



Waubra PreSchool

Family Information Booklet 2025

Enriching children's
lives through learning

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 WAUBRA PRESCHOOL

The Educators of Waubra Preschool and Eureka Community Kindergarten Association (ECKA) would like to welcome you and your child to Waubra Preschool. We hope that your time with us will be a valuable and rewarding beginning to your child's educational journey.

Waubra Preschool is a small rural kindergarten situated twenty minutes Northwest of Ballarat. Here at Waubra Pre-school, we work in partnership with children, families and the community to enable children to develop and learn to their full potential. We acknowledge families as the child's first teacher.

We encourage children to explore, create, problem solve, investigate, collaborate and imagine when they play.

We see children as capable, competent and curious beings and we encourage independence. Our environment provides a safe place for children to foster a life-long love of learning.



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 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



Waubra
PreSchool

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TERM DATES FOR 2025

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

Mixed groups - 1st Year (3yos) & 2nd Years (4yos)

Monday	Tuesday	Wednesday	Thursday	Friday
	9:00 – 3:00	9:00 – 3:00	9:00 – 3:00 (alternating)	

OUR PHILOSOPHY

We recognise and respect the Dja Dja Wurrung people of the Kulin Nation as the traditional custodians of the land on which we learn. We value their knowledge and culture, which is reflected in our practices.

Our Centre is committed to providing a warm, caring, positive environment for everyone involved with the service.

The National Quality Framework, and the Victorian Early Years Learning and Development Framework (VEYLDF) are embedded within our program which is active play based.

Play is essential in the development of children, and we celebrate the abundant learning that comes with it. Play is meaningful when interests are acknowledged, and children are involved and contribute to decision-making. We embrace children's ability to explore, create, problem solve, collaborate and imagine when they play. We incorporate intentional teaching and child-led learning into our practice, to allow opportunities for all learning styles and recognise special and additional needs.

We acknowledge families as the child's first teacher. Families are invited and encouraged to contribute to the program, bringing diverse skills into our learning community and group identity. We acknowledge and celebrate diversity in beliefs, culture and tradition. We embrace and support the forging of connections between the preschool and families, families with one another, and the friendships that develop to enrich the preschool community.

The local community within and around Waubra is important to Waubra Preschool and we work strongly to maintain and establish relationships with many local groups.

We acknowledge that the safety and wellbeing of each child is paramount. Child safe standards guide our practices. We strive to foster self-worth in each child, and for them to become a positive, effective member of the preschool, and wider community.

We believe that all children, staff, and families have the right to be treated with respect in a positive and accepting environment, where the rights of all individuals are acknowledged. We are a community within a community... and we welcome you all to it.

HELPING YOUR CHILD SETTLE IN AND ENJOY THEIR YEAR

1. Talk to your child about kinder. Drive by and point it out. Use the Educators names; Claire and Lesley. Let children know staff are there to help them. Discuss the routine and what is expected of them.
2. Practice opening lunchboxes and containers. Try snack foods to make sure your child likes them.
3. Your child is welcome to have a shorter session (particularly in term 1) if you feel he/she is tired or not yet ready for the longer day.
4. Assist your child to put their bag away upon arrival
5. Stay with your child until you feel they are settled and ready to say goodbye.
6. Always say goodbye to your child. Leaving when they are not looking can be very distressing for young children.
7. Take the time to meet other parents and children so you can know your child's friends.
8. Arrive on time to collect your child. Children can become distressed quickly if they are left waiting.

MEALS AND DRINKS

During a kinder session children will need:

- Fruit/vegetables for morning snack
- A healthy snack
- Lunch
- A drink bottle of water



We are involved with the Smiles 4 Miles program and follow our Healthy eating policies and as a result we encourage children to make healthy food choices. We discourage snacks or lunches which are high in sugar, fat or salt.



Drink well – tap water is the preferred drink, limit sugary drinks (especially between meals), choose plain milk over flavoured.



Eat well – enjoy a wide variety of nutritious foods every day from the five food groups, limit foods containing added sugar, healthy meals and snacks are important for healthy teeth.



Clean well – brush teeth and along the gum line twice a day.

Some suggestions are as follows:

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

SPECIAL DIETARY REQUIREMENTS

Please discuss with staff if your child has any special dietary needs.

BUSHFIRE SEASON

Waubra Preschool has been identified as being in a high-risk fire area. We will be closed on Catastrophic Rated Fire Danger Days. This decision has been made by the ECKA Board of Management in the interests of the safety and wellbeing of all the children, families and staff attending the Waubra Preschool. We will provide more information and reminders throughout the year.

SIGNING IN AND SIGNING OUT

The sign in/out book is essential for knowing which children are present at any point in time and if there is ever an emergency, it ensures we have evacuated everyone. All children must be signed in and out of the kinder with the precise arrival and departure time, by the person delivering or collecting the child. This is a requirement of the Education and Care Services Regulations 2010.

CLOTHES AND BELONGINGS

Sometimes kinder is a messy place. Messy, means we have been learning and having fun! We encourage children to come in 'old' or 'kinder' clothes and bring a warm coat and rubber boots during the winter months and a sunhat in term 1 and term 4. We ask that all shoes are closed toed and shoulders are covered for sun protection in the warmer weather.

Please place a change of named clothes in your child's kinder bag, in case he/she has an accident or just needs to change after messy play!

We ask that toys from home, stay at home or in the car to play with after session. If brought to kinder, these can be a distraction, cause conflict and sometimes get lost.

