



grange road
kindergarten

2022 Parents Handbook Grange Road Kindergarten Association Inc



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Table of Contents

Welcome.....	4
Philosophy	
Meet our Teachers & Educators	
Management at Grange Road Kinder	
Licensed Kinder	
Extended Hours	
Our Program	
Starting Tips.....	7
Getting Started	
Preparing for Kinder	
What to Expect on Day One	
What to Expect in the First Few Weeks	
Staggered Starts	
What Your Child Needs to Bring	
Healthy Lunch & Snacks	
What Will Your Child Do at Kinder	
Family Participation.....	10
Working Bees	
Social Activities	
Keeping you Updated with General Information	
Open Communication	
Reflections Folder	
Policies & Procedures Manual	
Other Important Information.....	12
Medication	
Arrival & Departure	
Birthdays	
War Toys	
Dogs	
In the Event of Illness	
Emergency Evacuation	
Scooters, Bikes and Prams	
Withdrawal from Kinder	
Our Security	
Carpark	
Late Pick-Ups	
Recycling	
Excursions & Incursions	
Feedback	
More Information	

Welcome

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

We have put this Parents Handbook together to compliment our website and the support resources in the kinder foyer, to assist you throughout the next 12 months.

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

Our organisation is committed to child safety.

Grange Road Kinder is part funded by the Victorian State Government



Grange Road Kinder is rated as Exceeding the National Quality Standard by Australian Children's Education and Care Authority. (ACECQA)



Philosophy

At Grange Road Kinder, we believe that strong reciprocal relationships are central to creating a successful Kinder 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 Kinder, 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 at Kinder to strengthen the sense of community within our service. We strongly believe that being at Kinder should be a fun and happy experience for both children and their families.

Grange Road Kinder 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 Kinder 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 can offer 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 Kinder, we actively strive to ensure children can 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.

All children have the right to the best we can offer in terms of their education and care. Our philosophy is evaluated annually to ensure it meets the needs of our community.

Teachers & Educators

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

Teachers

Kerstin Tapp – Educational Leader & Nominated Supervisor

Delia Sims

Sue Ross

Kathryn McInnes

Cynthia Richards

Educators

Andrea MacVeigh

Jayne Munday

Kim Nhean

Chelsey Tregear

Catherine Berry

Lily Rhen

Jing Zhao - Early Childhood Language Teacher

Management at Grange Road Kinder

A Committee oversees the management of Grange Road Kinder. The parents elect the Committee at the Annual General Meeting, held in November of each year.

Please note that whilst the Committee is involved in the management of the Kinder, active and enthusiastic support from ALL PARENTS is necessary for the successful and smooth running of the kinder. Committee meetings are held monthly as per incorporated Association guidelines. The structure of the Committee can be found on our website and dates of meetings on the noticeboard.

The kinder employs a part-time administrator (Anna) who assists the committee with day to day tasks and enrolments, and a bookkeeper (Nicole) who manages the invoicing of fees and levies. They are available by contacting the kinder directly by phone or email

admin@grangeroadkinder.org.au

Licensed Kinder

Grange Road Kinder is registered as a Children's Services Centre Class 1 meeting the requirements of the Department of Education and Training (DET), 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. The sessions are scheduled to enable your child to move in to or out of 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.

Places are limited and on a 'first in, first served' basis. 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 Kinder 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 a vital 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 kinder. 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 Kinder 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 a fantastic 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 Kinder

You can help prepare your child for Kinder. Below is a list of things that you might like to practise at home, which may be useful for your child starting Kinder. 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 their 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 kindergarten books are great
- Encouraging your child to be independent, i.e. time by themselves
- Having some practice runs to the Kinder

What to Expect in the First Few Weeks

The first few weeks, when leaving your child with us, can be challenging for both parents and children, so it's natural to feel a bit anxious about this significant 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 Kinder 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. 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.

Staggered Starts

Staggered starts are made over the first few weeks of the new year for the 3-year-old groups and the first week for the 4-year-old groups to give each child more one-on-one contact with the staff (and vice versa), and so that children can familiarise themselves with the environment & routines. Please note, your staggered start enrolment correspondence (**sent after the AGM in November the previous year**) will outline the details of your child's specific staggered start.

