

# Kinder Information 2024



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# Our Philosophy:

At Aspendale Gardens Kindergarten, we are committed to providing a place of belonging. A place where children and families feel connected and learning and development is nurtured.

We value collaboration - partnerships with families and connections with our community help to create a supportive environment where children can flourish and reach their potential (and have fun!)

We are committed to working in ways that are:

**K**

**Kind:** caring, empathetic, compassionate, understanding, courteous, accepting of all.

**I**

**Involved:** in play, in learning, with the community, benefiting from relationships, sharing knowledge and ideas, discovering with children the answers to their questions.

**N**

**Nurturing:** of relationships, of growth and learning, supporting each child where they are in their development, with a focus on wellbeing

**D**

**Diverse:** inclusive, celebrating all abilities, celebrating family culture, community values, reflective practices, and equity.

**E**

**Environmentally friendly:** connecting with nature, sustainable practices, learning about our world, learning about the Traditional Custodians of the land.

**R**

**Ready for life!** Preparing children for their future, not just for school. Developing resilience, emotional regulation, independence, connection with adults & peers, self-esteem, sense of identity and a love of learning.

We value what each child brings to the group, and incorporate their voices and ideas in all that we do.

At Aspendale Gardens Kinder, we respect and acknowledge the Bunurong people as the Traditional Custodians of the land where we learn and play. We are committed to caring for this land and learning about its history. Together, we are on a journey of learning, teaching and reconciliation.

# Our Commitment to Child Safety

Aspendale Gardens Kinder and Community Service (AGCS) is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making.

AGCS has zero tolerance for child abuse.



We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

Every person involved in AGCS has a responsibility to understand the role they play to ensure that the wellbeing and safety of children and young people is at the forefront of all they do.

In its planning, decision-making and operations AGCS will:

- Take a preventative, proactive and participatory approach to child safety.
- Value and empower children to participate in decisions which affect their lives.
- Foster a culture of openness that supports all people to safely disclose risks of harm to children.
- Respect diversity in cultures and child rearing practices while keeping child safety paramount.
- Provide written guidance on appropriate conduct and behaviour towards children.
- Engage only the most suitable people to work with children and have high quality staff and volunteer supervision and professional development.
- Ensure children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.
- Report suspected abuse, neglect, or mistreatment promptly to the appropriate authorities.
- Share information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- Value the input of and communicate regularly with families and carers.

# 2024 Kinder Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Wattle Room</b>	<b><u>3 year old</u></b> <b>Possums</b> 8:30 – 4:00	<b><u>3 year old</u></b> <b>Dolphins</b> 8:30 – 4:00	<b><u>3 year old</u></b> <b>Possums</b> 8:30 – 4:00	<b><u>3 year old</u></b> <b>Dolphins</b> 8:30 – 4:00	
<b>Blue Gum Room</b>	<b><u>4 year old</u></b> <b>Rosellas</b> 8:30 – 4:00	<b><u>4 year old</u></b> <b>Bilbies</b> 8:30 – 4:00	<b><u>4 year old</u></b> <b>Rosellas</b> 8:30 – 4:00	<b><u>4 year old</u></b> <b>Bilbies</b> 8:30 – 4:00	<b><u>Combined group</u></b> 8:30 – 1:30*  This <i>optional</i> session provides an extra 5 hours of kinder per week.

\*Friday group places are limited. Fees apply.

## **The kinder is closed on the school holidays and all Public holidays.**

### **Term Dates**

- Term 1 - 31st Jan to 28th March
- Term 2 - 15th April to 28th June
- Term 3 - 15th July to 20th Sept
- Term 4 - 7th Oct to 20th Dec

### **Public Holidays**

- Labour Day - Monday 11th March
- Good Friday - Friday 29th March
- ANZAC Day - Thursday 25th April
- Kings Birthday - Monday 10th June
- Friday before Grand Final - TBC
- Melbourne Cup - Tuesday 5th November

## **A note about the long sessions...**

We understand that 8:30am – 4pm is a long day for many children, especially if this is their first time away from home.

If you feel that your child would benefit from a shorter session, please have a chat with the teachers. We will make a plan with you for a later start time or an earlier finish.

You can extend the time that your child stays at kinder, building up to the full days when you feel they are ready.

