

# The A to Z of Highvale Preschool 2018





## **Welcome...**

Thank you for choosing Highvale Preschool. We hope that this is a happy and beneficial year for you, your child and your family. We look forward to you becoming part of our preschool by joining in our activities and supporting the teachers, educators and Committee of Management.

The preschool year is a time of incredible growth and development in a child's life. At Highvale, we aim to assist and encourage this natural potential in all areas of development.

The preschool is managed and maintained by a voluntary parent run Committee of Management. The Committee is an essential part in the organisation of the preschool. It is made up of interested parents who take an active part in the organisation of the preschool.

The committee is responsible for all teachers, educators, enrolments, finance (including setting of fees), liaison with relevant government bodies and general running of the preschool, including internal and major external maintenance of building and grounds. These parents have volunteered their time to help your preschool function.

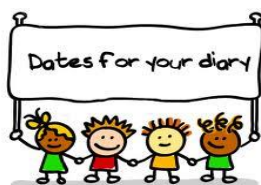
The State Government pays a levy for each 4-5 year old child attending; all other running costs are made up in the form of fees.

The Monash Council own the building, but do not run the preschool, this is the function of the parents of children attending the preschool.

We belong to ELAA (Early Learning Association Australia). ELAA are available to the committee of management as a reference point for assistance in the governance of the preschool.

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### **2018 Term Dates....**

Term 1: 29 January (school teachers start) 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

Please note the preschool is closed on all public holidays and school holidays.

We also have pupil free days at the start and end of the year.

### **4-5 Year Old Only....**

#### **Alternative activities 2018 for 4-5 Year Old Group**

##### **Term 1:**

Monday 12<sup>th</sup> February – Chinese Fan Dancing - Times to be advised. Yellow Group can attend incursion

##### **Term 2:**

Thursday 10<sup>th</sup> May – Mother's Day Celebration - Times to be advised. Green Group can attend incursion

Thursday 28<sup>th</sup> June – Night Session - 5pm – 7.30pm. All groups attend

##### **Term 3:**

Saturday 1<sup>st</sup> September – Father's Morning – 8.30 – 10.30 am. All Groups Attend

##### **Term 4:**

Monday 22<sup>nd</sup> October – Joe's Drums - Times to be advised. Yellow Group can attend incursion

End of Year Celebrations - 17 or 18<sup>th</sup> December - Dates to be confirmed. All Groups Attend

### **Highvale Preschool - National Quality Standard Rating**

QA1 - Educational program and practice: **Exceeding National Quality Standard**

QA2 - Children's health and safety: **Exceeding National Quality Standard**

QA3 - Physical environment: **Exceeding National Quality Standard**

QA4 - Staffing arrangements: **Exceeding National Quality Standard**

QA5 - Relationships with children: **Exceeding National Quality Standard**

QA6 - Collaborative partnerships with families and communities: **Exceeding National Quality Standard**

QA7 - Leadership and service management: **Exceeding National Quality Standard**

**Overall Rating: Exceeding National Quality Standard**





## Our Philosophy



Our philosophy has been inspired and guided by *The Early Years Learning Framework for Australia – Belonging, Being and Becoming 2009*

- **Belonging** – acknowledges children’s interdependence with others (family, a cultural group, a neighbourhood and a wider community) and the basis of relationships in defining identities.
- **Being** – recognises the importance of the here and now in children’s lives.
- **Becoming** – reflects the process of rapid and significant change that occurs in the early years.

### IN RESPECT TO CHILDREN:

- That children learn best through play based experiences in which they can explore, investigate, experiment and participate in shaping their learning environment
- We respect children as competent, capable and active participants in their learning
- Children will be encouraged to develop a sense of respect for each other, the community, the diversity of cultures and the environment in which we live
- That it is important to provide a safe and secure environment that is nurturing, stimulating and aesthetically pleasing
- We will encourage children to engage in sustainable practices such as nude food, composting, reuse and recycling

### IN RESPECT TO FAMILIES:

- The role of the family is paramount in a child’s development
- We encourage and value the importance and involvement of the family in the learning process
- Families come from a diverse range of cultures with differing practices, values and beliefs and these are to be respected and honoured by the preschool, educators and program
- Encourage family participation in our sustainable practices and Recycle and Reuse Station

### IN RESPECT TO EDUCATORS:

- We will ensure that our practices and ideas are excellent, current and up to date through regular self-reflection, learning and through researching best practices.
- Have open communication and be responsive to colleagues ideas and needs
- Reflect on sustainable practices and incorporate them into our whole of centre thinking

### IN RESPECT TO PROGRAM:

- The main emphasis of our program is to encourage self-esteem and develop social skills in a relaxed, fun and loving atmosphere
- We will reflect the needs of the ‘whole’ child. We will provide a play-based program that is developmentally and age appropriate and that develops and extends (scaffolding) the children’s individual needs, strengths and interests
- Open-ended experiences will be presented to the children. This will encourage the children’s creativity and imagination and present opportunities for discussion and learning
- Embed sustainable practices into our into our program including opportunities for teaching sustainable practices
- The program will respect and be inclusive for all children. It will endeavour to reflect the cultural diversity of our preschool community

### WE BELIEVE:

We believe that educators and families must work together cooperatively with a respect for each other’s knowledge and expertise. This partnership is not only crucial to the development of each child’s sense of worth, well-being and security, but also to the sense of community and belonging. We believe that ongoing sustainable practices are essential for our preschool and the wider community.

# A to Z of Highvale Preschool

## Absence...

We require that you notify the preschool of any absenteeism. This can be done via phone, FlexiBuzz or email.

