



## Parent Information Book Kindergarten 2019

### -Welcome-

We would like to extend our warmest welcome to new and returning families to the St. John's community for 2019. We trust that the year ahead will be filled with wonderful and exciting opportunities for your child and family to participate in. Over the past few years we have worked tirelessly to build up our sense of community within St. John's, and we pride ourselves on making everyone feel safe, secure and supported within the kindergarten community.

### -Staff-

**LEAH JOHNSON: Director, Kindergarten Teacher, Educational Leader**

**KATRINA MORELL: Kindergarten Teacher**

**MARNIE WILSON: Pre-kindergarten Teacher**

**BELINDA TEBBET: Co-educator**

**DAVINA RYAN: Co-educator**

**MEL SHEA: Administration**

**Kindergarten Contact Details:**

### -St. John's Anglican Kindergarten-

9 Toorak Ave, CROYDON, Vic, 3136. Ph: 9723 4119

**Email:** [st.johns.croydon.kin@kindergarten.vic.gov.au](mailto:st.johns.croydon.kin@kindergarten.vic.gov.au)

**Website:** [www.stjohnskindergartencroydon.org.au](http://www.stjohnskindergartencroydon.org.au)

**St John's The Devine Church Office:** Ph: 9723 5099

**DET- Department of Education and Training Eastern Region**  
Ph: 9265 2400

## -Session Times-

### KINDERGARTEN

<b>Waa Group</b>	<b>Bunjil Group</b>
Monday: 8:15am- 2:45pm	Tuesday: 12:45-4:30pm
<b>Tuesday: 8:15am- 12:00 Noon</b>	<b>Wednesday: 8:15am- 1:00pm</b>
Thursday: 11:45am- 4:30pm	Friday: 8:15am- 2:45pm

### Pre KINDERGARTEN

<b>Dantum GROUP</b>
Wednesday 1:30-4:00pm
<b>Thursday 8:30-11:00am</b>

### -2019 Term Dates-

Term 1: 29th January Teacher's Start- Friday 5<sup>th</sup> of April

**Term 2: Tuesday 23<sup>rd</sup> April- 28<sup>th</sup> June**

Term 3: Monday 15<sup>th</sup> July- 20<sup>th</sup> September

**Term 4: Monday 7<sup>th</sup> October- 20<sup>th</sup> December**

*Please note that the first day back of term is a closure day with **No Kinder Sessions**. This day is used for changing the layout of the room, parent/teacher interviews, and staff professional development.*

### -Public Holidays 2019-

**Labour Day:** Monday 11<sup>th</sup> March.

**Easter:** Falls in the School holidays.

**ANZAC Day:** Thursday 25<sup>th</sup> April

**Queen's Birthday:** Monday 10<sup>th</sup> June

**Melbourne Cup Day:** Monday 4<sup>th</sup> & Tuesday 5<sup>th</sup> November.

## St. John's Philosophy

At St. John's Anglican kindergarten, in the spirit of reconciliation, we acknowledge the traditional owners of our land. We recognise the Wurundjeri People, past and present, whose lands and waters we continue to build our community on today.

St. John's kindergarten is a community-based, not-for-profit educational service. St. John's kindergarten is governed and managed by a dedicated team of volunteer parents, staff, and members of St. John's the Devine Anglican Church who create partnerships to deliver a high-quality education program. Through this collaboration, we strive to achieve excellence in the standard of service and program that is delivered to the local community.

