



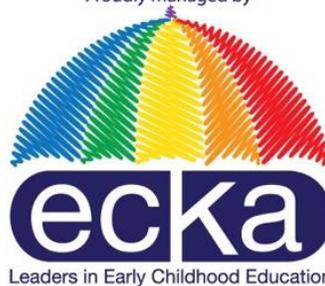
# Creswick & District Pre-School 2022 Information Booklet

Journey Room (4-year-old): 03 5345 1164, Mobile: 0457817311

Bunjil Room (3-year-old): 03 5345 2274, Mobile: 0409932973

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

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## Welcome to our Kindergarten

Dear Parents and Guardian/s,

Welcome to Creswick & District Preschool, we look forward to the year ahead with great enthusiasm and excitement and hope it is filled with joy, growth, learning and laughter for both your child and yourself.

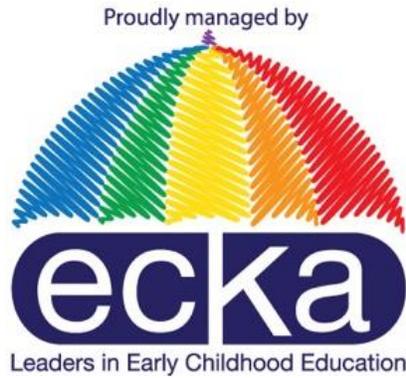
Contained in this booklet is information that answers some frequently asked questions, details of how the kindergarten operations and how you can participate.

This year your child will have the opportunity to engage in his/her own learning, make friends, make discoveries, hopefully make lots of mistakes and learn a lot more from them. There will be problem solving, sorting, painting, singing, dancing and a plethora of new and exciting activities for them to try.

Your child will have the chance to share stories from home, celebrate birthdays and become a VIP within our kindergarten community. Along with your child, we welcome you, their families to also become part of our kindergarten community, by spending time with them at kinder, sharing photos, family happenings and any skill you may have (reading a book to a child is a skill – you will be most welcome).

Creswick & District Preschool is a community kindergarten that is funded by the Victorian State and The Federal Governments and managed by the Eureka Community Kindergarten Association (ECKA). The kindergarten is licensed under the Education and Care Services National Regulations' (2012) and the Education and Care National Law Act' (2010). The educational program is underpinned by the Victorian Early Year Learning and Development Framework (VEYLDF) and the National curriculum, 'Belonging, Being and Becoming'. The kindergarten is currently rated as 'Meeting" the National Standards under the National Quality Framework' (NQF).

Contact us: Creswick & District Preschool  
24 Victoria Street, Creswick, 3363  
Victoria Room (4's)  
TEL: 53451164  
Mobile: 0457817311  
Bunjil Room (3's)  
TEL: 53452274  
Mobile: 0409932973  
Email: [creswick.kin@kindergarten.vic.gov.au](mailto:creswick.kin@kindergarten.vic.gov.au)



The Eureka Community Kindergarten Association (ECKA) is a not-for-profit community based Early Years Management Service for kindergartens and early childhood care services in Ballarat and district, proudly managing 29 services in 2022. While all kindergartens operate within Legislative guidelines, each kindergarten operate an individual program to meet the needs of the children and families attending their service. ECKA values the role the kindergarten in building local support networks with families, often contributing to lifelong friendships between the families and children who have shared their kinder years together.

### **Our Purpose**

Enriching children's lives through learning.

### **Our Values**

Respect – Courage – Collaboration – Compassion

### **Our Guiding Principle**

In order to deliver on 'Our Purpose', ECKA is committed to being a sustainable organisation that maximises its impact on the lives of children.

### **We commit to:**

- Provision of high-quality education and care services that enhance the learning and development of all children
- Advocating for children and the early education and care sector – being an influential voice for high quality early years services
- Planning and partnering for effective, sustainable and supported early years services both now and in the future.

### **Contact ECKA**

ECKA Office

11 Grandview Grove, Wendouree VIC 3355

P: 5339 5055

E: [admin@ecka.org.au](mailto:admin@ecka.org.au)

## Philosophy

We acknowledge the Dja Dja Wurrung People, the Traditional owners of the land on which we are gathered, and we pay our respects to their Elders, past, present & emerging

Learn to play and play to learn. We as educators, will honour what play means to each and every child and will facilitate and scaffold play in a respectful, unhurried and genuine manner.

