

Midlands Kindergarten 2021 HANDBOOK

Midlands Kindergarten



Community of learners

Midlands Kindergarten

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Leaders in Early Childhood Education

WELCOME

We would like to welcome you to Midlands Kindergarten.

Midlands Kindergarten is a community of learners where children are encouraged to develop a strong self-image and a love of learning. We look forward to sharing the journey with you all.

The following information is to help you understand what will be happening at the kindergarten during the year.

If you have any queries, please do not hesitate to ask a staff to assist you.



SESSION TIMES

Midlands Kindergarten runs two 4 year old groups and one 3 year old group. The 4 year old groups have a total of 15 hours per week. Bunjil Group offers two long 7.5 hour days on Wednesdays and Thursdays and Wurrak Group is a rotational model. Families 3 year old session is one 5 hour session on Tuesdays.

Wurrak Group W: 9.00am – 2.00pm

Monday	Tuesday	Wednesday	-----	-----
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Wurrak Group U: 9.00am – 2.00pm

Monday	-----	-----	Thursday	Friday
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Wurrak Group R: 9.00am – 2.00pm

Monday	Tuesday	-----	Thursday	-----
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Wurrak Group A: 9.00am – 2.00pm

-----	Tuesday	Wednesday	-----	Friday
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Wurrak Group K: 9.00am – 2.00pm

-----	-----	Wednesday	Thursday	Friday
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Bunjil Group: 8.45am – 4.15pm

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Murrak Group (3-Year-Old Group) 9.15am – 2.15pm

-----	Tuesday	-----	-----	-----
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MEETING THE STAFF



Emma Manton
Pedagogical Leader



Maree Dodd
Murrans Group Teacher
Bunjil Group Co Educator



Kim Nelson
Bunjil Group Teacher
Service Leader



Alleena Jackson
Murrans Group Co Educator



Alysha Neil
Wurrak Group Co Educator



Katherine Frith
Wurrak Group Teacher

MEETING THE NEEDS OF YOUR CHILDREN

The educators at Midlands Kindergarten endeavor to create and maintain a high standard of quality relationships and interactions with children, their families, and other professionals. Our aim is to provide a safe, secure, nurturing environment with responsive and caring educators, in order to allow the children to feel safe and secure. The educators get to know each child by being responsive to their strengths, interests and abilities; they value and build on these skills to provide motivation and learning.

All learning takes place through a play-based program that allows each child to self-select their play experiences. When children are playing, they make progress and demonstrate their learning across the five learning outcomes. The outcomes are designed to capture the learning and development of all children.

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



The above learning outcomes are our guide to ensure that all children are engaging in a range of experiences in ways that optimize their learning. Teaching styles used are:

Shared learning between the family, child and educator;

Spontaneous teaching guided and initiated by the child; and **intentional teaching** that is purposeful and thoughtful, such as: modeling, explanations, questioning, engaging in shared thinking and problem solving. The children's interactions with other children and guidance from staff members assist them in becoming successful learners. Imaginary and role-play assists their social and emotional development. Literacy and numeracy is merged into the daily program and routines. We also encourage the children to be responsible for their own actions, and to respect and care for each other. Self-esteem, confidence, and resilience will develop when attempting challenges through practice and effort, with staff guidance and support to extend learning and new skills.

ARRIVAL AND DEPARTURE

At the beginning of each session, you are required by the Department of Education and Early Childhood Development to sign your child into the kindergarten. This is done in a specially designed book that is located in the foyer. At the end of each session you are required to sign your child out of the kindergarten. The exact time of arrival and departure of your child must be written into the book. **Please note that whomever you nominate to collect your child must be registered on the confidential enrolment form.**

It is also important to make a note of your child's number in the 'signing in' book in order to make sure that your signature corresponds with this number each time your child is signed in or out. Failure to do this makes it difficult for others to sign their child in/out.

When you exit the kindergarten grounds, there may be children other than your own near the gate. **We therefore require you to be aware of this and take only the child/ren in your care through the gate.**

As the year progresses and your child makes new friends, you may want the parent of that child to take your child home. This is when you will need to approach a staff member to register this parent on your enrolment form, otherwise we will be unable to allow your child to leave with that parent.

ENROLMENT PROCEDURE

In preparation for orientation day, which usually takes place in November, you will complete a detailed confidential enrolment form online. Once completed this will automatically be sent to the Midlands Kinder email address. This will be kept at the kindergarten in a confidential folder and allows staff to contact the correct person should the need arise. This form will also include any allergies or illness relevant to your child's attendance at the kindergarten, as well as any interests s/he may have.

