

2020

# PARENT INFORMATION HANDBOOK



ABN 20 847 536 881

38 Gracedale Avenue  
Ringwood East VIC 3135

(03) 9729-9731

[tarralla.kin@kindergarten.vic.gov.au](mailto:tarralla.kin@kindergarten.vic.gov.au)  
[www.tarrallakindergarten.org.au](http://www.tarrallakindergarten.org.au)

## **2020 TEACHERS AND CO-EDUCATORS**

### **Four Year Olds Groups:**

Teacher  
Educator  
Educator

### **KANGAROOS**

Chriss Ryan  
Fiona McCracken-Wood

### **KOALAS**

Angela Mignot  
Lori Watson  
Melissa Macpherson

### **POSSUMS**

Kay Bryan  
Santina Cristiano  
Chai Leow

### **Three Year Old Groups:**

#### **Rising 4's**

Teacher  
Educator

Jessica Jones  
Kellie Barling

#### **ROSELLAS**

Teacher  
Co-Educator

Melissa Smith  
Jo Stone

#### **KOOKABURRAS**

Teacher  
Co-Educator

Melissa Smith  
Kellie Barling



### **TERM DATES 2020**

Term 1: 28 January (educators start)  
29 January (children start) to 27 March  
Term 2: 14 April to 26 June  
Term 3: 13 July to 18 September  
Term 4: 5 October to 18 December

## **SESSIONS – DAYS AND TIMES**

### **Four Year Old Groups**

Kangaroos	Monday	11.00am	-	4.00pm (5hrs)
	Tuesday	8.30am	-	1.30pm (5hrs)
	Thursday	9.00am	-	2.00pm (5hrs)
Koalas	Tuesday	9.00am	-	2.30pm (5.5hrs)
	Thursday	8.30am	-	12.30pm (4hrs)
	Friday	9.00am	-	2.30pm (5.5hrs)
Possums	Monday	9.00am	-	3.00pm (6hrs)
	Wednesday	9.00 am	-	3.00 pm (6hrs)
	Thursday	1.00pm	-	4.00 pm (3hrs)

### **Rising 4's**

Wombats	Wednesday	12.00noon	-	4.00pm (4hrs)
	Friday	8.30am	-	11.30am (3hrs)

### **Three Year Old Groups**

Rosellas	Monday	8.30am	-	10.30am (2hrs)
	Wednesday	8.30am	-	11.30am (3hrs)

Kookaburras	Tuesday	2.00pm	-	4.00pm (2hrs)
	Friday	1.00pm	-	4.00pm (3hrs)

**STARTING KINDERGARTEN**

We begin the year with staggered starts to support a smooth transition onto kindergarten. For many children the starting of Kindergarten can be very overwhelming, and it is not surprising that they may find it difficult to leave their parents and stay in the care of people with whom they are not familiar.

Some children will cope easily and will settle without any worries; others may have a reaction later in the term. If your child feels apprehensive, don't worry or become overly anxious – calm and confident handling, mixed with lots of understanding works best. Please ask the teacher for assistance if you're experiencing difficulties.



Please note that our Kindergarten is a "war toy free" centre and as such, we ask that you do not send your child to Kindergarten with any guns, swords, firing weapons, etc.



Our aim is to settle the children into the kindergarten program as smoothly and quickly as possible.

A well-structured orientation program enables each child to settle well, which benefits the group as a whole.

During the orientation program the sessions are shortened for the first few weeks, increasing in length each week. If the group settles well full session times may commence earlier. If the staggered intake timetable provided does not suit your child or family needs, please discuss this with the teacher. We are committed to working with families to ensure that starting kindergarten is a positive experience that meets the needs of all children and families.

**ORIENTATION SESSION – FOUR YEAR OLD GROUPS**

An orientation session is offered in December 2019 for those children not already attending Tarralla, the dates for this day are in your orientation pack received at the AGM.

**THE EARLY YEARS LEARNING FRAMEWORK**

Both the 3 year old and 4 year old curriculums use the National Quality Framework to plan an educational program for children. The framework identifies five Early Years Learning and Development Outcomes for all children.

