Three-year-old information booklet
2009

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Welcome from Lynda Deacon

Welcome to Greensborough Preschool. My assistant, Geralyn Nolan, and I look forward to sharing your child’s three-year-old kindergarten year with you. Three-year-old kindergarten is a very big step for many children as often it is the first time a child has been left in the care of someone outside the family circle. It is a year where children begin developing confidence and independence. Social skills are challenged and children begin forming many friendships.

Our program provides a safe and nurturing environment for children to develop and extend their social, emotional, cognitive, physical and language skills. Our flexible routine provides opportunities for solving problems; asking questions; listening and reasoning; attending to and completing tasks; relating to peers and adults; resolving issues appropriately and successfully; working independently and in a group; taking responsibility; developing self awareness and a sense of self; and extending children’s knowledge of the world.

Throughout the year we will be looking for your support as we create your child’s very own ‘learning journal’. This journal is a reflection of your child’s kindergarten year recording their developmental progress with images and stories of their exciting adventures. We encourage you to include your own stories in the journal for your child to enjoy in years to come.

We look forward to meeting you and hope you will be able to make time throughout the year to come along and share some special ‘kinder time’ with us. We all enjoy these special times as it allows time to get to know each other, and it’s always nice to have an extra pair of hands on board. We also hope as parents you will make new friendships in the opportunities provided through joining our kindergarten community.

This booklet will answer many questions you may have about our preschool and your child’s program. Take the time to read this book and jot down any queries you may have and we can answer these at our Orientation Day later in the year.

I am also happy to be contacted at the kindergarten. I am available: Monday 12.00pm-4.30pm; Tuesday 8.00am-12.30pm; Wednesday 8.00am-12.30pm; and Friday 12.00pm-4.30pm.

Thank you

Lynda Deacon
Term dates 2009

Term 1  28\textsuperscript{th} January - 3\textsuperscript{rd} April
Term 2  20\textsuperscript{th} April - 26\textsuperscript{th} June
Term 3  13\textsuperscript{th} July - 18\textsuperscript{th} September
Term 4  5\textsuperscript{th} October - 18\textsuperscript{th} December

Session times

Group one

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>1.45pm to 3.45 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8.45am to 11.45am</td>
</tr>
</tbody>
</table>

Group two

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>1.45pm to 3.45pm</td>
</tr>
<tr>
<td>Friday</td>
<td>12.45pm to 3.45pm</td>
</tr>
</tbody>
</table>

Closing days

The kindergarten closes for national and state public holidays including:

- New Year's Day
- Australia Day
- Labour Day
- Good Friday
- Easter Monday
- Anzac Day
- Queen's Birthday
- Melbourne Cup Day
- Christmas Day
- Boxing Day

In addition the centre is closed on the first and last day of the year for staff set-up and pack-up. The centre may also be closed for all staff to participate in professional development, families will be notified of these changes through the newsletter.

The kindergarten

Greensborough Preschool is a not-for-profit kindergarten and is an incorporated association. A committee of management is elected from the parents at our Annual General Meeting in November each year.

The committee roles and responsibilities include staff employment, maintenance, management of centre finances, expenditure, provision of materials, policy reviews, fee collection, fundraising, organisation of social gatherings and numerous other tasks. Parents are invited to join the committee, it is a great way to share and learn new skills, and to meet other parents.
Committee meetings are held on a monthly basis and minutes of meetings and other relevant information is displayed on the noticeboard. Parents are welcome to make suggestions to the committee, a contact number for a committee representative is displayed on the noticeboard.

Responsibilities

Banyule City Council owns the kindergarten building and is responsible for limited maintenance on its exterior (for example, care of the front car park, garden and fixing locks).

The parents are responsible for many things including the following:

- Maintenance of the outdoor yard and building which includes lawn mowing, painting, up-keep of play equipment, shade, gardening, etc.
- Roles and responsibilities as outlined for the committee
- The hot water service, plumbing, and the payment of all utilities and cleaning for the centre.
- Cleaning the kindergarten after a social event.

Staff

The Greensborough Preschool employs a qualified kindergarten teacher for both the three and four-year-old programs. An assistant is employed to work in both programs. Our group size is limited to 25 children in the four-year-old program and 20 children in the three-year-old program. All staff, including the assistants, hold a current first aid certificate, and attend anaphylaxis and asthma training. Staff attend regular in-service and training sessions to enhance their skills and knowledge for working with the children. Relief staff may be employed at these times and when staff are away sick.

