



Ascot Kindergarten

diversity | community | respect



Family *Handbook*

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ASCOT KINDERGARTEN INC
ABN: 97 820 021 511

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Ascot Kindergarten acknowledges the Wurundjeri people are the traditional custodians of the land on which we learn and play. We wish to pay respect to their Elders; past, present and emerging.

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!

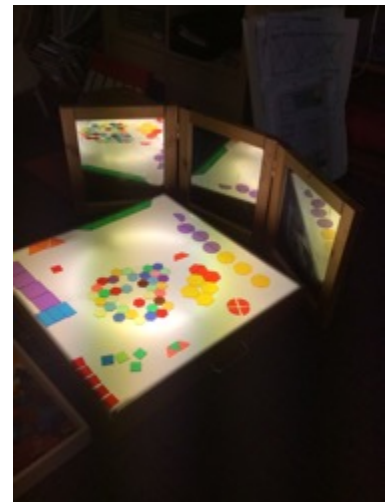
We look forward to an exciting and rewarding year with you, your child and family. We encourage you to play an active role in your child's education and their kindergarten year. We encourage you to drop in at any time to provide information regarding your child's interests and things that they are curious 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.

Family Involvement

We welcome and value the involvement of families and extended family members in all aspects of the kindergarten service including the educational program, reviewing policies and procedures, participating in the quality review process and the general operations of the service.

Families may be involved on an informal basis (such as attending during session times to read, cook or play with the children) or by helping out with washing, sorting collage materials or attending working bees. Families may also choose to be involved in tasks such as fundraising activities and working bees, which are organised periodically throughout the year. Families are also offered the opportunity for more formal involvement such as volunteering for the Committee of Management or reviewing the policies of the kinder. Please review this handbook for further information or speak with your child's teacher if you have any questions.



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.

Ascot Kindergarten Values:

- Diversity
- Community
- Respect

ASCOT KINDERGARTEN STATEMENT OF PHILOSOPHY

Our Focus	How we achieve this	What the educators do
<i>Children are confident, happy and engaged learners.</i>	<ul style="list-style-type: none"> • Play is fundamental to our program. • Children are encouraged to take the lead and be active participants in their own learning. • Children are encouraged to identify their emotional needs. • Value strong, trusting, respectful relationships with children and their families. 	<ul style="list-style-type: none"> • Through play, educators encourage children to develop social skills, language, resilience and emotional intelligence. • Empower children to share their ideas and to engage in conversations with others. • Create quiet areas to enable children to fulfil their emotional needs.
<i>Children are capable, curious and independent.</i>	<ul style="list-style-type: none"> • Our emerging curriculum encourages freedom of thought and is inspired by children's ideas and interests. • Children are encouraged to plan, implement and complete projects whilst focusing on and valuing the process rather than the final product. • All children are encouraged to explore, create, problem-solve, collaborate and imagine. • We support risk-taking, which allows children to test, push and re-define their own boundaries as their abilities develop. • Students are encouraged to make independent decisions about their time at kinder, including eating when they are hungry. 	<ul style="list-style-type: none"> • A variety of indoor and outdoor experiences are provided to cater for each child's current interests and developmental needs. • Incorporate intentional teaching and child-led learning into our practice to allow for all learning styles and recognise special and additional needs. • Educators use open-ended questions to promote children's thinking skills and extend learning opportunities in their play. • Educators understand each child's strengths and abilities to support risk taking. • Understand children's interests and document them in a way that best suits the community.
<i>Children's rights are respected and advocated for by educators.</i>	<ul style="list-style-type: none"> • All children are listened to and respected. • All children's developmental needs are catered for. • Families are encouraged to be involved in program decisions. • We are committed to the safety of Aboriginal and Torres Strait Islanders and the safety, participation and empowerment of all children. 	<ul style="list-style-type: none"> • Educators will support families with specific needs through referral to relevant specialist organisations. • Educators will work with a variety of Early Years professionals who enrich our capacity to provide an inclusive program. • Educators will ensure 'child safe' knowledge is current and adhered to.
<i>Children come from diverse backgrounds and communities.</i>	<ul style="list-style-type: none"> • We respect and value the cultural diversity of our community. • We value connections within our local community. • We acknowledge the importance of educators and families working together to facilitate the learning journey of each child both at kinder and at home. • We acknowledge the varying language and communication needs that our families have. 	<ul style="list-style-type: none"> • We encourage families and children to share their interests, values, culture and celebrations at kinder. • We promote opportunities for local partnerships and explore our community through regular local walks. • Educators foster relationships with families by being approachable, making time and encouraging communication with caregivers. • We make use of translation services to support communication.
<i>Children will respect their environment and the land we live on.</i>	<ul style="list-style-type: none"> • Encourage children to be responsible for looking after their learning environment. • Follow sustainable practices. • Educate children on First Australian culture and show respect to the Wurundjeri people, the traditional custodians of the land on which we learn and play. 	<ul style="list-style-type: none"> • Use sustainable resources and practices e.g. worm farming, recycling, growing vegetables and herbs. • Make an Acknowledgement to Country in the classroom, at kinder events and in digital spaces. • Integrate indigenous culture and resources within our program.

