



Information Book 2022

playing learning growing together

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Welcome

We wish to extend a warm welcome to all families. We hope you have a happy and exciting year with us. As we are a volunteer community-run sessional kindergarten, you will find that we are a close knit community and actively encourage all parents, grandparents and carers to become involved with the kindergarten. Please feel free to reach out to any of us in the committee if you have any questions. We look forward to getting to know you all and doing all we can to keep our kinder happy, safe, inclusive and the thriving community it has been for all these years. Here's to a healthier 2022

Liz Capp

President 2021

Our philosophy

“Improving learning outcomes for all children”

Education of the whole child is at the core of all that we do. Based on observations of each child, the program is planned to build on their emerging interests and needs. Meaningful engagement in a range of learning experiences is essential to our curriculum. Our Extended Care compliments our sessional program to further enrich each child’s development.

Relationships are the foundation of our kindergarten. We value collaboration, respecting diverse cultural perspectives and creating genuine partnerships with children, families and the wider community. Kindness and empathy underpin all of our interactions with others.

Quality is achieved through reflection that drives continuous improvement. We are passionate about sharing ideas, expertise and resources, both with each other and with families. Our educators respond to new challenges: they promote attributes such as curiosity, creativity and innovation, in their own learning and in that of the children.

Environment has a significant impact on our life and learning. Educators create beautiful and stimulating spaces to inspire and engage children.

We collectively care for and value both our natural and man-made resources. Sustainable practices and a love of nature are embedded in our programs. Children are encouraged to develop awareness of environmental issues in order to make considered choices now and in the future.

Wellbeing is established in our safe and nurturing atmosphere. It is related to feeling valued, having good nutrition and being physically active. Wellbeing stems from developing self-awareness, independence and resilience. Through strong relationships and forging community connections, family wellbeing is also supported. Children become equipped to develop positive dispositions for learning. Wellbeing flourishes when children and educators trust each other.

Community connects us all as we acknowledge our place and celebrate our shared history. Our kindergarten warmly welcomes everyone and invites family participation. A strong sense of belonging for children is apparent as they form secure attachments to educators and each other. A true feeling of community is enhanced through our involvement with families past and present, our volunteer Committee, local people, businesses and schools.

Our 3-year-old program

Environment

We work hard to ensure a safe and stimulating environment is available to our 3 year old's. For many of the children, kindergarten allows them to develop self-reliance and independence. At the same time they are discovering the implications of being part of a group: for example, the need to wait, share and take turns. This occurs within the supportive guidelines and reassurance is provided by attentive and caring staff. All planned experiences are designed to be inviting and non- threatening.

Programs and Days

During Term 1 the 3-year-olds settle into a nurturing and predictable learning environment.

Prior to Mother's Day we share some of our favourite nursery rhymes and songs with visiting mothers and others. Later in the year we have fun with pyjama Day and a Teddy Bear's Picnic. Our Chicken Hatching Program is a highlight and the Kidathalon is a valuable fundraiser as well as another opportunity for family involvement.

Progression

As the year progresses, the changes in the children's play reflect their readiness for the greater demands of the 4-year-old program. Play is more co-operative and sustained. Focus and concentration improve. Increasingly, children develop an awareness of the needs and rights of others; all essential life-skills that are built on early learning at kindergarten and at home.



Our 4-year-old program

Contact Time

The 15 hours of contact time with the older children provides great continuity of learning and an opportunity for uninterrupted play. The children have time to develop quite sophisticated games and play scenarios both inside and outdoors. They have ample time to plan and complete challenging, creative or problem- solving tasks without feeling rushed. We follow a traditional routine as we have found that this works best for most children. Visual cues are used to guide positive behaviour and the children are involved in creating acceptable limits and boundaries.

Excursions

An extensive array of incursions and excursions supply us with interesting ways to address children's needs and development. Areas of focus include Marine Life, Bodies and Health, Road and Fire Safety, Dinosaurs and Fossils, Australian.

Framework

At all times we are mindful of children's learning as described in the Victorian Early Years Learning Framework: that children develop:

- a strong sense of identity
- the ability to connect and contribute to their world
- a strong sense of wellbeing
- communication skills
- the ability to be confident and involved learners

We manage all this while having lots of FUN!!



Our Extended Care program

Program

Chelsea Heights Kindergarten is pleased to offer an Extended Care program to enrolled families. Sessions are offered every day of the week (times specified in the table below). These sessions are mixed aged sessions from both 3- and 4-year-old classes, providing children the opportunity to make friends from other groups. This is positive for their social development. All sessions are fully supervised by our extended care co-ordinator and is limited to 11 children per session. The children enrolled in a kinder session, whose session is immediately before the Extended Care program, can move seamlessly into the extended care group without a parent/guardian attending the transition if enrolled in the Extended Care program. This results in a full day's care from 8.30am or 9:15am – 5.30pm. All CHK enrolled children are eligible to attend any Extended Care Session regardless of their kinder group subject to availability.

Our extended care program aims to meet the needs of every child and incorporate their current interests. It also allows the children to continue to learn through play and partake in a various range of activities once their kinder session has finished. A small group size ensures that children feel safe, secure and supported with personalised learning goals.

Extended Care also provides the children with an afternoon relaxation & rest time. Rest mats which the children call "Magic beds" are provided after a late afternoon snack.

Booking Extended Care sessions

Sessions are requested during the acceptance process.

- Those sessions requested are secured for the child for the 2022 year (pending availability)
- Changes to sessions can be requested prior to the commencement of a new term. Acceptance of the change request will be subject to position availability.
- Please email extendedcare@chelseaheightskinder.vic.edu.au for availability.

