

Jacaranda Preschool



Parent Handbook 2023

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Welcome to Jacaranda Preschool

We are happy to welcome you and your child to Jacaranda Preschool. This is a very exciting time in your life and we hope you have a rewarding and enjoyable year.

Jacaranda Preschool – Kingsway Drive was rated overall as “Exceeding” in 2022 and Nebel Street as “Exceeding” the National Quality Standards set by the Federal Government in 2018. We are particularly proud of the Preschool as it continues to nurture resilient, knowledgeable individuals starting out on their organized educational experience.

This booklet has been prepared so families can best understand how the Preschool operates and how you can support your child and the contribution you can make to the Preschool.

If you have any queries, please do not hesitate to contact your child’s educators.

We plan to give your child an exciting and stimulating happy introduction to education by encouraging active learning through play.

Preschool is the first step in education as it helps children to:-

1. Use imagination and creativity in their work; and
2. Become independent learners amongst other things
3. Become an active and co-operative group member
4. Make responsible choices
5. Follow instructions

Our Pre-School Philosophy

Jacaranda Preschool recognises the rich heritage of our First Nation's people and acknowledges the Wurundjeri Willum Clan as the custodians of our land.

Jacaranda Pre-School is a nurturing, caring, safe place where:

children, families and staff feel a sense of belonging and build positive relationships with each other

all children are empowered to participate and are celebrated as unique

all adults strive to keep every child and are committed to uphold current child safe standards.

we can all be ourselves and thrive to reach our full potential together as a collaborative community where we hold high expectations for every child's learning

all are encouraged to grow and take risks, reflect on practice and build partnerships to be the best kindergarten we can be

we strive to provide a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children are respected and valued

we recognise the needs of children and young people with disability, children and young people from culturally and linguistically diverse backgrounds, those who are unable to live at home, and lesbian, gay, bisexual, transgender and intersex children and young people.

we value the environment and believe the connection we build with nature plays a vital role in shaping children to support and build a sustainable community.

Our commitment to child safety

Jacaranda Preschool is committed to child safety.

We want children to be safe, happy and empowered. We support and respect all children, as well as our staff and volunteers.

We are committed to the safety, participation and empowerment of all children.

We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow rigorously.

Jacaranda Preschool is committed to preventing child abuse and identifying risks early, and removing and reducing these risks.

Jacaranda Preschool has robust human resources and recruitment practices for all staff and volunteers.

Jacaranda Preschool is committed to regularly training and educating our staff and volunteers on child abuse risks.

We support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

We have specific policies, procedures and training in place that support our leadership team, staff and volunteers to achieve these commitments.

If you believe a child is at immediate risk of abuse phone 000.

Our Preschool History

Jacaranda Preschool was established in 2003 when Kingsway Drive Kindergarten and Lalor Park Kindergarten amalgamated. The Kingsway Drive Kindergarten site was redeveloped with the Maternal Health and Child Care building to provide a dual unit Preschool.

In October 2012, we successfully obtained Nebel Street Kindergarten (formerly named Lalor Park Kindergarten). This was a very exciting time for the staff and committee as we felt we had reclaimed a historical part of our past.

Jacaranda Preschool values play in nature and encourages the children to take managed risks. In 2012, Jacaranda Preschool (Kingsway Drive), made history by running the City of Whittlesea's first Bush Kinder Program at Westgarthtown Lutheran Reserve. Since its pilot program we have continued to run and expand our Bush Kinder Program. In 2019, Nebel Street ran a Bush Kinder Program at Westgarthtown and our Yellow Group at Kingsway Drive piloted a Bush Kinder Program at Huskisson Reserve.

Jacaranda Preschool is a ***community run*** kindergarten. The kindergarten operations are managed by a voluntary committee of management consisting of parents whose children are enrolled at the centre or are on the waiting list for the kindergarten. The Committee of Management is elected at the Annual General Meeting which is held in November each year

By volunteering you are supporting your child's education while learning skills such as public speaking, marketing and budgeting.

The Committee of Management comprises the following Officers:

1. President
2. Vice President
3. Secretary
4. Treasurer

There are also a number of General Committee Members, who may choose to be involved in one of the subcommittees.

Learning at Kindergarten.

At Jacaranda Preschool, we follow the Victorian Early Years Learning Framework (VEYLF) and the Early Years Learning Framework (EYLF) when planning the children's program.

When planning our program, we draw on the information parents provide to use about their child's interests and needs, what we observe of the children, what the children tell us they are interested in and also from what is happening in our environment and society. We also use intentional teaching – there may be a specific skill or knowledge we want the children to acquire.

