



# Grange Road Kindergarten Association Inc.

## 2020 Parents Handbook

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## Welcome

The Grange Road Kindergarten committee and staff welcome you to Grange Road Kindergarten. We are very lucky to have so many wonderful choices for learning and development in the bayside area for our young ones, and we are so glad you have chosen Grange Road Kindergarten. We are confident it will meet all of your requirements and more!

We have put this **Parents Handbook** together to complement our Introductory Handbook (handed out at the Open Day), our website and the support resources in the kinder foyer, to assist you throughout the next 12 months.

We hope that this kindergarten year will be beneficial and enjoyable for both you and your child/ren.

***Many thanks to Annie White of Sandringham for her wonderful artwork that appears throughout the handbook.***



## Philosophy

At Grange Road Kindergarten we believe that strong reciprocal relationships are central to creating a successful kindergarten experience for children and their families. We value collaborative partnerships between families, children, teachers, educators, the Committee of Management and our community to foster a greater sense of belonging for all. Collaboratively, we work to create an environment where children feel safe, secure, respected and supported.

We acknowledge and welcome each child and each family's uniqueness and diversities. At Grange Road Kindergarten we foster the importance of children developing an understanding and respect for themselves, others and the environment. We recognise that diversity contributes to the richness of our community and provides opportunities for different ways of knowing and being. We encourage the contribution of families within all aspects of the Kindergarten to strengthen the sense of community within our service. We strongly believe that being at Kindergarten should be a fun and happy experience for both children and their families.

Grange Road Kindergarten acknowledges the first peoples of this land where we learn and play, the Boon Wurrung people of the Kulin nation. We pay respect to Elders past, present and future and make an ongoing commitment to authentically embedding Aboriginal culture within our Kindergarten environment and programs.

We value and encourage partnerships with other professionals and members of our broader community. Collaborating with these stakeholders provides support and strengthens the services we are able to provide children and families.

We recognise and value the importance of children being able to actively explore, engage and experience the natural environment and all it has to offer. We highly value outdoor experiences where children are appropriately challenged and encouraged to take considered risks in their play. We understand the importance of giving children the time to “just be” and connect with their environment and natural materials. At Grange Road Kindergarten we actively strive to ensure children have the opportunities to play, explore and learn whilst outdoors. Intentional teaching in and about the outdoors encourages an appreciation and respect for the environment, introduces sustainability practices and develops a sense of responsibility for the world in which we live.

At Grange Road Kindergarten we strive to create an environment where children are viewed as capable, competent co-contributors and we acknowledge them as active participants in their learning. We believe that having high expectations for all children gives them greater confidence in their own abilities, increases motivation to learn and in turn leads to a greater sense of pride. At Grange Road Kindergarten we are committed to providing high quality open ended and play based programs that are tailored to the individual needs of all children. Our programs celebrate children’s contributions, successes, mistakes and failures as we see all these moments as opportunities for learning. We strive to foster a joy of lifelong learning and equip children with a range of life skills, including resilience, confidence and independence.

We at Grange Road Kindergarten believe that children have a voice and a right to have their voice heard. We advocate strongly for children’s rights, whilst creating opportunities for children also to learn of their rights, in accordance with the United Nations Convention on the Rights of the Child.

Grange Road Kindergarten is a Child Safe organisation with a strong, ongoing commitment to promoting and learning about child safety. Throughout our organization, we embed the Child Safe Standards and the Reportable Conduct Scheme.

At Grange Road Kindergarten, the National Quality Framework (NQF) and its included learning frameworks and standards underpin our philosophy, practices and programs.

We welcome the opportunity to collaborate with parents and their children on this journey - learning from them, sharing with them and guiding them as they become more aware of who they are (Being), learning and respecting how they fit in this world that we share (Belonging), and discovering what they are capable of (Becoming), through the continual process of growth and change.

