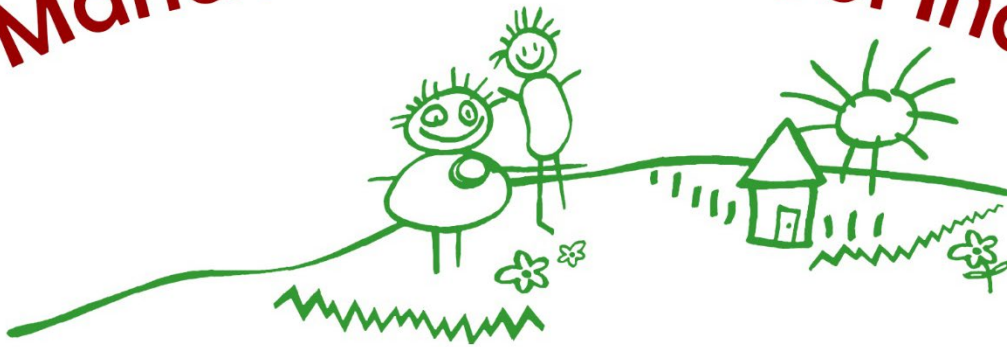


Manchester Preschool Inc.



Relationships • Respect • Learning

Information Book

2022

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--- WELCOME TO MANCHESTER PRESCHOOL ---

We at Manchester Preschool acknowledge the Wurundjeri People of the Kulin Nation as the Traditional Custodians of the land where we are today and pay our respect to their Elders past, present and future. We celebrate Aboriginal and Torres Strait Islanders as being Australia's First Peoples and the world's oldest living culture. Our commitment to the true spirit of reconciliation means working with Aboriginal and Torres Strait Islander people to gain mutual respect, relationships and opportunities.



The Committee of Management and Staff would like to personally welcome you and your family to Manchester Preschool. We believe the following information will be of great help to you in understanding the operation of the Kindergarten and will be a handy reference for you throughout the year.

Collaborative relationships between the preschool environment and child's family bring about the best possible outcomes for children. Each child enters the preschool environment with their own unique personality, interests, strengths and background. When families share the wealth of knowledge that they have about their own child with preschool staff, it places educators in a much better position to plan meaningful learning experiences for them. We look forward to sharing a rewarding and exciting preschool journey with you and your child.

--- COMMITTEE OF MANAGEMENT ---

As is typical of many preschool services in Victoria, Manchester Preschool is operated by a voluntary Committee of Management. It is Committee's responsibility to ensure that the Kindergarten complies with the Department of Education's regulations, manage the operational and financial aspects of the Kindergarten, and maintain policies, buildings and grounds. They meet once a month and all Manchester Preschool parents/guardians are welcome to attend the meetings. We are a member of Early Learning Association Australia (ELAA), and they provide professional support and resources for Committee around employment matters, industrial relations, governance, OHS and more.

Joining the committee at Manchester Preschool is a wonderful way to get involved in your child's preschool experience. There are no qualifications necessary, just enthusiasm and a desire to work for the benefit of your child and their peers at Kindergarten. There will be a handover process from the previous committee member, and guidance, resources and free training to help you in the role. Each role is briefly outlined in the following table. Members of the committee (excluding Executives) are welcome to share the role with another parent.

EXECUTIVE COMMITTEE (Approved Provider and Employer of Manchester Preschool)	President	Official spokesperson for the preschool, facilitate monthly meetings and oversee the committee. Liaise with Nominated Supervisor (Cassie) and staff. Stay informed with Child Safe requirements.
	Vice-President	Support and stand in for the President if required. Prepare and distribute monthly newsletter. Source potential grants for the preschool and liaise with ELAA.
	Secretary	Coordinate meeting agendas and minutes. Receive, record and distribute mail. Stay informed with ELAA newsletters and information.
	Treasurer	Use QuickBooks to manage Term Fees (usually 4yo enrolments). Liaise with Admin Officer (Marina) and paid Bookkeeper (Kirsty). Present financial reports at monthly meetings.
Assistant Treasurer		Assist the Treasurer with above duties and management of Term Fees (usually 3yo enrolments).
Enrolment Officer		Record and process incoming enrolments. Liaise with Staff, Committee and Admin Officer as required. (Excel spreadsheet, emails and phone calls.)
Marketing Officer		Distribute marketing/advertising materials, assist with website and Facebook page. Promote fundraising and enrolments.
OHS & Maintenance Officer		Organise maintenance of equipment, coordinate working bees (once per term) and liaise with Treasurer regarding Maintenance Levy. Assist in general maintenance and OHS requirements as needed.
Environmental Sustainability Officer		Implement and maintain environmental sustainability initiatives for the preschool.
SOCIAL & FUNDRAISING SUB-COMMITTEE	Fundraising Coordinator	Organise various fundraising activities each term. Liaise with Treasurer regarding Fundraising Levy. Assist Vice-President in sourcing grants.
	Fundraising Assistant	Assist Fundraising Coordinator with above duties.
	Social Coordinator	Organise social events throughout the year for families. Liaise with Fundraising Coordinator and Group Reps.
	3 Y.O. Group Rep	Act as a liaison for 3yo families. Prepare Friendship List and assist with Fundraising and Social Coordinators.
	4 Y.O. Group Rep	Act as a liaison for 4yo families. Prepare Friendship List and assist with Fundraising and Social Coordinators.

