

2024



PARENT INFORMATION BOOKLET

Address

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Preston West Victoria 3072

Phone

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Email

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Centre Manager – Marisa Puccio

j.s.grey.res.kin@kindergarten.vic.gov.au

Office Manager – Lisa Mancini

Website

www.jsgreykindergarten.org.au

Direct Phone Numbers

If you need to speak to your child's teacher, please use the mobile phone numbers below and save them for future reference.

Room 1

Nature Explorers 0419 441 769 (Mobile)

Echidna 0428 192 934 (Mobile)

Room 2

Emu 0484 335 507 (Mobile)

Wombat 0484 335 507 (Mobile)

Kangaroo 0459 900 948 (Mobile)



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ACKNOWLEDGEMENT TO COUNTRY

J.S Grey Kindergarten wishes to acknowledge the Wurundjeri people of the Kulin nations, the traditional owners of the land on which we are gathered today. We pay respects to the local people for allowing us to have our gathering on their land and to their Elders; past, present and emerging.

Welcome

The Staff and Committee of Management welcome you to J.S. Grey Kindergarten. We look forward to your child and your family joining our kindergarten community. At J.S Grey Kindergarten, we strive to provide a high-quality play-based learning program for children of preschool age, offering 15 hours per week for 4-year-old groups and 12 hours per week for 3-year-old groups.

Please read this handbook carefully. If information in this booklet changes throughout the year, the most recent version will be available on the J.S Grey Kindergarten website.

Our Philosophy

Children begin kindergarten with their own ideas, questions, values, opinions, cultures and family backgrounds. By respecting this, enduring and strong relationships between children and adults can be developed. This enables each child to feel safe, secure, respected, happy and nurtured as an individual. We include all members and respect each child's rights and dignity within our community.

The Victorian Early Years Learning and Development Framework underpin our play-based programs. Within this nurturing and play based environment, educators will empower and support children's sense of identity, community, wellbeing, learning and communication. We believe children's self-esteem and confidence is integral to all aspects of their learning and development and pride ourselves on offering an indoor/outdoor program that promotes children's sense of independence.

The roles of parents and community members within the program are highly valued. The kindergarten is a parent run centre that values parent support and welcomes members of our community to become involved in our centre. This provides children and their families with a sense of belonging and links strong connections between the kindergarten and home life.

Environmental issues are an integral part of the day-to-day learning at the kindergarten, as we endeavour to help the children understand their responsibility to their world. Sustainability is part of our program of our everyday practice. We model, we discuss and we involve each and every child, family and the wider community.

Our Kindergarten supports cultural diversity and our Educators have a sound knowledge and the ability to respect, communicate and understand the cultural differences and interact with all individuals fairly and equally. Indigenous perspectives are integrated in the program through stories, art experiences and drawing.

Quality Improvement Plan

As a Department of Education funded kindergarten provider, we are required to undertake an annual evaluation of the quality of our preschool service and work towards achieving ongoing improvements in service quality.

The National Quality Framework requires approved services to have a Quality Improvement Plan (QIP). The aim of a QIP is to help kindergartens self-assess their performance in delivering quality education and care and to plan future improvements. The QIP also helps the regulatory authorities with their assessment of the service. It helps providers to document the strengths of their services and to recognise areas for improvement. The QIP also gives parents and the community a voice in how we deliver, plan and implement our educational play-based program. The program is tailor-made to reflect the local community and the families who work and live in the area. A copy of our QIP is located in each kindergarten room.

J.S Grey Kindergarten underwent a Ratings and Assessment which is conducted by the Department of Education.

At the end of this assessment period, we were rated **'Exceeding the National Quality Standard'**. More information on how kindergartens are assessed and rated can be found: <https://www.acecqa.gov.au/>



Our Staff

Our experienced team of teachers and educators, draw on current research by early childhood theorists to coordinate our educational play-based program.

Management

Marisa Puccio	Centre Manager	j.s.grey.cm@kindergarten.vic.gov.au
Lisa Mancini	Office Manager	j.s.grey.res.kin@kindergarten.vic.gov.au

Teachers

Rebekah Ledsam	Educational Leader and teacher for 4-year-old program Email: j.s.grey.rebekah@kindergarten.vic.gov.au
Hayley Clarkson	Educational Leader and teacher for 4-year-old program Email: j.s.grey.hayley@kindergarten.vic.gov.au
Amanda Shill	Teacher for 4-year-old program Email: j.s.grey.amanda@kindergarten.vic.gov.au
Kacey Haynes	Teacher for 3-year-old program Email: j.s.grey.kacey@kindergarten.vic.gov.au
Rosa Violo	Teacher for the 3-year-old program Email: j.s.grey.rosa@kindergarten.vic.gov.au
Sera Sezai	Teacher for 3-year-old program Email: j.s.grey.sera@kindergarten.vic.gov.au