### **We believe:**

*Children and families have a right to feel recognised, respected, and valued as members of our community. It is vital for children and families to feel safe and supported within the pre-school environment regardless of ability, gender, race, religion, and sexuality.*

*Children's learning and development is best fostered through providing a play-based curriculum, which encourages children to explore and investigate, stimulates curiosity and the senses, and fosters confidence and independence in a safe and supportive environment to provide the foundation for life-long learning.*

*The kindergarten recognises and commits to the UN Convention on the Rights of the Child (1989), and Early Childhood Australia's Code of Ethics as a standard of rights for all who attend the service.*



## **Our program:**

At St. John's we provide a play-based curriculum to provide a variety of opportunities and meaningful learning experiences for children to explore and learn. The curriculum incorporates a number of incursions and excursions, music, drama, yoga, fruit community, library book borrowing, and a challenging and interesting indoor/outdoor program. At St. John's we aim to:

-provide an emergent, developmentally-appropriate program that is based on the needs of the child, and in the context of the group and reflects the diversity that exists within our community.

-Utilise the Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework as a foundation to drive curriculum and guide decision-making in the implementation of the program.

-Recognise that children's learning and development occurs in the context of their families, and to work collaboratively with families to foster the learning and development of each child.

### **-Importance of Play in Kindergarten-**

At St. John's we place play at the centre of the curriculum and through play, children are able to experience roles they may not have had the chance to experience before and in a social setting. Play enables children to make sense of the things they are exposed to; to explore, to experiment, to imagine and to practise skills. Play also encourages language and conversation which is an important foundation for literacy.

As parents, it is vitally important that you value play and the most effective form of learning for young children. Play requires time. Time to build on ideas, time to problem solve, time to develop the play theme, time to explore. Children have wonderful imaginations and so we can provide some props for play to help make it rich and creative:

- Cardboard boxes that may become cars, or trams or houses
- Blankets that might become tents or caves or picnics
- Scrap material that might become dress ups
- Bits of wood that might be glued or hammered together
- Playdough
- Buckets of water to cook in the bush kitchen
- Paper and cardboard and bits and pieces to paste with
- Little blocks
- Magnifying glass
- Bug catchers
- Scrap books to draw in rather than colouring in books

As a community, we often become caught up in the race to grow our children too early. There is plenty of time to learn to read and write when we are at school which is actually what school is for. Kindergarten is not just about preparing children for

school, it is about honouring the child at their developmental age. Kindergarten is a time to play, and learn in a way that speaks to children and is meaningful.

Through play children have the opportunity to engage in play that fosters the whole child, and not just academically. Through play children develop:

- Positive sense of identity and self esteem
- Curiosity
- Investigation
- Creativity
- Problem solving
- Independence
- Respect for self, others, environment, and belongings
- Effective listening and communication skills
- A sense of wonder, discovery and a love of learning.

***These are qualities that will prepare our children for life.***



### **-Programming & Planning-**

At St. Johns we provide an engaging, developmentally appropriate program based on the needs of the child. The Early Years Learning Framework provides the foundation for programming and planning, and underpins everything that we do and below is the 5 developmental learning outcomes that we aim to develop in every child:

**IDENTITY OUTCOME: Children have a strong sense of identity**

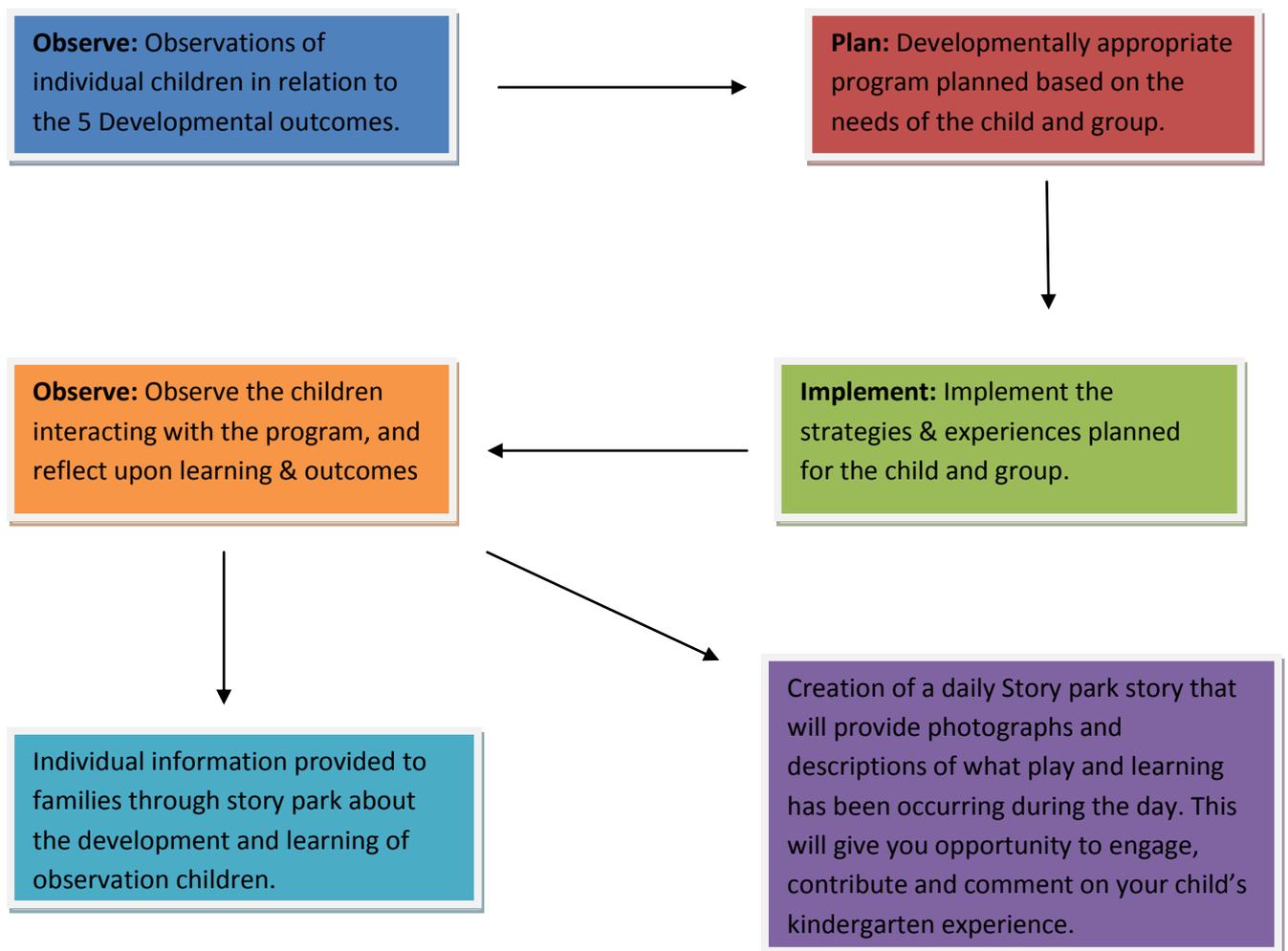
**COMMUNITY OUTCOME: Children are connected with and contribute to their world**

**WELLBEING OUTCOME: Children have a strong sense of wellbeing**

**LEARNING OUTCOME: children are confident and involved learners**

**COMMUNICATION OUTCOME: Children are effective communicators**

Individual needs are catered for, as well as keeping the needs of the whole group in mind. Through programming and planning we take into account the whole child, and we also know that the most influential and important educators of a child is the Family, and you are important contributors to the child's experience here at St. John's. Below is a diagram of how the programming and planning cycle occurs:



## **-Arrival & Departure of Children-**

In order to be compliant with policy and procedure, all children must be signed in and out correctly at drop off and pick up times at the kindergarten. This is of vital importance as part of our regulations, so below outlines the importance of this process and how we can ensure the safety of our children at all times.

