

ASCOT KINDERGARTEN INC

ABN: 97 820 021 511

Parent Handbook



**1 West Street
Ascot Vale 3032
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Email: ascot.vale.kin@kindergarten.vic.gov.au

Website: www.ascotkindergarten.vic.edu.au

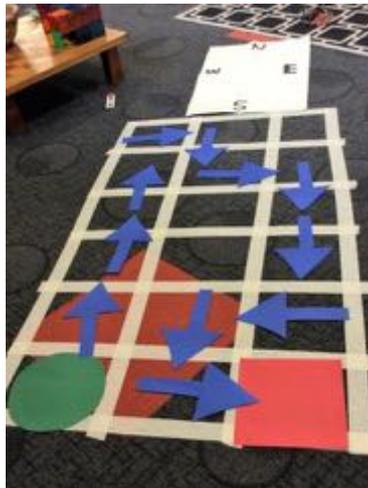
Welcome to Ascot Kindergarten

We're so excited to welcome you to Ascot Kindergarten. We are an independent kindergarten that was established by local residents in 1946 and is still managed by a volunteer parent committee today. One of our strengths is the sense of community spirit that children and their families enjoy, not just while they attend kinder but in many cases for years afterwards too!

We look forward to an exciting and rewarding year with you, your child and family.

We encourage you to play an active role in your child's education and their kindergarten year. We encourage you to drop in at anytime to provide information regarding your child's interests and things that they are curious to learn more about. We also encourage you to talk with us about any concerns you may have with regards to your child's development and progress.

We hope that your year at Ascot Kindergarten is memorable and enjoyable, and that you and your family treasure it always.



Vision Statement

Ascot Kindergarten is committed to providing a stimulating learning program for three to five year olds, in a diverse environment which reflects the individual interests and uniqueness of each child.

Philosophy

A philosophy is a set of values and beliefs based on individual and wider social values and on professional knowledge of child development. The philosophy is reflected in our teaching and in the programs we offer and evolve to mirror changes within our community.

Ascot Kindergarten Statement of Philosophy

Our Program:

- We encourage freedom of thought and are inspired by children's ideas and interests.
- All children have access to a unique and meaningful early years experience, which is innovative and responsive to the individual needs and interests of children and their families.
- We invite children to share their identity, including interests, cultural beliefs and family values.
- Children are gathered together as a group for sharing, communicating and reflecting. Group experiences and discussions promote a sense of community and belonging.
- Educators foster children's capacity to make choices about their own learning including their physical, social and emotional needs.
- We encourage children to learn about relationships through actively reflecting on the impact of their decisions.
- Learning spaces extend beyond the indoor environment. We highly value outdoor play and children choose which space they want to learn in while they are at kinder.
- Materials for play and learning are predominantly natural, recycled and open-ended and the emphasis is on creative process.
- Sustainable use of resources is key to our environmental focus and we foster a strong connection with nature.
- It is our responsibility to communicate the importance of nutrition and a healthy lifestyle for children to thrive.
- The *Victorian Early Years Learning and Development Framework* and the *Early Years Framework for Australia* are embedded in our teaching practice.

Our Image of the Child:

- Children's voices and experiences are valued, listened to, acknowledged and documented.
- Children are capable and independent individuals.
- Children have rights and are to be respected and advocated for by educators (Reference UN Convention on the Rights of the Child).
- Every child has their own unique developmental path.
- Children come from diverse backgrounds and communities which provide opportunities to explore deeper understandings of their unique identity and belonging.

Our Educators:

- We extend children's ideas using intentional teaching to broaden the scope of children's learning.
- We are all learners and education is a journey we take alongside children.
- We cultivate strong, trusting, respectful relationships with children and their families.
- We build relationships with children through observing, listening and questioning.
- We document children's learning in meaningful and purposeful ways to engage our kinder community.
- We value play and we are passionate about our work with children.
- We work with a variety of early years professionals who enrich our capacity to provide an inclusive program.