--- 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

Connecting with the child. Connecting with the family. Connecting 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.

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.

We **respect** children as individuals with their own unique personalities, strengths, capabilities 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.

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. We support children to be adventurous risk-takers. 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.

--- OUR EDUCATIONAL PROGRAM ---

High-quality educational programs in early childhood are so much more than teaching a child to count or write the alphabet. We are focused on developing your child's vital pre-literacy and pre-numeracy skills, along with their language, social skills, confidence, persistence, resilience, physical skills, emotional regulation, sense of identity, wellbeing, curiosity and more. Teaching staff are continually observing, assessing and extending your child's learning and development across all these areas.

Our 3yo and 4yo programs are guided by the Victorian Early Years Learning and Development Framework, available to view online at:

www.education.vic.gov.au/Documents/childhood/providers/edcare/veylframework.pdf

Our experienced and dedicated staff at Manchester Preschool aim to uphold the beliefs outlined in our Philosophy of Early Childhood Education, using current research and professional development to keep informed of what is considered best practice in early years education.

Our program is play-based and varies in content according to the children's needs and interests. We celebrate mistakes as an opportunity to try again and encourage children to take risks and experiment. In the real world, there are risks all around us. A **risk** can be defined as *something that is possible to negotiate*. This is quite different to a **hazard** – *which is dangerous and needs to be fixed*. If we shelter children from all risks, they never learn how to effectively assess and manage these as adults.



In a safe environment, children at Manchester Preschool are supported to explore and test their own capabilities, using trial and error, reflective thinking and problem-solving. This helps them to develop resilience and a sense of being capable. Risky or adventurous play might include things like climbing a tree, navigating a high climbing frame, stacking crates and climbing on them, balancing on a wooden plank, using hammers and other real tools, using ropes and pulleys or participating in a fire pit cooking session.

Sharing your Child's Learning Journey

We intend to share your child's learning and development with you. This is done through verbal communication, the children's portfolios (located on the bookshelf in the reading area), the program and reflection documents. Portfolios highlight your child's involvement and achievements throughout the year, containing key pieces of work, learning summaries and photographs. Monthly newsletters and other information will also be sent home or made available to families to keep you informed.

Transition Learning and Development Statements (4yo)

Transition Statements have been developed by the DET to share information about each child's learning and development with the school they will be attending the following year. The teacher, family and child each contribute to the Transition Statement. It aims to summarise your child's strengths and interests and indicates how they can continue to be supported in their learning at school. Transition Statements are completed in Term 4.

Excursions and Incursions

Excursions and incursions which are relevant to the program will be organised after careful planning and preparation. They may include visitors to the preschool, or excursions that require transport and extra adult supervision. The cost of planned incursions and excursions is included in Term Fees.

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.

Kinder and School Readiness

Children must turn 4-years-old by 30th April in order to be eligible for 4-year-old Kindergarten. Most children turn 5 in the year they do Kindergarten, and 6 in their first year of school. The decision to send a child to school when they are turning 5 rather than 6 can have a huge impact on their school life, right up until Year 12. It is important for parents to consider this when deciding when to enrol in 4-year-old Kindergarten.

4-year-old Kindergarten is only funded for one year. Sometimes it becomes apparent that a child may not be ready to start school during their 4-year-old Kindergarten year. This can be attributed to a variety of factors, and it is important to remember that each child is individual and develops at their own pace and in their own time. In these cases, the teacher may apply for a second year of funding. This process is undertaken in consultation with families.

Children's readiness for 4-year-old kindergarten and school are assessed with respect to their whole development, particularly their social and emotional development. Academic readiness is not an indicator of school readiness.

