



Canterbury Norwood  
**KINDERGARTEN**  
Belong, Grow, Blossom

**Orientation Handbook  
2023**

Canterbury Norwood Kindergarten  
2 Boronia Street, Canterbury, 3126  
[www.canterburynorwood.com.au](http://www.canterburynorwood.com.au)



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**KINDERGARTEN**  
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## WELCOME!

This 2023 handbook has been compiled and updated to familiarise you with our kindergarten. We hope that it is helpful and informative.

At Canterbury Norwood Kindergarten (CKN) we believe the pre-school years are a very special and important time. We aim for each child to feel nurtured and cared for whilst they enter the world of learning. Individual needs are always considered.

Whilst our excellent staff members provide the foundation for your child's learning, the daily running of the kindergarten relies upon and is enhanced by the families within our kindergarten community.

Your involvement in the kindergarten is not only encouraged but very much required in order for the kindergarten to run in accordance with legislation. Please enquire about joining the committee or offering some of your time to help out at fundraising events held regularly throughout the year.

For any queries you may have regarding the content of this handbook or in general, please feel free to contact either a staff member, Parent Feedback Representative, or a member of the committee.



Karen Szabo, Director & Educational Leader



## Important Dates for 2023

Victorian School and Kindergarten Dates for 2023 are:

**Term 1:** Monday, 30 January – 6 April

**Term 2:** 24 April – 23 June

**Term 3:** 10 July – 15 September

**Term 4:** 2 October – 15 December

The **2023 kindergarten commencement date will be Tuesday 31 January**, during which a transition period will follow. This is to ensure the children slowly settle in and develop good relationships with the staff. During this period, families will be divided into Groups A and B for smaller introduction sessions.

### 3-Year Old Introductory Session Schedule

#### **Tuesday 31 January: Interview Day**

Parents to stay for the 1.5 hours to learn about the kinder program and discuss their child's individual needs.

- Group A: 9.30am – 11.00am
- Group B: 1:00pm – 2.30pm

#### **Wednesday, 1 February**

Children to stay for 1.5 hours without their parents. They must bring a fruit snack for morning tea in a labelled container and a labelled water bottle. Children should also keep a full change of clothes (inc. underwear, socks, top and pants) in their kindergarten backpack.

- Group A: 9:30 am – 11:00 am
- Group B: 1:00 pm – 2:30 pm

#### **Thursday 2 February**

Children to stay for 2 hours without their parents. They must bring a fruit snack for morning tea in a labelled container and a labelled water bottle.

- Group A: 9:30 am – 11:30 pm
- Group B: 12:30 pm – 2:30 pm

#### **Monday 6 February**

Children to stay for 2.5 hours without their parents. Groups come together for the first time. They must bring a fruit snack for morning tea in a labelled container and a labelled water bottle.

- Groups A & B: 9:30 am – 12:00 pm

#### **Wednesday 8 February**

Children to stay for 3 hours without their parents. They must bring fruit for morning tea, their water bottle, and a lunchbox for the first time.

- Groups A & B: 9:30 am – 12:30 pm

**Thursday 9 February:** Full hours begin; 9:30 am – 2:30 pm.



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These gradual introductory sessions are to ensure that all children feel safe, secure and supported right from the start of the kindergarten year and give staff the opportunity of learning about each child and developing a relationship with them from the very beginning of their kinder time. If the groups are very settled and we feel that the children are ready for longer hours sooner we can change the times, but it has to be about the children.

At this stage, we do not know if parents will be allowed to access the classroom in the mornings so we will probably leave the sign in table at the front door and encourage children to enter alone as soon as possible.

Children will need to bring their bags with snack box (fruit), lunch box, drink bottle, rest blanket and spare clothes. Please all items are clearly labelled.

## **4-Year Old Butterfly Introductory Sessions**

### **Tuesday 31 January: Interview Day**

Parents to stay for the 1.5 hours (Group A: 10am – 11.30am; Group B 12.30pm – 2:00pm) to learn about the kinder program and discuss their child's individual needs.