Educators

Cathy Fortunato	Educator for the 3-year-old program
HonieLaine Mekaoui	Educator for the 4-year-old program
Sandy Govic	Educator for the 4-year-old program
Carolyn D'Augello	Educator for the 3-year-old program
Anthea Jewson	Educator for the 3-year-old program
Elisabeth Arneil	Educational Leader and Educator for the 4-year-old program

Communicating With Families

Parents and guardians will receive regular updates from Teachers, Management and Committee of Management via email and through **Storypark**. **Storypark** is our main form of communication to families. Please ensure you sign up to **Storypark** to receive communication from us. JS Grey Kindergarten also has a **Facebook** page that you can sign up to.

Updating Your Information

It is parents' responsibility to keep staff up to date with any information changes, e.g., phone numbers, addresses, emergency contacts, medical conditions, updated immunisation statements and new health care cards. Please email the office manager with these changes:

j.s.grey.res.kin@kindergarten.vic.gov.au

Accessing Funded Kinder

When you accept an enrolment at J.S Grey Kindergarten you are **not** able to access another funded kinder program at another service, for example; funded kinder in a long day care program. If you are accessing long day care, please let your provider know that you are accessing kinder funding at J.S Grey Kindergarten. More information can be found here: <https://www.vic.gov.au/sending-child-kinder>

Changing Groups

While every effort has been made to place your child in your preferred group, it is not always possible. If you would like to go on a waiting list for your preferred group, please email the kindergarten at j.s.grey.res.kin@kindergarten.vic.gov.au with your request. As soon as a place becomes available in your preferred group, we will let you know so you can decide whether you wish to accept the offer to change groups.

2025 4-year-old kindergarten applications

For our 2024 3-year-old children, applications for 4-year-old in 2025 open through Darebin Council from 1st February, 2024 and close on June 30th, 2024. **All families** that wish to attend a kinder in Darebin must apply for 4-year-old kinder even if it's the same service that your child currently attends.

Please ensure you apply within this time frame to be considered in the first round offers.

Please note that it is a family's responsibility to apply for kindergarten each year.

Applications can be placed online from February 1st, 2024:

<http://darebincentralenrolments.councilonline.com.au/Public/Login.aspx>

Key Dates and Session Times

Term Dates 2024

- Term 1: 29th January* – 28th March
Term 2: 15th April – 28th June
Term 3: 15th July – 20th September
Term 4: 7th October – 20th December*

* 29, 30 January and 20 December are student free days.

The first 2 days of Term 1 (29th & 30th January) are student-free days in all kindergartens to allow for appropriate planning to take place for the arrival of students.

Each year kindergartens are provided with three student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The last day for children at the end of term 4 is the 19th December. The remaining student-free day is 20th December, 2024.

In addition, teachers may not be available for sessions throughout the year as they will be attending professional development. Families are given plenty of notice of these days.

Public Holidays 2024

The kindergarten will be closed on the following days:

Labour Day	Monday 11 th March
Good Friday	Friday 29 th March
Easter Monday	Monday 1 st April
ANZAC Day	Thursday 25 th April
King's Birthday	Monday 10 th June
Grand Final Day	TBA – this will be during term break
Melbourne Cup	Tuesday 5 th November

Orientation Days

In November & December 2023, we will be holding Orientation Days for you and your child. An Orientation visit helps your child and yourself familiarise yourselves with our kindergarten and staff and helps form the first connection prior to starting in 2024.

Submission of Enrolment form

Parents will receive an email from JS Grey kindergarten via **EnrolNow** which contains a link to their enrolment form and other documentation. Confirmation of the kinder group that your child has been allocated will be included in this email. We anticipate this email will be sent in November. Please also review our policies on our website as submission of the enrolment form confirms that you will agree and abide by our policies.

All online forms must be completed and submitted electronically within 2 weeks of receiving the email.