## Additional Needs...

If your child has any special requirements, please discuss these with your educators prior to commencement at preschool. These may include allergies, toilet training concerns and fears/phobias.

## Age Requirements...

In compliance with Government regulations and our enrolment policy, children attending 4-5 year old preschool must be 4 years of age by 30th April.

**Children attending 3-4 year old preschool must be 3 years of age by the 30th April and can only commence after their third birthday. If your child turns 3 between the start of term 1 and 30th April then the full fees are payable to hold your child's place.**

Children commencing after the beginning of the school year will have an orientation session for your child which will be organised by the teacher just prior to you attending sessions. Your child needs to attend this session, accompanied by a parent/guardian.

## Arrivals and Departures...

An educator will open the front doors at the commencement of the session. Please wait outside until the door is opened and then bring your child into the playroom to be greeted by the educators. At the end of the session, wait until the front doors are opened by an educator, before collecting your child.

**Please sign the "Attendance Arrival / Departure Record Book" before you hand your child over to the educator's care. As this is a legal document it is important that it is filled out correctly.**

- **When bringing your child you need to sign him/her "in".** Firstly match up your child's name with the number corresponding to their name to ensure you are writing in the right row. Please fill out the first four columns (Time, Signature, who will be collecting your child and expected time of pickup). Where it states "Who will be collecting child?" please write the NAME of the person collecting, rather than Mum or Dad.

	Child's name	Arrival Time	Signature	Who with be collecting	Expected pick up	Signature
21	Mary Smith	9.15	<i>Mary Smith</i>	Chris Smith	2.15	<i>Chris Smith</i>

- **When collecting your child you need to sign him/her "out" by completing the last column of the "Attendance Arrival / Departure Record Book"**
- If someone other than yourself is collecting your child, their details need to be on the child's enrolment form on page 2 "Collecting the child from the children's service". Please write it in the "Attendance Arrival / Departure Record Book" and let the educator know.
- **Never leave your child in the playground before the doors are opened. You must stay until the session has commenced.**
- No child attending will be given into the care of any person other than the guardian of the child, except where written authorisation has been given by the guardian. Any persons collecting children must be added as an Authorisation Nominee to Enrolment form. In an emergency, you may notify the preschool by phone or email with permission for an alternative pickup person. A written follow up letter will be required. Additions to the Authorised Nominee Form can be made at any time during the year.

## Beginning and Conclusion of the Session...

Preparation time before the children arrive each day is very important. We aim to have the whole preschool environment prepared and ready before the session begins. We can then devote our time to welcoming the children and engaging them in various learning experiences. A group experience (story, songs, games etc.) is held prior to the conclusion of the session. The door will be closed at this time to enable the children to concentrate without disruptions.

The educator will farewell the children from this area each session. Most importantly, there is the added safety factor that educators are able to see who is collecting the child and that no child leaves the room unnoticed.

***Please observe the commencement and conclusion times of sessions.***

After the session has concluded we ask that all families leave the centre within 30 minutes from end of session. Children are under parental supervision after the session. Children are asked to only play on climbing equipment and swings as all other areas have been packed up and are ready for the next session. After you drop your child off at the beginning of the session, please leave the playground promptly.

## Behaviour Management and Guidance...

We believe in encouraging positive behaviour and ensuring that all children are respected and valued as individuals. Setting limits for behaviour is important for the safety and protection of children and educators, ultimately leading to the development of children's self-discipline. We aim to help children learn the consequences of their behaviour and thus develop an understanding of how their actions affect others.

Please note that during the year the educator is available to discuss any matters as they arise. There are some instances when educators are unaware of parental concerns and tensions can arise if these remain unresolved. So do not allow any concerns to pass without raising them. It is in everybody's interest to deal with matters effectively and quickly.

## Birthdays...

Children love celebrating birthdays! If your child is having a birthday during the term, you may wish to bring cupcakes or individually served treats. Some children have allergies to certain foods, please speak with your educator prior to making arrangements involving catering for the entire group. Due to children with allergies, it would be mindful if you refrain from using nuts.

As the preschool has a healthy eating policy, we request that you only provide one small treat per child. **NO LOLLY BAGS PLEASE.**

We sing some birthday songs in celebration. If for personal reasons your child is not permitted to engage in these activities, please speak to your educator.

Invitations to birthday parties may be placed in the children's art folders in the sign in area. Please do not hand out directly to the children, as uninvited children may become upset. Staff do not handout invitations.

## Car Parking...

When dropping off and picking up children from preschool. Please be considerate of our neighbours and do not park in front of, or too close to their driveways. Please ensure your child always leaves the car on the curb side rather than alighting directly onto the road side.



## Child Care Benefit...

Highvale Preschool is a registered Child Care provider and has a Childcare Registration Number (CRN) which means that some parents may be able to claim the child care benefit on their preschool fees.

If you are unsure whether you are eligible or not please contact the Family Assistance Office. Statements will be issued mid-year and the end of year.

## Clothing and Messy Play...

As we will be offering lots of messy activities, please dress your child in appropriate play clothes and not precious clothes. Often children are reluctant to participate for fear of getting their clothes messy.

We will take every reasonable precaution to protect clothing, but please be understanding if clothes do get soiled.

### Please Note:

**No thongs, slip on shoes without a back, crocs or long dresses** at preschool as they are dangerous when children climb. We also recommend shorts, leggings or long pants as the most suitable for climbing.

Outdoor activities are held even in winter, so dress your child appropriately and send along a beanie and coat/jacket. A SunSmart hat will be provided for every child to wear from 1<sup>st</sup> September to 30<sup>th</sup> April.

Please apply sun block before arrival at preschool. We will also supply sun cream near the sign in book for 'emergencies' if you forget to apply this at home.