Indoor/Outdoor Play

Our extensive outdoor area and beautiful indoor space, teamed with a wealth of engaging resources means that the children can take part in a vast array of learning experiences. These range from science to craft, construction, dramatic play, cognitive skill activities and games. Outdoor active play and much more.

Kinder session times

	Monday	Tuesday	Wednesday	Thursday	Friday
Jacaranda Room	Possum 8:30am - 1:30pm	Possum 8:30am - 1:30pm	Koala 8:30am - 11:30am	Possum 8:30am - 1:30pm	Koala 8:30am - 11:30am
Wattle Room	Joey 9:15am - 12:15pm	Wombat 9:15am - 2:15pm	Wombat 9:15am - 2:15pm	Wombat 9:15am - 2:15pm	Joey 9:15am - 12:15pm

Extended Care times

Regular kinder sessions		Extended care sessions	
4yr old Possum			
Monday	8:30am - 1:30pm	Monday	1:30pm - 5:30pm
Tuesday	8:30am - 1:30pm	Tuesday	1:30pm - 5:30pm
Thursday	8:30am - 1:30pm	Thursday	1:30pm - 5:30pm
4yr old Wombat			
Tuesday	9:15am - 2:15pm	Tuesday	2:15pm - 5:30pm
Wednesday	9:15am - 2:15pm	Wednesday	2:15pm - 5:30pm
Thursday	9:15am - 2:15pm	Thursday	2:15pm - 5:30pm
3yr old Koala			
Wednesday	8:30am - 11:30am	Wednesday	11:30am - 5:30pm
Friday	8:30am - 11:30am	Friday	11:30am - 5:30pm
3yr old Joey			
Monday	9:15am - 12:15pm	Monday	12:15pm - 5:30pm
Friday	9:15am - 12:15pm	Friday	12:15pm - 5:30pm

*Payment for full duration of the session is required, regardless if your child is collected before 5:30pm.

Staff

Sharon Cummins

Diploma in Teaching

Director - part-time

I feel happy and proud to have been part of the CHK community for over 20 years. It's a positive and beautiful place for children to grow and learn. I'm committed to providing quality teaching and learning opportunities in Early Childhood. My interests include gardening, travel and reading.



Janette Cowley

Bachelor of Early Childhood Education, Masters in Art Therapy

Teacher, Joey's

I have worked in Early Childhood Education for over 16 years. I love working with children and couldn't imagine doing anything else. I've lived in the City of Kingston my entire life and love the beaches and lifestyle our community offers. I'm the proud mum of 7-year-old twins and we love to spend family time together. I also love to read and draw whenever I get the chance.



Natasha Balog

Bachelor of Teaching (Early Childhood)

Teacher, Wombats

Being a Kindergarten teacher has always been my passion. I have now been teaching in Early Childhood education since graduating in 1999. I believe children thrive in an environment that supports learning by encouraging play, exploration and interaction. My aim is to provide an atmosphere where children and families feel welcomed, supported and respected. I am a busy mum with two children and during my spare time I love going to the movies, travelling and going to the beach with my family. I feel so lucky to be a part of the amazing, supportive teaching team here at Chelsea Heights Kindergarten.



Fleur Eddey

*Bachelor of Special Education, Diploma Early Childhood
Teacher, Koalas*

I have worked in both Early Childhood and Special Needs settings here in Australia as well as in London. My passion is teaching three year old kindergarten. I am passionate about creating an inclusive play based environment where the children feel safe, secure, respected and nurtured as they learn, explore, create, discover and have fun!



Samantha Davies

*Diploma of Teaching – Early Childhood
Teacher, Possums*

I have been a Kindergarten Teacher in the Chelsea area for about 12 years. Previous to that, I have taught sessional kindergarten since 1994 in a variety of settings and locations during which time. I have had 5 children and settled in Chelsea, which I love!! I am passionate about Early Childhood Education and supporting children and families during this critical period of learning in children's young lives. I love that Early Childhood teaching and learning is child-centered, flexible, responsive and lots of fun! In my spare time, I love to be in nature, camping on the Murray River with my family and 2 dogs, Maggie and Lucy.



Elizabeth (Liz) Thornell

*Certificate 3 Children's Services
Educator, Possums & Wombats*

I have been working as a Co-Educator with both the three and four year old groups over the last 19 years. I love the sense of community at our kinder and that we all work closely together to provide a safe and happy environment for the children to learn and play. I have two daughters who are also in the Education field. To relax I love listening to music and going for walks. I also enjoy camping and have recently taken up kayaking too for some fun.



Laura Ashurst

Advanced Diploma of Children's Services

Educator, Joeys

I am so happy to be part of the Chelsea Heights Kindergarten team. I feel very privileged to be able to educate each child and love getting to know all their personalities. I hope each child feels safe, secure and supported when in my care. Outside of kinder I love spending time with my two sons and husband as well as going on holidays to sunny Queensland.



Hannah Snow

Diploma of Children's Services

Educator, Koalas

I have worked in the early learning sector since 2010. Throughout my career I have gained experience across all age groups and in a variety of roles. I pride myself on having positive and warm interactions with children by offering praise, support and respect. Creating a fun and exciting environment means I can also challenge and inspire every session. I live locally to the kinder with my husband and 2 children. I love living so close to the beach where we spend most of our time during the summer. As a family going to holidays anywhere we can swim in a pool or relax on the beach is what we like to do. Hannah will be on Maternity leave for 2022. Returning 2023.



Samantha Payet

Diploma of Early Childhood Education and Care

Educator, Koalas & Possums

My passion to work with children ignited after becoming a mum and watching my own daughter grow and learn. I believe my role as an educator is to create an environment where all children feel safe and secure and helping each child to be the best they can be. Outside of kinder I love spending time with my family, going for walks and enjoying the beach. I also love cooking in my spare time.



