



Information Booklet 2021

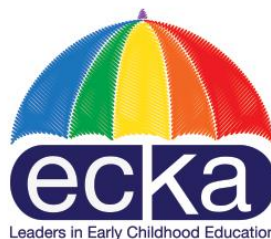


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Welcome to Clunes & District Pre-School

Clunes & District Pre-School is managed by of the Eureka Community Kindergarten Association. (ECKA)

ECKA Kindergartens and Preschools are community-based kindergartens that maintain their individuality and local network. While all kindergartens operate within Legislative guidelines, each kinder will operate an individual program to meet the needs of the children and families of that kindergarten. ECKA values the role of the kindergarten in building local support networks with families, often contributing to life-long friendships between the families and children who have shared their kinder years together.

Vision

Every child has the opportunity to explore and realise their potential through access and engagement in quality early education.

Mission

To deliver leading early childhood educational programs that supports every child and their family and encourages a lifelong love of learning.

Contact

Clunes and District Preschool

109 Fraser Street, Clunes Vic 3370

Ph: 53453228

Postal Address: P.O. Box 93, Clunes 3370

Email: clunes.district.kin@kindergarten.vic.gov.au

ECKA (Eureka Community Kindergarten Association)

11 Grandview Grove, Wendouree Vic 3355

Ph: 53395055

Postal Address: P.O Box 2126, Bakery Hill 3354

Email: reception@ecka.org.au

Website: www.ecka.org.au

Staff for 2021

Wallaby 4-year-old group: Star McBean - Teacher/Service Leader

Lee Swanson - Co-Educator

Possum 3-year-old group: Charissa Dubbeld- Teacher

Sam Gull & Stacey Corney – Co-Educators



Term Dates for 2021

Term 1 27th January (school teachers start) – Thursday 1st April

Term 2 20th April – 25th June

Term 3 13th July – 17th September

Term 4 5th October – 17th December

Pre-School Times and Groups

Monday	Tuesday	Wednesday	Thursday	Friday
3-Year-Olds 9.15pm- 2.15pm			3-Year-Olds 9.15pm- 2.15pm	3-Year-Olds 9.15pm- 2.15pm
	4-year-olds 8.30am-4pm	4-year-olds 8.30am-4pm		

PLEASE NOTE - the first 2 sessions for each group will be for 3 hours either morning or afternoon and the times will be advised with your interview time. This is to support your child's transition to Kindergarten.

Dates to Remember

Interview Days: *Friday 29th January and Monday 1st February*

Children's first Day: *4-year-olds - Tuesday 2nd February*

3-Year-olds- Thursday 4th February

Program overview

At Clunes & District Preschool our program is informed the Early Years Learning Framework (EYLF) has been developed by the Federal Government, and the Victorian Early Years Learning and Development Framework (VEYLDF) by the State Government to ensure a quality education program in the Early Years.

These are an outline to educators used in partnership with families to develop learning programs which support individual children's ideas, interests, strengths and abilities. You will see references to these frameworks in our program, documentation and displayed around the room. Staff will happily discuss and provide information about any aspect of the frameworks and your child's learning journey.

Assessment and Rating overview

The National Quality Framework was introduced in 2012 to provide better educational and developmental outcomes for children accessing early childhood services. The National Quality Standard (NQS) outlines 7 Quality areas

- Educational Program and Practice
- Children's Health and Safety
- Physical Environment
- Staffing Arrangements
- Relationships with Children
- Collaborative Partnerships with Families and Communities
- Leadership and Service Management

As part of this framework, kindergartens are now being assessed and the quality of the service rated against these standards.

This kindergarten had an assessment and rating visit in 2018
This service is rated overall at **Exceeding** National Quality Standards



Admission & Enrolment Procedures

For Kindergarten children must be 3 or 4 by the 30th April in their Pre-School year to be eligible for the government funding granted to the centre. The children are offered positions at the Pre-School according to their order of enrolment.

Interview Days

Interview Days will be on Friday 29th January & Tuesday 2nd February 2021. We will let you know your interview time. This is to have a chat and go through your enrolment forms.