During the hot weather please avoid sending your child to preschool in clothing with small straps. To be SunSmart we recommend tops or light shirts with a short sleeve to cover their shoulders. Alternatively little straps are fine for inside play but please supply a light top, as mentioned above, that can be added over this for outdoor time.

For both 3-4 & 4-5 year old groups, please pack a spare set of clothing in your child's bag. Make sure these are appropriate for the weather and that the size still fits! Include a change of underwear and socks. Spillages and toileting accidents can occur when the children are engrossed in play, also during the warmer months we offer a lot of water play where clothes may get a bit wet and in winter we have a mud kitchen for playing in.

*Please name all removable items of clothing and bags*

## Complaints and Grievances...

These can be made to the Educators of your group or directly to the president of the Committee of Management or in writing. Any serious complaint relating to Children's Services Regulations should be made to the Children's Services Advisor – Department of Education and Early Childhood Development.

**Email:** [ComplaintsAndGrievances@highvalekinder.org.au](mailto:ComplaintsAndGrievances@highvalekinder.org.au)

## Contact Details...

Please remember to keep all your contact details up to date. Any change of address/phone number or emergency contacts must be notified to the preschool as soon as possible.

Contact emails for the Committee of Management are listed at the end of this document.

## Educators...

Teachers:	Karen Chadwick	4-5 year old group
	Judith Dean	3-4 year old group
Educators:	Pam Atkinson	4-5 year old group
	Marta Kocsis	4-5 year old group (Tues, Wed, Thu)
	Judith Dean	4-5 year old group (Mon)
	Rebecca Liakopoulos	3-4 year old group
	Lily Mo	3-4 year old group
Administration:	Pam Atkinson	

The Educators are responsible for planning and implementing an appropriate educational program and for the welfare of the children in the centre and for the day to day running of the Preschool. The Educators have non-contact sessions during the week. i.e. This is the time when your child is not at the preschool.

During these sessions the educators prepare materials, plans the program, updates written records, attends meetings and carries out many other duties needed to coordinate the centre. The educators also present written reports to the management committee at the monthly meetings. Educators attend regular regional educator meetings throughout the year and conferences relating to preschool education.

## Email...

Throughout the year you will receive regular emails about your child's day at preschool, upcoming incursions etc. Please notify educator should you change your email at any time during the year.

## Enrolments...

Children must be three years of age before commencing preschool. You must enrol for three-year-old and four-year-old preschool separately with the City of Monash Council. Both three-year-old and four-year-old enrolments are handled by the City of Monash Council through the central enrolment scheme.

Central Enrolment forms are available at:

<http://www.monash.vic.gov.au/Services/Children-Family/Kindergartens>.

Please note when enrolling your child that:

- Government policy clearly states that children are entitled to one year of subsidised preschool (four-year-old).
- The Committee is unable to guarantee that a child will gain a place.
- They are not able to guarantee a second year of preschool for any child.
- The Government recognises that some children need a second year of preschool education. This is reviewed on a case by case basis

## Feeder School...

- Camelot Rise Primary School
- Glen Waverley Primary School
- Glendal Primary School
- Highvale Primary School
- Holy Saviour Primary School
- Mount View Primary School
- Weeden Heights Primary School
- St Leonards Primary School

## Fees...

This is an all fee. You will not be required to pay for incursion, excursions, fundraising and activities for the duration of the term.

Your fees invoice will be issued 4 times per year. One invoice for each term. Please note that all invoices must be paid by the due date or a late fee will apply. The preschool does not take cash and payments must be made online or at the bank.

### 2018

#### 4-5 Year Old Group

- \$525 per term (all inclusive) – 15 hours per week
- Healthcare card holders – \$45 per term voluntary
- Additional Fee for Pee Wee PE of \$80.00, Term 2, 3 & 4. This is OPTIONAL.

#### 3-4 Year Old Group

- \$500 per term – 6.5 hours per week

The deposit of \$150 paid prior to secure a place will become your Maintenance Contribution. This will be refunded in Term 4 if you attend 2 out of the 4 working bees throughout the year or participate in jobs to assist the preschool or a mixture of both.

## FlexiBuzz

We use an app to communicate with you called 'FlexiBuzz'. It is a simple app that can be used on you phone, tablet or computer.

We ask that you download the free app from the app store and install it on your device. You can then select Highvale Preschool and your child's relevant group to receive messages from and your preferred language to receive them in.

Tiqbiz will allow you access to our website to view policies. You can also notify teachers and educators of illness or absenteeism.



## Health...

If your child is unwell, please keep them home. A sick child is miserable and spreads infection. If your child is going to be absent please phone/email the preschool to advise the educators. Please advise educators of any infectious diseases.

The following list of symptoms may provide a guide as to when the child needs to be sent home or should not be sent to preschool.

Fever

Vomiting

Diarrhoea

Respiratory infection-more than just the common cold

Very Runny nose

Children who have suffered from vomiting/gastro/diarrhoea must not attend the preschool until they have had no symptoms for at least 24 hours from the last episode.

If a child becomes sick during the session we will ensure that:

The guardian, or if the guardian is unable to be contacted, an emergency contact person is notified immediately.

Arrangements are made for the child to be taken from the centre as soon as possible.

If a sick or infectious child cannot be removed from the centre the educator will ensure that every effort is made to make sure the child feels comfortable and that the child remains under close supervision.

If the child has an accident or is injured, the educator will ensure that the child's guardian is notified as soon as possible. A record of an accident or illness and treatment given is entered on our "Incident, Injury and Trauma Form" and must be signed by the parent/guardian as acknowledgement of the situation. We will always call you for a head injury and the child must be taken home and we strongly recommend that they are seen by a medical practitioner.

