



CHELSEA HEIGHTS
Kindergarten

INFORMATION BOOK 2018

playing learning growing together



TABLE OF CONTENTS

GENERAL INFORMATION

1

Welcome	2
Our Philosophy	3
Our 3 Year Old Program	4
Our 4 Year Old Program	5
Session Times	6
Our Teachers	7
2018 Term Dates & Holidays	9

YOUR CHILD AT KINDER

10

Starting Kindergarten	11
What to Bring to Kinder	12
What to Wear to Kinder	13
What not to Bring to Kinder	14
Birthdays, Celebrations & Artwork	15
Communication	16
Kindergarten Fees & Fee Schedule	17
Banking Details	18
Concession Cards & Child Care Rebate	19
Overdue Fees & Refunds	20

HOW YOU CAN HELP

21

The Kinder Community	22
Fundraising	23
Committee	24
Committee Roles	25

OTHER INFORMATION

26

Health and Safety	27
Sun smart	28
Food Allergies & Anaphylaxis	29
Coming to and From Kinder	30
Safety Around the Kinder	31
Out and About	32
Privacy	33
Frequently asked Questions	34
Contacts	35
Disclaimer	36

GENERAL INFORMATION



WELCOME

INTRODUCING OUR KINDER

We wish to extend a warm welcome to all families. We hope you have a happy and exciting year with us.

As we are a community run sessional kindergarten, you will find that we are a close knit community and actively encourage all parents, grandparents and carers to become involved with the kindergarten.

In 2017 we celebrated 50 years at this site . Late in 2017 we will be moving to our temporary location in Chelsea.

The future of our kinder is secured with redevelopment plans that will expand our facility and enable more programs to be offered. We hope to open our new rooms in 2018.

Roxanne Giles
President



OUR PHILOSOPHY

Our philosophy recognises and follows the learning outcomes of the National Quality Framework (NQF) and the Victorian Early Years Learning Framework (VEYLF)

At Chelsea Heights Kindergarten we aim to provide an environment that is safe, inviting and stimulating for all children. We firmly believe that each child's kinder experience and overall development is enhanced by families and staff working together.

Our curriculum is play based and offers a variety of activities that are initiated by the children's emerging interests as well as those that are connected to the community and environment. Children

are encouraged to make independent choices and individual needs are supported and catered for.

Our Program offers the children numerous music, art, literacy, language, maths and science activities presented in a fun and engaging manner. Several incursions and excursions are planned each year to develop and extend learning interests. We are committed to strengthening each child's self-esteem and confidence.

We encourage their ability to develop and share their ideas and knowledge. We promote respect for others through small group and partnered experiences, working as part of a team and through the sharing and taking turns of equipment and resources. Children attending our kindergarten are part of an inclusive environment that offers equal opportunity for all and provides a program that reflects and values diversity.

Our philosophy recognises and follows the learning outcomes of the National Quality Framework (NQF) and the Victorian Early Years Learning Framework (VEYLF). We believe that children have the right to enjoy a valuable year of fun and play and to establish a positive attitude to learning for the future.



OUR 3 YEAR OLD PROGRAM

Environment

We work hard to ensure a safe and stimulating environment is available to our 3 year olds.

For many of the children kindergarten allows them to develop self-reliance and independence. At the same time they are discovering the implications of being part of a group; for example, the need to wait, share and take turns. This occurs within the supportive guidelines and reassurance is provided by attentive and caring staff .

All planned experiences are designed to be inviting and non- threatening.

Programs and Days

During Term 1 the 3 year olds are able to participate in our Rabbit Rearing Program.

Prior to Mother's Day we share some of our favourite rhymes and songs with visiting mothers and others.

Later in the year we have fun with Pyjama Day and a Teddy Bear's Picnic.

Our Chicken Hatching Program is a highlight and the Kidathalon is a valuable fundraiser as well as another opportunity for family involvement.

Progression

As the year progresses, the changes in the children's play reflect their readiness for the greater demands of the 4 year old program. Play is more co-operative and sustained. Focus and concentration improve. Increasingly, children develop an awareness of the needs and rights of others; all essential life-skills that are built on early learning at kindergarten and at home.



