

Welcome to the 3 year old Kindergarten
2023.



3 year Old Kindergarten
haddon3kocc@gmail.com
396 sago Hill Road Haddon Vic, 3351
Phone: 0419 384 901



Enriching children's lives through learning

Haddon Early Education Services

General Information

2023 Term Dates:

Term 1: 3rd February - 6th April

Term 2: 24th April- 23rd June

Term 3: 10th July- 15th September

Term 4: 2nd October- 20th December

Session Times:

Monday	Tuesday	Wednesday	Thursday	Friday
Group A, B & C 9am-2pm	Group A, C & D 9am - 2pm	Group A, B & E 9am - 2pm	Group C, D & E 9am - 2pm	Group B, D & E 9am- 2pm

Staff:

Pedagogical Leader: Liz Bandy

Service Leader/AGL: Rikki Brown (Diploma of Children Services, currently studying Bachelor of Teaching early childhood education) -

Tuesday, Wednesday, Thursday and Friday.

Teacher: Jess Lock (Bachelor of early childhood and primary education)

Monday

Co-Educators: Katrina Frawley (Diploma of Children Services) -

Monday, Tuesday, Wednesday and Thursday

TBA: Friday

Welcome to the Haddon Early Education Services

The 3yo kindergarten year is an important opportunity for your child to be supported in all curriculum areas when beginning their educational journey. It is a year of developing and acquiring important skills such as, problem solving, resilience, persistence and critical thinking. These learning opportunities will provide your child with the foundation for a positive learning future.

The dedicated staff at Haddon Early Education Services will nurture your child along this exciting journey within a play-based learning curriculum. Your child will enjoy opportunities for discovery, exploration and creativity, whilst developing positive social relationships with their peers and educators.

Your input into the kindergarten program is highly valued and appreciated i.e.

- Sharing skills, ideas, culture, and community experiences.
- Joining 'Parents and Friends' who assist with social activities throughout the year (Covid 19 restrictions pending).
- Volunteering time in the kindergarten as parent helper (covid 19 restrictions pending).

The educators at Haddon Early Education Services welcome family participation and input on running a successful learning program for your child. We believe learning outcomes are best achieved when there is a collaborative partnership between the families and educators. If you have a particular interest such as cooking, gardening, music etc. or a special activity that your child enjoys doing at home with you, we would welcome you to come and share this with us during a kinder session. Alternatively, you may prefer to just come and spend an hour or two helping out and spending time with your child during the session.

We hope that as parents and carers, you have an enjoyable year as you watch your kinder child grow and develop.

We look forward to getting to know you all.

Please note children starting 3 year old kinder are unable to begin until they have had their 3rd birthday.



Enriching children's lives through learning

Our Preschool is proudly managed by ECKA Inc. ECKA is called the Approved Provider and is responsible for all aspects of the management of the preschool including employment of staff. Information about ECKA can be found at www.ecka.org.au and you will receive an ECKA policy and procedure booklet when you commence.

ECKA is a not-for-profit community based Early Years Management Service for kindergartens and early childhood care services in Ballarat and surrounding areas, proudly managing 28 services. 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

No Jab No Play

By law, to finalise enrolment of your child in kindergarten you must provide the service with an Immunisation History Statement from the Australian Immunisation Register (AIR).

It must show that your child:

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

Parents and carers can print a copy of their child's Immunisation History Statement from:

- [MyGov](#) account
- Call the AIR on phone 1800 653 809
- visit a Medicare or Centrelink office

An Immunisation History Statement from the Australian Immunisation Register will be the only documentation accepted by early childhood education and care services for the purposes of confirming a child's enrolment in their service.

****DOCUMENTS PRODUCED BY GP'S OR OTHER IMMUNISATION PROVIDERS WILL NO LONGER BE ACCEPTABLE AS PROOF OF IMMUNISATION****

Arrival and Departure

On arrival at the kindergarten please sign your child in, in the 'Sign in' book located on the bench outside the door. Encourage your child to place his/her bag in the appropriate named locker.