Parents must inform the centre, at the time of enrolment, of any allergies or illness.

If medication needs to be administered at preschool please complete the Medications Record Form and hand medications to educator as per the Children's Services Regulations 1998. Should your child contract an infectious disease, please advise the educator immediately.

At the end of this book there is a table of "Minimum Period of Exclusions" as set out by the Department of Health. Please adhere to these guidelines at all times. The "Minimum Period of Exclusions" table is also located on our Health Noticeboard which is near the sign in book area.

## Immunisation...

**The Government has introduced legislation that requires all children attending preschool to be vaccinated. It is known as "NO JAB, NO PLAY". Highvale Preschool is covered by this law and all children must provide vaccination information.**

On enrolment you will be asked to fill out an immunisation record for your child. If your immunisation papers are in a language other than English, you are required to obtain a translation or Certificate of Immunisation. Your local doctor can assist you with this.

If your child develops symptoms for any infectious disease or if an outbreak occurs at the preschool and your child has not been fully immunised due to medical reasons, you will be asked to keep your child at home until the symptoms or the outbreak has cleared.

If your child is not fully immunised, the City of Monash offers a free immunisation program. You will be required to provide a Certificate of Immunisation Status prior to your child attending primary school. The noticeboard has fully details of immunisation sessions with the City of Monash.

### **Incursions and Excursion...**

During the year we will organise for visitors and special activities to come to the preschool. These are planned to complement the educational program. A small number of external excursions may be organised for the 3-4 and 4-5 year old groups. If an excursion has been planned, consent forms will be sent home for signing and some parents will be required to assist with supervision.

Families will be asked to sign a 'Local Excursion' permission slip. This will allow children will participate in off-site emergency evacuation practices throughout the year, and to take small walks around the local area, visit to local park, visit to local school, walking to view gardens in street etc.

You will be notified when these are to take place. All children, educator and visitors must evacuate off-site during these times.

### **Individual Creative Expressions...**

Throughout the year each child will be given many opportunities to creatively express themselves using the various open-ended experiences and materials available to the children. Remember that it is the process that is important in these creative expressions not the end product.

These creations will be placed in your child's folder, in the sign in area, for you to take home. Please check your child's folder regularly. They are located outside near the sign in book area.

### **Interviews...**

Interview with parents/guardians will take place at the beginning of the year. This is for both the 3-4 year old group and the 4-5 year old group. Please bring your child along to this interview with you. At the interview you will have the opportunity to meet with the educators and discuss any issues or concerns they/you may have.

This will also be an opportunity for parents/guardians to return all the documentation in regard to your child's Memory book which you will be given to you on orientation Day.

Please be assured that should your child's educator have any concerns they will speak with you. If you have any concerns at any time during your time at Highvale, please speak to the educators, we are always willing to discuss your child's progress.

### **Laundry...**

Assistance is required with the washing of art smocks, tea towels and towels on a weekly basis. A laundry roster will be available to view on your group's noticeboard. This is usually done once or twice a year. When it is your turn to take the laundry home you may also be given a kinder bear to look after over the weekend period.

### **Late Pick-Up of Children...**

A late collection fee will be applied when the parent/guardian is 15 minutes late in collecting their child. The fee will be based on \$15 for every 15 minutes from the conclusion of the session.

## Library...

- Preschool Library

The Preschool library opens weekly at the commencement of 2nd term. The children in the 4-to-5 year old groups are able to borrow a book to take home and return when finished. Each child is required to have a library bag at least 30 x 40 cm in which to carry the books home. These can be made from material and should be named clearly with your child's name.

- Parents Library

Our parent library is located on the shelves in the children's bathroom. There is a wide range of books for you to borrow for two weeks at a time. Please fill out the borrowing book provided.

## Lost Property...

Lost property is kept in the pick-up area near the sign in book. Please check it from time to time.

To minimise this it would be appreciated if all removable clothing be labelled.

## Lunch and snacks...

### Lunch...

The 4-5 year old children will be eating lunch at preschool. Children are always encouraged to eat their sandwich or main food first. If your child will not eat the crusts on the bread, please remove them before packing their lunch. If your child does not eat sandwiches, please send other appropriate food...salad, rice, pasta etc. We do not heat food. If you wish your child to have warm food at lunchtime, please use a thermos. It is always a good practice to use an ice pack in your child's lunch, especially in warm weather.

The 3-4 Year Old children only have one eating time per session. Please pack enough food to keep your child going for the session time.

### Snacks...

Both the 3-4 Year old and 4-5 year old groups have snack time. Each child is asked to bring a healthy snack. We do encourage you to send a piece of fruit, vegetables or cheese to preschool which they can eat at snack time. **Children must bring their own named drink bottle, containing water only.**

We try to encourage healthy, nutritious eating so please do not send along biscuits, lollies, chocolate or other "junk foods". Try and avoid a lot of little packaged snacks as these are usually very high in sugar and salt content.

Nude food is to be encouraged.

Some healthy snack and lunch ideas are:

- Fresh or stewed fruit
- Vegetable sticks and dip
- Cubed cheese and dry biscuits (e.g. rice cakes are low in salt)
- Sandwiches with a variety of fillings including grated cheese, carrot and lettuce.
- Sultanas
- Yogurt
- Mini quiches / zucchini slice
- Fruit muffins
- Salad
- Rice or Pasta.

**Maintenance Levy/ Working Bees...**

The \$150 deposit you paid to secure your place will be retained as your Maintenance Levy. It is a requirement that you attend at least two out of the four working bees offered during the year, or participate in jobs around the preschool to gain your maintenance refund.