### **Thursday 2 February: First full day**

The Butterfly Program will start with full hours from Tuesday 1 February. As most children have already been at the kindergarten in 2022, they will be familiar with the routines and staff. We will have additional staff on duty to ensure new children to the centre are welcomed and have support when they separate from their parents. If parents feel their child would benefit from a slower transition, they can talk to the Teachers about how this and work out an individualised play e.g. early pickups, later starts etc.

Children will need to bring their bags with snack box (fruit), lunch box, drink bottle, rest blanket and spare clothes. Please all items are clearly labelled.

### **Core Hours under the 'Free Kinder' initiative**

These are the core 15 hours that are fully funded under the Victorian Government's 'Free Kinder' initiative.

- Monday, Tuesday & Thursday – 8:30am – 1:30 pm

Should you opt to only attend the core hours, you must collect your child promptly at 1:30pm. Late collection fees apply and will be invoiced.

### **Full 4-year-old Butterfly program hours**

Our full 4-year-old program runs for 19.5 hours per week.

- Monday, Tuesday & Thursday – 8:30am – 3:00pm

Families will be invoiced a 'gap fee' to cover the additional 4.5 hours/week.



## Group Times for 2022

### Caterpillars – 3-year-old Kindergarten Group

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 am – 2:30 pm	-	9:30 am – 2:30 pm	9:30 am – 2:30 pm	-

### Butterflies – 4-year-old Kindergarten Group

#### Full 4-year-old Butterfly program

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am – 3:00pm	8:30 am – 3:00pm	-	8:30 am – 3pm	-

**Core hours only:** Children must be collected promptly at 1:30pm. Late collection fees apply and will be invoiced.

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 am – 1:30pm	8:30 am – 1:30pm	-	8:30 am – 1:30pm	-

Please note that no classes are held on Victorian Public Holidays, and that CNK terms follow the Victorian Government's school date schedule.

<https://www.vic.gov.au/school-term-dates-and-holidays-victoria>



## Our wonderful kindergarten educators



**Karen Szabo**

4-Year-Old Teacher  
Educational Director



**Anne Thiel**

3-Year-Old Teacher



**Lily Li**

Teaching Assistant



**Seenal**

Teaching Assistant



**Lee Mohtaji**

Teaching Assistant



## Administration

The management of the kindergarten is run by a committee of parents/carers and is responsible for all expenditure associated with the kindergarten, maintenance of the building, equipment and grounds, fundraising, employment of staff and in conjunction with Boroondara Kindergarten Central Enrolments Scheme – management of enrolments. A committee meeting chaired by the President of the committee is held once a month.

All parents are welcome and encouraged to attend as your contribution is greatly appreciated. Your contribution supports our philosophy of Belong, Grow and Blossom within our kindergarten community. Committee meeting dates are advised within the kindergarten and on the kindergarten website. Each year in November, we hold our Annual General Meeting (AGM) and the committee strongly encourages attendance by all families.



To further enhance our open and honest communication between the Committee and the CNK community, CNK has two Parent Feedback Representatives (PFRs) - one for each group, who act as a liaison point for parents. The PFRs are also members of committee.

## COVID-19 Precautions

Our kinder adheres to the COVID-19 restrictions and precautions as directed by the Victorian government. We ensure that we are at all times up to date with all recommendations from the council, advisory committee and the government, as we always place the safety of the children, staff and parents first.

Please note that in accordance with Victoria government vaccination mandates, all our educators are fully vaccinated against COVID-19.



## Communications

Open communication is always encouraged between the kindergarten staff and families. Please arrange a meeting with our teachers to discuss our kindergarten program and/or individual child/rens needs at any time during the year. In relation to general administration questions, please refer to the website (including within parent login), this orientation handbook and/or discuss your questions with our Parent Feedback Representative and/or relevant committee member (e.g. fees question – Treasurer).

Additionally, a special time will be set aside around September / October for parent-teacher discussion for all children in the 4 year old group.

