

WELCOME AND INTRODUCTION

Cherry Crescent Preschool acknowledges the Wurundjeri people of whose land we build our community today. We recognise the traditional custodians of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to elders both past and present.

We would like to welcome you and your child to Cherry Crescent Preschool. We hope that you will find it to be a happy and caring place. This booklet has been designed to help families become familiar with the operations of Cherry Crescent Preschool so that we may all work towards the common goals of maintaining the kindergarten as an attractive and efficient learning environment and contributing in a constructive way to each child's development.

Kindergarten is an important part of your child's education and we are looking forward to a rewarding year working with the children and you, the families.

Please read and keep this booklet as you will often need to refer to the information during the year. We have tried to include details that will help you to settle in smoothly, but if you have any queries, please do not hesitate to ask an educator.



Cherry Crescent Preschool is supported by the Victorian Government. We are licensed under the Education and Care Act 2010 and operate according to the regulations set down by this Department which are common to all Kindergartens.

Programming is available to parents at all times and is always flexible enough to cater for the individual needs of children. The children are encouraged to make progress in areas such as science and technology, literacy and numeracy, creativity, sensory play, imaginary play, musical development, active play, hand skills and environmental care. Another important aim is to help children build awareness and curiosity about the world around them. All educators at Cherry Crescent Preschool ensure that they provide a caring, stable and positive environment for the children and family involvement is both welcomed and encouraged at any time.

STATEMENT OF BELIEFS

We believe that children learn through play and exploration, with active teacher resourcefulness and interaction to help support learning, give clear guidance towards answers and to prompt questioning. We focus upon the process rather than the product where children develop better thinking strategies and learning is meaningful to the child.

This is how a child develops a love of learning: -

We believe that meaningful teaching methods should embrace a combination of important factors including a comprehensive understanding of:

- a) Child development research and theory
- b) Innovative theories of teaching practices (pedagogy) and
- c) Community values and family involvement.

We believe that all children have rights:

- to high quality preschool education that caters for the whole child
- to play, to explore, to be with others and to be valued as themselves
- to a safe, warm, caring, happy and hygienic environment
- to their heritage and identity
- to have their heritage culture and family values valued
- to equal opportunities
- to participate in all activities regardless of gender.

We believe that families have rights:

- to access their child's confidential individual records through our policy procedures and be aware of their child's progress
- to access services and be a part of the ongoing programs.

We value children as:

- individuals,
- capable learners within their environment and in their wider community
- social individuals,
- expressive individuals,
- inquisitive thinkers,
- respected community members, embarking upon their educational journey

CURRICULUM

At Cherry Crescent Preschool, we implement an EMERGENT CURRICULUM that reflects an AUSTRALIAN CURRICULUM –

Being, Belonging and Becoming.

● **What is an emergent Curriculum?** It is a curriculum that changes and develops according to the strengths and abilities of the children. Therefore, what the children learn about from year to year will change. Challenges are introduced into the curriculum when children have mastered skills and are ready for the next progressive step.

● **What is the AUSTRALIAN CURRICULUM?** On 2nd July 2009, the Council of Australian Governments endorsed the new Early Years Learning Framework (EYLF). The EYLF embraces three key elements for great importance of a child's life:

“**Belonging:** knowing where and with whom you belong is integral to human existence

Being: childhood is not solely a preparation of adulthood or for the future, recognising the significance of the ‘here and now’ in children's lives

Becoming: reflecting the process of rapid and significant changes that occurs in the early years as young children learn and grow,” (Commonwealth of Australia, 2009).

The EYLF was then further developed to be inclusive for children 0-8 years by the State Government of Victoria and is known as the Victorian Early Years Learning Development Framework. This framework embraces an integrated approach to learning and teaching ensuring that play is used to stimulate intellectual, physical, social and creative abilities. ¹ Teacher's design programs that reflect five key learning outcomes:

- 1) Identity: Children have a strong sense of identity
- 2) Connectedness: Children are connected with and contribute to their world
- 3) Wellbeing: Children have a strong sense of wellbeing
- 4) Learning: Children are confident and involved learners
- 5) Communication: Children are effective communicators

It is believed that these five learning outcomes are essential for assisting children in developing into happy and productive citizens of Australia. Children acquire learning and development through different ways (learning dispositions, or habits of learning), different rates and various times.