If a child can hold a pencil,
WRITE THEIR NAME, *count to 100*,
recognise all the colours and shapes,

BUT DOESN'T KNOW HOW TO MAKE FRIENDS,
manage their emotions, resolve conflict,
be independent and have self-help skills,

THEN NONE OF THE OTHER STUFF MATTERS.

(Adapted from The Curiosity Approach)

--- 2022 IMPORTANT DATES ---

Term Dates

Term 1:	28 th January – 8 th April (see Curriculum Days below)
Term 2:	26 th April – 24 th June
Term 3:	11 th July – 16 th September
Term 4:	3 rd October – 20 th December

3yo commence from Tuesday 1st February.
4yo commence from Wednesday 2nd February.

**Specific information about Enrolment Day and Orientation Days
are provided in the Enrolment Pack.**

Public Holidays – no Kinder session

Mon 14 th March:	Labour Day
Mon 13 th June:	Queen's Birthday
Tues 1 st Nov:	Melbourne Cup Day

Curriculum Days (no session)

Term	3yo Kindergarten	4yo Kindergarten
1	Friday 28 th January (set-up) Tuesday 15 th February (admin day)	Monday 31 st January (set-up) Thursday 10 th February (admin day)
2	Friday 17 th June (portfolio day)	Thursday 16 th June (portfolio day)
3	TBA (professional development day)	TBA (professional development day)
4	Tuesday 20 th December (clean-up)	Monday 19 th December (clean-up)

--- SESSION TIMES ---

Our priority at Manchester Preschool is on building relationships. Our groups do not rotate – all of your child's peers attend each timetabled day. We believe that this creates stronger connections between the children, educators and families, while providing consistency and a higher quality of teaching and learning.

3-YEAR-OLD KINDERGARTEN				
Monday	Tuesday	Wednesday	Thursday	Friday
	9:30am – 12:30pm			9:30am – 12:30pm

4-YEAR-OLD KINDERGARTEN				
Monday	Tuesday	Wednesday	Thursday	Friday
9:30am – 2:30pm		9:30am – 2:30pm	9:30am – 2:30pm	

--- STAFF ---

Required ratios in 3yo and 4yo Kindergarten are 1 educator to 11 children. Our 3yo group is capped at 22 children with 2 educators. Our 4yo group is capped at 30 children with 3 educators. Occasionally we may also have Additional Assistants who are employed in addition to our usual staff, to assist with the integration and inclusion of children with additional needs.

4yo Kindergarten:

Teacher/Director

Cassie Mackenzie

Bachelor of Education (Early Childhood/Primary)

Co-Educator

Marina Moreton

Bachelor of Education

Certificate III in Children's Services

Co-Educator

Tracy Macneish

Diploma in Children's Services

3yo Kindergarten:

Teacher

Nila Blennerhassett

Bachelor of Education

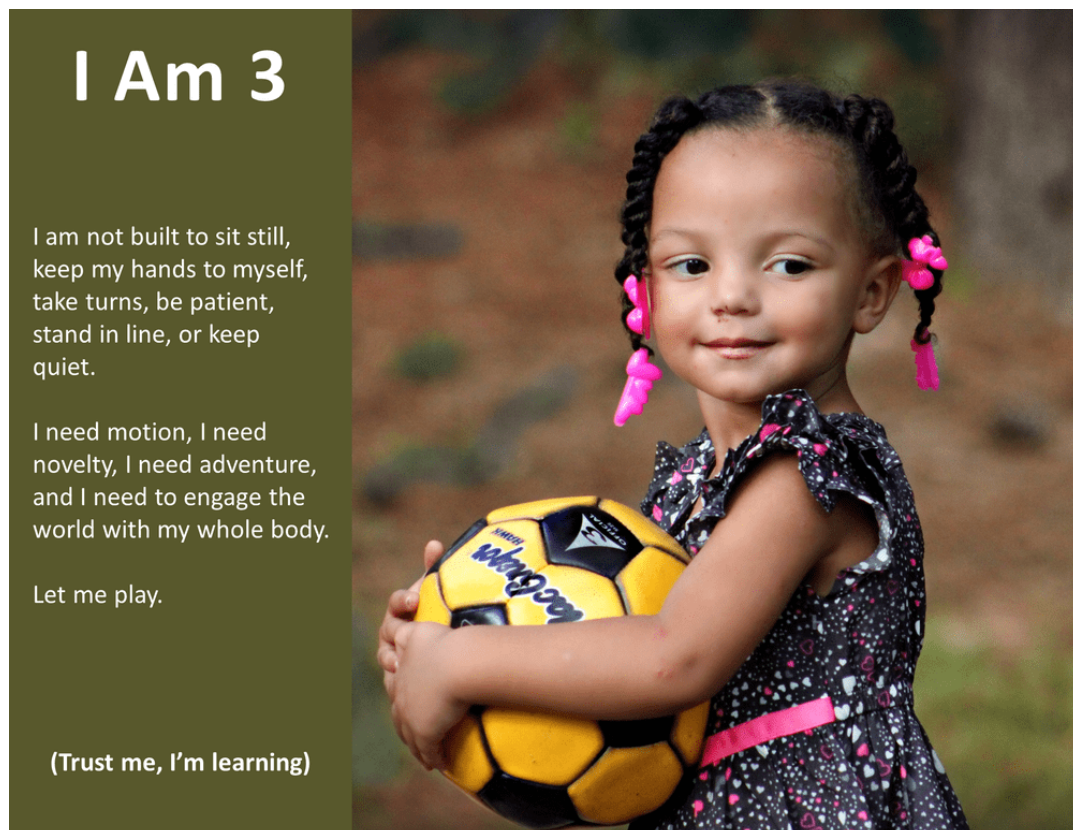
Graduate Certificate in Early Childhood Education

