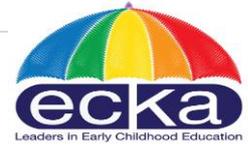




*Parent  
Information  
Booklet*



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## CONTACTS

Bonshaw Kindergarten  
234 Morgan Street, Bonshaw, Vic 3352  
Phone: 03 53400091  
Mobile: 0457 804 296  
Email: [Bonshaw.kin@kindergarten.vic.gov.au](mailto:Bonshaw.kin@kindergarten.vic.gov.au)  
Internet: [www.ecka.org.au](http://www.ecka.org.au)

### Contact ECKA

Eureka Community Kindergarten Association Inc. (ECKA)  
11 Grandview Grove Wendouree, 3355  
Postal address: P.O. Box 2126, Bakery Hill, 3354  
Phone: 5339 5055 Mobile 0400 089 143  
Email: [ecka@vic.chariot.net.au](mailto:ecka@vic.chariot.net.au)  
Internet: [www.ecka.org.au](http://www.ecka.org.au)

### Operating Hours

8am- 5pm

### Session times

#### **4yr Old:**

**Blue Group:** Wednesday, Thursday & Friday 9:00am – 2:00pm.

**Red Group:** Monday & Wednesday 8.30 – 4.00pm.

#### **3yr Old:**

**Green Group:** Monday 9:00am-12:00pm and Tuesday 9.00am – 2:00pm.

### Term Dates 2021

Term 1: Wednesday 27<sup>th</sup> January – Thursday 1<sup>st</sup> April

Term 2: Monday 19<sup>th</sup> April – Friday 25<sup>th</sup> June

Term 3: Monday 12<sup>th</sup> July – Friday 17<sup>th</sup> September

Term 4: Monday 4<sup>th</sup> October – Friday 17<sup>th</sup> December

There will be 2 child free days during the year for Staff to attend Professional Development Sessions.

## WELCOME TO KINDERGARTEN

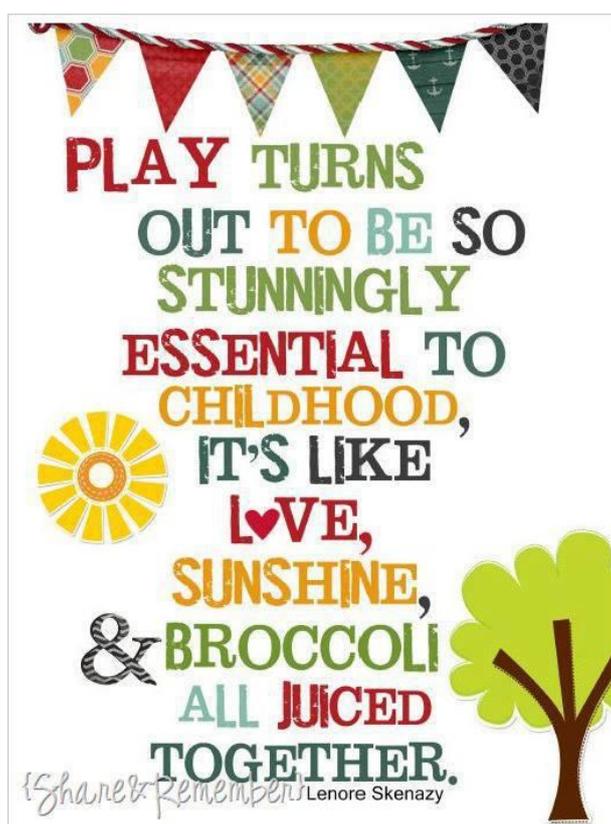
At Bonshaw Kindergarten we encourage your child to grow, develop and learn in a warm, caring and safe environment. The Kindergarten program is planned and delivered by a qualified Early Childhood Teacher and is eligible for funding by the Victorian Government.

We are a community kindergarten offering quality kindergarten programs to four- and three-year olds. The Eureka Community Kindergarten Association looks after our operational needs, with a parent & Friends group organising fundraising and social events.

We offer a broad range of experiences and activities to meet every child's educational, developmental and enjoyment needs. The program is play based, allowing each child to follow their interests and grow and develop at their own pace.

Thank you for choosing Bonshaw Kindergarten for your child's kindergarten year. We look forward to sharing a wonderful year with your child full of learning, discovery, wonder and fun.

Please keep this handbook to refer to throughout the year.



