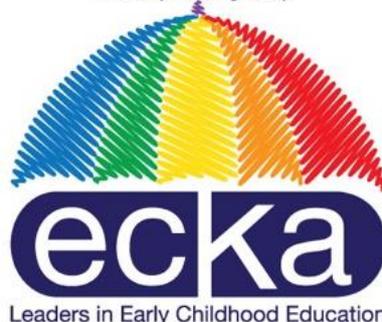




Brown Hill Kindergarten Information Booklet 2021

Proudly managed by



Brown Hill Kindergarten
1 Reid Court, Brown Hill, 3350.
Phone: 53327973
Email: brown.hill.kin@kindergarten.vic.gov.au

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Brown Hill Kindergarten is beside the Yarrowee River and adjacent to parks and bushlands. The Brown Hill Kindergarten community acknowledges that the kindergarten is on Wadawurrung land and respectfully acknowledges the Wadawurrung people, as the traditional custodians of the land.

We pay our respects to the elders, past and present and young leaders of tomorrow.

We will endeavour to protect, respect and care for the land, animals and people for generations to come.

Welcome to Brown Hill Kindergarten, 2021

The Eureka Community Kindergarten Association (ECKA), Brown Hill Parents Group and the staff of the kindergarten welcome you and your child to Brown Hill Kindergarten. Brown Hill Kindergarten offers preschool (for children in their year before school) and pre-kinder groups. Kindergarten is a wonderful place for children to interact and learn from one another. It provides countless opportunities to discover, think, create, explore, plan, play and have fun. It is also a great place to meet and talk with other parents of children of similar ages and interests.

This booklet contains important information about your child's attendance at the kindergarten. Please take time to read the information. If you have any questions or concerns please feel free to contact us at kindergarten to discuss these.

We hope you and your child enjoy your experiences at Brown Hill Kindergarten.

Our Staff in 2021

Teachers:

Jacinta Johnson (Service
Leader)
Laura Draper
Lisa Charty

Assistant Educators:

Debbie Perkins
Donna Boef
Shelly Heinrich
Val Bassett
Lindelle Sinclair

All staff have current and up to date Asthma, Anaphylaxis and First Aid qualifications.

Session Times 2021

Room one:

4-year-old *Yellow group* – Monday & Tuesday 8.30am – 4pm
4-year-old *Red group* – Thursday & Friday 8:30am - 4pm
3-Year-Old – Wednesday 8:30 - 11:30 (AM) **or**
Wednesday 12:30 - 3:30 (PM)

Room two:

Rotational 4-year-old groups run Monday to Friday 9am-2pm (as below):
Purple group – Monday, Tuesday & Wednesday
Green group – Wednesday, Thursday & Friday
Blue group – Monday, Tuesday & Friday
Pink group – Tuesday, Thursday & Friday
Orange group – Monday, Wednesday & Thursday

Term dates for 2021

Term 1 28th January - 1st April 2021
Term 2 19th April - 25th June 2021
Term 3 12th July - 17th September 2021
Term 4 4th October - 17th December 2021

Eureka Community Kindergarten Association Inc (ECKA) - Kindergarten Management

The Eureka Community Kindergarten Association Inc (ECKA) is licensed by the Department of Education and Early Childhood Development to operate this children's service, and as such are legally responsible for the operation of the kindergarten in accordance with State Government licensing requirements. All Kindergartens managed by ECKA provide a State Government funded kindergarten program for children in the year before they attend school.

Kindergartens managed by ECKA have a parent group/committee that support the kindergarten with fundraising and social activities. Each year there is an Annual Meeting and parents can be elected onto this committee. It can be a very rewarding experience to be part of the kindergarten committee and help shape the kindergarten's future. We encourage all families to consider joining the committee.

Fees

Fees are required to cover the cost of running the kindergarten program. 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 using the details below.

Concerns and Complaints

ECKA is committed to providing a high-quality kindergarten experience for your child and their family. Should you have any concerns or complaints, please contact the ECKA CEO on the contact numbers listed below, so that appropriate resolution processes can be initiated in accordance with relevant ECKA policies and any relevant legislative requirements. For further details on the complaints handling process please refer to the ECKA Policy Handbook.