Other forms of communication to parents:

- Teachers will provide updates on children’s experiences at kinder (e.g. daily diary) and this will either be on display near the kinder office or sent to parents via email or uploaded on the website. We encourage you to give feedback to your teacher via comments in the daily diary or by email.
- A noticeboard in the entrance hallway displays the contacts within our kindergarten including regulatory notices. Reading this board regularly will keep you up to date.
- The external display board (near the front door) is used by the teachers to communicate the current program calendar (e.g. incursions), child development events and articles that may be of interest to you. Please make the effort to read it.
- The white board on the wall opposite the sign-in book is used to communicate daily ‘news’ and should be read on arriving at, or leaving the kindergarten.
- The communication boards within the ‘music room’ which contains community notices and displays of the work and/or activities of our children.
- Emails for general communication and updates on coming events.
- Our social media pages (Facebook and Instagram) are used to communicate recent classroom activities, along with details on upcoming events.

Should you have a compliant / grievances with the kindergarten please advise the committee President in writing. Every effort will be made to resolve the issue in a fair and informed way without prejudice and with confidentiality assured.





## Enrolment Policy

Canterbury Norwood Kindergarten participates in the Boroondara Kindergarten Central Enrolments Scheme (BKCES), which manages enrolments each year.

We have a kindergarten Enrolments Officer on our committee who liaises with the Central Enrolments Officer (CEO) at BKCES. The CEO, who is employed by the council, processes all 3- and 4-year-old applications. Parents may refer to the BKCES website for detailed information on the enrolment policy:

[www.boroondara.vic.gov.au/residents/families-children/kindergartens](http://www.boroondara.vic.gov.au/residents/families-children/kindergartens)

For commencement in the 4 year old group, children must have turned four by the 30th of April in the year of attendance – this is a legal requirement. It directly relates to school age entry requirements.



To be eligible for the 3-year-old group, children must turn three years of age by 30th of April in the year of attendance – this is a legal requirement. Children who have not turned three are invited to attend our orientation session with a parent, however would not be able to commence in the regular Caterpillars' sessions until their third

birthday. This includes the introductory sessions. Within our kindergarten we do encourage parents to arrange a stepped introduction to children who fall into the category of turning three after the commencement of the kinder year – please discuss your child's commencement with the Caterpillar teacher to mutually agree this schedule.

Enrolment may be withdrawn if a child does not attend kindergarten or for non- payment of fees.



## Fees and Money Collections

Under the Victorian Government's 'Free Kinder' initiative, children are only funded at the basic rate to attend 15 hours of kindergarten per week. To ensure we can continue to provide children with a high-quality service, led by our experienced educators, we ask that all families support our service through parental contributions.

Under the 'Free Kinder' initiative, there is no further concessional support for families with a valid Health Care Card.

The fees have been set by the Committee and are collected by the Treasurer one term in advance. Fees must be paid by the due date.

### 2023 Annual Statement of Fees and Contributions

<b>2023</b>	<b>Four-year-old class 19.5 hours per week</b>	<b>Three-year-old class 15 hours per week</b>
15 hrs 'Free Kinder'	\$0	\$0
Gap Fee for Unfunded Hrs	\$1,200	\$0
Parent Contribution	\$600	\$600
Excursions/Events Charges	\$200	\$200
<b>Annual</b>	<b>\$2,000</b>	<b>\$800</b>

### 2023 Statement of Fees and Contributions Per Term

<b>2023</b>	<b>Four-year-old class 19.5 hours per week</b>	<b>Three-year-old class 15 hours per week</b>
Deposit	\$300	\$300
Term 1	\$500	\$200
Term 2	\$500	\$200
Term 3	\$500	\$200
Term 4	\$200 (\$500 less Deposit \$300)	-\$100 (\$200 less Deposit \$300)
<b>Annual Fee</b>	<b>\$2,000</b>	<b>\$800</b>



## Deposits

Parents/guardians are required to pay the \$300 deposit on offer of a place to secure their child's placement at our kindergarten. This payment is non-refundable, non-transferable, and can only be used to secure a child's place in the year they have enrolled. In line with the 'Free Kinder' initiative, deposits paid will only be refunded if a child takes up the place. Should a child not take up their placement, the deposit will be forfeited and will not be refunded.

## 4-year-old gap fee

4-year-old kindergarten is fully funded up to 15 hours, the gap fee covers the additional 4.5 hours offered as part of our kindergarten's full Butterfly program. Gap fee payments for our full Butterfly program are mandatory.