OUR 4 YEAR OLD PROGRAM

Contact Time

The 15 hours of contact time with the older children provides great continuity of learning and an opportunity for uninterrupted play. The children have time to develop quite sophisticated games and play scenarios both inside and outdoors. They have ample time to plan and complete challenging, creative or problem-solving tasks without feeling rushed.

We follow a traditional routine as we have found that this works best for most children.

Visual cues are used to guide positive behaviour and the children are involved in

creating acceptable limits and boundaries.

Excursions

An extensive array of incursions and excursions supply us with interesting ways to address children's needs and development. Areas of focus include Marine Life, Bodies and Health, Road and Fire Safety, Dinosaurs and Fossils, Australian.

Framework

At all times we are mindful of children's learning as described in the Victorian Early Years Learning Framework; that children develop:

- a strong sense of identity
- the ability to connect and contribute to their world
- a strong sense of wellbeing
- communication skills and
- the ability to be confident and involved learners.

We manage all this while having lots of FUN!!



SESSION TIMES

Monday

POSSUMS
(4 Year Old)

8:00 am
to
12 noon

WOMBATS
(4 Year Old)

12:30 pm
to
4:00 pm

Tuesday

WOMBATS
(4 Year Old)

8:00 am
to
12 noon

POSSUMS
(4 Year Old)

12:30 pm
to
4:00 pm

Wednesday

KOALAS
(3 Year Old)

8:45 am
to
11:15 am

POSSUMS
(4 Year Old)

12:30 pm
to
4:00 pm

Thursday

POSSUMS
(4 Year Old)

8:00 am
to
12 noon

WOMBATS
(4 Year Old)

12:30 pm
to
4:00 pm

Friday

WOMBATS
(4 Year Old)

8:00 am
to
12 noon

KOALAS
(3 Year Old)

12:30 pm
to
3:00 pm



OUR TEACHERS

SHARON CUMMINS

Diploma in Teaching

Director, Teacher, Possums & Koalas

I feel very fortunate to work in Early Childhood education and to share our fantastic learning environment with the children and their families. No two days are ever the same and of course the children provide a unique and personal input that ensures the program is dynamic and challenging. When not at kinder I enjoy gardening, cooking, reading and travel.

TERESA FYFE

Certificate 3 Children's Services (equivalent)

Educator, Possums

I have been working at Chelsea Heights Kindergarten for 16 years and previously attended as a parent with my three daughters. I have lived in the area for over 30 years and enjoy working with local children and their families. When not at kinder I spend time looking after my grandson, cooking and travel.



OUR TEACHERS

JUDY CURNOW

Bachelor in Teaching (Early Childhood)

Teacher, Wombats

With over 30 years experience in early childhood education, I am passionate about the kinder experience – a special time in each child's life. Liz and I really enjoy working with each child and as the year draws to a close, we realize just how much they have grown and developed and how each child is very special. When I am not at kinder I enjoy time with my family, volunteering at Very Special Kids – an organisation that cares for children with life threatening illnesses, long conversations with friends at coffee shops, reading and holidays at Anglesea.

The children call us Sharon, Judy, Teresa and Liz

ELIZABETH (LIZ) THORNELL

Certificate 3 Children's Services

Educator, Wombats & Koalas

I have had the pleasure of working at Chelsea Heights Kinder for 14 years now. I began as a volunteer integration aide and then became the assistant for the 3 year old group. I now assist with both a 4 year old group and the 3 year old group.

I have a Certificate 3 in Children's Services but I continue to learn new things every day. Outside of kinder I really enjoy listening to music, gardening, spending time with my daughters Grace and Hannah and catching up with friends.



2018 TERM DATES & HOLIDAYS

TERM ONE		TERM THREE	
Beginning of Term	Tuesday 30th January	Beginning of Term	Monday 16 th July
Labour Day	Monday 12th March		
End of Term	Thursday 29th March	End of Term	Friday 21st September

TERM TWO		TERM FOUR	
Beginning of Term	Monday 16 th April	Beginning of Term	Monday 8th October
ANZAC Day	Wednesday 25th	Cup Day	Tuesday 6th November
Queen's Birthday	Monday 11th June		
End of Term	Friday 29th June	End of Term	Friday 21st December

Please note that the kinder is closed for All Public Holidays and over School Holiday Periods.

