

# Delacombe Community Kindergarten

## Family Information Booklet 2025

Enriching children's  
lives through learning

[ecka.org.au](http://ecka.org.au)  

A member of





ECKA acknowledges Wadawurrung and Dja Dja Wurrung as the Traditional Owners of the land, water and resources of the countries that ECKA resides upon. We thank them for sharing their connections and pay respect to their elders past, present and emerging. ECKA pays respect to the central place in education that Aboriginal culture holds and says thank you.



### **Indigenous Preschool Advancement Strategy (IPAS) Artwork “Cared for”**

*Painting created by Albert Fagan, Wadawurrung Traditional Owner*

#### **Painting description:**

The lines within the painting represent the individual journey the children and teachers have taken to get here today. In the middle of the painting is a camp fire where the teachers provide food and water for the children. The symbols on either side represent the teachers and the learning that occurs with the children

# WELCOME TO DELACOMBE COMMUNITY KINDERGARTEN

This information booklet has been compiled so you may have a better understanding of your Kindergarten - the how's and why's of its operation. We hope your association with the kindergarten will be a happy and rewarding one. You will soon become aware that your Kindergarten is not just a centre that your child attends, but more so a unique combination of interested staff and families, all working together with the common goal of producing happy, confident and well-adjusted children.

This centre is bound by the Education and Care National Law 2010 (National Law) and the Education and Care Services National Regulations 2012, (National Regulation) and the National Quality Standard (NQS) and is responsible to the Department of Education and Early Childhood Development. Our Kindergarten premises are leased from the City of Ballarat



Enriching children's lives through learning

Our Kindergarten 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](http://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 29 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.

## CHILD SAFE STATEMENT

ECKA's purpose, Enriching children's lives through learning, can only be achieved where children are in education and care environments that are safe, welcoming and inclusive for children and their families; and ensure that children's health safety and wellbeing is protected at all times. Importantly, children must not only be safe but also feel safe. The welfare of children in ECKA services is at all times our priority and ECKA has a zero tolerance to child abuse.

ECKA operates under a range of legislative, policy and procedural requirements that prioritise the safety of children as paramount at all times, and these are available on the ECKA website, ECKA office, and ECKA Services

ECKA encourages all children, families, employees and others involved with ECKA services to participate in regular evaluation and review of policies and practices, or at any time provide feedback, anonymously if desired, via the ECKA website, ECKA office or ECKA service. At all times, any complaints or concerns about child safety will be treated with the highest priority.

### STATEMENT OF COMMITMENT

#### ECKA:

- is committed to the rights of all children to feel safe, and be safe at all times, including:
  - promoting the cultural safety of Aboriginal children
  - promoting the cultural safety of children from culturally and linguistically diverse backgrounds
  - promoting the safety of children with a disability
  - promoting the safety of trans and gender diverse children and their families in ECEC settings
  - Ensuring that LGBTIQ+ children and families feel included
- values, respects and cares for children
- empowers children's voices by fostering opportunities for each child to participate, express their views, and to learn and develop
- always acts in the best interests of each child and has zero tolerance of child abuse
- takes all reasonable steps to ensure the health, safety and wellbeing of children at all times, whilst also promoting their learning and development
- actively manages the risks of abuse or harm to each child, including fulfilling our duty of care and legal obligations to protect children and prevent any reasonable, foreseeable risk of injury or harm
- continuously improves the way our service identifies risks of and responds to child abuse and encourages reporting and improved responses to allegations of abuse.
- proactively sharing information with relevant authorities to promote the wellbeing and/or safety of a child or a group of children, consistent with their best interests

## CONTACT INFORMATION



105 Whitelaw Ave, Delacombe VIC 3356

(03) 5336 2316 / 0457 811 440

[delacombe.community.kin@kindergarten.vic.gov.au](mailto:delacombe.community.kin@kindergarten.vic.gov.au)

[ecka.org.au](http://ecka.org.au)



