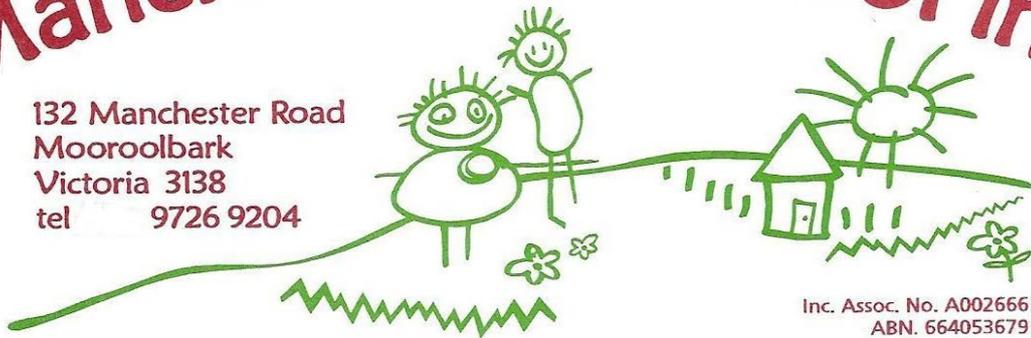


# Manchester Preschool Inc.

132 Manchester Road  
Mooroolbark  
Victoria 3138  
tel 9726 9204



Inc. Assoc. No. A0026661Z  
ABN. 66405367915

# INFORMATION BOOKLET 2019

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**Emergency Mobile Phone: 0467 724 129**

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Enrolments: [enrol.manchester@kindergarten.vic.gov.au](mailto:enrol.manchester@kindergarten.vic.gov.au)

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## WELCOME

The Committee of Management and staff would like to personally welcome you and your family to Manchester Preschool. We look forward to sharing a rewarding and exciting preschool year with you and your child. We believe the following information will be of great help to you in understanding the operation of the preschool service and will be a handy reference for you throughout the year. Please do not hesitate to contact us if you have any further queries or concerns.

As is typical of most preschool services in Victoria, Manchester Preschool is operated by a **voluntary** Committee of Management. The committee comprises a team of dedicated fellow parents who were elected to their position on the committee at the Annual General Meeting (AGM) in the November prior to the year of their child's commencement. The Committee of Management meet once a month to ensure the completion of a variety of administrative tasks and to monitor the financial responsibilities associated with operating the service. All parents involved in the preschool community are very welcome to attend the monthly meetings of the Committee of Management if they would like to participate in the collaborative process.

Preschool is not only an important milestone in a child's continued learning and development, it often also signals their first independent step away from the security of their home environment. As such, it is vitally important that parents project a supportive and positive attitude towards their child's preschool experience. Collaborative relationships between the preschool environment and a child's parents bring about the best possible outcomes for children. Each child enters the preschool environment with their own unique personality, interests, strengths and background. When parents share the wealth of knowledge that they have acquired about their own child with preschool educators, it places educators in a much better position to plan meaningful learning experiences for them.

*Let's enjoy the journey together!*



## COMMITTEE of MANAGEMENT 2019

Children thrive when families, educators and the wider community work in partnership to support children's wellbeing and learning. Joining the Committee at Manchester Preschool is a wonderful way to get involved in your child's learning. There are no qualifications necessary, just enthusiasm and a desire to work for the benefit of your child and their peers at Kindergarten.

It is the Committee's responsibility to support the Education Team to provide a high-quality learning environment and assist with the operational, financial, fundraising and maintenance aspects of Kindergarten.

	ROLE	MEMBER NAME
x1	President	Laura Mangubat
x1	Vice-President	Vafa Otia
x1	Secretary	Kelly Power
x1	Treasurer	Carissa Laurie
x1	Assistant Treasurer/Purchasing Officer	Verity Spokes
x1	Fundraising & Events Coordinator	Asha Manoharan
x1	Fundraising & Events Assistant	Renee Cardamone
x1	Enrolment Officer	Mel Charlot
x1	4 Y.O. Group Rep <i>Assistant to Fundraising/Event Coordinators</i>	Asha Manoharan
x2	3 Y.O. Group Rep <i>Assistant to Fundraising/Event Coordinators</i>	Beck Bell
		Kate Scott
x2	Social Coordinators	Beck Bell
		Haley Chavez
x1	Marketing Officer	April de la Motte
x1	Maintenance Officer	Jason Mullenger
x1	Environment Sustainability Officer	Erin Juegen
x1	ELAA Rep/Grants Officer <i>(Early Learning Association Australia)</i>	Michelle Armstrong

## STAFF & SESSION TIMES

### 4-Year-Old Group

Teacher/Director

**Cassie Mackenzie**

Bachelor of Education (Early Childhood and Primary)

