



2019 Handbook

Evesham Road Pre-School Association Inc.
Reg No. A0016244R ABN. 30 046 931 635

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General Information

How and when to enrol

For 3 year old Kinder:

- You can apply through the kindergarten as soon as your child turns 2
- Pick up an application form from the kinder, or download from our website:
www.eveshamroadkinder.com.au

For 4 year old Kinder:

- You can apply through the City of Kingston from 1st May in the year prior to your child attending the kindergarten program.
- You can find an online enrolment form (and other information) on the Kingston Council Website: <https://www.kingston.vic.gov.au/Services/Family-and-Children/Early-Years-Education-and-Care-Options/Four-Year-Old-Kindergarten-Central-Enrolment>
If you apply online, you will receive an e-mail confirmation of your application.
- Kindergarten Enrolment Applications are prioritised based on the child's residential proximity and prior connection to the kindergarten of their first preference.

Staff

Team Leader: Karen Rosenbrock

4 Year Old Groups

Red	Yellow	Purple
Lisa Worland Sharon Lewis Katherine Rowe (lunchtime relief)	Angela Berry Maggie Mamos	Megan Ellard Diana Wilson

3 Year Old Groups

Blue	Green
Karen Rosenbrock Tracy Watts	Karen Rosenbrock Tracy Watts

Administration & HR

Kim Ives

Staff Contact Details

If you need to speak to your child's teacher, you are always most welcome to do so, preferably after a session if possible. You can also phone the kinder (**9583 6158**) to organise an appointment if necessary. If you need (or would prefer) to contact the kinder via e-mail, please use the following e-mail addresses for either general enquiries, or for specific messages to your child's teacher. If you have used a personal e-mail address to contact any of our teaching staff in the past, please delete these from your contacts and ensure you use the kinder e-mail addresses in the future.

Staff generally check their kinder e-mail accounts every 2 to 3 days, so if your enquiry is urgent, please phone us or send an e-mail to the General Enquiries address.

General Enquiries	evesham.rd.kin@kindergarten.vic.gov.au
Karen Rosenbrock	karen@eveshamroadkinder.com.au
Lisa Worland	lisa@eveshamroadkinder.com.au
Megan Ellard	megan@eveshamroadkinder.com.au
Angela Berry	angela@eveshamroadkinder.com.au

Session Days and Times

Room 1

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<i>Green</i> 9:30am to 12:30pm (3 hours)	<i>Yellow</i> 8:45am to 1:45pm (5 hours)	<i>Blue</i> 9:30am to 12:30pm (3 hours)	<i>Yellow</i> 8:45am to 1:45pm (5 hours)	<i>Yellow</i> 8:45am to 1:45pm (5 hours)
PM	<i>Blue</i> 1:30pm to 4:30pm (3 hours)		<i>Green</i> 1:30pm to 4:30pm (3 hours)		

Room 2

	Monday	Tuesday	Wednesday	Thursday	Friday
AM	<i>Purple</i> 9:15am to 2:15pm (5 hours)	<i>Red</i> 8:30am to 4:00pm (7.5 hours)	<i>Purple</i> 9:15am to 2:15pm (5 hours)	<i>Red</i> 8:30am to 4:00pm (7.5 hours)	<i>Purple</i> 9:15am to 2:15pm (5 hours)

Important Dates for 2019

Term Dates:

	Start Date	End Date
Term 1	Friday, 1 st February	Friday, 5 th April
Term 2	Tuesday, 23 rd April	Friday, 28 th June
Term 3	Monday, 15 th July	Friday, 20 th September
Term 4	Monday, 7 th October	Wednesday, 18 th December (TBC)

Public Holidays:

Labour Day	Monday, 11 th March
ANZAC Day	Thursday, 25 th April
Queen's Birthday	Monday, 10 th June
Melbourne Cup	Tuesday, 5 th November

Welcome to Evesham Road Kindergarten

The kinder was established in 1958. We had a wonderful time of celebration in 2018 - bringing together the many families (some are the second generation to attend Evesham Road Kinder), committee members, teachers and assistants who have been part of the kinder community over the last 60 years.

In Term 3 of 2013 the kinder re-opened after extensive updates and the addition of a new kinder room. This major project was funded by Kingston Council in conjunction with the State Government. The extra space enabled us to offer six kinder groups in 2015 (3 groups each for 3 year olds and 4 year olds). In 2019 we have five kinder groups (2 groups for 3 year olds and 3 groups for 4 year olds).

In January 2019 our much anticipated outdoor project will begin. This is a very exciting time for our kinder, as we invest heavily in an outdoor space that reflects current best practice in early childhood.

People in the past committed themselves to providing an attractive, safe environment with plenty of equipment for the children to grow and develop. This commitment has continued on through the years with parents attending working bees, supporting fundraising activities, helping on kinder duty and joining us on excursions.

'Kindergarten' means a child's garden, a place for children to explore, experiment and play in a safe nurturing environment. Photos from the early years show children playing on wooden cable drums. Recently we were able to obtain a new source of cable drums and so we are now able to continue to use cable drums for climbing on and over, as a table in the fairy garden or as a stand for washing dolls. The outdoors provides an important opportunity for children to experience social contacts, physical and imaginative play.

Evesham Road Kindergarten is part of the community. Many families have been involved at the kinder over the years and with the way that Cheltenham is repopulating, we see it being used for many more years to come. The kinder is also a community within itself where, for a year or more, families come together to work to enhance the kinder environment, develop and form friendships, care for one another and watch the children grow.

We are fortunate to have staff that work so well together. Each respects and trusts the care, concern and professionalism shown towards the children, the parents and each other – this gives a special atmosphere to the kinder.

You as parents are entrusting your precious children into our care, and we are conscious of the privilege that this is and of the responsibility that this brings. At kinder the aim is to respect each child as a unique individual and celebrate children's individuality, effort and achievement.

