

# Jacaranda Preschool



## Parent Handbook 2017

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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 2012 ” and Nebel Street as “Meeting the Standards in 2014” of the National Quality Standards set by the Federal Government in 2012, 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***

### **At Jacaranda Pre-School we aim to provide:**

- a place where there is a sense of being, belonging and becoming for every child.
- a physical and emotional environment for children where they are safe and nurtured
- a collaborative pedagogy where educators, children, community and parents are equally encouraged to contribute ideas to the educational program.
- a play based program where play and learning are encouraged and fostered
- a physical environment where children can learn through nature, their senses, natural equipment and manufactured resources.
- a sustainable program by providing recycled and reclaimed materials where possible, lowering water usage, litter free snacks with scraps being composted and offering electronic notices through our website to reduce hard copies of notices.
- an inclusive environment where all cultures and abilities are welcomed and respected

### **For Children**

We believe all children should be safe and protected from harm

We believe that children are competent and capable learners. They are encouraged to make choices, discover, create, explore in their learning environment.

We believe that each child contributes to the quality educational program, with their unique qualities. We have high expectations for every child. We have a commitment to high expectations for all children's learning and development. We encourage children to take managed risks within the kindergarten environment and our Bush Kinder program.

We will ensure that every child experiences success in their learning and development.

We will provide regular and familiar routines so that children can predict what comes next.

We believe that children should have respect for their environment and each other.

### **For Parents/Guardians**

We recognise that children's learning takes place in the context of their family, therefore they are their child's first educators. We strive to ensure that every family is welcomed, respected and belongs.

### **For Educators**

We believe educators are responsible to protect children from harm and ensure they are safe.

We believe that the role of educators is to provide a stimulating and responsive environment to promote children's potential learning. We believe in reflective practices where a continuous refined educational quality program is regularly evaluated. We believe in promoting a sustainable program that strengthens children's knowledge about the natural environment.

We believe that our philosophy will change as new insights are gained and our practice is evaluated.

We believe that children learn equally from indoor and outdoor play, therefore we strongly promote outdoor play and exploration.

We will follow and implement the centre's philosophy and policies. We will also follow appropriate regulations and laws.

We will provide time to meet with parents informally and formally to discuss their child's wellbeing.

## **Management Committee**

The Management Committee are responsible for ensuring Jacaranda Preschool protects children from harm and keeps them safe.

The Management Committee will at all times implement Centre's philosophy, policies and appropriate regulations. The Management Committee will encourage and support educators' professional development training.

## **Community**

We value the commitment of our community input and services.

We partner with relevant agencies to further enhance our children's educational programs.

## ***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 our Bush Kinder Program.

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 2017

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

- 3 Year Old Groups – Possums & Koalas
- 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 Terms 2 & 3

	Hours
ORANGE GROUP (Nebel Street)	Monday 1:00pm – 4:30pm Tuesday 8:15am-12:45pm Wednesday 1:00pm-4:30pm Thursday 8:15am –11:45am
PURPLE GROUP (Nebel Street)	Monday 8:15am -12:00pm Wednesday 8:15am -12:00pm Thursday 12:45pm -4:30pm Friday 11:30am -3:15pm
GREEN GROUP (Kingsway Drive)	Monday 9:30am-2:30pm Tuesday 8:30am-12:00pm Wednesday 8:30am–12:00pm Thursday 12:45pm – 3:45pm
BLUE GROUP (Kingsway Drive) <b>(Bush Kinder)</b>	Tuesday 1:00pm-4:30pm Wednesday 1:00pm – 4:30pm <b>Thursday 8:30am-11:30am BK</b> Friday 8:30am -1:30pm
YELLOW GROUP (Kingsway Drive) <b>(Bush Kinder)</b>	Monday 1:15pm-4:15pm Tuesday 8:15am- 12:45am <b>Wednesday 8:15am – 11:15am BK</b> Thursday 11:00am-3:30pm
RED GROUP (Kingsway Drive)	Monday 8:15am- 12:45pm Wednesday 11:45am- 4:15pm Friday 10:00am- 4:00pm

### Three Year Old Kindergarten Groups 4 hours per week.

	Hours
POSSUMS GROUP (Kingsway Drive)	Tuesday 1:45pm-3:45pm Thursday 8:15am-10:15am
KOALAS GROUP (Nebel Street)	Tuesday 2:00pm – 4:00pm Friday 8:30am – 10:30am

## **Educators**

All staff at Jacaranda Preschool are experienced educators. They have a minimum qualification of Certificate III in Child Care, with Teachers holding a 4 year teaching degree. All staff are required to have current VIT Registration (Teachers) and 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.

