday & Thursday) are either 3.45pm if the program started at 8.15am or 4.00pm if the program started at 8.30am.
- The pick-up times for pre-kindergarten children (Monday & Wednesday) are either 3.45pm if the program started at 8.15am or 4.00pm if the program started at 8.30am.
- The pick-up time for all students in the Bush Kinder and School Readiness Wednesday programs is 4.00pm.

## What to Bring to Kinder

### ***Bags and Backpacks***

Prior to your child's first day a coat peg and bag shelf will be allocated, clearly marked with your child's name. During the start of year interviews and orientation session your child will be shown the locker/bag area so they know where to put their belongings on their first day.

- Each child needs to bring a kinder bag or backpack that is large enough to carry a sunhat, lunch, water bottle, set of spare clothes and completed artwork. Please mark it clearly with your child's name and teach your child to open/close the bag themselves.
- Bags are to be placed on the child's bag peg in the kinder room.
- Dependent upon the season, sunhats, warm/wet-weather gear, gumboots and a spare set of clothing are to be kept in the child's bag so that children can access them easily throughout the day.

Children's work will be placed on their bag shelf. Parents are asked to collect work daily.

### ***Food – Morning Tea and Lunch***

Children will sit down to a morning tea each session. We ask that each child bring a packed morning tea consisting of cut fruit or vegetable in a container with their name on it and either yoghurt or cheese. Children are also asked to bring their own water bottle. Our Kindergarten's *Nutrition, Healthy Eating and Active Play Policy* promotes the importance of a healthy lifestyle, as such we ask that no treats, cordial or other drinks be bought to kinder.

Children will sit down for their lunch each session and must bring along a packed healthy lunch and water bottle (named). We would suggest that a sandwich/wrap, piece of fruit/vegetable would be suitable. Lunch is an important time at kinder where children love to sit down and chat with their friends and Educators. If you are a parent helper at kinder, remember to bring along your own healthy packed lunch too so you can sit down and enjoy the company of your child and their peers. The Kindergarten has joined the *Waste Wise program* with a view to minimising rubbish and waste at the Centre. Please consider nude food lunchboxes (no need to cling wrap or use additional packaging).

### ***Food Allergies***

Our Kindergarten will have children enrolled who can have anaphylactic reactions to a variety of foods.

Risk Minimisation Plans are prepared for these children, with their parents at the time of enrolment and are reviewed each term. Where necessary, staff undertake to communicate fully with all classroom families in this regard.

### ***Children's Birthday Celebrations***

In line with our service's revised Anaphylaxis Policy, families are asked to note the following changes. Families who would like to celebrate their child's birthday at kinder by bringing in birthday cakes are asked to prepare simple, small cupcakes from the recipe attached.

Families are asked to contact kinder staff one week prior to the session to check how many cupcakes will be needed – the staff will allocate additional time for the celebration at the lunch break. Each child enrolled at kinder who is at risk of an anaphylactic reaction or who suffers from food allergies will be asked to provide a small batch of cupcakes suitable for

their own child's sole consumption at kinder. These cakes need to be in a sealed container, well labelled with their child's name and kinder group.

Where another family brings in cupcakes for the children to share, a child at risk of exposure to allergens will be given one of their own cupcakes from the freezer. This further measure ensures that only food provided by the family is consumed by a child at risk.

Prior notice of families bringing in cakes to particular sessions is appreciated, so as to allow time for the frozen cakes to thaw.

Of course, cupcakes aren't the only way to celebrate – a fruit platter, vegies & dip platter or suitable sugar-free/reduced sugar ice creams can be great foods to share, particularly in the summer months. We trust that families can appreciate the need to take steps so as to minimise the risk of exposure to allergens for each child. More information and the recipe are available in this handbook.

### ***Sun Smart / Sun Protection***

Yackandandah Kindergarten is a registered 'Sun Smart' kinder. Our Sun Protection Policy requires all children to wear a broad brimmed sun hat from the beginning of September to the end of April, whilst outside. Please apply sunscreen at home prior to attending kinder so that it is activated prior to our morning outdoor session time. If you have any specific requirements regarding your child and the sun, please contact the Educational Leader or our Administration Officer. Those children who do not have a broad brimmed hat to wear are required to stay in the shade. Please remember to put one in your child's kinder bag and if possible, leave it there for the required months. We also encourage parents volunteering to wear a hat when outside. Staff will also do the same.

### ***Clothing***

Children should wear **named** comfortable play clothes to kinder which cover the shoulders. A spare set of suitable clothing (and underwear) must be packed into your child's bag. Please check this to ensure the spare clothing fits your growing child. For their safety, solid shoes are recommended. Thongs, flip/flops, open backed shoes (slip-ons) are not safe for outside activities. Please consider what jewellery is appropriate for your child to wear.

For Bush Kinder Program, long sleeves & pants and sturdy shoes are required.

### ***Uniform Purchase***

Hats are available for purchase from the Kindergarten at a cost of \$18. T-shirts (\$20) and windcheaters (\$27) with the kindergarten logo are available for purchase from the Kindergarten via the Administration Officer; please note that a uniform is not compulsory.





