



Home Kinder Information Booklet

2019

Maribyrnong Kindergarten Incorporated
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Maribyrnong Kindergarten Inc.

5 Warrs Road, Maribyrnong VIC 3032

Telephone: 03 9317 9083

Director: Samantha Pascoe

Teachers: Samantha Pascoe
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Amie Rivera
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Administration: Jacinta Clifford (Office hours – Wednesdays only)

Welcome to Maribyrnong Kindergarten. The staff and committee wish you and your child an enjoyable and rewarding year. We hope that the following information gives you an understanding of the way in which the Kindergarten operates and ways in which you can be involved.

The Kindergarten currently operates 2 four year old groups and 2 three year old groups per week.

Four Year Old Kindergarten Sessions Times:

Blue Group

Monday 8.15 am – 12.15 pm
Tuesday 12.45 pm – 4.45 pm
Wednesday 8.15 am – 12.15 am
Thursday 11.30 am – 2.30 pm at Bush Kinder

Yellow Group

Monday 12.45 pm – 4.45 pm
Tuesday 8.15 am – 12.15 pm
Wednesday 12.45 pm – 4.45 pm
Friday 8.15 am – 11.15 am at Bush Kinder



Three Year Old Kindergarten Session Times:

Purple Group

Thursday 8.30am – 10.30 am at Bush Kinder (commencing Term 2)
Friday 12.00 pm – 2.00 pm

Green Group

Thursday 8.30am – 10.30am
Friday 12.00 pm – 2.00 pm at Bush Kinder (commencing Term 2)

Children can only attend their specified session.

It is not compulsory for your child to attend all four sessions of four year old kinder, however full term fees are payable.

For three year old kinder, if your child has not yet turned 3 their start date will be delayed until the child's 3rd birthday. In this case, full term fees are still required to be paid to reserve your child's place at the service until their start date.

Philosophy:

At Maribyrnong Kindergarten we offer a play-based learning curriculum that provides children with opportunities to make sense of their world as they engage actively with people and through the exploration of their environment.

We will strive to offer vibrant and flexible learning environments that are responsive to the interests and abilities of each child and that cater for different learning capacities and learning styles to ensure that all children experience success in their learning and development.

We have a commitment to high expectations for all children's learning and development based on our belief that they are competent and capable individuals.

Children are invited, and encouraged, to contribute and be active participants in their own learning, (make choices, take managed risks, discover, create, explore, share ideas and care for their learning environment and each other).

We are committed to providing a healthy, safe environment for all children, families and staff, where there is a sense of belonging and cultural diversity is representative of our kindergarten community

Educators and parents work as partners, collaborators and advocates for children. Parents are respected as each child's first teacher, involving them in all aspect of the curriculum. They are encouraged to participate regularly in the classroom, at bush kinder, at family events and contribute to program development and their child's learning journal. The kindergarten aims to be a resource to families, providing a range of information in regards to children's development, community services and educational issues.

Children's connections with the natural environment are supported. Where possible, sustainable practices are incorporated, providing recycled and reclaimed materials for use within the program, composting our food scraps, reducing waste and lowering water usage.

Opportunities for outdoor play and exploration are strongly promoted and equally valued, encouraging children to make decisions about their preference for indoor or outdoor play at different times of the day.

Our Bush Kinder program allows the children to experience nature and its elements across the seasons, recognising the place the bush has in Australia and the significance of the land in aboriginal culture. Whatever the weather, children are encouraged to take the lead in playing, exploring and learning in a natural environment.

The kindergarten's practices are evaluated regularly through critical reflection, evaluation and informed decisions. Educators' continued professional learning is valued, promoted and supported.

What Happens Each Day?

The educational program offered at Maribyrnong Kindergarten is based on the Early Years Learning Framework with a strong emphasis on Belonging, Being and Becoming. Learning experiences are provided through play, promoting positive dispositions towards learning. The children's competencies and confidence will develop through their play and their knowledge, understanding, skills, attitudes and achievements will be extended.

Children are encouraged to become self-disciplined and aware of their own feelings as well as the feelings of others. The program is designed to address the current needs, interests and abilities of each group and individual children.

We wish to create an environment where children feel they belong, can be who they are and become anything they aspire to. We believe that children learn through play. 'Play can expand children's thinking and enhance their desire to know and learn' (Being, Belonging and Becoming pg 15)

When planning, teachers and educators take into account the interests, needs and skills of the children while also encouraging their development across all developmental domains. Intentional teaching is an integral component of the educational program. The play based program will remain flexible to accommodate the needs of the group and the individual interests of the children as well as empowering them to take control of their own learning.