Orientation

Parents and their child are invited to visit our kindergarten for an orientation session in November/December. This helps the children and parents to familiarise themselves with the staff and the environment. It also gives parents the opportunity to meet other families.

What to bring

Bag

This should be large enough to carry a drink bottle, snack box, spare clothing and your child’s artwork home. Please make sure the bag and all your child’s other belongings are clearly labelled with your child’s name.

Light snack

We ask that your child bring along a healthy fruit snack and drink of water to each session. This can be sent along in a small container and drink bottle which are clearly named and be managed by your child independently. The fruit snack needs to be fresh and pre cut for your child to eat. A variety of fruit and vegetables such as apples, oranges, bananas, sultanas, grapes, celery, carrots, cheese and yoghurt are welcomed.
Clothing

Please dress your child in comfortable, easy to wash clothes suitable for a range of activities, kindergarten offers many opportunities for ‘messy’ play with items such as paint, clay, sand, water and mud. The outdoor equipment also provides many opportunities for climbing and exploring. Staff will take care to see that aprons/smocks are worn where appropriate, however we cannot guarantee that clothes will remain unsoiled at all times.

Footwear

Sandals, boots, runners and shoes are suitable footwear for the kindergarten. Thongs or crocs are not suitable as they can be slippery and hazardous for children when using the outdoor equipment. Parents are welcome to provide named gumboots and slippers for their children to wear in the cooler months.

Learning journals

These booklets are kept on display on our book stand for the children to enjoy at kindergarten. Families may take them home during sessions to share or to contribute stories; these may include family holidays, birthday celebrations or special drawings and photographs. Please be mindful these are the property of the child and that we should not read others without their consent.

Group program reflections

After each session a ‘group reflection’ about what happened is written and posted for parents to enjoy and eventually compiled to make a group booklet to share with families at home.

Shared stories

Throughout the year a special group story may be created for the purpose of sharing special information with families. Each child will have the opportunity to bring home the book between their session times, we ask you to make the time to enjoy this book and return it for the next child to share.

Birthdays, celebrations and festivities

We recognise different celebrations and festivities throughout the year. Please let the staff know if there is a celebration or festival that your family participates in. Learning about the traditions and customs of members of our community provides valuable learning opportunities for the children, staff and families.

Your child’s birthday is a special day and we like to celebrate this with your child. To ensure the needs of our children with anaphylaxis or allergies are met we ask you to talk to your child’s teacher about a suitable customary food/item that you wish to celebrate your child’s birthday with. All food items will need to include a detailed list of ingredients.

Centre events and excursions

Throughout the year your child’s teacher will organise some events which supports the group’s interests and learning experiences. Notices informing families will be posted in their child’s pigeon hole, there is no extra charge for these events. The children enjoy these special guests and they play an important part in our educational program.
Delivery and collection of children

The kindergarten door remains closed until the session commences as the staff are attending to final preparations for the session. During the session the door remains locked for security reasons. An indoor/outdoor bell is provided for use during session time.

Attendance book

The Attendance book provides current information on children in attendance at the centre. This information is used for regular checks throughout the day by staff and in the event of an emergency evacuation.

Important points to remember:
- The person delivering and collecting the child must sign the book on arrival and departure.
- Only authorised persons will be allowed to collect children from the centre. All authorised persons must be 16 years of age or above.
- If your child is to be collected by a person not listed on your child’s enrolment form you may organise to add this person or complete the relevant authorisation form located near the attendance book.
- If changes occur during the day please telephone staff. If the person is not listed on your child’s enrolment form please advise them that they will be required to show a photo ID if the staff have not met them before (for example a driver’s licence). Paperwork will need to be completed on your next visit to the centre.
- Ensure when entering and leaving the building that only the children in your care are with you.
- Ensure that gates and doorways are securely shut on entering and leaving.
- Immediately advise staff if you think a child may have left the building unattended.
- If you need to collect your child early, please let staff know so your child is ready on your arrival.

Arrival and departure times need to be observed, late collection can result in the involvement of Child Protection and a late fee to cover the additional staffing costs. Information regarding late fees is provided in our Delivery and Collection of Children Policy; and the Fee Policy Summary provided on enrolment.