## DAILY ROUTINES

Fully State Government Funded Pre-Kindergarten 7.5 hour Day Program  
[3yo Children]:

TIME	ACTIVITY
8.15 or 8.30am	Welcome children and families Pre-Kinder session starts
8.35am	Mat & group learning time
8.50am	Outdoor play
10.20am	<b>Morning snack</b>
10.40am	Mat / learning time
11.00am	Inside play
12.15pm	Pack up
12.30pm	Mat time – music & movement
12.50pm	<b>Lunch</b>
1.20pm	REST TIME [relaxation music / quiet reading]
1.40pm	Group project ie: science, cooking, gardening, group art work
2.00pm	Early departure (for families opting for early collection)
2.40pm	<b>Afternoon snack</b>
3.00pm	Outside Play
3.45pm	Story time
3.45pm OR 4.00pm	Home time: family pick-up



## Fully State Govt Funded Pre-School 7.5 hour Day Program [4yo & over Children] Tuesday & Thursday Classrooms

TIME	ACTIVITY
8.15am OR 8.30am	Children & families welcomed. Kinder session starts
8.20am - 8.30am	Mat time
8.30am – 10.00am	Outdoor play
10.05am – 10.35am	<b>Morning snack</b>
10.40am – 12.10pm	Indoor play
12.10pm – 12.40pm	Pack away and group time
12.45pm – 1.30pm	<b>Lunch</b>
1.30pm – 2.00pm	Rest time and story time
2.00pm	Early departure (for families opting for early collection)
2.00pm – 2.30pm	Table activities (puzzles, games, fine motor activities)
2.30pm – 3.00pm	Music activity (songs, instruments etc)
3.00pm – 3.30pm	<b>Afternoon snack</b>
3.30pm – 3.45pm	Tidy up room / group time (organise belongings, discuss the day, sing songs)
3.45pm OR 4.00pm	Children depart

## Fully State Govt Funded Pre-School 7.5 hour Day Program [4yo & over Children] School Readiness Wednesday Classrooms:

TIME	ACTIVITY
8.15am	Children & families welcomed. Kinder session starts
8.20am - 8.45am	Mat time
8.45am – 10.15am	Outdoor play
10.15am – 10.45am	<b>Morning snack</b>
10.45am – 12.15pm	Indoor play
12.15pm – 12.45pm	Pack away and group time
12.45pm – 1.30pm	<b>Lunch</b>
1.30pm – 2.00pm	Rest time and story time
2.00pm	Early departure (for families opting for early collection)
2.00pm – 2.30pm	Table activities (puzzles, games, fine motor activities)
2.30pm – 3.00pm	Music activity (songs, instruments etc)
3.00pm – 3.30pm	<b>Afternoon snack</b>
3.30pm – 3.45pm	Tidy up room / group time (organise belongings, discuss the day, sing songs)
3.45pm	Children depart

## Show & Tell Session

A show and tell roster will be sent home for the 4yo kindergarten sessions. Your child will be asked to bring along a *Show & Tell* item of interest on their allocated day which is connected to the program topic. The topic or theme will be advised on the Program. Regular *Show & Tell* will not be part of the 3 year old pre-kindergarten program. However, should your child have a topical item of interest that they would like to share with their peers please feel free to discuss this with the session Educator.

## Education Program

The Victorian Early Years Learning Development Framework (VEYLDF) describes the principles, practice and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. The Framework has a strong emphasis on play-based learning as play is the best vehicle for young children's learning providing the most appropriate stimulus for brain development.

The Framework also recognises the importance of communication and language (including early literacy and numeracy) and social and emotional development.

Our Educators plan each session around the VEYLD Framework.  
To find out more, speak with any of our Early Childhood Teachers.

## Learning Outcomes

The five learning outcomes 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

## Reflective Diaries and Individual Portfolios

The outcomes are broad and observable. Educators will make observations and record your child's learning experiences:

- Via the communication portal *Kindyhub* daily.
- In an individual portfolio. These portfolios are available for parents/families to view and add their input, at the kindergarten.

Weekly Reflective Diaries for each program will be completed and made available to families via displays at kinder.

## Sharing your child's learning with you through Kindyhub

KINDYHUB is the digital platform the kinder uses to share photographs, progress reports, upcoming events, and centre updates, accessible on any device, with parents.

We understand the importance of keeping parents abreast of their child's kinder activities, progress & updates and acknowledge the challenge of parental time constraints. In turn, we

recognise the huge task our educators face in keeping on top of parental communication through written reports, individual portfolios and face-to-face conversation.

This secure, user-friendly software allows educators and parents alike to send and receive communications about their child's day.

Parents simply download the free smartphone app featuring their centre's logo, accept an invitation from the Kindergarten Director to join and then look forward to having their child's information at their fingertips.

## Our Environmental Integration Focus

We aim to develop an appreciation & care for the natural environment, with opportunities to explore relationships with other living things within the community and in our Bush Kinder:

- Children and educators plant, grow and care for the vegie and indigenous plant gardens, the produce of which is used for regular cooking experiences.
- The children are actively involved in caring for our chickens and annual chick hatching education program and learning from our staff about our beehive & honey harvesting.
- Educators, children and families are actively involved with local Landcare and sustainability groups in the re-vegetation of our grounds with native and local plants.
- Children participate in outdoor nature classes in our bush experience garden in both the dedicated Bush Kinder Programs and in the regular funded and non-funded programs.