Arrival and departure

Signing in and out

The Attendance Book is essential to knowing which children are in the centre at any one time. All children must be signed in and out with the exact time of arrival and departure recorded by the person who delivers and collects the child. In the event of a parent/guardian running late, staff must be informed by the parents/guardian of any changes of arrangements.

Arrival

Please ensure all doors and gates are securely closed upon entry. Please encourage your child to place their bag in the appropriate place themselves. If your child has not been to kinder before, it is wise to allow a little extra time in the morning to settle your child in the kinder environment, especially at the beginning of the year.

Departure

Collection of a child must be by a person who has lawful authority to do so and is authorised on the enrolment form. If anyone other than the parent/guardian or those authorised, then written authorisation must be provided.

Attendance Information

It is in the children's best interest if they participate in the full Pre-School session and arriving on time helps reduce any further disruptions to the children's learning. If an emergency arises and you are going to be late collecting your child, please contact us so that your child can be reassured.

Excursions & Incursions

These are an important part of the Pre-School program. Incursions and excursions expose children to many different experiences, further extending their development and learning. Parents will be notified of forthcoming excursions approved by ECKA.



Notice Board & Information Pockets

Please regularly check the pockets in the foyer for notices/newsletters. So as to keep your family up to date with what is happening in the pre-school community.

Portfolios & Documentation

A snapshot of your child's learning and group experiences will be available in individual portfolios in the preschool and on the notice board in the foyer. Please feel free to access these during the pre-school year and staff are available to discuss and celebrate your child's learning any time.

We will keep a record of your child's personal development throughout the year. Please speak to Star to arrange a time if you wish to view and discuss these. At the end of the four-year-old program a Transition Report will be sent home to each family. The Transition Report details your child's strengths and competencies and is a learning document that will help your child within their first year of primary school.

Morning Snack and Lunches

It is expected that Children eat fruit at snack time.

The food that children bring to Pre-School should be nutritious so we can help promote healthy eating habits for their futures. Food should be packed in a lunch box that is easy for your child to handle, clearly named. The pre-school promotes water as the healthy drink option. Please provide a named drink bottle for your child.

Yoghurt and other food needing refrigeration can be stored in the fridge until lunchtime. Please ensure any food placed in the fridge is clearly labelled with the child's name.

Please do not send chocolates, chocolate biscuits, chips, lollies etc. They will be sent home.

The preschool endeavours to be a NUT FREE ENVIRONMENT – NO NUTS, NUTELLA, OR PEANUT BUTTER PLEASE

Birthdays

We love to celebrate Birthdays with your child and see these as important days. We will give them a birthday star to wear and take home. If you would like to provide a cake or cupcakes please inform the staff and we will provide candles, sing and share these after lunch. (NUT FREE PLEASE)



**Children 100% washable-
towel dry**

Clothing

We encourage and assist children to manage their clothes in hot weather, cold weather, and when going to the toilet. By letting the children wear clothing that is easy to manage, that is okay to get dirty, you are helping them to develop confidence and independence in themselves. Please provide a bag that is easy to open and close.

- **Include a change of clothing in the bags as accidents do happen and the children feel more comfortable changing into their own clothing.** *Please name every item.*
- Have your child wear strong sturdy shoes with non-slip soles, so that climbing running and moving will not be restricted. **THONGS, CLOGS, LOOSE FITTING SHOES AND SANDALS WITH OPEN TOES ARE NOT PERMITTED as they hinder the child and can cause accidents.**
- **In summer**, appropriate clothing and hats are required (see our Sun Smart Policy below) We would appreciate if these hats are named & kept at Pre-School.
- **In winter**, we still go outside to exercise and get fresh air so it is important to send a warm coat, hat and gumboots for outside play. A pair of slippers to prevent the carpets from getting muddy are also helpful.



Sun Smart Policy

The Pre-School follows a Sun Smart Policy. Hats required on UV 3 +, please remember to follow our Sun Smart Policy of SLIP, SLOP, SLAP. Please apply sunscreen to your child before each Pre-School session. Sunscreen is available if needed and if a child has skin allergies then the parent/guardian will need to provide a suitable sunscreen. Named hats are also required with sufficient sun protection, preferably with wide brims to cover the neck, ears and face. If children do not bring a hat to Pre-School, their play area will be restricted to the shaded areas.