If you do not wish to for your child to attend the full Butterfly program, your child may attend the program for the 'core hours' only. The core 15 hours are fully funded under the Victorian Government's 'Free Kinder' initiative.

- Monday, Tuesday & Thursday – 8:30am – 1:30 pm

Should you opt to only attend the core hours, you must collect your child **promptly** at 1:30pm. Late collection fees apply and will be invoiced.

## Payment of charges

Invoices will be issued in the last month of the preceding term via email and must be paid by the due date. Please ensure your email address is current. Parents are welcome to pay the full amount upfront at the beginning of the year.

## Parent Contribution

Our kindergarten requests an annual parent contribution from families to compensate for the shortfall between the 'Free Kinder' funding and the actual running costs of our high-quality service. We ask for this contribution to allow us to offer our program whilst continuing to opt-in to the 'Free Kinder' initiative.

## Excursion Charges

A basic charge for annual excursions, events and extras is requested at the beginning of the year, should this amount not be used in full a refund will be provided to families in Term 4. We do not wish to exclude children from excursions unnecessarily. Should you be unable to pay this charge due to financial hardship please contact the Treasurer directly.

## Children turning three during the year

Full payment from the first day of Term 1 is required if a place is to be reserved for a child in the three-year-old kindergarten program, however children can only commence the program when they have turned three. Children who have not yet turned three at the commencement of the kindergarten year are welcome and encouraged to attend the first day scheduled as Orientation Day.



### Late Collection charges

The Committee reserves the right to implement a late collection charge when parents/guardians are frequently late in collecting a child when:

- The parent/guardian is between 10 and 30 minutes late in collecting their child. The fees will be \$20 for every 10 minutes, or part thereof, from the conclusion of the session.
- The parent/guardian is over 30 minutes late in collecting their child. The fee will be \$40 for every 10 minutes, or part thereof, for the first 30 minutes from the conclusion of the session and then \$15 for every 5 minutes or part thereof, after that.

### Payment Options

Our preferred payment method is an Electronic Transfer or Bank Deposit; details for these payment methods are listed below.

<b>1) BSB Number</b>	704 191
<b>2) Account Number</b>	172734
<b>3) Account Name</b>	CNK Association
<b>4) Description</b>	Important: It is imperative that you enter the details of your payment so it may be allocated correctly against your outstanding invoice. i.e., Your child's name and group - <i>Ben Jones, Butterflies</i>
<b>5) Reference Number</b>	Make a record of the "Reference Number" given to you for the transaction. This is to ensure that if there are any problems in the transfer the transaction can be easily traced.



## Entertainers and Excursions

In order to provide a fulfilling educational program for the children, visiting entertainers and excursions are planned throughout the year. Any fees involved have been incorporated into the kindergarten term fees unless otherwise advised.

We welcome visitors to the kindergarten with special skills (e.g. to play an instrument, dance, paint etc.). We find the children particularly enjoy these visits, secure in their own environment. However, visitors need not be professional entertainers. The children really enjoy visits from a parent or carer or family member from within the kindergarten community. Sharing your talent or profession or trade with the children can be a wonderful learning experience, be you a dentist, doctor, car mechanic, carpenter, musician, baker, etc. If you are able to demonstrate your skill or entertain in any way and want to share with the children, please contact your teacher.

Prior to children being permitted to participate in an excursion, a signed consent form from parents is required. The minimum adult (including staff) to children ratio on excursions is 1:3 therefore parents/carers are asked to offer assistance on these days.





## Birthdays

Children love to celebrate their birthdays at kindergarten with a cake or cupcakes. Feel free to do this if you wish. But remember, due to some children having severe allergies to nuts, we are a “nut free kindergarten”.

This means that any food item entering the kindergarten must be nut free. For those children who have other allergies and would not be eating food supplied by others, we suggest leaving at the kindergarten some food items your child would enjoy as a celebration snack instead of cake. Your teacher will be happy to advise you on this.

Please refrain from handing out birthday cards or invitations at kindergarten, as children can be more aware than you realise and this may be upsetting for some if not everyone is invited.

Parties on non-kindergarten days are best.

