

# HELEN PAUL



# KINDERGARTEN

## Handbook

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# WELCOME

Dear Families,

We welcome you and your child to Helen Paul Kindergarten. We trust that your child will feel happy and secure in our kindergarten environment and be stimulated by the variety of activities and learning experiences we offer.

We hope that you, too, will enjoy your time with the kindergarten and invite you to participate in the many activities and involvement opportunities, which are open to parents. Without the help of our families and community, the Kindergarten could not operate and would not be able to offer such an enriching program.

Helen Paul Kindergarten is a non-affiliated kindergarten offering both 3-year-old and 4-year-old group sessions. It is licensed as a Children's Services Centre Class 1 under the Pre-School and Childcare Unit, Department of Education & Early Childhood Development (DEECD).

This handbook has been prepared to provide you with the information you need about our kindergarten. Please keep it handy and refer to it throughout the year.

Once again, welcome to Helen Paul Kindergarten.

Staff and Committee  
Helen Paul Kindergarten

'Children's centres reflect the diversity of Australian society. Staff, children and families may come from a range of cultural, linguistic, economic and social backgrounds and may possess diverse ideas and needs.'

'Inclusion fosters a sense of belonging and accepts and respects individuality and diversity. Inclusive programs encourage and allow all children genuine opportunities to access and participate in kindergarten programs.'

*DEECD, Victorian Kindergarten Policy, Procedures and Funding Criteria, Update 2009*

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## **HISTORY**

In 1952, during the “baby boom” that followed the end of World War II, the kindergarten on the corner of Ludstone Street and Chislehurst Road, in the middle of a new housing commission area, could not cope with the increasing number of preschoolers. The Department of Health Supervisor, Miss Helen Paul, advised the committee to establish another kindergarten. In gratitude of the great interest she took in the establishment of this kindergarten, they asked her permission to name the new kindergarten after her.

Miss Paul has contributed greatly to the whole pre-school field, having also been Principal of two interstate training colleges, Pre-school Officer for Canberra and Head Supervisor with the Free Kindergarten Union. The year after her retirement she became Director of a Kindergarten, which she had built up and put firmly back on its feet. She then accepted the position of President of the Free Kindergarten Union, during which time she was honoured by the Queen and awarded the M.B.E. for outstanding service in the pre-school.

In 1985, after 38 years of operation, Helen Paul Kindergarten became incorporated as an Association. Over the years the program has been adapted to meet changing community needs. However, the tradition of placing the children at the centre of the kindergarten’s programs and policies continues as strongly as ever.

## **FACILITIES**

Helen Paul Kindergarten is an excellent, fully equipped kindergarten situated next to tranquil parkland and sporting fields. It has ducted heating, air conditioning, ceiling fans and dishwasher. It has a comprehensive range of indoor and outdoor equipment, which is continually being updated and maintained. Our kindergarten complies fully with the Children’s Services Regulations.

# PARENT PARTICIPATION

At Helen Paul Kindergarten we promote open, friendly and cooperative relationships between staff and parents. Families are invited to visit the kindergarten and share activities with their children. Working bees and social events are held regularly and provide an opportunity for families to actively join in kindergarten community.

Parents can also participate in the decision-making and operation of the kindergarten by joining the Management Committee. An Executive Committee and a Management Committee run Helen Paul Kindergarten. The Executive Committee is responsible for the financial management of the kindergarten. The Committees are made up of parents whose children attend or have attended the kindergarten.

## **ELECTION OF COMMITTEE**

Members of the Committees are elected by parents at the Annual General Meeting, held in November each year. We are governed by the Helen Paul Constitution as an Incorporated Association. A copy of the Constitution is kept in the office, which you are welcome to read.

## **COMMITTEE LIST**

A list of the current Executive and Management Committee members can be found on display in the foyer. A copy of the minutes of the last Management Committee meeting is also located in the foyer. Parents are welcome to attend Management Committee Meetings, to observe and contribute to the discussions.

*Listed below are the Committee positions & their responsibilities.*

### ❖ **PRESIDENT**

Leads and coordinates all kindergarten activity. Chairs meetings and is delegate to group and district kindergarten meetings.

### ❖ **VICE PRESIDENT**

Assists the President and deputises at official functions when necessary.

### ❖ **MINUTE SECRETARY**

Keeps minutes of meetings and notifies members of meetings.

### ❖ **CORRESPONDENCE SECRETARY**

Handles all correspondence and maintains committee records and co-ordinates the AGM.

❖ **TREASURER**

Receives all monies and issues receipts. Pays all accounts passed for payment by the Parent Committee. Helps prepare annual budget and balance sheet. The treasurer is responsible for payment of staff wages and liaising with Payline services. The Treasurer keeps an accurate account of receipt and payments and submits a financial statement to the Committee at meetings.

❖ **ASSISTANT TREASURER**

Supports the treasurer with duties, as above, to ensure that the financial affairs of the kinder are conducted in an appropriate manner.

