

Aspendale Gardens Kindergarten

Information for prospective families



2027

Enrolments



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Welcome to Aspendale Gardens Kinder!

We are pleased that you are thinking about enrolling your child at our service.

Our kinder is unique as we are located within the Aspendale Gardens Community Service, close to the primary school and the local shops. The community service offers a variety of programs for children, including playgroup, messy play sessions, sports, and school holiday activities. This creates a real central hub for our kinder families.

The community service and kinder are run by a volunteer board of management, made up of kinder parents and community members. Our board of management meet monthly and oversee the high-level decision making, financial and strategic planning for the service.

Our team of office and kindergarten staff take care of the day to day running of the service.

We hope that this booklet will answer some of your questions about our kindergarten, as you plan your enrolment for 2027.

If you have any further questions, please don't hesitate to get in touch!

Contact us:

General email: enquiries@agcsinc.org.au

Enrolment officer: kim.ives@agcsinc.org.au

Phone: 9587 5955

www.agcsinc.org.au



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.

2027 Timetable

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

**Friday session subject to sufficient enrolment numbers. Places are limited and fees apply.*

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

2027 Term Dates

Kinder operates in line with the school terms:

- Term 1 - 28th Jan to 25th March
- Term 2 - 12th April to 25th June
- Term 3 - 12th July to 17th Sept
- Term 4 - 4th Oct to 17th Dec

Public Holidays - Kinder closed

- Labour Day - Monday 8th March
- Good Friday - Friday 26th March
- Kings Birthday - Monday 14th June
- Friday before Grand Final - TBC
- Melbourne Cup - Tuesday 2nd November

A note about the long sessions...

We understand that long sessions may not suit all families. Our team is committed to working with each family- if you would like to start later, or collect your child early, arrangements can be made with the educators.

Your child will still be enrolled for the full 15 hour program, and you may wish to extend their hours later in the year. The routine of the day will be planned to ensure children who do shorter sessions still get the most out of their kinder experience.

Starting Kinder:

When to start 3 year old or 4 year old kinder

Your child's birthdate is between:	Start 3 year old kinder	Start 4 year old kinder
January - April 2023	*2026 or 2027	2027 or 2028
May - December 2023	2027	2028
January - April 2024	*2027 or 2028	2028 or 2029
May - December 2024	2028	2029

*** IMPORTANT:**

Children born between January to April:

At AGCS, children cannot start attending their kinder sessions until **after their third birthday.**

This is due to different staffing requirements when caring for children 2 years of age. For some children, this means they will not be able to attend kinder until term 2.

Please consider carefully when you would like your child to start kinder. If you need help deciding when is the best time to start, feel free to call us or speak to other educators who know your child well (eg. day care educators)

If your child will be turning 3 in the early months of the year, we will make a plan with you for when they will begin.

We will hold your child's place until they turn 3.

Starting Kinder:

Our 3-step Orientation Process

Step 1: visit with a parent/carer

Children first come to kinder with a parent or carer, to meet the teachers and explore the space. You can share information about your child and ask questions.

You will be allocated a 1-2 hour timeslot in the first few days of term one to visit with your child.

Step 2: attend with half the group

The group is split in half.

Each half-group will attend for a whole session, 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.

Step 3: the full group begins

The full group will attend together, and normal session times begin.

If you feel your child needs a shorter session at first, no problem! Just let us know.

Why do we have a three-step Orientation? Why can't children just start on day one?

The transition to kinder can be a big step for some children, even if they have been to kinder or childcare before. Kinder spaces are large, and can be overwhelming when they are busy with lots of friends, activity and noise.

Unlike long day care, where children may join the service throughout the year, sessional kindergartens have all children starting together at the beginning of the year.

Our 3-step orientation process allows for:

- Children to visit the space with the safety and comfort of a familiar adult, who can model a sense of belonging and fun!
- Staff get the opportunity to meet parents and carers, ensuring we have strong processes in place for collection of children at the end of the day.
- The children can learn the rules & routine in a smaller group at first.
- Staff can build trusting relationships with each child and family, and learn about their interests and needs.

