



Farm Road Pre-School Family Information Booklet 2020

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www.farmroadpreschool.com.au

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STAFF INFORMATION

Educational Leader : Mrs Rebecca Smith

4 Year Old Kinder

Teacher: Mrs Rebecca Smith
Bachelor of Education 1986
Diploma of Teaching 1979

Educator: Mrs Narelle Partridge
Diploma of Children's Services 1997

Educator: Mrs Linda Brouwer
Certificate 3 Childcare

Lunch time Carer: Delphine Du Boys Le Touze
Certificate 3 Childcare (currently studying towards a Diploma)

3 Year Old Kinder

Bilbies

Co-Teacher: Mrs Jeanette Demchyshyn
Bachelor of Education 1997
Diploma of Teaching (Primary) 1983

Co-Teacher: Mrs Metaxia Katakouzinou
Bachelor of Education 1999
Diploma of Teaching (Early Childhood) 1994

Educator: Mrs Diane Branson
Certificate 3 Childcare

Business Admin: Mrs Catherine Ingham, CPA

PROGRAMMES OFFERED

The Farm Road Pre-School offers both 4-Year-Old and 3-Year-Old kinder programmes.

4-Year-Old Kinder

Children must turn four years old on, or before **April 30** in the year they attend 4-Year-Old Pre-School.

There is one 4-year-old kinder group with a class size of up to 33 children. The group attends kinder for a total of fifteen hours (TBC). This is divided into three sessions each week.

Enrolments for 4-Year-Old Kinder are managed by the City of Kingston Central Enrolment System and cannot be taken by the Pre-School. You can enrol your child from the 1st May the year prior to the child starting 4YO kinder. The City of Kingston Central Enrolment page can be found at:

<https://www.kingston.vic.gov.au/Services/Family-and-Children/Early-Years-Education-and-Care-Options/Four-Year-Old-Kindergarten-Central-Enrolment>.

The Victorian State Government has a policy of one year of funded 4-year-old Pre-School per child. Therefore, it is very important that you give this very careful consideration if you have a child whose birthday may be early in the year. It is becoming more difficult to obtain a 2nd year of funded Pre-School if your child needs it. You may like to discuss this further with the Educational Leader of the Pre-School.

3-Year-Old Kinder

One 3-year-old kinder group is offered (Bilbies), with a class size of 22 children. The Bilby Group will have two X 3-hour sessions per week in 2020.

Children are eligible to attend the three-year-old program at Farm Road Pre-School provided they have turned three prior to January 31 in the year they start kindergarten. Applications will be prioritised by the date in which they are received.

Enrolments for 3-Year-Old Kinder are managed by the Farm Road Pre-School Committee of Management.

Enquiries and applications can be made by contacting the 3-Year-Old Pre-School Enrolment Officer through the Pre-School at any time during the year. Enrolment application forms can be found on our website: <https://www.farmroadpreschool.com.au/enrolment>

Enrolments will be accepted any time after the child's 2nd birthday. A \$10.00 Enrolment fee is required to register your place on the waiting list. Places will be offered by the end of the year prior to commencement.

For further information please see the Enrolment and Orientation Policy in the foyer.

Attending 3-Year-Old kinder at our Pre-School does NOT automatically enrol your child into 4-Year-Old kinder at our Pre-School. It is important that you apply through the City of Kingston for 4-Year-Old kindergarten. (see above).

No Jab, No Play.

All parents/guardians planning to enrol their child at childcare or kindergarten in Victoria **must** provide the service with:

- a current Immunisation History Statement from the Australian Immunisation Register (AIR); **AND**
- the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.

More information may be found at the following link: <https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play>

Pre-School Management

Farm Road Pre-School's buildings and surrounding grounds are owned and maintained by the City of Kingston.

The 4-Year-Old Pre-School program is approved and subsidised by the Victorian Government through the Department of Education and Training (DET). The Pre-School conforms to the standards laid down by that Department in regard to buildings, equipment and staff.

