



Family Information Booklet 2017-2018

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OUR COMMUNITY, WORKING TOGETHER TO ACHIEVE

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VALUES



TERM DATES FOR 2018

Kinder Term Dates

Term 1:	29 January (pupil free) to 29 March (Thursday) *
Term 2:	16 April to 29 June
Term 3:	16 July to 21 September
Term 4:	8 October to 21 December

ACCIDENTS AND ILLNESS AT KINDERGARTEN

Please inform the Educator if your child is to be absent for any length of time.

If a child suffers injury or bodily harm at kinder the educators will ascertain the extent of the injury and where necessary, refer to Assistant Principal Penny Westlake.

In the case of injury which involves bleeding, persons treating the injury **must wear disposable surgical gloves**.

All head **injuries** (red mark, bruise, lump) must be referred to a first aid staff member and a telephone call made to inform the family.

Accidents

If an emergency occurs at the kindergarten; the Educator will:

1. Arrange for transportation via ambulance (if deemed necessary) to the nearest Accident and Emergency Centre. This will be at a cost to the parents if they are not Ambulance subscribers.
2. Contact parent or nominated contact person.

An adult volunteer will accompany the child at all times, until the next-of-kin arrives – seek advice from the school.

All accidents involving children will be recorded on an Individual Accident Form that is to be signed by both the Educator and a parent of the child. A copy is filed at the Kinder.

Medication

Any child requiring medication during session times must have details entered in the Medication Book. All medication must be handed to an Educator on arrival at the kindergarten. The staff member will then place the medication into the First Aid Kit situated in the office or the fridge in the kitchen. Children must not have medication left in their bag. If medication is to be taken at kindergarten, a Medication Request Form must be completed by parents and the medication handed to the Educators.

Illness and Infectious Diseases

Infectious and communicable diseases will be dealt with according to the requirements of the Victorian Health Department's 'Minimum Period of Exclusion from Schools and Children's Services of Infectious Diseases Cases and Contacts' table. This table will be displayed at the kindergarten.

Head Lice is one of the most common infectious diseases encountered and as a result the Committee, in consultation with the Educator, has implemented a Head Lice checking program. To facilitate this program parents/carers/guardians are required to provide a completed and signed 'Head Lice Inspection Consent Form' for each of their children attending the kindergarten. A copy of the consent form is included in your information pack.

When a child becomes ill at Kindergarten the parent/guardian, or if the parent/guardian is unable to be contacted the emergency contact person, is notified immediately and arrangements are made for the child to be taken from the kindergarten as soon as possible. Please remember that infections spread quickly at kindergarten. A sick child must be kept at home. Please notify the Educator of the reason of the child's absence.

A child must be excluded from kinder for a period of time if suffering from the following infectious diseases:

Measles	At least 7 days after the appearance of the rash.
German Measles	Until fully recovered and at least 4 days from the onset of the rash.
Whooping Cough	4 weeks
Hepatitis	When a Medical Certificate is produced
Chicken Pox	At least 7 days after the appearance of the rash
Gastroenteritis	At least 48 hours after the cessation of symptoms

Please ask the Educator for information or advice regarding children who have been in contact with these or other infectious diseases.

Immunisations

It is mandated that your child's immunisations are up to date. An immunisation status certificate must be submitted with the birth certificate at parent-teacher interviews.

www.medicareaustralia.gov.au/online

Allergies

The kinder committee and staff shall not discriminate against any person on the grounds of having an allergy.

A photograph of the child with details of the allergy and foods/items/products that need to be avoided will be placed on display in the kitchen area.

The child's parent(s) must provide details of any allergies and a detailed management plan to the Educator at the time of their interview.

Staff will follow the management plan according to need.

Any medications and/or treatment devices must be provided by the parents and shall be located at a site designated by the Educator.

In consultation with the child's parent(s), staff and committee of management, any necessary professional development associated with the management of the allergy will be considered.

The child's parent(s) is responsible for ensuring that the management plan and medication(s) are kept up to date, and that staff are informed of any changes. As part of their duty of care, staff will also be responsible for checking that the management plan and medication(s) are up to date at the beginning of each Term.

While particular products will **not** be banned, all caregivers will be informed via the newsletter and/or a separate letter regarding the presence of a child with an allergy in the kinder, the nature of this allergy and will be encouraged to avoid sending products which may be detrimental.

Throughout the kinder year opportunities will be taken to educate all children regarding the inappropriateness of sharing food.

The Educator will discuss with the parent(s) on an individual basis their wishes regarding their child's participation in celebrations where food is brought into the kinder (e.g. peer birthdays). These wishes will be included on the management plan.

Anaphylaxis Management

Anaphylaxis is the most severe form of allergic reaction and can be fatal. We will ensure that every reasonable precaution will be taken to provide a safe environment for children diagnosed at risk of anaphylaxis.