Trish Bull

Diploma of Teaching (Early Childhood)

Casual Reliever

It always gives me great joy to relieve at the wonderful and vibrant Chelsea Heights Kinder. It's actually my favourite out of all the bayside kinders I teach at. The welcoming and friendly team and the beautiful children always inspire me. I love sharing my interests in music, mindfulness, wellbeing and nature based programs. It is such a happy, caring and fun educational setting for everyone to be, belong and become.



Ashlee Bray

Bachelor of Early Childhood Education

Co-Ordinator, Extended Care Program

My aim is to get to know each individual child's needs and interests then use this knowledge to create a safe, inclusive and respectful environment for everyone to feel a part of. I also aim to establish and maintain respectful relationships with families in our community. In my spare time I enjoy taking my dog (Amani) on fun adventures, visiting cafes and restaurants with friends and family, gardening, painting and travelling (hopefully sometime soon)!



Kelly Cooper

Diploma Youth Work

Administration Officer

During my 25-year career as a Youth Worker across Frankston and the Mornington Peninsula, I developed policies and procedures, compliance documents and manages government contracts. For the past four years I have working in the Early Childhood Education setting assisting committee and staff to meet their legislative requirements. I have two children, I love to read and I have a strange fondness of spreadsheets.



2022 term dates

Term 1

Friday 28th January – Friday 8th April

Term 2

Tuesday 26th April – Friday 24th June

Term 3

Monday 11th July – Friday 16th September

Term 4

Monday 3rd October – Tuesday 20th December

*Please note there is no Kinder on public holidays.

2022 Term 1 starting dates

TERM ONE	
Set Up (Staff only) No kinder sessions	Friday 28th January & Monday 31 st January
4YO Interviews	TBA you will receive the date in the mail in early January
3YO Interviews	TBA you will receive the date in the mail in early January
Full Sessions commence for 4YO Kinder	Week of Tuesday 1st February
Extended Care commences for 4YO's ONLY	Week of Tuesday 1st February
Half sessions commence for 3YO Kinder	Week of Tuesday 1st February
NO Extended Care for 3YO's	Week of Tuesday 1st February
Full Sessions commence for 3YO Kinder	Week of Monday 7th February
Extended Care commences for 3YO's	Week of Monday 7th February

Starting kindergarten

A big moment

Starting kindergarten is a very big moment in a child's life. It will be very exciting for some and out of the comfort zone for others or a combination of both. For some children it will be the first time away from the care of family or familiar people

Kick start to kinder

For these reasons we have our *kick-start to kinder* timetable at the beginning of the year for the 3-year-olds. The children attend in smaller groups for a shorter amount of time. This enables us to establish secure, nurturing relationships more easily and to quickly deal with any separation issues that may occur. Children need to feel safe and happy to effectively learn and develop and we aim for an environment where this happens.

First session

The very first session of kinder is an interview. Parents and children attend this session together. Everyone is shown how to enter and leave the kinder in a safe manner and children will be able to choose a locker to store their bag, hand towel (optional) and hat for the year. This provides a sense of ownership and responsibility for each child. Parents have a chance to ask their child's teacher any questions.

*If your child is having any difficulties settling in, please make a time with your teacher to discuss strategies to help them relax and feel comfortable in the kinder environment.

What to bring to kinder

Large named kindergarten bag - A backpack is usually the best. The bag should be easy to open and close for your child. Be aware of stranger danger and use a small name tag rather than a large name on the bag

Change of named clothes - Please pack a change of clothes (including socks) in a plastic bag in case of accidents (toileting or otherwise). We often engage in messy play experiences and sometimes our protective measures fail. The kinder has some spare clothes but children usually prefer their own.

Named broad brimmed hat - Between mid August and 30th April, all children are required to wear a broad brimmed hat. AKA a bucket hat. Please remember to name the hat. During other months, pack a coat and a beanie as children will still play outside, even on the cold days.

Named drink bottle – this is to contain water only.

Healthy snack/lunch – We play an active role in promoting healthy eating and caring for our environment. Parents are asked to help us by packing healthy snacks with minimal packaging. We have a number of children with severe allergies. Food that contains nuts, sesame and whole egg need to be avoided at all times please. Ideas of a healthy snack boxes <https://www.betterhealth.vic.gov.au/health/healthyliving/lunch-box-tips>

What to bring to Extended Care

In addition to all your child's kinder items please pack the following

Lunch box – As per the advice for packing a healthy snack for kinder sessions, children will require an additional lunch box. If there is anything in the lunch box needing to stay cold, please ensure an ice pack is included in the lunch box to keep the food chilled for an extended period.

Extra snack – Depending on your child's individual food intake needs, some children require an additional snack for afternoon tea.

What to wear to kinder

Comfortable, easy to manage clothing – Children should wear comfortable, easy to manage clothing. Casual clothes allow the children to engage in messy play experiences without upsetting or worried about getting dirty. We provide smocks for water play, painting and clay plus gumboots and dungarees for the digging patch. Please dress children in the minimum of a T-shirt sleeve for sun protection

Appropriate, sturdy footwear – please ensure your child wears appropriate, sturdy footwear. Sneakers are a great option. Thongs, crocs and slippery soled shoes are not suitable for safe play.

What NOT to bring to kinder

Toys – Please ensure children do not bring toys from home to kindergarten. Toys from home are easily lost or broken at kindergarten. Personal toys can distract from the experiences set up for the children.