Families that are eligible for a refund of their deposit will be contacted via email in Term 4. If you elect not to attend in these activities, your maintenance levy will be forfeited. If you are unable to attend working bees, please see an educator or contact Maintenance officer so alternate jobs can be offered.

We also want to reiterate how much we appreciate your contribution to the smooth running of the preschool. Without the support of all our families we wouldn't be able to achieve everything we do.

**Management Committee...**

Our preschool is managed and maintained by a voluntary parent run Committee of Management. The Committee is an essential part in the organisation of the preschool. It is made up of interested parents who take an active part in the organisation of the preschool. This honorary group are nominated by the parents, and elected at the Annual General Meeting which is held in November each year. The elections are in accordance with the Constitution, copies of which are available on request from the preschool.

All members of the preschool community are encouraged to attend and participate in the election of the Committee of Management.

Committee meetings are held monthly in the evening and are generally open to any member of the preschool to attend. Minutes of all meetings are available. Please ask for a copy from the educators or the secretary. If you would like more information about the Committee, please do not hesitate to contact any Committee member.

The committee is responsible for all educators, enrolments, finance (including setting of fees), liaison with relevant government bodies and general running of the preschool, including internal and major external maintenance of building and grounds. It comprises of:

**Executive Roles:**

President  
Vice-President  
Secretary/Public Officer  
Treasurer

**Office Bearers:**

Enrolment  
Maintenance  
Risk Management  
IT Officer

**General Committee Members:**

3-4 Year old Group Representative  
4-5 Year old Group Representative

Being involved in the Committee of Management is a wonderful way of being involved in your child's preschool years. It offers you the opportunity to make a difference, make new friends and really understand how the preschool works. We understand that your time is valuable and "many hands make light work" so, if the management of the preschool can be shared amongst many, the better it will be. No special talents are required for most positions. If you would like to be involved as a member but are unable to attend evening meetings there are ways we can assist. Educators are available to assist any committee members throughout the year. Please consider nominating for the Committee of Management as the preschool cannot remain viable without parent assistance.

## Management of the Preschool...

These parents have volunteered their time to help your preschool function.

The state Government pays a levy for each 4-5 year old child attending; all other running costs are made up in the form of fees.

The Monash Council own the building, but do not run the preschool, this is the function of the parents of children attending the preschool.

We belong to ELAA (Early Learning Association Australia). ELAA are available to the committee of management as a reference point for assistance in the governance of the preschool.

## Memory Books...

The Educators will collect and produce pages for your child's Memory Book.

Memory Books are a collection of observations, evidence of children's work/achievements and anecdotes of your child's experiences. These things will form a story of your child's time at Highvale Preschool. Memory Books are available to parents at all times. They are kept in the playroom for easy access and educator can direct you to them at any time.

Parents are encouraged to view, discuss, comment on or add to the portfolios in consultation with your child's educator. They are available to take home at the end of your child's time at Highvale Preschool.

## National Quality Standard...

The National Quality Standard (NQS) is linked to national learning frameworks that recognise children learn from birth. It outlines practices that support and promote children's learning. This is covered by Belonging, Being and Becoming: The Early Years Learning Framework for Australia ('Early Years Learning Framework')

The NQS has introduced ratings for preschools in seven quality areas and results in an overall rating of the service. Highvale Preschool was assessed in 2015 and we received the rating of "Exceeding National Quality Standard" for each of the seven quality areas below, resulting in an Overall Rating of "Exceeding National Quality Standard".

Please take the time to look at our blue display boards throughout the year as we will keep you up to date with information regarding the NQS.

The seven quality areas covered by the National Quality Standard are:

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management



## Newsletter and Notices...

Newsletters and notices will keep you informed about what is happening at our preschool. A newsletter is distributed once a term by email. A printed copy is placed in the near the sign in book.

It is very important that you check our preschool notice boards regularly for dates, times and other information which may involve your child.

Please check your child's folders each day. These are located in the sign in area.

Weekly reflections and general notices will usually be emailed to families. Weekly reflections are also displayed next to the sign in book.

## Orientation & Settling In...

In the November/December prior to the year your child starts preschool we will have an orientation session with your child. All the documentation given to you at the AGM in November (e.g.: Enrolment Forms, Asthma plans, etc.) will need to be return on this day.

Starting preschool is a major step in your child's life and children react to preschool in many ways. It is natural for your child to feel uneasy about Mum or Dad leaving or about being in such a large group of people.

Please be patient and do not expect too much too soon!

Children may attend shortened sessions at the beginning of Term 1. This helps the educators to get to know the new children and assist them in adapting to their new environment. Parent are welcome to stay with their child if they wish. Should your child be unsettled when you leave the centre, please be assured your child will be cared for by educators. Please call after 15 minutes if you are concerned on how your child is settling. We will of course ring you if we are unable to settle your child after an extended period of time.

When it is time to say goodbye to your child, do so promptly, telling him / her that you will be back soon. Never leave without saying goodbye.

All rarely goes smoothly for the three / four-year-old attending preschool! Often after a period of progress a child may become unwilling to go to preschool. This may be due to their dawning awareness that they now miss some special activity they once shared with his / her mother, or to the realisation that once they are at preschool the baby has mother all to itself. Parents and the educator need to discuss this together and work out an individual solution appropriate to each child's special needs.

## Painting, Pasting and Other Activities...

You may be concerned that your child 'never brings a painting home' (or drawing, pasting etc.). You can be assured that even if your child is not inclined toward this type of experience he/she is utilising their creativity through a variety of other experiences, including block building and various types of construction. Some children are prolific art-makers, others are not, but those children will often develop an interest in that direction later in the year.

