

1 January 2024



## WELCOME TO OUR FAMILIES joining us in 2024 ....

We would like to welcome you and your child to the Yackandandah kindergarten.

We are delighted that you have chosen Yackandandah Kindergarten for your child and we look forward to your family's involvement with our Centre throughout the year.

Please don't hesitate to ask staff if you have any queries and/or suggestions. We are always happy to help.

Our staff team for 2024 comprises our Director, 4 Bachelor of Early Childhood teachers and 6 Diploma or Certificate III EC educators, plus an Administration Officer. We all have a strong commitment to social justice and equal opportunity principles. Children's enrolment figures are used to determine the level of staffing necessary to maintain the correct adult to child ratio. This means that staffing can change annually. To ensure our staffing levels are maintained, it is important that all children attend regularly.

The kindergarten has strong links with Upper Murray Family Care, Gateway Health and the services of Speech Pathologists, Occupational Therapists, Albury Wodonga Dental and the Indigo Shire Maternal & Child Health Nurse. During the year, we host university Bachelor of Early Childhood students on placement as well as students from local Secondary Colleges attending for work experience and community volunteers sharing their skills and knowledge. Staff are on-duty at the kindergarten from Monday to Thursday, 8.15am until 4.15pm. The After Kinder Care Program (administered and operated by Yack Primary School on kinder premises) runs for 3yo & 4yo's Mondays through Thursdays 3.45pm – 6.00pm.

### Settling your child into kindergarten

Some children need a lot of reassurance to settle into kindergarten, whilst others throw themselves whole heartedly into activities straight away. There are many individual differences. Whilst families know their child best, the teachers understand general patterns of behaviour, so between us an individual process for managing separation can be arranged.

Our policy and a practice which has proven very successful in allowing children to settle quickly into their classroom and encourage their self-help skills, is that parents drop-off and farewell their child at the door and into the teacher's care. At day's end, we welcome parents to come into the classroom to check their child's locker, collect their bag and greet their child before exiting through the playground exit door.

Families are always welcome to stay at the kindergarten until they feel that their child is ready to stay without them. However, please be assured that the staff are very experienced at sensitively handling any distress that children may experience when separating from a family member for the first time. Please have confidence in us! In the 'settling in' stage it is a good idea to leave a phone number where you can be reached, just in case! We would always ring you if your child does not settle quickly.

Should your child be upset when you leave, please do not hesitate to ring the centre when you get home.

Starting Kindergarten is a big step in a child's life. It is often the first big step outside the familiar home and family environment.

The child learns to:

- See themselves as an individual
- Become part of a group
- Take turns with toys and equipment
- Find out and remember where things are
- Trust other children and accept their help
- Explore and experiment with a wide range of interesting experiences, many of which may not be familiar
- Begin to be aware of someone else's perspective
- Be caring and supportive of other children
- Come to know and feel secure in the care of new adults
- Make friends with children of their own age group [a very specialised skill]
- Express their ideas and feelings
- Share adult attention
- Relate to other children as the people they have most contact with
- Assert their own rights and learn to negotiate in acceptable ways
- Begin to see themselves as part of a wider community

## Over the summer holidays

- Be positive – talk to your child about what they will do at kindergarten.
- Borrow library books about kinder to read together.
- Encourage your child to dress themselves, so they can manage tasks ie taking their jumper on and off.
- Visit the kinder or travel past it on your route home.
- Label all belongings that your child will take to kinder.
- Read over the family information the kinder provided to ensure everything is prepared.
- Talk to your child and establish a goodbye routine together.
- Establish a routine for kinder mornings – this could include a chart with pictures outlining the different steps for getting ready.
- Organise holiday play dates with friends or children who will be going to the kinder.
- Create a routine around sleep – at this age, children need 10 to 12 hours of sleep each night. Practice sticking to bedtime and wake up schedules in the weeks leading up to the start of kinder.

## On the first day of kindergarten

- Talk to your child about what to expect and when you will pick them up.
- Follow the kinder's instructions about what to bring (eg. sun hat, spare clothes).
- Prepare the night before – lay out clothing you both agree on and pack their bag together.
- Encourage your child to follow your morning routine and remind them of the next steps.
- Talk to the kinder teacher about how you'd like to settle your child in (eg. stay for a while.)
- If you're having trouble separating from your child, ask the kinder teacher or educators to help you.
- Make sure you say goodbye – disappearing quietly can cause greater distress and mistrust.
- Ensure you are on time at the end of the session to pick up your child.
- Be enthusiastic and positive.
- At the end of the day talk to your child about what happened during the day.