ECKA Contacts

ECKA Office (Open 9:00am – 4:00pm during school terms)

 11 Grandview Grove, Wendouree, 3355

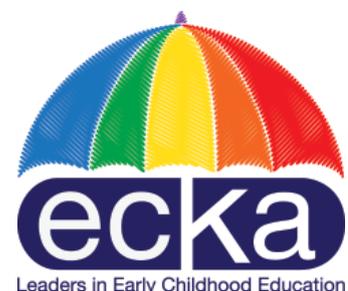
 5339 5055

 P.O. Box 2126, Bakery Hill 3354

 info@ecka.org.au

 www.ecka.org.au

ECKA Manager/after-hours contact: 0400 089 143



No Jab, No Play

New legislation commenced on January 2016. By law 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 day with all immunisations that are due or able to receive for their age. In some circumstances a 16 week 'grace period' can be applied so your child can start at the service while you arrange to get a statement. The kinder can advise you if that applies to you.



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

Beginning Kindergarten and saying goodbye

Beginning kindergarten can be an exciting experience for your child. All children are individuals and will react to the kindergarten experience in varying ways.

Some children will confidently handle the new situation and others may be reluctant to say goodbye to parents and caregivers. We encourage parents and caregivers to stay a little while until the child is more settled if that is what you feel is appropriate. Parents and caregivers should always say goodbye when they leave rather than slipping away without telling the child and reassure them you will be back to pick them up. If you have concerns about how your child will settle please talk to staff and we can discuss how best to manage your child's start at kinder so it is a positive experience for everyone.

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 on departure. On arrival at the kindergarten please ensure you sign the attendance book located on the table in the foyer. **Please sign the actual time you arrive and depart rather than the normal session start and finish times. Please do not allow children to draw or write in the sign in book.**

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

If you are not collecting your child please notify the teacher. **Staff cannot allow children to leave the kindergarten unless the person collecting them is authorized to do so on the original enrolment form, or staff have been given written notification by parents or guardians.** This is for the safety of your child and it is a Children's Services Centre Regulation. Please collect your child promptly at the end of each session as staff have cleaning and preparation to do after each group. If you are running late please give the kindergarten a call so we can reassure your child.

To ensure our compliance with the Children's Services Regulations we are unable to accept children prior to the start of the session and children must be collected promptly at the end of the session. The center has a late pick up policy which sets out procedures for children who have not been picked up 60 minutes after the end of the session.

*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 FOYER DOOR OR GATE OPEN.** Please talk to your children about the importance of staying with you in the foyer and leaving the building only when accompanied by you.*

What to bring to kindergarten

A large bag that includes:

*Lunchbox- *Healthy and nutritious snacks, lunch (N/A for 3-yr-old session) and a drink bottle of water each day.* The kindergarten has a healthy eating policy and we encourage and support the children to make informed choices about what they eat. We kindly ask that you support us by providing healthy and nutritious food in the lunchboxes. Snack ideas could include, fresh fruit, vegetables, grains, cheese, sandwiches with nutritious fillings etc.

*Change of clothing- t-shirt, jumper, pants/shorts, socks and underwear which are all clearly named.

*Nappies or Pull ups- *(If applicable)* Please pack enough nappies, pull ups and wipes for the whole session for your child if they are not toilet trained or currently are toilet training. If you have any concerns please contact a staff member.

*From the start of September to the end of April, under our Sun Smart policy, all children are required to wear a hat for outdoor play. *The kindergarten will provide a hat for each child in the 4 year old groups. Children in the prekinder groups will need to bring their own hat every session to the end of April and then again from the start of September.*



Sunscreen is needed when the UV level is 3 or above and will be available at kinder. Please ensure your child is wearing sunscreen prior to arrival at kindergarten during these times. You can check the daily UV level rating on the SunSmart app or via the ECKA website. We will also display this information for families at the kinder.

Birthdays

Birthdays are an exciting time for many of our children and families. Both the preschool and pre-kinder groups celebrate birthdays by lighting a candle and singing 'Happy Birthday'. We prefer you do not bring in cake or treats to share for birthdays due to allergies and our healthy eating policy, however we will ensure your child's day is extra special.