When entering and leaving the kindergarten please ensure no child other than those for whom you are responsible leave the kindergarten. DO NOT HOLD THE DOOR OR GATE OPEN. Please talk to your children about the importance of staying with you when leaving the building. Please refrain from having children climb on the garden outside the kindergarten gate as we are trying to establish our gardens and this can be a large drop for a child.

*****If Covid-19 restrictions are in place parents/guardians will drop off/pick up children at the front door and staff will sign children in and out at arrival/departure times. All children will be accompanied by a staff member into the kinder room where they will be assisted to join the kinder group*****

Separation at Arrival

Often parents and children can become fretful about separating from each other. This is quite natural and we have some great tips to help you and your child move through this difficult stage. It is important that parents understand that kinder is about their child developing new relationships independently as they attend kinder. Your child will require positive guidance from you to settle. Please be mindful of your language and phrases - don't use phrases such as "I will never leave you."



Some useful tips to prepare your pre-schooler are:

- ✧ Approach the first day of kinder with a positive and joyful outlook
- ✧ Go past the kinder and talk about it as your child's kinder
- ✧ Tell your child that this is what will happen
- ✧ Sit at an activity with your child to help them feel secure in their kinder environment.

Always say goodbye to your child and acknowledge at least one staff member so we are aware that your child is here.

Some useful websites with information about separation are:

Kathy Walker: earlylife.com.au

Department of Education and Early Childhood Development: www.education.vic.gov.au



All children must be brought to and collected from the room. The door will remain closed until staff open it at the beginning of session as this allows us to ensure the room is fully set up for the day. Parents must remain with and supervise their children (including siblings) until they have entered the room. Upon collection the door will be closed until staff dismiss the children. The children are asked to wait on the mat until their name is called, this will not happen until the staff member has had visual confirmation that the child's parent is present and the child is going safely.

Photo Identification will need to be shown to staff if someone we have not met is collecting your child. For Example: grandparents, aunts, uncles, family friends

Please be on time. If you are going to be late, please call us so that we can reassure your child. If you need to arrange an alternative arrival or dismissal time please speak to your teacher.

Please ensure you make staff aware of any changes to your contact details as necessary.

Attendance

It is important that your child attends kinder regularly. Please let us know if your child will be absent.

Sign in book

The sign in book is located on the bench outside Kinder room. All children's names are recorded in the book next to a number. It is a requirement that all children in attendance are signed in and out. All people dropping off children must:

- Write the exact time
- Sign their name
- Write who will be collecting the child
(Full name please no nicknames e.g. mum/dad/nan)

Children will only be released into the care of the person whose name is in the sign in book and if they have been authorized on the enrolment form.

If someone other than the person in the sign in book is to collect the child a phone call to the Kinder to inform staff is required. If the Kinder has not been informed of the change, we will contact parents to confirm collection arrangements.

If someone not on the enrolment form is to collect the child, the parent will be required to add them onto the enrolment form in the specific section regarding child's collection.

Achievement Program

Haddon Early Education Services are registered and have worked through the Achievement Program for Early Childhood Services. This is an exciting opportunity to actively promote the health and wellbeing of our children, families, educators and staff and be recognized for our achievements.

Jointly developed by the Department of Health and the Department of Education and Early Childhood Development, the Achievement Program reflects the Victorian Governments ongoing commitment to improving people's health where they live, learn, work and play.

Six health priority areas have been identified:

- Healthy eating and oral health
- Physical activity
- Sun Protection
- Tobacco Control
- Mental Health and Wellbeing
- Safe Environments.

Haddon early Education Services have received guidance to work through each health priority area from Ballarat Community Health. Our benchmarks for the health priority have been met and we have gained recognition. We have received a certificate and an outdoor sign from the Victorian Government.