# Starting Kinder:

## 3-Step Orientation Process

# 1

### Visit with a parent/carer

During week 1 of term 1, children come to kinder **with a parent / carer**, for a short visit and play (1.5 hours)

Together, you can meet the teachers and explore the space, share information about your child and ask questions.

These visits occur in small groups of 7-10 families at a time, giving you an opportunity to meet other families from your group.

# 2

### Half group

In week 2, the groups are split in half. Each half-group will attend for a full day, to learn the routines, and become comfortable in the space.

Teachers spend quality time with each child to get to know them and their needs.

**Please note:** Each half-group will attend for a full session, and miss a day while the other half group have their turn.

# 3

### Full group

Week 3: The full group will attend together, and normal sessions begin.

If you feel your child needs a shorter session at first, please let a staff member know.

### The benefits of our 3-step Orientation are:

- **Children have their parent or carer with them for their first visit, helping them to feel safe and secure in the new space.**
- **Children become familiar with the room and experiences before they have to share the space with many peers. This means less distractions, crowds and noise which can be overwhelming at first.**
- **Teachers can develop stronger relationships with each child and determine needs and goals to assist in each child's development.**
- **Children become familiar with the routines of the day.**



### Children turning 3...

Due to regulatory requirements, children cannot start kinder sessions until they have turned 3.

If your child will be turning 3 in the early months of the year, please speak with the teachers to make a plan for when they will begin.

# Starting Kinder:

## 2024 Orientation Dates

Monday 29th January	Tuesday 30th January	Wednesday 31st January	Thursday 1st February	Friday 2nd February
	Staff only	<b>Possums &amp; Rosellas</b>  1.5hr visit with parent/carer  (small groups visit throughout the day)	<b>Dolphins &amp; Bilbies</b>  1.5hr visit with parent/carer  (small groups visit throughout the day)	<b>Friday Group</b>  No kinder session.  Friday sessions begin in week 2.
Monday 5th February	Tuesday 6th February	Wednesday 7th February	Thursday 8th February	Friday 9th February
<b>Possums &amp; Rosellas</b>  Group A attends 8:30 - 4:00  Group B day off	<b>Dolphins &amp; Bilbies</b>  Group A attends 8:30 - 4:00  Group B day off	<b>Possums &amp; Rosellas</b>  Group A day off  Group B attends 8:30 - 4:00	<b>Dolphins &amp; Bilbies</b>  Group A day off  Group B attends 8:30 - 4:00	<b>Friday Group</b>  Friday sessions begin for those enrolled  8:30 - 1:30
<b>Week beginning 12th February:</b> Normal kinder timetable begins				

# Starting Kinder:

## Tips for helping your child to settle in

### **Before Kinder Starts:**

- Talk to your child about their new kinder group and teachers.
- Read the letter/story you receive from the teachers to become more familiar.
- Walk past the kinder, notice the entry, what can you see through the fence?
- Talk positively about kinder and how much fun kinder will be. Avoid saying things like "I will miss you when you go to kinder"
- Talk to your child about their teachers and ways teachers can help them - eg. toilet, changing clothes, putting shoes on, opening lunchbox.
- Allow time for your child to practice using their snack box and lunch box at home - how does it open? Can you do the zip?
- Practice saying goodbye and coming back later. Is there a friend or family member who could look after your child for a while so that you can practice this?

### **On the first days:**

- Follow your child's lead to say a quick goodbye or to stay a while and join in eg. read a book, start a painting, build in the block area
- Say goodbye to your child when you leave. While it's tempting to "sneak away" when they are busy, it can be confusing for your child.
- Always tell the teachers when you are about to leave and if your child needs some support to settle.
- If your child becomes upset, reassure them that the teachers will look after them.
- Kinder children don't understand time yet, tell them when you will be back by understanding the routine of the day eg "I will be back after lunch" or "I'll come back after story time"
- If your child is having difficulty settling, try leaving them for a longer period each time. eg start with 30 minutes, then build up to a few hours and then the whole day.
- Involve your child in putting their bag in their locker so they know where to find their belongings.
- Bring a family photo to kinder! We love to display photos of families to keep the connection between home and kinder.