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

Belongings from home

Some children may like to bring a comfort toy to help them feel secure in their new environment, which is ok. We suggest that other special toys or belongings be left at home, so they don't get lost or broken.

Occasionally children and families may be invited to bring objects from home for our treasure bag curriculum or items that may be related to current learning within the kinder.

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

Mealtimes at kinder:

Our Goal : To foster a positive food environment where children are supported through safe and consistent mealtime rituals centred on coming together, socialising and trust.

At mealtimes we value:

- Socialising and Connection
- Routine and Rituals
- Trusting the Child
- Food Learning

To help make mealtime a success, it helps to pack familiar foods for your child.

Your child will be able to eat foods in the order of their choice, free from judgement or direction, e.g. children can eat their sandwich at snack time if they wish. Teachers will not be monitoring whether children eat a special treat in the morning or save it until after lunch. We recommend packing foods you are happy for your child to manage independently.

We do not have the facilities to warm up food for 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, we ask families not to bring nuts or nut products into the kinder.

There may be other food restrictions within the kinder or in certain groups where appropriate e.g. dairy, eggs (these will be discussed at orientation).

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.

When our veggie garden is thriving, children help to harvest the vegetables and herbs to use in cooking experiences.

Snack & Lunch Ideas:

FRUIT & VEGETABLES

- Banana
- Apple
- Pear
- Mandarin / orange
- Grapes
(please cut grapes in half length wise)
- Diced fruit tub in juice
- Dried Fruit (sultanas, cranberries, apple, apricots)
- Broccoli (cooked or raw)
- Carrot / celery / snow peas / capsicum with dip e.g. hommus
- Cherry tomatoes (please cut in half)

SNACK FOODS

- English muffins
- Crackers
- Crispbreads
- Rice cakes
- Crumpet
- Fruit bread
- Yoghurt tub or pouch
- Cheese stick or cheese slice
- Pop corn
- Hard boiled egg
- Pancake or pikelet
- Pretzels

SANDWICHES / WRAPS

- Cheese and vegemite
 - Cold meat and salad
 - Tuna and salad
 - Ham and cheese
 - Chicken and avocado
 - Jam or honey
 - Egg
 - Pita bread
 - Bagel with cream cheese
- *Please no peanut butter or nutella

HOT FOOD (IN A THERMOS)

- Fried rice
- Pasta
- Curry
- Soup
- Dumplings
- Noodles / Stir fry

OTHER IDEAS

- Pizza slice
- Muffins
- Zucchini slice
- Baked beans
- Felafel / lentil patties
- Croissant
- Sushi / rice paper roll
- Meatballs

Follow this link for a helpful resource about packing lunch for young children - [No Pressure Lunchboxes](#)

Health Information

Illness

Children who are sick (runny nose, sore throat, fever or just not feeling well) cannot come to kinder. This is to ensure they can rest and recover, and to reduce the spread of infections to others.

If a child becomes unwell during a session, we will contact a parent/carer 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.

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.

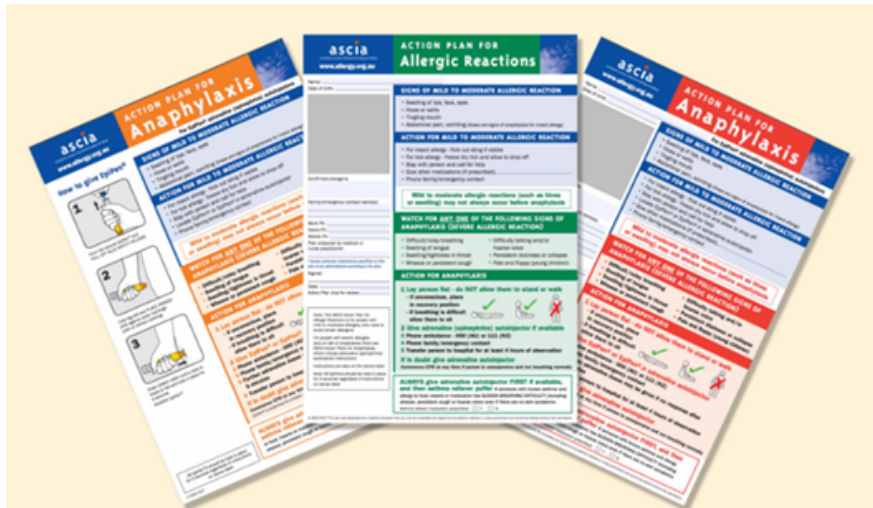
To minimise the spread of infection, children with a suspected infectious disease need to be collected from the centre as soon as possible.