11 Grandview Grove, Wendouree VIC 3355

(03) 5339 5055

[info@ecka.org.au](mailto:info@ecka.org.au)

[ecka.org.au](http://ecka.org.au)

## TERM DATES FOR 2025

2025	Start Date	Finish Date	Public Holidays
Term 1	3 February *	4 April	Labour day 10 <sup>th</sup> March
Term 2	22 April	4 July	ANZAC Day 25 <sup>th</sup> April Kings Birthday 9 <sup>th</sup> June
Term 3	21 July	19 September	
Term 4	6 October	18 December	Melbourne Cup 4 <sup>th</sup> November

\* Children commence after the meet and greet interview in early February. Start times can vary so please check Storypark for details on your child's starting date and times.

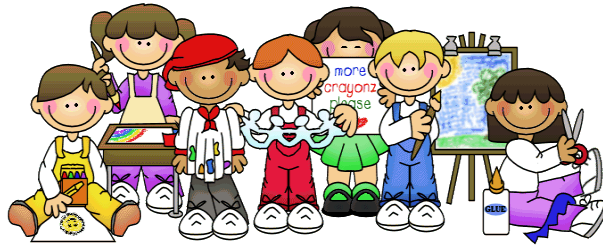
## SESSION TIMES FOR 2025

### 1st Years (3yos)

Group	Monday	Tuesday	Wednesday	Thursday	Friday
Koala	9:00 – 3:00	9:00 – 3:00	9:00 – 12:00		
Possum			12:30 – 3:30	9:00 – 3:00	9:00 – 3:00

### 2nd Years (4yos)

Group	Monday	Tuesday	Wednesday	Thursday	Friday
Wombat Red	8:30 – 4:00	8:30 – 4:00			
Wombat Blue	8:30 – 4:00		8:30 – 4:00		
Wombat Yellow		8:30 – 4:00	8:30 – 4:00		
Echidna				8:30 – 4:00	8:30 – 4:00



## IMPORTANT DATES FOR 2025

The first day of Term 1 is a student-free day in all government pre-schools to allow for appropriate planning to take place for the arrival of students. The first two weeks of kindergarten will pan out the following way:

Week one: ECKA Professional development day, interviews and planning

Week two: shortened hours offered to support transition – outlined in your information pack.

Term 1	<p><b>28<sup>th</sup> January: Ecka professional development day</b></p> <p><b>29<sup>th</sup> January : Set up and Team induction day for educators</b></p> <p><b>30<sup>th</sup> January: Interviews for 3's and 4's</b></p> <p><b>31<sup>st</sup> January: Interviews for 3's and 4's</b></p> <p><b>3<sup>rd</sup> – 7<sup>th</sup> February (stager starts offered to classes) please refer to start up plan sent to you on story park with your interview times for more information.</b></p> <p><b>10<sup>th</sup> February: All classes running full sessions</b></p>
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## OUR PHILOSOPHY

At Delacombe Community kindergarten we acknowledge and pay our respect to the traditional owners- the Wadawurrung People on which is the land our kinder sits upon.

At this kinder we celebrate children's individuality, culture and abilities ensuring each child feels valued and has a sense of belonging. We understand and implement a safe and welcoming environment that upholds the rights if a child and the national children safety standards.

Children are provided choice, time, space and challenges to support them in reaching their full potential. This is achieved by the educators who are committed to fostering self-esteem and wellbeing, whilst scaffolding individual needs and development to create the foundation of life learning.

Providing inclusive indoor and outdoor educational environment that inspire and value play based learning; offering a nurturing, creative, respectful and enjoyable space which allows children to explore and extend on their interests.

We acknowledge our environment as a third teacher, providing opportunities such as loose parts for the children to contribute and lead their own learning and discoveries. We value children's voices and ideas and provide them with various projects particularly for teaching appreciation and respect of sustainable practices ensuring we are looking after the flora and fauna of today for the future.

