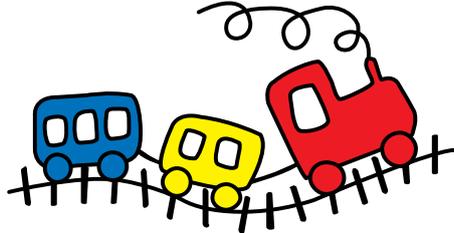


**CANTERBURY  
AND  
DISTRICT  
PRE-SCHOOL**



# 2022 PARENT HANDBOOK

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

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## PHILOSOPHY STATEMENT

**Our place:** Canterbury and District Pre-school has a long-standing history 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 centred practice that fosters a sense of inclusion and collaboration. We create a warm and stimulating learning environment that supports each individual child and their family.

**Our beliefs:** are embedded within the Victorian Early Years Learning and Development Framework (VEYLDF)

- We offer a developmentally and age appropriate play-based educational program that is partnered with intentional teaching practices
- Child-directed play 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 social and cultural group, a neighbourhood and the wider community

**Our commitments:**

- A sense of self and belonging for every child
- Opportunities for children to feel empowered and build resilience
- An engaging, nurturing and safe learning environment
- For all children to have a voice that is heard and respected
- To respect and celebrate all children, their individuality, families, cultures and beliefs
- To provide open ended experiences that promote self-directed learning as individuals and in groups
- To promote awareness of the environment, both natural and man made

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

- Reflective practice evaluating the effectiveness of practice and programming
- Collaboration with children, families and the wider community
- Positive, inclusive relationships with children that recognise equality and respect each child's individuality
- Empowering every child's sense of autonomy and independence
- Scaffolding the learning process and challenging children's thinking and individual skills
- 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 young children as they like to learn – through play.

This program is based on the outcomes and principles outlined in 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. Our curriculum is developed according to the philosophy that children learn best through play, in a secure and safe environment.

Play-based learning includes both incidental experiences and teacher directed inquiry. Here children are encouraged to be curious, adventurous, and creative whilst developing key learning skills and processes.

In a play-based learning setting, children will be provided with long periods of uninterrupted play. They will have the opportunity to follow their own interests, 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 and consider their choices.

Open-ended play-based learning focuses on the process not the product. Whether building, painting, creating, or playing; the learning process is always paramount to the final product. Our goal is to foster a meaningful love of learning that will carry through into every child's educational journey.

## **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 2022. We have a history of strong commitment to our programs and this remains unchanged in 2022.

Established in 1962, Canterbury and District Pre-school (CDPS) is a small community kindergarten located adjacent to Canterbury oval and playground.

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

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

The 3year-old children attend for 13 hours per week across two days, 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 rotating timetable. There are three groups with 14 children in each. Two groups attend each session, making a total of 28 children per session.

As a non-profit organisation managed entirely by parent volunteers, CDPS relies on the contributions and varied skills of our 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 this to be a rewarding experience and a great way to discover more about the kindergarten, as well as meeting 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. Please feel free to contact the educators or committee email ([committee@canterburykinder.org.au](mailto:committee@canterburykinder.org.au)) should you 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 us will be a happy and enjoyable experience.

**Sophie Rigg**  
President 2021

### **A NOTE ABOUT COVID-19**

Please note that some of the processes and procedures outlined in this 2022 Handbook (including pick-up / drop-off procedures, parental involvement, excursions / incursions, laundry duty etc) are subject to change in line with COVID-19 restrictions and recommendations as advised by the necessary governing bodies. We will be in communication with families to ensure any changes to processes and procedures are understood, and the impact on your child's transition to kindergarten is minimal.

## 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. The committee oversee all aspects of CDPS, such as employing, managing and supporting educators, developing policies, 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 list of the current committee members is provided to all families at the commencement of each year.

## 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.

Pre-school Field Officers can 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 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 Pre-school Field Officer service.

## THREE-YEAR-OLD PROGRAM AND ROUTINE

### Program

For many children, attending 3year-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 possibly for the first time. **Please advise your teacher on how you think the initial transition will be for your child, and how you and your child could be best supported for 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.