The Committee of Management (COM) is the decision making body of the organisation and has the power and responsibility to ensure the proper management of the Pre-School. This includes all aspects of finances, adhering to parliamentary Acts, employment of staff, enrolments and adherence to the Constitution and Kindergarten Philosophy.

The COM plays an extremely important role in enabling staff to invest the maximum amount of time to the direct benefit of the children.

Management of the Pre-School is undertaken through formal policies. These policies are located in a folder next to the entrance door in the foyer and can also be found on the kindergarten website - <https://www.farmroadpreschool.com.au/aboutus>

Please familiarise yourself with these and use as a reference as required.

The following Policies are a DET requirement:

Code of Conduct, , Complaints and Grievances, Delivery and Collection of Children, Enrolment, Fees, Information Technology, Privacy & Confidentiality (including Confidentiality of Records), Staffing Policy (including Working with Children Assessments and Criminal History Record Checks), Administration of Medication, Administration of First Aid, Anaphylaxis, Asthma, Child Protection, Child Safe Environment, Protection, Emergency & Evacuation, Nutrition and Active Play (including Food, Beverages & Dietary requirements), Hygiene, Incident, Injury, Trauma & Illness, Dealing with Medical Conditions & Infectious Diseases, Epilepsy & Diabetes, Food Safety Policy, Sun Protection, Excursions and Service Events, Inclusion and Equity Policy, Supervision of Children, Relaxation and Sleep Policy, Curriculum Development, Acceptance & Refusal of Authorisations, Water Safety, Occupational Health & Safety, Environmental Sustainability, Determining Responsible Person, Participation of Volunteers and Students, Interaction with Children, Governance and Management of the Service.

Financial Management

The finance for the operation of the Pre-School comes from the following sources (as at December 2019):

1. Government Subsidy – 4YO Kinder - \$3,682 per child, plus an additional \$1,514 for Concession card holders.
2. 4YO Kinder - Full fees of \$540.00 per term, per child (non-concession card holders).
4YO Kinder – Concessional fees to be confirmed (eligible concession card holders).

3YO Kinder - Fees of \$500.00 per term, per child.
3. Fundraising: as a non-profit organisation the Pre-School relies on fundraising for the purchase of equipment, puzzles and games etc.

Operational expenses for the Pre-School include:

- Staff salaries, Work care payments (or equivalent), Long service leave, Sick leave;
- Incursions and Excursions;
- Lighting, heating and telephone expenses;
- Insurance and memberships;
- Upkeep and maintenance of indoor and outdoor equipment;
- Purchase of expendable items such as paper, paint and other art materials.

Payment of Fees:

- Fees are due and payable on the date specified on the fees letter or by instalment. Instalments *must* be paid on dates set down by the Committee.
- The preferred method of payment is Direct Deposit / Internet banking; however, cheques will be accepted.
- Overdue fees will attract a penalty of 10% per term if more than 2 weeks overdue.

Please Note - If you have problems with fee payment, please contact the Business Administrator.
Confidentiality is assured.

Maintenance Levy:

Upon your child commencing kindergarten, \$50 of your deposit will be converted to a maintenance levy. If you attend one of the two working bees held each year, a refund will be applied to your Term Fees or refunded by cheque if the full year fee option has been taken up.

Fundraising:

Farm Road Pre-School offers the option to make a one-off family payment of \$100 towards fundraising for the Pre-School. If you choose to pay the levy, you will not receive any of the fundraising literature over the course of the year, unless by your request.

Pre-School Program

Farm Road Pre-School follows the guidelines of the Victorian Early Years Learning and Development Framework (VEYLDF), which is closely linked, to the National Early Years Learning Framework (EYLF).

Children are encouraged to be independent, creative, confident, responsible, caring and considerate towards others, and to be active learners. Over the year, your child will develop many skills and mature generally.

The Pre-School Program is very much child-centred, developmentally appropriate and based largely on “learning through play”. Your child will be given lots of opportunities to play with other children, participate in creative activities such as art, music, movement and enjoy enriching language experiences through stories, poetry, group discussions etc.