Our environment and teaching practices are influenced by a variety of theorists, such as Malaguzzi, Montessori, Vygotsky, Gardener, Piaget and Bronfenbrenner. These theorists guide a positive environment that promotes scaffolding, educating, inclusion, exploration, wonder, development of milestones and engaging with nature and the natural world.

We recognise and value the input our various stakeholders have in our kindergarten: Therefore, the integrated relationships we develop not only support our families but extend to the wider community; such as our Local Schools, Therapists, ECKA, The Education Department, Charities and Other Community Organisations.

Children learn as they play. Most importantly,  
In play children learn how to Learn.

## OUR PROGRAM

The curriculum offered at Delacombe Community kindergarten is structured on the Victorian Early Years Learning and Development Framework, and the Early Years Learning Framework for Australia. We take into account the interest of the children and we plan intentional teaching to facilitate learning.

During the kindergarten year, we focus on facilitating the development of the whole child. This includes – communication (speech and language), wellbeing (fine and gross motor development) Identity, community and learning (cognitive development). We value the input and knowledge that each child and family come with and meet with families to discuss and further each child.

Here at Delacombe Community Kindergarten we value the outdoor play space as much as the indoor, we also value risk and challenging play. The children will be outdoors majority of the terms. We ask that you please provide suitable clothing during each season and spare clothing. We provide the children with loose parts to play with, the mud kitchen and other areas for exploration. Each season brings with it an enormity of learning opportunities despite what us as adults feel



## TESTIMONIES FROM FAMILIES

Here are some testimonies of families that have used our service that we thought important to share with you:

Delacombe Kindergarten is fantastic. Both my boys have loved and love their days at Kinder. A big positive is the large outdoor play area and the different stations to play at inside. The teachers are amazing and go above and beyond to keep us parents in the loop, especially during covid when we haven't been able to go in to drop off/pick up our children. I would highly recommend Delacombe Community Kindergarten to any family. - Akala (3- and 4-year old's)

Delacombe kindergarten has truly been amazing!! Ari gets very excited about going to kinder every week, He even frequently asks to go on his days off. The teachers have been very accommodating to support Ari perfectly. They always stay connected daily even throughout the covid craziness. We have felt some sort of normality with kinder thanks to all the teachers. Their program has been fabulous, fulfilling and exciting. The children's interests are always being supported in a way that makes learning fun!! The yard speaks for itself when you see it. Ari has told me lots of stories of adventures he has had outdoors. It's definitely a hot topic when asked about his day. -Sam (4-year old's)

We love Delacombe kinder, very welcoming & always friendly!!! I'm always recommending our kinder. I'm so glad that both my girls have been apart of it & my daughter has made some great friends there which she is always talking about. 😊 - Kayley (3 and 4-year old's)

We love how friendly, welcoming, caring and approachable all of the teachers are. We love that there is such a large, fabulous outdoor space for the kids to play in - including growing food, chooks, mud kitchen and my boys' favourite - the pirate ship! We love all the hands on learning they do inside and how the teachers try to utilise the kids interests in the activities they have around the room. We love that the little friends they make in 3-year-old kinder follow through to 4-year-old and then many follow them across to the same primary school which makes the transition easy! We absolutely love the way Story Park is used to keep us up to date on information and most of all we love getting to see the photos of what our kids have

been up to - especially over Covid when we have not been able to come inside at drop offs and pickups to see what is going on for ourselves. – Bryony (3- and 4-years old's)

Delacombe Kinder has been nothing short of amazing through a challenging year. With supportive, welcoming & nurturing teachers & a variety of fun & interactive programs for the kids. Kinder days are always a highlight of the week in our house. - Ashley (4year old's)

## JOURNEY BOOKS

Each child in the 3- and 4-year-old programs will be provided a Journey Book, which will capture information, observations, learning stories, project work, assessments and art work. This collection of work is valued by both the educators and the children. This book is additional to the regular updates and group stories that is provided on Storypark

Throughout the year we offer open mornings/afternoon to view the Journey Books.

