

**OLYMPIC AVENUE KINDERGARTEN**

**PARENT INFORMATION BOOKLET**

**2019**

28 Olympic Avenue, Cheltenham

(03) 9583 6166

[www.olympicavenuekinder.com.au](http://www.olympicavenuekinder.com.au)

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# Welcome TO OLYMPIC AVENUE KINDERGARTEN

Dear Parents,

We welcome you and your child to Olympic Avenue Kindergarten.  We trust that your child will feel happy and secure in our kindergarten environment and be stimulated by the variety of activities and learning experiences we are able to provide.

We hope that you too will enjoy a fulfilling association with the kindergarten and invite you to participate in the many activities which are open to parents.

This handbook has been prepared to provide the information needed for your understanding of the kindergarten and your participation.  A Committee of Management, made up of parents, works with the staff to ensure that the kindergarten operates smoothly and effectively.  If you have any questions, or require further information, please don’t hesitate to talk to your child’s Educator or a Committee Member.

Best Wishes

Staff and Committee

# OUR Philosophy

Olympic Avenue Kindergarten acknowledges the Wurundjeri, Boon Wurrung and Bunurong people of the Kulin Nation , the Traditional Owners of the land on which we come together to learn through play. We pay our respects to their Elders, past and present. We respect and celebrate our Indigenous heritage.

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

Olympic Avenue Kindergarten provides a nurturing, secure and stimulating play-based program that is guided by the Victorian Early Years Learning and Development Framework (2016), the Early Years Learning Framework (2009) and the National Quality Framework (2018).

We believe:

* In the importance for children to develop a sense of belonging.
* That children are individuals and should be valued for their individuality.
* That children achieve better outcomes when we have high expectations of them.
* In equity and diversity, in that all children deserve to access and participate in all parts of the kindergarten program with other children.
* That every child has the right to learn and develop.
* That all children, families, educators and the Committee have the right to be respected. We promote acceptance and respect for each other’s different skills, abilities and cultures.
* That families are respected as their child’s first teachers. We value shared decision making and active participation and welcome family involvement.
* In the importance of children making connections with the natural environment and we promote sustainability as part of our everyday practice.

# Statement of Principles

The Staff and Committee of Management of Olympic Avenue Kindergarten are committed to upholding the following principles in their work with children, their families and the community.

## Children

1. Children and their families’ culture (family background, community and ethnicity) are respected.
2. Diversity is embraced, and individual interests, abilities and cultures inform program planning for individual children and the group.
3. Children’s optimal development is achieved when educators establish a warm, respectful and caring relationship with them.
4. All children have their own special skills, interests and abilities, and are supported to achieve success.
5. Educators have high expectations of children, and utilise best practice to ensure that children reach their potential.
6. Best outcomes for children are achieved when educators engage in reflective practice, and are supported to further their own skills and knowledge.

## Families

1. The family is acknowledged as their child’s primary educator, and educators work in collaboration to achieve the best developmental outcomes for each child.
2. Families and educators engage in collective decision making to support each child’s learning and development.
3. All families have their own skills and interests and are welcomed and encouraged to share these within the program.

## Community

1. The kindergarten is an active member of the local community, whereby links are established and maintained with other community organisations for the benefit of children and families.
2. Collaborative practice is promoted amongst staff, community organisations and specialist services to support children’s learning and development.
3. Transitions between services and/or to school are acknowledged as pivotal in a child’s life, and planned for within a collaborative partnership between families and educators.

# Our staff

## Kathryn McInnes – Early Childhood Educator, Nominated Supervisor

Kathryn joined Olympic Avenue Kindergarten at the beginning of 2012 and will teach a four year old group in 2019. She has a Diploma of Teaching (Early Childhood) and has been working in the education system for many years.

Kathryn believes in providing a play based curriculum, where children are encouraged to follow their own interests, to be creative, imaginative and to be challenged. She believes that kindergarten is a place for children, parents and educators to work together to provide the best possible experience for children.

Kathryn is married, has two daughters and enjoys spending time in the country.

## Donna Hayes – Early Childhood Educator

Donna has a Bachelor of Education (Primary) with a Graduate Diploma in Early Childhood Education and will teach a four year old group in 2019.

Donna encourages children to take risks and challenge themselves in a safe a secure learning environment. She delivers a play-based learning program in which children and educators are encouraged to support the needs of each individual.

Donna is married with three children and enjoys playing social tennis.

## Mary-Ellen L’HUILLIER – Early Childhood Educator

Mary-Ellen has been the Educator at OAK since 2017. She will be teaching a four year old group in 2019.

