



Information Booklet

2012

Maribyrnong Kindergarten Incorporated
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Maribyrnong Kindergarten Inc.

5 Warrs Road, Maribyrnong VIC 3032

Telephone: 03 9317 9083

Director: Ms Samantha Pascoe

Teachers: Ms Samantha Pascoe
Ms Jessica WigleyAssistants: Mrs Neralie Manton
Mrs Helen Scott
Mrs Michelle Oklobdzija

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 8.30 am – 1.00 pm
Tuesday 1.30 pm – 4.30 pm
Wednesday 8.30 am – 1.00 pm
Thursday 1.30 pm – 4.30 pm**Yellow Group**Monday 1.30 pm – 4.30 pm
Tuesday 8.30 am – 1.00 pm
Wednesday 1.30 pm – 4.30 pm
Thursday 8.30 am – 1.00 pm**Three Year Old Kindergarten Session Times:****Purple Group**

Friday 9.00 am – 12.00 pm

Green Group

Friday 1.00 pm – 4.00 pm

Children can only attend their specified session.

Our Aims:

The Kindergarten aims to provide a caring, supportive learning environment, which reflects and values individuality and diversity. The staff and program aim to provide children with a balanced view of Australian society and offer experiences and activities that are free of cultural and gender bias.

We aim to provide a safe, happy and stimulating environment where children are free to play, explore and learn at their own pace. We believe children learn best through becoming actively involved in their own play, as it is through play that young children make sense of the world around them.

The staff provide guidance, encouragement and support for each child. The program and environment are structured, to a certain degree, in order to provide stability and security for the children. The experiences and activities offered are also open ended to allow the children to create their own paths of learning. In this way the children develop the confidence to positively deal with change and develop independence through self selection.

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.

Certain limits on behaviour are based on consideration of health, safety and respect for the rights of others. They are established in conjunction with the National Quality Framework which includes the EYLF (Early Years Learning Framework) and National Quality Standard. We aim to be a resource to families by providing a range of information in regards to children's development, services within the community and educational issues.

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.

The timetabling of routines is flexible according to the specific needs of the children, weather, special occasions and visitors. Each session consists of indoor and outdoor play experiences as well as large and small group times such as story time, dance, music and drama.

Parents can play a major role in the program development by keeping the teachers and assistants informed of children's current interests. In this way, it is possible to plan for the individual child's development.

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, 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. The fee box is cleared at the end of each day by the director and receipts issued within one week.

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.

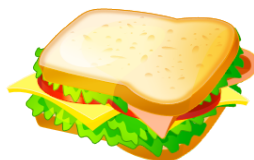
Four Year Old Fees for 2012

Blue and Yellow groups	\$300.00 per term
Eligible families receiving the fee subsidy	\$85.00 per term

Three Year Old Fees for 2012

Purple and Green groups	\$185.00 per term
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Snack time:



A snack time is held each session. The children sit down together as a large group to take time to recharge their batteries with nutritional foods and drinks. Children are asked 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 note: Nuts or nut products are discouraged. Please include a small drink in a drink bottle or popper pack; water is also available for the children at all times. Please let staff know of any food allergies or intolerance.

Children's Birthdays:

If you would like to celebrate your child's birthday at Kindergarten, please speak with a staff member prior to the occasion to organise this. It does not have to be the actual birthday of the child to celebrate the day with the other children.



Laundry:

Smocks are provided for the children. Parents are requested to wash the smocks and tea towels two or three times a year. Please ensure you return the clean washing during the first session of the next week.

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. In summer 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 on arrival during terms 1 and 4;
- 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 everyday. If clothes are soiled or wet, children prefer to change into familiar clothing.

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. Please ensure your child's immunisation is also up to date.

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 notice board at entrance for information and meetings, fundraisings etc; and
- Check named pockets for notices and newsletters.

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 the limited time 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;
- Parent teacher interviews are held annually (3 year old groups) and bi annually (4 year old groups) for parents to discuss their child's progress in a more formal manner;
- 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 foyer for all parents to view; and
- Regular notices and newsletters are distributed to keep parents up to date and in touch. These are either personally delivered or placed in your child's named pocket in the foyer. Please check your child's designated pocket at the end of each session.

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 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:-

- Kindergarten Roster: The children really enjoy having their parent on duty. Each session we invite one parent to stay to assist with the Kindergarten session. A duty 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.
- 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.

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.

2012 SCHOOL TERMS

Term 1	Monday 6 February to Friday 30 March
Term 2	Monday 16 April to Friday 29 June
Term 3	Monday 16 July to Friday 21 September
Term 4	Monday 8 October to Friday 21 December

Please note that the Kindergarten will be closed for all public holidays and a minimum of two pupil free days to be determined.

We wish you a very happy year.

Yours sincerely

MARIBYRNONG KINDERGARTEN INC



Samantha Pascoe
Director