## STORYPARK

Storypark is an online documentation program that can be accessed through an app on your phone or on your desktop. Through this program educators will post stories and events on your child's page where parents and families have the opportunity to view and comment. Educators also use this software to plan for their groups, for individual children, send community posts to families about possible events or notices, newsletters and important reminders.

Parents can also use this software to message staff individually to inform them of a child's absence, sickness etc. It even has a section where parents can add their own photos and comments about their children's weekend or holiday experiences for educators to see, bringing their home experiences into the kinder.

## ARRIVING AND DEPARTING

Your child's prospective room will open the door at either 8:30 or 9:00 am. Each room has a sign- in book that must be completed by the parent or carer each day on arrival and departure. This book will either be located in the room or at the entrance door of the room. You will be informed of this prior to starting. This book is one of our legal documents so it is important to enter the correct arrival and departure times.

On your enrolment form you will have listed people that you allow your child to go home with. If for any reason a person comes to collect your child and their name is not listed on this form, they cannot leave the Kindergarten with them.

In this case when you know someone other than yourself is collecting your child please see staff to check if the person is listed.

**Staff may request photograph ID to be shown to ensure that your child is going home with the correct person.**

If you happen to be delayed when collecting your child, please telephone the Kindergarten (Please DO NOT text us) to let us know so we can explain the situation to your child. Children may become worried if they do not know where you are and why you are late.

Ongoing lateness for collection will be discussed with ECKA and a fee may be added to your account.



## THE KINDERGARTEN GATE

We take the safety and education of each child in our service very seriously, and so does ECKA. Upon enrolment each family is provided with a contract to say you too take this procedure very seriously. We ask that once you collect your child from their Kindergarten room you are holding their hand and are supervising them at all times.

Please ensure that the foyer door and outside gate is firmly closed behind you and only take through the gate your own children. In this instance of the gate please be assured you are not being rude or inconsiderate for not holding the gate open for others. It is imperative that children other than your own do not go out the gate.



## CLOTHES AND BELONGINGS

At Kindergarten, children are encouraged to become involved in a variety of activities, which may sometimes be quite messy. Although we provide smocks, it is inevitable that children may still get dirty. Therefore, we recommend that you send your child along to Kindergarten in sturdy, washable clothes so they are free to “explore, experience, discover, and enjoy” without the fear of getting their clothes dirty.

It is not compulsory, but we do offer a Kindergarten jumper and Kindergarten polo top. Please see staff for purchase.

Please refer to the clothing video on Story park with the location and prices of where uniform can be purchased.

Please name clothing. Please appreciate that when children are wearing all the same top and jumper we cannot tell them apart when they are not named.

To align with the sun smart policy we recommend no singlet tops or singlet type dresses to be worn. We would prefer children’s shoulders to be covered.

In cold weather such as winter we do go outdoors every day, therefore a beanie and coat is necessary.

Please provide spare clothes – this is not only for toileting accidents but other learning incidents can happen throughout the day.

Children may have an accident when toileting or become wet during water play feel more comfortable if they are wearing their own clothes. We do have a small amount of spare clothes at the kindergarten to provide your child if they need to change.

Please wash and return any spare clothes that your child may have used.

## SUNSCREEN

In keeping with our Sunscreen Policy all parents are requested to apply sunscreen to their child prior to the session. We do have sunscreen available in the kindergarten if you forget to apply some at home. Any allergies to sunscreen must be reported to staff and the child’s own sunscreen supplied please.

## FOOTWEAR

To reduce the risk of injury to your child’s feet whilst playing in the kindergarten yard, we request that your child attends kindergarten in closed toe shoes. Please avoid dressing your children in thongs or crocs.

## HATS

Every child is required to have a broad brimmed hat at kinder, one with a draw string preferably. This is to be worn at kindergarten during times designated in the Victorian Sun Smart guidelines. Educators will ensure the hats are kept clean and fresh and stored correctly.

