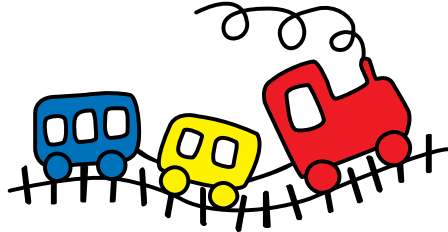


**CANTERBURY  
AND  
DISTRICT  
PRE-SCHOOL**



**2020  
PARENT  
HANDBOOK**

**Canterbury and District Pre-school Inc.**

26 Guildford Rd Surrey Hills

TELEPHONE: 8840 7949

3year old Teachers Email: [3yearoldteacher@canterburykinder.org.au](mailto:3yearoldteacher@canterburykinder.org.au)

4year old Teacher Email: [teachers@canterburykinder.org.au](mailto:teachers@canterburykinder.org.au)

Committee Email: [committee@canterburykinder.org.au](mailto:committee@canterburykinder.org.au)

Website: [www.canterburykinder.org.au](http://www.canterburykinder.org.au)

## CONTENTS

<i>PHILOSOPHY STATEMENT</i> .....	4
<i>WELCOME</i> .....	5
<i>COMMITTEE OF MANAGEMENT</i> .....	6
<i>THE ROLE OF THE PRE-SCHOOL FIELD OFFICERS (PSFO)</i> .....	6
<i>THREE-YEAR-OLD PROGRAM AND ROUTINE</i> .....	6
Program.....	6
Routine.....	7
<i>FOUR-YEAR-OLD PROGRAM AND ROUTINE</i> .....	8
School Readiness.....	9
Transition to School.....	9
<i>2020 DATES &amp; TIMES</i> .....	9
2020 Session Times.....	10
2020 Term Dates.....	10
Public / Kindergarten Holidays.....	10
Important Session Dates.....	10
Parent Information Sessions.....	10
<i>YOUR CHILD AT KINDERGARTEN</i> .....	10
What to Bring to Kindergarten.....	10
Settling in to Kindergarten.....	12
Drop Off / Pick Up Procedure.....	12
Late Collection of Children.....	13
Illness.....	13
<i>COMMUNICATION</i> .....	15
Notices.....	15
Email.....	15
Newsletter.....	15
Parent-Teacher Appointments.....	15
Parenting Resources and Library.....	15
Parent Survey.....	16
Grievances and Feedback.....	16
<i>PARENT INVOLVEMENT</i> .....	16
Parent Responsibilities.....	166
Social Functions.....	17
Kindergarten Duty and Rosters.....	17

Laundry Duty .....	17
Maintenance roster and working bee .....	17
<b><i>PROCEDURES &amp; POLICIES</i></b> .....	<b>18</b>
Enrolment .....	18
Funding and Fees.....	18
Payment of Fees .....	18
Fee Composition .....	19

## PHILOSOPHY STATEMENT

**Our place:** Canterbury and District Pre-school has a long standing place of over 50 years in the community. We cater to our families and the community by offering both 3 and 4 year old programs. We are a family centered practice, who welcome input and participation of families. We create a warm and stimulating environment that supports each individual child and their family's needs.

**Our beliefs:** We support the Victorian Early Years Learning and Development Framework (VEYLDF)

- We offer a play based educational program that is developmentally and age appropriate. This is partnered with intentional teaching strategies
- Our program is child directed and therefore meets every child's needs, strengths and interests
- We value the needs of the whole child, incorporating their learning through the following areas: Identity, Wellbeing, Learning, Communication and Community
- We recognise families as the child's first educators, and work collaboratively with families to develop a mutually beneficial relationship with open communication and trust
- Children belong first to a family, a cultural group, a neighbourhood and a wider Community

**Our commitments:** We are committed to providing:

- A sense of belonging
- A fun, nurturing, inviting and safe learning environment.
- Encouragement for children to be effective communicators
- Respect to all children, their individuality, families, cultures and beliefs
- Open ended experiences that promote self-directed learning for individuals and small and large groups
- Awareness of the environment, both natural and man-made

**Our Educators:** We pride ourselves on:

- Reflective Practice- evaluating the effectiveness of the program
- Collaboration with children, their families and the wider community
- Positive relationships with children- we recognise equality and respect each child as wholly unique
- We encourage each child's autonomy and independence
- Fostering a challenging learning environment that promotes each child's learning skills and dispositions
- Providing ongoing Professional Development for all educators

At Canterbury and District Pre-school, the educational program is child-focused and play-based. Play-based learning means teaching the children as they like to learn – through play. This program is built around the VEYLDF which is designed to cater for the needs of all children. We pride ourselves on our acceptance of all children and have extensive experience educating children with a wide range of abilities. Activities are chosen according to the philosophy that children learn best through play, in a happy, secure and supportive environment.