### **Teachers & Educators**

We have a group of wonderful Teachers and Educators at Grange Road Kindergarten. Please find below a list of their names. Their photos and profiles can be found on the website and in the foyer of the Kindergarten.

### **Teachers & Educators**

Kerstin Tapp – Nominated Supervisor & Kim Nhean (Blue Group)  
Delia Sims – Educational Leader & Sharon Tropeano (Yellow Group)  
Sue Ross (3yo teacher)  
Andrea MacVeigh (3yo and Extended Care)  
Kathryn Oliver (QIP) & Jayne Munday (Orange Group)  
Lunch cover staff member (tbc)

### **Management at Grange Road Kindergarten**

Management of Grange Road Kindergarten is overseen by a committee. The committee is elected by the parents at the Annual General Meeting, usually held in November of each year.

If you would like to be involved, we encourage you to put your name down towards the end of the year. Please note that whilst the Committee is involved in the day-to-day management of the kindergarten, active and enthusiastic support from ALL PARENTS is necessary for the successful and smooth running of the kinder.

The kinder employs a part time administrator who manages the invoicing of fees and levies. The administrator is available by contacting the kinder directly by phone or email [grkadmin@kindergarten.vic.gov.au](mailto:grkadmin@kindergarten.vic.gov.au)

Committee meetings are held monthly as per D.E.T. & E.L.A.A. guidelines (excluding January). The structure of the committee can be found on our website and dates of meetings on the noticeboard.

### **Licensed Kindergarten**

Grange Road Kindergarten is registered as a Children's Services Centre Class 1 meeting the requirements of the Department of Education and Early Childhood Development (D.E.T.), the Children's Services Regulations 2009, the Children's Services Act 1996 and the policies and procedures of the service.

### **Extended Care**

We offer Extended Care sessions at an additional cost (as available). The sessions are scheduled to enable your child to move from their kinder session seamlessly. All sessions will be fully supervised by some of our own wonderful Teachers and Educators. So the children may attend with some of their kinder friends and possibly even with their own Teacher or Educators.

Enrolments can only be made through our Extended Care Enrolment Officer (not available through Council).

### **Our Program**

Programming is your Teacher's plan of learning for the session. It is a series of activities and themes to support your child's learning and development based on the Early Years Learning Framework. We will work with you to learn more about your child and create a program that builds on their interests and abilities.

### **Early Years Learning Framework**

The Early Years Learning Framework (EYLF) describes the principles, practices, and outcomes essential to support and enhance young children's learning from birth to five years of age, as well as their transition to school. It is part of the Australian Government's National Quality Framework for early childhood education and care.

The framework has a strong emphasis on play-based learning, and recognises the importance of communication and language and social and emotional development. Through implementing the EYLF in their programming, the Teachers are helping your child to develop:

- a strong sense of identity.
- connections with their world.
- a strong sense of wellbeing.
- confidence and involvement in their learning.
- effective communication skills.
- play-based learning.

Programming at Grange Road Kindergarten involves play-based learning. Young children use play to explore the world around them and learn to understand it. Through play they also develop communication, social, emotional and physical skills that are essential to their development.

Most families probably already use play-based learning at home. For example, playing with building blocks helps a child to build their spatial awareness, plus develop maths and fine motor skills. It's an important ingredient to inspire a love of learning in young children.

## Some Starting Tips

### Getting started

There's so much to think about when your child is first enrolled in Kindergarten – what to pack, how to dress them, how drop-off and pick-up runs will fit into your daily routine and what the expectations are for you as a parent. We realise it can be a bit daunting, so please use this book as a tool or ask any one of our friendly staff.

The best way to prepare your child for Kindergarten is to talk positively about the experience, however don't make it a 'big deal' as this can overwhelm small children. It is the start of an amazing journey, one of endless growth and development for them. If you are positive they are more likely to be happy about the experience, particularly early on.

### Preparing for Kindergarten

You can help prepare your child for Kindergarten. Below is a list of things that you might like to practise at home which may be useful for your child starting Kindergarten. Please note: there is no expectation that your child will have mastered any of these, so please don't stress!