The only exception is if specifically asked by the teacher to bring something appropriate the child can talk about at show and tell. The learning experience at kindergarten does not support games/equipment (eg: toy guns, swords, super hero dress-ups) where aggressive or violent behaviour is displayed. Your support in following these guidelines is appreciated.

Allergens – As one of our risk minimisation strategies for children diagnosed at risk of anaphylaxis is ensuring parents do not pack

- eggs
- nuts
- peanut butter and Nutella sandwiches
- hummus dip
- any food containing peanut butter, Nutella, sesame seeds or nut products

Birthdays, celebrations and artwork

Birthdays

We are happy to celebrate your child's birthday at kinder. You are welcome to bring Natural Confectionery lollies for your child to celebrate their birthday. They are usually distributed at the end of the session as children are leaving. Please note that if your child is having a party we prefer that invitations are either placed in the child's communication pocket or handed to the parents either before or after the kinder session, not directly to the children in the session. We cannot share cupcakes due to allergies and risk of anaphylaxis.

Food for special occasions

When bringing food for special occasions at kinder please ensure it does not contain high risk ingredients such as nuts, sesame or eggs. Please let the staff know if your child has any dietary restrictions or food allergies.

Artwork

Your child's artwork is important. Self expression, creativity, problem solving and fine motor skills are developed as your child paints, pastes, draws and makes wonderfully unique creations. Remember, if your child doesn't bring any artwork home it may be that have been busy with other activities during the session. Artwork is handed out at the end of each session. Additional artwork can be found in the group artwork box, located next to the sign in/sign out book.

Communication

Communication is a vital part of the kindergarten. Each child will have a communication pocket in which notices are placed, these are in the foyer. Please also access information available in the foyer eg Community Notices, Program Information, Parent Library, Samples of our Merchandise, Tip Sheets and Lost Property etc.

CHK are happy to introduce Class Dojo for 2022. This is a wonderful app for parents as everything will be in the one place. You can communicate privately with your child's teacher, keep updated on your child's learning and development via each child's private portfolio. The teachers will regularly post activities, photos and videos. All important announcements relating to CHK including fundraising, social events and any changes to our timetables due to Covid will be communicated through this app. You will receive instructions on how to download the app, and how to use it at the beginning of the school year.

We also communicate to our families via your group specific private Facebook groups. These private Facebook groups are used as a way of communicating between families in your child's class for catch up's at the park, birthday invites, etc. These groups are set up by the committee's Group Representatives at the start of each year and are over seen by the Communications Officer.

Chelsea Heights Kindergarten has its own Facebook page & Instagram account. Please follow us @chelseaheightskinder and [facebook.com/chelseaheightskinder](https://www.facebook.com/chelseaheightskinder)

Kindergarten fees and fee schedule

Fees	Term Fee	Registration Fee (charged per term)	Total Term Fee
Three year old program (per term)	\$235	\$25	\$260
Four year old program (per term)*	\$460	\$25	\$485

Fee Schedule	Fee due date
Term 1 fee (balance)	15 th November, 2021
Term 2 fees	31 st January, 2022
Term 3 fees	26 th April, 2022
Term 4 fees	11 th July, 2022

Fees are payable one term in advance. Please see the payment schedule above with our banking details below. Fees are paid directly to Chelsea Heights Kindergarten either by direct debit*, online payments* or via invoice.

Families will have the option to pay via direct debit for fees to be spread across the term either weekly, fortnightly or monthly. For more information on this please contact the treasurer:

treasurer@chelseaheightskinder.vic.edu.au

A non-refundable deposit of \$100 is due upon acceptance to hold your child's place for 2022. This deposit is not returned if your child is withdrawn from the program. This will be deducted from your Term 1 balance.

* A \$23 application fee for kinder enrolment is paid directly to Kingston Council when you apply for a place at Chelsea Heights Kinder. This is not a fee that is set by the kindergarten but by the central enrolment office of the council

** Additional fees may apply: Credit card payments incur an additional 1.98%. Direct debits incur \$0.88 per transaction.

Extended Care fees and fee schedule

4 year old – Possums = \$40.00 per day

4 year old – Wombats = \$32.50 per day

3 year old – Koalas = \$60.00 per day

3 year old – Joeys = \$52.50 per day

* The fees for Extended Care vary on the start time of your child's session. As 3-year-old students finish their kinder session earlier and spend longer in Extended Care, their Extended Care fees are higher etc.

Payment of fees

A \$100 deposit will be paid to secure your child's position in Extended Care on your requested days for the 2022 year. The deposit will be deducted from your term 1 fees. It will not be refunded if you withdraw your child from the program early. However, your deposit will be returned to you should your application for a position be unsuccessful ie. The group has reached full capacity. Payment for the full duration of the session is required, regardless if your child is collected before 5:30pm. Extended Care fees vary depending on the sessions you choose for your child, so these are invoiced separately. Fees are payable in line with the Kindergarten Fees Schedule on the previous page. Fees are paid directly to Chelsea Heights Kindergarten. Unfortunately the extended care program does not qualify for the Child Care Subsidy rebate from Centrelink.

Payment can be made by direct debit, online payments or invoice.

We now offer payment plans to families. Please contact the Kindergarten Treasurer at treasurer@chelseaheightskinder.vic.edu.au to arrange.



Banking details

Account name: Chelsea Heights Kindergarten Inc

Bank: Commonwealth Bank Australia

BSB: 063 118

Account: 10059897

Your details

When paying by direct deposit please ensure you enter your child's first initial and surname in the reference field, as well as the item being paid for: deposit/extended care/term fees etc

Example:

For Fees - *KSmithT2Fees*

For Extended Care - *RSmithEC*

For Deposits - *PSmithDep*

When you have completed the transaction, please email the Treasurer treasurer@chelseaheightskinder.vic.edu.au a copy of the payment receipt along with the child's Name, Group, and Payment details in the Subject of the email. Please note it is the responsibility of families who pay by this method to include their child's name in the reference field and provide the Treasurer with a receipt. We will ask you to sign an acceptance form to confirm that you understand the fee schedule and will make payments as required.