❖ **SPECIAL EVENTS/FUNDRAISING LEADER & SUB-COMMITTEE**

The leader and a sub-committee are responsible for coordinating all special events at the Kindergarten. Special events include social nights, the annual Open Day and Christmas function among others. Ideally, the sub-committee is made up of representatives from each of the four kindergarten groups, plus the Special Events Leader. The sub committee is not required to attend monthly committee meetings, although the Special Events leader must attend to keep the Committee of Management informed of progress.

❖ **GROUP LIAISON OFFICERS**

One representative from each 4-year-old and 3-year-old group acts as a contact person between parents and Committee. Their role is to organise social activities for their group, prepare the duty rosters, and provide assistance to other members of the committee as it relates to their group.

❖ **MAINTENANCE OFFICER**

Keeps a list of all maintenance work required at the kinder. Organises for this work to be completed, either through contacting the Council or individual contractors (as appropriate). Organises and supervises working bees.

❖ **COMMUNICATIONS OFFICER**

Prepares and prints regular newsletters for parents, and manages any other social media communications. Plans, implements and evaluates the annual parent survey.

❖ **ENROLMENT OFFICERS**

3-year-old and 4-year-old enrolments are managed by 2 enrolment officers, respectively. These officers handle all enrolment paperwork and correspondence, in liaison with Bayside Council's Central Enrolment Service.

❖ **POLICY OFFICER**

Reviews and creates policies and related documents for the kinder as suggested/required by the committee or other governing body such as Early Learning Association Australia (ELAA).

❖ **PURCHASING OFFICER**

Is responsible for purchasing consumables required by the Kindergarten and liaising with the Treasurer regarding reimbursement of monies. To assist the teachers of the Kindergarten in the maintenance and repair of books and other book related tasks as requested.

❖ **SPECIAL PROJECTS OFFICER**

Is responsible for the completion of special projects and tasks requested by the Committee. Role also requires the management of the key distribution.

❖ **IT OFFICER**

Is responsible for providing support to the kindergarten and its committee with issues relating to Information Technology.

❖ **GRANTS OFFICER**

Is responsible for identifying and applying for council and community grants that may be of benefit to the kindergarten.

## **FEES**

All the costs of operating the kindergarten (including staff salaries, materials and equipment, upkeep of buildings and grounds and teaching resources) are covered by:

Government subsidies – about 55 percent.

Fees – about 45 percent.

Fundraising is undertaken to pay for significant capital improvements to the kinder's facilities and equipment.

### **GOVERNMENT SUBSIDIES**

The Victorian Government provides a subsidy for each 4-year-old place, subject to certain requirements (for details contact the Treasurer or Teacher). There is NO subsidy for 3-year-old kindergarten sessions.

### **FEES**

The Executive Committee sets fee levels each year during the budget/planning preparation process. Fees are kept as affordable as possible, whilst ensuring the continuing viability and quality of the kindergarten service, and without relying on fundraising for everyday operating expenses.

A non-refundable deposit of \$100 is payable on accepting a kindergarten place (i.e. confirmation of enrolment). This deposit will be deducted from the first term fees.

Parents will be notified via e-mail of fees due each term.

Fee payment is compulsory regardless of whether you are absent for part of or all term, i.e. overseas trips, family holidays. This is due to the place/service being held for your child during this time. When Groups are accepted and paid for, there are no reductions in these costs if sessions are missed, i.e. holidays, sickness. The Committee is responsible for the collection of fees and has the discretion to withdraw the kindergarten place in the event of continuing non-payment of fees. A copy of the Fees Policy will be included in your orientation pack, and is also on display in the foyer.

Families who are holders of a Health Care Card or Pensioner Health Benefit Card are entitled to a small amount of State Government fee relief. Please advise the Teacher or Enrolment Secretary when enrolling to receive this benefit.

In individual cases of financial hardship the Committee will consider the need for additional special fee arrangements. This may include paying by instalments, extra fee relief, or reduced rates for more than one child. All financial discussions will be confidential. Parents should approach the Kindergarten Treasurer if they are having difficulty with fee payment, to negotiate the matter as quickly as possible.

Fees (Cont'd)



### **WORKING BEE LEVY**

A working bee levy of \$100 is charged at the commencement of the year. If a working bee or approved substitute is completed during the year the \$100 will be refunded.

### **INCURSION/EXCURSION LEVY**

An incursion/excursion levy will be charged at the commencement of the year. This levy will cover the costs of any incursions/excursions included in the kinder program.

### **SPECIAL EVENTS/FUNDRAISING**

Fundraising events will be organised by the committee throughout the course of the year. The aim of the funds raised is to pay for significant capital improvements to the kinder (including facilities and equipment) that standard operating income (fees and DEECD) cannot fund.

# ENROLMENTS

## **READINESS FOR KINDERGARTEN**

Children who can separate without undue stress for short periods of time, play happily alongside or with other children, can follow simple instructions and routines, and can ask for help if needed are generally considered ready for kindergarten and able to enjoy all that the kinder program has to offer. It is preferable that children are day toilet trained.