## Excursions and Incursions

Educators incorporate excursions and visits to our service into the educational program. We aim to provide opportunities for all children to participate in excursions and enjoy the visits to kinder by community groups, shows etc. Excursion or visits are selected and encouraged based on the educational benefit to the children. Children will attend excursions that take place on their day only.

4yo excursions include: Beechworth Bakery, Beechworth Honey, Yeddonba Rock Shelter, Wonga Wetlands, Yindyamarra Sculpture Walk, MAMA, Wangaratta Road Safety School, Wooragee, Osbornes Flat & Yackandandah Primary Schools, Yackandandah Community Garden, Library & Museum.

Incursions [for both 3yo & 4yo where possible] include: National Simultaneous Story Time, Yackandandah CFA, SES, Police & MICA, Ambulance Victoria, Responsible Pet Ownership Program, Halve Waste, Albury Wodonga Health Dental, musical & cultural shows where available.

Permission forms detailing excursion dates, educational purpose and any costs involved are sent out to parents for signature and payment prior to excursions.





## Our Bush Kinder / Nature Play Experience

Through the signing of a formal memorandum of Understanding with the landowner, Yackandandah Kindergarten has access to approximately 2 acres of privately-owned land with creek frontage adjoining the Kinder site.



The land itself is an important corridor for wildlife as it links the Yackandandah Creek with the Baranduda Regional Park. This project is restoring and regenerating this area whilst serving as 'nature's classroom' for our children.

There is a whole world of discovery to be explored through the plants, trees, rocks, sticks, animals and mini beasts. Children experience open-ended interactions, spontaneity, risk taking, exploration, discovery & connection with nature.

Whatever the weather, the Bush Kinder will encourage children to take the lead in playing, exploring and learning in a bush environment.

Stage 1 of the bush kinder project involved community working bees in 2017 to clear an area of weeds for the creation of a fairy circle and path, the planting of blackwood trees, installing a fence alongside the boundary and a gate allowing access from the kinder. Since November 2017 the kinder has organised monthly incursions to the bush kinder with regular speakers including the Koori Engagement Support Officer, the Biodiversity Conservation Trust and NECMA.

Stage 2 of the bush kinder, completed in 2019, involved spraying and clearing the area of weeds; bush regeneration through planting of native species and the installation of nesting boxes for wildlife, a crushed gravel path and boardwalk to allow access to the creek.

2021: Tyre & rope swings, hammocks, native grass planting & tree limb cubbies were added.

The Yackandandah Bush Kindergarten enables children to appreciate the value of nature within a stimulating natural environment and teaches them the importance of protecting and caring for our natural environment. It complements the kinder's existing outdoor spaces and offers a vast array of new possibilities different to those usually experienced.

**The bush Kinder day starts at 8.15am when the children arrive through the side gate entry [at the end of the ramp] and either convene on the back verandah or enter Classroom 1. Here they will gather with their teachers, dress for bush kinder and talk about the day's plans.**

**Between 9.00am and 2.30pm they enjoy their bush kinder classroom, before returning to the kinder verandah/classroom to change and rest/play until end of session time.**

# Bush Kinder Experience

The staff, parents and broader members of the Yackandandah community hold strong values about the importance of connection to nature and restoring/maintaining our natural environment. Our bush kinder will teach new generations of children the importance of our natural world through regular incursions and working bees which teach them the value of planting native species, watering and care, observation (sight, sound, touch and smell) of plant and animals, bush craft and free play.





## SUSTAINABILITY AT KINDER

We play our part in environmental sustainability in a number of ways.

### KEEPING CHICKENS

Kinder always has resident chickens *[at present we have Speckle, Carrot, Blackie and Elsa]* and they provide the children with a real life understanding of the cycle of life from food scraps/worms, chickens, eggs & human food, as well as the emotional joy the children experience when they spend time with the chickens. Our girls free-range around the yard during the day and are comfortable being picked up gently. You will often see them scratching for bugs around the garden and play equipment or enjoying a dust bath under the slide!



Keeping chickens as permanent pets in the kindergarten learning environment provides the children with a meaningful life experience more closely linked to the benefits and possibilities of sustainable living, rather than a one-off visit from a live animal. Our program also includes the incubation and hatching of young chicks – the interest in the life cycle of chickens is always a wonderful learning time for the children. Sometimes we will keep on our two of the hatchings and sell the others to our kinder community. Feeding and checking for eggs is embedded in the daily routine – sparking learning about turn taking, numeracy when counting eggs and discussions about where food comes from. Other benefits are that the program teaches the children how to be gentle and respectful to all living things and also how to nurture and care for them.

As we minimise our food waste by providing the chickens with food scraps (in addition to their pellet diet) we are also enjoying the fresh eggs, compost & company that they give us.

### GROWING OUR OWN VEGIES / FLOWERS / HERBS



Planting, watering and harvesting – we do it all with the help of staff, children, parents and local supporting businesses.



## BEE KEEPING AND HONEY PRODUCTION



Kinder started its beehive in 2022 and it has flourished over the past few years. Certainly, part of its success can be attributed to the symbiotic relationship they have with our chickens – many insects ie larvae, hive beetles, wax moths, earwigs, cockroaches gravitate towards a hive and our girls can reduce or even eliminate them before they can harm the hive. They adore these tasty treats!