Co-Educators

**Marina Moreton**

Bachelor of Education

Certificate III in Children's Services

**Tracy Macneish**

Certificate III in Children's Services

Working towards Diploma of Children's Services

### 3-Year-Old Groups

Teacher

**Nila Blennerhassett**

Bachelor of Education

Graduate Certificate of Early Childhood Teaching

Co-Educator

**Marina Moreton**

Bachelor of Education

Certificate III in Children's Services

## 2019 TIMETABLE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4-year-old group	3-year-old group	4-year-old group	4-year-old group	3-year-old group
10.00 - 3.00	9.30 - 12.00	9.30 - 2.30	9.30 - 2.30	9.30 - 12.00
5 HRS	2.5 HRS	5 HRS	5 HRS	2.5 HRS
Cassie, Marina & Tracy	Nila & Marina	Cassie, Marina & Tracy	Cassie, Marina & Tracy	Nila & Marina

## TERM DATES FOR 2019

Term 1: Tuesday 29<sup>th</sup> January\* - Friday 5<sup>th</sup> April

Term 2: Tuesday 23<sup>rd</sup> April - Friday 28<sup>th</sup> June

Term 3: Monday 15<sup>th</sup> July- Friday 20<sup>th</sup> September

Term 4: Monday 7<sup>th</sup> October - Friday 20<sup>th</sup> December

(Teachers only\* on the 29<sup>th</sup> January)

### Public Holidays

Labour Day - Monday 11<sup>th</sup> March

Anzac Day - Thursday 25<sup>th</sup> April

Queen's Birthday - Monday 10<sup>th</sup> June

Cup Day - Tuesday 5<sup>th</sup> November

### **4-year-old Group**

Teachers commence Wednesday 30<sup>th</sup> January

Children commence Thursday 31<sup>st</sup> January

### **Student Free Days**

June - Date to be confirmed

August - Date to be confirmed

### **3-year-old Group**

Teachers commence Tuesday 29<sup>th</sup> January

Children commence Friday 1<sup>st</sup> February

### **Student-Free Days**

August - Date to be confirmed

Friday 29<sup>th</sup> November



## OUR PHILOSOPHY OF EARLY CHILDHOOD EDUCATION

Relationships, Respect and Learning encompass our beliefs and values about education in early childhood. Our philosophy guides what we do and why we do it, in our everyday interactions with children.

We value childhood as a precious, unhurried time for learning, achieving and being.

### RELATIONSHIPS

Connect with the child.  
Connect with the family.  
Connect with the community.

We build trusting relationships so that we may teach and learn together in a safe, supported environment.

### RESPECT

Our program is diverse and fluid, reflecting the uniqueness of each child in each group, from year to year.

We are proud of our heritage and cultures and respect those of others.

### LEARNING

We value play as the way in which children learn best and empower children to be problem-solvers and confident risk-takers.

We challenge children to think critically and reflect on their learning.



## **Relationships**

At Manchester Preschool we believe that relationships are a fundamental aspect in education. When children and families feel connected to the Kindergarten, learning and development opportunities are maximised. Our aim is to get to know children and families, developing mutual trust and respect so that we can work in partnership to help children reach their full potential.

## **Respect**

We respect children as individuals with their own unique personalities, strengths, capacities and interests. Families are a child's first and most influential teacher, and we value your insight into your child's learning and development.

At Manchester Preschool, we work hard to integrate respect in all that we do:

- respectful interactions with children, families and each other;
- respect for constructed and natural environments;
- respect for different ways of being, doing and knowing;
- respect for all cultures and traditions.

## **Learning**

Our program is guided by the Victorian Early Years Learning and Development Framework (VEYLDF). This document is available to view here: <https://www.vcaa.vic.edu.au/Pages/earlyyears/index.aspx>

As Early Childhood professionals, we know that children learn best through open-ended play in a rich, stimulating and supportive environment. We respect children's choices and decisions, encouraging them to be actively involved in their own learning. At Manchester Preschool we support children to be adventurous risk-takers. The term 'risk' indicates *something that is possible to negotiate*. This is different to the term 'hazard', which indicates that something is fundamentally dangerous and needs to be fixed. When children take risks in their play, they are learning to consider safety for themselves and others, explore and test their capabilities, and ultimately become resilient children and adults.

## FEE INFORMATION

### **Why fees are necessary**

The Department of Education and Training (DET) provides per capita funding as a contribution toward the costs of providing a four-year-old preschool program. Services meet the balance of costs through charging fees and through scheduling fundraising activities. The government maintain a ratio of 65% to 35% with regard to funding: parents being required to pay 35% of the cost of their child attending preschool.

DET provides a *Kindergarten Fee Subsidy* (see below) that enables children from eligible families to attend a four-year-old preschool program free of charge, or at a minimal cost.

DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and children known to Child Protection, to access preschool programs.

Manchester Preschool provides a range of support options to parents/guardians experiencing difficulty with payment of fees (see below).

### **How fees are set**

As part of the budget development process, the *Committee of Management* sets fees each year for the programs of the service, taking into consideration:

- the financial viability of the service
- the level of government funding provided for the program, including the *Kindergarten Fee Subsidy*
- the availability of other income sources, such as grants
- the fees charged by similar services in the area
- the capacity of parents/guardians to pay fees
- reasonable expenditure in meeting agreed program quality and standards
- requirements of the *Kindergarten Fee Subsidy*. Details available at [www.education.vic.gov.au/parents/child-care-kindergarten/Pages/how-much-kindergarten-cost.aspx](http://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/how-much-kindergarten-cost.aspx)

Fees set for the year are only reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point.