## **ENROLMENT FOR 3 & 4 YEAR OLD KINDER**

Information on all enrolments can be obtained from the Teachers, HPK Enrolment Officers or the Bayside Council. The Bayside Council operates a Central Enrolment Service for all 3 and 4-year-old kindergartens in the area. Forms and information can be obtained from the kindergarten or Council and must be submitted to the council with a small Enrolment Fee. Forms should be submitted the year prior to the child attending Kindergarten.

Allocation of places is done in August by Central Enrolment. Places will be allocated according to the Council's criteria. Our Enrolment Officers will contact parents of those children to be offered a place. Parents must confirm their place by completing the required documentation distributed via CareMonkey (an online enrolment program) on behalf of HPK.

Please note that children must be turning 3 by the 31<sup>st</sup> January (for 3-year-old kinder) or turning 4 by 30 April (for 4-year-old kinder) of the year of attendance to participate in the Central Enrolment process.

We appreciate that all children differ in maturity and therefore their kindergarten readiness. If you have any doubts/questions about when your child should start kinder and/or school (particularly for those children born in the months of February, March & April), we strongly encourage you to discuss these with our teachers to ensure the best possible outcome for your child.

## **SECOND YEAR OF 4 YEAR OLD AND SCHOOL READINESS**

A second year of Government subsidised 4-year-old kindergarten is not readily available. To qualify for a second year, the child must be assessed by the teacher and the Preschool Field Officer as demonstrating delay or additional needs in at least 2 developmental areas. If a child qualifies, the Committee will allocate a place for that child in the following year's enrolments. Any requests for an unsubsidised place will be given due consideration by the Committee, however, children enrolling for their first year of 4-year-old kindergarten take priority over these requests for a second year of un-funded 4-year-old kindergarten. If any un-funded place is offered, the family will be asked to contribute additional fees to cover the cost of the normal Government subsidy. It is important to take this into consideration when first enrolling your child in the 3 and 4-year-old program. If you begin to have any concerns regarding school readiness once your child is in the kinder program, please speak with the teacher as early as possible to discuss these concerns and your options.

Enrolments (Cont'd)

## **CHILDREN WITH SPECIAL NEEDS**

The committee recognises the importance of children with special needs having the opportunity to attend regular kindergarten sessions. Special arrangement such as hours of attendance and integration aide requirements may need to be worked out by the Teachers with the families. The kindergarten is wheelchair accessible.

# SESSION INFORMATION

## **3 YEAR OLDS**

Helen Paul Kindergarten operates two separate 3-year-old kinder groups known as Possums and Kookaburras. There are a maximum of 22 children in each group. The staff children ratios are always as required in the Children's Services Regulations (2009). All staff have undergone the required police checks. Each child is asked to bring a piece of fruit or vegetable to each kinder session. The parent on duty uses this fruit to prepare a shared morning/afternoon tea. Staff require pupil-free set-up time at the start of each term. You will be advised if your group times will be affected.

### ❖ **POSSUMS**

Monday	1.30 pm – 4.00 pm
Wednesday	8.30 am – 11.30 am

### ❖ **KOOKABURRAS**

Wednesday	1.00 pm – 4.00 pm
Friday	8 30 am – 11.00 am

## **4 YEAR OLDS**

Helen Paul Kindergarten operates two separate 4-year-old kinder groups known as Kangaroos and Emus. There are a maximum of 26 children in each group. The staff children ratios are always as required in the Children's Services Regulations (2009). All staff have undergone the required police checks. On full days, children bring a healthy lunch from home. Each child is asked to bring a piece of fruit or vegetable to each kinder session. The parent on duty uses this fruit to prepare a shared morning/afternoon tea. Staff require pupil-free set-up time at the start of each term. You will be advised if your group times will be affected.

### ❖ **EMUS**

Monday	8.30 am – 1.00 pm
Tuesday	9:30 am – 12.30 pm (Offsite)
Thursday	8.30 am – 4.00 pm

### ❖ **KANGAROOS**

Tuesday	8:30 am – 4.00 pm
Thursday	9:30 am – 12.30 pm (Offsite)
Friday	11.30 am - 4.00 pm

# PROGRAM / CURRICULUM

As early childhood educators, we aim to provide the children with an environment in which they feel they belong – are accepted and valued – to interact with, and influence in their own unique ways, a comfortable and safe place to continue developing their identities. The children's overall wellbeing is our priority, and their emotional wellbeing is a pre-requisite for learning. Brain research (Harvard – National Scientific Council on the Developing Child, 2010) informs us that children cannot take in new information unless they are relaxed, so we utilise humour and a light touch to create a positive climate for learning. Indeed, for our whole kinder community – children, parents, friends, relatives and members of the wider community – we aim for a warm, welcoming environment, as a starting point for children's care and education. We believe in the contentment of staff as part of creating an atmosphere of wellbeing at the centre, with the emotional wellbeing of the staff as important as that of the children.