(¹ Department of Education and Early Childhood Development, 2009, Victoria Early Years Learning and Development Framework, Melbourne).

Therefore, programs will be flexible and adaptable. At Cherry Crescent Preschool, our programs are planned and evaluated weekly to ensure that experiences are relevant to current and specific interests and outcomes for the children.

- **We readily embrace ongoing collaboration between teachers, children and parents**, where interests and abilities of the children are discussed appropriately with all parties and considered, introduced and/or explored in the program.
- Developmental **milestones are monitored and naturally achieved** through encouragement, role modelling, support and guidance from teachers.
- Experiences **are presented through various areas and types of play**, with each area contributing to and fostering the growth of children's development, interests and independence, considering that children learn and express their learning in many different ways.

COMMITTEE OF MANAGEMENT

The Committee of Management is elected each year in February at the Annual General Meeting. Our Model Rules provide for four office bearers - President, Vice President, Treasurer and Secretary and six ordinary Committee members. The service provided by the Committee of Management is vital to the smooth running of the kindergarten.

A monthly meeting is generally held on a Monday at 7:00pm, at the kindergarten, unless a term break precludes this. A list of Committee members and contact numbers will be displayed on the notice board in the foyer.

Families are welcome to contact members of the Committee through the Kindergarten, by email or by phone. If you wish to attend a Management Committee Meeting or have copies of minutes or agendas passed on to you, please contact the Secretary in advance so arrangements can be made.

ROLES AND RESPONSIBILITIES

Please visit our website- www.cherrycrescent.vic.edu.au to read a detailed description of the roles and responsibilities of each Committee Member. Or if you like a paper copy, please see an educator.

CHERRY CRESCENT PRESCHOOL POLICIES

The Committee of Management have adopted many policies to help ensure that our Kindergarten maintains that every child has access to a high-quality early childhood program.

Policies adopted: -

- Staffing Policy
- Code of Conduct Policy
- Determining Responsible Person Policy
- Governance and Management of the Service Policy
- Occupational Health and Safety
- Participation of Volunteers and Students Policy
- Acceptance and Refusal of Authorisation Policy
- Administration of First Aid Policy
- Anaphylaxis Policy
- Asthma Policy
- Child Safe Environment Policy
- Compliments and Complaints Policy
- Dealing with Infectious Diseases Policy
- Delivery and Collection of Children Policy
- Diabetes Policy
- Administration of Medication Policy and with Medical Condition Policy
- Emergency and Evacuation Policy
- Enrolment and Orientation Policy
- Ethical Fundraising Policy
- Excursions and Service Events Policy
- Fees Policy
- Hygiene Policy
- Incident, Injury, Trauma Illness Policy
- Interactions with Children Policy
- Nutrition and Active Play Policy
- Privacy and Confidentiality Policy
- Sun Protection Policy
- Water Safety Policy
- Road Safety Transport Policy
- Relaxation and Sleep Policy
- Environmental and Sustainability Policy

Our Centre Policies Folder is located in the foyer. Please see and educator if you require any assistance.

EARLY LEARNING ASSOCIATION AUSTRALIA

Cherry Crescent Preschool is a member of Early Learning Association Australia (ELAA), which is a body set up to advice and assists Kindergarten Committees and deals directly with the State Government. ELAA aims to promote, sustain and develop Kindergarten education in Victoria.

EDUCATORS

Our passionate, warm, dedicated and highly experienced educators at Cherry Crescent Preschool are:

<u>Dianne</u> (Educational/Pedagogical Leader/Teacher Educator)	<u>Sarah</u> (Teacher)	
<u>Maria</u> (Educator)	<u>Thanh</u> (Educator)	<u>Quyen</u> (Educator)

The children call educators by their first names as we feel this is more comfortable and welcoming.