## OUR PHILOSOPHY

### Children

- \* We believe children have the right to be safe, healthy, important and happy.
- \* We believe children learn through play and have the right to play, explore, discover, take risks, imagine, feel emotions, make decisions, challenge themselves, question and have fun in long uninterrupted periods of play.
- \* We believe each child is unique and will learn in at their own pace and in an individual style to achieve their own personal best.
- \* We believe children have the right to the outdoors, natural play spaces, freedom, space, animals and plants. We encourage children to explore, respect and appreciate the environment.
- \* We believe children should be confident and develop a positive image of themselves and others. Children will be respected and encouraged to respect the rights and uniqueness of others, the environment, resources and equipment

### Families

- \* We believe families are the first teachers of children, where children develop their identity and self-image.
- \* We believe in fostering close, open and honest two-way relationships with families, where families and educators can communicate freely and respectfully, information, concerns and joys.
- \* We believe families have much to offer the kindergarten program and welcome their involvement in all aspects
- \* We believe in partnerships based on an understanding of the expectations of families, educators and the kindergarten program.
- \* We believe in providing support and guidance for families on their journey through early parenthood

### Educators

- \* We believe in providing a safe, stimulating environment that provides children with opportunities, experiences and activities to grow and learn.
- \* We believe in providing a welcoming and caring environment for children, families, educators and the wider community.
- \* We believe in providing quality resources and materials for children to play and create with.
- \* We believe in role modelling appropriate behaviour, reactions, language, social skills and interactions for both children and families.
- \* We believe in watching, listening and responding to children's cues, needs and interests and using multiple strategies to promote positive relationships and learning.
- \* We believe in continuously updating our theory, practice, skills and knowledge through reflection, training, networking and reading relevant publications.

### Community

- \* We recognise connections between families, children and communities. We embrace these connections and the valuable opportunity they provide to foster learning and a sense of belonging.
- \* We believe in bringing together cultures and beliefs to celebrate the uniqueness of each other's experiences and similarities.
- \* We believe in contributing to and participating in our immediate and broader community through celebrations, events and fundraising.
- \* We believe in exploring our community and opening up learning opportunities for all children through excursions and incursions to places and events and with individuals and groups.

## SUPPORTING YOUR CHILD

Once your child has settled into our service, you can continue to support their development by:

- Maintaining a good relationship with the service's staff and the director (if there is one) to continue the two-way communication
- Talking to staff about your child's interests to see how they can be included in their day
- Letting the service know if your child won't be attending on a particular day because they are sick or you're on holiday
- Asking about your child's progress against developmental milestones and working with staff to strengthen learning and developmental opportunities both at the service and at home
- Reading newsletters and other information provided by the service
- Talking to staff about your child's transition to different rooms at a centre as they develop. This can sometimes cause children to become anxious as they have a new educator or new friends
- Taking an interest in the service's activities and volunteering to participate, if you can. It might be for a fete, a working bee or an excursion. You are part of the service's community, not just your child
- If you have particular family or cultural values, let your service know how you would like these to be included and respected
- Getting to know your child's friends and their parents and arranging play dates or other activities with them outside of the service
- Letting staff know about things that have happened at home that might have unsettled your child, e.g. the arrival of a new baby, your child had a late night, they are excited because their cousin is staying with you on holiday, there's been a change in living arrangements etc.

Educators at our service will support your child's development by:

- Documenting your child's learning and development and identifying your child's strengths and areas where they might need help or encouragement
- Investing time in your child's interests and challenging them with new and exciting activities to extend their development
- Encouraging your child to explore and learn through play
- Developing a tailored program for your child based on learning outcomes from a framework like the [Early Years Learning Framework \(EYLF\)](#), which is a guide for all early childhood educators who work with children from birth to 5 years old
- Letting you know if your child is sick or has an accident at their service
- Ensuring your child is safe and happy
- Identifying if your child might benefit from specialist support e.g. speech therapy

## HELPING YOUR CHILD SETTLE IN AND ENJOY THEIR YEAR

- Ⓢ Talk to your child about Kinder. Drive by and point it out. Use the teachers and educators' names. Let children know that staff are there to help them. Discuss the routine and what is expected of them.
- Ⓢ Practice opening lunchboxes and containers. Try snack foods to make sure your child likes them.
- Ⓢ Have shorter sessions if you feel your child is tired or not yet ready for the longer day.
- Ⓢ Help your child to put their bag away and settle on the mat.
- Ⓢ Always say goodbye to your child. Leaving when they are not looking can be very distressing for young children.
- Ⓢ Ask about their day and remember lots more happens at kinder than artwork.
- Ⓢ Take the time to meet other parents and children so you can know your child's friends.
- Ⓢ Arrive on time to collect your child. Children can become distressed quickly if they are left waiting.