Appropriate Clothing *(Please name all belongings carefully)*

Please dress the children in clothes which they can manage themselves, especially when going to the toilet. Thongs, crocs and slip on shoes are not suitable footwear as they can be dangerous when climbing. At kindergarten, the children are actively involved in fun, but often messy activities. Whilst every effort is made to protect their clothes by providing smocks sometimes the children still get messy so please send your children to kindergarten in easily washable clothes. It is also a good idea to send a spare set of clothes.

In winter, please make sure children are dressed warmly and send a coat, as we do access outdoor play each session.

Uniform

We have polo shirts and windcheaters printed with the kindergarten logo. These are not compulsory, but many families find they are a great idea to save other clothes from kinder stains. Some children like to wear their 'kinder uniform' to be like older brothers and sisters going to school. Polo shirts and Windcheaters can be purchased through cash directly from the kindergarten.

Polo Shirts	\$20
Windcheaters	\$28
1x Polo Shirt & 1x Windcheater	\$45



Asthma, Allergies and Medical Conditions

Please ensure that the kindergarten teacher is informed of any allergies, sensitivities or medical conditions. Parents need to provide a new asthma and allergy management plan each year, completed and signed by a doctor. **If any new allergy or asthma condition is diagnosed or changes during the kindergarten year, parents need to immediately notify staff.** Kindergarten staff are trained in asthma and anaphylaxis management.

Asthma – Children with asthma must have an asthma management plan and a spacer and inhaler must be provided and kept at the kindergarten (not in the child's bag) all the time the child is in attendance.

Allergies – Children at risk of anaphylaxis must have an epi-pen at kindergarten at all times they are in attendance. Individual emergency management plans will be developed for each child.

Specific medical conditions - if children have specific medical needs please ensure staff are informed of relevant information and any management plans.

Medication

If children require medication or have specific medical needs please ensure the relevant information is handed to staff. Medication will only be given to children if the medication book has been completed appropriately. Medication must be in the original container, clearly labeled with the child's name, required dose and expiry date, and must be handed to staff, not left in the child's bag.



Illness

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

We kindly ask to please keep your child at home if they are unwell and please notify us if your child is going to be away.

If your child has been vomiting please do not send them to kindergarten for 48 hours after the vomiting has stopped. We have attached an exclusion period chart for the most common illnesses.

If your child becomes ill at kindergarten you will be asked to come and collect them. In case of an emergency, an ambulance will be called immediately. A child cannot be enrolled and attend the kindergarten unless the child's guardian has authorized the center to seek emergency medical, hospital or ambulance assistance. If an ambulance is called the parent/guardian will be notified immediately and families are liable for any costs.

Injuries or serious accidents

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.

For less serious injuries the staff will carry out any necessary first aid and fill out an accident incident report, outlining details of the accident and injury and actions taken.

Parents/guardians must sign this report to acknowledge awareness of the accident.

Smoke free environment - The kindergarten building, foyer and entire fenced area is smoke free at all times. Smoking is prohibited within 4 meters of the kindergarten.



Notices & Newsletters

Notices are an important way for parents/guardians to be kept informed about what is happening in the kindergarten. This year we will be updating families through the Storypark platform. Any notes that need a signature as well fee notices (physical copy) will be handed directly to parent guardians at arrival/dismissal time.

Staff Absence and kindergarten closure

In accordance with the Children's Services Regulations kindergartens can only run sessions with the appropriate number of staff to children ratio. This means that if any staff are absent and appropriately qualified replacements are unavailable, the kindergarten session must be cancelled. *This will only happen as a last resort and every attempt will be made to find replacement staff.*

Parent involvement

We strongly encourage parent involvement in our kindergarten. Whilst we acknowledge how busy parents can be there are a wide variety of ways that you can involve yourself in your child's kindergarten year. Some suggestions could include, commenting on Storypark, sharing

your expertise, fundraising, parent group participation or bringing in recycling resources for the children to use. Being involved in your child's kindergarten is a great way to be part of their kindergarten year and to watch your child as they develop. 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.

Excursions and visitors

Throughout the year, as part of the program, we may go on excursions outside the kindergarten. Parents will be notified of the destination, mode of transport, adult/child ratio, and other relevant information. Written parental permission must be received for each child to attend the excursion. We may also have special visitors or activities at the kindergarten. Parents will be notified ahead of time.

****If Covid-19 restrictions are in place excursions and visitors are subject to department regulations, this includes bush kinder****

Lost Property

Any lost property found at the kindergarten will be placed in a box in the front foyer for you to identify and claim. Please check regularly. Please ensure all items are named as this will make it easier to have lost items returned to you.