Co-Educator

Marina Moreton

Bachelor of Education

Certificate III in Children's Services



I Am 3

I am not built to sit still,
keep my hands to myself,
take turns, be patient,
stand in line, or keep
quiet.

I need motion, I need
novelty, I need adventure,
and I need to engage the
world with my whole body.

Let me play.

(Trust me, I'm learning)

--- FEES ---

Manchester Preschool is a not-for-profit organisation. The Department of Education and Training (DET) provides each child in our 3-year-old and 4-year-old programs with a per capita subsidy, which contributes to a portion of staff wages. The balance of running expenses are met through Term Fees and Fundraising. Fees comprise of a participation levy and term fees.

Invoices are distributed to families 2 weeks prior to the end of each Term. Fees must be paid by the date indicated on the invoice. Receipts will be provided for all fee payments. Families are asked to contact the Treasurer via phone or email (listed on the invoice) if they are experiencing difficulty with payments. **We will make every effort to support families to negotiate appropriate payment plans in cases of financial hardship but require communication with families in order to effectively manage this.** Manchester Preschool's *Privacy and Confidentiality Policy* will be complied with in relation to the family's financial and/or personal circumstances.

Manchester Preschool accepts the following forms of payment:

Direct Deposit (preferred):	Cash or Cheques:
Bendigo Bank Name: Manchester Preschool Inc BSB: 633 000 Account: 128 928 207 Please use your child's name and group (3yo or 4yo) as reference.	Please make cheques payable to "Manchester Preschool Inc." Place in the Fee Box in an envelope with the child's name and group.

Term Fees are inclusive of planned incursions/excursions throughout the year, a SunSmart hat and individual portfolios. Term fees payable for 2022 are:

3yo Kindergarten (6 hours)	\$175 per term
4yo Kindergarten (15 hours)	\$425 per term

For more information about fees, please refer to the 'Fee Information for Families' provided in your Enrolment Pack, or see the 'Fee Policy' in the foyer or on our website.

Participation Levy

We rely heavily on families to be involved and contribute to our fabulous preschool throughout the year. The Participation Levy is paid upon acceptance in the program. It is broken up into 3 lots of \$30. If you participate in the eligible fundraising, maintenance or other specified activities during Terms 1, 2 and 3, you will receive the full \$90 refund in Term 4. (Refunds will be made for each term's participation - \$30 for 1 term, \$60 for 2 terms, \$90 for 3 terms.)

The Kindergarten building and grounds are owned by the Shire of Yarra Ranges. Committee, however, is responsible for the maintenance of the playground and equipment, cleanliness and health and safety aspects of the building and grounds. Fundraising is necessary in order to purchase resources and equipment for the children. Fundraisers and working bees are great opportunities for families to be involved and socialise with other families.

