

Bond Street Kindergarten Chilwell Inc.

PR - 00001423



Parent Information Handbook 2022

5-35 Bond Street, Newtown 3220

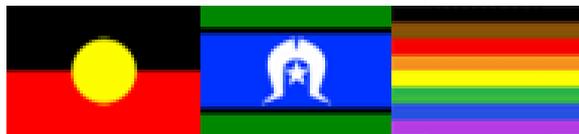
BN: 48 860 387 699

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bond.st.kin@gmail.com

Updated October 2021



Bond Street Kindergarten community acknowledges and pays respect to the traditional Aboriginal owners of country throughout Australia, their culture and Elders past, present and future. We acknowledge that the Wadawarrung people of the Kulin Nation have been caring and educating their children on these lands for thousands of years. We are committed to increasing our understanding of Aboriginal ways of being, knowing and connection to land within our childrens' programs.

Child Safety

Bond Street Kindergarten Chilwell Inc. (BSK) is committed to safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. BSK has zero tolerance for child abuse.

BSK is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Particular attention will be 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.

Every person involved in BSK has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Diversity Statement

We strive to provide an environment whereby all families, children, employees, students, and visitors to the kindergarten feel safe from discrimination. We endeavor to facilitate an inclusive environment where all people living with a disability, first nations people, people of all ages and genders, LGBTI and CALD communities feel valued, connected and safe.

National Quality Standards

Following our Quality Assessment and Rating visit in 2017, we are proud to advise that we achieved the highest rating possible *in all quality areas*, with an overall rating of ***Exceeding National Quality Standard!***

More information on National Quality standards can be accessed from Australian Children's Education and Care Quality Authority - www.acecqa.gov.au



Welcome

Bond Street Kindergarten is an independent community managed kindergarten that has been delivering high quality preschool education in Newtown (Geelong) for 100 years.

We provide an open-ended play-based learning environment, challenging children with uninterrupted periods of play. Emphasis on both indoor and outdoor play equally, ensures children learn best in a rich and beautiful environment. The outside play spaces are natural and flowing, offering great choice to the children.

Bond Street recognises children should be catered for individually and encouraged to problem solve themselves. Children are given a voice and empowered to make decisions regarding their play and social interaction. We hope that you and your child enjoy the kindergarten year with us at Bond Street.

Staff and Contact Details

Director & 4-year-old Early Childhood Teacher:

Jodie Bath (Purple Group) - bond.st.kin@kindergarten.vic.gov.au

4-year-old Early Childhood Teachers:

Cheryl Allan (Orange Group) - bondstreet.orange@gmail.com

Janet Humphries (Green Group) - bondstreet.greengroup@gmail.com

3-year-old Early Childhood Teacher:

Sharon Schueler (Blue Group) - bondstreet.bluegroup@gmail.com

Sharon Schueler (Red Group) - bondstreet.redgroup@gmail.com

Early Childhood Educators:

Purple Group - Claire Sirgiannis, April Fowler

Orange Group - Kerry Mousley, Sue Hammond

Green Group - Rebecca Robinson-Agg, Joanne Stones

Blue Group - Maureen Lochrie, Jessica England

Red Group - Rebecca Robinson-Agg, Jessica England

Lunch cover - Beth Thomas, Chelce England, Joanne Stones

Administration

Margaret Downie - can assist with fee, enrolment, and other administrative matters.

Margaret will be available Tuesday, Wednesday and Thursday, from 9.00am - 3.00pm via email: bond.st.kin@gmail.com

Early Childhood Educators

Your educators are trained to facilitate young children's learning and to keep individual records of each child. The program is planned and evaluated, taking into account the interests and needs of the individual, as well as the entire group. Children's individual participation and development is documented using varied formats, according to the Victorian Early Years Framework.

Regular contact with parents and home is essential for the understanding of pre-school children and the educators welcome any information which may help them to know your child better.