Bringing toys to kindergarten

Children are unable to bring to kindergarten any toy or item that does not promote the concept of peace, for example toy guns, knives, superhero toys or costumes. If a child does bring such a toy or item, staff will request parents to take it home or it will be placed in the office.

SunSmart guidelines

Hats are essential and the kindergarten has a Sun Protection Policy which meets the SunSmart recommendations. From the 1st September to 30th April, we provide sunscreen and safety mirrors in the waiting area near the front door. Please encourage your child to apply sunscreen on arriving at the centre. During these months the children and staff must wear a sunhat when outdoors. Children’s hats are supplied by the kindergarten at a minimal charge (with Term 1 fees). Each hat is labelled and stored separately. If you are staying for the session we ask you to provide a hat for yourself and any other children in your care.
The kindergarten is fortunate to have a range of shaded areas in the outdoor yard. We use these areas for programmed activities and children are encouraged to play in shaded areas whenever possible during the summer months.

Please ensure no sunscreen is kept in your child’s kindergarten bag. If your child has special requirements for sunscreen due to allergies or skin conditions please speak to a staff member as the centre policy caters for a child’s individual needs.

**Illnesses**

We are committed to providing a safe and healthy environment and parents/guardians will be notified by a staff member if they believe your child has:
- Gastroenteritis
- Respiratory infection (more than the common cold)
- Hand, foot and mouth disease (when weeping blisters are present)
- Other symptoms as listed in the DHS Communicable Diseases Exclusion Table (Appendix 1)
- If the child appears too unwell to participate in the program

If your child has been ill (for example, vomiting, constantly runny nose etc.) please don’t send them to kindergarten as they will find it hard to participate in the program and may pass their illness to other children and staff.

The *Illness Record* book kept in the kindergarten room will be completed by a staff member and parents or guardians will be required to sign this book.

**Infectious diseases**

Children, staff and any volunteers working with the children are excluded from kindergarten as listed in the attached DHS *Communicable Diseases Exclusion Table* (Appendix 1). A notice will be displayed in the entrance to the centre or near the attendance book informing parents or guardians of any infectious disease at the centre. The exclusion table details exclusion times for children, staff or volunteers who have not been immunised.

If a child develops symptoms staff will notify parents or guardians as soon as possible and ask for the child to be collected. Details will be recorded in the illness book and parents or guardians will be asked to sign the book.

**Medications**

A *Medication Book* is kept in the kindergarten room. Parents or guardians will need to complete the *Medication Book* and physically hand the medication to a staff member and it will be stored in a child-proof container (a separate container is kept in the fridge for medications which need to be refrigerated). Medications must be provided in their original container, with the child’s name, instructions and expiry date clearly visible.

If your child requires medication on a regular basis please speak to staff as a medication record can be completed to cover a six month period. Please refer to the kindergarten’s *Medication Policy* for detailed information.
Anaphylaxis

Greensborough Preschool is an anaphylactic friendly centre and all staff undertake annual training in preventative measures to minimise the risk of an anaphylactic reaction. The centre has a detailed Anaphylaxis Policy and parents or guardians will need to complete an Anaphylaxis Action Plan available from www.allergy.org.au. The plan will need to be signed by the child’s doctor and parents or guardians will need to provide a complete EpiPen® kit while their child is present at the centre.

Smoke free environment

Greensborough Preschool is a smoke free environment (indoors and outdoors). This requirement also applies during non-operational hours, for example working bees and Christmas break-ups.

Safety

Maintaining a safe environment for your child is important to us. We ensure the safety of your child through supervision of children and regular safety checks on equipment by staff and committee. Staff will notify the committee maintenance officer of any unsafe or damaged equipment, and if possible remove unsafe items immediately.

Newsletters/notices/program

The kindergarten program is displayed on the three-year-old notice board and is updated fortnightly. The program outlines the children’s current interests, what is planned for them, and possible future ideas.

Each child is allocated a pigeon-hole in the main entrance on enrolment. Please check this regularly for receipts, fee statements, fundraising events, our fortnightly newsletter, and any other information relevant to the program. We encourage you to receive this by email to support the environment and reduce costs for the centre. Other general notices are displayed on the main noticeboard, foyer windows, front door and even sometimes on an easel.

Rosters

To give you the opportunity to participate in our program rosters are placed on the noticeboard at the start of each term. You are able to choose dates which are suitable for you to come along.

1. Parent helper

This roster gives the opportunity for any adult member of your child’s family to come to kindergarten and help.