Our teacher Leigh, together with local apiarists manage the health of the hive and educate the children on bees, honey production and harvesting.

Located in a shady 'out of bounds" corner of the playground, they happily go about their business of seeking out pollen and nectar.

## COMMUNICATION WITH PARENTS

The staff and management will use a variety of methods to ensure that parents are kept appraised of kindergarten news, developments, activities and programming. It is important that you check the following communication avenues on a regular basis:

- Please check your child's **locker** daily for artwork, excursion forms, Book Club, notices and birthday party invites.
- On pick-up, please check your child's **locker and bag**.
- The **newsletter** which will be distributed via email and uploaded to the website. A hardcopy is available if required.
- The **general noticeboard and Health & Wellbeing noticeboards** on the verandah entranceway.
- The **term planner** is published in our newsletter and on display in the foyer.
- Your **email** address; (*during the enrolment process you will be asked to sign a blanket approval to allow kindergarten staff to pass on information via email. Such information may include notices from Parents & Friends working parties*).
- Your **postal** address.
- **KindyHub** app for daily communications, your child's learning and information sharing. *NB message sent by staff on this app will generate an email message to families. Please make sure that all your device settings are open to receive. KH is our preferred communication portal, as staff are able to check/reply to message whilst on floor in the classroom.*
- The kinder **website** available at [www.yackandandahkinder.com.au](http://www.yackandandahkinder.com.au)
- The Kinder **Facebook** page [closed group]. *To join, send a friend request to Yackandandah Kindergarten and the Administrator will address it.*



## Forms, Payments and Orders

All kindergarten fees are to be paid directly to the Yackandandah Primary School.

A locked collection box is located in the kindergarten foyer for any signed excursion permission forms, or fundraising forms only. These can be dropped into the box for collection by administration staff. Payments must be made prior to excursion. You can also pass these to the Administration Officer.

Parents/carers are asked to ensure that any payments are placed in an envelope clearly marked with your child's name, item being paid for, amount inserted etc. A receipt will be forwarded to families for all payments.

## Family Feedback

Throughout the year families may be asked to complete a survey to assist Management in ensuring the service meets the expectations of the kindergarten community. This online survey will be put out to families and mentioned in the kindergarten newsletter. All responses are treated in confidence by the management committee.

Our Quality Improvement Plan [QIP] is a document whereby staff establish best practices in service operations, critically reflect upon these practices, engage with our families/the community for feedback on our practices and then make changes to improve practices.

Every year, staff work on this Plan to continue improved performance and set new goals as previous year's ones are achieved.

## Parent Concerns and Queries

The staff and committee work closely together to provide the best program possible for your children, so your input will be most welcome. If you have any queries or concerns regarding the program, please do not hesitate to approach the Teacher.

It is sometimes difficult for the educator to have such an important discussion at drop-off or collection times, and should you wish to have a formal and confidential meeting about your child's learning progress, we are most happy to set some time aside for you after the session has finished or to make an appointment for an alternate time/day.

Parent concerns and queries can also be directed to the Kindergarten Director, Marisel Blefari, our Educational Leader or the Kindergarten's Approved Provider (Yackandandah Primary School Principal, Michael Edwards).

## Visitor's Register

Any time a parent/carer visits the kindergarten, whether it be as a rostered parent helper or impromptu visit they will be asked to sign themselves into the Visitor's Register on the sign in table. Anyone (including children) accompanying them must also be signed in. On departure they must also sign out of the Visitor's Register.

## PARENT INVOLVEMENT

The great thing about having a child at kinder is watching them develop friendships & social skills and helping them to discover hidden talents!

### Being a Parent Helper

We invite all parents to join in the fun of kinder as a Parent Helper. You are most welcome to help with general activities with the children; but most of the time can be spent enjoying the kinder environment with your child and their friends. It is lots of fun and the children love it when their mum or dad or relative or friend is on duty. When participating in our excursions, a current Working With Children Check must be provided to the kinder please.

### Parent Skills & Interests

Your presence, knowledge, skills and interests are greatly valued by our kindergarten and in fact can enhance the program.

If you or any family member has a special interest or talent that you would like to share with the kindergarten children, please let the Educational Leader know. A visit will be scheduled in to work in with the program topics.

Your involvement and collaborative relationship within the kindergarten is invaluable in enhancing the quality learning outcomes for our children.

### Other Children / Siblings Visiting

Babies/toddlers are welcome to come along when you attend kinder however parents are responsible for them and must supervise them at all times both indoors & outdoors. The National Regulations require a specific child/adult ratio when taking children outside the kindergarten eg. on excursions etc., so toddlers are unable to attend on these special days.

Please ensure that your toddler (under 3 years) is supervised at all times, particularly on the playground equipment. Materials used in the kindergarten such as small beads for example, may not be suitable for children under 3 years.