- talking to other people about familiar objects and events
- answering and asking simple questions
- making needs known
- following simple instructions
- using books for enjoyment or for looking at pictures
- using the toilet independently
- saying own name
- adapting to unfamiliar settings and new experiences
- finishing a task, and tidying up afterwards
- playing cooperatively with other children - sharing and taking turns
- putting on and taking off jumpers, shoes, socks independently

Some of the things you can do to encourage confidence include:

- Providing play dates with other children
- Talking to your child about what to expect
- Coming up with a goodbye ritual – practice this before your child starts
- Reading to your child every day e.g. starting pre-school books are great
- Encouraging your child to be independent i.e. time by themselves
- Having some practise runs to the Kindergarten

Note: there are lots more ideas on the website!

### **What to Expect before your start**

It is an exciting time to be starting Kindergarten and we all look forward to meeting you!

On the first day of kindergarten you will actually stay with your child and is only a short session.

We have recently implemented EnrolNow as our point of data collection. If not already provided we may need

- Doctor's details – name, address, phone number
- Emergency contacts – name and address of three people willing to pick up your child if you are not available
- Immunisation details including date (from health centre book)
- Ambulance subscription number and Medicare number
- Current health care card (if applicable)
- List of those you give permission to collect your child and their contact details

Please note: It is your responsibility to ensure that Grange Road Kindergarten has your current address and home, work and mobile phone numbers on record. These details should be updated in EnrolNow at as soon as they are known.

### **What to Expect in the First Few Weeks**

The first few weeks, when leaving your child with us, can be tough for both parents and children, so it's natural to feel a bit anxious about this big change to the family routine. The staff will do everything to help your child settle in quickly. Before you know it they'll have made new friends and be running in without even a wave goodbye (that hurts too!).

When leaving for kinder drop off, avoid rushing, leave home on time and allow time to say goodbye. At first, you may stay a while to ensure your child feels secure, but once they have settled in, a short and reassuring goodbye encourages independence. Confirm the time you will pick up your child and arrive in plenty of time to collect them.

Our Kindergarten staff are more than happy to help you with any questions you may have. If you are anxious at any time please do not hesitate to call. However, we do ask that these calls are kept to a minimum, so our staff can be solely focussed on the children. All teachers use email and a useful method of communication is to email which will be provided to you.

At the end of each day please do not hesitate to talk to one of our staff or read through their observations to get a feel for how well your child is adapting to the changes.

## **Staggered Starts**

For the first few weeks we stagger the session times and have smaller groups, so that it is not so overwhelming to children. Details are provided in your info packs, and email reminders.

### **What Your Child Needs to Bring**

- A bag that the child can carry but is large enough to carry with all the things they need.
- A SunSmart hat which covers your child's face, neck and ears.
- Clothing should be comfortable and suitable for active and sometimes messy activities (easily washed!). Please consider the weather. We do provide smocks for painting, and children may enjoy water play, sand pit and so on.
- Spare change of clothes (when involved with hands-on play-based learning, your child may get a little messy!)
- A few pairs of underwear (in case of accidents)
- Water bottle with a lid.
- Any medications – please give these to your Teacher to manage directly.
- Look for easy fasteners and encourage your child to dress themselves, so they can manage things like taking jumpers on and off.
- From September to April, when UV levels are high, please apply the first application of sunscreen to your child. We have sunscreen on site for top ups but we prefer that your child arrives with sunscreen already applied.
- **Please ensure everything is labelled clearly with your child's name.**

### **Healthy Lunch & Snacks**

We believe in healthy eating and drinking. All children are strongly encouraged to drink **only** water with healthy food. All children will be required to bring along a small snack such as fruit, vegetables, dry biscuits and/or a sandwich. Please limit packaging and ensure it is easy to open and eat.

On full day sessions or a combined kinder and Extended Care session, a substantial lunch plus a snack is required, with a small snack for the shorter days.