Below are some things to consider when reflecting on your child's progress across the year. These may assist you to understand what the 3-year-old program is all about. These are the types of outcomes addressed in the 3-year-old program which will help the children when transitioning to the 4-year-old program.

- *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 cues 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?*

## 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. Covid-restrictions permitting, a roster is set up at the start of each term (see **Parent Involvement** in the following pages).

The 3year-old group does not go on excursions, however visitors and / or incursions are scheduled during the year. These are often based on the children's current interests. In previous years, incursions have included music and drama workshops, as well as visits from police and librarians. We also run extra-curricular programs including music with Mini Maestros and sports with Ready Steady Go.

As part of the 3year-old transition timetable, parents are invited to attend a 15 minute parent-teacher interview. While parent-teacher interviews do not take place during the term at the 3year-old level, teachers are available to meet with parents upon request (see **Communication** in the following pages). If you would like to speak to teachers about your child, please make an appointment for a convenient time.

## **FOUR-YEAR-OLD PROGRAM AND ROUTINE**

The Department of Education and 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 rotating timetable featuring three groups of 14 children each. Two groups attend each kindergarten session, making a total of 28 children per session. Your child will always attend with the same core group, although will also attend with the two other groups on different days.

We aim to provide varied individual and group experiences for the children. A typical session includes:

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

We also run extra-curricular programs including yoga, music with Mini Maestros and sports with Ready Steady Go.

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 excursions further afield e.g. Melbourne Museum / Collingwood Children's Farm. During excursions, parent assistance is encouraged to support the children to engage within the chosen experience. Please note siblings are not permitted to attend excursions with parents.

We also have a number of incursions during the year which provide first-hand experiences for the children and extend their learning. These incursions include experiences in drama, 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 their child's learning and development. 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 for 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 factors to consider when determining a child's school readiness is whether they can:

- *Separate easily from parent / carer*
- *Independently decide 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 beside other children*
- *Have basic independence skills (put art smock on, put 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 CDPS 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 about your child's learning and development and to hand over transition statements.

A transition statement is a summary 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.

Schools operate specific transition to school programs, which generally occur during November. This usually involves children attending their chosen school for several short sessions to familiarise themselves with the teachers and their new school environment.

## **2022 DATES & TIMES**

### 2022 Session Times

#### 3Year – Old Group

<b>Green</b>	Monday	8.30am – 3.00pm
	Thursday	8.30am – 3.00pm

#### 4Year – Old Groups

<b>Red</b>	Tuesday	8.30am – 4.00pm
	Wednesday	8.30am – 4.00pm

<b>Blue</b>	Tuesday	8.30am – 4.00pm
	Friday	8.30am – 4.00pm

<b>Yellow</b>	Wednesday	8.30am – 4.00pm
	Friday	8.30am – 4.00pm

## 2022 Term Dates

**Term 1:** Monday 31 January – Friday 8 April  
**Term 2:** Tuesday 26 April – Friday 24 June  
**Term 3:** Monday 11 July – Friday 16 September  
**Term 4:** Monday 3 October – Friday 16 December (4year-old), Monday 19 December (3year-old)

## Public / Kindergarten Holidays

Labour Day	Monday	14 March
Good Friday	Friday	15 April
Easter Monday	Monday	18 April
Anzac Day	Monday	25 April
Queen's Birthday	Monday	13 June
AFL Grand Final	Friday	TBA (usually September)
Melbourne Cup Day	Tuesday	1 November

## Important Session Dates

Staff set-up days on Friday 28<sup>th</sup> January and Monday 31<sup>st</sup> January 2022 (no children to attend on these days)

## 2022 Parent Information Sessions

8pm, Monday 22 November 2021 (online for both 3 and 4year-old groups)

## Transition Timetable

A transitional timetable will be in place for the first few weeks of Term 1 to facilitate a smooth transition to kindergarten for the children. Please refer to the Parent Resources section of our website to view the 3year-old and 4 year-old transition timetables for 2022.

# **YOUR CHILD AT KINDERGARTEN**

## What to Bring to Kindergarten

Teachers will give further, more specific information about what to bring during the Parent Information session in November. The following is a general guide.

### Toys

We discourage 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.