## When starting pre-kinder / kinder your child needs to bring.....



- A hat (broad brim style). Our Kinder is a sun smart centre and children are required to wear hats when outside between September and April (and if the UV is over 3). The Kinder also encourages the use of sunglasses. We have kinder hats for sale for \$20.00 each. (See Jennie in the Office to order/purchase)  
Please name all clothes and possessions, especially shoes, socks, hats and bags.
- A bag or backpack big enough for the child's spare clothes, lunchbox, drink bottle, hat etc.
- Fruit or vegetables for the two health snack times each day which are separate to their lunch and left in their bag.
- A named drink bottle filled with WATER ONLY. Please don't send cordial or fruit juice.
- Please apply sunscreen to your child before arriving at kinder. Staff will top this up during the course of the day. If you prefer your child to use a specific brand, please supply same to their teacher.
- A separate lunch container which contains some or all of the following: sandwich, fruit, salad vegetables, cheese, yogurt, dried/savoury biscuits. Sandwiches can contain any fillings except for those containing nut products.  
In cases where the children might cook foods as part of their program or participate in a party etc celebration at kinder, you will need to provide an alternative food item for your child to eat if they have an allergy or intolerance. We suggest that you bring some items at the start of the term which can be frozen at kinder and brought out at such events.
- Some spare clothes, including underwear – just in case. This is a must for all children!

## Family participation

We are committed to working in partnership with families and you are encouraged and welcome to participate in every aspect of kindergarten life. We believe families are important to children for many reasons; each child comes from within an individual and unique family group.

We share with families the responsibility of the care and education of their young children, as we believe parents are the primary educators of their children. Your child will benefit from your interest and participation and by talking and working together, parents and teachers can help each other to appreciate each child's individual needs, characteristics and interests.

As a busy centre we are always grateful for any voluntary help that you can provide. Possibilities for help include reading stories to children, assisting with small group activities, gardening, preparing materials & resources, cleaning up and repairing equipment, coming along on excursions as a parent helper, grant applications, working bees, bush Kinder development & social events. Sharing skills such as sewing, painting or music have been very much enjoyed this year and will always be very welcome. You will need to supply kinder with a WWCC.

## Kinder Sub-Committee of Management

The Sub-Committee of Management is represented by the YPS Principal, the Kindergarten Director, Kinder Administration Officer, 4 - 6 kinder parent representatives and a YPS Council parent representative – all of whom work together for the management of the kindergarten. The representation term is 2 years ideally.

Interested parents are encouraged to join the Committee of Management. Areas of discussion such as the educational program, any special events, family and community concerns are talked about as well as the usual 'business' matters like policy development, grant opportunities, fundraising, maintenance and improvement of the building and grounds. Each November, an end of year meeting is held, with nominations being called for two 3yo and two 4yo Kinder parent representatives on the incoming year's committee. Meetings are friendly and informal and are a great way to meet new people and make a contribution.

Your support will be hugely appreciated by the staff, as we see children's education as a team effort.

Meetings are held on the second Tuesday of each month at the Kindergarten for approx. 1 hour's duration. Joining the meetings by Webex is also an option.

Parents, we are keen to have your ideas and support in any capacity that you feel you are able to help.

## Communication

Staff are always available to talk with families and we hope that you will be comfortable approaching us at any time. If you have an issue or concern that you would like to discuss more privately, please let us know and we will arrange a more appropriate time to do so. You are welcome to ring or email the centre to arrange a meeting at any time [yackandandah.kin@kindergarten.vic.gov.au](mailto:yackandandah.kin@kindergarten.vic.gov.au). However, we would ask that if you have a query that may take some time to address, please contact us outside of session times.

Sign-in sheets are placed on the blue table in the Kinder forecourt each morning. If pick up and drop off arrangements are different from normal, we ask you to write in the name [and phone number] of the person concerned. If pick up arrangements change during the day, please ring follow up with an email to the office [yackandandah.kin@kindergarten.vic.gov.au](mailto:yackandandah.kin@kindergarten.vic.gov.au) and let a staff member know. Parents must sign out their child before leaving the centre at pick up time.

Newsletters are published monthly; we encourage families to nominate to receive these electronically rather than in paper copy, to save the environment. These usually contain information about coming events, the kindergarten program, requests for assistance, notes about our service, samples of children's work, etc. Each child has a locker and it should be checked daily for notices, newsletters and receipts from the Office.