Play-based learning does not mean that the children just do what they like all day. There will still be times when the children come together as a group, where they will learn to listen to each other, share information, follow rules and partake in group activities. Play-based activities don't replace intentional teaching, rather complement and enhance it!

In a play-based learning setting child will be provided with long periods of uninterrupted play. They will have the opportunity to follow their own interests. They are encouraged to initiate activities and be self-directed with the support of their teachers. They will be gently guided into being independent children with initiative and the confidence to take risks, knowing that there is no right or wrong way. Open-ended play-based learning focuses on the process not the product. Whether building, painting, creating, or playing, it doesn't matter what the child's final 'masterpiece' looks like. The all-important factor is the learning that is taking place.

Our goal is to promote a love of learning which will carry through into the more formal education of school.

## WELCOME

On behalf of the Canterbury and District Pre-school Committee of Management and educators, we would like to extend a very warm welcome to all families attending the kindergarten in 2020. We have a history of strong commitment to our programs and this remains unchanged in 2020.

Established in 1962, Canterbury and District Pre-school is a small community kindergarten located adjacent to a well utilised playground and sports oval.

We are fortunate to have a dedicated and highly qualified teaching team who go above and beyond to provide a stimulating educational program for all kindergarten children. Each teacher/educator brings with them a wide range of knowledge and personal interests which in turn are reflected in the diverse projects and experiences offered to the children.

At Canterbury and District Pre-school we cater for 64 children across the 3 and 4year old programs.

The 3year-old children attend for two sessions per week with the option of also attending our extended hours program, with a focus on building routines and becoming familiar with the kindergarten environment. Children are encouraged to develop independence and learn to become a member of the group, whilst developing a strong sense of self and belonging.

Our 4year old program operates 15 hours per week on a rotational timetable. There are three groups of 14 children. Two groups will attend each session, making a total of 28 children per session.

As a non-profit organisation managed entirely by parent volunteers, our kindergarten relies on the contributions and many varied skills of all parents. Our wider parent group is very active and involved with a strong community focus and parents are encouraged to engage in any aspect of the program to the level of their interest and ability. You may like to consider joining our Committee of Management. Many parents find it to be a rewarding experience and great way to discover more about the kindergarten as well as a way to meet other parents.

Please read this Parent Handbook carefully as it is a useful reference for your child's time at Canterbury and District Pre-school. Feel free to contact educators or committee members if you would like any more information.

We are delighted you have chosen Canterbury and District Pre-school for your child and look forward to a wonderful year ahead. We are confident that your association with the kindergarten will be a happy and enjoyable experience.

**Sophie Rigg**  
President 2019

## COMMITTEE OF MANAGEMENT

The kindergarten's committee of management is composed of parent volunteers. A new committee is elected each year at the Annual General Meeting in November. Committee work includes employing, managing and supporting educators, developing policies, overseeing the program, enrolments, managing finances, maintenance and organising social activities & fundraising.

Committee meetings are held monthly at the kindergarten. Teachers and committee members meet to discuss the programs and operation of the kindergarten. Please consider taking up a role on the committee. If you would like more information either speak to a committee member or email us at [committee@canterburykinder.org.au](mailto:committee@canterburykinder.org.au).

A detailed listing of the committee members will be provided at the commencement of each year and also displayed at the kindergarten.

## THE ROLE OF THE PRE-SCHOOL FIELD OFFICERS (PSFO)

The Pre-school Field Officer (PSFO) Program is a State Government funded program which provides support to kindergarten staff and families to guide the inclusion and participation of all children especially those with additional needs. The Pre-school Field Officer program provides support, resourcing and advice to families and kindergarten teachers. Pre-school Field Officers are experienced early childhood educators who are able to provide telephone support, share resources and visit the service to observe children in their kindergarten setting.

The Pre-school Field Officers are able to provide advice and support in relation to development, school readiness and behaviour. Families or kindergarten teachers who would like to speak to a Pre-school Field Officer directly about the services that are offered can telephone the Pre-school Field Officers directly on 9278 4642 or 9278 4370.

Referral forms to the Pre-school Field Officer Program are also available at kindergarten services and can be accessed online.

Note: There is no cost to the kindergarten service or families for using the PSFO service.