MANAGING AND OPERATING THE KINDERGARTEN

Committee of Management

The Committee of Management (CoM) comprises parent and/or community volunteers who manage the kindergarten under the guidelines of the Victorian Department of Education and Training (DET). The committee is elected at the Annual General Meeting in November each year by the members of the kindergarten. All families will receive notification of this meeting, the agenda and nomination forms.

The committee is responsible for all aspects of kindergarten management, working closely with the Director to ensure the kindergarten meets its moral and legal obligations to ensure the health, safety and wellbeing of all children attending the service. We encourage family members to consider volunteering for a position on the committee in order to strengthen your engagement with your local community and have input into your child's education.

A list of committee members, and relevant contact information, is updated annually on the noticeboards near main entrance and also on our website. If you would like to lodge a complaint or provide feedback to the kindergarten, information on how to do so is also available on these noticeboards, on our website, or can be provided to families upon request.

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. During the year sub-committees are formed for each kinder group to assist with fundraising activities throughout the year. This is a great opportunity for families who cannot commit to the CoM to contribute to our kinder and connect with other families in the kinder community.

Session Times

3-Year-Old Kinder

Topaz group

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

4-Year-Old Kinder

Burgundy Group

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

Aqua Group

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

Term Dates

Term 1: Tuesday 28th January (teachers start) – Friday 27th March

Term 2: Tuesday 14th April – Friday 26th June

Term 3: Monday 13th July – Friday 18th September

Term 4: Monday 5th October – Friday 18th December (students finish Wed 16th December)

Throughout the year there may be times when kindergarten sessions are cancelled due to unforeseen circumstances such as a qualified teacher not being available. There may also be days where there are planned closures such as staff training days and set up/pack up days. Parents will be notified as soon as possible of unforeseen closures and will be provided information in advance of any planned closures, including the reason for the closure.

The kinder will also be closed for scheduled Victorian Public Holidays during the year including the following:

Monday 9th March (Labour Day)

Monday 8th June (Queen's Birthday)

Tuesday 3rd November (Melbourne Cup Day)

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 (HLTAID004) as well as training in CPR and the management of Anaphylaxis and Asthma.

From time to time the kindergarten assists in training pre-service teachers (university students) and participates in providing work experience for secondary school students. Families will be notified of any students working within the kinder groups and will be supervised by a qualified teacher at all times.

Staff Members

Kirsty Rochford: Kindergarten Director/Teacher/Educational Leader (Burgundy Group)

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

Heather Waugh: Kindergarten Teacher (Aqua Group)

ascot.kin.heather@kindergarten.vic.gov.au

Danielle Lockhart: Kindergarten Teacher (Topaz Group), Kindergarten Educator (Aqua Group)

ascot.kin.danielle@kindergarten.vic.gov.au

Janis Stomann: Kindergarten Educator (Burgundy Group)

Prunella Fong: Kindergarten Educator (Aqua, Burgundy and Topaz Groups)

Alexandra Giuffre: Kindergarten Educator (Topaz Group)

Tara Usher: Administration Officer (Mondays, Wednesdays)

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 or email your child's teacher.

PROGRAMMING INFORMATION

The National Quality Framework

The National Quality Framework (NQF) provides a national approach to regulation, assessment and quality improvement for early childhood education and care and outside school hours care services across Australia.

The NQF includes:

- National Law and Regulations
- National Quality Standard
- Assessment and quality rating process
- National Learning Frameworks

Education and care services are assessed against 7 quality areas and rated by their state regulatory authority. Services are given a rating for each of the 7 quality areas against the National Quality Standard. Ascot Kindergarten is assessed as meeting National Quality Standard and is deemed to provide quality education and care in all 7 quality areas.

Quality Improvement Plan (QIP)

As part of the quality assessment process the staff and committee of management work in conjunction with families to prepare a Quality Improvement Plan (QIP). The aim of a QIP is to help staff and committee to self-assess their performance in delivering quality education and care, and to plan for future improvements. The staff and Committee of Management will seek input and feedback from families throughout the year on the operations of the kindergarten, in order to make assessments about areas of improvement, our strengths and the overall quality of the service.

The Victorian Early Years Learning and Development Framework (VEYLDF)

The Victorian Early Years Learning and Development Framework (VEYLDF) was introduced to support and advance all children's learning and development from birth to eight years. The framework sets expectations for every child and identifies five outcomes for learning and development:

- Identity: children have a strong sense of identity,
- Community: children are connected with and contribute to their world,
- Wellbeing: children have a strong sense of wellbeing,
- Learning: children are confident and involved learners,
- Communication: children are effective communicators.