- **Children must be brought into the kindergarten playroom by their parent or caregiver.**
- Please ensure that you fill out the sign in book correctly and accurately including time of drop off, who is collecting the child.
- **Children to place their belongings in their lockers, hanging up their bags, and washing their hands thoroughly with soap and water.**
- Please ensure that you inform staff if a different person has been authorized to collect your child that day. You will be required to fill in some paper work.
- **Please ensure that you state the exact time for pick up in the sign in book before you collect your child from the kindergarten environment.**
- Children will be dismissed from the mat area by their teacher, this releases the child into their parent or care givers supervision, and that person is responsible for that child from this point in time.
- **We understand that sometimes people can run late for whatever reason. If you are running late, please telephone the kinder to inform us of your arrival. This is more so we can reassure your child that you will be coming.**
- Continual lateness will result in verbal & written reminders to be on time, and may incur a substantial late fee of \$1.00 per minute imposed 5 minutes after the end of session time.
- **Please ensure that you are in constant supervision of your children in the car park. We share the car park with the church, and the public has access to it also, and your child/children are your responsibility and safety must be maintained at all times.**



## **-Policy & Procedure-**

At St. John's kindergarten we adhere to our policies and procedures on numerous points, in order to maintain a safe, inclusive, healthy environment for all who enter our service. Our policies and procedures are available for you to read at any time, and should you wish to view them, please see staff. The policies and procedures are as follows:

- Acceptance and refusal of authorisation
- Administration of First Aid
- Administration of Medication
- Anaphylaxis
- Asthma
- Child Safe Environment
- Commitment to Child Safety
- Code of Conduct
- Complaints & Grievances
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Delivery & Collection of Children
- Determining Responsible Person
- Diabetes
- Emergency & Evacuation
- Enrolment & Orientation
- Environmental Sustainability
- Excursions & Service Events
- Fees
- Food Safety
- Governance & Management of the Service
- Hygiene
- Incident, injury Trauma & Illness
- Inclusion & equity
- Information & Communication Technology
- Interactions with Children
- Nappy Change, toileting & toilet training
- Nutrition & Active play
- Occupational Health & Safety
- Participation of Volunteers & Students
- Privacy & Confidentiality
- Staffing
- Sun Protection
- Supervision of Children
- Supervision of visitors
- Water Safety

## **-St John's Kindergarten Fees-**

St. John's is a community based not for profit kindergarten and operates as an approved kindergarten from the Department of Education & Early Childhood (DEECD). As part of this department we receive funding for every child enrolled in 4 Year Old Kindergarten. 3 year old Kindergarten is not subsidised by the government in anyway. Fees are reviewed and set annually by the Committee of Management.

Fees are paid each term and are due and payable one term in advance. A deposit is payable on accepting a position in the kindergarten program. The deposit is deducted from term 1 fees as per your letter.

### **Fee Schedule for 2019:**

- **Term 1: Thursday 8<sup>th</sup> of November, 2018- To be paid at parent information night**
- **Term 2: 1<sup>st</sup> of March, 2019**
- **Term 3: 1<sup>st</sup> of June, 2019**
- **Term 4: 1<sup>st</sup> September, 2019**

Pre-kinder Fees: \$355 per term

Kindergarten Fees: \$370 per term

### **-Payment Methods-**

Preferred method of payment is via Electronic Funds Transfer (EFT). Please ensure you use your child's name or date of birth as a reference. Please forward payment transactions via email, or print it out and place it in the Red Fees Box in the exit room.

**Account Name: St. John's Kindergarten**

**BSB: 033-044 Account Number: 106617**

**Westpac Bank.**

Alternatively fees can be made by cheque and placed in the Red Fees box in the exit room. We understand that some families may experience some difficulties in making term payments for fees, we are more than happy to set up a fee payment schedule. If you require a fee payment schedule please come and speak with me directly and we can organise this payment plan for you.

### **-Payment Boxes-**

Within the exit room there are three boxes for cash payments and forms. Envelopes for cash payments are located on the shelf next to the box as well as a book for signing in payments. The blue box is for any social committee payments such as picture plates, kinder photos, etc. The red box is for any fees payable to the kinder and the yellow is for permission forms or any other correspondence.