We will ensure this occurs by:

- An anaphylaxis action plan, with a photo of the child, will be placed on the wall near the kindergarten kitchen.
- Anaphylaxis action plan is signed by the child's doctor and shown to staff. This occurs during the parent Educator interview at the beginning of the year or when diagnosed.
- EpiPen will be supplied by the parents (within expiry date) and will be kept in the First Aid container found in the kindergarten office. The child's name will be clearly named on the container.
- The emergency action plan for the management of anaphylaxis is placed on the wall of the kindergarten office.
- A treat box is available for special occasions. The treat can be a cake made by the parent and this will be kept in a labelled container found in the kitchen freezer.
- Staff undertake anaphylaxis management training and undertake refresher training each year.
- EpiPen will be taken on all excursions and/or when leaving the kindergarten.

You can download and print anaphylaxis action plan sheets from www.allergy.org.au you will find the forms under "Useful Information", then "Anaphylaxis Action Plan".

Asthma

Asthma is an increasingly common condition with life threatening potential.

Every child with asthma attending the kindergarten must have a written Asthma Action Plan, ideally completed by their treating doctor or paediatrician, in consultation with the child's parent/carer. This should be attached to the child's records and updated if the child's asthma changes significantly.

The Asthma Action Plan is to be provided by the child's doctor.

The Asthma Action Plan must include:

1. Usual medical treatment (medication taken on a regular basis when the child is 'well' or as premedication prior to exercise.
2. Details on what to do and details of medications to be used in cases of deteriorating asthma. This should include how to recognise worsening symptoms and what to do during an acute asthma attack. The Asthma First Aid section of the Asthma Action Plan must have no less than four (4) separate puffs of the blue reliever medication every four (4) minutes. If the Asthma Action Plan is returned with less than the required number of puffs per minute the plan must be sent back to the parent/carer and doctor for review.
3. Name, address and telephone number or an emergency contact.
4. Name, address and telephone number of the child's doctor.

Refer to the Asthma Policy on our Website.

H.I.V./A.I.D.S & Hepatitis B

The Kinder Committee and staff shall not discriminate against any person on the grounds of having, or being assumed to have, H.I.V. Infection, A.I.D.S. or Hepatitis B, in accordance with the Equal Opportunity Act 1984.

The Kinder Committee and staff will not give out information about any person with H.I.V. Infection, A.I.D.S or Hepatitis B. This information must remain confidential unless permission is given for its release by parent(s)/Guardian.

Proper safety precautions will be taken when dealing with any accidents/ wounds (e.g. surgical gloves worn).

Staff are not required to inform the Committee.

If any further information is required please contact Early Learning Association Australia on (03) 9489 3500.

AMALGAMATION

The Kinder is with the Department of Education and Early Childhood Development and is determined by their regulations, which is the same for all kindergartens.

The Education and Care Services National Regulations, Standard 6.3, requires that kindergartens collaborate with other organisations and service providers to enhance children's learning and wellbeing.

The Black Hill Kindergarten and Black Hill Primary School have amalgamated. This does not change the day to day organisation or the learning and teaching curriculum of the Kinder in any way, but does mean that parents are relieved of many time consuming administrative tasks.

The Black Hill Kindergarten and Black Hill Primary School community are pleased to have the opportunity to support each other and ensure the children have the best pre-school education possible.

ARRIVALS AND DEPARTURES

The time before and after each session is for the Educator's preparation time for the day's activities. Unless alternate arrangements have been made, children should not be delivered to the kindergarten before the nominated commencement times of the sessions.

A list of all people who may collect your child from the kindergarten is to be completed and updated when there is a change of circumstances. Only those people you have authorised may collect your child from the kindergarten.

The SIGN-IN BOOK IS A LEGAL DOCUMENT. It needs to be filled in by the authorised adult who is dropping your child to kindergarten and needs to be signed again as your child leaves kindergarten at the end of a session. Once children have been signed into kindergarten at the beginning of a session, they need to come inside supervised by the teaching staff.

Parents/Guardians/Carers are to remain outside until the session is finished.

Please always tell your child who will be collecting him/her.

Toddlers are welcome in the kindergarten room as parents settle their kinder children into each session. However toddlers are the parents' responsibility and need to be supervised accordingly.

The kinder children's needs are the priority of the kindergarten Educators so as to maximise learning opportunities, toddlers are required to stay with their parent during Music and Movement and Story time.

BIRTHDAYS

If your child is having a birthday, you are most welcome to bring a cake for the children to share. Families of children who have allergies to certain foods are encouraged to talk to the Educator and provide food items that can be stored in the freezer section of the kindergartens fridge. This food will then be given to your child when cakes or similar party food is provided by others.

If for some reason you would prefer us not to mention birthdays (e.g. for religious beliefs) please talk to the Educator.

BLACK HILL KINDERGARTEN PROGRAM

Black Hill Kindergarten provides a supportive, nurturing environment for children to learn through play. We provide positive experiences in a safe and stimulating environment that will encourage children to work towards their capabilities under the **Victorian Early Years Learning Framework**. Learning is an active process that must involve children's engagement. Play has the ability to stimulate and integrate the wide range of children's interests, physical, social and creative abilities. The program provides endless opportunities to plan and encourage group activities. These group activities provide opportunities for the children to happily and confidently interact with the other children in small and large group activities.