Planning the Pre-School Program is done after observing the children as individuals and as a group (every group is different, therefore the program may alter slightly each year, depending on the needs and interests of the group).

As parents, you really have been your child’s first teachers. Parental involvement in the kinder program is welcomed and encouraged. Children gain enormously if their parents become actively involved in their education. The Pre-School experience will be one we hope you and your child will both enjoy.

STAY AND PLAY PARENT ROSTER

Parents are encouraged to put their names down on the “Stay and Play” Roster which is drawn up each term. It is a wonderful opportunity for parents to spend time with their child at kinder, get to know other children in their child’s group, observe their child in a different setting and observe how they interact with their peers. It is also an opportunity to get to know the kindergarten staff and generally be part of this very special time in their child’s life.

We understand that parents are very busy and often combine work with other commitments. You may not be able to attend Stay and Play as often as you would like or for as long as you would like – any amount of time that you are able to help out is appreciated. The kindergarten educators put a lot of effort into planning each session and having a parent helper ensures that all activities and learning experiences can occur.

Bush Kinder

In 2019, the Pre-School successfully piloted a Bush Kinder program for the 4YO group. After overwhelmingly positive feedback, we will be continuing the program in 2020 (commencing later in Term 1).

What is bush kinder?

Bush kinder is based on the Forest school movement in Europe. Children attend their regular kinder session from the same "bush" location each week. Children play freely and engage with nature.

What are the benefits of bush kinder?

There has been a wide variety of research into bush kinder showing it has huge benefits to children including increased confidence, resilience, wellbeing, mental health, critical thinking skills, creativity, physical health, social skills, independence, stress reduction. These skills help prepare children for school. Children also develop language, literacy, maths and science learning through the bush kinder program. Very importantly children are happy and have fun.

How does it work?

4-year-old kinder children will be dropped off and picked up from Kingston Heath Reserve, Farm Road (end carpark) for their Friday session. The bush kinder area will be marked out signed. Parents will sign the children in as usual. Children will need to bring a change of clothes and dress appropriately; extra wet weather gear will be provided as children will be encouraged to freely explore.

Weather Conditions	Warm/Hot	Cold/Wet
Recommended clothing and footwear	Light, loose fitting long sleeved top and long pants. Broad brimmed hat or Legionnaires hat. Closed toe shoes. T-shirts also acceptable if sunscreen has been applied to arms	Waterproof jacket, raincoat, long pants, long sleeved top, beanie, waterproof gloves, warm socks and gumboots. Thermals are recommended in very cold weather.
Not Recommended	Long skirts or dresses and shorts.	Skirts and dresses – so as to enable waterproofs to be worn over clothing,
Unacceptable	Open toe shoes, sandals, thongs, crocs and singlet tops.	Non-waterproof outer clothing

A porta-loo will be brought to the site, and the Educators have a key to access the toilets at the sports pavilion and can take the children when necessary. A minimum of one parent helper will be needed for each session. The children will be prepared in advance as educators will teach them about protective behaviours for dogs, animals, climbing and staying in the designated area. There will be specific bush kinder policies for [Dog Awareness](#); [Emergency Evacuation](#); [Protective Clothing](#); [Snake Awareness & First Aid](#); [Delivery & Collection of Children](#); [Extreme Weather](#); [Safety & Hygiene](#).

Bush kinder will operate in rainy and cold weather and only be cancelled (relocated back to the kinder) in extreme or unsafe weather conditions. Parents will be notified by text message of cancellation.

If you have any further questions, please contact the Pre-School.

OUR KINDERGARTEN PHILOSOPHY:

Farm Road Pre-School follows the guidelines of the Victorian Early Years Learning and Development Framework (VEYLDF), which is closely linked, to the National Early Years Learning Framework (EYLF). We agree that childhood is a very special time in a child's life and we aim to create a place where childhood is treasured. The National EYLF talks about "belonging, being and becoming". We fully endorse this as the basis for our belief and understanding of what is important in a quality early childhood program. At kindergarten we aim to create a sense of "belonging" for all children. It is also a place where children can just "be" (being). It's a place to play, have fun and discover new things. It is also a place where children can continuously evolve ("become"). A child's early childhood experience helps to shape the type of adult they will become. Kindergarten is not just preparation for school; it's preparation for life.