2023 ROTATIONAL TIMETABLE

Days/Hours	Group	Monday	Tuesday	Wednesday	Thursday	Friday
2 days x 7.5 hours =15 hours	A	8:30am - 4:00pm			8:30am - 4:00pm	
2 days x 7.5 hours =15 hours	B	8:30am - 4:00pm		8:30am - 4:00pm		
2 days x 7.5 hours =15 hours	C			8:30am - 4:00pm	8:30am - 4:00pm	
2 days x 7.5 hours =15 hours	D		8:30am - 4:00pm			8:30am - 4:00pm

2023 TERM DATES

TERM 1:	Friday January 27th (educators start) Monday January 30th (information sharing days start) TERM ENDS: Thursday April 6 th
TERM 2:	Monday April 24 th TERM ENDS: Friday June 23 rd
TERM 3:	Monday July 10 th TERM ENDS: Friday September 15 th
TERM 4:	Monday October 2 nd TERM ENDS: Wednesday December 20 th

HOLIDAYS

Our Kindergarten follows the same public holidays as all Victorian State Government Primary Schools. Families will be notified in advance of holidays in our Kindergarten Newsletter.

ACTIVITIES

During indoor and outdoor play times, a wide variety of activities are set up for the children. The children choose their own activities and move freely between activities. The experiences provided are generally open-ended to encourage creativity and imagination and to promote the children's independence within the kindergarten. The children's developmental milestones, interests and experiences guide the availability of activities provided.

INDIVIDUAL LEARNING PLANS

All our educators use the VEYLDF planning cycle to develop an Individual Learning Plan for your child. We consider the context of your family, culture, community and individual settings which supports assessment of learning that contributes to a detailed, up-to-date, strength-based picture of your child's learning and development. This Individual Learning Plan helps to inform you about child's development so we all can work together to achieve the best learning outcomes for your child.

An Individual Learning Plan will be shared with every family via email every term.

INDOOR AND OUTDOOR SESSIONS

Generally, the children will spend some time indoors and outdoors during each session. There will be time set aside for 'Fruit Times' and a 'Lunch Time'. All the children will participate in a whole group mat time. An example of a session would first represent the children participating in planned activities for indoor learning first, followed by a whole group mat time, fruit time then planned activities for outside play, whole group mat time, lunch time, a small outdoor play time and to finish with afternoon fruit and final whole group mat time.

TRANSITION TO KINDEGARTEN

Starting kindergarten is a significant time for you and your child and at Cherry Crescent Preschool, we work closely with families to ensure as smooth a transition as possible.

Our goal is to ensure that all the children feel safe and secure in their new kindergarten environment and to help to achieve this, the 3-Year-Old kindergarten children will start their first weeks slowly.

(Just a friendly reminder to the families who has enrolled in our 3-year-old program and your child is turning 3 in the month of February, March or April; you will need to stay with your child until they turn 3).

Every child is unique and adjusts at different rates, so we will ensure that the staggered timetable is designed for your child.

This will allow all of our educators to create a warm and comfortable environment and allow us to build strong connections with your child.

To help settle a newly enrolled 4-year-old child into our kindergarten program, we will also cater a staggered timetable to follow for the first few weeks.

Children moving from our 3-year-old program (2022), into our 4-year-old program may not need to follow a staggered timetable. If you feel that you still would like your child to follow a staggered timetable, please see an educator.

SUN PROTECTIVE HATS

Cherry Crescent Preschool reinforces that **all children are required to wear a SunSmart hat while playing outside**, (please refer to our Sun Smart Policy).

To comply with our SunSmart policy, we are asking if every family can provide their child with a Broad-brim or Bucket hat.

- Broad-brim or Bucket hats protect the children's skin ultraviolet (UV) radiation damage and they also reduce UV radiation to the eyes by 50%.



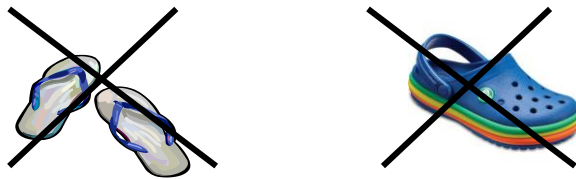
Every child will have their own separate cubby to place their Kindergarten SunSmart hat, where they will be kept during the year. The SunSmart hats must stay at kindergarten at all times.