Please note that if at any stage during the year your address, telephone number or emergency contacts alter in any way, we need to know immediately. It is vital that our records are kept up to date at all times, just in case we need to contact you in an emergency.

A detailed enrolment policy is kept in the Midlands Policy Folder, located in the foyer of the kindergarten.

FEES/MONEY

Fees contribute to the overall operation of the kindergarten. They assist in the purchase of materials and equipment, which is required to provide the excellent program currently offered at Midlands Kindergarten. Invoices will be issued to families at the commencement of each term. A Payment Plan may be negotiated with the ECKA Administration Staff.

Payment of Fees

For security reasons ECKA prefer that parents use the other payment options (listed below), rather than cash for fee payment.

- ◇ Credit card via the secure portal on the ECKA website ecka.org.au
- ◇ Direct deposit into the ECKA account via internet banking:
- ◇ Credit/debit card via phone (5339 5055) or in person at the ECKA office
- ◇ Cheque or money orders (may payable to ECKA)
- ◇ If cash is your only means by which to pay, please pay in person at the ECKA office.

4 year old program	Term
Hours Per week 15 hours	\$0
HCC	\$0

3yo Hours Per Week	Term
5 hours	\$195

Money for other purposes, such as fundraising, or photos, must be placed in a Midlands Kindergarten envelope and placed in the FEE DEPOSIT BOX (inside the Kinder doors) and recorded on the sheet next to the box. Please ask a kindergarten staff member for assistance if needed. Please include your child's Name and their group name.

COMMUNICATION WITH FAMILIES

Each child will be allocated a **notice pocket** in the foyer. These pockets will be used for any written correspondence such as invoices, fee receipts, letters and notices. Please check the pockets at the start or end of each session. The pockets are meant for parents and we ask that you discourage your children from taking letters out of them, as important information often goes missing when this happens. We appreciate your assistance in doing so.

During the beginning and middle of the year we also invite parents to come along to **Parent/ Teacher meetings** to have an opportunity to discuss their child's learning.

The Parent and Friends Committee will also send out newsletters via Storypark (at least one per term) to keep you informed of upcoming events, fundraisers, special occasions and anything else that is of relevance to the smooth operation of the kindergarten.

STORYPARK

You will be kept in touch about the program and the progress of your child's learning throughout each term through an online network called Storypark. At the beginning of the year you will receive an email alert to join the online community. Once you accept the email invitation from your child's teacher you will be taken to a sign-up page where you can enter your name and choose a password.

Storypark is an online service, so you can log in without installing software on your computer. Parents, teachers and family can write stories and comments, add pictures and videos and select the children who feature. Published stories will show up in your child's profile.

Family members who you have invited will get an email to say a new story has been added.

THE HEALTH OF YOUR CHILD

It is vital for you to inform us if your child suffers from any allergies, asthma, or any other condition.



MEDICATION

Should your child require medication during a session, it needs to be written into the medication book by a parent. We cannot administer it without your consent. The medication must be given to a staff member who will put it in the appropriate place. **Never leave medication in your child's bag, including asthma medication.** We do not go through your child's bag, so please do not assume that we will find it. Leaving it there could be hazardous to your own child, as well as to other children.

When filling out the medication form, please write all the details of the medication, when it was last administered and the time for administering the exact quantity of the next dose. When we administer the medication, we will fill in the relevant details, such as: time, dosage, which staff member administered the medication, and the staff member's signature.

If your child has been diagnosed with asthma, or any other allergy, you are required to provide the kindergarten staff with a current management plan, signed by your doctor.

ACCIDENT, ILLNESS, TRAUMA, INCIDENT BOOK

The kinder must maintain adequate records regarding accidents, injuries, trauma, and illness. A staff member will enter any such occurrences into this book and will require you to sign that you have been informed, after reading what has happened and the course of action taken.

Staff will normally highlight the child's name in the attendance book, as a reminder for parents to read and sign the accident form.

CLOTHING

Please dress your child/ren in comfortable and practical clothing.

- Long dresses can cause accidents on climbing equipment and belts on jeans/trousers can delay a child who may be in a rush to go to the toilet.
- All children like to take their shoes off in the sandpit; therefore, shoes need to be easy for both children and staff to put back on.
- To avoid injury to toes, we recommend that your child wears appropriate footwear.
- At the start of the kindergarten year, we will provide each child with a hat. The hat will be labeled with your child's name and stored separately in lockers.
- A warm coat should be brought in winter.
- Gumboots and slippers are optional.