## Teaching team

Our Journey Room – Four year old kindergarten		
<b>Michelle Callahan (Journey Room)</b> BEd. Kindergarten Teacher Service Leader Nominated Supervisor Level 2 First Aid Asthma Management Anaphylaxis Awareness	<b>Irene Myles</b> Dip Children Services Certified Supervisor Level 2 First Aid Asthma Management Anaphylaxis Awareness	Barbara Howard Kylie Tallent ( <b>Team Teacher</b> )
Bunjil Room – Three year old kindergarten		
<b>Kylie Tallent</b> Bachelor of Arts/Primary Teaching Graduate Diploma of Early Childhood Teaching Kindergarten Teacher Certified Supervisor Level 2 First Aid Asthma Management Anaphylaxis Awareness	<b>Barbara Howard</b> Dip Children Services Certified Supervisor Level 2 First Aid Asthma Management Anaphylaxis Awareness	

## School Terms

<b>Term 1</b>	<b>Friday 28 January</b>	<b>Friday 8 April</b>
Term 2	Tuesday 26 April	Friday 24 June
<b>Term 3</b>	<b>Monday 11 July</b>	<b>Friday 16 September</b>
Term 4	Monday 3 October	Friday 20 December

## Public Holiday

- Labour Day: Monday 14<sup>th</sup> March
- Good Friday: Friday 15<sup>th</sup> March
- Easter Monday: Monday 18 April
- ANZAC Day: Monday 25<sup>th</sup> April
- Queen's Birthday: Monday 13<sup>th</sup> June
- Melbourne Cup: Tuesday 1<sup>st</sup> November

## Enrolment Forms and documents:

All children are required to have a completed confidential enrolment form on file at the kindergarten prior to commencement. Enrolment forms are accessed online.

*Enrolment cannot be completed until you provide us with a current Immunisation History Statement'. Access your account on the 'mygov website: [www.mygov.au](http://www.mygov.au) or request a copy at the Medicare office in Centrelink.*

All other paperwork (in the enrolment pack) is required back at the kindergarten by **13<sup>th</sup> December** for processing.

### Interview Appointment:

All parents and children will be invited to an interview appointment in the week prior to sessions commencing. The interview date and time will be sent to each family via the Storypark App. Interviews provide a wonderful opportunity for the children to familiarize themselves with the environment and to meet their teachers and educators. Teaching staff will have processed your enrolment forms and this appointment gives teachers and parents the opportunity to ask questions and discuss any issues.

*If you are unable to make your allocated interview time, please contact the kindergarten to organise another time.*

## Journey Room Timetable

Week 1			
Monday	Tuesday	Wednesday	Thursday
09.00 – 3.00	09.00 – 3.00	09.00 – 3.00	09.00 – 3.00
09.00 – 3.00	09.00 – 3.00	08.30 – 4.00	09.00 – 3.00
09.00 – 3.00	08.30 – 4.00	09.00 – 3.00	09.00 – 3.00
Week 2			
Monday	Tuesday	Wednesday	Thursday
09.00 – 3.00	09.00 – 3.00	09.00 – 3.00	09.00 – 3.00
09.00 – 3.00	08.30 – 4.00	08.30 – 4.00	09.00 – 3.00
09.00 – 3.00	09.00 – 3.00	09.00 – 3.00	09.00 – 3.00

## Bunjil Room Timetable

Tuesday	Wednesday	Thursday
09.15 – 2.15	09.15 – 2.15	09.15 – 2.15

## Orientation Timetable

We acknowledge that children are exposed to a variety of social experiences prior to commencing kindergarten and cope with new experiences differently. For some children starting in a new environment with new teachers, educators, children, routines and expectations may be overwhelming. We want to ensure that each child's transition to the kindergarten setting is a happy and positive experience. Teaching staff have designed an 'Orientation Timetable' to support the children's transition to the new environment. Please find the timetable in your pack. On conclusion of the 'Orientation timetable' normal session times will commence. If individual children require a longer orientation program or are not coping with the full hours due to tiredness, separation anxiety or the heat at the start of the year, parents may choose to reduce the number of days/hours that the child attends in the first few weeks. Please discuss your child's individual needs with your teacher. Individual orientation plans can be discussed on Interview Day'.

## Risk Management/Communication Plan Interviews

Parent/s/guardian/s of every child that has a diagnosed illness or medical condition, with or without medication, will need to attend an interview to assist in developing a risk minimization plan and communication plan. Any family with court orders related to custody will also require to attend a meeting to discuss the legal arrangements contained in the court order. Please contact your child's teacher to make a time to meet.