WHAT TO BRING TO KINDERGARTEN EACH DAY?

- 😊 A Kindergarten bag that can easily fit all of your child's items. If your child is unable to pack their own bag, then it may be too small.
- 😊 Named change of clothes appropriate to weather conditions.
- 😊 Spare underwear.
- 😊 Suitable Fruit food and a lunch in a named snack box that is easy to use BY YOUR child. Please refer to paragraphs relating to Fruit Time and Lunch Time.

CLOTHES

Please ensure that your child wears comfortable play clothes and shoes or sandals that have soles with grip. Children can choose to remove their shoes during the warmer weather seasons, for sandpit play only. **Thongs and Crocs are not suitable**, as these are dangerous when climbing.



Families are encouraged to apply sunscreen to their child before they arrive at kindergarten. During the session, educators will reapply sunscreen on your child. If your child needs a specific type of sunscreen, then please label it and then give it to an educator and this sunscreen will need to stay at kindergarten. In the colder months, children need a warm coat to wear outside.

If your child does get paint on clothing, remember to wash in cold water as hot water sets some of the dyes in the paints.

Please ensure that your child has a spare set of clothes and underwear in case of "accidents", or getting wet in the sandpit.

FRUIT TIME

Every session you will need to provide enough **fruit or vegetables** for your child to have during Fruit Times. One Fruit time in the **morning** and another Fruit Time in the **afternoon**. This may include fresh or dried fruit or vegetables (for example celery, cucumber, carrots or tomatoes.) You will also need to provide your child with their own water bottle with their name clearly labelled on it. Strictly **water only**.

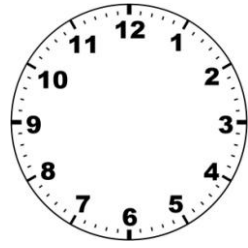


LUNCH TIME

Please provide a lunch box that is easy for YOUR CHILD to use. This container will have a healthy sandwich, wrap, sushi, plain yoghurt, cheese and plain crackers or vegetables with dip. This will be called our Lunch Time. **A cold ice block** will need to be placed into your child's lunch box to help their food stay cold. Unhealthy spreads and foods such as jam, nutella, chips, lollies, cakes or sweet biscuits will be returned home.



FRUIT AND LUNCH TIMES



Monday	Tuesday	Wednesday	Thursday	Friday
10:00am Morning Fruit Time	10:00am Morning Fruit Time	10:00am Morning Fruit Time	10:00am Morning Fruit Time	10:00am Morning Fruit Time
12:30pm Lunch Time	12:30pm Lunch Time	12:30pm Lunch Time	12:30pm Lunch Time	12:30pm Lunch Time
3:00pm Afternoon Fruit Time	3:00pm Afternoon Fruit Time	3:00pm Afternoon Fruit Time	3:00pm Afternoon Fruit Time	3:00pm Afternoon Fruit Time

Please note that these times are approximate and they may alter.

KEEPING UNWELL CHILDREN AT HOME

Families are requested to keep unwell children at home, as infections spread quickly through groups of children. We are required by the Health Department to exclude children for prescribed periods of time if they have an Infectious disease. Therefore, if your child has an infectious disease (please refer to the list below), you **MUST** inform an educator, to ensure the wellbeing of all the children and families. If you are unsure, please see an educator.

<u>Infectious Diseases: -</u>	
Amoebiasis (<i>Entamoeba histolytica</i>)	Measles
Campylobacter	Meningitis
Chickenpox	Meningococcal infection
Conjunctivitis	Mumps
Coronavirus (COVID-19)	Pertussis (whooping cough)
Diarrhoea	Poliomyelitis (polio or infantile paralysis)
Diphtheria	Hand, foot and mouth disease
Ringworm, scabies, pediculosis (head lice)	Rubella
<i>Haemophilus influenzae</i> type b (Hib)	Hepatitis A, B or C
<i>Salmonella</i> or <i>Shigella</i> infection	Sever acute respiratory syndrome (SARS)
Herpes (cold sores)	Streptococcal infection (including scarlet fever)
Human immunodeficiency virus (HIV) infection	Tuberculosis
Impetigo	Typhoid fever (including paratyphoid fever)
Influenza and influenza-like illnesses	Verotoxin-producing E.coli (VETC)
Leprosy	

Our 'Dealing with Infectious Diseases Policy' has been developed to ensure the kindergarten environment is healthy. According to the 'Dealing with Infectious Diseases Policy', the teacher will make arrangements to send a child home, if the child seems unwell.