**PLEASE NOTE: We have children at kindergarten in 2020 with anaphylaxis and allergy to peanut, pine nuts and tree nuts. As such we ask that no nut products be included in lunchboxes. Staff will check lunchboxes on a regular basis.**

## **What Will Your Child do at Kinder**

Your child will have many great new experiences at Kinder and learn an array of things that will help them prepare for school and life in general:

- How to get along with others.
- Be polite, fair and well mannered.
- Show respect and care for others.
- Appreciate working as a team to get things done.
- Share things like toys and experiences.
- Balance own needs, rights and responsibilities.
- Play fair by following the rules and taking turns.
- Resolve conflicts in a peaceful and constructive way.
- Explore new things and ideas.
- Plan ahead by asking questions and anticipate future events.
- Use new words that may be learnt from others, experiences, books and pictures.
- Express oneself through words, art and music.
- Identify and express one's feelings.
- Develop and show self-control.
- Listen to stories, directions and others.
- Be aware of differences, colour, shapes, sizes and sounds.
- Care for self and belongings.
- Go to the toilet unassisted, hang up their own clothes, and put away toys and materials after use.
- Promote physical and social activity through play.

Grange Road Kindergarten does not focus on teaching children to read or write. We believe that confidence, creativity, social awareness and self-esteem needs to be nurtured first and foremost. With these skills firmly developed, your child will move onto reading & writing once school years commence.

## Family Participation

***“Parent participation in early childhood education is widely recognised in research as crucial to positive lifelong outcomes for children. Currently, many Victorian parents are engaged in strong and active partnerships with kindergartens and other community-based early children’s services.” D.E.T.***

You have an important role to play at Grange Road Kindergarten. During the term, you will be asked to participate in kindergarten duty. This involves assistance during morning/afternoon tea and helping children during the kindergarten session. This is an excellent opportunity to share a kindergarten session with your child. Duty Rosters are put up in the foyer for you to nominate a date that suits you.

### Working with Children Check

As part of our commitment to create a child safe environment for all children within our community, from Term 1 2020 all volunteers are required to provide a *Working with Children Check* prior to participating in any volunteer activities at GRK. This change brings us into line with many schools and sporting clubs who already require this. A copy of your WWC check can be supplied prior to any volunteering session. They can be obtained online at

<https://www.workingwithchildren.vic.gov.au/>

### Working Bees

Our kindergarten employs a cleaner and gardener, but we also ask parents to assist with maintaining the playground. For this reason, we generally conduct four working bees during the year, usually held on weekends. It is appreciated if each family attend at least one working bee per year.

The **Family Involvement Levy**, charged with term one fees, is refunded after attending the full duration of two recognised activities, for example, holding a committee position, one working bee and participation in organisation of one fundraising event. The levy is credited with the term 4 fees. In the event you cannot attend the two of the involvement activities your levy will be donated back to the Kindergarten.

### Social Activities

The kindergarten has social functions throughout each year, including such things as picnics in the park, morning teas and trivia/auction nights. Your group representative may also organise social activities with other parents in your group. Join in and meet other members of the kindergarten community!

### **Keeping You Updated with General Information**

Grange Road Kindergarten has a number of ways to keep you updated. We ask that all parents take the time to read the noticeboards at the kindergarten; check out our website and read your kinder e-Newsletters. We also use EnrolNow and e-mails to communicate with our families. Each year we also conduct a parent survey. It is a great time to let us know your thoughts; however, we do encourage you to talk with the Committee or staff at any time throughout the year in regard to how we can improve in general.

### **Open Communication**

We understand that you are always keen to obtain feedback regarding your child/ren attending Kindergarten. This feedback is invaluable for you to not only support your child's development but also to give 'peace of mind' with the kindergarten for the first time.