Activities eligible for refund of the Participation Levy include:

- Set up day to start the year – 2 hours
- Working Bees held throughout the year – 2 hours
- Open Day, usually held in May – 2 hours
- Bunnings BBQ fundraiser – 2 hours
- Committee – being a committee member is equivalent to 2 participation activities
- Organising/running Mother's Day and Father's Day stalls
- Writing and submitting grants on behalf of Kinder
- Skilled trades needed for set tasks
- Fundraising – \$30 value
- Completion and participation in other tasks set by Committee in the newsletter

Twins/Multiple children

The Participation Levy is applied to each family (not per child). Parents of twins at Manchester Preschool will also receive a \$15 deduction off each child's term fees.

Kindergarten Fee Subsidy

The Kindergarten Fee Subsidy enables children from eligible families to attend a funded preschool program free of charge, or at a minimal cost.

Your child is eligible for the KFS:

- if they identify as Aboriginal and/or Torres Strait Islander
- if they are identified on their birth certificate as being a multiple birth child (triplets or more)

Or if your child holds (or has a parent/guardian who holds) one of the following:

- a Commonwealth Health Care Card
- a Commonwealth Pensioner Concession Card
- a Department of Veterans Affairs Gold Card or White Card
- Refugee or Asylum Seeker visa (200-204, 786 or 866)
- Bridging visas for any of the above Refugee or Asylum Seeker visas

The DET also provides funding to assist eligible three-year-old Aboriginal and Torres Strait Islander children, and/or children known to Child Protection, to access a funded 15-hour preschool program. This funding is known as the *Early Start Kindergarten* grant. Contact the preschool for further information.

Statement of Fees and Charges - 2022

3-year-old kindergarten (6 hours)

Fees include planned Incursions/Excursions; a SunSmart hat; and portfolio.

	Term Fees	Other charges	Total	FAMILIES ELIGIBLE FOR THE KINDERGARTEN FEE SUBSIDY		
				Term Fees	Other charges	Total
Participation Levy		\$90	\$90		\$90	\$90
Term 1	\$175	nil	\$175	\$0	nil	\$0
Term 2	\$175	nil	\$175	\$0	nil	\$0
Term 3	\$175	nil	\$175	\$0	nil	\$0
Term 4	\$175	nil	\$175	\$0	nil	\$0
Total	\$700	\$90	\$790	\$0	\$90	\$90
<i>Full Participation Levy refund (-\$90)</i>			\$700			\$0
<i>Partial Participation Levy refund (2 terms: -\$60)</i>			\$730			\$60
<i>Partial Participation Levy refund (1 term: -\$30)</i>			\$760			\$30

Payment of fees

Invoices will be issued 2 weeks prior to the end of each term and must be paid by the due date, unless a payment plan has already been established with the Treasurer. Each term's fees must be paid in full prior to the child attending.

Participation Levy

Families are required to pay the Participation Levy upon the offer of a place. Payment will secure the child's place in the three-year-old program. The deposit is not intended to be a barrier to enrolment and families experiencing difficulties should discuss this with the service.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy (refer to Fee information for families) will not be required to make term fee payments.

Children turning three during the year

Enrolments for children who have not turned 3 by the beginning of first term will be accepted, but they are UNABLE to attend until after their 3rd birthday.

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 (refer to Fee Information for Families and Delivery and Collection of Children Policy).

Statement of Fees and Charges - 2022

4-year-old kindergarten (15 hours)

Fees include planned Incursions/Excursions; a SunSmart hat; and portfolio.

	Term Fees	Other charges	Total	FAMILIES ELIGIBLE FOR THE KINDERGARTEN FEE SUBSIDY		
				Term Fees	Other charges	Total
Participation Levy		\$90	\$90		\$90	\$100
Term 1	\$425	nil	\$425	\$0	nil	\$0
Term 2	\$425	nil	\$425	\$0	nil	\$0
Term 3	\$425	nil	\$425	\$0	nil	\$0
Term 4	\$425	nil	\$425	\$0	nil	\$0
Total	\$1700	\$90	\$1790	\$0	\$90	\$90
<i>Full Participation Levy refund (-\$90)</i>			\$1700			\$0
<i>Partial Participation Levy refund (2 terms: -\$60)</i>			\$1730			\$60
<i>Partial Participation Levy refund (1 term: -\$30)</i>			\$1760			\$30

Payment of fees

Invoices will be issued 2 weeks prior to the end of each term and must be paid by the due date, unless a payment plan has already been established with the Treasurer. Each term's fees must be paid in full prior to the child attending.

Participation Levy

Families are required to pay the Participation Levy upon the offer of a place. Payment will secure the child's place in the four-year-old program. The deposit is not intended to be a barrier to enrolment and families experiencing difficulties should discuss this with the service.