Other media forums through which we keep our families informed and can engage in dialogue are via email, our website, our Kinder Facebook (this is a closed group) and *Kindyhub*. On the first day of Term 1 Kinder will email you an invite to register and access *Kindyhub*.

**Working Bees** are an integral part of keeping the playground and bush kinder surrounds safe for all children's play. Approximately twice a year we make a call-out to families to help support us by giving a little time to help with mowing, whipper snipping, weeding, planting etc. We do hope you will help us out.

## 2024 Program Days, Times & Staff *[Kinder does not operate on Fridays]*

- **3yo Funded Program:**
  - 3yo Monday & Wednesday Program Group 1 | 8.15am – 3.45pm  
Teachers: Claudia Keenan                      Educators: Zoe, Erin & Kathleen
  - 3yo Monday & Wednesday Program Group 2 | 8.30am – 4.00pm  
Teacher: Tristy Sheridan                      Educator: Claire
- **4yo Funded Programs:**
  - Tuesday & Thursday Program Group 1 | 8.15am – 3.45pm  
Teacher: Jane Murray                      Educator: Meg
  - Tuesday & Thursday Program Group 2 | 8.30am – 4.00pm  
Teacher: Olivia Martin                      Educator: Erin
- **Non-Funded Bush Kinder Programs:**
  - Mondays | 8.15am – 3.45pm      for 4yos
  - Tuesdays | 8.15am – 3.45pm      for 3yos
  - Teachers: Tristy Sheridan & Kathleen Withers
- **Non-Funded Stand-alone 4yo School Readiness Program Day:**
  - Wednesdays | 8.15am – 3.45pm
  - Teacher: Claudia Keenan      Educators: Erin & Kathleen

You can find a photo and information about each teacher on our website or from start of Term 1 on the noticeboard at the kinder verandah entrance. Looking at this with your child will support them as they settle into the kinder.

## Provision of Immunisation History Statements before or on the first day of kinder 2024

As mentioned during interview, in our Handbook and in your Letter of Enrolment Offer, a current Medicare Immunisation History Statement is to be provided to the Kinder Office before your child can start their kinder program (if you haven't already done so). If your child had vaccinations between October 2023 and 28 January 2024, could you please email the kinder office a copy if you have not already done so.

[yackandandah.kin@kindergarten.vic.gov.au](mailto:yackandandah.kin@kindergarten.vic.gov.au)

## Staggered Start for 3yo Children in Week 1

Starting kinder can be a big experience for children – particularly having to adjust to leaving mum & dad and starting a new routine in a new place in hot weather. For this reason, we are opting to start gently in the first week of term by having a staggered start. See below for the date your 3yo child starts at kinder.

### Wednesday, 31<sup>st</sup> January is the first day of Term 1 in CLAUDIA'S 3YO ROOM 1 for those listed below:

Isabella C	Stevie P	Hugo R	Stella H
Tessa L	Chelsea M	Willow N	

### Wednesday, 31<sup>st</sup> January is the first day of Term 1 in TRISTY'S 3YO ROOM 2 for those listed below:

Noah B	George C	Leo C	Isabelle C	Maxi M
Henrietta H	Kai K	Hudson L-D	Molly M	Oliver W

### Monday, 5<sup>th</sup> February is the first day of Term 1 in CLAUDIA'S 3YO ROOM 1 for those listed below:

Edina B	Frankie E	Charlie K	Neve N	Lucille O	Mabel R
Otis G					

### Monday, 5<sup>th</sup> February is the first day of Term 1 in TRISTY'S 3YO ROOM 2 for those listed below:

Xander C	Elle D	Jack H	Andy H	Phoebe M
Eila O	Penny R	Maia S	Bay S-D	

**All children in both 3yo programs attend kinder on Wednesday, 7 February and each Mon/Wed thereafter.**

**Any child also enrolled for a Bush Kinder Tuesday will start in the first week on 30<sup>th</sup> January.**

## 4yo Children's start dates

Both the Tuesday & Thursday Program Groups commence on Tuesday, 30<sup>th</sup> January 2024 –

- Group 1 in Room 1 with Jane Murray: 8.15am – 4.00pm
- Group 2 in Room 2 with Olivia Martin 8.30am – 4.00pm
- 4yos also enrolled in Wednesday School Readiness Program 8.105am – 3.45pm commence 31<sup>st</sup> January
- 4yos enrolled in Monday Bush Kinder Program 8.15am – 3.45pm commence 5<sup>th</sup> February 2024



### Children's Clothing T-Shirt / Windcheater / Hat

It is recommended that children wear seasonally appropriate clothes which allow them to be actively involved in all aspects of the kindergarten program. Smocks are provided for art activities but are not always sufficient protection for messy activities. Clothing and shoes, which enable the children to play safely and go to the toilet independently, are most suitable.

