“Stay and Play” Sessions: Orientation
Due to the introduction of “Single Start” and Universal Access (15 hours of Kindergarten per week) there have been changes to Orientation sessions (Stay and Play).

- Each child will be entitled to 2 visits in Term 4 between week 2 and week 6.
- Visits are during morning sessions (Mon-Fri).
- Parents or carers must stay at the kindy during the visit.
- Each visit will be for an hour between 10.00am and 11.00am.

(Additional sessions will be available under particular circumstances. Please ring the kindy to discuss if necessary.)

- There is a limit of 4 new enrolments per visit.
- Please bring a snack (fruit), bottle of water and a hat.

Kindergarten Sessions 2016
Universal Access entitles children to 15hrs kindergarten per week. Children will be able to attend:

**Monday and Wednesday** 9.00am – 3.00pm and **(Friday)** 8.45am -11.45am) or

**Tuesday and Thursday** 9.00am – 3.00pm and **(Friday)** 12.00 -3.00pm)

Parents and caregivers always have the option of collecting their child early if they are becoming tired due to the full days at kindergarten.

**Fees:**

Kindergarten
$150.00 per term: (A discount applies when the entire years fees are paid at the beginning of the year).
The kindergarten fee applies for each child and is not determined by the number of sessions attended per week.

**Music** - $25.00 per term ($2.50 per week)

Fee invoices will be placed in your child’s Notice Pocket during the first week of each term.
Discounts are available if paying for the entire year.
Payments can be made online or with cash/cheque.

**Staff:**

Director: Wendy Farley – 0.8
Teacher: Nanette Horseling – 0.5
Teacher: Janice Guglietti – 0.6
Teacher: Seanne Tiller – 0.4

Early Childhood Worker: Tania Peake – hours to be finalized

Music Teacher: Not yet finalized - two sessions per week

“Educators who give priority to nurturing relationships and providing children with consistent emotional support can assist children to develop the skills and understandings they need to interact positively with others.” (Being, Belonging and Becoming: The Early Years Learning Framework)

A specific staff team works with each group. 1. Monday/ Wednesday and 2. Tuesday/Thursday.
VISION STATEMENT:
To be an inclusive community where children and their families come together to learn, have fun, form lasting relationships and be accepted for their uniqueness.

STATEMENT of PHILOSOPHY
At Margaret Lohmeyer Kindergarten, we believe that our role as Early Childhood Educators is to:

• Support each child and give them opportunities through play, to explore and celebrate his/her individuality.
• Work with the family and broader community to promote the physical, social, intellectual and emotional wellbeing of children.
• Develop self-motivation, resilience and adaptive skills so that each child will learn to manage themselves effectively in an increasingly fast – changing society.
• Encourage in children a sense of care and concern for others, as well as care for self and the environment.
• Offer a gender and culturally inclusive program that avoids stereotyping
• Instil in each child a love of learning, self-confidence and high expectations of themselves.
• Provide opportunities for educators and children to reflect on teaching and learning processes to improve outcomes.

CURRICULUM
Planning and programming takes place on a fortnightly basis and is founded on the Early Years Learning Framework (Belonging, Being and Becoming). This curriculum is being implemented in all Early Years settings (from birth to 5yrs) across Australia.

There are 5 main Learning Outcomes designed to capture the integrated and complex learning and development of all children across the birth to five age range. Our program is play based, and provides opportunities for both indoor and outdoor activities. Learning Experiences provided are based on a balance between children’s interests and teacher led ideas. There are both structured and unstructured activities with children’s individual learning styles taken into account.

There are whole group sessions at the beginning, middle and end of the day and a small group session prior to snack time in the morning.

Our fortnightly program is on display on the wall above the children’s sink.

We value parents input into the program and encourage you to participate with ideas, interests and skills.

A variety of records are kept of each child’s progress during their time at kindergarten and a Statement of Learning is prepared when they leave to go to school.

Indicators of Preschool Literacy and Numeracy are used to inform staff of children’s progress and areas of strength or skills to be developed. (You have a copy of the Indicators in your information pack.)

Each child has an Individual Learning Plan.

A Parent/Teacher interview is offered during 2nd Term, but staff are always available to discuss your child’s progress or any concerns you may have. Please don’t hesitate to make a time to have a chat.

UNIVERSAL ACCESS
Universal Access to Early Childhood Education is a Coalition of Australian Government (COAG) commitment to provide access to a quality early childhood education program for all children by 2013, delivered by a university trained early childhood teacher, for 15 hours a week, 40 weeks a year, in the year before formal schooling.

At the date 21.08.2015 no assurance has been given that the funding for UA will continue into 2016.

We will continue to keep the kindergarten community informed of any new developments.

MANAGEMENT COMMITTEE
The Management Committee comprises of parents, carers and staff of the kindergarten. Meetings are held at least twice a term and are currently held on a Monday evening at 7.15pm.