Mary-Ellen believes in providing a stimulating and fun environment that encourages all children to be active learners. She loves creating imaginative play spaces and enjoys using natural resources.

Mary-Ellen is a Mum to four children ranging from 19 years down to 12 years of age. In her free time she loves to read, play tennis, walk and watch her children play sport.

##  JENNY ROBISON – Early Childhood Educator

Jenny joined Olympic Avenue Kindergarten at the beginning of 2015 and will teach a three year old group in 2019. Jenny has a Bachelor of Arts and a Graduate Diploma in Early Childhood Education.

Jenny is passionate about community kindergarten and endeavours to create a warm, welcoming, engaging and fun environment for children to learn.

Jenny is married with 3 sons, each of which are current or past students of Olympic Avenue Kinder. Jenny enjoys spending time with her family, her 2 cats and 2 guinea pigs.

## Denise Batchelor – Educational Leader

Denise has been part of the OAK community since 2010 as a parent, committee member and President, in 2011. Denise became a staff member in 2013, leading a 3-year-old group. She has a Diploma of Teaching (Early Childhood) and a Postgraduate Diploma in Educational Studies (Early Intervention). She taught in kindergartens for many years before working in Early Childhood Intervention as a Specialist Teacher for 6 years.

Denise is passionate about the inclusion of all children into the community early childhood programs. She places an emphasis on social play as the basis for learning and for the development of children’s’ confidence. Denise plans the program using a combination of each child’s interests, the needs of the group, and intentional, or planned, activities.

## Rebecca Hardeman – Early childhood Co educator

My name is Rebecca. (The children sometimes call me Bec or Becca.) I have completed Certificate III in Children's Services. I am "Mum" to three busy boys (and two dogs) and am very active in my local sporting community.

I enjoy playing tennis, netball and watching the AFL. I am looking forward to meeting new and returning families in 2019.

## Shelley bloomfield – Early childhood Co educator

Shelley studied for her Certificate lll in Early Childhood Education after her son completed 3 and 4 year old Kinder at Olympic Avenue Kinder. Outside work, Shelley enjoys playing tennis and can often be seen around her neighborhood on her bike, scooter or paddle board. Shelley is looking forward to welcoming the new families of 3 year olds in 2019.

## ElisAbeth Mrena – Early Childhood co educator

Elisabeth (also known as Liz or Lis) joined OAK in 2013. Liz has worked at a few different kindergartens and child care centers in the Cheltenham area. Liz has completed her Certificate III and Diploma in Children’s Services. She is married and has a son. In her spare time she enjoys long walks with her pet dog and bushwalking with her family.

## Cynthia richards – Early childhood Co educator

Cynthia joined OAK in 2014. She has completed her Diploma in Early Childhood Education and has been working within childcare for over four years.

Cynthia has a daughter and a son. Cynthia loves her job and she first became involved in childcare after her youngest child finished kindergarten.

# An Introduction to our Kindergarten Curriculum

“Learning is an active process that must involve children’s engagement. Play is essential for its ability to stimulate and integrate a wide range of children’s intellectual, physical, social and creative abilities.’ (V.E.Y.L.D.F. 2016)

We are now following the Victorian Early Years Learning and Development Framework (2016) and the National Quality Framework (2012). This curriculum links up to Primary Schools and is relevant for children from birth to eight years. The framework helps educators work towards five outcomes for all children in their class.

* Identity: building a strong sense of ‘self’ within the family and then other adults eg. educators
* Community: giving opportunities and support to help children connect and participate with others.
* Wellbeing: recognising that in early childhood the foundations for social and emotional wellbeing are being laid.
* Learning: encouraging and supporting children to be curious and enthusiastic participants in learning which helps to develop positive dispositions for lifelong learning.
* Communication: giving opportunities and support to assist children in developing communication skills, express their feelings and thoughts and to be understood. Recognition that most children are innately social, creative and motivated to exchange ideas, thoughts, questions and feelings. (V.E.Y.L.D.F. 2016)

Our early years planning cycle is about ‘Belonging, Being and Becoming’ (please refer to the staff AGM report). Our curriculum encompasses all the ‘interactions, experiences, routines and events, planned and unplanned, that occur in an environment designed to foster children’s learning and development.’ (V.E.Y.L.D.F. 2016)

Our program recognises that children learn through play:

Children need sensory materials to explore through their senses. They require fine motor materials to draw, paste, paint and create with. Children develop gross motor skills and coordination when they roll, run, balance, play ball games, climb and dance. They need construction materials to build with, problem solve and develop motor skills.