## Parent / Guardian Access...

Please feel free to come into the preschool at any time and observe your child at work / play. The educator would like to exchange information about your child and his / her progress from time to time. At the end of the session is a good time for discussion. For a more detailed discussion, an appointment can be made.

## Parent & Family Involvement and Support...

All families are invited to participate in “Kinder Duty” during our sessions each term.

There are many opportunities for the parents to help out at preschool. Maybe you could share a special talent you have with children e.g. playing a musical instrument, bread making, weaving, pottery, art, dance, reading to the children in your native tongue etc.

## Parent Resource Folder...

The preschool has an up to date resource folder. This has information that may assist you should you require assistance in many areas. E.g. Hearing testing, Speech, Paediatricians, School Readiness Programs etc.

## Pee Wee PE...

Pee Wee PE is physical education program designed specifically for preschool children and is run in Terms 2, 3 & 4 for our 4-5 year old group only.

The program runs for 45 minutes per session and is run by a qualified physical education teacher and is an excellent program. The fees are \$80 per term and this will be invoiced separately on your fees notice.

Heartwell Fitness runs this program and it is designed to assist the children in developing fundamental motor skills, recognize and learn new games they will go onto play at school and to give them the opportunity to experience small group games.

This program is optional; however we find most children are eager to be involved. The program is conducted during the preschool sessions.

## Play Based Learning...

Play based learning environments offer diverse opportunities to explore, discover and create. It fosters qualities such as curiosity, perseverance and risk taking. It is believed these qualities motivate lifelong learners.

Through play...

- Children create, explore, learn, and identify with others.
- Children learn to make friends and how to be a nice friend.
- Children become independent and develop confidence and self- esteem.
- Children begin to express their own ideas within a group.
- Children develop the confidence to ask for help.
- Children learn skills, such as cutting and pasting, which help them later at school with reading and writing.
- Children learn to recognize symbols, concepts and rhymes.
- Children learn to develop co-ordination skills such as hopping, skipping and jumping.
- Children learn to work in a group, take turns, listen to others and share.

Children are learning and developing positive attitudes of self-motivation and self-direction, self-confidence, co-operation and group values, curiosity, persistence and concentration and language and numeracy during play.

This play based learning program is responsive to children's differences and builds on children's strengths, interests and knowledge. Through child centred approaches it provides challenging learning experiences and skills and fosters emotional support

### **Policies...**

The Highvale Preschool policies and procedures are available for viewing at the preschool. They can be found in the playroom under the portfolios or you can follow the link on our website.

Our policies are reviewed regularly and we value your input into them.

### **Program...**

The Early Years Learning Framework have been developed by the Department of Education and Early Childhood Development. This Framework identifies five Outcomes for all children from birth to eight years. Within the preschool setting we will be covering and assisting your child to meet these outcomes.

Throughout the year the educator offers a wide variety of structured and unstructured learning experiences for your child. The program starts off at a basic level and gradually increases in complexity as the children's skills develop. Preschool focuses on acquiring many new skills through the use of play and experimental learning.

Through careful observation of each individual child and the group as a whole, the educator plans a developmentally and age appropriate and that develops and extends (scaffolding) the children's individual needs, strengths and interests. We use open-ended experiences that will encourage the children's creativity and imagination and present opportunities for discussion and learning. We have embed sustainable practices into our into our program to including opportunities for teaching sustainable practices

The preschool year is a time of incredible growth and development in a child's life. Children learn at different rates, in different ways and at different times.

The play based preschool program is devised by the educators and is based on the guidelines of the 'National and Victorian Early Years Learning and Development Framework.

At preschool, the educators use the Practice Principles for Learning and Development to provide the support necessary for every child to learn and develop.

The Victorian Early Years Learning and Development Framework have been developed by the Department of Education and Early Childhood Development. This Framework identifies five Outcomes for all children from birth to eight years.

Within the preschool setting we will be covering and assisting your child to meet these outcomes.

The Victorian Early Years Learning Framework five outcomes are :

#### **1: IDENTITY**

Children have a strong sense of identity means children can:

- Build secure relationships with friends, family and other people in their lives
- Interact with others in a constructive and respectful way
- Reach out and communicate their needs for comfort and assistance

## 2: COMMUNITY

Children are connected with and contribute to their world means children can:

- Explore their world by making new friends
- Learn about fairness and how to live independently and with other people
- Understand the natural environment

## 3: WELLBEING

Children have a strong sense of wellbeing means that children

- Have a good mental and physical health
- Are confident
- Understand the benefits of strong social, emotional and spiritual wellbeing

## 4: LEARNING

Children are confident and involved learners means children

Enjoy learning

- Are curious, confident and creative
- Show persistence to keep trying
- Use their imagination to solve problems
- Can use technologies to find new information

## 5: COMMUNICATION

Children are effective communicators means children can

- Interact verbally and non-verbally with other people
- Enjoy being read to
- Enjoy singing, talking, counting and rhyming
- Can see patterns in numbers and shape

## Quality Improvement Plan (QIP)...

This is a document that is continually reviewed.

It requires all early childhood services to reflect on their practice, and from this create plan to identify any areas requiring improvements and to implement these improvements.

The QIP follows the seven quality areas of

1. Educational program and practice
2. Children's health and safety
3. Physical environment
4. Staffing arrangements
5. Relationships with children
6. Collaborative partnerships with families and communities
7. Leadership and service management.

During the year you may be asked for feedback within these areas.

This will be done via surveys or informal requests. (See surveys)

## Readiness for Preschool...

We ask parents to give careful consideration to the age at which their child enters preschool, as it may not be possible to offer a second year of 3 year old preschool. This is particularly relevant to young 3 year olds born in January, February, March or April of the year they are eligible to attend the 3 year old program.