Kindergarten Fee Subsidy

Families who are eligible for the Kindergarten Fee Subsidy or the Early Start Kindergarten grant (refer to Fee information for families) will not be required to make term fee payments.

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 (refer to Fee information for families and *Delivery and Collection of Children Policy*).

--- COMMUNICATION ---

Meetings

Formal and informal communication between parents and teachers is vital to ensure the best possible outcome for all children. We believe in open communication and encourage you to talk to us regularly. Families are welcome to request a meeting with their child's teacher at any time throughout the year.

Hanging Pockets

Each child will have a labelled hanging pocket in the foyer. Please check these each day to be kept up to date with the happenings of the preschool. Only preschool information from Staff/Committee, and birthday party invitations, 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.

Suggestion and Feedback

A survey is emailed to families each term. Parents are encouraged to offer their thoughts and ideas on ways in which Committee of Management and Staff may be able to improve our service. Concerns, complaints or other feedback can be directed to the 3yo teacher, 4yo teacher, or President.

Newsletters

A newsletter containing important information is emailed each month and put on the noticeboard in the foyer. Please read this carefully and mark down any important dates on your calendar. There are always plenty of things going on and children love to see their families joining in their preschool experience.



Facebook Family Group

For Facebook users, you will find a Family Group that you can join in order to keep informed of what is happening at Kindergarten.

Email and WhatsApp

Email is our main form of communication, so please ensure that we have the correct email address. WhatsApp will be used for emergency notifications, reminders and other whole-service communications.

--- ATTENDANCE AND ABSENCES ---

Attendance Book

Children must be signed in on arrival and signed out on departure. Children are not to be left alone in the foyer/yard until the session has started and teachers are on duty. Please fill in the attendance sheet accurately. If someone other than those authorised on the enrolment form is going to collect your child, please ring and inform the teachers. Adults who are on duty for the day must also sign themselves in and out.

Absence

Please notify staff if your child is going to be absent and inform us of any infectious diseases (see table pg. 24-25).

Punctuality

It is very important that you are on time when bringing your child to kindergarten and picking them 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 (or leave a message on the answering machine).

At the end of the day, the outdoor area will have been packed up and prepared for the next session. You are welcome to stay and play after session, however, you must make sure any equipment used by your child has been packed away.

--- FAMILY INVOLVEMENT ---

Other than joining Committee, there are many ways in which families can be involved at Manchester Preschool. We welcome your suggestions on other ways that families could participate and be involved.

Social Events

A Friendship List will be distributed early in Term 1 and Social Coordinators organise a variety of events throughout the year. These might include cuppa dates, picnics, movie nights or a children's disco. They are designed to give families an opportunity to get to know each other and promote a positive community spirit.



Sharing Cultural Events and Skills

If your family celebrates special cultural events, we would love for you to share these experiences with the children. Special talents or skills are also welcome (eg: if you can play an instrument, sing, cook, do magic tricks, dance, sew, have an interesting profession or special hobby etc...) These provide wonderful learning experiences for the children.

Parent Library

Our parent library is 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.

Kinder Duty

Kinder Duty is a wonderful opportunity for you to be involved with your child's learning, while also giving the teachers valuable assistance. Families are encouraged to do at least one whole session per term, or two half sessions per term. Siblings can attend, but they must remain under your supervision. You may also contribute by doing 'At Home Kinder Duty' - helping out with the preparation of materials or resources.

(see following table for how you can be involved during Kinder Duty).

Here are some ways that you can be actively involved in the session:

READ The children LOVE being read to! You may like to spend time in the reading corner or take some books to the couch if outside.	WRITE NAMES Some children may need assistance to write names on their work. (Names are listed above the sink if you need to check spelling.)
ARTWORK The basket above the drying rack may have some folded artwork ready to be put into the take-home tubs located in the foyer.	ADMINISTRATION Putting notices in Hanging Pockets, photocopying, laminating, displaying children's work.
CUTTING We may have some materials that need cutting up or preparation for an activity.	PORTFOLIOS You are welcome to view your child's work in their portfolio, located in the reading corner.
SWEEPING The children may like to assist you sweep the sandpit area, path and cubbies.	PACKING UP We'd love assistance in packing away toys and encouraging the children to tidy up when they are finished playing with an area.
CLEANING Towards the end of session we would love help to wash paint brushes, sweep the floor, wipe tables or wash any dishes.	PLAY You may like to assist the children with puzzles, at an activity or play a game together.
FOYER The foyer might benefit from a tidy up. Wipe down the bench, neaten up the pamphlets, remove any old notices.	WATERING We have plenty of watering cans for the children to assist you in watering the garden.