Concession cards for kinder

The Department of Education provides funding to the kindergarten to run the 3- and 4-year-old programs, however there is a gap between the funding received and the cost to provide these programs. This gap is covered by parent fees.

If you are a concession card holder, you are exempt from these fees.

The following concession card holders are entitled to the Victorian Government's Kindergarten Fee Subsidy:

- Health Care Card, Pensioner Concession Card or Department of Veterans' Affairs Gold Card
- Asylum Seeker Bridging Visa A–F
- Temporary Protection/Humanitarian Visa 447, 451, 785 or 786
- Refugee and Special Humanitarian Visa 200–217
- Resolution of Status (RoS) Visa, Class CD, Subclass 851

You are also exempt from parent fees if;

- your child identifies as Aboriginal or Torres Strait Islander
- you have triplets or quadruplets attending kindergarten in the same year.

If you are exempt from fees, you ARE NOT REQUIRED to pay a deposit to secure your child's position at kinder. Please ensure you notify the treasurer of how you fit the exemption, with a copy of your concession card if applicable, as soon as possible via treasurer@chelseaheightskinder@vic.edu.au

Overdue fees and refunds for kinder sessions

If your fees are overdue, we will send you a reminder email or text message. If payment is still not received, we will ask you to meet with us to discuss support options and establish a payment plan.

Refunds

We will not refund fees in any of the following circumstances:

- child's illness
- public holidays
- family holiday during operational times
- closure of the service for one or more days when a qualified educator is absent and a qualified reliever is not available
- closure of the service for staff training days
- closure of the service due to extreme and unavoidable circumstances
- where a family chooses not to send their child for the maximum hours for which they are enrolled

The kinder community

Kinder duty

For the children to fully experience the program we welcome parents, grandparents and special friends to be involved with duty. It would be wonderful if every family can do at least 1 or 2 rostered duties per term. We understand that this might be hard for busy working families but the children do really enjoy having that special person here at kinder. It's a fantastic way for you to see how well your child is doing and what happens in a session; it gives them a sense of pride as they also become special helpers for the day.

Please be aware that as of 2022 all people wishing to volunteer for kinder duty need to have a *Working With Children Check*. This is a free card that allows you to volunteer your time in a safe manner. More information about how to apply can be found at <https://www.workingwithchildren.vic.gov.au/>

Please email a copy of your Working with children's check to healthandsafety@chelseaheightskinder.vic.edu.au

End of year clean up

At the end of the year the kindergarten is ready for one big clean up and again we would invite families or special friends to come and volunteer a little bit of your time helping our wonderful staff clean and tidy the kinder ready for the following year.

Working Bees

As you can see our external play space at the kindergarten looks spectacular. This is due to the work that parents, children and the City of Kingston put into our outside area to keep it looking good all year round. We hold a working bee once each term. This is organised by the Maintenance Officer (parent Committee of Management) and is attended by parents of our 3 and 4 Year Old kinder children. Typical duties involve re-mulching, weeding and basic maintenance of playground equipment. It's a way to meet other parents from the kinder and your children can also join in. The more volunteers the quicker the working bees are done. They are usually scheduled on a Saturday or Sunday. We invite each family to do at least 1 working bee per year but if you really like working in our outdoor play space you are more than welcome to attend as many as you like.

Fundraising

Fundraising

One of the most important ways for our kindergarten to maintain its wonderful play space and resources for the children is through fundraising. While we receive government funding, this does not cover all of our costs such as excursions and the purchase of equipment and educational toys. The success of our Kinder would not be possible without the generosity and hard work of our wonderful parents.

Merchandise

We have a range of merchandise for you to purchase at any time during the kinder year. These include, T-shirts, hats and hoodies. They are available at any time to try on in the kinder foyer and have our Chelsea Heights Kindergarten logo on them. The profit made goes towards fundraising for the kinder.

T-shirts \$15 Sizes 4, 6, 8 Navy, sky blue, red, dark green

Hoodies \$25 Sizes 3-4, 4-6, 6-8 Navy

Bucket Hats \$15 One Size S/M Navy, sky blue, red

Please email merchandising@chelseaheightskinder.vic.edu.au for a copy of the order form.



Committee

Joining the committee

Joining the Committee can be a rewarding way to become involved in your child's learning experience. The Committee is responsible for all aspects of the kindergarten service including policies, financial and administrative tasks, staffing, regulatory compliance and fundraising. Any member of the Association can nominate for a committee position. Parents and Guardians of children enrolled at the kindergarten are automatically members. Other family members (eg Grandparents) or members of the community can join the Association (and therefore nominate for committee positions). Committee positions are filled at the Annual General Meeting which is usually held in November each year. Committee meetings are held monthly.