Lunchboxes

At HEES we are a Smiles 4 miles Accredited service. For this to continue we need your help and support to assist us in promoting healthy eating & drinking practices.

Some suggestions for healthy lunchbox items are

- Fresh fruit (Children should and need to have at least 1 piece of fresh fruit per day)
- Carrot, Cheese and celery sticks
- Yoghurt
- Salads
- Wraps
- Sandwiches with nutritious fillings
- Dry Biscuits
- **Please refrain from sending lollies, chocolate, chips and juice packs** (During the kinder year, opportunities for special days where a special treat, chips, lollies and chocolate may be included in program).

Drinks

NO SUGARY DRINKS.

Fresh water is always available for your child to access. Please ensure your child brings a water bottle every day to kinder, with fresh water **only**. It is important that your child can access water when they need it.

We encourage the children to bring healthy food items for morning tea and lunch. As we are an anaphylactic aware service, in the event of a child being diagnosed with a food anaphylactic condition i.e., nuts, banana's, dairy we will reassess this situation and inform all parents to modify their child's lunchboxes accordingly. We do not deny foods just in case, instead we educate all children in the importance of healthy eating and keeping each other safe if an allergy is to arise.

Clothing

We provide many sensory and creative learning experiences which can be messy i.e. mud kitchen, digging in the garden, water play and painting. Therefore, please dress children in:

- clothes that they can get dirty
- clothes that they can manage themselves - be aware of buttons, straps, shoe laces etc.
- No thongs or strappy dresses.
- SunSmart compliant clothing - hats, T-shirts. Please read the SunSmart Policy for clarification.

Clothes appropriate to the weather conditions should be worn:

- Broad brimmed sunhats that protects your child's face, head, neck and ears. Sun protection is required from September to April or when the UV level is above 3. You can check the SunSmart app or website each day for a daily UV rating.
- A winter coat - Haddon gets very cold and wet in winter;
- Gumboots & slippers are recommended in Terms 2 & 3.

Parents are also asked to put sunscreen on their child before coming to kinder on days that will have a UV level 3 or higher. The UV index level can be checked via the SunSmart App or on the ECKA website. Coles Sunscreen will be available at the service however if your child requires their own sunscreen please let staff know.

Birthdays

We celebrate the children's birthdays by singing "Happy Birthday" and are happy for parents to bring along cupcakes to share with all the children to make to it a special day for your child. **However, we do ask that they are store bought cupcakes and not home made to ensure we are allergy and Covid safe.**



Please speak to staff regarding any allergies within the group before bringing any food into the kinder or if you do not want your child to participate in these celebrations.

Storypark

Storypark is an online platform that allows us to communicate with families and share your child's learning and kindergarten experience. You will be able to access your child's planning and assessments throughout the year and have input to every step of your child's learning.

Every family will be asked to join Storypark.

Please check Storypark regularly as there will be regular, important correspondence from staff, Parents & Friends and ECKA on this platform.

Lockers

Each child will be allocated a locker, which will be clearly named, to place their bag, hats and coats during each session. These lockers are also used by other children so we ask that you take all your belongings home at the end of the day.

Family Involvement

Each year we are asked by families how they can help support the kindergarten and contribute to both our community and the educational programs we provide to the children. There are many different ways that families may contribute in and out of kindergarten sessions. Some of the activities in the kindergarten session may include; attending an

excursion, helping the children plant in our vegetable garden, cutting up the shared fruit platter or coming in to read a story, or out of session by supporting social events and providing your feedback and ideas.

If you are interested in volunteering some time to help, please speak directly with the educators or message us via the Storypark app. We understand that people have busy lives and lots of commitments and if you are not able to indicate support right now, we completely understand, however if your circumstances change, please feel free to speak with educators as we will be happy for your help.

Please note that our parent volunteers do not need a working with children's check provided that the volunteering is in the group with your own child. Staff will fully supervise all volunteers in accordance with our volunteer and visitor policies.