### **Ms JULIE MAUDEV**

*Bachelor of Teaching (Early Childhood Education)*

#### **Teacher**

*Graduate Diploma of Educational Studies*

#### **Educational Leader/Nominated Supervisor**

Julie is the Educational Leader and Educator for the 4 year old Yellow Group and 3 year Old Possum Group at Kingsway Drive, Julie operates the Bush Kinder Program which commenced in 2012 and it would not have got off the ground had it not been for Julie's dedication and incredible effort to make it happen. Julie joined Jacaranda Preschool in 2007 and brings with her over 20 years experience in teaching Preschool age children.

### **Ms KATE DIGNEY**

*Graduate Diploma in Education (Early Childhood)*

#### **Teacher**

#### **Educational Leader**

Kate joined Jacaranda Preschool in 2013 and is an Educator of the 3 Year Old Koala Group at Nebel Street and team teaches the 4 Year Old Groups with Emma. 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 favorite kinder experience is reading books, cooking, gardening, creating and experimenting with the children.

### **Ms EMMA REIMERS**

*Graduate Diploma in Education (Early Childhood)*

#### **Teacher**

#### **Nominated Supervisor**

Emma first joined Jacaranda Preschool in 2005 as a part-time Educator 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 Educator of the 4 year old program team teaching with Kate. Emma's favorite Kindergarten experience is watching the children's independence grow during the year.

**Ms JOANNE GREGORIOU***Bachelor of Education (Primary & Early Childhood )***Teacher**

Joanne joined Jacaranda Preschool in 2014 as a new graduate from Victoria University, Joanne is the Educator for the 4 year old Blue and Green Groups at Kingsway Drive, team teaching with Nadia. Joanne comes from a large family which she believes fueled her passion to teach and feels quite at home with a room full of 3-4 year olds. Joanne is extremely enthusiastic about education and is very excited to be part of the Jacaranda team. Her favorite part about teaching is the progress the children make throughout the year often starting off as very timid, slowly coming out of their shell until their confidence levels soar sky high by the end of the year. Joanne cannot wait to see how fabulous every child will be at the end of this year.

**Ms SEDA ERAVSAR***Masters in Teaching (Early Childhood )***Teacher***Graduate Diploma in Teaching (Early Childhood)*

We would like to welcome Seda to our team and Educator of the 4 year old red group, Seda is a graduate teacher from The University of Melbourne and comes with exceptional references.

**Ms NADIA DE AMICIS***Graduate Diploma in Early Childhood***Teacher**

We would like to welcome back Nadia to our team, Nadia has worked at Jacaranda Preschool on several occasions to fill temporary roles for staff on maternity leave, etc. We are pleased to be able to offer Nadia a permanent role as Teacher for the Blue Group on Friday team teaching with Jo.

**Ms LEANNE NAUM***Diploma of Children's Services (Early Childhood Education & Care)***Educator**

Leanne is our longest serving employee which gains her a lot of respect, she 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 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.

**Ms ROSE PENNACCHIA***Diploma of Children's Services (Early Childhood Education & Care)***Educator**

Rose originally started relieving at Kingsway Drive Preschool in 1998 prior to the amalgamation and was employed as a co-educator in 2000. She is the 4 year old Educator for the Blue and Green Groups. Rose's passion is outdoor play and teams with Jo as Co Educator for the Bush Kinder program through rain, hail and shine. Rose loves to watch the children develop their skills through nature and outdoor play.