## THREE-YEAR-OLD PROGRAM AND ROUTINE

### Program

For many children the attendance at three-year-old kindergarten will be their first formalised learning experience. Every child will bring with them a different set of experiences and exposures to draw on as they prepare to separate from their main caregivers for possibly the first time. Please advise your teachers on how you think the initial transition will be for your child and how you and your child will be best supported for this on their first day.

SOME TIPS FOR A SMOOTH TRANSITION:

- *Always say "goodbye" to your child*
- *Avoid lengthy goodbyes and be sure to make a quick exit*
- *Re-assure your child that you know they will be fine*
- *Validate and acknowledge how your child is feeling and that this is perfectly ok.*
- *If you feel the need to stay, set a tangible task as a time frame such as: "I will stay for one puzzle or one story" rather than saying "I will stay for 10 minutes". Children in this age group have no concept of time.*
- *Avoid letting your child see that you may be feeling upset or worried for them and how they will cope.*
- *Avoid expecting too much from them in the first initial days. They will be hot in term 1, tired and emotional.*
- *Set realistic and achievable goals and avoid saying things like "Now that you're at kinder you will be able to do....."*

We encourage the children to learn to function in a group and to follow the daily routine with all its associated expectations. These include learning to sit and listen, learning what to do once an activity is finished and having the confidence to try something new. We provide lots of opportunities to explore and repeat experiences. We also acknowledge that children need lots of time to develop their skills in an unrushed way. Learning is a stepping stone process and this happens gradually over time.

The following are some things to think about when reflecting on your child's progress across the year, and from your observations of your child whilst you are helping with kindergarten duty. These may assist with understanding what the three-year-old program is all about:

- *Can your child separate positively and happily from you?*
- *Are they able to take care of their own belongings? For example, packing own bag, finding hat, putting socks back on, putting artwork in shelf.*
- *Does your child understand the limits required for safety of self and others?*
- *How does your child manage conflict?*
- *Is your child able to manage and understand transitions? For example, moving from one part of the program to the next, indoor to outdoor, pack away to group time.*
- *Does your child understand the meaning of clues or signals used to aid in transitions? For example, bell to come to door, music for pack away time.*
- *Does your child go to the toilet when they need to, and can they manage independently?*
- *Does your child move freely around the kindergarten environment and participate in a variety of experiences?*
- *Can your child concentrate on the task at hand?*
- *Does your child approach educators for help?*
- *Does your child know the names of the other children in the group?*
- *Does your child talk to other children in the group?*
- *Does your child give and maintain eye-contact when talking?*
- *Is your child easily distracted by others?*
- *Does your child participate in large-group experiences such as singing, saying "Hello" at the start of the session and contributing to group discussions?*
- *Does your child cope with changes in routine?*
- *Can your child listen to others?*
- *Is your child able to wait their turn when necessary?*
- *Can your child follow directions from educators?*
- *Is your child's language clear for others to understand?*
- *Does your child have any friends in the group?*
- *Is your child confident about their own ability?*
- *Does your child pursue their own interests?*

These are the types of outcomes addressed in the 3year-old program which will help the children when transitioning to the 4year old program next year.

### Routine

During each session the children are encouraged to participate in outdoor and indoor activities, music/story time and snack time. The daily program includes many varied experiences such as gardening, cooking and art.

Parents are welcome to participate in the sessions and are encouraged to do kindergarten duty. A roster is set up at the start of each term (see **Parent Involvement** in the following pages).

3year old groups do not go on excursions, but visitors and/or incursions are scheduled each year. These are based on the children's current interests. For example;

- music/drama workshops
- wild action rockpool discovery
- police and librarian visits
- sage incursion

Formal parent-teacher interviews do not take place at the three-year-old level, however teachers are available to meet with parents on request (see **Communication** in the following pages). If you would like to speak to teachers about your child, please make an appointment with the teacher at a convenient time.

## FOUR-YEAR-OLD PROGRAM AND ROUTINE

The Department of Education & Training (DET) implemented a nationwide Universal Access policy for 4year old kindergarten. This means each kindergarten must offer at least 15 hours per week to every child in the 4year old program.

We operate a rotational timetable featuring three groups of 14 children. Two groups attend each kindergarten session, making a total of 28 children per session. Your child will always attend in the same core group but will also attend with the two other groups on different days.

We aim to provide many varied individual and group experiences for children. During a regular session we offer children time for:

- Indoor and outdoor play
- Morning and Afternoon Tea
- Lunch
- Group experiences including music and movement, projects, discussions and active play

During the year children will be provided with the opportunity to explore their local community during incidental excursions. These excursions support children to feel engaged within their local community, as well as develop a greater sense of autonomy, responsibility and independence. During the year we also organise an excursion further off site such as the Collingwood Children's Farm. Parent assistance is encouraged during excursions to support all children to engage within the chosen experience. Unfortunately, siblings are not permitted to attend excursions.