### **-Kindergarten Fee Subsidy-**

The DEECD provides a kindergarten fee subsidy to promote kindergarten participation, and allow access for all children to attend a funded 4 year old kindergarten program, accessing 15 hours universal access. The fee subsidy is paid directly to the kindergarten and is included in the per capita funding that we receive.

#### **Fee Subsidy Criteria and Eligibility:**

- The Child is identified as an Aboriginal or Torres Strait Islander
- The child is identified on their birth certificate as being a multiple birth (triplets or more)

#### **The child or parent/guardian holds one of the following:**

- Commonwealth Health Care or Concession Card
- Commonwealth Pensioner Card
- Department of Veteran Affairs Gold or White Card
- Refugee Visa
- In Country Special Humanitarian Visa
- Global Special Humanitarian Visa
- Temporary Humanitarian Concern Visa
- Protection Visa
- Emergency Rescue Visa
- Woman at Risk Visa
- Bridging Visa A-E

If any of the above is relevant to you, please ensure that you present your card to the director or fees officer to ensure that the subsidy is allocated to your fees.

### **-Maintenance Levy-**

A one off maintenance levy of \$50 is to be paid with term 1 fees. This levy is vitally important to be able to maintain and improve the equipment and grounds of the kindergarten. We rely on the involvement of parents and families to assist with maintenance and repairs. The working bee schedule will be emailed at the beginning of the year.

### **-St. John's Kinder Hat-**

As per our sunsmart policy all children must wear a hat during the warmer months. This one off payment of \$10 will provide your child with a bucket hat that will stay at kinder so they have a hat to wear everyday during this time. If you already have a St. John's Kinder hat, please do not pay this fee and indicate that you do not require a hat. This only applies to St. John's kinder hats.

### **-Child Care Rebate-**

St. John's Kindergarten is a registered child care provider for the purposes of work and study related child care. Child Care Rebate is available from the Government for families that are eligible. Child Care Receipts are issued at the end of each term and include hours your child attends and total amount paid for fees and incursions.

### **-Excursions & Incursions-**

Through out the year we will be providing opportunities for children to engage in incursions, and at the end of the year, the 4 year old groups will go on an excursion. Previous excursion venues have included The MSO (Melbourne Symphony Orchestra) children's performances, Kew Traffic School, and Healesville Sanctuary. More details will be provided during the year. Incursions are booked based on the needs and interests of the children, and previously they have included Melbourne Museum, Responsible Pet Program, Reptile encounters, and many, many more. We try to keep the cost as low as possible for families, and will usually be no more than \$10 per term.

### **-Immunisation-**

In recent years the government has passed legislation that is requiring all children who attend an education facility in the year before school to be fully immunised, and it is your responsibility to ensure that your child is up to date in their vaccinations. It is a departmental requirement that we have a copy of each child's immunisation status. Please click the link for a current immunisation schedule for children.

<https://www2.health.vic.gov.au/public-health/immunisation/immunisation-schedule-vaccine-eligibility-criteria/immunisation-schedule-victoria>

Your child's immunisation status and history is available from the Australian Childhood Immunisation Register (ACIR) and parents can obtain an immunisation certificate by contacting ACIR:

- Ph: 1800 653 809
- Email: [acir@medicareaustralia.gov.au](mailto:acir@medicareaustralia.gov.au)
- [www.medicareaustralia.gov.au](http://www.medicareaustralia.gov.au)
- Visit your local Medicare Office

You will be sent a Child History Statement when your child turns 5 years old, however you can request a certificate at any time.

### **-Infectious Diseases-**

Where ever there are children there will always be illness and infectious diseases. Below is the official guide for exclusion periods in order to keep everyone who enters the kindergarten environment safe. If your child contracts an infectious disease please contact staff as soon as possible and all who are effected will be notified.

Confidentiality of the child will be maintained, however it is vitally important to inform parents and families.

