



# Sebastopol South Kindergarten

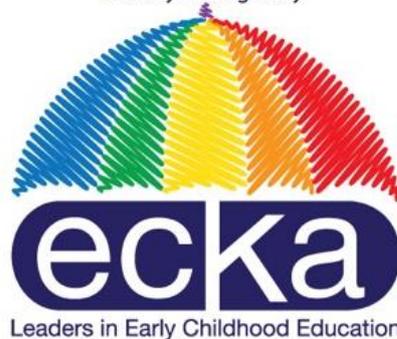
187 Spencer Street, Sebastopol, Vic, 3356

Phone: (03) 5335 7079

Email: [sebastopol.south.kin@kindergarten.vic.gov.au](mailto:sebastopol.south.kin@kindergarten.vic.gov.au)

## Parent Information Booklet

Proudly managed by



We pay our respect to the Wathaurong people the traditional custodians of learning environment of which we gather, play, and ascertain knowledge upon.



## Management: Eureka Community Kindergarten Association

The educational team and the Eureka Community Kindergarten Association (ECKA) would like to welcome you to Sebastopol South Kindergarten. We endeavour to create an environment that is welcoming and supports adult-child relationships.

Sebastopol South Kindergarten is a community kindergarten that is managed by ECKA and funded by the Victorian State and the Federal Governments. ECKA is called the Approved Provider and is responsible for all aspects of the management of the kindergarten including employment of staff. Information about ECKA can be found at [www.ecka.org.au](http://www.ecka.org.au) and you will receive an ECKA policy and procedure booklet when you commence.

The Sebastopol South Kindergarten adheres to the 'Education and Care Services National Regulations' (2012) and the 'Education and Care National Law Act' (2010). The educational program is reflective of the Victorian Early Years Learning and Development Framework (VEYLDF) and the national framework 'Belonging, Being and Becoming'.

### ECKA Contact:

Location - 11 Grandview Grove Wendouree, 3355

Tel – 53395055 (Office Hours 9:00 am – 4:00pm School Days)

Email – [reception@ecka.org.au](mailto:reception@ecka.org.au)

Web address – [www.ecka.org.au](http://www.ecka.org.au)

Postal address - PO Box 2126, Bakery Hill, 3354

## Our Philosophy

Our kindergarten has been a part of the Sebastopol community for over 30 years. Our philosophical values are to develop strong links with education, community and for children to live lives with the spirit of understanding, contribution, social justice, peace and friendship. As we gather, play, and seek to obtain knowledge within this environment, we wish to pay our respect to the traditional custodians, the Wathaurong people past, present and future.

Our pedagogical practice recognises children as citizens with voices of their own, in a naturally rich learning environment that stimulates their wonderings, ideas and interests. We respect children's learning possibilities and desires and believe that the encouragement of unhurried discoveries and rich relationships contribute to their sense of wellbeing. It is every child's right to enjoy their childhood.

We value the diverse social and cultural practices that families bring to our learning environment. We endeavour to build trusting relationships with families so together in partnership, we can nurture every child to meet their learning potential.

The educational curriculum strives to develop foundational skills of learning and development through play and the learning ideas that it generates. Educators are resourceful in setting an equitable play-based environment, where children are provided opportunities for learning to occur through their senses, through exploration and by making discoveries while engaging in social interactions with others. Our kindergarten programme is underpinned by the principles and practices of the *Victorian Early Years Learning and Development Framework* and the national framework *Belonging, Being and Becoming*.

The aspirations that we have for our students are to embrace learning with hope, agency, and compassion, to have a strong desire for continued learning, value the richness of diversity and to contribute as global citizens caring for the environment and humanity. As early childhood educators we see ourselves as life-long learners as co-constructors of learning together with children and we strive to continually reflect on our theoretical work practices and use those reflections to drive innovation and improvement in all teaching and learning.