A typical day for your child at kinder would include:

- **Morning introduction** - the children meet on the mat to start the day and are given a brief outline of the activities for the session.
- **Discussion/group time** - generally on the mat the children are involved in an intentional group activity. This is carefully planned according to the interests of the children with specific learning outcomes in mind
- **Indoor/Outdoor Play** - this includes opportunities to self select from a range of planned and spontaneous experiences in the indoor or outdoor environments. Children are provided the opportunity to spend extended periods of time in the learning environment of their choice, encouraging increased concentration and extending on their areas of interests.
- **Rotational Snack time** - children eat a nutritious snack brought from home at a time that is dictated by their own body clock, encouraging children to recognise when they are thirsty and hungry. During this time children have the opportunity for informal discussion with peers and educators. All children are reminded and monitored to ensure they have had sufficient water and don't forget to eat their snack.
- **End of session** - children pack up their activities and assemble on the mat. The Kinder door is then opened to welcome parents/grandparents/guardians into the room to collect their child

Parents and the wider community are encouraged to contribute and provide feedback regarding the educational program.

We believe the primary aim of education at the kindergarten level is to develop the skills necessary for children to become lifelong learners with an enquiring mind who will be able to take their place in society as responsible and caring citizens.

Child safe standards

Maribyrnong kindergarten is committed to being a Child Safe organisation and embedding a child safe culture into our practices and processes to ensure that all children who are involved with our service are safe at all times.



All children regardless of their gender, race, religious beliefs, age, disability, sexual orientation or family or social background have equal rights to protection from abuse.

To create and maintain a child safe environment, Maribyrnong Kindergarten has developed:

- strategies to embed an organisational culture of child safety, including through effective leadership arrangements
- a child safe standards policy and statement of commitment to child safety
- a code of conduct that establishes clear expectations for appropriate behaviour with children
- screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel
- processes for responding to and reporting suspected child abuse
- strategies to identify and reduce or remove risks of child abuse
- strategies to promote the participation and empowerment of children.

The Commission for Children and Young People are the oversight body for the child safe standards.

Reportable conduct scheme

The reportable conduct scheme will require organisations to respond to allegations of child-related misconduct made against their workers and volunteers, and report those allegations to the Commission for Children and Young People.

Under the scheme, the Commission for Children and Young People will have the power to:

- receive allegations and findings of reportable conduct
- assess an organisation's systems to prevent, notify and investigate reportable conduct
- provide oversight of workplace investigations
- investigate allegations in some circumstances
- refer findings to professional registration bodies and the Working with Children Check Unit
- build the capacity of organisations to respond to allegations of abuse
- report to parliament on performance of the scheme and trends.

The scheme will build on existing requirements including Victorian and national professional registration, employee misconduct and reporting obligations. The reportable conduct scheme will not interfere with reporting obligations to police or with police investigations.

Maribyrnong Kindergarten has zero tolerance of child abuse. All allegations and safety concerns will be treated very seriously and consistently. We have specific policies procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments

Term Fees:

The Department of Education and Early Childhood Development (DEECD) provides partial funding for the Kindergarten for children attending the four year old program on a per child basis and covers operational costs only. The remaining costs (equipment, maintenance and services) are covered by fees and fundraising revenue.

Fees are to be paid in advance, with one payment being made in the year prior to your child attending and the remaining 3 payments being made in terms 1, 2 and 3.

A fee box is located in the *main entrance*, along with envelopes and pens. All payments are to be made here. Payment can be made by cash, cheque, and money order or by direct depositing into the Kindergarten's bank account. Staff will not handle money during session times and are unable to provide change. Please ensure you enclose the correct money with the child's name marked clearly on the envelope.

Fee subsidy:

The Department of Education and Early Childhood Development provides funding to organisations to enable eligible children to attend Kindergarten for minimal cost. To be eligible you must hold at least one of the following concession cards:-

- Pensioner Concession Card;
- Health Care Card; or
- DVA Gold Card.

Also eligible are families with parents or children who hold:-

- temporary protection/humanitarian visas 447, 451, 785 and 786;
- refugees and special humanitarian entrants visas 200 - 217; or
- Asylum seeker bridging visas A - F.

The subsidy is also available for:-

- Aboriginal and/or Torres Strait Islander children; and
- Triplets and quadruplets attending a Kindergarten program in the same year.

Families wishing to claim this fee subsidy must provide a copy of the relevant document at the time of enrolment.

Four Year Old Fees for 2019

Blue and yellow groups \$450.00 per term

Three Year Old Fees for 2019

Purple and Green groups \$175.00 Term 1
\$330.00 Terms 2, 3 & 4

Celebrations and Children's Birthdays:

Celebrations are an important part of community life. We encourage families to tell us about special cultural events and celebrations that they take part in.