Committee roles

ROLE	RESPONSIBILITIES
President	Oversees the whole committee, runs the monthly meetings and is the liaison between the kinder, staff, wider community and council as well as recruitment of new staff. <i>Executive member of Committee</i> <i>Voting member at committee</i>
Vice President	Perform the duties of Grievance Officer (see Constitution) on behalf of Committee Liaise with President and staff to assess and implement Quality Improvement Plan <i>Attend monthly meetings</i> <i>Executive member of committee</i> <i>Voting member at committee</i>
Secretary	Act as the Public Officer for the committee. Set and distribute agenda for monthly COM meetings. Take minutes for monthly COM meetings. Distribute minutes for monthly COM meetings to members and staff. Distribute action sheet for monthly COM meetings. <i>Attend monthly meetings</i> <i>Executive member of committee</i> <i>Voting member at committee</i>
Assistant Secretary	Assist with tasks as requested by Secretary <i>Non- Voting member of the Committee, doesn't need to attend meetings</i>
Treasurer	Collect, compile, collate and deposit into the bank any monies paid to the kinder Administer any outgoing money for the kinder, paying invoices, including reimbursement amounts as required. Compile receipts, paid invoices and any other record of monies transacted for accountant on a monthly basis. Prepare and review annual budgets (with assistance from our accountant) and monitor compliance and solvency related to this. Monitor cash reserves and report on these to COM. Arrange petty cash and floats. <i>Attend monthly meetings</i> <i>Executive member of committee</i> <i>Voting member at committee</i>
Assistant Treasurer	Assist with tasks as requested by Treasurer <i>Non- Voting member of the Committee, doesn't need to attend meetings</i>

Grants Coordinator	<p>Discuss with teachers through out the year, what their wish list is. Source available grants via the City of Kingston and grants websites</p> <p>Complete grant applications online and obtain relevant quotations and other required documentation for grant applications, for example insurance documents.</p> <p>Liaise with Fundraising team to ascertain where funds are to be allocated.</p> <p><i>Attend monthly meetings</i></p> <p><i>Voting member at committee</i></p>
Policy Officer	<p>Check ELAA website to review, implement and maintain all relevant kindergarten policies and distribute to families when required. Liaise with committee, teachers and families when necessary.</p> <p><i>Attend monthly meetings</i></p> <p><i>Voting member at committee</i></p>
Information Technology Officer	<p>Responsible for maintaining the kindergarten IT systems. Responsible for setting up new committee members and staff with email addresses and access to Office 365.</p> <p>Provide IT support when needed</p> <p>Liaise with IT service providers</p> <p>Maintain website</p> <p><i>Attend monthly meetings</i></p> <p><i>Voting member of the Committee</i></p>
Fundraising Coordinator	<p>Determine fundraising activities for the year with the sub-committee. Allocate jobs accordingly. Oversee projects, liaising with sub-committee members on a regular basis.</p> <p>Collect fundraising monies, issue receipts if necessary and pass onto Treasurer for banking. Liaise with treasurer to reconcile fundraisers if necessary. Report back to COM all monies raised over the month and advise what it's going towards.</p> <p>Find sponsors for a fundraising event if needed.</p> <p><i>Attend monthly meetings</i></p> <p><i>Voting member at committee</i></p>
Fundraising Sub Committee	<p>Sub committee of 4 people</p> <p>Help organize and work with the Fundraiser Co-Ordinator on all fundraiser events</p> <p><i>Non-voting members of the Committee</i></p> <p><i>Not required to attend monthly meetings</i></p>
Communications Officer	<p>Coordinate and liaise with the group representatives</p> <p>Keeping families up to date via social media and emails about things going on at the kinder. Design artwork for any fundraisers and any major events. Organize private Facebook groups for each kinder group</p> <p><i>Attend monthly meetings</i></p> <p><i>Voting member at committee</i></p>
Group Reps	<p>Ensure all parents/carers know the role of group representative on all social media portals. Manage Facebook groups once its set up. Organize teacher/educators gifts at the end of the year. Coordinate term duty rosters and ensure families understand the expectations of being on duty. Coordinate any out of kinder social activities for the group. Work as a team with the communications officer.</p> <p><i>Non- Voting member of the Committee, doesn't need to attend meetings</i></p>

3-Year-old Enrolment Officer	<p>Let Communications officer know of any vacancies so they can advertise Send out enrolment acknowledgement letter. Coordinate with communications officer two Open Day's for the kinder. First one in May/June and second in early October. Review, Collate, distribute and then process enrolment paperwork. Liaise with teachers, admin and 4 year old enrolment officer in relation to the enrolment process and group lists etc. As necessary, fill any vacancies, in conjunction with Kingston Council</p> <p><i>Attend monthly meetings</i> <i>Voting member at committee</i></p>
4-Year-old Enrolment Officer	<p>The same responsibilities as the 3-year-old enrolment officer</p> <p><i>Attend monthly meetings</i> <i>Voting member at committee</i></p>
Extended Care Officer	<p>Maintain extended care email, distribute or action accordingly. Maintain extended care enrolment spread sheet with new or declined enrolments. Liaise with treasurer, teachers and admin. Work with 3- & 4-year-old enrolment officers, especially at enrolment time for the following year.</p> <p><i>Attend monthly meetings</i> <i>Voting member at committee</i></p>
Health & Safety Officer	<p>Perform all Occupational Health & Safety activities on behalf of the COM. Ensure the Emergency Evacuation Procedures are up to date. Maintain all OHS registers. Ensure QR Code is in the front foyer, as well as hand sanitizer. Liaise with teachers to ensure the covid safe plan is updated regularly.</p> <p>Collect and record Working with children checks from parents who want to be a parent helpers, or come on excursions. Ensure Admin is updated with the list of parents who have WWCC.</p> <p><i>Attend monthly meetings</i> <i>Voting member at committee</i></p>
Merchandise Officer	<p>To see that stock is purchased. To see that orders are processed and delivered. To ensure that communication to families regarding ordering is sent out 2 weeks before each term. Ensuring samples are in the foyer.</p> <p><i>Non- Voting member of the Committee, doesn't need to attend meetings</i></p>
Maintenance Officer	<p>Arrange any maintenance that requires to be carried out. Coordinate trade people that require access to the kindergarten. Purchase any maintenance items, confirming from Treasurer budget for the year. Coordinate working bees for the year, liaise with staff and COM for task lists.</p> <p><i>Non- Voting member of the Committee, doesn't need to attend meetings</i></p>

Health and Safety

Safety

The Kindergarten has a moral and legal responsibility to provide a safe and healthy environment for employees, children, parents/guardians, students, volunteers, contractors and visitors. This policy reflects the importance we place on the wellbeing of employees, children, parents/guardians, students, volunteers, contractors and visitors, by endeavouring to protect their health, safety and welfare, and integrating this commitment into all of its activities.