Please find below the opportunities that we encourage you to utilise:

- Parent teacher meetings are available if required in the middle of the year to discuss your child's learning and set goals for the rest of the year.
- Informal parent/teacher meetings can be scheduled at any time by arranging this directly with your teacher.
- Informal chats at the end of the sessions are very welcome. Please note, the beginning of sessions is an important time to settle your child, so we ask that only important information be shared at this time.
- We encourage you to inform the teachers, prior to the session starting, of anything that may affect your child's learning experience such as a late evening, celebrations such as birthdays or potential issues such as a death in the family, so they may better support you and your child.

### **Reflections**

In the foyer of the kinder we encourage you to take the time to read our reflections folder and the daily reflections board, or emails from teachers. This is a wonderful tool to enable you to see what the children have been exploring and leaning about and allows you to pick up further conversations at home about these topics.

### **Policies and Procedures Manual**

The Kindergarten has a Policies and Procedures Manual that is continually updated and located in the foyer library at the Kindergarten. These policies are also located on our kinder website for your convenience. Please read anytime.

## Other Important Information

### Medication

It is really important that our staff are fully briefed on any potential medical conditions your child may have i.e. asthma, anaphylaxis, diabetes etc.

Management Plans (if applicable) must be completed prior to the child being left at the Kindergarten, so please speak with your child's Teacher to arrange this.

In the event that staff are required to administer medication to a child, you are required to:

- Give written permission (details to be recorded).
- Provide medication in the original container bearing the original label.

Please take note of the Kindergarten's policy on illness, as a child requiring medication may in some cases be too ill to attend kindergarten.

### Arrival and Departure

At the beginning of each session each child must be signed in to the Daily Attendance Book. Please remember to enter the name of the person collecting your child at the end of the session. The Duty Parent (and any sibling that stays) must also sign in at the bottom of the Daily Attendance book. If you are unable to pick up your child as planned, you must make alternative arrangements and should notify the Teacher of the change. Please do not expect the Teachers & Educator to mediate between parties. It is a requirement that staff are not to facilitate collection arrangements for children. The Kindergarten has an Authority for Collection form that must be completed if your child is to be collected by a person not previously nominated on your child's Kindergarten record (e.g. in the case of a play date).

Please bring your child into the relevant Kindergarten room, encourage your child to put their drink bottle and snack/lunch on the relevant trolley, put their bag away, wash hands and ensure that staff are aware of their arrival. Please remember to pack a separate snack for Extended Care. At the end of the session your child should be picked up from inside the kinder room and must be signed-out in the Daily Attendance Book. This process is a legal requirement to provide the staff with an accurate record of the children in their care, which is of vital importance should an evacuation be necessary. Please ensure that only the child/ren in your care are exiting the grounds with you.

### Birthdays

We love to celebrate every child's birthday and make it special, you can help by arranging to be on duty that day. We also offer party treats for all children if requested at a small cost to you.

### **Toys from home**

We request that no toys from home or war toys are to come to Kindergarten.

### **Dogs**

We understand animals are an important part of every family. We ask that dogs that accompany you on your walk to kindergarten for pick up or drop off are secured to the chains provided around the trees in the Staff Carpark.

### **In the Event of Illness**

Please keep your child at home if he/she is feeling unwell or shows any sign of infection i.e. heavy cold (green mucus is a good indication), diarrhoea in last 48 hours, vomiting in last 48 hours, high temperature or infectious disease. Please **phone or email** the staff to inform them of the reason your child will not be attending. A list of infectious diseases and their incubation period is on display in the entrance. Please refer to this or direct queries to staff.

If a child becomes ill whilst at Kindergarten, staff will attend to the needs of the child and contact you to collect them.

### **Emergency Evacuation Procedures**

These procedures are in the policy manual in the foyer. Practice evacuations, lock downs or lock outs take place each term for all groups.

### **Scooters, Bikes and Prams**

It is a wonderful way to come to Kindergarten and we strongly encourage physical activity at all times. We do ask that scooters, bikes and prams are kept along the fence line as you enter the front gate on the right and not in the main area outside the front doors. Please do not allow children to scooter or ride down the ramp and into the car park.