We operate an indoor/outdoor play based program with an emergent curriculum, as it respects and supports the ways children learn best. It reflects sound research that children learn best through play and by engaging in experiences that interest them. We value sustained and purposeful play rather than a set outcome. We are guided and supported in our practice by the *Early Years Learning Framework for Australia (2009) Belonging, Being and Becoming*, and the *Victorian Early Years Learning and Development Framework (2009)*. We uphold the *Early Childhood Code of Ethics (2006)* and the *UNICEF Convention on the Rights of the Child (1989)*.

We value times of calm and stillness for children to gaze, wonder and reflect, balanced with the introduction of new ideas, stimulating experiences and inviting materials to inspire and engage the children's hearts, minds and bodies. We believe that valuable ideas and questions can spring from times of stillness.

We understand that children learn and express themselves in different ways, and provide experiences to encourage them to use all their senses and employ various learning styles to meet these needs. Our program supports the development of the whole child in the context of the social and cultural environment they grow up in. Creative thought, social skills and independence are central aims for children's learning and development at our centre. We value the many delightful and unexpected incidental learning opportunities that occur and follow these up as learning focuses.

We believe that a connection with the natural environment – through the use of natural materials/equipment, enticing outdoor spaces, living plants and creatures – supports children's connection with their world. It is important to us that the children are happy and have a love of learning.

## **SPECIAL DAYS**

Throughout the year we hold some special event days, such as P.J. Day, Mothers' Day afternoon/morning teas, Fathers' Day/Night and Christmas Parties. We encourage the "special people" in your child's life to attend these events if possible and share their excitement.

## **INCURSIONS/EXCURSIONS**

Incursions will be organised as part of the 3-year-old program and both incursions and excursions will be organised as part of the 4-year-old program. Incursions/Excursions are left to the discretion of the Teachers with Management Committee approval. Parents are fully notified of all details, (e.g. purpose, destination, times, child/staff ratio, need for parent helpers) and their consent is required beforehand in writing. Usually a number of parents attend to help with the supervision of the children.

## **CULTURAL AND RELIGIOUS DIVERSITY**

Helen Paul Kindergarten is committed to delivering a service that embraces cultural, language and religious differences. Throughout the year, the Teachers strive to incorporate activities that reflect this, using themes, materials and language that recognise the varying backgrounds of our kindergarten families. They welcome any contribution you may wish to make, e.g. explaining a religious festival, cooking a special dish, singing a song, bringing in items from home, etc. Please discuss with the Teacher if you or your child need written material translated into a language other than English.

## **OUTDOOR KINDER**

Outdoor Kinder is an integral part of Helen Paul's program for its four-year-old groups. In addition to sessions on site, the four-year-old children will have a weekly excursion to nearby Dendy Park, where they will spend 3 hours exploring a designated area – with natural playscapes, wide open spaces and areas of potential interest - in self-directed, adult-supported learning.

We want to provide a curriculum that will support children throughout their entire life, one that reflects our passion in regard to the benefits of being outdoors and engaging with nature. Through an intimate knowledge of and connection with the environment, children learn to respect and look after it. Among other benefits, active learning outdoors develops resilience, problem solving and social skills and supports physical and emotional wellbeing.

### **WHAT KIND OF ACTIVITIES WOULD THEY BE DOING?**

- ❖ Playing imaginative games using resources that nature provides
- ❖ Building shelters or other structures from branches, with the help of peers and adults
- ❖ Counting found objects, categorising objects, finding patterns in nature
- ❖ Arranging items to make an ephemeral picture or installation
- ❖ Climbing trees, walking on logs and rocks, exploring the bush, rolling down slopes
- ❖ Play involving effects of water e.g. Puddles, mud play
- ❖ Learning about the flora and fauna
- ❖ Using real tools to make and create

# **FAMILY COMMITMENT**

Community kindergartens require commitment from families to operate successfully. Outlined below is what is required of our parents to ensure the successful running of our kindergarten:

## **FRUIT AND LAUNDRY DUTY**

You will be asked to do fruit duty two or three times per term. This involves preparing fruit for morning/afternoon tea, helping the Teachers as required, and spending time with your child and their friends. If work commitments make this difficult, you may organise for a grandparent, friend or child-carer to do these duties for you.

At the start of each term, a blank roster will be placed in the foyer so that you can choose your preferred duty times. The roster will then be typed up and distributed by your groups' Liaison Officer.

## **MAINTENANCE WORKING BEE**

Once a year, one family member per child from each group will be asked to attend a working bee at the kindergarten. You will be notified of the date and contacted if particular equipment (e.g. wheelbarrow, rakes, etc.) is needed on the day.

If you are unable to attend your allocated working bee, then please speak to the Maintenance Officer. You may be able to attend another group's working bee, or tasks may be available that can be completed by you at another time.

A working bee levy of \$100 is charged if a working bee or approved substitute has not been completed.