Who can do Kinder Duty?

Parents, grandparents, aunties, uncles or any other special person over the age of 18 are welcome to do Kinder Duty. They just need to read and sign the Code of Conduct and sign the visitor log in the Attendance Record.

Working Bees

Working bees are usually held once per term. Attendance at a working bee qualifies for the Participation Levy refund. Duties undertaken usually include simple gardening tasks, general maintenance work, or there may be specific projects to undertake to improve the children's learning environment.

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. This would not require your attendance at meetings, it would simply mean that the Maintenance Officer would have a list of people to call on for assistance with general tasks, that can be done at a time convenient to you throughout the year and still qualify for your Participation Levy refund.

Donations

We have a fabulous undercover area that the children use to create, design, make, test, experiment and build. The area is stocked with a large variety of materials and we welcome donations of the following items:

- | | | |
|------------------------------|------------------|------------------------------|
| • bottle lids | • ribbons, wool | • wood scraps |
| • boxes, cartons, containers | • greeting cards | • cardboard or plastic tubes |
| • buttons, beads | • envelopes | • corks |
| • material, fabric | • paper | • reels |
| | • contact | |

We also love to add to our sand/cooking play resources and 'loose parts' to inspire creativity:

- | | | |
|---------------------------|---------------------|-------------|
| • old hose/tubing | • cooking utensils | • shells |
| • rope | • pots/pans | • pinecones |
| • bicycle tyres or wheels | • colanders/sieves | • gumnuts |
| • milk crates | • netting | • seedpods |
| • buckets | • wooden planks | • rocks |
| | • small logs/stumps | • pebbles |

--- WHAT TO BRING ---

- **Backpack:** clearly named and big enough to hold all your child's belongings.
- **Spare clothes:** a full set of clothes, including underwear and socks.
- **Wet bag/plastic bag:** to put any wet/dirty clothes in.
- **Lunch box:** clearly named. All children are to bring a snack each day, and the 4-year-old group also require lunch. NO NUTS or NUT PRODUCTS. Food scraps will be collected for our compost bin, and wrappers will be sent home in the lunchbox.
- **Drink bottle:** clearly named and with water only. We will refill bottles as necessary.
- **SunSmart clothing:** shoulders must be covered - no sleeveless tops. A hat will be provided by Kinder and kept in the hanging pockets outside.
- **Appropriate footwear:** no thongs or crocs. Shoes must be sturdy and suitable for climbing, jumping, running and playing.
- **Nappies/Pull-ups/Wipes:** if applicable, please ensure an adequate supply.

Please put your child's name on ALL belongings, especially jackets, jumpers, shoes, drink bottles and lunch boxes. Many of these items are identical. This will help your child learn to recognise their name and take responsibility for their belongings.

Food

Part of our curriculum includes teaching children about health and nutrition. Please support this by sending fresh, healthy foods in your child's lunchbox (NO NUTS) and water to drink. You can promote your child's independence by helping them to select and pack their own. Chocolate, lollies and similar snacks are 'sometimes foods' and we ask that they are kept at home (birthdays or special celebrations are an exception.)

It is important to consider your child's appetite when packing their food. Children often feel compelled to eat everything that is in their lunchbox and it can be overwhelming if there is too much. On the other hand, sometimes children do not have enough food to sustain them for the whole time they are at Kindergarten. We ask the children to take home any uneaten or unwanted food so that you can see how much they are eating and adjust if necessary.



Lunchboxes will not be kept in the fridge, so packing a small icepack will help to keep food cool. Similarly, a thermos or insulated container can keep food warm if desired. Please pre-cut food if necessary and remember to pack a spoon if needed. More information about nutrition for children can be found here: <https://www.eatforhealth.gov.au>

Clothing

The development of new skills requires experimenting with materials and equipment. Sometimes this can be a very messy business so please dress your child in suitable, easily laundered clothes and ones that allow them to develop independence.

Please also consider clothing that will allow them to participate in the full range of activities offered. While we do have smocks and wet-weather gear, some children find these restrictive. We would rather your child get messy clothes and have a fabulous learning experience, instead of missing out for fear of getting dirty.



I am 4

I'm a smooth talking, agile, and observant seeker of adventure.

I'm kind of a know-it-all... as in I *want* to know it all.

I have more questions in me than you have answers.

I'm perceptive enough to sense this can frustrate you, but please don't discount my inquisitiveness.