Parking

The parking area can become very congested at drop off and pick up times - please consider parking near the cricket club and pipe band rooms and walking around the court. There is NO PARKING in Reid Court. Please obey all signs including no standing signs. We encourage you to hold the children's hands at all times when outside the center, stay on the paths (do not walk behind parked vehicles) and be conscious of other vehicles and pedestrians. Please consider our neighbours when parking and driving into the court.

Fire Drill and emergency exits

A copy of the emergency exits in the kindergarten is attached. Each term we practice our fire drill/emergency evacuation procedures with the children.

Procedures for the Bushfire Season

BROWN HILL KINDERGARTEN HAS BEEN IDENTIFIED AS BEING IN A VERY HIGH-RISK FIRE AREA – THE KINDERGARTEN WILL BE CLOSED ON CODE RED AND EXTREME FIRE DANGER RATING DAYS.



Where possible, we will provide parents with up to three days' notice of a planned closure. We will contact you directly 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 or text.

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.

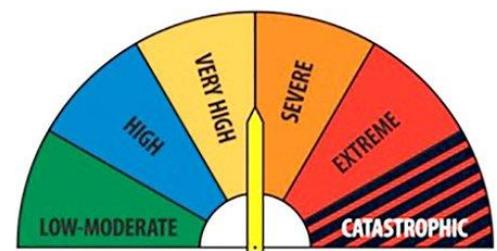
In the event of an emergency the kindergarten will respond in accordance with current emergency management procedures, which includes the requirement to follow direction from fire authorities. A current Emergency Management Plan is located at the kindergarten.

Please make sure kindergarten staff have your current contact details, including your mobile phone numbers, and an email contact. Keep in touch with us by reading both Storypark, kindergarten and ECKA newsletters, and speaking to your kindergarten staff.

More information about bushfires and children's services is available on the Department of Education and Training website –www.education.vic.gov.au/bushfires.

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 ECKA on 53395055, or 0400 089 143.



Policies

Kindergartens managed by ECKA are governed by several policies that cover such issues as Fees, Collection and Delivery of Children, Enrolment, Parental Access, Privacy of information, Sun Protection, Inclusion of Children with Additional Needs, and many others. Copies of these policies are available for parents at any time in a folder in the foyer. Please feel free to look through. Policies can also be accessed on the ECKA website.

Some examples of the policies we have include:

- *SunSmart Policy*
- *Privacy Policy*
- *Complaints Policy*
- *Anaphylaxis Policy*

Minimum period of exclusion from primary schools and children's services¹ for infectious diseases cases and contacts

Public Health and Wellbeing Regulations 2019

Schedule 7

Column 1 Number	Column 2 Conditions	Column 3 Exclusion of cases	Column 4 Exclusion of Contacts
1	Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
2	Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
3	Cytomegalovirus (CMV) Infection	Exclusion is not necessary	Not excluded
4	Diarrhoeal illness*	Exclude until there has not been vomiting or a loose bowel motion for 24 hours	Not excluded
5	Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Chief Health Officer
6	Glandular fever (Epstein-Barr Virus infection)	Exclusion is not necessary	Not excluded
7	Hand, Foot and Mouth disease	Exclude until all blisters have dried	Not excluded
8	Haemophilus influenzae type b (Hib)	Exclude until 48 hours after initiation of effective therapy	Not excluded
9	Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
10	Hepatitis B	Exclusion is not necessary	Not excluded
11	Hepatitis C	Exclusion is not necessary	Not excluded
12	Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible	Not excluded
13	Human Immunodeficiency virus infection (HIV)	Exclusion is not necessary	Not excluded
14	Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
15	Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Chief Health Officer
16	Leprosy	Exclude until approval to return has been given by the Chief Health Officer	Not excluded
17	Measles	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 exposure with any infectious case, or received Normal Human Immunoglobulin (NHIG) within 144 hours of exposure of any infectious case, they may return to the facility
18	Meningitis (bacterial—other than meningococcal meningitis)	Exclude until well	Not excluded
19	Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
20	Mumps	Exclude for 5 days or until swelling goes down (whichever is sooner)	Not excluded
21	Molluscum contagiosum	Exclusion is not necessary	Not excluded
22	Pertussis (Whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
23	Poliovirus infection	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
24	Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
25	Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
26	Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Chief Health Officer
27	Shiga toxin or Verotoxin producing Escherichia coli (STEC or VTEC)	Exclude if required by the Chief Health Officer and only for the period specified by the Chief Health Officer	Not excluded
28	Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
29	Tuberculosis (excluding latent tuberculosis)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
30	Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Chief Health Officer	Not excluded unless considered necessary by the Chief Health Officer