Illness

Please do not send your child to kinder with any of the following symptoms

- An illness which may be infectious including an infectious runny nose
- A fever
- Bad cough
- Vomiting / diarrhoea

Sending your child to kinder with such symptoms will not only prolong the illness, but they may infect other children or the staff.

Illness can cause the child to show signs of distress or discomfort which can be upsetting for both them and their peers. In the case of an infectious runny nose please only let your child return when it is running clear.

Health Regulations require that in the case of certain illnesses, children must stay away from kindergarten for a specified period. Please see our website for full table of excludable illness.

Covid 19

Our community's health and safety is important to us, therefore we keep up to date and communicate these rules and regulations set out by the Department of Education and Department of Health.

Accident

If your child has an accident, the teachers will notify the contact person immediately or at the end of the session depending on the severity of the accident. The accident is recorded and discussed with you. We will ask you to sign the accident record.

Immunisations

We endorse the "no jab no play" legislation to ensure that all children are up to date with their immunisations. You would have already provided your child's immunisation record as per state requirements.

Sun protection

The Kindergarten is committed to:

- Promoting sun protection strategies for children, families, staff and visitors to minimise the harmful effects of over exposure to UV radiation, while allowing some UV exposure for vitamin D requirements.
- Ensuring that curriculum planning will minimise over exposure to UV radiation, and also promote an awareness of sun protection and sun safe strategies.
- Providing information to children, educators, staff, volunteers, parents/guardians and others at the service about the harmful and beneficial effects of exposure to the sun's UV radiation.
- Providing children with sunscreen every two hours if applicable.

This policy is effective when the UV levels are three or higher from around mid August to the 30th of April each year. We require the children to wear a named bucket or broad brimmed hat and a good quality sunscreen applied by the parent/carer before the start of each session and if necessary, reapplied by children prior to outdoor play. Children can wear sunglasses if they wish

Food allergies & anaphylaxis

Our allergy and anaphylaxis policy

We believe the safety and wellbeing of children who are at risk of anaphylaxis is a whole-of-community responsibility, and we are committed to:

- providing a safe and healthy environment in which children at risk of anaphylaxis can participate fully in all aspects of the program
- raising awareness of families, staff, children and others attending the service about allergies and anaphylaxis
- actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks, and in developing risk minimisation and risk management strategies for their child
- ensuring all staff members and other adults at the service have adequate knowledge of allergies, anaphylaxis and emergency procedures
- facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis

The kindergarten is responsible for the safety of every child who has a food allergy or is at risk of anaphylaxis. We ask for your cooperation in this important aspect of the kinder.

Coming to and from kinder

Pick up and drop off

It is a legal requirement that you or the carer (18 years or over) signs your child in and out for each session.

When dropping off your child please enter via the front doors. These will be locked by an electronic keypad. The code will be communicated to parents/carers before the year commences. Please do not share this code with anyone other than the "authorise to collect" people for your child.

When coming for pick up please wait outside the main doors for as long as possible to ensure minimal disruption to the end of the session.

In case of rain you are welcome to come into the foyer at the bottom of the steps until your child is ready for pick up.

If you are running late

If you are late picking up your child the teachers will call you 10 minutes after the session has finished. This happens to us all from time to time but please remember the staff do need to clean up the room and toilets and set up ready for the next session. If this becomes a regular occurrence a late fee may be charged.

Someone else is picking up

We can only give your child to someone you have authorised to collect them. If the person designated to pick up your child changes over the session time please ring to let us know – 9772 8080.

If the person is not on your Authorised to Collect list please give us the name, address and mobile number of the person who is to collect your child. You will then need to fill out a yellow slip so it can be placed with our records or add this person to your enrolment record.

Safety around the kinder

Gates and driveways

The kinder has a door locked by an electronic keypad on the external exit to the front of the property. We ask parents not to let any child out through the door unless they are accompanied by their parent or carer.

Before and in between sessions the door is locked, this is to allow the teachers to clean up and set up.

The driveways at the kinder are to be kept clear at all times and for the teachers to park only.

Please do not park or turn your car around in the driveways as this a gathering point for parents/carers waiting for pick up or drop off. At times this can be busy with little people running about and we would hate to have any accidents happen.

Hot drinks

We ask that parents do not bring hot drinks into the kinder. If you are doing duty you are more than welcome to have a hot drink but it should be consumed within the kitchen area away from the children.

For special days the kinder will designate an area deemed safe for parents, grandparents or special friends to have a hot drink.

Playground permission

The kindergarten has access to the park & playground next door. On some days ie: sports days the back side gates are opened for the children to access the park with supervision from the teachers and duty parents. You are asked to sign a playground permission form enabling us to take the children into the park at any time during the year.



Out and about

Excursions and incursion

Throughout the year the children will have visitors to the kinder and excursions to visit special places of interest. Most times we will ask for parents to assist us with transport to and from the venue and to ensure an appropriate level of supervision. If you come on any of our excursions every parent/guardian will need to have a valid Working with Children's check. You can apply for this free card by visiting <https://www.workingwithchildren.vic.gov.au/>

No child will be allowed to participate or be taken from the kindergarten grounds without a signed permission form returned to your child's teacher.