Our Community:

- We are community minded and promote opportunities for local partnerships.
- We respect the cultural diversity of the community and as such we do not subscribe to any particular religion or cultural belief.
- The parent committee recognises the educators' professional knowledge and fulfils their responsibility as service managers.
- Ascot Kinder thrives on the contributions of its community members.

Committee of Management

A committee of parents are elected at the Annual General Meeting in November each year and are responsible for all aspects of kindergarten management, working closely with the Director to ensure all responsibilities are met. We encourage you to consider volunteering to be on the committee and having a greater input into the education of your child, as well as strengthening your engagement with your local community.

Fundraising

Each year a fundraising co-ordinator on the committee works with parents/guardians in each group to raise funds to purchase resources and equipment for the program. These funds are kept separate from kinder operational costs and are used to provide benefits to the children. We encourage families to volunteer their assistance with our fundraising activities throughout the year and use these events as an opportunity to connect with other families in the kinder community.



Staff

Our staff members are passionate and dedicated and provide a program that is tailored to the interests and needs of each child. Each member of staff has an early childhood specific qualification, and participates in ongoing professional development. All members of staff have current First Aid Certificates (Level II) as well as training in CPR and the management of Anaphylaxis and Asthma.

Staff Members

Heather Waugh: Kindergarten Director/Teacher/Educational leader (Purple and Blue Groups)

Email: ascot.kin.director@kindergarten.vic.gov.au

Kirsty Rochford: Kindergarten Teacher (Orange Group) ascot.kin.kirsty@kindergarten.vic.gov.au

Danielle Lockhart: Kindergarten Educator (Purple and Orange Groups)

Janis Stomann: Kindergarten Educator (Blue Group)

Kirrily Burnett: Kindergarten Educator (Purple and Orange Group)

Tara Usher: Administration Officer (Monday, Tuesday) ascot.kin.admin@kindergarten.vic.gov.au

For general enquiries and notification of your child's absence, please email the kinder at ascot.vale.kin@kindergarten.vic.gov.au.

Session Times

3 year old kinder

Blue group

Monday 2pm – 4.30pm
Thursday 2pm – 4.30pm

4 year old kinder

Orange Group

Tuesday 12.30pm – 4.30pm
Wednesday 9am – 2.30pm
Friday 9am – 2.30pm

Purple Group

Monday 8am – 1.30pm
Tuesday 8am – 12pm
Thursday 8am – 1.30pm

Fees

In order for the kindergarten to operate, we need all families to assist us by paying their fees on time. Fees are charged in order to meet the operating costs of the kindergarten including teacher salaries, gas, electricity, telephone etc. You will be sent an invoice for term fees approximately two weeks before the end of the preceding term. Invoices will be placed in your child’s pocket in the locker room or emailed directly to you, if preferred. Our preferred payment method is via Electronic Fund Transfer (EFT) and payment details will be provided on your child’s fee invoice. Fees can also be paid by cash, cheque or money order and placed in the secure fees box in the kinder room

Our four year old program is Government funded so fees are partly subsidised. ***Those families with current Health Care Cards will not be required to pay (the kindergarten requires a copy of the Health Care Card or eligible concession card).*** Please see our Fee Policy Summary, which accompanied your enrolment form, for further information.

Parents/guardians are required to sign an acknowledgement on the enrolment form that indicates you have read and understood the policy details in relation to fees. If you require a copy of the Fee Policy Summary, or any further information, please contact the kinder Administration Officer or your child’s teacher.

Fees for 2018

3 year old kinder fees per child per term \$485.00
4 year old kinder fees per child per term \$525.00

Ascot Kinder acknowledges the support of the Victorian Government.



Three year old kindergarten – 5 hours per week

Three-year-old kindergarten is not funded by the state government, therefore concessional fees are not available and the program cannot operate without receiving fees. The only exception is where a child is eligible for the Early Start Kindergarten fee subsidy (please see the Ascot Kindergarten Fee Policy Summary or speak with your kinder teacher regarding eligibility).

	Fees	Due Date
Term 1	\$485	Tuesday 14 th November 2017
Term 2	\$485	Wednesday 28 th March 2018
Term 3	\$485	Wednesday 27 th June 2018
Term 4	\$485	Wednesday 19 th September 2018
Total	\$1940	

Four year old kindergarten – 15 hours per week

The four-year-old kindergarten program is partly funded by the state government, with the balance of funds coming from fees paid by parents/guardians.

