



Parent Handbook 2022

Evesham Road Pre-School Association Inc.
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Welcome to Evesham Road Kindergarten

On behalf of the staff and Committee of Management, I would like to welcome you to Evesham Road Kindergarten, our beautiful community kindergarten, your kindergarten, which was established in 1958. Over the 63 years of service, our kindergarten has undergone major renovations, including the addition of a second kinder room and the development of our beautiful outdoor area. This has enabled us to not only keep up with the demand for sessional kindergarten in the local area, but to expand the range of learning experiences we can provide to support your child's development within our play based program. In 2022, we will offer 3 groups of 4 year old kinder, and 2 groups of 3 year old kinder, as well as an extended care program.

We understand that starting kindergarten can be a time of mixed emotions, nervousness or excitement as your child starts their educational journey, and anticipation for those children returning who look forward to seeing their friends. Kindergarten is an exciting time, full of very special moments, new experiences and growth opportunities. I would encourage you to be a part of the journey as much as you can, in whatever way you can. As parents, you are entrusting your precious children into our care. This is a privilege for our staffing team and we understand the responsibility that this brings. At kinder we respect each child as a unique individual and celebrate children's individuality, effort and achievement.

Evesham Road Kindergarten is very SPECIAL – the grounds, the children, the parents, and the staff make it a wonderful place to be. I hope you enjoy your time at Evesham Road Kindergarten

Sarah Lambert












President

Evesham Road Kindergarten

e:president@eveshamroadkinder.com.au

2022 Session Days and Times

2022 Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
Room 1	FERN  3 year old 9:30 – 12:30 (3 hours)	WARATAH  4 year old 8:45 – 4:15 (7.5 hours)	BOTTLEBRUSH  3 year old 8:45 – 2:45 (6 hours)	WARATAH  4 year old 8:45 – 4:15 (7.5 hours)	FERN  3 year old 9:30 – 12:30 (3 hours)
Room 2	WATTLE  4 year old 8:30 – 4:30 (8 hours)	BANKSIA  4 year old 9:15 – 2:15 (5 hours)	BANKSIA  4 year old 9:15 – 2:15 (5 hours)	WATTLE  4 year old 8:30 – 4:30 (8 hours)	BANKSIA  4 year old 9:15 – 2:15 (5 hours)
			EXTENDED CARE 2:15 – 5:00  Banksia & Bottlebrush		

Important Dates

Term Dates:

	Term starts	Term ends
Term 1	28 th January	8 th April
Term 2	26 th April	24 th June
Term 3	11 th July	16 th September
Term 4	3 rd October	20 th December

Public Holidays:

Labour Day	Monday, 14 th March
Good Friday	Friday 15 th April (school holidays)
Easter Monday	Monday 18 th April (school holidays)
ANZAC Day	Monday, 25 th April
Queen's Birthday	Monday, 13 th June
Friday before AFL Grand Final	TBC
Melbourne Cup	Tuesday, 1 st November

*Please note that the kindergarten is closed on school holidays and Public Holidays.

Our Staff

Our staff bring a wealth of knowledge and experience in the Early Childhood field. Please visit our website to learn a little about each of our team members, and the experience they bring to Evesham Road.

Educational Leader - Lisa Worland

3 Year Old Kinder Staff

Fern Group

Teacher: Sarah Herat

Educator: Tracy Watts

Bottlebrush Group

Teacher: Sarah Herat

Educator: Tracy Watts

4 Year Old Kinder Staff

Banksia Group

Teacher: Angela Berry

Educator: Diana Wilson

Waratah Group

Teacher: Kim Cochrane

Educator: Maggie Mamos

Wattle Group

Teacher: Lisa Worland

Educator: Sharon Lewis

Staff Contact Details

If you need to speak to your child's teacher, you are most welcome to do so, preferably after a session if possible. You can phone the kinder (**9583 6158**) to organise an appointment if necessary.

You can also contact your child's teacher by email:

General Enquiries	evesham.rd.kin@kindergarten.vic.gov.au
Sarah Herat	sarah@eveshamroadkinder.com.au
Lisa Worland	lisa@eveshamroadkinder.com.au
Angela Berry	angela@eveshamroadkinder.com.au
Kim Cochrane	kimc@eveshamroadkinder.com.au

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.

Staff Training

As well as their Early Childhood qualifications, our staff regularly complete training on the following:¹

- First Aid
- CPR
- Allergies & Anaphylaxis
- Emergency Asthma Management
- Child Protection
- Other relevant professional development (eg. Behaviour management, music and movement, respectful relationships, transition to school, additional needs and much more...)