The **Victorian Early Years Learning Framework** uses five outcomes to describe the key elements of children's learning and development. These are:

- **Identity** Children have a strong sense of identity.
- **Community** Children are connected with and contribute to their world.
- **Wellbeing** Children have a strong sense of wellbeing.
- **Learning** Children are confident and involved learners.
- **Communication** Children are effective communicators.

These learning outcomes provide a shared language for all early childhood professionals, Educators, carers and parents when looking at children's learning and development from birth to 8 years old.

Parents and extended families often view the children's talents through small concerts and performances viewed throughout the year.

BLACK HILL KINDERGARTEN TRANSITION PROGRAM

During the first week of December in the year prior to a child attending Black Hill Kindergarten, the children with their parent/s attend a 2 hour kinder session within a group of 12 or 13 children. To begin the kinder year, the same small group of children attend a reduced number of kinder sessions per week for two weeks. The Black Hill kindergarten's transition program eases our children into the kinder and school environment. This is done for the first 2 weeks of Term 1 only. The Department of Education and Early Childhood Development states that all children in a government funded kindergarten must have at least 15 hours per week. This is achieved for the remainder of the year.

Philosophy for Black Hill Kindergarten's Transition Program

- Small groups enable Educators to have more time to communicate and engage on an individual basis with children. Thus getting to know them quickly.
- Kinder routines, that are new to the children, are explained and practiced in a small group to encourage independence. Children can become comfortable with these new routines and complete them confidently.
- The Educator can allow child to leave the kinder room at the end of session to the correct parent/carer without confusion or time delay.
- During the transition time, parents have an increased opportunity to foster friendships.
- Some children encounter separation issues. These children require Educator time to calm and reassure them before they can happily settle into the kinder environment.
- Children are familiar with at least 12 other children. Name games are played so that when they enter the larger group, they tend to learn the other children's names more quickly.
- During these vital two weeks, through observations of the children, the Educator can plan an appropriate enriching play experience for each child.

Details of transition program session times are provided with the term dates and parent Educator interview times.

CHILDREN WITH ADDITIONAL NEEDS

The enrolment of a child with additional needs is done in consultation with the staff, the child's parent(s) and appropriate support services. Any specific information required to assist the staff and committee to plan for children with additional needs should be included in their initial enrolment information.

The Educator, in consultation with the parents and specialist support services, will implement the program in accordance with the child's developmental needs. The Educator will also apply for any relevant support resources available for the child. The Assistant Principal and Educational Leader will apply for additional funding available to support students with special needs.

CLOTHING

Black Hill Kindergarten is an accredited 'Sun Smart' kindergarten. Therefore children are required to wear either a broad-brimmed or legionnaire-style hat in Terms 1 and 4 with a winter hat during the cooler months. The hat must be named and left in the child's kindergarten bag.

Summer

The kindergarten Educator prefers the children to wear sandals or sandshoes. Thongs should not be worn at the kindergarten, as they can be dangerous when the children are running or climbing. Sunscreen should be applied prior to attending the kindergarten and left in the children's bags in case reapplication is required.

Winter

Solid shoes or gumboots are recommended.

For comfort, safety and cleanliness, it is advisable for children to wear slippers inside the kindergarten. Please ensure that named slippers are in children's bags each day.

Coats and hats are advisable for cold weather, as the children will go outside even when raining as we can play in the undercover areas of the kindergarten.

Remember to dress children in clothes that they can manage themselves and it is best to use clothes that wash easily.

Children are to bring a bag each session, large enough for paintings, etc.

Small towels, smocks etc. will be supplied by the kindergarten.

If desired, Kinder polo shirts and polo fleece jumpers may be purchased from Beleza.

COMMITTEE OF MANAGEMENT

The Committee of Management consists of the parents who are elected at the Kinder Information Evening. Any person may nominate for a position on the committee which provides an opportunity to influence and shape the kindergarten service, to review policies and contribute to service decisions.

The committee consists of 10 parents, four of whom are needed to fill the following executive positions:

PRESIDENT

Chairs each monthly meeting, liaises with the Educator and the Assistant, organises and delegates jobs to committee members and other parents.

The President is an automatic member of the Black Hill Primary School Council as a representative of the Kindergarten Committee.

VICE-PRESIDENT

Assists the President, chairs the monthly meetings if the President is unavailable and assists the Educator in enrolments.

SECRETARY

Takes minutes at each meeting and takes care of all incoming and outgoing correspondence.

TREASURER ASSISTANT

Maintains the Kindergarten budget in conjunction with the Business Manager from Black Hill Primary School. Black Hill Primary School issues invoices and receipts for Kindergarten fees.

The remaining 6 general committee members are required to perform a range of other duties, including enrolments, fundraising etc.

DISCIPLINE

In the interests of the safety and wellbeing of all children attending the kindergarten, the right to use disciplinary measures is reserved. Under no circumstances will the Educator use corporal punishment, however the Educator may employ alternative procedures in cases where a child's behaviour is inappropriate and/or dangerous. The Educator will inform the child's parents of any disciplinary action that has been taken.

Where a child's behaviour problem is persistent and/or endangers the safety or wellbeing of the child and/or other children, the child may be excluded from the activity for a specified period of time.