YOUR CHILD AT KINDER



STARTING KINDRGARTEN

A big moment

Starting kindergarten is very big moment in a child's life. It will be very exciting for some and out of the comfort zone for others or a combination of both. For some children it will be the first time away from the care of family and familiar people.

Kick Start to Kinder

For these reasons we have our 'Kick-Start to Kinder' timetable at the beginning of the year. The children attend in smaller groups for a shorter amount of time. This enables us to more easily establish secure, nurturing relationships and to quickly deal with any separation issues that may occur. Children need to feel safe and happy to effectively learn and develop and we aim for an environment where this happens.

First Session

The very first session of kinder is an interview . Parents and children attend this session together. Everyone is shown how to enter and leave the kinder in a safe manner and children will be able to choose a hook to hang their bag, hand towel and hat for the year. This provides a sense of ownership and responsibility for each child. Parents have a chance to ask their child's teacher any questions.

If your child is having any difficulties settling in, please make a time with your teacher to discuss strategies to help them relax and feel comfortable in the kinder environment.



WHAT TO BRING TO KINDER

1 A LARGE NAMED KINDERGARTEN BAG
(a backpack is usually the best) that your child can easily open and close. Be aware of stranger danger and use a small name tag rather than a texta name on the bag.

2 A SMALL HAND TOWEL
for drying hands in a hygienic manner which has a loop on the end to hang easily on your child's hook. These are available to purchase as part of the kindergarten merchandise range or alternatively you can supply your own. These need to be washed at the end of every week.

3 A CHANGE OF CLOTHES
Please pack a change of clothes (including socks) in a plastic bag in case of accidents (toileting or otherwise). We often engage in messy play experiences and sometimes our protective measures fail! The kinder has some spare clothes but the children usually prefer their own

4 A BUCKET OR BROAD BRIMMED HAT
1st of September to 30th April, a coat and a beanie for winter as the children will still play outside even on cold days.

5 A HEALTHY SNACK
we play an active role in promoting healthy eating and caring for our environment. Parents are asked to help us by packing healthy snacks with minimal packaging. We have a number of children with severe nut allergies so please don't pack any snacks that contain nuts of any kind. Ideas for healthy snack boxes <https://www.betterhealth.vic.gov.au/health/healthyliving/lunch-box-tips>

6 A NAMED WATER BOTTLE



WHAT TO WEAR TO KINDER

1

COMFORTABLE, EASY TO MANAGE CLOTHING

Children should wear comfortable, easy to manage clothing. Casual clothes allow the children to engage in messy play experiences without feeling upset or worried about getting dirty. We provide smocks for water-play, painting and clay plus gumboots and dungarees for the digging patch. Please dress children in the minimum of a T-shirt sleeve for sun protection.

2

APPROPRIATE, STURDY FOOTWEAR

Please ensure your child wears appropriate, sturdy footwear. Thongs, crocs and slippery soled shoes are not suitable for safe play

3

SUN PROTECTION

Chelsea Heights Kindergarten is committed to promoting awareness of sun protection and sun safe strategies and ensuring that program planning minimises exposure to the sun on days of high UV levels. Parents/guardians are responsible for applying sunscreen to their child before the start of each session between September and until the end of April



WHAT NOT TO BRING TO KINDER

1

TOYS

Please ensure children do not bring toys from home to kindergarten. Toys from home are easily lost or broken at kindergarten and personal toys can detract from the experiences set up for children to explore.

The only exception is if specifically asked by the teacher to bring something appropriate the child can talk about at show and tell. The learning experience at kindergarten does not support games/equipment (eg toy guns, swords, super hero dress-ups) where aggressive or violent behaviour is displayed. Your support in following these guidelines is appreciated

2

ALLERGENS

As one of our risk minimisation strategies for children diagnosed at risk of anaphylaxis we ask that you do not pack

- eggs,
- nuts,
- peanut butter and nutella sandwiches,
- hummus dip or anything that may contain peanut butter, nutella, sesame seeds or nut products.