Within the Framework there are three basic concepts that children's lives are characterized by *Belonging*, *Being* and *Becoming*. This refers to how a child from even before birth is linked to family, community, culture and place. Through these relationships a child's development and learning takes place as they begin to explore, develop interests, create their own identity and make meaning to the world around them. The three concepts, *Belonging*, *Being* & *Becoming*, represent life and living and are constantly referred to throughout the *EYLF*.

- **Belonging** – to understand that you are part of a group, feeling that you are part of a family. Having a feeling that you are linked with others and experience important relationships. A child's sense of belonging can be referred to their relationships with family members – recognizing mum, dad, siblings, grandparents etc. Within early childhood, a child's sense of belonging can relate to how comfortable a child is within the setting, having a sense of trust and security with childcare professionals. When a child has a sense of belonging they are more confident, feel more secure, be more creative and more likely to explore the world of learning.
- **Being** – to experience what is happening now, life in the present. For children, understanding that they are accepted for who they are and knowing that others care about them. Within early childhood, a child's sense of being can relate to how childcare professionals show respect to each individual child, through greetings, conversations and actions. When a child has a sense of being they build and maintain relationships with others, take part in life's journey and face challenges in everyday life.
- **Becoming** – to experience change through different events and circumstances in one's life. A child's sense of becoming refers to the changes they experience as they grow, learn and develop. Within early childhood, a child's sense of being, changes overtime as they gain knowledge, extend their understandings, create relationships and develop skills. This enables a child to learn to participate actively in today's society.

The Framework conveys the highest expectations for all children's learning from birth to five years and through the transitions to school.

It communicates these expectations through the following five Learning Outcomes:

1. **Children have a strong sense of identity.**
2. **Children are connected with and contribute to their world.**
3. **Children have a strong sense of wellbeing.**
4. **Children are confident and involved learners**
5. **Children are effective communicators.**

Achieving the Learning Outcomes Through Play Based Learning:

At Jacaranda Preschool we offer an educational play based program.

Play enables a connection for children to explore, discover, imagine, develop ideas, interact, communicate and a sense of *being, belonging* and *becoming*.

Play is a context for learning that:

- allows for the expression of personality and uniqueness
- enhances dispositions such as curiosity and creativity
- enables children to make connections between prior experiences and new learning
- assists children to develop relationships and concepts
- stimulates a sense of wellbeing.

Session Times 2023

Jacaranda Preschool has sessions for both 3 and 4 year olds:

- 3 Year Old Groups – Possum, Joey, & Koala
- 4 Year Old Groups – Blue, Green, Yellow, Red, Orange & Purple

Each group starts the year according to a staggered start timetable to ensure transition into their group is as positive as possible.

The groups then meet each week according to the following times.

Four Year Old Kindergarten Groups 15 hours per week. (BK) Bush Kinder

ORANGE GROUP (Nebel Street) (Bush Kinder)	Tuesday Wednesday Friday	8:00am -11:30am(BK) 8:00am – 4:00pm 12:30am –4:00pm
PURPLE GROUP (Nebel Street)	Monday Thursday	8:15am - 3:45pm 8:15am - 3:45pm
GREEN GROUP (Kingsway Drive)	Monday Tuesday Thursday	8:15am - 3:45pm 8:15am – 12:00pm 12:45pm – 4:30pm
BLUE GROUP (Kingsway Drive) (Bush Kinder)	Wednesday Friday	8:15am - 3:45pm 8:15am - 3:45pm (BK)
YELLOW GROUP (Kingsway Drive) (Bush Kinder)	Monday Tuesday Thursday	8:00am - 1:00pm 8:00am - 1:00pm 11:45pm-4:45pm (BK)
RED GROUP (Kingsway Drive)	Wednesday Friday	8:30am - 4:00pm 8:30am - 4:00pm

Three Year Old Kindergarten Groups 8 or 9 hours per week.

KOALA GROUP (Nebel Street)	Tuesday Friday	12:30pm - 4:30pm 8:00am – 12:00pm
POSSUM GROUP (Kingsway Drive)	Monday Tuesday Thursday	1:45pm - 4:45pm 1:45pm - 4:45pm 8:00am –11:00am
JOEY GROUP (Kingsway Drive)	Tuesday Thursday	12:30pm – 4:30pm 8:15am – 12:15pm

Educators

The staff at Jacaranda Preschool are experienced educators with qualifications ranging from Early Childhood Teachers, Diploma Qualified Educators and Certificate III Educators. All staff are required to have current VIT Registration (Teachers), Working with Children Checks, Anaphylaxis training, Emergency Asthma Management, First Aid and CPR training qualifications.

Professional development training and workshops keep all staff informed and abreast of current teaching theories and practices.