With procedures of this nature the child's parents will be advised and where necessary, further professional assistance may be sought.

EMERGENCY EVACUATION PROCEDURE

A full copy of the Kindergartens Emergency Evacuation Plan is included in this information document as Appendix 1.

ENROLMENT PROCEDURE

Black Hill Kindergarten is part of Central Enrolments with Ballarat City Council. Enrolment forms can be obtained from Ballarat City Council.

The State Government provides funds to Black Hill Kindergarten for 50 child placements annually. Our program is designed for a maximum number of 25 children in the two groups. Each group attends up to 15 hours of kindergarten per week.

An eligible child must be at least four (4) years of age on or before 30th April in the year of attendance.

Applications for four-year-old kindergarten in 2018 close Friday 30 June, 2017.

If your child will be four years old by 30 April 2018 and you would like them to attend kindergarten next year, sign up now to the City of Ballarat Centralised Enrolment Scheme.

First round offers for four-year-old kindergarten places in 2018 will be sent out in the first week of August. Applicants are encouraged to respond to their offer as detailed in the letter. Second round offers will also be sent in August, with final round offers in early September 2017.

The City of Ballarat's Central Kindergarten Enrolment Scheme is an initiative to ensure the whole community has access to a fair, equitable and timely system for processing kindergarten enrolments. The centralised system replaces individual applications and endeavours to secure a place at the preferred centre.

Local families may submit an enrolment form with three preferences for participating kindergartens.

- Complete the [Online Enrolment Form](#)
- Download and print the [Kindergarten Enrolment Form](#)
- Kindergarten Enrolment forms are also available at:
 - The Phoenix (25 Armstrong Street South)
 - Parent Place (Corner Sturt and Albert Streets)
 - Local kindergartens
 - Ballarat Libraries
 - Maternal and Child Health Centres

For changes to an existing enrolment, please contact Family & Children's Services on 5320 5720

At the time of enrolment, information will be sought on Health Care Cards, as this record is required to allow application to be made for the Health Care Card Subsidy.

EXCURSIONS

Parents will be notified of excursion destination, mode of transport, the legally required adult-child ratio and other relevant details.

Any excursion into Black Hill Primary School will be with parent permission and strictly supervised by the Kindergarten Educator at all times in accordance with pre-school regulations.

Any changes to session times will be made clear to parents/guardians (usually via the weekly newsletter).

Parents will be asked to sign a permission form for each excursion. This form is located next to the attendance register.

Failure to sign this form prior to the excursion date will make children ineligible to attend the excursion. In such case where parents are unable to be contacted, the child will have to be left at the kindergarten in the care of two (2) Committee members for the duration of the excursion.

Attempts to contact the parent/guardian/authorised person will be made until the excursion departure time.

The Educator needs help from parents when she takes the children on an excursion away from the kindergarten, e.g. to the fire station. Parents can place a star beside their signature on the excursion permission form.

Depending on the nature of the excursion it is not always possible to allow toddlers/babies to accompany parents. Parents would be notified on these occasions.

The kindergarten budget allows all kindergarten children to attend at least six excursions per year. Unlike many other kindergartens, excursion expenses are incorporated into the fees so as not to disadvantage any kindergarten child from attending these excursions.

Parents that wish to assist / attend excursions are required to have a current "Working with Children" card.

FEES POLICY

Why fees are necessary

The Department of Education and Early Childhood Development provides per capita funding as a contribution toward the costs of providing the funded kindergarten program. This funding contributes to the cost of providing a kindergarten program.

Kindergarten fees are necessary because there is a shortfall between the level of government funding and the cost of operating a viable kindergarten.

There is the possibility of accessing Childcare benefit (CCB) for eligible families as Black Hill Kindergarten is an approved provider.

Parents need to be aware that kindergartens are not a free service, and rely on prompt payment of fees to meet the operation costs. All parents/guardians must pay fees and Black Hill Primary School has the discretion to withdraw service for non-payment of fees.

Fee subsidy for low income families

A parent/guardian or child who holds a current Health Care or Pensioner Concession Card or a Visa 786/785 is eligible for a reduction in their fees. For the 2017 year, this subsidy covers the entire kindergarten term fees so there will be no out of pocket amounts owing. Supporting documentation (such as the Health Care Card) must be sighted by the Educational Leader, Black Hill Primary School Business Manager or a designated member of staff, prior to the start of each term. It is the responsibility of the parent/guardian to show the relevant card to ensure the kindergarten records are up to date. If documentation supporting a fee subsidy is not shown, you will be billed for the full fee amount for that Term, and following Terms, until such supporting documentation is provided.

Refunds

Fees are non-refundable except for families who have paid for the full year and provide written notice to the Committee of their departure. If the departure is during the final term no refund will be available. Refunds are provided on a pro-rata basis. The Committee may consider a partial refund in other limited circumstances.

There will be no refund of fees due to a child's illness; family holiday during operational times; closure of the centre for one or more days when a qualified staff member is absent and a qualified reliever is not available; or closure of the centre for staff training days.