The exclusion periods can be found here:

<https://www2.health.vic.gov.au/public-health/infectious-diseases/school-exclusion>

The image shows a 'INCIDENT / INJURY / TRAUMA AND ILLNESS RECORD' form. The form is divided into several sections: 'Child's Details' (Name, Date of Birth, Sex, Date, Time), 'Incident / Injury / Trauma & Illness Details' (Date, Time, Location, Description), 'Circumstances leading to the incident / injury / trauma or illness', 'Action taken by Education & Care Services', 'Family Day Care Education', and 'Person notified or attempted to notify of incident or illness'. There is also a diagram of a child's body for indicating injury locations. A blue pen is resting on the form.

Allergies, Asthma & 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.

Risk Minimisation and Communication Plans will be reviewed with the parents and child's teacher on a bi-annual basis, or more regularly, if required.

For their safety, 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, (eg 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 the centre if their child is sensitive to our sunscreen.

Families are encouraged to apply sunscreen to their child on arrival. Children will reapply throughout the session as required, with teachers help.

Toileting

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

Please bring at least two changes of clothes each day while your child is toilet training.

We will place any wet / soiled clothes in a plastic bag in their kinder bag.

You can find some helpful resources about learning to use the toilet here:

<https://padlet.com/BHNHealthPromotion/toileting-getting-ready-for-school-sggjlevjk4gdl6eh>

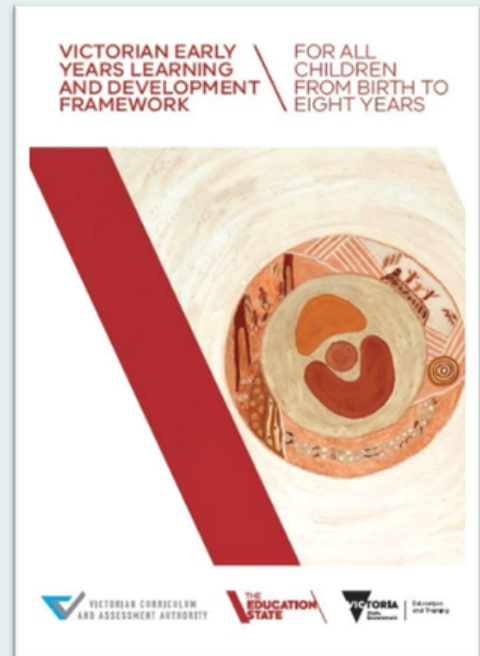


The Educational Program

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

Staff are trained to observe children's behaviour 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 organise excursions and visitors to the kinder related to the educational program.

In 4 year old kinder, nature walks are included within the curriculum to encourage the children to connect with Country and provide them with challenges they may not normally experience, such as climbing trees, building cubbies etc.

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

Special days

We love special events and celebrations at kinder!

Our aim is to provide a rich program with opportunities for children to learn about many different cultures. We love when families share celebrations and special days, which we can all learn about and celebrate together!

We will celebrate the grown-ups in children's lives by holding a family event each term, where family members can be part of the kinder program.

Around May and September, these events coincide with Mother's Day and Father's Day, where we celebrate the mums, dads, step-mums, step-dads, grandparents and other carers who make up our parent community.



Birthdays

For those who celebrate birthdays, we sing happy birthday with a pretend cake, provide stickers or cards and offer a birthday hat (a fun way to celebrate birthdays that does not involve food.)

Children can bring non-edible treats (eg. bubbles or stickers) to share with their friends in the kindergarten session, if they wish.