(Challenge me)



Uniforms - optional

Manchester Preschool t-shirts and windcheaters are available to order early in Term 1. These are not only practical and easily laundered; they also give the children a sense of belonging.

Lost Property

Please regularly check the Lost Property box in the foyer. We do not take any responsibility for lost or damaged toys that are brought from home. These are best left at home.

Library Bags

A children's lending library will become available to the 4-year-old group commencing at the beginning of Term 3. You will be given further details prior to this commencing.

Birthdays

We love to celebrate birthdays at Kinder 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. For any home-made items, please provide an ingredient list. (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.)



--- HEALTH AND SAFETY ---

Policies and Procedures

Manchester Preschool adheres to the requirements of the *Education and Care Services National Law Act 2010*, the *Education and Care Services National Regulation 2011*, and the *National Quality Standard*. We are supported by a range of comprehensive policies and procedures, that are reviewed annually to ensure we are following best practice.

Our Policies and Procedures folder is available for families to view in the preschool foyer, and also available on our website: www.manchesterpreschool.kindergarten.vic.gov.au More information regarding children's health and safety can be found in our policies.

Immunisation Requirements

Parents/Guardians of children attending early childhood services are required to provide the service with evidence that their child continues to be up to date with immunisations while attending. An Immunisation History Statement from the Australian Immunisation Register is the only acceptable form of evidence.

If there is a vaccine-preventable disease outbreak at the service, accurate and current evidence of immunisation enables us to work with health authorities to quickly identify children at risk (for example children too young to be fully immunised against a disease, or children with underlying medical issues who cannot be vaccinated) and take whatever action is required to protect public health.



Families should provide us with up-to-date evidence of immunisation as soon as is practical after their child receives a vaccination, or in response to a request from us. If you are experiencing difficulty meeting this obligation, please discuss this with us as soon as possible.

For further information, see: <http://www.betterhealth.vic.gov.au/>



SunSmart

Manchester Preschool supplies an approved SunSmart hat for each child. As per our SunSmart policy parents/guardians are responsible for applying sunscreen to their child before each session, when the UV levels are 3 or more. Sunscreen will be available in the foyer/outdoor play area. Please view our *SunSmart Policy* on our website or in the foyer for more information.

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 and visitors are not permitted to smoke anywhere within the preschool building, playground, carpark or within 25 metres of the entrance gate located on Manchester Road.



Head Lice

Every kindergarten and school are 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, their hair combed through and all lice and eggs removed. It is extremely important to complete follow-up treatments in order to break the cycle of head lice.

Emergency Management Plan

The preschool has a detailed Emergency Management Plan that involves scheduled drills throughout the year, including evacuations and lockdowns. The plan is available for parents to examine upon request.

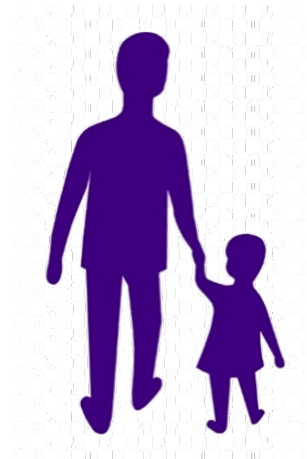
Car Park

- the entrance to the preschool car park is off McDermott Ave, and the exit is onto Manchester Road. Please observe the displayed entrance and exit signs.
- please **reverse park** into spaces so that you have clear visibility when leaving.
- drive slowly in the car park and remain vigilant at all times.
- parents must attempt to park in the car park rather than on Manchester Road.
- holding your child's hand in the car park and along the footpath 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 that the following rules be observed:

- Children are not to climb fences or gates.
- Outdoor play equipment is suitable for 3-5-year-olds only. Parents are expected to closely supervise older/younger siblings on the 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.
- Parents are asked not to bring dogs into the 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 Road.
- 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.



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, no matter how mild their symptoms.
- Make the decision about whether the child is well enough to attend. (Children are unable to make that decision.)
- If they are not well enough to play outside, they are not well enough to be at Kinder. If they require Paracetamol or other over-the-counter medicine to 'feel well', they should not be at Kinder.
- 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 loose bowel 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.

Our educational programs include a balance of indoor and outdoor experiences. It is important to dress your child in weather-appropriate, play-appropriate clothing. We have gumboots and wet-weather gear available and encourage outdoor play in rain, hail or shine.

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.

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.



*Thank you for choosing Manchester
Preschool for your child's education.*

*We look forward to getting to know you
and your child this year.*