## Other charges

Other charges levied by Manchester Preschool Inc are included on the Statement of Fees and Charges. These include:

- **Kindergarten fee deposit:** This payment secures a child's place at the service and is payable on enrolment (\$100). The deposit is retained and forms the following:
  - \$50 towards the Maintenance Levy. This payment will be refunded in Term 4, if families actively attend at least 1 working bee held throughout the year, or make an arrangement with the Maintenance Officer to assist in the centres maintenance at another date suitable;
  - \$20 towards Term 1 Fundraising Levy;
  - \$30 toward Administration Levy (Not Refundable);All families are required to pay the Kindergarten fee deposit, including Health Care Card Holders/Pensioners. Families experiencing hardship should also discuss any difficulties with the service.
- **Administration levy:** This levy is incorporated in the Kindergarten fee deposit. This levy is applied to help assist the kinder in covering the cost of our Administration Assistant and the outsourcing of other administrative tasks.
- **Excursion/service event charge:** This additional charge is required to cover the cost of excursions or special events that occur throughout the year in response to emerging children's program needs and interests. Affordability and relevance to the children's interests and the service program will be taken into consideration before a decision is made that will require families to pay this additional charge (refer to *Excursions and Service Events Policy*). Events that are planned ahead are included as an expenditure item in the service's budget and do not incur this additional charge.
- **Fundraising Levy:** Fundraising is an important part of our preschool and vital to our financial viability. Funds raised throughout the year enable the preschool to purchase new toys, books and equipment for your children to use during their time at the preschool.

In order to ensure that each families contribution is equal, we have implemented a system whereby those families who choose NOT to participate in fundraising, will pay a levy or bond of \$20 per term with their fees. Those who support our fundraising will initially pay a bond /levy of \$20 (one Fundraising Levy per family) which will be rolled over and then refunded from their Term 4 fees if they meet the participation requirements.

## How it works

- A fundraising levy of \$20 will be added to each family's first term fees. (\$20 per family, not per child.)
- Families who participate in fundraising activities in 1<sup>st</sup> Term will not pay the \$20 levy in second term as it is rolled over.
- Families, who choose not to participate in fundraising activities in 1<sup>st</sup> Term, will pay *another* \$20 with their second term's fees.
- Families who participate in fundraising activities in second term will not pay the levy in 3<sup>rd</sup> Term as it is rolled over.
- Families who choose not to participate in fundraising activities in 2<sup>nd</sup> term will pay *another* \$20 levy with their third term fees.
- Families who participate in fundraising activities in 3<sup>rd</sup> Term will not pay the \$20 levy in the last term, as it will be taken off their 4<sup>th</sup> Term fees.
- Families, who choose not to participate in fundraising activities in 3<sup>rd</sup> term, will not pay *another* \$20 with their 4<sup>th</sup> Term fees, nor will they get a \$20 reduction.

The level of participation required is to be to the value of at least \$20 per term.

This system will ensure that the preschool has the funds to provide your children with the best possible equipment **during their time at Kinder** rather than purchasing equipment the following year with funds that you have raised.

Two Fundraising/Event Coordinators are elected at the AGM to coordinate the organization of fundraising events with the support of two Group Representatives (one parent from each of the 3 year old and 4 year old groups).

**Late collection charge:** The Committee of Management reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child from the service. This charge will be set at a level determined by the Committee of Management.

### **Statement of fees and charges**

A statement of fees and charges for four-year-old or three-year-old preschool will be provided to families on enrolment.

### **Subsidies**

#### **Kindergarten Fee Subsidy (four-year-old program only)**

The Kindergarten Fee Subsidy is provided by DET and enables eligible children to attend kindergarten free of charge or at minimal cost. Eligibility conditions change from time-to-time - contact the service for further information.

Families who may be eligible for the Kindergarten Fee Subsidy (four-year-old programs only) include those who are:

- Health Care Card holders
- Pensioner Concession Card holders
- Department of Veterans' Affairs Gold Card holders
- Temporary Protection/Humanitarian Visas 447, 451, 785 or 786
- Asylum seekers on Bridging Visas A-F
- Refugee and Special Humanitarian Visa 200-217
- Resolution of Status (RoS) visa, Class CD, subclass 851
- Aboriginal or Torres Strait Islander children
- Triplets or quadruplets attending a funded kindergarten program in the same year.

Supporting documentation must be sighted by the service on acceptance of a place or on commencement in the program. Families are eligible for the Kindergarten Fee Subsidy for the full term in which their concession is valid. Contact the service for further information.

### **Twins/Multiple children**

Manchester Preschool provides parents of twins with some financial assistance. Parents of twins are only required to pay ONE 'enrolment deposit' of \$130, (which consists of \$30 per child Administration fee, 1 x Maintenance Levy of \$50, 1 x Fundraising Levy of \$20) and \$15 deduction off each child's term fees, totalling \$30 per term (\$120.00 per year).