Parents/guardians are entitled to obtain the Kindergarten Fee Subsidy if they meet one of the criteria outlined in the *Fee Policy Summary*. **Please ensure that your card showing your eligibility is presented at the time of enrolment.** If eligibility for this subsidy lapses, then the full payment of fees is required from the beginning of the following term.

	Fees	Due Date
Term 1	\$525	Tuesday 14 th November 2017
Term 2	\$525	Wednesday 28 th March 2018
Term 3	\$525	Wednesday 27 th June 2018
Term 4	\$525	Wednesday 19 th September 2018
Total	\$2100	

General Fee Payment Information

- Fees are non-refundable and are payable by the due date on the invoice (if applicable)
- If fees are not paid by the due date, the Committee of Management may charge a late payment charge of \$20 and begin the procedure for late or unpaid fees, as outlined in the Ascot Kindergarten *Fees Policy*
- If financial circumstances change and parents/guardians are unable to pay as agreed they should immediately notify the kinder Administration Officer, or a Committee of Management member, to discuss payment options or arrange a suitable alternative payment plan
- Invoicing, receipting and collection of fees will be in line with the Ascot Kindergarten *Fees Policy*
- Throughout the year there may be times where kindergarten sessions are cancelled due to unforeseen circumstances such as a qualified teacher not being available, or planned closures such as staff training days. Parents will be notified in advance of any closures and the reason for the closure.

What to bring/wear to kinder

Bag

Children need a bag large enough for their belongings and work, such as paintings and pastings. Your child will be allocated a locker to hang their bag and store their belongings at kinder.

Lunch

Please provide your child with a healthy packed lunch and water only for drinking. We are unable to refrigerate or heat food for the children so we recommend using an ice pack or thermos if required.

Hand Towel

Each child needs to bring a hand towel or face washer to kinder every session, which will be used to dry their hands. Please bring it to kinder and take it home each day. It is recommended that you label your child's hand towel and sew on a looped tag to enable it to be hung on a hook in their locker.

Spare Underwear / Clothing

Please keep a spare set of underwear, socks and a change of clothes in your child's bag at all times and ensure that all your child's belongings are named.

If your child needs to use spare clothing from the kinder supply (including hats, when available), please wash and return them promptly (except spare underwear which will be provided 'as new' and may be retained).



Clothing that is comfortable and easy to clean

Children are at kinder to have fun, explore and learn. Smocks and waterproof clothing are offered at messy activities however it is not always possible for children to keep clean (as you no doubt already know!). Please ensure your child comes to kinder in clothes that are easily washed, easily managed at the toilets and comfortable to play in.

Note: Recommendations for removing paint

If your child does get paint on their clothing: soak the garment overnight in cold soapy water and then hand wash in lukewarm water using ordinary soap. Do not use hot water, laundry detergents or stain removers. Do not machine wash. The paints we use are all water based and non-toxic.

Warm Clothing in Winter

As the kindergarten runs an indoor/outdoor program throughout the year, please ensure your child has warm clothing, including a jacket and hat in the cooler weather. Waterproof clothing and gumboots are a great idea on rainy day.

"There is no such thing as bad weather, just bad clothes!"

Sun Protection

Ascot Kindergarten is a SunSmart centre. This means that all children need to wear appropriate clothing and a sun hat each day, as per the kindergarten *Sun Protection policy* and Sunsmart recommendations. Generally this will be from September to April however sun protection is required whenever the ultraviolet (UV) level is 3 or higher so staff will check the UV level each morning and will monitor this throughout the day. We highly recommend your child has a hat which covers their neck and ears as well as their face (baseball style caps are not recommended). Children without a hat will not be able to access the same outdoor play activities as their peers. The minimum clothing for sun protection is a t-shirt with sleeves or equivalent, and shorts or a skirt. Sleeveless tops (including singlets) and tops with thin straps are not recommended.