We have a number of incursions during the year to provide first hand experiences for the children and extend on learning. These incursions include experiences in science, sustainability, Indigenous ways of knowing and being and the natural environment.

Teachers and educators are available to families for formal and informal discussions about each child's learning and development within the classroom. Optional parent-teacher interviews take place in Term 2, however if you would like to speak to educators about your child, please make an appointment with the teacher at a convenient time (see **Communication** in the following pages).



## School Readiness

School readiness primarily refers to whether a child has the social and emotional skills to ensure a smooth and successful transition into school.

Educators will observe your child's learning and development throughout the year and provide feedback as early as possible should they feel your child would benefit from a second year of kindergarten. If you have any concerns, please feel free to make an appointment with your child's teacher.

Some of the factors to consider when determining a child's school readiness is whether they can:

- *Separate easily from parent/carer*
- *Independently make a decision of where they are going to work/play*
- *Self-initiate, engage and sustain engagement*
- *Have the skills to solve basic problems and ask for help from the educator if needed*
- *Work and play besides other children*
- *Have basic independence skills (art smock on, shoes and socks on, toileting independently)*
- *Actively engage within group discussions*
- *Recognise feelings and use positive management strategies for emotional regulation*

## Transition to School

During Term 4, Primary School teachers and principals from the local area are invited to the kindergarten to liaise with the educators, meet prospective students and gain a better understanding of the learning environment from which the children have come. Meetings are also arranged to exchange information on your child's learning and development and to hand over transition statements.

Transition statements are summaries of each child's abilities as they start school and identifies their individual approach to learning. The information in the transition statement helps prep teachers get to know the children entering their classes and to plan appropriate learning and teaching programs.

Each school will organise an individual transition to school program, which usually occur in November. This usually involves children attending their chosen school for a number of short sessions to familiarise themselves with the teachers and their new school environment.

## **2020 DATES & TIMES**

### 2020 Session Times

#### 3-Year-Old Groups

**Green** Monday 8.30am - 3.00pm  
Thursday 8.30am - 12.30pm

**Yellow** Monday 8.30am - 12.30pm  
Thursday 8.30am - 12.30pm

Extended Hrs. (Thurs.) 12.30pm - 3.00pm

#### 4 - Year-Old Groups

**Red** Tuesday 8.30am - 4.00pm  
Wednesday 8.30am - 4.00pm

**Blue** Tuesday 8.30am - 4.00pm  
Friday 8.30am - 4.00pm

**Orange** Wednesday 8.30am - 4.00pm  
Friday 8.30am - 4.00pm

## 2020 Term Dates

Term 1: Tuesday 28 January	–	Friday 27 March
Term 2: Tuesday 14 April	–	Friday 26 June
Term 3: Monday 13 July	–	Friday 18 September
Term 4: Monday 5 October	–	Friday 18 December

## Public/Kindergarten Holidays

Labour Day	Monday	9 March
Good Friday	Friday	10 April
Easter Monday	Monday	13 April
Queen's Birthday	Monday	8 June
AFL Grand Final	Friday	TBA (September)
Melbourne Cup Day	Tuesday	3 November

## Important Session Dates

Staff Set-up Day Tuesday 28<sup>th</sup> January 2020 (no children to attend on these days)

## Parent Information Sessions

3YO: 7pm, Thursday 21 November

4YO: 7pm, Tuesday 19 November

## Transition Timetable

A transitional timetable will be in place for first few weeks of Term 1 to facilitate a smooth transition to kindergarten for the children.

Normal (full session) timetable starts:

4YO: Wednesday 5<sup>th</sup> February 2020

3YO: Monday 17<sup>th</sup> February 2020

## ***YOUR CHILD AT KINDERGARTEN***

### What to Bring to Kindergarten

Teachers will give parents further, more specific information about what to bring when they meet at the Parent Information sessions in November. The following is a general guide.

### Toys

We do not encourage the children to bring toys to kindergarten as they can be lost or broken.

## Food and Drinks

Children are required to bring their own food to kindergarten in appropriate, clearly named containers.

Parents please supply food which is nutritional and well balanced. Please be mindful of foods that could present a potential choking hazard. Due to children attending the kindergarten with life-threatening allergies, we are a "nut aware" kindergarten and therefore any products containing nuts or, ideally, traces of nuts are prohibited from the kindergarten. Please review our Nutrition Policy for further information.