Families with a child in both 3 and 4-year-old groups will have the same financial assistance as twins. ie. 1 x Maintenance Levy of \$50 and 1 x Fundraising Levy of \$20 and \$30 Administration Fee per child.

### **Early Start Kindergarten Fee Subsidy**

Three-year-old Aboriginal and Torres Strait Islander children and children known to Child Protection are eligible to attend a funded early childhood program that is planned and delivered by a qualified early childhood teacher free of charge. The service receives funding for children who meet the eligibility criteria. Contact the service for further information.

### **Payment of fees**

The Committee of Management will regularly review payment options and procedures to ensure that they are inclusive and sensitive to families' cultural and financial situations.

Fees will be invoiced to parents/guardians directly via email or in the child's hanging pocket and must be paid by the date indicated on the invoice. Each invoice will be accompanied by payment instructions. The first term's fees must be received in full by the due date indicated on the invoice. For children enrolled after the commencement of a term, a pro rata invoice will be issued and must be paid in full within 14 days of the child's commencement at the service. Receipts will be provided for all fee payments.

Parents/guardians having trouble paying fees are requested to contact the Treasurer to arrange a suitable alternative payment plan. The *Privacy and Confidentiality Policy* of the service will always be complied with in relation to a family's financial/personal circumstances.

Manchester Preschool Inc accepts the following forms of payment:

- Cash/Cheques payable to "Manchester Preschool Inc" - Placed in the Fee Box in an envelope with the child's name and group.
- Direct Deposit into the following account:  
**Manchester Pre School Inc - Bendigo Bank**  
**BSB: 633 000 Account: 128 928 207**  
Please use your child's name and group as reference.

### **Unpaid fees**

If fees are not paid by the due date, the following steps will be taken.

- An initial reminder letter will be sent to parents/guardians with a specified payment date, and will include information on a range of support options available for the family.
- Continued non-payment will result in a second and final letter notifying parents/guardians that the child's place at the service will be withdrawn unless payment is made or a payment plan is entered into by the date indicated on the final notice. This letter will also include information on a range of support options available for the family.

The Committee of Management will continue to offer support and will reserve the right to employ the services of a debt collector.

### **Refund of fees**

If a family becomes eligible for the Kindergarten Fee Subsidy during a term, a full refund of the applicable term fees will be provided. Fees may still apply for programs offering more than the required minimum hours per week.

In any other case, fees are non-refundable (exceptional circumstances may apply - these are at the discretion of the Committee of Management). There will be no refund of fees in the following circumstances:

- a child's short-term illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances.

- In addition, there will be no refund where a family chooses not to send their child to the program for the maximum number of hours for which they are enrolled.

### **Children turning three during the year of enrolment**

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program. Children can only commence the program when they have turned three.

### **Support services**

Families experiencing financial hardship often require access to family support services. Information on these services is available from the kindergarten service provider and a list can be supplied to those families who require it.

### **Notification of fee changes during the year**

Fees set for the year would only be reviewed in extraordinary circumstances, for example, if attendance rates fall below the budget 'break even' point. Parents/guardians will be notified one term in advance of any required fee increase and will be offered the option to request a payment plan.

**Statement of Fees and Charges ~ Fee Schedule 2019**  
**Four-year-old (funded) Kindergarten: 15 hours per week**

	Fees (\$)	Other charges (\$)	Total (\$)	Families eligible for the Kindergarten Fee Subsidy		
				Fees (\$)	Other charges (\$)	Total (\$)
On application		\$100.00 Kindergarten enrolment deposit	\$100.00		\$100.00 Kindergarten enrolment deposit	\$100.00
Term 1	\$390.00			Nil		
			\$390.00			\$0.00
Term 2	\$390.00	\$0.00 Fundraising requirement met in Term 1	\$390.00	Nil	\$0.00 Fundraising requirement met in Term 1	\$0.00
		\$20.00 Fundraising requirement not met in Term 1	\$410.00		\$20.00 Fundraising requirement not met in Term 1	\$20.00
Term 3	\$390.00	\$0.00 Fundraising requirement met in Term 2	\$390.00	Nil	\$0.00 Fundraising requirement met in Term 2	\$0.00
		\$20.00 Fundraising requirement not met in Term 2	\$410.00		\$20.00 Fundraising requirement not met in Term 2	\$20.00
Term 4	\$390.00	\$20.00 Refund fundraising requirement met in Term 3 \$50 Refund maintenance levy requirement met	\$320.00	Nil	\$20.00 Refund fundraising requirements met in Term 3 \$50 Refund maintenance levy requirement met	\$70.00 refund
		\$20.00 Refund fundraising requirement met in Term 3	\$370.00		\$20.00 Refund requirement met in Term 3	\$20.00 refund
		\$20.00 Fundraising requirement not met in Term 3	\$410.00		\$20.00 Fundraising requirement not met in Term 3	\$0.00

**Payment of fees**

- The initial \$100.00 payment of your *Kindergarten Enrolment Deposit* transforms into your *Maintenance, Fundraising and Administration Levies*.
- (N-R) = Non-refundable levy.
- Invoices will be issued **2 weeks prior to end of Term** and must be paid by the invoice due date.