We ask parents to 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, 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 do not need 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> or at any time when the UV level index is above 3. You can purchase a Canterbury and District Pre-school sunhat from the kindergarten at a cost of \$20.00 through the online enrolment form. **The CDPS sunhat is a compulsory item for the 4year-old program and is worn on all excursions.**

Clothes should cover the shoulder and neck area. We ask parents to apply sunscreen to their child in the morning and children reapply during the day as required.

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

***Please ensure all clothing and other personal items are 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 on that day.

However, due to allergies and food safety, 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. Should you wish to have food / birthday cake etc you are welcome to do this after session in the nearby playground.

Please ensure party invitations are handed out respectfully and discreetly. Please see educators if you need assistance or to hand out whole group invitations.

## ***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 such as where to put bags and lunchboxes etc. 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 (Covid-restrictions permitting). Please do not leave without saying good-bye, and always remind them that you will return. Should your child be anxious please speak with the 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 include a note 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 or siblings 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. Please ask educators for assistance if required.

### ***Be on time***

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

### Close the gate

When entering or leaving the kindergarten 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 on the front gate.

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 passed and the police will be contacted to collect the child.

A full copy of the Delivery & Collection of Children Policy is available on our website.

## **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 CDPS.**

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.

### **Common Infectious Diseases Exclusion Table**

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 required to complete the medication book. Where practical, it is preferable that medication be administered at home prior to, or after kindergarten sessions.

**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 distributed as required 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. For this reason, please ensure 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)

### 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 or formal written reports prepared for the 3year-old group. 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 possible for educators to speak to parents at length during pick-up or drop-off times, although 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.

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

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

### Parent Survey

The Committee of Management conduct a parent survey annually to assess the requirements of the kindergarten community, and to obtain feedback about the programs, educators, and management. Although optional, your response to this survey is greatly valued as it helps us continue to maintain 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), 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 Committee of Management 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 CDPS will be a positive and encouraging experience not only for your child, but also for you as a 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.

### **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 are able to view the kindergarten's Code of Conduct for Parents and Volunteers both on our website, and as part of the online enrolment form. Parents/guardians are required to agree to comply with this Code of Conduct when finalising enrolment of their child at the kindergarten.

### **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. 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 a major social fundraising activity in August each year. Our social committee will keep families up-to-date with activities throughout the year.

We are always looking for ways to help the kindergarten community socialise. Please feel free to contact the social committee members with your ideas on [social@canterburykinder.org.au](mailto:social@canterburykinder.org.au).

## 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. This involves families doing the laundry once per term. The laundry bag may include tea towels, art smocks, dress-ups, tablecloths etc.

Staff will set up a roster at the beginning of 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. A maintenance roster is published on a term-by-term basis. Families are asked to assist with the maintenance of the kindergarten during the year. Families attend:

- One maintenance weekend
- One Working Bee

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 also have scheduled Working Bees with other members of your kinder group. These involve assisting the teachers in clearing out storerooms, sheds or other items noted by the teachers during the year. Working Bees are conducted on a set weekend which is generally communicated to families at the beginning of the year in the Newsletter.

Families are 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 Boroondara Council and assists teachers in coordinating the documentation and transition process for families. If you have any queries, 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 not-for-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 4year-old program, and 5 hours funding for the 3year-old program.

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

## 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 contact our fees officer [fees@canterburykinder.org.au](mailto:fees@canterburykinder.org.au) if they are having difficulty paying 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 Boroondara Council as per the 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 one working bee.

<b>FEES FOR 2022</b>	<b>Costs</b>
4Year-old fee per term	\$670.00 Blue, Red & Yellow
3Year-old fee per term	\$990.00 Green
Maintenance Levy - per child per year (refundable upon completion of duty)	\$100.00
CDPS sunhat	\$20.00
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 CDPS 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 [policy@canterburykinder.org.au](mailto:policy@canterburykinder.org.au)

During the enrolment process you will be provided with some specific policies to read. As part of the online enrolment form, you will be required to note your acceptance and authorisation.

Below is a list of the policies available. Please feel free to view the CDPS Policy Handbook (available on our website) or speak to educators or Committee of Management for 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