Regulation 111

A person in charge of a primary school, education and care service premises or children's services centre must not allow a child to attend the primary school, education and care service premises or children's services centre for the period or in the circumstances:

- * specified in column 3 of the Table in Schedule 7 if the person in charge has been informed that the child is infected with an infectious disease listed in column 2 of that Table; or
- * specified in column 4 of the Table in Schedule 7 if the person in charge has been informed that the child has been in contact with a person who is infected with an infectious disease listed in column 2 of that Table.

*Diarrhoeal illness includes instances where certain pathogens are identified including Amebiasis (*Entamoeba histolytica*), Campylobacter spp., Salmonella spp., Shigella spp. and intestinal worms, but is not limited to infection with these pathogens.

Further information

Please contact the Communicable Disease Prevention and Control Section on 1300 651 160 or visit www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion

¹ Children's services cover the terms 'education and care service premises' or 'children's services centre' used in the regulations. It includes centres such as childcare centres and kindergartens.

Brown Hill Kindergarten Philosophy Statement



At Brown Hill Kindergarten we:

- Form strong partnerships with families based on trust, respect and collaboration, embedding family values and culture into our program
- Provide safe, secure and positive environments and relationships, which supports children to develop confidence and a positive self-esteem. We encourage children to risk-assess before making decisions and to take measured risks in their play
- View children as confident and capable learners who actively contribute to their own learning. Their voice guides the direction of the program and their involvement in the development of the program is highly regarded
- Value and embrace diversity
- Support children to develop resilience, creativity, kindness and friendships in a welcoming, supportive social setting where the joy of childhood is celebrated
- Hold high expectations of all children, which supports them to reach their potential
- Provide an environment and learning opportunities that supports a variety of learning styles, abilities and interests
- Facilitate learning through play, both in a variety of indoor and outdoor activities.
- Place high value on open-ended outdoor play opportunities, which is evident in our bush kinder program, where children are supported to connect with nature, develop increased respect for the natural world and create their own learning using tools from nature
- Provide rich and stimulating environments, promoting children's innate sense of wonder. We support and model positive dispositions to learning and intentional teaching experiences.
- Encourage children to observe, explore, investigate, imagine, make choices and problem solve
- Establish strong community connections, expanding the scope of our program
- Recognise and respect Aboriginal cultures and their place in history and the future. We learn about and value Aboriginal people in our program.
- Provide long periods of uninterrupted play, where children can delve deeply into their learning and build extensively upon their own ideas. We support this by having transitional snack times where possible, where the children can choose when to eat
- Respectfully display children's artwork and showcase work or learning that they are proud of in a variety of ways, sharing this with their family and peers
- Value strong team relationships based on respect, communication and collaboration. We work closely together to build on our skills, understandings and knowledge, striving for continuous improvement

Developed by Brown Hill Kindergarten community 2020

Kindergarten Program

Brown Hill kindergarten offers a play-based program for both the preschool and pre-kinder groups. A play-based program is one where children have the opportunity to learn through play. The kindergarten program offers a variety of open-ended activities that encourage the children to develop at their own pace. The program is tailored to the children's needs, interests and experiences and is guided by the Victorian Early Years Learning and Development Framework & National Quality Framework.

'Bush kinder' 2021

The Bush Kinder program provides the preschool group (4-year-old) children with uninterrupted time outdoors in an unstructured natural setting, and promotes wellbeing, physical development, self-confidence, resilience and creativity. We believe the bush kinder program is important for children to be able to experience, explore and engage with the natural environment, to have opportunities to develop physical, social and emotional skills in the natural environment, and to learn about the natural environment.

More information to come during term 1



If you have any questions about the information contained in this booklet please do not hesitate to speak with kindergarten staff via Storypark, phone or email.

**We hope you enjoy your time at Brown Hill
Kindergarten**