Our centre aims to create an inclusive environment where all children are welcomed. Each child is seen as a unique individual who has a right to feel safe, valued and respected for who they are. Children are taught to show consideration, respect and empathy for all members of the group. Children are encouraged to look for strengths and talents in themselves and other children and to see beyond any differences.

Children learn through play and learn best when they are active participants. The staff at our centre strongly believe in the importance of play to young children. When children play they are showing us what they know and what they are trying to understand. The children are actively encouraged to explore their environment and to choose their own activities and materials. Children need opportunities for long periods of uninterrupted play.

Educators are facilitators and mediators in the kindergarten environment. They support the children in a learning environment which is stimulating, nurturing and safe. Educators build on each individual child's knowledge & interests to enhance and broaden their learning experience. We acknowledge the fact that parents are their child's first educators. We aim to develop positive and respectful relationships between children, families and staff. Parents are encouraged to be actively involved in the kindergarten program.

Farm Road Pre-School acknowledges that our centre is located on the traditional lands of the Boonwurrung people of the Kulin nation. We want to gain greater knowledge of Aboriginal and Torres Strait Islander culture so that we can provide learning experiences that reflect and respond to Aboriginal and Torres Strait Islander culture. We respect the fact that the families who attend our centre come from many diverse cultural and religious backgrounds. Everyone is encouraged to be proud of who they are and where they have come from. These similarities and differences are welcomed and celebrated.

The Committee of Management is formed by the parents of children of Farm Road Pre-School, who are dedicated to ensuring our community has access to an ongoing quality learning program for our children, through the employment of dedicated, qualified staff and the constant development of policies in the ever changing childhood education environment. The Committee provides resources and equipment through fundraising to enrich the educational experience of each child and supports our staff in their continual development as educators. The Committee provides a safe and secure environment for our children to learn in and our staff to teach in. The Committee is charged with maintaining and actioning the Quality Improvement Plan which ensures that the service is focused on continuous improvements and evaluations.

Our centre has a strong commitment to sustainability and the environment. The use of tank water, the use of recycled materials in the kindergarten program, growing vegetables, rubbish recycling, composting of food scraps into the worm farm and the use of environmentally friendly cleaning products are some of the ways we do this.

TERM DATES AND TIMETABLE - 2020

Term 1: 28 January to 27 March 2020

Term 2: 14 April to 26 June 2020

Term 3: 13 July to 18 September 2020

Term 4: 5 October to 18 December 2020

First Session Dates 2020 – To be advised

4 Year old Sessions:

Monday 8:30am – 3:00pm (** After Kinder Care available)
Thursday 8:30am – 1:00pm (** After Kinder Care available)
Friday 8:30am – 12:30pm

3 Year Old Sessions:

Tuesday 9:15am to 12.15pm Wednesday 9:15am to 12.15pm

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30am	9:15am	9:15am	8:30am	8:30am
4YO Group 6.5hr session	3YO Bilbies 3hr session	3YO Bilbies 3hr session	4YO Group 4.5hr session	4YO Group 4hr session
	12:15pm	12:15pm	1:00pm	12:30pm
3:00pm			1:00pm	
3:00pm			After Kinder Care (4YO) **	
After Kinder Care (4YO) **				
5:00pm			5:00pm	

** After Kinder Care is available for the 4YO program on Mondays and Thursdays until 5pm when enough families are interested – please enquire with Business Admin (admin.farm.rd.kin@kindergarten.vic.gov.au) for more information.

Attendance at Pre-School

At the start of each session, parents/guardians are required to sign their own name, time of arrival, and the name of the person collecting their child (i.e. self, grandmother, etc) in the attendance book provided in the foyer. This is a DET regulation.

