

WOADY YALOOK

344 YEAR OLD KINDERGARTEN

INFORMATION HANDBOOK

Address

25 Pitfield Road Scarsdale, 3351

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Email

Woody.yalook.kin@kindergarten.vic.gov.au



'Children's learning is dynamic, complex and holistic. Physical, social, emotional, personal, spiritual, creative, cognitive and linguistic aspects of learning are all intricately interwoven and interrelated.

Play is a context for learning'.

Welcome to the Woody Yaloak Kindergarten

The staff and ECKA welcome you and your child to Woody Yaloak Kindergarten. This handbook contains important information about the kindergarten and your child's attendance. This year is going to be a fun and memorable experience for both you and your child and we want to thank you for giving us the opportunity to be a part of their growth and development. We hope your association with the Kindergarten will be a happy and rewarding one.



Eureka Community Kindergarten Association

Our Purpose: Enriching children's lives through learning

Our Values: Respect Courage Collaboration Compassion

The Eureka Community Kindergarten Association Incorporated (ECKA) is a not-for-profit community-based organisation that manages Woody Yaloak Kindergarten and a number of other Kindergartens and Preschools in the Ballarat and surrounding area.

The ECKA office is located at:

11 Grandview Grove, Wendouree 3355

Ph. (03) 5339 5055

Mob. 0400 089 143

Email: admin@ecka.org.au

Office Hours: 9.00am - 3.30pm Monday – Friday

During school terms afterhours contact can be made on the above mobile phone number.

Staff & Program information:

Staff:

4yro program:

Educator: Susanne (Bachelor of Education Early Childhood and Primary)

Co-Educator: TBC (): Additional Educator TBC ().

3yro program:

Educator: Susanne (Bachelor of Education Early Childhood and Primary)

Co-Educator: TBC (): Additional Educator TBC ().

Educational Leader and Service Supervisor:

Susanne (Bachelor of Education Early Childhood and Primary)

Supervisor in Charge:

TBC ()

Educational Leader:

Emma Manton (Bachelor of Education Early Childhood)

Session Times:

4yro Kindergarten:

3x5hr sessions -Monday, Tuesday, Wednesday, 9:15am-2:15pm

3yro Kindergarten:

1x5hr session allocated either - Monday, Tuesday or Wednesday 9:15am-2:15pm

Public Holiday 2022:

The Kindergarten will be closed on the following days:

Labour Day – Monday 14th March

Good Friday – Friday 15th April

Easter Monday - Monday 18th April

Anzac Day – Monday 25th April

Queen's Birthday - Monday 13th June

AFL Grand Final – Friday TBC

Melbourne cup – Tuesday 1st November

Term Dates 2022:

The Kindergarten is closed on 2 professional development days - TBA

Term 1: Monday 7th February to Thursday 7th April

Term 2: Tuesday 26th April to Thursday 23rd June

Term 3: Monday 11th July to Thursday 15th September

Term 4: Monday 3rd October to Tuesday 20th December

<http://www.vic.gov.au/Victorian-School-Term-Dates.html>

Victorian Early Years Learning and Development Framework:

Our programming is guided by the Victorian Early Years Learning and Development Framework to ensure that each child's learning and development is supported, encouraged and extended. The (VEYLDF) identifies five Early Years Learning and Development Outcomes for all children:

The Department of Education and Early Childhood and the Victorian Curriculum and Assessment Authority developed the Victorian Early Years Learning and Development Framework in 2009. The framework brings together the national Early Years Learning Framework and the Victorian Essential Learning Standards. It identifies what children should know and be able to do from birth to eight years. The framework supports a partnership between families and all professionals who support the children's learning and development over this period and is designed to assist families and early childhood professionals to guide children's learning and development in the first eight years.

The Victorian Framework uses five outcomes to describe the key elements of children's learning and development. These are:

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

The framework is used by educators to both design the types of experiences and opportunities that enable enrich children's development and assess children's progress towards these outcomes.

Arrival and Departure:

On arrival at the Kindergarten please: sign your child in, in the 'Sign in' book. It is a requirement that all children in attendance are signed in and out. All people dropping off children must:

- Write the time
- Sign their name
- Write who will be collecting the child

Encourage your child to place his/her bag on the appropriate named hook, to apply sunscreen (the 15th of August to the 30th of April each year), and to place their fruit for a shared morning tea in the basket provided on the shelf below the sign in book.

Please note:

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.

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/carer 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: Late arrival and departure can cause undue stress and anxiety for your child, is disruptive to the program and also means your child is missing valuable intentional teaching and learning opportunities. If you are going to be late, please call us so that we can reassure your child.

It is important that your child attends pre-school regularly: Please let us know if your child will be absent. This is your child's first and most important year of formal education and if frequently absent they risk missing out on valuable learning.

Please ensure you make staff aware of any changes to your enrolment details: such as address, phone numbers or medical information as necessary. It is important that these details are up to date.

Separation at Arrival:

Often parents and children can become anxious 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.

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

Some further useful websites with information about separation are:

-Kathy Walker: earlylife.com.au

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

No Jab- No Play:

By law, to finalise enrolment for your child in kindergarten you must provide the service with an immunisation status certificate that shows your child is:

- Up to date with vaccinations for their age **OR**
- On a vaccine catch up schedule **OR**
- Has a medical condition preventing them from being fully vaccinated.

