

2023

PARENT INFORMATION HANDBOOK



ABN 20 847 536 881

38 Gracedale Avenue
Ringwood East VIC 3135

(03) 9729-9731

tarralla.kin@kindergarten.vic.gov.au
www.tarrallakindergarten.org.au

2023 TEACHERS AND CO-EDUCATORS

Four Year Olds Groups:

Teacher
Educator
Educator

KANGAROOS

Sharon Walker
Fiona McCracken-Wood
Wendy Maynes

KOALAS

Angela Mignot
Shelley Garrett
Jade Johnston

Teacher
Educator
Educator

POSSUMS

Kelly-Anne Cleggett
Santina Cristiano
TBA

KOOKABURRAS

Jessica Jones
Kellie Barling
TBA

Three Year Old Groups:

WOMBATS

Teacher
Educator

TBA
Jean Barlis

ROSELLAS

Teacher
Educator

Melissa Smith
Kellie Barling

ECHIDNAS

Teacher
Educator

TBA
TBA



TERM DATES 2023

Term 1: 27 January (educators start)

30 January (children start) to 6 April

Term 2: 24 April to 23 June

Term 3: 10 July to 15 September

Term 4: 2 October to 20 December

SESSIONS – DAYS AND TIMES

Four Year Old Groups

Kangaroos



Monday
Tuesday
Thursday

9:00am - 2:00pm (5hrs)
8:30am - 1:30pm (5hrs)
9:00am - 2:00pm (5hrs)

Koalas



Tuesday
Thursday
Friday

9:00am - 2:30pm (5.5hrs)
11:45am - 4:00pm (4.25hrs)
9:00am - 2:15pm (5.25hrs)

Possums



Monday
Wednesday
Thursday

9:30am - 3:00pm (5.5hrs)
9:30am - 3:00pm (5.5hrs)
8:00am - 12:00pm (4hrs)

Kookaburras



Tuesday
Thursday
Friday

9:30am - 3:00pm (5.5hrs)
12:30pm - 4:30pm (4hrs)
9:30am - 3:00pm (5.5hrs)

Three Year Old Groups

Wombats



Wednesday
Friday

9:00am – 2:00pm (5 hrs)
8:30am – 1:30pm (5 hrs)

Rosellas



Monday
Wednesday

8:30am - 11:30am (3 hrs)
8:30am – 1:30pm (5 hrs)

Echidnas



Monday
Thursday

12:00pm - 4:00pm (4 hrs)
8:15am - 11:15am (3 hrs)

Tarralla Kindergarten acknowledges the support of the Victorian Government.

STARTING KINDERGARTEN

We begin the year with staggered starts to support a smooth transition into 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. If you feel uneasy about leaving, your child will pick up your feelings and may wonder if they are safe. Always say good-bye to your child before you leave.

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, which benefits the group.

During the orientation program the sessions are shortened for the first few weeks, increasing in length each week. 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.



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.

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

The programs are planned according to children's individual interests and their developmental needs, along with group and community areas of interest. Teachers also plan intentional teaching goals for the child and the group. Learning goals 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 your child's teacher to discuss any concerns or share information regarding your child. This may be easier 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 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.

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 sliding door to the kinder is kept locked during the session to ensure the safety and security of your child. Only staff are allowed to open the door to allow visitors entry into the kindergarten building. Please ensure no other child leaves through the sliding door 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 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.

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:

- Easily managed by your child at the toilet. Belts are not a good idea (especially in a rush).
- Easy to be active in, such as climbing, running etc.
- Shoes need to have good grip for climbing – Party shoes can be slippery and dangerous; thongs are not permitted at any time.
- Clearly named (labeled) – please have your child's name on every item of clothing they bring to kinder.
- Please dress your child in sun smart clothing (ie clothes which provide good coverage of the skin). Singlet tops and shoestrings do not provide appropriate protection from the sun.



SUNSCREEN, HATS AND SUNSMART CLOTHING

Tarralla 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:

Anaphylaxis:

https://www.allergy.org.au/images/stories/anaphylaxis/2021/ASCIA_Action_Plan_Anaphylaxis_Red_EpiPen_2021_WEB.pdf

Allergy:

https://www.allergy.org.au/images/stories/anaphylaxis/2021/ASCIA_Action_Plan_Allergic_Reactions_Green_2021_WEB.pdf

Asthma: https://asthma.org.au/wp-content/uploads/2020/08/AAAAP2020-Asthma-Action-Plan-A4_AA-Version_v6.5.pdf

Eczema: https://www.allergy.org.au/images/pcc/ASCIA_Eczema_Action_Plan_2021.pdf

Epilepsy: [Epilepsy Management Plan | Epilepsy Smart Schools - Epilepsy Smart Schools](#)

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, ie jacket, a change of clothes in a plastic bag, insulated lunch box, drink and kindergarten work received at the end of the session. Please place a spare plastic bag in your child's bag for wet clothing or to hold kinder work that may not fit in their kinder bag.



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 | *cheese sticks | *sultanas | *dry fruit |
| *carrot sticks | *rice cakes | *dry biscuits | *yoghurt |



We want to reinforce good nutrition practices at snack time, consistent with our Nutrition Policy. Please do not send foods such as chips, lollies, chocolate, sweet biscuits AND **PLEASE NOTE THE KINDER IS A NUT FREE ZONE.** 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 appreciate your support. The only exception is muesli or fruit bars which need to be sent to kinder in their original wrapping so that, if need be, educators can check that these products do not contain nuts.

LUNCH TIME



The children will eat their lunch at kindergarten during the four – five 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 20 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

Please check the notice board located in the front foyer on arrival. Information including, Fundraising activities, Parent information sessions, School leaflets are placed on this board and are distributed via email, so please also check your emails regularly.



LIBRARY (THREE & FOUR YEAR OLD GROUPS)

The children enjoy choosing and borrowing books from our kindergarten library. This will begin in third term for the three and 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 front 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 several resource kits available for parents to borrow, these kits include a range of resources for the kindergarten child and parents on the following topics:

- We're having a baby
- Changing Families (Separation and Divorce)
- Family Loss (death)
- Going to Hospital
- Friendships



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 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. **Under no circumstances are you able to bring children other than your own to "Stay and Play".**

Please note that if you would like to do Stay and Play you must have a current Working with Children

Check. Working with Children Cards can be obtained very easily by applying online at <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>. As a volunteer this is a free service. Once you have received your WWC Card please then email our Admin Officer at admin@tarrallakindergarten.org.au so they can note down the card number. Please note that if you already have a VIT registration then there is no need to also obtain a WWC Card. Please email through your VIT Registration number instead for our files.

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.

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 immediately. If your child will be absent from kindergarten, please contact your child's educator and 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.



HEAD LICE



Unfortunately head lice 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 is 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, dosage required 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**. Medication must be given to the educators and not stored in the child's kindergarten bag.

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

Tarralla Kindergarten have opted in to receive the State government 'Free kinder' funding for 2023. As such there will be no term fees for all programs for 2023.

We charge a \$100 refundable enrolment fee at time of acceptance of your place at Tarralla which will be refunded once all enrolment information has been submitted.



For more information regarding fees please refer to the Fees Policy which is located on our website under <https://www.tarrallakindergarten.org.au/documents-policies/>

The Department of Education require kindergartens to obtain information from all families to see if they fall under any of the below categories – this helps to align new policies and issue funding accordingly.

- 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)

Families who fall under any of these categories are required to show the relevant card/information to the Enrolment Officer for record keeping.

FUNDRAISING



The key fundraising event for Tarralla is the Trivia night / Bogan Bingo, 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 Evacuation Plan is on display at all exits for your reference. Evacuation or lock down drills are conducted during each term with the children.

CURRICULUM DAYS

During the year, the kinder may schedule two curriculum days for team professional development or to support curriculum planning. Notification will be sent out at least two weeks prior to the curriculum day to assist parents in making other arrangements for these days.

PROVISION FOR DEALING WITH COMPLAINTS

All families are encouraged to direct any concerns, complaints or feedback to their child’s teacher, the Nominated Supervisor Jessica Jones, or the Director Melissa Smith 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 and are available on our website.



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. We value our sense of community and hope your family quickly feels part of our Tarralla family. The kindergarten years are a very special time, and we look forward to sharing this time with you.

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

MOST IMPORTANT OF ALL - ENJOY YOUR YEAR!