JULIE MAURDEV

Teacher/Educational Leader (Kingsway Drive) - Bachelor of Teaching (Early Childhood Education), Graduate Diploma of Educational Studies

Julie is the Educational Leader and Teacher of the 4 year old Yellow Group and 3 year old Possum Group. Julie joined Jacaranda Preschool in 2007 and brings with her over 23 years experience in teaching preschool age children. Julie was instrumental in organising the City of Whittlesea's first Bush Kinder Program at Jacaranda Preschool - Kingsway Drive. The program commenced in 2012 and has continued to grow and develop. In 2019, Yellow Group piloted a Bush Kinder Program at Huskisson Reserve. Julie also has great pride in leading Kingsway Drive to obtain the status of "Exceeding" the National Quality Standards in 2012, 2017 and 2022.

KATE DIGNEY

Teacher/Nominated Supervisor (Nebel Street) - Graduate Diploma in Education (Early Childhood)

Kate joined Jacaranda Preschool in 2013 and is the Teacher of the 3 Year Old Koala Group and the 4 Year Old Orange Group at Nebel Street. Kate has a background in social work where she has worked as a Case Manager for people experiencing homelessness and people with disabilities. Kate has four daughters and loves spending time with them and being involved in their activities. After being inspired with Preschool through her own children's experiences, Kate decided on a career change and completed her teaching degree in 2012. Kate's favourite kinder experience is reading books, cooking, gardening and creating with the children.

EMMA REIMERS

Teacher/Nominated Supervisor/Educational Leader (Nebel Street) - Graduate Diploma in Education (Early Childhood)

Emma first joined Jacaranda Preschool in 2005 as a part-time Teacher and only left to seek full-time employment. Jacaranda Preschool were able to offer Emma a full-time position in 2012 and she was more than happy to return and was instrumental in securing the Nebel Street site in 2013 where she now resides as the teacher of the 4 year old Purple Group, team teaching with Anna. Emma's favourite Kindergarten experience is watching the children's independence grow during the year.

JOANNE ARGYROPOULOS

Teacher (Kingsway Drive) - Bachelor of Education (Primary & Early Childhood)

Joanne joined Jacaranda Preschool in 2014 as a graduate teacher and has had the pleasure of working at both Kingsway Drive and Nebel Street sites. Joanne has developed her passion and knowledge of Early Childhood Education and prides herself on connecting meaningful partnerships with families and providing them with any support they require through our service. Joanne's favourite thing about Education, is the development in confidence that is visible in every child throughout their Kindergarten journey. Joanne is currently on Maternity Leave till 2024.

SOPHIA MUSTICA

Teacher (Kingsway Drive) - Bachelor of Early Childhood Education

Sophia has been a kindergarten teacher for over 10 years with experience working in a range of early childhood settings. She is the 3 year old teacher of the Joey Group. Sophia has a passion for building strong relationships with children and families. Children are all amazing and learn and develop so much everyday. Sophia looks forward to coming into

kinder everyday and teaching children in the most nature way children learn- through play. Sophia feels honoured to be a part of each childs' learning journey.

LAURA BOWEN

Teacher (Kingsway Drive) - Bachelor of Education (Early Childhood)

Laura joined the team at Jacaranda in 2017 after having worked for several years teaching in another setting. She is the teacher of the 4 year old Blue Group. Her favourite part of being a teacher is developing relationships with the children and families, as well as watching the children's confidence grow throughout the year. Laura attended Jacaranda Preschool herself as a child and feels so privileged to be able to now have the same positive impact on children that her own kindergarten teacher had on her.

SAMENEH SEIF

Teacher (Kingsway Drive) - Graduate Diploma of Educational Leadership and Management, Graduate Diploma in Early Childhood Education

Sam was 4 years old when she decided to become a kinder teacher and although she worked in a few other sectors, there is no other area of work and study that seems more appealing to her other than Early Childhood Education.

She built the foundations for the career by participating in different work experiences, volunteering positions, tutoring, working closely with a child psychology and children's book publishers in the years prior to her tertiary education.

Sam finds Early Childhood Teaching fascinating like a piece of music, colorful with hidden meanings like paintings, challenging like rock climbing. *"I can say it with absolute certainty that children's smiles, their passion for learning, their indescribable desire for connection and their magical power of forgiveness will inspire me to remain a teacher for many years to come."* Sam is currently on Maternity Leave till 2024.

NADIA DE AMICIS

Teacher (Kingsway Drive) - Bachelor of Arts/Early Childhood Education, Graduate Diploma of Early Childhood Education

Nadia began her career at Jacaranda Preschool as a teaching student, and then took on a permanent position teaching the 3 and 4 year old children. Early childhood education has allowed Nadia to share her passion in teaching with her co workers, children and the families that she has met throughout the years. Nadia is on currently on leave till 2024.