The Management Committee plays an important part in the running of the kindergarten. It is comprised of interested parents who are willing to contribute to the decision making, policy development, fundraising ideas and ratification of budgetary requirements.

Families are most welcome to join in and help with all aspects of our kindergarten. Cooking, helping with craft activities, cleaning up after kindy sessions, going on excursions, or becoming a member of the management Committee are all ways in which families may become involved.
DAILY ROUTINES

Daily Attendance Records
Parents are required to sign their child into and out of kindergarten each day. Attendance sheets are located on the lockers near the back door.

Sun Safe Policy
All children are required to wear broad brimmed hats for outdoor play during terms 1 and 4. (Caps are discouraged).

Please put sunscreen on your child before attending kindergarten during hot weather.
Staff will provide sunscreen for children to apply prior to taking part in outdoor activities during the afternoon.
Policy: Sun Safe Policy is displayed in the orange Policy Folder located on the kitchen bench.

Allergies and/or Asthma
If your child has asthma and/or an allergy please see staff for relevant forms.
Asthma plans must be completed by a Doctor.
We can provide management plans for you if required.

Medication
Medication consent forms must be signed by a parent (or Doctor). If medication is required during session times please speak to staff.

* DO NOT LEAVE MEDICATION/PUFFERS IN CHILDREN’S BAGS !

Dental Clinic
Once your child starts at kindergarten they are eligible to use the School Dental Service. We provide information sheets for this service.

Snacks/Lunch
We have a snack time during each session. The Kindergarten Nutrition Policy states that snacks consist of fresh/dried fruit or a sandwich. Dry biscuits may be included if your child will not eat the other options. Prepackaged items such as fruit bars will remain in the child’s bag. (The Margaret Lohmeyer Kindergarten is a NUT FREE kindergarten.)

Please provide a named bottle of water for your child to drink. (Water is always available in a container near the back door.)

Please provide a separate container for their snack and lunch. The lunch may be placed in the refrigerator and snack remains in their bag. A wider variety of food is acceptable at lunch time. Items such as yoghurt, muffins, muesli bars and fruit bars may be included. (Chips and lollies will be left in lunch boxes to take back home.)

If your child has special dietary requirements please speak to a member of staff.
A copy of the Healthy Food Policy is included in your Information Pack and is also displayed in the orange Policy Folder on the kitchen bench.

Spare clothes
Please provide your child with a change of clothes to be kept in their bag in case of “accidents” or if they become wet during water play. Please ensure that all items of clothing are clearly named.

Toys
We discourage children bringing items from home. Toys are particularly discouraged, as it is so easy for them to be lost or broken during the day. This may be distressing for your child. If your child has been on a
special outing or has a special item (that they have made) that they would like to show the other children we are happy for them to do so.

**Change in “Pick-Up person”**
If there are changes to the regular people collecting your child please record them in the Daily Attendance Sheet next to your child’s name). We must know who is going to be collecting your child. If arrangements change during the session time please telephone to advise us.

**Absence and Illness**
We appreciate a telephone call to the kindergarten if your child will not be attending a session due to illness or holidays. Please also notify us if your child contracts a contagious condition such as chicken pox, head lice etc. This is important for the health and safety of other children, and also for any expectant mothers attending the kindergarten.

*DECD policies and procedures will be enforced in relation to contagious conditions.*

**Personal Details**
If your personal details change please notify us as soon as possible. This includes addresses, telephone numbers, allergies etc. All personal details will be kept in the office accessible only with Leaders permission. (Confidentiality is kept at all times)

**Parent Information**
An initial interview will take place prior to your child commencing Transition visits. (This may also be in the form of an Information Evening). We hope to pass on information related to the kindy routines and programs, and answer any questions.

Notice pockets are provided for each child. Please check these on a regular basis for Newsletters, Notices, Fee invoices etc.

Fee invoices and envelopes will be put into your notice pockets during the first week of each term. Please return the envelopes (with the correct money) to the locked box on the wall next to the oven or use the internet banking option.

**Money**
Any money for events etc. should be dealt with as follows:
- Correct money is to be placed into a sealed envelope and placed in the money box near the oven.
- Envelope must be clearly marked with the child’s name and what the payment is for
- Fees can be paid directly into the Margaret Lohmeyer Bank Account. (refer to invoice)

**Kindergarten Policies**
Kindergarten Policies are reviewed on a regular basis in conjunction with the Management Committee. Policies are on display in the Policy Folder near the back door:
- Healthy Food Policy
- Sun Safe Policy
- Incident, Injury, trauma and illness Policy
- Interactions with children: Behaviour Management Policy
- Grievance procedures.

*All Policies required by the National Quality Standard are displayed in the orange Policy Folder*

* **Please Remember** *

**You are always welcome at the Kindergarten.** You are welcome to come and visit any time. If you wish to sit and read with children, or help them with an activity, or wish to introduce an activity you think they would like please come and talk to a member of staff. We value your participation and contribution to the kindergarten program and also value your feedback.