****We would love to have you as part of our program however, if Covid-19 restrictions are in place excursions and visitors are subject to department regulations. ****

Illness and Medications

Within a small community such as a kindergarten, colds, tonsillitis, vomiting and diarrhea, chicken pox etc are easily transmitted.

Please keep your child at home if they are unwell and please notify us if your child is going to be away. Please inform staff if your child has been unwell. *If your child has been vomiting, please do not send them to kindergarten for 48 hours after the vomiting has stopped.*

The staff will not hesitate to call parents (or those listed on the enrolment form) if a child is not well at kinder, or if an injury occurs.

Children with live lice and nits must not come to kinder. Please inform staff if your child has been treated for nits so that parents can be informed to be extra vigilant.

If children require medication or have specific medical needs, please ensure that the relevant information is handed to staff. Medication will only be given to children after the parent has filled in the Medication Book. Medication must be in the original container with the child's name and dosage clearly marked. **Under no circumstances should medication of any kind be left in your child's bag.**

Accident/Illness

The kindergarten staff all maintain current First Aid Certificates and are trained in asthma and anaphylaxis management.

In the event of a serious injury one staff member will carry out any first aid required and another will phone an ambulance and parents/guardians or emergency contacts.

If your child becomes unwell or has an accident at Kinder, staff will fill out a sheet

describing the incident and what action was taken. Parents will be required to sign the sheet upon collection of the child. Any head injuries will be reported to parents immediately.

Allergies/Intolerances

Please let staff know if your child has an allergy or intolerance to anything as an Action Plan will need to be filled out and signed by your family Doctor before your child can start kinder.

Medical Conditions

Please let staff know if your child has a medical condition such as Asthma, Epilepsy etc. As a medical plan will need to be filled out and signed by your doctor and kept at the Kinder. Please leave a clearly named supply of the required medication at Kinder. Your child can not stay at kinder without their medication.

Sleep

Kinder is a big day for your child and it is essential that they have adequate sleep in order to manage and enjoy all that kinder has to offer. Please ensure your child's bedtime allows them adequate sleep.

Recycled Materials

We love clean recycled things, especially odd stuff!

*** We are unable to accept any items which have contained any **nut** products. Neither can we accept toilet rolls. Also we love any preloved furniture donations such as cubby house furniture, shelving or even a couch. It is amazing the things that we could use- old bike wheels for weaving, old crates for garden beds, cut up trees for stepping stones, seats or old kitchen utensils and pans for our sandpit. Please check with staff if you or someone you know have anything to donate as it would be greatly appreciated.

Delicate Topics

Life will throw many varied challenges our way at times. Please feel reassured that we are trained in dealing with a wide range of family experiences and circumstances. Our role includes the provision of a safe and secure environment for you and your child. To assist us in this, we would very much appreciate you speaking confidentially with us about any personal family circumstances which may affect the wellbeing of your child.

What to bring:

For each session we ask that you pack your child:-

- 👉 Named back pack, big enough to hold children's lunchbox, drink bottle, spare clothing and art work.
- 👉 A change of clothes including underwear, socks, singlet, T-shirt, jumper and pants. Please name all clothing and shoes.
- 👉 A named broad brimmed hat (September -end April) and a named hat and coat in colder months.
- 👉 Drink bottle filled with water
- 👉 Lunchbox with sandwich or wrap, healthy snacks for morning tea.

For further information please refer to the ECKA Booklet

Curriculum

The curriculum unfolds as the year progresses and the children's interests flourish and develop. At Haddon Kindergarten we follow the children's lead. A rich year of learning is guaranteed in all areas of the children's development, following the National Framework Guidelines, with easy, manageable and at times more challenging experiences planned and set up by the staff.

The seasons are closely followed and discussed as we travel through the year together in our beautiful surroundings.

Kindergarten offers your child the opportunity to learn life skills. While it is important for your child to experience a rich year of kinder, it is also necessary to be mindful of the need to prepare the children for school the following year. We begin this process very subtly from Term 1 and develop more and greater initiatives for the children as the year progresses. By the time they are off to school, shoes, lunch boxes, looking after their own belongings are all things they are very familiar and comfortable with.