### Parents and Friends Group 2024

All families are invited to be part of the Parents & Friends group from which working parties (sub-groups) will be formed. Families are invited to participate in the following sub-groups:

- *Fundraising* - provides additional funds to enhance the kindergarten
- *Social* - provides social functions and opportunities to encourage all families to feel part of the kinder community
- *Maintenance &/or Working Bees*
- *Bush Kinder Experience*
- *Policy &/or Grant Writing*



## Working Bees

Another area where parent/family support is invaluable is the maintenance of our kinder and resources. Whilst Yackandandah Kindergarten appoints a contracted gardener who completes general garden maintenance (mowing, raking leaves, weeding etc), we rely on the assistance of all families throughout the year to attend working bees. Working bees will be co-ordinated by the Maintenance sub-group and are usually held on Saturday or Sunday morning from 9am to approximately 12pm as required.





## SHOWCASING AND SHARING YOUR CHILD'S GROWTH & DEVELOPMENT

It gives us great joy to see the children in our care enjoy every opportunity for positive learning experiences through routines, practicing skills and learning how to enjoy and be part of a large group.

Group time sessions are filled with lots of *Getting to Know You* games, music, dancing, stories, songs, learning about our feelings and how to be friendly, kind and how we can look after each other to feel safe and happy at kinder.

The learning experiences give the children time to get to know each other and practice skills at their own pace. The drawing table, painting easel, collage, water and block play, pet/grocery/bakery etc shops are always very popular, with the children interacting, learning to share, taking turns and problem solving.

We keep our families abreast of these achievements through daily staff:parent information portal *Kindyhub*, emails, individual child journals, newsletters, classroom displays & special shows.

At the start of each year, approximately 3 weeks into term, we host a Welcome to Kinder Concert and Family Picnic. This event brings parents into the classrooms to view their child's artwork and play environment, to see their child in their friendship groups and to have a front row seat to hear the songs that each classroom has prepared to perform.

On a regular basis, staff will display photo examples of the children's kinder activities, play and learning program. We welcome parent comment or input into this information sharing.

Each November, we also host a comprehensive and beautifully curated display of the artwork mediums made by the children over the course of the year. This is accompanied by a musical Christmas Concert starring all the children singing and acting their favourite festive season songs.





## OTHER THINGS YOU MAY NEED TO KNOW

### Separation Anxiety / Settling In

Some children will find the new experience of kindergarten very exciting and have no difficulty separating from their parent or caregiver. However, some children may feel threatened or frightened in the new environment and/or may not have separated from their parents for a considerable amount of time prior to attending kindergarten.

During this transition your child's behaviour may change and mood swings may be evident. It is important to support your child and help them gradually settle into their new surroundings.

*Initially your child may insist that you stay with them and we believe this is important at the beginning of the year. However, if your child continues to have difficulties settling in, here are a few hints/strategies which may encourage a smooth & happy transition for you and your child:-*

- In consultation with their teacher, plan strategies to help settle him/her into an activity.
- If your child would like you to stay a while, please consult with their teacher.
- Once you have said goodbye to your child and the teacher, it is important that you leave. If your child is insecure, he/she may become more upset if you hesitate.
- Our staff will contact you if your child had been upset or unsettled at drop off time. Generally, children will have settled down well as soon as parents are out of sight, but a reassuring phone call will set your mind at ease. If your child remains unsettled or is distressed, our staff will contact you to come in to kinder. We are guided by what is in the best interests of the child at all times.

### Hygiene

This service is committed to minimising the risk to children associated with infection and contamination of food and/or the environment. National Regulations must be adhered to.

To that end, we have in place several important requirements for staff, children and parents to follow:

- *To reduce the risk of infection of others, children who are ill should not attend kinder.*
- Information regarding exclusion periods for infectious diseases will be located in the foyer.
- Parents are asked to contact the kindergarten to report cases of infectious diseases amongst their kindergarten child or siblings. A notice advising families of reported cases will be displayed at the kindergarten in attempt to limit the spread of the disease. Symptoms and suggested treatment of the particular disease will be highlighted. All cases are treated with confidentiality.

- Hygiene procedures must be adhered to at all times. A colour coded system has been put in place for cleaning tables and preparing food. As a parent helper at kindergarten you will be asked to adhere to this system, please ask staff for clarification. Procedures for food preparation at kinder, (washing hands, wearing disposable gloves, etc.) must be followed. Signage will be displayed in the kitchen to inform parents of these procedures. A copy of the Hygiene policy is displayed in the Policy document in the foyer.
- Hand washing by both children and staff will also be encouraged after using the toilet, before eating, and after blowing noses.

## Birthdays

Each child's birthday is celebrated at kinder, even if they occur during the holidays or on a non-kinder day. If you would like to send along enough small cupcakes for each child to celebrate your child's birthday, please do so. Please only bring in small cupcakes with **moderate** food colouring and sugar. Please provide a list of ingredients to help accommodate children with food allergies. We would prefer there are no nuts or nut products contained in the item.

Other ways to celebrate, rather than cake, could be with bubbles, music, games etc.