<b>Identity</b>	<b>Children have a strong sense of identity</b>
<b>Community</b>	<b>Children are connected to and contribute to their world</b>
<b>Wellbeing</b>	<b>Children have a strong sense of wellbeing</b>
<b>Learning</b>	<b>Children are confident and involved learners</b>
<b>Communication</b>	<b>Children are effective communicators</b>

The programs are planned according to children's individual interests and their developmental needs, along with group and community areas of interest. These are developed through a play based curriculum exploring the indoor and outdoor environments. Educators document children's learning throughout the year and plan learning goals for individual children around these observations in conjunction with parents learning goals for their child. We value our partnership with parents and aim to work towards common goals for children's learning.

More information about the Early Years Learning Framework can be accessed at:  
<https://www.education.gov.au/national-quality-framework-early-childhood-education-and-care-1>

## **PARENTS**

Please feel free to contact the Teacher to discuss any concerns or share information regarding your child. You may like to arrange a time to talk to the teacher out of session or at the end of the session when everyone has left. Any matters regarding your child must be discussed with the Teacher. When discussing your child, it is best not to be done in front of the child. The Co-Educator will take your child and find something for them to play with. Our teachers will give regular feedback on the progress of your child. Your child's teacher can also be contacted by phone on 9729 9731 or via email at [tarralla.kin@kindergarten.vic.gov.au](mailto:tarralla.kin@kindergarten.vic.gov.au)

## **DELIVERY AND COLLECTION OF CHILDREN**

When bringing your child to Kindergarten, please bring your child into the playroom and an educator will greet them. You then need to accompany your child to the bathroom, where they are required to thoroughly wash and dry their hands. The National Education and Care Services Regulations state that each child must be signed in and out of each session. There is an attendance book located in the playroom, which must be signed by the parent or parent's Authorized Nominee. At all times the children must be inside the playroom until the parent/guardian signs the attendance book and collects the child to go home.



In the interest of your child's safety please inform the teacher if you are arriving late or are departing early. The Teacher will greet the child on arrival and say goodbye as the child leaves. The front door is kept locked during the session to ensure the safety and security of your child, so please ensure you **properly close the door** when arriving and leaving. Only staff are allowed to open the door to allow visitors entry into the kindergarten building. Please ensure no other child leaves through the gate as you leave.



At the end of the session children should be collected from within the playroom. Please note session times carefully, and try to bring and collect your child as near to these times as possible. If you must collect your child early or may be late, please advise the staff beforehand if possible, so that any distress to your child can be avoided. Educators have limited time between change over with the next group and would appreciate it if parents are in the foyer when the door to the playroom is opened at the end of each session. A LATE FEE may be charged if children are collected late.

On the child's Enrolment Records parents must write the names of all people who are authorised to collect their child from the Kindergarten. Only the child's parent or people listed as Authorized Nominees are allowed to do so. It is imperative that educators know in writing if someone different will be collecting your child at the end of the session (the National Education and Care Services Regulations require staff to be notified). Only parents or the Authorised Nominees can give written permission for a child to leave the service with an unauthorised person. These forms are available at the sign in areas at the kindergarten and on our website. Persons not known to the educators will be asked to show identification to confirm their identity. Additional Authorised Nominees can be added to the child's enrolment records throughout the year.

The parent may telephone the Centre in an emergency to give permission for someone else to collect their child. Educators are required to document the person's name, address and phone number. This verbal instruction must be referred to another Teacher or Co-Educator who must also hear the message to witness it. This verbal permission must then be given to the Teacher in writing at the parent's next visit to the kindergarten. The educators will give you the appropriate form to complete. Parents can enter the Kindergarten at any time during the operation of the Kindergarten and exchange information about their child with staff.

## **CLOTHING**



Children at Kindergarten are there to learn and have fun, and at this age, this often involves mess. Please send your child in play clothes. We have protective smocks for messy play and every step is taken to protect your child's clothes. We advise you to dress your child in 'kinder friendly' clothes. Long dresses, party shoes, gumboots, thongs etc are difficult and dangerous to play, climb and run in.

It is best if your child's clothes are:

- (a) Easily managed by your child at the toilet. Belts are not a good idea (especially in a rush).
- (b) Easy to be active in, such as climbing, running etc.
- (c) Shoes need to have good grip for climbing – Party shoes can be slippery and dangerous, thongs are not permitted at any time.
- (d) Named (labeled) – please have your child's name on every item of clothing they bring to kinder.
- (e) Between September 1<sup>st</sup> and 30<sup>th</sup> April please dress your child in sun smart clothing (ie clothes which provide good coverage of the skin). Singlet tops and shoe string straps do not provide appropriate protection from the sun.



## **SUNSCREEN, HATS AND SUNSMART CLOTHING**

This Centre is a SUNSMART CENTRE and is committed to ensuring the protection from the harmful effects of exposure to the sun and ultraviolet radiation. As per our Sun Protection Policy, when the daily UV is 3 or above children must wear hats when playing outside and apply sunscreen. From mid August, until the end of April, **Please ensure your child brings a hat** that protects their face, neck and ears i.e. a broad brimmed, legionnaire or bucket hat, and wears clothing for sun protection to every Kindergarten session so they will be able to play outside. Hats will be stored in their hat pockets. When the daily UV is 3 or above, please apply sunscreen to your child's skin as you are dressing them. Remember it is your responsibility to protect their sensitive skin from the damaging rays of the sun. Each child will need to bring a roll on SPF 30+ sunscreen to leave in their hat pocket at kinder. Educators will assist children to apply sunscreen when the UV is three or above according to the sunsmart website and will be re-applied every two hours. Please remember to wear a hat when on Stay and Play, as by wearing a hat you will provide a positive role model for the children.



## **MEDICAL MANAGEMENT PLANS**

If your child has an allergy, anaphylaxis or a diagnosed medical condition, a medical management plan needs to be provided to the kindergarten. This management plan needs to be developed and signed by their treating doctor and has to include a current photograph of your child (please ensure that the photo is clear and your child can be easily identified). Please note that your child is unable to attend kindergarten without a medical management plan, if required. Your child's teacher will develop a Risk Minimisation and Communication plan in consultation with parents, which needs to be completed prior to your child commencing kindergarten. Children will not be able to attend the service without their required medication, which must be well within the use by date. Medications are to be kept in the kitchen in a designated area.



Medical management plan templates are available online:

**Allergy / anaphylaxis:**

[https://www.allergy.org.au/images/stories/anaphylaxis/2018/ASCIA\\_Action\\_Plan\\_Anaphylaxis\\_EpiPen\\_Re\\_d\\_2018.pdf](https://www.allergy.org.au/images/stories/anaphylaxis/2018/ASCIA_Action_Plan_Anaphylaxis_EpiPen_Re_d_2018.pdf)

**Asthma:**

<https://assets.nationalasthma.org.au/resources/AACPED2016-Care-Plan-for-Early-Childhood-A4.pdf>

**Eczema:** [https://www.allergy.org.au/images/pcc/Eczema\\_Action\\_Plan-2015.pdf](https://www.allergy.org.au/images/pcc/Eczema_Action_Plan-2015.pdf)

**Epilepsy:** <https://www.epilepsysmartschools.org.au/epilepsy-management-plan/>

**Diabetes:** please provide a copy of your child's specific management plan, as developed with their treating doctor / diabetes clinic.

**KINDERGARTEN BAGS**

To help with the safe transportation of food and drink, spare clothes and the children's work between Kindergarten and home, it is necessary for your child to bring a bag to every session. It should be large enough to contain your child's clothing items, a change of clothes, insulated lunch box, drink and kindergarten work received at the end of the session.



The children will be bringing their work home. Work is often displayed around the Kindergarten so it may be some weeks before it reaches home.

**SNACK**



The children will have their own snack and drink during the session. Each session, we will have an informal snack time where the child can sit and have something to eat when they are hungry and a formal lunchtime where the group all sit down together. We will be reinforcing social interaction, sharing and table manners during this time. Snack foods could include:

\*fruit

\*carrot sticks

\*cheese sticks

\*rice cakes

\*sultanas

\*dry biscuits

\*dry fruit

\*yoghurt



Please do not send foods such as chips, lollies, chocolate, sweet biscuits AND **PLEASE NOTE THE KINDER IS A NUT FREE ZONE**. We want to reinforce good nutrition practices at snack time, consistent with our Nutrition Policy. Please provide a water-filled drink bottle for your child so they have easy access to water throughout the day. Water will be provided for children who do not bring their own drink. **No cordial or soft drink, water only.**

When purchasing a lunch box and drink bottle, it is a good idea to make sure your child can open it. This encourages independence and means they will not have to wait for an adult to open it each time.



**RUBBISH FREE LUNCHES**

One of the focuses of our Quality Improvement Plan is to continually improve our sustainable practices at kinder. We would like to encourage parents to send as little packaging in the children's lunches to minimize landfill. We appreciated your support. The only exception is muesli or fruit bars which need to be sent to kinder in their original wrapping so that educators can check that these products do not contain nuts.



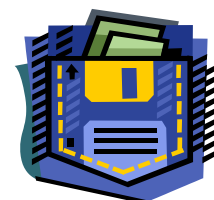
## **LUNCH TIME**



The children will eat their lunch at kindergarten during the four - six hour sessions. We ask that parents provide a healthy lunch for their child. It should be enough to satisfy your child's hunger i.e. what they could eat in 15 minutes. Please ensure that you provide an insulated lunch box when sending yogurt, cheese etc. to kindergarten. We will sit at the tables for lunch or sometimes a picnic outdoors. Each day, please send a drink with your child, **WATER IN A DRINK BOTTLE.**

## **NOTICE BOARD AND POCKETS**

**Please check the notice board and your pocket located in the foyer every session** – this is very important as it would be upsetting if your child missed out on an activity or event because you missed the notice. Information including your fee envelopes, copies of the Kindergarten Newsletter, Fundraising activities and other information and events are distributed via the pockets or sent via email. As part of our sustainability practices we will endeavour to send notices via email, so please check your emails regularly.



## **LIBRARY (FOUR YEAR OLD GROUPS)**

The children enjoy choosing and borrowing books from our kindergarten library. This will begin in third term for the four year old groups. Please provide a library bag to take the book home in and remember to handle all the books carefully. If books are lost or damaged, we ask that the book is replaced by the parent.

## **PARENT LIBRARY**

The parent library is situated in the foyer. Books are available to borrow at any time. Please record the details of any books borrowed in the exercise book provided, after reading please return it so that others can also benefit. We also have a number of resource kits available for parents to borrow, these kits include a range of resources for the kindergarten child and parents on the following topics:



- Having a baby
- Changing Families (Separation and Divorce)
- Family Loss (death)
- Going to Hospital

## **STAY AND PLAY ROSTER**

Research strongly suggests that optimal learning for children is achieved when there is strong collaboration between educators and parents. A 'Stay and Play' roster is drawn up each term and if able, we encourage parents to place their name on the roster two or three times each term. Our parents play a valuable role in our program and the children are always very excited to share the kinder session with their special visitor. A copy of this roster will be located near the "Sign In" book. This is a wonderful opportunity for you to participate in many fun learning experiences and observe your child and their friendships in the kindergarten. We depend on parent help in this way to be able to offer the rich learning experiences and optimal supervision for each child's safety and wellbeing at kindergarten. Grandparents or other family members are welcome to participate in our Stay and Play roster.

Please remember you are welcome into the Kindergarten at any time, so don't hesitate to participate. There are many different ways in which you can help. It may be preferable for you to have some time to spend with your Kindergarten child alone without having to supervise any younger children. If you are unable to make other arrangements, you are most welcome to bring younger children, however, remember, they remain your sole responsibility whilst they are at the Kindergarten. Siblings are welcome to attend with you,

when you “Stay and Play”. At all times they remain the responsibility of the Parent. **Under no circumstances are you able to bring children other than your own to “Stay and Play”.**

## **BIRTHDAYS**

The children enjoy celebrating their birthday with their Kindergarten friends. We celebrate birthdays in the form of singing Happy Birthday, blowing real candles on a model cake, birthday stickers and or card, with the aim that your child will feel special. Some families like to bring a special treat for the birthday child to give out to their kinder friends. We encourage non-food treats, such as bubbles, stickers etc. If bringing food treats they must be **NUT FREE** and be an item which does not require refrigeration. We are happy if children would like to bring a home made treat to share.



Please ensure birthday invitations are not given out during the session - you are most welcome to put the invitations in the notice pockets when the children are not around. This avoids any distress for children who are not invited.

## **HEALTH**

Regular attendance at kindergarten is important. However, if your child has any vomiting or diarrhea within the previous 48 hours, has a temperature or is generally feeling unwell please keep them at home. This is a decision that must be made by you, the parent, and not your child. If a child is sent to the Kindergarten ill, the Teacher will ring you and ask you to collect your child. If your child will be absent from kindergarten please contact your child’s educator and also notify them of any infectious diseases. The Department of Education and Training (DET) specifies a minimum period that your child must be excluded from Kindergarten (see table displayed in the kindergarten foyer and refer to our Dealing with Infectious Diseases Policy). Educators will notify parents of any cases of infectious diseases within the kindergarten by placing a notice in the foyer.



## **HEAD LICE**



Unfortunately this is very prevalent in kindergartens and schools these days, and affects even the best cared for children. **BE EVER VIGILANT** and please notify the Kindergarten if your child does become infected.

Information about identifying and treating head lice can be found at <https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/head-lice-nits>

## **ILLNESS AND EMERGENCY CARE**

If your child is hurt or becomes sick at kindergarten, the educators will call you as soon as possible to arrange for your child to be collected, if necessary. The educators will inform the parent or guardian of any incidents that occur during the session and ask you to sign the necessary paperwork. If a child bumps or knocks their head at kindergarten, the educators are required to phone parents and inform them of the head injury. In consultation with the educators, it is up to the parent if they wish to collect the child from kindergarten following a head injury.

If a child is involved in an accident or incident at kindergarten and is thought to be seriously ill, and the educators believe urgent medical help is needed, they will call for an ambulance straight away. Please be aware that the cost of an ambulance can be costly. It is up to families to decide if they should have ambulance cover.

The kindergarten uses Band-Aids. If you know that your child has previously reacted to Band-Aids please supply your own Band-Aids in a named plastic zip lock bag.

The kindergarten are required to report serious incidents and accidents to the Department of Education and Training (DET). If a child receives medical treatment following an accident or injury at kindergarten, please advise educators as soon as possible so that our records can be noted accordingly.



Medication provided by families for their child is stored securely at the kindergarten. Medication will only be given to children if the medicine is provided in its original container with the child's name and within the use by date. If your child requires medication to be administered during a session please ask an educator for the medication book so you can complete the required details, **educators must have written permission to administer any medication.**

## **IMMUNISATION**

From 28 February 2018, all parents/guardians seeking to enrol their child at an early childhood service must provide an Australian Immunisation Register history statement as evidence that their child is:

- Fully immunised for their age or
- On a vaccination catch-up program or
- Unable to be fully immunised for medical reasons.

For further information: <https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play>

## **THE COMMITTEE OF MANAGEMENT OF TARRALLA KINDERGARTEN**

Tarralla Kindergarten is managed by a Committee of Management and is the "Approved Provider" of the service. The Approved Provider is accountable to the Department of Education and Training (DET) and ensures the kindergarten follows the National Laws and Regulations. All members of the Committee of Management and the Operational committee are volunteers and are enthusiastic and dedicated to work for the benefit of all the children attending the centre. Please support them with any fundraising, social functions and general business.

The Committee addresses the ever-changing needs of the community, and as such places great importance on parental input and opinions. A list of Committee members, together with phone numbers, is displayed on the foyer notice board. Please feel free to contact any member with any comments, requests, questions or suggestions you may have.



## **FEES**

The 2020 fees have been set at (per term):

- Four year old program - \$445
- Wombats program - \$495
- Rosella and Kookaburras program - \$395

A Fees Agreement is required to be signed by each family prior to the commencement of 2020.



Term 1 Fees will be issued at the annual AGM in the year prior to commencement and are due and payable in December of that year. Term 2 – 4, fees are due and payable by the last week in the term prior to each of these terms e.g. Term 2 Fees are due in the last week of Term 1. A fees letter will be placed in your Kindergarten pocket during Term 1 - 3 and can be paid by EFT into the Tarralla Kindergarten bank account or direct transfer at a bank. THE EDUCATORS DO NOT COLLECT FEES AT ANY TIME.

For those experiencing financial difficulties, a payment plan can be organized with the relevant Fees Officer. Please contact your Fees Officer if you have any difficulty in paying the fees. Where a non-payment of fees continues, the service may be denied to the child until all arrears are met. For more information regarding fees please refer to the Fees Policy, a summary of which will be provided to you at the time of enrolment. This is also displayed in the foyer and is located in the Centre Policy Book in the foyer.

Parents or guardians who hold a current Commonwealth Health Care/Pensioner Concession Card are eligible for all the fees to be rebated. To qualify for this rebate the Health Care Card or Concession Card must be PHOTOCOPIED BY YOUR Teacher.

The Victorian State Government offers assistance in the form of a fee subsidy to promote participation in kindergarten and to make kindergarten fees affordable for families in the following categories:

- The child is identified by the parent carer or legal guardian as Aboriginal and/or Torres Strait Islander.
- Commonwealth Health Care Card
- Commonwealth Pensioner Concession Card
- Department of Veteran's Affairs Gold Card or White card
- Refugee Visa – subclass 200
- In-country Special Humanitarian Visa – subclass 201
- Global Special Humanitarian Visa – subclass 202
- Temporary Humanitarian Concern Visa – subclass 786
- Protection Visa – subclass 866
- Emergency Rescue Visa – subclass 203
- Woman at Risk Visa – subclass 204
- Bridging Visas A-E
- The child is identified on their birth certificate as being a multiple birth child (triplets or more)

The fee subsidy will enable families who hold one of these concession cards to access kindergarten at low or no cost. If the Health Care Card/Pensioner Concession card expires during 2020 and new card details are not provided when requested, full fees will apply. Families who are eligible are required to show the relevant card/information to the Nominated Supervisor at the kindergarten for record keeping.

## **FUNDRAISING**



The key fundraising event for Tarralla is the Trivia night, which is a great social event. Other fundraising events may arise, however, every effort will be made to keep this to a minimum and will generally happen in the broader community (e.g. kinder disco, bake sale) in order to reduce any implied obligation upon parents or the kinder community.

## **MAINTENANCE**



Tarralla have a paid maintenance officer to manage regular maintenance and upkeep of the grounds (e.g. mowing of lawns, garden maintenance, play equipment maintenance, etc). We still have voluntary parent working bees when required to ensure the kinder is at its best.



## **SMOKE FREE ENVIRONMENT**



The Kindergarten is designated as a “smoke free environment” and therefore no smoking is allowed in or around the Centre at any time.

## **EVACUATION DRILL**

The kindergarten’s Emergency Management Plan is on display at all times in the foyer and in the kitchen for your reference. Evacuation or lock down drills are conducted during each term with the children.

## **PROVISION FOR DEALING WITH COMPLAINTS**

All families are encouraged to direct any concerns, complaints or feedback to their child’s teacher or the Nominated Supervisor, Chriss Ryan at the kindergarten.

You can also contact the President or Vice President of the Committee of Management. There numbers are displayed in the kindergarten foyer. Alternatively you can contact the Department of Education and Training on 1300 307 415

## **POLICIES OF TARRALLA KINDERGARTEN**

The policies of this kindergarten are written to reflect the requirements of the Education and Care Services National Law Act 2010, the Education and Care Services National Regulations 2011 and the Victorian Government Guide 2016. Families are most welcome to see the policies which are kept in the foyer at the kindergarten.



At Tarralla Kindergarten it is our aim to make your child’s Kindergarten year as enjoyable as possible. The Committee of Management, together with the educators believe that our Kindergarten offers high quality programs that cater for each child’s individual needs.

Our Committee of Management and educators would value any feedback you may wish to offer.

## **MOST IMPORTANT OF ALL - ENJOY YOUR YEAR!**