ANNA PICCIANI

Teacher (Nebel Street) -

Anna currently teaches at Jacaranda Nebel St, team teaching the Purple Group with Emma. Anna comes with almost 30 years of kinder teaching experience. Anna has filled in many temporary and casual positions at both Jacaranda sites (Kingsway Drive and Nebel Street). She is a highly regarded teacher in the local area and works as a relief teacher in many of the local preschools. Anna has two adult children and speaks Macedonian.

ANGELA ZIMMERMANN

Teacher (Kingsway Drive) - Bachelor of Education (Early Childhood)

Angela rejoins Jacaranda after spending time overseas and working in other sessional kindergartens in Melbourne. She is the teacher of the 4 year old Green Group and Red Group. Angela knew in high school when she did work experience at a kindergarten, she wanted to work with children. After completing her Bachelor of Education - Early Childhood she taught internationally in Malaysia. In 2012 Angela joined Jacaranda and then international teaching called her again in 2017 where she moved to China until 2020; during this time she built an understanding and respect for working with children learning English. Angela comes with a passion for music and yoga and has completed training to use these in the classroom. Her favourite thing to do with children in the classroom is singing and reading favourite stories.

LEANNE NAUM

Educator (Nebel Street) - Diploma of Children's Services (Early Childhood Education & Care)

Leanne is our longest serving employee and her experience, knowledge and commitment is highly regarded and respected by her co-workers. Leanne was originally employed at Lalor Park Preschool (now known as Jacaranda Preschool - Nebel Street) in 1994 and joined Jacaranda Preschool – Kingsway Drive (formerly Kingsway Drive Preschool) in 2002 when both Preschools amalgamated. In 2013, Leanne moved back home to Nebel Street and is the Educator for the 4 year old Purple and Orange Groups. Leanne loves watching the children develop their language skills over the year and is comforted in knowing that they will progress to Primary School without a language barrier. Leanne is a Grandma and is loving her role as “Nanny”.

ROSE PENNACCHIA

Educator (Kingsway Drive) - Diploma of Children’s Services (Early Childhood Education & Care)

Rose is our second longest serving employee and originally started relieving at Kingsway Drive Preschool in 1998 before taking on a permanent educator position in 2000. She is the 4 year old Educator for the Blue and Green Groups. Rose’s passion is outdoor play and participates in the Bush Kinder program through rain, hail and shine. Rose loves to watch the children develop their skills through nature and outdoor play.

ANGELA TOLESKY

Educator (Nebel Stree & Kingsway Drive) - Certificate III in Children’s Services

Angie joined Jacaranda Preschool in 2014 as an additional assistant for the 4 year old Yellow Group. Angie is the Educator of the 3 year old Koala Group and is the educator in the Orange group and Green Group. Angie has a warm, bubbly personality and enjoys working with children and their families.

AMY PEPYAT

Educator (Kingsway Drive) - Diploma in Early Childhood Education and Care

Amy joined Jacaranda Preschool in 2021 and is currently the Educator of the Yellow Group and Possum Group. Amy has over 10 years experience in early childhood education. "I love working in the industry and feel its an honour to be a part of a child's learning journey! I also love getting to know families and incorporating their values and goals into our day".

Sonia Cianchetta Barbante

Educator (Kingsway Drive) – Diploma in Early Childhood Education and Care

Sonia completed her Diploma in 2015 and since then has continued to work in this field. She is the Educator of the 3 year old Joey Group as well as working within the role of Inclusion Support through her work with Uniting. Sonia believes children benefit greatly from the 3 year old Kinder program, whether it be making new friends, learning new skills, new concepts and just by this development of your child will benefit greatly.

Anita Chahine

Educator (Kingsway Drive) - Diploma of Early Childhood Education and Care

Anita has joined the team at Jacaranda Preschool in 2023. She is the educator of the 4 year old Red group. Anita brings with her many years of experience in working with young children within her role as inclusion support. We welcome Anita.

MARGARET RADES

Administration officer (Nebel Stree & Kingsway Drive) -

Margaret joined the Jacaranda Preschool team in 2020. Her career began in early childhood many years ago, and it was very rewarding and fulfilling for her to work alongside young children. After having her own three children and being highly involved in their kindergarten's Committee of Management, she took an opportunity to work within the role of administration. She has over 10 years of experience in this role and also works at another kindergarten in the Whittlesea municipality. She highly enjoys her work and being involved in a community of educating and inspiring children.