Children need to be immersed in language and literacy experiences that will develop their communication skills, extend their vocabulary and begin to expose them to reading skills. Children need open ended props to develop imaginative games where plans are made, stories are created and interactions with other children are enhanced.

Playing with other children allows them opportunities to ‘cooperate with others and negotiate roles and relationships’, ‘reach out for company and friendship’, ‘respect different ways of being and doing’ and ‘explore ideas and concepts, clarify and challenge thinking.’ (V.E.Y.L.D.F. 2016)

In order to understand their place in the world children need opportunities to act out what they see, take on family roles in play and sort out their understanding about fact and fantasy. Children need time to practise literacy and numeracy. For example, they may pick up five pebbles (a play opportunity arises), count them (math), pretend the pebbles are mice in a story (language and literacy) and then share the pebbles amongst five children (social development and math).

Children experiment with different technologies when they research information, select games, develop keyboard skills, create pictures, write stories and work cooperatively with friends to achieve these skills.

Children also require open ended opportunities to develop their cognitive skills, problem solve, make predictions and recall previous outcomes to help develop new ways of doing things:

* ‘These cards don’t match because they have different colours and different shapes.’(visual skills of sorting and classifying)
* ‘Please move this swing to the other side so I have more space to do my trick and I won’t bump my head.’ (spatial awareness)
* ‘Would you like to fill or half fill the bucket with hose water?’ (Math concept, volume)
* ‘I will have a turn on the jumping board when you’ve finished your turn.’ (self-regulatory behaviour, social skills)

An important part of the program is encouraging sustainability of our natural environment. The children put fruit scraps in the worm farm and compost. They care for their garden by planting bulbs and seedlings and water the plants with tank water. They use our recycle bins for paper waste etc.

Our curriculum encourages staff to listen to the children voices, build on the children’s interests and help them to extend their goals in play. Staff recognise the importance of the family’s contribution to the program and invite family members to share information about their children that will assist in planning for them. Our program is enhanced when parents visit and share skills such as reading to the children in other languages, cooking, teaching craft, playing a musical instrument, dancing and involving themselves in the children’s play.

The educators have the role of making opportunities for intentional teaching and assessing the children’s learning by ‘planning, documenting and evaluating children’s learning.’(V.E.Y.L.D.F.)

We discuss the children’s progress with their parents and plan ways together where their child can be supported further if necessary.

The educators write a reflective program, supported by photos and display it in the foyer. Parents are welcome to discuss the program at any time and add their comments. We review and evaluate the program daily.

Play is the most appropriate way in which children learn. We are looking forward to sharing your child’s kindergarten journey with you!

# what to bring to kindergarten

## Kindergarten bag

Each child must bring along a kindergarten bag suitable for storing belongings and to carry home art work. Please keep a complete change of clothes in your child’s bag, including underwear, shorts and t-shirt etc. Please ensure all your child’s belongings are clearly marked with his/her name.

## Fruit Snack 3 Year old groups

A fruit snack and water bottle are to be brought to every session. Please ensure all containers are clearly labelled with your child’s name. We promote healthy eating choices. Please do not bring treats including lollies, sweet biscuits or popcorn etc.

Olympic Avenue Kindergarten aims to be allergy aware. Children are not permitted to share food at snack time. There are children every year at the kindergarten who have life threatening allergies to nuts and other foods. Consequently, no food items containing nuts should be brought to the kindergarten. This includes peanut butter and Nutella.

No food containing nuts should be sent to the kindergarten even if it is to be consumed after the kindergarten session for example at the park or by siblings whilst on duty.

If children enrolled at the kindergarten have an allergy to eggs or wheat, we will request no egg cartons or cereal boxes be brought to the kindergarten.

Whilst the children are given times to eat their snack, it is expected that every child has had a substantial breakfast prior to arriving at kinder.

## Fruit Snack and lunch - 4 Year old groups

A fruit snack, lunch and water bottle are to be brought to every session. Please ensure all containers are clearly labelled with your child’s name. We promote healthy eating choices. Please do not bring treats including lollies, sweet biscuits or popcorn etc.

Olympic Avenue Kindergarten aims to be allergy aware. Children are not permitted to share food at snack time. There are children each year at the kindergarten who have life threatening allergies to nuts and other foods. Consequently, no food items containing nuts should be brought to the kindergarten. This includes peanut butter and Nutella.

No food containing nuts should be sent to the kindergarten even if it is to be consumed after the kindergarten session for example at the park or by siblings whilst on duty.