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 sun-safe 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, sandpit and so on.
- Spare change of clothes, underwear
- 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, dips, dry biscuits or a sandwich. Please limit packaging and ensure it is easy to open and eat.

On long 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 request that foods containing nuts and nut products are not brought to Kinder

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 peacefully and constructively.
- Explore new things and ideas.
- Plan 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 clothes, and put away toys and materials after use.
- Promote physical and social activity through play.

Grange Road Kinder 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 Kinder and other community-based early children's services." DET

You have an essential role to play at Grange Road Kinder. During the term, you will be asked to participate in Kinder duty. Duty involves assistance during morning/afternoon tea and helping children during the Kinder session. It is an excellent opportunity to share a Kinder 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

All Families who Volunteer at Kinder will require a Working with Children Check. The application is free, but you will need a recent passport photo. To complete your application and for further instructions go to <https://www.workingwithchildren.vic.gov.au/>

Victorian organisations that provide services or facilities for children are required by law to implement Child Safe Standards to protect children from harm. Please refer to the attached letter regarding the Reportable Conduct Scheme. <https://ccyp.vic.gov.au/reportable-conduct-scheme/>

Working Bees

The Kinder employs a cleaner to do the cleaning each night and a gardener to maintain the garden regularly. Bayside City Council maintains or building. We generally conduct four working bees during the year, to attend to playground, garden and equipment maintenance, usually held on weekends. It is appreciated if each family attend at least one working bee for the year.

The Family Involvement Levy, charged with term one fees, is refunded after attending the full duration of two recognised activities, for example, one working bee and participation in the organisation of one fundraising event or holding and active committee position. 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 Kinder.

Social Activities

The Kinder 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 Kinder community!

Keeping You Updated with General Information

Grange Road Kinder has several ways to keep you updated. We ask that all parents take the time to read the noticeboards at the Kinder; check out our website, and read your kinder e Newsletters. We also use EnrolNow and emails 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 regards to how we can improve in general.

Open Communication

We believe it is essential for you to have access to the Kinder during operating hours and to be able to speak with Teachers and Educators about issues affecting your child/ren. Please find below the opportunities that we encourage you to utilise:

- Three-Year-Old: parent/teacher meetings will be scheduled during the year and on a needs basis.
- Four-Year-Old: Formal parent/teacher meetings will be scheduled mid-year if required.
- Informal 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.
- We encourage you to inform us about 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.

Reflections

We email reflections regularly, and provide copies in the foyer, and on a noticeboard. Reflections enable you to see what the children have been exploring and learning about and allows you to pick up further conversations at home about these topics.

Policies and Procedures Manual

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

Other Important Information

Enrolment Records

We use EnrolNow as our point of data collection. Please make sure that you have provided.

- 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 (Australian Immunisation Record, AIR is required)
- Ambulance subscription number and Medicare number
- Current health care card (if applicable)
- List of those you permit to collect your child and their address.

Please note: It is your responsibility to ensure that Grange Road Kinder has your current address and home, work and mobile phone numbers on record. These details should be sent to admin@grangeroadkinder.org.au at as soon as they are known.

Medication

Our staff must be fully briefed on any potential medical conditions your child may have, i.e. asthma, anaphylaxis, diabetes etc.

Management Plans (if applicable) must be completed before starting Kinder, so please speak with your child's teacher to arrange this.

If 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 policy on illness, as a child requiring medication may, in some cases, be too ill to attend Kinder.

Arrival and Departure

At the beginning of each session, each child must be signed into the Daily Attendance Book. Please remember to enter the name of the person collecting your child at the end of the session. (If a new person is collecting your child, please be sure to sign the relevant permission slip to permit our Teachers to release your child into someone else's' care). The Duty Parent (and any sibling that stays) must also sign in at the bottom of the Daily Attendance book.

Please bring your child into the relevant Kinder room, encourage your child to put their drink bottle and snack/lunch on the relevant trolley, put their bag away 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, as leaving, that you notify an Educator and that only the child/ren in your care are exiting the grounds with you.

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 Kinder has an Authority for Collection (Authorised Nominee) form that must be completed if your child is to be collected by a person not previously nominated on your child's Kinder record (e.g. in the case of a play date).