Early education services are the first educationally based environment under the umbrella of learning through play.

All of the experiences are carefully set according to the following projected learning outcomes:

1. Identity:

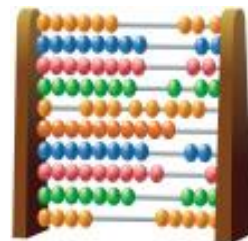
Children have a strong sense of identity

2. Community:

Children are connected with and contribute to their world

3. Wellbeing:

Children have a strong sense of wellbeing



4. Learning:

Children are confident and involved learners

5. Communication:

Children are effective communicators

... and of course the important aspects of developing appropriate social behaviors, and much, much, much more!

While this is a learning environment, the sessions are long, particularly at the beginning of the year. Special attention is given to the flow of the day, the children's energy and how the children are managing as a group. The staff will not only assist in the guidance of your child educationally, but will care for and nurture your child in the time they are with us.

We passionately enjoy our chosen careers and this is reflected in the cohesive relationships we have with each other as a team, as well as with the positive relationships forged with families and particularly with the children, who are the focus of our work.

The staff have a very strong work ethic at Haddon Early Education Services and are professionally motivated to provide an outstanding curriculum for children. We attend regular Professional Development workshops to stay abreast of new ideas, refresh our outlook, and to network with other Early Childhood Professionals. We are also offered professional support from ECKA to assist with further study.

The Importance of Play

“Young children learn the most important things not by being told, but by constructing knowledge for themselves in interaction with the physical world and with other children – and the way they do this is by playing.”

Play nourishes every aspect of children's development and learning. It forms the foundation of intellectual, social, physical and emotional skills necessary for success in school life and play. Play paves the way for learning – it is a child's window to the world.

While much learning does occur during group time and structured activities, spontaneous **free play is equally important** to early learning.

In play, children learn by combining their ideas, impressions and intuitions with experiences and opinions. They create ideas about their world and share them with one another. They establish a culture and a social world with their peers. Play allows children to make sense – and sometimes nonsense – of their experiences and discover the intimacy and joy of friendship. When it is self-directed, play leads to feelings of competence and self-confidence.

For example, **block building** and **sand and water play** lay the foundation for logical mathematical thinking, scientific reasoning and cognitive problem solving.

Rough-and-tumble play develops social and emotional self-regulation and may be particularly important in the development of social competence in boys.

Pretend play (socio dramatic) fosters communication, developing conversational skills, turn taking, perspective taking and the skills of social problem solving – persuading, negotiating, compromising and cooperating.

Pretend play with peers engages children in the same kind of representational thinking needed in early literacy activities. Children develop complex narratives in their pretend play. They begin to link objects, actions and language together in combinations and narrative sequences. They generate language suited to different perspectives and roles.

Play fosters creativity and flexibility in thinking. There is no right or wrong way to do things; there are many possibilities in play – a chair can be a car or a boat, a house or a bed.

Play and Literacy

There are consistent findings in research about the close relationship between symbolic play and literacy development and good evidence that increasing opportunities for rich symbolic play can have a positive influence on literacy development.

The Value of Outdoor Play

Nature has a positive impact on children's physical and mental well-being. Natural landscapes in the outdoors typically provide:

- ✧ rich, diverse, multisensory experiences;
- ✧ opportunities for noisy, boisterous, vigorous, physically active play;
- ✧ opportunities for physical challenge and risk-taking that are inherent in the value of play – rough, uneven surfaces, with opportunities for the development of physical strength, balance and coordination;
- ✧ and natural elements and loose parts that children can combine, manipulate, and adapt for their own purposes.

(Adapted from a report on Lessons in Learning, *Let the Children Play: Nature's Answer to Early Learning*, Canadian Council on Learning, 2006).