## KINDERGARTEN BAGS

Each child is required to bring their own bag to Kindergarten. The bag needs to be big enough to hold their fruit / lunchbox, artwork, extra clothes.

We encourage children to carry and care for their own bags, as it increases their independence and sense of responsibility.



## KINDERGARTEN LIBRARY

A children's library will operate for the four year old kindergarten children groups. This is scheduled to begin at the start of Term 3. Children can borrow books weekly from the Kindergarten library. More information will be given out during first term about library days.

Kindergarten Library supports the inclusion of speech and language to our program and is looked upon as a sense of belonging to our community. Parents are more than welcome to donate a book to Kindergarten if they wish.

The library borrowing system allows children a greater opportunity to appreciate books, develop:

- a love of books
- an interest in books
- An interest in stories, words and language
- general knowledge
- imagination
- and allows parents and children the opportunity of a special time together.



As we all know, life presents ups and downs, fun times and difficult times. At Kindergarten we have a great library and you may require a story book to help your family through a situation. Please see staff in these times, we may have a story book to support you

## FRUIT AND LUNCHTIME ROUTINES

Parents will need to provide their child with a whole piece of fruit or vegetable to eat for morning fruit time. This will then be cut up and shared as a group during morning tea time.

Lunch is also provided by the parent and we ask you send along a roll, wrap or sandwich, along with another piece of fruit or vegetable and potentially a yoghurt, dry biscuits or cheese. We are part of the smiles for miles program and we take health eating very serious at Kindergarten – regularly discussing 'healthy kindergarten food' and 'sometimes treats'

Please avoid such foods as chips, chocolate, LCM bars, lollies, roll ups, cordial and soft drink. The kindergarten promotes healthy eating and works in compliance with the ECKA Nutrition and active play policy.

Please provide your child with a named drink bottle containing water. Our brains love it.

If your child attends the long 7.5 Kindergarten day you will be placed on a roster to provide dry Sakata biscuits, block of cheese or hummus dip.

Please do not hesitate to talk to the teacher regarding your child's nutrition and dietary requirements.



## NOTICE BOARD/ ATTENDANCE BOOK/ CHILD'S FILE

In the foyer there is a parent notice board where a copy of the items of interest, upcoming events, important dates etc. are displayed. Each child has a file in the filing box, room 2 have theirs in the foyer and children in room 1 have theirs in the room, this is where your child's art work, fee notices or other notices can be found. Please check your child's notes file regularly.

### IMPORTANT:

All the necessary notices will be displayed on the Notice Board for parents as well as added to Storypark. Information, newsletters etc. will be also online, however, hard copies will be available in the foyer if required. Please make it a habit to check the notice board, Story Park and your child's note file every day. Important notices/excursions notes will be sent home to be addressed. When required please return any notices back to Kindergarten as soon as possible.

Thank you

## BIRTHDAYS

Families are welcome to bring a store brought birthday cake or cupcakes to celebrate their child's birthday. Please let the staff know in advance if you will be providing something, to allow the parents of children with allergies to provide a safe alternative for their child. Please note if you do not celebrate birthdays for religious or cultural reasons we acknowledge and respect your choice. Please do not hesitate to talk to staff for any preplanning around celebration times. If your child has a food allergy and requires specific ingredients you are welcome to leave a few cupcakes in our freezer for birthday or celebration days.

## EXCURSIONS

Excursions can be planned throughout the year. We give careful thought to these events and if they fit in with the interests and learning needs of the group or the educators see it as an important intentional teaching moment then we will consider planning for such an event. We will not however, just do an excursion of the same, every year because it has been done the previous year.

Safety is of key importance; and we are guided by the regulations to complete a safety and risk assessment prior to going on an excursion.

We also really appreciate and need the support from our kindergarten families, so if an excursion comes up and you are free to help we'd love to have you along. On most occasions though, we do need to say "no" to siblings.