## Special Days

During the year, each group has at least one special session for Parents to attend and participate with their child. Our kindergarten also arranges Grandparents special sessions. Grandparents, special friends, mothers’ and fathers’ days are special occasions aimed at celebrating those special people in the children’s lives. The children really enjoy preparing for these special days and sharing their kindergarten. Of course if a grandparent or parent is unable to attend, then someone else who is special to the child may attend in lieu.





## Name Lists

A list of names, phone numbers and addresses for your child's group will be distributed to each family early in Term 1 per the authority form signed as included with the enrolment pack.

## Fundraising Events

Throughout the year a number of fundraising events may be held, including CNK's flagship fundraising event, the **Bunnings BBQ**. Parents/carers are asked to volunteer their time to support CNK's fundraising efforts and foster a sense of community amongst parents and children. Each family is expected to volunteer for at least one BBQ shift (approx. 2 hours on a Saturday) at CNK's annual Bunnings BBQ. Parents, carers and grandparents are all invited to volunteer their time on the day.

## Play and Stay (Kindergarten Duty)

Parents/carers are asked to assist with the duty roster (twice per term for Caterpillars, and at least once a term for Butterflies). Duties include: preparation of fruit for snack time, cleaning of the tables and kitchen after snack time, assisting in the supervision of children in the playroom, participation in activities, and being gate monitor as children leave the premises with their parent/carer. Extra duties may be assigned on the day.

Not only will your child look forward to you coming, for you, it can be a unique opportunity to see your child amongst his/her friends within the kindergarten setting. You are required to please be on time for your duty as the teachers count on the helpers for a supervisory role (2 helpers per Caterpillars session and 1 per Butterflies session are mandatory in addition to the teachers).

Toddlers and babies are welcome during your duty. That being said, you will be able to give your kindergarten child and your duties more attention without them. Please consider the possibility of arranging alternative care. Also, please turn off your mobile phones when you are on duty so that you can give all your attention to the children.

A more detailed list outlining your duties is located in the kindergarten kitchen and is available on the kindergarten website.

If for whatever reason you are unable to fulfil your rostered duty role, perhaps a family member, friend or carer could assist instead.

This is a very special day for your child and we expect all families to participate. It is your responsibility to ensure your duty shift is covered if you are unable to attend at short notice. This requires arranging with another parent to swap or finding someone special to the child to assist.



Please note that one very important role during your duty is monitoring the gates when children are departing from their kindergarten session. This avoids confusion and ensures that children leave the premises with the correct person, supervised and safe.

## Food Allergies

There are some children who have severe allergies to certain food items, which can include: nuts, dairy and eggs. Exposure to the allergen can result in anaphylaxis, which can be fatal. It is imperative that all families recognise the seriousness of this issue and comply when asked to refrain from including certain food items in their child's lunch boxes.

In addition, due to the serious nature of some allergic reactions we ask that every child wash their hands and face thoroughly before attending kindergarten.

Upon commencement of kindergarten, your teacher will discuss this issue further and advise which foods must be avoided for the benefit of the children in attendance within that kindergarten group.

If your child has an allergy or suffers from asthma, an action plan signed by a Medical Practitioner must be provided to the kindergarten and a risk minimization plan will be developed between the family and the staff prior to your child starting kinder.

## Head Lice

If a head lice outbreak occurs, the kindergarten will arrange for a sensitively conducted head lice screening for which parents have been required to give consent in the enrolment documentation.

## Health and Absence

Please do not bring your child to kindergarten if they are unwell.

You will appreciate that we have a responsibility towards the other children at the kindergarten and their families. If your child has a contagious disease (refer to the table at the back of this handbook) we would like to know as soon as possible. Please ensure your child is completely recovered before they return to kindergarten.

If your child is taking medicine, and this requires administration at the kindergarten, this must be recorded and signed in the kindergarten medication book before each session. The staff cannot administer medication unless there is specific written information from the parent/guardian. It is not necessary to ring for an occasional absence.





## Library

An enjoyment of books is encouraged. From term 2, a lending library operates within the kindergarten; however we do suggest regular use of your local library.

Pre-school reading sessions are scheduled every day of the week at local libraries. This gives children the opportunity to listen to a variety of stories, partake in an art activity afterwards and learn to be in a group environment.