2024 TIMETABLE

3-year-old groups

Group	Monday	Tuesday	Wednesday	Thursday	Friday
Wombat	12.30pm – 4.30pm		12.30pm – 4.30pm	12.30pm – 4.30pm	
Kangaroo Bush Kinder	8:30am – 12:30pm		8:30am – 12:30pm	8:30am – 12:30pm Offsite	
Emu		8.30am – 2.30pm			8.30am – 2.30pm

4-year-old groups

Group	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Nature Explorers Bush Kinder	8.30am – 1.30pm	8.30am – 1.30pm		8.30am – 1.30pm Offsite	
Echidna			8:30am – 4:00pm		8:30am – 4:00pm

Preparing for Kindergarten

The transition or return to kindergarten can seem overwhelming for children and parents. The first week for our 4YO children and the first 2 weeks for our 3YO children in Term 1 is a settling-in period for the children. This gives children a chance to become familiar with their new kinder room and staff.

During this initial period, children and parents get to know the teachers, children and the regular and familiar routine of the kindergarten session. It is not uncommon for children to be unable to express their thoughts about kindergarten for a while. A time of adjustment might be necessary for some to make sense of their new world and the new faces in it. Talk to the teachers if you feel you would like to know more about how your child is settling in or what is happening during session times.

PLEASE NOTE: A child cannot start kindergarten until all the enrolment documents and an up-to-date immunisation statement are completed and returned. Once these 2 documents have been submitted, your child's enrolment will be confirmed for 2024.

TURNING THREE: A child needs to be 3 years old before they can commence the 3-year-old kinder program. Children that are still 2 years of age are able to attend an organised session at the start of term 1 where the parent / guardian remains with the child.

3YO Groups – The first 2 weeks will be short sessions where the parent / guardian attends with the child. Week 3 the children will attend on their own and the normal timetable will start.

4YO Groups – The first week will be short sessions where the parent / guardian attends with the child. The 2nd week will be normal sessions.

At kindergarten, we support children to be independent and to do things for themselves as much as possible. To help prepare your child for kindergarten you can:

- Encourage your child to independently pack and unpack their bag and practice zipping open
- Show your child where their hat and change of clothes are located in their backpack

- Allow your child to practice opening their lunchbox and food containers
- Discuss healthy eating habits and how this makes their bodies grow big and strong and what food is suitable for a snack and for lunchtime.
- Practise independent toileting at home.

These are simple things you can begin to do now that will help make the transition from home to kindergarten a little easier. On orientation day in November and December, our Educators will discuss topics including; routines, what to pack, clothing and answer any other questions that you may have.

A Typical Day at Kindergarten

We run an indoor/outdoor program where children are given the opportunity to move between play experiences. All experiences are linked to individual children's interests, strengths, areas of need and developing themes of learning. Children participate in group and solo play with a mix of structured and unstructured activities. A typical day usually follows the routine below.

- **Indoor environment:** Play experiences are regularly rotated and include puzzles, books, painting, drawing, construction sets, dramatic play, musical instruments, play dough and blocks.
- **Mat time:** The children sit as a group with the teacher to be involved in singing, dancing, music, games, books and movement.
- **Time for food:** Children eat and drink at either the tables inside or picnic rugs outside. Children have two food breaks – a progressive snack in the morning and a communal lunch break. Children in the longer day groups may need to bring an additional snack for the afternoon.
- **Outside environment:** Outside play includes the sandpit, climbing, water play, games, construction and gardening.
- **Mat time:** At the end of the session, children return to the mat to reflect on their day and await pick-up, and sometimes engage in relaxation exercise, share stories or songs.
- **Ongoing Excursions:** Our kindergarten encourages and supports ongoing offsite excursions around the community throughout the year. An ongoing excursion permission is agreed when you submit your enrolment.

What Your Child Needs to Bring

The following list covers the items children need to bring with them to kindergarten each day. **Please label all your child's belongings, including their clothing, bags, lunchboxes, drink bottles and hats.**

- A healthy lunch and a snack in lunchboxes
- Water (only) in a drink bottle
- In warm weather – sunhat and sunscreen as per our SunSmart Policy
- In cold weather – jacket and warm hat
- A change of clothing (in a plastic bag) to be kept in your child's bag in case of accidents
- A bag large enough to carry all of the above as well as artwork

Food and Nutrition

At J.S. Grey Kindergarten we pride ourselves on promoting a healthy eating program for all children and staff members. This includes promoting healthy eating habits, dental hygiene and the drinking of water only. Therefore, we request that only nutritious foods be sent from home and that families minimise the inclusion of processed foods.

In addition, we pride ourselves on sustainable practices such as recycling, worm farms and reusing materials where possible. We encourage families to minimise the use of plastic wrappings such as freezer bags, cling wrap, snap-lock bags and packaging in general.

We appreciate your support in promoting healthy eating and sustainability to the children. We will continue to provide practical ideas about how to help your children develop healthy eating habits throughout the year.