### **Withdrawing from the Kinder**

If you decide to leave Grange Road Kindergarten during the year, you must give the staff and the enrolment officers 4 weeks' notice in writing. Pro rata fees will be refunded only if your child is replaced. Please note that there are no replacements made in term 4.

### **Our Security**

30 minutes after the session has commenced the front door is locked. Entry to the Kindergarten is by invited admission only, and any person wishing to enter the premises must ring the bell and identify themselves to staff.

If you are present at the Kindergarten during a session time, please do not admit any one to the kindergarten unless the Educators are aware of their arrival. The door is opened at the end of the session for you to collect your child/ren.

## **Carpark**

**Please be advised that parking on the Kindergarten grounds including the carpark, is not permitted.** The carpark is reserved for Teachers/Educators only. We ask that you do not use this area for drop offs and pick-ups.

Please note: the area is used for general access to the Kindergarten by children and parents and as such it can be very dangerous to have cars moving in and out of this area. Your support and care with this is greatly appreciated.

Should an unauthorised vehicle be parked in this area it may be wheel clamped or towed.

## **Recycling**

We appreciate you bringing in your little bits & pieces and have many uses for things like:

- Paper, Cardboard & cartons (no egg cartons please)
- Lace, wool material & buttons
- Soft wood
- Corks & Plastic lids
- Small boxes
- Books
- Bottle tops

(Please note: we cannot use matchboxes, cigarette boxes, detergent bottles or toilet rolls, and very large items bigger than shoeboxes, it is difficult for us to dispose of large items in our recycling– thank you.)

## **Sustainability**

In recent years we have made an effort to improve our sustainability at the kinder.

- Recycling and waste disposal
- Worm farm
- Collecting plastic lids and bread tags
- Reusing and repairing items wherever possible
- Gardening and growing edible plants.

If you have any further ideas or feedback we welcome your suggestions.

## **Late Pick Up Policy**

This comes into effect 15 minutes after the end of a session. If a child has not been collected by this time, the staff will ring you. If there is no response they will ring the Emergency Caregivers listed on your child's Enrolment Record.

If the child has not been picked up 20 minutes after the end of the session the Teachers will contact Child FIRST and engage the help of the police to locate the parents/guardians and/or the Emergency caregivers listed in the Enrolment Record. The Educator will also notify D.E.T. as soon as practicable. A late collection fee of \$15 for every 15 minutes may be applied.

### **Excursions and Incursions**

During the year, we are lucky enough to offer an extensive array of excursions and incursions (visits from special groups) to further support the educational program for your child.

Three-year old will have a number of incursions, whilst four-year old engage in a number of incursions and excursions each term. The children love these events and for some children it is their first experience of concerts, puppet shows etc. Some examples from previous years are:

- Melbourne Symphony Orchestra
- A water safety session at a local swimming pool
- Farm Visits
- Puppet shows
- Dancing
- African Drumming
- Beach Excursion

### **Feedback**

Parents/Guardians who have concerns or feedback regarding Grange Road Kindergarten can choose to deal with these in one of the following ways:

- By directly approaching the Teacher or Educator
- By approaching the President or a committee member
- By writing to the Committee of Management or the Grievances Investigator (if making a complaint)
- By contacting the D.E.T. adviser

In all cases we take your concerns and feedback seriously and will ensure a timely and thorough response is made. Please note, a survey is conducted each year for all parents/guardians of children attending the Kindergarten. This is also a valuable time to give feedback.

### **More Information**

We understand it can be a bit daunting when starting at a new Kindergarten, particularly for the first time, or moving into a new area/country. We hope to make this transition easy. We encourage you to jump on our website, speak to any one of our staff or Committee or email us. We will be only too happy to help.