Talk to your child about respecting books and how to look after them. This includes turning the pages from the right-hand corner, keeping them safe in a library bag and returning them on time back to the library. Read regularly with your child their favourite books and explore new ones too. Start early to encourage a lifetime love of books and reading!



We have an annual 'Donate a book' scheme whereby parents are invited to participate by purchasing a book from a selection chosen by the teachers. The book then becomes part of the kindergarten lending library and each participating child's name and year of attendance will be printed on a nameplate within the book.

## School Visits

After kindergarten, our children attend a number of different schools in the area. Although, we do not arrange school visits, we are in contact with local schools who notify us when enrolments are due and open days or the like are on. We will pass this information on as it comes to us.



The teachers are in a unique position when advising you about school readiness for your child. They are always available to discuss any concerns you may have in this area.

Generally we recommend later school starting, that is, to be at least 5 years of age, by the start of February of the school year.



## Philosophy & Approach to Learning

Canterbury Norwood Kindergarten is a small and intimate community managed kindergarten, where staff and parents work together to provide quality early childhood education for our children.

Our kindergarten welcomes children from diverse cultural backgrounds and children with special needs. Families are encouraged to share their culture and home experiences to help enrich the knowledge of our children.

We base our program on the Early Years Learning Framework with an emphasis on play-based learning. We believe all children are capable of learning successfully and we support each child to participate in the program. Our program takes into account the uniqueness of each child, their individual level of development, their parents' expectations and our staff members' values as early childhood educators.

We aim to provide a nurturing and safe environment for free play which we believe is fundamental in enhancing our children's emotional development, physical, intellectual, creative, communication and social skills.

The pathway of our children's learning and development is centred on our theme of "belong, grow, blossom". We aim to make children aware that they **belong** not only to their family, but also to a community, cultural heritage and social groups outside the family. We also help children **grow** their sense of identity and self-confidence and **blossom** from their learning experiences.

The day-to-day program is flexible and allows for each child's individual needs, abilities and interests. We enable our children to play and experiment at open-ended activities with few interruptions. Our children are encouraged to explore, observe, create and use their imagination. We respect the rights of the children to make choices and participate in decisions that affect them including their learning.

We strive towards best practice in early childhood education and are committed to continuous improvement. The CNK Committee of Management recognises the importance of the expertise of our staff by supporting their on-going professional development to improve their knowledge and skills which in turn will contribute to the knowledge and skills of our children.



## Our Broad Program Goals Are For The Children To:

- Develop a sense of their personal and social selves.
- Experience an environment, which nurtures their emotional well-being.
- Experience a program that respects their individuality.
- Develop a sense of their personal uniqueness.
- Develop a positive attitude to learning where their play is valued as meaningful learning and the importance of spontaneous play is recognised.
- Develop both verbal and non-verbal communication skills for a range of purposes.
- Discover different ways to be creative and expressive.
- Experience the stories and symbols of their own and other cultures.
- Gain confidence in and control of their bodies.
- Learn strategies for active exploration, thinking and reasoning.
- Develop working theories for making sense of the living, physical and material worlds.
- Feel comfortable with the routines, rituals and regular events, and to know the limits and boundaries of acceptable behaviour.
- Have the opportunity to learn with, and alongside others.





## Punctuality and Safety

As there are approximately 25 families using this centre every week we feel that it is most important to have a uniform set of rules for the safety and protection of every child. The teachers will explain the 'rules' to the children, but we also need you to reinforce these safety precautions.

The Safety Notice issued at the time of enrolment and signed by parents on their own behalf and other carers for that family also details CNK's safety points – please ensure you are familiar at all times with the safety instructions of our kinder.