Drink bottles should also be clearly named and filled with water only. If children do not bring a water bottle from home, they will be given water in a cup.

Wherever possible please use minimal or no plastic packing of food as we encourage our children to reduce waste and recycle.

## Clothes and bag

Kindergarten is messy! It is best for children to wear clothes that are easily washed and not needed to be kept clean.

Please do not dress your child in thongs, crocs, slides, gumboots, shoes with non-grip soles, or long dresses as they are not satisfactory for jumping and climbing and may be dangerous.

A sunhat with a wide brim must be brought to kindergarten and worn outside between September 1<sup>st</sup> and April 30<sup>th</sup> and at any time when the UV level index is above 3. You can purchase a Canterbury & District Pre-school sunhat from the kindergarten at a cost of \$20.00 through the online enrolment form. These hats are compulsory for the 4year old program due to excursions.

Clothes should cover the shoulder and neck area. We ask families to apply sunscreen to their child in the morning and we will encourage children to reapply during the day as needed.

Your child will also need a suitable bag, large enough to bring their morning and afternoon tea/lunch/drink bottle and to carry home artwork. The bag should also contain:

- a change of clothes, including underwear and socks,
- a sunhat (1<sup>st</sup> September to 30<sup>th</sup> April)
- a jumper/coat for cooler weather.

***All clothing and other personal items should be clearly labelled with your child's name.***

## Birthdays

Children are invited to share their birthday at kindergarten. We might celebrate with songs, dancing, good wishes, photos or some other special recognition. Parents of the birthday child might have ideas for a special group activity, and are encouraged to come to kindergarten duty.

However, due to allergies and food safety issues, we ask that parents do not bring in food for birthday celebrations. Non-food treats are welcome (e.g. stickers, cards, hats, bubbles) if you want to share something with the group.

Party invitations should be handed out respectfully, please see educators if you need assistance.

## *Settling into Kindergarten*

When bringing your child for the first time, make sure they know who their teacher is and where things are (e.g. toilets, locker). Educators will give you guidance in such things as where to put bags and lunchboxes. These processes will soon become routine for your child.

Get them involved in an activity before you leave, but feel free to remain with your child until they are settled. Please do not leave without saying good-bye, and always remind them that you will return. Should your child be anxious please speak with educators and they will work with you to help your child settle in.

We expect children to be accompanied to the kindergarten by an adult and collected in the same manner.

## *Drop Off / Pick Up Procedure*

At the beginning of each session the door will remain closed until it is opened by the teacher or educator as an indication that the session is ready to begin. At the conclusion of the session, the door will remain closed until it is opened as a sign to say that the session has concluded.

### *Fill out the attendance book*

The attendance record book must be filled in when you leave your child at the kindergarten and again when you pick your child up. This is a legal document regarding the whereabouts of your child and must be completed daily.

### *Additional authorisation to collect*

If someone else is to collect your child, please note this in the attendance record book. If this person is to collect your child on a regular basis, they can be added to your child's enrolment list of emergency contacts. If this is a one-off collection, please ask educators for a permission slip to authorise it.

Educators will not permit children to leave the centre with another person unless (a) the kindergarten is notified in writing by the parent or guardian, (b) the person collecting the child is 18 years or older and c) the person can supply photo identification to verify themselves.

### *Supervise all your children*

If you need to bring other children to the kindergarten, they remain your responsibility and must be supervised at all times.

### *Sign in siblings*

If a sibling is staying when you are doing kindergarten duty you must sign them into the visitor's book provided, which is separate to the attendance record book.

### *Be on time*

Particularly at pick-up time (see below for **Late Collection of Children**).

## Close the gate

When entering or leaving the Kindergarten all adults should take care that children do not walk out the gate without their parent or guardian. At the beginning of each year, the kindergarten staff will ensure that all parents / carers are aware of the collection procedure.

Only parents and regular carers will be provided with the code to the gate. To ensure the safety of our kindergarten, children, educators and families, we ask that you do not pass these details on to any other person. If you have someone picking up your child on a casual basis please ask them to ring the bell instead.

Please do not allow your children to swing on the gate.

## *Late Collection of Children*

The late collection of children from kindergarten is a serious matter and can be quite distressing for children. The kindergarten may impose fines once you are 15 minutes late collecting your child, or for repeated late collection even if less than 15 minutes on each occasion.

If a child has not been collected 15 minutes after the end of the session, educators will endeavour to contact the parents. If this is unsuccessful, educators will then contact the nominated emergency names/numbers listed. If educators are still unsuccessful, a committee member will be rung after one hour has elapsed and the police will be contacted to collect the child.