## Statement of Fees and Charges ~ Fee Schedule 2019 Three-year-old Kindergarten

**Hours: 1 x 2.5 hour session per week  
OR 2 x 2.5 hour sessions = 5 hours per week**

	Fees (\$)		Other charges (\$)	Total (\$)	
	1 Session	2 Sessions		1 Session	2 Sessions
Kindergarten Enrolment Deposit	\$100.00			\$100.00	
Term 1	\$180.00	\$360.00	\$0 Fundraising Levy	\$180.00	\$360.00
Term 2	\$180.00	\$360.00	\$0.00 Fundraising requirement met in Term 1	\$180.00	\$360.00
			\$20.00 Fundraising requirement not met in Term 1	\$200.00	\$380.00
Term 3	\$180.00	\$360.00	\$0.00 Fundraising requirement met in Term 2	\$180.00	\$360.00
			\$20.00 Fundraising requirement not met in Term 2	\$200.00	\$380.00
Term 4	\$180.00	\$360.00	\$20.00 Refund Fundraising requirement met in Term 3	\$180.00	\$360.00
			\$20.00 Fundraising requirement not met in Term 3	\$200.00	\$380.00
			\$20.00 Refund Fundraising requirement met in Term 3 \$50 Refund maintenance levy requirement met	\$110.00	\$290.00

## ATTENDANCE AND ABSENCES

### Attendance Book

Children must be brought **INSIDE** the preschool and signed in on arrival and collected from **INSIDE** the building and signed out on departure. If the person who brings the child is not the same person who will be collecting him/her, then that other person's name must be entered in the appropriate column in the sign-in book. The person picking up your child must be listed/authorised on your child's enrolment form. If someone other than those authorised on your child's enrolment form is going to collect your child, then please ring and inform the teachers. The parent who is on duty for the day, must also sign themselves in and out in the space designated in the sign-in book.

### Absence

Your child's educator should be notified of reasons for absence and informed of any infectious diseases.

### Promptness

It is very important that you are punctual in bringing your child to kindergarten and picking him/her up. The time leading up to the beginning of a session is needed for preparation by the staff, and we are unable to supervise children during this time. If you do arrive early please wait outside. It is equally important to pick your child up on time. Children can suffer feelings of anxiety if left behind after the other children have gone home. If in an emergency, you are running late, please ring the preschool and inform the teachers.

*Please read the preschool's **Late Collection of Children Policy** located in the preschool foyer.*

**\*\*\*\*PARENTS MUST LEAVE THE PRESCHOOL GROUNDS PROMPTLY AT THE END OF EACH SESSION. THE PRESCHOOL GROUNDS ARE ONLY AVAILABLE FOR CHILDREN TO PLAY DURING SESSION TIMES.**

## EDUCATIONAL PROGRAM

### Staff

The 3-year-old and 4-year-old group educators are responsible for planning and implementing an appropriate educational program based on the *Victorian Early Years Learning and Development Framework (VEYLDF)* for the children attending the service, and for the day-to-day running of the preschool.

Staff members are allocated blocks of 'non-teaching' time for planning, preparation and administrative tasks. Parent appointments can be made with staff during these times to allow for uninterrupted discussions should you have any concerns about your child.

Once a month, staff members present a written report to the Committee of Management for their monthly meetings and for the Parent Newsletter.

Staff members attend a variety of professional development seminars and conferences throughout the year relating to their work in the Early Childhood field.

### Assessment & Reporting

The issue of assessment is an important one to address. Assessment in the mind of parents, often conjures up images of formal testing. In the early childhood field however, assessment of children is predominately through a rich and broad range of strategies that the educator uses throughout the year and which is linked to the educator's planning to support and extend the children's learning. The preschool environment is a unique learning environment and methods of assessment and reporting as used higher up the education continuum are **not** considered to be meaningful or applicable. Meaningful assessment in the preschool environment includes mapping a child's learning achievements, processes and thinking throughout a period of time. Meaningful assessment is about following a child's individual journal of learning.

Children in our 3-year-old program will be consistently observed and monitored by the teacher throughout the year. Individual anecdotal records will be kept for each child outlining their learning achievements in the **Social, Emotional, Cognitive** and **Physical** domains. At the end of the year, each child will receive a portfolio record of their time spent in the 3-year-old program.

A similar approach is adopted within the 4-year-old program. At the end of the year, children will be provided with a comprehensive Learning Portfolio, outlining their individual learning journey. The portfolio aims to provide key pieces of work and a photographic representation of each child's involvement and achievement throughout the year.

Parents are welcome at any time to make an appointment with their child's educator to discuss these records and their child's development. Similarly, an educator may request a meeting with a child's parents to discuss any concerns they may have. With regard to the 4-year-old group, staff will communicate with parents mid-year (July-August) as to whether or not their child appears to be ready for school in the following year. Interviews will be conducted with the parents of children who may benefit from a second year of preschool. (Please refer to the section below regarding, "**Applications for a Second year of Funding**".)