# Arrival & Departure

## Signing in and out

When arriving at kinder, please complete the attendance book with the time of arrival and signature, and write the name of the person who will pick the child up on that day. Please do not write "mum" or "dad" but write the person's name.

The children's names are recorded down the side of the sign in book. Your child will have the same sign in number for the whole year. Please ensure you sign in the right place.

When you pick up your child from kinder, please sign your name and write the time you collected your child.

Day <u>Monday</u>		Date <u>6th Feb 2023</u>			
Arrival Time	Signature of person who delivers	Name of Person Collecting Child	Departure Time	Signature of person collecting	First Name & Surname of Child
8:33	<i>Steve Sample signature</i>	Steve Sample	4:00	<i>Steve Sample signature</i>	Sarah Sample
8:32	<i>Edith Example</i>	Edith Example	4:00	<i>Edith Example</i>	Evelyn Example
8:35	<i>Patricia Test</i>	Trish Test	3:55	<i>Patricia Test</i>	Toby Test

## Authorised Nominees

Authorised nominees are people the family has nominated to be able to collect their child from kinder. These people must be over 18 and may be contacted in an emergency. It is important that these authorised nominees can collect the child when required. eg; a family member who lives interstate is not appropriate.

**Please note that whoever is picking up your child MUST be authorised on the enrolment form. You can add Authorised nominees throughout the year. Please see the teachers if you need to add someone to your list.**

## Communication

Communication between families and teaching staff is extremely important. Always make sure an educator has greeted you and is aware of your child's arrival or departure.

You are welcome to discuss your child's day with the educators at pick up time. If it will take more than a few minutes, please request a more suitable meeting time. It helps to notify us about anything that may impact your child's day at kindergarten, eg. Someone different collecting them, lack of sleep, any changes at home (moving house, parent returning to work, starting a new day care etc).

## Supervision and safety

To protect the safety of all children, please do not allow school children to open and close doors or gates.

Please supervise all of the children in your care, including school children and younger siblings.

## Custody and Access

The kindergarten must be informed if there are any custody or access arrangements in place for your child.

The staff can only attempt to stop a parent/guardian from collecting a child if there is a current court order in place.



## Parking and road safety

There is plenty of car parking at the kindergarten.

We ask that you model road safety by using footpaths, holding children's hands and paying close attention to the traffic.

Please drive slowly and be careful of pedestrians in and around the carpark.

Do not leave children alone in cars even if they are asleep or when it is raining.

If you need help to bring your kinder child to your car, please phone the kinder so we can assist you.

# What to bring:



Children need to bring a large back pack or bag containing:

- A broad brimmed hat.**
- A drink bottle filled with water.**
- At least one full set of spare**
- clothes labelled with your child's name (including socks!)**
- A small bag for soiled clothes where required**
- A coat or beanie (in winter)**
- A snack and lunch box**

## Optional Kinder Clothing



T-SHIRT



WINDCHEATER



POLAR FLEECE JACKET



ADJUSTABLE BUCKET HAT

You can purchase kinder-branded t-shirts, hats, windcheaters and fleece jumpers online here: [www.eduthreads.com.au/collections/aspendale-gardens-kindergarten](http://www.eduthreads.com.au/collections/aspendale-gardens-kindergarten)

## Belongings from home

Educators cannot be held responsible for toys brought to kindergarten, and we suggest that these be left at home. If your child has a teddy or special toy that helps them feel secure, please let us know.

On occasion, children and families may be encouraged to bring objects for our treasure bag curriculum or items that may be related to current learning within the kindergarten curriculum.

If an item is valuable or has sentimental value, ensure the staff are aware so that the item can remain in their care until the end of the session.

# Snack & Lunch

## Healthy Eating Policy

We strongly believe in educating children about healthy eating at kindergarten. Encouraging good nutrition at an early age is extremely important to develop lifelong healthy habits.

Please provide a healthy snack and lunch for your child.

Please note: we cannot warm up food for the children. Some children bring a thermos to keep food warm until lunch time. As lunch boxes are not stored in the fridge, an ice pack is recommended for cold items.

## Allergies / Anaphylaxis

We have children at kinder who are allergic to certain foods. In some cases, the allergy can be extremely serious, and life threatening (anaphylaxis).