WHAT TO BRING TO EACH SESSION

In your child's bag each session, we would like you to include the following

- ◇ A change of clothes for any little accidents that can happen as even with a smock on, they can still manage to get wet
- ◇ A healthy morning snack of fruit or cheese/dry biscuits. This needs to be placed on the trolley inside the kinder room.
- ◇ A healthy lunch placed on trolley.
- ◇ For Bunjil group (the longer sessions), will also need a healthy afternoon snack in separate container of fruit, cheese/dry biscuits.
- ◇ A bottle of water (no juice please) clearly labeled with your child's name on it so that your child can access it at any time during the day. Your child's drink bottle needs to be taken home each session.
- ◇ Other groups use the trolley, so we need the space and fresh water needs to be provided each session.

SMILES FOR MILES PROGRAM

Our 4yr old group participates in the Smiles 4 Miles program which promotes healthy eating and lifestyles and oral health in young children

The *Smiles 4 miles* program aims to improve the oral health of preschool aged children in Victoria. It is an initiative of Dental Health Services Victoria which works in partnership with local organisations to improve the oral health of the youngest children in the community.

The program is based on the World Health Organizations' Health Promoting Schools Framework and is delivered predominantly in kindergartens. In 2013, *Smiles 4 miles* reached over 28,000 children and their families across 480 early childhood education and care services around Victoria.

The key messages promoted in the program are:

Drink Well: children are encouraged to drink water instead of sugary drinks

Eat Well: children should eat a variety of nutritious foods

Clean Well: children are taught good tooth cleaning technique to maintain healthy teeth and gums, with a focus on brushing twice a day and using toothpaste with an appropriate amount of fluoride.

MEALS AND DRINKS

During a Kinder session, **all children will need a piece of fruit, lunch, and a drink bottle with water.**

A sandwich or small meal such as pasta salad and a healthy snack such as fruit, dried fruit, rice crackers, cheese slices, yoghurt or dry biscuits are some suggestions.

As we encourage children to make healthy food choices, we ask that snacks or lunches that are high in sugar, fat or salt are encouraged not to be brought to kinder e.g.:

- Jam, honey or Nutella
- Nutri grain bars, Milo Bars, LCM, muesli bars, pureed fruit, Roll Ups or other high fat/sugar bars
- Chips, chocolates, lollies, sweet biscuits
- Cordial, soft drink, juice, flavoured milk

SUNSCREEN

During high UV days we do appreciate it if you can apply sunscreen to your child before s/he arrives at the kindergarten. This avoids unnecessary tension amongst the children while they wait for staff to apply it. *If you forget to do so before you leave home, there is a bottle in the foyer.*

Your child will need sun smart clothing in summer, for example, dresses with sleeves, not straps, to avoid exposure to the sun; and warm clothing during the autumn/winter months. It is recommended for children with skin allergies to bring their own sunscreen.

EXCURSIONS

During the year, the four-year-olds will be going on excursions and it is a requirement that we have a detailed consent form filled in and signed by a parent/guardian before the excursion takes place.

To comply with the regulations, we need a ratio of 1 adult to 3 children. However, if possible, we do prefer 1:2 depending on the venue.

We need and value your assistance on excursions, however **we are unable to take siblings as we need your undivided attention on the children in your charge.**

TOILETING

We encourage all children to toilet independently. However, we recognise that all children are not ready to do this at the same time. *Please provide nappies or pull ups if your child requires these and/or several changes of clothes (including shoes) if your child is just beginning to toilet train.* Staff are happy to support all efforts to assist families in this process. Please discuss with staff your child's needs.

PARENT INVOLVEMENT – “STAY AND PLAY!”

There is a duty roster for parents to come in and help during each session. This gives you the opportunity to spend time with your child and to be involved in the kindergarten routine and environment. The rosters will allow for one parent from **9am to 10am** and one parent from **1pm to 2pm**.

Some of the tasks that we always appreciate assistance with are as follows:

- ◇ Writing names on the children's work (or encouraging the children to do it themselves)
- ◇ Encouraging children to hang their wet artwork (e.g., paintings and pastings) on the drying rack
- ◇ Promoting self-help skills
- ◇ Reading stories to small groups of children in the book area
- ◇ Assisting children with puzzles and games
- ◇ Supervision of an activity
- ◇ Washing up paint and paste brushes
- ◇ Cleaning tables and floor after morning tea or lunch.