Helping at kinder provides you with an opportunity to –

- Have fun with your child!
- Join in with the activities
- See what activities we are doing
- See how your child responds to other children, adults, group situations and to the activities undertaken
- Get to know staff and ask any questions
• Help assist us with snack time
• Help clean-up after snack time
• Place children’s artwork in tubs ready for collection at home time.

Toddlers are welcome to come along with you if you are helping. Any other children in your care must be supervised by you at all times.

2. Lawn mowing

This involves mowing the lawns, raking tan bark, sweeping paths and some occasional weeding. Again this is greatly appreciated, as it is important to keep our grounds neat, tidy and safe.

Parking

Parents may use the shared car park when arriving and leaving the kindergarten. Cars can be parked on the roadside directly outside the kindergarten, however please obey the parking signs. Take care to enter the car park in the entrance and leave through the exit, also observe the signs indicating parking for staff and the disabled. Parents are requested to not reverse park as children enter directly onto the footpath adjoining the carpark.

Parent library

The kindergarten has a parent library available to borrow books from for two weeks at a time. Parents need to complete details in the book kept with the library. If you have any suggestions for books to add to our library please share your ideas with the staff or committee.

Students and volunteers

Students from local schools and universities are a valued part of our program. Children enjoy the participation of new and interesting people in the program. A notice will be displayed and information provided through the newsletter when we have students or volunteers participating in our program. All students and volunteers remain under the direct supervision of the teacher.

Fee/payment envelopes

The kindergarten provides envelopes to be used for payments. Parents will be provided envelopes with requests for payments. If you require additional envelopes please ask a staff member.

We hope that this booklet will be of some help to you. If you have any questions, please don’t hesitate to ask.
Appendix 1

Communicable Diseases Exclusion Table

Published by the Communicable Diseases Section, Victorian Government Department of Human Services — February 2004

1. Minimum Period of Exclusion from 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 under Regulations 13 and 14 of the Health (Infectious Diseases) Regulations 2001 — Schedule 6. In this Schedule 'medical certificate' means a certificate of a registered medical practitioner.

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Exclusion of cases</th>
<th>Exclusion of contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Exclude until fully recovered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased or until medical certificate of recovery is produced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>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</td>
<td>Exclude family/household contacts until cleared to return by the Secretary</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (‘cold sores’)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conditions</td>
<td>Exclusion of cases</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lesions to be covered by dressing, where possible</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Human immuno-deficiency virus infection (HIV/AIDS)</strong></td>
<td>Exclude is not necessary unless the child has a secondary infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Impetigo</strong></td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Influenza and influenza like illnesses</strong></td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Leprosy</strong></td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Measles</strong></td>
<td>Exclude for at least 4 days after onset of rash</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school</td>
</tr>
<tr>
<td><strong>Meningitis (bacteria)</strong></td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Meningococcal infection</strong></td>
<td>Exclude until adequate carrier eradication therapy has been completed</td>
<td>Not excluded if receiving carrier eradication therapy</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Poliomyelitis</strong></td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Ringworm, scabies, pediculosis (head lice)</strong></td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Rubella (german measles)</strong></td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Salmonella, Shigella</strong></td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Severe Acute Respiratory Syndrome (SARS)</strong></td>
<td>Exclude until medical certificate of recovery is produced</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td><strong>Streptococcal</strong></td>
<td>Exclude until the child has</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Conditions</td>
<td>Exclusion of cases</td>
<td>Exclusion of contacts</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>infection (including scarlet fever)</td>
<td>received antibiotic treatment for at least 24 hours and the child feels well</td>
<td></td>
</tr>
<tr>
<td>Trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by the Secretary</td>
<td>Not excluded unless considered necessary by the Secretary</td>
</tr>
<tr>
<td>Verotoxin producing <em>Escherichia coli</em> (VTEC)</td>
<td>Exclude if required by the Secretary and only for the period specified by the Secretary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment</td>
<td>Exclude unimmunised household contacts aged less than 7 years and close child care contacts for 14 days after the last exposure to infection or until they have taken 5 days of a 10 day course of antibiotics</td>
</tr>
<tr>
<td>Worms (Intestinal)</td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>

Exclusion of cases and contacts is NOT required for Cytomegalovirus Infection, Glandular fever (mononucleosis), Hepatitis B or C, Hookworm, Molluscum contagiosum, or, Parovirus (erythema infectiosum fifth disease).