SUNSCREEN AND SUNHATS

In keeping with our Sun Protection Policy, children are required to wear either a broad-brimmed or legionnaire-style hat from September to April or when the UV level is 3 or above, with a winter hat during the cooler months. Sunscreen application is compulsory in Term 1 and from the 1st of September onwards. We ask that families apply sunscreen to their child prior to the session.

We have sunscreen available in the foyer if you forget to apply some at home. (Please let staff know if your child has an allergy to sunscreen.)



KINDER BAGS

Each child requires a kinder bag. The bag needs to be big enough to hold their drink bottle, fruit, snack, lunch, artwork, a spare change of clothes and a hat.

We encourage the children to carry and care for their own bags as it increases their independence and helps them get ready for school.

HEALTH AND SAFETY

ASTHMA

Please let staff know if your child has Asthma. An Asthma management plan must be filled out by your doctor and kept in your child's file at kinder. Please bring the required medication each day or leave a clearly named supply at kinder.

ANAPHYLAXIS

Anaphylaxis is a severe allergic reaction that affects the respiratory and/or cardiovascular systems. Anaphylaxis is the most severe form of allergic reaction and is life threatening. A reaction can develop within minutes of exposure to an allergen. An important part of anaphylaxis management is prevention and avoidance of the cause. If your child has Anaphylaxis, you must provide the kinder with an Anaphylaxis Management Plan signed by your doctor. The Plan authorises staff to administer an Epi pen or Ana pen according to your plan.

EMERGENCY EVACUATION PROCEDURES

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

PHOTOGRAPHS

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 privacy. We ask parents to be mindful of maintaining confidentiality when dealing with social media.

ABSENCES AND ILLNESS

If your child is going to be absent for one or more days, please call the kinder and notify staff.

It is a departmental requirement that all sick children be sent home once they are found to be unwell. Please notify staff if your contact details, or those of next of kin need to be updated throughout the year in case of an emergency.

INFECTIOUS DISEASES

A detailed list of infectious diseases and the Human Services infectious diseases rules are displayed on the notice board for your information. Please read through this information very carefully. Regulations for the kinder may vary from those of school. Please notify staff immediately if your child contracts an infectious disease.

ACCIDENTS AND INJURIES WHILE ATTENDING KINDER

If your child has an accident or injury at kinder, you will be notified immediately if there are any concerns. Even for small happenings, an accident /injury form will be filled out and you will be asked to sign it.

If you seek medical advice for your child for an injury that has occurred at kinder, please let us know.

FEEES

As part of the Victorian Government's *Best Start, Best Life* reform 3yo & 4yo Kindergarten programs will be free in 2025. This means there will be no fees payable by parents. For more information on the Best Start, Best Life reform please visit <https://www.vic.gov.au/kinder>

EXCURSIONS AND CENTRE EVENTS

Throughout the year the children will have the opportunity to enjoy excursions and centre events. Families are welcome to volunteer and help with supervision. Unfortunately, some excursions and centre events will not be suitable for siblings to attend.

LAUNDRY AND FOOD SCRAPS

We appreciate volunteers to take home a small amount of washing – let us know if you think you would have the time to assist with this.

The children are welcome to take it in turns, to take the food scraps home for their chickens or compost at the end of the day.

CUSTODY ISSUES AND COURT ORDERS

We are committed to offering 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 and court orders, please inform the teacher immediately. Relevant copies of a court order are required to keep on file. Staff cannot be held responsible for mediation, enforcement and matters relating to parental disagreements on their child's upbringing. Staff can only ensure that the court orders are always adhered to and cannot be expected to take sides to favour any parties.

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.

GENERAL INFORMATION

Bus Service

The school bus service is available for kindergarten children (those who have turned four years of age). Please ask educators for the appropriate forms.

Before and After Sessions

Parents are asked to supervise their children before and after sessions. Children including siblings are not to play on the playground outside session times as they are not covered by our insurance.

Gate

The gate is always to remain closed. Only let your child out the gate. Please do not let your child climb or swing on the gate.

Birthdays

Children are invited to bring in cupcakes or other alternatives such as bubbles, to share on their birthday. Please check with staff to see if there are any allergies. We ask that parents attend fifteen minutes before the end of our session so that we can then sing Happy Birthday and you can assist your child to hand out cupcakes as the children leave.



Communication

Parents are invited to have an informal chat with the teacher before or after the session or make another convenient time to talk about their child's progress, the program, concerns and suggestions.

Loose parts and second-hand materials:

We encourage families to contribute recycled and secondhand goods from home to reuse in our learning program. Children enjoy all sorts of items to use in the art area including; boxes, tubes, cardboard, paper, off cuts, corks, plastic, lids etc. Please feel free to bring these items in. We also appreciate unusual items you may be able to source from your workplace such as; plastic rings, cylinders, laminate squares, samples, paper, envelopes, cards etc. We can also use items such as pots and pans, spoons, trays, utensils, school uniforms, tyres, toys, dress ups, outdoor equipment etc.

Library

At the beginning of the year each child will decorate a library bag. The children will be using these library bags to borrow a book each week. We will talk to the children about taking care of these books.

Newsletters

Newsletters and notes will be placed in the pigeonhole above your child's locker. Please let educators know if you have news for any of our newsletters!

Notice Boards

Please read the notice board in the foyer area regularly as it displays upcoming events, important dates, changes to the program, items of interest and reminders.

Policies

All ECKA policies are displayed in a folder in the foyer. Copies are available on request and all policies can be accessed from the ECKA website – www.ecka.org.au

Staff Professional Development

Staff are eligible to some non-contact days, when children do not attend, and non-contact duties are performed. This includes such things as preparation day, interview days, conference days and clean up days. Kinder sessions will be cancelled on these days, but notices and reminders will be given for these events.