## What to bring to kindergarten each day?

- Kinder bag (large enough to hold children's lunch box, spare clothing {underwear, shorts/pants, sock & a wetbag} and art work)
- Roll-on sunscreen – named
- Warm coat and hat (winter months) – gumboots
- Water bottle with **water only**
- Packed lunch in containers that children can open on their own. Please limit packaging and landfill

Please ensure all belongings are clearly named



## Healthy Food:

Following our [Nutrition Policy Guidelines](#) and our participation in the 'Smiles for Miles' dental health program and the 'Achievement Program' we request that you send nutritious food to kindergarten for the child's snacks and lunch. These may include:

- Sandwiches, rolls or wraps with healthy fillings IE: meat, salads, vegetables, vegemite, cheese
- Dry biscuits and cheese/dips
- Yoghurt/fruit tubs (**please send a spoon and ensure your child can open the container**)
- Fruit, salads, vegetable sticks, pasta, rice, sushi (there is a fridge available to store children's food if it needs refrigeration – please ensure it is named)
- Plain popcorn.
- Water in drink containers

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

## Sun Smart:

Our kinder policy requires all children, teachers, volunteers, parents and students to wear a sun hat from September 1 to the end of April, and when the UV level is 3 or above. If the weather is overcast and cool children will still be required to wear a sun hat (we will provide all children with a bucket hat). Please ensure that your child wears appropriate clothing. **No singlet tops or sleeveless dresses.** Tee-shirts and polo shirts are ideal. Children will be asked to play inside or in shaded areas of the garden if they do not have a hat or appropriate clothing. Please ensure your child has had sunscreen applied **before** arriving at kindergarten. Children will be assisted to apply their own sunscreen if required.

**The kindergarten is a NON-SMOKING environment**

## Clothing:

WARNING: we get dirty!

The children will be encouraged to engage in a range of activities during their time at kindergarten. All the children's learning is hands on, and even though they wear smocks for painting they will still manage to get dirty! Please send your child in clothes you don't mind getting dirty or marked. Our kindergarten uniform pieces are ideal! Uniform pieces can be purchased through ECKA. An order form is in your pack. Children need to wear solid non-slip and water proof footwear that enables them to run, climb and balance outdoors. *Slip-ons, crocs and thongs are not suitable.*

## Bringing toys to kinder:

Please encourage your child to leave their precious toys at home. Children become very upset when their toys are lost or damaged. If toys are brought to kindergarten, we will encourage them to be left in the child's bag. Comfort toys/rug may come with the children if needed.

## Program Information & Notices

The kindergarten education program is developed and written by your child's kindergarten teacher under the guidance of the educational leader. An outline of current learning goals, teaching strategies and activities will be on display. Teaching staff will develop individual records of each child's learning, skills and interests and the programmed will be written to reflect these elements.

Regular observations, reflections and discussions will occur throughout the year between parents, children and teachers. Children's learning will be documented in individual 'Learning Portfolio's. Displays in the classrooms and foyer will include

learning data and reflective dialogue that will endeavor to interpret the children’s learning, thinking and ideas. There is an emphasis on the process of learning rather than the end product and children are encouraged and supported to persevere in order to achieve mastery of a task before moving on.

The Department of Education and Early Childhood Development require us to display the following material for your attention:

- Outline of the program and activities
- Policies
- Hours and days of operation
- Admission requirements and enrolment procedures
- Fee procedure
- Arrangement for the delivery and collection of children
- Illness/accident/emergency procedures
- Complaint’s procedure

**The curriculum is underpinned by Victorian Early Years Learning and Development Framework, Developmental Milestones and a range of teaching and learning theories.**

**Practice Principles:**

- Reflective practice
- Partnerships with families
- High expectations of every child
- Respectful relationships and responsive engagement
- Equity and diversity
- Assessment for learning and development
- Integrated teaching and learning approaches
- Partnerships with professionals

Learning Outcome Areas:	Developmental Milestones Domains:
<ol style="list-style-type: none"> <li>1. Children have a strong sense of identity</li> <li>2. Children are connected to and contribute to their world</li> <li>3. Children have a strong sense of wellbeing</li> <li>4. Children are confident and involved learners</li> <li>5. Children are effective communicators</li> </ol>	Emotional Social Physical Cognitive Language

## Relationships and Experiences in our Sessions

In line with our philosophy, play is at the forefront of our day. Teaching and encouraging children in play is the building blocks to developing life skills of being active participants in their learning. The children will be offered the opportunity to engage with a range of materials and equipment during their time at kindergarten. Teachers see materials as a 'language' that children can become proficient in. Just like speaking, children can develop the skills to express meaning and understanding using painting, drawing, sculpture, collage and construction. The children will be given the opportunity to explore and develop skills using a wide variety of media thus providing them with unlimited opportunity to express themselves, their wonderings and understandings. Children will be supported to develop the foundational skills of numeracy and literacy so that they have the skill-set to build on as they move into school.

Our major aims at the beginning of each year are to enable the children to smoothly transition into the program and to develop positive relationships with educators and each other.

In order to achieve these aims, we make considered choices about what experiences are available and how we, as educators, interact with the children. We plan to have as much time and attention available for individual children (and families) so that we may begin to know them and they us. Experience has shown us clearly that when children feel recognized, heard and safe that they are happier and more engaged. That our ability to be responsive and connected to the children's needs and enquiries is crucial for their transition and learning.