If you have concerns about whether your child will cope with 3 year old preschool, please make an appointment to discuss your concerns with our educators. On commencement of preschool you have two options:

1. To start preschool when your child turns 3 years of age, or
2. Defer your child until the following year guaranteeing you a place within the 3 year old program.

## Delaying...

After careful consideration, should you decide your child is not ready for preschool, we strongly recommend you delay you child until the following year.

Changes introduced into the funding criteria for preschools no longer allows for your child to start 4 year old preschool and then withdraw or return to 3 year old preschool.

Once you attend one session it is counted as your child's funded year of 4 year old preschool. It is not possible to gain a second funded year for your child unless there are significant delays in development.

## Special Days/ Celebrations...

In our society there is a wide range of different cultures and religions. At Highvale Preschool we are very conscious of this and like to recognise this in our program. We celebrate special days for children of different cultures and beliefs. We also celebrate Easter, Christmas and birthdays with regard to parental wishes. Please inform educator of any special cultural/religious days pertinent to your family so they can be included in our program.

If you are unsure as to whether certain religious beliefs or practices are appropriate within the preschool environment, please feel free to discuss your concerns with the educator.

## Safety...

Please remember to close the doors and gates behind you each time you leave the preschool. Also beware of other children slipping outside with you.

Preschool safety rules are:

- Please discourage your child from climbing on fences or swinging on the front gate please!
- Walking only, inside the building
- Any outside equipment played with before and after sessions must return to their original spot. Parents are responsible for before and after session supervision
- Please never leave your child unattended in the car while you 'pop-in' to do something. It is never safe to leave a child alone in the car.

### Sun Smart Policy...

All children will be supplied with a SunSmart hat to wear at preschool. This will remain at the preschool for the entire year.

At preschool:

- We require children to wear hats that protect their face, neck and ears whenever they are outside, between January and the end of April and from the 1st September to the end of the preschool year in December. We require the application of a broad spectrum, white, water-resistant SPF 30+ sunscreen to your child's skin on hot days.
- We encourage children to play in the shade on extreme risk days.
- We require educator and parents to act as role models by practicing SunSmart behaviours. Parents on duty please bring a hat to wear.

### Surveys...

Throughout the year you may receive short 5 minute surveys from the educators or Committee of Management. We use Survey Monkey to distribute our surveys and collate the information. The surveys are used to make sure we are meeting your requirements and the needs of the children. Please take the time to follow the link to the survey. All information collected is anonymous.

### Sustainability...

We like to encourage the children to be environmentally responsible by following the three R's...

#### *Reduce:*

Let's try and reduce the amount of rubbish in our lunch boxes or better still send your child's lunch as "nude food".

#### *Reuse:*

Have you ever wondered what to do with all your child's artistic creations? Try using the paintings as wrapping paper! Perhaps your workplace has a box of old paper that is printed on one side that we could use for drawing. If you are having any trees removed or cut down then please think of us. Large tree pieces can be used at the preschool. Bring in your bags of shredded paper we can add to our compost bin.

#### *Recycle:*

Old furniture may be turned into equipment that we can use in our playroom.

#### *Toner Cartridge Recycling drop point:*

Near the sign-in area is a large cardboard box for used toner and ink cartridges. Please place your used tones here.

## Timetable...

### 4-5 Year Olds...

In 2018, we will be running a rotational program with 4 groups of children. Three groups attend at one time. Every child attends for 3 sessions per week.

Monday	Tuesday	Wednesday	Thursday
Red, Blue, Green	Red, Yellow, Green	Blue, Yellow, Green	Red, Blue, Yellow
9.15am – 2.15pm	9.15am – 2.15pm	11.30 – 4.30pm	9.15am – 2.15pm

### 3-4 Year Olds...

Monday	Tuesday	Wednesday	Thursday	Friday
		8.45am-11.00am		8.45am - 1.00pm

## Toilet Independence...

It is highly recommended that children be toilet trained before they begin preschool. Please dress your child in clothing that is easy for them to manage. However, children who are not yet fully toilet trained may attend.

Independence can be developed/fostered in the following ways: -

1. Use of toilet paper
2. Turning taps on and off
3. Telling the Educators if they have had an accident

When attending the orientation session, please show your child the toilets so that they are familiar with their location and appearance as they may be different to what your child is used to.

## Toileting Accidents...

If your child still experiences frequent accidents, educator may need to consult with a parent to negotiate a management strategy.

If your child is still in nappies, please see educator to discuss prior to starting preschool.

## Transition Statements...

Transition reports are written for each child in the 4 - 5 year old group during term 4. These are very detailed accounts of your child's progress in the 5 outcome areas (See front of book). The transition statements have an area for parental input and you are encouraged to fill these out in detail. When the educator has completed her part of the statement, she will then hand it to you so that the reports can be read by families, filled in and returned to the preschool. The educator will then pass on your child's transition statement to the prep teacher and schools.

## Website...

Visit the Highvale Preschool website at <http://www.highvalekinder.org.au> for the latest on what is happening at the preschool.

The website also contains all of the preschool's policies.

## What to Bring to Preschool...

- A large sized bag to carry personal belongings, snacks, water bottle.
- Suitable clothing for the day's weather conditions i.e. sun hat in summer, jacket and warm hat in winter.
- Spare clothing in the bag that is the correct size and also suitable for the weather.
- Please no trolley type cases. Experience has shown that the children find these very difficult to manage.