To minimise the risk, please do not bring nuts or nut products into the centre.

There may also be other food restrictions applied in certain groups where a serious allergy is present e.g. dairy, eggs. If there are nut products, or other restricted foods found in a child's lunch bag, they will be stored appropriately until pick up. Thank you for helping us keep all children safe at kinder.

If your child develops any Allergies or Anaphylaxis during their time at our centre, please ensure you inform us and complete the relevant documentation.



### Cooking

Children may participate in cooking experiences as part of the educational program.

You will be notified of the recipe and ingredients prior to cooking.

Often children help to harvest the vegetable patch and use these vegetables and herbs in their cooking.

# Snack & lunch suggestions

## SNACK IDEAS



### FRUIT & VEGETABLES:

- fresh fruit (banana, apple, grapes - cut in half length wise)
- Fruit salad
- Fruit kebabs
- Dried Fruit (sultanas, dried apricots)
- Fresh/grilled/roasted vegetables
- Carrot/celery/snow peas with dip e.g. hommus
- Cherry tomatoes (please cut in half)

### SNACKS:

- English muffins
- Crackers
- Crispbreads
- Rice cakes
- Crumpets
- Fruit bread

### SAVOURY BAKED ITEMS:

- Home made pizza\*
- Home made scones or muffins\*
- Vegetable scones eg pumpkin
- Pasta or noodle bake

\*home made is recommended as packaged baked goods are generally high in sugar and/or salt

## LUNCH IDEAS



### SANDWICHES / WRAPS:

- cheese and vegemite
- cold meat and salad
- tuna and salad
- chicken and avocado

\*Please no peanut butter or nutella

### SALAD:

- Green salad
- Mexican bean, tomato & cheese salad
- Pasta salad

### SOUP:

(PACKED IN A THERMOS)

- Pumpkin soup
- Potato and leek soup
- Chicken and corn soup
- Lentil soup
- Minestrone soup

### OTHER IDEAS:

- Lean roast or grilled meat (eg beef, chicken)
- Lentil patties
- Lean deli meats
- Baked beans
- Tofu
- Fried rice
- Pasta or rice dish (in a thermos)



## PLEASE DO NOT BRING

Foods high in sugar, salt or saturated fat, such as:

- Chips / biscuits
- Cake / slices
- Deep fried foods
- Lollies or chocolates
- Sausage rolls, pasties, most fast food / takeaway food
- Sugary drinks eg. Juice or cordial - Water only please

TO ASSIST WITH MANAGING FOOD ALLERGIES, PLEASE AVOID:

- Nuts or nut products
- Other high risk foods as determined from year to year

Whilst we do not allow children to share food at kinder, we know that children at this age are still learning, and we appreciate your cooperation in reducing the risk of allergic reactions occurring at kinder.

If your child has a limited diet, or a particular dietary need, please talk to the staff so that we can support you and ensure all children have plenty of food to eat at kinder.

# Health Information

## Illness

Please keep your child at home if they are not well.

Children cannot participate in the kinder program if they are sick.

This also poses a risk to others in the group.

It is helpful if you can inform your child's teacher if they are not attending.

If a child becomes unwell during the session, we will contact you to pick them up. If contact cannot be made and the situation is urgent, we may decide to seek medical attention for the child.

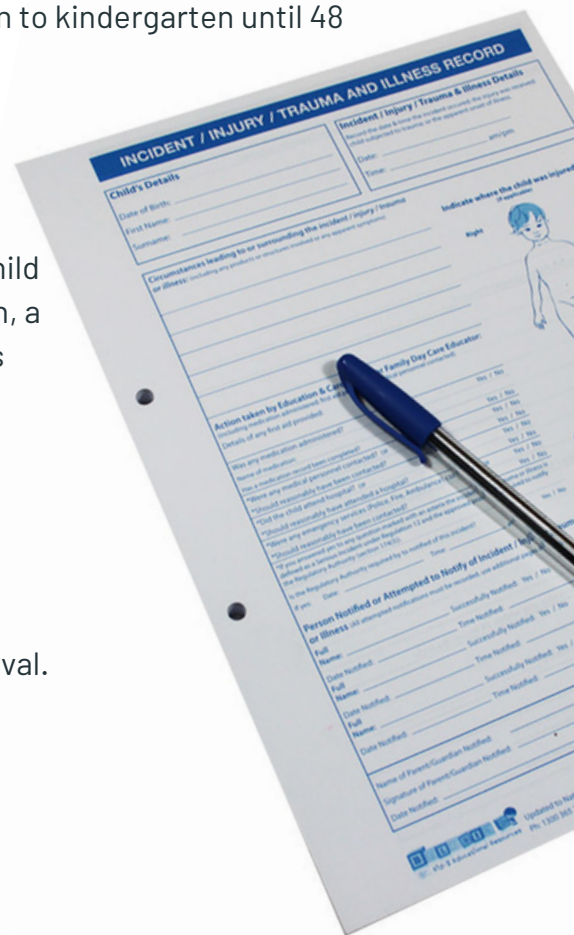
In the case of vomiting or diarrhoea, children cannot return to kindergarten until 48 hours after their last vomiting/diarrhoea episode.