Formal and informal communication between parents and teachers is vital to ensure the best possible outcome for all children.

### **Applications for a Second Year of Funding**

Sometimes it becomes apparent to staff that a child may not be ready to start school following completion of their 4-year-old preschool year. This is not unusual, and can be attributed to a variety of reasons. It is important to remember that each child is an individual and develops at their own pace and in their own time. Staff will assess each child with respect to their social, emotional, cognitive and physical development. It often comes as a surprise to parents to learn that our greatest concern with regard to readiness is a child's **social** and **emotional** development, not their academic readiness.

Educators are able to complete applications for a second year of funded preschool for children who fall into this category. These applications are due in to the Department of Education (DET) in September of each year and staff will give parents notification of this process. Naturally, staff will communicate any concerns they have about a child's progress as they arise so that parents are already in a position to begin considering their child's readiness for school well before applications are due for completion.

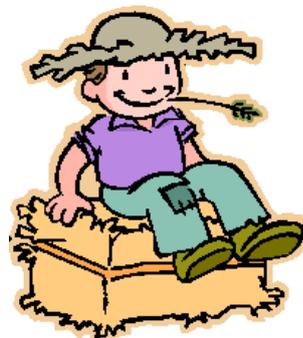
### **Transition to School Reports**

In Victoria a reporting system for children transitioning to school has been established. As part of this process, a Transition Learning and Development Statement has been developed by the DET to help early childhood educators and parents share information about each child's learning and development with the school they will be attending in the following year. The statements aim to summarize a child's strengths as they start school, identify their interests and indicating how their learning and development can be supported on a continued basis.

A transition report is prepared for each child enrolled in the 4-year-old program during the November of their preschool year and forwarded to their primary school prior to school commencement.

### **Excursions/Incursions**

Excursions and visiting entertainers which are relevant to the program will be organised after careful planning and preparation. They may include walks or visits within close range of the preschool, and outside excursions, which require transport and extra adult supervision. A signed permission form must be provided for a child to be taken on any excursion. Activities vary for 3 and 4-year-old groups but may include things such as puppet performances, drama and dance group incursions or a visit to a farm.



## **ENROLMENT**

Enrolment forms for our 3-year-old and 4-year-old programs are available directly from the preschool. Children can be enrolled for the four-year-old preschool program once they have turned 2 years old by direct application to the preschool. Enrolments are processed with priority given to the following criteria:

- 1) The child's age
- 2) Deferrals from the previous year
- 3) Second year applications
- 4) Date enrolment form lodged **with** deposit paid

*\*\*\*Please note: An enrolment form lodged **without** a deposit **does not** hold a position within the program.*

Please be aware that enrolment in our 3-year-old program **does not** mean that your child is automatically enrolled in the services 4-year-old program. A separate enrolment form **must** be lodged to secure a position in the 4-year-old program for the following year.

Within the 3-year-old program, enrolments will be accepted for children who turn 3 during the year but before the 30<sup>th</sup> April, however these children will be unable to attend the program until after their 3<sup>rd</sup> birthday. If the group is full, parents will be asked to pay fees to hold the place.

# COMMUNICATION

## Interviews

Every opportunity is offered to parents who would like to discuss their child's welfare with staff. However, the educator's first responsibility is to the care of the children so please be mindful of this when trying to "catch a moment" with staff during session times. The educators are always happy to receive feedback about your child and discuss any issues that may be of concern to you, but preferably via an arranged interview time. We asked that parents respect that educators at our service are prohibited by privacy laws and the preschool's *Privacy Policy*, to discuss any child other than your own with you.



## Suggestion Box & Online Feedback

A suggestion box and note-pad are located near the sign-in book. There is also a QR code that you can scan to access an online portal for feedback. Parents are encouraged to offer their thoughts and ideas on ways in which the Committee of Management and staff may be able to improve service provision.

## Hanging Pockets

Hanging pockets for notices are located in the foyer. Each child will have a clearly labelled pocket. Please check here each day and you will be kept up to date with the happenings of the preschool. Only preschool information from staff and committee plus birthday party invites are to be placed in these pockets. Any other advertising material can be added to the monthly newsletter or pinned on the community notice board in the foyer after first seeking Committee approval.

## Newsletters

Each month a newsletter containing important information regarding your child's program is emailed or put into your pocket. Please read this from cover to cover and mark down any important dates on your calendar. This is your child's first opportunity to be involved and participate in events at the preschool and is a great learning experience for entry to school. Children love to see their mums and dads joining in their preschool experience and begin to develop confidence and a willingness to take on new challenges when they see mum and dad involved.

## WHAT TO BRING

### Preschool Bag

Each child will need a large sized bag or back-pack to take home their completed work and to carry their lunch and snack provisions. In addition, please provide a full set of spare clothes to accommodate accidents and messy play. Don't forget to update their spare clothes with each season and as your child grows.

### Belongings

Please **name all items** that your child brings to preschool. Check the lost property tub in the foyer for unnamed items. Do not allow your child to bring toys from home to preschool. Staff will not take responsibility for lost or damaged toys.