A full copy of the Delivery & Collection of Children Policy will be given to all parents at enrolment and is also on display on the noticeboard inside the kindergarten.

## *Illness*

Children should be kept at home if they are unwell as we do not have the resources to care for sick children. If your child becomes ill whilst at kindergarten, you will be contacted by educators and asked to collect him/her.

While waiting for you to pick up your child, staff will endeavor to make your child feel as comfortable as possible by providing a quiet place to rest. If you cannot be contacted, the educators will contact your nominated Emergency Contact(s) to collect your child. **Please ensure your Emergency Contacts are within 30 minutes travelling distance of the kindergarten.**

Children must not attend kindergarten if suffering from gastroenteritis, vomiting, diarrhoea, fever, respiratory infection, or infectious diseases as detailed by the Department of Health (see table below).

Further to this, parents **must notify** the kindergarten if their child has an infectious disease. Ensure you inform staff of this regardless of your child's attendance at Kindergarten.

Staff **must be informed** of any medications being given to your child within 24 hours of attendance, this includes paracetamol and antibiotics etc.

For more uncommon conditions please refer to the Victorian Government Health Information website: [www.health.vic.gov.au](http://www.health.vic.gov.au) or consult your medical practitioner.

<b>Common Infectious Diseases Exclusion Table</b>	
Chicken Pox	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.
Conjunctivitis	Exclude until discharge from eyes has ceased
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours
Hand, foot and mouth disease	Exclude until all blisters have dried
Head Lice	Re-admit the day after treatment has started.
Herpes (Cold Sores)	Exclude whilst lesions weeping; lesions to be covered by dressing
Influenza	Exclude until well
Measles	Exclude for at least 4 days from appearance of rash
Mumps	Exclude for 9 days or until swelling goes down
Pertussis (Whooping Cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.
Worms	Exclude if diarrhoea is present

## *Special Medical Requirements*

### Treatment / Medications

Notification must be given to the kindergarten if any special medical treatment is required. If medication is required to be administered to a child whilst at kindergarten, parents / guardians are to complete the medication book. As far as possible, it is preferable that medication be administered at home prior to, or after, the kindergarten session.

**Under no circumstances is any medication to be placed in a child's bag for self-administration whilst at kindergarten.**

### Asthma, Allergies and/or Anaphylaxis Management

An Asthma, Allergies and/or Anaphylaxis Management Plan written in consultation with your child's doctor must be given to the kindergarten. This must contain a current, colour photograph of your child. Please speak to teachers when enrolling to ensure all information and medication is in order.

## COMMUNICATION

### Notices

Notices are displayed and distributed regularly including social notices, children's artwork, administrative and program information.

### Email

We are trying to email more and print less, so information about programming, fundraisers, social events, and general notices throughout the year will be done via email. There will still be notices displayed but please make sure your email details are up to date. If you have not received any email correspondence, please email: [committee@canterburykinder.org.au](mailto:committee@canterburykinder.org.au)

### Newsletter

The kindergarten newsletter is published once per term and is emailed out to all parents in PDF format. It is a useful method of communication from committee and educators to families. It contains information about your child's group, reports from the president, special events, committee work, social activities, fundraising, photos & more.

### Parent-Teacher Appointments

Formal parent-teacher interviews for 4year old groups will usually take place in Term 2. Written reports, in the form of school transition reports, will be prepared towards the end of the year. There are no formal parent-teacher interviews for 3year old groups, nor are formal written reports prepared. Parents will always be contacted if the teacher identifies an area of a child's progress which needs discussion.

Parents are also welcome to make an appointment with the teacher. The teacher will make their availability and contact details known at the beginning of the year. It is not usually possible for educators to speak to parents at length during pick-up or drop-off times, but the teacher will often be available for appointments after the session has finished and all children have been collected.

Generally, a phone call or email to the kindergarten teachers is the best way to get in touch. Teachers can respond, or arrange an appointment if necessary.

3 year old: [3yearoldteacher@canterburykinder.org.au](mailto:3yearoldteacher@canterburykinder.org.au)

4 year old: [teachers@canterburykinder.org.au](mailto:teachers@canterburykinder.org.au)

### Parenting Resources and Library

The kindergarten has a variety of resources available for loan, on topics such as parenting and child education. These resources are kept in the meeting room, please see an educator if you wish to borrow or browse.

Notices and newsletters may also contain items of interest to parents. For example, school readiness seminars, first-aid courses, extra-curricular activities for children.