Opportunities for informal chats are encouraged. A good time for an informal chat is on arrival, the few moments at the end of each session or when you are a parent helper. You will be invited to attend a meeting with your child's Educator at set times throughout the year, however Educators are also available by appointment throughout the year to discuss your child's learning, development and participation in the kindergarten programs.

At Kindergarten

What does your child learn?



Socially

Learning to give and take and learning various social techniques.



Emotionally

Learning to relax, to care, to love and show concern for others' feelings, to feel happy and learning to control his/her negative emotions such as anger, frustration and embarrassment.



Creatively

Stretching the imagination to try out many different ways to combine materials and to solve problems.



Physically

Learning many skills, hand to eye co-ordination and how to use the fine and large muscles of his/her body.

Contributing to our Kinder

We have been able to maintain our independence and offer a truly unique early childhood experience, within our beautiful grounds, because of the contributions of our volunteer committee members. Past and current members have found it to be an enjoyable and rewarding experience.

Please consider joining the management committee in 2022

The committee is elected at the Annual General Meeting (AGM) which will be held on Wednesday, 9 March 2022. Members attend a monthly meeting that runs for approximately 1.5 hours. There are many and varied contributions you can make. The meetings have been taking place via zoom throughout most of 2021.

The committee, as the employer body (service provider), is responsible for the overall management of the kindergarten according to the Department of Education and Training (DET) funding requirements. The committee employs and is responsible for staff, equipment and facilities and overseeing fundraising and social activities.

Voluntary work

Our COVID safe plan currently prevents any Parent helpers and volunteers from participating in our programs. As this information changes and evolves over the coming months, families will be advised via email. Current information can be accessed at:

<https://education.vic.gov.au/about/department/Pages/coronavirus.aspx>

We hope we can get back to the times where parents are invited to place their names on session helper and washing rosters each term. Staff and COM value parent's involvement and talents immensely. This staff-parent partnership sends a powerful message to your children and your children simply love it when you're here.

Our gardens are vital to the kindergarten's "learn through play" philosophy. Working Bees and lawn mowing are scheduled as required and any help from parents is greatly appreciated.



Orientation

Why Phase-In?

Different children require individual attention at this specialised level of their development, and the needs of other children in the group must be balanced with those of each individual child.

Educators employ various phase-in methods according to how well they know the children from previous years, their own introduction techniques and the individual child's unique management of his or her kindergarten experience.

Families will be provided with an orientation schedule, that details the phasing-in strategy for their child/ren. Children will start in smaller groups at the first session. Session times will increase, and groups will come together over the first few weeks of Term 1.



Session times

After the initial weeks of orientation, the scheduled times for bringing your children to kindergarten and for picking them up, are as follows.

4-year-old Kindergarten groups:

Orange Group

Monday & Tuesday - 8.45am - 3.00pm
Wednesday - 8.45am - 11.15am

Green Group

Tuesday - 8.30am - 4.00pm
Wednesday - 8.30am - 4.00pm

Purple Group

Thursday - 8.30am - 4.00pm
Friday - 8.30am - 4.00pm

3-year-old Kindergarten groups:

Blue Group

Monday - 9.00am - 1.00pm
Thursday - 9.00am - 1.00pm

Red Group

Friday - 8.45am - 3.15pm



Children's arrival and departure

The kindergarten keeps an attendance book outside each room. DET regulations require persons bringing or collecting children to sign the children in and out each day. Children can only be picked up by a person authorised on their enrolment form. When an alternative person is collecting your child, they may be asked to confirm their identity with photo ID if unknown to educators in the room.

Please discuss with your child's Teacher if someone not listed/authorised is required to collect your child.

Please ensure you fully supervise all children in your care at all times.

Punctuality and going home

Educators have allocated time to prepare sessions, for administration duties, talking with parents, etc. This time is usually immediately before or after a session ends.

With this in mind, please be punctual and collect your child on time.