You need to notify Dianne or Sarah of any allergies or medications your child has. Medications need to be given to an educator. If medication is to be administered to your child during the session, then you must complete the medication record form.

OUR COMMITMENT TO CHILDREN, FAMILIES AND EMPLOYEES

Our first priority is the health and safety of our children, families and employees. We are closely monitoring the COVID-19 (Coronavirus) situation and following advice from the Department of Education and Training (Early Childhood Education).

Our [COVID-19 Safe Plan](#) builds on our already robust approach to providing a safe and healthy environment and we will update it as the situation evolves. If you like a copy, please see an educator.

IMMUNISATION RECORDS

From 1 January 2016, you need to prove that your child's immunisation status is up-to-date before you can enrol or attend Cherry Crescent Preschool.

This is under [changes to the Public Health Act 2005](#)

(<http://www.health.qld.gov.au/system-governance/legislation/reviews/immunisation/default.asp>).

Cherry Crescent Preschool requires an:

- immunisation history statement when first enrolling your child
- updated immunisation history statement when your child passes the 2, 4, 6, 12, 18 months and 4 years [vaccination milestones](#)

(<http://vaccinate.initiatives.qld.gov.au/schedule/>)

If your child is not up-to-date, Cherry Crescent Preschool can:

- refuse enrolment
- cancel enrolment or refuse attendance or
- impose a condition on the child's enrolment or attendance.

A child can be exempt when.....

- he or she cannot be vaccinated for medical reasons
- who are on a recognised vaccination catch-up schedule
- you will need to provide your child's immunisation history statement stating this information.

DELIVERY AND COLLECTION OF CHILDREN

All parents/guardians **MUST** sign their child in and out of the kindergarten and enter the **EXACT** time of arrival and departure in the attendance book each day. Families also need to record the name of the person who will be picking up the child.

PLEASE ADHERE CLOSELY TO PICK UP TIMES.

(When following our covid-19 safe guidelines, it may mean that an educator will sign your child in our attendance book on arrival and when departing.)

PREPARATION TIMES

Each teacher has scheduled non-teaching and preparation times each week. Dianne's times are on Wednesday and on Fridays and Sarah's times are on Thursdays. During these times, we attend to such matters as teacher meetings, administrative work, Kindergarten shopping, ordering supplies, preparing notices, planning the kindergarten program and preparing materials in readiness for sessions.

If you would like to discuss any aspects of your child's progress at kindergarten, we will be happy to arrange a time to meet with you during these times.

NOTICES AND NEWSLETTERS

Apart from a phone call and a chat at kindergarten, our main means of communication with you are the notices and newsletters emailed at intervals each term. These notices and newsletters are shared throughout the term, to help keep you up to date with kindergarten events. Other notices and information can be found on our website, on our Facebook and displayed on the notice board in the kindergarten room and in the foyer.

CHANGE OF DETAILS ON ENROLMENT FORM

It is very important that you notify the kindergarten of any change of address, personal mobile numbers, your work number or emergency contact numbers or their details. If any information on your enrolment form needs to be changed, you need to notify us of that change straight away.

EMERGENCY CONTACT NUMBERS

These people need to become aware that you have named them as your contact people for an emergency. They also need to become aware if your child is required to be collected, in the event of us being unable to contact either parent that we expect them to come as soon as possible. Please let us know promptly of any changes during the year.