### Clothing

Please name every article of clothing your child is likely to remove at preschool. Footwear is often identical.

The development of new skills requires experimenting with materials and equipment. Sometimes this may be a very messy business, so please dress your child in suitable, easily laundered clothes and ones that allow him/her to develop independence. Please teach your child to put on and take off his/her socks and shoes.

Certain types of clothing restrict children's participation in some activities. For example, black patent shoes make running difficult and long dresses inhibit movement on the climbing equipment. Please dress the children in a manner that will allow them to participate in the full range of activities offered.

Manchester Preschool t-shirts and windcheaters are available for order at the Annual General Meeting and during the first part of Term 1. These are not only practical and easily laundered; they also give the children a sense of belonging.

Thongs and shoes without enclosed heels are **NOT** allowed at preschool, as they are dangerous both whilst climbing and digging in the digging patch.

### Lost Property

Lost property is placed in a plastic tub in the foyer. Please check this regularly to see if your child has lost any items.

### **Healthy Food**

Please send your child with a named lunchbox containing a healthy lunch (and morning tea for 4-year-old group) e.g. a sandwich, a piece of fruit, cheese, carrot, celery etc. Fruit should be pre-cut and remember to send a spoon with yoghurt or fruit packs. **Please do not send any foods containing nuts or nut products.** These are a common source of allergic reaction in many children. A drink bottle with water should also be sent. No cordial, orange juice or milk products please. Lunch boxes will not be kept in the fridge, so providing freezer blocks will keep food fresh. Encourage your child to help pack their snacks each day.

### **Birthdays at Preschool**

We love to celebrate the children's birthdays at preschool and welcome you to bring along something that can be shared between the children, staff and parents on duty. Individual cupcakes are easier than one large cake but other ideas include chocolate frogs or small bags of lollies. If you prefer your child not to eat homemade cake, because of an allergy or other reasons, please let us know and other arrangements can be made.

### **Library Bag**

A children's lending library will become available to the 4-year-old groups commencing at the beginning of Term 3. A drawstring bag will be required by your child for transporting these books to and from the Preschool. You will be given further details prior to this commencing.

## PARENT SUPPORT AND SOCIAL ACTIVITIES

A variety of functions are held throughout the year. These are not for fundraising purposes but are designed to give parents the opportunity to meet each other socially and to promote a positive community spirit. Two Fundraising/Events Co-ordinators and a sub-committee are elected at our annual AGM and will commence planning events for the year.

### Parent Library

Our parent library is located in the foyer and a wide range of books are available for you to borrow for two weeks at a time. Please remember to sign your name in the 'borrowing book' provided.

### Working Bees

Working bees are held on four occasions throughout the year (one per term). Notification of dates and times will be given in advance and it would be greatly appreciated if all families could volunteer their services. Duties undertaken usually include simple gardening tasks such as weeding and pruning. Some general maintenance work may also be required, or there may be specific projects to undertake. The involvement of parents with special skills or equipment for such tasks would be highly valued.

If you have a skill or trade that would be valuable to the preschool please feel free to nominate yourself to go onto a contact list to help out. This would not require your attendance at meetings it would simply mean that the maintenance coordinator would have a list of people to call on for assistance with general maintenance tasks, that can be done at a time convenient to you, through-out the year. Families who participate in a working bee will have their \$50 deposit/maintenance levy refunded in Term 4.

### Coffee Dates

Group Representatives will organise coffee dates for parents during session times, to get to know each other. A friendship list will be distributed early in the term. If you do not wish to be involved please speak to your year level group rep.



## HEALTH AND SAFETY

### SunSmart

As per our SunSmart policy, Parents/guardians are responsible for:

- applying sunscreen to their child before the commencement of each session.
- providing written authority for staff to apply sunscreen to their child. Parents/guardians of children with naturally very dark skin may decide not to provide this authority to ensure their child receives adequate levels of vitamin D. This should also be discussed with educators at the service.
- providing, at their own expense, an alternative sunscreen to be left at the service if their child has a particular sensitivity to the sunscreen provided by the service.
- ensuring that their child is wearing a sunhat (provided by the preschool) and clothing for sun protection. Singlet style tops are not satisfactory as shoulders should be covered. Thongs and slip-on shoes are **NOT** allowed to be worn at preschool as they expose the skin to possible sun damage and are also dangerous when climbing, running and digging.
- Please read the preschool's *SunSmart Policy* located in the preschool foyer.

### Car Park

- The entrance to the preschool car park is off McDermott Ave, and the exit is onto Manchester Road.
- To ensure the safety of everyone, you are asked to observe the entrance and exit signs, which are displayed.
- Please **reverse park** your car when entering the car park so that you have clear visibility when leaving.
- Parents are asked to drive slowly in the car park and to remain vigilant at all times.
- Parents must attempt to park in the car park provided rather than on Manchester Road.
- Holding your child's hand in the car park is very important and reinforces the safety lessons that they learn in preschool.