This strategy applies regardless of whether or not there is a child at risk attending the kinder.



BIRTHDAYS, CELEBRATIONS & ARTWORK

Birthdays

We are happy to celebrate your child's birthday. You are welcome to bring natural confectionery (eg snakes or dinosaurs) for your child to celebrate their birthday. This is usually distributed at the end of the session as children are leaving. Please note if your child is having a party we prefer that invitations are either placed in the child's communication pocket or handed to the parents either before or after the kinder session and not directly to the child during a session. We cannot share cakes due to allergies and risk of anaphylaxis.

When bringing food for special occasions at kinder please ensure it does not contain high risk ingredients such as nuts, sesame or eggs

Food for special occasions

When bringing food for special occasions at kinder please ensure it does not contain high risk ingredients such as nuts, sesame or eggs. Please let the staff know if your child has any dietary restrictions or food allergies.

Artwork

Your child's artwork is important. Self expression, creativity, problem solving and new motor skills are developed as your child paints, pastes, draws and makes wonderful unique creations. Remember if your child doesn't bring any work home it may be they have been busy with other activities during the session.

Artwork is handed out at the end of each session. Any additional items can be found in the foyer in your child's group box.



COMMUNICATION

Communication

Communication is a vital part of the kindergarten. Each child has a communication pocket in which notices are placed. We will email you a newsletter at the end of each term. Please check your email for other important events or information.

Along with the pockets and emails we also have at the entrance/foyer a notice board that has general information about the term programs.

Examples of kinder merchandise can also be found pinned to this board.

Opposite this board is a whiteboard that has updated information and reminders, the artwork box can be found directly below.

There is a box for fees and fundraising returns will also be located at the kinder. Please ask a staff member where it is located as it will move with us during the renovations.

We are always looking at new forms of communication so that parents can access information quickly. At this stage we have our webpage and a Facebook page <https://www.facebook.com/Chelsea-Heights-Kindergarten> set up by the kindergarten.

If at any time, you feel that you are not receiving important information (eg on upcoming events, when fees are due etc) please contact our communications officer – communications@chelseaheightskinder.vic.edu.au

If you feel you may not be receiving important information, please contact our communications officer.



KINDERGARTEN FEES & FEE SCHEDULE

FEES	
Three year old program (per term)	\$360
Four year old program (per term)*	\$420

PAYMENT OF FEES	FEE SCHEDULE	
Fees are payable one term in advance ; please see payment schedule with our banking details below. Fees are paid directly to Chelsea Heights Kindergarten.	Term 1 Fees (balance)	Wednesday 22nd November (Information Night/AGM)
Payment options include:	Term 2 Fees	Monday 5th February 2018 to Friday 9th February 2018
<ul style="list-style-type: none">• Direct deposit (preferred)• Cash deposit at Commonwealth Bank branch• Or by cheque that can be made out to Chelsea Heights Kindergarten Association Inc.	Term 3 Fees	Monday 23th April 2018 to Friday 27th April 2018
We offer payment plans to families experiencing financial hardship. Contact the Kindergarten Treasurer at treasurer@chelseaheightskinder.vic.edu.au to make an arrangement.	Term 4 Fees	Monday 23th July 2018 to Friday 27th July 2018

*A \$22 application fee for 4 year old enrolment is payable direct to Kingston Council when you apply for a 4 year old placement. This is not a fee that is set by the kindergarten but by the Central Enrolment office of the Council.



BANKING DETAILS

ACCOUNTDETAILS	
Account Name	Chelsea Heights Kindergarten Inc
BSB	063 118
Account Number	1005 9897

YOUR DETAILS

When paying by this method please ensure you enter your child's first initial and surname in the reference field, as well as the item being paid for: deposit/term fees etc

Example: **KShimmenT2Fees**

or

PLetchDep

When you have completed the transaction, please attach a receipt and place it in the fees box located near the bathroom.

Please note *it is the responsibility of families who pay by this method to include their child's name in the reference field and provide the Treasurer with a receipt, via fees box*

We will ask you to sign an acceptance form to confirm that you understand the fee schedule and will make payments as required.