# **COMMUNICATION WITH FAMILIES**

## **INITIAL COMMUNICATION ABOUT YOUR CHILD**

It is vital that families and staff work together to make the most of a child's kindergarten experience. Our Teachers value your input in establishing reasonable goals for your child during the year and as such will ask that you complete a short information sheet requesting specific information about your child.

Should you wish to have a one-on-one discussion regarding your child with the teacher, they will gladly make an appointment with you to do so.

## **MID-YEAR INTERVIEWS**

For 4 year old Kindergarten families a short mid-year interview will be organised to discuss your child's kindergarten experience, developmental progress and school readiness. There are no formal reports handed out throughout the year. Additional interviews are conducted to respond to specific problems/issues, e.g. school readiness, as requested by the parent or suggested by the Teacher.

Formal interviews are not conducted for 3 year olds, but you can meet with the Teacher at an agreed time to discuss your needs.

## **FEEDBACK**

Parents are able to briefly talk to the Teacher at the beginning of a kinder session, however are encouraged to make an appointment with their child's teacher to discuss any matters of concern that can't be adequately dealt with at drop-off or collection time. Any relevant information about your family and your child's interests and behaviour at home is very helpful to the Teacher, as it enables them to teach your child in a more meaningful way. All information will be treated with the strictest confidence.

## **KINDER PROGRAM**

The Teachers provide information on the Program activities via their Reflection Book, which is on the bench in the foyer

Please read the notice boards in the foyer to keep up-to-date with special activities, coming events and messages from the teachers. Also keep an eye out for notices in your named pocket in the foyer – these are very important.

## **NEWSLETTER**

Every term, the Management Committee produces a Newsletter to inform you of what is happening at Helen Paul Kindergarten.

## **PARENT SURVEY**

The Management Committee values your feedback, and welcomes your input directly or via your Group Liaison Officer. Each year a Parent Questionnaire is conducted to survey the whole kindergarten community regarding the program and issues affecting both you and your child.



### **INFORMATION NIGHT**

An Information Night is held as a part of our Annual General Meeting. This will help you learn more about the kindergarten and what to expect for your child. It will also give you an opportunity to meet other kindergarten families.

### **PARENT SUPPORT**

During the course of each year, the Teachers and Committee will conduct or organise additional activities that may help to support or educate parents. These may include First Aid courses or seminars from child professionals.

### **LANGUAGES OTHER THAN ENGLISH**

If English is not the first language used in your home, please advise the Teachers so written material can be translated.

# COMPLAINTS AND GRIEVANCES

## **COMPLAINTS AND GRIEVANCES PROCEDURE**

Please raise any concerns or complaints directly with the person involved, in an attempt to resolve the matter in the first instance. Staff and committee members are approachable and aim to resolve issues as they arise where practicable.

Alternatively, complaints can be formally made, in writing, to the Grievances Subcommittee, or the President. The Subcommittee will deal with the matter raised with due confidentiality and as promptly as possible, according to the policies of the Kindergarten. If you would prefer, you may discuss any issues/concerns with your group's Liaison Officer who will then communicate with Staff/President/Grievances Subcommittee as necessary on your behalf.

Please read the Complaints and Grievances Policy located in the Policy Folder in the foyer and on the kinder website for further details.

## **DELIVERY AND COLLECTION OF CHILDREN**

Children are to be delivered to the Kindergarten and collected from the Kindergarten by a family member or other person over the age of 16 years (whom you have authorised in writing), at the correct times. The attendance book, located on the bench in the foyer is to be completed before and after each session. In the event of the child not being collected at the correct time, the staff will follow established procedures (see below). When entering the kindergarten grounds, please make sure that you close the external gate, to ensure children do not run out without an Adult. Staff monitor the internal doors, particularly at the end of each session, but your cooperation is vital in ensuring the safety of all children.

### **LATE COLLECTION**

Please advise the kindergarten as soon as possible if you are likely to be delayed for a few minutes when collecting your child. Remember your child will be expecting you to be on time. However, if a child has not been collected by 15 minutes past the normal end of session, the staff will attempt to contact the parents or emergency contact person (as authorised on the enrolment card). If this is unsuccessful, the staff will contact at least one member of the Executive Committee to attend the kindergarten to help resolve the situation. Please read the Delivery and Collection of Children Policy located in the Policy Folder in foyer and on the kinder website. Staff will continue to ensure the child's well being until the child is collected. If you are continually late the Committee of Management reserve the right to impose late fees and further action may be taken.

# WHAT YOUR CHILD NEEDS FOR KINDERGARTEN

## **BEFORE STARTING**

Before starting at Helen Paul you will need to obtain the following:

- ❖ **A kindergarten bag** - Your child will need a large bag to bring their fruit and lunch (lunchtime program only) and appropriate extra clothing (hat, coat, complete change of clothes including change of underwear and socks, etc) and to take home their work. Work can be collected from the labelled baskets next to the main door.

## **LONGER SESSION AND LUNCH BOXES**

- ❖ **A named lunch box & drink bottle** - Children attending a longer session will need to bring a packed healthy lunch. Please send nutritional food/snacks (avoid chocolates, chips, sweets/lollies etc) that will see them through a busy day of work and play.