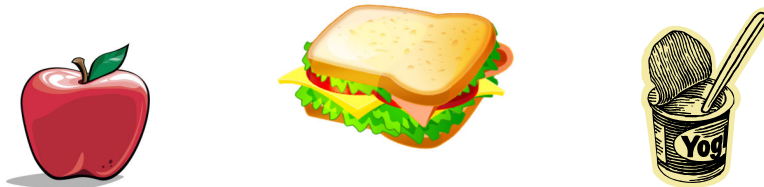
At the beginning of the year, a birthday calendar is made for each group. To reinforce our Healthy Eating Policy it has been decided that providing lolly bags, cakes or gifts to the children should **NOT** be the emphasis of any birthday celebration. **For this reason, we do not allow any treats from home to be distributed to the children during a kinder session.**

We do however love making the children's birthday a special day by:

- *playing your child's favourite group game or dancing to their favourite music
- *having a few friends prepare and decorate a playdough cake with candles
- *singing "Happy Birthday" & blowing out the candles

Healthy eating at Maribyrrong Kindergarten

Snack time for the children at kindergarten should be an enjoyable experience. As we have a healthy eating policy at our kindergarten, we ask that you please assist in this process by making wise and nutritionally healthy food choices for your children.



Rotational Snack time - children eat a nutritious snack brought from home at a time that is dictated by their own body clock, encouraging children to recognise when they are thirsty and hungry. During this time children have the opportunity for informal discussion with peers and educators. All children are reminded and monitored to ensure they have had sufficient water and don't forget to eat their snack.

Children are required to bring a healthy snack from home. Snacks do not need to be too big, just enough to keep the children going until their next meal time.

Please include a drink bottle; water is also available for the children at all times.

Please note: Nuts or nut products cannot be consumed while at kinder. If your child brings nut products as a snack these items will be sent home for the safety of other children.

Please let staff know of any food allergies or intolerance. Once staff are aware of all known allergies, all families will be informed of any other items that cannot be consumed at the kinder for the safety of all children.

Toys:

We encourage you to refrain from bringing toys to kindergarten as they often get lost or borrowed by other children. There will be opportunities throughout the year for your children to bring items from home to share with their friends.

Clothing:

All clothing, coats, hats, shoes etc are to be clearly named.

Please:

- Send children in comfortable clothing;
- Take note of the weather. Children play outside everyday;
- Hats for summer and winter. When the UV levels are 3 or higher, children will only be able to play in the undercover area outside if they are without a sun hat;
- Sunscreen is provided by the Kindergarten for parents to apply. Sun Protection needs to be used from September to the end of April or whenever UV levels reach 3 or more.
- Coats are required in cold weather;
- No long dresses – these are dangerous when climbing;
- No thongs – these are dangerous when running or climbing; and
- Provide a spare set of named clothing for your child in their bag every day. If clothes are soiled or wet, children prefer to change into familiar clothing.

Items that are left at kinder will be placed in the Lost Property box in the foyer. We ask that parents regularly check this box. All items not collected at the end of every month, will be donated to the Salvation Army.

Toileting

We understand that some children attending kinder may not be fully toilet trained on their commencement. We encourage all children to attend kinder wearing underwear. If your child is having difficulties with toilet training we request parents speak with your child's teacher to discuss strategies to help the transition with toilet training.

Educators remain very aware of the toileting needs of all children and regularly remind the children to go to the toilet throughout the session. We encourage all parents to pack a spare pair of clothes for their child should an accident occur.

Please speak to your child's teacher if you have any questions.

Health / Absences:



If a child is unwell or hurt at the Kindergarten, the staff will see that the parents are contacted. Please do not send unwell or overtired children to the Kindergarten. If your child has a contagious illness or disease, please inform the staff as soon as possible. A copy of the health Department regulations regarding infectious diseases is on display in the foyer.

No jab No Play:

Under the No Jab No Play legislation, parents are required to provide services with an AIR Immunisation History Statement showing that their child's immunisations are up to date.

When children receive a vaccine or are due to receive a vaccine while attending the kinder, their immunisation status changes. When this happens, parents/carers MUST provide the kinder with a

new Immunisation History Statement. Please email all updated Immunisation History Statements to admin@maribyrnongkinder.com.au

This is a requirement under No Jab No Play legislation, and also under the Education and Care Services National Regulations 2011.

Arrival and Departure Time:

The time of arrival and departure of each child must be recorded each day as per the Children's Services Regulations.



- On arrival, write in the time and sign beside it in the space provided. Exact time please; and
- On departure, fill in the time and sign.