CONCESSION CARDS AND CHILD CARE REBATE

CONCESSION CARDS FOR FOUR YEAR OLD KINDER

As this is the funded program some concession card holders are eligible for free or low cost kindergarten.

If you have one of the following concession cards, you are entitled to the Victorian Government's Kindergarten Fee Subsidy:

- Health Care Card, Pensioner Concession Card or Department of Veterans' Affairs Gold Card
- Asylum Seeker Bridging Visa A–F
- Temporary Protection/Humanitarian Visa 447, 451, 785 or 786
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) Visa, Class CD, Subclass 851

Or:

- your child is an Aboriginal or Torres Strait Islander, or
- you have triplets or quadruplets attending kindergarten in the same year

CHILD CARE REBATE

Families may be eligible for a Childcare Rebate as we are a registered center for childcare. Please contact the assistant treasurer via email assistant.treasurer@chelseaheightskinder.vic.edu.au if you require a receipt.

We will email you during the year as a reminder to parents requiring receipts. This applies for both 3 & 4 year old kinder.

Receipts will only be issued once term fees have been paid.



OVERDUE FEES AND REFUNDS

OVERDUE FEES

If your fees are overdue we will send you a reminder letter.

If payment is still not received we will ask you to meet with us to discuss support options and establish a payment plan.

REFUNDS

We will not refund fees in the any of the following circumstances:

- child's illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances
- where a family chooses not to send their child for the maximum hours for which they are enrolled

Refunds may be given in exceptional circumstances at the discretion of the Committee of Management.

HOW CAN YOU HELP



THE KINDER COMMUNITY

KINDER DUTY

For the children to fully experience the program we welcome parents, grandparents and special friends to be involved with duty. It would be wonderful if every family can do at least 1 or 2 rostered duties per term. We understand that this might be hard for busy working families but the children do really enjoy having that special person here at kinder. It's a fantastic way for you to see how well your child is doing and what happens in a session; it gives them a sense of pride as they also become special helpers for the day.

END OF YEAR CLEAN UP

At the end of the year the kindergarten is ready for one big clean up and again we would invite families or special friends to come and volunteer a little bit of your time helping our wonderful staff clean and tidy the kinder ready for the following year.

WORKING BEES

As you can see our external play space at the kindergarten looks spectacular. This is due to the work that parents, children and the City of Kingston put into our outside area to keep it looking good all year round.

We hold a Working Bee once each term. This is organised by the Maintenance Officer (parent Committee of Management) and is attended by parents of our 3 and 4 Year Old kinder children.

Typical duties involve re-mulching, weeding and basic maintenance of playground equipment. It's a way to meet other parents from the kinder and your children can also join in. The more volunteers the quicker the working bees are done. They are usually scheduled for a Saturday morning.

We invite each family to do at least 1 working bee per year but if you really like working in our outdoor play space you are more than welcome to come along for 2 or more working bees.



FUNDRAISING

One of the most important ways for our kindergarten to maintain its wonderful play space and resources for the children is through fundraising .While we receive government funding, this does not cover all of our costs such as excursions and the purchase of equipment and educational toys.

The success of our Kinder would not be possible without the generosity and hard work of our wonderful parents.

In 2017/2018 our fundraising efforts are now focused to raising the remainder of the funds needed to fully furnish our new rooms so that in 2019 we can fully open our doors to welcome more families into the kindergarten.

MERCHANDISE

We have a range of merchandise for you to purchase at any time during the kinder year. These include, T-shirts, hats , hand towels and our newest Item the long sleeve hoodie . They are available at any time to try on and have our Chelsea Heights Kindergarten logo on them. The profit made goes towards fundraising for the kinder.



COMMITTEE

JOINING THE COMMITTEE

Joining the Committee can be a rewarding way to become involved in your child's learning experience.

The Committee is responsible for all aspects of the kindergarten service including

- policies,
- financial and administrative tasks,
- staffing,
- regulatory compliance and
- fundraising.

Any member of the Association can nominate for a committee position.

Parents and Guardian's of children enrolled at the kindergarten are automatically members. Other family members (eg Grandparents) or members of the community can join the Association* (and therefore nominate for committee positions).

Committee positions are filled at the Annual General Meeting which is usually held in November each year.