Remember to tell an educator if anyone different is to pick up your child and to write his or her name in the attendance book. Please let an educator know when you leave the kindergarten, to enable a check to be kept on the whereabouts of all children. Parents are responsible for children outside of kindergarten session hours and for the transportation of children to and from kindergarten.

Kindergarten policy requires no less than two staff members to supervise any child left at the kindergarten after the session finish time. Each educator is entitled to be paid a late collection fee of \$15.00 per quarter hour, which will be passed onto parents at the discretion of the committee of management. The late collection fee is referenced in the Delivery and Collection of Children Policy and the Fees Policy.

Please ensure that the gate is closed after you enter or exit the kindergarten. Please do not allow children to climb the gate or fence, or to slip through the gates as you chat on your way out.

Parking

Parents should read and follow all parking signs. The residents of Bond Street have difficulty with parents and friends parking cars over driveways. The rules exist for our safety and our children's safety.

Clothing

Children are to wear serviceable clothes they can easily manage; large buttons, no belts, braces etc. All personal items must be named. No handkerchiefs please. A set of spare clothes **must always** be kept in your child's bag and be properly labelled.

Summer clothing should be light and in keeping with our *Sun Protection Policy* (see below). Socks are unnecessary. Sandals and thongs *marked with names* are fine and children can remove them. Children are permitted to participate in the program with bare feet.

During cooler months, adequate warm weather clothing should be worn. Our program provides for outside play all year round, so an appropriate coat and hat should be brought to kinder during wet weather. Gum boots are also available for children to use.

Sun Protection

Our Sun Protection Policy requires children to wear an approved hat outdoors from 1 September to 30 April. We will provide your child with a bucket hat (that will remain at the kindergarten) which all children will be required to wear.

Appropriate clothing for sun protection should be loose-fitting, made from cool, densely woven fabric and cover as much skin as possible: tops with elbow-length sleeves and, if



possible, collars and knee-length or longer-style shorts and skirts. Singlet tops and shoestring tops/dresses do not provide adequate protection in the sun.

We provide sunscreen near the attendance book that parents can apply on arrival if they have not already applied at home. From 3 years of age, children are encouraged to apply their own sunscreen under supervision. You are welcome to provide your own sunscreen. Please ensure your sunscreen is stored appropriately and is not expired. For further information, please refer to our *Sun Protection Policy*.

Food at Kinder

At Bond Street Kindergarten, we are committed to:

- ✓ promoting nutritious food and eating habits that will contribute to healthy growth and development in children
- ✓ providing a safe, supportive and social environment in which children can enjoy eating
- ✓ consulting and working collaboratively with families regarding their child's nutrition and dietary requirements, including responding appropriately to food allergies and recognising cultural and religious practices and lifestyle choices



Our programs encourage and support children and families to make healthy nutrition choices - Refer *Nutrition and Active Play Policy*.

Children are to bring their own snacks and lunch (for sessions that take place over lunch times). Snacks can be consumed throughout the day and lunch at a specified group time.

All food should arrive in a clearly labelled container or lunch box. Families will be advised where food containers are to be placed during orientation.

Sharing of food is not permitted at kindergarten

Water: Water is available throughout the day whenever the children need it. You are **not required** to bring a water bottle for your child. Water is the only permitted drink at kinder.

Morning and/or afternoon snacks: Children need to bring a snack/s. Suggestions include fresh or dried fruit, vegetables, yoghurt and cheese sticks.

Lunch time sessions: Children need to bring their own lunch. Sandwiches and rolls are the usual favourites, but you could also try mountain or pita bread, vegie pikelets, savoury muffins or a salad.

Packaging: Please minimise excessive packaging with lunch box items. We encourage the use of reusable containers; buying items in bulk and packaging them yourself, such as yoghurt and cheese. With our concern for the environment this links with other aspects of the program.