## Contact us

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187 Spencer Street, Sebastopol, Vic, 3356  
Tel: (03) 53357079  
Email- [sebastopol.south.kin@kindergarten.vic.gov.au](mailto:sebastopol.south.kin@kindergarten.vic.gov.au)

## 2021 Session & Educators

Room 1: 4-year-old kindergarten

Wednesday, Thursday, Friday 9.15 am-2.15 pm

### Tammy Clark

Bachelor of Teaching in Early Childhood  
Education  
Kindergarten Teacher  
Educational Leader  
Nominated Supervisor In-Charge  
Level 2 First Aid  
Asthma Management  
Anaphylaxis Awareness

### Janna Stein

Dip Children's Services  
Certified Supervisor  
Level 2 First Aid  
Asthma Management  
Anaphylaxis Awareness

### Term dates:

Term 1 January 27 – April 1

Term 2 April 19 – June 25

Term 3 July 12 – September 17

Term 4 October 4 – December 17

### Public holidays:

Labour Day: Monday March 8

ANZAC Day: Sunday April 25

Queen's Birthday: Monday June 14

Ballarat Show Day: November date TBC

## What to bring to kindergarten

- Bag or backpack
- Change of clothing (underwear, shorts/pants and socks)
- Packed lunch (4-year-old group) including a piece of fruit and snacks for morning tea
- Drink bottle (water only)
- Sun hat -broad brim or bucket style only (In keeping with our Sun Smart Policy, children must wear a sun hat outdoors from September until the end of April).
- Warm coat and hat (Winter months)

**Please ensure all items are clearly labelled with your child's name.**

## Immunisation

'No Jab, No Play' is the government legislation that requires all children to be fully vaccinated to be enrolled in childcare or kindergarten in Victoria. To finalise your kindergarten enrolment you must provide the kindergarten with a current Immunisation History Statement from the Australian Immunisation Register (AIR) that shows your child is up to date with all immunisations that are due or able to receive for their age. The quickest way to get your child's statement is by using your Medicare online account through myGov or the Express Plus Medicare mobile app. Alternatively you can call the AIR on 1800 653 809 to request your child's statement to be sent to you. More information can be found at [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)

## Storypark- Online communication

Throughout the year, we will use Storypark as a means of communicating with families.

It is an online platform where educators can share learning stories of your children directly with you. Parents can then share these stories with others. Community notices and reminders will also be sent out through Storypark.

You will receive an invitation in your email. Please accept the invitation and download the app to ensure you remain up to date with what is happening at kindergarten.

## Clothing & SunSmart guidelines

Please note that children will get dirty at kindergarten. It is best to wear play clothes for comfort and practicality, to enable them to fully participate in the Kindergarten programme. Children need to wear solid non-slip footwear to safely and successfully participate in the learning environment. **Slip-ons, crocs and thongs are not suitable.** In winter, please provide coats and wet weather gear. We try to go outside as often as possible. Children will learn to put their coat on and off independently, as they are worn to and from (and at) Kindergarten.

It is essential children wear hats and sunscreen in the summer months (1<sup>st</sup> September to end of April), as per our Sun Protection Policy. Please ensure that your child wears clothing with a sleeve. **No singlet tops or sleeveless dresses.** Tee-shirts and polo-shirts are ideal.

Please apply sunscreen to your child before dropping them off in the morning.

A spare pair of clothing is useful in your child's kindergarten bag. Children prefer to put on their own clothes if accidents occur.

## Healthy foods

When preparing your child's lunch, please keep to quantities that your child can manage and consider good nutrition. Healthy lunch and snack choices include:



Sandwiches, rolls, or wraps with healthy fillings IE: meat, salads, vegetables, vegemite, cheese



Crackers and Cheese/ Dips



Yoghurt / fruit tubs  
muffins  
(Please send a spoon and ensure your child can open the container)



Low fat/ sugar and muesli bars



Rice crackers/ cakes



Fruit  
(If your child requires their fruit cut into pieces or peeled, please do this beforehand)



Vegetable sticks



Plain Popcorn



### Please **DO NOT** send

- × Chips
- × Lollies
- × Fruit bars/ Roll Ups
- × LCM Bars
- × Chocolate bars
- × Chocolate custards
- × Cupcakes/ cakes
- × Sweet drinks (juice, cordial, flavoured milk)

Please **DO NOT** fill sandwiches with jam, honey, or sprinkles.