For the children, we recommend that you send two lunchboxes: one lunchbox for brain food (snack time) and the other lunchbox for lunchtime. We have a progressive snack table for morning snacks. We support and encourage children to eat when they are hungry and to drink water often.

Healthy options

Healthy lunch and snack options include sandwiches, rolls, wraps, rice, pasta, noodles, crackers, rice crackers, fruit, vegetables, cheese and yoghurt (packed with an ice-brick to keep cool)

Food Allergies and Dietary Restrictions

Our food policy assists children who have food allergies, including anaphylactic reactions to certain foods. **All nuts and nut products are not permitted. PLEASE DO NOT SEND nuts, Nutella or peanut butter.** Parents will be informed by staff of any other foods that cannot be brought into the centre as the year progresses. If these foods are sent, they will be returned home and parents will be reminded of the importance of minimising the risk of exposure to known allergens. If your child has a food allergy, intolerance or any other dietary restriction, please ensure you discuss this with their teacher.

Unhealthy options

Highly processed snack foods, high in fat, salt and sugar and low in nutrients should not be included in children's lunchboxes. Examples of these foods include lollies, chocolates, sweet biscuits, cakes, muesli bars, fruit-filled bars, potato chips, corn chips, savoury biscuits (e.g., Shapes), sprinkles (100s and 1000s), fruit straps, roll-ups, juice and cordial.

Clothing and Footwear

Clothing should be comfortable and suitable for active and messy play. We do provide smocks, but clothes can still get dirty. It is important to dress children in clothes that you don't mind getting spoilt by messy activities, and which allow for safe climbing and physical activity. Summer clothes should cover the shoulders, back and tummy. Singlets and sleeveless tops and dresses are not suitable. Children should bring a jacket and warm hat in Terms 2 and 3 for outside play in cold weather. Children should wear well-fitting, enclosed shoes. Sturdy sandals are suitable in warmer weather; however, thongs, Crocs, slip-on and heeled shoes are not. For children engaged in the Nature Explorers- Bush Kinder program please see feedback provided at your orientation sessions.

JS Grey Kindergarten has uniform items for sale. Sun hats, fleece jumpers and t-shirts are available for purchase. Please go to the main office for an order form.

Toilet Training

Children enrolled in both the 3 and 4-year-old programs are expected to be able to use the toilet independently. Toilet training is a skill that takes time and planning by families.

If your child is still wearing nappies / pull ups by the time kindergarten begins, it is important that you notify their teacher. Staff can provide support and suggest strategies to assist with toilet training, but toilet training is a family responsibility.

Parent/Teacher Interviews

We conduct parent/teacher interviews for children in both 3 and 4-year-old programs. They are a great opportunity to talk about your child with their teacher. Individual parent/teacher meetings will take place toward the end of Term 2.

Teachers have planning time each week and are available to meet with you to discuss your child's progress throughout the year. If you have any concerns about your child and you would like an individual meeting time, please speak with your child's teacher to arrange a mutually convenient time.

Sun Protection

Please refer to our Sun Smart Policy on our website. Sunscreen is required to be applied as per accessing the daily sun protection times on the SunSmart or My UV websites. Approved sunhats are mandatory, please refer to our sun smart policy for the guidelines on acceptable sun hats and when they are meant to be worn. JS Grey sun hats are available for purchase from the main kinder office.

Celebrating Birthdays

Children's birthdays are celebrated on their birthday or on the first session following their birthday. We celebrate by singing Happy Birthday, blowing out candles on a pretend birthday cake and giving the child a birthday certificate. We ask parents not to bring along cakes or lollies on this occasion. The centre has developed this policy both for nutritional reasons and to be fair to children who have food allergies who would not be able to share these special foods.

Does my child need a second year of kindergarten?

Fact Sheet from the Department of Education (DE)

In most cases, children make a successful transition to school after their four-year-old kindergarten year. Even if your child has been absent from their on-site kindergarten program for a period of time, it does not mean that your child won't thrive at primary school.

All children are different, even those of similar ages, and no matter what experiences children have before they arrive at school, they will have developed a range of skills and abilities that form the basis for further learning.

Schools provide environments that are flexible, adaptable and responsive to individual children, as well as access to additional supports or specialist staff where needed.

If you have specific concerns about aspects of your child's development, please talk to your child's early childhood teacher about these and how you can work together to support your child's learning.

During four-year-old kindergarten, your early childhood teacher will assess your child, plan for their move to school and identify any developmental areas that may need particular attention.

There may be a small number of children for whom a second year of kindergarten is appropriate. Your child may be eligible if:

- your child's teacher has found they have developmental delays in at least two key areas of learning and development, and
- your child will have better outcomes at kindergarten rather than going to school.