TERM DATES For 2023

Term 1: Friday 27th January (teachers start) to Thursday 8th April

Term 2: Monday 24th April to Friday 23th June

Term 3: Monday 10th July to Friday 15th September

Term 4: Monday 2nd October to Wednesday 20th December

- The first day of Term 1 is when teachers start – this is a student-free day. Please check your child's transition times for their starting date.
- The last day of Term 4 is for staff clean up. You will be notified of your child's last day of kinder and end of year party day.
- The kindergarten is closed for all Public holidays during school terms.

Public Holidays For 2023

Labour Day

Monday 13th March

AFL Grand Final

TBC

Melbourne Cup Day

Tuesday 7th November

Free Kindergarten

The Victorian Government provides funding to support children to access a high quality kindergarten program in the two years before they start school. This helps to ensure all Victorian children get the best start in life.

From 2023, the Victorian Government is making kindergarten programs free for three and four-year-old children - saving you and your family up to \$2,500 per year for their program. Free Kinder is a critical component of the Victorian Government's Best Start, Best Life reform.

Funding for your child's free kinder program is provided to our service directly from the Victorian Government, so you will not be required to make any fee payments for three and four-year-old kinder programs from 2023.

FIRST DAYS – HOW YOU CAN HELP

Your child is going to be in a group of 22 children (3 year old Group) and 22 children (in our 4 year old Group) and 2 or 3 unfamiliar adults (the educators). This experience can often be overwhelming, especially if this is your child's first experience away from home.

Children react to kindergarten in many different ways. It is natural for your child to feel uneasy. Give your child time to adjust. Be patient and understanding while they learn to cope with this new situation.

When it comes time to say goodbye, do so promptly, telling your child you will be back after story to pick them up. Never slip away without saying goodbye and please be on time when picking them up.

TRANSITION PROGRAM

To make settling into kindergarten a lot easier, children will be attending in smaller groups and shorter times for the first week.

This will give both children and the teacher the opportunity to get to know each other on a more personal basis and work through any insecurities. It is understood that some children have attended playgroup or 3 year old kindergarten but we ask for parents to be patient with the shorter hours, as it will be the first time for many children in such an environment.

Please refer to your **Transition Program** information with your child's starting dates and times.

PARENT INVOLVEMENT

A very important part of the kindergarten is help of the parents. Parent's involvement not only helps the kindergarten to run smoothly, it also enables every parent to become an active participant in their child's preschool education. Parents are asked to help in many ways:

HELPING AT KINDER

Due to restrictions regarding Covid 19, parent/carer helpers during the program sessions may not always be possible.

This is an excellent opportunity for you to meet your child's friends and participate in the program with your child. Your child will really enjoy and look forward to the day when Mum or Dad comes to help. You may be asked to help out with odd jobs such as wiping down the tables for lunch, washing paintbrushes or participating in special activities organized for the children (games, gardening, cooking, reading).

OTHER WAYS IN WHICH PARENTS CAN HELP

You can help by sharing with the children a special talent you may have, for example playing a musical instrument or cooking.

Parents can also assist with supervision on excursions and participating in special events during the year.

JOINING OUR COMMITTEE

Our kindergarten is run by volunteer parents whose children attend the centre. There are many roles and opportunities for parents to be actively involved in the running of the centre. Please speak to your child's educators if you would like further information on joining the Committee.

WORKING BEES

Your participation at working bees is vital to the ongoing maintenance and operations of the kinder. At working bees, parents perform general maintenance and cleaning tasks, ensuring the kinder is a clean and safe place for children, staff, parents and the community, as well as assisting us to meet the regulations governing kindergartens.

Information regarding times and maintenance required is sent out to families throughout the year. You will be asked to choose a task and bring along the appropriate equipment to complete the task. It's a great opportunity to meet other parents and help care for your child's centre.

COLLECTING CLASSROOM RESOURCES

Due to restrictions regarding Covid 19, we may not be able to accept donation of resources.

We always welcome any products that you may be able to collect or no longer require for the children's activities, such as:

- Cardboard boxes – *no boxes which have contained food. Boxes such as tissue, shoe boxes, make up boxes etc.*
- Cardboard tubing - *note: no toilet rolls*
- Wool, ribbons and string
- Buttons
- Plastic lids and corks
- Small pieces of wood
- Material
- Any type of paper (especially for drawing) and wrapping paper
- Pre-cut pieces of fabric
- Things collected from nature suited to craft work – gum nuts, pinecones, seashells etc.
- No longer used toys such as baby dolls, dolls clothes, dress ups
- Household items such as pots, pans, typewriters, etc.

Please speak to staff about the suitability of items.