The VEYLDF recognizes that children's learning and development is holistic and that children have different learning styles, different times and different ways of learning. This approach is consistent with both the national Early Years Learning Framework and that adopted in the Victorian Essential Learning Standards (VELS).

Australian Children's Education and Care Quality Authority website - <https://www.acecqa.gov.au>
Department of Education and Training website - <https://www.education.vic.gov.au>

The Curriculum

In the early childhood setting, curriculum means 'all the interactions, experiences, activities, routines and events, planned and unplanned, that occur in an environment designed to foster children's learning and development' (Belonging, Being and Becoming, The Early Years Learning Framework for Australia, 2009).

The 3 and 4-year-old programs at Ascot Kindergarten incorporate the principles of the VEYLDF and National Quality Framework, in conjunction with the educators' educational philosophies and the kinder philosophy.

Our program is based on an emergent curriculum, which means it is responsive to children's interests and is meaningful, relevant and engaging for each child. Educators make informed decisions about learning and the curriculum based on:

- Children's interest and current knowledge,
- Educators interests and skills,
- Families,
- The physical environment,
- The social environment,
- Values held in the local community.

Emergent curriculum identifies the need to include child-led learning with intentional teaching, ensuring it is responsive to both children, and the learning outcomes identified in the Victorian Early Years Learning Framework.

Incursions and Excursions

Incursions are events where a specialist program visits the kinder, usually in response to children's emerging interests or needs identified by educators e.g.: drama, dentist, emergency service workers.

Excursions are occasions when the children attend a program or visit a venue within the community. The children will walk to the venue or use public transport, and educators will usually ask for family volunteers to attend for the duration of the excursion and assist with supervision. Excursions are usually planned in response to children's needs and interests, as well as events within the local community. The Committee of Management allocates funds each year towards the costs of incursions and excursions. Families will be notified of any incursions or excursions in advance. There are no additional costs for these programs however at times a small donation towards costs may be needed.

The kinder also conducts 'local excursions' where the children will walk around the nearby community with educators, in order to follow an interest or experience something happening in the local area. Families may receive prior notice of these excursions but at times they may be spontaneous and occur during the session time. These excursions are supervised by 3 staff members and families will be notified of any excursion at the end of the session.

Please note that risk management plans are prepared for all excursions to ensure the safety and wellbeing of staff and children. These plans are available for viewing by families at any time.

GENERAL INFORMATION

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 emailed directly to you unless a hard copy is requested. 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. Parents/guardians are required to sign a *Fee Payment Agreement* at the beginning of the year, which indicates you have read and understood the kinder policies in relation to fees and eligibility for the Kindergarten Fee Subsidy. If you require a copy of the *2019 Fee Information for Families* or *Fees Policy*, or any further information, please contact the kinder Administration Officer or your child's teacher. Our *Fees Policy* and fee information is also found on our website.

Fees for 2020

3-year-old kinder fees per child per term	\$490.00
4-year-old kinder fees per child per term	\$540.00



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 Information for Families Document or speak with your kinder teacher regarding eligibility).

	Fees	Due Date
Term 1	\$490	Wednesday 27 th November, 2019
Term 2	\$490	Monday 23 rd March 2020
Term 3	\$490	Monday 22 nd June 2020
Term 4	\$490	Monday 14 th September 2020
Total	\$1960	

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 *2019 Fee Information for Families*. Families who are eligible for the Kindergarten Fee Subsidy will not be required to make payments. ***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	\$540	Wednesday 27 th November, 2019
Term 2	\$540	Monday 23 rd March 2020
Term 3	\$540	Monday 22 nd June 2020
Term 4	\$540	Monday 14 th September 2020
Total	\$2160	

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 follow the *Ascot Kindergarten Fees Policy*.

Delivery and Collection of Children

Arrival and 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.

Departure and 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.

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.**

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 can get quite upset when kinder families choose to park there. Please be considerate when you park (i.e. do not block driveways or park in Permit/No Standing Zones); failure to do so may result in a parking fine.

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.

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. See the section titled 'Lunch Ideas' for some examples of food you could provide.

- **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.



- **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. 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 Policy

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 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



Hygiene and Illness

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 families. 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 and also on our website.

Medical Conditions (including Asthma, Allergies and Anaphylaxis)

When a child is diagnosed with a medical condition, including an allergy, anaphylaxis or asthma, the educators work closely with families to prepare a risk minimisation plan which ensures the safety and wellbeing of the child at risk. Families within the group or service will be notified at the beginning of the year, and throughout the year, of any restrictions or risk minimisation strategies necessary to ensure the safety and wellbeing of a child at risk.