A notice is put out asking for a parent (or aunty, grandparent, special friend etc.) to come along to help.

## EMERGENCY EVACUATION PROCEDURES

We have emergency and evacuation procedures in place at our community kindergarten. Information on our Emergency Evacuation procedure and assembly areas are displayed in the children's room next to the exit doors and one next to the main door. As a part of this emergency evacuation procedure we practice regular fire drills and lock downs with the children at least once every term.

## PHOTOGRAPHS/VIDEOS

In order to display your child's photo at Kindergarten we require your written permission, please see the additional forms included in your enrolment pack for details and the authority form.

We have our professional photographer booked for 2025. The four-year-old groups will be photographed the week of 24th of March and the Three-year-old group will be photographed 8<sup>th</sup> and 12<sup>th</sup> of September (Term 3). We will endeavour not to have these dates altered. All parents are notified of this visit but are under no obligation to purchase photos of the group or your child.

## ABSENCES AND ILLNESSES

During the year it is quite probable that your child may contract any of the usual children's illnesses – colds, flu, gastric problems, chicken pox, measles, head lice etc. If your child has a cough or fever please keep them at home to help reduce the risk of spreading infection to others.

A list of childhood communicable diseases and the Department of Education & Training recommendations of length of time the child is to be excluded from kindergarten is attached to this booklet. Please read this and keep it for your reference. You can also find a copy hanging in our foyer. Please remember to ring, send a story park message or email to let us know if your child will be away for more than 2 days, due to illness or if going on holidays. Thank you



## LEARNING ACCIDENTS

Children who receive minor injuries at Kindergarten will receive basic first aid. The details of the accident treatment will be recorded in an accident register and parents will be informed and asked to sign at the end of the session. In case of more serious injury, parents will be immediately informed and medical assistance will be sought. If you seek any medical assistance for your child due to an injury that has occurred at the Kindergarten, please inform the Kindergarten within 24 hours as this needs to be reported to ECKA and the Department of Education and Training.

## THE HANDLING OF MONEY

For Security reasons ECKA prefers to have no cash on our Kindergarten premises.

No money is kept on the Kindergarten premises.

## 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.

## LAUNDRY

At the beginning of each year we set up a laundry roster to assist us with the weekly laundry; tea towels, hand towels and art smocks. If you are not able to help us out with this task please let us know.

## CUSTODY ISSUES AND COURT ORDERS

We are committed to offer fair and equal access and opportunities to all parties involved in the upbringing of your child, unless otherwise directed by the courts. If there are custody issues, court orders, parenting orders or parenting plans, the teacher should be informed of it immediately and relevant copies of the court orders or parenting plan need to be provided to be kept with your child's enrolment records. Thank you for your cooperation in this matter.

## SMOKING

The kindergarten is a smoke free zone. We ask if you need to smoke you are at least 4 meters away from the center's perimeter. If you attend an excursion with us, we ask that you do not smoke at all. In this instances you are counted as ratio and cannot leave the children.

## PARKING AND THE CARPARK

We have designated parks available, we understand that they are limited. We have attempted to lessen the congestion by starting and finishing the groups at different times. Please be patient in the car park area and we ask that you drive at 10 km or less.

## NO JAB NO PLAY LAWS



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 date 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 you 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](http://www.betterhealth.vic.gov.au)

## STAFF PROFESSIONAL DEVELOPMENT DAYS

During the year there will be 2 formal closure days for Staff Professional Development. This is a requirement in our teaching award (VECTEA) to complete these 2 days. Staff may be absent on other days for other Professional Development but the service will not be closed.

Families will be notified as soon as possible of these dates.

## POLICIES

A policy folder is kept at the Kindergarten and is available to all parents. Copies are available on request or on the ECKA website [www.ecka.org.au](http://www.ecka.org.au)

**We look forward to an enjoyable year of fun and adventure with your children.**