**Ms RITA GIOFTSIS**  
**Educator**

*Diploma of Children's Services (Early Childhood Education & Care)*

**Rita is currently of Long Service Leave for Term 1 and will return in Term 2, 2017.**

Rita is the Educator of the 4 year old yellow group and the 3 year old possum group and joined Jacaranda Preschool in 2004 as an Inclusion Support worker. She has been employed as a co-educator since 2006. Rita loves being part of the children's achievements and never gets tired of the hugs from the children and their excitement when they see her at the start of each week.

**Ms ANGELA TOLEFSKY**  
**Educator**

*Certificate III in Children's Services*

Angie joined Jacaranda Preschool in 2014 as an additional assistant. Angie is the Educator of the 3 year old Koala group and job shares Purple and Green Groups. Angie has a bubbly personality and loves working with children and is very excited to be a permanent member of the Jacaranda Preschool staff.

**Ms TINA PARAVIZZINI**  
**Educator**

*Certificate III in Education Support*

*Certificate IV in Community Services (Childcare)*

We would like to welcome Tina to our team and Educator of the 4 year old Red Group, Tina has a wealth of experience in child care and she will be a wonderful addition to our team.

**Ms CHRISTINE SEDKY**  
**Educator**

*Certificate III in Children's Services*

We would like to welcome Christine to our team and Educator of the 4 year old Yellow Group, Christine is replacing Rita who is currently on Long Service leave for Term 1. We hope she enjoys her time with us and believe she will be a valuable addition.

**Ms NATALIA KALESARAN**  
**Educator**

*Certificate III in Children's Services*

We would like to welcome Natalia to our team and Educator of the 3 year old Possum Group, Natalia is replacing Rita who is currently on Long Service leave for Term 1. We hope she enjoys her time with us and believe she will be a valuable addition.

## ***TERM DATES For 2017***

<b>Term 1:</b>	<b>Monday 30th January to Friday 31st March</b>
<b>Term 2:</b>	<b>Tuesday 18th April to Friday 30<sup>th</sup> June</b>
<b>Term 3:</b>	<b>Monday 17<sup>th</sup> July to Friday 22nd September</b>
<b>Term 4:</b>	<b>Monday 9th October to Friday 22nd December</b>

- 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.

## **Public Holidays For 2017**

### ***Labour Day***

*Monday 13<sup>th</sup> March*

### ***Good Friday***

*Friday 14<sup>th</sup> April*

### ***Easter Monday***

*Monday 17<sup>th</sup> April*

### ***Anzac Day***

*Tuesday 25<sup>th</sup> April*

### ***Queen's Birthday***

*Monday 12<sup>th</sup> June*

### ***AFL Grand Final***

*Friday 29th September*

### ***Melbourne Cup Day***

*Tuesday 7th November*

## ***Fees for 2017***

The Department of Education and Training provides per capita funding as a contribution towards the cost of providing the 4 year old preschool program. The kindergarten is responsible for all expenses.

Fees are necessary because there is a shortfall between the level of government funding and the costs of operating a viable preschool.

The government does not fund three year old preschool.

The Committee has the discretion to withdraw service for non-payment of fees. If you are having difficulty in paying fees, please contact our Administrator on a Thursday between the hours 10:00am–4:00pm on 9465 1993 or email [jacaranda.lalor.kin@kindergarten.vic.gov.au](mailto:jacaranda.lalor.kin@kindergarten.vic.gov.au) to organise a payment plan.

Fees for 4 Year Old kinder are **\$360.00 per term**  
**(Parents who hold an eligible Concession Card will not be required to pay any fees)**

Fees for 3 Year Old kinder are **\$265.00 per term**:

Invoices will be emailed 2 weeks prior to end of term for the next term and are payable by end of current term with the exception of 3 year term 1 fees payable by AGM of previous year and 4 year old term 1 fee issued at commencement of term 1.

**We require fees to be paid directly into our bank account or by cheque**  
**[WE DO NOT ACCEPT CASH.](#)**

### **You can pay your fees**

- online
- by cheque (please mark a sealed envelope with **your child's name, group, amount and what it is for**)

Bank details;

**Victorian Teachers Credit Union      BSB-704 191**

**Account -216321**

**\*Please use as reference: –First 3 letters of child's surname, then first 3 letters of child's first name and invoice number**

**Please refer to the Fees policy and fee contract for full details.**

## ***FIRST DAYS – HOW YOU CAN HELP***

Your child is going to be in a group of 20 children (3 year old Group) or 22 children (4 year old Group) and 2 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:

### ***HELPERS ROSTER***

Parents are encouraged to spend one session per term helping the children with their activities. 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).