CHILDREN'S LIBRARY

We have a Children's Library located in the foyer and also a wide range of children's books which have been translated into various different languages. Languages such as Vietnamese, Somali, Arabic, Tagalog, Chinese, Spanish, Tamil, Bengali, Urdu, Panjabi, German, Mandarin, Hindi, Burmese and Telugu. Please make use of our Library for you and for your child. We encourage you to borrow a book at any time, please see an educator.

BIRTHDAYS

You are most welcome to send a birthday cake or little cupcakes along for your child's birthday - please ensure there is enough to share for about 26 children. We will sing "Happy Birthday" and then share the treat during lunch time. Please let your teacher know what you will bring as a treat for this special day, we may have children with specific allergies that may be at risk of Anaphylaxis. Please note that we are a nut free Kindergarten.

SECURITY BLANKETS AND BELONGINGS

If your child has a security blanket or teddy and they need to bring it along to kindergarten, we are happy for them to do so. However, please remember that things are easily lost or misplaced if left at Kinder, so it is best not to bring something your child cannot get through the night without. Please do not allow your child to bring toy guns or toys.

SUPERHERO COSTUMES

We encourage the children to **NOT** wear superhero costumes to Kinder. These costumes allow children unspoken "permission" to act out their chosen character which often results to aggressive fighting behaviour. This makes it very difficult for educators to be able to reinforce positive behaviour strategies that we use and role model with the children. We thank you for your cooperation.

MONEY

Please make sure that any money sent to kindergarten with your child, that it is placed in a sealed envelope. On the envelope clearly write your child's name, group, the amount of money and the reason for payment. Money should be given to an educator and NOT left in your child's bag. Please make sure that you include **CORRECT** money at **ALL TIMES**. For security reasons, we are unable to provide you with change.

FEES

Kindergarten fees for 2023 will be fully funded by the Victorian Government for all families. Cherry Crescent Preschool will not be charging term fees throughout 2023.

OPTIONAL CONTRIBUTIONS

Fundraising levy

In 2017, the Committee of Management introduced this levy to minimise smaller fundraising activities throughout the year. Our voluntary Fundraising levy for each family is **\$30.00 per term**.

Incursion and excursions

Periodically throughout the year, educators may organise excursions and or incursions to compliment the kindergarten program. To supplement the cost of these organised activities, families may be asked to pay extra money for these incursions and excursions to occur. The total cost per child will not be any more than \$45 per year.

Kindergarten Photos

During the year, we will be using SchoolPix to come and take photographs of the children. These photographs will be made available for families to purchase. Package prices will be supplied at the time.

PAYMENT OF MONEY

Payments can be made via bank transfer or cash in person. Please ensure all cash payments are the correct amount. Direct transfers can be made using the following bank details.

Account name: Cherry Crescent Preschool

BSB: 063172

Account number: 10137385

Please use your child's name as the reference and the reason for payment (for example 'voluntary fundraising levy'). Once the transfer has been made, please notify the kindergarten so that a receipt can be issued.

HOW YOU CAN HELP



There are a number of ways in which you can help at kindergarten. You may be able to play an instrument, sew or bake. Or you may like to be part of our functions organised by the kindergarten such as working bees, gardening or joining the Committee of Management. Alternatively, you may like to donate excess supplies of paper, stationary or craft items. All of which add value to the kindergarten programs. Anyway, in which you can assist, would be greatly appreciated.

DONATIONS

In order to help keep the kindergarten's running costs down you may like to donate:



A GROUP FAMILIES

And

<p>One box of tissues (Any Brand)</p>	<p>One packet A4 white photocopy paper - 500 sheets (Any Brand)</p>
	



B GROUP FAMILIES

And

<p>One packet A4 white photocopy paper - 500 sheets (Any Brand)</p>	<p>Dish Washing Liquid (Any Brand)</p>
	



C GROUP FAMILIES

And

<p>One 2kg bag of plain flour (Any brand)</p>	<p>One packet A4 white photocopy paper - 500 sheets (Any Brand)</p>
	

D GROUP FAMILIES

And

<p>One packet A4 white photocopy paper - 500 sheets (Any Brand)</p>	<p>6 rolls of toilet paper (Any Brand)</p>
	



NOTES:-