If children enrolled at the kindergarten have an allergy to eggs or wheat, we will request no egg cartons or cereal boxes be brought to the kindergarten.

Children attending the Purple Group (long day sessions) and OAK Care (extended care) will be require to bring a morning snack, lunch and an afternoon snack.

Whilst the children are given times to eat their snack and lunch, it is expected that every child has had a substantial breakfast prior to arriving at kinder.

## Clothing

It is important to dress your child in comfortable, sensible clothing that allows them to run, climb and take part in messy play. While we provide smocks for messy activities, children still often manage to get dirty. Strong shoes or sandals that fasten or tie to provide secure motor control are recommended. Thongs or Crocs are not the best shoes for climbing or footy but are great for sandpit or digging patch, so please make the right choice for your child on the given day.

## Sun Protection

All three year old families and any new four year old families will be able to purchase an OAK sun hat at the AGM for $10. This hat should be clearly labelled with your child’s name. Sun hats must be worn by the children from September through until the end of April. Sun hats should provide shade to the face, back of the neck and ears, i.e. a broad brimmed, legionnaire or bucket hat. If your child does not bring their suitable sun hat and there are insufficient spare hats available, then there is a 'no hat, no outside play' policy.

It is also the responsibility of the parent/guardian to ensure that an SPF30+ broad-spectrum water-resistant sunscreen is applied prior to the kindergarten session. Sunscreen will be reapplied once during each session. For children who are attending Purple Group, sunscreen will be reapplied twice during each session due to the longer hours of this group. If your child has a need for a specific sunscreen due to allergies, please ensure that it is included in your child’s kindergarten bag. We also ask that children wear sun-protective clothing to minimise sun exposure to skin.

# WHAT TO BRING CHECKLIST

* Kindergarten Bag - large
* Full change of clothes
* Sun hat from September through to the end of April
* Healthy snack and water bottle
* Coat and warm hat in Winter

# Policies

A copy of Olympic Avenue Kindergarten’s polices are available in the foyer of the kindergarten and on our website <http://www.olympicavenuekinder.com.au>. We draw your attention to the following policies:

## Privacy

Olympic Avenue Kindergarten has developed a Privacy and Confidentiality Policy that illustrates how we collect, use, disclose, manage and transfer personal information, including health information.

To ensure ongoing funding and licensing, our service is required to comply with the requirements of privacy legislation in relation to the collection and use of personal information. If we need to collect health information, our procedures are subject to the Health Records Act 2001.

#### Purpose for which information is collected

The reasons for which we generally collect personal information are as follows:

|  |  |
| --- | --- |
| Personal information and health information collected in relation to: | Primary purpose for which information will be used: |
| Children and parents/guardians | * To enable us to provide for the education and care of the child attending the service
* To manage and administer the service as required
 |
| The Approved Provider if an individual, or members of the Committee of Management/Board if the Approved Provider is an organisation | * For the management of the service
* To comply with relevant legislation requirements
 |
| Job applicants, employees, contractors, volunteers and students | * To assess and (if necessary) to engage employees, contractors, volunteers or students
* To administer the individual’s employment, contracts or placement of students and volunteers
 |

Please note that under relevant privacy legislation, other uses and disclosures of personal information may be permitted, as set out in that legislation.

Disclosure of personal information, including health information

Some personal information, including health information, held about an individual may be disclosed to:

* government departments or agencies, as part of our legal and funding obligations
* local government authorities, for planning purposes
* organisations providing services related to employee entitlements and employment
* insurance providers, in relation to specific claims or for obtaining cover
* law enforcement agencies
* health organisations and/or families in circumstances where the person requires urgent medical assistance and is incapable of giving permission
* anyone to whom the individual authorises us to disclose information.

## Laws that require us to collect specific information

The Education and Care Services National Law Act 2010 and the Education and Care Services National Regulations 2011, Associations Incorporation Act 1981 and employment-related laws and agreements require us to collect specific information about individuals from time-to-time. Failure to provide the required information could affect:

* a child’s enrolment at the service
* a person’s employment with the service
* the ability to function as an incorporated association.

## Access to information

Individuals about whom we hold personal or health information are able to gain access to this information in accordance with applicable legislation. The procedure for doing this is set out in our Privacy and Confidentiality Policy, which is available on request.

For information on the Privacy and Confidentiality Policy, please refer to our website or the Policy manual located in the Kindergarten Foyer.