In both our Journey & Bunjil Rooms, the program is designed to provide rich learning opportunities for our students. There is an emphasis placed on the development of skills needed to socialize, care for self and belongings and to develop speech, language and communication skills. Children will have opportunities to build on their motor skills, developing body awareness and the ability to move in the environment safely. The children will be supported to interact with others, share space and equipment and develop the skills needed to transition into Journey Room and their 2<sup>nd</sup> year of funded kindergarten, whilst ensuring that this very special year in their life is celebrated.

**All children attending the 1<sup>st</sup> year of funded kindergarten must have turned three prior to starting**

Catching teaching staff at the start and end of the day can be tricky as the teacher's attention will be on supervising the children. If you require more than a brief chat at the door, please make an appointment time with your child/s teacher.

All teachers & educators at Creswick & District Preschool work closely together, contributing to the learning programs of every child. From time-to-time teachers may wish to contact you to discuss your child's progress. Teachers may request a meeting time with you that is outside of teaching times. It is recommended that children do not attend meetings. Kindergarten teachers/educators are specialized in early childhood education and development and are able to support parents in their role. Referrals to other professionals (ie: speech pathologist, dentist) can be made by the teachers in consultation with or at the request of families. Please feel free to contact your child's teacher with any concerns or queries.

We are very grateful for the opportunity to provide a kindergarten program to you and your child/ren. We look forward to an exciting and productive year and thank you for entrusting you child's kindergarten education to us.

"Educators who give priority to nurturing relationships and providing children with consistent emotional support can assist children to develop the skills and understandings they need to interact positively with others. Responsive learning relationships are strengthened as educators and children learn together and share decisions, respect and trust. Responsiveness enables educators to respectfully enter children's play and ongoing projects stimulate their thinking and enrich their learning.

*Belonging, Being, Becoming*

*The Early Years Framework for Australia*

Dear Parents

**Re: Procedures for the Bushfire Season 2022 – Creswick & District Preschool**

This letter is to remind parents of the procedure the Creswick & District Preschool will follow during the summer months in relation to Bushfire Risk Management.

It has been standard practice for a number of years now for Children’s Services – and schools – identified as being at high fire risk will be closed on days declared by the fire authorities to be Code Red.

**As the Creswick & District Preschool has been identified as being in a very high fire risk area – the Preschool will be closed on Code Red and Extreme Fire Danger Rating days.** This decision has been taken by the ECKA Board of Management in the interests of the safety and wellbeing of all the children, families and staff attending the Creswick & District Preschool.

Where possible, we will provide parents with up to three days’ notice of a planned closure. We will contact you directly by letter with advice on planned closures and will confirm the decision to close by 12 noon the day before the planned closure. Where it is not practical to confirm the closure in writing, you will be contacted via telephone. **For this reason, it is essential that you ensure that the staff at the Creswick & District Preschool have your current telephone contact details.**

Once confirmed, the decision to close will not change, regardless of improvements in the weather forecast. This is to avoid confusion and help your family plan alternative care arrangements for your child.

No staff will remain on site when the facility is closed by the threat of fire. A sign will be displayed on the kindergarten door to explain that the service is closed due to the declaration of a Code Red or Extreme Fire Danger Rating for that day.

On days such as these, families are encouraged to enact their Bushfire Survival plan. On all days of high fire risk, children should never be left at home in the care of older children.

In the event of an emergency your kindergarten will respond in accordance with current emergency management procedures, which includes the requirement to follow direction from fire authorities. A current Emergency Management Plan is located at the kindergarten.

**What you can do.**

Make sure your family’s bushfire plan is up-to-date and includes alternative care arrangement in the event that your kindergarten is closed. **Please make sure kindergarten staff have your current contact details, including your mobile phone numbers.** Keep in touch with us by reading both kindergarten and ECKA newsletters, and speaking to your kindergarten staff.

If your child is old enough, talk to them about bushfires and your family’s bushfire survival plan.

For up-to-date information on this year's fire season see:

- Vic Emergency Hotline (1800 226 226)
- <https://emergency.vic.gov.au>
- Facebook ([facebook.com/cfavic](https://www.facebook.com/cfavic))
- Twitter ([twitter.com/CFA\\_Updates](https://twitter.com/CFA_Updates))
- ABC local radio, Sky News and other emergency broadcasters

Finally, if at any time you have concerns about sending your child to kindergarten on a high fire danger day that has not been declared a Code Red or Extreme Fire Danger day, please remember that you are able to keep your child at home with you. There is no obligation for you to send your child to kindergarten if you are uneasy about the weather conditions on the day. However, please ensure you do let the staff at your kindergarten know if your child will not be attending kindergarten on any given day.

Should you have any questions or concerns please do not hesitate to speak to your kindergarten teacher or contact myself on 5339 5055, or 0400 089 143.

Thank-you for your cooperation and understanding.

Yours sincerely



Joanne Geurts

CEO