***All items, including bags are to be clearly named***

## Withdrawing your child...

If, for any reason, you decide to withdraw your child from the program, please advise us in writing, with as much notice as possible. This will give us time to determine if you are entitled to a refund of any kind, and to offer the place to another child. Please refer to the Fees Policy for more details.

## Useful Links and Contacts...

[President@highvalekinder.org.au](mailto:President@highvalekinder.org.au)

[Vicepresident@highvalekinder.org.au](mailto:Vicepresident@highvalekinder.org.au)

[Secretary@highvalekinder.org.au](mailto:Secretary@highvalekinder.org.au)

[Treasurer@highvalekinder.org.au](mailto:Treasurer@highvalekinder.org.au)

[fees@highvalekinder.org.au](mailto:fees@highvalekinder.org.au)

[maintenance@highvalekinder.org.au](mailto:maintenance@highvalekinder.org.au)

[enrolment@highvalekinder.org.au](mailto:enrolment@highvalekinder.org.au)

[ComplaintsAndGrievances@highvalekinder.org.au](mailto:ComplaintsAndGrievances@highvalekinder.org.au)

**Department of Education and Training -** [www.education.vic.gov.au](http://www.education.vic.gov.au)

A resource to help make educational decisions relating to pre-school and school, through to university and technical or further education.

**Early Learning Association Australia Early Childhood Education -** [www.elaa.org.au](http://www.elaa.org.au)

ELAA is the peak organisation representing the voice of parents and service providers working to deliver high quality early learning programs to all children

**City of Monash -** [www.monash.vic.gov.au](http://www.monash.vic.gov.au)

Maternal & Child Health Centres and Enrolment Form

**ACECQA -** [www.acecqa.gov.au](http://www.acecqa.gov.au)**The Department of Human Services -** [www.dhs.vic.gov.au](http://www.dhs.vic.gov.au)

The Department of Human Services plans, funds and delivers community and housing services in line with the government's vision for making Victoria a stronger, more caring and innovative state.

**Child Care Rebate -** <http://www.humanservices.gov.au/customer/services/centrelink/child-care-rebate>

**Kathy Walker & Assoc –** <http://earlylife.com.au/info/>

Preschool Education Consultant/school readiness



## School exclusion table

### Schedule 7 Minimum Period of Exclusion from Primary Schools and Children's Services Centres for Infectious Diseases Cases and Contacts (Public Health and Wellbeing Regulations 2009)

In this Schedule, medical certificate means a certificate of a registered medical practitioner.

Condition	Exclusion of Cases	Exclusion of Contacts
<b>Amoebiasis (Entamoeba histolytica)</b>	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
<b>Campylobacter</b>	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
<b>Chickenpox</b>	Exclude until all blisters have dried. This is usually at least 5 days after the rash appears in unimmunised children, but may be less in previously immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased.	Not excluded.
<b>Diarrhoea</b>	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
<b>Diphtheria</b>	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by the Secretary.
<b>Hand, Foot and Mouth disease</b>	Exclude until all blisters have dried.	Not excluded.
<b>Haemophilus influenzae type b (Hib)</b>	Exclude until at least 4 days of appropriate antibiotic treatment has been completed.	Not excluded.
<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.	Not excluded.
<b>Hepatitis B</b>	Exclusion is not necessary.	Not excluded.
<b>Hepatitis C</b>	Exclusion is not necessary.	Not excluded.

Condition	Exclusion of Cases	Exclusion of Contacts
<b>Herpes ("cold sores")</b>	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
<b>Human immuno-deficiency virus infection (HIV/AIDS)</b>	Exclusion is not necessary.	Not excluded.
<b>Impetigo</b>	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
<b>Influenza and influenza like illnesses</b>	Exclude until well.	Not excluded unless considered necessary by the Secretary.
<b>Leprosy</b>	Exclude until approval to return has been given by the Secretary.	Not excluded.
<b>Measles*</b>	Exclude for at least 4 days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case, or received NHIG within 144 hours of exposure, they may return to the facility.
<b>Meningitis (bacteria - other than meningococcal meningitis)</b>	Exclude until well.	Not excluded.
<b>Meningococcal infection*</b>	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving carrier eradication therapy.
<b>Mumps*</b>	Exclude for 9 days or until swelling goes down (whichever is sooner).	Not excluded.
<b>Pertussis* (whooping cough)</b>	Exclude the child for 21 days after the onset of cough or until they have completed 5 days of a course of antibiotic treatment.	Contacts aged less than 7 years in the same room as the case who have not received three effective doses of pertussis vaccine should be excluded for 14 days after the last exposure to the infectious case, or until they have taken 5 days of a course of effective antibiotic treatment.

Condition	Exclusion of Cases	Exclusion of Contacts
<b>Poliomyelitis*</b>	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
<b>Ringworm, scabies, pediculosis (head lice)</b>	Exclude until the day after appropriate treatment has commenced.	Not excluded.
<b>Rubella (german measles)</b>	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
<b>Salmonella, Shigella</b>	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.
<b>Severe Acute Respiratory Syndrome (SARS)</b>	Exclude until medical certificate of recovery is produced.	Not excluded unless considered necessary by the Secretary.
<b>Streptococcal infection (including scarlet fever)</b>	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.	Not excluded.
<b>Tuberculosis</b>	Exclude until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.	Not excluded.
<b>Typhoid fever (including paratyphoid fever)</b>	Exclude until approval to return has been given by the Secretary.	Not excluded unless considered necessary by the Secretary.
<b>Verotoxin producing Escherichia coli (VTEC)</b>	Exclude if required by the Secretary and only for the period specified by the Secretary.	Not excluded.
<b>Worms (Intestinal)</b>	Exclude until there has not been a loose bowel motion for 24 hours.	Not excluded.