Lunch boxes are not refrigerated, so please included a frozen ice pack

Try to involve your child as much as possible in making healthy choices for what to bring in their lunch box. Ask them if they had too much or too little to eat and adjust how much you pack as required.

Please leave out foods that children may know as 'sometimes foods' such as biscuits, cakes, chocolates, lollies, muesli bars, fruit straps, potato chips, corn chips and flavoured dairy desserts.

Individual groups may have other dietary or food group exclusions according to our anaphylaxis risk management guidelines. You will receive advice of this at the start of Term 1.

This kindergarten educates and cares for children that have anaphylaxis. NO edible nuts of any kind, especially peanuts, peanut butter, Nutella or peanut derivatives are to be brought into the kindergarten.

Water Safety

As part of Bond Street Kindergarten's commitment to enabling children to explore their natural environment, there is an array of opportunities, in both the three and four-year-old programs, to connect with water. These experiences engage the imagination and enrich learning through sensory play.

The Committee of Management and staff view the safety of children attending our programs, and all those entering our environment, as paramount. Therefore, policies and procedures are in place to minimise risk and facilitate response in the event an incident should occur.

A copy of the *Water Safety Policy* and the *Incident, Injury, Trauma and Illness Policy* are available on our website.

Birthdays

Your Educator will discuss and/or provide you with further information regarding how children's birthdays are celebrated at kindergarten.

Please do not pass out birthday invitations or send birthday cakes or treats to the kindergarten. We ask that you consult an educator for alternative suggestions.



Children's belongings

Children are encouraged to bring items of interest and nature discoveries. We do not have 'Show and Tell' sessions, but children may bring personal belongings to show and share if they are suitable, preferably not mechanical or flashy toys.

Health and Illness

No child is to attend kindergarten showing **any** signs of illness. Children will be sent home if they are unwell. If your child is absent because of an infectious illness, please advise the kindergarten. Some illnesses are notifiable to DHHS and the kindergarten community.

Individuals are not identified in the notification process to DHHS or other families. Confidentiality is respected.

Medications and first aid

All educators are trained to administer first aid. The First aid kit and a defibrillator are located in the kitchen at the kindergarten.

If it is necessary for your child to receive medication during kindergarten hours:

- ❖ Medication must be labelled, with a pharmacy dispensed label that includes the child's name and full details including dosage, times and names of medication must be given to your child's educator each time it is required.
- ❖ Parents need to enter all relevant information on a medication form, which must then be signed.
- ❖ Staff administering any medication must have it witnessed and signed. The parent must sign again when the medication is taken home with the child.

All medication must be handed to staff and not left in the children's bags.



Centre Information and Policies

Centre information is located on the notice board between the playrooms at the front of the building. Our policies are available to parents via our website:

<https://bondstreetkinder.com.au/policies/>

Privacy Statement

We believe your privacy is important. Bond Street Kindergarten Chilwell Inc has developed a Privacy and Confidentiality Policy that illustrates how we collect, use, disclose, manage and transfer personal information, including health information. This policy is available on request.

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.

The Child Information and Family Violence Information Sharing Scheme allows Early Childhood Services to freely request and share relevant information with Information Sharing Entities to support a child or group of children's wellbeing and safety when the threshold test has been met.

Purpose for which information is collected

The reasons for which we generally collect personal information are given in the table below.

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 sensitive and 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.
- information sharing entities to support a child and a group of children's wellbeing and safety.

Enrolment Management

Bond Street Kindergarten Chilwell Inc utilises EnrolNow to electronically manage your child's enrolment at the service. EnrolNow sites include: <https://www.enrolnow.com.au/>, <https://www.transact.enrolnow.com.au/>, <https://www.occupancy.enrolnow.com.au/>, <https://www.enrolnow.com.au/digitalsiso>, EnrolNow One (hosted on Zoho @ <https://crm.zoho.com.au/crm>) EnrolNow is bound by the Privacy Act 1988 (Cth), which sets out a number of principles concerning the privacy of individuals. EnrolNow's privacy statement is available at any time upon request.