## Parent Survey

A parent survey is conducted annually to assess the requirements of the kindergarten community and to provide us with feedback on the programs, educators and management. Your response to this survey is greatly valued and will help us to continue to provide an excellent kindergarten for your child.

## Grievances and Feedback

Grievances are best handled by approaching the lead teacher in the first instance. The teachers are always willing to discuss any issues and most problems can be successfully addressed in this manner.

Should a problem or complaint require further process for resolution, or not concern the teacher specifically, it should then be directed to a member of the executive committee of management, (president, vice-president, secretary or treasurer), and the Complaints Policy will be followed until a satisfactory resolution is achieved. All complaints are handled confidentially, and all efforts will be made to resolve the complaint quickly. The Complaints Policy is available in the CDPS Policy folder inside the kindergarten.

Concerns or complaints about the management or running of the kindergarten should be discussed with a member of the executive or can be aired at a committee meeting, usually held on the first Monday of each month. Please allow us the opportunity to address your concerns as soon as possible.

[committee@canterburykinder.org.au](mailto:committee@canterburykinder.org.au)

## **PARENT INVOLVEMENT**

We hope your association with us will be a positive and encouraging experience not only for your child but also for you as an involved parent.

Canterbury and District Pre-school is committed to fostering a spirit of co-operation between parents, educators and the Committee of Management.

Parent participation is welcomed at all levels and in all aspects of the program, be it active involvement on the Committee of Management, support at working bees, helping in the children's program etc. All parents will have access to the pre-school program at all times.

## Parent Responsibilities

Canterbury and District Pre-school is a place of learning for young children and therefore the rights of the child must always be considered first and foremost. Interactions with children and adults will be respectful, honest, courteous, sensitive, tactful and considerate.

Please also be very aware of safety issues when you are in the kindergarten. Of particular concern are cups of hot coffee carried by parents during pick-up and drop-off time. Please do not bring these in, or at least place them safely away out of reach as soon as you enter the kindergarten grounds.

All parents/guardians will be given a copy of the kindergarten's Code of Conduct for Parents and Volunteers at the beginning of the year. Parents are required to sign and return their acceptance of the Code, at the beginning of each year.



### Working with Children Checks

Amendments have been made to the Working with Children Act 2005, including the requirements for Working with Children Check. A Working with Children Check involves a national criminal history check and a review of findings of workplace misconduct. It is a requirement for all individuals who work or volunteer in child-related environments.

All volunteers that will have direct contact and assigned supervision of children, are now required to have a Working with Children Check. All parents and stepparents are exempt from the checks.

Unfortunately, this means that any other family members (grandparents, aunts, uncles, brothers, sisters, nannies or babysitters) wanting to participate in our programs and excursions will need to have a Working with Children Check before attending our sessions. The checks are free of charge and are valid for 5 years. The following link will provide you with more information and application details:

<http://www.workingwithchildren.vic.gov.au/>

At Canterbury and District Pre-school we value the participation and involvement of all our families and outside community, therefore we strongly encourage members of your family to consider applying for the check so that we can continue to support your child's educational journey. If you have any questions, please feel free to contact your child's teacher for clarification.

### Social Functions

Various functions take place during the year to get parents and children together. At the beginning of the year a **Welcome Event** is organised to allow families to meet other parents and children attending the kindergarten. Similarly, the **End of Year Party** provides a time for children and parents to celebrate with their friends. The kindergarten also holds one major social fundraising activity in August each year.

Watch the newsletter, notices and your email for news of upcoming social events. We are always looking for ways to help the kindergarten community socialise. Please feel free to contact the social committee members with your ideas.

### Kindergarten Duty and Rosters

Being a parent helper during a session provides opportunities to see your child "at work" and interacting with their kindergarten friends. The children enjoy having their parents on duty - the pleasure and pride shows on their faces.

Full instructions for kindergarten duty will be posted and available for all families. These are also contained in our Hygiene Policy, located in the policy handbook in the office. Educators will set up a parent help roster each term. We would love for each family to be involved in at least 1 session per term.

### Laundry Duty

Each family will be asked to assist with the kindergarten laundry. The bag may include tea towels, smocks, dress-ups and tablecloths.

Staff will set up a roster each Term.

### Maintenance roster and working bee

The maintenance roster helps keep our fees down as we do not have to pay for maintenance staff. You will be asked to assist with the maintenance of the kindergarten once a year. The maintenance roster is published on a term-by-term basis.

Maintenance duty is usually performed at the weekend, with at least one other family. It rarely involves more than an hour or two of your time and the children enjoy helping to take care of their kindergarten.