For more information about a 2nd year of funded kinder -

<https://www.education.vic.gov.au/childhood/providers/funding/Pages/kindersecondyear.aspx>

3-Year-old Kindergarten

Please note that as 3-year-old kinder in 2024 will be funded, there is no longer an option to repeat 3-year-old kindergarten. After a child's 3-year-old kinder year they will move into the 4-year-old program the following year.

Your child's assessment

There are guidelines that early childhood teachers will follow to assess your child's eligibility for a second year of 4-year-old kindergarten. These guidelines help the teacher identify your child's needs and goals.

The learning and development areas assessed by early childhood teachers include:

- Identity outcome – the child's sense of identity
- Community outcome – the child's connection with and contribution to their world
- Wellbeing outcome – the child's sense of wellbeing
- Learning outcome – the child's confidence and involvement in learning
- Communication outcome – the child's communication
- other factors may also be considered.

Your involvement

It's important that you and the teacher work together to achieve the best outcome for your child. With your consent, the teacher will:

- complete the assessment of your child
- meet with you to discuss this assessment
- if delays in your child's development are identified, develop a Learning and Development Plan for your child
- get the support of other early childhood development professionals as needed.

If the teacher believes your child has a developmental delay in two or more key areas and would benefit from a second year of 4-year-old kindergarten, they will complete a Second Year Statement which will require your input in Term 4. They will also send a declaration to us (DE) and talk to you about your options.

Talk to your kindergarten service for more information or advice.

Get an exemption from school

If your child turns six in their first or second year of four-year-old kindergarten, you must get an exemption from school. For more information, visit the [DE's website](#).

Arriving and Departing

On entering the room, children should wash and dry their hands. Arrivals and departures must be recorded on our digital sign in sign out software.

It is our policy that at the end of the session, children are seated on the mat and MUST wait for a staff member to say their name before they can leave the mat to the adult who is collecting the child. This is to ensure that staff know who the child goes home with and that the child is dismissed to the correct person. The adult collecting the child will need to sign the child out BEFORE collecting them from the mat, and is fully responsible for the child immediately after signing out.

Entrance to Room 1 is via Gilbert Road and entrance to Room 2 is via Sheffield St following the path to the rear of the portable.

Our Digital Sign In Sign Out (SISO)

Currently **our** staff will sign your child in and out of the service using our iPad.

A tablet is provided for each room, this will feature the EnrolNow Digital Sign In Sign Out app. It is very simple and quick to use.

All parents and authorised nominees you have provided with authority to collect your child/ren will be setup within the Digital SISO app.

New User Registration & Verification

The first time anyone uses the Digital SISO app, they will be asked to register and verify themselves. The process is very simple, and involves:

1. Click on the button labelled **Register as Parent / Carer**
2. Follow the prompts to enter your mobile number
3. A 6-digit SMS code will be sent via text to your mobile, enter this code to verify your number
4. You will then be asked to create a 4-digit pin that you will use on an ongoing basis.

You are now registered, you won't need to do this step again (unless you forget your pin, and you can follow these steps again to re-register).

Sign In Sign Out

Once you are registered you can use the tablet to sign in and then sign out any children you are dropping off or collecting.

When you enter your mobile and 4-digit pin number you will see your child along with any other children you have authority to collect. You can also make a note of who you are expecting to collect your child that day.

Automatic Log Out

For maximum security and privacy, the system has been set up to automatically log out any user after they have completed a task or been inactive for a short period of time.

Other Adults Collecting Children

Parents must give permission before a child will be allowed to leave the centre with another adult. Only people aged 18 or over, who are nominated on the enrolment form and/or emergency contact form, may collect your child. A written authority is required from you to add extra names to the list. Parents should notify the staff if a different person from usual is to collect their child. The kinder office will send the parent / guardian a link to update their child's file to allow additional people to collect. Identification of these persons will be requested and checked by staff. Under NO circumstances will staff allow an unauthorised person to collect any child.

Pets

For the safety and security of all families, please note that pets are not permitted on kindergarten premises at any time (unless they are guide dogs or taking part in special activities such as the Responsible Pet Program).

Late Pick-Up

Children get very upset if parents or carers are late to collect them from kindergarten. Please ensure that you arrive on time.

It is not possible for staff to care for your child following a session due to their other responsibilities. For ongoing late pick up a late fee of \$25 will be charged every 15 minutes after the session finishes. A late fee account invoice will be issued and will be required to be paid within seven days.