## Delivery and Collection of Children

The Department of Education and Training (DET) regulations require parents to sign an attendance book for each session their child attends the kindergarten. The time of your child’s arrival and departure from the session is recorded, and the name(s) of the person(s) who will be delivering and collecting your child from kindergarten. This is a safety precaution.

The Attendance Book is located in the entry foyer. Parents are asked to wait in this area until the playroom door is opened at the beginning and end of the kindergarten sessions. Children must not be left at kindergarten outside the stated hours of attendance. No responsibility will be taken for children left early as staff are busy preparing equipment and cannot supervise. A fee for late pick up may be applicable.

Children must be signed in and out and accompanied by a responsible adult that is authorised to collect your child, before and after the session. Ensure that all those authorised to collect your child from kindergarten, such as friends and carers, are listed on your child’s enrolment form. If your child is being picked up by someone not authorised by you on the enrolment form e.g. a play date, please use a “Casual Collection” permission form (see your child’s teacher). The authorised person may need to provide photo identification e.g. driver’s license. Staff can refuse to release your child unless they have written authority.

It is important you are familiar with our Delivery and Collection of Children Policy; please refer to our website or the Policy manual located in the Kindergarten Foyer.

## Code Of Conduct

This policy provides guidelines to:

* establish a standard of behavior for the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff and parents at Olympic Avenue Kindergarten Inc. that reflects the philosophy, beliefs, objectives and values of the service
* promote desirable and appropriate behavior
* ensure that all staff and parent interaction at the service with both children and adults is respectful, honest, courteous, sensitive, tactful and considerate

Every family and teacher at Olympic Avenue Kinder is required to read the Code of Conduct Policy and sign an acknowledgement form confirming that they agree to abide by the principles, practices and consequences set out with in the policy.

## Fees

This policy provides clear guidelines for:

* the setting, payment and collection of fees
* ensuring the viability of Olympic Avenue Kindergarten by setting appropriate fees and charges
* the equitable and non-discriminatory application of fees across the programs provided by Olympic Avenue Kindergarten.

Every family at Olympic Avenue Kinder is required to read the Fees Policy and sign a Fee Payment Agreement form confirming that they have read and agree to abide by the policy in regards to the payment of fees and consequences set out with in the policy.

|  |  |  |
| --- | --- | --- |
| OAK CareExtended Care | **Blue Group** | **Red Group** |
| Tuesday Only | $225 | $205 |
| Thursday Only | $225 | $205 |
| Tuesday & Thursday Combined | $450 | $410 |

# Fees information

Fees are determined each year by the Committee of Management based on enrolment numbers and in direct proportion to the cost of running the kindergarten program. Olympic Avenue Kindergarten is an Incorporated Association which is not for profit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OAK Kinder Year level | **3yo 2019****(7 hrs Orange)** | **3yo 2018****(4.5 hrs Yellow)** | **4yo 2018****(15 hrs** **Blue & Purple)** | **4yo 2018** **(16.5 hrs Red)** |
| Fees Per Term | $515 | $385 | $565 | $620 |
| Fees Per Year | $2060 | $1540 | $2260 | $2480 |
| Enrolment Fee (Paid on enrolment)  | $100 | $100 | $100 | $100 |
| Late Payment Fee (if fees are paid past due date) | $10 per week | $10 per week | $10 per week | $10 per week |
| Parent Participation Levy |  | $100 per year (refunded once you have fulfilled the Parent Participation requirements)  |

Note: Concessions may apply for the four year old groups; check with our Compliance Officer to see if you are entitled to a rebate on your fees.

## Kindergarten fee subsidy

The Kindergarten fee subsidy provides eligible concession card holders with access to 15 hours per week of kindergarten at no cost. This government subsidy is only payable in respect to 4 year old kindergarten, to families that meet the following criteria:

* the child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander
* the child individually holds, or has a parent or guardian who holds one of the following:
* Commonwealth Health Care Card
* Commonwealth Pensioner Concession Card
* Department of Veterans’ Affairs Gold Card or White Card
* Temporary Protection/Humanitarian Visa 447, 451, 785 or a Resolution of Status (RoS) visa, Class CD, subclass 851
* Refugee/Special Humanitarian Visa 200 – 217
* Asylum Seeker Bridging Visa A–F
* the child is identified on their birth certificate as being a triplet or quadruplet.

You must provide your card to kindergarten staff or committee upon enrolment as we need to keep a copy on file. If the card expires during the year we will need to be provided with a new card in order to keep receiving the fee subsidy.