The attendance book is also used in the event of an evacuation, enabling staff to ensure the safety of all children at Kinder.

Parents on duty must also sign the Visitors book, which is located in the foyer. Any siblings accompanying them must also be signed in.

Please use the following procedures when arriving and departing:

On arrival:

- Sign your child into attendance book
- Wait in foyer area for teacher to open the door
- Handover your child to the teacher at the entrance to the kinder room so they can put away their own bag and join the program
- Depart through foyer or rear gate

On collection:

- Wait in playground area or under back verandah
- Enter through the double doors from the playground once opened
- Collect your child from the mat when the Teacher has called their name
- Collect any artwork your child has completed
- Sign your child out in the attendance book
- Depart through foyer door or rear gate

It is imperative that all children are picked up punctually at the conclusion of each session to allow staff adequate time for cleaning up, assessing, preparation and planning.

Staff must be notified either in writing or by telephone, of the name of the person collecting your child if you will be unable to collect him/her at the end of the session.

Health

It is important for your child to attend Pre-School. However, in order to safeguard all children and keep infections to a minimum throughout the year, we would ask that you keep your child at home if suffering from any of the following:

Cough or cold	Cold Sores
Sore throat	Infected sores
Stomach upset	Ringworm or Threadworm
High temperature	Head Lice
Eye Infections	Infectious diseases
Vomiting – (children should not return to Kinder until there has been no more vomiting for 24 hours).	

If your child is 'off-colour', please keep him/her away for observation.

Please notify the Director/Teacher if your child is ill, or will be away for more than two (2) days.

INFECTIOUS DISEASES

The recommended minimum exclusion periods will be observed in regard to the outbreak of any infectious diseases or infestations (refer to: <http://docs.health.vic.gov.au/docs/doc/Minimum-Period-of-Exclusion-from-Primary-Schools-and-Childrens-Services-Centres-for-Infectious-Diseases-Cases-and-Contacts>)

Head Lice

Unfortunately, head lice becomes a fact of life when your child starts Pre-School or school. It is a fallacy that head lice are attracted to dirty hair. In fact, they like clean hair. We all hope that it will never happen to our child, and when and if it does, please do not feel ashamed or embarrassed. It is important however, to act on it immediately and to inform the staff at Pre-School so that other families may be alerted. Please be assured that this matter will always be treated discreetly and confidentially.

Because young children often play close together, head lice can easily spread from one head to another. To help prevent spread of head lice, it is a good idea to keep her hair always tied back - plaits are the best. Children should also be discouraged from sharing other children's hats, combs and brushes etc.

If your child has contracted head lice, begin treatment immediately. Lotions are available from your local pharmacist.

However, it is not necessary for the child to be completely free of the head lice, to receive clearance, as long as he/she is being treated. If you have any queries about this, please speak to your child's teacher.

Rules of the Pre-School

It may help your child to start familiarising them with the rules at kinder:

- walk inside and run outside;
- quieter voices inside;
- sand or tanbark is not to be thrown;
- no running on the climbing equipment;
- no pushing or hitting other children;
- no climbing on fencing or gates; and
- children may not leave the premises without a parent/guardian.
- No war toys e.g. guns, knives or swords are to be brought to kinder.

What to bring and wear to kinder

Your child's belongings should be brought in a kinder backpack clearly marked with their name. Please ensure that the backpack is of a reasonable size. Please include a change of clothes as spills and accidents do happen.

Please send children suitably dressed for Pre-School activities, i.e. shorts, leggings or trousers. Dresses or long skirts can be hazardous for climbing or make it difficult to participate in some activities particularly P.M.P. (Perceptual Motor Program) which begins in Term 3 for the 4-year-old group.

During Terms 1 and 4 every child will need to bring a sun hat to Kinder and have 4 hour protection sunscreen applied 20 minutes before attending the session. Please note, sunhats and sunscreen will be needed whenever the UV level is 3 or above.

Sandals or lace-up shoes such as sneakers are preferred footwear. No thongs, crocs or high heeled sandals are allowed.