### Party Cup Cake recipes

*This recipe has been used with permission from Edan's Kitchen Egg-Dairy- And- Nut- Free Baking cookbook available from Anaphylaxis Australia Inc. [www.allergyfacts.org.au](http://www.allergyfacts.org.au)*

**Ingredients:**

- 1 ½ cups self-raising flour **or** gluten-free flour
- 1/3 cup dairy and egg free custard powder **or** 1tsp baking soda & 1tsp white vinegar
- 1 cup sugar
- 1/3 cup canola oil **or** 5Tsp canola oil
- 1 teaspoon vanilla essence **or** vanilla extract
- 1 cup cold water

**Method:**

1. Preheat oven to 180°C
2. Combine flour, custard powder and sugar
3. Add oil, water and vanilla and mix well
4. Pour batter into prepared patty cases until almost full
5. Cook at 180°C for about 20 minutes or until skewer is inserted and comes out clean
6. Decorate with icing and/or fruit/sprinkles
7. When cupcakes are cooled and decorated, place them inside the Food Allergy Awareness wrappers and share them with friends and family

*Tip: At the time of this going to print, Orgran Custard Powder is dairy and egg free (but not colour-free) Always read product labels to ensure they are suitable to meet your allergy needs.*

*If your dietary need is for colour-free ingredients, use the “or” alternatives in the recipe*



## Kindergarten Photos

The kindergarten will arrange for a professional photographer to take individual and group photos of your child. Photo Days (usually held in May) will be notified in advance.

## Parent & Community Lending Library

The kindergarten has a small library of books, pamphlets, games etc available for borrowing by our community. We urge parents to borrow and use them, thus helping you towards further understanding of your child's development or just simply enjoy a relaxing read or game. You will find the little library house in the kinder carpark.

## Kindergarten Policies

All Yackandandah Kindergarten Policies have been developed in consideration of the ELAA (Early Learning Association Australia) recommended review schedule and the National Regulations.

The *[green]* Policy Document folder is displayed in the kindergarten foyer and is available to families at all times. Kindergarten staff are obligated to work directly from these policies ensuring child's educational welfare & safety are adhered to. Our Kindergarten Sub Committee of Management, in conjunction with the Yackandandah PS School Council review these policies annually. We also value interested parent input to the discussions.

## Head Lice

Whilst parents have the primary responsibility for detection and treatment of head lice, Yackandandah Kindergarten will work in a collaborative manner to assist families to manage head lice effectively.

As our policy follows Victorian Health Regulations, we require you to regularly conduct head lice inspections, and if any are detected commence safe treatment practices.

It is important to note, that health regulations require that when a child has head lice, that the child should not return to Kindergarten until the day after appropriate treatment has started. This refers only to those children who have live head lice and does not refer to head lice eggs. However, please be aware that no treatment kills all the eggs, so all treatment programs must include at least two applications. Please seek advice from your local pharmacy if unsure of the right.

Families in your child's group will be made aware of the detection of head lice, through a generic letter, this means your child's name will not be disclosed.

It is very important that the kindergarten is informed of when the head lice treatment has commenced.

There is no requirement for our kindergarten to undertake head-lice inspections, however, teachers / assistants will inspect a child's hair if they have reason to suspect head lice.

#### If live lice are present kinder staff will:

- Contact parent by phone and ask to collect the child.
- Advise the parent of the inspection and provide a form which advises live lice were found and outlines the actions required.
- Notify all parents in the group [with a generic notice not mentioned names] of the detection of head lice to ensure that they check their children and apply appropriate treatments as necessary.

#### What can families do?

<ul style="list-style-type: none"> <li>• Start immediate treatment on your child.</li> <li>• Change bedding.</li> </ul>	<ul style="list-style-type: none"> <li>• Check all members of the family.</li> <li>• Sign/ return <i>Action Taken Head Lice Form</i> kinder.</li> </ul>
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## EMERGENCY PROCEDURES

Yackandandah Kindergarten has an **Emergency Management Plan**, which is reviewed three times over the course of a school year.

Planning to manage incidents and emergencies assists to protect adults and children, to maintain children's wellbeing and a safe environment and to meet requirements of relevant occupational health and safety legislation. Having a clear plan for the management of emergency situations assists educators to handle these calmly and effectively, reducing the risk of further harm or damage.

Information from the Emergency Management Plan is detailed in the following pages.

### Bush Fire Awareness

As part of the bush fire preparations the Department of Education and Training has developed a Bushfire at Risk register for Victorian schools and licensed children's services that are considered to be at high risk of fire danger. Our kindergarten has been placed on this list. Schools and children's services that have been identified as being at high fire risk will close on days declared a **CATASTROPHIC FIRE DANGER** Rating Day.

Where possible, up to 3-days notice of a planned closure will be provided; parents and carers should, however, expect that in some instances less than 3-days' notice may be provided. Advice will be provided to you directly by our school, you can also check this website for daily updates.

<http://www.education.vic.gov.au/about/emergencies/closures.htm>



The final decision to close the Kinder will be confirmed no later than midday the day before the planned closure. Once the decision to close is confirmed, this will not change – regardless of any changes in the weather forecast. This will help limit confusion and help your family plan for how your children will be cared for when their school, kindergarten or childcare service is closed. When a school or children's service is closed for bushfire, no staff will remain on site. The safety of children and staff remains our paramount consideration.

## **Family Fire Safety Plan**

It is important that all families (particularly those in bushfire prone or high-risk areas) have a family fire safety plan that aligns with their Kindergarten Emergency Management Plan.

The family fire safety plan should include information about alternative care arrangements for children in the event that the children's services are closed with some warning.

The family fire safety plan should be practiced so families are familiar with the procedures to be followed in a bushfire.

### *Suggested Links to Sites for Information / Resources:*

[https://www.cfa.vic.gov.au/ArticleDocuments/336/CFA%20Bushfire%20Plan%20Leave%20Early%20\(2022\).pdf.aspx?Embed=Y](https://www.cfa.vic.gov.au/ArticleDocuments/336/CFA%20Bushfire%20Plan%20Leave%20Early%20(2022).pdf.aspx?Embed=Y)

<https://www.cfa.vic.gov.au/plan-prepare/before-and-during-a-fire/your-bushfire-plan>

<https://www.cfa.vic.gov.au/plan-prepare/your-local-area-info-and-advice/vicemergency-app>

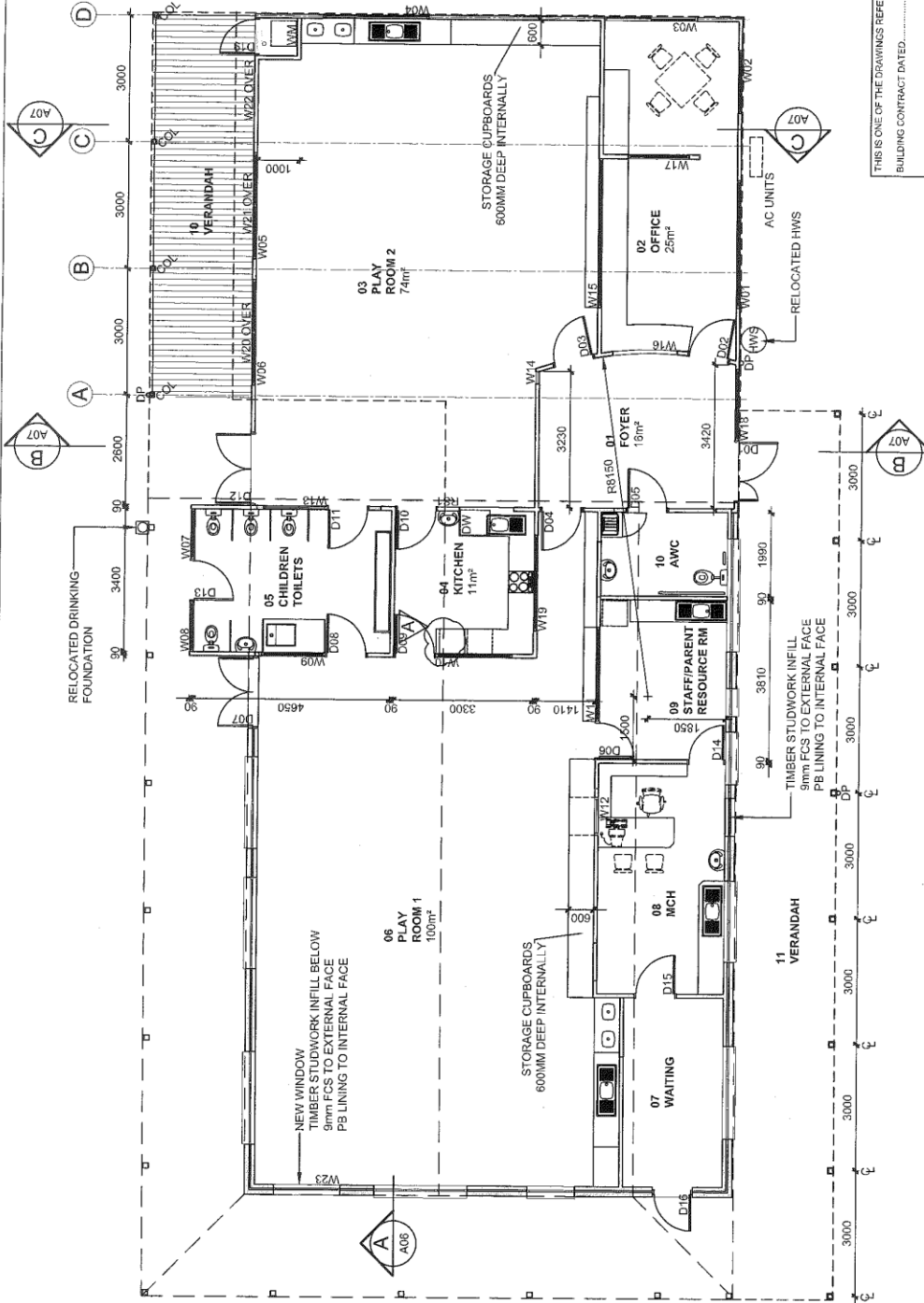
*ABC Goulburn Murray Radio 106.4FM for announcements*

## **It is imperative that families keep their authorised persons & emergency contacts details up to date.**

Please advise the Kinder Office of any change of address, contact numbers or child living arrangements. This can be done via email, a written note or telephone. Such information is important and allows the Kindergarten Emergency Management Plan documentation to be updated promptly.





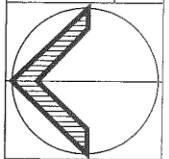


THIS IS ONE OF THE DRAWINGS REFERRED TO IN THE  
BUILDING CONTRACT DATED: \_\_\_\_\_  
SIGNED CONTRACTOR: \_\_\_\_\_  
PRINCIPAL: \_\_\_\_\_

0	1000	2000	3000	4000	5000
MILLIMETERS 1:100					
DATE	OCT. 13	DRAWING No.	A04	REVISION No.	D
DRAWN	AM	PLOT DATE	13 Mar 2014	SCALE	1:100@A3
CAD FILE	0413plan new.dwg				

# YACKANDANDAH PRE SCHOOL EXTENSIONS

## FLOOR PLAN



indi architects

210 beachworth road  
Wodonga Victoria 3680  
Ph: 03 522 2244 F: 02 8066 2245  
Mob: 0413 188 184  
Vic Reg No. C51074

REVISION	DATE
AMENDMENTS	
AMENDMENTS	
AMENDED FOR LIMITED TENDER	

## Steps for Evacuation

### *Assembly Point*

- Car park – outside gate.
- Off-site – If staff have to evacuate the whole kindergarten site, they will take the students to the Sir Isaac Isaacs Park.
- Staff have a set procedure that they must follow in the event of an evacuation.
- If you are present at kinder as a parent helper please observe all staff instructions given.
- In this instance please directly supervise any child/person that you have brought with you to the kindergarten as a visitor.

### *Procedures Staff Will Follow*

#### **EVACUATION ON HEARING THE ALERT WHISTLE....**

1. Gather and evacuate all children from the immediate danger area.
2. Close the doors if safe to do so.
3. If safe to do so, retrieve sign in book with family emergency contacts, emergency management plan and emergency kit, including mobile phone.
4. Move children toward emergency exit. All effort must be made to keep the children together.
5. Ensure all rooms are checked and free of children.
6. Proceed to designated emergency assembly area.
7. Telephone emergency services dialling 000.
8. Telephone primary school principal to activate emergency plan.
9. Account for all children, staff and volunteers.
10. Children and adults are to remain at the Assembly Area until clearance to return to building has been given by relevant authority or until parent/guardian arrives to collect their child.

### *Bushfire*

- Evacuate to Sir Isaac Isaacs Park.
- In the event of a bushfire the prime consideration is the safety of children, teachers, staff and parents.
- During such an event considerable confusion and worry may be prevented if the people concerned know the procedures to be adopted. We must insist that all parents and other school community members are aware of these procedures. We will ask parents and staff to familiarise themselves with these procedures and to discuss them with students.



### *Triggers for closure*

- Planned or Pre-emptive closure: Emergency Services declare a **Catastrophic Fire Danger Day** and advise that fire safety plans are enacted. In this circumstance, DET will advise the Approved Provider / Licensee that services in the designated areas are to enact their Emergency Management Plans and closure notification processes.
- This includes activating the communication tree and advising local ABC radio to inform all parents, students, staff and others providing services to the school of the proposed closure. Others may include bus operators, suppliers, support agencies, etc.
- Immediate closure: Emergency Services may occupy and control a school site and instruct the Principal/Licensee to close the service immediately in response to an imminent fire threat.
- Continuing closure: DET may require a service remain closed due to: threat of continuing fires unsafe access potential smoke, water contamination or building safety concerns

### *Service Opening*

- Following a bushfire incident, services that have been closed can only re-open with the approval of the relevant Regional Director.
- Parents, students and teachers will be advised when the kindergarten will be opened via the media, regional office and the DET website [www.education.vic.gov.au/bushfires](http://www.education.vic.gov.au/bushfires)

### *Remember: During Heightened Fire Danger - Evacuation to Sir Isaac Isaacs Park in Yackandandah*

- Parents/guardians should arrange to collect their children from Sir Isaac Isaacs Park.
- Educators must maintain an accurate record of students to enable the service to account for missing or extra children.
- If parents/guardians need to collect their children prior to the end of the day, they must ensure the child is signed out.
- Students must only be released to an authorised person. Staff must cross-check with the student emergency card which records the name of the person(s) authorised to pick up a student.

# Why choose Yackandandah Kinder?



Our teachers and educators are caring and nurturing.



Our programs are delivered by qualified Bachelor-training teachers.



We believe in community and parent involvement, environmental and social awareness and social networking for the families.



Our sense of family first ensures a warm & secure learning place for your children.



Our Learning Programs are constantly changing; thus providing inclusive, imaginative activities and a strong educational/creative learning environment.



Our Centre offers plenty of indoor and outdoor space to explore and play; the shady and fully fenced outdoor play area allows the children to engage safely in discovery, exploration and games.



Our Bush Kinder Experience, encouraging sensory play-based learning.



Our environmental Integration: We aim to develop an appreciation and care for the natural environment, with opportunities to explore relationships with other living things:

- Children and educators plant, grow and care for the veggie and bush tucker gardens, the produce of which is used for regular cooking experiences.
- The children are actively involved in caring for our resident chickens.
- Educators, children and families are actively involved with local sustainability groups in the re-vegetation of our grounds with native and local plants.



Every child deserves the best start.



To us, it is all about the children.

If you have any further questions about our kindergarten, please visit our website at  
[www.yackandandahkinder.com.au](http://www.yackandandahkinder.com.au)  
 or contact our administration office on  
 02 6027 1560