## **NUT FREE ENVIRONMENT**

Helen Paul Kinder is committed to providing a safe environment that meets the special needs of our children. Anaphylaxis is the most severe form of allergic reaction and is potentially life threatening. One of the major allergens that can trigger anaphylaxis is nuts and the key to preventing an anaphylactic reaction is to avoid exposure to the trigger.

As we do have children attending the kinder with nut allergy, Helen Paul Kinder request that all parents refrain from sending foods containing any type of nut with their children to the kinder - in particular peanut butter, hazelnut spread (Nutella), certain muesli bars, chocolate bars and biscuits containing nuts. This applies to items with nuts as a listed ingredient, but does not apply to those foods labelled 'may contain traces of nuts'.

Please also be aware to avoid nuts and peanuts in birthday cakes or treats that may be brought to the kinder for your child.

Should there be children attending the kinder with any other severe food allergies, families will be advised accordingly if there is a need to avoid these allergens.

It is also a requirement that all children wash their hands upon entering the kinder room to alleviate any risk should the children have eaten foods containing nuts or other allergens prior to arrival at kinder.

## **MORNING /AFTERNOON TEA**

- ❖ **A piece of fruit or vegetable** is to be brought to each kinder session and shared for morning or afternoon tea.

We encourage you to provide a *variety* of fruit for your child to bring to kindergarten each day. This may include grapes, sultanas, mandarins, pears, watermelon, pineapple, raw vegetables etc depending on seasonal availability, as well as the more standard apples, bananas and oranges. Water will be provided by the kindergarten but please also send a named water bottle that your child can open.

Helen Paul Kindergarten provides a flexible snack time routine during each morning and afternoon session (in line with current regulations governing preschool programs). The emphasis is on accommodating the different needs of each child, which may vary from day to day.

With help from the duty parent/s, your child will be encouraged to sit for morning/afternoon tea in a small group setting.

The timing of this will vary depending on the activity your child is engaged in and the amount eaten and drunk will obviously change with how hungry/thirsty they are.

## **CELEBRATIONS**

There will be times at Kinder that different foods will be served as part of our program. This may include cooking done by the children, celebrations at different times of the year and birthday celebrations.

Please feel free to send along cakes or a birthday treat with your child on their special day, however, with food allergies on the rise, it has become more difficult to know what is acceptable to bring. If you are making or buying a celebratory food item, please ensure that you are aware of all ingredients & bring a copy of the ingredient list to kinder.

The kinder does encourage non-food treats for the kids – for example stickers, stamps and balloons.

Please remember to tell staff about any allergies or dislikes your child has. This information can be outlined in the confidential enrolment form.

## **SUITABLE CLOTHING AND FOOTWEAR**

Please dress your child in clothes that are comfortable, easily washed, and easily managed at the toilet. Both the indoor and outdoor activities involve an element of “messy” play. The kindergarten provides smocks but these are often only partially effective. Both you and your child will be happier if they are in suitable clothing.

Please ensure your child has appropriate, safe, strong footwear – shoes or sandals.

**NO THONGS PLEASE.** In warm weather children are allowed to remove shoes and socks, so please encourage your child to learn how to take them on and off. The Teachers will assist children where they need with putting clothes or shoes on.

Please send your child to kindergarten with a broad-brimmed hat for outdoor play sessions (see *Sun Protection Policy*).

## **SETTLING IN**

The new experience of kindergarten may seem wonderful or fearful to your child. They may find a new world with exciting things to do or a bewildering and frightening place from which they would like to escape. Your child may discover pleasant companions with whom to share experiences or strange children who are overwhelming in their rush of movement, loud voices and exuberance.

Your child may regard the Teacher as a friend in whom they can trust, or as an unfamiliar grown up whom they regard with suspicion. All children need understanding and support when they first come to kindergarten.

## **BEFORE STARTING**

Occasionally talk about kindergarten in a casual positive manner, e.g. *“You’ll be going to kinder soon. There are lots of interesting things to do there”*. Do not build it up to sound like a party; just be optimistic in your approach. Never use kindergarten as a threat, e.g. *“You won’t be able to do that at kinder”*.

## **FIRST DAYS**

During the early sessions, be prepared for your child to be resistant and reluctant for you to leave their side. Plan to be able to stay with your child for as long as the teacher thinks is necessary. She will tell you when it is time to say goodbye. Our program is designed to let you settle your child in a relaxed way.

Please pass on to the teacher anything that has happened since the previous day, which is important to the child. When collecting your child try not to rush in and out, ask, "Have you had a happy time" rather than, "Have you been good?"

Don't expect a pre-school child to give you a detailed account of the day's activities. If you ask them what they did, your child will probably say "nothing" - this is very normal. If you are really concerned ask the teacher or stay for a session and see for yourself.