If you have an emergency and are running late, **PLEASE** ring the kindergarten mobile number to inform the staff and to reassure your child.

Nature Explorers 0419 441 769

Echidna 0428 192 934

Emu & Wombat 0484 335 507

Kangaroo 0459 900 948

Child-Safe Gates and Car Park

Families must ensure they do not let any child other than their own exit the gates and must ensure their children do not hang off or stand on the gates. We ask that you **do not** teach or allow your children to open the child safe gates.

Families MUST also ensure that their child be supervised all times in our car park. We ask that parents do not double park in the car park and instead use parking available on Sheffield or Regent Street with parking available any time of the day. Alternatively, Gilbert Road has parking available at various times after 9.00am.

Bikes, Scooters and Prams

For parents who wish to leave their child's bike or scooter at the kindergarten during session times, there is a bike rack located at the front of the kinder and also just inside the rear gate behind the portable. Parents are responsible for providing their own locks. As the priority of staff during session times is the care of the children, other personal items such as prams cannot be left on the kindergarten premises.

Personal Belongings

We ask families to ensure personal belongings are not left unattended at the kindergarten or surrounding external areas. Please note that should you do this, you do so at your own risk and the kindergarten will not be held liable under any circumstances.

Important Health Information

If Your Child is Unwell

The health of all children at the kindergarten is paramount. Parents should keep children who are ill at home. Please refer to our policies for more information.

Please notify the teacher if your child is unwell and unable to attend by telephoning your child's kinder room. The number for your child's room will be provided on Orientation Day but is also located on the front page of this document.

If your child contracts an infectious disease or illness, or has been sick the previous day or during the night, please notify the staff. A child that has been prescribed antibiotics for an acute illness should be kept at home for at least 24 hours. Staff reserve the right to ask for a doctor's certificate if they are unsure about a child's illness or concerned that they are not healthy enough to attend kindergarten.

In Victoria, kindergartens are required to manage the spread of infectious diseases by excluding unwell children. The following exclusion rules for common infectious diseases match the current

recommendations (*Public Health and Wellbeing Regulations 2009*). Italicised descriptions in the following table have been added by the kindergarten. For a complete list of exclusion times for infectious diseases, see the School Exclusion Table on the Victorian Department of Health and Human Services website: www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion

CONDITION	EXCLUSION OF CASES
COVID-19	Refer to the COVID-19 Policy on our website
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.
Conjunctivitis	Exclude until discharge from eyes has ceased. <i>Conjunctivitis is an infection of the eye, characterised by redness, a yellow pus discharge and watering. It is highly contagious. This condition requires specific medical treatment.</i>
Diarrhoea	Exclude until there has not been a loose bowel motion for 24 hours. <i>If your child has an allergy or conditions that results in diarrhoea, please alert their teacher and document this on the enrolment form.</i>
Hand, Foot and Mouth Disease	Exclude until all blisters have dried. <i>This is a highly contagious infection. It consists of small lesions, which tend to spread quickly on the side of the tongue or inside the mouth around the cheek region. The lesions also appear on the hands, feet and legs and occasionally on the buttocks. All boils and open sores must be covered with a waterproof dressing when the child comes to kindergarten.</i>
Head Lice (Pediculosis)	Exclude until the day after appropriate treatment has commenced. <i>The child will need to be treated and lice-free before they can return to kindergarten. All members of the family will need to be checked and treated. If you discover head lice, you MUST inform the staff IMMEDIATELY so that a public notice can be posted advising other families to inspect their child's hair (your identity remains confidential). If staff see lice in a child's hair, they will notify parents or a caregiver and the child will have to be collected from kindergarten.</i>
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.

CONDITION	EXCLUSION OF CASES
Influenza and Influenza-like Illnesses	Exclude until well. <i>A child with flu-like symptoms and/or fever of more than 38 degrees must be kept at home.</i>
Measles	Exclude for at least 4 days after onset of rash.
Mumps	Exclude for 9 days or until swelling goes down (whichever is sooner).
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.
Ringworm, Scabies	Exclude until the day after appropriate treatment has commenced.
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.
OTHER HEALTH ISSUES	EXCLUSION OF CASES (<i>as determined by kindergarten</i>)

<i>Acute illness</i>	<i>A child that has been prescribed antibiotics for an acute illness should be kept at home for at least 24 hours.</i>
<i>Slapped Cheek</i>	<i>A child with slapped cheek can attend kindergarten, but high-risk adults need to be informed.</i>
<i>Vomiting</i>	<i>A child who is vomiting must be kept at home and must have stopped vomiting at least 12 hours before their return to kindergarten.</i>

Injuries and Illness at Kindergarten

Parents will be contacted immediately if their child is ill, or has an accident requiring medical attention. Parents will be asked to collect their child as soon as possible.