Your child will be educated about healthy foods and 'sometimes food' as outlined in our centre policies.

We also ask that you do not send any nut or nut products with your child including peanut butter, Nutella, tree nuts or cashews.

As part of our *Anaphylaxis Policy*, if we have children attending the centre with allergies, we are required to develop a 'Risk Minimisation Plan'. This may mean that we will need to prohibit certain foods. You will be notified of this at the commencement of the kindergarten year.

### **Belongings**

Bringing toys from home is discouraged as children sometimes lose them or they can get damaged, causing undue stress for the child. Children will be given a locker to house their kindergarten bag and such belongings as their lunch box, water bottles hat and coat.

### **Uniforms**

If you wish for your child to have a kindergarten uniform with our logo, please make contact with **Rufcut**, at 202 Lyons Street Ballarat (The Building with the painting of Ballarat Bertie on the side) on 53322477. They have our kindergarten logo and you're able to purchase or provide them with the items that you wish to have the logo printed on.

### **Fees**

ECKA manage all fee payments and queries. Fee invoices will be handed out on interview days in 2021. Fee information is also accessible on the kindergarten's webpage. For further information regarding fees please refer to the ECKA Information, policy and procedures booklet. If you have any questions regarding fees, please direct them to the ECKA office.

### **Health**

Please note that children with colds, sore throats, sore eyes, coughs or anything of a contagious nature should be kept at home until completely recovered. They come to kindergarten to be busy and active and they cannot do this if they are unwell. We also need to be notified of any infectious disease, as we are required to inform other families of any contactable illness. This includes head lice.

### **Medication, accident, and illness**

If your child needs to receive medication during session time, you will need to provide staff with the details, including instructions from your family doctor. A medication authorisation sheet will need to be filled out stating the name of the medication, the dosage, the time it is to be administered and your signature. Please note that we can only give medication to a child which is presented in its original container and prescribed specifically for your child.

All medication must be given to staff and will be kept in the office during the session.

Children with allergies, asthma and/or anaphylaxis are required to have an action plan signed by their doctor. A 'Risk Minimisation' and 'Communication' plan will be required for each child who has an allergy or illness and these will be completed at a scheduled meeting. Please alert staff if your child has a diagnosed illness or allergy or is diagnosed at any time throughout the kindergarten year.

Any accidents or injuries are treated by staff, qualified in the delivery of first aid, and are recorded on an 'Accident and Illness' form for you to read and sign at the end of the session.

## ***Arrivals and departures***

It is a Children's Services Centre's regulation that each child is signed in with the time of arrival and signed out again with the time of departure.

- On arrival please ensure that you sign the attendance book and again when you collect your child. Please record the actual time you arrive and depart.
- Please note you **MUST** notify the educators if a person who is not on the sign in sheet is going to collect the child. People who are not authorised on the enrolment form to collect a child will not be allowed to take them.
- In an emergency parent's may phone the kindergarten and give verbal permission for an unlisted person to collect their child. Teaching staff will need to see photo ID when the person arrives so please alert them to this.
- It is important that children are collected promptly at the end of each session. If you are running late, please call us so that we can reassure your child. There are fees associated with regular late pick-ups (please refer to late collections policy).
- To ensure compliance with the Children's Services Regulations, we are unable to accept children prior to start of session times or after session times. Please wait in the foyer area for educators to open the door to ensure that the correct child/staff ratios are provided.