## Kindergarten Fees for 2020

Enrolment Fee \$100 (non-refundable)

4-year-old Groups – Blue, Orange and Yellow \$580 per term

(plus Family involvement Levy, \$150 in term 1)

3-Year-old Groups – Red and Green \$500 per term

(plus Family involvement Levy, \$150 in term 1)

## Extended Care 2020

4-year-old Groups - Thursday and Friday (2.5hrs) \$320, P.A. \$1,280\*

3-Year-old Groups – Wednesday (3.5hrs) \$440, P.A. \$1,780\*

<b>Public Holidays</b>	<b>2020</b>
New Year's Day	Tues 1 Jan
Australia Day	Mon 27 Jan
Labour Day	Mon 9 Mar
Good Friday*	Fri 10 Apr
Saturday before Easter Sunday	Sat 11 Apr
Easter Sunday	Sun 12 Apr
Easter Monday	Mon 13 Apr
ANZAC Day*	Sat 25 Apr
Queen's Birthday	Mon 8 Jun
Melbourne Cup	Tues 3 Nov
Christmas Day	Fri 25 Dec
Boxing Day	Mon 28 Dec

**\*APPROX VICTORIAN SCHOOL TERM DATES. EXACT START DATES WILL BE CONFIRMED**

PERIOD	START	FINISH	LENGTH
<b>TERM 1</b>	Tuesday, 28 January	Friday, 27 March	9 weeks
<b>HOLIDAYS</b>	Saturday, 28 March	Monday, 13 April	
<b>TERM 2</b>	Tuesday, 14 April	Friday, 26 June	11 weeks
<b>HOLIDAYS</b>	Saturday, 27 June	Sunday, 12 July	
<b>TERM 3</b>	Monday, 13 July	Friday, 18 September	10 weeks
<b>HOLIDAYS</b>	Saturday, 19 September	Sunday, 4 October	
<b>TERM 4*</b>	Monday, 5 October	Friday, 18 December	11 weeks
<b>2021 SUMMER HOLIDAYS</b>	Saturday, 19 December	Tuesday, 26 January 2021	

**1. Terms & Conditions. (Full Policies available on website)**

2. A non-refundable enrolment fee of \$100 is required to hold your child's 3-year-old or 4-year-old kindergarten position and an additional \$125.00 to hold an extended hour's session position.
3. An additional \$150 is paid with the first term fees for the Family Involvement levy. It is refunded with term four fees if families have attended either two working bees or attended one working bee and assisted with one fundraising throughout the year. Families who do not fulfil this requirement will mean the levy is forfeited (this includes non-attendance at any event).
4. All fees can be paid annually as a lump sum or in term payments.
5. Credit card payment is available; however Internet banking is preferred.
6. Cash payments are not accepted at the kindergarten for security reasons.
7. Families who are holders of a Health Care Card; Pensioner Health Benefit Card; temporary protection/humanitarian visas 447, 451, 785 or 786; asylum seekers on Bridging Visas A - F and Refugee and Special Humanitarian Visas holders 200-217; Resolution of Status (RoS) visa, Class CD, subclass 851; Department of Veterans Affairs gold card; triplets and quadruplets in the same year of kindergarten are entitled to a Department of Education and Training fees subsidy. When enrolling, please advise the Fees Officer (bookkeeper) who needs to sight the card for the family to receive this benefit.
8. Children will not be able to attend if they are deemed sick or contagious. This is at the discretion of the staff. The state of health of the child must be declared by the parent/guardian on arrival.
9. A 10% discount will apply to the second session if enrolling in more than one session of Extended Care.
10. Mixed aged classes may be run during the Extended Hours sessions.
11. We must have a minimum of 13 students for the Extended Care session to be run.
12. Extended Care sessions will have limited time in the playground. Note: not all sessions will have playground time.
13. Children will be automatically booked in once payment is received for the term.
14. Children are available for pick up, up to 15min before the session end time. Doors will be shut 15 mins after the end of the session so please ensure prompt arrival.
15. In the event that children are collected late a late fee may apply.
16. \*\* Please note that fees are subject to change and will be communicated in advance.