Immunisation

Under current Victorian legislation the kindergarten is unable to enrol a child at kinder unless they are provided with a current Immunisation History Statement form from the Australian Immunisation Register (AIR) that shows the child is up to date with all immunisations that are due, or able to be received for their age. Throughout the year the service may contact you to request an updated Immunisation statement if your child was due for further vaccinations. Please contact the service if you require assistance to access this information or need further clarification.

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.

Emergency Procedures and Safety

The kindergarten has in place an Emergency Management Plan (EMP) that outlines how the service will respond in the event of an emergency. This plan is updated annually and is prepared in line with the Victorian Department of Education and Training guidelines. Educators practise emergency procedures with the children each term, which can include practising emergency evacuations of the kinder premises and leaving the kinder to attend our emergency evacuation point/s. The EMP is available at the kinder for families to view at any time and a copy is maintained in our emergency evacuation bags.

Our emergency evacuation procedures and guidelines are located in the following places: outside near the main entrance, inside near the fire extinguisher and in the office area. They are also available on our website. ***We ask that families please read this information in order to become familiar with our emergency procedures in the event that you are on the kinder premises during an emergency or a practice evacuation.***

Child Safety and Wellbeing

Ascot Kindergarten is a Child Safe Organisation. The safety and wellbeing of all children including Indigenous, those with a disability and Culturally and Linguistically Diverse (CALD) background is our number one priority.

We will have:

- A zero tolerance to child abuse,
- Provide a safe, secure environment where all children feel empowered, happy and supported,
- Ensure that all children are safe and free from harm.

Kinder Policies

In order to comply with the Education and Care Services National Regulations 2011, Education and Care Services National Law, the National Quality Standards and the Victorian Child Safety Standards, Ascot Kindergarten has a range of policies and procedures in place. These govern how our service operates and ensure the kindergarten meets our moral and legal obligations to ensure the health, safety and wellbeing of all children attending the service. These policies are available in a folder in our kinder room and copies can be provided to you at any time upon request. A list of all kinder policies is available on our website and copies of policies are being added to the website as they are reviewed.

Ascot Kindergarten Privacy Statement

We believe your privacy is important. IT for Kindergartens 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/Members of the Committee of Management	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.

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:

- Cut sandwiches into shapes, such as fingers, squares or triangles
- Provide rolls or wraps filled with salad, cheese or cream cheese, and preferably a protein source such as egg, lean cold roasted meat or canned tuna
- Make a mini crispy salad of lettuce, tomato, celery, capsicum, carrot, cucumber and cheese and pack with a bread roll, lavish bread or crackers
- Cut chunks of fresh fruit such as melon, bananas, grapes and berries and pack into a container
- Include fresh carrot, celery, broccoli, snow peas, cauliflower etc. with dips (e.g. salsa, hummus or tzatziki)
- Pack treats like rice crackers, raisin toast, dried fruit and homemade popcorn
- Yoghurts are a great snack if kept cool (placing frozen fruit chunks or berries in plain yoghurt can keep it cool and taste delicious).



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 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
- Containers and food wraps can help separate foods, prevent them from squashing and keep them fresh
- Make sure to clean containers thoroughly after use
- Throw out leftover food that has not been eaten during the day.

Celebrations and Birthdays

At Ascot Kindergarten we love to celebrate the cultural backgrounds of our community and encourage all families to share the events that are important to them. If you would like to see a special event celebrated (e.g. Easter, Passover, Eid, Diwali, Halloween, etc) please let the staff know.

We enjoy celebrating children's birthdays and mark them with singing and congratulations. If you would like to bring a birthday treat to share out at the end of the kinder session (such as biscuits or cupcakes) please speak to the teacher in advance and also provide a list of ingredients.



2020 TERM DATES AND PUBLIC HOLIDAYS

Teacher Planning and Set Up Day	Tuesday 28 th January
Information/Orientation Days	
➤ Burgundy	Wednesday 29 th January
➤ Aqua	Thursday 30 th January
➤ Topaz	Wed 29 th Jan/Thurs 30 th Jan
Term One Begins	Wednesday 29 th January
Term One Ends	Friday 27 th March
Term Two Begins	Tuesday 14 th April
Term Two Ends	Friday 26 th June
Term Three Begins	Monday 13 th July
Term Three Ends	Friday 18 th September
Term Four Begins	Monday 5 th October
Term Four Ends	Wednesday 16 th December
Pack Up Days (students do not attend)	Thursday 17 th December Friday 18 th December
PUBLIC HOLIDAYS	
Labour Day	Monday 9 th March
Good Friday	Friday 10 th April (holidays)
Easter Monday	Monday 13 th April (holidays)
ANZAC Day	Saturday 25 th April (weekend)
Queen's Birthday	Monday 8 th June
AFL Grand Final Day Holiday	Friday 25 th September (holidays)
Melbourne Cup	Tuesday 3 rd November