## ***Custody***

Where custody or court orders are in place, families/ guardians are requested to fully inform educators of the conditions of the order. Kindergartens require a photocopy of any current court orders at the time of enrolment (which will be kept with your child's enrolment information) and staff need to be updated of any changes with information/ permissions regarding custody and the collection of your child. If your family circumstances change the educators need to know immediately to ensure that your child is safe and in the care of the appropriate person.

## ***Car Park***

This is a one-way system. Please enter on the left and exit on the right. You are asked to park in the designated car parking spaces only. Please ensure that all children are kept to the pathways only, do not allow your children to walk across the car park.

## ***Family Participation***

We strongly encourage family involvement in our kindergarten. The children do love to have their families come in and spend time during the session and we also welcome your help.

Ways to get involved:

- Come and share a skill or talent with the children
- Participate in a planned kindergarten activity (e.g. cooking, gardening)
- Join the parents and friends group
- Participate in fundraising events
- Working bees
- Be an excursion helper
- Attend parent social functions

Being an active participant in your child's kinder year is a great way to be involved with your child and to watch as they develop many of their skills. It is a good chance to get to know their friends and to make friendships with other families. From term 2, we welcome you and your family to stay during the session to play with the children and share the kindergarten experience. Please note that there may be conditions that restrict parent involvement, such as a Pandemic and staff will keep parents informed if such circumstances occur.

## ***Kindergarten communications***

Newsletters and notices are directly placed into your child's locker. Notices and permission forms for up-coming excursions are also included and your child cannot attend outings unless we have these forms signed and returned promptly. The kindergarten programme is displayed in the classrooms and notices, rosters and other relevant information are displayed in the foyer. Please check this regularly.

## *Celebrations*

We value the diversity presented in our community. If you have special celebrations or customs that you practice in your family, you are welcome to share them with the kindergarten children. Please speak to educators to arrange a time.

## *Excursions*

Excursions form an integral aspect of our kindergarten curriculum and are guided by the emerging curriculum and children's interests. Educators will always notify parents if children are to be taken on an excursion. Parents will be asked to sign an authorisation form for your child to attend. Parent helpers are very welcome on our excursions. Please note; as the kindergarten is a non-smoking environment, smoking is not permitted on excursions. Unfortunately, due to ratios and policies, we are unable to accommodate siblings on excursions.

## *Policies*

The kindergarten is governed by a number of policies that cover issues such as fees, collection and delivery of children, enrolment, nutrition, non-smoking policy, privacy of information, sun protection, inclusion of children with additional needs, behaviour guidance, and parental involvement. Copies of these policies are readily available at all times. A copy of the regulations and the act are also available, please see educational staff.

## *Child Safety Standards*

Our service is legislated to be respondent to the child safety standards. This is reflected in our policies and practices.

## *Emergency Evacuation Procedures*

A full copy of the Kindergarten's Emergency Evacuation Plan is available for your viewing at the kindergarten entrance.

## *Kindergarten Programme*

Within the kindergarten environment children are supported to engage in a range of activities, not just those they prefer. Every activity offered in the programme has a carefully planned objective and activities are designed to develop skills and abilities in each domain. Children's individual learning styles and interest areas are also considered when planning for their learning. The learning environment consists of extended periods of uninterrupted time for the children to play and learn, as they practise and master new skills, concepts and techniques. Within our enquiry-based, open-ended learning environment, we plan for continuity, predictability and repetition. The curriculum is underpinned by VEYLDF and Developmental Milestones.

The Framework uses five outcomes to describe the key elements of children's learning and development. These are:

1. Children have a strong sense of identity
2. Children are connected with and contribute to their world
3. Children have a strong sense of wellbeing
4. Children are confident and involved learners
5. Children are effective communicators

Developmental milestone domain areas are:

- Physical
- Social
- Emotional
- Cognitive
- Language

## *Smoke free environment*

The kindergarten building, foyer, entire fenced area, and car park is smoke free at all times.



**NO SMOKING**

**PLEASE KEEP THIS BOOKLET AS A POINT OF REFERENCE THROUGHOUT THE YEAR**