The Kindergarten is committed to:

- providing opportunities through the educational program for children to explore and experience the wider environment and broader society
- ensuring that all excursions and service events are accessible, affordable and contribute to children's learning and development
- ensuring the health, safety and wellbeing of children at all times, including during excursions and service events
- providing adequate supervision of all children during excursions and service event

Privacy and confidentiality

Chelsea Heights Kindergarten is committed to:

- responsible and secure collection and handling of personal information
- protecting the privacy of each individual's personal information
- ensuring individuals are fully informed regarding the collection, storage, use, disclosure and disposal of their personal information, and their access to that information

Information sharing

Consistent with our privacy and confidentiality policy we may seek your permission to provide a phone number list or email list to other parents in your group.

This is useful if you are unable to do a duty and must find a replacement parent. We find that most parents are happy to do so and it saves any awkwardness asking other parents for phone numbers.

All other information is kept confidential.

Social media

While we encourage you to take photos of your child to post on any social media platform, we ask that you do not publish any photos of another child unless you have permission from the child's parent.

We ask if you are writing anything within a social media platform that no one either parent, teacher or visitor to the kindergarten is defamed by untruths as you would become liable for a defamation case.

If you have any grievances against someone within the kinder please speak to your child's teacher or email the grievance officer – vice.president@chelseaheightskinder.vic.edu.au

Frequently asked questions

What happens if my child is sick?

If your child is sick please call the kinder. If no-one is available to take your call you can leave a message on our answering machine. We will mark your child as absent for the day. This is important as the teachers need to know that all children expected to attend that session have arrived. Please do not post on your child's Facebook group regarding attendance.

What if I have missed my term fee payment?

If you have missed a term fee payment, we will send you a reminder letter. Please ensure that payment is made quickly. If you are having any financial difficulties please let the Treasurer know.

What happens if I'm running late for pick up?

The teachers will call you 10 minutes after pick-up time. If they are unable to reach you, they will phone your emergency contacts. The child is in the care of two educators at all times. We may charge a late fee if this happens often.

Do we have to pay for incursions or excursions?

No. All incursions and excursions are included in the cost of fees and generously subsidised by fundraising. This is to ensure maximum participation for all children and families. The kindergarten offers an extensive range of valuable co- curricular experiences to enhance learning and development.

A few times a year we require parent/carer transport and/or attendance but most families are able to pool resources and share responsibility for this. Please speak to the staff if you have any problems.

If you would like to volunteer on any incursions or excursions you will need to have a valid Working with Children's Check.

What do I do if I have a complaint or grievance?

Firstly please talk to your child's teacher for resolution, if you are still unsatisfied please forward your complaint to our grievance officer – vice.president@chelseaheightskinder.vic.edu.au.

Committee Contacts

President - president@chelseaheightskinder.vic.edu.au

Vice President - vice.president@chelseaheightskinder.vic.edu.au

Treasurer - treasurer@chelseaheightskinder.vic.edu.au

Secretary - secretary@chelseaheightskinder.vic.edu.au

4-Year-Old enrolments - 4yo.enrolments@chelseaheightskinder.vic.edu.au

3-Year-Old enrolments - 3yo.enrolments@chelseaheightskinder.vic.edu.au

Merchandising - merchandising@chelseaheightskinder.vic.edu.au

Fundraising - fundraising@chelseaheightskinder.vic.edu.au

Communications - communications@chelseaheightskinder.vic.edu.au

Extended Care enrolments - extended.care@chelseaheightskinder.vic.edu.au

Policy Officer – policies@chelseaheightskinder.vic.edu.au

Health & Safety Officer – healthandsafety@chelseaheightskinder.vic.edu.au

Maintenance – maintenance@chelseaheightskinder.vic.edu.au

IT – admin@chelseaheightskinder.vic.edu.au

Grants Coordinator – grants@chelseaheightskinder.vic.edu.au

Group Reps – wombats@chelseaheightskinder.vic.edu.au

possums@chelseaheightskinder.vic.edu.au

joey@chelseaheightskinder.vic.edu.au

koalas@chelseaheightskinder.vic.edu.au

Staff Contacts

Sharon Cummins - sharon.cummins@chelseaheightskinder.vic.edu.au

Natasha Balog - natasha.balog@chelseaheightskinder.vic.edu.au

Samantha Davies - sam.davies@chelseaheightskinder.vic.edu.au

Fleur Eddey - fleur.eddey@chelseaheightskinder.vic.edu.au

Janette Cowley - janette.cowley@chelseaheightskinder.vic.edu.au

Ashlee Bray - ashlee.bray@chelseaheightskinder.vic.edu.au

Elizabeth Thornell – elizabeth.thornell@chelseaheightskinder.vic.edu.au

Hannah Snow – hannah.snow@chelseaheightskinder.vic.edu.au

Samantha Payet – samantha.payet@chelseaheightskinder.vic.edu.au

Laura Ashurst – laura.ashurst@chelseaheightskinder.vic.edu.au

Kelly Cooper – kelly.cooper@chelseaheightskinder.vic.edu.au

General email - info@chelseaheightskinder.vic.edu.au

Website

<http://www.chelseaheightskinder.vic.edu.au>

Phone

9772 8080

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29 Third Avenue
Chelsea Heights, VIC 3196



CHELSEA HEIGHTS

Kindergarten

Disclaimer

All information in this booklet is current as of October 2021 but is subject to change at any time at the discretion of the management committee and teaching staff.