Evesham Road Kinder is very SPECIAL – the grounds, the children, the parents, and the staff make it a wonderful place in which to be involved.

The staff at Evesham Road Kindergarten are our greatest assets. Let us introduce you to them.....

Karen Rosenbrock – Team Leader / 3 Year Old Teacher

Qualifications: Certificate III in Children's Services 2003
Diploma of Children's Services 2009

Karen commenced at Evesham Road Kinder at the end of 2002 and previously worked in a Child Care Centre environment.

Karen is married to Greg and has two daughters Rachael and Megan. Karen enjoys reading, gardening, music and cooking in her spare time. With a genuine interest in young children, Karen is a warm, friendly and open person. Her personal philosophy regarding children is to always surround them with lots of love and security, to always give them respect and to encourage and praise at every opportunity.

From Karen...

I value children's uniqueness and individuality. I believe that children should be supported, nurtured, guided and respected so they can develop a positive sense of self. Most importantly children need to PLAY, have FUN and ENJOY themselves, which provides them with opportunities to develop positive dispositions towards learning.

Lisa Worland – 4 Year Old Teacher

Qualifications: Diploma of Teaching (Early Childhood) 1994
Bachelor of Education (Early Childhood) 1997

Lisa worked in a Child care Centre and ran the 3-5 year old kinder program before starting a family of her own. She is married to Trevor and has 3 children – Bree, Kye and Sage. When she returned to the workforce, Lisa was thrilled to be given the opportunity of 3 year old teacher here at Evesham Road. She feels very fortunate to now be working with the 4 year old groups. With a genuine interest in children, Lisa's own personal values of happiness, enjoyment, equality, individuality, independence, self-esteem, self-respect and freedom, influence her work with children.

From Lisa.....

Kinder is a happy place to be. It is a very special time in a child's life – a time of fun and learning through play, exploring, discovering, making friends and lots of laughter. Here at Evesham Road kinder, we believe in the value of play for learning, and in every child's right to PLAY. We aim to provide the children with an environment that welcomes both children and their families, promotes wellbeing and a sense of security, is caring and nurturing, responsive to children's interests, strengths and needs, flexible, supportive and exciting!

Our kinder programs are play-based. The children have lots of opportunities to learn and develop as they explore experiences that are meaningful to them. It is a combination of the children's interests, strengths and needs, adult initiated teaching, developmental tasks, spontaneous learning experiences and family and cultural histories that provide the focus for learning and development. Building and extending on the children's interests and strengths, we aim to develop in each individual child, a lifelong love of learning. Acknowledging the importance of a child's self-esteem

and confidence in their learning, all children are accepted for who they are, and respected as a unique individual with different interests and abilities.

When at kinder the children are given lots of opportunities to learn and develop through hands on and meaningful experiences, and are encouraged to actively explore their environment, become involved in a wide range of activities, play creatively, make choices for themselves and engage in social play with their friends.

Our programs value each child's **individuality**, encourage **free expression of ideas**, and emphasise the children's **self-involvement** and their **active participation**.

Kinder is a wonderful year, for both the children and their families. The growth and development that occurs from the beginning of the year to the end, is just amazing! As an Early Childhood Teacher, it is such a pleasure to watch and be a part of each child's development. **Working with children is such a joy!** How lucky are we!

Megan Ellard – 4 Year Old Teacher

Qualifications: Master of Teaching (Early Childhood) 2013
Bachelor of Arts (Psychology and Literature) 2011

Megan joined the team at Evesham Road Kindergarten in 2015. Prior to this, Megan was teaching at St Vincent's Early Learning Centre in Fitzroy.

From Megan.....

I am passionate about the value and importance of Early Childhood Education, and feel privileged to play a role in young children's lives. I have a strong belief in the benefit and the value of play based learning. For me, kindergarten is a year in which children grow and develop who they are as individuals. Each child is a capable learner who is treated with respect and kindness. I believe in the value of encouraging social and emotional wellbeing in young children. Offering children the chance to be active participants in their learning and to make choices throughout their day allows children to build their confidence, their capability and their self-esteem.

Angela Berry – 4 Year Old Teacher

Qualifications: Bachelor of Early Childhood Learning 1996

Angela was happy to return to the workforce in 2014 after having two lovely girls, who both attended Evesham Road kinder, as did Angela when she was a child.

From Angela.....

I believe kinder to be a magical place, where friendships are formed, skills are developed and refined, and life skills learned. I am very fortunate to be able to provide the children with the tools to positively grow and develop in a safe, caring environment, and watch them discover the world around them.

Sharon Lewis – Co-educator

Qualifications: Diploma of Children's Services 2008

Sharon joined the staff at Evesham Road kinder in 2009, after working at a local Child Care centre for 4 years.

Sharon is married to Adam and has two boys, Matthew and Ryan. Sharon enjoys reading, camping and walking her dog.

With a genuine interest in young children, Sharon believes in allowing children to learn through play in a stimulating, welcoming and secure environment. Sharon also believes in encouraging the children's independence, individuality and giving them the opportunity to grow in all areas of their development.

Maggie Mamos – Co-educator

Qualifications: Certificate III in Children's Services 2014

Maggie commenced at Evesham Road kinder as a co-educator in 2015, after working at a crèche and previously at Marcus Road Kindergarten.

Maggie has three children, and believes that the environment that a child grows and learns in should nurture their interests, strengths and abilities as well as being a fun and educational experience.

Diana Wilson – Co-educator

Qualifications: Certificate III in Children's Services 2012

Diana joined our team in 2016, and previously worked at Olive Phillips Kindergarten in Beaumaris.

Diana believes that each and every child has the potential to bring something unique and special to the world, and aims to support children to develop their potential by believing in them as capable individuals.