## **TEACHER'S ROLE**

The teacher will be friendly but will not expect a quick response from a new child. She will show them the material and suggest things they may care to do, but will not force them. The teacher will watch for any indication of interest in a particular activity and will follow it up with the child as she gets the opportunity. She will explain the few rules which all the children are expected to respect and will be ready to remind them if they forget, without being impatient or cross.

The teacher will be ready to help your child if difficulties arise with other children or in the use of equipment but will also encourage independence and let them have the satisfaction of overcoming difficulties unaided when she thinks they are capable of it. The teacher will provide many interesting things for your child to do such as playing with sand and water, painting, block building, construction and waste material, using transport toys, etc. There will be books, musical instruments and times for listening to stories, singing and playing games.

The teacher will not be comparing your child with any other children, but will value them for their own individuality. We treat all children individually, as independent, intelligent and amazing beings and we expect that they will behave like children.

## **FRIENDS**

Your child will form friendships with other children. These friends will teach your child to give and take, both essential if one is to feel at ease in a group. Your child's friends will teach them how to adapt their behaviour to suit different occasions and different personalities. Friends will enrich their ideas and extend their knowledge. Children love to invite a special friend home and if your child is having difficulty settling into Kindergarten this can often help.

## **BEHAVIOUR**

Helen Paul Kindergarten aims to provide a safe, interesting and challenging educational environment for all children. The staff will try to give your child a sense of belonging and security within the group. They will encourage positive behaviour and value and respect each child as an individual. Clear behavioural limits are set for the safety and protection of everyone. The Teaching team aim to develop each child's self-esteem, resilience and self-discipline. They will help children learn the consequences of different behaviours.

The Kindergarten Interactions with Children Policy is available to read. It is located in the Policy Folder in the foyer and on the kinder website.

If you wish to raise any concerns about any of these matters, please contact the teacher.

# HEALTH AND SAFETY

## **ACCIDENTS, INJURIES AND ILLNESS AT KINDERGARTEN**

If your child becomes sick or is injured during the session, every effort will be made to contact you. If this is not possible, the staff will then contact the emergency contact nominated by you on the enrolment card. The kindergarten will always seek any necessary emergency medical, hospital, dental or ambulance services in the event of an accident or illness (as authorised by you on the enrolment card). Please notify the staff, including lunchtime carers, of any particular health concerns, allergies, etc. relating to your child.

## **INFECTIOUS DISEASES**

Sick children should not be sent to kindergarten – please take note of the Infectious Diseases Exclusion Table later in the Handbook. Infectious diseases such as measles, whooping cough, hepatitis, chicken pox, mumps, etc. are notifiable and subject to quarantine. If there is an infectious disease in the home whether the kindergarten child is a patient or not, the Teachers must be notified. Details of infectious diseases are displayed on a chart in the foyer. The Dealing with Infectious Diseases Policy and the Incident, Injury, Trauma and Illness Policy are available to read. They are located in the Policy Folder in the foyer and on the kinder website. A child who is not immunised will not be able to attend kindergarten while there is an outbreak of certain infectious diseases.

## **IMMUNISATIONS**

The Teachers can provide you with an information sheets if you have any questions regarding Immunisations and exemptions.

## **ABSENCE**

Please telephone the kindergarten if your child is to be absent.

## **HEAD LICE**

If head lice or nits (eggs) are found, families should immediately seek treatment and notify the teacher. Children must be excluded from kindergarten until they have received appropriate treatment (see Dealing with Infectious Diseases Policy).

## **SUNSMART – SLIP, SLOP, SLAP!**

Helen Paul Kindergarten is a Sun Smart Centre. During the middle of the day activities will be encouraged in the kindergarten's shady areas. However, it is important that your child bring a sun-smart hat to wear during outdoor play to protect their sensitive skin from sun damage. Application of a sunscreen (SPF50+) before coming to kinder will aid protection to exposed areas of skin. It is also advised that you keep a labelled roll-on sunscreen in your child's bag. Please let all staff know if your child is allergic to sunscreen. The Kindergarten's Sun Protection Policy is available to read in the Policy Folder located in the foyer or on the kinder website.

## **SMOKING**

Please refrain from smoking on or in the kindergarten premises.

# INFECTIOUS DISEASES

## EXCLUSION TABLE

The following table indicates the minimum period of exclusion from schools and children's service centres required for infectious diseases cases and contacts (Public Health and Wellbeing Regulations 2009).

Conditions	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
Chickenpox	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	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours.	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 the Secretary.
Hand, Foot and Mouth disease	Exclude 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 a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
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 immuno-deficiency virus infection (HIV/AIDS)	Exclusion is not necessary.	Not excluded.
Impetigo	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 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, 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.
Conditions	Exclusion of cases	Exclusion of contacts
Mumps*	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
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*	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (head lice)	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until there has not been 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 unless considered necessary by the Secretary.
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.

# EMERGENCY AND EVACUATION PROCEDURE

## INTRODUCTION

The following procedures were designed specifically by the Metropolitan Fire Brigade to meet with emergency evacuation requirements.