- 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

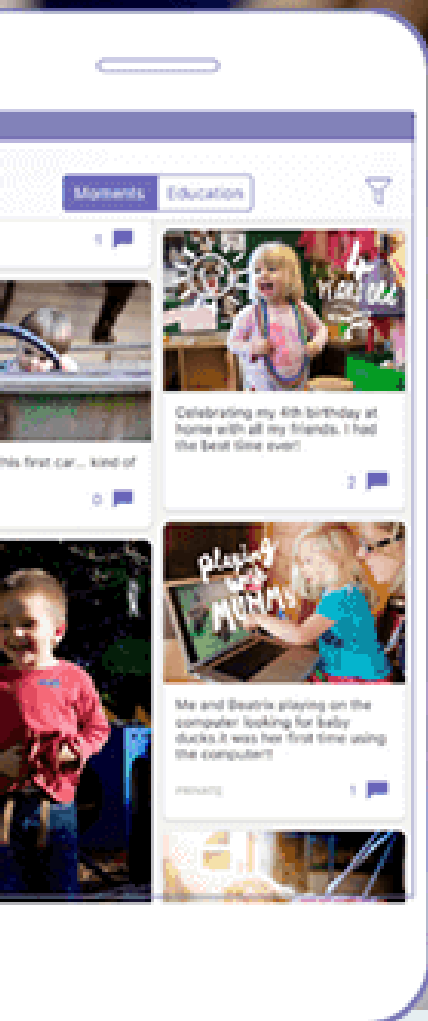
We currently use Storypark to document the children's learning and share with families.

On Storypark our families receive:

- Reminders
- Group information
- Photos and snippets of the children's play
- Learning intentions & reflections

Teachers 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.



Storypark 

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.

Photos of children



At enrolment, you will be asked if you consent to your child being photographed at kinder.

Photos will only be taken using kinder ipads and never on staff or parents phones.

Photos are shared on Storypark, if you have consented to this.

Families are not permitted to take photos inside the kinder or during kinder events such as excursions.

We ask families to minimise use of mobile phones inside the kinder, and staff are not permitted to have their phones with them whilst they are working with children.

We also have a professional photographer visit the kinder once a year, and families will need to consent to their child being photographed. These professional photos will be available to purchase directly from the photographer.



ATTENTION!

**NO CAMERAS, PHONES, OR VIDEO
RECORDING IN THIS AREA**

ONLY AGGS DEVICES CAN BE USED TO TAKE PHOTOS

Funding, Fees & Payments

Kinder is FREE for all 3 year old and 4 year old children, for 15 hours per week.
(2 x 7.5 hour sessions per week)

Families in priority groups, including children known to child protection, Aboriginal and Torres Strait Islander and refugees may be able to access additional hours of FREE kinder. Please call us or City of Kingston to discuss.

At AGCS, we also offer an additional 5 hour session on Fridays, which is not funded. Families can apply for a place in the Friday group, which costs \$510 per term. Unfortunately we are not eligible for the child care subsidy so there is no rebate on the Friday fee.



Important to note: Each child can only access funded kinder in one service.



If your child attends a long day care centre as well, please ensure that they will not be enrolled in the funded kinder program.

As a condition of our agreement with the City of Kingston, we are not allowed to enrol children at our service who are not receiving kindergarten funding.