## WHAT TO BRING

- A named back pack, big enough to hold children's lunchbox, spare clothing and art work.
- A piece of fruit to share in the morning, and a healthy lunch
- A **complete change of clothes** including underwear, socks, singlet, t-shirt, jumper and pants. Please name all clothing.
- A named coat and beanie in colder months. Hats will be supplied by the kindergarten.

## SMILES FOR MILES PROGRAM

Our 4yr old group participates in the Smiles 4 Miles program which promotes healthy eating and lifestyles and oral health in young children

The *Smiles 4 miles* program aims to improve the oral health of preschool aged children in Victoria. It is an initiative of Dental Health Services Victoria which works in partnership with local organisations to improve the oral health of the youngest children in the community.

The program is based on the World Health Organisation's Health Promoting Schools Framework and is delivered predominantly in kindergartens. In 2013, *Smiles 4 miles* reached over 28,000 children and their families across 480 early childhood education and care services around Victoria.

The key messages promoted in the program are:

- **Drink Well:** children are encouraged to drink water instead of sugary drinks
- **Eat Well:** children should eat a variety of nutritious foods
- **Clean Well:** children are taught good tooth cleaning technique to maintain healthy teeth and gums, with a focus on brushing twice a day and using toothpaste with an appropriate amount of fluoride.

## MEALS AND DRINKS

During a Kinder session;

- All children will need a piece of fruit, lunch and a drink bottle with water

A sandwich or small meal such as pasta salad and a healthy snack such as; fruit, dried fruit, rice crackers, cheese slices, yoghurt or dry biscuits are some suggestions.

**As we encourage children to make healthy food choices, we ask that snacks or lunches that are high in sugar, fat or salt are encouraged not to be brought to kinder e.g.:**

- Jam, honey or Nutella
- Nutri grain bars, Milo Bars, LCM, muesli bars, pureed fruit, Roll Ups or other high fat/sugar bars
- Chips, chocolates, lollies, sweet biscuits
- Cordial, soft drink, juice, flavoured milk

## Morning Tea Routine

We have shared fruit at morning tea time. This encourages children to try different tastes and textures they may not have experienced before.

## Lunch Routine

We have lunch as a group between 12.30 and 1pm.

## Special Dietary Requirements

Please discuss with staff if your child has any special dietary needs.

## Toileting

We encourage all children to toilet independently. However, we recognise that all children are not ready to do this at the same time. Please provide nappies or pull ups if your child requires these and/or several changes of clothes (including shoes) if your child is just beginning to toilet train. Staff are happy to support all efforts to assist families in this process. Please discuss with staff your child's needs.



Children:  
100% washable  
Towel dry



# HEALTH AND SAFETY

## Illness and Infectious Diseases

We ask all families to help us minimise the risk of spreading infections and diseases by keeping children home and notifying the Kinder when your child is ill or diagnosed with an infectious illness. If your child is too unwell to participate in the whole program, both indoors and out, then they should be kept home until they are feeling better.

In the case of an infectious disease the child should be kept away from Kinder as per the "Recommended Minimum Periods of Exclusion from School, Pre-School and Child Care Centres for Cases of Contact with Infectious Diseases." (See Appendix)

In the event of illness staff will:

- Make the child comfortable
- Contact the parent (or emergency contact if parents cannot be reached) to collect the child
- Fill out an illness form and have the parent sign the form upon collection of the child.

## Medication

If your child requires medication while at Kinder, the parent/guardian will need to fill in a medication sheet detailing the name of the medication, when it was last given, the dosage last given, the time, circumstances and dosage to be given while at Kinder. Two staff will check all details of the medication before giving it to the child. Medication should be given to staff and placed in the first aid cupboard or fridge.

Please note: Medication must be in the child's name and must be within the use by date. The child can only be given the recommended dosage as per medication or doctors written instructions.

## Sun Care

We are a sun smart centre and as such follow recommendations from the Anti-Cancer Council. Children will be given their own broad brim hat that will stay at Kinder. Sunscreen will be supplied. Please ensure your child is dressed appropriately for outside play. **No singlet tops are to be worn;** children's shoulders and upper arms should be covered. If children are not clothed properly their play will be restricted to shady areas. During first and fourth term children will be required to wear their hat at all times.