Committee meetings are held monthly.

*see the President for more information



COMMITTEE ROLES

This is a brief outline of the committee roles and responsibilities. See our website for full details.

ROLE	RESPONSIBILITIES
President	Oversees the whole committee, runs the monthly meetings and is the liaison between the kinder, the wider community and council. Chairs the Redevelopment Sub Committee.
Vice President	Helps the kinder find community grants, Is also the Grievance Officer.
Secretary	Deals with correspondence to the kinder, prepares the agenda and takes minutes for the monthly meetings.
Assistant Secretary	Helps with mail collection, sorting and recording of mail.
Treasurer	Is responsible for the money and funds, paying bills, invoicing and collecting payments.
Assistant Treasurer	Is responsible for writing and distributing receipts.
Publicity & Newsletter Officer	Is responsible for advertising and the term newsletter.
4 Year Old Enrolment Officer	Liaises with the Council and is responsible for the full enrolment process once council have sent out offers to families.
3 Year Old Enrolment Officer	Is responsible for 3yo enrolment process.
Maintenance officer	Co-ordinates all working bees during the year and may organize any maintenance jobs that the kinder require throughout the year.

ROLE	RESPONSIBILITIES
Fundraising Team	Normally 2 or 4 members make up this team. It is one of the most important roles within the committee, responsible for planning fundraising events, sending out communication to families and collecting money when needed.
Merchandise Officer	To see that stock is purchased and all orders are processed and delivered.
Information Technology Officer	Maintain the kinder's IT systems, including: <ul style="list-style-type: none"> •setting up new committee members •and staff with email address and •access •provide IT support •liaise with IT service providers
Communications Officer	Co-ordinate all communications to the kinder community. Ensures that all communications are branded and sent through appropriate channels (eg email, Facebook, Website and kinder pockets.)
Group Representatives	One parent from each group helps with the social catch ups organizing their group's Facebook page and making new families feel welcome. Responsible for the welcome and end of year BBQs.
General Committee	Normally 2 or 3 people are on general committee. You will be asked to help out with different projects or join a sub- committee if required.

OTHER INFORMATION



HEALTH AND SAFETY

SAFETY

The Kindergarten has a moral and legal responsibility to provide a safe and healthy environment for employees, children, parents/guardians, students, volunteers, contractors and visitors.

This policy reflects the importance we place on the wellbeing of employees, children, parents/guardians, students, volunteers, contractors and visitors, by endeavouring to protect their health, safety and welfare, and integrating this commitment into all of its activities.

ILLNESS

Please do not send your child to kinder with any of the following symptoms

- An illness which may be infectious including an infectious runny nose
- A fever or bad cough or
- Vomiting / diarrhoea

Sending your child to kinder with such symptoms will not only prolong the illness, but they may infect other children or the staff .

Illness can cause the child to show signs of distress or discomfort which can be upsetting for both them and their peers. In the case of an infectious runny nose please only let your child return when it is running clear.

Health Regulations require that in the case of certain illnesses, children must stay away from kindergarten for a specified period. Please see our website for full table of excludable illness.

ACCIDENT

If your child has an accident, the teachers will notify the contact person immediately or at the end of the session depending on the severity of the accident. The accident is recorded and discussed with you. We will ask you to sign the accident record.

IMMUNISATIONS

We endorse the “no jab no play” legislation to ensure that all children are up to date with their immunisations. You have already provided your child’s immunisation record as per state requirements.



SUN SMART

PROTECTION FROM THE SUN

The Kindergarten is committed to:

- promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to UV radiation, while allowing some UV exposure for vitamin D requirements
- ensuring that curriculum planning will minimise over exposure to UV radiation and also promote an awareness of sun protection and sun safe strategies
- providing information to children, educators, staff, volunteers, parents/guardians and others at the service about the harmful and beneficial effects of exposure to the sun's UV radiation.

*This policy is effective from
1st of September to 30th
April each year.*

This policy is effective from 1st of September to 30th April each year. We require the children to wear a bucket or broad brimmed hat and a good quality sun cream applied by the parent/carer before the start of each session.