## Parent Participation Rebate

The Parent Participation Rebate (PPR) for 2019 is $100 and will be added to your first term fees. The purpose of the PPR is to encourage all families to participate in the operation of the kinder, and as such **will be refunded to you at the end of the year following your participation in two of the following activities**:

1. Attendance at a Working Bee for at least 2 hours. Working Bees are held each term on a Saturday or Sunday morning between 10am and 1pm (check times). The purpose of the Working Bee is to tend to general maintenance and upkeep of the kinder.
2. Volunteering for the annual Bunnings sausage sizzle. Each year the kinder holds a sausage sizzle at a local Bunnings store to raise funds for the kinder. Volunteers are required to cook and sell the sausages. Around 16 volunteers are required and each volunteer is asked to attend for 2 hours.
3. Assist in the baking of cakes AND selling them at the Kinder Open Day. Volunteers are required to bake the cakes and list the ingredients of each cake on the packing. Each volunteer is asked to attend for 2 hours.
4. Assisting with social and fundraising activities events. Every year the kinder has a major fundraising night and various other events. Assistance maybe required to help set up for the events and to clean up afterwards. This will be subject to committee approval.
5. Other Activities. Each year the Committee of Management considers what other activities or individual contributions made by parents will trigger the PPR.

Rosters for the above events will be posted throughout the year. You will be asked to indicate which activity your family will participate in. Once you have completed 2 activities, your entitlement to the rebate will be recorded and you will be refunded accordingly.

##  FEE Payment Methods

Fees are due in advance. An invoice detailing your fees and the due date will be emailed. Our preferred payment method is direct deposit.

Fee due dates are as follows:

**Term 1 fees are payable at or before the Annual General Meeting held on 27th November 2018.**

**Term 2 fees are due on 5th April 2019.**

**Term 3 fees are due on 28th June 2019.**

**Term 4 fees are due on 20th September 2019.**

EFT/internet transfer: details are as follows:

|  |  |
| --- | --- |
| Bendigo Bank BSB: 633000  |  Account number: - 149601940 |
| Account name: Olympic Avenue Kindergarten | Reference: Child’s Surname & group |

Please remember to enter your child’s surname & group in the reference code when paying by internet banking, these details will then appear on the kindergarten’s statement.

# Information for parents about kindergarten

## Contact Details

|  |  |
| --- | --- |
| Address/Postal | 28 Olympic Avenue Cheltenham VIC 3189 |
| Phone | (03) 9583 6166 |
| Email | olympic.ave.kin@kindergarten.vic.gov.au (General)olympic.ave.teachers@kindergarten.vic.gov.au (Teachers)olympic.ave.committee@kindergarten.vic.gov.au (Committee)oakleader@gmail.com (OAK Care - Extended Care) |
| Website | [www.olympicavenuekinder.com.au](http://www.olympicavenuekinder.com.au) |

## Enrolment Procedure

Olympic Avenue Kindergarten participates in the central registration scheme at Bayside Council. Enrolment forms can be downloaded by accessing the site below. Places for the kindergarten program within the City of Bayside are allocated according to a number of criteria, which are regularly reviewed. Information regarding the criteria for the Bayside Central registration scheme, as well as the enrolment application form, can be obtained from Bayside City Council at 27 Royal Avenue, Sandringham, 3191 or from the Council’s website at:

<http://www.bayside.vic.gov.au/children_kindergarten_information.htm>

Please refer our web site, [www.olympicavenuekinder.com.au](http://www.olympicavenuekinder.com.au) for our enrolment policy.

## Staggered Intake

**3 Year Old Groups**

In term One, the children in the 3 year old groups will attend kindergarten for half the time in a smaller group. During this shorter session educators will have the opportunity to spend time with and observe children in small groups and begin to write up observations for further individual planning.

The children settle into kindergarten much more quickly when offered this gentle introduction to the program as it allows them to build relationships with staff and other children, thereby helping them establish a sense of belonging.

The children will then be together full time by the second session (Yellow Group) and third session (Orange Group).

**4 Year Old Groups**

Children will attend in ½ groups for a ½ session on the first day of term.

The children settle into kindergarten much more quickly with a gentle introduction to the program as it allows them to build relationships with staff and other children. We aim to offer a collaborative approach to the first session, thereby helping children, parents and staff establishes a sense of belonging.

If there are any changes to this process, your Teacher will discuss this with you at your interview. Decisions may be made accordingly to the prior experience of the children.

## Kindergarten Duty

You will be asked to volunteer throughout the term to come in to the kindergarten during your child’s session to help with our activities. Your help will be greatly appreciated and your child will enjoy sharing their kinder day with you!