Payment of Accounts

Fees will be invoiced to families directly and must be paid by the date indicated on the invoice.

Each invoice will be accompanied by payment instructions. Please note that the first instalment of fees must be received prior to the child commencing at the kindergarten.

Unpaid fees

Fees not paid by the due date will be followed up by:

- An initial letter of warning stating fees are overdue, giving 10 working days for payment.
- If payment is not received, families will be required commit to a payment plan.
- The child's place at the kindergarten may be cancelled if:
 - The person(s) responsible for paying the fees fails to commit to a payment plan; or
 - No payment is received within 10 working days of the commencement of the payment plan.

The committee reserves the right to employ the services of a debt collector.

Late enrolments

Please note, if a child is enrolled after the start of the kindergarten year, the first instalment of fees must be received by the Committee before the child can commence kindergarten.

FUNDED SECOND YEAR

Any children requiring an additional year of kinder will undergo an assessment for further government subsidy of their second year. The Educator must make this application by September of the year prior to the second year of kindergarten. If such funding is rejected then the committee will assess each case depending on its merits (i.e. number of enrolments for following year etc.) OR the individual family will pay the Government subsidy plus the term fees.

GOVERNMENT POLICY CHANGES

All information contained within this document regarding government subsidies and Health Care Card Rebates was current and correct at the time of printing.

If subsequent changes are made by the government of the day regarding these subsidies and rebates you will be notified via the kindergarten newsletter, when such changes take effect.

GRIEVANCES POLICY

Anyone who has a grievance should firstly approach the kindergarten Educator. If they find the meeting unsatisfactory, a letter of complaint should be forwarded to the Committee of Management of the Black Hill Kindergarten.

The Committee must ensure that the Award or Employment Agreement is followed in the resolution of any complaint to do with staff performance.

Should the full Committee agree and approve that the disciplining of an employee is necessary the Committee must contact Early Learning Association Australia (ELAA) for support and guidance. No disciplining of an employee can commence without the approval of the full Committee and contacting ELAA.

HYGIENE

The staff teach the importance of washing hands after:

1. Dirty play
2. Using the toilet
3. Patting animals

Children are also instructed not to touch other children's sores or bleeding wounds in the playground, but to get help.

LATE PICK UP POLICY

As the committee is required to pay staff for any additional time on duty, the Committee may impose warning and or fines to parents if late pick-up situations occur.

In case of delay in picking up children on time, **if possible please call the kindergarten and let the Educator know of the delay.**

If Parent(s)/Guardian(s) are more than 15 minutes late, the Educator will ring all contact numbers.

If a child has not been collected from the kindergarten within 30 minutes of the conclusion of any session, and parents have been unable to be contacted by the Educator, the child will be left in the care of two (2) Committee members at the kindergarten. If the child is still not collected after two (2) hours and parents or next of kin have not been able to be contacted the police will be contacted for further advice. Attempts to contact the parent/guardian/authorised person will continue whilst the child remains in the kindergarten or in the care of a Committee Member.

LUNCH BOXES

Children need to bring their lunch and a drink to the longer sessions on Monday, Tuesday, Wednesday and Thursdays. Please pack healthy food only. No sweets or soft drink should be included in the lunch boxes. The children usually enjoy having lunch at kinder.

PARENT TEACHER INTERVIEWS / INFORMAL INTERVIEWS

Parent Teacher interviews provide families the opportunity to share in the decision making about their child's learning and wellbeing. Formal, compulsory interviews are held at the commencement of the year, while informal interviews can be arranged with the kindergarten Educational Leader on an as needs basis.

Interviews will be held over the following 3 days at the beginning of the year: Tuesday 31st January, Wednesday 1st February and Thursday 2nd February. You will be given an appointment time. In response to our annual Parent Survey informal interviews are offered mid-year. These interviews are scheduled, upon request, and allow parents to receive feedback about their child's first two terms at kinder.

Please note that the Kindergarten operates an "open door" policy and all parents are encouraged to talk with the Educator about any issues or concerns they may have as soon as they arise rather than waiting for a scheduled interview mid year.

PARENTAL HELP

Any help that parents can give to the kindergarten is greatly appreciated.

There are always jobs to be done like sewing and mending broken equipment. The Educator will be glad to know of any mums and dads who are willing to assist.

Some parents may like to come and tell the children stories, talk about their interesting occupations or generally lend a hand when asked.

It is essential that all volunteers must have a "Working with Children" check. These must be copied and kept on file at the kindergarten.

Toddlers are welcome but must be supervised by their parent at all times and are asked not to join in with Music, Movement or Story time.

PETS

The kindergarten is lucky to have two lovely pets. We have a budgie named Budgie and a rabbit named Miffy. We need the help of families to look after these pets. The budgie needs a home with a family each weekend. Miffy has a special cage at the kindergarten where she is kept over the weekends and weeknights.

PHOTOS

The kinder photos are taken by Photo Design Professional Photography usually in Term 2. Dates will be advised.

POLICIES

Policies are available for download on the Black Hill Primary School Website.