We have introduced scheduled Working Bees with other members of your kinder group. These will be run on a set date and involve assisting the teachers in clearing out store rooms, sheds or other items noted by the teachers during the course of the year. The Working Bees will also be conducted on a weekend on a fixed date.

You will be charged a **maintenance deposit of \$100 per child** at the beginning of the year, which will be refunded to you after attendance at your scheduled maintenance and Working Bee duty. If you do not attend both the maintenance and Working Bee duties the \$100 is forfeited.

## *PROCEDURES & POLICIES*

### Enrolment

Canterbury and District Pre-school's enrolments are managed through the Boroondara Kindergarten Central Enrolments Scheme (BKCES). Full details of the enrolment policy can be found on the Boroondara website: [www.boroondara.vic.gov.au/community-support/children-and-families/kindergarten](http://www.boroondara.vic.gov.au/community-support/children-and-families/kindergarten). Copies of the policy are also available in the kindergarten office.

Our Kindergarten Enrolment Officer works alongside the council and assists teachers in coordinating the documentation and transition process for families. If you have any queries then our enrolment officer will also be happy to assist you - [enrolment@canterburykinder.org.au](mailto:enrolment@canterburykinder.org.au)

### Funding and Fees

All families will receive a copy of the kindergarten fees policy at the beginning of the year.

Our kindergarten is a non-profit organisation which relies on funding from the Department of Education and Training (DET), and the payment of fees. The kindergarten receives a fixed per capita grant for each child attending the four-year-old program, but no government funding for the three-year-old program.

A **non-refundable enrolment security deposit of the first term fees** is required to secure your child's place at the kindergarten.

### Payment of Fees

Mandatory fees are invoiced once per term in advance and are due within 10 days of receiving the invoice.

Fees can be paid by:

1. Electronic transfer according to the instructions on the fee notice.
2. A cash payment only if personally deposited into Canterbury and District Pre-school's nominated bank account.

Parents should approach our employed book keeper Andrea Watt [wattak@bigpond.com](mailto:wattak@bigpond.com) if they are having difficulty with payment of fees, as the kindergarten has a process for negotiating payment arrangements. Following a reminder notice, fees not paid by the due date will incur a \$50 late payment fee and continued failure to pay will be referred to the committee and BKCES at Council as per Fees policy.

### Fee Composition

Term fees comprise a base fee (tuition costs) and a \$100 maintenance levy which is refundable upon completion of one rostered maintenance duty and working bee.

<b>FEES FOR 2020</b>	<b>Costs</b>
4Year Old fee per term	\$655.00 Blue, Red & Orange
3Year Old fee per term	\$800.00 Green \$610.00 Yellow \$195.00 Extended Hrs
Casual Fee Extended Hours Session	\$30.00
Maintenance Levy - per child per year (refundable upon completion of duty)	\$100.00
Enrolment Security Fee/ Deposit	Full term 1 fees (including applicable levies)
Late payment of fees	\$50.00

### Pre-school Policies

A complete copy of the policy handbook is located at Canterbury and District Pre-school in the foyer. Copies are also available from the Policy Officer who can be contacted at [committe@canterburykinder.org.au](mailto:committe@canterburykinder.org.au)

During the enrolment process you will be provided with some specific policies to read. You will be required to note your acceptance and authorisation.

Below is a comprehensive list of policies available. Please feel free to view the policy handbook, speak to educators or committee for any further information.

Acceptance and Refusal of Authorisations Policy
Administration of First Aid Policy
Administration of Medication Policy
Anaphylaxis Policy
Asthma Policy
Child Safe Policy
Child Safe Environment Policy
Code of Conduct Policy
Complaints and Grievances Policy
Delivery and Collection of Children Policy
Dealing with infectious diseases policy
Dealing with medical conditions policy
Determining responsible person policy
Diabetes policy
Emergency and Evacuation Policy
Enrolment and orientation policy
Environment and Sustainability Policy
Epilepsy Policy
Excursions and Service Events Policy
Fees policy
Governance and Management of the Service Policy
Hygiene policy
Incident, Injury, Trauma and Illness Policy
Inclusion and Equity Policy
Interactions with children policy
Increases in Group Size policy – Quality of Service
Information and Communication Technology (ICT) Policy
Nutrition Policy
Occupational Health and Safety Policy
Parental access and involvement policy
Participation of Volunteers and Students Policy
Privacy and Confidentiality Policy
Road Safety and Safe Transport Policy
Sleep and relaxation Policy
Staffing Policy
Sun Protection Policy
Staff Grievance Policy
Staff Counselling & Discipline & Unacceptable Workplace Behaviour Policy
Water Safety Policy