STARTING KINDERGARTEN

What to bring to kinder

- **Backpack/bag**

- **4 Year Olds**

- **Lunchbox with a healthy home made lunch and one piece of fruit or vegetable on long session day on shorter days only bring a piece of fruit or vegetable -**

- **3 Year Olds**

- **Lunchbox with fruit or vegetable only**

Please keep lunches **HEALTHY**.

Children may bring sandwiches consisting of salad, meat, vegemite, etc.

Due to the number of children that may have potentially life threatening allergies, the Committee of Management has decided to implement a **NO NUT** policy.

Parents/Guardians are asked not to include products such as peanut butter, nutella, sesame seed bars and muesli bars in the children's snacks and lunch boxes. This includes homemade "treats" such as muffins, slices and bars.

Note: Your Educator may advise of other food items not to bring if there is a child at risk attending your group.

Please **DO NOT** send chips, lollies, cakes, sweet biscuits, chocolates or nuts as children will be asked to take them back home. **No** prepackaged foods please.

Please support our low waste practices by using reusable containers rather than glad wrap.

- **Drink bottle with water**
- **Spare clothes - including underwear**
- **Summer - Sunhat/sunglasses (During days of UV levels above 3)**
- **Winter - coat/hat/gumboots**

Please ensure that all of your child's items are CLEARLY LABELLED with THEIR NAME

CHILDREN'S CLOTHING

At Jacaranda Preschool, the children may get clothes dirty, wet and stained as a part of normal play. It is important to dress children in clothes that you don't mind getting spoilt by messy activities and which allow safe climbing and physical activity.

They should also wear well-fitting, enclosed shoes. For safety reasons slip-on sandals and thongs are not suitable.

ENROLMENT DETAILS

A kindergarten enrolment form must be fully completed online, signed and submitted before your child begins kindergarten (i.e. at the parent teacher interview). On this form, you give authorization for the Person in day to day charge/teacher to seek medical attention in case of an emergency. This also infers that you are responsible for any resulting costs.

We require two emergency contact numbers, **other than the child's parents**, on this form. Please ensure that these two emergency contact people have different addresses and telephone numbers from each other.

Please ensure that all telephone numbers on your child's form are kept up to date.

BRINGING CHILDREN TO KINDERGARTEN

We ask that you bring your child into the playroom when the door is open to start the session and collect them from the playroom at the end of the session. The children will not be allowed into the playroom until staff open the doors at the beginning of the session.

PUNCTUALITY

It is important to establish in your child a good sense of punctuality. Please arrive at the start and the end of each session on time.

In case of an emergency or delay, please telephone the Kingsway Drive site on 9465 1993 or Nebel Street on 9464 4723.

If teachers are not able to contact parents in the case of a late pick up, teachers will contact the emergency contact person. Young children become distressed when all children have gone and he/she is the only one left.

A Late Collection Fee may be applied to all families using the service. A warning letter will be sent to families who are being considered for the late collection fee.

When the parent/guardian is over 15 minutes late in collecting their child, the fee will be based on \$5 for every five minutes, or part there of from the conclusion of the session.

When the parent/guardian is over 30 minutes late from the conclusion of the session then \$10 for every five minutes will be charged.

SIGNING THE BOOK

Due to restrictions regarding Covid 19, staff may need to sign your child in and out of preschool.

Due to regulations each child must be signed in when they arrive at the kinder and when they are picked up. Please also ensure that the correct time has been recorded. It is the responsibility of the person bringing and picking up the child to sign the book. Please make sure you notify family and friends of this procedure.

An adult must sign the book as it is a legal document.

COLLECTING YOUR CHILD

At the end of each session, we like to dismiss each child individually by name. This enables staff to make sure children are leaving with the correct adult.

Once your child has walked out into the foyer, could you please organize his/her bag, coat etc. outside. The congestion in the foyer also worries the children a little when they are not able to see Mum or Dad.

We ask for your co-operation with this procedure as it is a safety precaution and it assists staff with supervision.

You are more than welcome to come back into the Kindergarten after the crowd has gone.

If someone else will be collecting your child, please notify staff at the start of the session. If you are unable to pick up your child due to unforeseen circumstances please call and let staff know of the changes. Your child will not be dismissed unless a member of staff has been contacted.

REST TIME

Within our program we provide the option of quiet and active activities both indoors and outdoors. If a child requests to lie down we have facilities available.

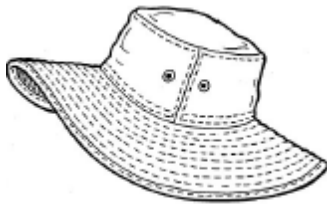
SUN SMART

Outdoor play is an important part of our curriculum all year round. In order to protect your child from harmful UV rays we require that **all children bring a suitable sun hat**; a hat that provides shade to the face, back of the neck and ears. Children will also be required to wear appropriate clothing. Sleeveless tops are not recommended.