- Always shut the gates when entering or leaving, regardless of who is behind you.
- Always consider how many children you can adequately supervise at the kindergarten and in your car before you offer or agree to bring someone else's child to or from kindergarten. Remember every child should be properly buckled into a car seat.
- Please be aware that Boronia Road is a very busy road and quite narrow when cars are parked on both sides. Also note, parking restrictions are different on both sides of Boronia Road. All drivers need to be aware that this street has residents who need to access their driveways easily so PLEASE do not park across a driveway or just on the edge of a driveway as this limits the accessibility to a resident's property.
- The kindergarten driveway is NOT to be used as a car park for picking up your child or used to turn your car around. During drop off and pick up time our children are walking to their cars through that area which makes it dangerous for cars to be pulling into this area.
- Chat to others inside the kindergarten gates where the children are safe, NOT on the path near cars (unless your child is seated in a car). Do not allow your child to climb the fences. When bringing your child to kindergarten it is important that they greet the teacher so that she knows that they have arrived and where they are. Chats with kindergarten friends are great – but please refrain from chatting inside the kindergarten as this can be disruptive to the teachers and children.
- Regulations require that we have a book in the entrance foyer, which must be signed when the child is delivered to kindergarten and, if the child is to be collected by someone else, this must be entered in the book. The child must also be signed out, when collected. We ask you to keep an updated list at the kindergarten of people authorised to collect your child. If parents need to nominate a person to collect their child in a one-off occasion, the 'Authority for collection of child by another person' form needs to be completed and given to the teacher. The form is available in the tray on the sign-in desk. Please note that the minimum age requirement for a person



you authorise to collect your child is 16 years of age. Never let anybody else's child out of the kindergarten unless accompanied by an adult/authorised person. Please see our Delivery and Collection of Children Policy on our website.

- Please be punctual both when leaving and picking up your child. Arriving on time gives your child the benefit of a full program and collection on time avoids anxiety about being forgotten. If you do get held up, please ring the centre so we can reassure your child. Staff cannot leave the centre if children remain; there is additional staff and centre costs incurred which will be passed on to late pick-ups.

## Security keypad

There is a security keypad outside the front door of the kindergarten to enable authorised people to open the door by entering a code. The keypad will be enabled by the teachers during kindergarten hours. Outside kindergarten hours, access to the kindergarten via the keypad will not be possible.

All kindergarten parents will be given the PIN number for the security keypad early in term 1. For the safety and security of our children, it is of utmost importance that this PIN number is kept secure. It is important that you do not tell children the password or let them use the keypad. When using the keypad to gain entry, parents must take responsibility for making sure that the kinder door is shut securely behind them. This is for the safety of our children. Upon entering the PIN number the door will unlock for a few seconds.

On kindergarten mornings, the keypad will be activated by the teaching staff when they are ready to commence the session. Entry by the keypad will be allowed for those who are late to kindergarten.

If parents are entering the kindergarten outside normal drop off and pick up times, they are asked to present themselves to the teaching staff promptly with as little disruption to the session as possible.

At pick up time, parents are asked to wait outside the kindergarten until the door is opened by a teacher or parent on duty. Parents are not to use the PIN at this time unless by prior agreement with the teacher. This will minimise disruption to the kindergarten session.



## Snack Time & What to bring

A portion of each session is set aside for the children to sit down together at the tables for a drink of water and a snack of fruit. This is supplied and prepared by the on duty parent/carer in the kindergarten kitchen **if** COVID-19 restrictions allow. If they do not allow, children will need to bring a morning tea snack of fruit/veggies each day, in a labelled container/snack box.

Please remember to pack your child a labelled water bottle. Playing can be thirsty work!

Both Butterfly and Caterpillar children should also bring with them a labelled packed lunch to each session. Lollies are discouraged in lunchboxes and you are asked to remember we are a **nut-free** kindergarten\*. Please check all processed food labels – you will be surprised what nuts are in! We promote healthy eating and encourage parents to pack healthy, nutritious food for the children's lunch and afternoon tea. Please refer to the Nutrition and Active Play Policy on our website.

Children should also bring a snack for afternoon tea. Please provide containers and/or packaging that your child can independently open to encourage a sense of achievement and independence during mealtimes. All containers (and lids!) are to be clearly labelled.

If further requirements are needed in relation to either group's food from home; due to a specific allergy in the group. This will be discussed by the teacher at the beginning of the kinder year.

A change of weather appropriate clothes should also be in your child's bag in the event of accidents or messy play.

There will be a rest period in Terms 1 and 2 for the Butterfly Group and throughout the year for the Caterpillar Group. Please supply a named blanket for your child's use during rest time after lunch. This will remain at the kindergarten during the term and is returned home at the end of each term for laundering.

\*some children are fatally allergic to any nut products or products that may have been contaminated by nuts on a production line.