Birthdays

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

War Toys

We request that no war toys are to come to Kinder.

Dogs

We ask that dogs that accompany you on your walk to Kinder 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. A heavy cold (green mucus is a good indication), diarrhoea in the last 48 hours, vomiting in the last 48 hours, high temperature or any 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 Kinder, 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, lockdowns or lockouts take place each term for all groups.

Scooters, Bikes and Prams

It is a great way to come to kinder; 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. With the volume of children and adults entering and exiting the building, this must remain a clear thoroughfare.

Withdrawing from the Kinder

If you decide to leave Grange Road Kinder during the year, you must give the staff and the enrolment officers four weeks notice in writing. Pro-rata fees will be refunded if your child's place is filled.

Our Security

Thirty minutes after the session has commenced the front door is locked. Entry to the Kinder 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 kinder during a session time, please do not admit anyone to the kinder. 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 Kinder grounds including the car park, is not permitted. The car park is reserved for Teachers/Educators only. We ask that you do not use this area for drop-offs and pick-ups.

The area is used for access to the kinder by children and parents, and it can be hazardous to have cars moving in and out of this area.

Late Pick-Up Policy

If a child has not been collected within 15mins of finish time, the staff will ring you. If there is no response, they will ring the Emergency Caregivers listed on your child's Enrolment Record. A late collection fee of \$15 for every 15 minutes may be applied.

Recycling

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

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

(Please note we cannot use matchboxes, cigarette boxes, detergent bottles or toilet rolls – thank you.)

Excursions and Incursions

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

Every three-year-old group will have one incursion per term, whilst four-year-olds will receive at least one incursion and one excursion each term, all-inclusive in your fees. The children love these events, and for some children, it is their first experience of concerts, puppet shows etc. The looks on their faces are priceless!

Some examples from previous years are:

- Sandringham Hospital visit
- Local Walking excursions
- Melbourne Symphony Orchestra
- A water safety session at a local swimming pool
- Farm Visits
- Puppet shows
- Dancing
- African Drumming

Note: excursions and incursions may be deferred to another Term. Subject to government pandemic restrictions.

Feedback

Parents/Guardians who have concerns or feedback regarding Grange Road Kinder 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 DET 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 Kinder.

Kinder Fees for 2022

4-year-old Groups – Blue, Orange and Yellow \$610 per term

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

3-Year-old Groups – Red and Green \$260 per term

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

Extended Care 2022

(subject to demand and financial viability)

4-year-old Groups – Monday, Wednesday, Friday (2.5hrs) \$320 per session per term

3-Year-old Groups – Wednesday, Thursday (3.5hrs) \$440 per session per term

2022 Term Dates

(Closed for all Victorian Public Holidays)

Term 1: 28 January* to 8 April

***Note: Please refer to staggered start information provided after AGM for your child's start date**

Term 2: 26 April to 24 June

Term 3: 11 July to 16 September

Term 4: 3 October to 20 December

Terms & Conditions

(Full Policies available on the website)

- A non-refundable enrolment fee of \$100 is required to hold your child's 3-year-old or 4-year-old Kinder position and an additional \$125.00 to hold an extended care session position.
- The 3-year-old programme usually includes one incursion (an excursion that comes to the kinder, i.e. reptile park) per term and the 4-year-old programme includes one incursion and one excursion per term (all-inclusive in the fees)
- 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 played an active role on the committee, 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).
- All fees can
- be paid annually as a lump sum or in term payments.
- Cash payments are not accepted at the Kinder for security reasons, but can be deposited at Bendigo Bank in person.
- Families who are holders of a Health Care Card; Pensioner Health Benefits 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 Kinder are entitled to a Department of Human Services rebate. When enrolling, please advise the Fees Officer (bookkeeper) who needs to sight the card for the family to receive this benefit.
- Children will not be able to attend if they are deemed sick or contagious. This is at the discretion of the staff. The parent/guardian must declare the state of health of the child on arrival.
- A 10% discount will apply to the second session if enrolling in more than one session of Extended Care.
- Mixed aged classes may be run during the Extended Hours sessions.
- We must have a minimum of 13 students for the Extended Care session to be run.
- Children will be automatically booked in once payment is received for the term.
- 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.
- In the event of late pick up a late fee may apply.