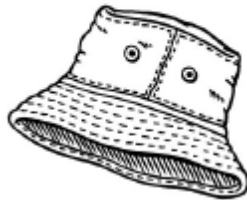
Please ensure that you apply SPF factor 30+ sunscreen before your child leaves home. Sunscreen 30+ is available at the centre for re-application. If your child has a particular sensitivity then you are encouraged to supply your own named sunscreen and hand it to staff for reapplication.

On very hot days please feel free to keep your child at home or collect your child earlier from the kindergarten. Sun hats are not provided by the kindergarten due to the risk of spreading head lice.

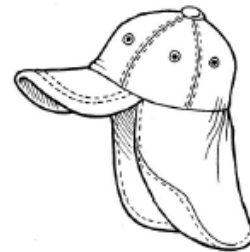
Provide a named *SunSmart* approved sunhat for their child's use that provides good shade to the neck, ears, temples, face and nose during days when UV levels are above 3. The *SunSmart* hats stipulated by the Anti-Cancer Council include:



Broad brimmed



Bucket hat



Legionnaire hat

BIRTHDAYS

We like to celebrate each child's birthday because milestones at this age are important.

As part of our centre's Healthy eating and active play policy, parents may wish to provide "party bags" for the children in the class. These may contain non-food items such as balloons, stickers and bubbles.

You are welcome to join with the class and teachers in celebrating your child's birthday.

Please do not distribute birthday invitations to the children, as it may be upsetting and confusing for those who miss out. Birthday invitations can be placed in children's work box for collection by parents.

SPECIAL EVENTS

During the year we have visitors or excursions to extend the children's kindergarten program. You will be notified of any special event occurring at the preschool several weeks prior.

HEALTH AND ATTENDANCE

Due to restrictions of Covid 19, your child is not able to attend if they are unwell.

Regular attendance is important when planning a program for a group and for individual children. If your child is sick or unable to attend preschool please ring and let staff know.

Sometimes your child may have no definite symptoms but may be overtired or have a slight cold. On these occasions use your own judgement and consider if your child is up to enjoying the preschool session. Also consider the other children and staff.

The wellbeing and health of your child is our highest priority. Our centre follows the Health Commission Policy on Infectious Disease, which means that affected children will have to stay at home for a specified time. Please refer to Exclusion Period information displayed in Preschool foyers or visit the National Health and Medical Research Council website. www.nhmrc.gov.au/guidelines/publications/ch55.

If your child becomes ill at the centre, parents will be notified at work or home. Your emergency contact numbers must be kept up to date. The staff will try their best to separate the ill child from all other children and keep them as comfortable as possible. Parents give the centre the authority to call medical attention in an emergency.

All staff have current first aid certificates and will apply first aid where appropriate and take emergency action if required.

Commencing January 2016 all children that attend Preschool will be required to be immunized, an Immunisation History Statement available from Medicare is required as proof of immunization. The City of Whittlesea provides immunization - refer to schedule of dates displayed in Preschool Foyers or contact the City of Whittlesea.

IMPORTANT – Please do not send your child to a kinder session when they are unwell. It can be upsetting for your child and they may find it difficult participating in the program.

COMMUNICATION

Curriculum details are written up on the notice board for your information. You will also find a reflection book near the sign in books highlighting what has been happening in our program.

Communication between the committee and parents is primarily via email. It is important that you provide your email address to the committee and advise us if your email address changes. If you do not use email, please talk to a committee member or your educator to work out an alternative. You can contact the committee anytime on jacarandacommittee@gmail.com

We strongly value the relationships between home and kinder. By providing us with details about your child's interests and what they have been doing will help staff develop a program for your child and the rest of the group.

Parent/teacher interviews will be held at the beginning of Term One and then by appointment. If you have concerns about your child's development, please talk to your child's educators.