Typical things you may be asked to

* Assist the children with activities and fruit time
* Read stories
* Help with general cleaning/sweeping
* Pack up with the children

We ask that you keep watch over your visiting toddlers, particularly on the climbing equipment.

Smocks are provided by the kindergarten for the children’s use during messy activities. Paper towel for drying hands will be provided for the children’s use in the bathroom rather than hand towels to avoid cross-infection.

## Illness

Please keep your child at home if he/she is not feeling well or shows any signs of infectious illness. Ring and inform the staff of the reason for your child’s absence. If your child becomes unwell whilst at kindergarten, we will make all attempts to make your child comfortable and you will be notified immediately. In regard to infectious and communicable diseases, a table is on display on the Foyer Notice Board listing the current minimum periods of exclusion from Children’s Services Centres.

## Immunisation

The Victorian Government introduced “No Jab No Play” legislation into Parliament. This law came into effect on 1st January 2016. From 1st January 2016 onwards, parents/carers seeking to finalise enrolment for their child in kindergarten must provide us with an immunisation status certificate that shows their child:

* Is up to date with vaccinations for their age OR
* Is on a vaccine catch-up schedule OR
* Has a medical condition preventing them from being fully vaccinated

**Immunisation History Statements can be requested at any time by contacting Medicare on 1800 653 809, and must be supplied in order for enrolment to be confirmed.**

## Birthdays

In order to promote healthy eating habits and in recognition of the increasing number of food allergies experienced by children, we ask that you refrain from bringing any treats (or trinkets) to distribute to the children. We will acknowledge and celebrate your child’s birthday with activities such as singing and blowing out candles during the kindergarten session.

## Notices and Newsletters

Throughout the year, you will receive newsletters outlining the educational program and informing you of any upcoming events. There will also be notices from the Committee of Management in regards to social and other events. Notices and newsletter are distributed via email and hard copy letters/notices placed in your child’s individual pocket in the entrance foyer. It is your responsibility to check your child’s pocket on a regular basis. Other news, duty rosters, community notices and items of interest will be displayed for you on the Parents’ Notice Board.

## Communication Box

A Communication Box is located in the entrance foyer for any contributions, ideas or comments you would like to make in regard to any aspect of the kindergarten. Please include your name with your comments as they made need to be further discussed with you as to appropriateness of the idea or to clarify why things are organised a certain way.

The Communication Box is also used for returning any forms that you are required to fill in such as, incursion and excursion forms and monies, policy acknowledgement forms and any other notices throughout the year.

## Waste Materials

Please don’t throw anything away before asking whether the kindergarten could use it. We have many uses for old bits and pieces. Here is an Alphabet of Waste:

A Alfoil rolls and containers, acorns

B Beads, buttons, braids, boxes, bottles (plastic), bottle tops, bark, brown paper

C Cotton wool, confetti, cardboard, cotton reels, corks, cellophane, cards, clay, computer, candles

D Doilies, dried flowers, dress-ups

E Envelopes

F Flowers, fabric, felt, fluff, feathers

G Glitter

H Hoops

I Interesting waste, icy pole sticks, ice-cream containers (washed)

J Jewellery (old or broken beads etc)

K Knitting

L Linen, leaves, lace

M Milk cartons (washed), magazines, margarine containers, matchsticks (without heads), material

N Newspapers, net

O Oval and oblong shapes

P Plastic bottles, paper (A4 size, coloured and plain), pipe cleaners, paper bags

Q Quilting

R Rope, reels, ribbons

S String, silver paper, squares, straws, sponges

T Toothpaste boxes, tops (deodorant, textas etc), towelling

U Upholstery materials

V Velvet, vases

W Water play equipment, wool, and wrapping paper

X X-ray film

Y Yoghurt containers (washed)

Z Zoo animals

# Session Times & Term dates

## Session Times

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Room** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| **1** | **Yellow** 8.30am – 1.00pm **Orange** 1.45pm - 4.15pm  | **Blue** 8.45am – 1.45pm | **Blue** 8.45am – 1.45 pm | **Blue** 8.45am – 1.45pm | **Orange**9.15am-1.45pm |
|  |
| **2** | **Red**8.30am – 2.00pm | **Red**8.30am – 2.00pm | **Purple**8.30am – 4.00pm | **Red**8.30am – 2.00pm | **Purple**8.30 - 4.00pm |
| **Extended Care** |  | 1:45 pm - 4:15 pm |  | 1:45 pm - 4:15 pm |  |