It must be remembered that there may be a number of emergencies other than fire in the Kindergarten that could necessitate an evacuation. For example:

Fire in neighbouring premises	)	Call Fire Brigade Ph. 000
Gas leak from damaged main or pipe	)	
Toxic fumes from a chemical spill	)	
Serious motor vehicle accident nearby	)	
Flood	)	

Bomb threat	)	Call Police Ph. 000
Hold-up	)	
Hostage Situation	)	
Siege	)	

Medical call ambulance Ph. 000

All of the above situations must be considered as possible threats to the Kindergarten. To lessen the impact of any of the above on the children, staff members should be aware of their responsibilities by being familiar with any directives issued under statutory rules and regulations, as well as these evacuation procedures.

Upon notification or discovery of a fire or other emergency in the building, the following action should be taken:

Raise the alarm immediately by blowing the whistle. The whistle will be sounded until it is confirmed that everybody has heard it and commenced evacuation. The whistle hangs from the handle of the double doors at the Kingston Street end of the children's playroom.

Remove all children from the immediate danger area and in the case of a fire, close the door to confine the fire (only if safe to do so.)

Telephone the appropriate emergency service on 000 from the office, or if this is untenable call from the kindergarten mobile phone.

Staff members and parents, on hearing this whistle, will stop all activities immediately and walk the children via the nearest safe exit to the selected assembly area. All effort must be made to keep the children together during the evacuation.

If safe to do so, the teacher will pick up the attendance book (so a roll call can be carried out), the Emergency Management Plan, the emergency evacuation kit, the first aid kit and childrens' EPI pens.

If safe to do so, close the doors after checking the kindergarten room, office and kitchen prior to leaving the building.

Ensure that all children are accounted for and are holding hands in the assembly area. Remain there until clearance for a return to the building has been given or until parents arrive to collect their children.

After the children have been cleared from the immediate danger area staff may, if safe to do so, attack the fire with the appropriate extinguisher. Fire extinguishers are located in the kitchen and playroom.

All staff and parent helpers should familiarise themselves with these procedures.

### **ASSEMBLY AREAS**

- ❖ Primary - Castlefield Reserve Park (located next to the kinder)
- ❖ Internal - The front lawn just inside the double gates.

### **REMEMBER**

The location of the fire and wind direction will indicate exit routes and assembly areas to be used.

### **TRIAL EVACUATIONS**

These should be carried out throughout the year using alternate exit and assembly areas.

# KINDERGARTEN POLICIES

Quality Area	Policy Number	Policy	Mandatory (M) or Best Practice (BP)
<b>Quality Area 1: Educational program and practice</b>			
1	N/A	Curriculum Development Policy	BP
<b>Quality Area 2: Children's health and safety</b>			
2	1	Acceptance and Refusal of Authorisations Policy	M
2	2	Administration of First Aid Policy	M
2	3	Administration of Medication Policy	BP
2	4	Anaphylaxis Policy	M
2	5	Asthma Policy	M
2	6	Child Safe Environment Policy	M
2	N/A	Child Protection Policy	M
2	7	Dealing with Infectious Diseases Policy	M
2	8	Dealing with Medical Conditions Policy	M
2	9	Delivery and Collection of Children Policy	M
2	10	Diabetes Policy	M
2	11	Emergency and Evacuation Policy	M
2	12	Excursions and Service Events Policy	M
2	N/A	Food Safety Policy	BP
2	13	Hygiene Policy	BP
2	14	Incident, Injury, Trauma and Illness Policy	M
2	15	Nutrition and Active Play Policy	M
2	N/A	Relaxation and Sleep Policy	BP
2	N/A	Road Safety and Safe Transport Policy	BP
2	16	Sun Protection Policy	M
2	17	Supervision Policy	BP
2	18	Water Safety Policy	M

<b>Quality Area 3: Physical environment</b>			
3	N/A	Environmental Sustainability Policy	BP
3	19	Occupational Health and Safety Policy	M
<b>Quality Area 4: Staffing arrangements</b>			
4	20	Code of Conduct Policy	M
4	21	Determining Responsible Person Policy	M
4	22	Participation of Volunteers and Students Policy	M
4	23	Staffing Policy (including WWC Check requirements)	M
4	N/A	Professional Development Policy and Procedure	BP
4	N/A	Recruitment and Induction Policy and Procedure	BP
<b>Quality Area 5: Relationships with children</b>			
5	25	Interactions with Children Policy	M
<b>Quality Area 6: Partnerships with families and communities</b>			
6	28	Enrolment and Orientation Policy	M
6	29	Inclusion and Equity Policy	BP
<b>Quality Area 7: Leadership and service management</b>			
7	30	Fees Policy	M
7	31	Governance and Management of the Service Policy	M
7	32	Complaints and Grievances Policy	M
7	33	Information Technology Policy	BP
7	34	Privacy and Confidentiality Policy (including Confidentiality of Records)	M
7	35	Risk Management Policy	BP

Note: a full copy of all policies can be found on the Helen Paul Kindergarten website or within the Policies Folder in the Kinder foyer.