POLICIES

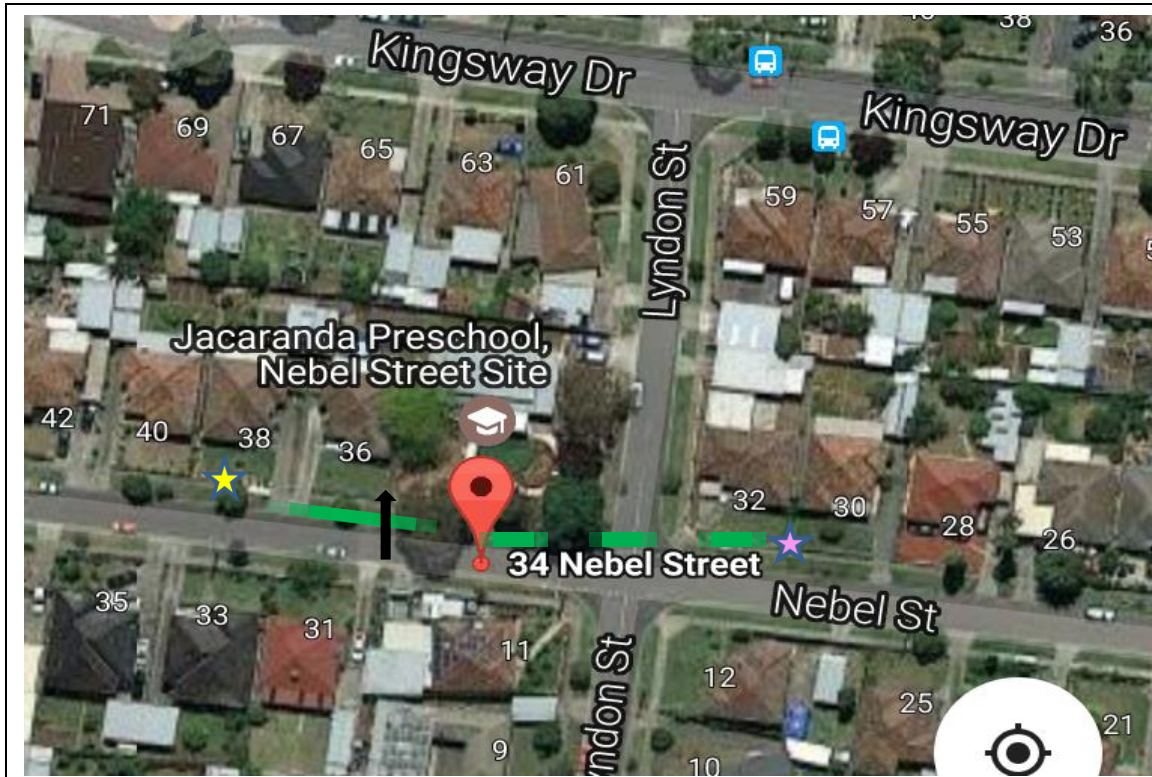
Jacaranda Preschool follows all appropriate legislation and regulations as set by the Department of Education and Training (DET). We also follow learning frameworks such as the Victorian Early Years Learning Framework and Early Years Learning Framework.

A copy of the centre's policies are available for viewing in the kindergarten foyer. Please note that the policy folder needs to remain on the premises and cannot be removed. Speak to staff if you would like a copy of any of the policies.

We look forward to a wonderful partnership in your child's learning and development.

***Committee of Management and educators
Jacaranda Preschool.***





**EMERGENCY EVACUATION PROCEDURE-
Nebel Street site.**



Distance to Primary off-site assembly point: 38 Nebel Street Lalor Approx. time to reach Primary off-site assembly point:	2 MINUTES
Distance to Secondary off-site assembly point: 30 Nebel Street Lalor Approx. time to reach Secondary off-site assembly point:	3 MINUTES
Legend	
Primary off-site assembly point	★
Route to Primary off-site assembly point	—
Secondary off-site assembly point	★
Route to Secondary off-site assembly point	...
Emergency services access point	→

**EMERGENCY EVACUATION PROCEDURE-
Kingsway Drive site.**



<p>Distance to Primary off-site assembly point: Approx. time to reach Primary off-site assembly point:</p>	<ol style="list-style-type: none"> 1. West Lalor Tennis Club – located behind the kindergarten (approximately 4 minutes) 2. Huskisson Avenue Reserve Football/ cricket Pavilion – located behind the kindergarten, past the Tennis Club (approximately 10 minutes)
<p>Distance to Secondary off-site assembly point: Approx. time to reach Secondary off-site assembly point:</p>	<ol style="list-style-type: none"> 1. Lalor Hub Shopping centre – next to Kindergarten 70 Kingsway Drive, Lalor (approximately 2 minutes) 2. Jacaranda Preschool – Nebel Street, 34 Nebel Street Lalor 9464 4723 (approximately 10 minutes) <i>Please note that this offsite assembly point is not on this map. To walk to the site, walk along Kingsway Drive, for 300m, then turn right on to Mount View Road. Walk 80 m and then turn left onto Nebel Street. Continue on Nebel Street for 200 m, Jacaranda Preschool - Nebel St will be on your left.</i>
<p>Legend</p>	
<p>Primary off-site assembly point</p>	
<p>Route to Primary off-site assembly point</p>	
<p>Secondary off-site assembly point</p>	
<p>Route to Secondary off-site assembly point</p>	
<p>Emergency services access point</p>	