## Incident, Injury & Illness reports

Accidents do happen at kinder from time to time. If your child has an incident or injury or becomes unwell at kindergarten, a report will be completed and you will be notified as soon as practicable.

You will be asked to sign the report when you pick up your child.

If your child has had an accident at home and is attending kinder, please complete the injury on intake form upon arrival. This helps us monitor the injury and support your child.



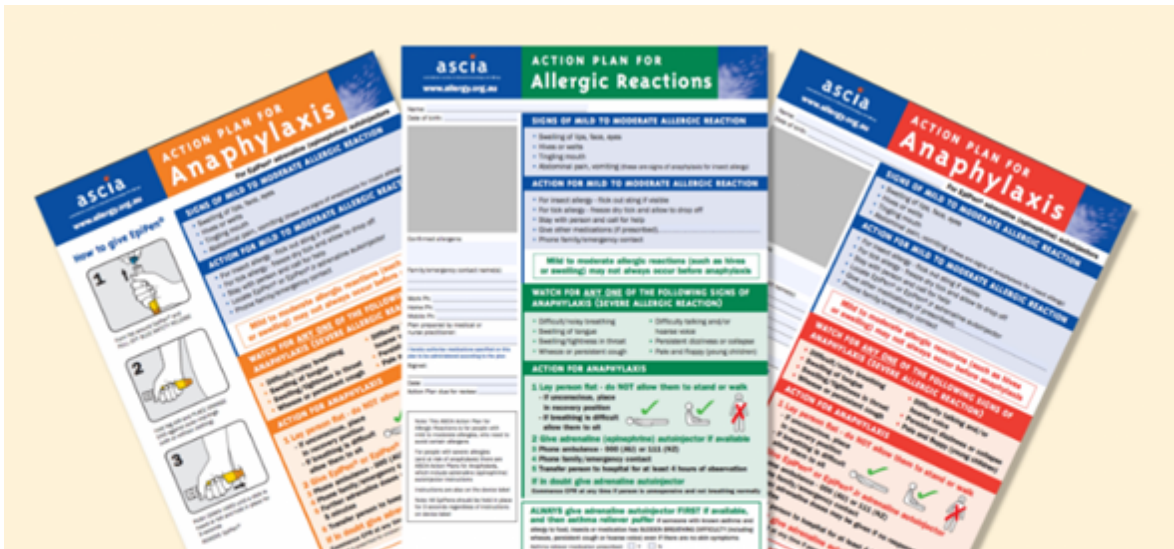
## Exclusion Periods for Infectious Diseases

Our kindergarten adheres to the Minimum Exclusion Periods for Infectious Diseases for all children and staff. Children must remain at home for the required timeframe.

To minimise the spread of infection, children with a suspected infectious disease need to be collected from the centre as soon as possible.

**The exclusion periods can be found here: <https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion>**

# Allergies, Asthma & other medical conditions



**Children with allergies, asthma or other medical conditions must provide:**

- A coloured print out of the medical management plan that has been recently updated and completed by a doctor (for asthma, anaphylaxis, mild allergies etc).
- Risk Minimisation and Communication Plan (this will be completed together with your child's teacher).
- The child's medication. This will need to stay at the service for the duration of the kindergarten year, with the expiry noted and updated as required.
- Children cannot attend kinder sessions until all paperwork is completed and medication provided.