<http://www.blackhillps.vic.edu.au/kinder-policies.php>

- Acceptance and Refusal of Authorisations Policy
- Administration of First Aid Policy
- Administration of Medication Policy
- Anaphylaxis Policy
- Asthma Policy
- Child Safe Environment Policy
- Code of Conduct Policy
- Complaints and Grievances Policy
- Curriculum Development Policy
- Dealing with Infectious Diseases Policy
- Dealing with Medical Conditions Policy
- Delivery and Collection of Children Policy
- Determining Responsible Person Policy
- Diabetes Policy
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy
- Environmental Sustainability Policy
- Excursion and events policy
- Fees Policy
- Food Safety Policy
- Governance and Management of the Service Policy
- Hygiene Policy
- Incident, Injury, Trauma and Illness Policy
- Interactions with Children Policy
- Information and Communication Technology Policy
- Interactions with Children Policy
- Nutrition and Active Play Policy
- OHS Policy
- Participation of Volunteers and Students Policy
- Privacy and Confidentiality Policy
- Staffing Policy
- Sun Protection Policy
- Sustainability policy
- Water Safety Policy
- Working With Children Checks Policy

Paper copies are kept in a folder in the shelf in the office "Kindergarten Policies".

PRIVACY POLICY

Black Hill Kindergarten values the relationship we have with you. We are committed to protecting and respecting the privacy of your personal information.

It is bound by a set of Victorian Health Privacy Principles that establish the benchmark for how personal information should be handled. These principles have been embraced by our service as part of our standard service delivery procedures.

All personal information that enters our service will be dealt with in a uniform manner and the highest regard will be taken for maintaining its security at all times.

In order to provide our kindergarten service, we ask you to give us information, including child and family names, child's age, address, next of kin information, developmental and health information.

Our service also holds limited financial information. We ask about your child's country of birth, religion and languages spoken at home. This information assists us in delivering our service and is part of our accountability with our funding body.

Our organisation may, from time to time, disclose some of your personal information to the State Government or its agencies for the purpose of funding accountability. Generally this information is non-identifying. The State Government is also subject to the laws dealing with privacy and has its own policies that are designed to safeguard your personal information.

If you would like to know more about our Privacy Practices, including your right to request access to any personal information held by our service, or concerns as to the handling of personal information, please contact our current Committee President or Secretary. Contact numbers are available from the Educational Leader at the Kindergarten.

Private Still and Video Cameras

It is the current policy at Black Hill Kindergarten that parents, carers, relations and guardians are free to take photographs and videos of the kindergarten children at events such as birthdays, concerts and excursions. These may include group photos. If you have objections or concerns regarding the policy, please see the Educator or the President of the Committee.

ROSTERS

***Please note that all volunteers must produce a current Working With Children check.**

To enable the kinder to keep fees to a minimum, each family is requested to assist with the following:

- Grounds maintenance
- Working Bees
- Laundry and
- Fruit preparation

General Maintenance

The Kindergarten Educator will report to the Maintenance Officer at the Primary School any general maintenance that needs attending to. Working-bees are then organised for the whole kindergarten community to attend.

Washing

Once a year each family is rostered to do the kindergarten washing. This entails laundering tea towels, hand towels and smocks. A roster will be placed in the kindergarten foyer at the start of the year for parents to put their names on.

Fruit Duty

The kinder committee, Educator and Element 6.1.2 of the Education and Care Services National Regulations recognise the importance of providing parents and families with opportunities to become involved in the kinder program.

Parents are therefore asked to do Fruit duty twice each term. This involves the preparation of fruit, clearing of the tables and giving children their morning or afternoon tea. Filtered water is supplied by the kindergarten and children are asked to bring a piece of fruit, vegetable, cheese or dried fruit to each session. A detailed list of what to do is in the kitchen. The parent on duty is encouraged to spend the whole session at the kindergarten to allow time for interaction with their child.

In terms 3 and 4 children will be preparing themselves for playlunch at school by bringing their own drink and snack. There will be no need for parents to come and cut up fruit, but the parent roster in foyer will remain if you wish to come and share a session with your child. We encourage parents to pack a healthy snack and drink. On lunch days the snack should be packed separately from their lunch.

SESSION TIMES

GROUP 1			GROUP 2		
Monday	8:45 am	2:45 pm	Tuesday	8:45 am	2:45 pm
Wednesday	8:45 am	2:45 pm	Thursday	8:45 am	2:45 pm
Friday	8:45 am	11:45 pm	Friday	12:30 pm	3:30 pm

This timetable allows for 15 hours of kindergarten per week.
Closed Saturday, Sunday and all public holidays and term holidays.
Staff supervision begins at 8.40am and finishes at 2.50pm.

STAFF REGULATIONS

- The licensee (Black Hill Primary School) must ensure that:
- There are three staff members on duty at Black Hill Kindergarten whenever children are being educated or cared for at the centre.
- The qualified staff member has successfully completed the appropriate departmental approved qualifications (Bachelor of Education – Early Childhood).
- That all staff members have a current Level 2 First Aid Certificate that remains current when children are either being educated or cared for at the centre.
- That all staff that have sole responsibility for a kindergarten child, have a current police check.
- That all staff are trained in anaphylaxis management.