## FAMILY INVOLEMENT

Parents, family and friends are always welcome at Kindergarten. Being involved in the Kindergarten allows families the valuable opportunity to be part of their child's education and to gain a better understanding of the importance of the kinder year. Children love to have their parents/guardians, grandparents, aunts, uncles and special friends involved in kinder activities and staff welcome and respect the valuable and unique contribution family and friends can make to the program

Families can be involved by:

- Joining the fundraising group
- Helping during a kinder session
- Assisting and supporting fundraising efforts
- Participating in working bees
- Sharing a special talent with the children e.g. cooking, singing, musical instruments etc.
- Participating in special activity days e.g.; Father's Night, Meet and Greet, Excursions

## FUNDRAISING

Throughout the year we conduct various fundraising activities including raffles, product drives, keepsakes and Market Day. Participation is voluntary. All money raised goes to purchasing new equipment and maintaining/updating the yard and building.

During raffles we ask families for donations for prizes, if you or your workplace can help out please speak to staff.

We welcome all ideas and suggestions.

## GENERAL INFORMATION

**Before and After Sessions:** Parents are asked to supervise their children before and after sessions.

**Birthdays:** Children are invited to bring along a birthday cake to share with the kinder group. Please check with staff if there are any allergies before bringing food. We usually have the birthday cake after lunch. Check with staff for group numbers.

**Children's Possessions:** It is preferred children do not bring in items from home, however at times children may want to show or may be attached to particular items. If possible, please clearly name the item. Inform staff that the child has brought something in. Although all care is taken with children's possessions accidents can happen, for this reason we suggest very special items are left at home or given to staff to put in the office.

**Clothing:** Children should wear comfortable clothing that they are able to move freely in and get dirty in. Some paints do stain clothing (and we love mud and water!) A complete change of clothing including socks, underwear, singlet, t-shirt and pants should be packed in the child's bag. Please name all items of clothing including hats, coats and jumpers. As we go outside in all weather, children will require a coat during colder months.

**NOTE: children should not wear thongs, crocs, slip on or party shoes as these are too dangerous for running and climbing activities. SINGLET TOPS ARE NOT TO BE WORN children's shoulders must be covered**

**Communication:** Parents are welcome to talk to the **teacher (only)** about their child, the program, concerns and suggestions. Parents are invited to drop in for informal chats after a session or can make an appointment at a mutually convenient time.

**Excursions/Incursions:** The children enjoy a wide range of excursions away from the kinder and visitors to the kinder during the year. To ensure we can safely go on excursions we will require parents to come along and help supervise children. As we offer rotating groups not all children will be able to attend all activities, however, we plan them on different days to ensure everyone has the opportunity to participate in some events. Some events allow us to invite extra children along. If it is not your child's kinder day and they wish to come on the excursion, they must be accompanied by a responsible adult (18yrs or older) who stays with them at all times.

Please note not all excursions are suitable for siblings to attend.

**Gate:** The gate is to remain closed at all times. **Only let your child out of the gate.** Please do not let children climb or swing on the gate.

**Junk and 2<sup>nd</sup> Hand Materials:** Children enjoy all sorts of items to use in the art area including; boxes, tubes, cardboard, paper, off cuts, corks, plastic, lids etc. Please feel free to bring these items in. We especially enjoy unusual items you may be able to source from your work place such as; plastic rings, cylinders, laminate squares, samples, paper, envelopes, cards etc. We can also use items such as pots and pans, spoons, trays, utensils, school uniforms,



tyres, toys, dress ups, outdoor equipment etc. If you are unsure please talk to staff.

**Library:** At the beginning of the year each child will decorate a library bag. Children are then able to borrow up to 2 books at a time. Books can be borrowed on each child's allocated day, once a week. Children bring library books to the mat time in the morning. If a book is lost or damaged parents are asked to pay \$10 to replace the book.

**Newsletters:** Newsletters are placed in pockets. Extra notes and reminders are placed in pockets as needed. If you would like to put a notice in our newsletter please speak to staff.

**Notice Board:** Please read the notice board in the foyer area regularly as it displays upcoming events, important dates, changes to the program, items of interest and reminders.

**Notice Pockets:** Each child has a notice pocket in the foyer with their first name on it. All newsletters, notices and fees will be placed in these. Please check with staff before putting anything such as birthday invites, party plans or advertisements into the pockets.

**Photos:** We take photos of children to display around the room and individual portfolios Parent/guardians are asked to sign a permission form allowing photos to be taken and their uses at enrolment. Please note your child's photo may be in another child's portfolio. E.g. group shots. If this is an issue please speak to staff.