An immunisation status certificate is a statement showing the vaccines your child has received. The most common type of immunisation status certificate is an **Immunisation History Statement** from the Australian Childhood Immunisation Register.

Please see 'Starting childcare or Kindergarten' pamphlet in enrolment pack for more information.

Your child can not legally commence until you have provided the service with an Immunisation status certificate.

If you have any concerns or questions, please speak to the Educators.

Morning Fruit and Lunch:

We are a Smiles 4 miles accredited service and we encourage your help to model and promoting healthy eating and drinking practises.

Each morning the children are given the opportunity for a progressive morning tea. This enables each child to enjoy their healthy choice snacks when they are feeling hungry.

In the 4yro program please provide your child with a healthy lunch. As lunch is such an important meal of the day, ensure it is nutritious and satisfying, thus enabling your child to be able to get through the rest of what is always a very busy day.

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, **please do not send any sugary drinks**. It is important that your child can access water when they need it.

Some suggestions for healthy eating are:

- Fresh fruit (Children should and need to have at least 1 piece of fresh fruit per day)
- Carrot, Cheese and celery sticks
- Yoghurt (natural or Natural fruit flavoured)
- Salads
- Homemade soup – In thermos from home
- Dips and bread
- Salad sandwiches with tuna or cold meats

Please refrain from sending lollies, chocolate, chips and juice packs (During the Kinder year there will be opportunities for special days where as a special treat, chips, lollies and chocolate may be included in program).

We are an Anaphylactic Aware Service: This means we encourage you **NOT** to bring **ANY NUT PRODUCTS** into the Service such as Nutella, Peanut butter or nut bars.

Clothing:

Please dress children in clothes that they can get dirty without concern, and clothes that they can manage themselves – be aware of buttons, straps, shoe laces etc. No thongs or strappy dresses.

Clothes appropriate to the weather conditions should be worn:

- A winter coat –Scarsdale gets very cold in winter; Gumboots & slippers are recommended in Terms 2 & 3.
- Broad brimmed sunhats, bucket or legionnaires (no caps please) that protect child's face, head, neck and ears from the 1st of September to the 30th of April.
A SPARE SET OF CLOTHES MUST BE IN YOUR CHILD'S BAG EVERY DAY.

Birthdays:

We celebrate the children's birthdays by singing "Happy Birthday" and are happy for parents to bring along a cake or cupcakes to share with all the children to make it a special day for your child. If the cake is home-made we need a list of ingredients, please check with staff for any food allergies or intolerances and how many children are in the group to ensure there is enough for everyone. As we are an **ANAPHYLACTIC AWARE ENVIRONMENT** any cakes, biscuits or party food brought into kinder to celebrate a birthday is required to be nut free. Please speak to staff if you do not want your child to participate in these celebrations.

The Anaphylactic policy is available for you to read on the ECKA website or upon request.

Pockets:

Every family has a nominated pocket for notices, etc. located in the foyer. Please check your pocket regularly. There will be important and current information for you from the staff, Parents & Friends and ECKA. You will also be kept informed on a regular basis by notices placed in and around the foyer and on the sign in bench. Please check daily.

Hooks:

Each child will be allocated a hook, which will be clearly named, to place their bag, hats and coats during each session. These hooks may be used by other children, so we ask that you please take your child's belongings home at the end of the program day or week.

Parent / Family Participation:

The educators at Woody Yaloak Kindergarten 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 the 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 love for you to come and share this with us during a kinder session. Or you may prefer to just come and spend an hour or two helping out and spending time with your child during the session.

Your input into the running of the kinder will be needed for the following:

- Volunteering to take home the washing once a week;
- Participating in working bees/pack up days which may be held during the year;
- Joining Parents and Friends which assist with fundraising and social activities throughout the year.
- Participating in a kinder session, as a parent helper.
- Excursion volunteers.

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. 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. Please inform staff if your child has been unwell. 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. **Please see attachment for the recommended minimum exclusion periods, at the end of this booklet.**

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:

If your child becomes unwell or has an accident at Kinder, staff will fill in an incident/ illness report describing the incident or illness and what action was taken. Parents will be required to sign the sheet upon collection of the child.

Allergies/Intolerances/Medical Conditions:

Please let staff know if your child has an allergy or intolerance to anything as an Action Plan/Medical Plan and communication plan will need to be filled out by your family Doctor and kept at the kindergarten. Please bring the required medication each day, or leave a clearly named supply at Kinder.

Sleep:

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

Breakfast:

A healthy breakfast is a must for children before commencing their busy Kinder day. Breakfast is essential to aid your child's concentration, energy, mood and general coping skills. Please ensure your child eats a nutritional breakfast so they can get the most out of their Kinder day.

Recycled Materials:

We love clean recycled things and odd stuff!

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. Please check with staff if you or someone you know have anything to donate as it would be greatly appreciated.

Please note we are unable to accept any items which have contained any nut products or toilet rolls.

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.

Housekeeping:

- Nappy changing facilities are available, please see educators if you need to use these facilities. Please do not use the floor.
- Adults often find the tables comfortable to sit on we ask that you please use the chairs – there are some adult-sized ones around the room also. The children use the tables to work and eat on.