If there is anyone who is unable to do kinder duty due to work commitments, or similar, then there are other duties you can assist with, such as: washing roster and sewing tasks. Rosters will be available.

THE DOOR

You will notice when you arrive at the beginning of each session that the internal door to each group is closed. This is to allow us to set up the room and to discuss any matters relevant to the session ahead. This door is again closed towards the end of the session to allow us to listen to a story or sing songs, and to hand out the children's work. *The children will then be dismissed individually as a safety measure.*

We like to make sure that each child goes out through the doors with the person designated to pick the child up. We would therefore appreciate your assistance in encouraging your child to wait until his/her name has been called by a member of staff. This is difficult at the start of the year, as they like to run out as soon as they see the parent/guardian and for their own safety we do discourage this.

GATE

When you take your child through the main gate, please make sure that no other child tries to slip out while his/her parent/guardian is still in the kinder or the grounds.

BIRTHDAYS

We love to celebrate children's birthdays and we choose to bake the child's chosen cake at kinder. This makes it really special we can tailor cake recipes that meet all dietary/medical requirements. Please note that Midlands Kindergarten is aiming to be a **nut free zone** in order to protect children who have been diagnosed with nut allergies.

ILLNESS

If your child is ill in any way, we prefer that s/he be kept at home. This is for the child's own sake, as well as to prevent the spread of infection to other children and staff members in the group. We do appreciate your consideration in doing this.

PROBLEMS/COMPLAINTS

If you have any concerns at all with anything at the kindergarten, please approach a staff member so we can assist you to best alleviate your concerns.

PHOTOGRAPHING AND VIDEOS

If you are intending to photograph or video your child during a session, excursion, party, or a concert, please ask a staff member prior to the day for permission. Sometimes we have parents who object to their child being photographed and we need to respect this.

EMOTIONAL SUPPORT FOR CHILDREN

This center is committed to the safety and wellbeing of all children in attendance. We believe in encouraging positive behaviour in all children and ensuring that each child is respected and valued as an individual. Our intention is to instill in the children a sense of responsibility, self-worth, and independence.

Setting limits for behaviour is important for the safety and protection of the children, staff, and parents in the environment. We aim to help the children learn the consequences of their behaviour and therefore to develop an understanding of how their actions affect others in the group.

This takes a great deal of practice on behalf of the child as each child has a different level of tolerance, control, and ability to cope with frustration.

We focus on the behaviour and not on the child in question and aim to assist children to acknowledge and talk about different emotions.



We look forward to teaching your child/ren and enjoying the kinder journey with them.

Appendix 1 – Exclusion Times for Communicable Diseases

Condition	Exclusion of Case	Exclusion of Contacts
Amoebiasis (Entamoeba histolytic)	Exclude until diarrhoea has ceased.	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chickenpox	Exclude until full recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for Example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded
CMV (Cytomegalovirus infection)	Exclusion is not necessary	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least 2 negative throat swabs, the first swab not less than 24 hours after finishing a course of antibiotics followed by another swab 48 hours later.	Exclude contacts that live in the same house until cleared to return by an appropriate health authority.
Diarrhoea	Exclude until diarrhoea has ceased or until medical certificate of recovery is produced.	Not excluded
Glandular Fever	Exclusion is not necessary	Not excluded
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received	Not excluded
Hand, Foot & Mouth disease	Until all blisters have dried	Not excluded
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
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
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, while possible	Not excluded
Hookworm	Exclusion is not necessary	Not excluded
Human immunodeficiency virus (HIV/AIDS virus)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Influenza and influenza type illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
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 their first case they may return to school.

Meningitis	Exclude until well	Not excluded
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy
Molluscum contagiosum	Exclusion is not necessary	Not excluded
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Parvovirus (erythema infectiosum fifth disease)	Exclusion is not necessary	Not excluded
	Exclusion for at least 14 days from onset. Readmit after receiving medical certificate of Recovery.	Not excluded
Poliomyelitis		
Ringworm, scabies, pediculosis (head lice)	Re-admit the day after appropriate treatment has commenced.	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea ceases	Not excluded
Streptococcal infection (including Scarlet fever)	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded
Trachoma	Re-admit the day after appropriate treatment has commenced	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	
Whooping Cough	Exclude the child for 5 days after starting antibiotic treatment	Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10-day course of antibiotics
Worms (Intestinal)	Exclude if diarrhoea presents	Not excluded