## Sun Smart

The kindergarten follows a sun smart policy. Therefore, each child will be provided with a named hat at the start of the year. The cost of the hat will be included in fees. It is requested they be left at the kindergarten to ensure they are always there when required. Children will not be allowed in the sun without a hat.



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Please be reminded that it is important that you apply sunscreen to your child before commencement of kindergarten.

If you have noted on the confidential enrolment form that your child has allergies to sunscreen; please bring a 'named' sunscreen to kindergarten to be kept on premise for the exclusive use for your child.

Parents (and siblings) are expected to adhere to the Sun Protection Policy on our website (e.g. please bring a sunhat for yourselves for Stay and Play and excursions).

## Toilet training

We expect all children to be toilet trained before starting at our kindergarten. However, if you have any concerns about your child, please speak to your teacher.

Over the Christmas/summer period is an ideal time to train children to use the toilet and make sure they are confident when managing their clothes (pull pants and underwear up and down) and hygiene independently.

Some helpful toileting websites:

<https://www.mayoclinic.org/healthy-lifestyle/infant-and-toddler-health/in-depth/potty-training/art-20045230>

<http://www.parents.com/toddlers-preschoolers/potty-training/tips/potty-training-tips/>

## Clothing and Smocks

Remember to dress your child in clothing that is practical for play and those they can manage themselves. Dress ups are provided at the kindergarten to encourage open-ended play, in preference to character costumes. Sensible, supportive, **covered toe footwear** is best for play – crocs and thongs are discouraged. Smocks are provided by the kindergarten for appropriate activities such as painting and clay etc, but it is not possible for children to stay clean at all times and so it is best for them (and you - when you attend kindergarten duty) to wear clothes that wash easily. (Wonder Soap will get out most marks or a good soak in Nappy San).

Please provide a labelled, spare set of clothing in your child's kindergarten bag in case a change is required.

Note: Kindergarten laundry is sent to one family each week on a roster system. It is appreciated if the laundry is returned washed and folded as soon as possible.



## Infectious Diseases – Instructions for Control

### Minimum Period of Exclusion from Primary Schools and Children’s Services Centres for Infectious Diseases Cases and Contacts

The following table indicates the minimum period of exclusion from schools and children’s service centres required for infectious diseases cases and contacts as prescribed pursuant to the Public Health and Wellbeing Regulations 2009 – Schedule 7. In this schedule, ‘medical certificate’ means a certificate of a registered medical practitioner.

Disease	Exclusion of cases	Exclusion of Contact
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter (gastro)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Chicken Pox	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Until discharge from eyes has ceased	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later	Exclude family/household contacts until cleared to return by Secretary.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Hand, Foot and Mouth disease	Until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until at least 4 days of appropriate antibiotic treatment has been completed	Not excluded
Hepatitis A	Exclude until medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded





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Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded
Human immunodeficiency virus infection (HIV/AIDS virus)	Exclusion is not necessary.	Not excluded
Impetigo (school sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded unless considered necessary by the Secretary
Leprosy	Exclude until approval to return has been given by the Secretary	Not excluded
Measles	Exclude for at least 4 days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure they may return to the facility
Meningitis (bacteria – other than meningococcal meningitis)	Exclude until well	Not excluded
Meningococcal Infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner)	Not excluded



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Pertussis (whooping cough)	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment
Poliomyelitis	Until at least 14 days from onset. Re-admit after receiving medical certificate of recovery	Not excluded
Ringworm, Scabies, Head lice	Exclude until the day after appropriate treatment has commenced	Not excluded
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of the rash	Not excluded
Salmonella, Shigella	Exclude until there has not be a loose bowel motion for 24 hours	Not excluded
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced	Not excluded unless considered necessary by the Secretary
Streptococcal Infection (including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well	Not excluded
Tuberculosis	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious	Not excluded
Typhoid Fever (including Paratyphoid fever)	Exclude until approval to return has been given by the Secretary	Not excluded
Verotoxin producing Escherichia coli (VTEC)	Exclude if required by the Secretary and only for the period specified by the Secretary	Not excluded
Worms (intestinal)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded



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## Contact Information

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