FOOD ALLERGIES & ANAPHYLAXIS

OUR ALLERGY AND ANAPHYLAXIS POLICY

We believe the safety and wellbeing of children who are at risk of anaphylaxis is a whole-of-community responsibility, and we are committed to:

- providing a safe and healthy environment in which children at risk of anaphylaxis can participate fully in all aspects of the program
- raising awareness of families, staff, children and others attending the service about allergies and anaphylaxis
- actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, and in developing risk minimisation and risk management strategies for their child
- ensuring all staff members and other adults at the service have adequate knowledge of allergies, anaphylaxis and emergency procedures
- facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis.

The kindergarten is responsible to look after the safety of every child who has a food allergy.

The kindergarten is responsible to look after the safety of every child who has a food allergy or is at risk of anaphylaxis. We ask for your cooperation in this important aspect of the kinder.



COMING TO AND FROM KINDER

PICK UP AND DROP OFF

It is a legal requirement that you or the carer signs your child in and out for each session. The sign in books will be located within each of the classrooms

When dropping off your child please enter via the front entrance/foyer. Please be respectful if other sessions are still in progress.

Doors will be locked to the classrooms before any sessions commence, this allows staff the time to correctly set up the rooms ready for your child's group.

Once doors are unlocked to the classrooms you are welcome to enter helping your child put hang their bag, towels etc.

When coming for pick up please stay at the front entrance/foyer until you are advised to come in.

If you have older children with you please ensure they do not play on the outside equipment. This is to ensure the equipment is not moved or used in an unsafe way by older and more adventurous siblings.

IF YOU ARE RUNNING LATE

If you are late picking up your child the teachers will call you 10 minutes after the session has finished. This happens to us all from time to time but please remember the staff do need to clean up the room and toilets and set up ready for the next session. If this becomes a regular occurrence a late fee may be charged.

SOMEONE ELSE IS PICKING UP

We can only give your child to someone you have authorised to collect them.

If the person designated to pick up your child changes over the session time please ring to let us know – 9772 8080.

If the person is not on your Authorised to Collect list* please give us the name, address and mobile number of the person who is to collect your child. You will then need to fill out a yellow slip so it can be placed with our records or add this person to your enrolment record.

*You will let us know who you authorise to collect your child when you enrol.



SAFETY AROUND THE KINDER

GATES & DRIVEWAYS

The kinder has child safety gates on all external exits to the front of the property. We ask parents not to let any child out through the gates unless they are accompanied by their parent or carer.

Before and in between sessions the gates are locked, this is to allow the teachers to clean up and set up.

The driveways at the kinder are to be kept clear at all times and for the teachers to park only.

Please do not park or turn your car around in the driveways as this a gathering point for parents/carers waiting for pick up or drop o . At times this can be busy with little people running about and we would hate to have any accidents happen.

Please do not park or turn your car around in the driveways.

HOT DRINKS

We ask that parents do not bring hot drinks into the kinder. If you are doing duty you are more than welcome to have a hot drink but it should be consumed within the kitchen area away from the children.

For special days the kinder will designate an area deemed safe for parents, grandparents or special friends to have a hot drink.

PLAYGROUND PERMISSION

The kindergarten has access to the park & playground next door. On some days ie: sports days the back side gates are opened for the children to access the park with supervision from the teachers and duty parents. You are asked to sign a playground permission form enabling us to take the children into the park at any time during the year.



OUT & ABOUT

EXCURSIONS & INCURSIONS

Throughout the year the children will have visitors to the kinder and excursions to visit special places of interest. Most times we will ask for parents to assist us with transport to and from the venue and to ensure an appropriate level of supervision.

No child will be allowed to participate or be taken from the kindergarten grounds without a signed permission form returned to your child's teacher.

The Kindergarten is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society
- ensuring that all excursions and service events are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety and wellbeing of children at all times, including during excursions and service events
- providing adequate supervision of all children during excursions and service event.



PRIVACY

PRIVACY & CONFIDENTIALITY

Chelsea Heights Kindergarten is committed to:

- responsible and secure collection and handling of personal information
- protecting the privacy of each individual's personal information
- ensuring individuals are fully informed regarding the collection, storage, use, disclosure and disposal of their personal information, and their access to that information

INFORMATION SHARING

Consistent with our privacy and confidentiality policy we may seek your permission to provide a phone number list or email list to other parents in your group.