Helper's roster for each term will be displayed next to the sign in/out book. Please take the time to select the most convenient time for you. Your child's birthday is usually a good day to choose. We value your assistance and hope that you enjoy the time spent with us. You do not have to stay for the entire session. We understand the sessions for 4 year old kindergarten are long and you may only be able to assist for a couple of hours.

## **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.

## **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.

## **COLLECTING CLASSROOM 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 and 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 sandwich and one piece of fruit or vegetable on long session day (4.5 hours) on shorter days only bring a piece of fruit or vegetable -**

#### **3Year Olds**

- **Lunchbox with one piece of fruit or vegetable only**

Please keep lunches **HEALTHY**.

Children may bring sandwiches consisting of salad, ham, 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.

**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 (September – May)**
- **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, signed and returned before your child begins kindergarten (i.e. at the parent teacher interview). On this form, you give authorization for the director/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.

***For further information please refer to the Fees Policy in the Kindergarten's Policy Folder.***

## ***SIGNING THE BOOK***

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.

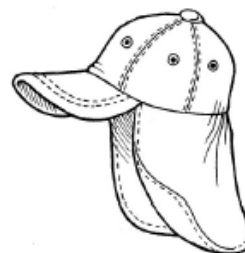
Provide a named *SunSmart* approved sunhat for their child's use that provides good shade to the neck, ears, temples, face and nose from September- May. The *SunSmart* hats stipulated by the Anti-Cancer Council include:



***Broad brimmed***



***Bucket hat***



***Legionnaire hat***

## **BIRTHDAYS**

We like to celebrate each child's birthday because milestones at this age are important. When it's your child's birthday, peers and educators will sing and they will blow out candles on our special toy cake. They may also choose their favourite kinder song to sing, game to play or book to read.

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.

Your child's birthday is a good time for you to stay for the session. 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**

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](http://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 ask staff if they can keep your child “inside” for the day. It is against regulations to keep an unsupervised child indoors while the remainder of the group is outside.**

## **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.

Committee contact details are available in the foyer.

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 can not 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.  
Jacaranda Preschool Committee of Management and educators.***

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



<b>Distance to Primary off-site assembly point:</b> 38 Nebel Street Lalor Approx. time to reach Primary off-site assembly point:	<b>2 MINUTES</b>
<b>Distance to Secondary off-site assembly point:</b> 30 Nebel Street Lalor App	ox. time to reach Secondary off- site assembly point: <b>3 MINUTES</b>
<b>Legend</b>	
<b>Primary off-site assembly point</b>	
<b>Route to Primary off-site assembly point</b>	
<b>Secondary off-site assembly point</b>	
<b>Route to Secondary off-site assembly point</b>	
<b>Emergency services access point</b>	

## EMERGENCY EVACUATION PROCEDURE- Kingsway Drive site.

Jacaranda Preschool 118 Kingsway Drive Lalor



<b>Distance to Primary off-site assembly point:</b> Approx. time to reach Primary off-site assembly point:	<ol style="list-style-type: none"> <li>1. West Lalor Tennis Club - located behind the kindergarten (approximately 4 minutes)</li> <li>2. Huskisson Avenue Reserve Football/ cricket Pavilion - located behind the kindergarten, past the Tennis Club (approximately 10 minutes)</li> </ol>
<b>Distance to Secondary off-site assembly point:</b> Approx. time to reach Secondary off-site assembly point:	<ol style="list-style-type: none"> <li>1. Lalor Hub Shopping centre - next to Kindergarten 70 Kingsway Drive, Lalor (approximately 2 minutes)</li> <li>2. Jacaranda Preschool - Nebel Street, 34 Nebel Street Lalor 9464 4723 (approximately 10 minutes)</li> </ol> <p><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>
<b>Legend</b>	
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	→