Data Breaches

Bond Street Kindergarten will respond to any software data breaches, in accordance with Zoho's Incident Management guidelines: <https://www.zoho.com/security.html>

Internal data breaches will be managed as required under the provisions of the Privacy Act 1988 (Cth).

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 Reform Act 2012 (Vic) 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, sensitive or health information can 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 our website.

For information on the *Privacy and Confidentiality Policy*, please refer to our website or contact the Approved Provider/Nominated Supervisor.

Fees

Our annual budget relies on full payment of all fees. Fees are set at an annual rate, with payment in four equal installments. We require each term fee to be paid in advance.

Where affordability is an issue, you are welcome to make arrangements to pay in installments. Exceptions should be arranged with the Administration Officer **prior** to the fee due date. For detailed information regarding fees, please refer to the fees policy https://bondstreetkinder.com.au/wp-content/uploads/2021/10/QA7-Fees-Funded-Kindergarten_V1.3.pdf and specifically the following policy attachments:

- Attachment 1: Fee information for families
- Attachment 2: Statement of Fees and Charges - 3-year-old kindergarten program
- Attachment 3: Statement of Fees and Charges - 4-year-old kindergarten program
- Attachment 4: Fee Agreement - 3-year-old kindergarten program
- Attachment 5: Fee Agreement - 4-year-old kindergarten program

Should families plan to be absent for any large period of time, please advise your educator. As your child's place is still held, fee payments must continue for absences.

Please ensure all matters pertaining to fees are discussed with the Administration Officer, rather than educators.

Queries, Suggestions or Complaints

Please feel free to discuss any concern regarding your child or the operation of the kindergarten, with an educator or the President of the Committee of Management at any time. Please note that for larger concerns, we require an appointment time.



Official complaints are to be addressed to the President of the Committee of Management. These can be made in writing and sent via post or email - president.bondstreetkinder@gmail.com.au

Newsletter

Communication

All families will receive a fortnightly newsletter via email. This will be sent to the nominated Parent/Guardian 1. The newsletter will provide information on current and upcoming events, as well as other items of interest. Notices are also regularly placed at the sign-in book or in your child's basket.

Should you wish to contact your child's teacher via email, you can do so using the email addresses listed at the front of this handbook.

For day-to-day matters, such as absences, please continue to use the main kindergarten number. Teachers will check their emails on a weekly basis in staff preparation time, therefore if your matter is of a more urgent nature, please call or discuss directly with your child's teacher.

Important Dates 2022

Term 1:

Tuesday 1 February - Friday, 8 April

Term 2:

Tuesday 26 April - Friday, 24 June

Term 3:

Monday, 11 July - Friday, 16 September

Term 4:

Monday, 3 October - Thursday, 15 December

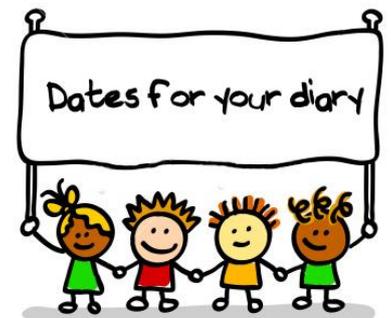
Public Holidays (during term):

Labour Day - Monday, 14 March

Anzac Day - Monday, 25 April

Queen's Birthday - Monday, 14 June

Geelong Cup Day - Wednesday, 19 October



There may be occasions when special sessions will be held in lieu of normal sessions, such as a night session. Advance notice will be given.

Other Dates:

Professional Development Days: Two child free days - To be announced

Photo Week: 10-14 October TBC

Committee Meetings:

Meetings run for approximately 1.5 hours and in 2021, meetings were generally held on the 2nd Wednesday of each month at 7pm. The incoming COM may change this following the AGM.

♥ Welcome to
Kindergarten

We acknowledge the support of the Victorian State Government