Tracy Watts – Co-educator

Qualifications: Certificate III in Children's Services 2010

Tracy is our newest teaching team member, having commenced in 2018. Tracy works with Karen Rosenbrock in both Blue and Green Groups.

Tracy has worked in a kindergarten setting for many years. Her passion is inclusion of all children in a positive, caring, active learning kinder environment. She loves seeing each year unfold in different and meaningful ways, with the children expanding and developing amazing skills, exploring and learning through creative and imaginative play.

Starting Out – day to day

Entrance

The entrance to our kindergarten is via Evesham Road only. For the safety of children, please ensure you shut the gate when coming in and going out. If the door is locked, please ring the bell at the Evesham Road entrance. The gate on Devon Street is now permanently locked.

Dogs

The Kinder has a “No Dogs” policy which means no dogs are allowed on the kinder property at any time. This includes no dogs in the Evesham Road front garden and no dogs tied up to the front fence on the footpath area. There is a dog post where you can securely tie your dog in the Follett Road shopping strip. Thank you for respecting and abiding by this policy.

Car Parking

A children’s crossing is provided on Evesham Road. For the safety of all children, parents should ensure that they obey the parking restrictions associated with the crossing. Parking fines have been given by parking attendants in the past.

Parking areas are now clearly marked along Evesham Road, so please ensure that you are respectful to our neighbours, and that you park within the lines.

Please **DO NOT** park in the driveway – this is the staff car park.

First Days

Plan your morning so you don’t have to rush to kinder. Be prepared for your child to be hesitant and reluctant for you to leave their side; it is a big step for a child to leave you and stay in a strange place. Don’t rush off, come in and stay for a while. After a time your child will be happy for you to leave. **Never slip away** while they are engrossed in something – **always say goodbye to your child and tell them that you will return a little later to collect them.** The separation between parent and child should be a happy one. If your child is obviously upset at the thought of you leaving – **stay**. You may have to stay with your child on the first day, or even the first couple of days until your child gains confidence. Even if your child is happy for you to go, please don’t make plans to go out shopping somewhere, plan to be at home the first few days in case your child loses confidence. When you collect your child at the end of the session, again don’t rush in and out – show an interest in your child’s activities.

Arrival and Departure

Occasionally circumstances may make it difficult to get your child to kinder on time, particularly if there are older siblings who need to be dropped off at school. Please let your child’s teacher know at the beginning of the year if this is the case. Although we understand that some children may arrive a little late, we appreciate your cooperation in aiming to get to kinder as quickly as possible, as it can be disruptive to the other children when there are a lot of late arrivals.

All parents are requested to wait in the foyer until the official commencement time of the session. This allows the staff full preparation time. Please escort your child into the playroom – children must not be left outside the door to come in on their own. **Please remember to sign the attendance book daily on arrival, documenting who will collect your child and when your child is collected,**

document the time and sign the book. If you are on duty please do not sign your child out during the session but wait until you actually leave with your child. This is an important safety requirement in the case of any emergency evacuation.

When you take your child into the Kinder Room please pass on to your child's teacher anything that has happened since the previous session which has been important to your child. Please don't rush out, make sure your child is settled at an activity, never **slip out** without them knowing, it is very important that you say goodbye and reassure your child who will be collecting him/her.

Once the children are in the kinder room many parents like to chat to each other and this is great, **however we ask that you do this in the foyer and not in the Kindergarten room as it often delays some children settling down.**

Please try to be prompt in picking up your child. **If you are running late to collect your child please telephone and let us know so that we may reassure them.** The Committee of Management may impose fines on parents who are habitually late to collect their child. Parents must let staff know of any changes in regular arrangements or people taking a child home. There is lots of room on your enrolment form to give permission for other people to collect your child, and you can always add to this list throughout the year.

Please do not enter the Kindergarten room until the official conclusion time of the session as this can be most distracting to children and staff if parents enter the room during the middle of story– time.

To ensure that staff are aware of who the child is leaving with, the person collecting the child must wait until a staff member has called the child's name before encouraging the child to leave the mat area.

Supervision of Siblings

Before and after the session, supervision of kinder children and any siblings who accompany their parents is the responsibility of the parents.

Toddlers are welcome to come with you when you are on duty, however we ask that parents accept responsibility for their supervision on the day, as the staff are busy with the kinder children.

To ensure the safety of all children and to protect the play equipment, it is the responsibility of parents to ensure that children under their supervision do not inappropriately use play equipment. This is particularly the case when older siblings attend with the parent to bring or collect children from the kinder.

Attendance

Children are expected to attend kinder. Please notify the kinder if your child is to be absent for any length of time, or if they have contracted an infectious disease.

Kindergarten Dress

Please dress your child in clothes that are easy to wear, easy to move about in, not restrictive when climbing, can be removed easily to go to the toilet and can be washed easily.

We provide several messy activities not usually offered at home and **children participate more freely when dressed in casual clothes** and not concerned with keeping clean. COLD water removes paint from children's clothing.

We ask that children **do not wear thongs or crocs** as they are dangerous when climbing.

Coats are essential during winter months, as we prefer the children to have some time outdoors each day unless it's raining.

Always remember to label any clothing your child might remove as this reduces "Lost Property". Any items of clothing unclaimed after a term will be donated to local charities.

Sun Protection

SunSmart sun protection times (updated daily) can be found on the kinder website (www.eveshamroadkinder.com.au). These sun protection times cover the period when the sun's UV levels are expected to reach three or higher. A combination of sun protection measures are to be used for all outdoor activities during these times.

The kinder will provide your child with a blue legionnaire hat with the kinder logo on it. Please keep the kinder hat in their bag at all times. **This is the only hat to be worn at kinder.** If your child loses their kinder hat, you will need to pay \$5 for a replacement.

Sun block should also be applied prior to coming to kindergarten, during sun protection times.

We require all families to supply a roll-on sun block for their child, which will be left at kinder. Please label your child's sun block with their name. Children will be encouraged to apply their own sun block (with the help of supplied mirrors) before outside play. Staff will assist where necessary.

During sun protection times we recommend clothing that is loose-fitting, made from cool, densely woven fabric and covers as much skin as possible: tops with elbow-length sleeves and, if possible, collars and knee-length or longer shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.

Spare Clothes

We keep a small store of spare clothes to cater for any accidents that happen at Kinder. If your child has a need to go home in spare clothes, please wash them and return them as soon as possible. It is important to pack spare clothes for your child (accidents do happen occasionally).

Kinder Bag

All children are required to have a bag in which to store their paintings, pastings and other works of art. The bag must be brought to kinder each day as it helps your child learn routine and to take responsibility for their belongings. Please clearly label bags, drink bottles and snack boxes with your child's name.

We recommend that you don't put your child's name on the outside of their bag where a "stranger" can read it easily and therefore appear to be a "safe person" by calling your child by their correct name.

Snack Time

We promote healthy eating habits and the drinking of water. We ask parents to provide their child with a named drink bottle with **water only** in it. Please do not send juice, cordial or milk. Parents also need to provide their child with a named container, with a pre-cut snack of **fruit and/or vegetables only**. Please do not send biscuits, cakes, lollies or chips. Children will eat only from their own snack box.

Please **DO NOT** pack egg, peanut butter or Nutella sandwiches, snack packs of biscuits with peanut butter or Nutella, muesli bars or any products containing sesame seeds or nut products. **These items are potentially dangerous for our at risk children i.e. those with allergies. Staff will check lunch boxes to ensure children are having healthy and safe snacks.**

On arrival the children place their bags (with named water bottle and snacks) in a locker. The children are asked to keep their snack box in their bags until snack time. Snack boxes are placed back in the children's bag after snack time. Drink bottles will be taken outside so children can have access to them during outdoor play.

Please note that we do not permit the re-use of pop top drink bottles as the manufacturer has warned that reused bottles are a choking hazard.

We ask that parents reinforce the message we will give at kinder:

- Eat from your **own** lunchbox and drink **only** from your drink bottle
- **Do not** put food in anyone else's lunchbox
- **Do not** give anyone food out of your own lunchbox

Notice Boards & "Pockets"

The notice boards in the foyer at kinder are an important means of communicating information to parents. The large noticeboard on your right as you enter kinder is used for official and regulatory information that the kinder is required to display, including signs advising if children with anaphylaxis, epilepsy and other notifiable conditions attend our centre. Details about kinder committee meetings and fundraising events are also displayed here. Another noticeboard on the left hand side contains the kinder's philosophy, and shared learning intentions and goals.

You should also check in the foyer for any information on upcoming events. There may be sign-up sheets placed here, allowing you to put your name down for social events, or to assist with fundraising activities.

A pocket with your child's name is provided in the foyer – please ensure that you empty this **before and after every session**. The pockets are used to distribute information to all Kindergarten families – excursion notices and forms, details of upcoming events, and other relevant information. Please ensure you read the information placed in your child's pocket to avoid your child missing out.

We would appreciate it if Birthday Party invitations were placed in pockets rather than handed to individual children to avoid disappointment for those not invited.

In 2019 we will be trialling a messaging platform called FlexiBuzz for our communications.

Parent Library

The Parent Library is situated in the Kindergarten office, and we have a list of available books displayed in the foyer. Please ask staff if you are interested in borrowing any of the books, as they are provided for your interest and enjoyment.

Tissues

We all know that small children require a constant supply of tissues. We would appreciate it if parents could provide a box of tissues at the start of the year.

Fees

Fees are reviewed annually and families are notified of the following year's fees during the enrolment process. If you are experiencing financial difficulty in paying your fees please contact the Assistant Treasurer. Your discussions will be kept confidential.

In 2019 the fees are \$440 per term for 3 year old kinder, and \$495 per term for 4 year old kinder. In addition, there is a \$50 maintenance levy to be paid with term 2 fees, which is refundable if a working bee (or other fundraising/maintenance activity as nominated by the committee) is attended, or for active committee members. This will be refunded within Term 4 fees or in the form of a cheque or EFT. There is also a \$50 non-refundable enrolment fee to help cover the administrative costs incurred during the processing of enrolments.

If your child is in four year old kinder and you have a valid **Health Care Card** (or other relevant concession card), please advise us on your enrolment form, as you are eligible for a reduction in fees. To obtain the reduction, you need to bring your Card in to the kinder and show it to a staff member or a committee member so that the relevant details can be recorded. Contact the 4 year old Enrolment Officer or the Assistant Treasurer for more information.

If your circumstances change throughout the year and you are no longer a cardholder you must notify the kinder as soon as possible.

If you become a **new cardholder** throughout the year please advise the kinder as soon as possible.

Money

We have a number of options available for making payments to the kinder, however wherever possible we encourage you to make internet payments. The kinder bank account details are as follows:-

Account Name: Evesham Road Preschool Association

BSB No: 063 119

Account No: 00902099

Please include your child's group and name in the Description, so that we know who the payment is from, eg. GreenSmithJohn.

Any cash or cheques handed into the Kindergarten (eg fees, fundraising) must be placed in a sealed envelope and dropped into the mailbox **in the foyer (in the wall on your right as you walk in) – not in the mailbox by the gate**. The information on the envelope must state the child's name and group, the amount of money enclosed and the purpose for which it is intended.

Please remember we have around 100 kinder families so the detail on your envelope is very important. It is a volunteer committee member who empties the mailbox and counts and reconciles all that money so **please** whenever you can, provide a cheque or money order in preference to cash and with fundraising money it would be most helpful if you could convert all that coin into notes.

Please do not hand money to the teachers, as they are busy with the kinder program.

Fostering your Child's Development

At Kinder our overall aim is to foster the development of the whole child to their fullest potential, to enable each child to say with confidence, "Whatever there is to do, I can do it".

The Children's Services Regulations require that all children cared for or educated by a children's service have a recreational or educational program that is based on the development needs, interests and experiences of each child and is sensitive to the individual differences of these children.

Our kinder programs are play based, and are available for parents to read upon request. Just speak to your child's teacher. The children have lots of opportunities to learn, develop and grow as they explore experiences that are meaningful to them. Therefore, the focus for the children's learning and development evolves from –

- the children's interests, strengths and needs, as observed in their play
- adult initiated teaching
- intentional teaching experiences, that stem from what we know about child development and learning
- spontaneous learning experiences
- family and cultural histories

The children are encouraged to –

- actively explore the kinder environment
- become involved in a wide range of learning experiences
- freely express their own individual ideas, thoughts and experiences
- play creatively
- make choices
- engage in social play with their friends
- work cooperatively with others

In both 3 year old and 4 year old groups being on duty gives you an opportunity to see your child in the Kinder Program. But sometimes you may get a wrong impression of your child. Your child may behave differently in the group when you are there e.g. not participating at mat time or not wanting to do an activity. We probably don't have quite as much interaction with your child on the day you are on duty because your child enjoys being with you and doing activities with you. We are happy to see this happen.

Any positive feedback or current concerns are verbally communicated to the parents after the session. It is hoped that parents will reciprocate by providing us with any relevant information about their child and talk to us about your concerns.

The informal exchange of information at pick-up and drop-off and when on duty, is an important key of communication between your special child, your unique family and the Kinder.

It is our aim to provide the children with an educational program that encourages them to explore and actively participate in a wide range of experiences, extends on the children's own interests and develops those areas needing to be strengthened.

Observations are made of the children as they play, in both the 3 and 4 year old kinder programs. Their learning and development is documented in an individual portfolio, which is a reflection of your child's year at kinder.

Communication is a vital key in gaining a greater understanding of your child. It opens the door between your special child, your unique family, and your child's teacher. If you have any issues that concern you please use any available opportunities during duty, or when bringing or collecting your

child. If you require a detailed discussion or privacy, please ask for a time when staff can discuss any issue without interruption.

At our kinder, your child will meet with adults who have a genuine love and concern for each child. All children are regarded as individuals and are very special in their own unique way. They are all given lots of opportunities to develop their skills and gain knowledge in a variety of interesting and challenging ways. It is amazing how much children develop from the beginning of the year to the end.

Illness and Allergy Alert

Attendance

During the year it is quite possible that your child may be ill. If your child has:

- an illness which may be infectious, including an infectious runny nose
- had a fever or bad cough or
- been vomiting,

Please do not send them to kinder.

Not only will this prolong the illness, but they may infect other children or the staff. Illness can cause the child to show signs of distress or discomfort, and they may need extra attention that is not possible during the session. In the case of an **infectious runny nose** please only let your child return when it is running **clear**.

Health Regulations require that in the case of certain illnesses, children must stay away from kindergarten for a specified period. The table on the next page is an extract from the current Regulations and gives the length of time for which the child will be excluded from kindergarten.

The Children's Services Regulations also require that **the kindergarten must be notified if a child has contracted an infectious disease listed in the Health Regulations**. This enables other parents to be notified and is particularly important in the case of parents with children who are not immunised against the particular disease.

Medication

If your child suffers from allergies, asthma, epilepsy, diabetes or other illness where emergency treatment may be required at kinder you must also complete an action plan that details symptoms, treatment and emergency contacts. The Action Plan should also include a current photo of your child. If your child requires medication, please fill out a permission to administer medication form and give it to staff.

Staff will only administer medication in accordance with a signed action plan from your doctor and your written permission.

Medication is kept in a bag in the child's kinder room, with the child's photo, name, group and the type of medication on the outside of the bag. **This enables staff easy access and identification if an emergency should arise and administration of the medication is required.**

Children prescribed an Epi-Pen® will not be permitted to attend unless the Epi-Pen is at the kinder with them.

Do not leave medication in your child's kinder bag.

Parents on duty should take the time to familiarise themselves with the photos of these children and any relevant information. We need to be continually vigilant to ensure their safety.

Disease or Condition	Exclusion of cases	Exclusion of contacts
Chicken Pox	Until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Until discharge from eye has ceased	Not excluded
Diarrhoea	Until there has not been a loose bowel motion for 24 hours.	Not excluded
Hand, Foot and Mouth	Until all blisters have dried	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is still weeping. Lesions to be covered by dressing where possible.	Not excluded
Impetigo (school sores)	Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Measles	For at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
Mumps	For 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pediculosis (head lice), Ringworm, Scabies	Readmit the day after appropriate treatment has begun	Not excluded
Pertussis (Whooping Cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.
Rubella (German measles)	Until fully recovered or at least 4 days after onset of rash	Not excluded
Streptococcal infection (including Scarlet Fever)	Until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded

The above is an abbreviated list based on Health (Infectious Diseases) Regulations 2001.

Anaphylaxis Management Policy

Please take the time to read the following information carefully.

Evesham Road Kinder believes that the safety and well-being of all children is important. We also believe it is a whole community responsibility.

We have adopted the Early Learning Association Australia (ELAA) Anaphylaxis policy to promote the safety and well-being of any children at risk. The policy was developed in consultation with The Royal Children's Hospital Allergy Department, The Department of Education and Training, ELAA and Anaphylaxis Australia. The Policy reflects the Children's Service Regulations (2009) regarding the management of Anaphylaxis. The document is on display in the kinder foyer. Parents of children diagnosed at risk of Anaphylaxis will be given a copy of the policy.

This policy applies to all the children enrolled in the centre, their parents/guardians and their siblings, staff committee volunteers and any visiting specialists. It applies in the play room, in the outdoor play space and in the front yard.

This policy and the risk minimisation strategies apply whether or not there is a child diagnosed at risk of Anaphylaxis attending the centre. However a sign will be in the foyer advising the kinder community that a child or children diagnosed at risk of Anaphylaxis are attending the centre.

The most common causes of allergy in young children are eggs, peanuts, tree nuts, cow's milk, bee and other insect stings, and some medications. . The most severe form of allergic reaction is Anaphylaxis. This is a life threatening reaction which can develop within minutes of exposure to the allergen. However with planning and training a reaction can be treated effectively by using an auto adrenaline injector device often referred to as an EpiPen[®]. Signs and symptoms include:

- Hives or welts
- Facial swelling
- cough or wheeze
- loss of consciousness or collapse
- A tingling feeling in or around the mouth
- Abdominal pain, vomiting or/and diarrhea
- difficulty in swallowing or breathing
- breathing stops

Each child diagnosed at risk of Anaphylaxis will have an Anaphylaxis Medical Management Action Plan completed by a doctor. If a reaction is suspected, an ambulance will be called and the Anaphylaxis Medical Management Action Plan followed. If a child who has not been diagnosed as allergic appears to be having an anaphylactic reaction, an ambulance will be called and first aid will commence.

Staff have undertaken approved Anaphylaxis Management Training in the recognition of the signs and symptoms of an allergic reaction and administration of the EpiPen and have completed an accredited First Aid course .Staff undertake annual training in CPR (Cardio Pulmonary Resuscitation) and participate in practise scenarios of the Anaphylaxis Medical Management ActionPlan and practise with an EpiPen trainer. Quarterly practice with an EpiPen trainer is also scheduled.

In any centre that is open to the general community it is not possible to achieve a completely allergen free environment. As a community we need to employ a range of procedures and risk minimisation strategies to reduce the risk of a child having an anaphylactic reaction, including strategies to minimise the presence of the allergen in the centre. We ask that the kinder community be diligent in supporting the risk minimisation strategies.

- **Identification of children diagnosed at risk of Anaphylaxis:** a photo with the child's name, group, and Anaphylaxis Medical Management Action Plan, along with the Injector Device kit will be in the child's kinder room. Please familiarise yourself with this information when you are on duty.
- **Adrenaline Auto Injector Device:** each child who has been prescribed an Adrenaline Auto Injector Device can only attend kinder when their injector device is at the centre. On excursions the Injector Device Kit goes with the teacher in charge.
- **Snack-time:** we promote healthy eating habits and the drinking of water.
- **3 Year Old Group Snack Time:** provide your child with a named drink bottle with water only in it (please do not send juice, cordial or milk) and in a named container, a pre-cut snack of fruit and/or vegetables only. (Please do not send sweet biscuits, cakes, lollies, and chips.)
- **4 Year Old Group Snack Time:** provide your child with a named drink bottle with water only in it (please do not send juice, cordial or milk) and in a named container, a pre-cut snack of a sandwich or crackers and cheese and fruit or vegetables (Please do not send sweet biscuits, cakes, lollies, and chips.)
- Please do not pack egg, peanut butter or nutella sandwiches, or snack packets that may contain peanut butter, nutella, sesame seeds or nut products.
These items are potentially dangerous for our at risk children. Staff will check lunch boxes to ensure children are having healthy and safe snacks.

Please ensure your child has a nutritious breakfast before coming to morning sessions at kinder. For 3 year old kinder, you should also ensure that your child has a nutritious lunch before coming to an afternoon session, as snack time is just a snack.

In the event of the allergen being brought to kinder we will:

- wash the child's hands and face
- thoroughly clean the child's table and chair
- inform the parent of the child at risk
- inform the parents of the child who brought the products.
- **Washing hands and faces:** if your child (including siblings) has had a peanut butter or nutella sandwich before coming to kinder please wash all traces of food from hands, face and clothes. Children will wash hands when they arrive at kinder (as stated in our Hygiene Policy), and also before eating. Staff and parents will also wash hands before any food handling or preparation.
- **Please provide food for toddlers and older siblings that comply with the policy.**
- **Reinforcement:** we ask that parents reinforce the message we will be giving at kinder:
 - eat from your own lunchbox,
 - do not put food in anyone else's lunchbox and
 - do not give anyone food out of your own lunchbox.
 - We will read story books especially written about children with allergies and safety procedures to educate all the children in our care.
- **Events:** when cooking at kinder, and for parties and other events involving food, staff will liaise with parents of children with allergies to ensure that all products are safe for their children.
- **Recycle Station:** please do not send any boxes that may have contained nut products.

We thank you for your co-operation as we work together to put these strategies in place to promote the safety and well-being of all our kinder children.

Kinder Duty

Kinder duty has always been an important support to the program. Kinder duty helps the session to run more smoothly. It enables staff to concentrate on the children and create an environment that will foster the development of each child.

The roster is filled in by the parents at the beginning of each term so you can choose the day/s that best suit you.

3 year old kinder requires two parents per session so please put your name down for a minimum of 2 days per term.

4 year old kinder has 1 parent per session. Once per term will generally fill the roster. We only need one parent as session times are longer and children are more independent. It is not necessary to stay for the entire session; if possible, around 3 hours would be appreciated. Talk to your child's teacher about what would suit you best in terms of helping out at the start, end or in the middle of the session.

If you cannot help on your duty day, **please arrange a swap** with another parent. Any family member, not only the child's parents, can do kinder duty.

Please remember to sign the Visitor Sign-in book when you arrive, and when you leave after Kinder Duty. Further information of what to do on duty is situated on the wall in the kinder rooms, and can also be found in the following sections.

Indoor Play Time

Please assist the children with their activities. At the same time, remember the children are encouraged to be as independent as possible.

During this time you can:

- Read stories to a small group of children.
- Join in with the various activities and play areas.
- Hang up paintings to dry.
- Add names to artwork.
- Ask the teaching staff if there is anything specific you can do.

Pack Up Time

- Wipe down the tables using the disinfectant found in the kitchen.
- Assist in packing up, eg. making sure the home corner and block areas are neat and tidy
- Sweep the floor and mop under the easels if need be.

Outside Play Time

During outside time please:

- Wash any dishes in the kitchen and wipe down the tables.
- Morning sessions only: Clean the children's bathroom (Government regulations state that bathroom must be cleaned between sessions). Cleaning equipment is on top of the tall bathroom cupboard. Pink sponges for the bathroom basin and green sponges for the toilet.

At the end of our outside play if you could please sweep the sandpit area and place the cover over the sandpit (if it's the last session for the day).

Kitchen Procedures

Parents are required to wash their hands prior to any kitchen preparation. The tables are required to be thoroughly wiped down before and after eating with disinfectant and a blue cloth.

Toddlers

Toddlers are welcome, however we ask that **parents accept responsibility** for their supervision on the day, as the staff are busy with the kinder children. Please make sure older children play safely and appropriately on the outdoor equipment. Please ensure they do not move the equipment.

Children's Birthdays

You may wish to arrange kinder duty on your child's birthday so that you can join in the celebrations. We will sing Happy Birthday as a group, and of course the birthday girl or boy will get to blow out the candles on our "cardboard" cake, and have their photo taken. You will get a copy of the photo to keep in your child's portfolio at the end of the year. Normally birthdays are celebrated at the end of a kinder session, but please discuss with your child's teacher in the week leading up to the birthday.

Emergency Situations

Parents who undertake duty or are present at kinder in any volunteer capacity should take the time to familiarise themselves with our emergency procedures. We hope that there would never be the need to evacuate the children, however if such a situation does occur, it is important for the safety of all present at the kinder that proper procedures are followed.

Emergency evacuations are practised with the children once a term to ensure that the children are aware of what they should do in the event of a fire or other emergency requiring evacuation.

In the event of an emergency, the person in charge will blow a whistle to indicate there is an emergency. The person in charge will be wearing an orange hat and coat. **Parents must follow the instructions of the person in charge.**

The children will be evacuated to either the **front or rear gate** depending on which is the safest. If the emergency meant it was not safe to evacuate the building, the children would be sheltered in the safest part of the building.

Steps to follow in an emergency evacuation are located in the kindergarten foyer and near the glass doors in the playroom. Important emergency numbers are located next to all phones.

Children With Severe Allergies

Some children may have allergies that can result in an anaphylactic episode within minutes of coming in contact with an allergen. Symptoms may range from hives, rash, tingling around mouth, facial swelling, coughing, difficulty breathing and swallowing, loss of consciousness to the child ceasing to breathe. This is a serious condition and death can occur.

Any child who has a severe allergy to food will have their photo and allergy management plan displayed in the child's kinder room, along with their medication.

Parents on duty should take the time to familiarise themselves with the photos of these children and any relevant information. We need to be continually vigilant to ensure their safety.

Children suffering from asthma need to have a current asthma management plan provided by the child's doctor. The names of the children with asthma will be displayed in the kinder room. A copy of the management plan will be stored in the enrolment records folder.

Management of our Kinder

Operating a Kindergarten

To ensure the proper running of Kindergartens, Victoria has a number of regulations which provide a framework for the way in which the Kindergartens are managed.

Firstly, Evesham Road Preschool is an Incorporated Association and must comply with the laws which govern the operation of Incorporated Associations. Secondly, as a children's service, it must comply with the Education and Care Services National Regulations and the Education and Care Services National Law Act 2010.

Many of the matters discussed in this handbook, such as signing the attendance book when bringing and collecting your child and keeping your child home when they have chicken pox, not only help the Kindergarten run smoothly but also ensure that the Kindergarten is meeting its legal obligations.

Committee of Management

As an Incorporated Association the preschool has rules that detail the formalities of the management of the Kindergarten.

The general running of the Kindergarten is the responsibility of the Committee of Management. Members of the committee are elected annually at the Annual General Meeting. Nomination forms are sent out in October with details of the meeting. If you are interested in a position please complete the form and lodge it at the Kinder at least 1 week before the AGM. It is well worthwhile becoming part of the team that makes the decisions about our Kindergarten - this is a great way to contribute.

Office bearers are the President, Vice President, Treasurer and Secretary. In addition there is to be a maximum of twelve ordinary members of the Committee. These members have responsibility for Fundraising, 3 and 4 year old enrolments, maintenance of the Kindergarten, social activities and a variety of other matters necessary to keep the Kindergarten running smoothly and efficiently. There are also a number of supporting positions, including a social coordinator for each kinder group, and a uniform officer. Supporting positions are not required to attend committee meetings.

Contact details for the 2019 Committee Members (and supporting roles) are as follows:-

Role	E-mail Address
President	president@eveshamroadkinder.com.au
Vice-President	vicepresident@eveshamroadkinder.com.au
Treasurer	treasurer@eveshamroadkinder.com.au
Secretary	secretary@eveshamroadkinder.com.au
Assistant Treasurer	accounts@eveshamroadkinder.com.au
3YO Enrolment Officer	3yoenrolments@eveshamroadkinder.com.au
4YO Enrolment Officer	4yoenrolments@eveshamroadkinder.com.au
Maintenance Officer	maintenance@eveshamroadkinder.com.au
Fundraising Officer	fundraising@eveshamroadkinder.com.au
Bunnings Coordinator	bunnings@eveshamroadkinder.com.au
Grants Officer	grants@eveshamroadkinder.com.au
Social Coordinator	social@eveshamroadkinder.com.au
Uniform Officer	uniforms@eveshamroadkinder.com.au
IT/Web Officer	webofficer@eveshamroadkinder.com.au