In the event of a serious accident or illness, an ambulance or medical practitioner will be called immediately and the parent/carer will be notified. If the parent cannot be contacted, the nominated emergency contact person will be contacted. The child's details (from the enrolment form) will be made available to the ambulance officers and/or medical practitioners. Any costs associated with ambulance transfer or medical attention required for the child will be the responsibility of the parents.

Accident, illness and injury books are maintained at the kindergarten. Staff will document any minor accidents or incidents and notify parents accordingly. It is extremely important that contact numbers are always kept up to date. Please inform staff immediately if your family details change in order for the kindergarten's records to remain up to date.

All staff are trained and hold certificates in First Aid, CPR, Anaphylaxis Management and Emergency Asthma Management.

Administration of Medication

J.S. Grey Kindergarten is committed to:

- as far as practicable, providing a safe and healthy environment for all children, staff and other persons participating in the program
- responding to the needs of a child who is ill or becomes ill while attending the centre
- ensuring safe and appropriate administration of medication in accordance with legislative requirements and the JS Grey Kindergarten Policy on Administration of Medication

Background and legislation

In normal circumstances, parents are responsible for the administration of medication to their children. However, there will be occasions when staff in a children's setting will be required to administer prescribed medication on behalf of the parents/guardians. Medication has the potential for side effects and/or errors in administration if instructions are not followed correctly. When staff are required to administer prescribed medication, they must abide the JS Grey Kindergarten policy on "Administration of Medication Policy". This policy outlines the requirement for the medication to have a prescription label or must come with a recent letter from a GP outlining the specific administration details along with the GP's signature and stamp. Staff will follow the guidelines in the policy outlined in 'Procedures for safe administration of medication'. Parents are required to complete the medication book.

JS Grey Kindergarten will not administer non-prescribed medication e.g., Panadol or Nurofen.

In case of breathing difficulties, children will automatically be given relief medication such as Ventolin. The parent will be contacted to collect the child. The permission forms for administering Ventolin are given to parents at enrolment time so that written consent is received (or withheld) prior to the commencement of the kindergarten year.

Asthma, Anaphylaxis, Allergy and other medical Action Plans are also submitted with enrolment forms. The centre has policies in place for managing asthma and anaphylaxis which can be discussed with teachers at enrolment time. These policies are available to view in each classroom.

Immunisations

No Jab, No Play

In 2015, the Victorian Government passed immunisation legislation named 'No Jab, No Play', which aims to reduce the risk of vaccine-preventable diseases through increased immunisation rates in the community. From 1 January 2016, all parents/guardians seeking to enrol their child at an early childhood service in Victoria must provide evidence that their child is:

- fully immunised for their age OR
- on a vaccination catch-up program OR
- unable to be fully immunised for medical reasons.

The 'No Jab No Play' law applies to all early childhood education and care services in Victoria that provide long day care, kindergarten, occasional care and family day care.

How do I get an immunisation status certificate?

You can request an Immunisation History Statement from the Australian Childhood Immunisation Register (ACIR):

- phone 1800 653 809
- email acir@medicareaustralia.gov.au
- visit www.medicareaustralia.gov.au/online
- visit a Medicare service centre

A doctor or local council immunisation service can also provide an immunisation status certificate. To be used for enrolment, the document/s needs to contain the same details as an ACIR Immunisation History Statement and be signed by the immunisation provider.

How do I tell if my child is 'up to date'?

Review your child's most recent ACIR Immunisation History Statement. At the bottom of the statement there is a section titled 'Next due immunisation(s)'. If the date of the next due vaccination is in the future, then your child's immunisations are up to date for their age. If your child has completed all their childhood vaccinations there will be no vaccines listed under the 'Next due immunisation(s)' heading.

What do I do when my child has vaccinations AFTER enrolling?

After each vaccination, you are required to provide us with an updated immunisation status certificate for our records.

More information

If you have questions or concerns about immunisation or particular vaccines, we encourage you to seek answers from a qualified source, such as your GP or maternal and child health nurse. The Better Health Channel www.betterhealth.vic.gov.au also provides quality-assured information online.

Information about 'No Jab, No Play' is available on the Department of Health and Human Services website: www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play

Free Kindergarten

Free kinder in 2024

Free Three-and Four-Year-Old Kinder will be available at J.S Grey Kindergarten in 2024. Please refer to our website for more information on Free Kinder.