### General Safety

To ensure the safety of all children whilst at preschool, we ask the following rules be observed:

- Children are not to climb fences or gates.
- Outdoor play equipment is suitable for 3-5-year-olds only. Older siblings are not to use preschool equipment.
- Parents must supervise their children before and after kindergarten sessions.
- Children must wait until a staff member directs them to leave at the end of a session following the staff member acknowledging and authorizing their release to an appropriate person.

- Parents are asked not to bring dogs to preschool when dropping off and collecting children in the interest of the safety of all children.
- Parents must hold their child's hand when exiting the preschool gates onto Manchester Rd.
- Parents must be vigilant on exiting through the gates so as not to inadvertently allow other children who are not in their care to exit with them.

### **Emergency Management Plan**

The preschool has a detailed emergency management plan that involves scheduled drills throughout the year. The plan is located in the children's room and is available for parents to examine. Emergency mobile phone number: 0467 724 129.

### **Healthy Children**

The health of a child plays a big part in the child's ability to cope with a day at preschool. Because of this, parents are asked to:

- Ensure that a sick child is kept at home.
- Make the decision about whether or not the child is well enough to attend. Children are unable to make that decision.
- Report any cases of infectious illness as soon as possible.
- Runny "green noses" indicate infection. A doctor should be consulted and the child should not attend preschool.
- Sneezing and coughing children spread infection and must be kept at home.
- Vomiting children must be kept at home until 24 hours after vomiting has stopped.
- Children with diarrhoea must be kept at home until 24 hours after the last motion.

If a child becomes ill at preschool, the educator will contact the parents or emergency contact person. Where contact cannot be made, the teacher will decide whether medical attention is required.

### **Medications**

If your child is currently on medication and it is necessary for staff to administer this medication, parents will be asked to authorise this on the medication record. Medications are not to be left in a child's bag.

### **Smoke-Free Environment**

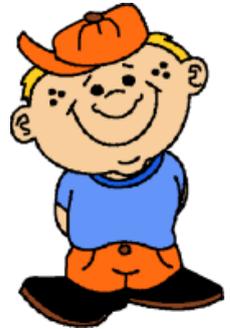
Manchester preschool is a 'smoke-free' environment. Parents are NOT permitted to smoke anywhere within the preschool building, playground, carpark or within 25 metres of the preschool entrance gate located on Manchester Road.

## Head Lice

Every kindergarten and school has been affected by head lice at some stage. If your child has head lice please do not bring them to kinder until they have been treated with an appropriate solution and their hair combed through and **all of the lice and their eggs removed.**

Prevention of the spread of head lice is easier than the removal of an infestation and we recommend the following:

- 1 If you child has head lice **Do Not** bring them to Kinder until they are clear of infestation.
- 2 If you child has long hair tie it back (plaits are best).
- 3 Using diluted tea tree oil in a water spray bottle in their hair may deter the lice.
- 4 Using gel and other hair products in shorter hair can be helpful.
- 5 If you are concerned that your child has been in contact with head lice smother the child's head in thick white conditioner and comb through with a lice removal comb. Do this within 30 mins of applying the conditioner.
- 6 If you find any lice or eggs use a *head lice removal solution* and comb through ***all of your*** children's hair. This may take a long time, as you need to check their heads thoroughly.
- 7 Rinsing the hair in vinegar may help to dissolve the glue that the eggs are attached with.
- 8 Repeat this process a week later and continue each week until no lice or eggs have been found. This may take up to 6 weeks.



Notify your child's educator that they have been treated for lice so that she can alert the other parents to the problem to prevent re infestation.

## INFECTIOUS DISEASES

A child must be excluded from the preschool if suffering from certain infectious diseases. Please refer to the information provided below and notify your child's educator of any such cases.

### **Public Health and Wellbeing Regulations 2009 (regulation 85)**

**Table 1: Minimum period of exclusion from primary schools and children's services centres for infectious diseases cases and contacts (Public Health and Wellbeing Regulations 2009, Schedule 7)**

CONDITION	EXCLUSION OF CASES	EXCLUSIONS OF CONTACTS
Amoebiasis ( <i>Entamoeba histolytica</i> )	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chickenpox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until a medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by the Secretary
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
<i>Haemophilus influenzae</i> type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness	Not excluded
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by a dressing, where possible	Not excluded
Human immunodeficiency virus (HIV) infection	Exclusion is not necessary	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded

Measles*	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received normal human immunoglobulin within 6 days of exposure, they may return to the facility
Meningitis (bacteria, other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal infection*	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving carrier eradication therapy
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded
Pertussis (whooping cough)*	Exclude for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella* (German measles)	Exclude until fully recovered or for at least 4 days after the onset of rash	Not excluded
<i>Salmonella</i> or <i>Shigella</i> infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Severe acute respiratory syndrome (SARS)	Exclude until a medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Tuberculosis	Exclude until a medical certificate is received from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded unless considered necessary by the Secretary
Verotoxin-producing <i>E. coli</i> (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

\* Vaccine-preventable disease

Note: In this schedule, 'medical certificate' means a certificate of a registered medical practitioner.