Parents are requested to apply sunscreen to their children each day if possible, unless other arrangements have been made with staff. Parents will be asked to provide authorisation on the enrolment form to allow staff to apply sunscreen during kinder sessions. Please speak to staff if you have any concerns or requests regarding the application of sunscreen to your child.

Note: Hats with the kinder logo may be available to purchase throughout the year. Please speak with your child's teacher for further information.

Sunsmart Hats

Bucket hat



Legionnaire style hat



Wide brimmed hat



Arrivals and Departures at Kinder

Parking

The best place to park when dropping your child off or picking them up is in South Street. Please do not park in front of the playground as it is a Permit Zone and our neighbours (understandably) can get quite upset when kinder families choose to park there. Please be considerate when you park (ie. do not block driveways or park in Permit / No Standing Zones); failure to do so might result in a parking fine.

Child Safety

When arriving and departing please ensure both gates are completely closed behind you **and never let other children through the gate unless you confirm they are accompanied by a parent /guardian.**

Drop Off / Sign In

Parents/guardians are required to bring their child into the kinder room after the door is opened and must ensure that staff members are aware of their child's arrival. It is not acceptable for children to be left at the gate or in the playground. Upon arrival parents must sign their child in, ensuring that they fill in their exact arrival time and write the name of the person who will be collecting their child.

Pick Up / Sign Out

Parents are asked to be prompt at pick up time as some children may become concerned if they are collected after all children have left. Staff members also have other duties to perform and only a short break between sessions. If you are unavoidably delayed, please contact the staff immediately by phone. Your child must also be signed out at the end of each session, ensuring you fill in the correct time of departure.

Other People Collecting Your Child from Kinder

Staff members are responsible for the safety of each child, so it is essential to notify staff (verbally and in the attendance book) if someone else will be collecting your child from the kinder. These people must also be recorded on the child's enrolment form. Please be advised:

- No child will be allowed to leave the kinder with someone unless staff have been notified of the arrangement;
- Staff must be notified in advance of the identity of the person collecting the child;
- Any person unknown to staff will be required to show some form of photo identification;

It is the responsibility of parents / guardians to explain drop off / pick up requirements to the people that they have authorised on their child's enrolment form.

Late Collection

A late collection charge may apply if a child is not collected within 10 minutes of the session finish time, particularly if notification has not been received by a staff member (see *Delivery and Collection of Children* policy). In addition, staff members may inform Child Protection Services if contact cannot be made with any person authorised to collect the child 30 minutes or more after the session's finishing time.

Health and Absence

If your child is unwell please keep them home until they are fully recovered. It would be appreciated that, if your child is not going to be attending kindergarten for an extended period of time, you notify the kindergarten of the expected period of absence.

If your child has a contagious disease (such as chicken pox) or communicable condition, (such as head lice), please let us know immediately, so we can inform other parents. A list of such conditions and the exclusion period for each is available from staff and is located on the noticeboard in the locker area.

Medication

Medication must be placed in the medication pockets in the kinder room (not left in children's bags) when children arrive at kinder. It will only be administered to children while they are at kinder if:

- the medication has been prescribed for the child by a registered medical practitioner;
- the original container or original label bears the name of the child to whom medication is administered;
- the medication is in date;
- a parent / guardian (as listed on the child's enrolment form) has provided written permission for a staff member to administer medication;
- an entry has been made in the kinder medication book.

Please note: Grandparents, babysitters, siblings, etc., are not able to provide staff with permission to administer medications unless authorised to do so on the child's Enrolment Form. Staff are unable to administer over-the-counter medications (such as Panadol) unless they have been advised by a registered medical practitioner (not including the child's parents / guardians) that this is necessary.

Lunch Ideas

Children who eat well during the day are more likely to concentrate better and get the nutrition they need for good health and development.

Including nutritious, interesting foods in children's lunchboxes can be a challenge. Try to be creative and offer a wide variety of different foods each day following the Dietary Guidelines for Children and Adolescents as a guide.

Family and carers play an important role in influencing the food choices of children and healthy eating habits need to involve the whole family. Try to involve children in shopping and teaching them to prepare easy, healthy meals.