Toys

Where possible, we discourage children from bringing toys to kindergarten.

We understand that some children might have a comfort toy that they like to keep in their bag or occasionally carry when upset; however, we cannot be responsible for toys from home that become broken or lost. Please discuss this with the teacher.

We do encourage children to bring nature items, or other items of interest to discuss with the other children.

Fees

Invoices and Payment Schedules- will be given at Interview & Health Card Holders are exempt.

Safety

We take every precaution to protect all children at the preschool from any hazard likely to cause injury. We have developed an evacuation procedure, and fire drill that will be practiced by the children and teachers each term. Evacuation plans are on display at the Pre-School.

Accidents

The safety and welfare of the children is our first priority.

Minor accidents (i.e. grazes, bumps, small cuts and scratches) will be treated at the preschool and recorded in the accident record. Please see Star or Lee to sight and sign the accident record.

For accidents requiring medical attention, the parent or emergency contact will be called immediately. In cases of extreme emergency, the ambulance will be called first, and parent/guardian notified as soon as possible.

All medical details, including ambulance cover should be document on the enrolment form.

Please note that an ambulance will always be called in an extreme emergency.

Sickness

Your child will enjoy and benefit from their Pre-School day only if well. **In the interest of the child, if they seem unwell, please keep them home.** If a child becomes unwell and is unable to participate in the Pre-School program, the parent/emergency contact will be called.

Infectious Disease

The parent must contact the Pre-School when their child contracts an infectious disease, i.e. measles, chicken pox, mumps, head lice etc. Once an infectious disease has been diagnosed, the child cannot attend Pre-School until children services guidelines have been met. Children who are not immunized will be sent home immediately!

Children suffering from infectious diseases are to be kept home from Pre-School while their condition is contagious.

If a child is unable to attend a session parents are requested to let the Pre-School know that their child will not be attending on that day.

Parents and Friends Group

The Parents & Friends group meet once a term, at the beginning of term and you are very welcome to join. They support the preschool by undertaking fundraising activities to raise money to improve the learning environment, either through purchase of equipment and materials or maintenance and upgrades of indoor or outdoor spaces. This group is an important aspect of preschool life creating opportunities for our community to come together support and enrich the children's preschool experiences.



Parent Helper

Parents are always welcome to help at Pre-School in any session- Just ask. We are also happy for you to share your interests and talents with the children. Examples being music, arts & crafts, cooking, gardening, or your inspiration.

Volunteers at Kindergarten

Parents are sometimes asked to contribute to the outdoor environment by attending working bees or doing minor maintenance to the garden, which can take place out of normal working hours. As a safety precaution, we ask that parents/volunteers never to undertake any work without another adult present, and they sign to acknowledge having read and understood the Volunteer Induction Form beforehand.

Visitors sign in

If you are staying at the kindergarten for longer than a few minutes (10 mins) we ask that you sign the Visitors Register which is situated in the foyer. This allows staff to quickly check who is in the building in the case of an emergency.



Photographs/Videos and Social Media

Please respect the rights of other children and families by checking with the Teacher in Charge before taking any photographs or videos of children. You will be required to sign a photographic permission form as part of your enrolment process to allow the preschool to use images of your child. Some parents may request that their child not be photographed. Families have a right to their personal privacy, so we ask parents to be mindful of maintaining confidentiality when dealing with social media.

It is not appropriate for parents to place photos or comments that include children other than their own on to any social media or websites

No smoking

Smoking is prohibited on kindergarten grounds and within 4 metres of the kindergarten entrance.



Complaints/Compliments

If you have any complaints or compliments concerning the care, protection, or management, please advise in writing to ECKA CEO, P.O. Box 2126, Bakery Hill 3354, or Phone the ECKA office on 53395055.

Policies

A copy of the Pre-School Policy Book is available for you to view in the foyer. This book contains policies that are relevant to the running of the Pre-School.

"You know, we have so much fun at Pre-School... sooo much fun... I really like Pre-School"

- Wallaby group child to educator



We look forward to working with you and your child to ensure your child has a wonderful experience at Clunes & District Pre-School