- We will be offering 12 hours per week for our 3-year-olds.
- We will be offering 15 hours per week for our 4-year-olds.

After Kinder Care (AKC)

We will offer After Kinder Care in 2024 for the 4yo NEBK group. Please note that **After Kinder Care** is an unfunded program which does not attract any Government funding or rebates for this service. We charge \$40 per session, invoiced each term and paid in advance and commitment needs to be made for the full year. A \$100 refundable deposit will be required at enrolment and will be deducted from the term 4 invoice. Please contact Marisa Puccio (Centre Manager) at j.s.grey.cm@kindergarten.vic.gov.au if you have any questions.

After Kinder Care Sessions:

Monday	Time:	Cost:
4YO Nature Explorers;	1.30pm – 4pm	\$40
Tuesday		
4YO Nature Explorers;	1.30pm – 4pm	\$40

How Families Can Participate

Share Days

Share days commence in Term 2. During kindergarten sessions, a parent or family member is invited to share in the program with their child. To add your name to the sharing roster, select a date and time on the calendar – ask the teacher to view the calendar. If you cannot attend, please ask another family member or friend as it is important for your child to share their learning with a significant adult in their life. A Working with Children Check is required to participate in share days.

Volunteer for Committee of Management

J.S. Grey Kindergarten is run by a Committee of Management (COM), which is made up of volunteer parents. For the kindergarten to stay community-based, we require parents to volunteer to be a part of the Committee.

At the Annual General Meeting, the Committee is elected by the members of the association (parents) to control and manage the business and affairs of the association. The Committee is the decision-making body of the association and has the power and responsibility to ensure the proper management of the association.

Each person on the committee needs to be dedicated to making our kindergarten a great place for kids, families and staff. Being a committee member is very rewarding, knowing that you have made a worthwhile contribution and have helped the kindergarten to continue to improve and thrive. We ask that you share your skills, talents and knowledge and give back to your community.

Fundraising

Our fundraising coordinators arrange a variety of events and product sales designed to raise money for the kindergarten. Participating in the fundraising activities helps the kindergarten to pay for incursions & excursions and equipment & activities that benefit the children's experience. Consider volunteering your time at a sausage sizzle or purchasing a picture plate featuring your child's drawings. New ideas for fundraising activities are always welcomed by the Committee.

Social Activities

Parents of other children in your child's class quickly become familiar faces at drop-off and pick-up times. There are opportunities throughout the year for you to meet other parents during special sessions at kindergarten.

Collecting Resources and Craft Materials

The kindergarten is constantly aiming to offer open-ended, real-life experiences for the children to explore, discover, create and imagine in a sustainable manner. This promotes a number of skills from problem solving and cognitive skills, through communication and social skills. Working together with families and the local community, we can ensure open ended materials are offered to the children both indoor and outdoor.

Below are just some items we are asking the children, families and the wider community to collect and bring to the kindergarten. Items collected by children are one avenue used to settle children and offer topic for discussion to share with the group. Any items, whether listed below or not, which you are able to donate to the kindergarten would be much appreciated. Please note that for hygiene and allergy reasons, we cannot accept toilet rolls, egg cartons or medicine packaging.

- Cardboard boxes – preferable with little or no advertising on them
- Cardboard tubing
- Wool, ribbons, string, feathers, beads, buttons, corks
- Stones, rocks, wire, shells
- Petals, leaves, pine cones, gum nuts and seed pods
- Sheets, table cloths, cushions
- 1-litre milk cartons – cleaned and aired please
- Small pieces of wood
- Material, pre cut fabric, material scraps
- Glass jars, containers, old lunch boxes, gardening pots
- Cups and saucers, pots and pans
- Kitchen utensils, dish racks, trays
- School uniforms, bags, dress up clothes

Questions and Feedback

Questions and Concerns

The first point of contact for any questions or concerns should be your child's teacher. Staff members are happy to discuss any issues or answer any questions you have. Please feel free to arrange a time.

Alternatively, the Centre Manager, Marisa Puccio, is always available in person, on the phone or via email. Her details are included at the front of this handbook.

Parent Feedback

Parent feedback is very important to the kindergarten. We welcome your feedback throughout the year to teachers, the Centre Manager.

Policies and Procedures

A copy of all J.S. Grey Kindergarten policies can be found on our website; www.jsgreykindergarten.org.au . It is every parent's responsibility to read and abide by all of the centre's policies.

Emergency Evacuation

Written emergency evacuation procedures are on display at all points of entry. Please familiarise yourself with these, as you may be involved in helping to implement them at any time.

We practice our emergency evacuation drills each term.