A warm hat, parka or coat should be sent along in winter for outside play.

For the 4-year-old groups, library will be introduced in Term 3. Children will then be asked to bring along a separate bag (preferably cloth) for their library book. Please make sure the bag is clearly marked on the outside with the child's name.

Snacks and Lunch

To support the healthy eating goals of our program, and to protect the increasing number of children with life threatening allergies including nuts, eggs and dairy, we ask for your co-operation in sending **only** fruit and vegetables for morning/afternoon snacks.

The 4-year-old Wallaby group will require lunch in addition to their snack for the Monday and Thursday sessions. Please only send 'Nude' food. This means no pre-packaged items or items requiring opening by staff. This helps reduce our rubbish and encourages your child's independence. Using labelled reusable snack containers is encouraged. In summer please include an iceblock in an insulated lunch box as we cannot refrigerate items.

Absolutely no food containing nuts should be included in snacks or lunches or for items sent for birthdays. These include peanut butter, Nutella, hazelnut spreads and a great many packet cake mixes. Also, most chocolates, including Freddo Frogs, contain peanut derivatives and should not be sent to kinder. Please ensure that you check labels diligently as many products may contain traces of peanuts.

On your child's birthday you may bring along a small treat for all children in the group but please discuss with your teacher all allergies/food intolerances in the group. A lollipop or sticker might be appropriate.

Every child will need to bring a drink bottle (water only please) to kinder for every session. Please ensure your child's drink bottle is clearly labelled.

Communication

Staff and the COM will use the noticeboard located in the foyer as an important means of communicating information to parents. The whiteboard outside the entrance doors will also have daily information. Please take note of these areas daily.

Each child has a pocket in the cubby area in which individual notices will be placed. Please make sure you check it daily for program information and upcoming events.

Any money handed into the Pre-School (for fundraising, etc.) must be placed in a sealed envelope and dropped into the Letter Box marked "Incoming Mail" situated in the foyer near the kinder room entrance door. MONEY IS NOT TO BE HANDED TO TEACHERS OR EDUCATORS.

The information on the envelope should state your child's name, the amount of money enclosed and for what purpose it is intended. THIS BOX WILL BE CLEARED DAILY. Please note that cheques are preferred to cash. Any cheque for any event should be made payable to FARM ROAD PRE-SCHOOL INC. unless otherwise stated.

Please talk to staff and provide them with any information, which might affect your child physically or emotionally, e.g. close friend or family shifting away, someone being sick at home or hospitalised or a death in the family.

Parental involvement at kinder

It is an expectation of the Kinder that families will participate in rostered duty ("stay and play") days to assist with activities with children and general cleaning. This is a very special day for your child. Younger siblings are welcome when parents are on duty, but they remain the parent's responsibility and should not be disruptive to the rest of the group. Your toddler is welcome to sit in on some group activities, but at times this may be inappropriate or disruptive to the rest of the children.

Parents who are on duty must sign themselves and any siblings into the Visitors Book, which is kept in the foyer.

Parents are asked to do washing duty once a term to enable the children's smocks to be washed weekly.

During the year you may have the opportunity to accompany children on organised excursions, or a seasonal walk, and will be invited to kinder for special events such as Mother's Day and Father's Night.

Social gatherings and fundraising events will be arranged during the year so that you can get to know other parents and make new friends.

The Educational Leader and teachers are available for consultations, during their preparation sessions. If you wish to discuss any aspect of your child's progress, or if you feel that the Educational Leader/Teacher can help with any problem, whether related to the Pre-School or not, do not hesitate to approach them and ask for a chat.

If you have any query or complaint about the Pre-School program, you are welcome to discuss the matter with Rebecca Smith (Educational Leader), your child's teacher, the Committee President, or the Vice President. If you are still not satisfied, please contact the DET on 1300 555 526.

A parent's library is also available covering information on child development and social/family issues. Please ask your teacher about the books on offer.

The Staff and Committee of Management trust that your entire family will enjoy this special time at Farm Road Pre-School.