## Term Dates 2019

|  |  |  |
| --- | --- | --- |
| **2019 - Day**  | **2019 - Date**  | **Event** |
| **Tuesday**  | **29 Jan 2019** | **Term one start date**  |
| Tuesday  | 29 Jan 2019 | Educators Prep Day/First Aid |
| Wednesday  | 30 Jan 2019 | Parent Interviews – Blue & Purple Groups |
| Thursday  | 31st Jan 2019 | Parent Interviews – Red GroupFirst Day – Blue Group \*Children will attend ½ session x ½ group i.e. 8.45 – 10.45 and 11.45 – 1.45 |
| Friday  | 1st Feb 2019 | Parent Interviews – Orange and YellowFirst Day Purple Group \* Children will attend ½ session x ½ group i.e. 8.30 – 11.45 and 12.45 - 4.00 |
| Monday  | 4th Feb 2019 | First Day Yellow Group \*Children will attend ½ sessions x ½ group ie 8.30 – 10.30 and 11.00 – 11.00First Day - Orange \*Children will attend ½ sessions x ½ group i.e. 1.45 – 2.45 and 3.15 – 4.15First Day Red Group \*Children will attend ½ sessions x ½ group i.e. 8.30 – 10.45 and 11.45 – 2.00 pm |
| Tuesday | 5th Feb 2019 | Red and Blue Groups – Normal timetable |
| Wednesday | 6th Feb 2019 | Purple Group – Normal timetable |
| Friday  | 8th Feb 2019 | Orange Group \*Children will attend ½ sessions x ½ group i.e. 9.15 – 11.15 and 11.45 – 1.45 |
| Monday | 11th Mar 2019 | Labour Day Public Holiday  |
| Friday  | 5th April 2019 | **Last Day Term 1 \*Easter in Holidays** |
| Tuesday  | 23rd April 2019 | **First Day Term 2** |
| Thursday  | 25th April 2019 | ANZAC Day Holiday - Public Holiday |
| Monday  | 10th June 2019 | Queen’s Birthday - Public Holiday |
| **Friday**  | **28th June 2019** | **Last Day of Term 2** |
| **Monday**  | **15th July 2019** | **First Day Term 3** |
| **Friday**  | **20th Sept 2019** | **Last Day of Term 3** |
| **Monday**  | **7th Oct 2019** | **First Day Term 4** |
| **Tuesday** | **5th Nov 2019** | **Melbourne Cup Public Holiday** |
| **Monday** | **16th Dec 2019** | **Last Day of Kinder - Yellow (Party Day & Singalong)****Last Day of Kinder – Orange (Party Day & Singalong)**  |
| **Tuesday**  | **17th Dec 2019** | **Last Day of Kinder – Red (Party Day & Singalong)** |
| **Wednesday** | **18th Dec 2019** | **Last Day of Kinder - Blue** **(Party Day & Singalong)****Last Day of Kinder - Purple** **(Party Day & Singalong)** |
|  |  | Educators Tidy Up Day - Red/ Blue  |
| **Friday**  | **20th Dec 2019** | Educators Tidy Up Day - Purple/ Orange/ Yellow  |
| **Friday**  | **20th Dec 2019** | **Last Day of Term 4** |

There are NO Sessions on Public Holidays and the Monday before Melbourne Cup Day. Replacement days are not offered.

Public Holidays: Labour Day, Easter, Queen’s Birthday, Melbourne Cup,

# KINDERGARTEN COMMITTEE OF MANAGEMENT 2019

Olympic Avenue Kindergarten (OAK) is run by a voluntary Parent Management Committee made up of parents of children who attend the kindergarten. We are governed by our Constitution as an Incorporated Association. Please contact the Secretary on secretaryolympicave@gmail.com if you are interesting in joining our committee or participating in some way.

|  |  |  |
| --- | --- | --- |
| Position  | Executive Committee | Committee voting rights |
| President | Yes | Yes |
| Vice President | Yes | Yes |
| Secretary | Yes | Yes |
| Treasurer | Yes | Yes |
| Enrolment Officer | No | Yes |
| Grants Officer | No | Yes |
| IT Officer | No | Yes |
| Public Relations Officer | No | Yes |
| Past Committee Liaison Officer | No | Yes |
| Garden Maintenance Coordinator | No | Yes |
|  Maintenance Officer/s | No | No |
| Working Bee Coordinator | No | Yes |
|  Working Bee Officer/s | No | No |
| Maintenance & O H & S Officer | No | Yes |
| Social & Fundraising Team (x 5) | No | Yes |
| Purchasing Officer | No | No |