TRANSITION PROGRAM SESSION TIMES

GROUP 1 A

Monday 6 February	8:45 am	2:45 pm
Friday 10 February	8:45 am	11:45 am
Monday 13 February	8:45 am	2:45 pm

GROUP 1 B

Friday 3 February	8:45 am	11:45 am
Wednesday 8 February	8:45 am	2:45 pm
Wednesday 15 February	8:45 am	2:45 pm
Friday 17 February	8:45 am	11:45 am

GROUP 2 A

Tuesday 7 February	8:45 am	2:45 pm
Friday 10 February	12:30 pm	3:30 pm
Tuesday 14 February	8:45 am	2:45 pm

GROUP 2 B

Friday 3 February	12:30 pm	3:30 pm
Thursday 9 February	8:45 am	2:45 pm
Thursday 16 February	8:45 am	2:45 pm
Friday 17 February	12:30 pm	3:30 pm

The Transition Program concludes on Friday 17 February 2017, with full groups attending the normal session times from Monday 20 February 2017.

TOYS

Unless specifically requested, we do not encourage children to bring their own toys to the kindergarten.

No responsibility can be taken for toys that are lost or damaged.

WASTE MATERIALS/RECYCLING

We are always grateful for any scraps of material, paper, corks etc. for the useful box.

Anything you throw out may be of some use to the children.

The only things that cannot be accepted are the rolls from toilet paper, empty cigarette packets and milk cartons.

If anyone can obtain paper suitable for the children's drawings and paintings, it would be greatly appreciated. This is a very good way of cutting costs and assisting the kindergarten budget.

APPENDIX 1. EVACUATION PLAN

APPENDIX ONE: BLACK HILL KINDERGARTEN EVACUATION PLANS

ONSITE EMERGENCY EVACUATION PROCEDURE	OFFSITE EMERGENCY EVACUATION PROCEDURE	INTERNAL EMERGENCY LOCKDOWN PROCEDURE
<p>Nominated person telephones appropriate service for assistance.</p> <p>Teacher:</p> <ol style="list-style-type: none"> 1. Collects sign in/out book 2. Evacuates all persons to Assembly Point A, the Blue Slide Playground. 3. Makes a head count and confirms count with the Assistant 4. Manages child collection or return to kinder activities following resolution of the emergency. <p>Assistant:</p> <ol style="list-style-type: none"> 1. Collects First Aid Kit book 2. Assists the teacher as directed 3. Makes a head count and confirms count with the Teacher <p>Parents/Guardians collect children from Assembly Point B.</p> <p>Parents/Guardians must sign children out of the care of the Teacher at Assembly Point B.</p>	<p>Nominated person telephones appropriate service for assistance.</p> <p>Teacher:</p> <ol style="list-style-type: none"> 1. Collects sign in/out book 2. Evacuates all persons to Assembly Point B, Black Hill Primary School (Tennis Courts) 3. Makes a head count and confirms count with the Assistant 4. Manages child collection or return to kinder activities following resolution of the emergency. <p>Assistant:</p> <ol style="list-style-type: none"> 1. Collects First Aid Kit book 2. Assists the teacher as directed 3. Makes a head count and confirms count with the Teacher <p>Parents/Guardians collect children from Assembly Point B.</p> <p>Parents/Guardians must sign children out of the care of the Teacher at Assembly Point B.</p> <p>For larger more serious conditions we will evacuate from the Kindergarten and join with the Black Hill Primary School to the Eastern Oval, Peel Street Ballarat.</p>	<p>The Kindergarten has an Internal Emergency Lockdown Procedure.</p> <p>Due to the nature of this procedure it is necessary to restrict its distribution and therefore has been excluded from this general distribution document.</p>

We practise fire drills at this kindergarten annually and record the dates of those fire drill practises on the back of the notice displayed in the kindergarten.

APPENDIX 2. PHILOSOPHY

Black Hill Kindergarten's Philosophy

Black Hill Kindergarten provides a supportive, nurturing environment for children and their families. We provide positive experiences in a safe and stimulating environment that will encourage children to achieve their capabilities under the **Victorian Early Years Learning Framework**. Learning is an active process that must involve children's engagement. Play has this amazing ability to stimulate and integrate the wide range of children's interests, [physical, social, creative and spiritual], while they are sharing play experiences with caring supportive adults and children.

Our educators are all highly qualified and work towards achieving caring and professional relationships with the children under the guidance of **Regulation 155-Relationships with Children**. This regulation states that during our time with the children we are working towards and achieving the following

- Allowing the children to undertake experiences that develop self reliance and self esteem.
- Encourage children to express their opinion and to express themselves
- Has regard to the family and cultural values, age, physical and intellectual development and abilities of each child
- Gives each child positive guidance and encouragement towards acceptable behaviour
- Maintains at all times the dignity and rights of each child.