See Jennie in the office or find the order form on our website. Please always pack a spare change of clothes in your child's bag [including undies and socks].

**Bush Kinder Clothing** – to reduce the opportunity for scratches and bug bites, we request children be clothed in closed toe shoes/boots [gumboots in winter months] and wear a long-sleeved shirt and pants. Please also apply sunscreen prior to their arrival at kinder. [for wet weather, each child will wear a kinder-supplied waterproof jacket/pants]

If your child is particularly susceptible to bug bites, may we suggest you apply a repellent prior to drop-off and leave it with the Bush Kinder staff for re-application during the day. It will come home in their bag.

## Anaphylaxis and Asthma Management

It is the responsibility of the parent/guardian to provide the kinder with updated Management Plans and asthma medication & spacer and/or EpiPens for their child. This information is essential for staff who are all briefed on every child's medical condition and required treatment.

We do hold spare medication at the kinder, but this is for emergency cases where the child's own medication has not had effect. Such Management Plan documentation is usually reviewed by your medical practitioner on an annual basis. We would ask you provide us with copies of any updated plans and annual medications.

In 2024, we have children enrolled who are anaphylactic to a variety of foods [ie NUTS, EGG, COCONUT]. These children are aware they cannot eat these foods or share foods with others. Staff will monitor this.

Kinder staff are vigilant about:

- avoiding cross-contamination and thorough cleaning of dining area surfaces and washing of hands.
- knowing which children are diagnosed as at risk of anaphylaxis, their allergies and symptoms, and the location of their adrenaline auto-injector kits and medical management action plans.
- identifying and, where possible, minimising exposure to allergens (refer to *Definitions*) at the service.
- following procedures to prevent the cross-contamination of any food given to children diagnosed as at risk of anaphylaxis (refer to *Nutrition and Active Play Policy* and *Food Safety Policy*).

Whilst Yackandandah Kinder is NOT a NUT-FREE kinder, we do ask parents to advise their child's teacher if they have packed any nuts or foods containing nuts in their child's lunchbox.

If you have prepared a wowButter or non-peanut butter spread alternative in your child's lunch, please have a clear label advising this in the lunchbox and also let their teacher know at drop-off.

## Booking into the After Kinder Care Program

The Program is administered by the Yackandandah Primary School OOSH staff, on kinder premises.

**Contact Details:** Co-ordinator: Kerryn Wright | Email: [yack.ps.oshc@outlook.com](mailto:yack.ps.oshc@outlook.com) | Phone: 02 6027 1431

New enrolments are created through Xplor. You can use the link below to complete the enrolment form.

[https://prodadmin.myxplor.com/enrollment\\_v2/centre/WWJsbWTyMn1RnUchHWzhZw](https://prodadmin.myxplor.com/enrollment_v2/centre/WWJsbWTyMn1RnUchHWzhZw)

## Public Holidays and Pupil-Free Days

These, and any staff professional development days, will always be gazetted (in advance) in our newsletters and via Kinder Facebook, office-sent emails and *Kindyhub* communications from staff.

One particular pupil-free day each year is the State-wide Transition Day for 4yo children entering primary school the following year. In the case of children entering primary school in 2025, this transition day is expected to be on Tuesday, 10<sup>th</sup> December 2024. On this date, the kinder also holds its Orientation Morning for new families enrolling at our kinder for the first time. Normal funded 3yo & 4yo and Bush Kinder programs scheduled for the day will not be held. Parents of current 2024 3yo children and 4yo children repeating kinder in 2025 will need to make alternative care arrangements for their child on this day. Children who only attended 2024 Bush Kinder program (not enrolled in funded 3yo or 4yo) are invited to Orientation Morning to meet new friends.