A professional photographer takes individual photos and a group photo during the year.

Families are usually permitted to take photos and video recordings of their child during sessions and at events. Please check with staff first.

**Policies:** Are kept in a white folder in the Office. Please ask staff if you would like a copy.

**Scholastic Book Club:** Parents can purchase books from the catalogues given out twice a term. A percentage of sales are given back to the Kinder to purchase books and equipment from scholastic.

**Siblings:** Siblings are welcome at the Kindergarten however they must be supervised at all times by the parent/guardian. **Staff are not responsible for siblings.**



## COMPLAINTS AND COMPLIMENTS

From time to time issues may arise with staff, children, other families, the program etc. We strongly encourage all families to speak to the Teacher as soon as possible. Often many issues can be resolved quickly when addressed straight away. We have an open-door policy and welcome all feedback.

Or you can lodge a complaint with ECKA:

Chairperson  
P.O. Box 2126  
Bakery Hill, VIC., 3354  
Jo Geurts at ECKA on 5339 5055

Alternatively:

Department of Education and Early Childhood Development (DEECD)  
Manager Children Services Licensing and Regulation  
109 Armstrong Street North  
Ballarat, VIC., 3350  
Ph.: 03 5337 8444

## Appendix 1 – Exclusion Times for Communicable Diseases

Condition	Exclusion of Case	Exclusion of Contacts
Amoebiasis (Entamoeba histolytic)	Exclude until diarrhoea has ceased.	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chickenpox	Exclude until full recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded
CMV (Cytomegalovirus infection)	Exclusion is not necessary	Not excluded
Diphtheria	Exclude until medical certificate of recovery is  Received following at least 2 negative throat swabs, the first swab not less than 24 hours after finishing a course of antibiotics followed by another swab 48 hours later.	Exclude contacts that live in the same house until cleared to return by an appropriate health authority.
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.	Not excluded
Glandular Fever	Exclusion is not necessary	Not excluded
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is  received	Not excluded
Hand, Foot & Mouth disease	Until all blisters have dried	Not excluded

<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
<b>Hepatitis B</b>	Exclusion is not necessary	Not excluded
<b>Hepatitis C</b>	Exclusion is not necessary	Not excluded
<b>Herpes (cold sores)</b>	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, while possible	Not excluded
<b>Hookworm</b>	Exclusion is not necessary	Not excluded
<b>Human immunodeficiency virus (HIV/AIDS virus)</b>	Exclusion is not necessary unless the child has a secondary infection	Not excluded
<b>Impetigo</b>	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
<b>Influenza and influenza type illnesses</b>	Exclude until well	Not excluded
<b>Leprosy</b>	Exclude until approval to return has been given by the Secretary	Not excluded
<b>Measles</b>	Exclude for at least 4 days after onset of rash Immunised contacts not excluded.	Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first case they may return to school.
<b>Meningitis</b>	Exclude until well	Not excluded

<b>Meningococcal Infection</b>	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy
<b>Molluscum contagiosum</b>	Exclusion is not necessary	Not excluded
<b>Mumps</b>	Exclude for 9 days or until swelling goes down  (whichever is sooner)	Not excluded
<b>Parvovirus (erythema infectiosum fifth disease)</b>	Exclusion is not necessary	Not excluded
	Exclusion for at least 14 days from onset.  Readmit after receiving medical certificate of  Recovery.	Not excluded
<b>Poliomyelitis</b>		
<b>Ringworm, scabies, pediculosis (head lice)</b>	Re-admit the day after appropriate treatment has commenced.	Not excluded
<b>Rubella (German measles)</b>	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
<b>Salmonella, Shigella</b>	Exclude until diarrhoea ceases	Not excluded
<b>Streptococcal infection (including Scarlet fever)</b>	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded
<b>Trachoma</b>	Re-admit the day after appropriate treatment  has commenced	Not excluded
<b>Tuberculosis</b>	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded

**Typhoid fever (including  
paratyphoid fever**

Exclude until approval to return has been  
given

by the Secretary

**Whooping Cough**

Exclude the child for 5 days after starting  
antibiotic treatment

Exclude unimmunised household contacts  
aged less than 7 years and close child care  
contacts for 14 days after the last  
exposure to infection or until they have  
taken 5 days of a

10-day course of antibiotics

**Worms (Intestinal)**

Exclude if diarrhoea presents

Not excluded