Child Safety

At Evesham Road Kindergarten, we are committed to the rights of all children to feel safe. We work hard to meet child safe standards, and this includes promoting

- The cultural safety of Aboriginal children
- The cultural safety of children from culturally and/or linguistically diverse backgrounds, and
- The safety of children with a disability.

We always act in the best interests of every child, and regularly engage in professional discussions around children's health and wellbeing, our legal obligations to protect children, supporting families, and improving upon our practices, to ensure the safety of all children, at all times.

Day to Day Procedures

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 front door is locked, please ring the bell. The gate on Devon Street is an emergency exit only.

Dogs

We appreciate your co-operation in keeping dogs out of the kindergarten. If you have your dog with you, please tie them securely to the kinder fence, away from the path, before coming inside.

Car Parking & Road Safety

Parking areas are clearly marked along Evesham Road, so please ensure that you are respectful to our neighbours, and that you park within the lines. A children's crossing is provided on Evesham Road.

Remember to reinforce the road safety rules with your children. Remind them to *"Stop, Look, Listen and Think"* and always hold hands to cross the road.

¹ Education and Care Services National Regulations – Regulation 136

It is a legal requirement that children under the age of 4 must travel in a rearward facing OR forward facing child restraint. Children over the age of 4 may be ready to travel in a booster seat. Families are welcome to leave their child's car seat in the foyer if they are being picked up by someone else and need to share the car seat.

Children who ride bikes or scooters to kinder must wear a correctly fitted Australian Standard helmet.

Visit www.roadsafetyeducation.vic.gov.au for more information.

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 new place. Don't rush off, come in and stay for a while. After a time your child may 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 later to collect them.** Once you have said goodbye to your child, it is important that you go. It can be confusing for the children when they are not sure if their parent is leaving or not.

If you are unsure, have a chat to your child's teacher and develop a plan together.

Arrival and Departure

If you arrive early for your session, we ask that you please wait in the front garden or foyer until the start of the session.

Please remember to sign your child in daily on arrival, documenting who will collect your child, and when your child is collected, document the time and please sign out.² This is an important safety requirement in the case of any emergency evacuation.

Please try to pick up your child on time. **If you are running late, you can phone the kinder and let us know.**

The Committee of Management may impose fines on parents who are habitually late to collect their child.

It is a requirement that any person collecting a child from kindergarten is authorised to do so on the enrolment form.³ 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 speak to your teacher or our office staff if you need to add someone to your list. Please ensure you let us know on the day if someone different will be picking your child up. You can call the kinder during the session for last minute changes.

We have an open door policy, and welcome parents at kinder at all times. However, for safety reasons, we ask that at the end of the session, parents please wait in the foyer until kinder is finished. This allows staff to ensure all children are waiting on the mat ready to be collected. Of course, if you need to pick your child up early – you are most welcome to come in!

² Education and Care Services National Regulations – Regulation 158

³ Education and Care Services National Regulations – Regulation 160(3)(iii)

What to wear

Please dress your child in clothes that are comfortable, not restrictive when climbing and can get dirty. We provide several messy activities and **children participate more freely when dressed in casual clothes** and not worried about keeping clean. Please ensure your child always has a spare set of clothes in their bag, should they have an accident, or get messy in their play.

We ask that children **do not wear thongs or crocs** as they are dangerous when climbing. Coats and beanies are essential during winter months, as we hope to provide children with some time outdoors each day.

Please label your child's clothing so it can be returned to you if lost.

Optional kinder uniforms (polo shirts, hoodies and windcheaters) are available to purchase through EduThreads. <https://eduthreads.com.au/collections/evesham-road-kindergarten>
You can place an order online at any time and have items delivered to your door, for a fee. Alternatively, you can place an order and wait for the next scheduled free delivery to the kindergarten.

Kinder Bag

All children need to bring a bag/backpack to kinder each day.

Please ensure your child's bag, drink bottle, snack box and all of their belongings are labelled with their name.

We recommend that you label the kinder bag on the inside so as not to advertise your child's name when they are wearing it out and about in the community.

Food and Drink

We promote and encourage healthy eating habits at kinder, and often talk with the children about "Everyday foods" and "Sometimes foods". Sometimes foods (such as deep fried food, sugary treats, foods high in salt) are best kept at home for special occasions.

Please pack a drink bottle with **water only**. Please do not send juice, cordial or milk.

For 3 year old kinder – **Fern** - please bring a healthy snack

- **Bottlebrush** - Children will have snacks and lunch during the session

For 4 year old kinder – Children will have snacks and lunch during their session.

Please ensure you have packed enough healthy food for your child.

If you are packing grapes, please cut them in half (lengthways!) as full grapes can be a choking hazard.

Visit these websites for some healthy lunchbox ideas!

<https://www.betterhealth.vic.gov.au/health/healthyliving/lunch-box-tips>

<https://www.healthylunchboxweek.org/>

Note: We do ask that you please DO NOT pack foods containing egg or nuts.

Children are taught at kinder not to share food from their snack/lunch boxes, because of the danger of severe allergic reaction for some children. We ask that you do not bring egg or nuts to kinder. If

there are any other allergies in your child's group, the teaching staff may request you avoid bringing these foods also.

If you are bringing food to kinder for siblings, please ensure that it meets the guidelines above.

Sun Protection

SunSmart sun protection times (updated daily) can be found on the kinder website (www.eveshamroad.kindergarten.vic.gov.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.

When UV is 3 or above be SunSmart



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.**

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

We require all families to supply a roll-on sun cream (labelled underneath with your child's name), which will be left at kinder. Children will be encouraged to re-apply their own sun cream throughout the day. Staff will assist where necessary.

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 from the sun.

Emails, Notice Boards & "Pockets"

Evesham Road kinder currently uses email to communicate important messages to families. Please ensure we have your up to date email address on file.

The notice boards in the foyer display a lot of important information.

The large noticeboard on your right as you enter kinder is used for official and regulatory information⁴, including signs advising if children with anaphylaxis, epilepsy and other notifiable conditions attend our centre. In the event of any infectious diseases (eg. Head lice, conjunctivitis) a notice will be on display.

Details about committee meetings and fundraising events are also displayed in the foyer. Another noticeboard on the left hand side contains the kinder's philosophy, and shared learning intentions and goals.

⁴ Education and Care Services National Regulations – Regulation 173

A pocket with your child's name is provided in the foyer – please ensure that you check this **before and after every session**. The pockets are used for any paper forms that we need you to complete – eg. excursion notices and forms, order forms for fundraising items.

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.

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.

Stay and Play

Parent involvement during kinder sessions is always appreciated and encouraged. Each group will have a list of all kinder dates on display near the sign in book. Please write your name next to any session where you plan to “Stay and Play”.

We hope you enjoy the experiences we have available for the children. You can also assist children with reading stories, writing names on artwork, hanging paintings to dry etc.

Sometimes the staff may have a particular task for you to assist with during the session. Other days, the extra pair of hands in the room can allow the staff to work on a focussed task with a small group of children.

If you are staying during a session, please sign in to the visitor book, and sign out when you leave. It is a requirement that we keep track of who is visiting the centre, in case of an emergency.

Siblings

Younger siblings are most welcome at kinder, however we ask that **parents accept responsibility** for their supervision, as the teaching staff are busy with the kinder children.

Please make sure at drop off and pick up times, older children play safely and appropriately with the equipment. Please ensure they do not move the equipment.

Children's Birthdays

Birthdays are a special time at kinder. We make the day extra special by singing happy birthday, blowing out candles on our pretend cake, and having a birthday photo taken.

As we do not allow sharing of food, please do not bring food items to share.

The birthday child will be celebrated in a way that is special for their group.

You may wish to stay and play on your child's birthday so that you can join in the celebrations. Please discuss with your child's teacher in the week leading up to the birthday.

Emergency Situations

In the unlikely event of an emergency, it is important that proper procedures are followed.⁵

In 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 vest. **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 it is not safe to remain on site, our emergency meeting places are:

1. Cnr Follett Rd & Ward Street
2. Follet Rd Park
3. If it is not safe to evacuate the building, the children will be sheltered in the safest part of the building.

Emergency evacuations are practised with the children once a term to ensure that the children know what to do in the event of a fire or other emergency.

⁵ Education and Care Services National Regulations – Regulation 97

The Educational Program

The teaching staff are guided by the Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF) as they develop the educational program for the group. The vision in both of these frameworks is for all children to experience play based learning that is engaging and builds success for life.

Our teachers develop programs that are play based, and responsive to:

- the children's interests, strengths and needs, as observed in their play
- child initiated and adult initiated activities
- 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



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

VEYLDF Outcomes

EARLY YEARS LEARNING AND DEVELOPMENT OUTCOMES

OUTCOME 1: CHILDREN HAVE A STRONG SENSE OF IDENTITY

OUTCOME 2: CHILDREN ARE CONNECTED WITH AND CONTRIBUTE TO THEIR WORLD

OUTCOME 3: CHILDREN HAVE A STRONG SENSE OF WELLBEING

OUTCOME 4: CHILDREN ARE CONFIDENT AND INVOLVED LEARNERS

OUTCOME 5: CHILDREN ARE EFFECTIVE COMMUNICATORS

We aim to deliver kindergarten programs that address all areas of development for each child. For more information about the children's program and learning outcomes, please have a chat with your kindergarten teacher.

Inclusion

Creating a culture of inclusiveness that is experienced and felt by all children, families and staff, is absolutely crucial, to all in our community feeling welcome, represented, and a real sense of belonging. We work closely with each and every child, and you their family, so to develop unique and respectful relationships. We learn about the histories, cultures, languages, and traditions of our families, through the information provided to us, and actively act on that information, making a commitment to learn even more. We aim to celebrate all of our families cultures – openly, actively, meaningfully and with joy! We view the celebration of diversity, as rich opportunities for learning, inclusiveness and showing respect. Over the last few years, it has been with much delight that we have celebrated Greek Easter, Chinese New Year, Vesak day, St. Patrick's day, Greek Name days, birthdays, Mothers day, Fathers day, Grandparents and Special persons day, Easter and Christmas, just to name a few. We look forward to celebrating with you, those special days and occasions that are important to your family!

Sustainability

We demonstrate a strong commitment to **sustainability** and taking care of our environment, and we promote environmental awareness and responsibility in children. Caring for and connecting to the natural environment is a core value of ours. Our children actively participate in environmentally sustainable practices; sorting of their rubbish into the 3 bins, feeding the fruit and vegetable scraps to the worms or compost bin, creating at the collage table with recycled materials and choosing them from the recycling station, making use of loose parts in their play, making of bird feeders, playing and exploring natural play spaces, indoors and outdoors, engaging in conversations about looking after our environment (no wasting water, hurting the plants), enjoying, learning from and developing a greater appreciation from our Bee and wildlife incursions each year, planting of vegetables, herbs and flowers and tending often to the garden. We have an ongoing recycle station positioned in our foyer. This is constantly filled with recycled materials; boxes, paper, cardboard, craft materials, nature treasures etc, kindly donated by our families, staff and the community, for use in our programs.

Student Teachers and other visitors

Each year, we welcome student teachers from our local universities, to join us at Evesham Road and complete their practical experience. Student teachers are a valuable part of the program, as they share their ideas, develop their skills and learn from our staff.

We also host year 10 work experience students, who may be interested in a career in early childhood education.

From time to time we also have visiting Speech therapists, Occupational therapists or other professionals who provide support and advice for our staff team. All visiting professionals require consent from parents if they are to be working with an individual child. Your teacher will discuss this with you if this is the case.

If you have any questions or concerns about visitors to the kinder, please have a chat to your child's teacher.

Additional Information for 4 Year Old Kinder

Children's Library

In term 2 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 and incursions. In the past we have explored the children's garden at the Royal Botanic gardens, enjoyed music and movement with The Lightning Creek Band, gone swimming at Toby Haenen, participated in Playball and watched The Flying Bookworm Company perform some of our favourite stories. In the past, some groups have attended their kinder session offsite, for "Bush kinder". Excursions and special activities are assessed from year to year based on the interests of each group.

Transition Statements

During your child's final term at kinder, the kindergarten teacher will prepare a transition statement which is shared with your child's school. Families also have a section to complete.

The aim of the transition statement is to provide the school with some background information about your child, their interests, and any information that may assist with their smooth transition to school.

Extended Care Program

We are very excited to provide extended care again in 2022, to the families of Banksia and Bottlebrush groups, on Wednesday afternoons.

Extended care started in 2021, after assessing our communities need for longer hours at kinder.

The extended Care program is optional, and fees are charged at \$240 per term.

There are 22 positions in the extended care program, which are made up of children from the Banksia and Bottlebrush groups. Bookings are made for the whole term, and we are not able to take casual bookings, unfortunately. The extended care teaching staff will provide additional information to those families enrolled in the program.

Illness, Allergies & Medication

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

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

Please do not send them to kinder.

Children may return to kinder when at least 24 hours has passed since their last loose bowel motion or vomiting.

Please phone us and let us know if your child has been diagnosed with an infectious disease.

Immunisation

As per the “no jab no play” policy, it is a requirement that each child’s Immunisation History Statement (IHS) is kept on file at kinder.⁶

The IHS must show that your child is up to date with their immunisations.

Please provide a new IHS when your child has received their 4 year old immunisation.

Medication

If your child requires medication, please speak to the staff and fill out the medication record.

If your child has allergies, asthma, epilepsy, eczema, diabetes or other illness where treatment may be required at kinder you must also complete an action plan that details symptoms, treatment and emergency contacts.

Please ensure the Action Plan is current, printed in colour, and includes a recent photo of your child. Staff will only administer medication in accordance with a signed action plan from your doctor and your written permission.⁷

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

Please do not leave any medication in your child’s kinder bag.

⁶ Education and Care Services National Regulations – Regulation 162 (f)

⁷ Education and Care Services National Regulations – Regulation 92 - 95

COVID-19

Evesham Road is committed to the health , safety and wellbeing of our children, staff and community. Our kindergarten operates within a service specific COVID Safe Plan and within Government mandated directives. If your child is unwell please do not attend kindergarten and follow government directives in relation to testing and isolation.

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	Re-admit 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 2009.

Anaphylaxis Management Policy

Evesham Road Kindergarten believes that the safety and wellbeing of children who are at risk of anaphylaxis is a whole-of-community responsibility, and is committed to:

- providing a safe and healthy environment in which children at risk of anaphylaxis can participate fully in all aspects of the program
- raising awareness of families, staff, children and others attending the service about allergies and anaphylaxis
- actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, and in developing risk minimisation and risk management strategies for their child
- ensuring all staff members and other adults at the service have adequate knowledge of allergies, anaphylaxis and emergency procedures
- facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis.

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 (EpiPen®).

Signs and symptoms include:

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

Each child diagnosed at risk of Anaphylaxis will have an Anaphylaxis 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 Action Plan and practise with an EpiPen trainer.

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.

- **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.
- **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 egg cartons or any boxes that may have contained nut products.
- **Identification of children diagnosed at risk of Anaphylaxis:** a photo with the child's name, group, and Anaphylaxis Action Plan, along with the EpiPen will be in the child's kinder room. Please familiarise yourself with this information when you are on duty.
- **EpiPens:** each child who has been prescribed an EpiPen can only attend kinder when their EpiPen is at the centre. On excursions the EpiPen goes with the teacher in charge.

In the event of an 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.

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.

Parent Involvement

There are many ways for parents to be involved in the Kindergarten. As well as joining with the children and staff during kinder sessions, you may wish to contribute by joining our Committee of Management, help at our Working Bees and support our Fundraising activities. Many hands make light work and we appreciate every contribution!



Committee of Management

The general running of the Kindergarten is the responsibility of the Committee of Management. The Committee meets once per month.

Members of the committee are elected annually at the Annual General Meeting. If you are interested in a position please speak to a staff member or committee member 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.

Contact details for the 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
Enrolment Officer	enrolments@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	itofficer@eveshamroadkinder.com.au
OHS Officer	ohs@eveshamroadkinder.com.au
Administration Officer	evesham.rd.kin@kindergarten.vic.gov.au

Fundraising

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 you to participate in every fundraising activity, but any contribution towards fundraising for the kinder is greatly appreciated!

Fundraising and Fee payments

The preferred method of payment at kinder is via internet banking transfer.

Account Name:	Evesham Road Preschool Association
BSB No:	063 119
Account No:	0090 2099
Please include the group and name in the description, so that we know who the payment is from, eg. FernSmithJohn	

If you are bringing any cash to kinder, (eg fundraising) please seal in an envelope labelled with your child's name, their kinder group and what the money is for.

Cash payments are then dropped into the mailbox **in the foyer (in the wall on your right as you walk in) – not in the mailbox by the gate.**

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

Working Bees

Working Bees are generally held once per term alternating between Saturdays and Sundays. The kinder really benefits from these days, as our community of parents help with gardening, cleaning, maintenance etc.

The maintenance levy of \$100 is payable as part of second term fees. Once a family has completed two working bees, this amount will be refunded in fourth term.

Policies

To ensure that we meet the Regulations⁸, run an efficient centre and provide a safe environment, the Kindergarten has a number of policies and procedures.

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

www.eveshamroad.kindergarten.vic.gov.au

If you have any questions about information contained in this handbook, please contact the kinder on 9583 6158 or evesham.rd.kin@kindergarten.vic.gov.au

We are looking forward to a year full of friendships, fun, laughter and learning!
Evesham Road Kindergarten Staff

⁸ Education and Care Services National Regulations – Regulation 168