### 2024 Public holidays in Victoria

- |  |                               |
|--|-------------------------------|
| • Monday 1 January – New Year's Day                  | <i>DURING SCHOOL HOLIDAYS</i> |
| • Friday 26 January – Australia Day                  | <i>DURING SCHOOL HOLIDAYS</i> |
| • Monday 11 March – Labour Day                       | <i>KINDER CLOSED</i>          |
| • Friday 29 March – Good Friday                      | <i>DURING SCHOOL HOLIDAYS</i> |
| • Sunday 31 March – Easter Sunday                    | <i>DURING SCHOOL HOLIDAYS</i> |
| • Monday 1 April – Easter Monday                     | <i>DURING SCHOOL HOLIDAYS</i> |
| • Thursday 25 April – Anzac Day                      | <i>KINDER CLOSED</i>          |
| • Monday 10 June – Monarch's Birthday                | <i>KINDER CLOSED</i>          |
| • 27 September – Friday before the AFL Grand Final † | <i>DURING SCHOOL HOLIDAYS</i> |
| • Tuesday 5 November – Melbourne Cup                 | <i>KINDER CLOSED</i>          |
| • Wednesday 25 December – Christmas Day              | <i>DURING SCHOOL HOLIDAYS</i> |
| • Thursday 26 December – Boxing Day                  | <i>DURING SCHOOL HOLIDAYS</i> |

† This AFL Grand Final holiday typically falls on the last Friday in September during school holidays.



## Liaising with the Kinder during the holidays ...

During the 2023/24 Christmas/New Year holidays, the office is closed and re-opens on 29<sup>th</sup> January 2024. You can leave phone messages & emails during this period as Admin Officer Jennie and Director Marisel will check weekly and respond to urgent/important matters.

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

 **Contact:**  
02 6027 1560

**Email:**  
[Yackandandah.kin@kindergarten.vic.gov.au](mailto:Yackandandah.kin@kindergarten.vic.gov.au)



# UNIFORM ORDER FORM

Parent Name:

Order Date:

Child's Name:

3yo Prog

4yo Prog

Bush K

Email:

Phone:

GARMENT	SIZES Circle size choice	COLOURS Circle colour preference	PRICE	QUANTITY ORDERED
 UNISEX T-SHIRT 100% Cotton 180gsm	<ul style="list-style-type: none"> <li>• 4</li> <li>• 6</li> </ul>	<ul style="list-style-type: none"> <li>• KELLY GREEN</li> <li>• ORGANGE</li> <li>• BRIGHT ROYAL BLUE</li> <li>• LIME</li> <li>• RED</li> <li>• PURPLE</li> <li>• HOT PINK</li> <li>• AZURE BLUE [size 4 only]</li> </ul>	\$20 EACH	
 UNISEX W'CHEATER Cotton/Poly 340gsm	<ul style="list-style-type: none"> <li>• 4</li> <li>• 6</li> </ul>	<ul style="list-style-type: none"> <li>• HOT PINK</li> <li>• RED</li> <li>• KELLY GREEN</li> <li>• ORANGE</li> <li>• ROYAL BLUE</li> <li>• PURPLE [size 4 only]</li> </ul>	\$27 EACH	
 BUCKET HAT	<ul style="list-style-type: none"> <li>• 54cm</li> </ul> <p><i>This size fits most pre-school age children.</i></p>	<ul style="list-style-type: none"> <li>• YELLOW</li> <li>• AZURE BLUE</li> <li>• RED</li> <li>• NAVY</li> <li>• PINK [PALE &amp; HOT]</li> <li>• BOTTLE GREEN</li> <li>• ROYAL BLUE</li> </ul>	\$18 EACH	<p><i>Indicate 1<sup>st</sup> and 2<sup>nd</sup> colour choice preference</i></p> <p>1<sup>st</sup>:</p> <p>2<sup>nd</sup>:</p>

**Order Forms to be returned to the Kinder Office for processing. If cash payment is made at the Kinder, the uniform can usually be supplied the same day. If paying funds transfer to the school, the uniform is provided once we see either an on-line receipt on your phone or receive a paper receipt from the School.**

PAYMENT METHOD:	
<b>CASH</b> <input type="checkbox"/> (Payable to Yack Primary School <u>OR</u> the Kindergarten)	<b>FUNDS TRANSFER</b> <input type="checkbox"/> (To Yack Primary School) Yackandandah Primary School 02 6027 1431 Bank: Westpac BSB: 033-222 Account: 018848 <b>[use the reference "Kinder Uniform" PLUS YOUR NAME]</b>

**TOTAL AMOUNT OF ORDER \$ \_\_\_\_\_**

**Office Use Only**

Order & Payment received on:	Order placed with Supplier:
	Ordered supplied to parent: