



PARENT HANDBOOK

2020



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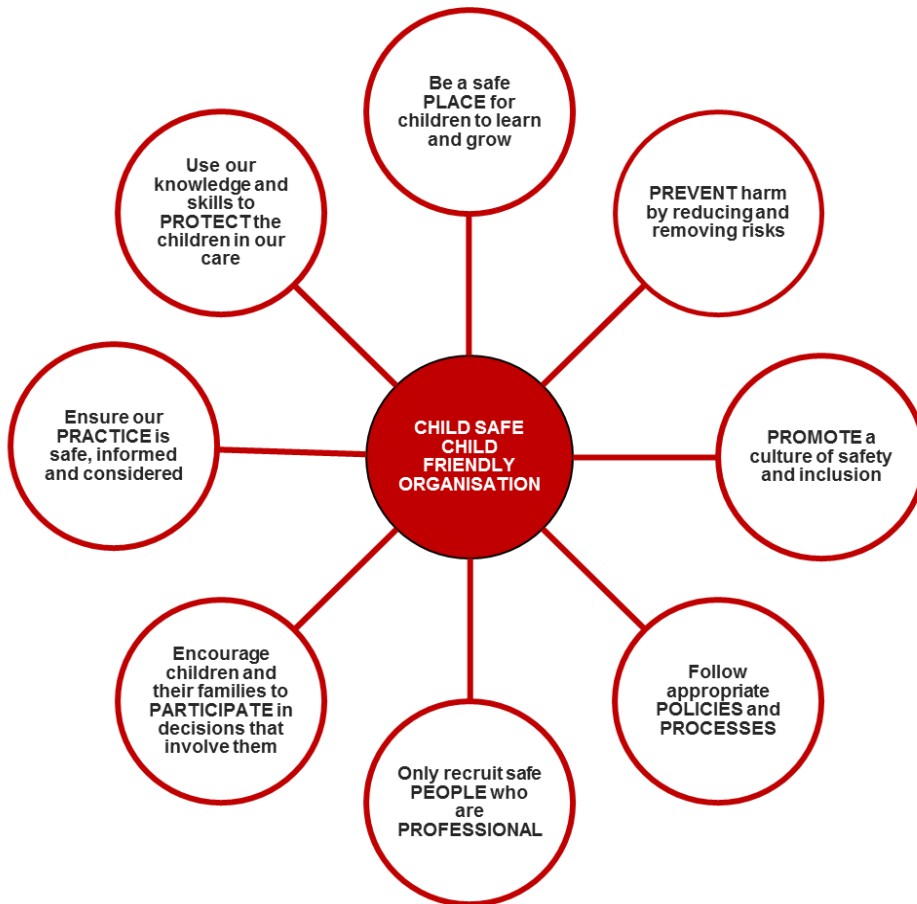




Clifton Springs Preschool Child Safe & Child Friendly Statement of Commitment

***“Clifton Springs Preschool is committed to being a
Child Safe and Child Friendly organization.”***

***Clifton Springs Preschool is committed to the rights of
all children to feel safe and be safe, at all times.”***





Acknowledgment of Country

*We wish to acknowledge the Wathaurong People
as the Traditional Custodians of the land on which we stand.*

*We thank the Traditional Owners for their custodianship of the land and celebrate the continuing living Culture
of the Aboriginal people.*

We pay respect to their Ancestors and Elders both past and present and emerging.

Welcome!

Philosophy - Belonging, Being and Becoming at Clifton Springs Preschool

At Clifton Springs Preschool we are committed to providing a *safe* and *friendly* environment in which to play and grow. We value the uniqueness of each child and respect their rights. As educators we value the spontaneity of our role and recognize that humour is a large part of belonging.

It is important for the children's learning to be understood as a journey, to be progressive and to acknowledge the process. We believe all of the children should be able to reach their full potential, feeling both safe and challenged. Our programming and environment are instrumental in encouraging children to learn through their play. We create an environment that provides children with opportunities for individual, collaborative, active and passive play.

Our learning experiences are presented to allow the children choice, and cater to their learning and development. Having a good sense of identity, good self-esteem and confidence are life skills and will help children grow and develop to their fullest potential and we aim to assist each child in becoming a valued member of our centre.

Educators at Clifton Springs work as a collaborative team to facilitate children's learning through open ended questioning, modelling, responding to children's ideas and voice, taking advantage of learning opportunities and incorporating them into programming.

We have a commitment to the implementation of the Victorian Early Years Learning and Development Framework, which encourages an evolving educational program, responding to all children's interests and needs.

Educators assess the children's learning and development through ongoing observations, documentation, planning, implementation, evaluation and reflection.

At Clifton Springs we aim for an inclusive program by encouraging all stakeholders (children, families and educators) to have a voice and feel included, and by respecting different cultures and values.

The connection between the family and preschool is very important. Families are encouraged to share their skills, knowledge and interests. Their feedback / input is welcomed and valued. We recognize that families come from a variety of cultural backgrounds and we endeavour to reflect the diversity of our community.

Our programming and environment supports children's learning and development through play, and is a place where adults and children come together to become partners in the evolution of the program. Our educators believe in both child and adult initiated learning. We scaffold children's learning to encourage the children to become resilient, confident learners, who are excited to explore and discover the world around them.

We develop strong partnerships with variety professionals within the early childhood education industry to support and foster the best possible outcomes for each child.

Most of all we want everyone within the preschool environment to have fun and take away happy memories of their time spent at Clifton Springs.



Educators and Staff

Early Childhood Educators



Lisa Seekamp

Diploma of Teaching Early Childhood
Nominated Supervisor
Educational Leader



Laura Polgar

Bachelor of Early Childhood Education

Early Childhood Educators



Sharon Taylor

Diploma in Early
Childhood and Care



Rebecca Kotwic (Bec)

Cert III Children's
Services

Office Management



Sandra Gregory (Wednesday, Thursday, Friday)



COMMITTEE OF MANAGEMENT

We are a preschool that values our family's participation and partnership to ensure every child is provided the best early learning experience we can offer. As you have chosen to enrol your child with us you are aware, we are a smaller, not for profit community preschool. This means we rely on our families to contribute to our committee that are responsible for supporting the organisational requirements of the preschool.

As a member of Clifton Springs Preschool, we recommend you participate in the committee meetings while your child attends. This ensures the service continues to meet the needs of the families who attend and the requirements of our funding body. Participation is not just for parents, please feel welcome to invite grandparents and special people in your child's lives who would like to be involved in the preschool and your child's early learning experience. We value your contribution and look forward to sharing ideas to support Clifton Springs Preschool.

The Committee is elected at the Annual General Meeting and meets regularly (usually monthly) to discuss the needs of the Centre in addition to hearing the Treasurer's, Educators' and other reports. Responsibilities include employment of Educators, equipment approval, and compliance to regulations, insurance and fundraising.

Term Dates 2020

Term 1: 28th January 2020 – 27th March 2020

Term 2: 14th April 2020 – 26th June 2020



Term 3: 13th July 2020 – 18th September 2020

Term 4: 5th October 2020 – 18th December 2020

Public holidays, Educators planning and preparation days

Throughout the year the kinder follows all public holidays, therefore no sessions will operate on these days. Educators also have two planning and preparation days during the year which will be student free. These days will be chosen at the Committee and Educator's discretion.

Session Times and Days

<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
 8.30-10.30am (Joey 3yr old Group)	8.30-1.30 Blue, Yellow, Purple	8.30 -1.30 Red, Green, Yellow	8.30-1.30 Blue, Red, Purple	8.30 -1.30 Green, Yellow, Purple
11.15-4.15 Blue, Red, Green		 2.15-4.15pm (Joey 3yr old Group)		



Fees

As part of the budget process, the Committee of Management sets fees each year for the programs offered by Clifton Springs Pre School, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the per capita funding and Kindergarten Fee Subsidy
- the availability of other income sources, such as grants
- the fees charged by similar kindergartens in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards.

Kinder fees are split into four terms. Each term invoices will be placed in your child's Notice Pocket with payment details included. The first invoice will be sent prior to Term 1. Subsequent invoices will be placed in Notice Pockets two weeks prior to the end of Terms 1, 2 and 3. All accounts are to be paid by the due date on the invoice. If you are unable to pay by the due date or you have any queries regarding fees, please contact the Admin in the office (03 5251 3158) or alternatively email cliftonsprings.kin@gmail.com.

Four Year Old Kinder FEES

\$350.00 per term (this includes all excursion / incursion fees)

Joey Group (3YO) FEES

\$310.00 per term

These fees are valid for 2020

Fee Payment Options

All your child's kindergarten fees must be paid directly into the Bendigo Bank, no cash or cheques will be accepted at the kindergarten for payment of term fees.

Option 1	<p>Internet banking - Your invoice for each term will contain all the required banking details.</p> <p>Account Name: Clifton Springs Preschool Inc BSB: 633 000 Account Number: 161089883 Reference: Child's Surname</p>
Option 2	<p>Direct Deposit - You may take cash or a cheque into any Bendigo Bank branch and ask to deposit it into the kindergarten's account.</p> <p>Account Name: Clifton Springs Preschool Inc BSB: 633 000 Account Number: 161089883 Reference: Child's Surname</p> <p>You must ask the teller to include your invoice number as an 'agent number' to identify you as the payee as well as your child's surname.</p>
Option 3	<p>Credit Card (in person) – Square credit card reader available for use in the office.</p>
Option 4	<p>Centrepay – Centrepay is a bill paying service, free for Centrelink customers. Use Centrepay to arrange regular deductions from your Centrelink payment.</p>



Late Fee Payments Schedule

At Clifton Springs Preschool, our aim is to provide an affordable service to our community.

The 3 Year Old program is **not** government funded, which means relying solely on fees to pay teachers, the Preschool cannot be flexible with payments, as we cannot afford to.

Clifton Springs Preschool is one of the few remaining centres offering this program and we want to ensure 3 year olds in our community get the opportunity to attend our centre.

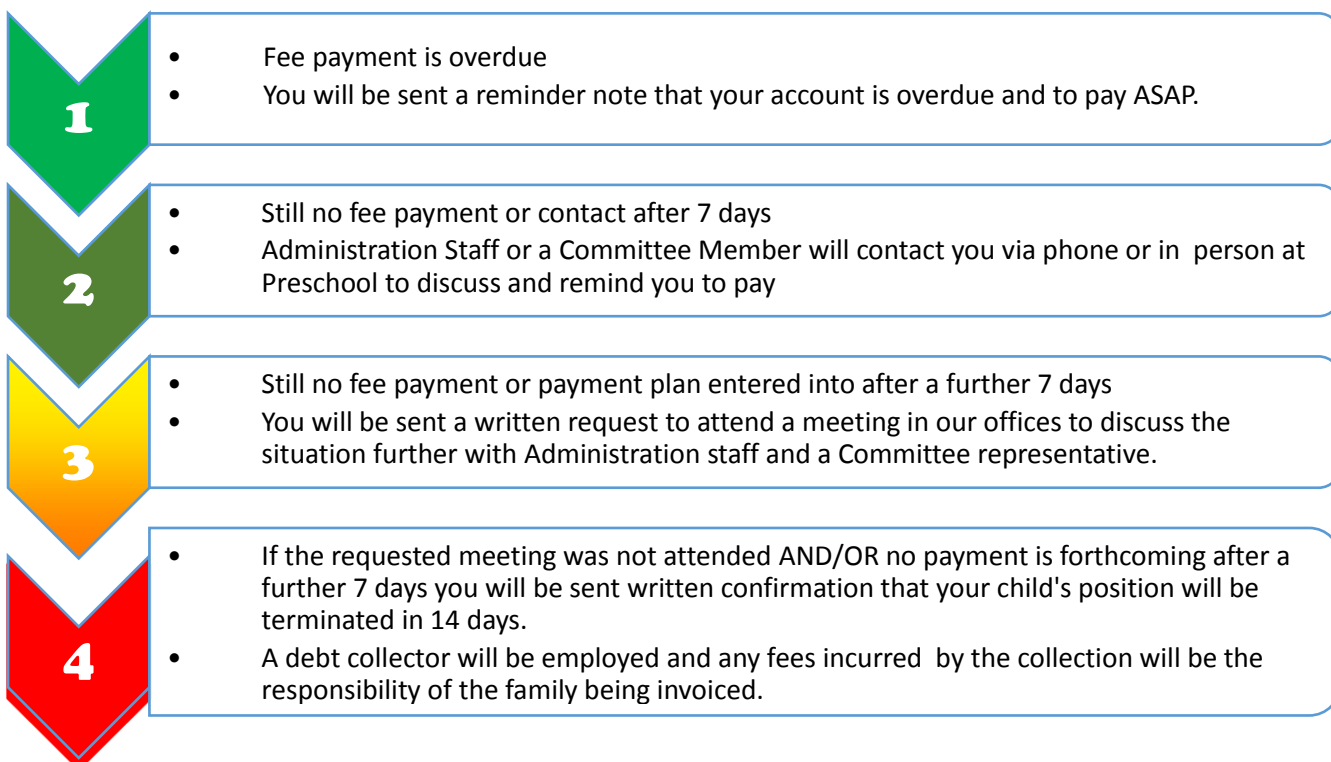
Our 4 Year Old Preschool program is partially subsidised by the government. We rely on fees from families to support administration and bookkeeping services; day to day running of our service and special programs such as music and sports. It may also be used to update our facilities, an example being the major renovations we conducted in 2014 to our outdoor area.

Lastly, due to political changes and resulting staff : child ratios, it is important the Preschool maintain 'rainy day' funds to obtain additional staff and carry out professional development and training.

What happens if I don't pay?

We understand families can face financial hardship. Consequently, we are open to discussions about flexible payment arrangements. If you are in this situation you MUST contact Sandra Gregory in the Preschool office ASAP to discuss, it is your responsibility to do so.

Below is a schedule of steps taken by Clifton Springs Preschool to deal with late fee payments;



Please do not hesitate to contact us if you have any questions regarding the centre, its policies. Committee members, Educators and Staff are more than happy to answer your queries.

Fee Policy is available for parents to read, in the office.



4 Year Old Kindergarten Program Eligibility

Children must turn 4 years old before 30th April to attend the 4YO program.

Parents of children turning 4 years old from January to April have the option of deferring their child's enrolment until the following year.

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing a 4 year old kindergarten program. Clifton Springs Pre School meets the balance of cost through charging fees.

All children are eligible to attend a funded kindergarten program of 15 hours per week for 40 weeks (or 600 hours) in the year before school.

A second year of kindergarten may be considered when a child shows delays in key outcomes of learning and development.



Joey Group - 3 Year Old Kindergarten Program Eligibility

Children are eligible for attendance in the three-year-old kindergarten program provided they have turned three prior to commencement. Children will only be able to attend a second year of three-year-old kindergarten in exceptional circumstances (after consideration by the Approved Provider) or when all eligible children on the waiting list have been offered a place.

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three.

Three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection may be eligible for the Early Start Kindergarten program. This scheme provides funding to enable children to attend a kindergarten program that is planned and delivered by an early childhood teacher for a specific number of hours. Details are available at: www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria

For further information about eligibility and priority of access criteria please access the 'Enrolment and Orientation Policy', available in the Kindergarten Office.

Fee Contract

A fee contract will be given to you to read, sign and return to Kinder. This document has been set up by the Committee of Management to ensure parents are aware of how our fee structure operates, what is expected of them as clients of our Centre, and what is available to them in the instance of a change in financial circumstances.

Payment plans are available from the start of the year. This is a legally binding contract which will be kept on record by the Centre.

Kindergarten Fee Subsidy

A state government subsidy paid in addition to per capita grants to subsidise the costs of parent fees and enable eligible children to attend a funded kindergarten for 15 hours free of charge.

To receive your subsidy your card will need to be provided to the kindergarten.

All Aboriginal or Torres Strait Islander children are also eligible for the subsidy.



Fee Refunds

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees (and fee deposit, where appropriate) will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply – these are at the discretion of the Committee of Management. There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.



Preparing for Kinder

What to bring





Most things are supplied by the Kinder, such as smocks, hand towels and sunhats for September-April.

- **Spare clothes:** Please put a set in your child's bag in case of an accident or just messy play. Some children feel more comfortable changing into their own clothes. Please remember to change these over from summer to winter & vice versa.
- **Coats / Boots/ gloves/etc.:** Your child will be required to wear protective clothing during the colder months, as we continue to play outdoors.
- **Drink Bottle:** Please send along a named drink bottle, containing WATER ONLY for your child to keep in their locker to access anytime they are thirsty.
- **Snack/Lunch Boxes:** Snack/Lunch boxes are to be brought along each session. Your child's snack/lunch box must be clearly **NAMED**. Please make sure your child is able to open & close their own snack box and/or lunch bag.

Please name all of your child's belongings.

AT KINDER WE PROMOTE HEALTHY EATING AND ACTIVE PLAY

CHILDREN SHOULD ONLY BRING EVERYDAY FOOD TO KINDER AND LEAVE SOMETIMES FOOD FOR HOME. At snack and lunch times we will be aiming to educate children about nutrition, healthy eating and reducing waste.

FOR SNACK	FRESH FRUIT OR VEGETABLES DRIED FRUIT CRACKERS 	NO NUTS OF ANY KIND OR ANY PACKAGED BARS NO SUGARY ITEMS NO CHEWING GUM NO BISCUITS, CHIPS OR CAKE 
FOR LUNCH	HEALTHY SANDWICH, WRAP OR ROLL 	NO NUTS OF ANY KIND OR ANY PACKAGED BARS NO PEANUT BUTTER NO NUTELLA OR OTHER NUT SPREADS 

During the 4YO sessions we have 1 snack break and 1 lunch break.

During the Joey Group (3YO) sessions we have 1 snack break

There is no refrigerator available at the Kindergarten for the storage of lunchboxes; therefore meat and cheese are to be brought at the discretion of the parent.

Please keep in mind that we have a **“no nuts”** policy.

Parents will be notified of allergies that may cause anaphylaxis and foods that need to be excluded.

The kinder will provide water to drink although we request your child brings a named water bottle each session.



FOR A HEALTHY LUNCHBOX **PICK & MIX** SOMETHING FROM EACH GROUP 1-6!



Developed in conjunction with the Achievement Program to support a whole-school approach to healthy eating.



FOR A HEALTHY LUNCHBOX **PICK & MIX** SOMETHING FROM EACH GROUP 1-6!

FRUIT 1	VEGETABLES 2	MILK, YOGHURT AND CHEESE 3	MEAT OR MEAT ALTERNATIVE 4	GRAIN AND CEREAL FOOD 5	WATER 6
<p>FRESH FRUIT</p> <ul style="list-style-type: none"> • Apple • Banana • Mandarin • Orange quarters • Passionfruit halves (with spoon) • Watermelon, honeydew, rockmelon chunks • Pineapple chunks • Grapes • Plums • Nectarines, peaches, Apricots • Strawberries • Cherries • Kiwifruit halves (with spoon) • Pear <p>MIXED FRUIT</p> <ul style="list-style-type: none"> • Fruit salad • Fruit kebabs <p>DRIED FRUIT</p> <ul style="list-style-type: none"> • Dried fruit, nut, popcorn mixes* <p>TINNED FRUIT/SNACK PACKS/CUPS</p> <ul style="list-style-type: none"> • In natural juice (not syrup) 	<p>FRESH CRUNCHY VEGIES</p> <ul style="list-style-type: none"> • Corn cobs • Carrot sticks • Capsicum sticks • Green beans • Cucumber sticks • Celery sticks • Snow peas • Tomatoes (e.g. cherry and Roma tomatoes) • Mushroom pieces <p>Can serve with either:</p> <ul style="list-style-type: none"> • Hummus • Tomato salsa • Tatziki • Beetroot dip • Natural yoghurt <p>SALADS</p> <ul style="list-style-type: none"> • Coleslaw and potato salad (reduced fat dressing) • Mexican bean, tomato, lettuce and cheese salad • Pesto pasta salad* <p>BAKED ITEMS</p> <ul style="list-style-type: none"> • Grilled or roasted vegetables • Wholemeal vegetable muffins or scones • Vegetable slice (with grated zucchini and carrot) • Popcorn <p>SOUP (In small thermos)</p> <ul style="list-style-type: none"> • Pumpkin soup • Potato and leek soup • Chicken and corn soup 	<ul style="list-style-type: none"> • Milk • Calcium-enriched soy and other plant-based milks • Yoghurt (frozen overnight) • Custard <p>Tip:</p> <ul style="list-style-type: none"> • Freeze the night before to keep cool during the day <ul style="list-style-type: none"> • Cheese cubes, sticks or slices • Cottage or ricotta cheese • Cream cheese • Tatziki dip <p>Can serve with either:</p> <ul style="list-style-type: none"> • Fruit • Wholegrain cereal, low in sugar • Vegetable sticks • Rice and corn cakes • Wholegrain wheat crackers 	<ul style="list-style-type: none"> • Tinned tuna or salmon in springwater • Lean roast or grilled meats (e.g. beef, chicken, kangaroo) • Falafel balls • Lean meat or chicken patties • Tinned tuna or salmon patties • Lentil patties • Lean deli meats (e.g. ham, silveride, chicken) • Boiled eggs • Baked beans (canned) • Tofu cubes • Hummus dip • Lean meat or chicken kebab sticks • Peanut butter* <p>Can serve with:</p> <ul style="list-style-type: none"> • Wholegrain sandwich, roll, pita or wrap bread with salad • Rice and corn cakes • Wholegrain wheat crackers • Side salad <ul style="list-style-type: none"> • Vegetable frittata • Skinless chicken drumsticks • Savoury muffins or scones (e.g. lean ham, cheese and shallots) • Homemade pizzas with lean roast or deli meats and vegetables <p>Can serve with:</p> <ul style="list-style-type: none"> • Side salad • Steamed or roasted vegetables 	<p>MAINS</p> <ul style="list-style-type: none"> • Wraps • Sandwiches • Rolls • Toasted sandwiches <p>Tip: Use breads such as wholemeal, multigrain, rye, sourdough, pita, flat, corn, mountain, lavash, white fibre-enriched, soy and linseed, herb, naan, bagels, foccacias, fruit bread and English muffins.</p> <ul style="list-style-type: none"> • Pasta dishes • Rice, quinoa or couscous dishes • Noodle dishes • Sushi <p>SAVORY BAKED ITEMS</p> <ul style="list-style-type: none"> - Homemade pizzas - Wholemeal savoury muffins or scones (e.g. ham, cheese and corn muffins) - Vegetable based muffins - Pasta or noodle bake <p>SWEET BAKED ITEMS</p> <ul style="list-style-type: none"> • Fruit loaf • Wholemeal fruit based muffins <p>SNACKS</p> <ul style="list-style-type: none"> • High fibre, low sugar cereal (e.g. muesli) • English muffins • Crackers • Crisps/spreads • Rice cakes • Corn thins • Wholemeal scones • Pikelets • Crumpets • Hot cross buns (no icing) 	<ul style="list-style-type: none"> • Take a water bottle (for refilling throughout the day) <p>Tip:</p> <ul style="list-style-type: none"> • Freeze overnight to keep foods cool in lunchboxes <p>Sweet and savoury snack foods (e.g. muesli/fruit/nut bars, biscuits, crisps, cakes, muffins, slices) should be limited in lunchboxes. They can lead to excess energy intake if consumed in large amounts.</p> <p>Sugar sweetened drinks and confectionery should not be provided in lunchboxes. They can lead to excess energy intake and tooth decay.</p>

For more information about healthy eating and for many tasty recipes, visit the the Healthy Eating Advisory Service: <http://heas.health.vic.gov.au/>



What to wear

Please send children in work clothes (even though we do supply protective clothing) for activities such as artwork and water play, as these are all very important activities for their learning and development.

Also, please try to dress children in clothes that they can manage to undo so they can independently use the toilet.

Warm clothes including a coat and hat should be provided in the winter months. A named sunhat will be provided for the children to be worn during from September to April each year (in accordance with our sun protection policy).

Children are not permitted to wear singlets or dresses with straps (shoulders visible), when playing outside.

Closed toe footwear which is suitable for climbing is recommended.

Sun Protection



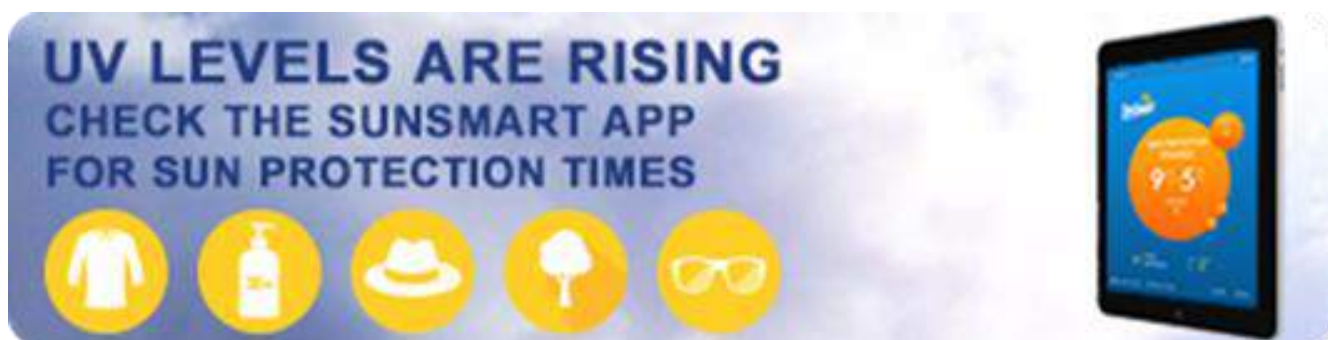
All children must have sunscreen applied by Parents, prior to commencement of every session during September through to April. Educators will only reapply sunscreen during the 5 hour 4 year old group sessions. Kinder uses Woolworths Every Day Sunscreen SPF 50+. If your child requires their own sunscreen, please see Educators.

The Clifton Springs policy on Sun Protection details the measures the kindergarten will take during September through to April with regards to protecting the children from the harmful effects of UV. ***It also details the requirement of parents/guardians to ensure that sunscreen is applied to their child before arrival at the centre during these months.*** A copy of this policy can be emailed to you and can be found at the centre.

The Kinder provides each child with a named sun smart hat that stays at Kinder in their child's locker.

Sunscreen is always available at the sign in book for parents to use on their child.

The SunSmart App is checked on a daily basis.



Regular Outings

4 Year Old Groups Only

A regular outing is an excursion undertaken on a regular basis. We would like to use the tree and grass area adjacent to the Kinder for more active / running play as part of educational program.

There will be no roads to cross and we will walk along the path to get to the area.

Excursions including REGULAR OUTINGS, provide valuable opportunities for children to explore the wider community and extend the educational program. All National Care & Education Regulations apply to excursions and regular outings.

A first Aid kit, required medication, mobile phone and emergency contacts will be taken on all excursions.

Authorisation for **regular outings** is only required to be signed once every 12 months. Other Excursions will require individual authorisations.

Health and Safety

Illness:

Please do not send your child if they are unwell as it is unfair to both children and adults.

Please ring: 03 5251 3158

If your child has an infectious disease, a note will be displayed to alert families. You or your child will NOT be identified. If unsure about your child's condition, please phone the Kinder before bringing them in.

Kindergarten is a very educational and valuable year, so please ensure that your child attends regularly (when they are healthy) and any absence is kept to a minimum.

The DHS School Exclusion Table is located in the foyer and available on the website <http://docs.health.vic.gov.au>.

Asthma/Anaphylaxis/Allergy/Other Medical Conditions:

Centre policy states that "every child with asthma/anaphylaxis/other medical conditions attending the Centre should have a written management plan filled out by their family doctor or paediatrician, in consultation with the parent/guardian. A risk minimisation and communication plan also needs to be completed in consultation with your Childs educator". A copy of these plans will be given to each family on orientation day and must be filled out appropriately and returned completed BEFORE the start of the kinder year. Plans must be available and displayed before your child's first session. A copy of our asthma/anaphylaxis/other medical conditions policies will be given to families and are also available at the kindergarten.



No Jab No Play

All parents/guardians seeking to enrol their child at Clifton Springs Pre School must provide 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

Parents/guardians must obtain a copy of their child's most recent Immunisation History Statement (as image below) from the Australian Childhood Immunisation Register (ACIR) as evidence of their child's immunisation.

Children cannot attend kindergarten until the Immunisation History Statement has been provided.

The screenshot shows the Medicare online accounts interface. The main heading is "Immunisation History Statement". Below this, there is a download link for the PDF version of the statement. The statement itself is titled "Immunisation history statement" and includes the following details:

- As at: 28 March 2017
- For: AMY JOHNS
- Date of birth: 10 October 2008
- Immunisation status: not up to date

Below the details is a table with columns: Schedule, Date given, Immunisation, and Brand name given. The table shows "No Immunisation Services Recorded".

Schedule	Date given	Immunisation	Brand name given
No Immunisation Services Recorded			
Next immunisation's due		Date Due	
Diphtheria Tetanus Pertussis		10 Dec 2008	
Hepatitis B		10 Dec 2008	
Polio		10 Dec 2008	
Measles Mumps Rubella		10 Oct 2009	
Meningococcal C		10 Oct 2009	
Varicella		10 Apr 2010	
History			

At the bottom of the statement, there are two buttons: "Request New Statement" and "RETURN TO ONLINE ACCOUNT".

To request an Immunisation History Statement contact the ACIR:

- phone 1800 653 809, email acir@medicareaustralia.gov.au
- visit [Medicare Australia Online](#), visit a Medicare or Centrelink Office

Starting Kinder

Arrivals and Departures

Each time you bring your child, come right inside as we like to say Hello and Goodbye. This also gives us the opportunity to share information about your child and gives you a chance to ask questions or inform us of anything we may need to know about your child.

Under the Education and Care Services National Regulations all children must be **signed in and out upon entering and leaving the building**. We also ask that you be time specific and note the exact time e.g. 9:06am or 12:04pm and **please write your name, not 'mum/dad'** as it is a legal document. This rule protects your child and it is very important to remember – we cannot take responsibility for your child unless they are signed in. Please inform others who may bring or collect your child. Please ask anyone we don't know to introduce themselves before asking for your child.

Please call Kinder to let an Educator and your child know if someone other than a parent will be picking up your child.

All people collecting your child must be authorised to do so and be one of the carers/contacts either:

- ✓ On enrolment form
- ✓ On separate written consent signed by parent/guardian

People that we have not met before will be required to show photo I.D. before they will be allowed to take your child.

To ensure the safety of your child, those dropping off or collecting your child must be over the age of 16.

The sign in/out book is located in the foyer.

***The Kinder door will be locked ½ hour after commencement of each session.
Parent's welcome anytime.***

Please ring the doorbell if front door is locked.

Gate and Front Door Safety

Please remember to close the front door and gate on entering and leaving.

***PLEASE CHECK YOU ONLY HAVE YOUR CHILD/CHILDREN WITH YOU WHEN LEAVING THE GROUNDS;
NEVER LET A CHILD OUTSIDE THE GATE UNLESS THEY ARE IN YOUR CARE.***

Do not hold the gates open for anyone, as this is when children are likely to get out.

Do not allow your child to swing on the gates.



Settling in

All children react in their own different ways to the first few days of separation. Some settle very quickly, others take longer, some appear to be settled for days or even weeks, then have difficulties.

It is important to be positive and happy about their start. Come in and stay for a few minutes, join in an activity and then tell your child that you are going and will be back after story time and then go. If there are tears they usually stop shortly after parents leave. The longer you make the parting, the harder it will be for you both. Some children will require a longer part-time introduction, and we will discuss this with you if necessary.

At the beginning of the kinder year your child's Educators will have planned for smaller group settling in times. This:

- Allows time for children to become familiar with their new kinder environment, or kinder room and Educators.
- Gives an opportunity for Educators, children and parents to get to know one another. With a smaller amount of people in the room this is far easier to do. It is also a chance to get to know new faces and feel comfortable.
- Makes it easier to spend time dealing with separation issues which often arise if starting kinder for the first time, or when dealing with new children and/or Educators.
- Allows children to become more familiar with their kinder session routines when there are only a few children in the group. Educators can help them out more effectively in a smaller group; talk to them and explain things i.e. why we wash hands before milk and fruit or where each child's basket and hooks for bags and towels are.
- Gives more time for Educators to record and maintain individual observations on each child who attends the centre. At the start of the year it is important Educators keep their preparation time in order to record information on each child so they have grounds to start planning for a developmentally appropriate program for each child.

A home toy is permitted if required for security/settling purposes, but generally we prefer toys to stay home so that they do not get broken or lost.

Most children will cope more readily and happily with a larger group of children if they are already familiar with their kinder environment, Educators and routines.

Parent/Teacher Appointments

Educators speak to parents daily about their child's day at kinder. Parents are welcome to make an appointment for a sit down discussion about their child's progress throughout the year. Lisa Seekamp, Educational Leader, is available in the office on a Wednesdays. Please make an appointment time with Sandra Gregory, Office Administrator.



During Sessions

Visitors

Clifton Springs Preschool have visitors who attend the kinder during sessions. These visitors may include:

- other professionals who work individually with children and support educators
- Supplier representatives
- COGG employees (maintenance)
- Family members with a special talent
- Grandparents/special friends
- Volunteers helping out
- Students on work experience

We also have a variety of Incursions/ Excursions which change from year to year depending on the children's interests and the ongoing program. All incursions and excursion are risk assessed to ensure the safety of the children. Parental consent is also sought as required.

Parents also sign a Regular Outings Permission at the beginning of the year so that educators can take children out of the centre and utilise the park area adjacent to the kinder. Parents are notified in advance when we are going to use our Regular Outing Permission.

Birthdays

Many of our families enjoy celebrating birthdays at kinder. We will sing "Happy Birthday" and endeavour to make the Birthday Child feel most special. Children are asked to bring their favourite book from home. Families are welcome to come along at the end of session to sing Happy Birthday. Children will also choose a gift from the Birthday box to take home.

If your family does not celebrate birthdays we are happy to celebrate a specific day with your child on a date that you decide. Your child can make a special hat and take a small gift home from kinder.

Due to health regulations in regard to food preparation and handling and to our program promoting healthy eating we ask parents not to bring any food (other than normal snack) to kinder on the day of their child's birthday.

PLEASE DO NOT BRING ANY FOOD FOR YOUR CHILD TO SHARE, INCLUDING LOLLIES, CHOCOLATES, CAKES ETC. PLEASE ALSO DO NOT PUT ANY FOOD ITEMS IN OTHER CHILDREN'S NOTICE POCKETS

Communication

There are several means of communication between Educators, committee and parents at the Centre. Noticeboards at the entrance foyer and within the kinder classrooms have various notices, pamphlets etc. displayed from time to time for your information. Important notices on a daily basis are placed at the sign-in books for you to see. We also send out notices and important information via email and through your child's communication pocket in the foyer, please check these regularly.

Social Media

Facebook is another means by which we aim to pass on general information so if you are a Facebook user, please like us.

Newsletters

Newsletters are sent out, via email, after the monthly committee meeting. Parents may request a paper copy.

Please see Sandra in the office if you require paper notices/newsletters.



Phone Tree

A phone tree is set up each year to inform parents of an emergency situation Clifton Springs Pre School. The phone tree has a coordinator, who will be a member of the Committee of Management.

Your emergency contact numbers are given to the coordinator of your child's group. The coordinator will have a pre-scripted text that will be sent out to all the parents in the group. Parents are requested not to attend kindergarten or try to contact kindergarten in an emergency situation. The Phone Tree coordinator will be advised when the kindergarten has been given the all clear by authorities. The coordinator will relay this message to all parents on the phone tree list.

Car Parking

There is limited parking in the kindergarten grounds.

One car park is reserved for the Maternal and Child Health Nurse and one for Disability Card holders.

Please do not use these car parks unless you have authority to do so.

There are only a few parks available close to the door, so please be considerate of others and move your car as soon as you have collected your child. Please do not park behind car park spaces, this is illegal and creates a danger to children when entering or leaving the pre-school. On street parking is available, although please observe the parking signage so as not to incur a fine by City of Greater Geelong (COGG).



E-mail Address

If you wish to send the Educator's an email, the address is: clifton.springs.kin@kindergarten.vic.gov.au

If you wish to send the Office Administrator an email, the address is clifton.springs.kin@gmail.com

If you don't have an email account, please let us know and we will provide hard copies of notifications.

Change of address / telephone number / email address

It is essential that all changes be notified to Educators/Staff immediately so that records can be kept up to date.

Fire Drill and Emergency Evacuation Procedures

The Education and Care Services National Regulations require kindergartens to practice emergency evacuations. The evacuation procedures are displayed at the kindergarten and emergency evacuation and lock down procedures are practiced with the children once each term in case of a real emergency.

Smoke Free Environment

A no smoking policy applies to all kindergarten buildings and playgrounds.

Smoking is banned within four metres of all entrances to the premises.

Concerns

If you have any concerns, queries or would like to discuss your child's progress please make a time to have a sit down chat with educators. Parent /Educator Appointment times are available on Thursdays and Fridays throughout the year, by appointment. Please contact Sandra in the office to make an appointment.

Complaints

Any complaints that cannot be handled by the educators should be directed to the President of the Committee of Management. This can be done by placing a written letter in the President's tray located in the office or addressing an email marked attention: President.

A Children's Services Authorised Officer can be contacted at any time to discuss and clarify issues around the Education and Care Services National Law Act & Education and Care Services National Regulations. (Department of Education & Training – South Western Victoria Region

Ph.5225 1001 Email: bsw.qar@edumail.vic.gov.au

A more comprehensive *Complaints and Grievances Policy* is included in the Policy and Procedure Manual available at the office upon request.



Partnership with Parents

Clifton Springs Preschool welcomes and encourages parents to be active participants in their children's education and the broader kinder community. Having strong partnerships with parents helps us provide a safe and welcoming environment for the children. There are many ways you can be involved at kinder during the year.

Stay and Play

Each month at Kinder we have a Stay and Play calendar for parents to add their name to. As part of our Child Safe procedures Parents are requested to hold a Working with Children Check (Volunteer) and provide a copy to the Kinder. These stay and play days are very special as you are given the opportunity to be involved in your child's kinder group. You are welcome to stay for the whole or part of the session. Every child looks forward to sharing their kinder environment with their parent. Children may like Grandparents, Aunts/Uncles or Special friends to come in.

The screenshot shows the 'Working with Children Check' website. At the top, there is a navigation bar with 'Home | Contact us | Translations' and a search bar. Below this is a header with an illustration of three children, the text 'Working with Children Check', the 'VICTORIA State Government Justice and Regulation' logo, and a 'MyCheck login' button. A green navigation bar contains 'About the Check', 'Applications', 'Cardholders', and 'Resources'. The breadcrumb trail reads 'Home > Applications > Apply for a Check'. The main heading is 'Apply for a Check'. Below it is a section titled 'Not sure if you need a Check?' with explanatory text and a 'Do I need a Check?' button with a right-pointing arrow. A large rounded rectangle contains the question 'Where will you lodge your application?' with two options: 'In Victoria?' (with an 'Apply in Victoria' button) and 'From interstate?' (with an 'Apply from Interstate' button). At the bottom of this box, it says 'If you experience any difficulties with your online application, please contact the Customer Support Line on 1300 652 879'.

Have you applied for a Check before?



Partnership with Parents (cont.)

Cultural Diversity

Clifton Springs Preschool embraces families from all cultural backgrounds and strongly encourages the families of the children – parents, siblings and grandparents to come in and educate us on their culture – traditional food, song, dance or storytelling.

Friendship Phone List

A friendship phone list to connect with families outside of kinder for play date to establish/form new friendships will be distributed to families who would like to participate.

Special Talents

If a parent or family member has a special talent and would like to share this with the children please do not hesitate to arrange a visit with the educators. This may be music, art, sewing, cooking, gardening or sports.

Laundry:

During the year, all families will have a turn of washing towels, smocks etc. This will be on a roster system.

Other ways to help:

- Join the Committee of Management
- Working bees
- Fundraising
- Carpentry
- Music
- Dance
- Yoga
- Cooking
- Sewingthe list goes on

Scholastic Book Club:

Available to parents through Linked Online Ordering & Payment (LOOP).



SCHOLASTIC

Book Club LOOP

for Parents

LOOP is the Scholastic Book Club
Linked Online Ordering & Payment platform for parents.

To order and pay for Scholastic Book Club by credit card visit:
www.scholastic.com.au/LOOP

GET IT ON
Google play

Download on the
App Store



Photographs and Videos

Background information

Photographs and videos are now classified as 'personal information' under the Information Privacy Act 2000.

The purpose of this information is to:

- comply with the privacy legislation in relation to all photographs/videos taken at the service, whether by the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, parents/guardians, volunteers or students on placement.
- enable photographs/videos of children to be taken as part of the program delivered by the service, whether group photos, videos or photos at special events and excursions etc.
- notify parents/guardians as to who will be permitted to take photographs/videos, where these will be taken and how they will be used.

Photographs/videos taken by Educators

Educators at the service may take photographs/videos of children as part of the program. These may be displayed at the service. Some staff may use learning journals in which photographs are included.

When the photographs/videos are no longer being used, the service will destroy them if they are no longer required, or otherwise store them securely at the service. It is important to note that while the service can nominate the use and disposal of photographs they organise, the service has no control over those photographs taken by parents/guardians of children attending the service program or activity.

Group photographs/videos taken by parents/guardians

Parents/guardians may take group photographs/videos of their own child/children at special service events such as birthdays, excursions and other activities. Parents must ensure that where the photographs/videos include other children at the service they are sensitive to and respectful of the privacy of those children and families in using and disposing of the photographs/videos.

Photographs taken by a photographer engaged by the service

A photographer may be engaged by the service to take individual and/or group photographs of children. Information will be provided in written form to parents/guardians prior to the event, and will include the date and the photographer's details.

Photographs/videos for use in newspapers, Clifton Springs Preschool Incorporated website and other external publications

The permission of parents/guardians of children will, on every occasion, be obtained prior to a child's photograph being taken to appear in any newspaper/media or external publication.

Photographs/videos taken by students on placement

Students at the service may take photographs/videos of children as part of their placement requirements. Additional signed consent from parents would be sought.

Access to photographs/videos

Access to any photographs or videos, like other personal information, is set out in the service's Privacy and Confidentiality Policy, which is displayed at the service and available on request.



Privacy

Clifton Springs Preschool has a *Privacy and Confidentiality Policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request. We believe your privacy is important and treat all information confidentially.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below.

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parents/guardians	To enable us to provide for the education and care of the child attending the service To manage and administer the service as required
The Approved Provider if an individual, or members of the Committee of Management/Board if the Approved Provider is an organisation	For the management of the service To comply with relevant legislation requirements
Job applicants, employees, contractors, volunteers and students	To assess and (if necessary) to engage employees, contractors, volunteers or students To administer the individual's employment, contracts or placement of students and volunteers

Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

Disclosure of personal information, including health information

Some personal information, including health information, held about an individual may be disclosed to:

- Government Departments or agencies, as part of our legal and funding obligations
- Local Government authorities, for planning purposes
- Organisations providing services related to employee entitlements and employment
- Insurance providers, in relation to specific claims or for obtaining cover
- Law enforcement agencies
- Health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission,
- Anyone to whom the individual authorises us to disclose information.



Laws that require us to collect specific information

The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*, *Associations Incorporation Reform Act 2012 (Vic)* and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- A child's enrolment at the service
- A person's employment with the service
- The ability to function as an incorporated association.
-

Access to information

Individuals about whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our *Privacy and Confidentiality Policy*, which is available on request.

For information on the *Privacy and Confidentiality Policy*, please refer to the copy available at the service or contact the Approved Provider/Nominated Supervisor.

Policies and Procedures

A comprehensive list of Policies and Procedures are available in the office upon request. If you would like a copy of a particular policy please contact the office.

Anything else you would to know?

Please do not hesitate to ask.

Thank you!

Looking forward to a fun and rewarding year in 2020.