Our educators are working in partnership with each other. They are highly qualified and communicate and respect each other's roles, experiences and individual expertise. They acknowledge the importance of communicating and planning together to ensure the holistic care and education of each child. Critical reflection and careful planning increase the value of each child's education and care at this kindergarten as it relates to the children's interests or point of need learning. This year marks the introduction of three educators working with the children during their 15 hours access to the kindergarten program. We have employed Maddison Lawson and Jaime Skrobalak as educators, joining Mandy Dalglish and Barbara Carter, while lunch break relief staff members are Louisa Masom and Rebecca Gonin. As educators, we aspire to build strong, collaborative partnerships to achieve the best learning outcomes for our children.

Parents and extended families belong to our kindergarten community and are always welcome. We encourage them to support and contribute to the education and care of the children. Parents are acknowledged as important, loving, caring people in the lives of our children. We involve them in many learning celebrations throughout the year including entertaining concerts to celebrate community events and customs such as Mother's Day, Father's day, Grandparent's Days and Christmas.

Moving to music daily throughout the year is a powerful and fun means of enjoying music while it also builds upon all the essential learning areas -language, auditory, gross motor skills, creativity, social and visual memory. While we are having fun enjoying moving to music we are also building upon the foundation skills in all these areas which build important connections to the brain helping each child prepare for learning now and in the future.

The kindergarten Educator's teaching and learning planning program underpins the five learning outcomes describing the key elements of children's learning and development. These learning outcomes provide a shared language for all early childhood professionals, primary school Educators, carers and parents when looking at children's learning and development from birth to eight years old.

The five learning outcomes are:-

- EYLD 1--Children have a strong sense of identity
- EYLD 2-Children are connected with and contribute with their community
- EYLD3-Children have a strong sense of wellbeing
- EYLD 4-Childrn are confident and involved learners
- EYLD 5-Children are effective communicators

The Black Hill Kindergarten has been amalgamated with the Black Hill Primary School since the year 2000. This does not alter the daily organisation of the kindergarten as we are still regulated by the Department of Education and Early Childhood Department. Amalgamation does mean that the kindergarten parents are relieved of the many time consuming managerial and administrative tasks and the kindergarten also gains valuable professional assistance and support from the school Principal, Assistant Principal, office staff, and Educators within the school. The Black Hill kindergarten and primary school communities support each other to ensure that the children from both the primary school and the kindergarten experience, enriching caring educational experiences together such as the planned activities within the **Kinder/School Buddy Program** with the grade three/four children. There are also a variety of planned and impromptu gatherings with the other school children especially the prep classes.

Miffy the rabbit is our kindergarten logo. Miffy arrives two weeks before Easter and lives in her large hutch at kindergarten where children can enter and visit her every day. Children enjoy feeding her with our fruit and food scraps, picking grass from the back of the kindergarten or collecting food from our garden. Caring for an animal provides many opportunities for children to develop nurturing, caring dispositions and while visiting her throughout the year, children learn to observe, make predictions and wonder while we all wait for Miffy to give birth to bunnies during fourth term.

Sustainability is integrated into our daily activities with the continual use of the words **Reuse, Reduce and Recycle**. We use an everyday practical approach which allows our children to become aware of sustainability in their lives which will influence the quality of life now and for future generations. We collect our daily unwanted food scraps and they are either fed to our rabbit Miffy or it goes home to families who have family pets such as hens, rabbits or goats to be used as food for them. We recycle family's cardboard boxes and containers to make creations at the construction table beginning second term and we use the schools recycle skip for some of our recyclables such as cardboard. We have a garden and together we plant food items, mainly vegetables that can be eaten or used as food for our rabbit Miffy. Children are encouraged to plant, water and care for our growing plants in our garden. They also learn to wait and wonder making predictions about our plants while they grow before their eyes.

The kindergarten has always been supported by the friendly and enthusiastic families that assist with fundraisers organised by the kindergarten committee to help with the purchase of new and stimulating toys, educational facilities and ground improvements. This support also allows us to provide many interesting, varied and stimulating incursions, excursions and the Kelly Sports program for the children throughout the year which are all included in the kindergarten fees.

Barbara Carter

APPENDIX 3. HEAD LICE INSPECTION CONSENT FORM

Black Hill Kindergarten Consent Form



Head Lice Inspections

Parents have the primary responsibility for the detection and treatment of head lice. It would be appreciated if children's hair is checked for head lice on a weekly basis, at home using the recommended conditioner / combing detection method. It is also strongly recommended that children with long hair wear it tied back.

Should a child need to be inspected at kinder, this will be conducted by a qualified First Aid person. This person will physically search through each student's hair to see if any lice or eggs are present. In cases where a child is found to have live head lice, the kindergarten Educator will telephone parents to collect the child. A written notice will then be sent home with the child requesting that treatment begin immediately. A follow up treatment must occur within 7 days.

The child may return to kinder when all live head lice have been removed (in accordance with health Infectious Diseases Regulations 2001).

The kinder is aware that this can be a sensitive issue and is committed to maintaining student confidentiality and avoiding stigmatism.

Parent / Guardian's full name

Phone no: Home Mobile Work

Name(s) of child/ren attending the kindergarten: **Group**

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.....
.....

I hereby give my consent for the above-named child/ren to participate in the kindergartens head lice inspection program.

Signature of Parent / Guardian Date



Black Hill
kindergarten