Risk Minimisation and Communication Plans will be reviewed with the parents and child's teacher every 6 months, or more regularly if required.

We will remind you before your medication expires, so that a new one can be brought to kinder.

Children cannot attend the kinder if their medication is out of date.

## Other Medications

If your child needs to be given medication while at the Centre, (e.g. antibiotics) you will be required to fill in the details in the Medication Book.

The medication must be in the original container, labelled with the child's name, expiry date and instructions for the dose. This is to ensure staff are fully aware of what to do.

**All medications must be handed to a staff member at the beginning of the session who will store it appropriately (medication must not be stored in children's bags to ensure the safety of others).**



**Slip** on sun protective clothing



**Slop** on SPF30+ sunscreen. Reapply every two hours



**Slap** on a broad-brimmed hat



**Seek** shade



**Slide** on wrap-around sunglasses

From September to the end of April, we follow sunsmart recommendations at kinder.

Sunscreen is provided by the centre for children to use.

Families can provide their own labelled sunscreen to be kept at kinder if their child is sensitive to the centre sunscreen.

Families are encouraged to apply sunscreen to their child on arrival. Sunscreen will be reapplied throughout the session, with teaching staff helping children where required.

## Toileting

We acknowledge that children are ready for toilet training at different ages. When a child is ready, educators will work with families support the child with using the toilet.

Please bring at least two changes of clothes each day while your child is toilet training. We will place all wet and soiled clothes in a sealed bag into the child's bag.





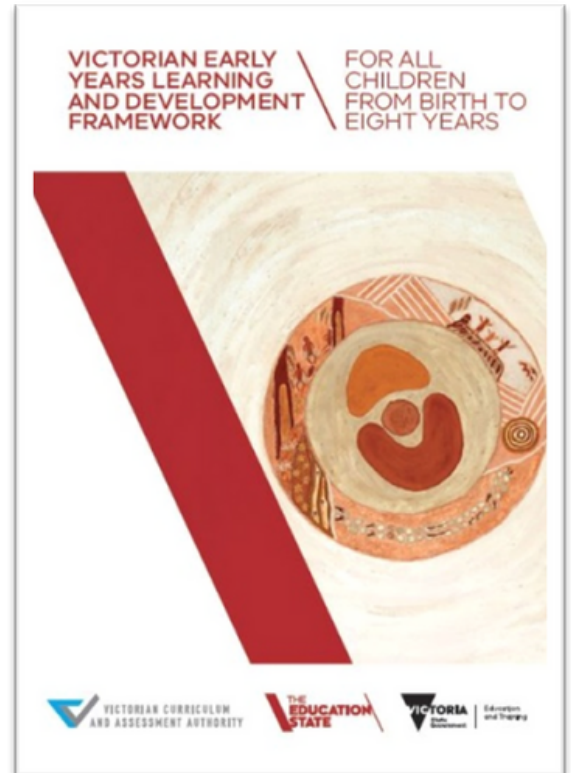
# The Educational Program

We encourage all parents and carers to become involved in our curriculum in any way possible.

Our curriculum is designed around each child's needs within the group.

Staff are trained to observe children's play and participation closely and from these observations, goals are set for each child to strengthen their development in the five learning areas:

- 1. Children have a strong sense of identity**
- 2. Children are connected with and contribute to their world**
- 3. Children have a strong sense of wellbeing**
- 4. Children are confident and involved learners**
- 5. Children are effective communicators**



## Excursions and visitors

To enrich the curriculum, the kindergarten staff will organise excursions and visitors to the kinder related to the educational program. In the past we have enjoyed visits from the library, the dentist, the fire brigade, bee keepers, road safety educators, body safety program and more!

During term 2 and 3, our 4 year old groups regularly visit the local wetlands to encourage the children to connect with Country and provide them with challenges they may not normally experience, such as climbing trees!

The children are encouraged to take calculated risks and to be mindful and caring of the environment.

# Inclusion & Diversity

Our kinder embraces and celebrates the diversity that exists within and between our communities.

By respecting diversity, children are supported to create positive relationships and a strong sense of identity. Inclusive early childhood programs acknowledge that all children have different life experiences, and such programs support children to value and celebrate similarities and differences.