It is essential that your child's teacher be informed either by letter or phone that a person other than the authorised parent/guardian will be collecting the child. **The child will not be released to any person not known by the staff. A list of people nominated by the parents/guardians will be obtained prior to the commencement of the preschool year.**

On arrival please:-

- Inform staff of any new medication your child is taking;
- Inform staff of a new contact number or early pick up times;
- Inform staff of anything you feel may help in caring for your child that day;
- Please read the notice board at entrance for information and meetings, fundraisings etc; and
- Check named pockets for notices and newsletters.

Late pick up policy:

There are times when it is simply not possible to arrive on time but we would appreciate a phone call so we can reassure your child. If you are continually late, it will be necessary to impose a late fee. Late pick-ups mean that at least two teachers or educators need to remain with your child. They too have children that need to be picked up, meetings to attend etc so it imperative you arrive on time or inform the kindergarten in any unforeseen circumstances if you are running late.

Communication:

We believe communication is a vital key to build positive relationships between parents, staff and children. The staff will endeavour to address your queries and concerns before and after a session, however, due to there being only a half hour turnaround between the finish of one session and commencement of another; it is extremely difficult to be able to do this.

There are several ways we encourage communication:-

- A suggestion box is located in the foyer for parents to utilise;
- A reflection journal will be completed by staff regularly which will contain information about what we have been doing, discussing, enjoying etc at Kindergarten. This will be displayed in the sign in area for all parents to view; and
- Each child has a named folder where correspondence from both the kindergarten and families can be placed. For example; birthday invitations can be placed in these folders
- A weekly email from your child's teacher is sent out outlining your child's groups' week at kinder. This discusses a variety of points including interests of the group for the week, the

books we may have read any songs we have sung, games we played; we find this encourages the children's experiences to be shared between home and kinder.

Furthermore, if you have any concerns, questions or just want to keep us up to date we encourage you to approach your child's teacher, either in person, via email or by phoning the Kindergarten, and we can arrange a time to have a chat.

Parent Involvement:

The Maribyrnong Kindergarten encourages support and involvement from its parents and service users. During the year there are opportunities to be involved in a variety of activities and events. These include:-

- **Stay Play and Learn Program:** The children really enjoy having their parent, grandparent auntie uncle or carer stay at the kinder. Each session we invite one parent to stay to assist with the Kindergarten session. A roster is placed in the foyer during terms 2, 3 and 4 for parents to put their name down if they wish to stay. Younger siblings are also welcome to attend with you; however they are the responsibility of the parent, not the staff. We appreciate your help.
- **Fundraising:** Due to government funding changes, Kindergartens are now relying on fundraising more than ever to make ends meet. Parents/Volunteers are encouraged to join the fundraising committee and become involved in a number of key fundraising events throughout the year. Parent participation and support is vital to continue the high quality of resources we have on offer.
- **Personal Skills:** Please let staff know if you or a friend has any specific interests or skills, which you could share with the children. For example, cooking, craft, musical or occupational skills, which will all contribute to an exciting and stimulating program for your children.
- **Junk/Recycled Materials:** Notes will occasionally be posted asking for donations of boxes, clean milk cartons, material scraps, paper scraps etc to be used by the children as part of their art and craft program. Please let us know if you are able to provide these, although we are unable to accept toilet rolls or any other food packaging that contained nut products.
- **Toilet Paper/Tissues:** It is appreciated to help keep costs to a minimum if families could donate a box of tissues and a few rolls of toilet paper to the kinder at the start of the year.

Committee of Management:

The Maribyrnong Kindergarten is an incorporated association with its own constitution. A Committee of Management coordinates the running of the Kindergarten. The Committee of Management consists of volunteers. Every year an Annual General Meeting is held at the Kindergarten and all parents/service users are encouraged to attend. The Committee of Management gives an Annual Report at this meeting and elects new or continuing representatives. The Kindergarten requires a Committee of Management in order to operate. Please speak to staff or former Committee members if you are interested in participating.

Committee of management meetings are usually held monthly at the Kindergarten. The main responsibilities of the Committee of Management are: planning the budget and maintaining finances, appointing and supporting staff, fundraising, upholding government regulations and maintaining the viability of the Kindergarten to ensure a secure future for generations of children to follow.

Nomination/Interest forms were sent out with your AGM invite, but at any time during the year parents are welcome to join the committee, or sit in on a committee meeting if interested in any agenda topics that will be discussed.

2019 SCHOOL TERMS

Term 1	29th January to 5th April
Term 2	23rd April to 28th June
Term 3	15th July to 20th September
Term 4	7th October to 20th December

The Kindergarten will be closed for all public holidays and a minimum of two pupil free days to be determined.

Please note: The Maribyrnong Kindergarten has a full list of policies and procedures which are available for all families to view on our website www.maribyrnongkinder.com.au. A copy will always be kept and displayed in the foyer of the kindergarten for parents to refer to.

We hope you and your child have a wonderful educational year with us at Maribyrnong Kindergarten.