**Chicken Pox:**

For at least 7 days after the beginning of the illness or until the last lesion is dry. **Please note that children who are immunised are able to contract Chicken Pox, yet the severity is significantly lower. If your child presents with lesions, please take them to the GP immediately.**

**Measles:** For at least 7 days from the beginning of the rash.

**Rubella:** For at least 10 days from the beginning of the rash.

**Mumps:** For at least 14 days after the onset of the symptoms.

**Whooping Cough:** For at least 2 weeks or until a medical certificate of recovery has been produced.

**School Sores (impetigo):** Until sores have fully healed. The child may be able to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands, and legs are properly covered in occlusive dressing.

**Head Lice:** This one is really important, please advise staff as soon as possible, and if the lice are detected at Kinder, you will be required to collect your child immediately. Please ensure that adequate treatment is given. This is vitally important as the Director has Dreadlocks, and if head lice are passed on, the Director will be required to shave her head in order to remove the lice. The director does not want to shave her head, so please ensure that all measures are used to prevent head lice from the Kindergarten.

**-Accident, Injury, and Health & Illness-**

One of the biggest challenges we face is to prevent the spread of illness amongst children. Although we maintain strict hygiene practises, it is of paramount importance that the families work with us as well. If your child is unwell, has nasal congestion, a temperature, or just "off colour" please refrain from bringing your child to kindergarten. If your child is not well enough to play as they usually would, or outside, they are not well enough to come to kinder.

All children are monitored through the whole session and supervised in both indoor and outdoor play environments. However, accidents can happen occasionally, and we have first aid trained staff on premises at all times. The child will be comforted and treated as required. Parents will be contacted immediately if the injury occurs on the child's head, or is of a serious nature. Accident forms will be completed and given to the parents to sign to acknowledge the incident.

If your child presents as unwell during their kindergarten session, parents will be contacted to collect. Illness forms will be completed by the staff and parents are to sign at collection to acknowledge the illness.

If your child is unwell and requires medication, the child must be on that medication for 24 hours before returning to kindergarten. Medications are able to be administered by staff, however the following is required:

- Medication must be prescribed by a doctor with the child's name on the medication
- Medication must have dosage displayed on the prescription
- Medication must be in date
- Please provide measuring and dosage equipment with the medication
- Please ensure that you give the medication to staff, and fill out a medication form to give consent for administering the medication.
- Please note we are unable to administer panadol or any other medication that has not been prescribed by a GP.

#### **-Uniforms-**

At St. John's we have a range of uniform products for purchase, and many families have identified that these items make it easier when dressing your child for kindergarten. As we engage in messy play, the children will be less inclined to be worried about getting their fancy clothes dirty. We have hoodies, t-shirts, and jumpers for you to purchase if you wish. Please note it is not compulsory to purchase these items.

#### **-Birthdays-**

Birthdays are very exciting time when you are young, and we love to celebrate children's birthdays here at St. John's. Please feel free to send along a gift or treat for each child in the group. We prefer non edible treats such as pencils, or stickers or little toys, as not all families want sweet treats for their children at kindergarten. If you do bring edible treats for the children, please ensure that they are all the same, and they **CONTAIN NO NUT PRODUCTS PLEASE.**

## **-Social & Fundraising Events-**

At St. John's we strive to keep our kinder fees as low as possible to be able to make education accessible for everyone, in some cases we are over \$100 per term cheaper than other kindergartens in our area. Therefore we are required to fundraise during the year.

Throughout the year the social committee will organise a series of social and fundraising events for the community at St. John's. We may require your assistance or donations for some of these events during the year, so if you have the time and the inclination, please get involved as much as you can. We are very reliant on fundraising to improve the equipment and environment of the kinder, and we also require you to get involved in some of our community events such as:

- Kinder disco
- Bunnings BBQ (our biggest fundraiser for the year)
- Special persons days
- Bogan Bingo
- Woodworking night with Norm
- Picture plates
- Movie nights
- Art shows
- Ice-cream picnics
- Harmony Day Food Festival