We invite and welcome you to share your culture, background and life experiences with us. You will find that our centre will engage in a variety of celebrations throughout the year that value people and cultures from all backgrounds and we encourage you to share, contribute and take part in these celebrations.



## My Family Culture

We believe:

Date:

My family and I enjoy:

We like to eat:

PHOTO

Stories we like to tell:

We like to sing:

Name:

# Special days

We love special events at kinder!

We encourage you to share important events in your family and culture, which we can all learn about and celebrate together!

We aim to provide a rich program with opportunities for children to learn about a variety of special days and cultural events.

## **Mother's Day & Father's Day - celebrating families:**

Our team have been reflecting on how we celebrate Mother's Day and Father's Day, including what is meaningful to the children and inclusive of all families that make up our community.

Rather than requiring every child to make a gift for their mum or dad (or a special person), we will have opportunities for the children to mark these occasions, but they are not compulsory. It may be that we have a card making activity or a special project they can make.

We will celebrate the important people in children's lives by holding a family event each term, where family members can be part of the kinder program. In the past this has included family picnics, night time kinder, after session play at the park, and evening nature walks.

## **Birthdays:**

For those who celebrate birthdays, we sing happy birthday with a pretend cake that the child can decorate.

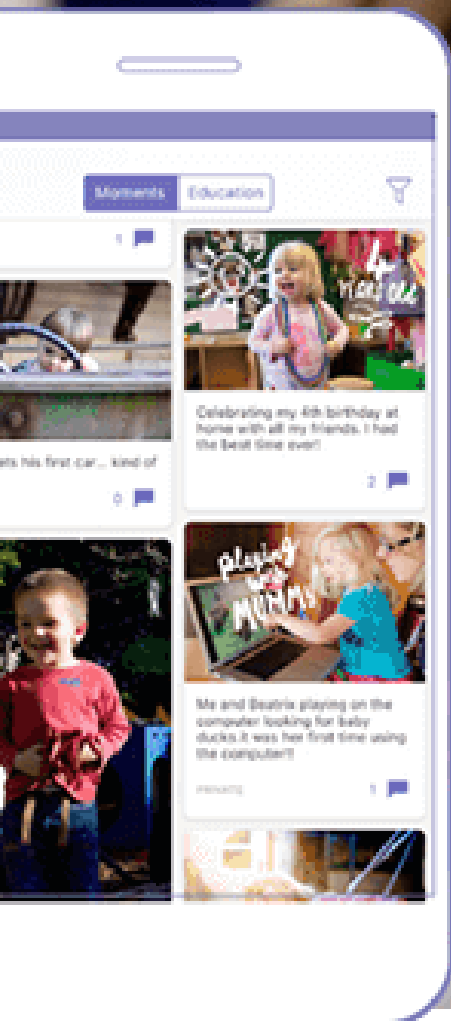
If you would like your child to bring something to share with their friends on their birthday, stickers, bubbles, pencils are good options. We generally ask the birthday child to hand these out at the end of the session at home time.

- Dress up days
- Book Week
- Birthdays
- Fit & Healthy Day
- Easter
- Halloween
- Diwali
- Lunar New Year
- Harmony Day
- NAIDOC week
- Pyjama Day
- Mother's Day
- Father's Day
- Hanukkah
- Moon Festival
- Christmas

What do you celebrate?



# Storypark



You will receive an email to join Storypark at the beginning of the year.

We use Storypark for:

- General reminders
- Group information
- Photos and snippets of the children's play
- Sharing learning intentions & reflections

Teachers will update Storypark during their planning time each week/fortnight.

Our focus during sessions is on having meaningful interactions with the children, so we do not update Storypark during kindergarten sessions.

Please be understanding if your child's photo does not feature in a Storypark post. They may be in the next one!



## Privacy & Confidentiality

The kindergarten protects the privacy and confidentiality of all children, families and educators. Information is used for its purpose and disposed of when no longer required. Information is shared between the centre and departments as required under the national law and as required for the child's care and education.

# Funding, Fees & Payments

We receive kindergarten funding from the Victorian Department of Education to provide FREE kindergarten for all children, for 15 hours per week.