Here are some great ideas to help you and your child pack lunch:

- a. Cut sandwiches into shapes, such as fingers, squares, rolls or wraps filled with salad, vegetables, cheese or cream cheese, egg, lean cold roasted meat or canned tuna
- b. Make a mini crispy salad of lettuce, tomato, celery, capsicum, carrot, cucumber and cheese and pack with a bread roll, lavash bread or crackers
- c. Cut chunks of fresh melon, apples and pineapple, grapes, cherries, dried fruit or individual tubs of fruit
- d. Pack treats like plain popcorn, rice crackers or pretzels
- e. Yoghurts are a great snack if kept cool

It is also important to prepare and store lunch box foods safely. The following is a guide on how to store lunch boxes to keep them safe and appetising:

- a. A bottle of frozen water in your child's lunchbox will help keep lunch cool and provide an icy cold drink to enjoy in summer. Many new lunch boxes are made of insulating material, which can also help keep food safe
- b. Containers and food wraps can help separate foods, prevent them from squashing and keep them fresh
- c. Make sure to clean containers thoroughly after use
- d. Throw out leftover food that has not been eaten during the day

The good

- a. More than one sandwich or wrap – preferably with a protein filling such as chicken or tuna
- b. Raisin toast sandwich
- c. Fruit
- d. Salad
- e. Water
- f. Dried fruit and homemade popcorn without butter
- g. Yoghurt
- h. Vegetable kebabs
- i. Fresh carrot, celery, broccoli, snow peas, cauliflower with dips (salsa, hommus or tzatziki)



ASCOT KINDERGARTEN PRIVACY STATEMENT

We believe your privacy is important. Ascot Kindergarten has developed a *Privacy and Confidentiality policy* that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the *Health Records Act 2001*.

Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below.

Personal information and health information collected in relation to:	Primary purpose for which information will be used:
Children and parents/guardians	To enable us to provide for the education and care of the child attending the service To manage and administer the service as required
The Approved Provider if an individual, or members of the Committee of Management/Board if the Approved Provider is an organisation	For the management of the service To comply with relevant legislation requirements
Job applicants, employees, contractors, volunteers and students	To assess and (if necessary) to engage employees, contractors, volunteers or students To administer the individual's employment, contracts or placement of students and volunteers

Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

Disclosure of personal information, including health information

Some personal information, including health information, held about an individual may be disclosed to:

- government departments or agencies, as part of our legal and funding obligations
- local government authorities, for planning purposes
- organisations providing services related to employee entitlements and employment
- insurance providers, in relation to specific claims or for obtaining cover
- law enforcement agencies
- health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
- anyone to whom the individual authorises us to disclose information.

Laws that require us to collect specific information

The *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011*, *Associations Incorporation Reform Act 2012 (Vic)* and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

- a child's enrolment at the service
- a person's employment with the service
- the ability to function as an incorporated association.

Access to information

Individuals about whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our *Privacy and Confidentiality policy*, which is available on request.

For information on the *Privacy and Confidentiality policy*, please refer to the copy available at the service or contact the Approved Provider/Nominated Supervisor.

2018 TERM DATES AND PUBLIC HOLIDAYS

Teacher Planning and Set Up Day	Tuesday 30 th January
Information/Orientation Day – Orange	Wednesday 31 st January
Information/Orientation Day - Purple	Thursday 1 st February
Information/Orientation Day – Blue	Thursday 1 st February
Term One Begins	Wednesday 31 st January
Term One Ends	Thursday 29 th March
Term Two Begins	Monday 16 th April
Term Two Ends	Friday 29 th June
Term Three Begins	Monday 16 th July
Term Three Ends	Friday 21 st September
Term Four Begins	Monday 8 th October
Term Four Ends	Friday 21 st December
<i>PUBLIC HOLIDAYS</i>	
Labour Day	Monday 12 th March
Good Friday	Friday 30 th March
Easter Monday	Monday 2 nd April
ANZAC Day	Wednesday 25 th April
Queens Birthday	Monday 11 th June
AFL Grand Final Day Holiday	To be advised
Melbourne Cup	Tuesday 6 th November