This is useful if you are unable to do a duty and must find a replacement parent. We find that most parents are happy to do so and it saves any awkwardness asking other parents for phone numbers.

All other information is kept confidential.

SOCIAL MEDIA

While we encourage you to take photos of your child to post on any social media platform, we ask that you do not publish any photos of another child unless you have permission from the child's parent.

We ask if you are writing anything within a social media platform that no one either parent, teacher or visitor to the kindergarten is defamed by untruths as you would become liable for a defamation case.

If you have any grievances against someone within the kinder please speak to your child's teacher or email the grievance officer – vice.president@chelseaheightskinder.vic.edu.au

A full list and complete details of all our policies can be found on our website:

www.chelseaheightskinder.vic.edu.au



FREQUENTLY ASKED QUESTIONS

WHAT HAPPENS IF MY CHILD IS SICK?

If your child is sick please call the kinder. If no-one is available to take your call you can leave a message on our answering machine. We will mark your child as absent for the day. This is important as the teachers need to know that all children expected to attend that session have arrived.

WHAT IF I HAVE MISSED MY TERM FEE PAYMENT?

If you have missed a term fee payment, we will send you a reminder letter. Please ensure that payment is made quickly. If you are having any financial difficulties please let the Treasurer know.

WHAT HAPPENS IF I AM RUNNING LATE FOR PICK UP?

The teachers will call you 10 minutes after pick up time. If they are unable to reach you, they will phone your emergency contacts. The child is in the care of two educators at all times. We may charge a late fee if this happens often.

DO WE HAVE TO PAY FOR INCURSIONS OR EXCURSIONS?

No. All incursions or excursions are included in the cost of fees and generously subsidised by fundraising. This is to ensure maximum participation for all children and families.

The Kindergarten officers an extensive range of valuable co-curricular experiences to enhance learning and development.

A few times a year we require parent/carer transport and/or attendance but most families are able to pool resources and share responsibility for this. Please speak to the staff if you have any problems.

WHAT DO I DO IF I HAVE A COMPLAINT OR GRIEVANCE?

Firstly please talk to your child's teacher for resolution, if you are still unsatisfied please forward your complaint to our grievance officer –
vice.president@chelseaheightskinder.vic.edu.au.



CONTACTS

PRESIDENT

president@chelseaheightskinder.vic.edu.au

VICE-PRESIDENT

vice.president@chelseaheightskinder.vic.edu.au

TREASURER

treasurer@chelseaheightskinder.vic.edu.au

ASSISTANT TREASURER

assistant.treasurer@chelseaheightskinder.vic.edu.au

SECRETARY

secretary@chelseaheightskinder.vic.edu.au

ASSISTANT SECRETARY

assistant.secretary@chelseaheightskinder.vic.edu.au

FOUR YEAR OLD ENROLMENTS

4yo.enrolments@chelseaheightskinder.vic.edu.au

THREE YEAR OLD ENROLMENTS

3yo.enrolments@chelseaheightskinder.vic.edu.au

MERCHANDISING

merchandising@chelseaheightskinder.vic.edu.au

FUNDRAISING

fundraising@chelseaheightskinder.vic.edu.au

PUBLICITY

publicity@chelseaheightskinder.vic.edu.au

COMMUNICATIONS

communications@chelseaheightskinder.vic.edu.au

MAINTENANCE OFFICER

maintenance@chelseaheightskinder.vic.edu.au

SHARON CUMMINS

sharon.cummins@chelseaheightskinder.vic.edu.au

JUDY CURNOW

judy.curnow@chelseaheightskinder.vic.edu.au

GENERAL EMAIL

info@chelseaheightskinder.vic.edu.au

WEBSITE

www.chelseaheightskinder.vic.edu.au

PHONE

9772 8080

ADDRESS

29 Third Avenue

CHELSEA HEIGHTS VIC 3196



DISCLAIMER

All information in this booklet is current as of August 2017 but is subject to change at anytime at the discretion of the management committee and teaching staff.