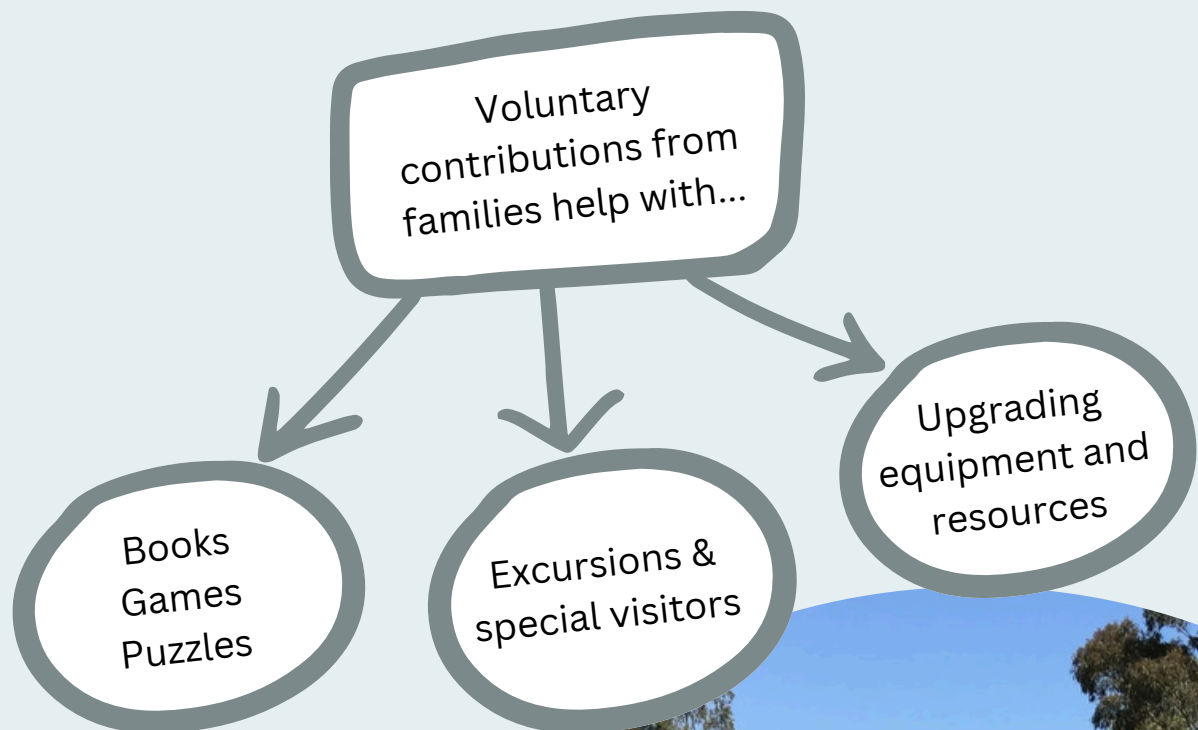
If your child is enrolled in funded kinder at another service, or if you have any questions about kindergarten funding, please speak to our Nominated Supervisor, Kim Ives.

Voluntary Contributions

Whilst there are no term fees payable for kindergarten in 2027, as a not-for-profit service, we welcome and appreciate voluntary contributions from families.

In 2026, we suggested families pay \$115 for the year, if they would like to make a voluntary contribution.

All voluntary payments are used for resources and activities that enrich the kindergarten program.



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.

You can find the policies and procedures on our website:

www.agcsinc.org.au

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 suspected or alleged child abuse.

The kindergarten aims to provide a safe learning environment for all children.

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, visitors and excursions.



**Complaints
&
Grievances**

If you have a complaint, where possible it is best to raise it directly with the person involved.

If the matter cannot be resolved, complaints can be escalated to the Nominated Supervisor, CEO 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 at different times of the day.

**Student
teachers**

We support the early childhood profession by hosting student-teachers who require practical experience. Student-teachers are always supervised by our kinder staff and do not help children with toileting.

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

Family Participation

As a not-for-profit organisation, we rely on volunteers to help with the running of the kinder and community centre.

You can get involved by:

- Attending kinder sessions (for an hour or two) to read stories, play games, and assist children as they play and learn
- Joining the group for their nature walks
- Participating in our fundraising events
- Doing a load of washing (we don't have a washing machine!)
- Joining the Board of Management
- Assisting with repairs and maintenance of kinder equipment
- Attending working bees (gardening, cleaning, spreading tanbark...)
- Sharing your culture with the group (eg. a story, song, recipe, celebration)



Cooking with the children



Playing an instrument



Sewing or craft



Reading books



Fundraisers



Working Bees

A photograph of children in a garden setting. One child on the left wears a white bucket hat and a dark jacket, holding a small object. Another child in the center wears a colorful floral hat and a pink shirt, sitting on the ground. The background is a lush green field with trees under a bright sky.

**Thank you for visiting us at
Aspendale Gardens
Kindergarten!**

We hope to see you in 2027!



Address

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4YO kinder: 7503 7676

3YO kinder: 8512 0539



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Website

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