Role	E-mail Address
OHS Officer	ohs@eveshamroadkinder.com.au
Administration Officer	evesham.rd.kin@kindergarten.vic.gov.au

Policies

To ensure that we conform to the Regulations, run an efficient centre and provide a safe environment, the Kindergarten has a number of policies and procedures. The current kinder policies are as follows:-

- Acceptance and Refusal of Authorisations
- Administration of First Aid
- Administration of Medication
- Anaphylaxis
- Asthma
- Child Safe Environment
- Code of Conduct
- Complaints and Grievances
- Curriculum Development
- Dealing with Infectious Diseases
- Dealing with Medical Conditions
- Delivery and Collection of Children
- Determining Responsible Person
- Diabetes
- Emergency and Evacuation
- Enrolment and Orientation
- Environmental Sustainability
- Epilepsy
- Excursions and Service Events
- Fees
- Food Safety
- Governance and Management of the Service
- Hygiene
- Incident, Injury, Trauma and Illness
- Inclusion and Equity
- Information and Communication Technology
- Interactions with Children
- Nutrition and Active Play
- Occupational Health and Safety
- Participation of Volunteers and Students
- Privacy and Confidentiality
- Relaxation and Sleep
- Road Safety and Safe Transport

- Staffing
- Sun Protection
- Supervision of Children
- Water Safety

The Committee may also choose to have policies on other matters. For example, where an issue arises frequently or is of importance to all members of the Kindergarten, the committee would research, discuss, write and inform the kinder community of any new policies.

Some of these policies and procedures are referred to throughout this Handbook.

All policy documents are available for inspection at the Kindergarten, and also on our website.

Insurance

A number of Insurance Policies are taken out by the Committee on behalf of the Association – e.g. fire, work cover and public liability. Parents should note that none of these Insurance Policies cover children when they attend the Kindergarten. Parents wishing their child to be covered should arrange their own insurance cover.

Parent Involvement

There are many ways in which parents can become involved in the Kindergarten. As well as joining with the children and staff on duty days, you may wish to contribute by joining our Committee of Management, help at our Working Bees and support our Fundraising activities.

The general running of the Kindergarten is the responsibility of the Committee of Management, which is elected annually and meets monthly.

The Government provides funding to pre-schools on a per capita basis in the form of a grant based upon the number of children enrolled in the 4 year old groups at the centre. The total amount of this State Funding **does not** cover the general running costs of providing a Preschool service. Your fees are required therefore to meet the shortfalls in these areas. A certain amount of fundraising is also necessary to assist items such as capital works and equipment. There is no government funding for 3 year old kinder.

Fundraising

Fundraising is very important as it helps meet the shortfall between our yearly State Grant and our ongoing needs. These additional funds raised each year allow us to maintain the high quality educational program and environment our kinder is so proud of.

We understand that raising children can be a very busy and expensive time, and that families may also have other fundraising activities through school and extra-curricular activities. We don't expect each family to participate in every fundraising activity and do acknowledge that we have a variety of fundraising opportunities each year. Any support towards fundraising for the kinder is greatly appreciated!

Working Bees

Working Bees are generally held once per term alternating between Saturdays and Sundays. Advance notice of dates will be given to enable families to plan ahead. All our kinder families are expected to attend at least one Working Bee for the year. Your contribution is important- with your help the kindergarten can substantially reduce costs and maintain a high standard of safety and facilities for the children to enjoy.

A Working Bee levy of \$50 is payable as part of second term fees. Once a family has completed a working bee, this amount will be refunded in fourth term.

Your contribution to the kinder community - doing kinder duty, contributing as a committee member giving practical support in fund raising and social events, sharing a special skill or helping at the working bees (make it a family affair – children love helping too!) - is valued, encouraged and greatly appreciated.

The kinder is part of the local community and it is a community within itself – where families come together to enhance the kinder environment, learn new skills, form friendships and watch their children grow and develop. Kinder is not only a special time in your child's life; it is a very special time in your life.

More about 4 Year Old Kinder

Snack Time

We promote healthy eating habits and the drinking of water. So we ask that at snack time parents provide their child with a named drink bottle with water only in it. Please do not send juice, cordial or milk. Please provide your child with a snack each day, in a named container. In 4 year old kinder, the children need something more substantial to eat – a sandwich, dry biscuits and cheese, fruit and vegetables, sultanas – are all suggestions. Please do not send biscuits, cakes, lollies or chips.

Children will eat only from their own snack box. Please take into account the amount of food your child can eat and do not give them too much.

When packing your child's snack, please take into account whether your child will have difficulty unwrapping cling wrap from their food. Paper bags and lunchboxes are a good idea. At Kinder children are encouraged to be responsible for their belongings so, to make it easier for them, please **label** all lunchboxes and drink bottles.

Children's Library

In 2nd term the children's borrowing library will commence. Once a week your child will be able to borrow a library book, take it home to share with their family and return and exchange it the following week. As books are very costly to replace, we ask that parents take every precaution to ensure that our books are well cared for at home and are returned undamaged.

Excursions

Our 4 year olds attend a variety of excursions. In the past we have explored the children's garden at the Royal Botanic gardens, visited the Monash Medical Centre, enjoyed music and movement with The Lightning Creek Band, gone swimming at Toby Haenen and watched The Flying Bookworm Company perform some of our favourite stories.

Please ensure that excursion consent forms are signed and returned in plenty of time.

Transition Statements

During your child's final term at kinder, the kindergarten is required to prepare a transition statement which is then delivered to your child's school. The aim of the transition statement is to provide the school with some background information about your child, their likes and dislikes, and any other relevant information that may assist in their smooth transition to school. You will also be required to fill out some sections of the transition statement.

Back To Kinder

One afternoon during first term the teachers host a "Back to Kinder". It is an hour after school when the children from the previous year meet up in their uniforms and enjoy seeing one another again.