This means, your ordinary kinder sessions (either Monday & Wednesday or Tuesday & Thursday) are FREE, for 3 year old and 4 year old kinder.

A fee is charged when a child attends for more than 15 hours per week. If your child is enrolled in our extra session on Fridays, you will receive an invoice for \$500 each term, to be paid in advance.

*Please note:* Unfortunately, our kindergarten is not eligible for the child care subsidy, so there is no fee subsidy, rebate or funding at all for the Friday session.



**Important:** Each child can only access funded kindergarten in one service.

**If your child attends a long day care centre as well, please ensure that they are not claiming kindergarten funding for your child.**

As per City of Kingston policy, we are not allowed to enrol children at our service who are not receiving kindergarten funding.

If you have any questions about kindergarten funding, please speak to our Nominated Supervisor, Kim Ives.

# Voluntary Contributions

Whilst there are no term fees payable for kindergarten in 2024, as a not-for-profit service, we welcome and appreciate voluntary contributions from families.



To assist with the running costs of the kindergarten, we ask for contributions for the following:

- building/equipment maintenance
- gardening
- supplies such as tissues, wipes, gloves
- laundry costs
- excursions

These contributions are voluntary, and will not affect your child's place at the kindergarten.

These voluntary contributions help us to direct our kinder funding towards educational programs and resources.

More information, including information how to make a payment, will be provided soon.



# Family Participation

There are lots of ways to get involved in our kindergarten!

You can get involved by:

- Attending kinder sessions (for an hour or two) to read stories, play games, assist children as they play and learn
- Joining the four year old groups for their walk on Country
- Participating in our fundraising events
- Doing a load of washing - our centre doesn't have a washing machine!
- Joining the Board of Management - share your skills!
- Assisting with repairs and maintenance of kinder equipment
- Attending working bees (gardening, cleaning, spreading tanbark...)
- Sewing/repairing art smocks, dress ups or dolls clothes



**Cooking with the children**



**Playing an instrument**



**Sewing or craft**



**Reading books**



**Fundraisers**



**Working Bees**

For more information or to tell us about the skills you have to offer, please chat to the kinder staff.

# Other Information

## Policies

The policies and procedures are reviewed every year by the staff and Board of Management. Families are encouraged to participate in reviewing the policies and put forth ideas and suggestions.

Copies of the policies and procedures are available for reading on our website.

## Behaviour Guidance

Our staff work with families to help children feel secure and comfortable in the learning space; to determine a plan to support children through challenging periods, being consistent with strategies at kindergarten and home environments.

We support each child's behaviour by talking with them, using visual aids, social stories, supporting their choices and setting reasonable limits when required.

We use positive language to help support the development and acknowledgement of feelings and assist children to understand how their behaviour impacts others.

## Child Safety

Aspendale Gardens Kindergarten has zero tolerance for child abuse and has strict policies and reporting protocols for allegations of child abuse.

Teaching staff complete daily hazard checklists for both indoor and outdoor learning spaces.

Risk assessments are also undertaken by teaching staff for various program opportunities, incursions and excursions.

## Complaints & Grievances

If you have a complaint, where possible it is best to raise it directly with the person involved, in an attempt to resolve the matter.

If the matter cannot be resolved, complaints can be escalated to the Nominated Supervisor, Centre manager or the Board of Management.

## Interactions with children

We are committed to providing a safe and secure environment to support the development of trusting, respectful and positive relationships with children.

Teaching staff develop these relationships by spending meaningful time with each child individually and in groups as well as gaining an insight and knowledge about each child from their families.

We use positive language, learn about children's interests, respect children's choices and role model appropriate behaviour.

## Emergency Management

The kindergarten has an Emergency Management Plan (EMP) for different types of emergencies and required evacuations. The EMP is stored in each kindergarten room and Community Centre office.

Throughout the year the kindergarten groups will practice various emergency scenarios to ensure children and staff can confidently evacuate the centre if required.

## Student teachers

We support the early childhood profession by hosting student-teachers who require practical experience. Student-teachers are always supervised by our kindergarten staff.

Where applicable, the student teacher will seek permission from parents/guardians to observe a child as part of their studies.

Please make our student teachers feel welcome







**We look forward to  
seeing you at kinder  
soon!**



**Address**

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